

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

3 March 18th, 2024 at 6:30 p.m.

4
5 Board Members present:

6 Jennie Decker, County Representative
7 Councilmember Dell Butterfield, West Bountiful City
8 Councilmember Spencer Summerhays, Centerville City
9 Mayor Ryan Westergard, Woods Cross City
10 Councilmember Kate Bradshaw, Bountiful City

11 Board Member present on Zoom:

12 Mayor Brian Horrocks, North Salt Lake City ***arrived at 6:39 p.m.*

13
14 Staff In Attendance:

15 Tif Miller, Executive Director
16 Scott McDonald, Aquatics & Fitness Director
17 Cory Haddock, Ice & Recreation Director
18 Tyson Beck, District Clerk
19 Jayme Blakesley, District Attorney
20 Mary Gadd, Office Manager

21 Others in attendance:

22 Clarissa Cawrse (West Bountiful), Joleen Goodfellow (Layton), John Norman (Bountiful),
23 Kelsey Ward (Kaysville)

24 **WELCOME**

25 Vice Chair Summerhays opened the meeting at 6:30 p.m.

26 **CITIZEN MATTERS**

27
28 John Norman, Bountiful, commented about the new accounting reports, for the board to
29 review the values and mission of the District in relation to the programs offered, and to ascribe a
30 value to the time and space used by programs/teams that don't have rental revenue.

31
32 Kelsey Ward, Kaysville, asked the board to review the rule of group lessons, currently limited
33 to 2 people, and perhaps to allow for a clinical session.

34
35 ***Mayor Horrocks arrived on Zoom at 6:39 p.m.***

36 **APPROVAL OF FEBRUARY 12TH, 2024 BOARD MEETING MINUTES**

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38 Minutes of the Administrative Control Board Meeting held on February 12th, 2024, were
39 approved on a motion made by Mrs. Decker. Councilmember Butterfield seconded the motion. Board
40 Members Decker, Butterfield, Summerhays, Westergard, Bradshaw, and Horrocks voted "aye."

41 **REVIEW AND APPROVAL OF EXPENDITURES/FINANCIAL STATEMENT REVIEW**
42 **FOR FEBRUARY 2024**

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44 Mr. Miller highlighted the following expenditures: line #36 to All Star T-Bar Designs LLC, in
45
46
47

48 the amount of \$3,465.00, for ceiling tile for the fitness room; line #56 to Ronald J. Matik, in the
49 amount of \$5,880.00, for oranges sold by the water polo team; line #61 to Recreation Supply Co., in
50 the amount of \$2,364.27, for an aquatrek wheelchair; line #85 to Jensen Sales & Marketing, Inc, in
51 the amount of \$17,719.90, for a boiler replacement.

52
53 Tyson Beck reviewed each of the reports and took feedback.

54
55 Total expenditures of \$460,384.54 for the period of February 1, 2024, to February 29, 2024,
56 were approved on a motion made by Councilmember Bradshaw and seconded by Mayor Westergard.
57 Board Members Decker, Butterfield, Summerhays, Westergard, Bradshaw, and Horrocks voted
58 “aye.”

59
60 **STAFF REPORT – ICE AND RECREATION**

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62 Cory Haddock updated the Board on ice and recreation activities and programs. Board
63 Members gave feedback, suggestions for the next report, and asked questions regarding those
64 departments.

65
66 **EXECUTIVE DIRECTOR REPORT**

67
68 Mr. Miller answered questions and reviewed the following items:

- 69
- 70 • Full-Time employee organization chart
 - 71 • Employee and patron feedback survey is being currently worked on
 - 72 • Setting up meetings with each City Manager and County leaders
 - 73 • Measures taken to reduce unauthorized use of the facility
 - 74 • Converting the approved 2024 budget into the new structure
 - 75 • Hot tub water line leaking
 - 76 • Concessionaire is ceasing operations except for the summer outdoor pool area
 - 77 • Kathleen Steadman has been recognized as Aquatics Professional of the Year and has
78 been awarded the Michael J. Peterson scholarship
 - 79 • 17th anniversary celebration in April

