

OQUIRRH RECREATION AND PARKS DISTRICT  
MEETING OF THE BOARD OF TRUSTEES  
The Element Event Center  
5658 S Cougar Ln (4800 W), Kearns, Utah  
December 6, 2023

REGULAR MEETING

**6:00 PM**

1. Call to Order
2. Pledge of Allegiance
3. Citizen's Comments
4. Public Hearing on the 2024 Oquirrh Recreation and Parks District Budget and Fees
5. Closing of Public Hearing
6. Discussion and Approval of the 2024 Oquirrh Recreation and Parks District Budget and Fees – Resolution 2023-05
7. Discussion and Possible Amendments of the 2023 Oquirrh Recreation and Parks District Budget – Resolution 2023-06
8. Manager Reports
  - Aquatics Report
  - Marketing
  - HR
  - Facilities
  - Recreation
  - Operations – Membership Report, Accident/Incident Report Summary/Closure Report
9. Executive Director Report
10. Consideration and Recommendation to Approve Expenditures over \$60,000
  - Possible Approval of Olympus Liability Insurance
  - Possible Approval of Other Invoices
11. Approval of Minutes
  - November 15, 2023 – Working Meeting
  - November 15, 2023 - Regular Board Meeting
12. Payables and Financials
  - Approval of December 6, 2023, Payables
  - November 2023 Financials will be moved to January 2024 Board Meeting
13. Discussion and Possible Approval of 2024 Board of Trustees Meeting Schedule
14. Discussion and Possible Approval of 2024 Board of Trustees Positions
15. Adjourn

If you are planning to attend this meeting and due to disability, need assistance in understanding or participating in the meeting, please notify the District in advance of the meeting (Chris Johnson at 801-966-5555 ext. 140) and we will try to provide the assistance necessary. Oquirrh Recreation and Parks District does not discriminate on the basis of race, color, gender, national origin, religion, age, or disability in the employment or the provision of services. This may be an electronic meeting with one of the Trustees participating via electronic means.

## **POSSIBLE CLOSED MEETING**

**8:00 PM**

*Closed meeting to discuss litigation, property acquisition or the character and professional competence or physical or mental health of an individual.*

### **Kearns Oquirrh Park Fitness Center**

#### **Vision**

*Building healthy individuals, families, and community.*

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#### **Mission**

*Our mission is to enhance healthy lifestyles for the community through quality programs, activities, facilities, and education in a safe, fun and friendly environment.*

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#### **Values**

- K** *Keeping in touch with our community*
- O** *Outstanding programs and staff*
- P** *Pride in what we do*
- F** *Fun activities for all*
- C** *Committed to do everything we can to make your visit a positive experience*

With November just ending, Danielle is trying to determine more closely what our anticipated year end numbers are compared to the 2023 budget. If an amendment to the budget is needed, it is on the agenda.

If necessary we will approve Resolution 2023-06.

## **RESOLUTION # 2023-05**

### **A RESOLUTION ADOPTING THE 2024 BUDGET AND FEE SCHEDULE FOR OQUIRRH RECREATION AND PARKS DISTRICT.**

**WHEREAS**, the Oquirrh Recreation and Parks District and Board of Trustees has considered the 2024 Budget and Fee Schedule;

**WHEREAS**, the Board of Trustees of the Oquirrh Recreation and Parks District, in accordance with law, desires to adopt a 2024 Budget and Fee Schedule;

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF THE OQUIRRH RECREATION AND PARKS DISTRICT AS FOLLOWS:**

1. **Adoption.** The Board of Trustees of the Oquirrh Recreation and Parks District (the “District”) hereby adopts the 2024 Oquirrh Recreation and Parks District Budget and Fee Schedule-see attachment.
2. **Severability.** If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability, shall not affect any other portion of this Resolution, and all sections, parts and provisions shall be severable.
3. **Effective Date.** This Resolution shall become effective immediately upon its passage.

**PASSED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE OQUIRRH RECREATION AND PARKS DISTRICT ON THIS 6<sup>th</sup> DAY OF DECEMBER 2023.**

**OQUIRRH RECREATION AND PARKS DISTRICT**

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David Howick, Chair

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Wade Wright, Vice Chair

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Jeff Monson, Trustee

## **RESOLUTION NO. 2023-06**

### **A RESOLUTION ADOPTING THE 2023 BUDGET AMENDMENTS FOR THE OQUIRRH RECREATION AND PARKS DISTRICT.**

**WHEREAS**, the Oquirrh Recreation and Parks District and Board of Trustees has considered the 2023 Budget Amendments;

**WHEREAS**, the Board of Trustees of the Oquirrh Recreation and Parks District, desires to adopt the proposed 2023 Budget Amendments;

**NOW, THEREFORE, IT IS HEREBY RESOLVED** BY THE BOARD OF TRUSTEES OF THE OQUIRRH RECREATION AND PARKS DISTRICT AS FOLLOWS:

1. **Adoption.** The Board of Trustees of the Oquirrh Recreation and Parks District (the “District”) hereby adopts the 2023 Budget Amendments outlined in Exhibit A.
2. **Severability.** If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidly or unenforceability, shall not affect any other portion of this Resolution, and all sections, parts and provisions shall be severable.
3. **Effective Date.** This Resolution shall become effective immediately upon its passage.

