

1 **South Davis Recreation District**  
2 **Administrative Control Board Meeting**

3 December 12, 2022, at 5:00 p.m.  
4

5 Board Members present in person:

6 Mayor Ryan Westergard, Woods Cross City  
7 Councilmember Kate Bradshaw, Bountiful City  
8 Mayor Ken Romney, West Bountiful  
9 Todd Meyers, County Representative  
10 Rick Earnshaw, County Representative  
11 Councilmember Spencer Summerhays, Centerville City  
12

13 Board Members present on Zoom:

14 Marti Money, County Representative  
15 Mayor Brian Horrocks, North Salt Lake City *\*lost connection at approximately 6:30 p.m.*  
16

17 Staff In Attendance:

18 Tif Miller, Executive Director	Jayme Blakesley, District Attorney
19 Tyson Beck, District Clerk	Mary Gadd, Office Manager
20 Scott McDonald, Aquatics & Fitness Director	Tom Lund, Maintenance Manager
21 Kaylie Glissmeyer, Customer Service Manager	Cory Haddock, Ice & Recreation Director
22 Wendy Jones, Fitness Coordinator	Galen Rasmussen, District Treasurer

23

24 Others In Attendance:

25 Ron Mortensen (Bountiful), Ken Leetham (North Salt Lake City Manager), Anna Erickson  
26 (Bountiful), Kathryn Jaspersen (North Salt Lake)  
27

28 *\*\*Agenda Items were taken out of order\*\**

29 **WELCOME**

30  
31 Chairman Meyers opened the meeting at 5:03 p.m.  
32

33 **CLOSED SESSION TO DISCUSS THE CHARACTER, PROFESSIONAL COMPETENCE,**  
34 **OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL**  
35

36 At 5:04 p.m. Mayor Romney made a motion to go into a closed session to discuss the  
37 character, professional competence or physical or mental health of an individual. Mayor Westergard  
38 seconded the motion. Chairman Meyers asked for a roll call vote. Board Members Romney,  
39 Bradshaw, Summerhays, Meyers, Westergard, Earnshaw, Money, and Horrocks voted “aye.”  
40

41 Attending the closed session was:

42  
43 Todd Meyers, County Representative  
44 Mayor Ryan Westergard, Woods Cross City  
45 Councilmember Spencer Summerhays, Centerville City  
46 Councilmember Kate Bradshaw, Bountiful City  
47 Marti Money, County Representative

48 Mayor Brian Horrocks, North Salt Lake City  
49 Mayor Ken Romney, West Bountiful  
50 Rick Earnshaw, County Representative  
51 Ken Leetham, North Salt Lake City Manager  
52 Jayme Blakesley, District Attorney

53

54 At 6:30 p.m. the public meeting resumed.

55

56 **CITIZEN MATTERS**

57

58 Kathryn Jaspersen inquired if the ramp into the pool was in the proposed budget. Chairman  
59 Meyers answered that it is in the budget and added that a sitting member of the Board has been  
60 seeking donations to assist in the cost.

61

62 **DISCUSSION ON FUTURE MEETING WITH LAKEVIEW BOARD OF DIRECTORS**  
63 **REGARDING POSSIBLE DONATION**

64

65 Councilmember Bradshaw reported that she has engaged in some fundraising discussions for  
66 the District. Councilmember Bradshaw discussed with Dr. Oakes, who both sit on Lakeview's Board,  
67 about considering a possible donation for the ramp. The Lakeview Board has asked the District to  
68 present in their January meeting, no date known yet, with cost estimates and pictures of how it would  
69 fit into the pool.

70

71 Councilmember Bradshaw has also approached the Bountiful Rotary Club, who also  
72 undertake charitable donations.

73

74 **DISCUSSION ON PROPOSED RATE INCREASES**

75

76 Mr. Miller explained that he has proposed two membership pass rate increases. One keeps the  
77 current format of family memberships, up to 7 people, and at one flat rate. The other option is a tier  
78 increase, starting with a lower rate for a family of 3 people with each additional person adding \$25  
79 per person. All other memberships have a 5% increase.

