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

**Board Meeting**

**April 14, 2020**

**Minutes**

**Attendance by Remote**:

Jeff Wade, Chairman Tom Bonner, Director

Danny Goode, Vice Chairman Heath Coleman, Asst. Director

Kendall Crittenden, Member Laurie Duke, Admin. Assistant

Marilyn Crittenden, Member

Steve Farrell, Member

Mark Nelson, Member

Spencer Park, Member

**Excused**:

Amaria Scovil, Rec. Center Director

Erik Lappe, Rec. Center Programs Director

Jon Provost, Event Center Director

Doug Smith, Event Center Grounds Superintendent

Brandon Puett, Grounds Superintendent

Adaire Willoughby, Sales & Marketing Director

Board Chairman, Jeff Wade, called the meeting to order at 3:06 p.m.

**Minutes**:

Tom Bonner presented the minutes for March 10, 2020.

Board Member, Kendall Crittenden made a motion to approve the March 10, 2020 minutes.

Board Member, Steve Farrell seconded the motion. Motion carries with following vote:

 AYE: Board Chairman, Jeff Wade

AYE: Board Vice-Chairman, Danny Goode

 AYE: Board Member, Kendall Crittenden

AYE: Board Member, Marilyn Crittenden

 AYE: Board Member, Steve Farrell

 AYE: Board Member, Spencer Park

 NAY: None

 ABSTAIN: Board Member, Mark Nelson (Excused from Meeting 3/10/20)

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

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

**Warrants:**

Tom Bonner presented the warrants for March 6, 2020 through April 9, 2020 in the amount of $47,340.78.

Kendall Crittenden asked if the pass through items were prior to the closing of the Rec. Center on March 16, 2020 due to COVID-19. Tom responded that yes these pass through items were for programs that we were able to finish or run up to March 16, 2020.

Marilyn Crittenden asked what the charge from Las Vegas Events was for. Tom explained that this should have been marked as a pass through item. It is for 8 season ticket packages for the National Rodeo Finals 2020 that we give back to our sponsors. We have been doing this for the past 6 years as a thank you to our sponsors.

Kendall asked about the First Aid charges and Tom explained that this is to get all of our Blood and First Aid kits replenished and up-to-date at all of our facilities.

Marilyn also asked about the charge from Black Widow Arena Drag. Tom explained that we have three tractors to drag the arena. Each year we sell one of our old ones and purchase a new one, which usually ends up at a cost between $300. to $400. These machines are used for all of the arena events and especially get a lot of use for the barrel racing events, when we may have 600 barrel racers in a day and the arena has to be dragged after every 5 to 10 runs.

Jeff Wade asked if there were any other questions regarding the warrants. There were none.

Board Member, Spencer Park made a motion to approve the warrants for March 6, 2020 through April 9, 2020 in the amount of $47,340.78

Board Member, Kendall Crittenden seconded the motion. Motion carries with the following vote:

AYE: Board Chairman, Jeff Wade

AYE: Board Vice-Chairman, Danny Goode

 AYE: Board Member, Kendall Crittenden

AYE: Board Member, Marilyn Crittenden

 AYE: Board Member, Steve Farrell

 AYE Board Member, Mark Nelson

AYE: Board Member, Spencer Park

 NAY: None

**COVID-19 Parks & Recreation Update**:

Tom reported that he has isolated each of his crews to their respective areas and gave an update on each group since the closure on March 16, 2020.

**Parks**: The Parks crew have been working on capital improvements. They have planted the 70 trees we received in March. These trees were purchased at the end of last year.

Tom explained that Southfield Park opened in 1997 so our lights are 23 years old. The crew has changed every light bulb which has resulted in a 65% increase in lighting, which has made a huge difference.

Tom has transferred the Program Staff just this week to the Parks to help with mowing, trimming, and all the daily upkeep.

**Recreation Center**: Tom reported that the Rec. Center staff has been doing deep cleaning of the entire facility and lots of painting. They are getting many things done that they have wanted to do, but are unable to when the facility is open and busy.

