

**2EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
August 15, 2018 at 8:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees August 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 Doug Robbins, Dave Ellison, Kimberly Rigdon and Frank Dressel.

AGENDA

Upon motion by Ellison to approve agenda, second by Rigdon, 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 July 18, 2018 Meeting as corrected.
- 1b. For possible action. Approval of general ledger cash balances, expenditures and investments through July 31, 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 states the 2017/2018 Capital Budget was originally approved for \$122,000 and amended to \$172,065. However final expenditures came in at \$121,577. Therefore, we do not have to augment this budget. One big expenditure we didn't do was the toy replacement for the activity pool. I want to take a harder look at that and possibly replace them not this fiscal year but maybe next fiscal year. The next document is the 2018/2019 Capital Budget. TSK has not billed us for the entire \$12,900 for the 10% drawings. We have only paid them \$3,000. So I have carried over the additional \$9,200 into the 2018/2019 Capital Budget. Hardie asked if deficit of \$82,374 is because we haven't received any property taxes. Harris stated yes, that's correct. We will received them in September. Ellison asked what is the different between the 2 numbers on the 2018/2019 Capital Budget. Harris states it's that \$9200 that TSK hasn't billed us for.

McCullough states that everything construction related is being based off of the September 17 start date. Bids went out on Monday and will close end of the month. Q&D will assemble the GMP to present to us on September 4. Board will need to have a special meeting on September 6 to approve the GMP. We are on a very tight timeline in order to be ready to start on September 17. Last estimate was \$699,000. Harris states that the board approved \$800,000 for this project and we are coming in at \$699,000. The different between the \$800,000 and the \$699,000 covers any direct/indirect costs. Rigdon asked if the 2 ½% contingency is in the contract. McCullough states no but Q&D states they usually give it back. Harris states that our attorneys looked at the contract and approved it. Special meeting will be September 6 at 8:00 am. McCullough states that he and Harris did meeting with the staff and went over how we are going to operate without the locker rooms. We will have two temporary locker rooms (men's and women's) out on the deck. We will have a pavilion style tent for protection going from the pools to the temporary

outdoor locker rooms. The entry will be the same as with the other remodel project. Harris states that one month before the project starts, she will post a notice and the plans in the lobby. Office will be on the back counter as it was before. Demolition will take 1-2 weeks. McCullough states that it is a guarantee that this project will be finished on time.

Ellison asked if the new HVAC system will eventually be effective. McCullough states we didn't have a good baseline to begin with because energy costs were not accurate, we never really investigated energy costs with the new system, we just knew that it was going to be appropriate for the system. Ellison states will this investment in the new HVAC system ever be justified with what we save in the structure. McCullough states yes. This has been a record breaking hot summer and the smoke has also caused a problem. Robbins states that we are going in the right direction. I don't hear complaints about eyes burning or the smell any more. Dressel asked if the metal roof was on the asset management software. Harris states that we have identified a couple of leaks in the metal roof and know we will be replacing it within the next couple of years.

