

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
March 16, 2023 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees March 16, 2023 meeting was called to order at 9:00 PM at the Carson Valley Swim Center, Minden, NV. Board members present were Chairman Sharon DesJardins, Vice Chairman Travis Lee, Trustees Teresa Duffy, and Frank Dressel. Doug Robbins 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. Previous minutes from the February 9, 2023 General Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures and investments through January 31st and February 28th, 2023.

Upon motion made by Duffy and seconded by Dressel. 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.

Harris states that the balance under the remaining amounts payable include the Roof Restoration which is on the agenda this month for approval. That amount also included projects in the Asset Management Plan as Project Management. The \$2,224,828 will be the ending balance for this fiscal year and will roll over to the next fiscal year. We have also just received an Ad Valorem check, so another \$200,000 will be going into this account. McCullough states that during the Roof Restoration we will need to relocate cars because nothing should be close to the spray. Garland Roofing gives a 20 year warranty. Dressel asked if we do the lobby remodel and we do some changes, should we do them both together. McCullough states it's no different than the Westside Expansion, it doesn't matter that that are done at different times.

No Public Comment

3. For Possible Action. Discussion and possible action to allocate \$50,000 to the swim districts capital improvement plan for fiscal year 2023-2024 to be used toward the Douglas County's splash pad project.

Scott Morgan, Community Services Director states that even if you decide to allocate funds, that doesn't mean the project will fund because it still has to be approval by my board. So until we sign an agreement with CVSC, you aren't obligated at all. Only when we sign the agreement then you will be the last dollars spend, you will not take on any of the risk for construction or operation and maintenance, you will just show up for the opening party. Dressel states we talked about a partnership, is this just for the splash park on TRE or are there more splash pads planned. Morgan states that we have been contemplating a splash park in the Gardnerville Ranchos but that project isn't funded in the CIP and there is no mention of a

Partnership with the district for that one. We just saw the TRE splash park project and felt it was a good way for the district to take some wind out of the sails of people who state that we have no service in the south county. The agreement will refer to one partnership only. Dressel states that his concern is if we open the door will other commissioners come and ask us for money for their projects. Morgan states that you can always say no just like you can say no today. Dressel asked do you feel it's needed down there? Morgan states it will be a huge attraction. Harris asked if this splash park will have any effect on the water bill for the residence in that area. Morgan states no, I can't imagine that it will have any effect. It is a seasonal thing and will only operate on workdays and it will need a person to activate it each and every time. Des Jardins asked what kind of recognition will we get. Morgan stated whatever you want. Probably something embedded in the splash park area. You can put it in the agreement what you want for recognition. Lee states he is excited and in favor of doing something outside of our building to benefit a part of our community that we probably wouldn't be able to touch. Our strategic objectives and plan talks about community outreach and I think it's pretty critical that we show we are good stewards of our money. Dressel states that his concern is we are raising our fees and what will people think. Harris states that we have 2 budgets: operations and CIP. Fees are raised for operations. Duffy states it is our job to educate people that we have 2 budgets.

Lee moved to approve allocating \$50,000 to the swim district's capital improvement plan for fiscal year 2023-2024 to be used toward the Douglas County's splash pad project. The motion is seconded by Duffy. The motion was unanimously approved.

No Public Comment

4. For Possible Action. Discussion and possible action awarding the "Roof Rehabilitation Project" to CTR Roofing Ltd. in the amount of \$164,850.00 and authorize the director to approve change orders up to 10%.

Harris states you will see lots of documentation for your review. We received three bids. Dressel ask if we were concerned that CTR's bid is so low. McCullough states no, that Garland ask all their partners to bid. The partners bid to honor that partnership. Dressel asked if the price included fixing issues such as rust. McCullough states no the price is strictly for doing the coating. We are taking care of any damages. CTR will inspect the roof and let us know any issues that need to be fixed prior to CTR coming in. There's no rust present, it's just the discoloration.

Upon motion made by Dressel and seconded by Duffy to approve awarding the "Roof Rehabilitation Project" to CTR Roofing Ltd. in the amount of \$164,850.00 and to authorize the director to approve change orders up to 10%. The motion was unanimously approved.

No Public Comment

5. For Possible Action. Discussion and possible action on the tentative '23-'24 budget and 5-Year Capital Improvement Plan.

Harris states that she has attached 2 documents. We have adjusted numbers as we received notification from our vendors that they were raising prices. So what I am presenting to you today is a 30.1% cost recovery budget at this time. I do believe that with the fee increase and our attendance number staying higher that this is an obtainable budget. Again I am very confident in the numbers after these last 3 months in review with our accountant. I am presenting a tentative budget to the board today. I have to have the tentative budget into the Department of Taxation, on their forms, by April 15.

Upon motion made by Duffy and seconded by Lee to approve the tentative '23-'24 budget and 5-year Capital Improvement Plan. The motion was unanimously approved.

No Public Comment

6. For Possible Action. Discussion on the Swim Center Director's annual evaluation and possible action approving Director's Merit increase between 0-5%.

Chairman DesJardins introduced item. DesJardins states that each trustee was given a worksheet with 5 categories and ratings from 1-5 to assist them in evaluating the Director's performance. A rating of 5 being outstanding and a rating of 1 being unsatisfactory.

