

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
April 21, 2022 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees April 21, 2022 meeting was called to order at 9:00 AM at the Carson Valley Swim Center, Minden, NV. Board members present were Chairman Frank Dressel, Vice Chairman Sharon DesJardins, Travis Lee, Doug Robbins and Teresa Duffy (by phone.)

No Public Comment

AGENDA

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

No Public Comment

CONSENT AGENDA ITEMS

- 1a. For possible action. Previous minutes from the March 17, 2022 General Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures and investments through March 31, 2022.

Upon motion made by Lee and seconded by DesJardins. The consent agenda items 1a and 1b were unanimously approved.

No Public Comment

ADMINISTRATIVE AGENDA

- 2. **Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects.** Chairman Dressel introduced item. McCullough states regarding DH3 project- unit is operational and has been running since last week. At this point they are working on fine tuning the unit for the environment. The enclosure is not complete. The next step for the enclosure is a slab wall and completing the masonry. The enclosure was going to be complete this week, but due to weather it has been postponed. The project is under budget by approximately \$5,000 due to completing the original demo. Robbins asks what fine tuning means. McCullough states it would be finding the right settings with the right time with the current weather conditions. Harris states the company had estimated it would take approximately one year to fine tune the unit.

Harris states there has been discussion around the current NV Energy bills. There are heat trace lines along all of the outside pipes to prevent them from freezing, but they also use a lot of energy. They have a set point that has not been adjusted. Maintenance supervisor and Director working on getting a circulating pump to keep the water moving which then could turn down the heat trace lines. Robbins asks if the lines are set at a certain temperature. Harris states they are, but where it detects the temperature is in the coldest area of the building. Often times the heat trace lines are turning on when they don't need to be on. McCullough states the company sets the temperature at a very liberal temperature because it is safe. McCullough is working on figuring out when the use of the trace lines is really actually needed and where the location of the sensors are. The goal would be to make slow changes to ensure there is no risk to freezing the pipes.

McCullough states the project in the back of the building through a different contract will begin once the current company's work is completed. There are cracks in the sidewalk, so the concrete will be re-poured and there will be a temporary access created. Harris states the temporary access will be utilized for staff parking to get cars off the road and prevent employees from crossing the street. McCullough states the entire Douglas High School parking lot will be redone this summer. Robbins asks if it will be cracks or new pavement. McCullough states cracks and a slurry on top. Harris states part of the contract with the school district is that they will maintain our side of the parking lot, but we will still continue to have access to it.

Harris states there is a landscaping project being done on the south side of the lawn outside by the family pool. Historically it has been hard to keep the grass growing. There was a large dip in the middle which created huge dead patches of grass. The sod was removed, soil amended, and new sod was laid yesterday. The volleyball area was removed due to the balls hitting patrons utilizing the family pool.

Harris states she is moving forward with removing the sod on the side of the building. It has been difficult to keep the sod alive. The plan is to go to a zero scaping, which will also help conserve water. Additionally, there is a section of sod under the pine trees in the front of the building along highway 88 which has been difficult to keep alive and requires a lot of water. The sod will be removed and the landscaping will match the town of Minden, which will match the round-a-bout and the high school. Desjardin's asks if we will see the cost savings from the water even with the cost of landscaping. Harris states under the budget in the asset management section there is \$137,000 remaining that we can utilize for these projects and long term save water. Lee states he is supportive of what Harris has suggested. He understands the concerns with the neighbors and also saving water. He wants to ensure there is a balance of grass and zero scaping and that we do not go overboard on the zero scaping. Harris states there will still be five different grass areas. Desjardin's states a zero scaping will look much better than dead grass. Harris states the sprinklers are also running all the time just to maintain the grass that is not utilized.

McCullough states the roof restoration and concession project are at 50% design and waiting on the estimate. The roof restoration will be completed to maintain the asset. The concession will be determined once the estimate is received and brought to the board for approval. The estimate should be available at next month's board meeting. DesJardins' says she appreciates McCullough's expertise.

