

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

3 November 4th, 2024, at 5:30 p.m.

4  
5 Board Members present:

6 Councilmember Kate Bradshaw, Bountiful City  
7 Councilmember Dell Butterfield, West Bountiful City  
8 Mayor Brian Horrocks, North Salt Lake City  
9 Brett Steadman, Board Appointed Representative  
10 Councilmember Spencer Summerhays, Centerville City *\*arrived at 5:32 p.m.*  
11 Mayor Ryan Westergard, Woods Cross City  
12

13 Staff In Attendance:

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

19 Others in Attendance:

20 Cynthia Ong (Bountiful), Darrell Child (Olympus Insurance)  
21

22 **WELCOME**

23  
24 Chairman Horrocks opened the meeting at 5:30 p.m. and excused John Norman.  
25

26 **CITIZEN MATTERS**

27  
28 None.  
29

30 **RECOGNITION OF NOVEMBER 2024 EMPLOYEE OF THE MONTH**

31  
32 Becky Vaughan was recognized as the employee of the month.

33 *\*Councilmember Summerhays arrived at 5:32 p.m.\**  
34

35 **APPROVAL OF OCTOBER 14<sup>TH</sup>, 2024 BOARD MEETING MINUTES**

36  
37 Minutes of the Administrative Control Board Meeting held on October 14<sup>th</sup>, 2024, was  
38 approved on a motion made by Councilmember Butterfield, and was seconded by Mr. Steadman.  
39 Board Members Bradshaw, Butterfield, Horrocks, Steadman, Summerhays, and Westergard voted  
40 “aye.”  
41

42 **REVIEW AND APPROVAL OF EXPENDITURES/FINANCIAL STATEMENT REVIEW**  
43 **FOR OCTOBER 2024**

44  
45 Mr. Miller spoke on the following expenditures:

- 46 • City Creek Window Cleaning (line #31) - \$1,550 for windows in pool area  
47 • Axess Americas, Inc (line #65) - \$5,750.25 the first payment for the ice rink turnstile

- 48 • B&B Specialities, LLC (line #86) - \$2,860 for handicap show seats  
49 • Louis A Roser Company (line #94) - \$3,942.02 for annual service and a seal replacement  
50 • Revel Media Group (line #100) - \$600 for message center subscription  
51 • Superior Roofing & Sheet Metal (line #133) - \$1,093.10 for roof repairs  
52

53 Total expenditures of \$431,952.33 for the period of October 1, 2024, to October 31, 2024,  
54 was approved on a motion made by Councilmember Summerhays, and seconded by Mr. Steadman.  
55 Chairman Horrocks called for a roll call vote. Board Members Bradshaw, Butterfield, Horrocks,  
56 Steadman, Summerhays, and Westergard voted “aye.” There were no “nays.”  
57

58 **DISCUSSION ON DISTRICT INSURANCE – OLYMPUS**  
59

60 Darrell Child reviewed the insurance coverage for 2025 noting that the District will be in year  
61 two of a three-year rate program. Mr. Child answered questions on ransomware and state  
62 indemnification.  
63

64 **PUBLIC HEARING ON FY 2025 TENTATIVE BUDGET**  
65

66 At 6:10 p.m. Chairman Horrocks opened the public hearing. Mr. Miller stated the budget has  
67 been prepared with expected fee increases, filling the open full-time recreation position, and utilizing  
68 revenues from one program to offset expenses of another program within the same department. Mr.  
69 Miller reviewed the aquatics & fitness budget, highlighting annual memberships, staffing, water polo,  
70 special events, races, and daycare.  
71

72 Councilmember Butterfield suggested that criteria be established that could be used when  
73 reviewing each program and event. Councilmember Bradshaw noted that while most of the special  
74 events experience small losses, that the fees be increased so they balance out with the expenses.  
75

76 Mr. Miller reviewed the recreation budget, highlighting competition youth basketball, adult  
77 men’s basketball, adult softball, youth summer camps,  
78

