**Wasatch County Parks & Recreation SSD #21**

**Board Meeting**

**February 12, 2019**

**Minutes**

**Attendance**:

Jeff Wade, Chairman Tom Bonner, Director

Danny Goode, Vice Chairman Heath Coleman, Asst. Director

Kendall Crittenden, Member Laurie Duke, Admin. Assistant

Marilyn Crittenden, Member Don Taylor, Vice-Chair, Advisory Board

Steve Farrell, Member Neil Anderton, Member, Advisory Board

Mark Nelson, Member Barry Hallows, Deputy Auditor

Spencer Park, Member Ivan Spencer, IT

Danny Goode called the meeting to order at 3:15 p.m.

**Minutes**:

Tom Bonner presented the minutes for January 15, 2019.

Steve Farrell made a motion to approve the January 15, 2019 minutes.

Jeff Wade 2nd the motion. Motion passes.

Danny asked if there were any Public Issues for future meetings. There were none.

Danny asked if there were any Governing Board Issues for future meetings. There were none.

**1. Appointment of Parks & Recreation Board Chairman and Vice-Chairman:**

Danny explained that a motion was needed to ratify Jeff Wade as Chairman and him as Vice-Chairman.

Steve Farrell made a motion that Jeff Wade be appointed as Parks & Recreation Board Chairman and Danny Goode be appointed as Parks & Recreation Board Vice-Chairman.

Spencer Park 2nd the motion. Motion passes.

Charge of the meeting was then turned over to Jeff Wade, Chairman.

Tom recognized and introduced to the Board, Neil Anderton and Don Taylor, who were in attendance. Don Taylor is Vice-Chairman of our newly formed Parks & Recreation Advisory Board and Neil Anderton is a member of the Parks & Recreation Advisory Board.

**2. Warrants**

Tom presented the warrants for January 1, 2019 through February 8, 2019 in the amount of $112,573.92. Tom explained to Marilyn, who was not in attendance at the last meeting, that line items hi-lighted in yellow are pass through items.

Tom explained that we had a couple big ticket items this month which were Ski School for $23,070.00, UCIP Insurance for 2019 at $19,176.00, and Utah Association SSD dues for 2019 at $5,919.00.

Kendall asked Tom how we handle the ski buses. Tom responded that for the past five years we pay the fuel, we pay the school district for mileage, and we actually hire a part-time employee of Parks & Recreation to be our driver. Our driver is Sharon Howell and she has been our driver for the past 7 or 8 years. Tom went on to explain that we only take one bus due to the very limited parking space at Sundance. We transport the 65 students enrolled, along with a few Parks & Recreation employees and chaperones. Ski school ended last Saturday, Feb. 9th.

Steve asked if the UCIP insurance charge had gone up this year and Tom stated that actually our rate has gone down. Before we split from the county and got our own policy we were paying upwards of $27,000., so this is a good rate.

Steve asked Tom how many of the Parks & Recreation employees had a credit card. Tom answered that there are seven employees who have credit cards and he monitors them very closely. Each employee’s bank card shows up on the warrants with their name and description of money spent.

Steve Farrell made a motion to approve the warrants for January 1, 2019 through February 8, 2019 in the amount of $112,573.92

Marilyn Crittenden 2nd the motion. Motion passes.

**3. Advisory Board Update:**

Tom reported that the Advisory Board held their first meeting on January 29th. The main focus was centered on moving forward in maintaining, repairing, and replacing our facilities and how we will be able to fund them in the future. The Parks & Recreation staff were given two main assignments.

One was to commission an Impact Fee Study with Louis Young, the financial advisors for the county. Mike Davis asked Tom to head that up. He has talked to Laura Lewis and she is going to e-mail him information to get the process started. The process will be for Parks, Roads, and Police. Fire is already doing a study through them. Steve clarified that this will be a county-wide study and Tom responded that was correct.

Marilyn asked what, exactly, this study was going to show us. Tom answered that the study, as he understands it, will show us the growth of the community and the cost of replacing and adding parks, roads, and police. They come up with a range low to high of the estimated cost and then the Board will determine the cost. Each department director will provide them information of what is now in place as far as facilities, number of employees, inventory, etc. and then they will determine what we need in relation to the number of residents.

The second thing they asked for was for the staff to come up with approximate costs of things that need to be replaced, such as: the turf at the Rec. Center and the seats at the outdoor arena. They will start compiling that list.

Tom said that he is excited about the Advisory Board members, as they are good people with a lot of knowledge. Tom stated that he is also excited about getting a plan in place for the next five, ten, fifteen years moving forward.

