

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

3 November 18, 2019 at 5:30 p.m.  
4 At the South Davis Recreation Center  
5

6 Attendance: **Board Members**

7 Bret Milburn, Davis County Representative  
8 Councilmember Tami Fillmore, Centerville  
9 Mayor Len Arave, North Salt Lake  
10 Todd Meyers, Davis County Representative  
11 Mayor Rick Earnshaw, Woods Cross  
12 Mayor Randy Lewis, Bountiful  
13 Mayor Ken Romney, West Bountiful  
14

15 Others:

16 Jayme Blakely, District Attorney  
17 Tif Miller, Executive Director  
18 Lizie Allen, Aquatics Program Manager  
19 Kathleen Steadman, Aquatics Operations Manager  
20 Scott McDonald, Aquatics & Fitness Director  
21 Mary Gadd, Office Manager  
22 Tom Lund, Maintenance Supervisor  
23 Wendy Jones, Fitness Coordinator  
24 Tyson Beck, District Clerk  
25 Ron Mortensen, Bountiful Resident  
26 Lorene Kamalu, Davis County Commissioner  
27 Heidi Kearsley, Customer Service Manager  
28 Haley Turner, Recreation Program Specialist  
29 Michael Glissmeyer, Bountiful Resident

30 *A facility walk-through was held before the meeting.*  
31

32 **WELCOME**

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34 Board Chairman Romney opened the meeting at 5:34 p.m.  
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36 **CITIZEN MATTERS**

37  
38 Dr. Ron Mortensen inquired on two expenditures: Jackson Ultimate Skates for  
39 \$16,400.06 and Utah Swimming for \$7,660.00. Mr. Miller replied the skates are for the Ice  
40 Ribbon and Mr. McDonald explained that the District acts as a pass through by collecting the  
41 money from the swimmers and then issuing a check for their registrations.  
42

43 Councilmember Fillmore asked what the District had available for users to make  
44 comments on the facility and programs. Mr. Miller said there is a comment box at the front desk  
45 and comments are received through social media. Councilmember Fillmore suggested that a spot  
46 to accept comments be added to the Districts website.  
47

48 **APPROVAL OF MINUTES FOR OCTOBER 21st, 2019**  
49

50 Minutes of the Administrative Control Board meeting held on October 21, 2019, was  
51 approved on a motion made by Mayor Lewis and was seconded by Mr. Millburn. Board  
52 Members Millburn, Fillmore, Arave, Meyers, Earnshaw, Lewis and Romney voted “aye.”  
53

54 **REVIEW AND APPROVAL OF EXPENDITURES/FINANCIAL STATEMENT**  
55 **REVIEW FOR OCTOBER 2019**  
56

57 Mr. Miller reported on the following expenditures: Tile & Grout Restoration, in the  
58 amount of \$2,640.00, for the men’s shower floor during the closure. City Glass & Construction,  
59 in the amount of \$605.00, for plywood sheets for enclosing the front door after the accident. JMS  
60 Industries, in the amount of \$4,630.00, to replace the mechanism for lowering and raising the  
61 basketball hoops in the Multi-Purpose Gym. Finn-Wall Specialties, in the amount of \$10,865.00,  
62 to replace the flooring in the pool party room.  
63

64 Total expenditures of \$391,495.65 for the period of October 1, 2019 to October 31, 2019  
65 was approved on a motion made by Mayor Earnshaw and was seconded by Mayor Arave. Board  
66 Members Millburn, Fillmore, Arave, Meyers, Earnshaw, Lewis and Romney voted “aye.”  
67

68 **DISCUSSION ON REPAIR AND REPLACEMENT AND CAPITAL FUNDS**  
69

70 Mr. Miller presented the Board with Resolution 2010-05, a previously approved  
71 resolution. The resolution states that “the Board hereby designates the sum of \$2.5 million and  
72 any additional amounts that may accumulate thereon to be set aside in an account to be used for  
73 enhancement, maintenance and replacement of Recreation Center property.” Mr. Miller stated  
74 that upcoming repairs and replacement that have been discussed would deplete most of that  
75 reserve. Mr. Miller expressed that he would like to see these reserve funds replenished on a  
76 regular basis, such as a percentage of any leftover revenue on an annual basis be moved  
77 specifically into the reserve fund.  
78

