

South Davis Recreation District Administrative Control Board Meeting

October 22, 2018, at 2:30 p.m.
at the South Davis Recreation Center

Attendance: **Board Members**

Marti Money, Davis County Representative
Mayor Rick Earnshaw, Woods Cross
Mayor Randy Lewis, Bountiful
Councilmember Tami Fillmore, Centerville
Commissioner Bret Millburn, Davis County
Nate Pugsley, Davis County Representative **arrived at 2:41 p.m.**

Others:

Tif Miller, Executive Director
, Hayes, Godfrey & Bell
Tyson Beck, Board Clerk
Galen Rasmussen, Board Treasurer
Scott McDonald, Aquatics & Fitness Director
Cory Haddock, Recreation & Ice Director
Lizie Allen, Aquatics Programs Manager
Heidi Kearsley, Customer Service Manager
Mary Gadd, Office Manager
Haley Turner, Recreation Coordinator
Kade Nelson, Recreation Specialist
Tom Lund, Facility Maintenance Supervisor
Michael Glismeyer, Bountiful Resident
Gary Hill, Bountiful City Manager
Ken Leetham, North Salt Lake City Manager
Phillip Wentworth, Naylor, Wentworth Lund Architects
Ron Mortensen, Bountiful Resident

WELCOME

Board Chair Money opened the meeting at 2:40 p.m. and excused Mayor Len Arave and Mayor Ken Romney.

****Nate Pugsley arrived****

CITIZEN MATTERS

Ron Mortensen addressed the Board that after voters approved building the facility that the Board agreed to never receive compensation or have free access in the form of a membership. Dr. Mortensen requested that Resolution 2018-04, approving compensation to Board Members, be rescinded.

Dr. Mortensen also addressed the upcoming ice ribbon Interlocal Agreement with Bountiful City should be at no cost to the District and it shouldn't be using the District's taxing authority to subsidize a city in the District.

MINUTES OF SEPTEMBER 17, 2018 BOARD MEETING APPROVED

Councilmember Fillmore asked that after line #123 the following sentence be added: "Councilmember Fillmore asked that year-round use be more thoroughly explored so the District can be deliberate in how it is built to accommodate whatever use is decided upon."

Corrected Minutes of the Administrative Control Board meeting held on September 18, 2018 was approved on a motion made by Mayor Earnshaw and seconded by Mayor Lewis. Board Members Money, Earnshaw, Lewis, Fillmore, Millburn and Pugsley voted "aye."

APPROVAL OF EXPENDITURES FOR SEPTEMBER 2018

Total expenditures of \$345,512.86 for the period of September 1, 2018 to September 30, 2018 were approved on a motion made by Mayor Earnshaw and seconded by Mayor Earnshaw. Board Members Money, Earnshaw, Lewis, Fillmore, Millburn and Pugsley voted "aye."

FINANCIAL STATEMENT REVIEW

Board Members had no questions.

PRESENTATION OF FUTURE FACILITIES

Tif Miller reported that he has been looking towards the future for different avenues the District could go to meet the high demand for programs and facilities that could be presented to the Board. Mr. Philip Wentworth presented Board Members with a site-plan that includes a 50-meter by 25-yard pool with bulkheads, a four full-courts field house and a 2-person flow rider. Mr. Miller added that he has met with the School District and they are interested in any proposed expansion.

Board Members discussed the land availability, the location of any additional facilities, the size of the field house, the projected costs of the proposed site-plan and possible operational concerns.

ICE RIBBON DISCUSSION / INTERLOCAL AGREEMENT

Mr. Gary Hill and Mr. Miller presented the Board with a draft of a possible interlocal agreement between Bountiful City and the District for feedback and questions.

Mayor Earnshaw asked if the District is assisting in constructing the ribbon. Mayor Lewis answered that the District is not taking part of the construction. Councilmember Fillmore

inquired if the District is obligated to continue operations should the ice ribbon not operate with a net-positive. Mr. Ken Leetham suggested adding “in the event of revenues don’t cover operations that the District and Bountiful City share the cost.” Mr. Hill said the Bountiful City Council would not support that. Commissioner Millburn advised that a serious look into the joint responsibilities (Section 4) and put as much in there, instead of just stating “etc.” Board Chair Money brought up that in “Other Use” (Section 6b) asked if it had taken into consideration that groups and companies will want to rent out the space and mutual agreement might be cumbersome. Mr. Hill answered that if thought about as tenant/landlord situation that it is common for sub-leasing to require landlord approval since the City is invested in the infrastructure.

Board Chair Money inquired if a maximum number allowed was known and Mr. Hill answered that would depend on the size of the ribbon built. Commissioner Millburn asked why the City was considering an ice amenity. Mr. Hill replied that the purpose of the ice is to drive residents and visitor to the downtown area throughout the year and throughout the day. Councilmember Fillmore stated that in the years she has served on the Board that they’ve felt stronger pressures for more pool, field and court space versus ice space and wouldn’t want to commit funds and increase operational costs unless it is revenue generating. Mr. Miller reminded the Board that he was projecting a net \$11,400 in revenues in the first year with expenses being figured on maximum numbers.

