

Corrected Copy Per Board Request

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
July 20th, 2023 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees July 20th, 2023 meeting was called to order at 9:00 AM at the Carson Valley Swim Center, Minden, NV. Board members present were Chairman Sharon DesJardins, Trustees Teresa Duffy, Doug Robbins and Frank Dressel. Vice Chairman Travis Lee was absent.

No Public Comment

AGENDA

Upon motion by Dressel to approve agenda, seconded by Duffy, the motion was unanimously approved.

No Public Comment

CONSENT AGENDA ITEMS

- 1a. For possible action. Approval of previous minutes from the June 15th, 2023 General Meeting
- 1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through June 30th, 2023

Upon motion made by Dressel and seconded by Robbins. The consent agenda item 1a & 1b was unanimously approved.

Public Comment

Charles Duarte introduced himself. He stated that he is interested in serving on the Board. He has lived in Gardnerville for 23years and has been a patron of the swim center since 2019. He offered his resume to anyone who was interest in seeing it.

ADMINISTRATIVE AGENDA

- 2. **Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects.**
Chairwoman DesJardins introduced item. Harris states that the balance in our capital budget as of June 30th is \$2,769,192. Only thing outstanding is the roof restoration or \$164,850. We are addressing some roof damage on north side from the snow that will be repaired before the roof coating is applied. Remaining balance is \$2,604,342. This will be the beginning balance for the new fiscal year. I will be presenting the new budget next month. McCullough states that the standard roof color didn't match the existing color so they made a custom color to match. CTR, the contractor, says they look to start the roof restoration mid-August. The process will be apply the primer and then apply the color. It will take a couple of weeks. They won't work if there is a threat of rain storms. Dressel asks if there is any kind of extreme heat where they would apply it. McCullough states not that we know of. Robbins states will they remove all the screws and put new ones in. McCullough states yes they will. Dressel asked how the ADA bathroom were coming along. Harris stated that one of the bathrooms is done and being used. The 2nd bathroom will not be remodeled until late August. It should be a quick project of about two weeks if all goes well.

No Public Comment

- 3. **For Possible Action. Discussion and possible action to award preconstruction services contract to Plenium Builders in the amount of \$10,000 to assist in design and estimation for the East Side Expansion Project to meet budget and program requirements.**

Chairwoman DesJardins introduced item. McCullough states that the CMAR method, NRS requires 2 bids.

Core Construction interviewed as well as Plenum Builders and because of Q&D's (Plenum Builders) experience with us, we are recommending awarding the contract to them. Robbins asked will we have an onsite manager. McCullough said yes we will. We need to award the contract and then we will start having regular meetings and be able to bring more information to the board about design.

Motion to approve awarding preconstruction services contract to Plenum Builders in the amount of \$10,000 to assist in design and estimation for the East Side Expansion Project to meet budget and program was made by Duffy and seconded by Robbins. The motion was unanimously approved.

No Public Comment

4. For Possible Action. Discussion and possible action to include the approved Federal and State Holiday "Juneteenth" to the East Fork Swimming Pool Districts personnel policies.

Chairwoman DesJardins introduced item. Harris states that this is an approved Federal and State holiday. All State and County employees are off in the State of Nevada. We are not required to approve this holiday because our policies don't base our holidays on the NRS. This will give us 12 paid holiday. Chairman DesJardins would like to take a poll of the Board members. Dressel state he thinks with State and County off, we should be too. How many paid holidays does the county have. Harris states the county has 12 paid holidays now. Robbins states that he has no problem with adding a 12th holiday. Duffy asked to abstain from the vote. Lee was absence. DesJardins states that her main concern is the budget. Harris states there wouldn't be any impact on the budget.

Motion to approve the Federal and State holiday "Juneteenth" to the East Fork Swimming Pool District's personnel policies was made by Dressel and seconded by Robbins. The motion was approved with 3 yes votes, 1 abstention, and 1 absent.