Lee states he is rating her a 5 on Leadership Management (B), since Covid related transition period you have had to deal with deficiencies in lifeguards. You are recognized in the community. You have proactively addressed fiscal changes in salaries and other things, I feel like I can give a solid 5 in this category. Lee states he is rating her a 5 on Facilities Management (C), she has worked with McCullough on several construction projects this year. Lee states he is rating her a 5 on Financial Management (D) with the changes on fiscal management related pieces, I feel she is continually developing and growing and becoming better on managing on the fiscal side of things. You have been way more proactive about calling out items and that just shows that you are prepared and well versed. You are on the proactive side of things instead of waiting for the board to ask you for information. Lee states he is rating her a 5 on Public Relations (E), I have already eluded to the great job she does in the community. She has done a great job with public relations. Lee states he is rating her a 5 on Aquatic Programming (A), because you were willing to get the underwater Santa in the water. That was a fresh and new idea. You are willing to do something beyond and quite innovative. It was your staff's idea and you were willing to let them try it and it was quite successful.

Duffy states she is rating her a 5 on Aquatic Programming (A), she has done an amazing job with programming such as the aquatics high school program, water aerobics, Angel Fish Adaptive program, swim meets, and dive meets. Duffy is rating her a 5 on Leadership Management (B), she listens to her management team and manages with an open mind. You are continually learning. Duffy is rating her a 5 on Facilities Management (C), she continues to always be aware and is supportive of her maintenance crew. Duffy is rating her a 5 on Financial Management (D), you are always cognizant of saving money. You communicate great with your staff about your vision of what the financials should look like. Duffy is rating her a 5 on Public Relations (E), public relations is one of her strongest points. She keeps relationships alive and adds new relationships each year. She continually stays involved. You are the face of the swim center.

Dressel states he is rating her a 5 on Aquatic Programming (A), she has done an outstanding job. New this year was the Search & Rescue Program. Dressel states he is rating her a 4 on Leadership and Management (B), she has done an excellent job. I was disappointed that we didn't rise our lifeguard pay more last year when 3 lifeguards came to our meeting and voiced their concerns about our lifeguard salaries. Dressel states he is rating her a 4 on Facilities Management (C), she is involved in every project in the facility. She was able to hire 2 new maintenance staff. Dressel states he is rating her a 4 on Financial Management (D), she does an excellent job of balancing the budget and managing the cost recovery. Dressel states he is rating her a 5 on Public Relations (E), she is involved in the community and supports the community with her leadership and direction.

DesJardins states she is rating her a 5 on Aquatic Programming (A), she has an awareness of industry trends. Some of the programs she brought in are: the underwater Santa, Teen Night, Flick & Float. DesJardins is rating her a 5 on Leadership and Management (B), the most important thing to her is the safety of her staff and the patrons. She has an open door policy with staff and patrons along with keeping the board informed on all aspects of the business. DesJardins is rating her a 5 on Facilities Management (C), she continues to amaze me on with your knowledge of structural and mechanical systems while assuring we are compliant with offering a top notch facility. DesJardins is rating her a 5 on Financial Management (D), she manages and maintains a fiscally responsible plan that ensures that funds are available for necessary repairs and capital improvements. Congratulations on another excellent audit. DesJardins is rating her a 5 on Public Relations (E) she excels in developing and fostering relations with county officials and the general public. She has taken advantage of many social platforms to reach the public. She has brought Search & Rescue into the swim center.

Upon motion made by Dressel and second by Duffy, to approve the director's 5% merit increase of \$5,788.00 to bring her annual salary to \$121,551.00 to go into effect on 4/1/2023. The motion was unanimously approved.

No Public Comment

7. Discussion Only. Report from the Swim Center Director. CVSC March 2023 Director's Report

User Attendance: See board binder documents.

- February 2022 Attendance was 9075. February 2023 Attendance was 7915 (Weather and Closures)

Programming, Staffing and Training:

- Facility was closed a couple of days in Feb due to extreme weather conditions.
- Flick 'N Float brought in a close to 50 patrons on Feb 17th. Sold Pizza, drinks and inner tubes.
- Sherrie attended a PERS training as the representative for the District.
- Sarah and Shannon attended the Association of Aquatic Professionals Conference in Colorado Springs.
- Shannon's professional article was published in the NRPA for March's Parks & Recreation Magazine publication.
- Shannon attended the Nevada Recreation and Parks Society Conference in Henderson Nevada.
- Adaptive Swim Lesson Program continues to grow under Sarah's management.
- Tyler continues to do a good job managing staff scheduling.
- Tyler and Sarah trained and certified 4 more young adults in Lifeguarding, CPR, 1st Aid and AED.
- Monthly In-Service Training/Meeting was conducted by Tyler, Dave, Sherrie and Sharon.
- Douglas High School Swim and Dive Program started for the season.
- 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 liked and attended.

Marketing and Public Relations

- DDST had a Swim Meet at the facility February 10,11,12 that was very successful and staff were complimented.
- Sarah started working with key staff in creating reels highlighting our current and upcoming programming.
- Shannon was sworn in as the Nevada Recreation and Parks Society President-Elect.
- Shannon attended the NRPS Aquatics meeting with other northern Nevada aquatic managers and directors.
- 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: Jordan Washington, Lifeguard. Jordan is a newer employee that has impressed us with her professionalism, level of integrity and accountability, proactive decisions making, overall capability, availability and positive attitude.

Maintenance Updates:

- Large Blue CVSC clock is fixed and operational.... For now...
- 3M Dive stand is in place and operational and Dave will now work with Renosys to manufacture a new matt.
- Filter Project is scheduled to be completed in May and Dave, Maintenance Supervisor, has been in communication with Smith Mechanical who will complete the install. All material will be onsite to avoid unnecessary delays.
- Dave has been coordinating with Majestic Tile and Nova for the ADA bathroom remodel. Date of project: TBD
- 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. 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

8. For Possible Action. Discussion and possible action on proposed agenda items for the April 13, 2023 meeting at 4:00pm.

- **Ethics for Board of Trustees**
- **Hiring for the summer**
- **Nepotism rule and our policy**
- **Conferences**

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