

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

3 July 8th, 2024, at 4:00 p.m.
4

5 Board Members present:

6 Mayor Brian Horrocks, North Salt Lake City
7 John Norman, Board Appointed Representative
8 Councilmember Dell Butterfield, West Bountiful City
9 Brett Steadman, Board Appointed Representative
10 Mayor Ryan Westergard, Woods Cross City
11 Councilmember Kate Bradshaw, Bountiful City
12 Councilmember Spencer Summerhays, Centerville City
13

14 Staff In Attendance:

| | |
|--|---------------------------------------|
| 15 Tif Miller, Executive Director | Jayme Blakesley, District Attorney |
| 16 Tyson Beck, District Clerk | Mary Gadd, Office Manager |
| 17 Scott McDonald, Aquatics & Fitness Director | Tom Lund, Maintenance Supervisor |
| 18 Cory Haddock, Ice & Recreation Director | Devin Rencher, Recreation Coordinator |
| 19 Sarah Johnson, Recreation & Races Manager | |

20

21 Others in attendance:

22 David Burgoyne (Bountiful City Assistant Finance Director), Christ Majors (SDRC
23 Employee)
24

25 ***Agenda items were taken out of order***

26 **WELCOME**

27
28 Chairman Horrocks opened the meeting at 4:06 p.m.
29

30 **DISCUSSION AND ACTION ON RESOLUTION 2024-10 UPDATING DISTRICT BOARD**
31 **BYLAWS**
32

33 Jayme Blakesley stated that the document contains the changes the Board acted on earlier in
34 the year and added language on the initial term lengths for the new board members. Councilmember
35 Summerhays added the word “respectively” to Section 3 in Article IV, after “...shall serve a term of
36 two (2) years and three (3 years),”
37

38 Councilmember Summerhays made a motion to approve Resolution 2024-10, Updating
39 District Board Bylaws, with the prior amendment. Councilmember Bradshaw seconded the motion.
40 Chairman Horrocks called on for a roll call vote. Board Members Westergard, Horrocks, Butterfield,
41 Bradshaw, and Summerhays voted “aye.” There were no “nays.”
42

43 **DISCUSSION AND ACTION ON RESOLUTION 2024-11 APPOINTING BOARD**
44 **MEMBERS**
45

46 Councilmember Summerhays made a motion to approve Resolution 2024-11, Appointing
47 New Members to the Board of Trustees. Councilmember Bradshaw seconded the motion. Chairman

48 Horrocks called on for a roll call vote. Board Members Westergard, Horrocks, Butterfield, Bradshaw,
49 and Summerhays voted “aye.” There were no “nays.”

50
51 David Burgoyne administered the oath of office to Brett Steadman and John Norman. The
52 new members briefly introduced themselves.

53
54 **STAFF REPORTS – WORK SESSION**

55
56 Tom Lund reported that staff is working on replacing rooftop units, ice rink rubber flooring,
57 and leisure pool filter.

58
59 Sarah Johnson reported about the upcoming race discussing the route, pricing, staffing the
60 event, and sponsorships.

61
62 Devin Rencher reported on participation in the sports & fitness camps, pickleball camps, and
63 the flag football league.

64
65 Cory Haddock reported on Jr. Jazz participation, spring and summer baseball programs, ice
66 skating coaches, learn to skate lessons, and the DCYHA youth hockey program.

67
68 Scott McDonald reported on swimming lessons, staffing levels, swim team, water polo
69 program, fitness seminars and equipment.

70
71 ***At 5:49 p.m., Councilmember Bradshaw asked for a short recess. Chairman Horrocks allowed for*
72 *the break. At 6:02 p.m. the work session resumed.***

73
74 Mr. Miller mentioned the following items:

- 75
- 76 • Meets with Woods Cross City next, completing all five District cities
 - 77 • Upcoming meeting with Davis School District on swimming pools
 - 78 • Continuance of stopping unauthorized entry
 - 79 • Outdoor snack sales have gone well
 - 80 • Zamboni has been ordered, early 2025 delivery
 - 81 • Annual pass sales are increasing each year, but are still below the past records
 - 82 • Summer pass sales are also higher than the previous year
 - 83 • Creating a sponsorship package for August meeting
 - 84 • Upcoming movie nights, parades, and races
 - 85 • Copper Cup Figure Skating Competition – Aug 7th-11th

86 **DISCUSSION ON MISSION, VISION, CORE VALUES**

87
88 Mr. Miller provided several similar entities statements as examples to start a discussion on
89 updating the goals and vision for the Recreation District. Mr. Miller listed possible short-term goals
90 as teen focused programming, sharing information with cities and others, website redesign, and
91 securing school district facility usage and assistance. Long-term goals shared were future pool
92 expansion, community partnerships, growing memberships, creating a foundation for donations, and
93 obtaining a CAPRA certification.

