

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

3 May 15, 2019 at 3:30 p.m.
4 At the Recreation Center
5

6 Attendance: **Board Members**

7 Mayor Rick Earnshaw, Woods Cross
8 Mayor Len Arave, North Salt Lake
9 Marti Money, Davis County Representative
10 Councilmember Tami Fillmore, Centerville
11 Bret Millburn, Davis County Representative
12 Mayor Randy Lewis, Bountiful ***arrived at 3:49 p.m.***
13

14
15 Others:

16 Jayme Blakesley, Hayes, Godfrey & Bell Attorney
17 Tif Miller, Executive Director
18 Scott McDonald, Aquatics & Fitness Director
19 Lizie Allen, Aquatics Program Manager
20 Kathleen Steadman, Aquatics Operation Manager
21 Cory Haddock, Recreation & Ice Director
22 Heidi Kearsley, Customer Service Manager
23 Mary Gadd, Office Manager
24 Haley Turner, Recreation Specialist
25 Tom Lund, Maintenance Supervisor
26 Layne Jenkins, Recreation Coordinator
27 Ciara Doenier, Recreation Intern
28 Ron Mortensen, Bountiful Resident
29 Michael Glissmeyer, Bountiful Resident

30 **WELCOME**

31
32 Vice Chair Fillmore opened the meeting at 3:32 p.m.
33

34 **CITIZEN MATTERS**

35
36 None.
37

38 **APPROVAL OF MINUTES FOR APRIL 15, 2019**

39
40 Minutes of the Administrative Control Board meeting held on April 15, 2019, was
41 approved on a motion made by Mayor Earnshaw and was seconded by Mrs. Money. Board
42 Members Earnshaw, Arave, Money, Fillmore and Millburn voted "aye."
43

44 **REVIEW AND APPROVAL OF EXPENDITURES/FINANCIAL STATEMENT**
45 **REVIEW FOR APRIL 2019**

46
47 Vice Chair Fillmore inquired about the expenditures to Bearcom Building Services, in the
48 amount of \$10,704.00, and to Bountiful City, in the amount of \$12,640.54. Mr. Miller explained
49 that Bearcom is the nightly janitorial services and Bountiful City is for financial, human

50 resources, IT, accounts payable and lawn maintenance services, in addition to providing internet
51 and cable access. Vice Chair Fillmore commented that she would like to see a breakdown for
52 those services. Mr. Millburn asked if the District provides supplies to Bearcom and Mr. Miller
53 replied that only some of them are provided.

54
55 Vice Chair Fillmore asked about the Revel Media Group, Inc. expenditure, in the amount
56 of \$11,790.77, and Mr. Miller answered that they are the digital screens for signage. Vice Chair
57 Fillmore asked for credit card purchases to be included in the Board meeting materials.

58
59 Total expenditures of \$345,661.59 for the period of April 1, 2019 to April 30, 2019 was
60 approved on a motion made by Mayor Arave and was seconded by Mr. Millburn. A roll call
61 voted was held and Board Members Earnshaw, Arave, Money, Fillmore and Millburn voted
62 “aye.”

63
64 Mr. Miller reminded Board Members that the District staff is still in the process of
65 collecting balances for membership fees that were not processed due to the change in merchant
66 services and from other insurance programs.

67 **MASTER PLAN STEERING COMMITTEE MEETING UPDATE**

68
69
70 Mr. Miller reported that an open house was held on May 6th with several display boards
71 for the public to view. After the open house, the steering committee met to discuss the
72 community feedback. Board Members discussed the make-up of the steering committee.

73
74 ***Mayor Randy Lewis arrived at 3:49 p.m.***

75
76 Due to the resignation of Mr. Pugsley from the Board, Mrs. Money agreed to attend the
77 committee meeting in June.

78 79 **FOLLOW UP ON DISCUSSION OF END OF FY 2018 MEMBERSHIP SALES &** 80 **PAYMENTS**

81
82 Mr. Miller distributed a handout regarding the increase in legal fees and membership
83 sales. Mr. Miller explained that there were more instances where legal advice and work were
84 necessary. Vice Chair Fillmore recalled that during discussion of raising rates there was a
85 concern that increasing prices would cause a loss of memberships. Mr. Miller explained that the
86 report shows that members either reacted to the increase in the price by not renewing or by
87 switching over to EFT monthly payments. Board Members asked several questions regarding the
88 software program the District uses and it’s capabilities.

89 90 **EXECUTIVE DIRECTOR REPORT**

91
92 Mr. Miller reported on the following:

- 93
94
- 95 • A current employee was asked to work on maintenance items for additional hours
 - 96 • The District will advertise on shopping carts at the Smith’s in Woods Cross
 - 97 • Splash N Sprint Triathlon had 471 participants
 - 98 • Spring Skate Show went well
 - Hiring summer staff – lifeguards and tennis instructors

- 99 • Ice Resurfacers for the Ribbon was purchased from Olympia
100

101

FACILITY EVENTS

102

103 May 22nd & 23rd – Aquatic Department Training

104 June 8th – Children’s Entrepreneur’s Market

105 June 15th – Outdoor Movie

106 June 20th – World’s Largest Swimming Lesson

107 June 28th & 29th – BDAC Summerfest 2019

108 July 20th – Handcart Days races
109

110

OTHER MATTERS

111

112 None.

113

NEXT BOARD MEETING

114

115 Next Board meeting will be July 15, 2019 at 3:30 p.m.

116

117 Meeting adjourned at 4:15 p.m. on a motion made by Mr. Millburn, and was seconded by
118 Mayor Lewis.
119

APPROVED