South Davis Recreation District
Administrative Control Board Meeting

September 14th, 2026, at 5:30 p.m.

Board Members present:

Councilmember Dell Butterfield, West Bountiful City
Councilmember Gina Hirst, Centerville City **arrived at 5:36 p.m.*
Councilmember Suzette Jackson, North Salt Lake City
John Norman, Board Appointed Representative
Brett Steadman, Board Appointed Representative
Mayor Ryan Westergard, Woods Cross City

Board Members present through zoom:

Councilman Dan Bell, Bountiful City **joined at 5:36 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
Michael Doxey, District Clerk

Others in Attendance:

Lavinia Anderl (Centerville), Laura Bradbury (Bountiful), Tamilyn Fillmore (Centerville), Jennifer Long (Bountiful), Ron Mortensen (Bountiful),

WELCOME

Chairman Westergard opened the meeting at 5:33 p.m.

CITIZEN MATTERS

Ron Mortensen shared that he attended the school district meeting during their discussion of the presented interlocal agreement and expressed his concern over granting special passes to those who reside outside of the district boundaries.

Councilmember Hirst arrived and Councilman Bell joined at 5:36 p.m.

RECOGNITION OF EMPLOYEE OF THE MONTH

Mr. Miller recognized Josh Shumway as the employee of the month.

APPROVAL OF AUGUST 10TH, 2026 BOARD MEETING MINUTES

Minutes of the Administrative Control Board Meeting held on August 10th, 2026, was approved on a motion made by Mr. Norman, and was seconded by Councilmember Jackson. Board Members Bell, Butterfield, Hirst, Jackson, Norman, and Steadman voted "aye." Chairman Westergard abstained from voting.

APPROVED

REVIEW AND APPROVAL OF EXPENDITURES/FINANCIAL STATEMENT REVIEW FOR AUGUST 2026

Mr. Miller highlighted the following expenditures:

- Fire Engineering Company (#19) - $2,125.68 for an issue with the suppression system
- Firetrol Protection Systems (#20) - $1,566.00 for strobe light replacement
- 24-Hour Rooterman (#34) - $379.00 for drain cleaning
- Affordable Portables (#35) - $500.00 for rentals during half marathon race
- Oquirrh Recreation & Parks (#58) - $2,722.50 for rental cost for swim meet
- Mathew S. Shurtleff (#71) - $2,294.60 for split of a summer science camp
- Lundquist Sales (#95) - $1,428.88 for parts to repair a lap pool leak

Chairman Westergard inquired on reasons that a membership is granted a refund and Mr. Miller replied that it is usually a pro-rated refund for moving. Mr. Norman asked about the miscellaneous parts and supplies for Citibank (#93) and Mr. Miller informed them the listed description is likely a mistake and was probably credit card purchases. Mr. Steadman asked if the number of refunds requested for flag football was higher than normal and Mr. Miller replied that it was because team registrations were not allowed. After Councilmember Butterfield asked about credit cards, Mr. Miller reviewed who has credit cards and the accounting procedures.

Total expenditures of $467,723.16 for the period of August 1, 2025, to August 31, 2025, was approved on a motion made by Councilmember Hirst, and seconded by Councilmember Butterfield. Board Members Butterfield, Hirst, Jackson, Norman, Steadman, and Westergard voted “aye.”

Mr. Miller reviewed the financial statements highlighting that cash disbursements was lower in August because the month only had two payroll periods, the aquatics & fitness department has spent $258,000 more than the previous year at this point for capital projects, and invoice coding has made it seem that the general ice rink line has increased in expenses from the previous year.

Councilmember Jackson asked if swim team revenues were low due to time and Mr. Miller answered that swim team is being reviewed and possibly adjusting some competition team revenues into the recreation side.

DISCUSSION ON CREDIT CARD FEES

Mr. Miller reviewed that electronic payments incur a 2% fee currently but suggested increasing the fee to 3% to help offset those expenses. Mr. Miller added that online registrations have a $3 transaction charge, but those funds go to the program and not to credit card fees. Mr. Blakesley added that overcharging is not allowed. Mr. Miller stated the increase would happen in October with the Jr. Jazz season.

PUBLIC HEARING TO DISCUSS FEE SCHEDULE UPDATE

Mr. Miller suggested charging a per court/per hour cost of $10 for residents and $12 for non-residents. He estimated approximately $900 in revenues from at least one tournament. He explained that the cost was determined by discounting the court from what the District could see from two users using the court.

