

Bingham Creek Regional Park Authority | Minutes

Date/Time: December 16, 2024, 12:00 pm – 1:00 pm

Location: South Jordan City Hall/ Zoom option

Board Members		Attendance
Don Tingey	Chair	In person
Angela McGuire	Vice Chair	In person
Lars Erickson	Board Member	Online
Amber Brown	Board Member	In person
Colby Hill	South Jordan Representative	In person
Patrick Leary	Salt Lake County Representative	In person

Others Present: Anna Crookston, Blake Jackson (online)

This meeting was conducted both in-person and electronically via Zoom. Agendas, recordings, and meeting minutes can be accessed on the Utah Public Notice site at utah.gov/pmn.

Board Chair Don Tingey brings the meeting to order.

Public Comments:

Don Tingey opened the public hearing. There were no public comments. Don Tingey closed the public comment portion of the meeting.

Approval of November 18, 2024 Minutes

Don Tingey asks if the board has any edits to the minutes. Colby Hill suggested one change to be made on page 7 from Red to RAD.

Action: Amber Brown motions to approve with changes. Angela McGuire seconds the motion. The board approves unanimously.

D. Park Maintenance & Operations:

D.1. New Event or Field Requests.

Don Tingey said there were no new field requests. He noted South Jordan Fire Department filed a request for training purposes that will be kept on file. If other public agencies request they will do the same thing.

Lars Erickson mentioned that it has not been signed so we'll need to collect a signature before filing it. Don Tingey will make sure that gets done.

D.2. Park Maintenance & Operation Update. Patrick Leary, Salt Lake County Parks and Recreation

Blake Jackson reported last week, they finished the final round of fertilizer on the soccer field so that has now been completed. The staff out there wrapped up fall cutbacks in all the beds, so

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now they're just preparing for snow. The soccer goals came in. They're at the maintenance shop. They will put those together throughout the winter, but obviously we'll leave them in the maintenance yard. There's no point in dragging them up to the soccer fields.

Angela McGuire asked if they want them up next year, since we're trying to rest those fields.

Don Tingey said he believes they were going to leave them in the yard and not put them on the grass every year. He noted he has driven by a couple times in the last week or so, and it is still getting used.

Patrick Leary mentioned that while driving to the meeting, he observed a couple of disc golfers playing and some people walking, but there wasn't much activity beyond that. Don Tingey reported seeing many trail users and dog walkers. Blake Jackson added that it had been busy enough over the weekend that staff had to maintain the restrooms.

Don Tingey inquired if the restrooms were open during the winter months. Angela McGuire confirmed that they were open, but only during daylight hours. Blake Jackson noted that the restrooms were being used and that it was beneficial, especially with the winter weather approaching and people using the trails. Angela McGuire agreed, saying it likely helps walkers to know the restrooms are available.

Don Tingey inquired about the semi-truck gates. Blake Jackson explained that the last time he checked, during a walk with others, the gates were still closed. He suggested keeping the gates closed throughout the winter and reassessing the situation in the spring.

Don Tingey clarified that the gates were closed to prevent semi-trucks from entering, and he hadn't heard of any recent complaints. Colby Hill confirmed there had been no complaints in their office.

Blake Jackson added that the feedback received hadn't been complaints but rather inquiries about why the gates were closed, and the people had been satisfied with the explanation. He emphasized that these were more inquiries than complaints. Don Tingey agreed, stating that the concerns were indeed more inquiries than complaints.

Patrick Leary informed the board that there would be personnel changes in the Parks Operations Department. Garen Lamp, the Director of Operations, retired officially the previous day after working for the Parks Department for about 35 years. He acknowledged that Mr. Lamp had extensive knowledge of the operations and that replacing him would be a significant challenge, but congratulated Mr. Lamp on his retirement.

Don Tingey asked about the timeline for the process of replacing Mr. Lamp and whether there would be any staff changes or promotions. Patrick Leary explained that recruitment for the position would begin in January. He also mentioned that there might be additional retirements

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among senior staff, as the team had been together for around 30 years, and it was likely that others would be moving on soon.

