South Davis Recreation District
Administrative Control Board Meeting

December 15th, 2025 at 6:00 p.m.

Board Members present:

Councilmember Kate Bradshaw, Bountiful City
John Norman, Board Appointed Representative
Brett Steadman, Board Appointed Representative
Councilmember Spencer Summerhays, Centerville City
Mayor Ryan Westergard, Woods Cross City

Staff In Attendance:

Tif Miller, Executive Director
Scott McDonald, Aquatics & Fitness Director
Cory Haddock, Ice & Recreation Director
Jayme Blakesley, District Attorney
Mary Gadd, Office Manager
Tyson Beck, District Clerk

Others in Attendance:

Dan Bell (Bountiful), Darryl Child (Olympus Insurance), Ron Mortensen (Bountiful)

WELCOME

Chairman Summerhays opened the meeting at 6:01 p.m. and excused Councilmember Jackson and Butterfield.

CITIZEN MATTERS

There were no comments.

RECOGNITION OF EMPLOYEE OF THE MONTH

Mr. Miller recognized Hannah Zelada as the employee of the month for December.

APPROVAL OF BOARD MEETING MINUTES

Minutes of the administrative control board meeting held on November 10th, 2025, and minutes of the truth in taxation public hearing held on November 17th, 2025, was approved on a motion made by Councilmember Bradshaw. Mayor Westergard seconded the motion. Board Members Bradshaw, Norman, Steadman, Summerhays, and Westergard voted "aye."

REVIEW AND APPROVAL OF EXPENDITURES/FINANCIAL STATEMENT REVIEW FOR

Mr. Miller highlighted the following expenditures:

- All About the Swag (#14) - $484 for waterpolo team shirts
- Colter Kind (#22) - $6,511.55 for swim team resale items
- Allen Ebbert Jones (#42) - $4,576 for entry fees to two swim meets
- Dell Marketing (#64) - $7,818.86 for replacement computers

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- Mary Gadd (#66) - $1,000 for ice ribbon working funds
- Toad Graphics (#78) - $2,240 for swim meet t-shirts
- Intermountain Business Forms (#98) - $4,801.51 for triathlon participant shirts
- Ambient Enterprises Holdco (#106) - $1,048 for a rooftop unit motor
- Pinpros (#117) - $8,437 for Thanksgiving Race medals

Total expenditures of $478,292.91 for the period of November 1, 2025, to November 30, 2025, was approved on a motion made by Mayor Westergard, and seconded by Councilmember Bradshaw. Board Members Bradshaw, Norman, Steadman, Summerhays, and Westergard voted "aye."

Board Members reviewed several line items inquiring about the differences between budget years and thanked staff for their work.

APPROVAL OF BOARD MEETING CALENDAR FOR 2026

Mr. Miller presented a Board meeting schedule for the 2026 calendar year. Meetings are proposed for the second Monday of each month and scheduled for 5:30 p.m. Board Member Norman made a motion to approve the schedule as presented. Board Member Steadman seconded the motion. Board Members Bradshaw, Norman, Steadman, Summerhays, and Westergard voted "aye."

REVIEW OF 2025 FRAUD RISK ASSESSMENT

Mr. Beck presented the annual fraud risk assessment report that is required by the Office of the State Auditor. Mr. Beck pointed out the difference from the previous year is that employees and elected officials committed to abide by a statement of ethical behavior. Being able to complete that task puts the District at a very low level of risk.

PUBLIC HEARING ON PROPOSED FEE INCREASES

Mr. Miller reviewed the list of proposed fee increases and answered questions from the Board. Mr. Norman proposed that next year that all fees be raised and to discount cash purchases to help avoid friction with customers who are unhappy paying an additional fee to use their credit card.

At 6:34 p.m. Chairman Summerhays opened the public hearing for comments. There were no comments. Chairman Summerhays closed the public hearing at 6:34 p.m.

ACTION ON RESOLUTION 2025-08 ADOPTING 2026 RATE INCREASES

Mayor Westergard made a motion to approve resolution 2025-08 adopting new and increased fees. Councilmember Bradshaw seconded the motion. Chairman Summerhays asked for a roll call vote. Board Members Steadman, Norman, Bradshaw, Summerhays, and Westergard voted "aye." There were no "nays."

PUBLIC HEARING ON FY 2026 BUDGET

Mr. Miller reported that since the passing of the tentative budget he has made a few minor

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changes, including updating for the approved fee increases.

At 6:41 p.m. Chairman Summerhays opened the public hearing for comments.

- Ron Mortensen stated his appreciation to the Board for their attention to finances.

At 6:46 p.m. Chairman Summerhays closed the public hearing.

ACTION ON RESOLUTION 2025-09 APPROVING FY 2026 BUDGET

Mayor Westergard made a motion to approve resolution 2025-09 adopting the budget for 2026 and was seconded by Councilmember Bradshaw. Chairman Summerhays asked for a roll call vote. Board Members Westergard, Summerhays, Bradshaw, Norman, and Steadman voted "aye." There were no "nays."

UPDATE ON SCHOOL DISTRICT DISCUSSIONS

Mr. Miller reported that after having a few sub-committee meetings last month that they are now in the process of finalizing an interlocal agreement for the school district board to approve.

MEMO ON COPIER MACHINE – CAPITAL EXPENSE

Mr. Miller reported that the 2025 capital budget had $20,000 budgeted for new copy machines and were last replaced in 2017. It is estimated that after going to newer machines the new rates should save about $1,500 per year over the course of the 60-month service period.

EXECUTIVE DIRECTOR REPORT

Mr. Miller reported on the following items:

- Various promotions being offered for December deal days
- Drop-in hockey availability update
- Added a specific learn-to-skate hockey instructor
- Revenues for freestyles, swim lessons, and daycare are up over the previous year
- Thanksgiving Race had 1,650 participants
- Galen Rasmussen, District Treasurer, has retired from Bountiful City
- Pool scoreboard is experiencing issues and possibly need replacing
- Briefly described a method for making chlorine to save on chemicals

NOMINATION AND SELECTION FOR 2026 BOARD CHAIR AND VICE CHAIR

Mr. Miller stated that the Vice Chair typically moves into the role of Chairman and Councilmember Bradshaw informed the Board that she will appoint Dan Bell to fill her position with the District. Councilmember Bradshaw made motion to approve Mayor Westergard as the 2026 Chairman of the Board, and Board Member Norman seconded the motion. Board Members Bradshaw, Norman, Steadman, Summerhays, and Westergard voted "aye."

Councilmember Bradshaw made a motion to elect Dell Butterfield to serve as the 2026 Vice

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Chairman, and Mayor Westergard seconded the motion. Board Members Bradshaw, Norman, Steadman, Summerhays, and Westergard voted "aye."

ADJOURNMENT

At 7:22 p.m. Mayor Westergard made a motion to adjourn the meeting.

APPROVED