

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
January 24, 2019 at 8:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees January 24, 2019 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, Frank Dressel and Kimberly Rigdon. Travis Lee was not present.

Public Present: Tom Tittle, Patron of CVSC and Al Holliman, Consultant for HR Dynamics.

AGENDA

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

PUBLIC COMMENT: Tittle states that he wants to compliment the staff. They are great. The bathrooms look great but the signs should be put back up about limiting the time in the showers. The lap lanes are a problem at vacation times when the swim team is here from 7-9 AM. Harris states that she took this issue to the board and have done extensive research on this issue. We have tried afternoons and it didn't work because of the greater number of patrons that we have in the afternoons. We have weighed all of the pros and cons and the 7-9 AM hours is the least amount of patrons. Its only 9 days out of the year. Tittle states that it seems that the lap walkers are being pushed aside. Robbins states he understands and has brought it up to the board for the past two years in a row.

CONSENT AGENDA ITEMS

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

- 1a For possible action. Approval of previous minutes, as modified, from the December 12, 2018 regular Board Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures and investments through December 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 that the locker room remodel article is in the Record Courier today. It's a great article, goes over a little lit of the history of the swim center. Has everybody seen the finished locker rooms and the on deck bathrooms and showers that are proving to be a great addition to our facility. Harris asked McCullough where we stand with Q&D. McCullough states this is an on time, under budget project. We made this commitment to the board. The CMAR method we chose worked great and Q&D made it look relatively simple. Rigdon states that she is very impressed that they were able to complete project on time. McCullough states that we will meet with Q&D next week to go over some punch list check offs and warranty items. Then we can close out the contract, deduct change orders from the contingency amount and then come up with the amount that wasn't used. Hardie states that Lee asked, in their Tuesday meeting, if the concrete is sealed. McCullough states that concrete doesn't require sealing but a sealant was put on to help with the curing. Rigdon states that she has noticed some surface cracks. McCullough states he is aware of that and some kind of surface

treatment will be done later such as circles in the concrete. Harris states that we have received lots of feedback from the patrons such as need grip bars in the showers, more signage, and more privacy. All comments and correspondence is in the board binders under tab # 10. Most of these comments are for things we just haven't gotten around to yet such as the signage. Hardie states that there are concerns over seeing naked bodies from the hallways into the pool area. Harris states that the decision was made to make the hallways into the pool areas all gender. There are lockers in areas of the locker rooms that aren't meant to be changing areas. Other lockers are in the back corner of the locker rooms and these are for special needs such as the elderly or handicapped that need suppose or need the benches to sit on while they are dressing and undressing. The ADA showers are supposed to be for both showering and dressing. ADA showers are also supposed to be both shower and dressing areas. Those lockers at the entrance of the men's and lady's locker rooms are not private areas to change in. Hardie asked if we could place a sign in those areas stating "Not a private area, please do not dress or undress in this area. Harris states yes we can. We had 30 years of ADA requirements to catch up on and it took up some space. We were crowded before when we only had one place to go to use the bathroom and wash our hands. Now we can use the on deck showers and bathrooms and don't even have to go into the locker rooms. We wanted to get away from visiting in the locker rooms. Hardie states that on the budget for this item, there is \$814,000 left over after the project and we only owe Q&D \$250,000.

No Public Comment

- 3. For Possible Action.** Discussion and possible action to elect the Chair and Vice Chair for the Board of Trustees.

Rigdon nominated Hardie for Chairman of the Board. Upon motion made by Rigdon and second by Robbins, Hardie was elect Chairman by unanimously approval.

Rigdon nominated Robbins for Vice Chairman of the Board. Upon motion made by Rigdon and second by Dressel, Robbins was elect Vice Chairman by unanimously approval

No Public Comment:

- 4. For Discussion Only.** Discussion on the Salary Assessment completed by Al Holliman, Human Resource Dynamics.

Holliman gave a brief biography of his experience. I know that the swim center is a very unique operation. I looked mainly at governmental agencies in northern Nevada but branched out to look at some larger aquatic facilities in the Las Vegas area. I did adjustments for the cost of living in different areas and thinks I came up with some pretty good comparable basis. I looked at a website called Indeed for your entry level jobs such as cashiers and lifeguards. Average salaries for those two positions ranged from \$10.50-\$12.00. The swim center is well within that range.