**PASSED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE OQUIRRH RECREATION AND PARKS DISTRICT ON THIS 6<sup>th</sup> DAY OF DECEMBER 2023.**

**OQUIRRH RECREATION AND PARKS DISTRICT**

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David Howick, Chair

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Wade Wright, Vice Chair

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Jeff Monson, Trustee

# Aquatics Department

## Board Report

Brad Peercy

December 6, 2023

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- I don't have much to report at this time. Our month end numbers aren't complete since November isn't over yet. I will bring what I can to the meeting.
- At our last meeting I reported verbally about the Men's National Collegiate Club Championships. The event ran great and we had people here from all over the country. We received many compliments on the cleanliness of the facility and how friendly our staff was.
- We have been spending a lot of time learning and practicing in SmartRec and Paylocity so we're ready for the transition.
- We will be teaching a Lifeguard class over the winter break, December 26-30. If you know of anyone please have them apply online or contact Jenny.
- We are offering special afternoon open plunges over the winter break, December 22-January 2, starting at Noon.
- Efforts are in high gear for the 58<sup>th</sup> Annual Kearns Holiday Open. The meet has been sanctioned and is out to the teams. Entries are due December 9. Caps and awards have been ordered.
- Overall things are going well. We seem to be good on our staffing numbers and we've been seeing a good number of lap swimmers and water exercise patrons. Under Jenny's leadership the lifeguards are doing a great job of keeping the pools as safe as possible.
- Upcoming large Aquatic Events and activities at our facility:
  - December 1 - Jordan School District Championship
  - December 28-30 – 58<sup>th</sup> Annual Kearns Holiday Open Swim Meet
  - January 27-28 – USA Water Polo Dare to Dream Tournament

# Marketing, Events and Group Sales Division

## Board Report

Steve Cook

December 2023

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- Group Sales has secured several corporate meetings for Harmons in 2024. Jen has also received a commitment for Utah Special Olympics for 2024.
- Breakfast with Santa is Saturday and we are anticipating it to go very well. We have record registrations for the event. Everyone who has their photo with Santa can download them from our Facebook page for free.
- The Winter Indoor Tri Series registration is live and we are approaching nearly 50% on registrations.
- December brings promotions for gift cards and signing the family up for an annual membership.

Let me know if you have any questions. Thanks - Steve

# Human Resources

## Board Report

Joshua Lawrence

December 2023

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- Hiring/Retention:
  - November, we saw 1 hire and 22 terminations (Net of -21).
  - Average daily headcount 281.3.
  - Turnover rate 7.8%.
- Paychex
  - Will not charge fees for leaving contract early
  - Set to finish at end of year, but access to reports for the next 2 months
- Paylocity
  - Spent a lot of time configuring and attending meetings

Let me know if you have any questions. Thanks - Joshua

# Facilities Division

## Board Report

Kurt Warren

December 2023

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- We replaced the bearings, spindle/hub assembly and tire on the red E-Z-Go cart.
- Replaced the thermostat to the heater in the shop.
- We closed the Spa on Monday, November 20<sup>th</sup> and replaced most of the piping for the spa in the Rec Pool Basement. We had a lot of cracked and leaking pipes from the spa pump, filter, metering device and injection point in the pipe. We went from schedule 40 pvc pipe to schedule 80 pvc pipe, we replaced the metering device, injector tubes, slide valve and multiple ball-valves. We unfortunately ran into a few issues with the Sand Filter, after we replace the slide valve and housing (that was cracked) the bulkhead unions and lid started leaking pretty bad, so I had Steve Sherwood pick-up new parts and he and Bo Singh finished installing them and proceeded to fill, heat and treat the spa water. We also ran into the issue of the heat exchanger not warming up fast enough. We think it was plugged up with pipe shavings after installation. We backflushed the heat exchanger and that ended up fixing the problem.
- We had a Water Main Break in front of the Tennis Center on Wednesday, November 22<sup>nd</sup>. It was discovered at 4:30am. We contacted Kearns Improvement District, and they arrived within 10 minutes and had a crew within an hour. KID repaired and had the water line turned on at 9am. They were able to patch the asphalt in the road but said they would have to come back in the spring to finish compacting the ground and repatch the asphalt.
- I had Bo do a cleaning of our Steam room boiler on Thursday, November 23<sup>rd</sup>, because the facility was already closed, and Bo was doing his on-call pool checks for the day. After running a cleaner threw the boiler and flushing it out with water Bo tried to run the boil but it kept over filling itself. I remotely tried to have Bo check controls and sensors, but we determined that the control board had gone out on it. I had James Smith confirm the control board was bad and I ordered a new one on Friday, November 24<sup>th</sup>. Unfortunately, the Steam room is down until the new board arrives.
- We had a leak on our make-up water valve in the Comp "Teaching" Pool. We were able to isolate and have parts on order. We may have to add water from the hose bib and water hose until parts arrive.

