

**2EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
June 27, 2018 at 8:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

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

AGENDA

Upon motion by Ellison to approve agenda, second by Ridgon, agenda unanimously approved.

NO PUBLIC COMMENT.

CONSENT AGENDA ITEMS

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

- 1a. For possible action. Approval of previous minutes from the May 30, 2018 Meeting as corrected.
- 1b. For possible action. Approval of general ledger cash balances, expenditures and investments through May 31, 2018.

NO PUBLIC COMMENT.

- 2. **Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects.
(Shannon Harris, Scott McCullough)**
Chairman Hardie introduced this item. Hardie stated that McCullough is on vacation in Ireland. Harris states she has taken the locker room remodel project and placed it in a new document for 2018-2019. The toy replacement didn't get done for several reasons. One, they were still functioning and two, we needed more time to research and pick the correct toys for the kids and also we wanted to get three bids. The capital budget that the board had approved was \$122,000. Based on these numbers it appears that budget was amended to \$172,000, but we actually are not going to go over the \$122,000 and there is no reason to augment the budget. \$64,000 was for the toy replacement and the re-plaster of the activity pool. We only used \$13,050 to re-plaster the activity pool, which left us

\$50,950 which we actually will not be spending out of that line item. Ellison states that is January the budget was amended by \$32,000 for the solar panels. Ellison asks if we need to augment the budget. Harris explains that yes we did increase the budget to \$172,000 but because we are not going to go over the original \$122,000 that we turned into the State, we do not need to augment the budget with the State. The board has the ability to change the budget and then just augment with the State at the end of the fiscal year if it's different than the one we gave them. Hardie asks does the \$978,560 include the money for the locker room remodel. Harris states yes it does. Ellison states that in September, \$500,000 will be coming in and that's when the project starts. Harris states that you pay a certain percentage throughout the contract until the end in January or February. The board approved \$800,000 for the locker room project. We discussed with Q&D creating a ceiling in both areas. This would help with air flow. The first quote came in at \$1,000,000. The team decided this was too much and we needed to scale down. Next quote came in at \$696,000 which is almost \$100,000 under what the board had approved. The team hasn't met to go over this quote because Scott has been on vacation. We will meet next week. All documents, drawings, estimates, and checklists are available on line. Hardie asks if the \$696,000 includes the temporary facilities. Harris states yes, Q&D came up with a plan to convert our outdoor shed into men and women's changing areas. There will also be a covered walkway in case of bad weather. They will also bring in a trailer that has restrooms and showers. Lobby will be closed during construction same as it was for the last construction project. Office will be in the back and computers will be along the back counter. Using our own sheds has saved us a couple hundred thousand dollars. Robbins asks what happens to the waste. Harris states that they will come and empty them once a week. Ellison asks what the purpose of the ceiling is. Harris stated it's to help manage the HVAC system. Should cut down on heating and cooling costs long term. Robbins asked what the start date and completion date is. Harris states the start date is around the end of August and the completion day is around December 20. Q&D is a large company with a good reputation. They stated in their presentation that they have never had to negotiate in the end. They stick to budget.

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. Hardie states that this is due to the vacancy left by the resignation of McCormick. Are there any nominations. Ellison states that there are two candidates, Robbins and Rigdon. Robbins has time to put into this and is willing to therefore I nominate Robbins to fill the position of Vice Chairman.

No public comment

Upon motion made by Ellison and second by Rigdon, the action to elect Robbins the Vice Chairman for the Board of Trustees was unanimously approved.

4. **For Possible Action. Discussion and possible action on selecting a qualified elector to serve the remainder of the term of Michael McCormick who resigned on May 30th, 2018. The appointed Trustee will take office upon being sworn in by the County Clerk, and will serve until Dec 31, 2018.**

Chairman Harris introduced item. Hardie states there are two possibilities, Frank Dressel and Travis Lee. Hardie asks if there is a motion. Ellison states that there are a couple of options. We don't have to fill the position. However, Frank has an interest and is willing and I think it's beneficial to fill it now. I nominate Dressel for the position. Hardie states that Dressel still needs to be sworn in and can't vote in this meeting.

No Public Comment

Upon motion made by Ellison and second by Robbins, the action to select Dressel to serve, the remainder of Michael McCormick's term, until Dec 31, 2018 was unanimously approved

5. **For Possible Action. Discussion and possible action to update and approve the "Administrative Specialist" and Cashier Supervisor/Operation Manager" Job Descriptions.**

Chairman Hardie introduced the item. Harris states that these two job descriptions were approved by the board when these jobs were created. All we have done is to move all of the board clerk functions from one position to another. Ellison asked if Administrative Specialist position will still be part time, under 1039 hours a year. Harris states yes, it is still a part time position. Ellison asked if we can give payroll back to the cashier supervisor position. Harris states that she is observing the cashier supervisor position because there are two duties that have been given up. The actual reason that position was created was to be able to spend more time supervising and training the cashiers. That is definitely something we can think about after summer is over. Ellison states the change for the Administrative Specialist on pg 2 should read: "As authorized by the director, assist the East Fork Swimming Pool District's Board of Trustees in day to day tasks and special projects as needed."