94

95 Mr. Miller reviewed the current mission statement and board members provided feedback and
96 suggested changes. Board Members spoke about several methods on how to apply the mission and
97 vision to the facility and the programs.

98
99 **DISCUSSION ON DISTRICT GOALS AND PRIORITIES**

100
101 Mr. Miller ran an exercise on prioritizing various suggested updates and construction.

102
103 **RECOGNITION OF JULY 2024 EMPLOYEES OF THE MONTH**

104
105 Mr. Miller recognized Christi Majors as the part-time employee of the month.

106
107 **BUDGET FORMAT AND INITIAL DISCUSSION FOR 2025**

108
109 Mr. Beck reviewed and explained a new design for the budget document. Councilmember
110 Summerhays asked for an additional column to be added showing the percentage of change. Mr.
111 Miller added that capital projects are placed into their proper department. Mr. Beck noted that the
112 State Auditor does require one year of actual numbers and that he is still working on breaking 2023
113 out into the new structure.

114
115 ***At 7:33 p.m. Chairman Horrocks opened the regular meeting.***

116
117 **CITIZEN MATTERS**

118
119 None.

120
121 **APPROVAL OF JUNE 17TH, 2024 BOARD MEETING MINUTES**

122
123 Minutes of the Administrative Control Board Meeting held on June 17, 2024, were approved
124 on a motion made by Councilmember Summerhays, and was seconded by Councilmember
125 Butterfield. Board Members Horrocks, Norman, Butterfield, Steadman, Westergard, Bradshaw, and
126 Summerhays voted “aye.”

127
128 **REVIEW AND APPROVAL OF EXPENDITURES/FINANCIAL STATEMENT REVIEW**
129 **FOR JUNE 2024**

130
131 Total expenditures of \$446,314.69 for the period of June 1, 2024, to June 30, 2024, were
132 approved on a motion made by Councilmember Bradshaw, and seconded by Mayor Westergard.
133 Board Members Horrocks, Norman, Butterfield, Steadman, Westergard, Bradshaw, and Summerhays
134 voted “aye.”

135
136 **DISCUSSION AND ACTION ON RESOLUTION 2024-05 ADOPTING NEW DISTRICT**
137 **CASH RESERVE POLICY**

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139 Mr. Beck reviewed the information that was requested on what policies other similar Special
140 Districts have for their capital projects. Two drafts were prepared, one with a historical approach and
141 the other with a prospective approach.

143 Councilmember Butterfield made a motion to approve Resolution 2024-05 Adopting District
144 Reserves and Other Financial Policies, with the Prospective Cap Expense (option #2).
145 Councilmember Bradshaw seconded the motion. Chairman Horrocks asked for a roll call vote. Board
146 Members Westergard, Horrocks, Norman, Butterfield, Bradshaw, Steadman, and Summerhays voted
147 “aye.” There were no “nays.”

148

149 **DISCUSSION ON POSSIBLE SDRD WEBSITE REDESIGN**

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151 Mr. Miler reported that feedback has shown that the website would benefit from a redesign
152 and more mobile friendly. The redesign would include a mobile-first approach, new branding kit,
153 new homepage and other templates, customized pages, and data clean-up. The process is estimated
154 to take about two months and completed in phases with a gradual live migration. Mr. Miller received
155 an initial quote of \$9,500 but will obtain additional quotes for a future meeting.

156

157 **MEMBERSHIP REPORT**

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159 Mr. Miller reported that June saw revenue increases in most membership types.

160

161 **ADJOURNMENT**

162

163 Next board meeting will be held August 12, 2024.

164

165 At 7:58 p.m. Mayor Westergard made a motion to adjourn the meeting. Councilmember
166 Summerhays seconded the motion.