



BOARD OF TRUSTEE BOARD MEETING

March 18, 2026

3:15pm - Work Session

4:00pm - Board Meeting

Cottonwood Heights Parks and Recreation Service Area

Board of Trustees

March 18, 2026

Work Session-3:15 pm

Board Meeting – 4:00 pm

AGENDA

WORK SESSION - *no action will be taken during the work session*

3:15 pm

- A. Board District Representation Reports
- B. 2026 URPA Conference Review
- C. Safety Meeting Minute-Audrey Durfee
- D. Department Head updates
- E. Conflict of Interest Forms-Lyse' Durrant
- F. Discussion of any items listed on the General Board Meeting Agenda

GENERAL BOARD MEETING

4:00 pm

GENERAL BUSINESS

- A. Welcome-Patti Hansen
- B. Pledge of Allegiance-by Invitation
- C. Review and Approval of February 25, 2026 Minutes – Patti Hansen
- D. Review and Approval of the Financial Statement for February 2026 – Lyse' Durrant
- E. Review and Approval of Accounts Payable Selected Entries for February 2026– Audrey Durfee

INFORMATION/DISCUSSION ITEMS

- A. Citizen/Customer Comments
- B. Executive Director's Report – Lyse' Durrant
- C. Information and Discussion regarding McKinstry Presentation and possible financing options-Lyse' Durrant

SPECIAL BUSINESS

- A. Consideration and Recommendation to approve Policy #400 Age Restrictive Activities - Resolution 2026-4 – Patti Hansen
- B. Consideration and Recommendation to implement the contract with McKinstry subject to the financing agreement being executed - Resolution 2026-5 – Patti Hansen

ADJOURN

CLOSED MEETING (if needed and voted upon) - a closed meeting to discuss litigation, property acquisition or the character and professional competence or physical or mental health of an individual

ADJOURN

The above items will be discussed at the Board meeting on March 18, 2026 at 4:00 p.m. with a work session held at 3:15 pm. This meeting will be held at the Cottonwood Heights Recreation Center, 7500 S. 2700 E. CWH, UT 84121. If you would like to submit written comment, please email all comments to allie@chparksandrecut.gov. All comments received by 2:00 pm on March 18, 2026 will be summarized for the public record (Full name and address must be submitted as well). Comments made after that time will be forwarded to the Board of Trustees but will not be on the record. Posted on the PNW, CHPRSA website and Recreation Center.

**Minutes for the
Cottonwood Heights Parks and Recreation Service Area
General Board Meeting
Held at 7500 South 2700 East, CWH, UT
On the 25th day of February 2026
Pursuant of Notice**

all minutes pending until approval at the next Board Meeting

Board of Trustees Present

Patti Hansen
Jen Cottam
Dennis Magaro

Staff Present

Lyse' Durrant Audrey Durfee
Allie Brown Bonnie Lee
Andrew Davis Kevin Suchey
Alex Ihrig

A work session was held on February 25, 2026, at 2:45pm. During the session, McKinstry provided a 90% presentation update to the Board. Board members presented District Representation reports, and Audrey Durfee presented the Safety Meeting Minutes. Department heads provided updates and overviews of their respective departments. The Board also discussed items listed on the general board meeting agenda.

General Board Meeting – 4pm

A. Welcome – Patti Hansen

B. Pledge of Allegiance – Audrey Durfee

C. Review and Approval of the January 14, January 21, January 28, 2026, Minutes – Patti Hansen

- After review Ms. Cottam made a motion to approve the above minutes. Mr. Magaro seconded the motion. The motion carried unanimously, with Ms. Hansen, Ms. Cottam, and Mr. Magaro voting “Yes.”

D. Review and Approval of the Financial Statement for January 2026 – Lyse' Durrant

- After review Ms. Cottam made a motion to approve the Financial Statement for January 2026. Mr. Magaro seconded the motion. The motion was carried unanimously with Ms. Hansen, Ms. Cottam, Mr. Magaro voting “Yes.”

**E. Review and Approval of the Accounts Payable Selected Entries for January 2026
- Lyse' Durrant**

- After review Mr. Magaro made a motion to approve the Accounts Payable Selected Entries for January 2026. Ms. Cottam seconded the motion. Motion carried unanimously with Ms. Hansen, Ms. Cottam, and Mr. Magaro voting “Yes.”

Information/Discussion Items

A. Citizen/Customer Comments

- None

B. Executive Directors Report – Lyse' Durrant

- Annual Staff Planning Retreat was held on February 4 Goals due today (2/25)
- New Finance Manager was hired-Audrey Durfee
- New Aquatic Coordinator was hired-Abraham Paz
- Interviews are starting this week for an Aquatics Manager
- CH2 was held on February 11 and next meeting will be March 18
- McKinstry 90% meeting
- Board Tour of the building
- 2026 ZAP Application:
 - SLCO Master Plan
- Other Business and Events
 - Valentine’s Skate (2 for 1) was held February 14
 - Brighton Swim Team were Region Champs for Men and Women
 - Brighton Swim Team-Men 5th place, Ladies 4th place at the State Meet
 - Luan Barnard was Male swimmer of the meet
 - McKinstry OAC Meeting 2/10/26
 - McKinstry OAC Meeting 2/24/2026
 - PTOS 2/25/2028
 - Meeting with City Staff to go over events 2/26/25
- Presentation at City Council, March 3 @ 4:00 pm
- 51st CHAT Invitational will be held June 10-13, 2026. The Aquatics Department is requesting that we remain closed to public swim between sessions and that we open the indoor pool all day on Thursday, Friday and Saturday. Adult lap swim will be held in the outdoor pool in between sessions.
 - The Board discussed and approved the change.

