

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
May 30, 2018 at 8:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees May meeting was called to order at 8:00 AM at the Carson Valley Swim Center, Minden, NV. Board members present were Chairman Mike Hardie, Vice Chairman Michael McCormick, Doug Robbins, Dave Ellison. Kimberly Rigdon was absent.

AGENDA

Upon motion by McCormick to approve agenda, second by Robbins, agenda unanimously approved.

NO PUBLIC COMMENT

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At this time the Board of Trustees will conduct a special public hearing on the proposed tentative budget for the fiscal year 2018-19.
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Reopened regular meeting at 8:30 AM

CONSENT AGENDA ITEMS

Upon motion made by McCormick and second by Ellison. The consent agenda items 1a and 1b were unanimously approved.

- 1a. For possible action. Approval of previous minutes from the April 24, 2018 Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures and investments through April 30, 2018.

NO PUBLIC COMMENT.

- 2. **Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects.**
(Shannon Harris, Scott McCullough)
Chairman Hardie introduced this item. Harris mentioned that NV Energy sent us a \$23,000 refund check related to the MEP Project. The initial estimated cost for the switch gear was too high and once they realized that, they issued us the refund. She stated that she has given each board member a comparison of natural gas and electric

expenditures over the last couple of years and the last couple of months of this year that the HVAC system has been managed by Western Nevada Mechanical. Last month Southwest gas bill was \$7,086 and went down this month to \$6,700 as a result of the solar panels being up and running. Electric has gone down also but there is some discomfort with the humidity when we have large groups and I am in communication regularly with Steve and we are learning how to manage our new system. There are days when it will be muggier than other days. There are still days when the public is complaining that it is uncomfortable in here and we are working through those days. Ellison states he has heard a number of complaints about eyes burning. Shannon states that most of the complaints are coming from the lifeguards and supervisors who spend lots of time on the deck. We are also getting complaints from the parents who sit on the deck watching their kids in swim lessons. Robbins asks about opening the doors during these periods. Ellison asks if opening the doors is counterproductive. McCullough says yes it is. He states that this is our first year for our new system and we are working on building standards and we are also trying to control the energy bills. It is a very fine line. Ellison says it's a tradeoff, lose patrons versus cost of energy. Robbins states that maybe we should look at going from chlorine to salt. Harris states that it is something to consider.

McCullough stated the other project to discuss is the Locker Room Project. We shortened the list to Q&D Construction and Core Construction and they both had great presentations. Hardie stated that he was part of the committee. The committee looked at the proposals on 5/3 and did the interviews on 5/8. They were both even but the difference to me was that Q&D offered a slightly better deal on cost. We will have temporary facilities although the location of those facilities has not been decided yet. McCullough stated that the next step after we award the contract, we have been work on our concept plans. We will ask Q&D to do a 10% cost estimate to make sure we are in alignment with our budget. We will do the same thing for 50% and once we reach 100% and we are in agreement with program to budget. Our goal is to meet budget. Robbins asked if we are on schedule. McCullough stated yes, we will be done by 12/22/2018. McCormick states that Q&D have been in business since 1964. Hardie stated that both companies have really good reputations for on this work.

Harris stated that the plastering of the pool has been completed and came in under budget. The parking lot project is also done and in right at budget. Also the solar panels are up and running and came in a little over budget which Hardie approved. Ellison asked about the toys. Harris stated the toys aren't going to be replaced this year. The toys are still ok. Robbins stated that the facility looks great.

No public Comment

- 3. For Possible Action. Discussion and possible action to award a pre-construction services contract to Q&D Construction Inc. utilizing the CMAR delivery method as regulated by NRS for the Locker Rooms Remodel Project in the amount of \$10,000.** Chairman Hardie introduced item. Ellison asked what the \$10,000 is for. McCullough stated there are two separate contracts, preconstruction service and construction services. This is just for them to develop the estimates and develop the plans so we can start getting bids.

No public comment

Upon motion made by McCormick and second by Ellison, the action to award a pre-construction services contract to Q&D Construction Inc. utilizing the CMAR delivery method as regulated by NRS for the Locker Rooms Remodel Project in the amount of \$10,000 was unanimously approved.

4. Discussion Only. Discussion on the Board of Trustees attending aquatic related conferences.

Chairman Hardie introduced this item. Hardie stated that the World Aquatics Health Conference is on October 10-12. It is mainly about maintenance and Robbins would like to attend it. The National Recreation and Parks Association Conference is on September 25-27 and Hardie would like to attend it. Robbins asked if we have funding. Harris stated that she checked with our representatives at PoolPact and they will cover educational grants up to \$10,000 a year. Board of Trustees as well as staff are covered by these grants. The grants cover registration fees, hotel, air fare, food, etc. McCormick stated that we need to look at our travel policy. We need some standards. Let's look at what the county has in place. Harris stated she will research travel policies for county and also look at our travel policy. Hardie stated this will be an agenda item for June.

