

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

3 December 15<sup>th</sup>, 2025 at 5:30 p.m.  
4

5 Board Members present:

6 Councilmember Kate Bradshaw, Bountiful City  
7 John Norman, Board Appointed Representative  
8 Brett Steadman, Board Appointed Representative  
9 Councilmember Spencer Summerhays, Centerville City  
10 Mayor Ryan Westergard, Woods Cross City  
11

12 Staff In Attendance:

13 Tif Miller, Executive Director Jayme Blakesley, District Attorney  
14 Scott McDonald, Aquatics & Fitness Director Mary Gadd, Office Manager  
15 Cory Haddock, Ice & Recreation Director Tyson Beck, District Clerk  
16

17 Others in Attendance:

18 Dan Bell (Bountiful), Darryl Child (Olympus Insurance), Ron Mortensen (Bountiful)  
19

20 **WELCOME**  
21

22 Chairman Summerhays opened the meeting at 6:01 p.m. and excused Councilmember Jackson  
23 and Butterfield.  
24

25 **CITIZEN MATTERS**  
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27 There were no comments.  
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29 **RECOGNITION OF EMPLOYEE OF THE MONTH**  
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31 Mr. Miller recognized Hannah Zelada as the employee of the month for December.  
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33 **APPROVAL OF BOARD MEETING MINUTES**  
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35 Minutes of the administrative control board meeting held on November 10<sup>th</sup>, 2025, and  
36 minutes of the truth in taxation public hearing held on November 17<sup>th</sup>, 2025, was approved on a  
37 motion made by Councilmember Bradshaw. Mayor Westergard seconded the motion. Board  
38 Members Bradshaw, Norman, Steadman, Summerhays, and Westergard voted "aye."  
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40 **REVIEW AND APPROVAL OF EXPENDITURES/FINANCIAL STATEMENT REVIEW**  
41 **FOR**  
42

43 Mr. Miller highlighted the following expenditures:

- 44 • All About the Swag (#14) - \$484 for waterpolo team shirts  
45 • Colter Kind (#22) - \$6,511.55 for swim team resale items  
46 • Allen Ebbert Jones (#42) - \$4,576 for entry fees to two swim meets  
47 • Dell Marketing (#64) - \$7,818.86 for replacement computers

- Mary Gadd (#66) - \$1,000 for ice ribbon working funds
- Toad Graphics (#78) - \$2,240 for swim meet t-shirts
- Intermountain Business Forms (#98) - \$4,801.51 for triathlon participant shirts
- Ambient Enterprises Holdco (#106) - \$1,048 for a rooftop unit motor
- Pinpros (#117) - \$8,437 for Thanksgiving Race medals

Total expenditures of \$478,292.91 for the period of November 1, 2025, to November 30, 2025, was approved on a motion made by Mayor Westergard, and seconded by Councilmember Bradshaw. Board Members Bradshaw, Norman, Steadman, Summerhays, and Westergard voted “aye.”

Board Members reviewed several line items inquiring about the differences between budget years and thanked staff for their work.

#### **APPROVAL OF BOARD MEETING CALENDAR FOR 2026**

Mr. Miller presented a Board meeting schedule for the 2026 calendar year. Meetings are proposed for the second Monday of each month and scheduled for 5:30 p.m. Board Member Norman made a motion to approve the schedule as presented. Board Member Steadman seconded the motion. Board Members Bradshaw, Norman, Steadman, Summerhays, and Westergard voted “aye.”

#### **REVIEW OF 2025 FRAUD RISK ASSESSMENT**

Mr. Beck presented the annual fraud risk assessment report that is required by the Office of the State Auditor. Mr. Beck pointed out the difference from the previous year is that employees and elected officials committed to abide by a statement of ethical behavior. Being able to complete that task puts the District at a very low level of risk.

