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South Davis Recreation District
Administrative Control Board Meeting

December 16, 2019 at 3:30 p.m.
At the South Davis Recreation Center

Attendance: **Board Members**

Mayor Randy Lewis, Bountiful
Todd Meyers, Davis County Representative
Mayor Rick Earnshaw, Woods Cross
Mayor Len Arave, North Salt Lake
Marti Money, Davis County Representative
Mayor Ken Romney, West Bountiful
Bret Millburn, Davis County Representative
Councilmember Tami Fillmore, Centerville

Others:

Jayme Blakely, District Attorney
Tif Miller, Executive Director
Scott McDonald, Aquatics & Fitness Director
Mary Gadd, Office Manager
Tom Lund, Maintenance Supervisor
Tyson Beck, District Clerk
Ron Mortensen, Bountiful Resident
Heidi Kearsley, Customer Service Manager
Haley Turner, Recreation Program Specialist
Cory Haddock, Ice & Recreation Director
Layne Jenkins, Recreation Program Specialist
Lizie Allen, Aquatic Programs Manager
Daryll Child, Olympus Insurance

WELCOME

Board Chairman Romney opened the meeting at 3:33 p.m.

CITIZEN MATTERS

No remarks.

APPROVAL OF MINUTES FOR NOVEMBER 18th, 2019

Councilmember Fillmore asked to include her suggestion for having a spot on the District's website for the public to make comments and give feedback. The following line of "Councilmember Fillmore suggested that a spot to accept comments be added to the Districts website" was added to the minutes on line 45.

Corrected Minutes of the Administrative Control Board meeting held on November 18, 2019, was approved on a motion made by Councilmember Fillmore and was seconded by Mayor Lewis. Board Members Lewis, Meyers, Earnshaw, Arave, Money, Romney, Millburn and Fillmore voted "aye."

50 **REVIEW AND APPROVAL OF EXPENDITURES/FINANCIAL STATEMENT**
51 **REVIEW FOR NOVEMBER 2019**

52
53 Mr. Miller reported that November’s expenditures had 3 payrolls which increases the
54 amount. Mr. Millburn inquired what a Spooktacular agreement is, regarding the expenditure to
55 Quinton Bangerter. Mr. Miller replied that it is payment for working the event. Mrs. Money
56 asked if he is with an entertainment group. Ms. Gadd answered that he is a former employee who
57 runs a fencing club that provides people to work to event at a rate of \$5 per person per hour. Mr.
58 Millburn asked if they are background checked and Ms. Gadd replied no they are not.

59
60 Total expenditures of \$497,742.26 for the period of November 1, 2019 to November 30,
61 2019 was approved on a motion made by Mayor Earnshaw and was seconded by Mr. Millburn.
62 Board Members Lewis, Meyers, Earnshaw, Arave, Money, Romney, Millburn and Fillmore
63 voted “aye.”

64
65 Mr. Miller reported to the Board that the tax revenue for the District was approximately
66 \$122,000 less but that some of the revenue had come in after the reporting date.

67
68 Mr. Miller reported on the Cash & Investments report that line E was added for the
69 potential building projects expense. Councilmember Fillmore inquired if Line D should say
70 “2021” for the 10-year capital budget plan. Mr. Beck explained that the report is prepared with
71 what was approved for the 2019 Budget. Once the 2020 Budget is approved the next report will
72 have Line D and Line E combined. Mrs. Money inquired if the Reserve for Repair/Replacement
73 on the Deposits, Investments & Reserves report should match Line C on the Cash & Investments
74 report. Mr. Beck replied that Line C is an estimate based off 2018 actual expenses and the
75 Deposits, Investments & Reserves report is what is designated as reserves in the General Ledger.

76
77 **INSURANCE UPDATE**

78
79 Darryl Child, with Olympus Insurance, was invited back to review the research on the
80 District’s earthquake insurance. Mr. Child reported to increase the earthquake limit from \$5
81 million to a \$10 million limit would be an increase of \$19,855. Mr. Child reviewed the risk
82 meter, major fault lines and the earthquake risk score was 40 out of 50, which is a moderate to
83 high risk. Mr. Child reported that the liquefaction-potential of the soil could easily justify
84 moving to the \$10 million limit. Mayor Arave inquired if the \$5 million limit would be
85 considered underinsured. Mr. Child answered that the full value of the building is not considered
86 when setting the limit because of the cost and history shows on newer buildings wouldn’t see a
87 100% loss.

88
89 Councilmember Fillmore asked Mr. Miller for his opinion how the increase to the budget
90 to increase the limit. Mr. Miller answered that he didn’t think the \$20,000 would affect the
91 budget too much. Mr. Child mentioned the approval of insurance was tabled back in October
92 until the report on earthquake premiums.