# Recreation Division

## Board Report

Jacque Wardle

December 2023



**Tasha/Weight Room-** The KOPFC annual food drive was held from November 1<sup>st</sup> – November 30<sup>th</sup>. We were able to collect 440 lbs. of food. This year we donated all the food to the Kearns Food Pantry. We are grateful for the opportunity to give back to our community.

**Amy/Fitness Classes-** We were able to hold Turkey Lovers' Workout on Thanksgiving Day. Turkey Lovers' is an annual event that the fitness department offers to our patrons each Thanksgiving. Classes offered this year were Yoga, Xtreme Hip Hop Step, Cycling, Zumba, and Bootcamp. We had 74 patrons attend. It was a great success!

**Jessica/Childcare-** We have been working on getting the Angel Tree up and going for the month of December. All Angel Tree donations will be donated to Kearns High School to restock their supplies for the next year. Some of the donation items needed are shampoo, conditioner, deodorant, toothbrushes, jackets, coats, gloves and so on. I love this tradition especially around this time of year. There are so many people out there that go without everyday items. I am glad that we can give back to the community by helping students and families in need.

**Jacque/Recreation-** We were asked by Entheos to participate in their first Amazing Handshake event. This is where we were to shake hands with each kid and ask them a question. The kids were judged by us on how well they looked us in the eyes while answering the question and if their handshake was a firm. I couldn't attend so I asked Bruce Hastings to go in my place. He had a great time interacting with the kids. Below is a picture of the people in the community who participated. Pickleball leagues have filled up in no time flat, so I have added a Friday night league for the winter. We now have 6 leagues with 3 different skill levels, or 84 people participating each week.





# Operations Division

## Board Report

### Sam Page

### December 2023

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#### Security

- 2 - incidents in the month of November
  - Car theft
  - Suspicious male

#### Accident

- 2 - accident report for month of November
  - Contusion
  - Avulsion

#### Memberships / Operations

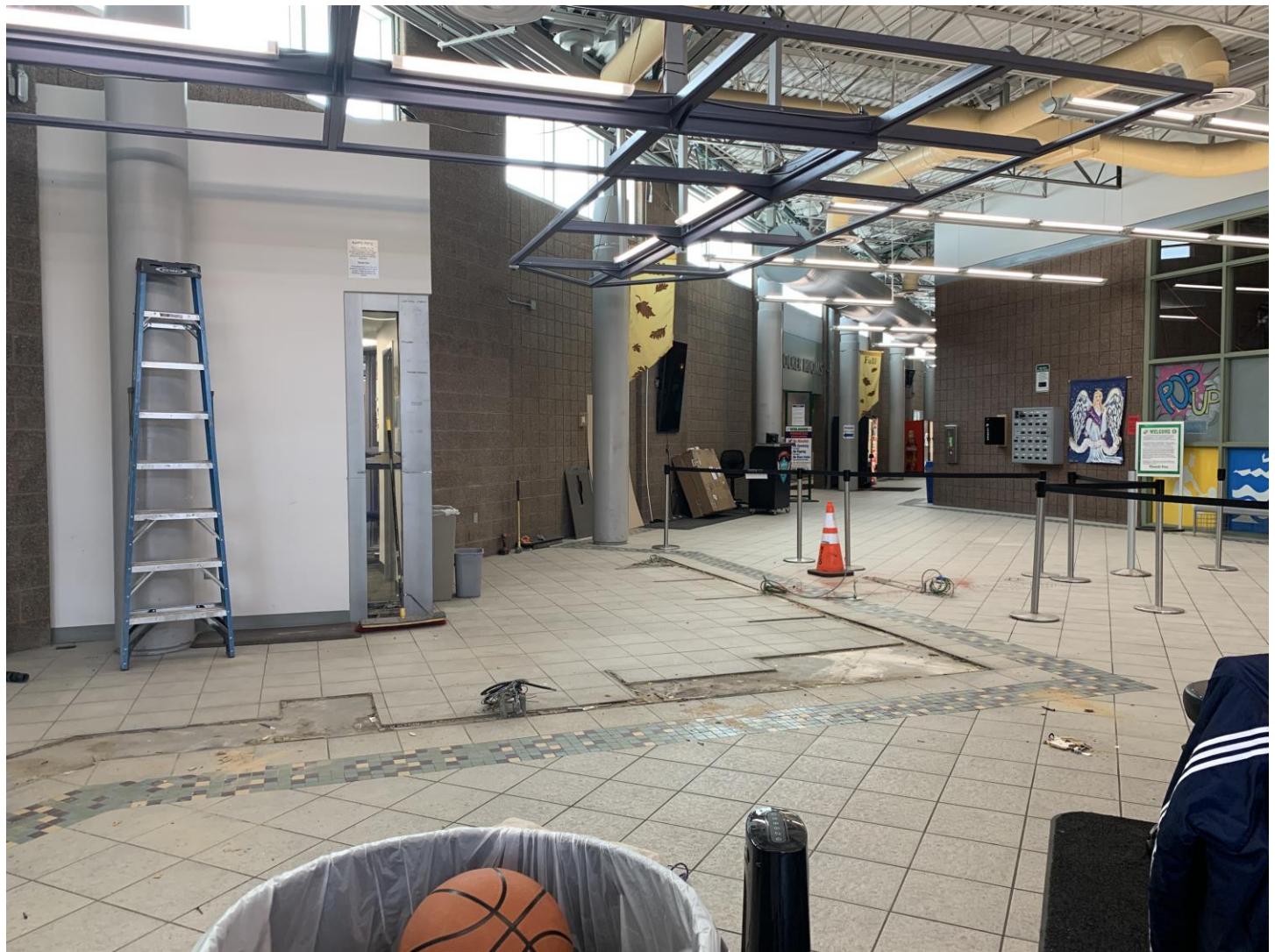
- New memberships – 60
- Employee memberships – 262
- Renewed – 63
- Cancelled memberships – 21
- Total non-employee memberships November 2023 – 4,391