C. Information and Discussion regarding Mckinstry Presentation – Lyse’ Durrant

- Ms. Durrant presented information regarding the McKinstry Presentation to the Board. To be brought back in Special Business during the March 2026 Board Meeting.

D. Information and Discussion regarding Policy #400 Age Restrictive Activities – Lyse’ Durrant

- Ms. Durrant presented information regarding Policy #400 Age Restrictive Activities. To be brought back in Special Business during the March 2026 General Board Meeting.

E. Information and Discussion to move March Board meeting March 25, 2026 to March 18, 2026 – Patti Hansen

- Ms. Hansen presented information and there was a discussion regarding the approval of moving the March Board Meeting from March 25 to March 18.

Adjourned @ 4:33pm

The next meeting of the Board will be held on March 18, 2026 @ 4pm

**Cottonwood Heights Parks and Recreation
Monthly Consolidated Board Financials
February 2026**

Ordinary Income/Expense	Feb 26	Budget	% of Budget	Jan - Feb 26	YTD Budget	% of Budget	Annual Budget
Income							
4000 · MEMBERSHIPS	57,587.20	62,000.00	92.88%	145,577.74	150,000.00	97.05%	830,000.00
4010 · SILVER SNEAKERS	5,278.50	8,500.00	62.1%	17,371.00	17,000.00	102.18%	104,000.00
4100 · ARENA ADMISSIONS	18,194.72	16,000.00	113.72%	48,939.88	44,000.00	111.23%	120,000.00
4120 · LTS GROUP SKATE LESSONS	9,603.00	10,000.00	96.03%	10,585.98	11,000.00	96.24%	65,000.00
4130 · BMS SKATE LESSONS	0.00	0.00	0.0%	0.00	0.00	0.0%	5,000.00
4140 · FREESTYLE	12,348.00	12,000.00	102.9%	23,098.49	21,500.00	107.44%	117,000.00
4150 · PRIVATE ARENA RENTAL	19,646.52	23,000.00	85.42%	55,451.37	46,000.00	120.55%	225,000.00
4160 · PRIVATE SKATE LESSONS	851.00	1,200.00	70.92%	1,859.00	2,400.00	77.46%	14,000.00
4200 · POOL ADMISSIONS	6,848.63	6,000.00	114.14%	15,624.39	12,000.00	130.2%	332,783.00
4210 · PUBLIC SWIM LESSONS	3,326.50	4,000.00	83.16%	8,180.33	8,000.00	102.25%	100,000.00
4220 · PRIVATE SWIM LESSONS	436.00	537.00	81.19%	1,010.00	987.00	102.33%	6,875.00
4230 · Water Fitness	136.00	325.00	41.85%	212.00	650.00	32.62%	5,000.00
4240 · SPECIALTY CLASSES	119.00	0.00	100.0%	244.00	400.00	61.0%	3,500.00
4250 · TEAM DUES	0.00	0.00	0.0%	0.00	0.00	0.0%	500.00
4255 · TEAM UNIFY INCOME	4,362.81	4,500.00	96.95%	9,871.07	8,500.00	116.13%	250,000.00
4260 · TEAM MEET FEES	0.00	1,500.00	0.0%	24.00	2,500.00	0.96%	10,000.00
4275 · INVITATIONAL	0.00	0.00	0.0%	0.00	0.00	0.0%	35,000.00
4280 · PRE-COMP	2,091.00	1,500.00	139.4%	4,733.00	2,750.00	172.11%	24,000.00
4290 · WATER POLO	0.00	0.00	0.0%	0.00	0.00	0.0%	7,000.00
4300 · TRACK ADMISSIONS	81.84	125.00	65.47%	227.87	250.00	91.15%	1,000.00
4310 · GYM ADMISSIONS	1,222.20	1,000.00	122.22%	3,074.76	2,000.00	153.74%	10,000.00
4320 · GYM RENTAL	0.00	1,100.00	0.0%	-125.00	2,100.00	-5.95%	14,500.00
4400 · RB COURT FEES	1,904.48	1,500.00	126.97%	4,634.28	3,700.00	125.25%	15,000.00
4500 · LOCKERS	817.00	850.00	96.12%	1,877.00	1,700.00	110.41%	9,000.00
4600 · Land Fitness	2,760.90	2,800.00	98.6%	5,669.90	5,600.00	101.25%	32,000.00
4605 · Fitness Camps	1,788.00	1,500.00	119.2%	3,488.00	2,000.00	174.4%	4,000.00
4610 · ROOM RENTAL	4,218.75	2,200.00	191.76%	12,349.25	4,400.00	280.67%	25,000.00
4630 · PERSONAL TRAINERS	577.00	500.00	115.4%	1,058.00	1,000.00	105.8%	5,500.00
4640 · WEIGHT ROOM	6,166.38	5,500.00	112.12%	13,735.65	11,000.00	124.87%	55,000.00
4660 · ADVERTISING	50.00	0.00	100.0%	50.00	0.00	100.0%	750.00

