

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

3 May 17, 2021, at 3:00 p.m.

4  
5 Board Members present via Zoom:

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

13  
14 Others in attendance:

15 Tif Miller, Executive Director	Jayme Blakesley, District Attorney
16 Scott McDonald, Aquatics & Fitness Director	Tyson Beck, District Clerk
17 Mary Gadd, Office Manager	Galen Rasmussen, District Treasurer
18 Tom Lund, Maintenance Supervisor	Haley Turner, Recreation Specialist
19 Lizie Allen, Aquatics Program Manager	Ron Mortensen, Bountiful Resident
20 Steve Rowley, Keddington & Christensen	

21  
22 **WELCOME**

23  
24 Chairman Arave opened the meeting at 3:05 p.m.

25  
26 **CITIZEN MATTERS**

27  
28 None.

29  
30 **APPROVAL OF MINUTES FOR BOARD MEETINGS HELD ON APRIL 19<sup>th</sup>, 2021**

31  
32 Mrs. Money asked the line 123 reflect her full comment and include potential loss of  
33 revenue during the pool construction. That line was changed to “Mrs. Money suggested a report  
34 be completed that estimates the potential loss of revenue and the possibility of any additional  
35 programming that could be offered during the pool construction.”

36  
37 Amended Minutes of the Administrative Control Board Meeting held on April 19, 2021,  
38 was approved on a motion made by Mrs. Money, and seconded by Mr. Millburn. Board  
39 Members Earnshaw, Millburn, Arave, Romney, Fillmore, Money, and Lewis voted “aye.”

40  
41 **REVIEW & APPROVAL OF EXPENDITURES/FINANCIAL STATEMENT REVIEW**  
42 **FOR APRIL 2021**

43  
44 Total expenditures of \$426,973.05 for the period of April 1, 2021, to April 30, 2021, was  
45 approved on a motion made by Mayor Lewis and seconded by Mrs. Money. Board Members  
46 Earnshaw, Millburn, Arave, Romney, Fillmore, Money, and Lewis voted “aye.”

48 Mr. Miller reported that increases in revenue is gradually increasing.  
49

## 50 **REVIEW OF THE 2020 ANNUAL FINANCIAL REPORT**

51  
52 Mr. Beck reported that 2020 was not the best year for the Recreation District because of the  
53 pandemic that forced a 2-month closure of the facility. Mr. Beck highlighted that 2020 revenues  
54 experienced a \$1.8 million decrease and expenses decreased by \$500,000 from the 2019 calendar  
55 year. Mr. Beck reported that the pandemic caused a \$632,234 net income loss to the ending net  
56 position for the 2020 calendar year.  
57

58 Mr. Beck reported on the following financial trends the District is experiencing, some of  
59 which are exacerbated by the pandemic:  
60

- 61 • Operating losses have continued to grow
- 62 • The District has relied on the property tax levies and interest income to offset the  
63 difference in revenues and expenses  
64

65 Councilmember Fillmore suggested that an in-depth analysis of facilities or programs where  
66 the District is losing revenue be completed. Chairman Arave asked what investing activities the  
67 District did in 2019. Mr. Beck answered that increase in 2019 is due to the PTIF interest rates  
68 that were in a range of 2.5-3% during that year.  
69

## 70 **2020 INDEPENDENT AUDIT REPORT**

71  
72 Steve Rowley presented an independent audit report for the fiscal year ending December  
73 31, 2020. Mr. Rowley presented an unmodified opinion that the financial position of the District,  
74 and the change in its net position and its cash flows for the year then ended in accordance with  
75 accounting principles accepted in the United States of America.  
76

77 Mr. Rowley reported that the District had a significant deficiency in internal control in  
78 the payroll internal control process. Mr. Rowley noted that there was no physical proof that  
79 supervisors had approved payroll. Mr. Rowley continued that an Open and Public Meeting Act  
80 training was not complete in 2020. Mr. Rowley noted that there was a cash receipt that was  
81 received on November 1<sup>st</sup> but not deposited until November 9<sup>th</sup>.  
82

83 Chairman Arave inquired if any additional testing was done to see if there were other  
84 dates that were not deposited timely. Mr. Rowley stated there was no additional sampling to  
85 determine if there were more instances.  
86

## 87 **BOUNTIFUL CITY INTERLOCAL AGREEMENT – DISCUSSION & APPROVE** 88 **RESOLUTION 2021-01**

89  
90 Mr. Miller presented the Board with an interlocal agreement for services provided by  
91 Bountiful City. Mr. Beck explained that the number of hours is figured by working with each  
92 employee and finding out the percentage of time they spend working on District items and then a  
93 10% discount is applied.  
94

95 Chairman Arave inquired about the processes of some of the services as the hours seemed  
96 high in his opinion. Galen Rasmussen and Mr. Beck explained a bit about each service category.  
97 Councilmember Fillmore recollected that outside entities were asked to provide a cost for these  
98 services that the best deal to be found was to stay with Bountiful City for the services. Chairman  
99 Arave asked Mr. Miller reach out to the South Davis Fire District about the cost of these services  
100 with them.

