

**Minutes for the
Cottonwood Heights Parks and Recreation Service Area
General Board Meeting**

Held at 7500 South 2700 East, CWH, UT

On the 22nd day of September 2026

Pursuant of Notice

****all minutes pending until approval at the next Board Meeting****

Board of Trustees Present

Patti Hansen

Jen Cottam

Dennis Magaro (Excused)

Staff Present

Lyse' Durrant Audrey Durfee

Allie Brown Melissa Ruff

Andrew Davis Kevin Suchey

Jenny Soifua Preston Jones

A work session was held on September 22, 2026, at 3:15 p.m. During the session, the Board provided District Representation reports. Ms. Durfee presented the Safety Meeting Minutes. The Board discussed any items listed on the board meeting agenda.

Ms. Durrant presented the following information in the work session regarding Truth in Taxation:

The CHPRSA Board of Trustees is considering an \$800,000 tax increase for 2027. The Board has held several work sessions regarding Truth in Taxation (TNT) and will continue discussing the proposal as part of the 2027 budget process.

A primary reason for considering the tax increase is the significant repair and replacement needs of the outdoor racing pool. The pool is 46 years old, and its last major repair was in 2010, when the liner was installed. The liner had an expected life of approximately 15 years and is now showing significant deterioration, including multiple rips and bubbling. Additional concerns include deteriorated plaster beneath the liner, damaged coping stones and gutter systems, resulting in more than 1,000 gallons of water loss per day, and broken underground lines affecting several play features. CHPRSA sought funding through the Salt Lake Recreation Bond (ZAP Tax) but was not awarded funding.

Another major need is the replacement of aging air-handling units (AHUs). Many of these units are more than 30 years old. Operations staff have done an excellent job maintaining and repairing them, but several have reached the point where replacement is necessary. Staff will present the Board with a 10-year replacement schedule for approximately 10 critical units.

The Board is also following through on a commitment made approximately eight years ago to evaluate Truth in Taxation every 3–5 years to prevent significant maintenance and capital needs from accumulating. It has been four years since the last tax increase, while operating, maintenance, construction, and other costs have increased substantially.

Because CHPRSA is a government entity, the Truth in Taxation process includes specific statutory requirements and deadlines. One requirement is that the proposed tax increase must be placed on a public meeting agenda at least 14 days before the general election. Due to a change in CHPRSA's October meeting date, that timeline could not be met for the October meeting, so the TNT discussion has been placed on the September agenda.

General Board Meeting – 4pm

A. Welcome – Patti Hansen

B. Pledge of Allegiance – Patti Hansen

C. Review and Approval of the August 11, 2026, Minutes – Patti Hansen

- After review, Ms. Cottam made a motion to approve August 11, 2026, minutes. Ms. Hansen seconded the motion. The motion carried unanimously, with Ms. Hansen, and Ms. Cottam voting “Yes.”

D. Review and Approval of the Financial Statements for July 2026 and August 2026– Lyse’ Durrant

- After review, Ms. Hansen made a motion to approve the Financial Statement for July and August of 2026. Ms. Cottam seconded the motion. The motion carried unanimously, with Ms. Hansen, and Ms. Cottam voting “Yes.”

E. Review and Approval of the Accounts Payable Selected Entries for August 2026 – Audrey Durfee

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

Information/Discussion Items

A. Citizen/Customer Comments

- JoDeane Condorat addressed the Board regarding her interest in staying informed about Golden Hills Park and supporting efforts related to the park.

B. Executive Directors Report – Lyse’ Durrant

- Golf Tournament was held on August 26. Bonnie will report at our Foundation meeting in October
- PTOS was held on August 26
- Audrey and myself attended a Grant writing workshop with the Division of Natural Resources and Outdoor Recreation
- Met with Ellen Birrell, Mayor GayLynn Bennion, Andrew Davis and a resident at Golden Hills Park to discuss some of the areas of concern.
- CH2 meeting was held on September 9
- Signed with GBS to broker health insurance
- Wrapped up another successful outdoor pool season
- Budget 2027 Process
- TNT Process
- Credit Card processor change
- Indoor Pools closed August 16-September 7 for annual maintenance
- Rebuild of Ridgecrest and Antczak Park...
- Oktoberfest was held this last weekend
- URPA Directors Retreat was held in Vernal September 16-18
- 2027 Board Meeting Dates -please review for our November meeting
- OTHER

C. Information and Discussion regarding Policy #240 – Refunds – Audrey Durfee

The Board reviewed and discussed Policy #240 – Refunds. To be brought back in Special Business.

D. Updated 2027 Budget Timeline – Audrey Durfee

- Ms. Durfee presented the Board with the updated 2027 Budget Timeline.

E. The Cottonwood Heights Parks and Recreation Service Area intends to levy a tax rate that exceeds the certified tax rate in the amount of \$800,000, for the purpose of increased operating and maintenance costs, essential administrative needs and critical capital projects. This increase will be an approximate 27% increase

- The Board announced its intent to levy a tax rate that exceeds the certified tax rate by \$800,000, for the purpose of increased operating and maintenance

costs, essential administrative needs and critical capital projects. This increase will be an approximate 27% increase.

Special Business

A. Consideration and Recommendation to Approve Policy XXIV-Vehicle Usage Policy- Resolution 2026-9

- After review, Ms. Cottam made a motion to approve policy XXIV-Vehicle Usage – Resolution 2026-9. Ms. Hansen seconded the motion. Motion carried unanimously with Ms. Cottam, and Ms. Hansen voting “Yes.”

B. Consideration and Recommendation to Approve Policy XXV-Use of Office Equipment, Computers and Computer Systems-Resolution 2026-10

- After review, Ms. Hasen made a motion to approve Policy XXV- Use of Office Equipment, Computers and Computer Systems -Resolution 2026-10. Ms. Cottam seconded the Motion. Motion carried unanimously with Ms. Hansen, and Ms. Cottam voting “Yes.”

Meeting Adjourned at 4:30pm

Next Board Meeting: The next meeting of the Board will be held on October 28, 2026, at 4:00 p.m.