

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

3 November 16th, 2020, at 5:30 p.m.
4

5 Board Members present via Zoom:

6 Mayor Len Arave, North Salt Lake
7 Bret Millburn, County Representative
8 Marti Money, County Representative
9 Todd Meyers, County Representative
10 Councilmember Tami Fillmore, Centerville
11 Mayor Ken Romney, West Bountiful
12 Mayor Rick Earnshaw, Woods Cross
13 Mayor Randy Lewis, Bountiful ***arrived at 6:08 p.m.*
14

15 Others in attendance:

16 Tif Miller, Executive Director
17 Jayme Blakesly, District Attorney
18 Galen Rasmussen, District Treasurer
19 Tyson Beck, District Clerk
20 Scott McDonald, Aquatics & Fitness Director
21 Cory Haddock, Ice & Recreation Director
22 Tom Lund, Maintenance Supervisor
23 Wendy Jones, Fitness Program Coordinator
24 Rebeka Hatcher, Customer Service Manager
25 Mary Gadd, Office Manager
26 Lizie Allen, Aquatic Program Manager
27 Darrell Child, Olympus Insurance
28 Whitney Ward, VCBO Architecture
29 Jason Burningham, Lewis Young Robertson & Burningham
30 Ron Mortensen, Bountiful Resident
31 Cynthia Ong, Bountiful Resident
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33 **Agenda items were taken out of order*
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35 **WELCOME**
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37 Chairwoman Fillmore opened the meeting at 5:33 p.m. and read a statement that the
38 public meeting is being held without an anchor location because it may present a substantial risk
39 to the health and safety of those present.
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41 **CITIZEN COMMENTS**
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43 Cynthia Ong proposed that staff should be opening the doors earlier than 5:00 a.m. to
44 those waiting. Mr. Miller replied that different types of staff arrive at different times and they
45 have tasks they need to complete before opening the door to customers. Mr. Miller offered that
46 staff would review procedures and would report back in the next meeting.
47

48 **REVIEW AND APPROVAL OF MINUTES FOR JULY 20TH, 2020 & AUGUST 17TH, 2020**
49 **BOARD MEETINGS**

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51 Chairwoman Fillmore noted the August 17th meeting started at 3:00 p.m. instead of 2:00
52 p.m. that was listed in line number 3.

53
54 Corrected Minutes of the Administrative Control Board meetings held on July 20th, 2020
55 and August 17th, 2020 was approved on a motion made by Ms. Money and was seconded by Mr.
56 Millburn. Board Members Arave, Millburn, Meyers, Money, Fillmore, Romney, and Earnshaw
57 voted “aye.”

58
59 **REVIEW & APPROVAL OF EXPENDITURES/FINANCIAL STATEMENT REVIEW**
60 **FOR OCTOBER 2020**

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62 Total expenditures of \$489,597.14 for the period of October 1, 2020 to October 31, 2020
63 was approved on a motion made by Mayor Earnshaw and was seconded by Mayor Romney. A
64 roll call vote was held and Board Members Earnshaw, Romney, Arave, Money, Millburn,
65 Meyers, and Fillmore voted “aye.”

66
67 **OLYMPUS INSURANCE PRESENTATION ON 2021 INSURANCE COVERAGE**

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69 Darrell Child, with Olympus Insurance, presented an annual review of the District’s
70 insurance program. Mr. Child reported working with Mr. Miller in updating operational details,
71 payroll, building values and other similar items. Those were presented to the underwriters and a
72 final cost was prepared.

73
74 Mr. Child highlighted that the District has seen an increase in recent year of claims. He
75 has been addressing this with Mr. Miller to find the cause and origin of claims to make any
76 needed changes to reduce and potential future liability claims. There was an increase in cost on
77 property insurance and general rate increases.

78
79 Mr. Child reviewed the proposed final cost and fielded questions from the Board
80 Members. Mayor Earnshaw asked if the excess liability - 2 was priced out to other companies
81 than Markel. Mr. Child responded that 15 carriers were reviewed and that some were as high as
82 \$29,000. Mr. Millburn asked if there were any changes to the terms or coverage levels and Mr.
83 Child replied no and is basically a carry forward. Mayor Arave inquired if there is any
84 cybercrime liability and Mr. Child answered that it is included in the program.

85
86 **PUBLIC HEARING FOR SOUTH DAVIS RECREATION DISTRICT FY 2021**
87 **BUDGET**

88
89 Chairwoman Fillmore opened the public hearing at 6:09 p.m.

90
91 Mr. Miller read an email received from Ron Mortensen with questions regarding
92 preventative maintenance, Capital Improvement Plan, property tax rate, procurement policies,
93 contracted services and the District’s hiring practices.

94
95 Chairwoman Fillmore closed the public hearing at 6:11 p.m.

