

South Davis Recreation District Administrative Control Board Meeting

November 19, 2018, at 6:30 p.m.
at the South Davis Recreation Center

Attendance: **Board Members**

Commissioner Bret Millburn, Davis County
Mayor Randy Lewis, Bountiful
Mayor Rick Earnshaw, Woods Cross ****departed at 6:46 p.m.****
Mayor Len Arave, North Salt Lake
Mayor Ken Romney, West Bountiful
Marti Money, Davis County Representative
Councilmember Tami Fillmore, Centerville
Nate Pugsley, Davis County Representative

Others:

Tif Miller, Executive Director
Jayme Blakesley, Hayes, Godfrey & Bell Attorney
Tyson Beck, Board Clerk
Galen Rasmussen, Board Treasurer
Scott McDonald, Aquatics & Fitness Director
Cory Haddock, Recreation & Ice Director
Lizie Allen, Aquatics Programs Manager
Kathleen Steadman, Aquatics Operations Manager
Heidi Kearsley, Customer Service Manager
Tom Lund, Facility Maintenance Supervisor
Mary Gadd, Office Manager
McKay King, SDRC Staff
Gary Hill, Bountiful City Manager
Ron Mortensen, Bountiful Resident
Darrell Child, Olympus Insurance

WELCOME

Board Chair Money opened the meeting at 6:33 p.m.

CITIZEN MATTERS

No comments.

GENERAL LIABILITY, PROPERTY INSURANCE AND WORKMAN'S COMPENSATION

Darrell Child, representing Olympus Insurance, presented an annual review of the District's insurance program. Mr. Child explained that the coming year is a continuation of a plan

that was adopted after a full vetting of the market and the carrier agreed to a 3-year rate assurance. Mr. Child gave a summation of property, liability and all the related coverage that go into the essential insurance plan.

****Mayor Earnshaw excused himself from the meeting****

A motion to accept the quotes for insurance provided from Olympus Insurance was approved on a motion made by Mayor Arave and seconded by Commissioner Millburn. Board Members Millburn, Lewis, Arave, Romney, Money, Fillmore and Pugsley voted “aye.”

MINUTES OF OCTOBER 22, 2018 BOARD MEETING

Board Chair Money requested “Fillmore” be added to line 178, so it reads as “Councilmember Fillmore made a motion to approve purchasing upright bikes...”

Corrected Minutes of the Administrative Control Board meeting held on October 22, 2018 was approved on a motion made by Mayor Lewis and seconded by Commissioner Millburn. Board Members Millburn, Lewis, Arave, Romney, Money, Fillmore and Pugsley voted “aye.”

APPROVAL OF EXPENDITURES FOR OCTOBER 2018

Commissioner Millburn asked how utilities were tracking and Mr. Miller said they are projecting to be under budget. Board Chair Money and Mayor Arave inquired what the time clock expense to Whentowork, Inc. was for. 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.

Total expenditures of \$375,611.16 for the period of October 1, 2018 to October 31, 2018 were approved on a motion made by Mayor Arave and seconded by Commissioner Millburn. Board Members Millburn, Lewis, Arave, Romney, Money, Fillmore and Pugsley voted “aye.”

FINANCIAL STATEMENT REVIEW

No comments.

OPEN PUBLIC HEARING FOR FY2019 SOUTH DAVIS RECREATION DISTRICT TENTATIVE BUDGET

Commissioner Millburn made a motion to move to a public hearing at 7:01 p.m. and was seconded by Mayor Arave. Board Members Millburn, Lewis, Arave, Romney, Money, Fillmore and Pugsley voted “aye.”

Board Chair Money asked for any comments. Dr. Ron Mortensen encouraged having plenty of funds allocated to preventative maintenance to ensure the facility a long lifespan.

DISCUSSION OF 2019 PROPOSED BUDGET

Mr. Miller informed Board Members that the formula used for salaries was slightly off, interest rates for medical insurance came in lower than originally projected and compensation for Board Members was added. Mr. Pugsley inquired why a budget would be prepared showing a loss. Mr. Miller explained that operating costs shows in the black and only shows a loss when the Capital Budget is included. Board Members discussed depreciation expense, cash position and the bond.

Mr. Miller informed the Board that some budget line items, in the past, have been divided amongst the three main departments. Mr. Miller has moved them to Maintenance as they are related to the building instead of specific departments. Board Chair Money inquired if ground maintenance for the proposed ice ribbon is delineated in the Budget. Commissioner Millburn asked if the ice ribbon is included in the Budget. Mr. Miller answered that the ribbon is included but that most of what is budgeted wouldn't include ground maintenance. Board Chair Money asked where the Zamboni would be budgeted, and Mr. Miller answered from Capital expenditures. Councilmember Fillmore suggested the ice ribbon be separate to allow the Board to clearly see its Budget. Mayor Arave expressed that he likes to see the maintenance costs allocated to each department to see if those functions are cost efficient.