D.3. Maintenance and Operation Financial Update: Salt Lake County. Patrick Leary, Salt Lake County Parks and Recreation

Patrick Leary reported the November report had not yet been received but was expected later in the week and would be shared at that time. He mentioned there was nothing unusual in the report.

Angela McGuire raised a question about a charge listed under maintenance and machinery equipment, specifically a \$6,800 entry. She wondered why this expense wasn't applied to a budgeted category that had available funds, as it seemed it should have been. Patrick Leary said he wasn't sure and would find out the reason for the discrepancy. Angela McGuire agreed it seemed like the expense should have been allocated to the correct category but acknowledged that it wouldn't affect the overall budget in the end.

Don Tingey asked when the annual charges, such as those for fuel and vehicle replacement, would be posted, noting that they had not yet appeared in the report. Patrick Leary confirmed these would be finalized at the end of the year and recorded in January.

Angela McGuire also noted that the lights and power budget would likely be over, especially due to parking lot lights, and suggested that the budget for this category be adjusted for the following year.

Don Tingey added that with a full year's budget next year, they would have a better understanding of expenses and would look for opportunities to adjust account lines as needed. He also confirmed that the County team would work with Patrick Leary on these adjustments.

Don Tingey then presented the revenue report, noting that pavilion rentals generated \$7,770, and playing field rentals brought in \$6,875, for a total of about \$15,000 in rental revenue for the year. He mentioned that this was a significant increase from the previous year, where they had only earned about \$3,000 to \$4,000 in pavilion rentals, as it was only a partial year of operation.

E. Future Park Development:

E.1. Construction Update, as necessary. Andrea Sorenson, Salt Lake County Parks and Recreation

Patrick Leary provided an update regarding the warranty process. He noted that any necessary replacements, such as trees and shrubs, would be evaluated in the spring to determine if they fall under the warranty.

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E.2. Master Plan Subcommittee Update. Angela McGuire

Angela McGuire provided an update on the site tour, noting that the space is large and offers significant potential. The group reviewed the location of the current off-leash dog area as outlined in the master plan and discussed the possibility of relocating it to better activate the space and improve safety through increased visibility. One proposed location is the large open area east of the splash pad, which is surrounded by the disc golf course. The discussion also included plans to refine ideas for the splash pad and surrounding community destination area. A recommendation will be prepared for the board in the coming meetings.

F. Public Stewardship:

F.1. Park Authority Monthly Financial Report(s).

Don Tingey noted one change in the combined statement this month related to the Zions Bank CD. Due to a new software and reporting system at Zions Bank, CDs no longer appear on the bank statement but are instead documented through maturity letters. This change has been confirmed with Zions Bank and is reflected in the accountants' report and balance sheet, although not on the checking statement. He also mentioned that one check had cleared, covering accounting services for the past quarter or two. Additionally, the CD is set to mature in January, and a maturity letter will be issued soon. From a cash flow perspective, there appears to be sufficient funds in the checking account to cover next year's expenses, so rolling the CD into the checking account may not be necessary at this time.

Angela McGuire suggested discussing potential capital improvement projects for the upcoming year to determine if a portion of the CD funds might be needed to support those initiatives.

Don Tingey noted that the CD will mature before the next January meeting and asked the board for guidance on how to proceed. He proposed two options: rolling the funds into the checking account upon maturity to decide their use later or allowing the CD to renew and addressing it once a capital improvement project has been finalized.

Angela McGuire said she is wondering if we want to roll over a smaller portion of it, maybe around \$200,000 and then keep that smaller amount added in so we have some flexibility.

Don Tingey agreed to roll \$50,000 into the checking account and roll the rest back into the CD.

Angela McGuire said that way, we'll have a little funding available to do some projects potentially next year.

The board discussed how to handle the maturing CD funds and potential uses, including capital improvement projects and security measures. They considered smaller projects, such as a tunnel mural or security cameras, but noted challenges with camera systems, including high costs and limited effectiveness in certain locations. While there have been minor incidents of

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vandalism, such as graffiti and damaged restroom equipment, the park has not experienced significant issues warranting a large investment in security. The board explored options for temporary or portable cameras as a more flexible solution. Regarding the CD, they proposed rolling it into a six-month term to allow time for further discussions and flexibility while checking rates for longer-term options. Final decisions will be made at the January meeting after gathering more information.

