

**East Fork Swimming Pool District
Board of Trustees General
Meeting April 24, 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. Director Shannon Harris is out ill.

AGENDA

Upon motion by McCormick to approve agenda with items 4,5,6,7,8 deleted due to the Director's absence, second by Robbins, agenda unanimously approved.

NO PUBLIC COMMENT.

CONSENT AGENDA ITEMS

Upon motion made by McCormick and second by Ellison. The consent agenda items 1a (with requested changes made) and 1b were unanimously approved.

- 1a. For possible action. Approval of previous minutes from the March 22, 2018 meeting and April 4, 2018 special meeting.

- 1b. For possible action. Approval of general ledger cash balances, expenditures and investments through March 31th, 2018.

NO PUBLIC COMMENT.

ADMINISTRATIVE AGENDA

**2. DISCUSSION ONLY: DISCUSSION AND UPDATE ON THE CAPITAL IMPROVEMENT PLAN ONGOING PROJECTS.
(SHANNON HARRIS, ROBERT MAXWELL)**

Chairman Hardie introduced this item. McCullough gave an update on the CMAR Locker Room Project. He has received two proposals in the last 5 days. They are both excellent choices. He will contact them today to set up interviews on 5/8. Chairman Hardie will be part of the 3 person interview team. The contract award will be made at the 5/30/18 Board Meeting. The construction timeline is to begin on 9/4/18 with completion on 12/20/18. McCullough states the timeline is aggressive but doable and that the schedule can be adjusted if necessary. No

decision has been made yet on where the temporary locker rooms and offices will go. We will have from June to September to make those decisions once a contractor has been awarded the Contract.

Maxwell gave an update on the Solar Panels. He stated that section 1 of 4 will be turned on today. McCormick asked what the completion date for the entire project is. Maxwell stated that it just depends on the plumber's schedule. He states that there is no contract. McCormick stated that we should have a contract on all of our projects. Maxwell states that right now we get contracts and 3 bids for any project over \$50,000, so that would need to be changed.

A discussion and possible action on having contracts on all projects no matter the dollar amount will be placed on the agenda of the May board meeting. McCullough stated that the county has many contract templates that he would be glad to email everybody for review.

Maxwell gave an update on the parking lot. He states that the completion date is May 7,8. The company has called me and would like to come earlier. We are currently looking at our schedule to see if this would be possible.

Maxwell gave an update on the Activity Pool resurfacing. He states that the resurfacing will take 3 days, however, the curing time could take anywhere from 5 to 28 days depending on the materials being used. Rigdon asked about fumes. Maxwell stated that there will be a smell but no fumes.

NO PUBLIC COMMENT.

3. For Possible Action. Discussion and possible action to elect the Vice Chair for the Board of Trustees. (Chairman Hardie)

Chairman Hardie introduced this item. Ellison nominated McCormick for Vice Chairman, second by Robbins, unanimously approved.

NO PUBLIC COMMENT.

9. For Possible Action. Discussion on proposed agenda items for the May 30th, 2018 meeting.

Revision of components to be considered in revising the Director's Performance Standards and the possible implementation of a professional development plan.

Update the East Fork Swimming Pool District's Mission Statement.

Review of Resolution #2015R-001 establishing the Board of Trustees' Conduct and procedures.

Board of Trustees attending aquatic related conferences. (Trustees)

Report from the Swim Center Director

Lifetime Passes

Final Approval of 2018-2019 budget

Side job contracts

Upon motion by McCormick to adjourn the board meeting, second by Rigdon, unanimously approved.

Meeting adjourned at 8:30 AM

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
MEETING AGENDA
April 24, 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.

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 March 22nd and April 4th, 2018 meeting.

1b. For possible action. Approval of general ledger cash balances, expenditures and investments through March 31st, 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.
(Shannon Harris, Robert Maxwell, Scott McCullough)
3. For Possible Action. Discussion and possible action to elect the Vice Chair for the Board of Trustees. (Chairman Hardie)
4. For Possible Action. Discussion and possible action on the revision of components to be considered in revising the Director's Performance Standards and the possible implementation of a professional development plan. (Trustees)

For Possible Action. Discussion and possible action to update the East Fork Swimming Pool District's Mission Statement. (Trustees)

Discussion Only. Discussion and review of Resolution #2015R-001 establishing the Board of Trustees' Conduct and procedures. (Trustees)

Discussion Only. Discussion on the Board of Trustees attending aquatic related conferences. (Trustees)

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

9. For Possible Action. Discussion on proposed agenda items for the May 30th, 2018 meeting.

Adjournment

Copies of the agenda were posted at 3:00pm, Thursday, April 19th, 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.