

South Davis Recreation District Administrative Control Board Meeting

December 17, 2018, at 3:30 p.m.
at the South Davis Recreation Center

Attendance: **Board Members**

Mayor Len Arave, North Salt Lake
Mayor Rick Earnshaw, Woods Cross
Mayor Randy Lewis, Bountiful
Marti Money, County Representative
Mayor Ken Romney, West Bountiful
Councilmember Tami Fillmore, Centerville
Nate Pugsley, County Representative ****arrived at 3:43 p.m.*
Commissioner Bret Millburn, Davis County ****arrive at 4:12 p.m.*

Others:

Tif Miller, Executive Director
Jayme Blakesley, Hayes, Godfrey & Bell Attorney
Tyson Beck, District Clerk
Galen Rasmussen, District Treasurer
Scott McDonald, Aquatics & Fitness Director
Cory Haddock, Recreation & Ice Director
Lizie Allen, Aquatics Programs Manager
Haley Turner, Recreation Coordinator
Heidi Kearsley, Customer Service Manager
Tom Lund, Facility Maintenance Supervisor
Mary Gadd, Office Manager
Gary Hill, Bountiful City Manager
Ron Mortensen, Bountiful Resident
Brent Tippets, VCBO Architecture
Nate Lovett, VCBO Architecture

WELCOME

Board Chair Money opened the meeting at 3:37 p.m.

CITIZEN MATTERS

Dr. Ron Mortensen commented that as a citizen of Bountiful he'd like to see the ice ribbon but expressed his concern that it may be an inappropriate use of the subsidy the District receives from tax payers and use it to help operate and repair the proposed ice ribbon, an asset not owned by the District. Dr. Mortensen encouraged Board Members to vote no on the interlocal agreement for the ice ribbon.

APPROVAL OF MINUTES FOR NOVEMBER 19, 2018

Board Chair Money asked for clarification in line 70; changing it to “Ms. Gadd answered it is for a web-based scheduling system and Mr. McDonald added that the \$900 expenditure is the annual cost for the service.”

Corrected Minutes of the Administrative Control Board meeting held on November 19, 2018 was approved on a motion made by Mayor Earnshaw and seconded by Councilmember Fillmore. Board Members Arave, Earnshaw, Lewis, Money, Romney and Fillmore voted “aye.”

APPROVAL OF EXPENDITURES FOR NOVEMBER 2018

Councilmember Fillmore noted that thus far in 2018 the Ice Rink is running at a loss whereas the Pools and Recreation are running at a gain. Mr. Miller replied that the Ice Rink will have more revenue come in the next month and there were some large expenditures to replace two boilers.

****Nate Pugsley arrived at 3:43 p.m.****

Board Chair Money remarked that she attended Spook-tacular for the first time and it is a tradition in the community and well attended. Board Chair Money asked Mr. Miller to review the revenue and expenditures for the event. Mr. Miller pointed out the expense to South Davis Sewer District, in the amount of \$11,541.12, is double the amount than the previous year. Mr. Miller has reached out to the Sewer District to find some savings for next year.

Total expenditures of \$390,435.50 for the period of November 1, 2018 to November 30, 2018 were approved on a motion made by Mayor Romney and seconded by Mayor Earnshaw. Board Members Arave, Earnshaw, Lewis, Money, Romney, Fillmore and Pugsley voted “aye.”

FINANCIAL STATEMENT REVIEW

No comment.

VCBO PRESENTATION ON MASTER PLAN PROCESS OUTLINE AND PUBLIC ENGAGEMENT

Brent Tippetts and Nathan Lovett provided a draft of a Master Plan Outline and a household questionnaire with the Board Members. Mr. Tippetts briefly went over the outline and asked the Board Members to review the questionnaire and provide any input to Mr. Miller by the beginning of January. Board Members expressed several areas of concern with the questions on the current draft of the questionnaire and offered their additions that they’d like to see put into the questionnaire. Board Members discussed the methods distributing the questionnaire and the collection of the answers from the public.

