

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

3 April 8th, 2024 at 6:30 p.m.
4

5 Board Members present:

6 Mayor Brian Horrocks, North Salt Lake City
7 Councilmember Spencer Summerhays, Centerville City
8 Councilmember Kate Bradshaw, Bountiful City **arrived at 6:36 p.m.*

9 Board Member present on Zoom:

10 Councilmember Dell Butterfield, West Bountiful City
11 Mayor Ryan Westergard, Woods Cross City **arrived at 6:36 p.m.*
12

13 Staff In Attendance:

14 Tif Miller, Executive Director Jayme Blakesley, District Attorney
15 Scott McDonald, Aquatics & Fitness Director Tom Lund, Maintenance Supervisor
16 Cory Haddock, Ice & Recreation Director Mary Gadd, Office Manager
17

18 Others in attendance:

19 Clarissa Cawrse (West Bountiful), John Norman (Bountiful),
20

21 **WELCOME**

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23 Chairman Horrocks opened the meeting at 6:30 p.m.
24

25 **CITIZEN MATTERS**

26
27 John Norman brought to the attention of the board that he was erroneously referred to as
28 James in the minutes for March 18th, 2024. Mr. Norman also would like to know what changes have
29 been made after any evaluation of the aquatics program revenue and expenses.
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31 **APPROVAL OF MARCH 18TH, 2024 BOARD MEETING MINUTES**

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33 Chairman Horrocks noted the correction of the name to John Normas on line #29. Corrected
34 Minutes of the Administrative Control Board Meeting held on March 18th, 2024, were approved on a
35 motion made by Councilmember Summerhays, and was seconded by Chairman Horrocks. Board
36 Members Summerhays, Horrocks, and Butterfield voted “aye.”
37

38 **REVIEW AND APPROVAL OF EXPENDITURES/FINANCIAL STATEMENT REVIEW**
39 **FOR MARCH 2024**
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41 Mr. Miller mentioned that there were three payroll periods in March. He highlighted the
42 following expenditures; Peak Software Systems (line #37), for \$6,920.00, is the annual license for the
43 registration and point-of-sale software, American Red Cross (line #52), for \$1,797.00, updating
44 instructor manuals and training materials for courses, Sarah Mullay (line #68), for \$6,492.50,
45 updating the AED machines in the facility, KW Sports (line #135), for \$13,3886.80, an approximate
46 savings of \$3,000 for soccer uniforms.
47

48 ***Councilmember Kate Bradshaw and Mayor Ryan Westergard arrived.***

49
50 Total expenditures of \$604,619.10 for the period of March 1, 2024, to March 31, 2024, were
51 approved on a motion made by Councilmember Summerhays, and seconded by Mayor Westergard.
52 Chairman Horrocks called for a roll call vote with Board Members Bradshaw, Summerhays,
53 Butterfield, Westergard, and Horrocks voted “aye.” There were no “nays.”

54
55 **STAFF REPORT – AQUATICS AND FITNESS DIRECTOR**

56
57 Scott McDonald gave a year-to-date report on programs and activities within the aquatics and
58 fitness departments. Mr. McDonald noted that the District’s swim lesson program was awarded a
59 URPA Outstanding Program at the annual conference in March. Board members reviewed pool usage
60 and had the opportunity to ask questions and give feedback.

61
62 **APPROVAL OF SPA AND SLIDE RESURFACING – CAPITAL EXPENDITURE**

63
64 Mr. McDonald explained the need to replaster the spa last year but missed getting onto the
65 schedule for the busy season for pool contractors. Mr. McDonald added that they have bundled the
66 replastering with repair of the slide seam and polishing the full slide. He solicited quotes from three
67 companies and recommended going with Miracle Method.

68
69 Councilmember Bradshaw asked if the epoxy had been seen in this type of application.
70 Chairman Horrocks added that he has used Miracle Method in his line of work. Mr. McDonald added
71 there is a 1-year warranty on the product and has a life expectancy of 15 years.

72
73 Councilmember Summerhays made a motion to award the bid to Miracle Method, in the
74 amount of \$12,711.00 and was seconded by Mayor Westergard. Chairman Horrocks called for a roll
75 call vote with Board Members Summerhays, Bradshaw, Westergard, Butterfield, and Horrocks voted
76 “aye.” There were no “nays.”

77
78 **APPROVAL OF STEPMILL REPLACEMENT – CAPITAL EXPENDITURE**

79
80 Mr. McDonald explained that in late 2023 one of the 550 Escalate stepmill machines
81 experienced a failure of the frame. The frame was still under warranty but the 2024 budget was
82 prepared with replacing two of the stepmills, so it was asked if an equivalent discount could be
83 honored in replacing the machine. Mr. McDonald solicited quotes from two other providers and
84 recommended accepting the quote from Intenza USA with the warranty offer.

85
86 Councilmember Bradshaw made a motion to award the bid to Intenza USA, in the amount of
87 \$24,231.00, with the warranty offer, and was seconded by Councilmember Summerhays. Chairman
88 Horrocks called for a roll call vote with Board Members Butterfield, Westergard, Summerhays,
89 Bradshaw, and Horrocks voted “aye.” There were no “nays.”

90
91 **EXECUTIVE DIRECTOR REPORT**

92
93 Mr. Miller touched upon a few things:

- 94
- 4/18 – 17-year anniversary with customer appreciation day

- 95 • Continuing city outreach – has gotten with North Salt Lake, Bountiful and West Bountiful
96 • Davis School District feedback
97 • Measures being taken to curb unauthorized entry into the facility; possibly remodeling exit
98 doors in the future
99 • Changing snack bar desk into registration / check in desk
100 • Zamboni has been ordered, expected arrival is 9-12 months out
101 • Spring Sports have started – soccer, flag football, volleyball, baseball
102 • 5/11 - Splash N Spring Triathlon
103

104 **BOARD COMPOSITION**

105
106 Mr. Miller led a discussion on how to post the openings and the timeline for the process of
107 reviewing and interviewing the applicants. Board members discussed the two openings and settled on
108 the two at large openings cannot be filled with two individuals from the same city. It was also
109 decided to post the openings from April 15th through May 3rd with interviews in the May 13th board
110 meeting.
111

112 **BOARD SUBCOMMITTEE ASSIGNMENTS**

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114 Mr. Miller reviewed the assignments of the remaining members noting that Councilmember
115 Bradshaw is the only remaining person on the Davis School District subcommittee. After discussion,
116 it was determined that the rules and regulations subcommittee could wait until the filling of the two
117 open board seats and Councilmember Butterfield would join the School District subcommittee.
118

119 **MEMBERSHIP REPORT**

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121 Mr. Miller reported that summer pass sales will begin May 1st.
122

123 **ADJOURNMENT**

124
125 There was no closed session held.
126

127 At 8:19 p.m. Councilmember Summerhays made a motion to adjourn the meeting.
128 Councilmember Bradshaw seconded the motion.