**South Davis Recreation District**

**Administrative Control Board Meeting**

May 20, 2019 at 3:30 p.m.

At the Recreation Center

Attendance: **Board Members**

Mayor Rick Earnshaw, Woods Cross

Mayor Len Arave, North Salt Lake

Marti Money, Davis County Representative

Councilmember Tami Fillmore, Centerville

Bret Millburn, Davis County Representative

Mayor Randy Lewis, Bountiful *\*\*arrived at 3:49 p.m.\*\**

 Others: Jayme Blakesley, Hayes, Godfrey & Bell Attorney

 Tif Miller, Executive Director

 Scott McDonald, Aquatics & Fitness Director

 Lizie Allen, Aquatics Program Manager

 Kathleen Steadman, Aquatics Operation Manager

 Cory Haddock, Recreation & Ice Director

 Heidi Kearsley, Customer Service Manager

 Mary Gadd, Office Manager

 Haley Turner, Recreation Specialist

 Tom Lund, Maintenance Supervisor

 Layne Jenkins, Recreation Coordinator

 Ciara Donier, Recreation Intern

 Ron Mortensen, Bountiful Resident

 Michael Glissmeyer, Bountiful Resident

**WELCOME**

Vice Chair Fillmore opened the meeting at 3:32 p.m.

**CITIZEN MATTERS**

 None.

**APPROVAL OF MINUTES FOR APRIL 15, 2019**

Minutes of the Administrative Control Board meeting held on April 15, 2019, was approved on a motion made by Mayor Earnshaw and was seconded by Mrs. Money. Board Members Earnshaw, Arave, Money, Fillmore and Millburn voted “aye.”

**REVIEW AND APPROVAL OF EXPENDITURES/FINANCIAL STATEMENT REVIEW FOR APRIL 2019**

Vice Chair Fillmore asked Mr. Miller to review the $10,704.00 to Bearcom Building Services, Inc. and the $12,640.51 to Bountiful City. Mr. Miller explained that Bearcom is the nightly janitorial services and Bountiful City is for financial, human resources, IT, accounts payable and lawn maintenance services, in addition to providing internet and cable. Vice Chair Fillmore mentioned she would like to see a breakdown for those services. Mr. Millburn asked if the District providing the supplies to Bearcom and Mr. Miller replied that some of the supplies are provided to them.

 Vice Chair Fillmore asked about the Revel Media Group, Inc expenditure, in the amount of $11,790.77, and Mr. Miller answered they are the digital screens for signage. Vice Chair Fillmore asked for credit card purchases to be included in the materials for Board meeting.

Total expenditures of $345,661.59 for the period of April 1, 2019 to April 30, 2019 was approved on a motion made by Mayor Arave and was seconded by Mr. Millburn. A roll call voted was held and Board Members Earnshaw, Arave, Money, Fillmore and Millburn voted “aye.”

Mr. Miller reminded Board Members that the District staff is still in the process of collecting about $40,000 from the membership dues that were not collected due to the change in merchant services and from other insurance programs.

**MASTER PLAN STEERING COMMITTEE MEETING UPDATE**

 Mr. Miller reported that an open house was held on May 6th with several display boards for the public to view and some committee members in attendance. After the open house, the steering committee met to discuss the community feedback. Board Members discussed the make-up of the steering committee.

*\*\*Mayor Randy Lewis arrived at 3:49 p.m.\*\**

 Due to the resignation of Mr. Nate Pugsley, from the Board, Mrs. Money agreed to attend the committee meeting in June.

**FOLLOW UP ON DISCUSSION OF END OF FY 2018 MEMBERSHIP SALES & PAYMENTS**

 Mr. Miller passed out a handout regarding legal fees and explained that there was an increase in issues that required legal advice and work. Mr. Miller was asked to walk through the membership handout. Vice Chair Fillmore recalled that during discussion of raising rates there was a concern that increasing prices would cause a loss of memberships. Mr. Miller explained that the numbers show that members either did react to the increase in the price, by either not renewing or by switching over to EFT monthly payments. Board Members asked several questions regarding the software program the District uses and the functions and available reports.

**EXECUTIVE DIRECTOR REPORT**

 Mr. Miller reported on the following:

* A current employee was asked to pick up hours doing part-time maintenance
* The District is going to try advertising on shopping carts at the Woods Cross Smith’s
* Splash N Sprint Triathlon had 471 participants
* Spring Skate Show went well
* Hiring summer staff – lifeguards and tennis instructors
* Ice Resurfacer for the Ice Ribbon was purchased from Olympia

**FACILITY EVENTS**

 May 22nd & 23rd – Aquatic Training

 June 8th – Children’s Entrepreneur’s Market

 June 15th – Outdoor Movie

 June 20th – Worlds Largest Swimming Lesson

 June 28th & 29th – Summerfest 2019

 July 20th – Handcart Days races

**OTHER MATTERS**

 None.

**NEXT BOARD MEETING**

Next Board meeting will be July 15, 2019 at 3:30 p.m.

 Meeting adjourned at 4:15 p.m. on a motion made by Mr. Millburn, and was seconded by Mayor Lewis.