No Public Comment

Upon motion made by Ellison and second by Robbins, the action to update and approve the "Administrative Specialist" as modified and Cashier Supervisor/Operation Manager" Job Descriptions was unanimously approved

6. **Discussion Only. Discussion on developing travel policies.**

Chairman Hardie introduced this item. Harris states County travel policy is a 10 page document. We do have a travel policy in place for our staff. My thought was that we could go to an action item next month. This would give everybody an opportunity to

discuss and read over the material. As mentioned last month, PoolPact will covered up to \$10,000 a year for travel and conference expenses from their Risk Management Grant Program. So we will be recouping much of the expenses with their grant program. Hardie states there are two conferences the board may be interested in. One is in September and one is in October. Robbins asks how far out do we need to register. Harris states about 45 days to get the better rates. Rigdon states to just make the policy simple and broader based.

No Public Comment.

7. Discussion Only. Discussion on the cost and coverage of the pool's property, liability, and employment practices insurance purchased from Pool/Pact through Warren Reed Insurance.

Chairman Hardie introduced this item. Harris stated to please read over the packet they each received. Harris met with Allen Reed in June and because we have decreased our salaries and wage expenditures by 5% or more, that reduced our liability. Our increase for next year is only \$10.00. Ellison asked if the improvements we have made on the building are reflected in here. Harris states that we did increase coverage for the facility and that we are covered for any current construction for the year we have paid the premium. They also covered cyber security and environmental liability at no additional cost. They are a very healthy organization and want to give back to their members as often as they can and those are two ways they give back to them. Hardie states the swim center its self is insured for 7 million. Harris sates that PoolPact has an HR side and comes out once a year to do an assessment of our training needs. They also have an elearning program which we are working on starting up. Dressel asked how long have we had Warren Reed. Harris states she will find out what year we started with them.

No Public Comment

8. Discussion Only. Report from the Swim Center Director:

- **User Attendance** – There has been a decrease in income and attendance. In 2017 we hosted State Dive Championships. This brings in a lot of drop –ins. The activity pool was closed from May 1-9 for re-plastering. Membership and Pass usage is up. Water aerobics numbers have increased as have lessons.
- **Staffing and Programming** - Staff party was great fun. Adjusted Cindee's hours. She is working Saturdays. We have 7 new lifeguards.
- **Marketing and Public Relations Information** –We held an open house and gave away free hots dogs and sold drinks and chips for \$.25. We had a float in the Carson Valley Day Parade and gave away free passes and tee-shirts. I attended the Commissioner's Meeting and the Chamber of

Commerce lunch. I spoke at the Kiwanis Club.

- **Employee Recognition-** May's Employee of the Month was Justin Hight and lifeguard of the week was Maverick Duffy. We have had many letters from patrons about how great our lesson instructors are.
- **Maintenance Update** – we are working on replacing all under water lights. The clock has been fixed.
- **Monthly Financial Update-** May 2018 income regarding user fees is down. Year to date income statement from July 2017 to May 2018, couple of thing I have kept in mind. One is the food income vs expense. We are looking into inventorying food and merchandise more accurately. I am also working with Brian, our accountant, and we now realize that we were not tracking any kind of loss such as expired food or damaged food. We are now tracking those kinds of things. Under general and administrative you will see some expenditures that have increase. These are accounting, which we have built into the budget for next year. Entry systems will increase as we make more money for our ActiveNet system. Legal expenses are high because of the construction issue. Maintenance and repairs are up and I have an entire printout of what these costs are. There are times when maintenance costs are higher and the board is always very supportive. Utilities are leveling out. We are running between \$7-7500 a month for power and about \$4-6000 for gas which should decrease now that the solar panels are up and running. Ellison ask about checking on the temp agency. Harris states she is still researchinmg and will report on it in September or October.

10. For Possible Action. Discussion on proposed agenda items for the June 27th, 2018 meeting.

Travel Policy
Possible budget adjustment

Upon motion made by Ellison and second by Rigdon, meeting was adjourned by unanimously approval.

Meeting was adjourned at 9:58 AM

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
MEETING AGENDA
June 27th, 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 May 30th, 2018 meeting.

- 1b. For Possible Action. Approval of general ledger cash balances, expenditures and investments through May 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, 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 selecting a qualified elector to serve the remainder of the term of Michael McCormick who resigned on May 30th, 2018. The appointed Trustee will take office upon being sworn in by the County Clerk, and will serve until Dec 31, 2018.
5. For Possible Action. Discussion and possible action to update and approve the “Administrative Specialist” and Cashier Supervisor/Operation Manager” Job Descriptions.
6. Discussion Only. Discussion on developing travel policies.
7. Discussion Only. Discussion on the cost and coverage of the pool’s property, liability, and employment practices insurance purchased from Pool/Pact through Warren Reed

Insurance.

8. 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 July 18th, 2018 meeting.

Adjournment

Copies of the agenda were posted at 3:00pm, Thursday, June 21st, 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.