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3 **South Davis Recreation District**
4 **Administrative Control Board Meeting**

5
6 May 18, 2020, at 2:00 p.m.

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8 **Meeting was held electronically through Zoom.**

9 Board Members:

10 Todd Meyers, County Representative
11 Mayor Rick Earnshaw, Woods Cross
12 Councilmember Tami Fillmore, Centerville City
13 Marti Money, County Representative
14 Mayor Randy Lewis, Bountiful
15 Mayor Len Arave, North Salt Lake
16 Bret Millburn, County Representative

17 Others:

18 Jayme Blakesley, District Attorney
19 Tif Miller, Executive Director
20 Tyson Beck, District Clerk
21 Mary Gadd, Office Manager
22 Scott McDonald, Aquatics & Fitness Director
23 Lizie Allen, Aquatics Program Manager
24 Cory Haddock, Recreation & Ice Director
25 Haley Turner, Recreation Specialist
26 Michael Glissmeyer, Bountiful Resident

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28 **WELCOME**

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30 Chairwoman Fillmore opened the meeting at 2:03 p.m.

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32 **CITIZEN COMMENTS**

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34 None.

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36 **APPROVAL OF MINUTES FOR MARCH 30, 2020 AND APRIL 2, 2020 MEETINGS**

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38 Minutes of the Administrative Control Board meeting held on March 30, 2020 and April
39 2, 2020 were approved on a motion made by Mayor Earnshaw and seconded by Mr. Meyers.
40 Board Members Meyers, Earnshaw, Fillmore, Money, Lewis, Arave and Millburn voted “aye.”

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42 **REVIEW & APPROVAL OF EXPENDITURES/FINANCIAL STATEMENT REVIEW**
43 **FOR APRIL 2020**

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45 Mr. Miller reviewed the revenue for the month of April and noted that it was mostly from
46 the membership amortization. Mayor Arave questioned why revenue is being recognized when
47 memberships were extended because of the closure. Mr. Beck commented that there should be a
48 thorough analysis of this issue and a decision could be made in the future. Mr. Miller remarked
49 on the revenue for Recreation Department (-\$34,715) is because of refunding the participants for

50 the soccer and flag football programs. Mr. Miller added that some participants did elect to take
51 customer credits with the facility. Mr. Miller remarked that savings in expenditure were from the
52 utility costs, janitorial costs, and part time wages.

53
54 Total expenditures of \$289,153.28 for the period of April 1, 2020 to April 30, 2020 was
55 approved on a motion made by Mayor Earnshaw and was seconded by Mr. Meyers. A roll call
56 vote was held and Board Members Meyers, Earnshaw, Fillmore, Money, Lewis, Arave and
57 Millburn voted “aye.”

58 **COVID-19 REOPENING DISCUSSION AND UPDATES**

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61 Mr. Miller noted that after releasing the plans for opening during the moderate risk phase
62 that the State then moved to the low risk phase. Mr. Miller updated the Board on the changes that
63 occurred in an updated guideline that was released.

- 64
- 65 • Open plunge capacity numbers were changed to allow operation at a reduced capacity
- 66 while maintaining 6 feet social distancing when on the pool deck.
- 67 • Verbal screening of all patrons entering the facility was removed.
- 68 • Team Sports are allowed so long as social distance is met and participants are
- 69 screened before the event
- 70

71 Mr. Miller reported that open public times for swimming and skating would still be
72 delayed until at least June 1st to allow for staff training and to gather more information on the
73 demand. Mr. Miller continued that recreation sports, like tennis and adult softball, are planning
74 on opening registration in the first part of June.

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76 Mr. Miller gave a report on the membership deferments and asked if the Board wanted to
77 extend a discount to the monthly withdrawals because of the lack of open plunge and skating.
78 Mayor Earnshaw supported that the pass holder should determine what to do with their passes.
79 Mr. Millburn commented to be mindful of the number of options that are provided as it might
80 prove unmanageable for staff.

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82 Mrs. Money asked how the time slot reservation is being managed and if it was being fair
83 to all. Mr. Miller said to make it as fair as possible that reservations would only be made 2 days
84 in advance and members were being asked to be considerate of others. Chairwoman Fillmore
85 questioned how long the State would be in yellow phase, causing the facility to operate with the
86 time slot reservations as that should go into a decision on if the Board discounts the
87 memberships. Mayor Arave offered that his understanding is the main difference between the
88 orange and yellow phase is to limit any mass gatherings.

89
90 Mayor Arave made a motion to approve a 50% discount for memberships that are
91 withdrawn monthly for the first withdrawal and for memberships paid in full, who choose not to
92 defer at this point, would be given a 30-day extension and that operations of the facility wouldn't
93 change at least until June 1st. Mayor Earnshaw seconded the motion. A roll call vote was held
94 and Board Members Lewis, Earnshaw, Arave, Money, Meyer, Millburn, and Fillmore voted
95 “aye.”

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97 Mayor Lewis made a motion to allow staff to follow the State guidelines and allow team
98 sports. Chairwoman Fillmore seconded the motion. A roll call vote was held and Board Members

99 Fillmore, Meyers, Money, Millburn, Arave, Earnshaw, and Lewis voted “aye.”

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101 **EXECUTIVE DIRECTOR REPORT**

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Mr. Miller reported that 11 bids were received for the Janitorial RFP and staff is evaluating the bids. Mr. Miller also reported that 2 design services bids were received but because there was a large disparity amongst the two, Mr. Miller wanted to review it more thoroughly. Mr. Miller mentioned that both bids were higher than \$40,000 so the bids would come before the Board for approval.

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Mr. Miller alerted the Board that in the next meeting that the District financial services and the interlocal agreement with the Davis School District would need approval.

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Mr. Miller mentioned that masks and thermometers have been purchased for employees.

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114 **OTHER MATTERS**

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None.

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118 **NEXT BOARD MEETING**

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The next meeting will be June 1, 2020.

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Meeting adjourned at 3:33 p.m. on a motion made by Mayor Earnshaw and seconded by Mrs. Money.