No Public Comment

5. Discussion Only. Discussion and review of Resolution #2015R-001 that established the Board of Trustees' Conduct and Procedures.

Chairman Harris introduced item. McCormick states that he requested this be put on the agenda. I would encourage the two new trustees to read and be aware of the different roles. Because of the changes, it is important to revisit. Trustees must be engaged. This resolution describes the roles of the chairman, vice chairman, and staff. Hardie states that it seems like common sense. Treat each other with respect, don't cut people off. Ellison states that Hardie has directed staff to do repairs and also changed job descriptions. Hardie is acting more like a co-director rather than a chairman. The board should be looking at bigger issues like the committee that will be convened to look at the GIDs. How do we refocus Hardie to look at the issue that affect the district and let Shannon do her job? Hardie states that he has never spoken directly to staff. He has shared concerns with Shannon, such as the toys not being painted and she took care of it. Hardie states that as far as changing job descriptions, Shannon revised 3 job descriptions which I will asked to be put on the June agenda. They have to be approved by the board. Hardie states that he doesn't want to overreact to the GID issue. Ellison states how do we get the board involved in these types of discussions. Ellison states the board should be involved in some way. Harris states should we have an open agenda item for upcoming issues or hot topics. McCormick states the agenda item would be for discussion only. Ellison states all Trustees need an awareness of what's out there. McCormick states that the Trustee must be leaders and have a more global view of the issues. Robbins states that as Trustees, we need to look into the future and think outside of the box. We need to get to know our commissioners. We need to look at the possibility of expansion, maybe another pool, etc. Hardie states that he does feel that the board shouldn't have day to day interaction. I go through Shannon for any staff issues. McCormick agrees.

Public Comment: Frank Dressel states that he heard some good points. Excess money the county wants. We need to stay in contact with the commissioners and Douglas County. Keep the lines of communications open.

6. For Possible Action. Approval of Resolution #18-001 ending the policy of issuance of lifetime swim passes for current and future trustees and converting to issuing a yearly swim pass for each year the trustee has served once they are no longer on the Board and other properly related matters. This Resolution will not affect past trustees or employees who have been issued a valid lifetime pass.

Chairman Hardie introduced the item. McCormick stated this is something he has been wanting to do for quite some time. We were going to do it last fall and it just didn't happen. He finds it abhorrent as a taxpayer the lifetime passes were given out like candy. This program started in 2007. There are two categories, Trustees and employees. We have already made the decision on employees. We will not impact anyone who already has a lifetime pass, this change will go from this time forward. Shannon states that we have 21 previous board members with lifetime passes, only 12 of those are in use. We have already cleaned up a lot of the passes that aren't being used. McCormick states the new policy will be 1 year free pass for every year of service going forward. Just as the employees now, the Trustees and their family will be able to swim free while they are serving on the board. The term you serve will reflect on the pass you receive. Example: if you serve 3 years and 6 months you will get a pass for 3 years and 6 months. Ellison states the compensation for sitting on this board is half of other boards. Hardie states that this resolution will affect the board members presently sitting on the board.

Public Comment: Frank Dressel states this is a nice bonus for serving. The board's stipend is small, so it's a nice perk. He thinks it should be a 4 year minimum term in order to get a free pass when you leave. Nice reward and nice benefit.

Upon motion made by Robbins and second by Ellison, Resolution #18-001 ending the policy of issuance of lifetime swim passes for current and future trustees and converting to issuing a yearly swim pass for each year the trustee has served once they are no longer on the Board was unanimously approved.

7. For Possible Action. Discussion and possible action to update the East Fork Swimming Pool District's Mission Statement.

Chairman Hardie introduced this item. Ellison stated that McCormick had mentioned that offering babysitting classes didn't meet our mission statement. Everybody who works here should know what we're all about. Basically, we are here to serve the public. We should be innovative in what we offer and have a clean and well managed facility. Surveys from patrons show they value friendly staff, programming, and a clean facility. This is a standard business formula, have a qualified staff to attract customers, retain customers, and attract better staff. The goal would be to have the supervisors know the mission statement well so they can teach the staff. Ellison states he's not sure whether this is to replace the mission statement on our website or if it is just for internal use. McCormick stated that he likes the layout and it should replace the one on the website. Hardie states it should replace the one on the website. Robbins states it should replace

the one on the website.

