

**Minutes for the  
Cottonwood Heights Parks and Recreation Service Area  
General Board Meeting  
Held at 7500 South 2700 East, CWH, UT  
On the 25<sup>th</sup> 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
- 51<sup>st</sup> 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**

# Board of Trustees Working Session

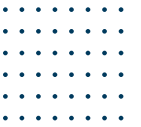
Investment Grade Audit  
February 25, 2026

Cottonwood Heights Parks & Recreation

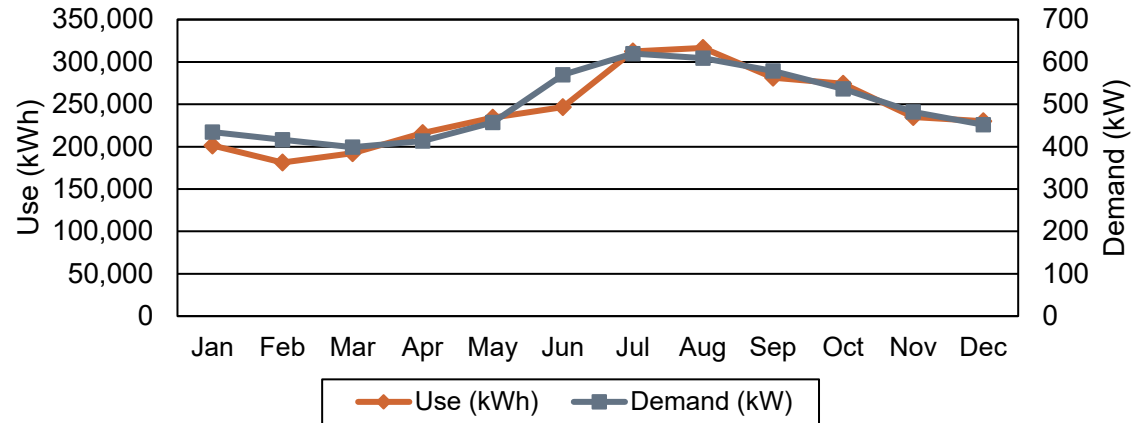


# Annual Utility Burden- *Main Building*

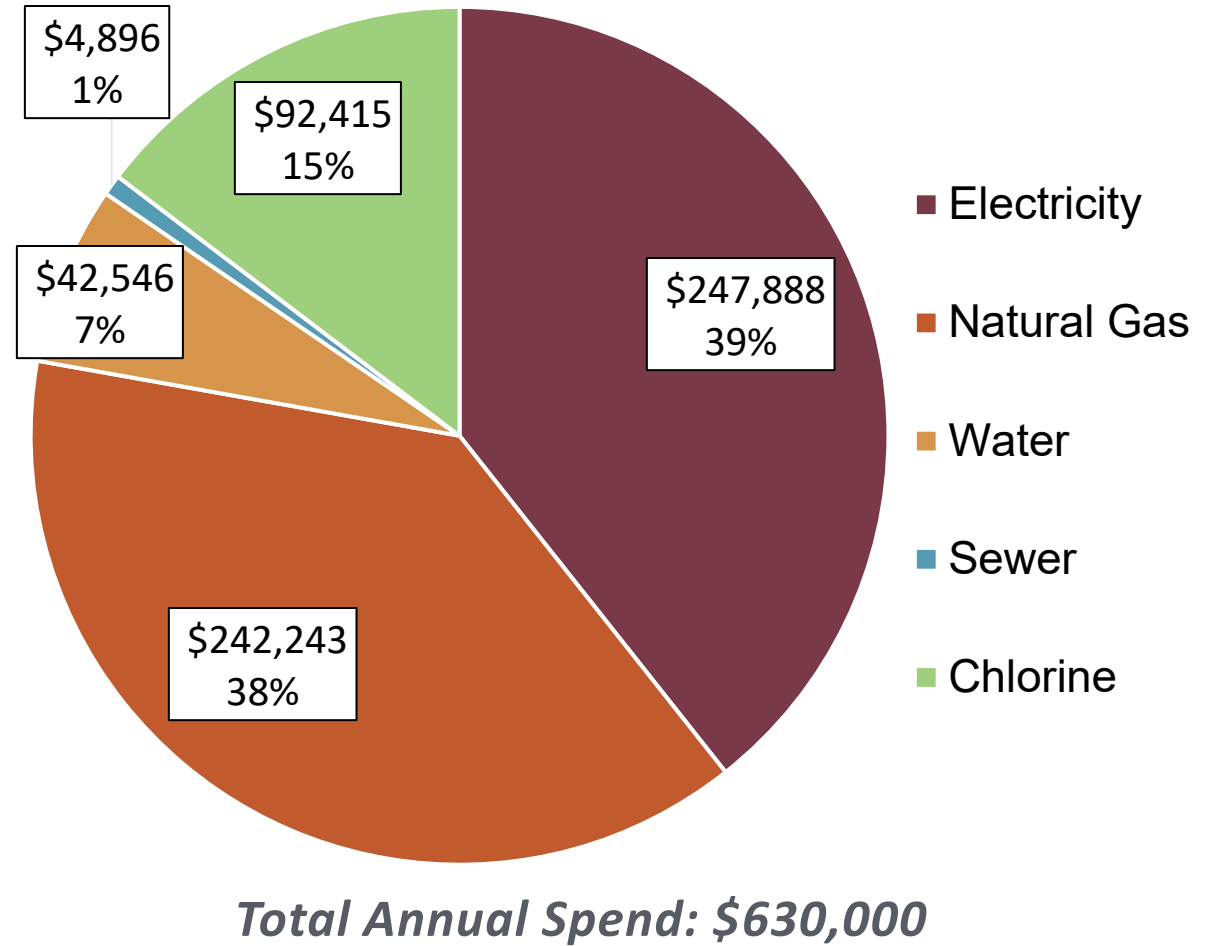
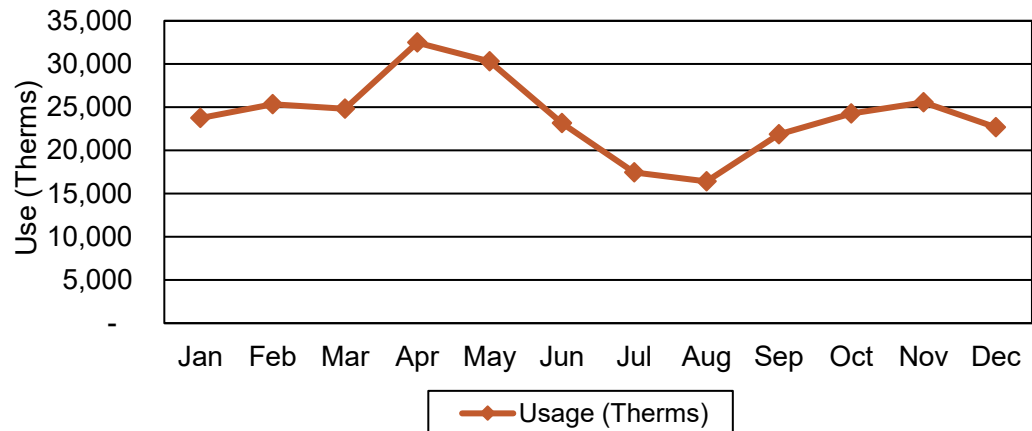
## Utility Baselines



Cottonwood Heights Recreation Center Electric Annual Averages

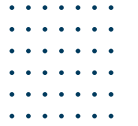


Cottonwood Heights Recreation Center Natural Gas Annual Averages



# Pre-Final Scenario

Base Project



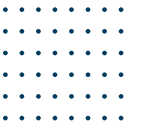
## ***Project Package:***

- a. Building-Wide Niagara Front End and Controls Retrofit
- b. Install Chlorine Generation for Indoor and Outdoor Pools
- c. Pool Covers and Temperature Setback
- d. Fix Failing Ice Rink Heat Recovery System
- e. Building Envelope Weatherization
- f. Building- and System-Wide Recommissioning