**Cottonwood Heights Parks and Recreation
Monthly Consolidated Board Financials
February 2026**

	Feb 26	Budget	% of Budget	Jan - Feb 26	YTD Budget	% of Budget	Annual Budget
4700 · NURSERY	657.00	500.00	131.4%	1,605.00	1,000.00	160.5%	7,000.00
4710 · SNACK BAR	0.00	0.00	0.0%	0.00	0.00	0.0%	13,500.00
4720 · VENDING	783.16	1,000.00	78.32%	3,017.19	2,000.00	150.86%	15,000.00
4730 · PRO SHOP	50.13	200.00	25.07%	599.38	300.00	199.79%	4,000.00
4735 · POSTAGE/COPIES	0.75	0.00	100.0%	0.75	0.00	100.0%	30.00
4740 · CANYON'S SCHOOL DISTRICT	0.00	0.00	0.0%	0.00	0.00	0.0%	219,748.00
4760 · REBATES	3,232.82	0.00	100.0%	3,232.82	0.00	100.0%	4,000.00
4800 · PAVILION	260.00	400.00	65.0%	1,410.00	1,050.00	134.29%	23,000.00
4810 · FIELD FEES	0.00	0.00	0.0%	0.00	0.00	0.0%	42,000.00
4820 · TENNIS	800.00	0.00	100.0%	1,070.00	0.00	100.0%	23,000.00
4821 · PICKLEBALL TOURNAMENT ENTRY	0.00	0.00	0.0%	0.00	0.00	0.0%	5,500.00
4823 · OUTDOOR COURT RESERVATIONS	480.00	400.00	120.0%	890.00	1,000.00	89.0%	6,000.00
4830 · ADMIN FEES	0.00	0.00	0.0%	0.00	0.00	0.0%	2,500.00
4840 · Processing fees	3,988.51	3,500.00	113.96%	8,797.05	8,000.00	109.96%	50,000.00
4916 · 5-K RACE INCOME	0.00	0.00	0.0%	10.00	0.00	100.0%	67,500.00
4918 · COTTONWOOD HEIGHTS CITY HOSTING	0.00	0.00	0.0%	0.00	0.00	0.0%	10,000.00
4920 · PROPERTY TAX REVENUE	19,788.31	18,000.00	109.94%	38,638.99	33,000.00	117.09%	2,937,000.00
4921 · FEE IN LIEU, ETC.	7,939.96	12,000.00	66.17%	15,203.19	20,000.00	76.02%	170,000.00
4930 · INTEREST INCOME	4,983.67	3,500.00	142.39%	10,715.28	6,500.00	164.85%	37,500.00
4965 · CWH CITY MNTNC CONTRACT	20,816.08	20,816.00	100.0%	41,632.16	41,632.00	100.0%	321,813.00
4972 · KIDS SPORTS CAMP INCOME	0.00	0.00	0.0%	0.00	0.00	0.0%	58,000.00
4973 · FLAG FOOTBALL INCOME	9,086.00	5,000.00	181.72%	19,710.00	15,000.00	131.4%	40,000.00
4974 · JR. JAZZ	0.00	0.00	0.0%	0.00	0.00	0.0%	40,000.00
4975 · CWH YOUTH SOCCER	8,805.00	17,000.00	51.79%	47,817.01	55,000.00	86.94%	92,000.00
5810 · INTEREST INCOME BOND	1,795.29			3,777.02			
Total Income	243,882.11	250,453.00	97.38%	586,947.80	545,919.00	107.52%	6,615,499.00
Gross Profit	243,882.11	250,453.00	97.38%	586,947.80	545,919.00	107.52%	6,615,499.00
Expense							
5000 · ADMIN/BENEFITED EMPLOYEES	34,679.73	42,632.00	81.35%	97,885.91	107,469.00	91.08%	602,019.00
5001 · ADMIN FICA,WC,S,V	2,845.48	5,041.00	56.45%	8,078.02	10,086.00	80.09%	66,222.00
5010 · WAGES/MANAGER ON DUTY	5,438.57	5,000.00	108.77%	10,576.52	10,000.00	105.77%	65,000.00
5020 · WAGES/NURSERY	2,657.26	2,800.00	94.9%	4,940.50	5,500.00	89.83%	35,050.00

