

**East Fork Swimming Pool District
Board of Trustees General
Meeting March 22, 2018**

The Board of Trustees March meeting was called to order at 8:00 AM at the Carson Valley Swim Center, Minden, NV. Board members present were Chairman Mike Hardie, Vice Chairman Dave Ellison, Doug Robbins, Kimberly Rigdon and Michael McCormick.

Recess of the regular meeting and move into closed session.

Upon motion to recess into closed session made by McCormick, second by Robbins

Closed Session

- Confer with legal counsel regarding potential litigation involving the District.

Adjournment

Upon motion to end the closed session made by McCormick, second by Rigdon.

Reopened regular meeting at 8:45 AM

AGENDA

Upon motion by McCormick to approve agenda, second by Robbins, agenda unanimously approved.

PUBLIC COMMENT. Travis Lee commented on the successful aquatic programming.

CONSENT AGENDA ITEMS

Upon motion made by Rigdon and second by Robbins. The consent agenda items 1a and 1b were unanimously approved.

- 1a. For possible action. Approval of previous minutes from the February 21st, 2018 meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures and investments through February 28th, 2018.

NO PUBLIC COMMENT.

ADMINISTRATIVE AGENDA

- **DISCUSSION ONLY: DISCUSSION AND UPDATE ON THE CAPITAL IMPROVEMENT PLAN ONGOING PROJECTS INCLUDING SOLAR PANEL INSTALLATION AND ENGINEER'S REPORT ON THE HVAC SYSTEM. (SHANNON HARRIS, ROBERT MAXWELL)**

Harris stated that the HVAC System is being monitored and controlled by Seresco and Western Mechanical. Steve, with Western Mechanical, continues to analyze all reports and data coming off of the system at no charge to the district. Steve comes in once a week to discuss results with Maxwell and Harris. Only 4 hours of training has been received by CVSC staff out of the 40 hour of training that was recommended. Energy bills are still fluctuating.

Robert Maxwell stated that we are still in the learning mode. The system has not been fully functional since the time of installation.

Ellison asked if the company was working with the District's mechanical engineer.

Harris confirmed that Chun is currently in contact with Western Mechanical.

Rigdon asked why we haven't received the 40 hours of training.

McCormick stated that it is not a good reflection on the staff that we haven't insisted on the training.

Robbins stated that the energy bills are still too high.

Harris reported that the Solar Panels are an ongoing project. Maxwell has brought on Sierra Plumbing to assist the maintenance department with the installation. This project relates to the Southwest Gas bill. Maxwell stated that there is no completion date at this time due to weather but it shouldn't take more than 7-10 days once the weather clears. Hardie stated that the Panels were purchased and delivered at the end of year.

Robbins stated that the rain shouldn't stopped the work and Maxwell stated that the surface of the roof, when wet, is unsafe to work on.

NO PUBLIC COMMENT.

- **FOR POSSIBLE ACTION. DISCUSSION AND POSSIBLE ACTION TO AWARD A CONTRACT TO TSK ARCHITECTS FOR DESIGN SERVICES FOR THE LOCKER ROOM REMODEL PROJECT IN THE AMOUNT OF \$96,000 AND AUTHORIZE THE DIRECTOR TO APPROVE CONTRACT CHANGE ORDERS UP TO 10% FOR ANY REQUIRED ADDED SCOPE OF SERVICES. (SHANNON HARRIS)**

Harris stated that TSK Architects are projecting that design development will take four weeks, and then one week for owner review. Contractor interviews on 5/8 and 5/9 and the construction timeline is already posted on our website. Construction is to start in September, 2018, and be completed by December 2018. Final approval to proceed would be requested at the May 30, 2018, Board meeting.

Robbins asked if we could have a special workshop to do final approve sooner than 5/30.

Hardie stated that a special workshop on or about 5/12/18 would save the District 18 days.

Upon motion by McCormick to award a contract to TSK Architects for design services for the locker room remodel project in the amount of \$96,000 and authorize the Director to approve contract change orders up to 10% for required added scope of services. Second by Robbins, unanimously approved.

NO PUBLIC COMMENT.

- **FOR POSSIBLE ACTION. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE PROPOSED 2018-2019 OPERATING BUDGET. (SHANNON HARRIS)**

Harris stated that current financial information is through February 2018. Some of the highlights are, advertising and printing budget has decreased along with the uniforms budget. Salaries have increased by 3.5%. The cost recovery forecast is 33%.

Hardie gave a thanks to Ellison for bring on the accounting firm to assist with financial operations.

Upon motion by Rigdon to approve the proposed 2018 – 2019 operating budget, second by Robbins, unanimously approved.