**Event Center**: The Event Center staff have been moving stalls from the old fairgrounds and repositioned them. They have also been going through the Stall Barn and adding gravel. They are working to put in 25 stall mats. They are getting ready to set up the outdoor arena. They have also been assisting, as needed, with the drive-through COVID-19 testing area that has been set up in the parking lot and using our restrooms and power.

Tom said that they are working with Randall from the Health Department on how we will start to make the transition of when we will start to open again.

Steve Farrell asked if the Jr. High and High School Rodeo will be coming and Tom responded that he doesn’t think they have made a decision yet. He explained that the state finals would have to happen before July 1st, because the national finals are held in the middle of July. Tom said that, at this point, everyone is following the governor’s and local leader’s orders. As of now they have not cancelled it.

Steve asked Tom when they will make the determination and Tom said that he is thinking they will make a decision by May 1st. Tom explained that our problem is that our events are mass gatherings. He said that there may be options such as, contestants only with one parent, but that they will know more once we receive the guidelines from the Health Department.

Kendall asked if Tom has heard anything from the national rodeo group and Tom answered that he has only communicated with the state rodeo committee. Tom said that it may be a possibility that the national rodeo could move their rodeo back to a later date. Another problem is that there haven’t been any rodeos in the spring yet and so we don’t even know how many contestants have qualified. There is a lot of catch up that will have to be done before it will be determined how, and when, they will do the state finals.

Steve asked Tom’s thoughts on our county fair and Tom responded that if our county fair and the events such as the Derby and Rodeo can be done safely and the Health Department signs off, then we are planning to go ahead as status quo. We are preparing for them as if they will go on as scheduled.

Tom said that one of our pressing issues is our Memorial Day Celebration which has been scheduled for May 25th. That would be a mass gathering and so he is not sure if that will be able to happen. He said that if we did get the go ahead our program can be put together quickly.

Mark Nelson suggested that Tom meet with his staff and prepare a plan and recommendation of how we would do each event, such as: Memorial Day, Fair, Derby, & Rodeo and even submit the plans to Randall at the Health Department. Tom agreed.

Mark asked if Tom has had any discussions with the school district regarding a virtual graduation. Tom said that they have not, but that they will be soon now that the governor just announced a couple of hours ago that our schools will be closed through the end of the school year. Tom has stayed in touch with Principal Johnson and now with this decision of schools staying closed there will be discussions. Tom said that we will continue to offer them our support and help in any way we can.

Marilyn commented that she appreciates Mark’s suggestion because she feels we need to be proactive in helping to figure out how we can come out of this isolation. Tom said that he agrees and, as he mentioned earlier, he has already talked with Randall and have started putting together some contingency plans. He stated that they will need a lot of guidance as we start the process of opening back up, as this is new to everyone.

Kendall shared an idea that maybe a virtual Memorial Day Celebration could be put together since a mass gathering probably won’t be possible. Tom agreed and said that one of their main concerns is that many of the veterans and public that would be attending are in a vulnerable group. Tom said that he would meet with his staff to look at different options, as he feels this event is one of the most rewarding events we put on.

Tom summarized that his department is doing everything possible to keep the staff and the public safe. He said that the parks are still open and can be used in all the open space areas, but anything with a hard surface is closed, such as playgrounds, pavilions, skate park, & restrooms. Kendall thanked Tom for his report and said that it sounds like the department is handling this situation well.

**Fleet Discussion**:

Tom followed up on the discussion that was held at the Board Meeting in February regarding the department vehicles. He said that since then one of his trucks, a 2000 Dodge has lost the transmission and it will cost about $3,500. to replace and the truck is probably only worth $2,500. even with a new transmission. There are a couple of other vehicles that are also in need of some major repairs.

