

**Minutes for the
Cottonwood Heights Parks and Recreation Service Area
General Board Meeting
Held at 7500 South 2700 East, CWH, UT
On the 18th day of March 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 Melissa Ruff
Andrew Davis Kevin Suchey
Jenny Soifua

A work session was held on March 18, 2026, at 3:15 p.m. During the session, Board members provided District Representation reports and reviewed the 2026 URPA Conference with staff, sharing three key takeaways each. Audrey Durfee presented the Safety Meeting Minutes, and department heads provided updates on their respective departments. Lyse' Durrant reviewed Conflict of Interest forms with the Board. The Board also discussed items listed on the general board meeting agenda.

General Board Meeting – 4pm

A. Welcome – Patti Hansen

B. Pledge of Allegiance – Melissa Ruff

C. Review and Approval of the February 25, 2026, Minutes – Patti Hansen

- After review, Mr. Magaro made a motion to approve February 25, 2026, minutes. Ms. Cottam 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 February 2026 – Lyse' Durrant

- After review, Ms. Cottam made a motion to approve the Financial Statement for February 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 February 2026 - Lyse' Durrant

- After review Ms. Cottam made a motion to approve the Accounts Payable Selected Entries for February 2026. Mr. Magaro 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

- 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 3.3URPA 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

C. Information and Discussion regarding McKinstry Presentation and possible financing options – Lyse’ Durrant

- Ms. Durrant presented information regarding the McKinstry Presentation and possible financing options to the Board. To be brought back in Special Business.

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.

SPECIAL BUSINESS

A. Consideration and Recommendation to approve Policy #400 Age Restrictive Activities - Resolution 2026-4 – Patti Hansen

- After review, Mr. Magaro made a motion to Approve Policy #400 Age Restrictive Activities – Resolution 2026-4. Ms. Cottam seconded the motion. Motion carried unanimously with Ms. Hansen, Ms. Cottam, and Mr. Magaro voting “Yes.”

**B. Consideration and Recommendation to implement the contract with McKinstry
subject to the financing agreement being executed - Resolution 2026-5 – Patti Hansen**

- After review, Ms. Cottam made a motion to implement the contract with McKinstry subject to the financing agreement being executed – Resolution 2026-5. Mr. Magaro seconded the motion. Motion carried unanimously with Ms. Hansen, Ms. Cottam and Mr. Magaro voting “Yes.”

Adjourned @ 4:23pm

The next meeting of the Board will be held on April 22, 2026 @ 4pm