No public Comment

3. Discussion Only. Discussion on current and future programming.

Chairman Hardie introduced item. Harris states that programming is one of the largest focuses that I and the other management staff concentrate on. We have added two new programs in our water exercise area, deep water exercise and Zumba. Both of these programs are well attended. We also have many levels of lessons, trainings such as the junior lifeguard training, and special events such as the Easter Egg Hunt and the Flick and Float. I have discovered the single child private lessons were not being recorded properly and that has been corrected. Privates have grown consistently over the past three years. Drop-in lessons have stayed about the same. We offer drop-ins all year around. We are always looking for new programming ideas. I would love to do a patron survey to see what programs our patrons would like us to have. Hardie states we voted to expand hours during the summer. Do you have any data on whether that was successful? Harris states that she will bring that data to the board in September. Rigdon asks how the patron survey will work. Harris states would like to do it as patrons come in and also through social media. Dressel asked if we know if the free passes are bring in more new people. Harris states no we don't have that ability now. Robbins states that every Christmas we have the swim team that comes in and take over the pool. Harris states that swim team comes in those two week from 7-9 in the morning. We run into an issue when we close the outdoor pools. When school is in they come from 2:30-5:00. Adult swimmers can swim from 5:30-7:00 am. Hardie asked if Harris could work on winter programming. Hardie states would like to have 3 - 2 hour alternatives for that two week period. She states that it is only two weeks out of the entire year. We don't have many programs in the summer except lessons. Robbins asked if we have thought about some type of cover on the outside pool so we can use it year around. Harris says that we should explore that thought. Rigdon states we should educate our patrons that we are a public facility. Ellison states we looked at our mission statement at the beginning of year and changed it to include that we would be continually looking at programming. My question is to what degree do you feel this kind of innovation, programming new stuff, is known by your staff, especially your supervisors. Harris states that she covers programming in their one on ones as well as in the supervisor meeting. Ellison asked if we talked to the supervisors would they know about the new mission statement. If we talked one on one to the staff, would they know about the mission statement? Harris states that they all should because they have received the mission statement in an email I sent plus we have discussed it. The discussions are about who we are and what our role is in this community. That is the mission statement. Ellison states will the supervisors know the 3 topics in the mission statement. Harris states that I am confident that we are all moving in the same direction. Ellison states the other components are cleanliness and safety. Harris states that those are definitely priorities. Hardie states all new programming ideas that were brought up in the last workshop have been instituted except for a few. Harris states that Cindee and Sarah are getting together a proposal to have themed parties. Have balloons, sell pizza, sell packages and charge a little more. We are always thinking of new ideas for programming. Always thinking of ways to be bigger and better. The pizza oven idea has been very profitable this summer. Ellison states that mission statement must be kept fresh in everybody's mind. Robbins states we should have an annual meeting with the staff to share ideas. Rigdon states that it sounds like a good idea to help clarify the board's duties and Harris's duties. Harris states that may be a good idea, just have to be careful that board doesn't become involved in my areas of responsibility. Rigdon

states that it doesn't have to be a public meeting. A couple of the board members could attend Harris' mandatory staff meeting that she has monthly. Dressel states that it seems that we are going in the right direction now with talking about a patron survey. We are looking for new input and new ideas. Harris states that after we do the patron survey, we can sit down and go over the results. Ellison states that he doesn't feel it's helpful to benchmark ourselves to other pools. How do we lead the pack? Harris says we do lead the pack. Board members should attend one of the swim meets held here and listen to the coaches comments about how they get new ideas every time and every year they come to our facility.

No Public Comment

4. Discussion Only. Discussion on cost recovery trends

Chairman Hardie introduced item. Harris states that the board has set 33% cost recovery. You have two supporting documents that Ellison requested to be a part of this discussion. Hardie states that he would like Harris to go over the NRPA cost recovery range for public, nonprofit, and private facilities. Harris states that it was different trends on the East and West coast. Now the NRPA is really saying it depends on your organization and the structure, philosophy and sustainability of the organization. Cost recovery depends on so many things such as tax structure, fees, etc. 33% cost recovery is what the board has decided on overall. You can also do a cost recovery per program. Many variables that go into sustainability and also equipment replacement, improvements and growth. The cost recovery range was from 17% to 127%. I could not really nail down any rates regionally. Hardie states that the 17% was probably public and the 127% was private. Rigdon states it was the late 1980s when the 33% was established. What was the basis for establishing the 33%. Robbins states that with the increase in energy costs, is 33% realistic? Ellison states that from 1990-2005 average was 35%. From 2006-2015 average was 25%. We need to earn enough money for our asset management plan. Two thirds of our budget is for labor and one third of the budget for miscellaneous. Labor goes up 3.5% per year and the other one third goes up by inflation about 2.5%. Users of the facility pay one third and tax payers pay two thirds plus 100% of the capital improvements each year. And the tax payers also get a 3% increase on their property taxes per year. GIDs will be looked at politically next year. Harris states that is the reason to have a good asset management plan which is a work in progress. Hardie states that we are light years ahead of the county with our asset management plan. The county hasn't even begun to utilize their plan. Hardie state that we built in to our process that we look at fees every January compared to other Northern Nevada facilities. That is also the appropriate time to decide on the cost recovery rate. Ellison states that the cost recovery rate imposes a certain discipline. Harris has become very thoughtful on how she spends money. Hardie states that labor is two thirds of the budget and if labor costs keep going up we will have to find new ways to fund it. Harris states that we will be doing a salary survey for the next fiscal year budget. Hardie states rather than look at cost recovery as a whole, we need to look at cost recovery for each budget. Need to decide in January, February, or March. Ellison states that sometime around December we have to disclose to the state our tax rate. The better we run this facility and the more relevant we are the more difficult it makes for them to touch us. Harris states that generally people with an outside perspective are our fans and can't believe what a great facility this is.

