

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

Held at 7500 South 2700 East, CWH, UT

On the 11th day of August 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 Bonnie Lee

A work session was held on August 11, 2026, at 3:00 p.m. During the session, Board members provided District Representation reports. Ms. Durfee presented the Safety Meeting Minutes. The Board discussed the possibility of Truth in Taxation and were provided information regarding the history of CHPRSA and Truth in Taxation. The information provided to the Board is available for public review. 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 July 15, 2026, Minutes – Patti Hansen

- After review, Mr. Magaro made a motion to approve July 15, 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 July 2026 – Lyse' Durrant

- Ms. Durrant presented the unreconciled July 2026 Financial Statement for the Board to review. The Board reviewed the unreconciled financial statement and will approve the reconciled July financials at the next meeting in September.

E. Review and Approval of the Accounts Payable Selected Entries for July 2026 - Lyse' Durrant

- After review, Ms. Cottam made a motion to approve the Accounts Payable Selected Entries for July 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

- Update on Outdoor Dive Tank
- Golf Tournament Meetings and Golf Tournament coming up on August 26
- No PTOS was held in July. Next meeting is the 26th of August
- Mayors Cup Pickleball Tournament
- BVDAYS July 16-18
- CH2 meeting will be held August 12 @ 10 am. No meeting was held in July
- Summer so far has been amazing and amazingly hot! Kudos to all staff
- Personnel Policy reviewed by Attorney
- Budget 2027 Process
- Credit Card processor discussion
- Bi-Monthly meeting with Jared, City Manager
- Indoor Pools closed August 14 -September 7 for annual maintenance
- We had a wedding and an awesome staff party
- Other
 - Ice Skating Public Session cancelation requests
 - OKTOBERFEST: September 17-20, 2026
 - Test Session: Friday, December 4, 2026 2-4 PM
 - LTS/CHFSC Winter Show: Wednesday, December 9, 2026 7-9 PM

C. Information and Discussion regarding Policy XXIV- Vehicle Usage Policy – Melissa Ruff.

- Ms. Ruff presented Policy XXIV – Vehicle Usage Policy. The Board discussed the policy, which will be brought forward for approval during Special Business at the September Board meeting.

D. Information and Discussion regarding Policy XXV- Use of Office Equipment, Computers and Computer Systems – Melissa Ruff

- Ms. Ruff presented Policy XXV – Use of Office Equipment, Computers and Computer Systems. The Board discussed the policy, which will be brought forward for approval during Special Business at the September Board meeting.

E. 2027 Budget Timeline – Audrey Durfee

- Ms. Durfee presented the 2027 Budget Timeline to the Board for review and discussion.

Meeting Adjourned.

Next Meeting of the Board will be held on September 22, 2026, at 3:15pm