Councilmember Fillmore noted that the daycare runs at a loss and asked if an analysis has ever been done evaluating the numbers of those using it and what the loss of those memberships would be. Councilmember Fillmore inquired about the \$9,000 increase in Snack Bar Sales in Swimming Pool Revenues. Mr. Miller answered that prices would be increasing and adding a shaved ice machine. Councilmember Fillmore asked for a discussion for the increase in Salaries – Perm Employees in Swimming Pool Expenses and asked if there is an increase in revenue for the positions. Mr. Miller replied that the positions - Race Coordinator, Fitness Coordinator and Swim Team Head Coach - are all part-time employees that would move to full-time status. Board Members had a discussion regarding the Race Coordinator position. Board Chair Money acknowledged that the District has been running lean on maintenance and personnel and investing in these positions would be a benefit.

The Board directed Mr. Miller to review possible revenue opportunities, provide a brief explanation as to why to each staffing category is increasing and a preventative maintenance plan.

RECOMMENDATION AND APPROVAL OF MASTER PLAN CONSULTANT PROPOSAL

Mr. Miller reported that he received two bids; one from VCBO and one from MGB+A. A committee, consisting of Mr. Miller, Scott McDonald, Gary Hill and Tyson Beck, rated and scored the services provided and the cost of the proposal. Both bids were less than the suggested amounts with a \$4,000 difference between each other and one bid scored 1.1 points higher than the other. Mr. Miller said the project could be put back out for proposals if two was not enough but that both firms would serve the District well. Commissioner Millburn asked how long the RFP was out. Mr. Miller answered it was out just over two weeks and that he answered questions

from about 6-8 firms, with one firm stating they didn't have the time to submit a proposal. Councilmember Fillmore asked if any firms were invited from referrals. Mr. Miller confirmed multiple firms were invited to bid.

Mr. Miller said the committee saw positives and negatives from each firm and felt both firms have good experience. VCBO has more experience that is recreation focused. Mayor Romney asked if all members of the committee picked the same firm. Mr. Miller said three members picked the same firm and the fourth member had the firms tied. Commissioner Millburn asked if there is a recommendation of a firm. Each committee member gave brief comments about each bid and their history with each firm.

Commissioner Millburn said he was ready to make a motion. Mr. Miller said that he had a resolution, but it didn't include the firm name specifically. Mr. Blakesly commented that he had been modifying the resolution during the discussion process. Mr. Blakesly read the resolution to the Board Members.

Commissioner Millburn made a motion to approve Resolution 2018-06, approving a Master Plan Consultant to VCBO, and was seconded by Mr. Pugsley. A roll call vote was held and Board Members Millburn, Lewis, Arave, Romney, Money, Fillmore and Pugsley voted "aye."

VOTE ON CAPITAL PURCHASE OF LED LIGHTS FROM CONSERVE-A-WATT

Mr. Miller mentioned that based off past proposals received that Conserve-A-Watt is significantly lower. Mr. Miller said the initial cost is \$120,000 but savings are estimated to be \$40,000 each year for the next approximately four years.

Mayor Romney made a motion to award LED lighting to Conserve-A-Watt and was seconded by Commissioner Millburn. A roll call vote was held and Board Members Millburn, Lewis, Arave, Romney, Money, Fillmore and Pugsley voted "aye."

RESOLUTION AND APPROVAL OF PERSONNEL POLICY MANUAL UPDATE

Due to time constraints this agenda item was tabled to another meeting.

SET PUBLIC HEARING TO AMEND FY2018 BUDGET AT DECEMBER BOARD MEETING

Mayor Romney made a motion to set a public hearing amending the fiscal year 2018 Budget on Monday, December 17th, 2018 at 4:00 p.m. and was seconded by Commissioner Millburn. Board Members Money, Earnshaw, Lewis, Fillmore and Pugsley voted "aye."

REPORT ON FACILITY EVENTS

No comments.

EXECUTIVE DIRECTOR REPORT

Mr. Miller reported to the Board that the District is advertising for several part-time positions.

OTHER MATTERS

Next Board meeting will be December 17, 2018.

Meeting adjourned at 8:28 p.m. on a motion made by Commissioner Millburn and seconded by Mayor Romney. Board Members Money, Earnshaw, Lewis, Fillmore and Pugsley voted “aye.”