Councilmember Fillmore mentioned that the year-round service (Section 6a) is to be free of charge, rentals not included, and asked if the District is responsible for supplying those skates. Mr. Hill replied that it is part of the Operations and Maintenance that the District is responsible for. Mr. Pugsley expressed his concern with Section 4 and that a normal tenant/landlord situation that the tenant wouldn’t be responsible for those items. Commissioner Millburn inquired what the City had budgeted for the Ice Ribbon and Mr. Hill replied with \$1.4 million which includes the Zamboni and lighting. Board Chair Money asked if Mr. Miller is comfortable with this project. Mr. Miller replied that he believes the District could make it happen operationally but that costs down the road are unknown.

Mr. Gary Hill reviewed the proposed changes the Board had given him. Mr. Leetham mentioned that he believes this is a great model even if it is of no profit to the District and supports the agreement and the model. Board Chair Money asked that Bountiful City update the agreement with the proposed changes and present it again in November. Commissioner Millburn asked to be updated with any new information and how much summer expenses and revenues would generate.

MASTER PLAN RFP

Mr. Miller reported that a draft for a Master Plan RFP for the District was handed out at the previous meeting and invited questions from the Board. Mr. Pugsley asked to be reminded what the scope of the request is. Mr. Miller answered that the District is seeking proposals from firms or persons to submit an outline of how they would create a master plan with the services the District currently uses and input from the community. Mr. Bell suggested that the Board set a

maximum amount to receive similar and consistent proposals amongst bidders. Mr. Miller suggested an amount of \$50,000. Board Chair Money suggested that a range be set because the competitive nature of the bidders. Board Chair Money and Commissioner Millburn suggested a range of \$35,000 to \$50,000.

PERSONNEL POLICY MANUAL UPDATE

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

DISCUSSION OF 2019 PROPOSED BUDGET

Mr. Miller presented the Board a proposed 2019 Budget that includes a 3% cost of living adjustment for staff, adding an additional three (3) new full-time employees, another year-round part-time position, increases in salaries to be competitive in wages and a fee increase for some rental items. Board Chair Money inquired how much of a fee increase would a parent see in soccer. Mr. Miller answered that it would likely only affect the lower Jr. Jazz programs. Councilmember Fillmore inquired if Jr. Jazz fees were being increased because the District is renting courts to accommodate the program numbers. Mr. Miller answered that is it partly included in the budget but could be looked at more closely.

Commissioner Millburn suggested moving away from cost-of-living increases and instead move to performance increases and keeping job positions at market value. Mr. Miller informed the Board that the District is currently on a step-grade scale. Commissioner Millburn inquired if the additional full-time positions are just increasing hours of current part-time positions. Mr. Miller confirmed that they are currently part-time positions of Fitness Coordinator, Swim Coach and Race Director/Special Events.

*****Commissioner Millburn left the room*****

Mayor Earnshaw made a motion to set a public hearing adopting the 2019 Budget on Monday, November 19th, 2018 and was seconded by Mayor Lewis. A roll call vote was held and Board Members Money, Earnshaw, Lewis, Fillmore and Pugsley voted “aye.”

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

MEMORANDUM ON CARDIO EQUIPMENT

Mr. McDonald fielded questions from the Board. Mr. Pugsley asked what the brand of the treadmills is, and Mr. McDonald informed they are Life Fitness. Mr. McDonald clarified that the bikes are the items being replaced.

*****Commissioner Millburn returned to the room*****

Councilmember Fillmore made a motion to approve purchasing upright bikes, recumbent bikes and AMT machines from PEX Fitness, in the amount of \$69,888 and replacing steppers

and a step mill with other equipment from PEX Fitness, in the amount of \$25,280. Mr. Nate Pugsley seconded the motion. A roll call vote was held, and Board Members Money, Lewis, Fillmore, Millburn and Pugsley voted “aye.”

QUARTERLY MEMBERSHP REPORT

Mr. Miller briefly discussed membership reporting. Councilmember Fillmore asked if staff could investigate the unexplained increase in November 2017 under Annual/Charter Memberships Count & Trend section.

EXECUTIVE DIRECTOR REPORT

Mr. Miller reported to the Board that a new sponsor was gained for the races. Mr. Miller informed the Board that a sprinkler line busted in the District office. Mr. Pugsley inquired how often an instance like this occurs. Mr. Lund answered that there has been three in the last year.

REPORT ON FACILITY EVENTS

Mr. Miller reported on the following events:

- October 27th – Annual Spook-tacular

OTHER MATTERS

Next Board meeting will be November 19, 2018.

Meeting adjourned at 4:44 p.m. on a motion made by Mayor Lewis and seconded by Commissioner Millburn. Board Members Lewis, Earnshaw, Millburn, Money, Fillmore, Arave and Pugsley voted “aye.”