APPROVED

At 6:10 p.m. Chairman Westergard opened the public hearing for comments. Seeing no comments in person or online, at 6:11 p.m. Chairman Westergard closed the public hearing.

Mr. Steadman asked if the budget would have an additional line added to show the court revenue and Mr. Miller replied that he was planning to put toward sundry revenues. Councilmember Butterfield asked when the new fee takes effect and Mr. Miller answered immediately.

RESOLUTION 2026-05 APPROVING UPDATED FEE SCHEDULE

Councilmember Hirst made a motion adopting resolution 2026-05 approving an update fee schedule and Councilmember Jackson seconded the motion. Chairman Westergard called for a roll call vote. Board members Norman, Steadman, Hirst, Westergard, Butterfield and Jackson voted "aye." There were no "nays."

INTERVIEWS FOR OPEN BOARD POSITION

Mr. Steadman removed himself from sitting on the board, since he is a candidate for the open position.

Mr. Miller explained that everyone would be given five minutes to introduce themselves and say why they are interested in serving on the board. Mr. Blakesley added that the order the candidates are selected will be random and questions from the board member will follow immediately. Chairman Westergard numbered the candidates alphabetically and then used a random number generator to select the order. Candidates spoke in the following order:

Ms. Tamilyn Fillmore
Ms. Jennifer Long
Ms. Laura Bradbury
Mr. Brett Steadman

After the presentations, Mr. Miller notified the board that Councilman Bell wished to abstain from voting since he was not present. Mr. Blakesley added that only the city appointed board members could vote on the position and that Mr. Norman would not be eligible to vote. After a discussion it was decided to wait until Councilman Bell was present to vote. Chairman Westergard thanked each candidate for their time and for sharing themselves.

Mr. Steadman returned to his seat on the board

UPDATE AND DISCUSSION ON INTERLOCAL AGREEMENT WITH DAVIS SCHOOL DISTRICT

Mr. Miller reported that the School District Board has voted on the agreement draft and reviewed for the meeting how the fee was determined. Mr. Miller added that during the initial discussions that what the membership would include wasn't determined but it was felt that they would already be using the facility a lot and likely wouldn't use it outside of their team practice. Board members discussed the facility access and were allowed questions about the fee.

RESOLUTION 2026-06 APPROVING THE UPDATE INTERLOCAL AGREEMENT WITH DAVIS SCHOOL DISTRICT

APPROVED

Councilmember Butterfield made a motion to adopt resolution 2026-06 approving the interlocal agreement with Davis School District and Councilmember Jackson seconded the motion. Chairman Westergard called for a roll call vote. Board Members Norman, Steadman, Hirst, Westergard, Butterfield, and Jackson voted "aye." There were no "nays."

DISCUSSION ON CAPITAL PROJECTS

Mr. Miller stated that capital projects continue to be the biggest increase in expenditures and are estimated to be over a million dollars in the upcoming budget. He suggested that priorities will need to be determined since future capital projections are also high. Councilmember Jackson raised the idea that a maintenance facility fee be charged annually, or bi-annually, to assist in covering these costs.

DISCUSSION ON FIRST DRAFT OF SDRD FY 2027 BUDGET

Mr. Miller noted that the budget is based off 8 months, so there will be changes as decisions are made regarding programs, and as estimates on possible increases to insurance costs are received. Mr. Norman asked about depreciation being included in the budget and how the bond retirement is being handled. Mr. Miller replied that he is meeting with Bountiful City to determine that.

EXECUTIVE DIRECTOR REPORT

Mr. Miller reported that a commercial was recently filmed in the ice rink, another ice rink has experienced maintenance issues and is not useable, then another ice rink is no longer allowing private coaching on their public ice sessions, and the Bountiful Ice Ribbon is scheduled to open for the season on November 23rd. Mr. Miller continued by recognizing the early morning staff who arrive at 4:00 a.m. to open the facility, West Bountiful residents can use the facility free on October 8th, the pools are closed for annual maintenance with the pool liner being repaired, and the fitness and racquetball courts have been resurfaced and opened today.

Mr. Miller reported that dog-a-poolooza brought in more than projected, the Labor Day triathlon had 409 participants, and the next race is coming up on Thanksgiving Day. Learn to skate has seen increased revenues due to registrations being higher than last year, there have been more than 4,000 lessons held in the summer, and daily admissions have increased over last year which included the insurance memberships.

CLOSED SESSION

No closed session was held.

ADJOURNMENT

At 8:02 p.m. Councilmember Butterfield made a motion to adjourn the meeting.

APPROVED