**South Davis Recreation District**

**Administrative Control Board Meeting**

January 13, 2020, at 5:00 p.m.

at the Recreation Center

Attendance: **Board Members**

Mayor Randy Lewis, Bountiful

Councilmember Tami Fillmore, Centerville

Bret Millburn, Davis County Representative

Todd Meyers, Davis County Representative

Mayor Len Arave, North Salt Lake

Mayor Ken Romney, West Bountiful

Mayor Rick Earnshaw, Woods Cross

Marti Money, Davis County Representative

 Others: Jayme Blakesley, Hayes, Godfrey & Bell Attorney

 Galen Rasmussen, Board Treasurer

 Tyson Beck, Board Clerk

 Tif Miller, Executive Director

 Scott McDonald, Aquatics & Fitness Director

 Cory Haddock, Recreation & Ice Director

 Lizie Allen, Aquatics Programs Manager

 Mary Gadd, Office Manager

 Haley Turner, Recreation Specialist

 Tom Lund, Maintenance Supervisor

 Sarah Johnson, Race & Event Coordinator

 Layne Jenkins, Recreation Specialist

 Kathleen Steadman, Aquatics Operation Manager

 Lizie Allen, Aquatics Program Manager

 Ron Mortensen, Bountiful Resident

**WELCOME**

Board Chair Fillmore opened the meeting at 4:01 p.m.

**CITIZEN MATTERS**

 No remarks.

**APPROVAL OF MINUTES FOR DECEMBER 16, 2019**

 Mr. Millburn asked for his name to be spelled correctly on line #13.

Corrected Minutes of the Administrative Control Board meeting held on December 16, 2019, was approved on a motion made by Mayor Lewis and seconded by Mr. Millburn. Board Members Lewis, Fillmore, Millburn, Meyers, Arave Romney Earnshaw and Money voted “aye.”

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

Mr. Miller reported that December 2019 saw two big expenditures to Advanced Exercise Equipment, in the amount of $109,500.90, and to Olympus Insurance Agency, in the amount of $115,528.00.

Mr. Millburn inquired about the purpose of the expenditure to Summit Energy, LLC and Mr. Miller answered that it is for the November’s gas usage. Mrs. Money inquired about the expenditure to Revel Media Group, Inc. and Mr. Miller explained that it is the subscription for the content program for the digital screens.

Total expenditures of $613,787.14 for the period of December 1, 2019 to December 31, 2019 was approved on a motion made by Mayor Arave and was seconded by Mayor Earnshaw. Board Members Lewis, Fillmore, Millburn, Meyers, Arave Romney Earnshaw and Money voted “aye.”

 No remarks were made concerning the financial statement.

**UPDATE ON MASTER PLAN SURVEY**

 Mr. Miller reported that an updated version of the survey, with the proposed changes from suggestions and feedback, would be sent out via email after the meeting. Board Members and Mr. Miller discussed the process of forming the questions on the survey, proceeding forward with the survey on a slower time frame than previously discussed and how to educate the public on the District’s current needs. It was decided that the survey would be reviewed in-depth in the February meeting with Y2 and VCBO representatives.

Mr. Meyers asked if the District’s current facilities have been compared to the standards from the National Parks and Recreation Association, based on population. Mr. Miller replied that VCBO has reviewed those standards.

**DISCUSSION ON POSSIBLE FULL TIME POSITION – FITNESS COORDINATOR**

 Mr. Miller reported to the Board that creating this position as a full-time position was first discussed back in 2018 and he would like to add that position about halfway through the year. Mr. Miller estimated an increase of $6,000-$9,000 in the Budget because other full-time employees did not enroll in health insurance. Board Chair Fillmore remarked that as a user she hasn’t felt that anything was missing from fitness and asked for the staff’s perspective on the need for the position to be full-time. Mr. Miller replied that the hope is to grow the fitness programs that are offered. Mr. McDonald added that the position would be responsive to guests needs and any comments received and stay up to date on programs and classes.

**MEMBERSHIP REPORT REVIEW**

 Board Chair Fillmore asked if most of the individual admittance payments are for the ice or pool. Mr. Miller answered that the majority are for pool and ice admittances.

**EXECUTIVE DIRECTOR REPORT**

 Mr. Miller reported that the Jr. Jazz program added 9pm games to accommodate the size of the program and the lack of gym space and time. Mr. Miller added that there was a issue with a scoreboard controller but that staff eventually fixed. Mrs. Money remarked that the High School swim teams use prime hours at the facility. Board Chair Fillmore inquired how much preparation ahead of time the Board should begin working on a new interlocal agreement with the School District and Mr. Blakely replied at least 6 months.

 Mr. Miller reported a request for pickleball courts.

 Mr. Miller reported the Racquetball Tournament had 83 participants.

 Mr. Miller reported on having Paul Mix come talk to the staff regarding customer service.

 Mr. Miller reported that Sarah Johnson has been hired as the Race & Special Event Coordinator.

 Mr. Miller reported that the Ice Ribbon opening has been postponed until the fall season.

**FACILITY EVENTS**

 Sweethearts Race – February 8th

 Indoor Triathlon – February 22nd

Mr. Millburn asked if the District provides any sort of training program/schedule for these events. Mr. Miller reported that there are clinics provided to assist people, with a running clinic being held that night.

**OTHER MATTERS**

 Mayor Arave remarked if it was necessary to have the staff attend Board meetings. Mr. Miller replied that they attend to provide feedback and answer questions.

 Board Chair Fillmore noted that the foil on the front foyer is peeling. Mrs. Money noted the hard water on the cycle room windows.

**NEXT BOARD MEETING**

Next Board meeting will be February 10, 2020 at 3:30 p.m.