

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

3 September 9th, 2024, at 5:30 p.m.  
4

5 Board Members present:

6 Councilmember Kate Bradshaw, Bountiful City  
7 Councilmember Dell Butterfield, West Bountiful City (*via Zoom*)  
8 Mayor Brian Horrocks, North Salt Lake City  
9 John Norman, Board Appointed Representative *\*arrived at 5:36 p.m.*  
10 Brett Steadman, Board Appointed Representative  
11 Councilmember Spencer Summerhays, Centerville City  
12 Mayor Ryan Westergard, Woods Cross City  
13

14 Staff In Attendance:

15 Tif Miller, Executive Director	Jayne Blakesley, District Attorney
16 Tyson Beck, District Clerk	Mary Gadd, Office Manager
17 Cory Haddock, Ice & Recreation Director	Tom Lund, Maintenance Supervisor
18 Scott McDonald, Aquatics & Fitness Director	Wendy Jones, Fitness Manager

19

20 Others in attendance:

21 Jacob Keddington (Bountiful)  
22

23 **WELCOME**

24  
25 Chairman Horrocks opened the meeting at 5:30 p.m.  
26

27 **CITIZEN MATTERS**

28  
29 Jacob Keddington addressed the board about the possibility of a service project for the water  
30 polo team and will coordinate with staff.  
31

32 **RECOGNITION OF SEPTEMBER 2024 EMPLOYEE OF THE MONTH**

33  
34 Mr. Miller recognized Amy Hughes as the part-time employee of the month.  
35

36 **APPROVAL OF AUGUST 12<sup>TH</sup>, 2024 BOARD MEETING MINUTES**

37  
38 Minutes of the Administrative Control Board Meeting held on August 12<sup>th</sup>, 2024, was  
39 approved on a motion made by Mayor Westergard, and was seconded by Mr. Steadman. Board  
40 Members Horrocks, Steadman, Summerhays, Westergard, Butterfield and Bradshaw voted “aye.”  
41

42 **REVIEW AND APPROVAL OF EXPENDITURES/FINANCIAL STATEMENT REVIEW**  
43 **FOR AUGUST 2024**

44  
45 *\*\*John Norman arrived at 5:36 p.m.\*\**  
46

47 Mr. Miller highlighted the following expenditures:

- 48 • Mathew Shurtleff (line #29) - \$3,192.00 for summer science camps
- 49 • James Keddington (line #40) - \$4,800.00 for marketing services
- 50 • The Mayors Initiative on Wellness (line #48) - \$500.00 for a wellness class
- 51 • American Soccer Company (line #67) - \$4,199.36 for soccer jerseys
- 52 • Intermountain Business Forms (line #102) - \$4,775.54 for awards for the Handcart Days race
- 53 • Nustream, Inc. (line #125) - \$1,346.32 for shampoo and body wash
- 54 • Western Promotional Sportswear (line #144) - \$621.00 for staff uniforms

55  
56 Total expenditures of \$612,619.68 for the period of August 1, 2024, to August 31, 2024, were  
57 approved on a motion made by Mayor Westergard, and seconded by Mr. Steadman. Board Members  
58 Horrocks, Steadman, Summerhays, Westergard, Norman, Butterfield and Bradshaw voted “aye.”

59  
60 *\*\*Councilmember Bradshaw arrived in person at 5:45 p.m.\*\**

61  
62 The board asked questions to staff regarding program operations and collection of revenues  
63 and expenses and then gave feedback to staff on possible changes to the report as the year comes to  
64 an end.

#### 65 66 **EXECUTIVE DIRECTOR REPORT**

67  
68 Mr. Miller reported on the following items:

- 69 • Facility hours have changed with school back in session
- 70 • Hockey practice will start on Tuesday afternoons on 9/17
- 71 • Learn To Skate ice show in the absence of Spook-tacular
- 72 • Talking with Utah Hockey Club regarding programs and ice availability
- 73 • Supervisors and most staff are becoming CPR trained
- 74 • Annual Pool closure in progress, re-opening 9/16
- 75 • Zamboni capital purchase has been delayed into 2025
- 76 • Website redesign is still in progress

#### 77 78 **MEMBERSHIP REPORT**

79  
80 Mr. Miller reported that sales have been going steady but noted that August and September  
81 are not typically heavy months.

#### 82 83 **PUBLIC HEARING ON UPDATED DISTRICT FEES**

84  
85 Mr. Miller presented new sponsorship packages for various programs and areas, and some fall  
86 program fees and facility rental fee increases.

87  
88 At 6:04 p.m. Chairman Horrocks opened the public hearing and allowed for comments. There  
89 were no comments. At 6:05 p.m. Chairman Horrocks closed the public hearing.

