

**EAST FORK SWIMMING POOL DISTRICT  
BOARD OF TRUSTEES  
GENERAL MEETING MINUTES  
December 12, 2018 at 8:00 a.m.  
Carson Valley Swim Center  
1600 Hwy 88, Minden, Nevada**

The Board of Trustees December 12, 2018 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, Frank Dressel and Kimberly Rigdon.

**AGENDA**

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

**NO PUBLIC COMMENT.**

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**CONSENT AGENDA ITEMS**

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

- 1a For possible action. Approval of previous minutes, as modified, from the November 14, 2018 regular Board Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures and investments through November 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. McCullough states that the project will be done a week from this Friday (12/21). We will be punching it out a week from this Thursday. This is a small project and we have been able to overlap our contractors. Rohrer, Q&D Superintendent, states that there may be a few punch list things to do but everything will be finished. We will even come in on Saturday and clean if necessary. McCullough states that's why we hired Q&D because they have a track record and will not fail. Harris states that she communicates with Mike everyday as well as Scott and that all communications with Mike have been exceptionally professional and accurate information being shared back and forth. This project has gone very smooth and a lot of it has to do with the company itself as well as the communication that has occurred throughout the entire project. I have been so excited to see this unfold and can't wait to see the finished project. Ellison states that he was driving around the east side of Reno yesterday and saw Q&D signs everywhere. Robbins states when you say it will be done, are you going to have a transition that night where everything is gone and people will come in the front door the next day. Rohrer states yes all the cleaning and everything will be done. Harris states that they have been working 10 hour days and Saturdays and Sundays because they want to hit that deadline.

Shannon states that we need to discuss the DH3 system. It has been planned out to replace in a couple of years. We have reached out to the mechanical engineer that has worked on the last 2 projects. We need to take some time engineering the next dehumidifying unit to work as efficient as possible with the Super DH equipment that we just spent quite a bit of money and time putting in. Just to replace the dehumidification unit is \$250,000. We have built this into the budget in the future. We believe, after talking to the mechanical engineer, Rob and Scott that we are back to replacing the compressor at this time and having the equipment run over the next couple of

years. This will give us time to have it engineered as efficient as we can to work with the other unit. The DH3 is an older piece of equipment that was added in 1999. Right now it is just moving air. We need to fix the compressor to get it up and running again. Hardie asks when will we be fixing the compressor. Harris states that she will bring it before the board in January. McCullough states that we have 18 years on a piece of equipment that should last for 23 years. So we still have some value left in this piece of equipment. We need time to evaluate.

### **No Public Comment**

#### **3. For Possible Action. Discussion and adoption of the 2017-2018 Audit Report.**

(Joan Sciarani-Blake CPA from Arrighi Blake & Associates, LLC)

Sciarani-Blake reported on audit for year ending June 30, 2018. You, as always have an unqualified or unmodified opinion. This is the highest level of assurance you can achieve on your financials. Cash and investments have increased. Operating revenues and merchandise sales have increased. Operating expenses increased for the first time in 3 years and this was mostly due to depreciation because of the capital assets last year. Had an increase in the net position. No NOTE 2 violations. Salaries and Benefits decreased slightly.

Upon motion made by Robbins and second by Rigdon, the action to adopt the 2017-2018 Audit Report was unanimously approved.

### **No Public Comment:**

#### **4. Discussion Only. Report from the Swim Center Director: December 2018 Director's Report**

**User Attendance:** See Board binder documents. Attendance is down by approximately 300 Memberships and 700 Drop-In Users. I believe construction has planned a significant role in the reduction of users in Nov. YTD Membership visits are down slightly but Drop-In Visits have increased.

#### **Staffing and Programming:**

- FT Supervisor position may become open in approximately 6 months rather than next month. We have identified the returning college students over winter break and are pleased to have them back if even temporarily. We increase staffing over the two week DCSD break and the college help fill in the gaps.
- Kim O'Hair and I are looking into how to expand our Water Aerobics program serving different populations and providing future training to all instructors.
- Management staff will start planning for our 30 year anniversary open house and the unveiling of all recent construction.
- A lesson clinic is being help over winter break and we will be able to serve up to 40 children at no charge during the training process.
- Sarah and Shannon completed the Advanced Essentials of Management Certification.
- Richard completed his EMT recertification but attending a UNR sponsored training in Elko.
- Sharon T has completed the ELearning set-up through Pool Pact and will assign trainings to all staff monthly.

#### **Marketing and Public Relations:**

- Johnathan, Senior Guard, has taken over Instagram and is doing a great job posting almost daily. We have seen a significant increase in followers. It was recommended by the Record Courier, business partner, to link our Instagram account with Facebook for more exposure. Sarah and Johnathan are working together to do just that.

- Everything Nevada for October show 23,629 content impressions (link views). See Board binder for additional breakdowns.
- Other Marketing can be found in the Parks and Rec Regional Guide, R-C's Oct 27<sup>th</sup> paper, Carson Valleys Relocation Guide, CV's Almanac, Peak NV magazine.

**Employee Recognition:** Cashiers – The professionalism of the Cashiers has been outstanding. They have continually shared construction information to the patrons through the entire process and have smoothed over any frustrations. They are upbeat, knowledgably and they have been a true asset as our front line.

**Maintenance Updates:**

- Completed outdoor pool closure.
- Completed annual cleaning of the indoor filter system over Thanksgiving.
- Continually working with Q&D construction.
- Built the shed rather than purchased to reduce costs.

**Monthly Financial:** See Board binder documents. Income shows a slight increase from last year last month because of grant money that was received and put into the User Fee category. We also collected from outstanding invoices from two large groups from past billings that were not paid.

Ellison states there is a \$41,000 in November 2018 salary expense compared to November 2017. Harris states that is because of 3 pay period in November of 2018. In 2017 there were 3 pay period in December so it will balance out in December. Harris states that you will see an increase in both natural gas and electric in the YTD income statement and the YTD Budget VS Actual due to keeping the outdoor pool open longer this year.

**Public Comment:** Lee asked for clarification on why month to month comparison on natural gas and electric shows a decrease. Harris explained that was actually October's bill.

**5. For Possible Action. Discussion on proposed agenda items for the January 17<sup>th</sup>, 2019 meeting.**

- Budget
- CIP
- Fees
- Election of Chairman and Vice Chairman
- Water Aerobics Uniform Allowance

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

December 2018 marked the end of Dave Ellison's term as a Trustee on the East Fork Swimming District Carson Valley Swim Center.