

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

3 December 21, 2020, at 3:00 p.m.
4

5 Board Members present via Zoom:

6 Todd Meyers, County Representative
7 Mayor Len Arave, North Salt Lake
8 Bret Millburn, County Representative
9 Marti Money, County Representative
10 Councilmember Tami Fillmore, Centerville
11 Mayor Rick Earnshaw, Woods Cross **arrived at 3:01 p.m.*
12 Mayor Randy Lewis, Bountiful **arrived at 3:06 p.m.*
13

14 Others in attendance:

15 Tif Miller, Executive Director
16 Jayme Blakesly, District Attorney
17 Galen Rasmussen, District Treasurer
18 Tyson Beck, District Clerk
19 Scott McDonald, Aquatics & Fitness Director
20 Tom Lund, Maintenance Supervisor
21 Rebeka Hatcher, Customer Service Manager
22 Mary Gadd, Office Manager
23 Cynthia Ong, Bountiful Resident
24 Ron Mortensen, Bountiful Resident
25 Whitney Ward, VCBO Architecture
26 Darrell Child, Olympus Insurance
27

28 **WELCOME**

29
30 Chairwoman Fillmore opened the meeting at 3:00 p.m.
31

32 **CITIZEN COMMENTS**

33
34 None.
35

36 ***Mayor Earnshaw arrived*
37

38 **APPROVAL OF MINUTES FOR AUGUST 31ST, 2020 MEETING**

39
40 Minutes of the Administrative Control Board meeting held on was approved on a motion
41 made by Mr. Meyers and was seconded by Mr. Millburn. Board Members Meyers, Arave,
42 Millburn, Fillmore, Money, and Earnshaw voted “aye.”
43

44 **REVIEW & APPROVAL OF EXPENDITURES/FINANCIAL STATEMENT REVIEW**
45 **FOR NOVEMBER 2020**

46
47 Total expenditures of \$291,776.48 for the period of November 1 to November 30, 2020
48 was approved on a motion made by Mayor Earnshaw and was seconded by Mr. Meyers. A roll
49 call vote was held and Board Members Meyers, Fillmore, Arave, Millburn, Money and

50 Earnshaw voted “aye.”

51

52 **OLYMPUS INSURANCE FOLLOW UP FOR 2021 DISTRICT INSURANCE**

53

54 Mr. Miller explained that he wanted to follow up with the Board and ensure there were
55 no additions or any further questions. Board Members had no further discussion and thanked Mr.
56 Child for his work.

57

58 ***Mayor Lewis arrived*

59

60 **FINAL DISCUSSION ON SOUTH DAVIS RECREATION DISTRICT FY 2021 BUDGET**

61

62 Mr. Miller reported that the only change from the tentative 2021 Budget in November
63 was a decrease in employee insurance. Board Members had no further discussion.

64

65 **ACTION ON RESOLUTION #2020-09 ADOPTING FY 2021 FINAL BUDGET**

66

67 Mayor Lewis made a motion to approve Resolution 2020-9, adopting the FY 2021
68 Budget for the South Davis Recreation District, and was seconded by Mayor Earnshaw. A roll
69 call vote was held and Board Members Arave, Lewis, Earnshaw, Money, Meyers, Millburn, and
70 Fillmore voted “aye.”

71

72 **MASTER PLAN DISCUSSION**

73

74 Whitney Ward presented the final proposed Master Plan and reported on the household
75 impacts and bond findings. The recommendation for new bonding, is to issue it in two parts. The
76 first part would be for up-front costs, such as design and construction, for both a second facility
77 and any improvements to the current facility. The second part would be for operational costs of
78 the two recreation centers. If the District puts the bond up for election in 2021, the bond will
79 overlap with the existing bond and citizens would experience an increase in rates for the first
80 several years. Mrs. Ward has asked the economic finding team to look at ways where the bonds
81 overlap to reduce the impact to each household. They are also looking into what the bond
82 capacity would be if it was a zero-increase bond. Mrs. Ward reviewed the proposed timeline for
83 implementation with community information sessions and surveys in the first part of the year and
84 a formal intent to bond in the second half of the year.