#### 90 91 **DISCUSSION AND APPROVAL OF RESOLUTION 2024-12 FOR SPONSORSHIP POLICY** 92 **AND RESOLUTION 2024-13 FOR UPDATED DISTRICT FEES**

93  
94 Mr. Blakesley presented the prepared policy and advised that the policy should be adopted

95 before accepting sponsorship applications. Councilmember Summerhays made a motion to adopt  
96 resolution 2024-12, adopting a sponsorship policy for the District. Mayor Westergard seconded the  
97 motion. Chairman Horrocks asked for a roll call vote. Board Members Norman, Steadman,  
98 Bradshaw, Horrocks, Summerhays, and Westergard voted “aye.” There were no “nays.”  
99 Councilmember Butterfield was not available to vote.

100  
101 Mr. Miller reviewed fee increases on Ice Ribbon rentals, Jr. Jazz instructional league, and  
102 team basketball for both recreation and competitive teams. Councilmember Bradshaw made a motion  
103 to approve resolution 2024-13, adopting increased fees. Mr. Norman seconded the motion. Chairman  
104 Horrocks asked for a roll call vote. Board Members Westergard, Summerhays, Horrocks, Bradshaw,  
105 Steadman, Norman, and Butterfield voted “aye.” There were no “nays.”

106  
107 **DISCUSSION AND APPROVAL OF RESOLUTION 2024-14 ON FEES FROM SCHOOL**  
108 **DISTRICT FOR POOL USE**

109  
110 Mr. Miller reported that the sub-committee met with school district officials in July on several  
111 items, one of them being fees for Farmington High School using the facility for their swim team  
112 class. Mr. Miller continued that the document states an agreement of \$8,000 annually, for  
113 maintenance and supplies and a rate of \$5 per swimmer per day usage fee. Mr. Miller stated that the  
114 agreement will be reviewed and updated annually.

115  
116 Councilmember Summerhays suggested that there should be a line that defines what  
117 compromises the total fee. Mr. Steadman suggested clarifying the number of lanes that would be  
118 available to them. Mr. Blakesley read the changes he made in section II(2.3), section II(4.4) and  
119 Section II(8.1).

120  
121 Councilmember Summerhays made a motion to approve resolution 2024-14, with the updates  
122 provided by counsel, approving a lease agreement with the Davis School District. Mr. Norman  
123 seconded the motion. Chairman Horrocks called for a roll call vote. Board Members Norman,  
124 Steadman, Bradshaw, Horrocks, Summerhays, Westergard, and Butterfield voted “aye.” There were  
125 no “nays.”

126  
127 **DISCUSSION ON EMERGENCY REPAIR FOR YELLOW POOL SLIDE STAIRS**

128  
129 Mr. Miller reported that repairs to the pool slide stairs were originally budgeted in 2025,  
130 however after working on the stairs during the pool closure it was determined that they are  
131 deteriorating sooner than expected. Mr. Miller reported that for safety reasons he proceeded with  
132 repairing them as an emergency repair under the procurement policy. The cost of the repair was  
133 \$6,175.00 and will be completed prior to the pools re-opening next week.

134  
135 **DISCUSSION ON 2025 BUDGET DRAFT #1**

136  
137 Mr. Miller highlighted some specific items:

- 138 • Adjustments have been made to the allocations for full-time employees and the front desk  
139 staff
- 140 • The capital expenditure for the Zamboni was moved from 2024 to 2025.
- 141 • Cost for full-time employees health insurance won't determined until October but is estimated

- 142 at 6.9% increase.  
143 • A COLA increase of 2.5% is included.  
144 • A \$5 increase to each annual membership; \$0.50 cents to each monthly membership.  
145

146 After a discussion on budgeting for depreciation, Mr. Beck stated that he has told Mr. Miller  
147 that after the bond principle is paid off that the District should start budgeting portions for  
148 depreciation. Mr. Norman asked how much the property taxes would be increased and Mr. Miller  
149 answered by \$775,000. Mr. Steadman asked how the daycare is split between the pool and ice  
150 departments and Mr. Miller replied 85% to pools and 15% to ice.  
151

152 **MEMORANDUM ON LEISURE POOL FILTER REPLACEMENT**  
153

154 Mr. Miller reported that staff has been working on the pool filter replacement, but they were  
155 still waiting for information to come from vendors. Mr. Miller suggested a quick meeting in the next  
156 couple of weeks to go over that information.  
157

158 **ADJOURNMENT**  
159

160 Next board meeting will be held October 16<sup>th</sup>, 2024.  
161

162 At 7:41 p.m. Councilmember Summerhays made a motion to adjourn the meeting. Mr.  
163 Steadman seconded the motion.