

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
February 22nd, 2022 at 8:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees February 22nd, 2022 meeting was called to order at 8:00 AM at the Carson Valley Swim Center, Minden, NV. Board members present were Chairman Frank Dressel, Vice Chairman Sharon DesJardins, Teresa Duffy, Travis Lee, and Doug Robbins.

No Public Comment

AGENDA

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

No Public Comment

CONSENT AGENDA ITEMS

1a For possible action. Previous minutes from the January 18th, 2022 General Meeting.

1b. For possible action. Approval of general ledger cash balances, expenditures and investments through January 31, 2022.

Upon motion made by Robbins and seconded by Duffy. 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 that the DH3 replacement equipment finally showed up last week. The two major components are the Dehumidification unit and the Condenser. We are modifying some underground piping and we will be working on the slab. Harris states that DH3 is down today due to the snow. You can tell it's down due to more humidity and more chloramine in the air. This just shows how critical it is that this equipment runs properly. McCullough states the fencing for the new property on Hwy 88 is completed. As far as the Roof Rehab and Storage Area project, the consultants are reviewing the scope and really getting the specifics and preparing concept drawings. We won't start on this project until mid-September. Harris states that the new roof line will be included in the estimate. Robbins states going back to the new DH3 equipment, can we expect the electric bill to go up? McCullough states with the new DH3 we shouldn't see much of an increase. Robbins states are we monitoring this system with the existing monitoring system? McCullough states yes. Harris states that it takes about a year and a half for the equipment to learn our facility. And with the Super DH, it took us learning how to operate the new equipment too. Robbins states is it normal for it to take a year for the equipment to learn our facility. McCullough states yes, even our experts are learning. Lee states that going forward, NV Energy and Southwest Gas are both talking about rate increases so our bills may go up but it will have nothing to do with the new equipment.

No Public Comment

- 3. For Possible Action. Discussion and possible action to approve legislative updates in the Districts Personnel Policies.** Chairman Dressel introduced item. Harris introduces HR Representative Thompson

to discuss the District's personnel policy updates. Thompson explains that every two years, after our legislature meets, Pool/Pact puts out new personnel policies. Some of the changes are just rewording that makes the policy stronger and easier to understand and some are legislature (NRS) policies that we need to adopt such as the Whistle Blower Policy. We always have the choice to adopt or not. Lee asked if he could recap the sections that are being added or changing for the record. The sections are as follows:

Safety-Sensitive Positions,
Code of Ethical Standards,
Prohibited Activities, 2.18.5. Permitted Activities,
Social Networking (Social Media) Policy
Policy,
General Provisions,
Social Media Post Disclaimer,
CVSC Monitoring,
Reporting Violations,
Violation of Policy,
Rules and Guidelines,
Personal Social Networking,
Media Contacts,
Prohibition against Retaliation,
Children, Animals, and Visitors in the Workplace,
Whistleblower Protection
Prohibition of Threats or Coercion,
Disclosure of Untruthful Information,
Workplace Safety,
Offers of Employment,
Policy,
Abuse of FMLA

Motion to approve legislative updates as discussed in the District's Personnel Policies was made by Lee and seconded Duffy. The motion was unanimously approved.

No Public Comment

4. For Possible Action. Discussion and possible action adults with children under the age of 7yrs old to use the "Therapy Pool" beginning at 12:00pm daily.

Chairman Dressel introduced item. Harris states that the Physical Therapists and our senior population are in the therapy pool in the morning. We have always protected this area for those uses up until 2:00 in the afternoon. Talking to the Aquatic Supervisors, they brought it to my attention that between the hours of 12-2, the therapy pool is empty. Because we have more and more families coming in to use our facility, the only other alternative for them is the activity pool. That is why I would like to change the hours for families to start using the therapy pool from 2:00 to 12:00. Lee states that it's nice to get updates. Historically, it rose to the board level but I think its ok for the decision to be made at the director level. Dressel states that he agrees with Lee that this type of decision should be at the director level. DesJardins agrees with Lee and Dressel.

Motion by DesJardins and seconded by Lee to approve adults with children under the age of 7 Yrs old to use the Therapy Pool beginning at 12:00 PM daily. The motion was unanimously approved.

No Public Comment

5. For Possible Action. Discussion and possible action to increase the starting pay for the Maintenance Aid position to \$11hr from \$8.25hr.

Chairman Dressel introduced item. Harris states that hourly rates have jumped a lot. We use starting pay based on experience. I am requesting a \$2.75 an hour raise for the starting pay for the maintenance aid position. This is an entry level position. Robbins states what are you looking for in this position. Harris states that we are looking for experience. The less you have to training, the less time until that person is effective in their job. We also have a 6 month introductory period and if they do well during that period, we can give them a raise at the point. The maintenance supervisor is happy with the job description and the new pay range. Lee state as a reminder to the board, we have had extensive discussions about this subject. It's ok to start a person with no experience at the first step of the salary range. Duffy states that she agrees with Lee. It is commendable if someone with no experience comes and wants to work.