****Commissioner Bret Millburn arrived at 4:12 p.m.****

Board Chair Money asked who was going to help in this process and if some work session level details was necessary. Mr. Tippetts encouraged the Board to form a steering committee of about 7-8 people, composed from District staff, representative from the Board and the public.

Mayor Lewis made a motion to appoint two Board Members, Mayor Arave and Mayor Earnshaw, to the steering committee. Councilmember Fillmore suggested increasing the number to three Board Members, and adding Nate Pugsley to the committee. Mayor Lewis amended his motion to include Mr. Pugsley and the motion was seconded by Councilmember Fillmore. Board Chair Money asked Mr. Pugsley if he could represent both as a patron perspective and a Board Member. Mr. Pugsley disclosed that he has a vested interest in each community in the District as his business actively develops in each city, except for West Bountiful. Board Members Arave, Earnshaw, Lewis, Money, Romney, Fillmore, Pugsley and Millburn voted “aye.”

RESOLUTION 2018-07 – APPROVAL OF 2018 PERSONNEL POLICY MANUAL UPDATE

Mr. Miller reported to the Board that for the updated changes he looked at many aspects such as vacation days and a cell phone stipend. Mr. Miller asked if Board Members had any questions regarding the updates.

Mayor Earnshaw made a motion to approve Resolution 2018-07, amending the Personnel Policy and Procedures Manual of the South Davis Recreation District, and was seconded by Mayor Lewis. A roll call vote was held with Board Members Arave, Earnshaw, Lewis, Money, Romney, Fillmore, Pugsley and Millburn voted “aye.”

DISCUSSION AND VOTE ON ICE RIBBON INTERLOCAL AGREEMENT

Board Chair Money invited Gary Hill, Bountiful City Manager, to review the changes that were made by the City Council. Mr. Hill informed the Board that the City Council agreed to increase the available funds to 2.27 million towards the construction to allow for an increase in the square footage of the Ice Ribbon. Mayor Arave posed the question of is the District better off with building something themselves at the current facility versus partnering with another entity. Commissioner Millburn inquired if there was a charge for admission during the winter and Mr. Hill answered there would be. Mayor Arave mentioned the agreement states an appointed City Representative and a District Representative and inquired what the responsibilities were of those representatives. Mr. Hill answered that it is to serve as the point the contact.

Councilmember Fillmore asked what the expected revenue and expenditures are projected as. Mr. Miller responded that \$62,000 in revenue and \$50,000 in expenses was budgeted. Councilmember Fillmore noted those figures were projected with the smaller size ribbon and the possibly the larger ribbon might increase the some expenses in utilities and maintenance costs. Mr. Miller replied that the lighting around the ribbon is Bountiful City expense. Councilmember Fillmore stated that to move beyond the boundaries of what was decided for the tax payer funds that she would like to be assured that the ribbon would be at least

revenue neutral. Mayor Earnshaw added that he remembers during the original open house for the District that tax payers were aware that the District could expand in the future to meet the needs of the communities. Mr. Pugsley commented that the idea of funding an expansion of the existing ice rink would be costly compared to being gifted an ice ribbon from Bountiful City. Board Chair Money stated that the ice ribbon is an expansion within a safe arena with a group known to the District. Commissioner Millburn commented that he'd like to think bigger and that the proposal maybe doesn't serve as many with the dollars as they could. Board Chair Money added that without the data from a Master Plan that the Board must decide to either move forward or let this opportunity pass by.

A discussion was had regarding the design of controlling access during both the winter and the cement pad during the summer. Councilmember Fillmore added that the District should have a stronger handle on saving for the capital needs of the current facility before committing to future needs. Councilmember Fillmore requested that a vote on the Interlocal Agreement be delayed until after the Budget discussion.