96
97 **DISCUSSION ON SOUTH DAVIS RECREATION DISTRICT FY 2021 BUDGET**

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99 Chairwoman Fillmore requested Mr. Miller to explain the answers to the questions posed

100 from Dr. Mortensen’s email. Mr. Miller replied that not all preventative maintenance is in the
101 Capital Budget as each years Operational Budget has allotted funds for maintenance.
102

103 Tyson Beck was asked to answer the questions regarding the property tax rate. Mr. Beck
104 reminded the Board that when the 2020 Operational Budget was being adopted that staff reported
105 to the Board that the property tax levy that is committed to paying off the bonds had been over
106 collecting. It was determined that the District would reduce the rate for the property tax rate for
107 the bond levy starting with the 2020 calendar year. The Board approved the lower property tax
108 rate so that by the end of the bond that it will pay off the bond without any excess.
109

110 Mr. Miller reported that it is a requirement that the companies the District has contracted
111 with to perform background checks on their staff. Mr. Miller stated that the District, through
112 Bountiful City’s HR department, uses E-Verify when hiring staff.
113

114 Mr. Meyers asked if there are any proposed increases in fees and Mr. Miller replied not
115 currently. Chairwoman Fillmore asked what items are covered under Professional and Technical
116 Services. Mr. Miller answered that for 2020 Budget it has includes VCBO’s work with the
117 Master Plan and softball umpires. That account can vary from year to year just based upon what
118 is needed for the year. Mr. Miller answered another question from Chairwoman Fillmore that the
119 total Legal and Auditing Fees is \$28,000 for the year; \$15,000 in the Aquatic Department and
120 \$13,000 in the Ice Department.
121

122 **MASTER PLAN UPDATE AND DISCUSSION**

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124 Whitney Ward reported that Wilkinson Ferrari performed a review of the Master Plan.
125 Mrs. Ward presented and shared the key messages for Board Members to utilize as the District
126 moves forward. Three concepts were developed – “A Healthier Tomorrow”, “Keep South Davis
127 in the Game”, or “Keep South Davis Moving.” Board Members gave feedback and suggestions
128 on the proposed concepts.
129

130 Jason Burningham expected to have more information by the end of the week relating to
131 the potential impact to property tax rates for any future bonds. Mrs. Ward advised that once the
132 information is received that a final presentation package will be put together, shared with the
133 Board and then a final public outreach will be scheduled.
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135 **STATE FRAUD ASSESSMENT DISCUSSION**

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137 Tyson Beck informed the Board that the State Auditors office issued an auditor alert and
138 a corresponding fraud risk assessment back in February that mandated to every local
139 government. This is a means to help train and educate, both elected officials and managers, on
140 internal controls and to mitigate fraud. Mr. Beck explained that the additions in the Personnel
141 Policies and Procurement Policy would need to be adopted in this meeting, so that they can be
142 implemented in time to qualify for the assessment. In the December Board meeting, Mr. Beck
143 will present the points that are awarded to the District and estimates that the District will be
144 considered at a low risk for fraud.
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146 **PERSONNEL POLICY FOLLOW UP DISCUSSION AND APPROVAL OF CHANGES**

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148 Mr. Beck highlighted additional items that were edited or added for the Auditor’s
149 Assessment.

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- Section 8.110 – well documented travel purpose, business rationale, reimbursement eligibility, department approval and a general code of conduct
- Section 8.130 – importance of recognizing conflicts of interest, new procedure to annually sign disclosure form
- Section 8.140 – creates an avenue for anyone who identifies fraud or abuse of public policies and a means to report them

Mayor Romney made a motion to approve Resolution 2020-06, amending the Personnel Policy and Procedures Manual of the South Davis Recreation District, and was seconded by Mayor Lewis. A roll call vote was held and Board Members Lewis, Romney, Earnshaw, Arave, Millburn, Money, Meyers, and Fillmore voted “aye.”

PROCUREMENT POLICY DISCUSSION AND APPROVAL OF CHANGES

No discussion took place. Mayor Romney made a motion to approved Resolution 2020-07, amending the Procurement Policy Manual of the South Davis Recreation District, and was seconded by Mayor Earnshaw. A roll call vote was held and Board Members Lewis, Romney, Earnshaw, Arave, Money, Millburn, Meyers, and Fillmore voted “aye.”

Mr. Miller noted that there was an addition that he wanted to ensure the Board reviewed.

- Section 100 (vii) – Cooperative Purchasing

There were no further questions or concerns regarding the addition.

Mayor Romney made a motion to approve Resolution 2020-08, establishing a fraud hotline and a procedural policy for the South Davis Recreation District, and was seconded by Mrs. Money. A roll call vote was held and Board Members Earnshaw, Romney, Arave, Lewis, Money, Meyers, Millburn, and Fillmore voted “aye.”

ICE RIBBON OPENING UPDATE AND DISCUSSION

Mr. Miller reported that the opening of the Ice Ribbon will be December 5th, 2020 and will follow the restrictions because of Covid-19. Mr. Miller reported that water has started to be applied to build up the ice. A discussion was had regarding staying up to date on what occurs at the Ribbon from operations to representation of the District at the facility. It was suggested that the interlocal agreement be put onto a future agenda for further discussion and invite Gary Hill to attend.

DISCUSSION REGARDING GOVERNOR’S EXECUTIVE ORDER #2020-74

Mr. Miller reported that the biggest effect for the District was the postponement of Jr. Jazz games, Volleyball games and swim team practices. While there was a change in wording two days later it was still a challenge.

OTHER MATTERS

Official request to review the interlocal agreement with Davis School District in a future

199 meeting. Mayor Lewis reminded Mr. Miller to coordinate the 2021 Board Meeting schedule and
200 time with South Davis Metro Fire District.

201

202 **NEXT SCHEDULED BOARD MEETING**

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204 The next Board meeting will be on December 21st, 2020 at 2:30 p.m. or 3:00 p.m.

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206 Meeting adjourned at 7:33 p.m. on a motion made by Mayor Earnshaw.

APPROVED