

South Davis Recreation District Administrative Control Board Meeting

September 16, 2019 at 4:00 p.m.
At the South Davis Recreation Center

Attendance: **Board Members**

Mayor Ken Romney, West Bountiful
Todd Meyers, Davis County Representative
Bret Millburn, Davis County Representative
Councilmember Tami Fillmore, Centerville
Marti Money, Davis County Representative
Mayor Rick Earnshaw, Woods Cross
Mayor Ken Romney, West Bountiful
Mayor Len Arave, North Salt Lake
Mayor Randy Lewis, Bountiful

Others:

Jayne Bell, Hayes, Godfrey & Bell Attorney
Tif Miller, Executive Director
Scott McDonald, Aquatics & Fitness Director
Lizie Allen, Aquatics Program Manager
Cory Haddock, Recreation & Ice Director
Heidi Kearsley, Customer Service Manager
Mary Gadd, Office Manager
Haley Turner, Recreation Specialist
Layne Jenkins, Recreation Specialist
Tom Lund, Maintenance Supervisor
Tyson Beck, Board Clerk
Galen Rasmussen, Board Treasurer
David Burgoyne, Bountiful City Assistant Finance Director
Nathan Leavitt, VCBO Architecture
James Keddington, Bountiful Resident
Rodney Horton, Sandy Resident
Janelle Horton, Sandy Resident

WELCOME

Board Chairman Romney opened the meeting at 4:03 p.m.

David Burgoyne administered the oath of office for newly appointed Board Member Todd Meyers. Mr. Meyers briefly introduced himself to the Board.

CITIZEN MATTERS

Mr. Rodney Horton introduced himself to the Board and expressed his interest in seeing the creation of a tennis program at Bountiful Ridge Golf Course. Chairman Romney directed Mr. Horton to approach each city that the tennis courts are located in and gain support at that level.

APPROVAL OF MINUTES FOR AUGUST 19TH, 2019

Minutes of the Administrative Control Board meeting held on August 19, 2019, was approved on a motion made by Mayor Lewis and was seconded by Mayor Earnshaw. Board Members Romney, Meyers, Millburn, Fillmore, Money, Earnshaw, Arave and Lewis voted “aye.”

REVIEW AND APPROVAL OF EXPENDITURES/FINANCIAL STATEMENT REVIEW FOR AUGUST 2019

Tif Miller recalled the question of the two payments to Hartford-Priority in the July 2019 expenditures and explained it is for two policies, one is a term life policy and the other is supplemental.

Total expenditures of \$388,032.26 for the period of August 1, 2019 to August 31, 2019 was approved on a motion made by Mayor Earnshaw and was seconded by Mr. Meyers. Board Members Romney, Meyers, Millburn, Fillmore, Money, Earnshaw, Arave and Lewis voted “aye.”

VCBO FOLLOW-UP SURVEY DISCUSSION

Nathan Leavitt reported to the Board his contact with a PR firm about performing another survey. Mr. Leavitt explained there are two types of surveys, a qualitative or a quantitative survey. An example of a qualitative survey is a questionnaire in a utility bill, a booth at a fair or soliciting a survey online. These types of surveys usually produce results from those that are either for or against the project. An example of a quantitative survey is where a specific demographic of about 400 people is targeted for the survey. These types of surveys are statistically accurate to a 4% error of margin. Mr. Leavitt contacted two quantitative survey companies and received an estimated range of \$12,000 - \$20,000 to conduct the quantitative survey.

***Councilmember Fillmore left the meeting at 4:45 p.m. ***

FORMALIZED MARKETING SERVICE AGREEMENT WITH JAMES KEDDINGTON

Mr. Miller introduced Mr. Keddington to the Board and informed them that all the items in the agreement are all things that Mr. Keddington already performs. Mr. Miller stated that the agreement is an annual agreement and will need to be renewed each year. Board Members asked Mr. Keddington and Mr. Miller several questions regarding the agreement.

Resolution No. 2019-4, approving an agreement with James Keddington for Professional Services, was approved on a motion made by Mayor Earnshaw and seconded by Mr. Millburn. Chairman Romney asked for a roll call vote. Board Members Romney, Meyers, Millburn, Money, Earnshaw, Arave and Lewis voted “aye.”

DISCUSSION REGARDING CREATION OF FULL TIME POSITION FOR FISCAL YEAR 2020

Mr. Miller reminded the Board that in the 2019 Budget it was originally proposed for three full time positions and the Board approved one position. Mr. Miller asked if the Board would consider adding a Races & Event Coordinator. Board Members directed Mr. Miller to create the Budget with the additional full time employee.

EXECUTIVE DIRECTOR REPORT

Mr. Miller reported on vehicle accident that damaged the front door and window of the facility. Mrs. Money inquired about bollards and Mr. Miller mentioned he was looking at adding two collapsible bollards just after the ADA ramp.

Mr. Miller reported on the pool maintenance closure and commended the staff for their hard work during the closure.

FACILITY EVENTS

No remarks.

OTHER MATTERS

No remarks

NEXT BOARD MEETING

Next Board meeting will be October 21, 2019.

Meeting adjourned at 5:04 p.m. on a motion made by Mayor Lewis and was seconded by Mayor Arave.