

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

3 October 9, 2023, at 5:30 p.m.

4  
5 Board Members present in person:

6 Rick Earnshaw, County Representative  
7 Councilmember Kate Bradshaw, Bountiful City  
8 Todd Meyers, County Representative  
9 Councilmember Spencer Summerhays, Centerville City  
10 Jennie Decker, County Representative  
11 Mayor Ryan Westergard, Woods Cross City  
12 Mayor Brian Horrocks, North Salt Lake City *\*\*arrived 5:32 p.m.*

13  
14 Staff In Attendance:

15 Tif Miller, Executive Director  
16 Mary Gadd, Office Manager  
17 Cory Haddock, Ice & Recreation Director  
18 Tyson Beck, District Clerk  
19 Jayme Blakesley, District Attorney  
20 Tom Lund, Maintenance Supervisor

21 Others in attendance:

22 Ron Mortensen (Bountiful), Matt Murri (Bountiful)

23  
24 **WELCOME**

25 Chairman Earnshaw opened the meeting at 5:31 p.m. and excused Mayor Ken Romney.

26 **CITIZEN MATTERS**

27 None.

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29 **APPROVAL OF SEPTEMBER 11, 2023 BOARD MEETING MINUTES**

30 Minutes of the Administrative Control Board Meeting held on September 11<sup>th</sup>, 2023, was  
31 approved on a motion made by Councilmember Summerhays, and was seconded by Councilmember  
32 Bradshaw. Board Members Earnshaw, Bradshaw, Meyers, Summerhays, Decker, and Westergard  
33 voted "aye."  
34

35  
36 **REVIEW AND APPROVAL OF EXPENDITURES/FINANCIAL STATEMENT REVIEW**  
37 **FOR SEPTEMBER 2023**

38 Mr. Miller noted line #68, to Adolph Kiefer and Associates LLC, in the amount of \$2,007.84,  
39 was for lifeguard supplies and a backboard. He also noted line #94, to SCP Distributors, LLC, in the  
40 amount of \$1,162.59, was for lifeguard supplies and sanitizing equipment.  
41

42 *\*\*Mayor Brian Horrocks arrived\*\**

43  
44 Total expenditures of \$460,479.21 for the period of September 1, 2023, to September 30,  
45 2023, was approved on a motion made by Mayor Horrocks and seconded by Mr. Meyers. Chairman  
46  
47

48 Earnshaw asked for a roll call vote. Board Members Horrocks, Bradshaw, Summerhays, Westergard,  
49 Earnshaw, Meyers, and Decker voted “aye.” There were no “nays.”

50  
51 Mr. Miller reviewed the financial documents.

52  
53 **SDRD POLICY SUBCOMMITTEE UPDATES**

54  
55 Mr. Miller reported that the rules and regulations were divided into different sections. They  
56 have completed a few of those sections and are ready for the board to approve them. Mr. Blakesley  
57 added that the committee identified priority sections as general rules and conduct and consequences  
58 for violation of the rules, and they defined those sections first. Board Members gave feedback on the  
59 process.

60  
61 **APPROVAL OF RESOLUTION 2023-06 ADOPTING UPDATED DISTRICT RULES AND**  
62 **REGULATIONS**

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64 Mayor Westergard made a motion to approve resolution 2023-06, adopting the South Davis  
65 Recreation District Rules and Regulations, and was seconded by Mayor Horrocks. Chairman  
66 Earnshaw called for a roll call vote. Board Members Horrocks, Bradshaw, Summerhays, Westergard,  
67 Earnshaw, Meyers, and Decker voted “aye.” There were no “nays.”

68  
69 **UPDATE ON FINANCIAL REPORTING RESTRUCTURING**

70  
71 Mr. Miller reviewed how the revenues within each department would look under the  
72 proposed hybrid model for financial reporting. Tyson Beck explained how the breakdown was done  
73 by looking at the District’s software and trying to match the flow of revenue to the costs. Mr. Beck  
74 said after working on revenues, then the next process to decide would be working on how to code  
75 invoices and break out payroll. Board Members asked several questions and raised concerns with  
76 allocating with the larger facility costs.

77  
78 **SDRD FY 2024 BUDGET DRAFT #2 DISCUSSION**

79  
80 Mr. Miller reviewed the budget draft, highlighting the following items:

- 81
- 82 • Increases to utility expenses (gas, power, and water)
  - 83 • Increases to credit card processing fees, perhaps charging an additional fee for card payments
  - 84 • Raising the price of daily admission rates for the facility and Ice Ribbon, and raising the fee  
85 for rental skates
  - 86 • Raising the price of lessons & programs in all departments
  - 87 • Raising the price of private rentals
  - 88 • A 2.5% COLA increase for full-time employees
  - 89 • Small increases to other expenses (legal, accounting, insurance, and building supplies)
- 90

91 Mr. Miller reported that he will probably go through another RFP for janitorial services in  
92 2024 and added that if a new company is selected the expense for that service will most likely  
93 change. Mr. Miller listed the projected 2024 capital improvement items: replacing the ice rink rubber  
94 flooring along with a new access turnstile, pool filter systems, rooftop units, Zamboni resurfacers, and

95 cardio equipment.

96

97 **MEMBERSHIP REPORT**

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99 Mr. Miller reported that memberships are still trending well and there were 13 summer pass  
100 memberships that upgraded to a full year before the deadline.

101

102 **EXECUTIVE DIRECTOR REPORT**

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104 Mr. Miller made the board aware that Davis School District has offered 9 acres of fields  
105 behind Centerville Junior High School where the Recreation District would maintain the fields in  
106 exchange for their use. Mr. Miller said that staff is researching what the cost would be to prepare the  
107 fields and the ongoing maintenance costs as well and will report back another meeting.

108

109 **OTHER MATTERS**

110

111 None.

112

113 **ADJOURN**

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115 At 7:33 p.m. Mayor Westergard made a motion to adjourn. Councilmember Summerhays  
116 seconded the motion.