

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

3 May 13th, 2024, at 5:30 p.m.

4
5 Board Members present:

6 Mayor Brian Horrocks, North Salt Lake City
7 Councilmember Kate Bradshaw, Bountiful City.
8 Councilmember Dell Butterfield, West Bountiful City
9 Mayor Ryan Westergard, Woods Cross City

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11 Staff In Attendance:

12 Tif Miller, Executive Director Jayme Blakesley, District Attorney
13 Scott McDonald, Aquatics & Fitness Director Tyson Beck, District Clerk
14 Tom Lund, Maintenance Supervisor Mary Gadd, Office Manager (*Zoom)
15 Cory Haddock, Ice & Recreation Director

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17 Others in attendance:

18 Ron Mortensen (Bountiful), John Norman (Bountiful), Mike Stagg (Centerville)

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20 **WELCOME**

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22 Chairman Horrocks opened the meeting at 5:31 p.m.

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24 **CITIZEN MATTERS**

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26 Mike Stagg introduced himself as one of the applicants for the open Board vacancies.

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28 **APPROVAL OF APRIL 8TH, 2024 BOARD MEETING MINUTES**

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30 Minutes of the Administrative Control Board Meeting held on April 8th, 2024, were approved
31 on a motion made by Councilmember Bradshaw, and was seconded by Councilmember Butterfield.
32 Board Members Horrocks, Bradshaw, Butterfield, and Westergard voted “aye.”

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34 **REVIEW AND APPROVAL OF EXPENDITURES/FINANCIAL STATEMENT REVIEW**
35 **FOR APRIL 2024**

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37 Mr. Miller highlighted the following expenditures: Pipe Rehab Specialists (line #29), in the
38 amount of \$1,500.00, for repairing the leak in the hot tub water line; KAP7 International, Inc. (line
39 #43), in the amount of \$3,920.00, for new light weight water polo goals; Utah Recreation & Parks
40 Association (line #112), in the amount of \$450.00, for leadership academy class for Asa Sieger.

41
42 Total expenditures of \$560,923.21 for the period of April 1, 2024, to April 30, 2024, were
43 approved on a motion made by Councilmember Butterfield, and seconded by Mayor Westergard.
44 Board Members Horrocks, Bradshaw, Butterfield, and Westergard voted “aye.”

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46 **RECOGNITION OF MAY 2024 EMPLOYEES OF THE MONTH**

48 Mr. Miller recognized Jenny Noall, as the part-time employee of the month, and Tom Lund,
49 as the full-time employee of the month.

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51 **2023 FINANCIAL STATEMENT REVIEW/DISCUSSION**

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53 Tyson Beck reported that 2023 posted a net income of \$121,802 comparing it to the 2022 net
54 loss because of the leisure pool roof payments. Mr. Beck reviewed cash flow trends and highlighted
55 that the last 5 years have had financial difficulties but in 2023 the change in cash balance saw a
56 significant increase from the year prior, showing that rate changes and cost cutting are working. Mr.
57 Beck noted that nearly all 2023 revenues have increased from 2022. Mr. Beck answered various
58 questions regarding finances.

59
60 **2023 INDEPENDENT AUDIT REPORT**

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62 Marcus Arbuckle presented an independent audit report for the fiscal year ending December
63 31, 2023. Mr. Arbuckle presented a clean and unmodified opinion that the financial position of the
64 District for the year ended in accordance with accounting principles accepted in the United States of
65 America. Mr. Arbuckle reported that internal controls were reviewed and had no recommendations
66 and felt the controls designed are adequate.

67
68 Mr. Arbuckle reported they reviewed compliance with the open and public meetings act. Two
69 meetings (held May 8th and November 13th) that went into a closed session to discuss the character or
70 professional competence of an individual, did not have a sworn statement created and then signed by
71 the Board Chair. Mr. Arbuckle also noted that during testing that Board Member information was out
72 of date on the Utah Public Notice website with the changes in members.

73
74 **EXECUTIVE DIRECTOR REPORT**

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76 Mr. Miller mentioned that on April 18th the 17th anniversary of the District was held and that
77 customer surveys were distributed. He added that he has met with Bountiful City, West Bountiful
78 City and County Commissioners and has scheduled future meetings with North Salt Lake and Woods
79 Cross. Mr. Miller reported that staff continues ongoing work in curbing unauthorized entry into the
80 facility.

81
82 Mr. Miller remarked that he would spend some time reviewing the budget, including revenue
83 accuracy, payroll allocations for part-time and full-time employees, and capital expenditures.

84
85 **MEMBERSHIP REPORT**

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87 Mr. Miller reviewed the membership sales.

88
89 **DISCUSSION AND ACTION ON RESOLUTION 2024-05 ADOPTING NEW RESERVE AND**
90 **OTHER FINANCIAL POLICIES**

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92 Mr. Beck continued the discussion on updating financial reserves and policies. After the last
93 discussion he prepared two options in his report that changed the operational expenses and bolstered
94 capital expenditures with a forward-looking approach. The board delayed action until staff reports
95 back on the time frame for each line and if the multiplier should be included compared to other like

96 entities or districts.

97

98 **DISCUSSION AND ACTION ON RESOLUTION 2024-07 ADOPTING SDRD RULES AND**
99 **REGULATIONS**

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101 Mr. Blakesley informed the Board about HB257 and how that law affects the facility. He
102 added that any expansion or new construction would need to account for the new law as well. He
103 noted that the updates to the rules and regulation has added language direct from the statute.

104

105 Councilmember Bradshaw made a motion to approve Resolution 2024-07 Adopting the South
106 Davis Recreation District Rules and Regulations as presented. Mayor Westergard seconded the
107 motion. Chairman Horrocks called for a roll call vote with Board Members Westergard, Horrocks,
108 Butterfield, and Bradshaw voting “aye.” There were no “nays.”

109

110 **PROCESS FOR SELECTION OR NEW BOARD MEMBERS**

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112 Board Members Bradshaw, Summerhays, and Chairman Horrocks will serve on a
113 subcommittee to select candidates for the full Board to interview at the next board meeting.

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115 **DISCUSSION ON UPCOMING BOARD MEETING SCHEDULE**

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117 Due to schedules, the next board meeting will be June 17th at 6:15 p.m. and the meeting on
118 July 8th will change to 4:00 p.m. and will include a retreat.

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120 **CLOSED SESSION TO DISCUSS THE CHARACTER OR PROFESSIONAL**
121 **COMPETENCE OF AN INDIVIDUAL**

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123 No closed session was held.

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125 **ADJOURNMENT**

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127 At 7:11 p.m. Councilmember Bradshaw made a motion to adjourn the meeting. Mayor
128 Westergard seconded the motion.