# South Davis Recreation District
# Administrative Control Board Meeting

May 11th, 2026, at 5:30 p.m.



Board Members present:

Councilman Dan Bell, Bountiful City
Councilmember Dell Butterfield, West Bountiful City
Councilmember Gina Hirst, Centerville City
Councilmember Suzette Jackson, North Salt Lake City **arrived at 5:32 p.m.*
John Norman, Board Appointed Representative
Brett Steadman, Board Appointed Representative
Mayor Ryan Westergard, Woods Cross City **joined via zoom at 5:35 p.m.*

Staff In Attendance:

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

Others in Attendance:

Marcus Arbuckle (Keddington & Christensen), Sophia Ward (Bountiful City Recorder)

**WELCOME**

Vice Chairman Butterfield opened the meeting at 5:31 p.m. and excused Chairman Westergard.

**CITIZEN MATTERS**

None.

**SWEARING IN OF DISTRICT CLERK AND DISTRICT TREASURER**

Sophia Ward administered the oath of office to Kevin McFadden for District Treasurer and to Michael Doxey for District Clerk.

***Councilmember Jackson arrived at 5:32 p.m.***

**RECOGNITION OF EMPLOYEE OF THE MONTH**

Mr. Miller recognized Audrey Young as the employee of the month.

**APPROVAL OF APRIL 6TH, 2026 WORK SESSION AND APRIL 13TH, 2026 BOARD MEETING MINUTES**

***Chairman Westergard joined through zoom at 5:35 p.m.***

Minutes of the Administrative Control Board work session held on April 6th, 2026, and minutes of the Administrative Control Board Meeting held on April 13th, 2026, was approved on a motion made by Councilman Bell, and was seconded by Councilmember Jackson. Board Members Bell, Butterfield, Hirst, Jackson, Norman, Steadman, and Westergard voted "aye."

**REVIEW AND APPROVAL OF EXPENDITURES/FINANCIAL STATEMENT REVIEW FOR APRIL 2026**

Mr. Miller highlighted the following expenditures:

- KW Sports (#56) – $16,323.40 for soccer jerseys
- Chad Reimschussel (#93) - $7,964.25 for travel reimbursement for elite competitions
- Firetrol Protection Systems (#106) - $6,710.00 for several sprinkler head replacements
- SEG Basketball (#114) - $31,506.00 in fees for the winter session of Jr. Jazz basketball

A small discussion centered around the swim coach reimbursement policies and Mr. Miller explained that travel costs are passed on to those swimmers who are attending the swim meet.

Mr. Miller noted that the cash & investments report had a decrease from the prior month because of capital expenses, which also affected the year-to-year comparison in the general aquatics and fitness budget line

Total expenditures of $542,674.04 for the period of April 1, 2026, to April 30, 2026, was approved on a motion made by Councilmember Hirst, and seconded by Mr. Steadman. Board Members Bell, Butterfield, Hirst, Jackson, Norman, Steadman, and Westergard voted "aye."

**2025 FINANCIAL STATEMENT REVIEW/DISCUSSION**

Tyson Beck reported that the audit was completed without any adjustments and any findings. Mr. Beck highlighted three consecutive years of growth to the net income and that the trendline of the net position is increasing. In 2025 the District increased operating revenue by nearly 6%, while operating expenses only increased 3.4%, which is good progress, but Mr. Beck advised that operating revenue and expenses should be equal. The cash position showed improvement despite the early payment for the insurance premium.

Mr. Miller answered a question on the high decrease in cash between 2020-2022, explaining it was the loss of revenue from the pandemic, and several high-cost capital projects. Mr. Miller explained that personnel expenses to keep and attract employees contributed to most of the $1.5 million increase to expenses since 2019. Mr. Beck explained that Utah Retirement Systems supplies the District with an estimation of outstanding pension liability and it increased in 2025 and affected personnel expenses.

**2025 INDEPENDENT AUDIT REPORT**

Marcus Arbuckle, with Keddington & Christensen, presented the independent audit report for the fiscal year ending December 31, 2025. He confirmed a clean opinion of the financial statements that ended in accordance with accepted accounting principles. Mr. Arbuckle reported that internal controls were analyzed and felt the controls designed are adequate.

Mr. Arbuckle reported that every year a list of compliance requirements is composed by the State Auditor's office, and one item this year was the fraud risk assessment. They were asked to ensure the report was correctly completed and reviewed supporting documentation.

Councilman Bell made a motion to accept the audited 2025 Financial Statements, and Councilmember Hirst seconded the motion. Vice Chairman Butterfield called for a roll call vote. Board Members Hirst, Bell, Butterfield, Jackson, Norman, Steadman, and Westergard voted "aye." There were no "nays."

**PUBLIC HEARING TO DSICUSS POSSIBLE PROGRAM FEE INCREASES**

At 6:33 p.m., Councilmember Hirst made a motion to open the public hearing. Councilmember Jackson seconded the motion. Board Members Bell, Butterfield, Hirst, Jackson, Norman, Steadman, and Westergard voted "aye."

No comments were made, and at 6:34 p.m. Councilmember Jackson made a motion to close the public hearing. Councilman Bell seconded the motion. Board Members Bell, Butterfield, Hirst, Jackson, Norman, Steadman, and Westergard voted "aye."

**RESOLUTION 2026-02 APPROVING PROGRAM FEE INCREASES**

Mr. Miller reported that registrations for fall sports will open soon and that programs fees were being raised to account for the increased expense in using the TeamSnap One communication app. Mr. Miller was also increasing the learn-to-skate lessons to remain in-line with other organizations.

Resolution 2026-02 adopting increased fees was approved on a motion made by Mr. Steadman. Councilmember Jackson seconded the motion. Vice Chairman Butterfield called for a roll call vote. Board Members Steadman, Norman, Jackson, Butterfield, Bell, Hirst, and Westergard voted "ayes." There were no "nays."

**DISCUSSION ON INTERLOCAL AGREEMENT WITH DAVIS SCHOOL DISTRICT**

Mr. Miller reported that the interlocal agreement that was updated in the previous meeting should be included on the School District Board's agenda in June.

**DISCUSSION ON PROGRAM PARTICIPATION**

Mr. Miller shared participation data for programs and memberships. Members and residents make up the biggest users of most programs.

**EXECUTIVE DIRECTOR REPORT**

Mr. Miller reported on the following items:

- Ice rentals have slowed down for the season but still are high demand
- Utah Figure Skating Club Spring Ice Show was held 5/1 & 5/2
- Copper Cup will be held in August

- 19th anniversary had 23 items were given away through a free raffle
- America 250 collaboration - Labor Day Triathlon
- Reviewing companies who provide employee background checks
- Updates regarding program registration for skating, spring sports, and childcare
- Movie Nights at Bountiful Town Square – June, July & August
- Summit Energy pricing was locked in at 4.37 per unit (prior price was 6.31 per unit)
- Meeting with North Salt Lake City Manager about Hatch Park will be rescheduled
- Summer passes are available

**<u>CLOSED SESSION</u>**

No closed session was held.

**<u>ADJOURNMENT</u>**

Mr. Miller informed the board that Mr. Steadman's term on the board ends in June. The process would be to open the application process for a month, and the board will interview selected candidates. Mr. Blakesley stated that Mr. Steadman, if it was needed, can serve on the board until a replacement is found.

At 7:08 p.m. Councilmember Hirst made a motion to adjourn the meeting.