#### Closures

- Closures for the month of November
  - November 20-26 Spa closed for leak repair
  - November 23-? Steam room closed for failed control board

#### Operations

- Front desk demo started on Tuesday November 28!!! 😊 (see included picture)
- Working fervently on SmartRec



## November - Current Accident Report Detail

## November - Security Incident Report Detail

	<b>Date</b>	<b>Time</b>	<b>Reporting Officer</b>	<b>Case Number</b>	<b>Event</b>	<b>Matter</b>	<b>Resolution or Disposition</b>	<b>Place of incident</b>	<b>UPD Officer</b>
1	6-Nov-23	8:10				car theft	reported to UPD	main parking lot	Crawford
2	25-Nov-23	11:10			suspicious male	male paid to enter facility then left 20 minutes later, patron told staff that male was wandering through the men's and women's locker room	posted info to watch for male	facility	
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									



## Kearns Oquirrh Park Fitness Center

11/29/23

2:24 PM

### Memberships As of End of Month

	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Change Since Nov-22
Resident Family	470	352	291	290	285	282	275	273	271	266	265	260	255	-215 -45.7%
Resident Household	1,381	1,450	1,536	1,544	1,508	1,525	1,520	1,496	1,532	1,507	1,479	1,465	1,461	80 5.8%
Resident Couple	331	341	339	341	334	345	341	331	344	343	337	338	337	6 1.8%
Resident Single	295	295	305	307	287	281	277	278	289	287	287	292	294	-1 -0.3%
Resident Senior Couple	177	177	204	209	207	201	198	199	198	197	199	192	188	11 6.2%
Resident Senior Single	143	141	148	154	134	154	150	148	149	152	154	153	158	15 10.5%
<b>Total Resident Memberships</b>	<b>2,797</b>	<b>2,756</b>	<b>2,823</b>	<b>2,842</b>	<b>2,755</b>	<b>2,788</b>	<b>2,761</b>	<b>2,725</b>	<b>2,783</b>	<b>2,752</b>	<b>2,721</b>	<b>2,700</b>	<b>2,693</b>	<b>-104 -3.7%</b>
General Family	6	4	4	4	4	4	4	4	4	3	3	3	3	0 -3%
General Household	70	73	76	78	70	66	65	69	69	69	71	73	68	-2 -2%
General Couple	16	13	14	13	13	13	13	14	14	15	13	13	12	-4 -4%
General Single	25	26	31	36	35	33	31	34	35	33	34	33	31	6 24.0%
General Senior Couple	50	19	52	51	50	50	47	45	44	45	45	41	42	-8 -16.0%
General Senior Single	109	111	126	127	127	126	123	121	149	121	115	116	116	7 6.4%
Business Family	32	21	20	22	22	22	22	22	22	21	20	20	19	-13 -40.6%
Business Household	181	169	181	174	154	149	158	160	157	160	157	160	156	-25 -13.8%
Business Couple	42	43	48	51	52	51	53	50	49	49	49	55	55	13 31.0%
Business Single	78	77	82	80	78	81	79	77	82	81	82	81	82	4 5.1%
<b>Total Non-Resident Memberships</b>	<b>609</b>	<b>556</b>	<b>634</b>	<b>636</b>	<b>605</b>	<b>596</b>	<b>594</b>	<b>598</b>	<b>625</b>	<b>594</b>	<b>589</b>	<b>586</b>	<b>584</b>	<b>-25 -4.1%</b>
Silver Sneakers/Fit/ AARP/Renew	934	944	978	1,001	1,003	1,020	1,027	1,039	1,059	1,076	1,080	1,107	1,114	0 19.3%
<b>Total Non-Employee Memberships</b>	<b>4,340</b>	<b>4,256</b>	<b>4,435</b>	<b>4,479</b>	<b>4,363</b>	<b>4,404</b>	<b>4,382</b>	<b>4,362</b>	<b>4,467</b>	<b>4,422</b>	<b>4,390</b>	<b>4,393</b>	<b>4,391</b>	<b>51 1.2%</b>
Employee Family	13	7	10	10	8	8	10	11	11	13	14	13	12	0 -7.7%
Employee Household	189	176	182	167	181	193	189	189	194	190	196	200	170	-19 -10.1%
Employee Single	20	18	18	16	18	19	22	23	23	25	24	23	21	1 5.0%
Oval Employee Household	6	7	4	4	4	4	4	4	4	5	5	5	5	-1 -16.7%
Oval Employee Couple	0	0	0	0	1	1	1	1	1	1	1	1	1	0 0.0%
Oval Employee Single	1	1	1	1	1	1	3	3	4	5	5	5	4	400.0%
Oval US Speedskating	2	3	2	2	2	8	10	10	12	13	13	15	14	12 600.0%
<b>Total Employee Memberships</b>	<b>231</b>	<b>212</b>	<b>217</b>	<b>200</b>	<b>215</b>	<b>234</b>	<b>239</b>	<b>241</b>	<b>249</b>	<b>252</b>	<b>258</b>	<b>262</b>	<b>262</b>	<b>0 0.0%</b>
<b>TOTAL MEMBERSHIPS</b>	<b>4,571</b>	<b>4,468</b>	<b>4,652</b>	<b>4,679</b>	<b>4,578</b>	<b>4,638</b>	<b>4,621</b>	<b>4,603</b>	<b>4,716</b>	<b>4,674</b>	<b>4,648</b>	<b>4,655</b>	<b>4,391</b>	<b>0 0.0%</b>
Newly purchased memberships	72	77	135	78	130	87	106	70	84	47	51	60	0 0.0%	
Summer Memberships	44	72	134	66	99	82	86	123	73	55	64	63	0 0.0%	
Renewal memberships	122	149	269	144	144	169	192	296	360	235	102	115	123	0 0.0%
Total purchased or renewed														