**Cottonwood Heights Parks and Recreation
Monthly Consolidated Board Financials
February 2026**

	Feb 26	Budget	% of Budget	Jan - Feb 26	YTD Budget	% of Budget	Annual Budget
5040 · WAGES/CSR	17,116.67	16,500.00	103.74%	32,805.07	32,300.00	101.56%	215,000.00
5041 · ADMIN WAGES/FICA,WRKCOMP	2,044.83	2,673.00	76.5%	3,934.28	5,335.00	73.75%	34,656.00
5100 · SALARIES/AQUATICS	25,893.21	20,336.00	127.33%	46,349.90	40,672.00	113.96%	266,716.00
5101 · AQUATICS, SALARY,FICA,WRKCOMP	2,132.92	2,237.00	95.35%	3,924.89	4,474.00	87.73%	29,339.00
5110 · WAGES/SWIM INSTRUCTORS	3,908.03	3,250.00	120.25%	5,926.24	5,250.00	112.88%	66,500.00
5120 · WAGES/SPECIALTY CLASSES	0.00	0.00	0.0%	0.00	75.00	0.0%	2,500.00
5130 · WAGES/LIFEGUARDS	22,301.37	19,636.00	113.57%	44,793.54	42,050.00	106.52%	450,000.00
5140 · Wages/Water Fitness Instructors	1,487.00	2,000.00	74.35%	2,613.50	3,800.00	68.78%	27,000.00
5141 · WAGES/AQUATICS/FICA,WRKCOMP	2,354.13	2,710.00	86.87%	4,042.95	4,998.00	80.89%	60,060.00
5160 · WAGES/SWIM TEAM	4,613.85	4,583.00	100.67%	8,818.65	9,166.00	96.21%	55,000.00
5161 · SWIM TEAM WAGES/FICA,WRKCOMP	390.34	505.00	77.3%	765.71	1,009.00	75.89%	6,050.00
5200 · SALARIES/PROGRAMS	14,789.14	14,782.00	100.05%	29,576.50	29,564.00	100.04%	191,981.00
5201 · SALARIES/PROGRAMS,FICA,WC,S,V	1,243.83	1,626.00	76.5%	2,543.47	3,253.00	78.19%	21,118.00
5210 · Wages/Land Fitness	9,581.74	8,200.00	116.85%	18,255.67	16,400.00	111.32%	105,000.00
5240 · WAGES/SKATE GUARDS	6,956.41	7,500.00	92.75%	15,324.82	16,000.00	95.78%	78,500.00
5250 · WAGES/LTS INSTRUCTORS	2,810.76	2,500.00	112.43%	4,751.17	5,000.00	95.02%	33,000.00
5260 · WAGES/SUPER SPORT	0.00	0.00	0.0%	0.00	0.00	0.0%	30,000.00
5264 · WAGES/YOUTH SOCCER	0.00	0.00	0.0%	0.00	0.00	0.0%	7,500.00
5266 · WAGES/FLAG FOOTBALL	97.17	0.00	100.0%	97.17	0.00	100.0%	7,000.00
5268 · WAGES/JUNIOR JAZZ	1,474.32	2,650.00	55.64%	2,007.89	5,300.00	37.89%	8,000.00
5270 · WAGES/TENNIS INSTRUCTORS	206.43	250.00	82.57%	306.18	500.00	61.24%	9,250.00
5271 · WAGES/ARENA,FICA,WC,S,V	1,516.91	2,321.00	65.36%	2,909.57	4,752.00	61.23%	30,608.00
5300 · SALARIES/OPERATIONS	21,550.01	21,480.00	100.33%	43,369.15	42,961.00	100.95%	283,913.00
5301 · SALARIES/OPER,FICA,WC,S,V	1,924.40	2,363.00	81.44%	3,963.81	4,726.00	83.87%	31,230.00
5310 · WAGES/OPERATIONS	3,807.98	3,605.00	105.63%	6,458.89	6,809.00	94.86%	50,565.00
5311 · WAGES/OPER,FICA,WC,S,V	346.30	396.00	87.45%	617.40	751.00	82.21%	5,562.00
5400 · SALARIES/GROUNDS	27,165.45	28,364.00	95.77%	50,737.81	54,594.00	92.94%	352,983.00
5401 · SALARY/GOUNDS,FICA,WC,S,V	2,355.93	3,120.00	75.51%	4,535.34	6,005.00	75.53%	38,828.00
5410 · WAGES/GROUNDS	960.02	1,000.00	96.0%	1,792.72	2,000.00	89.64%	58,750.00
5411 · WAGES/GROUNDS,FICA,WC,S,V	163.22	107.00	152.54%	328.75	217.00	151.5%	6,463.00
5500 · SALARIES/VISUAL MAINTENANCE	11,189.95	11,182.00	100.07%	22,489.29	22,365.00	100.56%	147,526.00
5501 · SALARIES/VM,FICA,WC,S,V	967.25	1,230.00	78.64%	1,988.37	2,460.00	80.83%	16,228.00

**Cottonwood Heights Parks and Recreation
Monthly Consolidated Board Financials
February 2026**

	Feb 26	Budget	% of Budget	Jan - Feb 26	YTD Budget	% of Budget	Annual Budget
5510 · WAGES,VISUAL MNTNC	3,935.94	3,538.00	111.25%	7,604.37	7,076.00	107.47%	46,000.00
5511 · WAGES,VISUAL MNTNC,FICA,WC,S,V	374.02	389.00	96.15%	746.16	778.00	95.91%	5,060.00
6000 · UT STATE RETIREMENT	11,350.34	22,495.00	50.46%	43,336.65	44,990.00	96.33%	290,974.00
6010 · HEALTH INS,DISABILITY	26,277.10	30,000.00	87.59%	54,971.77	60,000.00	91.62%	367,000.00
6030 · BOARD FEES	1,359.27	2,000.00	67.96%	3,042.59	6,000.00	50.71%	27,500.00
6040 · TRAVEL	0.00	500.00	0.0%	0.00	1,000.00	0.0%	18,000.00
6050 · TRAINING/WORKSHOPS	366.20	1,500.00	24.41%	816.20	3,000.00	27.21%	17,100.00
6560 · PAYROLL EXPENSES	-30.00			-45.00			
7001 · MARKETING	378.25	1,000.00	37.83%	1,290.86	1,500.00	86.06%	12,500.00
7010 · AUDITING	0.00	0.00	0.0%	0.00	0.00	0.0%	20,500.00
7020 · CONSULTING	2,962.50	500.00	592.5%	2,962.50	1,000.00	296.25%	50,000.00
7040 · DUES & SUBSCRIPTIONS	9,010.37	5,200.00	173.28%	19,503.65	15,925.00	122.47%	99,750.00
7050 · PROPERTY INSURANCE	0.00	750.00	0.0%	0.00	750.00	0.0%	125,000.00
7060 · LEGAL/CONSULTING,ADVERTISING	2,590.00	1,500.00	172.67%	3,240.00	2,500.00	129.6%	9,000.00
7065 · CWH CITY CONTRACT EXP	3,644.36	2,000.00	182.22%	5,760.63	4,000.00	144.02%	62,021.00
7130 · BANK/CREDIT CARD SRVC CHARGES	20,952.33	13,500.00	155.2%	39,920.59	32,000.00	124.75%	200,000.00
7140 · OVER/SHORT	4.95			-54.08			
7200 · SWIM TEAM REIMBURSABLES	3,222.00	4,000.00	80.55%	5,525.00	8,000.00	69.06%	56,000.00
7215 · INVITATIONAL EXP	0.00	0.00	0.0%	0.00	0.00	0.0%	20,000.00
7220 · SWIM TEAM EXPENSE	483.00	1,000.00	48.3%	858.89	2,000.00	42.95%	20,700.00
7221 · TEAM UNIFY EXPENSES	0.00	0.00	0.0%	0.00	0.00	0.0%	2,000.00
7230 · WATER POLO EXP	0.00	0.00	0.0%	0.00	0.00	0.0%	2,500.00
7540 · TELEPHONE EXP	2,347.52	3,000.00	78.25%	4,525.43	7,000.00	64.65%	28,000.00
7550 · UTILITIES/GAS	19,730.29	26,000.00	75.89%	23,160.64	31,000.00	74.71%	250,000.00
7551 · UTILITIES/ELECTRICITY	22,947.70	20,000.00	114.74%	44,691.41	45,000.00	99.31%	280,000.00
7552 · UTILITIES/SEWER	42.36	200.00	21.18%	42.36	400.00	10.59%	18,000.00
7553 · UTILITIES/WATER	0.00	250.00	0.0%	42.36	500.00	8.47%	60,000.00
7561 · UTILITIES/GROUNDS/ELECT	1,087.74	1,000.00	108.77%	2,151.34	2,200.00	97.79%	8,000.00
7562 · UTILITIES/GROUNDS,WATER	790.11	1,000.00	79.01%	1,580.22	2,000.00	79.01%	110,000.00
7563 · UTILITIES/GROUNDS,SEWER-GARBAGE	1,654.55	3,000.00	55.15%	1,726.55	4,100.00	42.11%	36,000.00
7700 · AUTO EXP	746.45	3,340.00	22.35%	1,548.53	6,305.00	24.56%	22,450.00
8000 · REP & MNTNC ADMIN	340.12	1,000.00	34.01%	944.86	1,750.00	53.99%	15,000.00