79 Mayor Lewis asked Mr. Beck what is considered the best practice. Mr. Beck said it can  
80 go two ways, the Board can use the financial statements as an indicator of the financial health of  
81 the District and leave the funds undesignated, or the Board can be more detailed and designate  
82 certain percentages of the District’s net income into specific reserve funds. Mr. Beck said he has  
83 seen it done many ways and that it would be the preference of the Board. Mayor Arave asked if  
84 the capital plan is funded for 10 years. Mr. Miller answered that some of the discussed repairs  
85 and replacement items are currently in the capital plan and others are not. Mr. Millburn asked if  
86 there was any mechanism to replace the reserve and Mr. Miller answered that the District has the  
87 income, but it is not being specifically designated to the reserve fund.  
88

89 Mayor Earnshaw asked if the reserve is capped at \$2.5 million and Mr. Miller replied it is  
90 just the minimum, but the resolution doesn’t say what happens when these funds are used for  
91 their intended purpose. Councilmember Fillmore added that the District has been saving these  
92 past years knowing the costs would have to outflow and that it would be unreasonable that the  
93 reserve fund would always remain at \$2.5 million when the District would drain it to refresh  
94 things. Mr. Blakely recommended that the decisions to use those funds and how to replenish the  
95 reserve be made at the Board level. Mr. Miller asked if a minimum is necessary or to allow any  
96 leftover revenue to be set aside into the reserve. Councilmember Fillmore believes it is important  
97 to build up to a minimum before spending the funds. Mr. Miller asked if the additional revenue  
98 be kept as it currently is or to label it for specific funds. Mr. Millburn said he would prefer to see  
99 it in specific funds. Chairman Romney added that within the next year the Board will be making

100 decisions on the improvements, what funds will be spent and adjust savings if necessary, for  
101 future needs.

102

103 **PUBLIC HEARING FOR PROPOSED UPDATE FEES AND CHANGES**

104

105 Chairman Romney opened the public hearing at 6:04 p.m. for public comment. Mr. Ron  
106 Mortensen commented that he understood that fees for the Ice Ribbon were to be included in the  
107 membership rates and not be a reduced price for those with memberships. Mr. Miller replied that  
108 membership rates were not calculated to include use of the ice ribbon. Several Board Members  
109 discussed what they recall on whether memberships included the ice ribbon but that it was never  
110 put to a vote.

111

112 Mr. Millburn inquired if the retail items would have a logo on them. Mr. Miller replied  
113 that they are currently planned to be generic. Mr. Millburn asked what was still being evaluated  
114 on the swim team monthly fees. Mr. Miller replied that is a possible increase to be reviewed  
115 later.

116

117 Mayor Arave made a motion to close the public hearing at 6:23 p.m. and was seconded  
118 by Mayor Lewis. Board Members Millburn, Fillmore, Arave, Meyers, Earnshaw, Lewis and  
119 Romney voted “aye.”

120

121 **ACTION ON RESOLUTION 2019-5 ADOPTING NEW FEES AND CHANGES**

122

123 Mayor Earnshaw made a motion to approve Resolution 2019-5, Adopting Fee Changes  
124 for the South Davis Recreation District, and was seconded by Mayor Lewis. A roll call vote was  
125 held and Board Members Millburn, Fillmore, Arave, Meyers, Earnshaw, Lewis and Romney  
126 voted “aye.”

127

128 **PUBLIC HEARING FOR DISCUSSION ON FY2020 BUDGET FOR THE SOUTH**  
129 **DAVIS RECREATION DISTRICT**

130

131 Chairman Romney opened the public hearing at 6:26 p.m. for public comment. Mr. Ron  
132 Mortensen commented that if there is a maintenance problem that it be addressed sooner rather  
133 than later. Mr. Mortensen asked how funding for the preferred additions listed on the capital  
134 budget would be secured. Mr. Arave explained that part of the master plan process will assist in  
135 capturing public input with their demands and how to pay for it. Mr. Mortensen inquired where  
136 the satellite facility would be built. Mr. Arave answered the preferred location is the southwest  
137 quadrant of the District boundaries, but it hasn’t been decided exactly where. Mr. Miller added  
138 the 50-meter lap pool would be proposed at the current facility location.