	Resident	General	Business	Household	Family	Couple	Single	Senior	Reason
1	x						x		no reason
2	x						x		lack of available lap lanes
3	x						x		do not use
4	x					x			moved
5	x					x			no reason
6	x					x			using work gym
7	x			x					do not use
8	x			x					do not use
9	x			x					do not use
10	x			x					no reason
11	x			x					no reason
12	x			x					moving
13	x			x					moving
14	x			x					schedule change
15	x			x					too expensive
16	x			x					too expensive
17	x				x				do not use
18	x						x		finacial
19		x	x						moved
20		x	x						moved
21	x						x		no reason
22									
23									
24									
25									
26									
27									
28									
29									

Total - 21

5	do not use
1	financial
1	lack of lap lanes
5	moved
5	no reason
1	schedule change
2	too expensive
1	using work gym



## KOPFC Closure and Schedule Change Report

No.	Department	Closure Start Date	Closure End Date	Area and Activity Closed	Reason for Closure
<b>JANUARY</b>					
1	Admin	Sunday, January 1, 2023	N/A	facility	Facility closed due to weather
2	Admin	Monday, January 2, 2023	N/A	Delayed opening	Facility opened at 7am
<b>FEBRUARY</b>					
1	Admin	Tuesday February 21 2023	N/A	early closure	facility closed at 8pm - due to winter weather
2	Admin	Wednesday February 22 2023	Wednesday, February 22, 2023	Facility closed	winter weather
3	Admin	Thursday February 23 2023	N/A	delayed opening	facility opened at 7am due to winter weather
<b>MARCH</b>					
No closures					
<b>APRIL</b>					
1	Admin	Tuesday, April 4, 2023		Facility	winter weather / parking lot not cleared until 11:40; delayed opening originally 07:00; then to 10:00; opened at 12:00pm
2	Admin	Tuesday, April 4, 2023		Facility	winter weather; soft close at 20:00 / Hard close at 21:00
3	Admin	Wednesday, April 5, 2023		Facility	winter weather; delayed opening originally 07:00
<b>MAY</b>					
1	Facilities	Monday, May 1, 2023	Wednesday, May 3, 2023	Hot tub	Replaced heat exchanger
2	Facilities	Tuesday, May 9, 2023	Thursday, May 11, 2023	Indoor rec pool	Replacing heat exchanger
3	Aquatics	Saturday, May 27, 2023	Saturday, May 27, 2023	Outdoor pools	Closed outdoor pools at 6pm due to weather
4	Facilities	Tuesday, May 30, 2023	Tuesday, May 30, 2023	Steam room	Repainting lock on door - steam room closed 9-11am only
<b>JUNE</b>					
1	Aquatics	Saturday, June 3, 2023	Saturday, June 3, 2023	Outdoor pools	Delayed opening due to weather - opened at
2	Aquatics	Wednesday, June 14, 2023	Wednesday, June 14, 2023	Outdoor pools	Lightening delay opening outdoor pools - opened at 1pm
3	Admin	Monday, June 12, 2023	Monday, June 12, 2023	Steam room	Closed steamroom at 20:43 due to contamination of essential oils
4	Admin	Thursday, June 15, 2023	Thursday, June 15, 2023	Outdoor pools	Weather delay opening outdoor pools
5	Aquatics	Tuesday, June 27, 2023	Tuesday, June 27, 2023	Outdoor pools	Outdoor pools lightning closure 13:15-14:40
<b>JULY</b>					
No closures					
<b>AUGUST</b>					
1	Aquatics	Wednesday, August 2, 2023	Wednesday, August 2, 2023	Outdoor pools	Weather - closed at 15:30 for the rest of the day
2	Facilities	Tuesday, August 15, 2023	Tuesday, August 15, 2023	Sauna	Sauna Maintenance
3	Aquatics	Tuesday, August 15, 2023	Tuesday, August 15, 2023	Indoor rec pool	Pool contamination
4	Aquatics	Thursday, August 17, 2023	Thursday, August 17, 2023	Outdoor pools	Weather delayed opening until 4pm
5	Facilities	Monday, August 21, 2023	Monday, August 21, 2023	Women's locker room	Maintenance, replace showers, paint, install shower curtains
<b>SEPTEMBER</b>					
No closures					
<b>OCTOBER</b>					
No closures					
<b>NOVEMBER</b>					
1	Facilities	Monday, November 20, 2023	Sunday, November 26, 2023	Spa	Closure due to leak and need to repipe the spa
2	Facilities	Thursday, November 23, 2023	?	Steam room	Failed control board