No Public Comment

5. Discussion Only. Discussion on year-end financials.

Chairman Hardie introduced item. Harris states that starting in June, it was brought to our attention that what we were spending in one quarter and what we brought in didn't add up in fact it looked like we had lost money. We took merchandise and food out of general and administrative and created some new categories for easier comparison. Our Audit is scheduled for September and as always we may need to make some adjustments. Joan, our auditor, said we do not need to amend the budget with the state. Under software, we did have an actual employee that use to be our IT person and so her salary came under payroll expenses. Now we have a contracted IT employee and his salary comes under a different line item. Under equipment rental, we had a Xerox copier under contract and we decided to go with another company. That company sent us a check to pay those monthly charges to Xerox. We also rented a scissor lift that was put under equipment rental and probably should be under maintenance. Uniform policy was changed during the year. Two more staff now wear uniforms than did before. We change cashier

shirts every two year and also because our lifeguard staff is much smaller in stature than the year before, we have \$9600 in inventory left because we had to order smaller sizes. Hardie asks if you get cost recovery from dividing total income by total expenses minus depreciation. Ellison states yes. Harris states cost recovery was 29.6% for last fiscal year. Ellison agreed. Salary and wages were reduced by \$20,000 in the 2017-18 budget. We were probably a little overzealous. We have found that we need to adjust our food prices a little. Ellison states good job achieving revenue numbers and labor costs are good. Maintenance and repairs in over \$49,000. Do you have a feel for why? Harris states that she has gone over all of maintenance expenditures and have found that most of the cost was for upgrades or replacement. I am going to talk to Joan to see if some of the expenditures should be under CIP instead of maintenance. Many were the result of construction related upgrades especially electrical. I had many discussion with McCullough and Maxwell about are these construction related or related to construction. Solar panel replacement and repair is not under maintenance and repair. Ellison stated that we budgeted the cash flow of \$796,000 but actual came in at \$735,000. This is \$62,000 short due to the electric and maintenance but we did \$88,000 better than last year. This year will be the challenge because of labor costs. Robbins asked what is the warranty on new air system. Harris states one year for construction and now the warranty is 5-20 years. Part of the ongoing work on the asset management plan is adding in all the new components so we can forecast what those expenditures are going to be.

No Public Comment

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

- User Attendance
 - ✓ No questions on user attendance
 - ✓ Won best of Carson Valley 2018
- Staffing and Programming
 - ✓ Cole Funk got Employee of the Month
 - ✓ The Summer lifeguard of the week employees were:
 - Joe Sullivan
 - Kaycee Lee
 - Dillon Seward
 - Bruce Chandler
 - Alex Bodenstein
 - Cole Funk
 - Zach Langingham
 - Shelbylyn Beaty
 - Skye LaMora

Hardie asked about moral among the part time guards. Harris states we have had a couple of sticky things that have happened this summer but overall the summer was good and many of the staff are staying on during the school year. Had a follow up meeting with the supervisors and got a lot of positive feedback. I think moral is really good. Robbins states that the group this year has been very polite. Harris states that overall we have gotten lots of positive feedback from patrons on how polite we are. Staff understands my values that patron comes first. Ellison states there were some issues at the first of the year. People were not happy. I have spoken to some sources over the last few months and it seems that your approach to some of these people has changed dramatically to the point where many people are now very satisfied. Do you see a difference in your approach to things? Harris states that there have been some adjustments. I am doing a better job of handling stress through stress management and am putting more faith and trust in the supervisors that they can do their jobs and come to me if they need help. I know that I am ultimately responsible but that I have a great team around me. I am holding the supervisors accountable. Ellison states that he applauds Harris for the changes she has made. Do you feel you should sit down with the supervisors to close the loop? Harris states she would question such a meeting. Hardie states that any board members wanting more information to get with Sharon.

