

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

3 October 19th, 2020, at 2:30 p.m.
4

5 Board Members present via Zoom:

6 Mayor Len Arave, North Salt Lake
7 Marti Money, County Representative
8 Todd Meyers, County Representative
9 Mayor Rick Earnshaw, Woods Cross
10 Bret Millburn, County Representative
11 Mayor Randy Lewis, Bountiful
12 Councilmember Tami Fillmore, Centerville ***arrived at 3:03 p.m.*
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14 Others in attendance:

15 Tif Miller, Executive Director
16 Jayme Blakesly, District Attorney
17 Galen Rasmussen, District Treasurer
18 Tyson Beck, District Clerk
19 Scott McDonald, Aquatics & Fitness Director
20 Cory Haddock, Ice & Recreation Director
21 Tom Lund, Maintenance Supervisor
22 Wendy Jones, Fitness Program Coordinator
23 Rebeka Hatcher, Customer Service Manager
24 Mary Gadd, Office Manager
25 Cynthia Ong, Bountiful Resident
26 Whitney Ward, VCBO Architecture
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28 **WELCOME**

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30 Vice Chair Arave opened the meeting at 2:31 p.m. and excused Chairwoman Tami
31 Fillmore.
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33 **CITIZEN COMMENTS**

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35 None.
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37 **REVIEW AND APPROVAL OF MINUTES FOR JUNE 29TH, 2020 MEETING**

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39 Minutes of the Administrative Control Board meeting held on June 29th, 2020 was
40 approved on a motion made by Marti Money and was seconded by Mayor Earnshaw. Board
41 Members Arave, Money, Meyers, Earnshaw, Millburn, and Lewis voted “aye.”
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43 **REVIEW & APPROVAL OF EXPENDITURES/FINANCIAL STATEMENT REVIEW**
44 **FOR SEPTEMBER 2020**

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46 Total expenditures of \$353,063.53 for the period of September 1, 2020 to September 30,
47 2020 was approved on a motion made by Marti Money and was seconded by Todd Meyers.
48 Board Members Arave, Money, Meyers, Earnshaw, Millburn, and Lewis voted “aye.”
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50 Mr. Miller reported that visitation is still slower than usual but still lacking in
51 memberships because of cancellations, prior deferrals and not as many people signing up at this
52 time of year.

53 54 **PERSONNEL POLICY UPDATE DISCUSSION**

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56 Mr. Miller highlighted the following changes to the policy:

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- 58 • Section 5.10 – Allowing employees who work on a holiday to use those holiday hours
- 59 on another day of the employees choosing.
- 60 • Section 5.60(f) – Changing the eligibility of employees to 10 years or more and
- 61 changing the number of sick leave hours available to cash out to 25% of their accrued
- 62 but unused sick leave, up to a maximum of 240 hours.
- 63 • Section 5.120 – Allowing employees to receive 40 hrs of parental leave upon birth or
- 64 a qualifying event and subject to the hours earned by the employee, allowing them to
- 65 exhaust, up to 8 weeks, sick leave, compensatory time, and vacation leave.
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67 Mayor Arave asked for clarification on the change in Section 5.50(b) and Mr. Miller
68 answered that the District offers only 12 days of vacation for employees on years 1-5 of service
69 and felt increasing it would make it more of an incentive. Mayor Arave stated that 1-5 years in
70 the private sector is typically only 2 weeks and that 12 days is already a step above that and did
71 not see the need to change this section. Mr. Meyers agreed and added that it can be revisited in
72 times of a better economy. Mr. Milburn also concurred with Mayor Arave and Mr. Meyers.

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74 Mrs. Money suggested clarifying in Section 12.120 that the employee may appeal the
75 ruling to the Board, instead of it saying, “may appeal the ruling of the Board.” After a discussion
76 of a previous complaint regarding employee grievances and what the process is, Mr. Miller
77 stated that he and Mr. Blakesly would clarify that section before the Board approves the changes.

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79 Mayor Earnshaw asked if employees currently get paid at time and half when working on
80 holidays and questioned if using the holiday later is equal compensation. Mr. Miller replied that
81 employees do not get paid at time and a half on holidays.

82 83 **FIRST DISCUSSION ON 2021 BUDGET; SET PUBLIC HEARING**

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85 Mr. Miller stated that within the 2020 Budget he is estimating a loss of \$730,000.00 and
86 that includes a loss of membership sales and refunds related to Covid-19. In the 2021 Budget,
87 Mr. Miller is estimating a loss of \$205,000.00 while still experiencing and recovering from
88 restrictions and concerns of Covid-19. Mr. Miller explained that revenues were estimated a little
89 lower with the hope that thing will return to normal and the repairs in the leisure pool.

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91 ***Chairwoman Fillmore arrived at 3:03 p.m.***

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93 Mr. Miller reminded the Board that upwards of \$3.1 million was budgeted for 2020
94 Capital Projects but due to Covid-19 many of the items are delayed to 2021 or even to 2022.

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96 Mr. Miller and Board Members discussed scheduling conflicts and set the public hearing
97 date and time as November 16, 2020 at 6:00 p.m., with the regular meeting starting at 5:30 p.m.
98 on the same day.

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100 **MASTER PLAN UPDATE AND DISCUSSION**

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Whitney Ward reported that she had been talking with Mr. Miller on getting ready for a virtual and a live event and how to approach it. Mrs. Ward reported that she has put together a 10-page summary of the Master Plan that will be shared on the District's website for public to view and a 3-question questionnaire for the public to fulfill. Mrs. Ward is also working with Wilkinson Ferrari for general messaging guidance associated with the Master Plan. Mrs. Ward reviewed the 10-page summary with the Board.

Mrs. Money gave feedback that the summary document includes a message regarding their property tax rate that they are currently paying, a history lesson of how the District became the organization it is today, how highly utilized the facility is and protecting the investment of what the District has and looking for opportunities in the future. Mayor Arave added that it should be made clear that this is a long-term plan and looking to implement the plan.

After talking through concerns of the next steps, Chairwoman Fillmore directed Mrs. Ward to report back with additional information and the recommended messaging campaign.

118 **COVID-19 UPDATE AND DISCUSSION**

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Mr. Miller remarked that with the Governor's public health order, the biggest change and concern is enforcing customers to wear masks when not exercising. Mr. Miller reported that he continues to consult with the Health Department on activities and programs the District holds.

124 **CARES ACT FUNDS AGREEMENTS AND UPDATE**

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Mr. Miller reported that he has received the agreements from North Salt Lake and West Bountiful on Cares Act Funding. Chairwoman Fillmore reported that she had dropped the agreement off from Centerville City.

130 **EXECUTIVE DIRECTOR REPORT**

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Mr. Miller reported that Spook-tacular will be held as a drive-thru event on October 24th, with a later showing of a movie geared towards teens and older. Mr. Miller continued that staff was creating a short promotional video highlighting the facility and activities. Mr. Miller also reported that ideas were being thought to promote upcoming membership sales. Mr. Miller informed the Board that the boiler part has been replaced in the Leisure Pool.

138 **NEXT SCHEDULED BOARD MEETING**

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The next Board meeting will be on November 16th, 2020 at 5:30 p.m.

Meeting adjourned at 3:48 p.m. on a motion made by Mayor Earnshaw.