# Executive Director

## Board Report – Dec 2023

### Kevin Schmidt

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#### **Project updates**

Work on the new Outdoor Pool play feature continues.

Surveying of the outdoor pools area has been completed and we are anticipating construction drawings for the Air Supported Structure any day now. We are finalizing quotes from various demolition companies to do demo of the pillars, fountain, etc.

The front desk has been removed and work is moving forward there. We are anticipating the project to be completed before Christmas.

#### **URPA items**

Next week we will be holding the URPA Director's Retreat that I have been in that I am in charge of that will be held December 13-14, 2023 here at the Element Center. I am also working to fill the leadership track for the URPA conference in 2024.

#### **Software projects**

We are deep in SmartRec consultations and implementation. The project will take a little longer to complete as we await data exports from PerfectMind and want to ensure that we are building things correctly the first time. We have some buffer with when we need to start and I would prefer to do it right than to have to go back and fix a lot of things later.

A huge thank you to Josh and Chris who have taken the lead on the implementation of Paylocity. We will go live with the initial steps on December 11, 2023.

MINUTES FOR THE WORKING MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY NOVEMBER 15, 2023  
ELEMENT EVENT CENTER - EAST CONFERENCE ROOM  
5658 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH

Present:

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

Staff Present:

Kevin Schmidt – Executive Director  
Danielle Norman – Controller  
Chris Johnson – Accountant/HR  
Josh Lawrence – HR Manager  
Kurt Warren – Facilities Manager

CALL TO ORDER

Chair Howick called the meeting to order at 6:08 PM. Chair Howick welcomed all present.

General Discussion

Chair Howick turned the time over to Mr. Schmidt to discuss the changes to the tentative budget. He stated that there were very few changes, and some items were moved to a different category. Mr. Schmidt talked about the changes in fees for membership; the Board and staff discussed the types of membership and the changes they would like to make. It was discussed to move the senior age to 62. There was further discussion on the tentative budget and fee schedule. Chair Howick discussed setting up a reserve account with a certain amount of funds. Chair Howick asked several additional questions and asked Ms. Norman to do research on getting information for a reserve account.

Chair Howick declared the working meeting to be adjourned at 7:02 pm.

Date: \_\_\_\_\_

\_\_\_\_\_  
David Howick – Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Wade Wright – Vice-Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Jeff Monson – Trustee

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE OQUIRRH RECREATION AND PARKS DISTRICT  
WEDNESDAY NOVEMBER 15, 2023  
ELEMENT EVENT CENTER – NORTH BALLROOM  
5658 S COUGAR LANE (4800 WEST),  
KEARNS, UTAH 84118

Present:

Dave Howick – Chair  
Wade Wright – Vice-Chair  
Jeff Monson – Trustee

Staff Present:

Kevin Schmidt – Executive Director  
Chris Johnson – Accountant/HR Specialist  
Joshua Lawrence – HR Manager  
Danielle Norman – Financial Controller  
Brad Peercy – Aquatics Manager  
Kurt Warren – Facilities Manager  
Steve Cook – Marketing Manager

Excused:

Jacque Wardle – Recreation Manager - Excused  
Sam Page – Operations Manager - Excused

Others Present:

CALL TO ORDER

Chair Howick called the Regular Board Meeting to order at 7:09 p.m. Welcomed those present. Chair Howick made a few comments.

