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2 **South Davis Recreation District**

3 **Administrative Control Board Meeting**

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

6 Board Members present:

7 Councilmember Kate Bradshaw, Bountiful City

8 John Norman, Board Appointed Representative

9 Brett Steadman, Board Appointed Representative

10 Councilmember Spencer Summerhays, Centerville City

11 Mayor Ryan Westergard, Woods Cross City

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 Others in Attendance:

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

18 **WELCOME**

19 Chairman Summerhays opened the meeting at 6:01 p.m. and excused Councilmember Jackson

20 and Butterfield.

21 **CITIZEN MATTERS**

22 There were no comments.

23 **RECOGNITION OF EMPLOYEE OF THE MONTH**

24 Mr. Miller recognized Hannah Zelada as the employee of the month for December.

25 **APPROVAL OF BOARD MEETING MINUTES**

26 Minutes of the administrative control board meeting held on November 10<sup>th</sup>, 2025, and

27 minutes of the truth in taxation public hearing held on November 17<sup>th</sup>, 2025, was approved on a

28 motion made by Councilmember Bradshaw. Mayor Westergard seconded the motion. Board

29 Members Bradshaw, Norman, Steadman, Summerhays, and Westergard voted "aye."

30 **REVIEW AND APPROVAL OF EXPENDITURES/FINANCIAL STATEMENT REVIEW**

31 **FOR**

32 Mr. Miller highlighted the following expenditures:

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

48           • Mary Gadd (#66) - \$1,000 for ice ribbon working funds  
49           • Toad Graphics (#78) - \$2,240 for swim meet t-shirts  
50           • Intermountain Business Forms (#98) - \$4,801.51 for triathlon participant shirts  
51           • Ambient Enterprises Holdco (#106) - \$1,048 for a rooftop unit motor  
52           • Pinpros (#117) - \$8,437 for Thanksgiving Race medals  
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54           Total expenditures of \$478,292.91 for the period of November 1, 2025, to November 30,  
55           2025, was approved on a motion made by Mayor Westergard, and seconded by Councilmember  
56           Bradshaw. Board Members Bradshaw, Norman, Steadman, Summerhays, and Westergard voted  
57           “aye.”

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

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

64           Mr. Miller presented a Board meeting schedule for the 2026 calendar year. Meetings are  
65           proposed for the second Monday of each month and scheduled for 5:30 p.m. Board Member Norman  
66           made a motion to approve the schedule as presented. Board Member Steadman seconded the motion.  
67           Board Members Bradshaw, Norman, Steadman, Summerhays, and Westergard voted “aye.”  
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## 69 **REVIEW OF 2025 FRAUD RISK ASSESSMENT**

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

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

78           Mr. Miller reviewed the list of proposed fee increases and answered questions from the  
79           Board. Mr. Norman proposed that next year that all fees be raised and to discount cash purchases to  
80           help avoid friction with customers who are unhappy paying an additional fee to use their credit card.  
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82           At 6:34 p.m. Chairman Summerhays opened the public hearing for comments. There were no  
83           comments. Chairman Summerhays closed the public hearing at 6:34 p.m.

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

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

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

93           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.  
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97 At 6:41 p.m. Chairman Summerhays opened the public hearing for comments.  
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99 • Ron Mortensen stated his appreciation to the Board for their attention to finances.  
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101 At 6:46 p.m. Chairman Summerhays closed the public hearing.  
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## **ACTION ON RESOLUTION 2025-09 APPROVING FY 2026 BUDGET**

103 Mayor Westergard made a motion to approve resolution 2025-09 adopting the budget for  
104 2026 and was seconded by Councilmember Bradshaw. Chairman Summerhays asked for a roll call  
105 vote. Board Members Westergard, Summerhays, Bradshaw, Norman, and Steadman voted “aye.”  
106 There were no “nays.”  
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## **UPDATE ON SCHOOL DISTRICT DISCUSSIONS**

108 Mr. Miller reported that after having a few sub-committee meetings last month that they are  
109 now in the process of finalizing an interlocal agreement for the school district board to approve.  
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## **MEMO ON COPIER MACHINE – CAPITAL EXPENSE**

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

115 Mr. Miller reported on the following items:  
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- 117 • Various promotions being offered for December deal days
- 118 • Drop-in hockey availability update
- 119 • Added a specific learn-to-skate hockey instructor
- 120 • Revenues for freestyles, swim lessons, and daycare are up over the previous year
- 121 • Thanksgiving Race had 1,650 participants
- 122 • Galen Rasmussen, District Treasurer, has retired from Bountiful City
- 123 • Pool scoreboard is experiencing issues and possibly need replacing
- 124 • Briefly described a method for making chlorine to save on chemicals

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

125 Mr. Miller stated that the Vice Chair typically moves into the role of Chairman and  
126 Councilmember Bradshaw informed the Board that she will appoint Dan Bell to fill her position with  
127 the District. Councilmember Bradshaw made motion to approve Mayor Westergard as the 2026  
128 Chairman of the Board, and Board Member Norman seconded the motion. Board Members  
129 Bradshaw, Norman, Steadman, Summerhays, and Westergard voted “aye.”  
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131 Councilmember Bradshaw made a motion to elect Dell Butterfield to serve as the 2026 Vice  
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142 Chairman, and Mayor Westergard seconded the motion. Board Members Bradshaw, Norman,  
143 Steadman, Summerhays, and Westergard voted “aye.”

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145 **ADJOURNMENT**

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

APPROVED