Marilyn asked how many members were on the Advisory Board and Tom explained that there are seven members: Jeff Wade, Danny Goode, Mike Davis and four at large members, which are Ken Mickelsen, Don Taylor, Neil Anderton, and Blaik Baird.

Steve asked Tom if we have money in the budget for this study and Tom replied that yes, he budgeted for this study.

Tom reported that the next Advisory Board Meeting will be on February 20th at noon, at the Rec. Center.

**Director’s Report**

**1. Vets Park Parking Lot:**

Tom explained that for the past two years, he has allowed Horrocks Engineering to use the parking lot of Vets Park as a staging area as they have put in new water lines, and other construction, on 600 South. Tom allowed them to use this parking lot as a courtesy, however, it was a considerable inconvenience to the neighbors and he received complaints.

Tom is thinking that they are going to want to use this area again this year and Tom does not want to put the neighbors through this for a third year in a row. Kendall lives close to this parking lot and he agrees with Tom. Tom is asking that the board support him in this decision if, and when, this issue is brought up.

**2. Event Center Usage:**

Tom reported that there are fees to use the Event Center for open ride. There is a single, couple, or family pass. Last year we only made about $250.00. Tom explained that the reason for this is because we can’t afford to pay someone to stay there after the work day is over to check passes. He said that they have looked into different options, such as having a key pad on the door, but that is expensive. It would probably cost between $3,000. and $4,000. Tom said that he would like to post signs like we do at our parks for public use. Signs would say that this facility is used at your own risk, with the state code listed.

Steve asked if we can lock people out of the lobby and storage areas. Tom answered that two years ago they put roller doors on alley ways to keep people out of the lobby, concession, and storage areas, but they still have access to the restrooms. The roller doors are locked at night.

Marilyn asked how much the facility is used on average. Heath gave an estimate of approximately 15 to 20 people in the wintertime. This does not include high school usage and team roping night. Marilyn expressed that she felt a lock system might be worth it in the long run. Tom explained that technology is great when it works, but his concern is that when there are problems, he will have to have a person go over to the arena and do the trouble shooting.

Danny asked Tom if he could do some research to find out how other counties handle their facilities. Tom responded that he will do that. He said that he knows in Spanish Fork they have a full-time person that lives at the facility. Steve suggested he check with Duchesne County. Tom will do some research and report back at our next meeting.

Kendall asked about the Event Center schedule for open ride. Tom answered that if there is not a scheduled event, Monday is open, Tuesday is high school rodeo, Wednesday is open, Thursday is team roping, Friday and Saturday are open.

Steve asked if someone has to go and lock up every night. Tom explained that on a typical day he has staff there from 7:30 a.m. to 3:30 p.m. and then he has seven employees that rotate turns to go back at 10:00 p.m. to shut down and lock the facility.

Mark commented that the Event Center is a great resource for those in our community with horses.

**3. State Audit**:

Danny asked Tom to report on our State Audit. Tom reported that the State Audit came back with a question on a couple of checking accounts. Tom said that in the past we used to have checking accounts for all the different programs. Now all of our funds go through the Clerk’s Office. We did have one account, The Horse of Many Colors, that was using our Tax I.D. number, but that account was closed in July or August of 2018. They now have their own 5013C.

We still have one checking account for the Issues Conference. When the Issues Conference first started, back in 1995, Carolyn Wall was the treasurer and they opened this account because all of their money comes from donations and so they wanted to be able to carry a balance over at the end of the year. There is a five member committee: Amaria Scovil, from Parks & Recreation, two members from the Health Department and 2 members from Mental Health. Tom said that he will work with Barry and figure out what they need to do regarding this account.

Tom distributed flyers for the Issues Conference which will be held on Wednesday, February 27th, at 6:00 p.m. at the high school.

The last account that was brought up was Jr. Livestock. Three years ago Utah State University stopped letting them use their Tax I.D. number, so Mike Davis allowed them to use the county Tax I.D. number. Tom does not want Jr. Livestock to be put under the Parks & Recreation SSD because they generate about $805,000. from their livestock sale, which would cause Parks & Recreation to have to pay more on our budget deficit to the county, our insurance would go up, as well as our SSD association dues. After some discussion, it was decided that Tom will meet with Alan Sulser, who is over Jr. Livestock, and report back at our next meeting.

Danny Goode made a motion to adjourn.

Spencer Park 2nd the motion. Motion passes.

Meeting was adjourned at 4:00 p.m.

Minutes prepared by Laurie Duke