

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
February 9, 2023 at 4:00 P.M.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees February 9, 2023 meeting was called to order at 4:00 PM at the Carson Valley Swim Center, Minden, NV. Board members present were Vice Chairman Travis Lee, Trustees Teresa Duffy, Frank Dressel, and Doug Robbins. Chairman Sharon DesJardins was absent.

No Public Comment

AGENDA

Upon motion by Dressel 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 19, 2023 General Meeting.
- 1b. No Financials – meeting was held too early in the month. Next board meeting will have February and March financials.

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

No Public Comment

ADMINISTRATIVE AGENDA

- 2. **Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects.**
Harris states that the balance under the remaining amounts payable include the Roof Restoration which will be on the agenda next month for approval. That amount also included projects in the Asset Management Plan as Project Management. The \$1,748,601 will be the ending balance for this fiscal year and will roll over to the next fiscal year. Robbins states what landscape improvements is. Harris states that is already paid out. That was the entire north and west landscaping and it carried over from the last fiscal year. Dressel states that the landscaping also included the chain link fencing for the new area.

No Public Comment

- 3. **For Possible Action. Discussion and possible action on changing the District’s current Tax Revenue Rate at .13%.**
Harris states that she gets a letter from the Board of Taxation every year. Douglas County came to us in 2012 and ask us to give up some of our tax money. We gave up approximately \$290,000 and once you give it up, you never get it back. Dressel states do we have the heart to give a portion back to the county. Lee states that is what we will be deciding. Dressel states can we ask for more money? Harris says no but can go after money given up by another district. Duffy asked if we are anticipating giving more back. Harris states no. Robbins states that he would like to keep it as it is. Lee states that he doesn’t feel it’s appropriate at this time to giving any back.

Upon motion made by Dressel to keep the East Fork Swimming Pool District’s Tax Rate at .13% and seconded by Robbins. The motion was unanimously approved.

No Public Comment

4. For Possible Action. Discussion and possible action to award the ADA Restroom Remodel labor contract to Majestic Marble and Tile in the amount of \$35,240 and authorize the director to approve contract change orders up to 10% for any required scope of services.

Harris states that the ADA Restroom Remodel is a smaller in house project. Lee asks if we know what the warranty is. McCullough the warranty is typically 12 months. Harris states that we requested quotes from 3 contractors and 2 came back with bids. This item is for labor only. Robbins asks when the remodel will start. Harris states ASAP. We will do one restroom at a time. Each should take about one week. We are only demoing the floors, not the walls. The new material that we purchased for the walls will go right over the existing tile. This will help with easier upkeep and cleaning.

Upon motion made by Robbins and seconded by Duffy to approve awarding the ADA Restroom Remodel labor contract to Majestic Marble and Tile in the amount of \$35,240 and authorize the director to approve contract change orders up to 10% for any required scope of services. The motion was unanimously approved.

No Public Comment

5. For Possible Action. Discussion and possible action to award the ADA Restroom Remodel material contract to Nova Tile and Stone Nevada Inc. in the amount of \$39,166.58 and authorize the director to approve contract change orders up to 10% for any required scope of services.

Harris states we told these three companies what materials we wanted to use. Therefore these quotes are straight apples to apples comparisons. There was no further discussion.

Upon motion made by Duffy and seconded by Dressel to approve awarding the ADA Restroom Remodel materials contract to Nova Tile and Stone Nevada Inc. in the amount of \$39,166.58 and authorize the director to approve contract change orders up to 10% for any required scope of services. The motion was unanimously approved.

No Public Comment

6. Discussion Only. Discussion of the proposed '23-'24 operating budget and 5 year capital improvement budget

Harris states that she has supplied several different supporting documents. First is the 2023-2024 Forecasted Budget with a 30.1% cost recovery, second is the 5 year CIP with all the changes the board requested I make last board meeting and third is the 5 year remaining balances document. As you will see in the forecasted budget, I did build in higher user fees that we are forecasting to get with our new fee increases that take effect May 1, 2023. You will also see increases in Payroll. We knew this was going to happen because on July 1, 2023 we are giving all of our employees' raises across the board. We also know there is going to be a rather significant raise in PERS and so we have built that into the budget. We also know that social security will go up as our salaries go up so we have also built that into the budget. We have also anticipating an increase in Health Insurance and so we have also built that into the budget. Lee state with all the increases, good job in keeping it at a 30.1% cost recovery. Robbins asks why the IT Work/Software keeps going up. Harris states there are always new updates and we have already been noticed that QuickBooks, Timeforce, and Booking are going up. Robbins states is there anything we can do to lower our electric bill. Harris states that we are experiencing increases regularly. We just had one in January that is just now hitting us. We have a lot of equipment running plus the entire building is now using LED lighting. We are doing everything we can. Harris states if there are no more questions about the forecasted budget, let's move on to the 5 year CIP. Dressel states that he feels that the Topaz Splash Park is not right for us. I am against it. I feel it is setting the wrong impression. This isn't a partnership, in a partnership there is give and take. We are only giving money. I don't feel it would benefit us. The word will get out to other commissioners and they will be coming to us for their projects.