80 **DISCUSSION AND ACTION ON RESOLUTION 2024-04 ADOPTING SDRD RULES AND**
81 **REGULATIONS**

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83 Mr. Blakesley reported that the initial version had prohibited photography in the facility and
84 after some research has changed the language regarding photography. Board members discussed
85 adding language to allow for coaches to film their athletes. Mr. Blakesley continued with updates to
86 the age restrictions, facility specific rules, use of facilities, and amending rules. After receiving
87 suggestions, Mr. Blakesley added language to section 3.4 to clarify use of facilities with express
88 permission granted by staff if the use is outside of the intended purposes.

89
90 Mayor Westergard made a motion to approve Resolution 2024-04, adopting SDRD rules and
91 regulations with the changes to photography and facility use. Councilmember Bradshaw seconded the
92 motion. Vice Chair Summerhays asked for a roll call vote. Board Members Horrocks, Bradshaw,
93 Westergard, Summerhays, Butterfield, and Decker voted “aye.” There were no “nays.”

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95 **BOARD COMPOSITION**

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97 Mr. Blakesley explained Mr. Miller had informed the County of reducing the number of
98 appointees and that it is within the power of the District Board to approve that. Mr. Miller added that
99 the County has notified the public that there are two vacant seats and is currently accepting
100 applications.

101
102 Councilmember Bradshaw asked if rather than the County appointing the vacancies if the
103 Board bylaws can change to make it so the District Board appoints those seats. Mr. Blakesley said it
104 does not need to be appointed by the County. Board members discussed several options and
105 suggestions on the composition.

106
107 Councilmember Bradshaw made a motion to approve Resolution 2024-06, establishing the
108 number of appointed members to the District Board, with the following amendments: replace the
109 word “County” with “Board of Directors” in the resolution title; replace “County” with “non-city” in
110 Section 1; replace “County” with “Board of the District” in Section 2 subsection 1. Mayor Horrocks
111 seconded the motion. Vice Chair Summerhays asked for a roll call vote. Board Members Decker,
112 Butterfield, Summerhays, Westergard, Bradshaw, and Horrocks voted “aye.” There were no “nays.”

113
114 **DISCUSSION AND ACTION ON RESOLUTION 2024-05 ADOPTING NEW RESERVES**
115 **AND OTHER FINANCIAL POLICIES**

116
117 Mr. Beck presented the board with a report on prudent financial policies to ensure the long-
118 term financial health of the District. He reviewed reserve minimum levels and conditions of use for
119 operation reserves, capital reserves, reserve replenishment, and reserve minimum exceptions. He
120 added that as an additional safeguard the board adopt a policy if the trend in the District’s net position
121 declines for multiple consecutive years that management and the board visit and study the trend.

122
123 The board discussed the proposed levels of capital reserves and operating reserves, along with
124 the metrics of how to figure those levels. The board asked management to remove the smaller capital
125 expenses from the capital expenses and the board will revisit this policy discussion in a future
126 meeting.

127
128 **MEMBERSHIP REPORT**

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130 Mr. Miller reported that membership totals continue to increase over the previous year.

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132 **ADJOURNMENT AND CLOSED SESSION**

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134 At 8:57 p.m. Councilmember Bradshaw made a motion to move into a closed session to
135 discuss the character or professional competence of an individual and adjourn following the closed
136 session. Mayor Westergard seconded the motion. Vice Chair Summerhays called for a roll call vote.
137 Board Members Decker, Butterfield, Summerhays, Westergard, Bradshaw, and Horrocks voted
138 “aye.” There were no “nays.”

139
140 Those in attendance at the closed session was:

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142 Mayor Brian Horrocks, North Salt Lake City Jennie Decker, County Representative

143 Councilmember Kate Bradshaw, Bountiful City Tif Miller, Executive Director
144 Mayor Ryan Westergard, Woods Cross City Jayme Blakesley, District Attorney
145 Councilmember Spencer Summerhays, Centerville City
146 Councilmember Dell Butterfield, West Bountiful City

APPROVED