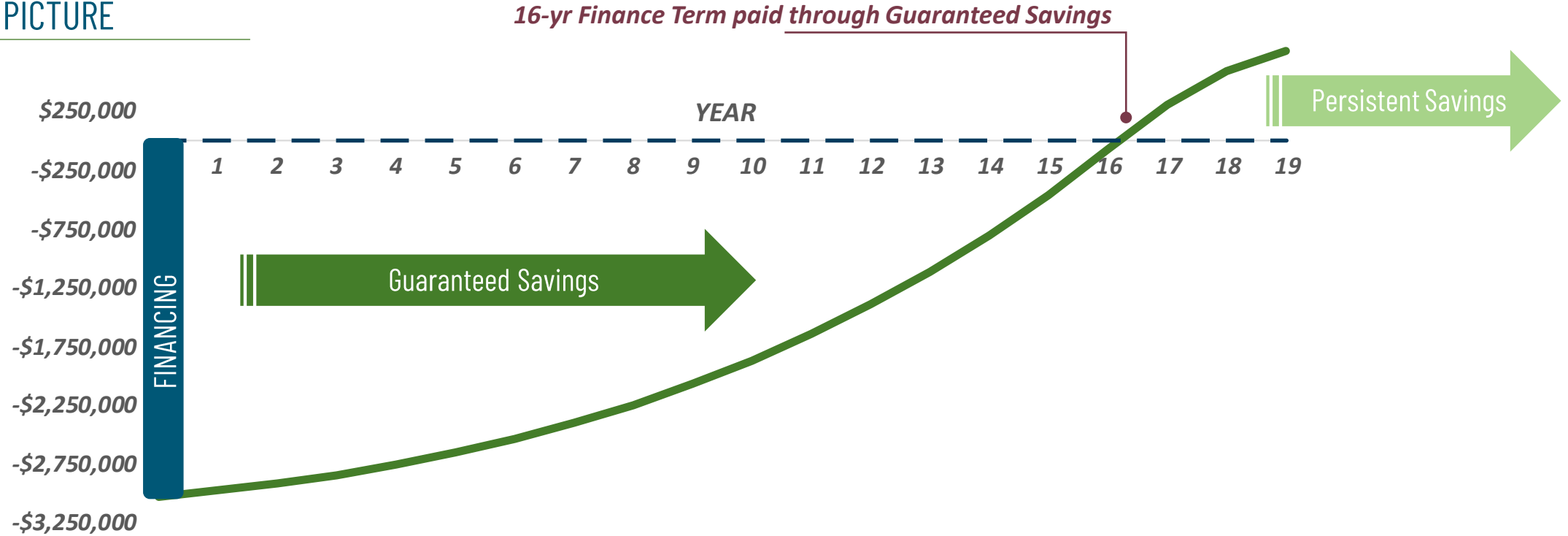
## ***Financial Package:***

|                      |                       |
|----------------------|-----------------------|
| Construction Cost:   | <b>\$3,027,000</b>    |
| Operational Savings: | <b>\$171,000/year</b> |
| Financing Term:      | <b>16.19yrs</b>       |

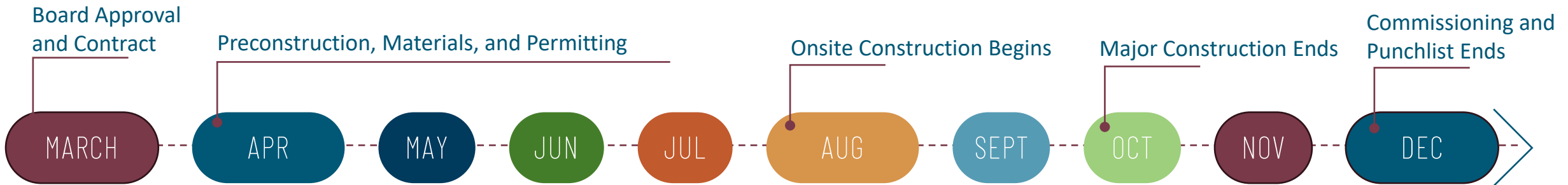
# CHP&R Self-Funded Improvement Project



## FINANCIAL PICTURE



## TIMELINE



# Pre-Final Scenario

Base Project + Steam to HW Boiler



## ***Project Package:***

- a. Building-Wide Niagara Front End and Controls Retrofit
- b. Install Chlorine Generation for Indoor and Outdoor Pools
- c. Pool Covers and Temperature Setback
- d. Fix Failing Ice Rink Heat Recovery System
- e. Building Envelope Weatherization
- f. Building- and System-Wide Recommissioning
- g. Steam to Hot Water Boiler System Conversion**

## ***Financial Package:***

|                      |                       |
|----------------------|-----------------------|
| Construction Cost:   | <b>\$3,780,000</b>    |
| Operational Savings: | <b>\$201,500/year</b> |
| Financing Term:      | <b>17.22yrs</b>       |



# Capital Planning

All Mechanical

## *Major Mechanical*

- a. Multizone Unit Replacement
- b. Fitness Room Unit Replacement
- c. Locker Room Unit Replacement
- d. Specialty Unit Replacement
- e. Splash Pool Unit Replacement

**Estimated Construction Cost: \$1,650,000**



# Process Check-In

| Milestone                                     | Target Date           |
|---|-----------------------|
| Kick-off Meeting                              | Complete              |
| Preliminary ECM Meeting (30%)                 | Complete              |
| <b>Rough Order of Magnitude Meeting (60%)</b> | Complete              |
| Pre-Final Discussion (90%)                    | Complete              |
| Board of Trustees Working Session             | You are here!         |
| Delivery of Construction Contract             | March 2026            |
| Board of Trustees Presentation                | <b>March 18, 2026</b> |
| EPC Contract Executed                         | March 2026            |
| Implementation                                | Summer/Fall 2026      |

## Next Steps



Thank You



FIND  
YOUR  
FIT



[McKinstry.com](https://McKinstry.com)