139

140 Mr. Mortensen asked who was conducting the upcoming survey. Mr. Miller replied that it  
141 is Y2 Analytics. Mr. Mortensen pointed out that Y2 Analytics uses a narrowed list of registered  
142 voters and would survey only a very small portion of the community. Mr. Mortensen asked the  
143 Board to exercise caution in not giving any company an inside track and ensure a fair bid process  
144 on any future projects.

145

146 Commissioner Lorene Kamalu commented after touring the facility herself she could see  
147 that the facility is heavily used and commended staff and Board for providing the facilities for  
148 the needs of the citizens.

149

150 Mayor Lewis made a motion to close the public hearing at 6:36 p.m. and was seconded  
151 by Mr. Millburn. Board Members Millburn, Fillmore, Arave, Meyers, Earnshaw, Lewis and  
152 Romney voted “aye.”

153  
154 **DISCUSSION OF PROPOSED FY2020 BUDGET FOR THE SOUTH DAVIS**  
155 **RECREATION DISTRICT**  
156

157 Mr. Miller inquired where in the budget the Board wants to include the improvements  
158 that the master planning process is identifying, through the Capital Budget or through the  
159 Reserve for Repair & Replacement. Mayor Earnshaw commented he would like to see the  
160 impact to the Capital Budget with these items added. Mr. Miller provided Board Members with a  
161 list of potential future projects under consideration for addition to the Budget that are not  
162 revenue producing projects but are issues or items that should be added or fixed. Mr. Miller  
163 asked which of these items to add to the Capital Budget. Mr. Millburn asked if the items have  
164 been prioritized and Mr. Miller replied that the items are not listed in any order, but the steering  
165 committee has prioritized the projects. Councilmember Fillmore asked if any of the items are in  
166 the 10-year capital plan and Mr. Miller replied they are not. Mayor Arave commented there were  
167 other things the committee discussed, like expanding the cycle room and Mr. Miller replied those  
168 items would be in the second stage of the master plan process.

169  
170 Chairman Romney asked about a potential schedule on the consideration projects. Mr.  
171 Miller answered that they could be listed in the Capital Budget but if the funds are not utilized in  
172 the year then it could be carried forward to the next year. Mayor Earnshaw commented that the  
173 projects should be added into the Capital Budget and a schedule of when each project could be  
174 completed. Mayor Lewis commented to add the projects to the Capital Budget. Mr. Miller  
175 informed the Board that adding these projects to the Capital Budget will increase the proposed  
176 net loss after Capital.

177  
178 **EXECUTIVE DIRECTOR REPORT**  
179

180 Mr. Miller reviewed the event Spook-tacular, and reported that due to the nature of the  
181 event, where some years changes are made, that the expenses in 2019 are higher than other years.  
182 Mr. Miller reported that typically it is a revenue neutral event and it is a great way to bring the  
183 community together and into the facility.

184  
185 *\*\*\*Mayor Lewis left the meeting at 7:06 p.m.\*\*\**  
186

187 Mr. Miller continued that the survey draft is being worked on. Mr. Miller added that the  
188 staff is adding wheelchairs for the public that need some assistance to the pool areas. Mr. Miller  
189 reported that additional benches have been added down at the west exit doors. Mr. Miller added  
190 that after the first customer service committee meeting that staff is working with a gentleman to  
191 improve customer service.

192 Mr. Miller reported that the fire lane is experiencing people blocking the lane and that  
193 cones and signs have been put up to mitigate the problem. Councilmember Fillmore mentioned  
194 that the issue speaks to a need of a pick-up/drop-off lane. Mr. Miller replied that the issue is  
195 when people are waiting for longer than 5 minutes.

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197 **FACILITY EVENTS**  
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199 Mr. Miller reviewed facility events.

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**OTHER MATTERS**

Councilmember Fillmore asked to have updates on negotiations and discussions on the interlocal agreement with Davis School District be kept on the agenda each month.

**NEXT BOARD MEETING**

Next Board meeting will be December 16, 2019 at 3:30 p.m.

Meeting adjourned at 7:13 p.m. on a motion made by Mayor Earnshaw and was seconded by Mr. Millburn.

APPROVED