No Public Comment

7. For Possible Action. Discussion on proposed agenda items for the September 19, 2018 meeting.

3 Christmas 2 hour alternatives

Overall assessment of summer hours
Purchase of new POS system
Three quotes on a salary assessment
Discussion on environmental education
Explore covered outdoor swimming facilities

Upon motion made by Rigdon and second by Robbins, meeting was adjourned by unanimous approval.

Meeting was adjourned at 10:50 AM

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
MEETING AGENDA
August 15th, 2018 at 8:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

Pursuant to Chapter 241 of the Nevada Revised Statutes, the East Fork Swimming Pool District hereby notifies all interested parties that the Board of Trustees will conduct business of the district as noted below.

8:00 a.m. Call to Order and Recognition of Quorum

PUBLIC COMMENT (No Action Can be Taken)

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Board of Trustees. Public Comment is limited to 3 minutes per speaker.

If you are going to comment on a specific agenda item scheduled for action, please do so when that item is opened for public comment. Please identify yourself and sign in on the sign-up sheet. Do not offer comment until acknowledged by the Chair.

APPROVAL OF AGENDA

The Board of Trustees reserves the right to take items in a different order to accomplish business in the most efficient manner; to combine two or more agenda items for consideration, and; to remove items from the agenda or delay discussion relating to items on the agenda.

CONSENT AGENDA

Items appearing on the Consent Agenda are items that can be adopted with one motion and vote unless an item is pulled for discussion by a Trustee or a member of the public. Members of the public who wish to have a consent item placed on the Administrative Agenda shall make that request during public comment at the beginning of the meeting and state why they are making that request. When items are pulled from the Consent Agenda, they will automatically be placed at the beginning of the Administrative Agenda or, may be continued until the next meeting.

Public Comment:

Motion to Approve Consent Calendar items 1a-b

- 1a. For Possible Action. Approval of previous minutes from the July 18th, 2018 meeting.
- 1b. For Possible Action. Approval of general ledger cash balances, expenditures and

investments through July 31st, 2018.

ADMINISTRATIVE AGENDA

The Administrative Agenda will proceed as follows:

- The Chairman will read the agenda title into the public record.
- Staff and/or Trustees will provide relevant information on the matter.
- The Board will discuss the item. Once that discussion is concluded, the Chair will take public comment at three minutes per speaker.
- Once public comment is completed, the Board may again discuss or proceed directly to vote.

**For agenda items that are listed as “Discussion Only” with no action, public comment is not legally required. Public comment may be accepted by the Chair at their discretion.

CONSENT AGENDA ITEMS PULLED FOR FURTHER DISCUSSION:

Any item pulled for discussion from the Consent Agenda will be heard at this time unless continued to a later meeting.

Administrative Agenda

2. Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects.
(Shannon Harris, Scott McCullough)
3. Discussion Only. Discussion on current and future programming.
4. Discussion Only. Discussion on cost recovery trends.
5. Discussion Only. Discussion on year-end financials.
6. Discussion Only. Report from the Swim Center Director:
 - User Attendance
 - Staffing and Programming
 - Marketing and Public Relations Information
 - Employee Recognition
 - Maintenance Updates
 - Monthly Financial Update
7. For Possible Action. Discussion on proposed agenda items for the September 19th, 2018 meeting.

Adjournment

Copies of the agenda were posted at 3:00pm, Thursday, August 9th, 2018 at the following

locations:

1. Carson Valley Swim Center, 1600 Highway 88, Minden, NV.
2. The Douglas County Library, 1626 Library Lane, Minden, NV.
3. Douglas Co. Administration Building (Historic Courthouse) 1616 Eighth St., Minden, NV.
4. Douglas County Administration Office (Minden Inn) 1594 Esmeralda St., Minden, NV
5. Carson Valley Swim Center Web Site: www.cvs swim.com
6. State of NV web site: <https://notice.nv.gov/>

Posted By: _____

Signed: _____

(Print Name and Title)

Reasonable efforts will be made to assist and accommodate disabled individuals desiring to attend the meeting. Please call Sharon Thompson at 782-8840 at least 24 hours in advance so that arrangements may be made.