80

81 Mr. Miller recalled that some program fees were already increased in July and these increases  
82 are the remaining programs. Most of the increases are \$1-\$5 or adding the metric of  
83 member/resident/non-resident into their pricing structure.

84

85 **PUBLIC HEARING ON PROPOSED RATE INCREASES**

86

87 At 6:46 p.m. Mayor Westergard made a motion to open the public hearing on the proposed  
88 rate increases. Mayor Earshaw seconded the motion. Board Members Westergard, Bradshaw,  
89 Romney, Meyers, Earnshaw, Summerhays, and Money voted "aye."

90

91 Anna Erickson inquired if the public admission price was being increased. Mr. Miller replied  
92 that admission prices were increased back in January 2022.

93

94 **CLOSE PUBLIC HEARING ON PROPOSED RATE INCREASES**

95

96 At 6:48 p.m. Mayor Westergard made a motion to close the public hearing on the proposed  
97 rate increase. Councilmember Summerhays seconded the motion. Board Members Westergard,  
98 Bradshaw, Romney, Meyers, Earnshaw, Summerhays, and Money voted “aye.”  
99

100 **ACTION ON RESOLUTION 2022-06 ADOPTING 2023 RATE INCREASES**

101  
102 Mayor Westergard asked why there was a difference in the per person increase between  
103 residents and non-residents. Mr. Miller replied that was to keep the cost reasonable for the non-  
104 residents, but he could match the increase rate. Councilmember Summerhays asked what the  
105 recommendation on the family structure is. Mr. Miller answered that the current flat rate is estimated  
106 to be a slight revenue increase but that going to the tiered structure. Mr. Miller theorized that there  
107 may be more smaller families willing to purchase a membership.  
108

109 Mayor Westergard made a motion to approve Resolution 2022-06, Adopting 2023 Rate  
110 Increases, with the amendment that annual non-resident family memberships have a \$25 per person  
111 increase and matching the EFT family membership per person increase to be consistent between  
112 residents and non-residents. Councilmember Bradshaw seconded the motion. There was no further  
113 discussion and Chairman Meyers called for a roll call vote. Board Members Westergard, Bradshaw,  
114 Romney, Meyers, Earnshaw, Summerhays, and Money voted “aye.”  
115

116 **DISCUSSION ON PROPOSED 2023 BUDGET**

117  
118 Mr. Miller reported that the proposed property tax subsidy will not be applicable for the 2023  
119 Budget. Mr. Miller reported that the suggestion was made for the District to move from a calendar  
120 year budget to a fiscal year budget. Mr. Blakesley stated that special district statute is sparse on how  
121 but the provision states a special district budget can be a calendar year or a fiscal year budget. The  
122 closest example that could be found is when the South Davis Fire District changed from an agency to  
123 a special district and changed to a fiscal year budget.  
124

125 Councilmember Summerhays inquired how that would affect Bountiful City staff with the  
126 financial services that they provide to the District. Councilmember Bradshaw stated she had asked  
127 that question to Bountiful’s City Manager and he said that undertaking two budgets at the same time  
128 would be a challenge. Mr. Beck added that his concern is having to prepare and perform two entities  
129 year end audits at the same time.  
130

131 Mr. Miller highlighted the following changes from the prior presented budget. The Capital  
132 budget was the most affected with reductions to the pool filter replacement, the fitness equipment,  
133 and removed the purchase of the trailer. Some of the revenues that were changed were the daily  
134 admissions to the pools (increase \$10,000), aquatic teams registration fees (increase \$5,000), and  
135 water polo registration fees (increase \$5,000). The expenses that were changed were wages for  
136 Lifeguards/Swim Instructors (decrease \$10,000), and personal trainer shared revenue (decrease  
137 \$5,000). Councilmember Bradshaw asked what the percentage the cost-of-living adjustment is at and  
138 Mr. Miller answered 5%.  
139

140 **PUBLIC HEARING ON TENTATIVE FY 2023 BUDGET**

141  
142 At 7:22 p.m. Councilmember Bradshaw made a motion to open a public hearing for the FY  
143 2023 Budget. Mr. Earnshaw seconded the motion. Board Members Westergard, Bradshaw, Romney,

144 Meyers, Earnshaw, Summerhays, and Money voted “aye.”

145  
146 There were no public comments.