Motion by DesJardins and seconded by Robbins to approve an increase in the starting pay for the Maintenance Aid position from \$8.25 hr. to \$11.00 hr. The motion was unanimously approved.

No Public Comment

6. Discussion Only. Discussion on Districts Tax Revenue Rate.

Chairman Dressel introduced item. Harris states that this comes up every year. We get a letter from the Department of Taxation each year asking us what tax rate we want to levy in FS 2022-23. We called and got an extension until our board meeting, so we will be reported back to them today and let them know our decision. Our rate is now &0.13 per \$100 of assessed value. In 2012, we gave around \$280,000 a year back to Douglas County. Dressel states because we gave that money to Douglas County, can we get it back. Harris states no, we cannot. The board agreed that the tax rate should remain the same.

No Public Comment

7. Discussion Only. Discussion of the proposed '22-'23 operating budget and 5 year capital improvement budget.

Chairman Dressel introduced item. Harris states that January is the first month that we talk about the new budget and the 5 year capital improvement budget. Next month you will vote on a tentative budget which then will be put in the State format to go to the Department of Taxation. They will then review it and give us their ok by April 15 and we will meet in May for final approval of the budget. Some key points, if you would please turn to page 2 under item #7. First column 1 is actual 20-21 #s, column 2 is Budget 20-21 this budget was approved before COVID. Column 4 is 12 month actual gives me an idea Of what the second half of year looked like. I use column 2&4. User fees are the same or higher than 2019. This shows that we are on a straight path to recovery. Payroll expense at \$1.4M is a very solid number. Voter Registration, as we have discussed, is a one-time fee per year. Pool Chemicals have increase because we have already gotten a letter saying they will increase. First year of COVID we were at a cost recovery of 17%. We are current at a cost recovery of 28.4% with 60% of the fiscal year over. This new budget has a cost recovery of 30.7% which I feel very comfortable we will achieve. Lee states I see a small increase in utilities for the coming fiscal year. Could you please reevaluate those numbers? Also could you please add a column for percentage of increase or decrease so it's easy available. Harris states that she will do both items requested. Robbins states that for a future discussion, we should consider a well down the road. Lee states are the bathrooms on separate water tanks and are they tied into the main boiler system. Harris states yes they are on separate boilers. Lee states he would like us to consider on demand water heaters that turns off when there's no demand for hot water.

No Public Comment

8. Discussion Only. Discussion on the evaluation process of the District's Director to be held during the March 2022 meeting.

Chairman Dressel introduced item. Thompson states that everybody on the board was also on the board

last year when we did the director's evaluation. Therefore, everybody is familiar with the process. I am passing out the forms that you can use for your own personal notes as nothing will be turned in. Please be ready with your performance ratings and also the salary discussion that will follow.

No Public Comment

9. Discussion Only. Report from the Swim Center Director: CVSC February 2022 Director's Report

User Attendance: See board binder documents.

- Jan 2021 Attendance was 5066 (COVID Restrictions). Jan 2022 Attendance was 7638. (50% Increase)

Programming and Staffing:

- Session Lessons have been launched for Jan '22 (please see attached #'s).
Jan Drop-ins (184) and Privates (31)
- Water Aerobics Classes attendance is reaching 35+ participants in the morning classes.
- Staffing and schedules are regularly changing based on program needs, school schedules and sports.
- Aquatic Supervisors are planning a future Lifeguard Certification Training as we move into spring hiring.
- Shannon, Sarah and Teresa attended the Association of Aquatic Professionals Conference in St. Pete's FL.
- DDST had a successful Valentine's Day Swim Meet February 11-13. We close the facility for this meet.

Marketing and Public Relations

- CGI Marketing Group continues to manage our online reputation with Google, Yelp etc.
- Radio campaign will run this winter (Dec/Jan/Feb) in place of magazine advertisement. Alice 96.5
- 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.

Employee Recognition: Employee of the Month:

- January 2022: Dalin Handley, Maintenance Assistant
- February 2022: Richard Cannon, Senior Lifeguard, Instructor II and Private Instructor

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 being assessed and research being done for other possible vendors.
- Maintenance personnel working with ACCO Engineering to replace DH3 Unit.
- Dave is always looking at ways to save on energy and gas and improve on system function.

- Updating and improving the data information in Reserve Analyst (Asset Management Program).
- Fencing along Hwy 88 and behind building is complete securing the adjacent 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.
- The budget has continued to be surpass projected income during a pandemic year.

Correspondence: See board binder documents.

No Public Comment

5. For Possible Action. Discussion and possible action on proposed agenda items for the March 17th, 2022 meeting.

Duffy and Harris update of conference attended
Approval of tentative budget
Director's Performance Evaluation and Salary Discussion
Salary Discussion for Cashiers and Lifeguards

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