

**2EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
July 18, 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, Dave Ellison, Kimberly Rigdon and Frank Dressel. Doug Robbins was absent.

AGENDA

Upon motion by Rigdon to approve agenda, second by Dressel, agenda unanimously approved.

NO PUBLIC COMMENT.

CONSENT AGENDA

ITEMS

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

- 1a. For possible action. Approval of previous minutes from the June 27, 2018 Meeting as corrected.
- 1b. For possible action. Approval of general ledger cash balances, expenditures and investments through June 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 stated that she has given each board member a new timeline from Q&D. The start date is now September 17, but this new start date will not affect the end of December 21. The reason for the change is because the decision has been made that a ceiling is probably not the best option

and that actually took out a couple of weeks of construction. A positive thing about this change is that we have a very large swim meet the weekend prior to September 17. We are still working on design options and some pricing. Instead of our usual Thursday meeting on July 26, we will be traveling to Reno on July 27 to look at the UNR Wiegard building which Q&D just completed prior to taking on our project and it is also a lock room remodel. Ellison asked if it would be worthwhile to contact Christine from Double Diamond again. She had a lot of good ideas. Harris states that it would be worthwhile to talk to her again. Harris will reach out to her. Harris states that Robbins attended the last meeting. He had some great input and got some clarification and he feels very confident about this project. Hardie asks where are we on the 10%, 50%? Harris states that we are still nailing down the expenditures on the 10% design. The original price that came in on the 10% including the ceiling for a total of over \$1M. The board approved \$800,000 for this project and the cost is coming in at \$700,000 which leaves \$100,000 for the contingencies and indirect costs. The project will not go over the \$800,000. After the 10% is done, we will be coming to you with more contracts as we move into the 50% plans. That will hopefully be next month. Ellison states why we don't need a ceiling. Harris states that according to the mechanical engineer, having a ceiling will not improve circulation or heating and cooling. He was also concerned about the humidity. Not a good option for us. Dressel asks if we had looked at a mezzanine type of ceiling. Harris states yes we have. Cost was astronomical because of the supports you have to build in to support the weight. It could be an option in the future. I will provide the next fiscal year's capital budget to you next month. The document in your board package is from the last fiscal year. We are waiting for one last bill to come in from TSK.

No public Comment

3. **For Possible Action. Discussion and possible action to approve updated travel policies.** Chairman Hardie introduced item. Harris states that we decided at the last meeting that we really didn't need more than a page or two page travel policy for our size organization. We already have a pretty comprehensive travel policy. I have added in Section 7.1, a statement about abuse and falsification of expenses. In Section 7.2.3, that the cost of meals would be according to the PSA.GOV per diem. Also in Section 7.2.5, I explained unallowable expenses.

Upon motion made by Dressel and second by Ellison, the action to approve the updated travel policy was unanimously approved.

No Public Comment

4. **Discussion Only. Report from the Swim Center Director:**

- **User Attendance** – Overall attendance is up .25%, lessons are up 2.9%, passes are up 6%, drop-ins are up slightly. We have seen a decrease in Swim Team. They had 20 athletics this year compared to 45 last year. Money is up for the month as well as the year. Ellison states school enrollment has been decreasing for 13 years and attendance has been flat. We spent 3.5M on remodel and now \$800,000 on the locker room remodel. Is the locker room remodel justified? What are Harris's thoughts? Harris states this building is 30 years old. Lots of old components need to be replaced. Expansion can't be justified. We are providing better entrances, adding ADA showers, changing size of stalls per ADA. When you start a construction project there are certain ADA updates that you have to do by law. We know that we are losing kids and families and our senior population is growing. Dressel states that we are staying current with code. Rigdon states that we are not only serving our new customers but also our existing loyal customers who communicate to us what they want and I think we're doing the most responsible thing by doing what we need to do to upgrade our facility. Ellison states we always need to demonstrate that we are relevant in the community. Dressel states Shannon does a great job on Carson Valley Days passing out free passes and the Open House that was held recently.
- **Staffing and Programming** – Lifeguard activity report shows that our swim rescues have been cut in half. This is due to our training being very pro-active, we want to stop the accidents before they happen. Also our lifeguards are being more assertive in telling our patrons the rules. Aquatic supervisors have done a great job on training our staff to educate, not just say no. Minor 1st aids are up and I have research why and have found that the increase is from bloody noses. Our major 1st aids are up. We had 7 this year and 4 last year. I want to give kudos to the lifeguards. There have been many incredible rescues.
- **Marketing and Public Relations Information** – The Lifeguard Competition for Northern Nevada was held recently and we had 10 lifeguards participate. They won 1st place for Spirit, 1st place in the rescue relay, and 3rd place in the obstacle course. The Douglas Dolphins Swim Team is having their High Country Meet, which is a qualifying meet August 3,4. This usually brings in about 400 swimmers. They also have a meet in September that brings in about 200 swimmers. Dressel asks if we have a poster at the Community Center. Harris states no we only give them our brochures. We also have brochures at the Visitor's Authority and the Chamber of Commerce. I would like to throw a big 30th birthday party for the pool. One of the advantages is that it brings in a lot of people and we can set up booths for our lessons, aerobic exercise, adult swim lessons, etc. to give people more information about the swimming center.
- **Employee Recognition**- June's Employee of the Month was Sarah Ence and lifeguard of the week was Cole Funk.
- **Maintenance Update** – Biggest thing we are working on is the Asset

Management Plan. Sarah Ence has been tasked by Rob to take pictures of all of our components and getting them into the Asset Management Plan. We are hoping to have the initial work done on the asset management plan by the end of summer. The Asset Management Plan is now backed up every night. The pool light replacement has been completed except for 2 that need to be redone because of issues. We still have to replace 4-5 lights up above the next time we get a lift. Ellison states he still hears complaints about the heat, the humidity and burning eyes. Harris states she is still working with Western Nevada Mechanical. I am asking questions about the dehumidification system. The sensors are in the intake and it is reading an 81 degree temperature and 51% humidity. That's fine for up there but that's not what's happening in the pool area. The deck area is more like 60-70% humidity. The closer you get to the water, the higher the humidity. I am having discussion with them about why are the sensors in the intake, and can we move them. The equipment is working as it should. It has had some faults where the system is shutting down. NVEnergy has come in and say it's not their problem. We have adjusted the temperature range of the system so we have had less faults. It is a constant weekly communications between maintenance, myself and the engineers. We are keeping the fans going and as you can see it is affecting our bill. We went from \$7,000 to \$9,000. We put the system in to create a good environment and have built in the higher expenditures in the current year budget.

- **Monthly Financial Update-** Harris states that we are still paying bills beyond the cut off. We have our audit set for September 11, 12. We know we will have some audit adjustments in September. But we know we will have much more solid numbers by next month. In June we caught up on food and merchandize expenditures venues income. We are really starting to compare 1to1 what comes in and what goes out and where. We are nailing down the inventory process. We did experience a power loss overnight and lost the food in two freezers. We are tracking this lose and working with Brian. Will not go over the budget now because the numbers are going to change.

10. For Possible Action. Discussion on proposed agenda items for the August 15, 2018 meeting.

Budget close and adjustments
Moral
New Programming
Cost recovery compared to profit margin

Upon motion made by Dressel and second by Rigdon, meeting was adjourned by unanimously approval.

Meeting was adjourned at 9:10 AM

