

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

3 May 24, 2021, at 3:00 p.m.

4
5 Board Members present via Zoom:

6 Todd Meyers, County Representative
7 Bret Millburn, County Representative
8 Mayor Randy Lewis, Bountiful
9 Mayor Len Arave, North Salt Lake
10 Marti Money, County Representative
11 Councilmember Tami Fillmore, Centerville
12 Mayor Ken Romney, West Bountiful

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14 Others in attendance:

15 Tif Miller, Executive Director Jayme Blakesly, District Attorney
16 Scott McDonald, Aquatics & Fitness Director Mary Gadd, Office Manager
17 Cory Haddock, Ice & Recreation Director Haley Turner, Recreation Specialist

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20 **WELCOME**

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22 Chairman Arave opened the meeting at 3:01 p.m.

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24 **CITIZEN COMMENT**

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26 None.

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28 **DISCUSSION OF REAL ESTATE BROKER RFP SUBMITTALS AND APPROVAL OF**
29 **REAL ESTATE BROKER SERVICES**

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31 Mr. Miller reported that an RFP for a real estate broker was put onto the State's public
32 procurement website for 11 days. Mr. Miller reported that one bid was submitted from CBRE.
33 The proposal from CBRE met all the requirements and answered all the questions. Mr. Miller
34 pointed out that the commission has been put upon the seller and if the seller was unwilling, then
35 the District would cover any unmet portion.

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37 Mr. Millburn asked why there was only the one proposal received. Mr. Miller did not
38 know but stated that roughly a dozen organizations viewed the RFP on the public procurement
39 website. Mr. Meyers noted that the proposal qualifications asked them to list the properties they
40 had sold within the District's boundaries. Mr. Miller reported that there was an inquiry regarding
41 an office in South Davis and that Mr. Miller informed them that would not be an issue.

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43 Mr. Miller showed Mayor Arave where the commission was listed within the bid
44 received from CBRE. Mr. Meyers added that he would have liked more bids to review but that
45 CBRE is a well-known, quality company that deals with a lot of commercial transactions. Mrs.
46 Money noted there are some sections where the bid references County instead of District.

48 Mrs. Money asked Mr. Blakesley if he reviewed the agreement. Mr. Blakesley stated the
49 agreement is standard and cautioned that the Board would need to be comfortable with the
50 commercial terms and fee structure per transaction. Chairman Arave asked Mr. Meyers if the fee
51 structure looks like what he would expect. Mr. Meyers answered that a maximum could be
52 added.
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54 Mayor Romney inquired if there were any City property that would need to be excluded
55 from this agreement. Mr. Blakesley said that he would revise it to exclude any purchase that is
56 self-identified. Mrs. Money asked if progress reports is built into the agreement to know what is
57 going on and guide the process. Mr. Millburn asked who would CBRE is working day-to-day
58 with. Mr. Miller said whoever Board appoints to serve the District in that regard.
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60 Mayor Romney made a motion to approve Resolution 2021-2 to enter into an agreement
61 with CBRE for real estate services with the following revisions:

- 62 1. Contract exclude transactions involving government owned property or self-identified
63 by the District
- 64 2. To cap the fees to what the seller has listed
- 65 3. A reporting structure be written into the contract.
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67 Mrs. Money seconded the motion. Board Members Meyers, Millburn, Lewis, Arave,
68 Money, Fillmore, and Romney voted “aye.”
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70 **OTHER MATTERS**

71 None.
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74 **NEXT SCHEDULED BOARD MEETING**

75 The next Board meeting will be on June 21, 2021.
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78 Meeting adjourned at 3:21 p.m. on a motion made by Mayor Lewis and seconded by Mr.
79 Millburn.