85

86 Chairwoman Fillmore asked for the outdoor teen-oriented water feature to be included on
87 the list of Existing Recreation Center Opportunities (page 41). Mayor Earnshaw asked if Mr.
88 Miller met with the School District to find out their level of participation. Mr. Miller replied that
89 they asked him to reach out after the new year. Board Members discussed how to inform the
90 community that the amounts of the bonds do not consider any partnerships that might reduce the
91 bond amount. Mrs. Ward would add a statement to the Master Plan to clarify that.

92

93 **ACTION ON RESOLUTION #2020-10 ADOPTING THE SOUTH DAVIS RECREATION**
94 **DISTRICT MASTER PLAN**

95

96 Mrs. Money made a motion to approve Resolution 2020-10, adopting the South Davis
97 Recreation District Master Plan, and was seconded by Mayor Earnshaw. A roll call vote was
98 held and Board Members Arave, Lewis, Earnshaw, Money, Meyers, Millburn, and Fillmore
99 voted “aye.”

100
101 Mrs. Ward informed the Board that a virtual open house is tentatively scheduled on
102 Wednesday, January 13, 2021.

103
104 **STATE FRAUD ASSESSMENT DISCUSSION**

105
106 Mr. Beck presented the Board with the State Auditor's fraud risk assessment categories
107 and the points that the District earned during the review process. Mr. Beck questioned the effort
108 of collecting annually a signed statement of ethical behavior from each employee because of to
109 the number of employees the District. Mr. Beck also noted that employees sign the Policies and
110 Procedure Manual and that does have a section discussing ethics. Mr. Blakesly advised having
111 some type of ethical education and a type of certification for at least key employees does have a
112 benefit. The District was awarded 335 points, which is labeled as a low risk level for potential
113 fraud.

114
115 **RECOGNITION ON NEW BOARD CHAIR FOR FY 2021 AND SELECTION OF 2021**
116 **VICE CHAIR**

117
118 Mayor Arave served as Vice-Chair in 2020 and will advance to Chairman in the January
119 meeting. Chairwoman Fillmore made a motion to recognize Mayor Arave becoming the
120 Chairman and to elect Todd Meyers to serve as Vice-Chair, advancing to Chairman the
121 following year. Mayor Lewis seconded the motion. Board Members Arave, Lewis, Earnshaw,
122 Money, Meyers, Millburn, and Fillmore voted "aye."

123
124 **ADOPT BOARD ANNUAL MEETING SCHEDULE FOR 2021 CALENDAR YEAR**

125
126 Mr. Miller presented the proposed schedule for the 2021 calendar year. Schedule is for
127 the third Monday of each month, except for January and February, where because of holidays are
128 moved up to the second Monday of the month. There is no meeting scheduled for July but can be
129 added later if the need is there. The time for the meeting will be 3:00 p.m. or 3:30 p.m.

130
131 Mayor Lewis made a motion to accept the proposed schedule and was seconded by Mrs.
132 Money. Board Members Arave, Lewis, Earnshaw, Money, Meyers, Millburn, and Fillmore voted
133 "aye."

134
135 **EXECUTIVE DIRECTOR REPORT**

136
137 Mr. Miller reported that with the school holiday break that public sessions are busier than
138 normal and that includes the newly opened Ice Ribbon. Chairwoman Fillmore asked if the fees
139 being charged for the Ribbon have covered the expenses. Mr. Miller replied when he receives a
140 full utility bill that he will provide an update.

141
142 Mr. Miller reported that final numbers are still needed for the Leisure Pool Roof Project
143 and that he believes waiting until the fall to complete the project is best to minimize impact to
144 members.

145
146 **NEXT SCHEDULED BOARD MEETING**

147
148 The next Board meeting will be on January 11, 2021.
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APPROVED