Tom directed the board to look at the document included in Agenda to Go that Zions Bank prepared. This is a Yearly Debt Service Schedule for 5 new vehicles at a total of about $165,000. Tom would like to finance $150,000. and put a down payment of $15,000. We would not have a payment due until this time next year. Tom explained that the interest rate is at 2.3% and he could purchase 5 vehicles right now by putting $15,000. down. He has budgeted for $35,000. each year to purchase a vehicle, but he hasn’t purchased a new vehicle for a couple of years.

Kendall brought up that the county vehicles are on a rotation of about 70,000 miles and Tom responded that our district cannot afford to be part of the county fleet. He explained that the district does not put a lot of miles on their vehicles but they are well used due to pushing snow, hauling dirt, gravel, etc.

Kendall asked if this was a lease program and Tom answered that it is a purchase agreement. We would own the vehicles outright at the end of the five years. Kendall asked if we have gotten any bids and Tom replied that yes he has from Labrum Ford and Karl Malone. They have both been great sponsors to our department so he would like to support them. With the municipal fleet pricing through government pricing, the cost will be the same no matter where we go. The dealer will only make about $200. per vehicle.

Steve asked what the monthly payment would be and Tom answered that it is an annual payment of $32,138. Steve asked if this was in the budget and Tom said that it is and right now we would only pay the $15,000. down and our first payment would be due in June 2021.

Kendall asked what Tom needed from the Board today and Tom responded that he just wanted to make sure that the board members were comfortable with the direction he is going. He said that this would solve a major problem and he feels this is the best solution. Right now, with the price and interest rate, it is a good time to move forward.

Steve asked if there would be any residual value of the old vehicles and Tom said that it would be very little, but that they will go through the channels on the state’s surplus site and probably get a little more than trade in value.

Danny Goode asked how the budget is looking without any revenue from our programs and Rec. Center. Tom answered that he did a comparison through March 2019 and March 2020 and we are down about $58,000. One positive is that our programs such as soccer, baseball, track, etc. are all pass through so if we’re not bringing money in we’re not spending money. It is the same with our big events, but we will definitely be down a little in revenues. Our costs go down with not having any programs or events right now. Luckily, January and February are good months for the Rec. Center.

Danny asked Steve what he anticipates the impact will be with the tax error and now the corona virus that will take our tax revenue down. Danny is wondering if this will impact property values quickly enough that it will impact next year’s collections. Steve responded that he does not think it will affect property values that quickly. He said that he believes people are thinking this will be short lived and so he doesn’t think we will see property values go down for another year. Steve commented that we may see some of the market demand slow down, but he believes people will hold on to their property thinking this will be over in 4 or 5 months and their values will be back.

Steve brought the discussion back to the Fleet Program and said that he agrees with Tom in moving forward with purchasing the vehicles. He said that the longer we drag this process out the more costly it will be to keep these old vehicles running. Kendall clarified that we will purchase 5 vehicles now and then at the end of five years, we may purchase another 2 or 3 vehicles depending on our need. Tom said that was correct. Tom explained that we have 14 vehicles in our district and that is what we need. At the end of the five years, we will look at the shape of the remaining 9 vehicles and make the decision of how many need to be replaced, up to 5 vehicles. Kendall agreed that this sounds like a good solution.

Tom thanked the board for their support and also for their ideas on the Memorial Day Celebration and said that he will look into the available options.

Jeff Wade asked if there were any other comments or questions. There were none.

Board Member, Kendall Crittenden made a motion to adjourn.

Board Member, Steve Farrell seconded the motion. Motion carries with the following vote:

 AYE: Board Chairman, Jeff Wade

AYE: Board Vice-Chairman, Danny Goode

 AYE: Board Member, Kendall Crittenden

AYE: Board Member, Marilyn Crittenden

 AYE: Board Member, Steve Farrell

 AYE: Board Member, Mark Nelson

 AYE: Board Member, Spencer Park

 NAY: None

Meeting was adjourned at 3:46 p.m.

Minutes prepared by Laurie Duke