Mayor Arave made a motion to approve the Interlocal Cooperation Agreement with Bountiful City and the South Davis Recreation District for the Construction, Operation and Maintenances of an Ice Ribbon/Trail at the Bountiful Downtown Plaza and was seconded by Mayor Earnshaw. A roll vote was held with Board Members Pugsley, Arave, Romney, Earnshaw, Lewis and Money voting "aye." Board Members Fillmore and Millburn voted "nay."

PUBLIC HEARING FOR AMENDING FY2018 SOUTH DAVIS RECREATION DISTRICT BUDGET

The FY 2018 Budget did not require to be re-opened for amendments.

PUBLIC HEARING FOR FY2019 SOUTH DAVIS RECREATION DISTRICT BUDGET

Mr. Miller reported that no additional written comments were received. Board Chair Money asked if there were any other public comments. Dr. Mortensen commented that he hopes the Budget has a specific line item for the preventative maintenance plan that the staff working on, that the tax payer subsidy be used for preventative maintenance at the current facility before it is diverted away elsewhere and requested that the ice ribbon have a separate line item in the budget for revenue and expenditures. Mr. Miller noted that the ribbon can be separated out into separate line items. Dr. Mortensen inquired if a facility membership would allow for entry to the ice ribbon, if the public ice time is reduced. Mayor Earnshaw offered that he felt that memberships should be honored. Board Chair Money thanked Dr. Mortensen for his comments.

Board Chair Money asked for a vote to close the public hearing at 4:54 p.m. Board Members Arave, Earnshaw, Lewis, Money, Romney, Fillmore, Pugsley and Millburn voted "aye."

DISCUSSION AND REVIEW OF TENTATIVE FY 2019 BUDGET – RESOLUTION 2018-08 ADOPTING FY 2019 FINAL BUDGET

Councilmember Fillmore pointed out that essentially the District has a goal target amount of 2.5 million for Reserve for Repair & Replacement and an upcoming 10-year Capital expense plan of 3.289 million, for an approximate 5.8 million for Capital expense needs. Mr. Beck confirmed that is correct, if the Board wanted to use the reserve for that. Councilmember Fillmore asked for clarification regarding the correlation between contribution to the reserve for repair & replacement and the 2019 Budget deficit. Mr. Miller suggested that with the Budget surplus projected for 2018 that more of that amount will be put into Reserve for Repair & Replacement.

Mayor Arave asked what the \$635,000 was for in the Capital Expenditures. Mr. Miller answered it was to replace the toy structure in the Leisure Pool, updating flooring in the facility, replacing treadmills and installing access control on side doors.

Mayor Romney mentioned after seeing the location where the additional three full-time employees are at that he'd like to see what amount that recreation programs, such as Jr. Jazz, soccer and flag football are subsidized. Mayor Romney continued that he would like to see more money and resources spent on upkeep of the facility that he believes isn't currently funded. Mayor Arave inquired what items the 3.28 million in the upcoming 10 year Capital expense is funding. Mr. Miller replied things like office furniture, building, machinery and recreation equipment. Mayor Arave added that three employees are hard to approve and he would be willing to approve one. Mr. Miller acknowledged that the large increase is sticker shock but that the positions are needed and are necessary to the future of the facility. Councilmember Fillmore agreed that adding all three at once is a big leap but could be convinced on adding the other employees once information from the Master Plan has been reported. Board Chair Money asked how that will address the needs of today. Councilmember Fillmore said she would be willing in 2019 to continue and revisit the increase in employees. Mayor Romney added they could always amend the Budget.

Mayor Romney made a motion to approve Resolution No. 2018-08, with an amendment of reducing the proposed additional three full-time employees in Swimming Pools Salaries – Permanent Employees down to only one additional full-time employee, adopting a 2019 Calendar Year Budget, and was seconded by Mr. Pugsley. A roll call vote was held with Board Members Arave, Earnshaw, Lewis, Money, Romney, Fillmore, Pugsley and Millburn voted “aye.”

