**EAST FORK SWIMMING POOL DISTRICT**

**BOARD OF TRUSTEES**

**GENERAL MEETING MINUTES**

**June 15th, 2023 at 9:00 a.m.**

**Carson Valley Swim Center**

**1600 Hwy 88, Minden, Nevada**

The Board of Trustees June 15th, 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, Vice Chairman Travis Lee, Trustees Teresa Duffy and Doug Robbins. Frank Dressel was on the phone.

**No Public Comment**

**AGENDA**

Upon motion by Lee to approve agenda, seconded by Robbins, the motion was unanimously approved.

**No Public Comment**

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**CONSENT AGENDA ITEMS**

1a. For possible action. Approval of previous minutes from the May 18th, 2023 General Meeting and May 18th, 2023 Special Meeting

1b. For possible action. Approval of general ledger cash balances, expenditures, and investments

 through May 31st, 2023

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

 **No Public Comment**

**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 May 31st is $2,759,104. We are still moving forward on the Roof Restoration. We have found some roof damage on north side from the snow that will be repaired before the roof coating is applied. Asset Management Plan, we are ordering a new rock wall after the new fiscal year. Some of the contingency funds were used for landscaping. Currently we are under budget. We forecasted $654,831 and it looks like we are going to come in at $594,967. Lee states that we have knocked off quite a few projects, when will the new projects start showing up. Harris states they show up next month in the new fiscal year. Robbins asks where do we stand with the ADA bathrooms. Harris states that I met with the owner of the tile company and told him that this project should’ve been done by the beginning of summer. He states that he terminated the project manager for our job. The owner stated that the project manager lost all of our records and measurements. Owner is personally taking over the project. He knows we are not happy. Owner says they are cutting tile and will hang tile on Monday. Lee asks do we have a time when these ADA bathrooms will be done. Harris states no we do not. Robbins states that should never use this company again and we could consider contacting the Contractor’s Board. Harris states that the filter project is done and that the clarity of the pools are exceptional. Robbins states that maintenance did a great job. Harris states that Casey with Smith Mechanical was exceptional too.

**No Public Comment**

**3. For Possible Action. Discussion and possible action to award a design contract to TSK Architects for the East Side Expansion Project not to exceed $55,537.00.**

Chairwoman DesJardins introduced item. The design contract from TSK has been approved by our attorney for the Eastside Expansion. Next week we will do interviews with the 2 contractors who came forward when we sent out an RFP. These contractors are Core Construction and Plenium which is an offshoot of Q&D. Once we do our interviews, we will bring forward our recommendation for a contractor.

Motion made by Duffy to approve awarding a design contract to TSK Architects for the Eastside Expansion Project not to exceed $55,537.00. Dressel seconded the motion. The motion was unanimously approved.

**No Public Comment**

4. **Discussion Only. Presentation from Alan Reed with Warren Reed Insurance on the cost and coverage of the pool’s property, liability, and employment practices insurance purchased from Pool/Pact through Warren Reed Insurance.**

Chairwoman DesJardins introduced item. Harris states she meets with Allen Reed every year. She states it was direction of the board for her to meet independently with Allen Reed, unless there is a new board member because it is similar information each year. Harris refers to the insurance packet. She explains it breaks down the coverages. She specifically points out Cyber Security and says there is a response plan in place. Harris explains they have been sending out emails phishing the staff and she receives quarterly reports. Reed explain that they give everybody a Cyber Score. We have two businesses with perfect scores and CVSC came in at 91%. She explains the insurance rate increase was approximately 11.32% which includes the property next door. She says the property isn’t the reason for the increase, but more because of inflation. Harris points out that we spent approximately $36,000 on POOL PACT insurance, but we are getting back more then what we are paying through POOL PACT’s programs.

 **No Public Comment**

**5. Discussion Only. Report from the Swim Center Director.**

**CVSC JUNE 2023 Director’s Report**

**User Attendance:** See board binder documents.

* May 2022 Attendance was 12,587. May 2023 Attendance was 9,632. (Filter Project Closure)

**Programming, Staffing and Training:**

* Training and hiring of Lifeguards has been successful – Approx. 65 Lifeguards on staff this Summer.
* Senior Guard positions were filled with 3 internally candidates and two outside candidates.
* Leadership Team (Director and Supervisors) meet monthly to plan and discuss CVSC programming & staffing.
* Adaptive Swim Lesson Program continues to grow under Sarah’s management with Paulette as the instructor. Summer pool space will be challenging.
* FT Aquatic Supervisor position was filled by Paul Uhrig who worked for over 20yrs with the City of Reno as a Head Pool Operator.
* Monthly In-Service Training/Meeting was conducted by all supervisors.
* Sarah managed a station and multiple lifeguards/senior guards participated in the NRPS Aquatics In-Service Training help in Reno at Idlewild Pool.
* 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**

* Sherrie and cashiers continue to managing the fee increase that launched May 1st. Positive feedback for the most part.
* Shannon and Sarah attended NRPS Aquatics meeting held in Sparks.
* Regional and State Dive competitions were held here.
* Shannon attended the NRPS Board Meeting virtually as the President Elect.
* Shannon is working with CGI redesigning the outdated CVSC website.
* 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: TBD

**Maintenance Updates:**

* Dave, Jack and SMI have completed the Filter Project that was scheduled the week of May 22nd, 2023.
* Deck work was completed the week of May 22nd.
* Light replacement and flag relocation project was completed the week of May 22nd.
* ADA bathroom remodel project was delayed again after project manager lost the details to the job. I have been in contact with the owner who has taken the lead on the project.
* 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 July 20th, 2023 meeting**

**CIP Update (ADA bathrooms)**

**Recommendations for contractor for the Eastside Expansion**

**Juneteenth Discussion**

Upon motion made byDuffy and seconded by Lee to adjourn meeting. Motion to adjourn meeting was unanimously approved.