#### **PUBLIC HEARING ON PROPOSED FEE INCREASES**

Mr. Miller reviewed the list of proposed fee increases and answered questions from the Board. Mr. Norman proposed that next year that all fees be raised and to discount cash purchases to help avoid friction with customers who are unhappy paying an additional fee to use their credit card.

At 6:34 p.m. Chairman Summerhays opened the public hearing for comments. There were no comments. Chairman Summerhays closed the public hearing at 6:34 p.m.

#### **ACTION ON RESOLUTION 2025-08 ADOPTING 2026 RATE INCREASES**

Mayor Westergard made a motion to approve resolution 2025-08 adopting new and increased fees. Councilmember Bradshaw seconded the motion. Chairman Summerhays asked for a roll call vote. Board Members Steadman, Norman, Bradshaw, Summerhays, and Westergard voted “aye.” There were no “nays.”

#### **PUBLIC HEARING ON FY 2026 BUDGET**

Mr. Miller reported that since the passing of the tentative budget he has made a few minor

95 changes, including updating for the approved fee increases.

96  
97 At 6:41 p.m. Chairman Summerhays opened the public hearing for comments.

- 98  
99 • Ron Mortensen stated his appreciation to the Board for their attention to finances.

100  
101 At 6:46 p.m. Chairman Summerhays closed the public hearing.

102  
103 **ACTION ON RESOLUTION 2025-09 APPROVING FY 2026 BUDGET**

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105 Mayor Westergard made a motion to approve resolution 2025-09 adopting the budget for  
106 2026 and was seconded by Councilmember Bradshaw. Chairman Summerhays asked for a roll call  
107 vote. Board Members Westergard, Summerhays, Bradshaw, Norman, and Steadman voted “aye.”  
108 There were no “nays.”

109  
110 **UPDATE ON SCHOOL DISTRICT DISCUSSIONS**

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112 Mr. Miller reported that after having a few sub-committee meetings last month that they are  
113 now in the process of finalizing an interlocal agreement for the school district board to approve.

114  
115 **MEMO ON COPIER MACHINE – CAPITAL EXPENSE**

116  
117 Mr. Miller reported that the 2025 capital budget had \$20,000 budgeted for new copy  
118 machines and were last replaced in 2017. It is estimated that after going to newer machines the new  
119 rates should save about \$1,500 per year over the course of the 60-month service period.

120  
121 **EXECUTIVE DIRECTOR REPORT**

122  
123 Mr. Miller reported on the following items:

- 124 • Various promotions being offered for December deal days  
125 • Drop-in hockey availability update  
126 • Added a specific learn-to-skate hockey instructor  
127 • Revenues for freestyles, swim lessons, and daycare are up over the previous year  
128 • Thanksgiving Race had 1,650 participants  
129 • Galen Rasmussen, District Treasurer, has retired from Bountiful City  
130 • Pool scoreboard is experiencing issues and possibly need replacing  
131 • Briefly described a method for making chlorine to save on chemicals

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133 **NOMINATION AND SELECTION FOR 2026 BOARD CHAIR AND VICE CHAIR**

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135 Mr. Miller stated that the Vice Chair typically moves into the role of Chairman and  
136 Councilmember Bradshaw informed the Board that she will appoint Dan Bell to fill her position with  
137 the District. Councilmember Bradshaw made motion to approve Mayor Westergard as the 2026  
138 Chairman of the Board, and Board Member Norman seconded the motion. Board Members  
139 Bradshaw, Norman, Steadman, Summerhays, and Westergard voted “aye.”

140  
141 Councilmember Bradshaw made a motion to elect Dell Butterfield to serve as the 2026 Vice

142 Chairman, and Mayor Westergard seconded the motion. Board Members Bradshaw, Norman,  
143 Steadman, Summerhays, and Westergard voted “aye.”  
144

145 **ADJOURNMENT**  
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147 At 7:22 p.m. Mayor Westergard made a motion to adjourn the meeting.

APPROVED