**Cottonwood Heights Parks and Recreation
Monthly Consolidated Board Financials
February 2026**

	Feb 26	Budget	% of Budget	Jan - Feb 26	YTD Budget	% of Budget	Annual Budget
8010 · REP & MNTNC/POOLS	3,719.70	6,000.00	62.0%	3,932.76	9,000.00	43.7%	60,000.00
8020 · REP & MNTNC/ARENA	3,800.40	3,000.00	126.68%	8,727.47	8,000.00	109.09%	40,000.00
8030 · REP & MNTNC/GYM,WT RMS	570.00	1,000.00	57.0%	1,163.25	3,000.00	38.78%	12,000.00
8036 · REP & MNTNC/TENNIS	0.00	0.00	0.0%	0.00	0.00	0.0%	1,000.00
8040 · REP & MNTNC/SNACK BAR	102.00	100.00	102.0%	204.00	200.00	102.0%	2,500.00
8050 · REP & MNTC OP	7,423.64	17,000.00	43.67%	15,309.06	20,000.00	76.55%	80,000.00
8055 · REP & MNTC GROUNDS	1,958.60	6,000.00	32.64%	1,856.89	8,000.00	23.21%	80,000.00
8100 · PRO SHOP/COST OF GOODS	0.00	200.00	0.0%	278.00	400.00	69.5%	4,000.00
8130 · UNIFORMS EXPENSE	1,848.07	5,000.00	36.96%	1,848.07	6,000.00	30.8%	17,000.00
8140 · UNIFORMS AQUATICS	0.00	0.00	0.0%	-15.00	1,000.00	-1.5%	10,000.00
8500 · SUNDRIES	1,698.03	600.00	283.01%	2,433.73	1,235.00	197.06%	17,300.00
9000 · SUPPLIES/ADMIN	6,200.82	7,500.00	82.68%	8,977.10	12,500.00	71.82%	40,000.00
9010 · SUPPLIES/OFFICE POSTAGE	0.00	250.00	0.0%	0.00	1,000.00	0.0%	5,000.00
9020 · SUPPLIES/COMPUTER	4,260.55	3,500.00	121.73%	5,835.55	7,000.00	83.37%	38,000.00
9040 · SUPPLIES/NURSERY	46.87	100.00	46.87%	193.42	205.00	94.35%	1,250.00
9050 · SUPPLIES/POOL	241.95	1,500.00	16.13%	349.90	2,500.00	14.0%	15,000.00
9055 · SUPPLIES/POOL(OPERATING)	3,530.64	7,000.00	50.44%	9,585.97	14,000.00	68.47%	150,000.00
9060 · SUPPLIES/AQUACISE	0.00	150.00	0.0%	0.00	150.00	0.0%	1,500.00
9070 · SUPPLIES/SPECIALTY CLASSES	42.00	2,000.00	2.1%	543.93	2,150.00	25.3%	8,000.00
9080 · SUPPLIES/PROGRAMS	258.38	500.00	51.68%	282.01	1,000.00	28.2%	3,250.00
9081 · SUPPLIES/LTS	412.39	100.00	412.39%	625.58	200.00	312.79%	800.00
9085 · SUPPLIES/ARENA	63.93	150.00	42.62%	97.92	300.00	32.64%	7,000.00
9090 · Supplies/Land Fitness	2,362.19	300.00	787.4%	2,405.72	3,000.00	80.19%	6,000.00
9091 · SUPPLIES/SILVER SNEAKERS	0.00	350.00	0.0%	0.00	350.00	0.0%	500.00
9092 · Supplies/Fitness Camp	0.00	250.00	0.0%	0.00	250.00	0.0%	1,000.00
9110 · SUPPLIES/WEIGHT ROOM	556.78	450.00	123.73%	863.83	900.00	95.98%	5,250.00
9115 · SUPPLIES/GYM	0.00	125.00	0.0%	20.47	250.00	8.19%	1,500.00
9116 · SUPPLIES/TENNIS	0.00	0.00	0.0%	0.00	0.00	0.0%	1,300.00
9120 · SUPPLIES/OPERATIONS	0.00	500.00	0.0%	0.00	500.00	0.0%	4,000.00
9130 · SUPPLIES/GROUNDS	446.92	750.00	59.59%	496.83	1,500.00	33.12%	10,460.00
9131 · FIELD COSTS	166.40	2,000.00	8.32%	166.40	2,000.00	8.32%	13,053.00
9140 · SUPPLIES/VM,CLEANING	2,466.89	2,260.00	109.15%	3,135.03	4,514.00	69.45%	29,242.00

