

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

3 March 30, 2020, at 3:00 p.m.
4 at the Recreation Center
5

6 **Meeting was held electronically through Zoom.**
7

8 **Board Members:**

9 Councilmember Tami Fillmore, Centerville City
10 Mayor Len Arave, North Salt Lake
11 Mayor Rick Earnshaw, Woods Cross
12 Todd Meyers, County Representative
13 Marti Money, County Representative
14 Bret Millburn, County Representative
15 Mayor Ken Romney, West Bountiful
16 Mayor Randy Lewis, Bountiful ****arrived at 3:16 p.m.****
17

18 **Others:**

19 Jayme Blakesley, District Attorney
20 Tif Miller, Executive Director
21 Mary Gadd, Office Manager
22 Scott McDonald, Aquatics & Fitness Director
23 Tom Lund, Maintenance Supervisor
24 Tyson Beck, District Clerk
25 Heidi Kearsley, Customer Service Manager
26 Christi Sturgeon, Skating Professional
27 Stephanie Knighton, Utah Figure Skating Club President
28 Galen Rasmussen, District Treasurer
29 Tyson Beck, District Clerk
30 Haley Turner, Recreation Manager
31 Lizie Allen, Aquatics Program Manager
32 Kathleen Steadman, Aquatic Operations Manager
33 Layne Jenkins, Recreation Manager
34 McKay King, Head Swim Coach
35 Wendy Jones, Fitness Coordinator
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37

38 **WELCOME**

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40 Chairwoman Fillmore opened the meeting at 3:02 p.m.
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42 **CITIZEN COMMENTS**
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44 Mrs. Knighton read a portion of an email she sent to Cory Haddock. Mrs. Knighton
45 informed the Board that the Weber County Ice Sheet, while closed to the public, was allowing
46 their skating coaches to teach by appointment, with a maximum of 10 on the sheet, coaches
47 escort their students in and out of the rink while parents wait in their vehicle and that no one with
48 signs of illness be allowed in. Mrs. Knighton respectfully asked the Board to consider a similar
49 arrangement and offered that skating coaches are willing to clean and sanitize the areas that are

50 used.

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52 **COVID-19 DISCUSSION RELATED TO DISTRICT, CLOSURE UPDATE**

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54 Mr. Miller gave an update that during the last two weeks full-time staff have been
55 working on-site and remotely at home. Part-time staff have been in the facility cleaning, dusting,
56 sanitizing, painting, organizing and fixing up equipment in limited numbers. Mr. Miller reported
57 that there was little damage from the earthquake. Mr. Miller asked to pay the full-time staff with
58 no penalties to paid leave, for the pay period of March 15th through March 28th, because of
59 challenges created by the situation.

60

61 Mr. Miller reported that for the time period of March 17th to March 30th of 2019 that part-
62 time employees were paid for 4,500 hours, for approximately \$52,000 in wages. The same period
63 of March 15th to March 28th of 2020 the part-time employees worked only 1,000 hours. Mr.
64 Miller also presented a plan that starting April 1st that full-time employees would be paid with a
65 combination of comp time, sick leave, additional emergency sick leave and paid administrative
66 leave to keep people with full pay through the month of April. Part-time staff that are utilized for
67 tasks and projects through the shut-down would continue to work, unless the Board decides
68 otherwise, and anyone not working after April 1st would not be compensated. Mr. Miller also
69 requested a retention bonus for part-time staff for returning to work once the facility re-opens
70 because the length of the closure is unknow and management is concerned of losing a lot of the
71 employees.

72

73 ***Mayor Randy Lewis arrived***

74

75 Mr. Blakesly explained that the April 1st date was chosen as a conjunction with the
76 Family First Coronavirus Response Act (FFCRA) and reported on what the benefits are for
77 employees with the Family First Coronavirus Response Act that become available on April 1st.
78 Mr. Earnshaw inquired if there was enough work that could be done to support full wages and
79 benefits to the full-time employees. Mr. Miller replied that there is plenty of work but that he
80 meant that if for whatever reason that a full-time employee does not get 40 hours they would still
81 get paid for a full week. Mr. Miller added that there was also an option that full-time employees
82 exhaust their compensatory time before being provided paid administrative leave. Mr. Miller
83 explained the differences between his proposal and the FFCRA benefits and then fielded
84 questions from the Board.

85

86 Chairwoman Fillmore requested to withhold a decision until the rest of the agenda items
87 are discussed since they are related.

88

89 **VOTE ON REOPENING DATE**

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91 Mr. Miller reported that the drop-dead date, for recreation sport programs that were
92 postponed, would be May 4th to start the program but that a decision must be made no later than
93 April 13th. Mr. Miller reported there are two upcoming races, one on April 25th and another on
94 May 9th that would need to be decided upon.

95

96 **DISCUSSION ON PROJECTS DURING CLOSURE**

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98 Mr. Miller reviewed items on the Capital improvements for 2020, reported on the items
99 that staff has already started working on and inquired if the Board had any priorities on the items.

100 Mayor Lewis commented that the closure presented a unique opportunity to complete projects
101 with minimal impact to the patrons. Chairwoman Fillmore inquired what items would be able to
102 be completed fast enough, be completed with not too great of cost and what items would be a
103 higher cost but would be best accomplished with no one in the building. Mr. Miller replied that
104 painting is the best project to be done with no one in the facility.
105

106 Chairwoman Fillmore opened a discussion on what other Board Members thought would
107 be a good direction to give to the Executive Director on an amount to spend on Capital
108 Improvements with another meeting where the financial situation could be reviewed. Mr.
109 Blakesly said if Mr. Miller has already been approved to make the Capital improvements but the
110 Board could do a motion vote to give the express authority to make the improvements during this
111 time. Concerns were raised on putting a limit on the projects, how quickly the improvements
112 could be completed from the procurement process and that the facility restrooms need updating.
113 Chairwoman Fillmore directed Mr. Miller to move forward with the improvements that would be
114 easiest to take care with another meeting to review the financial situation of the District.
115

116 Chairwoman Fillmore moved back to discussing to the facility closure and program
117 cancellations. Mayor Romney made a motion to close the facility until further notice and was
118 seconded by Mayor Arave. Mrs. Money asked to include cancellation of sport programming and
119 special uses of specific groups. A roll call vote was held with Board Members Lewis, Fillmore,
120 Meyers, Money, Millburn, Arave, Romney and Earnshaw voted “aye.”
121

122 Chairwoman Fillmore moved the discussion back compensation for employees. Mayor
123 Earnshaw made a motion to approve paying full-time employees through the end of May and
124 allow Mr. Miller to use part-time employees as needed to complete projects and revisit at the end
125 of May. Mrs. Money seconded Mayor Earnshaw’s motion. Board Members discussed several
126 issues regarding the motion. Many of the Mayors had to leave for another meeting and a roll call
127 vote was held and Board Members Arave, Romney, Fillmore, Meyers and Millburn voted “nay.”
128 Board Members Earnshaw, Lewis and Money voted “aye.”
129

130 With no further motion being made any further vote was tabled for another meeting, the
131 date of which would be decided in the coming days.
132

133 **NEXT BOARD MEETING**

134
135 The next regularly scheduled meeting will be April 20, 2020.

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137 Meeting adjourned at 4:02 p.m. on a motion made by Mr. Millburn.