79 Several board members expressed that fees for competition basketball should be increased,  
80 and not be subsidized by other programs in the recreation department. Councilmember Summerhays  
81 said that the season that recreation programs are offered should be taken into consideration, as the  
82 timing of program possibly keeps youth engaged and active during off-school months.  
83 Councilmember Bradshaw suggested looking at combining summer camps into a larger one, to try to  
84 save on staffing costs.  
85

86 In the ice rink budget, Mr. Miller noted that the capital expense is the main factor for the net  
87 loss in the general operation account.  
88

89 Chairman Horrocks asked for any public comment and received none. At 7:52 p.m., Chairman  
90 Horrocks closed the public hearing.  
91

92 **DISCUSSION ON FY 2025 TENTATIVE BUDGET**  
93

94 Mr. Miller added that he will adjust based on the previous feedback for the final budget

95 approval. Board Members discussed changing the date of the next board meeting to December 11<sup>th</sup>  
96 due to scheduling conflicts.

97  
98 **APPROVE RESOLUTION 2024-16 REGARDING FY 2025 TENTATIVE BUDGET**

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100 Councilmember Summerhays made a motion to approve resolution 2024-16 regarding the FY  
101 2025 tentative budget with the direction that Mr. Miller was given. Mayor Westergard seconded the  
102 motion. Chairman Horrocks called for a roll call vote. Board Members Bradshaw, Butterfield,  
103 Horrocks, Steadman, Summerhays, and Westergard voted “aye.” There were no “nays.”  
104

105 **EXECUTIVE DIRECTOR REPORT**

106  
107 Mr. Miller reported on the following items:

- 108 • 91 participants in the Learn to Skate session that started 11/4/24
- 109 • Flooring has been replaced in the ice arena warm up area
- 110 • 11/6/2024 – staff training on customer service and harassment
- 111 • Working on way to improve communications amongst staff
- 112 • Swim lessons have increased revenues for the year
- 113 • 1,100 registrations so far for the next season of Jr. Jazz

114  
115 **MEMBERSHIP REPORT**

116  
117 Mr. Miller reported that annual passes have increased but punch passes have decreased.  
118

119 **MEMO ON PURCHASE OF FITNESS EQUIPMENT**

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121 Scott McDonald reported that \$94,000 remains from the approved 2024 capital budget of  
122 \$140,000 to replace various fitness equipment. Mr. McDonald gave details about AMT elliptical  
123 trainer, 3D body image scanner, and a whole-body vibration machine.  
124

125 Staff recommended purchasing the AMT elliptical trainer from Precor (\$8,714.35), and two  
126 whole body vibration machines from Fitlogistix (\$22,492.50), utilizing state contract pricing. For the  
127 3D body imaging scanner, it is recommended to purchase from STYKU (\$8,610.00).  
128

129 Mayor Westergard inquired about the benefit a vibration machine has. Mr. McDonald stated  
130 that is a low-impact exercise option for cardiovascular patients. Councilmember Summerhays asked  
131 staff to review where they would locate the STYKU body composition scanner and suggested  
132 charging a fee for the public to use it could be an additional source of revenue.  
133

134 **MISSION, VALUES, AND STRATEGIC PLAN UPDATE**

135  
136 Mr. Miller presented a draft that provides the mission, values, and strategic plan for the  
137 District. He reviewed the plan for health and wellness and facilities. Mr. Miller noted the facilities  
138 listed and the dates given are estimates, so they can be adapted and changed in the future. Mr. Miller  
139 will present the remaining draft in future meetings.  
140

141 **WEBSITE UPDATE DISCUSSION**

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Mr. Miller updated the website redesign proposals that he had received. James Keddington is changing to an hourly rate (\$125/hr) instead of the contract rate (\$400/month) due to his schedule. PXP could reduce their monthly rate if the District reduced the number of pages to 12-15 pages. Streamline was viewed as the most budget friendly option by the board members. Mr. Miller stated that it would be about 2-3 months before going live.

**ADJOURNMENT**

At 8:45 p.m. Councilmember Butterfield made a motion to adjourn the meeting. Mayor Westergard seconded the motion.

APPROVED