

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

January 9, 2017, at 3:45 p.m.  
at the Recreation Center

Attendance: **Board Members**  
Mayor Randy Lewis, Bountiful  
Mel Miles, County Representative  
Councilmember Tami Fillmore, Centerville  
Mayor Len Arave, North Salt Lake  
Marti Money, County Representative

Others: John Miller, Executive Director                      Tyson Beck, Clerk  
Cory Haddock, Recreation & Ice Director      Mary Gadd, Office Manager  
Todd Godfrey, Attorney                                      Haley Turner, Recreation Specialist  
Heidi Kearsley, Customer Service Manager      Galen Rasmussen, Treasurer  
Marcie Burrill, Aquatics Programs Manager  
Kathleen Steadman, Aquatics Operations Manager

**WELCOME**

Mayor Randy Lewis acted as Board Chair in the absence of Chairman Rick Earnshaw.  
Mayor Lewis opened the meeting at 3:59 p.m.

**CITIZEN MATTERS**

None.

**ELECTION OF BOARD VICE-CHAIR**

Mr. Miles nominated Mrs. Money to serve as Vice-Chair, advancing to Chairman in the following year, seconded by Councilmembers Fillmore. Board Members Lewis, Miles, Fillmore, Arave and Money voted “aye.”

**MINUTES OF DECEMBER 19, 2016 BOARD MEETING APPROVED**

Councilmember Fillmore requested a change under November Financial Statement Reviewed to read “...Fillmore inquired that if expenses are lower than expected...” from “...Fillmore inquired that with expenses lower than expected.”

Corrected minutes of the Administrative Control Board meeting held on December 19, 2016, was approved on a motion made by Mrs. Money and seconded by Councilmember Fillmore. Board Members Lewis, Miles, Fillmore, Arave and Money voted “aye.”

Mrs. Money requested that District Staff titles appear on future minutes.

**DECEMBER EXPENDITURES APPROVED**

John Miller reported that there were three payrolls in the month of December and an annual principal and interest payment for the Districts bond, in the amount of \$1,096,200.00

John Miller noted the following expenditures: Fire Engineering Company, in the amount of \$1,509.00, for a repair on the Leisure Pool pipes. Codale Electric Supply, in the amount of \$1,249.53, for ballasts and lights.

Mr. Miller provided a handout on the US Bank VISA credit card expenses, in the amount of \$2,559.28. Mr. Miller's card was used for a stage rental. Mr. McDonald's card was used for Spook-tacular expenses. Mr. Lund's card was used for shipping costs for the chlorine tank, windshield replacement and a hose part for the chlorine tank. Mrs. Money inquired about the service agreements for Spook-tacular. Mr. Miller replied that the District pays a few groups to provide working hours for the event. Mrs. Money asked if a budget is set year to year and how it is kept track. Miss Gadd replied that tickets sales this year was a little over \$10,000 and expenses were approximately \$6,300 but that staff expenses have not been calculated into that.

Mr. Miller continued with expenditures: Lifeguard Store, in the amount of \$1,790.04, for lifeguard uniforms and supplies. PEX Fitness, in the amount of \$68,074.37, for the replacement of the weight room equipment.

Mr. Miles inquired how many defibrillators the District had. Mr. Miller answered that there are three throughout the facility and that batteries are checked each year.

Total expenditures of \$1,494,846.18 for the period of December 1, 2016 to December 31, 2016 was approved on a motion made by Mr. Miles and seconded by Mayor Arave. Board Members Lewis, Miles, Fillmore, Arave and Money voted "aye."

### **NOVEMBER FINANCIAL STATEMENT REVIEWED**

Mr. Miller reported that revenues in pools is at 97%, recreation is at 106.8% and ice is at 104.2%. Mr. Miller noted that the ice rink had a large increase from the same period from the year before. Expenses are at 90% for all department and he commended the staff on watching expenses for the year. Councilmember Fillmore asked if the next meeting would have all expenditures accounted for. Mr. Miller replied that is most likely would and Mr. Beck added that there could be a few audit adjustments that occur during the audit.

Mrs. Money inquired if fixing the hot tub is included in that expense and Mr. Miller explained that while the larger leak was fixed this past September that another leak has appeared. Councilmember Fillmore inquired that with expenses lower than expected at the beginning of the year if the excess funds can be moved into Reserve for Repair and Replacement or if staff was saving big ticket purchases for the end of the year. Mr. Miller said there would be expenditures that would balance revenues and expenditures out.

### **US BANK SIGNATURE CARDS – THREE SIGNERS**

Mr. Miller mentioned that Mr. Rasmussen noticed it had been a while since the District had updated the approved signees on the District's account. Mr. Miller said the current three signers would be himself, Mayor Earnshaw and the newly elected Vice Chair, Mrs. Money.

### **FACILITY EVENTS**

John Miller reported on recent and upcoming events at the Recreation Center:

- Fitness Lecture Series – Jan. 19<sup>th</sup> with BJ Christenson presenting nutrition for athletes
- Winter Running Class – Jan. 21<sup>st</sup> free to Sweetheart Race participants
- Aquatic Training Courses for Lifeguards and Swim Instructors
- Sweethearts 5k Race – Feb. 11<sup>th</sup>

## **OTHER MATTERS**

Councilmember Fillmore inquired about the Centerville City park proposal. Mr. Godfrey reported that he had talked with the attorney at Centerville City and said that the structure of the agreement still needed time for discussion with District staff.

Mrs. Money noticed that this would be the 10-year anniversary of the facility and that is worth celebrating. Mr. Miller replied that there are plans for a celebration, give-a-ways for memberships and adding to the 1,000 scan club, a 2,000 and 3,000 scan club.

Mayor Lewis inquired if anyone has any regrets that meetings are being reduced. Mr. Miles Mrs. Money said it will take time to see if it creates needs for other meetings. Mr. Miller said if the need is there that a meeting will be called together. Mr. Arave said he doesn't believe the District will suffer from fewer meetings. Mr. Miller mentioned the January to April span is the largest of the year.

Next Board meeting will be April 17, 2017 at 3:45 p.m.

Meeting adjourned at 4:47 p.m. on a motion made by Mayor Arave and seconded by Councilmember Fillmore.

\*\*\*\*approved April 17, 2017 with corrections\*\*\*\*