

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

3 July 20, 2020, at 2:00 p.m.
4

5 Board Members present via Zoom:

6 Mayor Len Arave, North Salt Lake
7 Marti Money, County Representative
8 Mayor Randy Lewis, Bountiful
9 Bret Millburn, County Representative
10 Councilmember Tami Fillmore, Centerville
11 Todd Meyers, County Representative
12 Mayor Ken Romney, West Bountiful ***arrived at 2:21 p.m.*
13

14 Others in attendance:

15 Jayme Blakesly, District Attorney
16 Tif Miller, Executive Director
17 Tyson Beck, District Clerk
18 Mary Gadd, Office Manager
19 Cynthia Ong, Bountiful Resident
20

21 **WELCOME**
22

23 Chairwoman Fillmore opened the meeting at 2:04 p.m. and excused Mayor Earnshaw.
24

25 **CITIZEN COMMENTS**
26

27 Chairwoman Fillmore acknowledge an email received from Dr. Ron Mortensen along
28 with a copy of an advertising flyer for a newly opened gym, EoS in Bountiful City.
29

30 **REVIEW & APPROVAL OF EXPENDITURES/FINANCIAL STATEMENT REVIEW**
31 **FOR JUNE 2020**
32

33 Total expenditures of \$477,117.26 for the period of June 1, 2020 to June 30, 2020 was
34 approved on a motion made by Mayor Arave and was seconded by Mr. Meyers. Board Members
35 Arave, Money, Lewis, Millburn, Fillmore, and Meyers voted “aye.”
36

37 Mr. Miller made mention of the higher amount of tax revenue and interest that was
38 incurred in June of 2019 than the June 2020 financial statement reports.
39

40 **JANITORIAL VENDOR AWARD AND RESOLUTION**
41

42 Mr. Miller reported that the process went through two rounds of evaluations as the first
43 round did not meet the needs required. The second round included more specificity on the
44 monthly cost. Mr. Miller reported that Caliber Cleaning Services scored the highest in cost per
45 month and score third in overall general requirements and recommends that Caliber Cleaning
46 Services be awarded the contract for janitorial services. Mr. Miller noted that the District does
47 have written in the contract that services can be terminated with 30 days’ notice.
48

49 Mr. Millburn asked in references were checked for Caliber and Mr. Miller replied that

50 once it was looking like Caliber would be the top choice that then references were checked. Mr.
51 Millburn asked if the companies bidding had a chance to walk through the building. Mr. Miller
52 stated that to bid on the project companies were required to walk through the building.
53 Chairwoman Fillmore noted that Caliber did not have any facility like a Recreation Center and
54 asked if any other bidders had that experience. Mr. Miller reported that some companies had
55 experience but in scoring the companies their cost put them out of contention or they did not
56 provide proper information that was asked for.

57
58 Mr. Millburn asked for a review of what supplies are provided by the District. Mr. Miller
59 replied the District provides all the public consumables, like paper products and soaps, and
60 machines like floor scrubbers. Caliber would be supplying their own chemicals, cleaning
61 solutions and other cleaning tools.

62
63 Mayor Lewis made a motion to accept Resolution 2020-03 approving an agreement with
64 Caliber Cleaning Services LLC for janitorial services.

65
66 ***Mayor Ken Romney joined the meeting***

67
68 Mrs. Money raised a concern that the agreement states “The term of this agreement shall
69 be for three (5) years,” and Mr. Miller replied that it should state five years and that will be fixed
70 and clarified that there is still the 30 day termination notice.

71
72 Mayor Arave seconded the motion. A roll call vote was held and Board Members Arave,
73 Money, Lewis, Millburn, Fillmore, Meyers, and Romney voted “aye.”

74
75 **PROJECT DESIGN VENDOR DISCUSSION AND SELECTION**

76
77 Mr. Miller reported that he reached out to architectural firms and received 2 quotes, one
78 from VCBO and the other from Sparano + Mooney. Mr. Miller noted that the leisure pool roof
79 project was removed because it is a separate RFP. Mr. Miller reported that VCBO quoted a price
80 of \$38,900.00, while Sparano + Mooney quoted \$75,750.00.

81
82 Mayor Romney asked if VCBO’s quote includes overseeing construction and providing
83 plans. Mr. Miller replied that managing the construction is not included. Chairwoman Fillmore
84 asked what direction the firms were given about the locker rooms/toilet rooms when in a
85 previous discussion any changes to the locker rooms were being stopped for the time being. Mr.
86 Miller replied that the locker rooms/toilet rooms VCBO is referring to is only for the second
87 floor and not the locker rooms. Chairwoman Fillmore inquired if there was any concern that any
88 future major construction would affect these newly improved areas. Mr. Miller stated he didn’t
89 believe there would be any effect. Mayor Arave asked if these items are critical and Mr. Miller
90 replied that community feedback on some is high.

91
92 Chairwoman Fillmore wondered if design renderings could be seen before giving
93 approval. Mayor Romney asked if these improvements were keeping in line with an earlier idea
94 of changing the entry of the facility. Mr. Miller replied that these would be discussed and
95 addressed in the design process.

96
97 Mayor Romney made a motion to approve Resolution 2020-04 approving an
98 agreement with VCBO for design build services. Mrs. Money seconded the motion. A roll call
99 vote was held and Board Members Arave, Money, Lewis, Millburn, Fillmore, Meyers, and

100 Romney voted “aye.”

101

102 **CARES ACT FUNDING REQUEST TO DISTRICT CITIES**

103

104 Mr. Miller shared a list showing the District has spent about \$103,000 in related to
105 expenditures for additional staffing specific to cleaning, increase in cleaning equipment and
106 supplies and future improvements such as contact tracing software. Mr. Miller reported that he
107 submitted this list to the City Managers, but he has not received any feedback yet.

108

109 **COVID-19 DISCUSSTION AND UPDATE**

110

111 Mr. Miller reported that attendance has still not returned to normal but those who are
112 utilizing the facility are thankful. Mr. Miller reported soccer and flag football are on track for the
113 fall season.

114

115 Mr. Miller asked if the Board still wanted to allow deferments on memberships. Mayor
116 Arave, Mayor Lewis and Chairwoman Fillmore still wanted to allow the option for members to
117 defer.

118

119 **EXECUTIVE DIRECTOR REPORT**

120

121 Mr. Miller reported that the full time Customer Service Manager and Maintenance II
122 positions have been posted accepting resumes and applications.

123

124 Mr. Miller reported that the multi-purpose gym floor has been restriped. Racquetball
125 court are planned to reopen the next day, July 21st.

126

127 **NEXT BOARD MEETING**

128

129 The next Board meeting will be on August 17th, 2020 at 3:00 p.m..

130

131 **OTHER MATTERS**

132

133 Meeting adjourned at 2:57 p.m. on a motion made by Mayor Arave and was seconded by
134 Chairwoman Fillmore.