

Minutes from OVPSA Board Meeting

21 April 2025, 7:00 pm Board Meeting, Eden Bowery OVPSA

Board Members: Lon Child, Chris Phipps, Greg Graves, Tim Brown, Charlie Graff, Artie Powell, Emily Phillips, Heather Lowe, and Marshall McGonegal.

Roll Call

Lon Child - present
Chris Phipps - present
Greg Graves - present
Tim Brown - present
Charlie Graff - present
Artie Powell - present
Emily Phillips - present
Heather Lowe - present
Marshall McGonegal - present

Marshall made a motion to approve the 3 March 2025 minutes, seconded by Greg and approved unanimously.

Tim then read Shea's activity report, which is pasted below.

- Liberty Park Update - All underground repairs have been made, waiting for Liberty Irrigation to turn on water scheduled, (today) Monday, April 21 to assess repairs before backfilling. Project management of Liberty Park, several meetings with contractors to ensure we meet our deadlines and prepare for sod and prepare 20 recruited volunteers and light machinery.
- Moved all sports equipment and shelves to the new conex box at Eden Park. Coordinated accessibility for park and local recreation entities. Meeting with AYSO and Little League to organize.
- Legacy Grant accepted! \$2,000 for the Balloon Festival for the next three years!
- Coordinating online registration for Little League and a new adult co-ed league
- Meeting with new AYSO commissioner for spring registration
- Coordinating with OVTPA for spring youth camps and summer adult leagues and tournaments
- Completion reports for RAMP for 2025 year
- Compiled list of park and community donors, tracking all tax exemption opportunities, logos for website and public recognition. Donation page updated.
- New tables at Liberty park, installed and funded.

The meeting was then open for public comments after which the board discussed a proposed procurement policy. Before discussing the procurement policy it was explained that approving a

procurement policy is just the first of several policy and procedure discussions the board needs to have. In the future the board will discuss policies for holding electronic meetings, the position description for a Parks and Recreation Coordinator, a policy for prioritizing and selecting projects, a policy for receiving community input on projects, and a policy about the role and relationship of park committees to OVPSA.

Pointed out is the fact that we're in a transition that requires us to act despite not having all of our policies and procedures in place. Therefore we will face issues of a project getting out in front of a policy. Ideally we can dedicate time to discussing and approving policies to set us up well in the future.

After that introduction, the board discussed the draft procurement policy. Worth noting is that members of the public contributed valuable insight and helped shape the policy. Ultimately Artie Powell made a motion to approve the procurement policy with the changes noted below, Marshall seconded the motion, and it was approved unanimously. A copy of the adopted procurement policy has been sent to board members and uploaded on the public notice website.

Changes made to draft procurement policy discussed during the meeting.

1. Added to the Purpose section is the bullet "helps keep procurements within approved budget limits"
2. In Section 2a adds "specified" to the sentence and replaces "should" with "shall".
3. In Section 2b the threshold is changed from \$1,000.00 to \$3,000.00.
4. In Section 2c thresholds are changed to \$3,000.00 and \$10,000.00.
5. Revised the first bullet in 2c to read "need at least three licensed and insured bidders".
6. Revised 2d to "Procurements > \$10,000.00 require a solicitation of quotes, invitation for bids, or a request for proposals."

Other Business began with Tim asking that a task force be to do exploratory work on Pathways Connecting Communities (Greg, Shea and Tim, and another task force to do exploratory work on the Skate Park (Marshall, Heather, Marcus, Suzanne and Tim). Both of these groups will begin their work by determining the questions that need to be asked and presenting those to us.

Next was an update on the Climbing Boulders project. A RAMP grant was submitted on behalf of OVPSA for the Climbing Boulders project and funds for the project were earmarked in the capital section of the approved 2025 budget. At this point OVPSA will be asked to contribute approximately \$40,000.

A question was asked about how this project gained support. The response was that the Eden Parks Committee supports the project and made a request for support at a meeting in 2024. At the time of the request OVPSA did not have procedures for prioritizing projects, nor for receiving public comment. The relationship between park committees/boards and OVPSA also needs to be reviewed.

It is in the best interest of OVPSA for this project to be implemented successfully because doing so will be a positive step in building a positive reputation in the eyes of RAMP officials and others. We should explore opportunities to raise funds for the project because the more we can raise through other sources, the less OVPSA needs to contribute. We can also use this project to begin building relationships with foundations and others interested in supporting parks and recreation in the Ogden Valley. There will be a Climbing Boulders related event in Eden Park on May 2, this will serve to some extent as a proof of concept.

After this discussion Artie presented a check from Huntsville for park related costs. He also provided invoices that combined, added up to the amount of the check.

There was also a discussion about paying bills and the board agreed that our recently adopted procurement policy provides direction on how to handle these going forward.

At this point Marshall made a motion to enter a closed session, Heather seconded the motion and it was approved unanimously.

Charlie made a motion to end the closed session, seconded by Tim and approved by all.

The meeting was then adjourned.

OGDEN VALLEY PARKS SERVICE AREA PURCHASING POLICIES – FINAL (4-21-2025)

Purpose

The purposes of these policies are to ensure that the Ogden Valley Parks Service Area (OVPSA) conducts its procurement processes in a manner that:

- enables OVPSA to acquire those goods and services that are necessary for it to provide public services;
- provides transparency;
- ensures fair treatment for all persons who participate in the procurement process;
- increases efficiency in OVPSA procurement activities;
- helps keep procurements within approved budget limits; and
- fosters effective broad-based competition within the free enterprise system.