NO PUBLIC COMMENT.

- **FOR POSSIBLE ACTION. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE DISTRICT'S 5 YEAR CAPITAL IMPROVEMENT BUDGET. (SHANNON HARRIS)**

Harris stated all projects listed in the 5 year Capital Improvement Budget have been discussed previously.

Discussion on the longevity and replacement of the boilers. All of the boilers are the same age. They are certified twice a year and are presently operating at an 86% efficiency. They are due to be replaced in 2021-2022.

Harris requested time to have a discussion about our options with the professionals she is working with on the boilers before we make a decision.

Exercise room.

Hardie stated that the present exercise area should be designated as a meeting/training room. Patrons are unable to use the current area at certain times due to meetings and trainings. It is also a safety concern because the area is not monitored.

Ellison stated that he is opposed to the exercise room being moved. He states that while he respects Michael's opinion regarding the legal risk of operating an unmonitored exercise room, the current room has been functioning without incident for many years and that the workout facility at the Community Center is also not monitored. Second, there has been no demonstration of increased demand that would justify expanding the footprint of the existing facility. In fact, several people that used to use the pool's exercise room have moved to the Community Center. Third, Ellison stated that by expanding the exercise room, we place ourselves in direct competition with the company two doors down from the pool who pays property taxes to support the pool district, and that we shouldn't be competing with those in private enterprise.

Upon motion by Rigdon to approve the District's 5 year Capital Improvement Budget, second by Robbins. Roll call vote, McCormick, aye, Rigdon, aye, Robbins, aye, Ellison, nay, Hardie, aye.

PUBLIC COMMENT: Travis Lee stated that he is in favor of a forward thinking plan tying together all projects as you look down the road such as a preventative maintenance plan.

6. FOR POSSIBLE ACTION. DISCUSSION ON THE SWIM CENTER DIRECTOR'S ANNUAL EVALUATION AND POSSIBLE ACTION APPROVING DIRECTOR'S MERIT INCREASE BETWEEN 0-5%. (TRUSTEES)

McCormick stated Harris is doing a good job but Shannon should develop a team approach.

Rigdon stated that Harris has managed the major construction projects and that the construction projects have gone well.

Robbins states he agrees with McCormick's comments on Harris's job performance. Patrons like to Coming to the swim center. Ellison has been very helpful. Robbins is very happy with the way things are going.

Ellison stated good job in aquatics programming. Be constantly looking for new programs.

Leadership, there is still room for growth. Facilities management, maintenance is good. Financial Management, Harris has come a long way in financial management. Now needs to look at broader goals such as asset management.

Hardie stated to build a strong team show appreciation to staff for a job well done. Doing an excellent job in leadership. Facilities has a problem getting things done. Financial Management, impressed with progress.

Discussion was held on the amount for Harris's Merit increase.

Upon motion by McCormick to approve the Director's merit increase of 4.00%, second by Robbins. Roll call vote, McCormick, yes, Rigdon, no, Robbins, yes, Ellison, yes, Hardie, yes.

NO PUBLIC COMMENT.

Hardie suggested, that because of the length of the meeting, the following discussion items should be held over and become action items for the April 18, 2018 Board meeting:

7. Discussion and possible action to approve components to be considered in revising the Director's Performance Standards and the possible implementation of a professional development plan. (Trustees)
8. Discussion and possible action to update the East Fork Swimming Pool District's Mission Statement. (Trustees)
9. Discussion and possible action of Resolution #18-001 ending the policy of issuance of lifetime swim passes for trustees and converting to issuing a yearly swim pass for each year the trustee has served once they are no longer on the Board and other properly related matters. This Resolution will not affect past trustees or employees who have been issued a valid lifetime pass.
10. Discussion Only. Report from the Swim Center Director:
 - User Attendance
 - Staffing and Programming
 - Marketing and Public Relations Information
 - Employee Recognition
 - Maintenance Updates
 - Monthly Financial Update
11. Proposed Agenda Items for April 18, 2018 meeting

1. Discussion on the new Board Policies and Procedures for Board Members
2. Discussion on Board Members attending meetings and conferences on maintenance and other conferences that have to do with swimming pool management
3. Discussion and possible action to elect a new Vice Chairman

Ellison stated that he is stepping down as Vice Chairman.

Upon motion by Robbins to adjourn the board meeting, second by Ellison, unanimously approved.

Meeting adjourned at 10:55 AM

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
MEETING AGENDA
March 22, 2018 at 8:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

Pursuant to Chapter 241 of the Nevada Revised Statutes, the East Fork Swimming Pool District hereby notifies all interested parties that the Board of Trustees will conduct business of the district as noted below.