**Cottonwood Heights Parks and Recreation
Monthly Consolidated Board Financials
February 2026**

	Feb 26	Budget	% of Budget	Jan - Feb 26	YTD Budget	% of Budget	Annual Budget
9150 · SUPPLIES/VM PAPER	951.65	1,597.00	59.59%	1,910.60	3,250.00	58.79%	21,392.00
9200 · SMALL EQUIP	2,184.19	6,000.00	36.4%	2,184.19	6,000.00	36.4%	24,480.00
9210 · THANKSGIVING 5K RACE EXPENSE	0.00	0.00	0.0%	0.00	0.00	0.0%	38,000.00
9212 · Pickleball Tournaments	0.00	0.00	0.0%	0.00	0.00	0.0%	3,550.00
9222 · KIDS SPORTS CAMP EXPENSE	0.00	0.00	0.0%	0.00	0.00	0.0%	2,000.00
9224 · FLAG FOOTBALL EXPENSE	186.26	0.00	100.0%	186.26	0.00	100.0%	22,000.00
9225 · JR. JAZZ EXPENSE	7,592.75	0.00	100.0%	8,779.00	1,000.00	877.9%	26,000.00
9226 · CWH Youth Soccer expense	0.00	0.00	0.0%	0.00	0.00	0.0%	38,000.00
Total Expense	426,630.08	467,473.00	91.26%	839,782.07	917,969.00	91.48%	6,615,499.00
Net Ordinary Income	#####	#####	84.21%	-252,834.27	-372,050.00	67.96%	0.00
Other Income/Expense							
Other Expense							
9300 · CAPITAL EQUIPMENT/IMPROVEMENTS	0.00	0.00	0.0%	49,278.00	20,000.00	246.39%	125,000.00
9301 · CAPITAL & OPERATING LEASES	0.00	0.00	0.0%	27,681.40	27,687.00	99.98%	137,018.00
Total Other Expense	0.00	0.00	0.0%	76,959.40	47,687.00	161.38%	262,018.00
Net Other Income	0.00	0.00	0.0%	-76,959.40	-47,687.00	161.38%	-262,018.00
Net Income	#####	#####	84.21%	-329,793.67	-419,737.00	78.57%	-262,018.00

Cottonwood Heights Parks and Recreation
Bill Payment Register
As of February 28, 2026

Type	Date	Num	Name	Memo	Amount
1016 - GENERAL CHECKING					
Bill Pmt -Check	02/05/2026	ACH	Citi Cards		-18,155.81
Bill Pmt -Check	02/05/2026	66660	AMERICAN FAMILY LIFE...		-49.12
Bill Pmt -Check	02/05/2026	66661	BLOMQUIST HALE CON...	EAP	-385.00
Bill Pmt -Check	02/05/2026	66662	ECONO.PEST		-102.00
Bill Pmt -Check	02/05/2026	66663	GARFIELD, KINLEY	REFUND LTS	-70.00
Bill Pmt -Check	02/05/2026	66664	LARSEN, DIANE		-46.48
Bill Pmt -Check	02/05/2026	66665	NIELSEN, ALISON		-75.00
Bill Pmt -Check	02/05/2026	66666	OGILVIE, DAIGE		-50.00
Bill Pmt -Check	02/05/2026	66667	RICHARDS LABORATO...		-150.00
Bill Pmt -Check	02/05/2026	66668	SUMMIT ENERGY		-15,059.90
Bill Pmt -Check	02/05/2026	66669	THATCHER COMPANY		-1,431.00
Bill Pmt -Check	02/05/2026	66670	WILLIAMS, ALYSA	REFUND ROOM RENTAL	-50.00
Bill Pmt -Check	02/12/2026	66671	ALARM INNOVATIONS	skate park cameras	-197.50
Bill Pmt -Check	02/12/2026	66672	AMERICAN RED CROSS	TRAINING	-420.00
Bill Pmt -Check	02/12/2026	66673	AMERIGAS SALT LAKE ...	OPS	-931.22
Bill Pmt -Check	02/12/2026	66674	ARMIJO, ROGER	REF FEES	-250.00
Bill Pmt -Check	02/12/2026	66675	BRADY INDUSTRIES INC.	VM	-842.70
Bill Pmt -Check	02/12/2026	66676	DEAN, ZORAM	REF FEES	-250.00
Bill Pmt -Check	02/12/2026	66677	DEEP BLUE	50% DEPOSIT REPLASTER IND...	-29,769.00
Bill Pmt -Check	02/12/2026	66678	GRAINGER	OPS	-585.28
Bill Pmt -Check	02/12/2026	66679	LANE, EUNICE	REFUND PUNCH CARD	-102.60
Bill Pmt -Check	02/12/2026	66680	LOERTSCHER MICHAEL	ARBITER FEES	-122.50
Bill Pmt -Check	02/12/2026	66681	MIKE THE PLUMBER	ROOF DRAIN	-2,000.00
Bill Pmt -Check	02/12/2026	66682	MOUNTAINLAND SUPPLY	PARKS	-241.45
Bill Pmt -Check	02/12/2026	66683	PUBLIC EMPLOY DISAB...	PEHPLTD	-663.71
Bill Pmt -Check	02/12/2026	66684	ROCKY MOUNTAIN PO...	UTILITY	-22,807.31
Bill Pmt -Check	02/12/2026	66685	SALT LAKE CITY CORP...	WATER	-751.54
Bill Pmt -Check	02/12/2026	66686	SUMMIT FIRE & SECURI...	528418	-438.75
Bill Pmt -Check	02/12/2026	ACH	UTAH STATE RETIREM...	RETIREMENT	-13,306.61
Bill Pmt -Check	02/12/2026	66688	WATER STAR USA	100-8481511-001	-216.80
Bill Pmt -Check	02/12/2026	66689	ZAMBONI	UTS01	-1,921.18
Bill Pmt -Check	02/19/2026	ACH	CCG	50% DOWN OFFICE FUNITURE	-5,373.92
Bill Pmt -Check	02/19/2026	ACH	PUBLIC EMPLOYEES H...	1/26 FLEX PAYMENT	-515.38
Bill Pmt -Check	02/19/2026	66690	ABUSHEHADEH, NEHAL	REFUND JR. REAL	-90.00
Bill Pmt -Check	02/19/2026	66691	ARMIJO, ROGER	Ref Fees Jr. Jazz	-250.00
Bill Pmt -Check	02/19/2026	66692	CHEMWORLD	CHILLER	-759.99
Bill Pmt -Check	02/19/2026	66693	COMCAST		-630.23
Bill Pmt -Check	02/19/2026	66694	Cottonwood Heights City (1)	newsletter ad	-799.54
Bill Pmt -Check	02/19/2026	66695	COTTONWOOD IMPRO...		-288.00
Bill Pmt -Check	02/19/2026	66696	CUSTOM WATER TECH...	Ops	-520.00
Bill Pmt -Check	02/19/2026	66697	DEAN, ZORAM	Ref Fees Jr. Jazz	-250.00
Bill Pmt -Check	02/19/2026	66698	ENBRIDGE		-4,670.39
Bill Pmt -Check	02/19/2026	66699	FABIAN VANCOTT	Legal	-2,590.00
Bill Pmt -Check	02/19/2026	66700	FUEL NETWORK		-459.83
Bill Pmt -Check	02/19/2026	66701	INTERMOUNTAIN SOFT ...	Ops	-55.00
Bill Pmt -Check	02/19/2026	66702	MOUNTAINLAND SUPPLY	Parks	-401.80
Bill Pmt -Check	02/19/2026	66703	NORCO	Ops	-2,385.84
Bill Pmt -Check	02/19/2026	66704	PACIFIC WATER INC.	2173	-50.00