Blake Jackson clarified that the \$6,800 equipment purchase was recorded under capital because it exceeded the \$5,000 threshold for capital expenditures. He explained that although the budget does not have funds allocated for capital purchases, the park is a sub-department of the overall Parks budget. As a result, the purchase had to be processed through the Parks budget under capital expenditures and appears as a line item in the Bingham Creek budget despite no money being allocated in that category.

F.2. 2025 Board Appointments Nominations

Angela McGuire nominated Don Tingey to serve again as board chair, noting his accomplishments over the past year and expressing confidence that his expertise would be instrumental in achieving additional goals in the upcoming year.

Lars Erickson nominated Angela McGuire as Vice Chair.

Don Tingey nominated Amber Brown as Secretary Treasurer.

Action: Colby Hill motions to approve the nominations. Lars Erickson seconds the motion. The board approves unanimously.

F.3. 2025 Meeting Schedule and Item(s) Discussion

The board reviewed the draft 2025 meeting schedule and discussed various adjustments and additions. They proposed holding a meeting at Park Operations in March to familiarize themselves with the resources there. The board decided to move discussions on the ZAP application process earlier to April and noted the importance of aligning capital project planning with budget cycles. Suggestions included a park walkthrough in August to assess field conditions before the budget season and planning a broader discussion on arts and murals, potentially collaborating with the city's arts organization. Updates on trail development were shared, including efforts to secure permissions and funding to extend the Bingham Creek trail. The board agreed to use the draft schedule as a guiding framework for the year, with flexibility for additional adjustments as needed.

F.4. Website URL Update

Don Tingey announced that the Bingham Creek Park Authority's website is now officially operating as BinghamCreek.gov. He noted that the new URL is active, fully functional, and

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compliant with state requirements, with the previous URL still redirecting to the new site. He mentioned the extensive efforts required to secure the .gov designation and added that the change has been properly reported.

F.5. January Meeting (1/27/2025)

Don Tingey noted that the January board meeting will be held on the 27th due to the Martin Luther King Jr. holiday.

G. Stakeholder Relationships

G.1. Board Member Recruitment Update, *Patrick Leary, Salt Lake County Parks and Recreation*

The board discussed the current status of applications for the upcoming board interviews. As of that morning, three applications had been received: two from South Jordan residents and one from a West Jordan resident, representing diverse professional backgrounds—a CPA, a patent attorney, and an e-commerce professional. The application period closes on January 6, 2025, with expectations of additional submissions. Board members mentioned efforts to recruit more candidates, including reaching out to individuals who had expressed prior interest or previously submitted applications. If prior applicants are still interested, their applications will be carried forward without requiring reapplication.

G.2. Donation Policy and Donor Acknowledgment Guidelines – drafts, *Board Chair, Don Tingey*

Action Item: Approval(s) *if necessary*

Don Tingey mentioned receiving a donation policy from the county, but felt it was too detailed and long. He created a condensed version to present for discussion and potential voting, which could be brought back for further review if necessary.

The board discussed the donor policy and recognition guidelines, with a focus on avoiding excessive plaques in the park. Concerns were raised about the potential for plaques on every donated bench or tree. Some members suggested a more centralized approach to recognition, such as incorporating it into an art installation, where donors could be acknowledged with a leaf attached to a tree or a similar visual element. The discussion also covered the importance of balancing recognition with park aesthetics and long-term planning. It was agreed to revise the policy to indicate that public recognition may be available based on donation size, subject to authority review, without specifying plaques. The board was in favor of the changes and considered moving forward with a vote.

Action: Amber Brown motions to approve the Donation and Donor Acknowledgement Guidelines with changes to #2 to state “public recognition opportunities may be available based

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on donation size, subject to authority review”. Lars Erickson seconds the motion. The board approves unanimously.

Final Donation and Donor Acknowledgement Guidelines approved Attachment A.

Closing Comments:

After reviewing calendars, the board agreed to meet on Monday, January 13th, at 5:30 p.m. for a subcommittee meeting to discuss any items that might need to be reported before the next scheduled meeting.

ADJOURN

Amber Brown motions to adjourn. Angela McGuire seconded the motion. The board approves unanimously.