Pledge of Allegiance

Citizens Comment

Chair Howick made a few comments from the news today.

Committee Reports

Chair Howick let the minutes show that all Board Members have completed their annual Board training. Chair Howick also stated that they have put together committees reviewing the personnel policies and procedure and have added GRAMA fees into the budget.

## MANAGER REPORTS & EXECUTIVE DIRECTOR REPORT

### RECREATION

Ms. Wardle was excused Mr. Schmidt asked the Board if they had any questions. The Board thanked Mr. Schnidt for the recreation report.

### OPERATIONS

Ms. Page was excused from the meeting. Mr. Schmidt asked if the Board had any questions. Chair Howick stated he had no questions.

### AQUATICS

Mr. Peercy reported on the general attendance for October, second best October in the facilities history. Mr. Peercy discussed the Men's National Collegiate Club Water Polo Championship and stated all went well. Mr. Peercy discussed other programs in aquatics, and the Holiday open is the longest running invitational meet.

### MARKETING

Mr. Cook asked the Board if they had any questions, Mr. Cook informed them that the Santa Breakfast was sold out as of this morning. There were no additional questions.

### HUMAN RESOURCES

Mr. Lawrence discussed the new Paylocity Payroll system and how the integration is going. The Board asked several questions which Mr. Lawrence answered.

### FACILITIES

Mr. Warren reported on several of the facilities projects that are being done, The Board thanked Mr. Warren for all the work he and his staff have done for the facility.

### EXECUTIVE DIRECTOR REPORT

Mr. Schmidt reported on the UASD Conference reporting it was a very good conference, especially the legislative updates. Mr. Schmidt discussed several additional items and noted the work on the outdoor rec pool. Mr. Warren is getting quotes on the demolition of the pillars, fountain, etc to be done in 2023. Mr. Schmidt discussed the remodel of the front lobby; they will be starting sometime next week. Mr. Schmidt discussed the integration to the new rec software; he discussed the transition from PerfectMind to Smart Rec may take a little longer than originally planned but that we have time in the PerfectMind contract to allow for the delay. He stated that he prefers to do it right then to rush it and have problems. There were no further

questions. Mr. Schmidt discussed the Director Retreat; the facility will be hosting the retreat in the Element Center this year.

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

Mr. Schmidt discussed the Chlorking system, Mr. Schmidt discussed each pool and how long it would take to pay off each of the systems. After further discussion Vice-Chair Wright moved to approve the Chlorking system model 40-R in the amount of \$76,500.00 from Stratton & Bratt as presented. Trustee Monson seconded the motion. Motion carried unanimously:

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

Mr. Schmidt discussed the Restoration of the Pool Play Feature and Structures RFP and who was selected. Mr. Schmidt discussed the company and the work they would be doing. He noted that part will be done this year and remainder next year, after further discussion, Vice-Chair Wright moved to approve invoice 1712 from SlideRite dated November 7, 2023, in the amount of \$66,500.00. Trustee Monson seconded the motion. Motion carried unanimously:

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

Discussion and Approval of 2024 Tentative Budget

The Board asked several more questions on some of the line items. After further discussion, Trustee Monson moved to approve the 2024 Tentative Budget as discussed, and to approve the fee schedule as discussed. Vice-Chair Wright seconded the motion. Motion carried unanimously:

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

The Board and staff discussed the scheduling of the Public Hearing for the 2024 Budget and fee schedule on Wednesday, December 6, 2023, at 6:00 pm.

APPROVAL OF MINUTES

After a brief discussion, Vice-Chair Wright moved to approve the minutes for the previously held meetings as presented:

October 18, 2023 - Working Meeting

October 18, 2023 - Regular Board Meeting  
October 24, 2023 - Special Board Meeting  
October 30, 2023 - Special Board Meeting

Trustee Monson seconded the motion. Motion carried unanimously:

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

#### APPROVAL OF PAYABLES & FINANCIALS

After review, Trustee Monson made a motion to ratify the approval of November 1, 2023, payable in the amount of \$271,352.70.

Vice-Chair Wright seconded the motion. Motion carried unanimously:

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

After review, the Vice-Chair made a motion to approve the November 15, 2023, payable in the amount of \$228,734.56.

Trustee Monson seconded the motion. Motion carried unanimously:

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

#### Financials

After a brief discussion, Vice-Chair Wright moved to approve the October 2023 Financials as presented. Trustee Monson seconded the motion. Motion carried unanimously:

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

Chair Howick declared the meeting adjourned.