8:00 a.m. Call to Order and Recognition of Quorum

PUBLIC COMMENT (No Action Can be Taken)

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Board of Trustees. Public Comment is limited to 3 minutes per speaker.

If you are going to comment on a specific agenda item scheduled for action, please do so when that item is opened for public comment. Please identify yourself and sign in on the sign-up sheet. Do not offer comment until acknowledged by the Chair.

APPROVAL OF AGENDA

The Board of Trustees reserves the right to take items in a different order to accomplish business in the most efficient manner; to combine two or more agenda items for consideration, and; to remove items from the agenda or delay discussion relating to items on the agenda.

Adjournment of the regular meeting and move into closed session.

Closed Session

1. Confer with legal counsel regarding potential litigation involving the District.

Adjournment

CONSENT AGENDA

Items appearing on the Consent Agenda are items that can be adopted with one motion and vote unless an item is pulled for discussion by a Trustee or a member of the public. Members of the public who wish to have a consent item placed on the Administrative Agenda shall make that request during public comment at the beginning of the meeting and state why they are making that request. When items are pulled from the Consent Agenda, they will automatically be placed at the beginning of the Administrative Agenda or, may be continued until the next meeting.

Public Comment:

Motion to Approve Consent Calendar items 1a-b

- 1a. For possible action. Approval of previous minutes from the February 21st, 2018 meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures and investments through February 28th, 2018.

ADMINISTRATIVE AGENDA

The Administrative Agenda will proceed as follows:

- The Chairman will read the agenda title into the public record.
- Staff and/or Trustees will provide relevant information on the matter.
- The Board will discuss the item. Once that discussion is concluded, the Chair will take public comment at three minutes per speaker.
- Once public comment is completed, the Board may again discuss or proceed directly to vote.

**For agenda items that are listed as “Discussion Only” with no action, public comment is not legally required. Public comment may be accepted by the Chair at their discretion.

CONSENT AGENDA ITEMS PULLED FOR FURTHER DISCUSSION:

Any item pulled for discussion from the Consent Agenda will be heard at this time unless continued to a later meeting.

Administrative Agenda

2. Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects including solar panel installation and engineer's report on the HVAC system. (Shannon Harris, Robert Maxwell)
3. For Possible Action. Discussion and possible action to award a contract to TSK Architects for design services for the locker room remodel project in the amount of \$96,000 and authorize the Director to approve contract changes orders up to 10% for any required added scope of services. (Shannon Harris)
4. For Possible Action. Discussion and possible action to approve the proposed '18-'19 operating budget. (Shannon Harris)
5. For Possible Action. Discussion and possible action to approve the District's 5 year capital improvement budget. (Shannon Harris)
6. For Possible Action. Discussion on the Swim Center Director's annual evaluation and possible action approving Director's Merit increase between 0-5%. (Trustees)
7. Discussion Only. Discussion on components to be considered in revising the Director's Performance Standards and the possible implementation of a professional development plan. (Trustees)
8. Discussion Only. Discussion to update the East Fork Swimming Pool District's Mission Statement. (Trustees)
9. Discussion Only. Discussion of Resolution #18-001 ending the policy of issuance of lifetime swim passes for trustees and converting to issuing a yearly swim pass for each year the trustee has served once they are no longer on the Board and other properly related matters. This Resolution will not affect past trustees or employees who have been issued a valid lifetime pass.
10. Discussion Only. Report from the Swim Center Director:
 - User Attendance
 - Staffing and Programming
 - Marketing and Public Relations Information
 - Employee Recognition
 - Maintenance Updates
 - Monthly Financial Update
11. For Possible Action. Discussion on proposed agenda items for the April 18, 2018 meeting.

Copies of the agenda were posted at 3:45pm, Thursday, March 15th, 2018, at the following locations:

1. Carson Valley Swim Center, 1600 Highway 88, Minden, NV.
2. The Douglas County Library, 1626 Library Lane, Minden, NV.
3. Douglas Co. Administration Building (Historic Courthouse) 1616 Eighth St., Minden, NV.
4. Douglas County Administration Office (Minden Inn) 1594 Esmeralda St., Minden, NV
5. Carson Valley Swim Center Web Site: www.cvswim.com
6. State of NV web site: <https://notice.nv.gov/>

Posted By: _____
(Print Name and Title)

Signed: _____

Reasonable efforts will be made to assist and accommodate disabled individuals desiring to attend the meeting. Please call Sharon Thompson at 782-8840 at least 24 hours in advance so that arrangements may be made.