It appears that the salary range for an Executive Director in a Nevada Special District such as the swim center is most closely aligned within a salary range of \$110,000 to \$130,000 based on approximate staffing sizes, direct reports, and budget size. More specifically, a salary of \$121,000 per annum is recommended. Harris states that on our pay scale we have never had a pay range for the director. The director position is also the only contract employee of the swim center. That means that when my contract comes up for renewal each year, the board makes the decision if they want to renew it or not. This is the first time we are hearing about comparable salary ranges for the director position.

Based on this analysis, the Aquatics Supervisor position appears to be compensated at levels slightly below comparable averages with a recommended increase of 4% across all steps in the salary range.

The Cashier Supervisor/Office Manager position is compensated higher than the comparable agencies' like positions, approximating 11% at the top step.

The Administrative Specialist position is a reasonable comparable to like positions in other agencies and these jobs include a blend of administrative assistant, human resources coordinator and human resources specialist positions. The position at CVSC also takes notes at the Board meetings and assists the Executive Director in a variety of tasks. Based on the related analysis, the pay range across all steps from high to low is roughly 25% below the comparable, or approximately \$5.00 per hour less.

The Maintenance Supervisor position appears to be compensated at a reasonable level based on comparable averages. My analysis shows that the position is slightly overpaid because the lack of staff is offsetting to the skills he has. Hardie states that it was said that it would not be hard to find replacements in the maintenance area. Holliman states yes, the maintenance supervisor position may not come with all the skills, but their skill sets should be such that they should be able to adapt. They might have to read some manuals, do some investigation, etc. but they should be able to get up to speed fairly quickly. For instances, your maintenance supervisor may have a lot of different skill sets but how much of these skill sets are really necessary to run this facility. The Maintenance Assistant I position appears to be below comparable averages across the pay scale by approximately 10%. The Maintenance Assistant II position also appears to be below comparable averages by approximately 6%. Hardie asked Harris if we have one person in each of these categories? Harris states not year around. The Maintenance Ass't II is a full time year around position. The Maintenance Ass't I is a seasonal part time extra help for the summer time position. Holliman states that if the maintenance ass't I requires alot of supervision by either the maintenance II position or the supervisor position then there may be no reason to adjust the salary range.

Hardie asked how many cashier II do we have and how many are full time. Harris states the cashier II position was a full time position. We no longer have full time cashiers except for one who will be retiring in July. We believe that we can manage the front office with part time staff and therefore the cashier II position may not exist after her retirement. Hardie asked if we will have any more cashier II positions after that person retires. Harris states she will have to look to be sure.

Hardie reviews summary of conclusions and recommendations for positions that salaries/wages increases are recommended for consideration as follows: Executive Director, Aquatics Supervisor, Administrative Specialist, Cashier II, Maintenance Ass't I and II. These are positions where we might increase when we are budgeting for July 2019. The other two positions included in the survey are paid fairly based on their job descriptions.

Dressel asked if the cashier II position trained new cashiers. Harris states no, now the cashier supervisor does the training. Harris states that what prompted this survey was that our employees felt they were underpaid and we also felt that for the first time we were having recruiting issues. We are above what Carson City, Reno, and Sparks pay their staff. We try to sell our staff the culture and we give our staff full use of our facility while they are employed here. Holliman is just looking at the market as it compares to the current range. Robbins states that he agrees but doesn't feel that our lifeguards should be cleaning toilets. We can talk about this later. Hardie states that the board can discuss this further as we continue to build the budget. Harris states that when we had outside agencies do our cleaning we had one issue after another. This facility is as clean as it is because the lifeguards take pride in their workplace and their positions. Hardie states that we can discuss this further over the next 3 months as we build the budget.

No Public Comment:

5. **For Discussion Only.** Discussion of the proposed '19-'20 operating budget, 5 year capital improvement budget and fee comparisons and population trends. Chairman Hardie introduces this item. Hardie states that he would like to point out on page 5 of the Capital Budget in 2019-2020, if the HVAC3 is taken off the list there it will be an additional \$500,000. It is also on the 2020-2021. In other words it is on the 2019-2020 list for replacement and also on the list for replacement in 2020-2021. Harris states that the DH3 is the one that the