101  
102 Mr. Millburn made a motion to table this item until the next meeting and allow Mr.  
103 Miller to report back with information from the Fire District and the previous bids from 2019 for  
104 review. Mr. Romney seconded the motion. Board Members Earnshaw, Millburn, Arave,  
105 Romney, Fillmore, Money, and Lewis voted “aye.”

#### 106 107 **CARES ACT INTERLOCAL AGREEMENTS APPROVAL**

108  
109 Mr. Miller noted that agreements for Cares Act Funding are the original agreements but  
110 during the audit it was discovered that no formal approval was given to them. Chairman Arave  
111 asked for one motion to cover all the agreements. Mr. Millburn made a motion to approve Cares  
112 Act Funding from Bountiful City, Centerville City, West Bountiful City, and Woods Cross City.  
113 Mayor Romney seconded the motion. Board Members Earnshaw, Millburn, Arave, Romney,  
114 Fillmore, Money, and Lewis voted “aye.”

#### 115 116 **COVID-19 UPDATE**

117  
118 *\*\*\*Mr. Millburn left the meeting at 4:15 p.m.\*\*\**  
119

120 Mr. Miller updated the Board that operations are returning to more normal operations.  
121 Mr. Miller inquired if the Board had any insights into requiring employees to continue to wear  
122 masks since the thresholds that Utah set had been met. Mayor Romney and Mayor Lewis offered  
123 that City employees are recommended to wear masks and employees who are vaccinated can go  
124 without or make the decision themselves. Mrs. Money offered to go through the end of the  
125 month and align with the school district but noted that she did not have a leaning either way.  
126 Mayor Lewis added that following the County Health Department recommendation would be  
127 appropriate. Board Members left the decision up to Mr. Miller.

#### 128 129 **2021 SDRD BOARD OPEN AND PUBLIC MEETINGS ACT TRAINING**

130  
131 Mr. Blakesley conducted a training for Board Members in accordance with the Open and  
132 Public Meeting Act.

#### 133 134 **EXECUTIVE DIRECTOR REPORT**

135  
136 Mr. Miller reported on the following:

- 137  
138
- 139 • Mr. Blakesley is reviewing a draft of the Interlocal Agreement from the Davis School District
  - 140 • Met with Wilkinson Ferrari on costs of services if the District goes to bond in 2021
  - 141 • A hot water boiler went out and an emergency purchase for replacement was made for

142 \$32,662

143

144 Mr. reported on some numbers from Mrs. Money's request last meeting of potential revenue  
145 loss from the construction to the pools.

146

- 147 • \$60,000-\$70,000 loss in daily admission revenues
- 148 • \$25,000 loss in swim lessons and swim team
- 149 • Memberships being adjusted for the closure or not being purchased knowing construction  
150 is on the calendar

151

152 Mr. Miller reported on some potential cost savings or additional revenues

153

- 154 • Staff wage savings with pools being closed
- 155 • Keeping the outdoor pool open further into the month of September
- 156 • While lap pool is open utilizing the wibit as the play feature more often
- 157 • Offering additional programs like virtual sports, scavenger hunts and painting classes
- 158 • Utilizing inflatables, spikeball and cornhole games to encourage facility use

159

160 Mrs. Money asked if staff has addressed moving the senior pool users over to the lap pool if  
161 the water temperature would be increased for their comfort. Mr. Miller answered that staff has  
162 not addressed that specifically but would review it.

163

164 Mr. Miller reported that bids were due at noon today for real estate services. Only one bid  
165 was received and that he was planning on a special board meeting for approval once the bid was  
166 reviewed.

167

### 168 **MEMBERSHIP UPDATE**

169

170 Mr. Miller noted that numbers are going up but not significantly.

171

### 172 **OTHER MATTERS**

173

174 None.

175

### 176 **NEXT SCHEDULED BOARD MEETING**

177

178 The next Board meeting will be on May 24, 2021.

179

180 At 4:49 p.m., Councilmember Fillmore made a motion close the Board Meeting and to  
181 move into a closed meeting, to discuss an individual's character, professional competence or  
182 physical or mental health. Mayor Romney seconded the motion. A roll call vote was held and  
183 Board Members Romney, Money, Earnshaw, Lewis, Fillmore, and Arave voted "aye."

184

185 Attending the closed meeting was:

186

187 Councilmember Tami Fillmore, Centerville

188 Mayor Randy Lewis, Bountiful

189 Mayor Rick Earnshaw, Woods Cross  
190 Marti Money, County Representative  
191 Mayor Len Arave, North Salt Lake  
192 Mayor Ken Romney, West Bountiful  
193 Tif Miller, Executive Director

APPROVED