One reason I joined the board was to keep our money for our facility. Why would we want to transfer money out of this facility when we have all that dirt that we need to develop? If we say no now, we won't have to worry about other commissioners coming to us for money. We have the 1.3 acres to develop and one of the reasons I wanted that property is so we could show that we have major projects for 10-15 years down the line to develop this land. Robbins states I remember when we didn't have money. I'm in agreement with Frank, let's keep our money here. We have the best facility in this area. This is a wonderful safe place that we can be proud of. The lobby remodel was brought up by Dressel. He states that he has 3 safety concerns that need to be address during the lobby remodel. They are the roof, proper drainage in the floors, and the entry to the building because it creates such a wind tunnel. Harris states that these are all things that will be addressed in the remodel. Lee states that the park in Topaz is not used much. The area is disconnected from the county. TRE wants to be their own community. The commissioners already know we have money. They can come after it whenever they want. I am not afraid to invest in the core value of water activities. I think we are more than this building. I think we have opportunities. I proposed \$50,000, I feel that \$100,000 is overkill. The question is do you want to participate in a community building project for an underserved part of our county. I would suggest that we split out the splash park, take out TRE and just make it money for a splash park. Duffy states she feels \$50,000 is good. It doesn't make sense to have a splash park here. TRE is an underserved area of Douglas County. Keeping the kids busy will keep them out of trouble. It will be a valuable asset that we could be connected to. Lee states that the county will own it, we will just be a sponsor. We could separate out the TRE splash park and just make an action item that is Splash Park. Harris states she will make an action item for \$50,000 and an action item for \$100,000 for Splash Parks in the March Board Meeting.

No Public Comment

7. Discussion Only. Discussion on the evaluation process of the District's Director to be held during the March 2023 meeting.

Thompson, Administration Assistant, discussed the documents in the board package to assist them is the rating of the director's performance for 2022. Please take the time to review these documents and be ready to discuss your ratings in the next board meeting.

No Public Comment

**8. Discussion Only. Report from the Swim Center Director.
CVSC February 2023 Director's Report**

User Attendance: See board binder documents.

- Jan 2022 Attendance was 7638. Jan 2023 Attendance was 7138. (Decrease due to Closures/Weather)

Programming, Staffing and Training:

- Facility was closed Jan 1-3 due to extreme weather conditions.
- Flick 'N Float brought in a few families and individuals on Jan 21st. Sold Pizza, drinks and inner tubes.
- Shannon submitted her professional article to the NRPA for March's Parks & Recreation Magazine publication.
- Shannon attended 3 Nevada Recreation & Parks Society (NRPS) Trainings relating to 3yr term Presidential Responsibilities.
- Adaptive Swim Lesson Program is up and running and classes have been scheduled.
- 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.

Marketing and Public Relations

- Tour of facility: Great Western Recreation Owner and company's Nevada Rep. (Shannon).
- Tour of facility: Two Fernley Board Members reached out for professional aquatic advice (Shannon).
- Participated in the last Pool Pact HR Assessment Workgroup (Shannon).
- Created and sent out the "2022 Year in Review" document to staff, Board & patrons & posted to website (Shannon)

- Participated in the “Special Districts Roundtable Discussion” hosted by Pool Pact (Shannon)
- Social media exposure and information sharing: 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: Miriam Smithen, Cashier. Miriam has been with the swim center for many years. She is professionalism, reliable, dedicated, and friendly and she covers for others when they need time off.

Maintenance Updates:

- 3M Dive stand is in production and once notified will be picked up at the Reno location to avoid high delivery fee.
- Working closely with Trane and Seresco regarding the DH1 operations has paid off for Dave and the Facility. Operations are running much smoother.
- FT Maintenance Assistance position has been filled with a qualified candidate. Jack Stevenson accepted the offer and will start immediately. PT Maintenance Aide position has also been filled with a qualified candidate. Dean will start Feb 8th.
- 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: WILL BE PRESENTED IN THE MARCH MEETING 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

7. For Possible Action. Discussion and possible action on proposed agenda items for the March 16, 2023 meeting.

- **Budget**
- **CIP**
- **Roof Restoration**
- **TRE Splash Pad**
- **Director’s Annual Evaluation**

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