147  
148 **CLOSE PUBLIC HEARING ON TENTATIVE FY 2023 BUDGET**

149  
150 At 7:24 p.m. Mr. Earnshaw made a motion to close the public hearing for the FY 2023  
151 Budget. Councilmember Summerhays seconded the motion. Board Members Westergard, Bradshaw,  
152 Romney, Meyers, Earnshaw, Summerhays, and Money voted “aye.”

153  
154 **DISCUSSION ON PROPOSED 2023 BUDGET – continued**

155  
156 Mrs. Money commented that the wages for Front Desk staff is listed at \$10.50, which is lower  
157 than other places, and asked what staff retention is. Mr. Miller replied that the wages for that position  
158 will be increasing and that currently staff turnover hasn’t been high in that position. Councilmember  
159 Bradshaw expressed her concerns of approving a budget that is spending \$433,365 out of reserves,  
160 changing the budget year to increase taxes 100%, and not having a report on the average of what  
161 other cities were doing for the COLA increases. Mr. Miller gave a quick report on each city.

162  
163 **APPROVAL OF MINUTES FOR NOVEMBER 21ST, 2022**

164  
165 Minutes of the Administrative Control Board Meetings held on November 21<sup>st</sup>, 2022, was  
166 approved on a motion made by Mayor Romney, and seconded by Councilmember Summerhays.  
167 Board Members Westergard, Bradshaw, Romney, Meyers, Earnshaw, Summerhays, and Money  
168 voted “aye.”

169  
170 **REVIEW & APPROVAL OF EXPENDITURES/FINANCIAL STATEMENT REVIEW FOR**  
171 **NOVEMBER 2022**

172  
173 Total expenditures of \$454,324.87 for the period of November 1, 2022, to November 30,  
174 2022, was approved on a motion made by Mayor Romney and seconded by Councilmember  
175 Bradshaw. Board Members Westergard, Bradshaw, Romney, Meyers, Earnshaw, Summerhays, and  
176 Money voted “aye.”

177  
178 Board Members discussed the amount in reserve for repair and replacement and the need to  
179 use the reserves in the upcoming budget, various capital expenditures and the reductions that have  
180 been made, and staff retention and cost-of-living adjustment.

181  
182 **APPROVAL OF CALENDAR FOR 2023 BOARD MEETING SCHEDULE**

183  
184 Chairman Meyers noted that the calendar was created with the suggestions of moving the  
185 meetings to the 2<sup>nd</sup> Monday of each month and changing the time to be 5:30 p.m.

186  
187 Councilmember Summerhays made a motion to approve the 2023 Board Meeting Schedule.  
188 Mr. Earnshaw seconded the motion. Board Members Westergard, Bradshaw, Romney, Meyers,  
189 Earnshaw, Summerhays, and Money voted “aye.”

190  
191 **BOARD VOTE ON VICE CHAIR FOR 2023**

192  
193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212  
213  
214  
215  
216  
217  
218  
219  
220  
221  
222  
223  
224  
225  
226  
227  
228  
229  
230  
231  
232  
233  
234  
235  
236  
237  
238  
239

Mr. Earnshaw proposed Mayor Horrocks serve as the Vice Chair. Chairman Meyers commented that there is an advantage that the Vice Chair, or the Chairman, be an elected official for meetings with the School District. Mr. Earnshaw added that the District would impact North Salt Lake City the most over the next several years.

Mayor Romney made a motion to appoint Mayor Brian Horrocks to serve as the Vice Chair in 2023, advancing to Chairman the following year. Mr. Earnshaw seconded the nomination. Board Members Westergard, Bradshaw, Romney, Meyers, Earnshaw, Summerhays, and Money voted “aye.”