No Public Comment

5. Discussion Only. Report from the Swim Center Director. CVSC July 2023 Director's Report

User Attendance: See board binder documents.

- June 2022 Attendance was 18,042. June 2023 Attendance was 16,649.

Programming, Staffing and Training:

- Training and hiring of Lifeguards continues to be successful – Approx. 55 Lifeguards on staff this summer.
- Training and hiring of two Cashiers has been successful.
- Maintenance Department continues to be fully staffed.
- Senior Guard position was vacated and filled with an internal candidate Abigail Hutchings.
- Leadership Team (Director and Supervisors) meet monthly to plan and discuss CVSC programming & staffing.
- Swim Lesson Program continues to grow under Sarah's management and we were able to partner again this year for "Safety Day" with Douglas County Search and Rescue.
- Monthly In-Service Training/Meeting was conducted by all supervisors.
- Session, Drop-In and Private swim and dive lessons are combined numbers and classes have been successful (see attached #'s)
- Water Aerobics Class attendance is staying steady at 35+ participants in the morning classes. Evening classes are smaller but well likes and attended. 9:45 classes have been moved outside on nice days.

Marketing and Public Relations

- CVSC Team WON the Best Overall float during Carson Valley Days and handed out 2,500 free passes to the public.
- CVSC had 12 DHS Graduates... Shannon attended graduation in support of her team.
- Catherine and Hannah, Senior Lifeguards, participated in Boys & Girls Club "Career Day."

- USA Olympic and UNR Dive Coach Jianli You used the facility for 3 days training her athletes for a Competition. Olympic Medalist Krysta Palmer joined one day and dove on the boards.
- Shannon attended the Chamber Luncheon – Speaker was County Manager Jenifer Davidson.
- Shannon was voted in as a new member of the Pool Pact Human Resources Oversight Committee.
- Shannon attended the NRPS Board retreat in Tonopah as the President Elect.
- Shannon continues to working with CGI redesigning the outdated CVSC website – launching soon!
- Social media exposure, information sharing and flyers: Facebook & Instagram updates (Sarah & Catherine).
- Website updates (Tyler), Google Business updates (Shannon), Alignable updates (Shannon)
- Publications: Carson Valley Business Directory, Getaway Reno/Tahoe Area, Best of CV, Almanac, Record Courier.
- CGI Marketing Group continues to do a good job managing our online reputation with Google, Yelp (Shannon)
- Phone Message updates (Sherrie)
- Water Aerobics Coordinator (Deanna) is emailing staff and patrons on our internal water aerobics list to keep up-to-date on schedule or procedure changes.

Employee Recognition:

- Employee of the Month: Kolton Zinn, Lifeguard. Kolton has truly been an asset to the CVSC team. He is responsible, proactive, and efficient in his work, polite, knowledgeable and conscientious.

Maintenance Updates:

- Dave, Shannon and Scott interviewed both CORE Construction and Plenum Builders for the CMAR Eastside Expansion Project.
- Lights in pool replaced or repaired
- Pool covers ordered, Rockwall ordered, Diving Board 1M replaced (new) and 1M moved to 3M (3yrs old).
- Deck repair – sealed with Sikaflex
- Working with roofers to repair roof and determine if filing a claim is warranted
- West ADA Bathroom remodel completed by Majestic Tile and Maintenance Team
- Daily maintenance projects and asset management are being completed daily... excel document updated by Maintenance Supervisor and Director regularly
- Updating and improving the data information in Reserve Analyst (Asset Management Program).

Monthly Financial:

See board binder documents.

Correspondence: See board binder documents (if applicable).

7. For Possible Action. Discussion and possible action on proposed agenda items for the August 17th, 2023 meeting

CIP Update

Eastside Expansion

Dates for conferences

Discussion on minimum credit card transaction to avoid fees

Upon motion made by Dressel and seconded by Robbins to adjourn meeting. Motion to adjourn meeting was unanimously approved.