

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES
OF THE OQUIRRH RECREATION AND PARKS DISTRICT
WEDNESDAY, MARCH 20, 2024
ELEMENT EVENT CENTER
5658 S COUGAR LANE (4800 WEST),
KEARNS, UTAH

Present:

Wade Wright, Chair
Jeff Monson, Vice-Chair
David Howick, Trustee

Staff Present:

Kevin Schmidt, Executive Director
Danielle Norman, Controller
Chris Johnson, Accountant/HR Specialist
Josh Lawrence, HR Manager
Kurt Warren, Facilities
Brad Percy, Aquatics Manager
Jacque Wardle, Recreation Manager
Sam Page, Operations Manager
Steve Cook, Marketing Manager

CALL TO ORDER

Chair Wright called the meeting to order at 6:01 p.m. Chair Wright turned the time over to Mr. Schmidt for general discussions.

General Discussion

Discussion of Agenda Items

Chair Wright stated that Policy 3.1.2.2 and 3.1.2.3 would be moved to the next Board Meeting. Vice-Chair Monson suggest that we review the Master Plan that was worked on a few years ago. He explained it had many of the goals the board is referring to. The Board discussed a plan to work on for future goals.

Chair Wade discussed the committee reports, he updated the Board on his reports for the bank accounts and the approval of the policy.

Trustee Howick discussed the URPA and his impressions on the content and experience he received, he enjoyed the conference and stated it had very good content, well put together, he was unable to see all that he would have liked. Overall, the conference was extremely well done.

Chair Wright discussed Policy 3.1.2.2 and 3.1.2.3 regarding the bank account and reserves. The

Board discussed the amount that the facility would put in a reserve account and how to calculate that amount per calendar budget year and opinions on if they wanted to proceed with it.

Chair Wright moved to discuss the managers reports.

MARKETING

Mr. Cook started by showing the Board the Welcome video for all new hires. Mr. Cook discussed his attendance at the URPA conference. Trustee Howick asked Mr. Cook what his thoughts are on SmartRec the new POS system, he also let the board know that we have made some changes on the website to accommodate the new software.

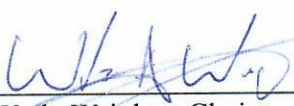
OPERATIONS

Ms. Page asked if anyone had any questions on the security report. The month was a very quiet, with only a few incidents/accidents. There were no additional questions for Ms. Page. Vice-Chair Monson asked Ms. Page if it was possible to compare months to months.

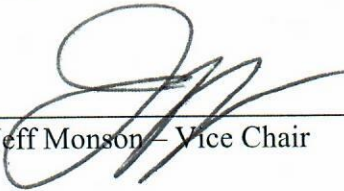
ADJOURN

The Working Meeting was adjourned at 7:04 PM.

Date: 5-15-24


Wade Wright – Chair

Date: 15 May 2024


Jeff Monson – Vice Chair

Date: _____

David Howick – Trustee

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE OQUIRRH RECREATION AND PARKS DISTRICT
WEDNESDAY MARCH 20, 2024
ELEMENT EVENT CENTER
5658 S COUGAR LANE (4800 WEST),
KEARNS, UTAH 84118

Present:

Wade Wright, Chair
Jeff Monson, Vice Chair
David Howick, Trustee

Staff Present:

Kevin Schmidt, Executive Director
Danielle Norman, Controller
Chris Johnson, Accountant/HR Specialist
Josh Lawrence, HR Manager
Kurt Warren, Facilities
Brad Percy, Aquatics Manager
Jacque Wardle, Recreation Manager
Sam Page, Operations Manager
Steve Cook, Marketing Manager
Jennifer Adams, Group Sales

Others Present:

LeAnne Powell – Executive Director - URPA
Megan Zollinger – President Elect - URPA

CALL TO ORDER

Chair Wright called the Regular Board Meeting to order at 7:04 p.m.

Pledge of Allegiance

Citizens Comment

There was no public comment.

URPA Award Presentation

Ms. Powell introduced herself and Megan, she proceeded to explain the Utah Recreation Parks Association, she thanked the facility and all those present for all the support the District provides to the community.

Ms. Powell is here to present the following Awards, the first was to the District for Outstanding Special Event for Fire, Water and Ice. It was presented to Mr. Steve Cook and Ms. Jenn

Adams. The second was a Lifetime Achievement Award for over 37+ years of service in the Recreation and Special Events community to Steve Cook.