Robbin's inquiries about the access behind the building. He asks if it will have decomposed granite with gravel. McCullough says there is a good surface already there and after graded it may be fine. If not a Brunswick base can be used. Robbin's ask if there will be two gates. McCullough states no gates but the access will be blocked to prevent people from driving through.

McCullough says the radar repeater system is seven weeks out to receive the remainder of the product. Harris states the cameras have also come in, but the vendor is understaffed by four employees. The approximate time frame for the security project is one month.

No Public Comment

- 3. Discussion Only. Discussion on the Districts Strategic Plan and possible creation of a Master Plan.** Chairman Dressel introduced the item. Harris points out one page summary of strategic plan but also entire strategic plan is attached. Three year strategic plan with what has been completed and what needs to be done. Four main key areas that were outlined as a group: Community needs based facility scheduling, building a partnership base, determine expansion opportunities, and complete economic vitality study. Harris states there was a late start due to COVID, but still within the timeline. Dressel asks if the high school job fair was successful in getting candidates. Harris states they didn't start keeping an interest list until later in the day. They had eight people on the list, but had access to approximately one hundred students. Harris states it is hard to tell but there are currently twelve people enrolled in the lifeguard class and seven for the May lifeguard class. DesJardins' asks if it is possible to ask the kids in the class how they heard about the class to know if it was effective or not. This would help us know what is worthwhile. Duffy states that being part of the work fairs is not about getting names of people interested. She states us showing up and attending these events sparks interest and lets them know what opportunities are available.

She says if we did not get a list a names, we are still sparking interest by showing up to an event. Harris states we received tremendous feedback from high school personnel that we had one of the best booths showing the kids that you could have a career path by working at the swim center. Harris states there is two other career fairs we will be doing. One is the Chamber of Commerce and the other is at the community center. Duffy asks if we are doing the business showcase and Harris declined stating it would not benefit the swim center.

Lee states he appreciates the overview of the successes and it will be a nice reference tool to go back to as everything progresses and grows. Under building partnerships he would like to see the partnership between search and rescue, law enforcement and the fire department. Harris states she will include that. Lee states under the community needs based facility scheduling the swim center went above and beyond to meet the public's needs in respect to COVID and he would like that conveyed. Duffy agrees. DeJardins' says the copper handles could also be included. Harris states she will include more information in that section.

Lee states being able to move forward with security cameras due to grant funding and being recognized by POOLPACT should also be included. Dressel believes the loss control excellence award should go under history and highlights.

Robbins is very happy to see we are using VFD's(Variable Frequency Device.) Harris states there has been attention to the NV Energy bill the VFD's will control the demand peak charges on the NV Energy bill. Robbins asks about the times for the parking lot lights. Harris states the lights go off around 10:30 PM and come back on at 4:30 AM until daylight.

Harris discusses master plan and pages she included. Lee states his idea for a strategic plan are the action steps that are implemented in order to address specific needs, more of a broad level. Lee states master planning is more facility, property, and neighborhood. The appearance, what it brings to the community, and how it flows. The University of Reno students can be utilized to evaluate plans to help with master planning. Harris also states she would like to hear through forums from the local tax payers and community to ensure we are serving them. Comparing our current demographics to previous demographics and how they are changing would be important. Harris states in regards to timeline the zoning does not want to be changed until FEMA mapping is complete and they say it is no longer a flood plain due to the culvert work. Also, the property cost a significant amount of money but should there be another pandemic or continue to have staffing issues it should be left at the zone of multifamily residential to retain its value should it need to be sold in the future. Approximate time frame for FEMA mapping is one to two years and is completed through the county. Lee states the zoning would be part of the master plan because it is infrastructure specific. Dressel states that the property should stay at the current zoning to keep the highest value, but Harris can change the zoning at any time, it is an easy process. Robbins states we should have meetings more often to include more people. Due to the cost it probably won't happened in three to four years. Dressel states maybe it should be completed in phases. Lee explains the whole reason for a master plan is to include everything such as the current landscaping projects. Dressel states he would like to have workshops to see what the patrons, staff, public, and tax payers want. Lee agrees we should do it that way, once we get there. Dressel states it is too early at this point and we have other things that need to be addressed first. Robbins states we are not getting more young people, but we need to discuss would it be worth building something new if we are still getting the same patrons. DesJardins' states what we build will determine the age of people that show up. Harris states the City of Reno is building a brand new facility, and she can use their partnership to help figure out the cost.