Policies

1. Purchasing Agent
 - a. The purchasing agent for OVPSA shall be the Chair of the Board of Trustees (Board). The assistant purchasing agent shall be another Board member

nominated by the Chair and approved by the Board.

b. The purchasing agent(s) shall:

- oversee the training of OVPSA Board members and contract employees regarding the procurement process;
- manage OVPSA's procurement system;
- manage and supervise each procurement to ensure to the extent practicable that taxpayers receive the best value in a timely manner;
- correct, amend, or cancel a procurement at any stage of the procurement process if the procurement is out of compliance with this title;
- keep an accurate and complete record of all procurements and a detailed disposition of the same; and
- exercise all other authority, fulfill all other duties and responsibilities, and perform all other functions authorized under these policies.

2. Procurement Based on Total Cost

- a. Unless otherwise specified, the cost of the goods and services determines the type of procurement process that shall be followed.
- b. Procurements less than \$3,000.00 are considered small purchases and do not require a solicitation.
- c. Procurements >\$3,000 and < \$10,000 require a solicitation of quotes by email or otherwise, and:
 - need at least three licensed and insured bidders; or
 - as many as can reasonably be identified.
- d. Procurements > \$10,000.00 require a solicitation of quotes, invitation for bids, or a request for proposals.
 - The purchasing agent(s) shall determine which method of solicitation to use.
- e. For all procurements requiring a solicitation, the purchase shall be awarded to the bidder deemed the most responsible, most responsive, and provides the most value as related to cost and project quality.

3. Types of Solicitations

- a. Invitation for Bids should be used when cost, schedule, and/or capacity to do the work are the major factors in determining the award of a procurement.
- b. Request for proposals should be used when qualifications of the bidder are the major factor in determining the award of a procurement.
- c. Both Invitations for Bids and Requests for Proposals shall:
 - provide a full description of the goods and services sought and a full scope of

work;

- provide information on how to contact the purchasing agent(s) regarding the solicitation;
- state the objective criteria that will be used to evaluate the bid;
- personal knowledge of or experience with a bidder, his company, his employees, and/or his available equipment may be considered when evaluating a bidder's responsiveness or responsibility or project-specific qualifications to do the work.
- state the period of time during which bids will be accepted;
- provide instructions for submitting a bid.

d. With respect to Requests for Proposals, bidders shall submit with their proposal their cost portion in a separate sealed envelope for evaluation after all other selection criteria has been evaluated and scored.

4. Procurement without Solicitations.

OVPSA may obtain goods or services without engaging in a solicitation if the purchasing agent(s) determines that:

- a. there is only one source for the goods and services;
- b. based on the advice of appropriate technical experts or agencies, the goods and services are of a nature that procurement without solicitation is necessary to ensure standardization of equipment or services, and that such standardization is necessary to maintaining system integrity, current warranties, ongoing maintenance, or continuity of service;
- c. the goods and services are made available by a contractor, architect, landscape architect, or engineer where:
 - the contractor, architect, landscape architect, or engineer was originally selected through a procurement process to work on a construction project for OVPSA;
 - the construction project was completed within the past five years;
 - additional work needs to be done that is reasonably related to the work that was performed under the original contract;
 - in the opinion of the purchasing agent(s), hiring the contractor, architect, landscape architect, or engineer that recently worked on the project will result in a cost savings to OVPSA or an improvement in work product as a result of the technical expertise that was acquired by the contractor, architect, landscape architect, or engineer in their original work on the project.

- d. there is an urgent opportunity presented to obtain used goods or products needed by OVPSA for its operation, maintenance, or recreation amenity expansion that coincides with its identified goals and objectives; and
- e. the Board votes to approve the purchasing agent(s) determination.

5. Protests

A person who is aggrieved in connection with a solicitation or an award of a purchase order or contract may file a written protest with the purchasing agent(s).

- a. A protest may not be filed more than seven calendar days after the protester knows, or should have known, that OVPSA awarded the purchase order or contract.
- b. A person who fails to file a protest within the time prescribed may not file a protest with the purchasing agent(s) or file an action or appeal challenging a solicitation or an award of a contract before a court or any other forum.
- c. The purchasing agent(s) may, in consultation with an attorney, negotiate the terms of a settlement agreement to resolve a protest.
- d. Settlement agreements must be approved by the OVPSA Board of Trustees to be effective.

6. Contracts

- a. Contracts use for obtaining goods and services may be prepared by either OVPSA or the provider of the desired goods and services.
- b. All contracts may be reviewed by an attorney for appropriate contract language, terms and conditions, and completeness.
- c. Except as otherwise provided in this title, the acquiring entity shall submit each contract to the purchasing agent(s) for review.
- d. The purchasing agent(s) shall verify with the OVPSA Treasurer that the acquiring entity has sufficient funds in its budget.
- e. The purchasing agent(s) shall confirm that any required procurement processes were followed.
- f. All contracts shall be sent to the Board for approval prior to awarding of the contract.

This document was reviewed and unanimously approved by all members of the OVPSA Board of Trustees in its April 21, 2025 Board meeting.

