

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

3 April 20, 2020, at 2:00 p.m.
4

5 **Meeting was held electronically through Zoom.**
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7 Board Members:

8 Mayor Len Arave, North Salt Lake
9 Mayor Rick Earnshaw, Woods Cross
10 Mayor Randy Lewis, Bountiful
11 Councilmember Tami Fillmore, Centerville City
12 Marti Money, County Representative
13 Mayor Ken Romney, West Bountiful
14 Bret Millburn, County Representative
15 Todd Meyers, County Representative
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17 Others:

18 Jayme Blakesley, District Attorney
19 Tif Miller, Executive Director
20 Tyson Beck, District Clerk
21 Galen Rasmussen, District Treasurer
22 Mary Gadd, Office Manager
23 Scott McDonald, Aquatics & Fitness Director
24 Tom Lund, Maintenance Supervisor
25 Heidi Kearsley, Customer Service Manager
26 Haley Turner, Recreation Manager
27 Lizie Allen, Aquatics Program Manager
28 McKay King, Head Swim Coach
29 Cory Haddock, Recreation & Ice Director
30 Sarah Johnson, Race & Special Event Coordinator
31 Wendy Jones, Fitness Coordinator
32 Whitney Ward, VCBO Architecture
33 Stephanie Knighton, Utah Figure Skating Club President
34 Stewart Sturgeon, Ice Skating Professional
35 Rachel Lodder, Ice Skating Professional
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37 **WELCOME**
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39 Chairwoman Fillmore opened the meeting at 2:07 p.m.
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41 **CITIZEN COMMENTS**
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43 Mr. Stewart Sturgeon informed the Board that Skating Professionals have been working
44 on a plan to get the skaters back out onto the ice as soon as possible.
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46 **APPROVAL OF MINUTES FOR MARCH 12TH AND MARCH 16TH 2020 MEETINGS**
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48 Minutes of the Administrative Control Board held on March 12, 2020 and March 16,
49 2020 was approved on a motion made by Mayor Earnshaw and seconded by Chairwoman

50 Fillmore. Board Members Arave, Earnshaw, Lewis, Fillmore, Money, Romney, Millburn, and
51 Meyers voted “aye.”

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53 **REVIEW & APPROVAL OF EXPENDITURES/FINANCIAL STATEMENT REVIEW**
54 **FOR MARCH 2020**
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56 Mr. Miller reported that the March expenditures do not show the savings from the closure
57 because of timing differences. Mr. Miller mentioned that Dominion Energy has increased their
58 rates so while usage is lower, the cost was approximately the same because of that increase.
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60 Total expenditures of \$396,639.27 for the period of March 1, 2020 to March 31, 2020
61 was approved on a motion made by Mayor Romney and was seconded by Mayor Lewis. A roll
62 call vote was held with Board Members Arave, Earnshaw, Lewis, Fillmore, Money, Romney,
63 Millburn, and Meyers voting “aye.”
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65 **REVIEW OF THE 2019 ANNUAL FINANCIAL REPORT**
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67 Mr. Tyson Beck highlighted the net income of \$673,209 for the 2019 year. The District
68 also ended the 2019 year with a net position of \$14,560,407. Mr. Beck reviewed the last 10 years
69 operating losses and showed how the operating revenues are not keeping the same pace with the
70 operating expenses. After being asked Mr. Beck reported that to reverse the increasing
71 dependence on the property tax subsidy that the District could look at increasing rates, reviewing
72 a programs profitability, and reviewing the operational expenses.
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74 **2019 INDEPENDENT AUDIT REPORT – KEDDINGTON & CHRISTENSEN, LLC**
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76 Mr. Beck reported to the Board the audit report due for Keddington & Christensen. Mr.
77 Beck reported they were able to make it through the internal control evaluations with no issues to
78 address. They completed a checklist that is required by the State Auditor’s Office and found one
79 area where the District was out of compliance; the August 18, 2019 Board Meeting the notice
80 was not posted 24 hours prior to the meeting.
81

82 **MASTER PLAN SURVEY DISCUSSION**
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84 Mr. Miller, Mrs. Ward and Board Members discussed the advantages and disadvantages
85 with completing the survey during the current pandemic. Mrs. Ward reported that the survey was
86 released with about a 50% response rate and at this date a reminder needs to be sent to complete
87 the survey.
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89 Mayor Arave questioned the value of a survey held during the pandemic and added that
90 the survey will have to be completed again once a new normal is achieved. Chairwoman Fillmore
91 asked if results could be separated to compare results received before and after and Mrs. Ward
92 answered they were planning on doing so. Mayor Earnshaw stated that the Board is not in a place
93 to make decisions on what programs to add, or property to buy, but added that the survey should
94 continue. Mrs. Money stated she considered it a low cost to see the survey finished and added
95 that the results are valuable. Mr. Meyers stated that it comes down to differences between the
96 first and second set of responses to determine if another survey should be done in the future.
97 Chairwoman Fillmore directed staff and Mrs. Ward to continue the survey.
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99 **PROJECT DISCUSSION AND EMERGENCY PROCUREMENT AUTHORITY**

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Mr. Miller presented to the Board a change in policy for procurement during the facility closure. The change that was being asked for is that exempt expenditures may be made without formal or informal bidding procedures. Mr. Miller would determine where an expenditure fall within a list of exemptions; small, single source, architect-engineer services, professional services, emergency, and state bidding. The Board would periodically review all exempt expenditures.

Chairwoman Fillmore asked for input from each Board Member. Mayor Lewis stated he was in favor of taking Mr. Miller’s recommendation and moving forward. Mr. Meyers stated he was comfortable with design and bid work but would prefer to see a schedule before a decision is made. Mayor Earnshaw stated that an emergency Board meeting could be called upon to have the Board vote on any projects. Mr. Millburn voiced being careful with emergency powers and that it is best to get bids. Mayor Arave stated he would rather have projects get two to three bids for a week or two. Mayor Romney stated design work should be done as soon as possible.

Chairwoman Fillmore made a motion directing staff to find a design firm for any number of projects, up to \$40,000, and was seconded by Mayor Earnshaw. Board Members Lewis, Meyers, Money, Millburn, Fillmore, Arave, Romney and Earnshaw voted “aye.”

COVID-19 CLOSURE DISCUSSION AND UPDATES

Mr. Miller reported that staff would start working a re-opening plan. Mayor Arave suggested that all plans be sent to the County Health Department for review.

EXECUTIVE DIRECTOR REPORT

Mr. Miller reported on the following items:

- The grand opening of the Ice Ribbon and Bountiful Town Square has been postponed for the time being.
- Currently projected savings is \$280,000 during the closure. Part-time staff wages continue to decrease, and he expects that to continue.
- Virtual 5k will be held the coming weekend. Staff is changing the upcoming triathlon to a virtual duathlon.
- The RFP for Janitorial Services was submitted, and walk-throughs will be held later that week.
- Unemployment claims remain small at around \$1,300 each week.

NEXT BOARD MEETING

The next meeting will be May 4, 2020.

Meeting adjourned at 3:57 p.m. on a motion made by Mayor Earnshaw.