93
94 Mayor Randy Lewis made a motion to accept the insurance coverage package, without
95 the increase to earthquake premiums, and was seconded by Mrs. Money. Board Members Lewis,
96 Meyers, Earnshaw, Arave, Money, Romney, Millburn and Fillmore voted “aye.”

97
98 **DISCUSSION ON PROPOSAL FOR SERVICES RELATED TO MASTER PLAN**
99 **SURVEY**

100
101 Mr. Miller presented the Board with the cost of additional services from VCBO on
102 performing another survey. This survey would be solicited to certain people through voter
103 registration. Mr. Miller stated it is an online poll but those chosen could perform the poll over the
104 phone if they needed. Mayor Romney inquired if the committee is recommending this additional
105 survey and Mayor Earnshaw and Mr. Miller answered yes.

106
107 Mrs. Money made a motion to accept the proposal, with timeline changes to January
108 2020, and was seconded by Mayor Earnshaw. Board Members Lewis, Meyers, Earnshaw, Arave,
109 Money, Romney, Millburn and Fillmore voted “aye.”

110 **FINAL DISCUSSION ON SOUTH DAVIS RECREATION DISTRICT FY 2020 BUDGET**

111
112
113 Mr. Miller reported to the Board that some projections were lowered in wages and staff
114 insurance amounts. Mr. Miller also added that the Capital Budget has increased due to the
115 utilization of the Reserve for Repair and Replacement.

116
117 Mr. Millburn asked how much turnover is had with part time employees. Mr. Miller said
118 there is a decent amount of turnover from those aging out going to school or changing careers
119 and those leaving for higher paying positions. Mrs. Money inquired what positions are filled by
120 those under the age of 18 years old. Mr. Miller replied pretty much most of the positions can be.
121 Board Members had a discussion regarding recruitment and retaining employees with District
122 staff.

123 **ACTION ON RESOLUTION 2019-6 ADOPTING FY 2020 BUDGET**

124
125
126 Mayor Lewis made a motion to approve Resolution 2019-6, adopting the FY 2020
127 Budget for the South Davis Recreation District and was seconded by Mayor Earnshaw. A roll
128 call vote was held with Board Members Lewis, Meyers, Earnshaw, Arave, Money, Romney,
129 Millburn and Fillmore voting “aye.”

130 **ADOPT BOARD MEETING SCHEDULE FOR 2020 CALENDAR YEAR**

131
132
133 Mr. Miller presented a Board Meeting schedule for the 2020 calendar year. Schedule will
134 be the third Monday of every month, except in January, February and December where it will be
135 the second Monday of the month.

136
137 Mayor Earnshaw made a motion to approve and was seconded by Mr. Meyers. Board
138 Members Lewis, Meyers, Earnshaw, Arave, Money, Romney, Millburn and Fillmore voting
139 “aye.”

140 **RECOGNITION OF NEW BOARD CHAIR FOR FY 2020**

141
142
143 The current Vice Chair is Councilmember Fillmore who will serve as Board Chair
144 starting in January. Mayor Lewis made a motion to nominate Mayor Len Arave as Vice Chair for
145 the 2020 calendar year. Mr. Millburn seconded the motion. Board Members Lewis, Meyers,
146 Earnshaw, Arave, Money, Romney, Millburn and Fillmore voting “aye.”

147 **EXECUTIVE DIRECTOR REPORT**

150 Mr. Miller reported on the following items:

151

- 152 • Wheelchairs are available for staff to assist patrons in getting around the facility
- 153 • Holiday deals for the week; waiving set up fee, 20% on party package, free skate
- 154 rentals, race series discount and guest pass for bringing in food donation for the
- 155 pantry
- 156 • Ice Ribbon is projected to open on Jan. 24th
- 157 • Davis School District Interlocal Agreement- Swim Teams used 6,300 hours of pool
- 158 time and the District used 1,250 hours for gyms and fields. Mr. Miller added that with
- 159 known rental costs the District would be paying out \$60,000 for use of their facilities
- 160 while the School District would be paying the District \$94,000 for use of the
- 161 facilities. Mr. Miller noted that the agreement is good through 2021 and if the District
- 162 didn't have their facilities that we would have no facilities to use

163

164 **FACILITY EVENTS**

165

166 No remarks.

167

168 **OTHER MATTERS**

169

170 Mr. Miller asked the Board to review the Membership Report.

171

172 **NEXT BOARD MEETING**

173

174 Next Board meeting will be January 13, 2020 at 3:30 p.m.

175

176 Meeting adjourned at 4:56 p.m. on a motion made by Mayor Lewis and was seconded by
177 Mayor Arave.