

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

3 March 9th, 2026, at 5:30 p.m.
4

5 Board Members present:

6 Councilman Dan Bell, Bountiful City
7 Councilmember Dell Butterfield, West Bountiful City
8 John Norman, Board Appointed Representative
9 Brett Steadman, Board Appointed Representative
10 Mayor Ryan Westergard, Woods Cross City **arrived at 6:29 p.m.*
11

12 Staff In Attendance:

13 Tif Miller, Executive Director Jayme Blakesley, District Attorney
14 Mary Gadd, Office Manager Tyson Beck, District Clerk
15 Tom Lund, Maintenance Supervisor David Burgoyne, Assistant Finance
16

17 Others in Attendance:

18 Steve Carlson (Bountiful)
19

20 **WELCOME**
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22 Vice Chair Butterfield opened the meeting at 5:33 p.m. and excused Councilmember Hirst
23 and Councilmember Jackson. He explained that Chairman Westergard will join later in the evening.
24

25 **CITIZEN MATTERS**
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27 Steve Carlson shared that job the Board has is a difficult one and asked them to not replace
28 the bond that expired.
29

30 **RECOGNITION OF EMPLOYEE OF THE MONTH**
31

32 Mr. Miller recognized Rheanna Jones as the employee of the month for February. Mr. Miller
33 also recognized Maysie Stowell as the employee of the month for March.
34

35 **APPROVAL OF BOARD MEETING MINUTES**
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37 Minutes of the Administrative Control Board Meeting held on February 9th, 2026, was
38 approved on a motion made by Councilman Bell. Mr. Norman seconded the motion. Board Members
39 Bell, Butterfield, Norman, and Steadman voted “aye.”
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41 **REVIEW AND APPROVAL OF EXPENDITURES/FINANCIAL STATEMENT REVIEW**
42 **FOR**
43

44 Mr. Miller explained that the approved January expenditure report did not include payment to
45 US Bank for credit card purchases. He asked the board to revisit and approve the new expenditures
46 that include the new amount of \$11,492.21 to US Bank.
47

- 48 Mr. Miller highlighted the following expenditures:
49 • Otis Elevator (Line #27) – \$6,907.68 for annual maintenance/inspection on the elevators
50 • Netwize, Inc (Line #50) - \$6,215.34 for upgrades to servers/routers
51 • Colorado Time Systems (Line #63) - \$1,200 for scoreboard parts and controller
52 • John C Strider (Line #64) - \$6,803.92 for repairs to the diving boards
53 • CPR Savers & First Aid Supply (Line #105) - \$6,624.14 for CPR mannequins
54

55 Mr. Norman made a motion to approve the revision to the expenditures for January 2026,
56 adding line #4 to US Bank and to approve expenditures for the period of February 1, 2026, to
57 February 28, 2026, a total of \$565,396.66, and was seconded by Councilman Bell. Board Members
58 Bell, Butterfield, Norman, and Steadman voted “aye.”
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60 Mr. Miller noted the addition of a new graph to the financial documents showing the PTIF
61 rates of return.
62

63 **ANNOUNCEMENT ON DISTRICT CLERK AND TREASURER POSITIONS**

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65 Mr. Miller shared that Bountiful City is in the process of hiring an Assistant Finance Director
66 and that position will become the Clerk for the District.
67

68 **REPORT ON REGISTRATION SOFTWARE OUTAGE**

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70 Mr. Miller reported that the District’s point-of-sale software provider, Peak Software,
71 experienced a ransomware attack that lasted for several days. Mr. Miller reported that it appears the
72 data was not breached. Mr. Miller explained that there were some sales that couldn’t be completed,
73 memberships and registrations, but admissions and other day fees were collected. Mr. Miller stated
74 that he is working with Peak Software for any reimbursement of loss of revenue before he reviews
75 the District’s policy for coverage.
76

77 **DISCUSSION ON CAPITAL PROJECTS AND EMERGENCY PURCHASES**

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79 Mr. Miller stated that the 2026 Budget included replacing the lap pool boiler but the quote
80 that had been used did not include installation. In the process of ordering a replacement, the boiler in
81 the lap pool started having major issues. A new boiler is expected to be 97% efficient, which would
82 lead to savings in natural gas costs. Mr. Miller said that the budgeted lap pool filter replacement
83 could be delayed, allowing those funds to be used for the increase in cost in replacing the lap pool
84 boiler. While working with the lap pool boiler issue, the leisure pool boiler also saw damage to the
85 heat exchanger. Mr. Miller stated both boilers were an emergency purchase but reallocated budgeted
86 capital funds from the lap pool filters (\$315,000) and lap pool boiler (\$65,000) would be used to
87 cover projected costs, including any installation costs.
88

89 Mr. Miller reported that while treadmills were ordered in November 2025, they were not
90 delivered until February 2026 and that they will be counted towards the 2026 Capital Budget. Mr.
91 Beck explained that until the District had control of the assets that accounting rules would not record
92 the purchase until 2026.
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94 **DISCUSS AND PLAN WORK SESSION FOR MISSION, VISION, AND VALUES**

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Mr. Miller mentioned that he was working with Chairman Westergard on holding a work session to develop personalities of the District’s customer base. Board Members reviewed schedules and Mr. Miller noted that he will coordinate with members not present today and set a date.

EXECUTIVE DIRECTOR REPORT

Mr. Miller reported on the following items:

- Hockey season is winding down; March 19th begins end of season tournament
- **At 6:29 p.m. Chairman Westergard arrived***
- Chiller has been repaired at the Ribbon
 - Looking for ways to improve health initiatives with Bountiful health committee
 - Working with other entities for America 250 celebration to increase wellness through summer
 - URPA conference for staff, many of whom are heavily involved
 - Learn to Skate is seeing double digit increases each session
 - Swim lesson registrations are performing well
 - Thanksgiving Race sees approximately \$18,000 in revenue not including full-time wages

CLOSED SESSION TO DISCUSS THE ACQUISITION OR SALE OF REAL PROPER, PENDING LITIGATION AND/OR TO DISCUSS THE CHARACTER AND/OR COMPETENCY OF AN INDIVIDUAL(S)

A closed session was not held.

ADJOURNMENT

At 6:47 p.m. Chairman Westergard made a motion to adjourn the meeting.