Public Comment: Frank Dressel stated that if we are going to change the mission statement, it should be changed to the public as well. The public needs to know our mission statement.

Upon motion made by Robbins and second by McCormick, discussion and possible action to update the East Fork Swimming Pool District's Mission Statement was unanimously approved.

8. For Possible Action. Discussion and possible action on revision of components to be considered in the Director's Performance Standards and the possible implementation of a professional development plan.

Chairman Hardie introduced this item. McCormick states it is good to emphasize that the director is responsible for overseeing all employees and if there is a problem with an employee, she is ultimately accountable. Robbins states that it is well written and he sees no issues. With Shannon's guidance, things have run smoothly. Hardie asks if we should put training in. Ellison states that there is a distinction between work performance standards and a development plan. He stated that with the performance evaluation she received, there is no justification for a development plan. McCormick stated that anything dealing with Shannon's performance especially a performance plan should come from the Board. Ellison states there is still some thought that people aren't held accountable. He feels that he and some of the other trustees are not satisfied, for example, with the performance of the Maintenance Supervisor. It is his understanding that the maintenance supervisor received an average to above average rating on his last evaluation. My fear is we are categorizing and targeting certain people. I hate for us to do that because it would shoot down the mission statement. The key behind the mission statement is strong leadership. It is critical that people feel a part of this thing. Hardie states that he was planning on voting for the performance standards with the two changes that are underlined. I think Shannon has made great progress in the past two months on those two issues and I think she will continue to make progress over the next 10 months.

Public Comment: Frank Dressel states that out of fairness to Shannon, it is good to give guidance as far as goals so she knows what is expected of her in the next year.

Upon motion made by Robbins and second by McCormick, discussion and possible action on revision of components to be considered in the Director's Performance Standards was unanimously approved.

9. Discussion Only. Report from the Swim Center Director:

- **User Attendance** – reports attached. Looks like attendance is down but it's actually the swimming team numbers that are down. Membership and passes are up. Swim team has seen an incredible drop in their numbers.
- **Staffing and Programming** – 30 new employees, 7 rehires and 23 new hires. Lifeguard Readiness Workshop was a great experience. Staff organized and taught skills. Swim rescues are down and credit goes to the Aquatics Supervisors and the training they are doing.
- **Marketing and Public Relations Information** – We are hosting an open

house on 6/3 from 11:00-3:00. Free hotdogs and drinks and chips for 25 cents. We have booths for swim lessons, water exercise, and other programming. Next year is our 30th anniversary and would like to get started on that now. Sherriff's department is using our pool for their training for their new ROV equipment. Extended hours start 6/16/2018 until 8/12/2018. Friday hours will be reduced to 7:30 starting that same weekend.

- **Employee Recognition-** We have started an Employee of the Month Award. These are employees that have gone above and beyond in their daily work. The supervisors discuss their nominees in our monthly meeting. April's Employee is Sarah Hyatt and May's Employee of the Month is Justin Hight.
- **Maintenance Updates-** Hardie states when will light be here. Harris states there are 17 lights that need to be replaced. The lights will be installed by our employees next week.
- **Monthly Financial Update-** Ellison asked what's the status of the temp agency. Would it help us keep our senior people? Harris states we would need specific guideline. Hardie stated that we can ask the temp agencies if it could be done on a limited basis. If they say no then it's done. Harris says yes we can. Ellison states if you look at first quarter, we had a loss on food sales and merchandise sales. It's a comparison of the sale to the cost. Didn't talk about it last month because Shannon was not at the meeting. Harris states she will look into it and send the information out to everybody. Ellison stated that year to date software costs are up. Harris states that is from the addition of the IT person. Ellison states that maintenance costs are up. Harris states that increase is for repairs. Ellison states that through April we are behind in budget \$70,000. Is there a way we can anticipate this before 1 month before end of fiscal year. Robbins stated electricity will just continue to go up in the summer time. Hardie states that maybe we should look at the 33% cost recovery. Ellison states could raise rates. Have we considered all the alternatives? Robbins states 33% cost recovery is too high.

McCormick announced that this would be his last meeting. We really want to travel. I have done 40 years of public service and I think it's time.

10. For Possible Action. Discussion on proposed agenda items for the June 27th, 2018 meeting.

Travel Policy
Upcoming issues
Job Descriptions
Vice Chairman
Replacement Trustee

Upon motion made by McCormick and second by Robbins, meeting was adjourned by unanimously approval.

Meeting was adjourned at 10:30 AM