Next Regular Board Meeting Scheduled for December 6, 2023, at 7:00 PM

#### ADJOURN

The Regular Meeting was adjourned at 8:30 PM.

Date: \_\_\_\_\_

\_\_\_\_\_  
David Howick – Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Wade Wright – Vice Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Jeff Monson – Trustee

OUIRRH RECREATION & PARKS DISTRICT  
PAYABLES AS OF:

Wednesday, December 6, 2023

CHECK #	VENDOR	ITEM / SERVICE	AMOUNT
ACH 11302023	PEHP	EMPLOYEE ADDITIONAL LIFE INSURANCE	\$ 709.49
ACH 12012023	PEHP	EMPLOYEE HEALTH INSURANCE	\$ 22,758.29
ACH HE 10292023	HEALTH EQUITY	HAS CONTRIBUTION - EMPLOYEE CONTRIBUTION	\$ 741.00
ACH HE 11012023	HEALTH EQUITY	MONTHLY FEES	
EFT 12012023	UTAH LOCAL GOVERNMENT TRUST	EMPLOYEE MONTHLY ACCIDENTAL DENTAL INSURANCE	\$ 15.60
PR 11122023	UTAH RETIREMENT SYSTEM	EMPLOYEE RETIREMENT ACCOUNT	\$ 15,220.25
68766	WADE WRIGHT	UASD PER DIEM	\$ 73.34
	ALSCO	CUSTODIAL	\$ 166.35
	ASSURITY LIFE INSURANCE	EMPLOYEE ADDITIONAL LIFE INSURANCE	\$ 188.98
	CEM AQUATICS	REPAIR SUPPLIES SPA	\$ 1,241.69
	CENTURY LINK	TELEPHONE ALARM PANEL	\$ 73.96
	COMMERCIAL LIGHTING SUPPLY	LED LAMPS	\$ 160.32
	DOMINION ENERGY	GAS - UTILITIES	\$ 463.84
	FERGUSON	REPAIR SUPPLIES SPA	\$ 512.53
	INNOVATIVE CLEANING SUPPLIES	CUSTODIAL	\$ 1,241.85
	JARADS	JANITORIAL SERVICES DECEMBER - KATEC	\$ 7,360.00
	KEVIN SCHMIDT	REIMBURSEMENT KOPFC CAPITAL EQUIPMENT	\$ 10,047.82
	LELEIGA PAULO AFEMATA-MARASCO	MEMBERSHIP REFUND	\$ 171.18
	MITCHELL WALKER	TRAVEL/TRAINING WATER PLO DENVER	\$ 885.43
	MOUNTAINLAND	REPAIR SUPPLIES SPA	\$ 124.73
	MURRAY AQUATICS CLUB	THANKSGIVING MINI MEET	\$ 1,398.00
	OFFICE DEPOT	OFFICE SUPPLIES	\$ 312.12
	RICHARDS LABORATORIES	MONTHLY WATER TEST	\$ 90.00
	ROBERT I MERRILL	KEY CYLINDERS & CUT KEYS	\$ 77.00
	SHIRLEY SPAIN	THANKSGIVING CLASS TREATS	\$ 24.76
	SPRINKLER SUPPLY COMPANY	REPAIR SUPPLIES SPA	\$ 617.92
	STEVE SHERWOOD	MILEAGE REIMBURSEMENT	\$ 20.04
	STRATTON & BRATT	CHLORAKING NEXGEN	\$ 76,500.00
	WAXIE	CUSTODIAL	\$ 115.53
	YESCO	MONTHLY MAINTENANCE AGREEMENT FOR ELECTRIC MARQUEE	\$ 200.00

\$ 141,512.02

# Oquirrh Recreation and Parks District Board of Trustees

## 2024 Business Meetings

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The Oquirrh Recreation and Parks District Board of Trustees generally meet on the third Wednesday of the month in the Element Center, 5658 S Cougar Lane. The Working Meeting starts at 6:15 pm and the Business Meeting starts at 7:00 pm.

- **January 17, 2024**
- **February 21, 2024**
- **March 20, 2024**
- **April 17, 2024**
- **May 15, 2024**
- **June 19, 2024**
- **July 17, 2024**
- **August 21, 2024**
- **September 18, 2024**
- **October 16, 2024**
- **November 13, 2024**  
**Approve 2025 Tentative Budget**
- **December 4, 2024**  
**Approve 2025 Budget**

The Kearns Oquirrh Park Fitness Center is governed by the Board of Trustees elected by residents of the Oquirrh Recreation and Parks District. The Board is comprised of 3 members who are responsible for setting goals, budgets, policy and procedures. The public is invited to attend all Board meetings. To have items of interest placed on the agenda, contact Christene Johnson at 801-545-4106.

Oquirrh Recreation and Parks District Board of Trustees  
2024 Board of Trustee Appointments

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**Wade Wright, Chair**

**Jeff Monson, Vice-Chair**

**David Howick, Trustee**

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