Cottonwood Heights Parks and Recreation
Bill Payment Register
 As of February 28, 2026

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	02/19/2026	66705	RIGHTWAY SANITARY ...	VM	-951.65
Bill Pmt -Check	02/19/2026	66706	STERICYCLE, INC.	Admin.	-188.39
Bill Pmt -Check	02/19/2026	66707	STRUCTURE COMPUTE...	laptop and maint.	-4,260.55
Bill Pmt -Check	02/19/2026	66708	SUMMIT FIRE & SECURI...	528418	-1,351.60
Bill Pmt -Check	02/19/2026	66709	THATCHER COMPANY	Ops	-1,144.80
Bill Pmt -Check	02/19/2026	66710	TURF EQUIPMENT	Parks	-2,249.73
Bill Pmt -Check	02/19/2026	66711	UNIVERSAL GRINDING ...	Ops	-166.00
Bill Pmt -Check	02/19/2026	66712	WAITE, EMMY .	MILEAGE REIMBURSEMENT	-24.50
Bill Pmt -Check	02/19/2026	66713	WASTE MANAGEMENT	Parks	-2,978.54
Bill Pmt -Check	02/26/2026	ACH	Utah State Tax Commissi...	1/26 sales tax	-10,746.74
Bill Pmt -Check	02/26/2026	ACH	UTAH LOCAL GOVERN...		-1,789.03
Bill Pmt -Check	02/26/2026	ACH	UTAH STATE RETIREM...		-13,289.52
Bill Pmt -Check	02/26/2026	66714	AMERICAN RED CROSS	Training	-42.00
Bill Pmt -Check	02/26/2026	66715	ARMIJO, ROGER	REF FEES 5 @ \$25	-125.00
Bill Pmt -Check	02/26/2026	66716	BIG COTTONWOOD DR...	RETREAT GEAR	-1,848.07
Bill Pmt -Check	02/26/2026	66717	CANYONS SCHOOL DIS...	JR JAZZ	-6,842.75
Bill Pmt -Check	02/26/2026	66718	COTTONWOOD HEIGHT...	AFTER STATE MEET	-1,395.26
Bill Pmt -Check	02/26/2026	66719	DEAN, ZORAM	REF FEES 5 @ \$25	-125.00
Bill Pmt -Check	02/26/2026	66720	GRAINGER	OPS	-586.50
Bill Pmt -Check	02/26/2026	66721	NU STREAM	PARKS	-186.00
Bill Pmt -Check	02/26/2026	66722	PASSEY, PATRICIA	REFUND MEMBERSHIP	-163.15
Bill Pmt -Check	02/26/2026	66723	PUBLIC EMPLOYEES H...		-27,889.58
Bill Pmt -Check	02/26/2026	66724	RIGHTWAY SANITARY ...	VM	-951.65
Bill Pmt -Check	02/26/2026	66725	SAFETY-KLEEN	OPS	-532.01
Bill Pmt -Check	02/26/2026	66726	SALT LAKE CITY CORP...		-80.93
Bill Pmt -Check	02/26/2026	66727	SUMMIT FIRE & SECURI...	528418	-577.13
Bill Pmt -Check	02/26/2026	66728	TURF EQUIPMENT	PARKS	-232.26
Bill Pmt -Check	02/26/2026	66729	UTAH SWIMMING	AFTER STATE MEET	-357.50
Bill Pmt -Check	02/26/2026	66730	WASATCH FRONT FISH ...	MEET FEES	-1,268.00
Bill Pmt -Check	02/26/2026	66731	ZAMBONI	UTS01	-1,382.75
Bill Pmt -Check	02/26/2026	66732	ZION ENGINEERING	OPS	-3,000.00
Total 1016 · GENERAL CHECKING					-218,258.97
TOTAL					-218,258.97