Lee states he would be interested on adding geothermal to save money. Robbins states he knows someone who is knowledgeable in geothermal and he could come by to educate the board.

4. **Discussion Only. Report from the Swim Center Director:** **CVSC April 2022 Director's Report**

User Attendance: See board binder documents.

- Mar 2021 Attendance was 6549 (COVID Restrictions). Mar 2022 Attendance was 12,583. (48% Increase)

Programming, Staffing and Training:

- Session Lessons (please see attached #'s). Mar Drop-ins (138) and Privates (74)
- CVSC has hosted several swim and dive meets
- Water Aerobics Classes attendance staying steady at 35+ participants in the morning classes.
- Staffing and schedules are regularly changing based on program needs, school schedules and sports.
- Aquatic Supervisors have scheduled future Lifeguard Certification Training for April (7 enrolled) and May (4 enrolled).
- DHS aquatics class has resulted in over 13 applications being handed out to students. Lower than past years.
- Interviews for LG's are being held.
- Justin is officially serving his Military Deployment Duties.
- Aquatic Supervisors are renewing their CPO (certified pool operator) certs with the City of Reno.
- Director and Admin Specialist attending the virtual Pool Pact Round Table Discussions.

Marketing and Public Relations

- CGI Marketing Group continues to manage our online reputation with Google, Yelp etc.
- Social media exposure and information sharing: Facebook & Instagram.
- Web based: Website, Google Business, and Alignable have all been updated and pictures added regularly.
- Publications: Getaway Reno/Tahoe Area, Best of CV, Parks and Rec guide, Almanac, Record Courier.
- Emailing staff and patrons on our internal water aerobics list to keep up-to-date on schedule or procedure changes.
- Director spoke to the Carson Valley Medical Centers Vitality Group educating them on programming etc.
- Aquatic Supervisors and one SR LG attended the DHS Career Fair and spoke with several students about CVSC careers and job openings.
- CVSC partnered with DHS's PAC program (partnerships across the county) and have three students with disabilities learn different work skills.

Employee Recognition: Employee of the Month: TBD

Maintenance Updates:

- Daily maintenance projects and asset management are being completed daily... excel document updated by Maintenance Supervisor and Director.
- Chemical and equipment cost increases are continually being assessed & research is being done for other possible vendors.
- Maintenance Supervisor is always looking at ways to save on energy and gas and improve on system function. One way that has been identified is to have the doors open to provide fresh air during nice days. Also identifying and adding VFD's through the facility to control pump functions and lower peak demand.
- Updating and improving the data information in Reserve Analyst (Asset Management Program).

- Offered the PT Maintenance Aid position to an applicant but starting the position is delayed for personal reasons.
- Landscaping projects are being done on the both the south and north sides of the facility. Soil mending and sod project to the south and lawn reduction/xeriscaping to the north. Trying to lower the water footprint of the facility. Looking at lawn reduction to the East off of SR 88 next and xeriscaping to match town of Minden property.

Monthly Financial: See board binder documents. User fee income does not have a direct correlation to attendance. Income is dependent on timing of payments from Point of Sale System as well as billing.

Correspondence: See board binder documents (if applicable).

No Public Comment

5. **For Possible Action. Discussion and possible action on proposed agenda items for the May 19th, 2022 meeting.**
- Budget Hearing**
 - Construction in progress**
 - Roof restoration and Concession**

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