Trustee Howick thanked Ms. Powell for the great conference in 2024, Chair Wright thanked Ms. Powell and Ms. Zollinger for coming tonight and presenting the awards.

MANAGER REPORTS & EXECUTIVE DIRECTOR REPORT

Chair Wright reported that some of the managers' reports were discussed in the Working Meeting.

HUMAN RESOURCES

Mr. Lawrence asked if there were any questions. Mr. Lawrence let the Board know we were selected as one of the best places to work in the country. Mr. Lawrence explained the process we went through to receive the award for one of the top employers to work for. Chair Wright and the Board thanked Mr. Lawrence and staff for the wonderful job done. Trustee Howick asked several questions concerning some of the items in the HR report. He also asked about the new Communication Coordinator, this person will be under Admin, be responsible for the website, marketing and community outreach.

FACILITIES

Mr. Warren asked the Board if they had any questions. Chair Wright asked about the replaster on the outdoor play pool, he also asked about the play structure in the same pool. Mr. Warren explained the delay and reported that the manufacturer is fixing the issues. He gave an overview of maintenance items and discussed several items.

RECREATION

Ms. Wardle asked if they had any questions, she discusses items and programs in the Recreation Department and asked if they had any additional questions. Chair Wright asked about rentals for the months of February. Ms. Wardle reported that Ms. Adams was out on leave and the indoor rec pool was being repaired.

AQUATICS

Mr. Percy thanked the Board for the opportunity to attend the URPA Conference in St. George. Mr. Percy reported that Brittany Taylor graduated from URPA's Leadership Academy. He discussed the upcoming summer and let the Board know that both Jenny and Brittany are doing well with the help of Josh in recruiting staff.

EXECUTIVE DIRECTOR REPORT

Mr. Schmidt discussed several items in the Directors report, including the front counter remodel, he discussed the digital signage being installed behind the counters. Mr. Schmidt then discussed the new IT person; further information is being gathered and a decision will be made

within a few days. Mr. Schmidt discussed various agenda items and answered questions from the Board.

Discussion and Possible Action: Amendment of Policy 3.1.2.2 and 3.1.2.3 Cash & Investments

Chair Wright discussed the policy and some of the changes that the Board would like to make, a discussion ensued by the Board and would be further discussed via email and approved at a future meeting.

Consideration and Recommendation to Approve Expenditures over \$60,000

There was no expenditure at this time.

APPROVAL OF MINUTES

After a brief discussion, Vice-Chair Monson moved to approve the minutes for the previously held meeting:

February 21, 2024 – Working Board Meeting

February 21, 2024 – Regular Board Meeting

Trustee Howick seconded the motion. Motion carried unanimously:

Chair Wright, Aye

Vice-Chair Monson, Aye

Trustee Howick, Aye

APPROVAL OF PAYABLES & FINANCIALS

After review, Trustee Howick made a motion to ratify the March 6, 2024, payable in the amount of \$ 67,719.82. Vice-Chair Monson seconded the motion. Motion carried unanimously:

Chair Wright, Aye

Vice-Chair Monson, Aye

Trustee Howick, Aye

After review, Trustee Howick made a motion to approve the March 20, 2023, payable in the amount of \$ 135,442.57. Vice-Chair Monson seconded the motion. Motion carried unanimously.

Chair Wright, Aye

Vice-Chair Monson, Aye

Trustee Howick, Aye

Ms. Norman presented and discussed the February financials. Vice-Chair Monson moved to approve the February 2024 financials except for the balance sheet, pending the external audit completion. Trustee Howick seconded the motion. Motion carried unanimously:


Chair Wright, Aye
Vice-Chair Monson, Aye
Trustee Howick, Aye

Next Regular Board Meeting Scheduled for April 17, 2024, at 7:00 PM

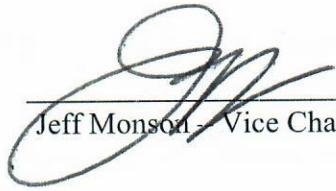
ADJOURN

The Regular Meeting was adjourned at 8:55 PM.

Date: 5-15-24


Wade Wright – Chair

Date: 15 May 2024


Jeff Monson – Vice Chair

Date: _____

David Howick – Trustee