**REVIEW AND APPROVAL OF STATE AUDITOR FRAUD RISK ASSESSMENT**

Mr. Beck presented the Board with the annual State Auditor’s fraud risk assessment. The review was performed by Mr. Beck and Mr. Miller and he reported that the District scored 335 points out of a possible 395 points. That puts the District in the low fraud risk category.

Mayor Westergard suggested that the District complete having employees and elected officials to annually commit in writing to abide by a statement of ethical behavior. Mr. Blakesley added that even if it is not for all employees that it at least be done with certain employees. Mayor Westergard also suggested a formal audit committee be formed and offered to serve on the committee. Mr. Beck commented that depends on how you interpret the state’s auditor guidance and in his interpretation that is a full-fledged audit committee who has internal audit function and oversight over the independent auditors.

Councilmember Bradshaw suggested to continue this discussion on the additional items be put onto an agenda in the future. Mayor Romney made a motion to accept the fraud risk assessment. Councilmember Summerhays seconded the motion. Board Members Westergard, Bradshaw, Romney, Meyers, Earnshaw, Summerhays, and Money voted “aye.”

**DISCUSSION ON PROPOSED 2023 BUDGET – continued**

Councilmember Bradshaw commented that in earlier versions of the proposed budget that the Board Member compensation was removed but that is has been added back into this current budget. Chairman Meyers commented that he asked for it to be put back after receiving some comments regarding it.

**ACTION ON RESOLUTION 2022-07 ADOPTING A FINAL FY 2023 BUDGET**

Mrs. Money made a motion to approve Resolution 2022-07, Adopting the Final FY 2023 Budget for the South Davis Recreation District. Mr. Earnshaw seconded the motion. Chairman Meyers opened the floor to discussion.

Councilmember Summerhays expressed his dissatisfaction with either the band-aid approach, by cutting capital expenditure, or spending more out of cash reserves. Councilmember Bradshaw suggested that even with cutting the Board Member compensation, reducing part-time wages and the COLA/step increases, that reserves would still be dipped into, after doing so for several years. Board Members returned to discussing a possible change in the budget calendar.

240  
241 Chairman Meyers asked for a roll call vote on the motion. Board Members Earnshaw,  
242 Westergard, Meyers, Summerhays, and Money voted “aye.” Board Members Bradshaw and Romney  
243 voted “nay.”  
244

245 **REVIEW AND APPROVAL OF RFP FOR CONCESSIONS VENDOR**  
246

247 Mr. Miller reported that he is looking for a vendor to provide concessions for the District. Mr.  
248 Miller said he would put the RFP out through the state and into local papers. Councilmember  
249 Summerhays asked if the District would retain ownership of the equipment and a maintenance  
250 provision on maintaining the equipment if ownership is retained by the District. Mr. Miller said the  
251 District could retain ownership or it can be worked out for the vendor to purchase the equipment.  
252 Mayor Romney asked if there was a fee being charged. Mr. Miller said that will be worked out with  
253 vendor.  
254

255 Mayor Romney made a motion to approve the RFP for concession vendor. Mr. Earnshaw  
256 seconded the motion. Board Members Westergard, Bradshaw, Romney, Meyers, Earnshaw,  
257 Summerhays, and Money voted “aye.”  
258

259 **BOARD CHAIR REPORT**  
260

261 None.  
262

263 **EXECUTIVE DIRECTOR REPORT**  
264

265 Mr. Miller reported on the following:  
266

- 267
- December Deal Days started today
  - Ice Ribbon has opened and is doing great
  - Davis County CDBG is closed for 2023
- 268  
269  
270

271 **NEXT BOARD MEETING**  
272

273 The next meeting will be January 9<sup>th</sup>, 2023 at 5:30 p.m.  
274

275 **OTHER MATTERS**  
276

277 None.  
278

279 **ADJOURN**  
280

281 At 8:27 p.m., Mrs. Money made a motion to adjourn. Mayor Romney seconded the motion.  
282 Board Members Westergard, Bradshaw, Romney, Meyers, Earnshaw, Summerhays, and Money  
283 voted “aye.”