OR

Councilmember Fillmore brought up that on the Cash & Investment sheet that the Reserve for Repair & Replacement goal target amount of 2.5 million and the Projected capital expense for the upcoming 10 years is 3.28 million, for a total of 5.8 million for capital expense needs. Mr. Beck answered yes if the District were to use the reserve for that. Councilmember Fillmore continued that the District is only currently \$330,000 short and asked if the target was set with a certain date. Mr. Beck answered that there was no time frame set. Councilmember Fillmore asked if the \$374,738 shortfall in the project 2019 Budget includes the amounts of

\$135,000 in Swimming Pools and \$23,000 in Ice Rink expenses for “Contr To Repair/Rcplc Rsrv.” Councilmember Fillmore continued that with all the District income, all revenue sources and all the expenses that the District would save \$0 towards the Reserve for Repair & Replacement and still have the shortfall of \$374,738 in the budget. Mr. Miller answered that he didn’t believe that was correct and referenced that the projected remaining money at the end of the year that he suggested that more of that would be put towards the Reserve for Repair & Replacement.

Mayor Arave asked what the \$635,000 in Capital Expenses were for. Mr. Miller answered it was to replace the toy structure in the Leisure Pool, updating flooring, replacing treadmills and access control on side doors.

Mayor Romney commented that he would like to see a more in-depth evaluation of the recreation programs and how much each is subsidized and would like to see more resources spent on upkeep of the building. Mr. Miller understand the concerns Board Members have and he does feel the additional three full-time employees is warranted for the future of the facility.

Mayor Romney made a motion to approve Resolution No. 2018-08, with an amendment of reducing the proposed additional three full-time employees in Swimming Pools Salaries – Permanent Employees down to only one additional full-time employee, adopting a 2019 Calendar Year Budget, and was seconded by Mr. Pugsley. A roll call vote was held with Board Members Arave, Earnshaw, Lewis, Money, Romney, Fillmore, Pugsley and Millburn voted “aye.”

OR

Councilmember Fillmore asked questions regarding the Cash & Investment sheet, Reserve for Repair & Replacement and the 10-year projected Capital Expense Plan. Mr. Miller detailed some of the expenses in the 2019 Capital expenditures. Board Members and District staff discussed the addition of three full-time employees in Swimming Pools – Salaries Permanent.

Mayor Romney made a motion to approve Resolution No. 2018-08, with an amendment of reducing the proposed additional three full-time employees in Swimming Pools Salaries – Permanent Employees down to only one additional full-time employee, adopting a 2019 Calendar Year Budget, and was seconded by Mr. Pugsley. A roll call vote was held with Board Members Arave, Earnshaw, Lewis, Money, Romney, Fillmore, Pugsley and Millburn voted “aye.”

Mrs. Kearsley commented that without the addition of the employees that their work they are unable to complete in their allotted schedule falls upon the other full-time staff to complete. Mr. Pugsley commented that the economy is due for a recession that to put a little strain on employees now saves the District from having to lay-off an employee later.

Mayor Romney made a motion to set a public hearing for updating fee schedule on Monday, January 14th, 2019 at 6:00 p.m. and was seconded by Mayor Arave. Board Members Arave, Earnshaw, Lewis, Money, Romney, Fillmore, Pugsley and Millburn voted “aye.”

ADOPT BOARD ANNUAL MEETING SCHEDULE FOR 2019 CALENDAR YEAR

Mr. Miller presented a Board Meeting schedule for the 2019 calendar year. Schedule will be the third Monday of every month, except in January and February where it will be the second Monday of the month.

Mayor Romney made a motion to approve the Board Meeting schedule, seconded by Mayor Arave.

EXECUTIVE DIRECTOR REPORT

No discussion.

MEMBERSHIP REPORT

No discussion.

OTHER MATTERS

Next Board meeting will be January 14, 2019 at 5:00 p.m..

Meeting adjourned at 5:28 p.m. on a motion made by Mayor Romney and seconded by Mayor Earnshaw. Board Members Arave, Earnshaw, Lewis, Money, Romney, Fillmore, Pugsley and Millburn voted “aye.”