EXECUTIVE DIRECTOR UPDATES

MARCH 2026

- New Aquatic Manager was hired, Jenny Soifua
- In the process of reviewing everyone's goals and meeting with the department heads at their 1:1. Will bring to the April Board Meeting
- Presented at City Council on the Master Plan 3.3.26
- URPA Conference March 9-12, 2026
- CH2 was held today (3/18)
- Other Business and Events
 - ZAP Applications....
 - Meeting with Jared (3/25)
 - Culture Crew Meeting (3/25)
 - McKinstry OAC Meeting 3/10/26
 - McKinstry OAC Meeting 3/24/2026
 - PTOS 3/25/2028
 - Rec and Fit coordinator Cameron has resigned his position
 - CWH Easter Egg Hunt April 4. Event starts at 10:00 with activities starting at 9:30 am
 - Reminder we are closed Easter Sunday, April 5, 2026

RESOLUTION NO. 2026-4

A RESOLUTION ADOPTING CHANGES TO A FACILITY POLICY OF THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA POLICY #400-AGE RESTRICTIVE ACTIVITIES

WHEREAS, the Cottonwood Heights Parks and Recreation Service Area Board of Trustees has adopted Policy #400-Age Restrictive Activities;

WHEREAS, the Board of Trustees of the Cottonwood Heights Parks and Recreation Service Area adopts changes to Policy #400- Age Restrictive Activities;

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA AS FOLLOWS:

1. **Adoption.** The Board of Trustees of the Cottonwood Heights Parks and Recreation Service Area adopts Policy #400- Age Restrictive Activities;
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 COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA ON THIS 18th DAY OF MARCH 2026.

COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA

Patti Hansen, Chair

Jennifer Cottam

Dennis Magaro

Attest: Allie Brown

RESOLUTION NO. 2026-5

A RESOLUTION OF THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA BOARD OF TRUSTEES TO APPROVE THE IMPLEMENTATION OF THE MCKINSTRY PROJECT FOR ENERGY SAVINGS PENDING POSSIBLE FINANCING OPTIONS

WHEREAS, the Cottonwood Heights Parks and Recreation Service Area Board of Trustees would like to implement the McKinstry energy savings proposal;

WHEREAS, The Board of Trustees of the Cottonwood Heights Parks and Recreation Service Area desires to implement the McKinstry Energy savings proposal pending possible financing options;

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA AS FOLLOWS:

1. **Adoption.** The Board of Trustees of the Cottonwood Heights Parks and Recreation Service Area approves the implementation of the McKinstry project for energy savings proposal pending possible financing options.
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 COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA ON THIS 18th DAY OF MARCH, 2026.

COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA

Board of Trustees:

Patti Hansen, Chair

Jennifer Cottam

Dennis Magaro

Attest: Allie Brown

POLICY #400

COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA

POLICY GOVERNING AGE RESTRICTIVE ACTIVITIES

REFERENCE:

Trustee Board Minutes (date unknown).

PURPOSE:

This policy defines the guidelines and procedures for activities of the Service Area that hold age restrictions to protect the health and safety of all patrons.

I. DEFINITIONS:

Authorized Staff: Staff appointed by the Executive Director to perform certain duties and responsibilities for the operation of the Service Area.

Board of Trustees – Three elected officials to serve on the Cottonwood Heights Parks & Recreation Service Area Board.

Cottonwood Heights Parks & Recreation Service Area – to be recognized as Service Area

Executive Director – Appointed by the Board of Trustees of Cottonwood Heights Parks & Recreation Service Area for the daily management of the Service Area and all other duties and responsibilities as per the job description.

II. POLICY

1.0 Age Restricted Activities

- 1.1 The use of the indoor track is restricted to individuals aged 18 years and above except for certain hours that will be set by the Service Area and will allow individuals aged 8 and older to participate.
- 1.2 The use of the whirlpool is restricted to individuals aged 18 years and above.
- 1.3 The use of the sauna is restricted to individuals aged 18 years and above.
- 1.4 The use of the Fitness Room is restricted to individuals aged 14 years and above.

1.5 The use of the Cardio Room is restricted to individuals aged 14 years and above.

III. PROCEDURE

1.0 Violation of the Age Restrictive Policy

1.1 Individuals not meeting the age requirements will be asked to discontinue use of the equipment immediately and may be asked to leave the facility by Authorized Staff.

1.2 Individuals who continue to abuse the age requirements may have their privileges revoked for use of the facilities. All ejections and suspensions must be documented on the Ejection/Suspension form.

1.3 Any patron who feels their ejection or suspension has been unfairly issued has the right to appeal the decision.

1.3.1 The patron must submit a written notice of appeal to the Cottonwood Heights Parks & Recreation Service Area Executive Director, or designee, within ten (10) days of the revocation date or the patron will be deemed to have waived all appeal rights.

1.3.2 Cottonwood Heights Parks & Recreation Service Area Executive Director, or designee, must respond within ten (10) days of the appeal notice.

APPROVED AND PASSED THIS _____ DAY OF _____, 20_____

COTTONWOOD HEIGHTS
PARKS AND RECREATION SERVICE AREA

By: _____

Lyse' Durrant, Executive Director

BOARD OF TRUSTEES

By: _____

Patti Hansen, Chair