compressor went out. DH3 is the last old unit to be replaced. This unit was added in 1999 when the slides were added. The compressor is being built to have an air handling system that will work well with our new HVAC system. The asset management plan has DH3 to be replaced in 2020-2021. But with putting in the new compressor, we might get 3-4 more years out of DH3 before we need to replace it. Robbins states do we need to replace the compressor or just some parts internally. Harris states that Nevada Chiller & Boiler came out and recommended that we replace the compressor. The compressor will cost \$13,000 and we are going forward with replacing the compressor hoping to get more life out of DH3. Hardie states that when Lee was sworn in a couple of the commissioners came up to him and told him they are going to come after us for our tax rate. Also Shannon has shared that there is a petition being circulated around the Foothill area to privatize the entire facility. Shannon states that a patron shared that with her the other day. Hardie states that would take it off the tax rolls, do away with the special district, and make it like a gym. Harris states that these people are non-users of our facility. Hardie states that Shannon is going to send out an email to 150 of our users that are supporters of the pool. Every ½ cent we give back is like \$70,000. Tax payers think that tax rate will go down because they don't understand that it goes up for grabs by any other district. Harris states that we are managing two budgets, our operating budget and our capital budget. People think we are raise our fees to pay for the locker room remodel but they don't understand that project is already paid for. This facility is critical to the health of our community. Rigdon states that we need to talk about marketing. We need to market the benefits to the community. Hardie states that Harris has done a Fee Proposal for 2019. I asked her to do a 5% increase for residents and a 20% increase for non-residents. This is not set in stone because next month I have asked Harris to give us income figures from these increases next month because we are at 31% cost recovery right now and need to be at 33% cost recovery. Robbins asked if we have the percentage of non-residents. Harris states that we can pull the percentage of non-residents for passes but not for day use. The areas in our district are Gardnerville, Minden, Genoa, and Topaz. Stateline opted years ago to be non-residents. We would have to ask each person their zip code and then our computer system would tell us what fee to charge. Rigdon states that she isn't for tracking. Income we get from fees will be the same but the benefit will be they will use our restaurants and businesses. It's the perception. I don't think we should cherry pick. Dressel state he feels the drop-in rate should be the same but I do think that there should be a resident price for passes. That would be a selling point for our residents. Hardie states that next month we will be looking at the day use and the water aerobics fees. Harris states the Senior category of 75+ annual fee is currently \$145.00. To increase that 5% would make it \$152.25. I would like the board to consider not increasing this fee and just leave it at the current rate. Robbins states that as a senior citizen, the fee should be either \$0 or no more than \$25-\$50. As a board member, I would like to bring this proposal up at the meeting in February. Hardie said yes that would be fine. Dressel asked if we have numbers on our 75+ patrons. Harris states it's under 100. Rigdon states she is not sure that it's fair to the patrons that are disability or have special needs. Hardie states let's all think about it for the next 30 days. Harris states 2 other categories I'd like to point out. Under miscellaneous, on page 2, I feel that non-resident should have to pay more for renting space in our facility and I have proposed a 20% increase in those fees. The other category is swim teams. The DHS Swim Dive and the DHS Aquatics Dive not had a fee increase for close to 10 years. That is why I have proposed a \$500 increase for both the Swim Dive team and the Aquatics team. Hardie asked when the DDST was last increased. Harris states 2 years ago. Hardie requests Harris to propose a 5% increase for them as well. Harris states that we need to keep in mind that the parents of this team are also taxpayers. We have also revamped the way we want to charge for our rental fees. We have a problem now where people aren't always honest with us about the number of guest coming to their parties because we present charge by the number. We want to have just a flat rate. Rigdon states she feel that we're punishing everybody for a few that aren't honest. Harris states to think about it for the next 30 days.

Public Comment: Guest Tittle states that the community center has an hour each week day where seniors can come in and walk the track and use the weights for free. We might consider allowing the senior and hour each week day where they can come in and use the facility for free instead of reducing the annual membership so much.

6. **For Discussion Only.** Discussion on the proposed outdoor pool cover. Robbins states that he will make a presentation next month on the outdoor pool cover. Trying to get the sales representative to come out.

No Public Comment

7. **For Discussion Only.** Report from the Swim Center Director:
January 2019 Director's Report

User Attendance: See board binder documents. Attendance is down by approximately 175 Memberships Visits and 185 Drop-In Users. I believe construction continues to play a role in the reduction of users in Dec.

Staffing and Programming:

- Management staff have scheduled 3 Flick and Float Dates for Feb and Mar 2019.
- Management staff started planning 30 year anniversary open house and formed a planning committee.
- Lesson clinic for the public was successful and provided free lessons to over 30 youth.
- ELearning through Pool Pact, managed by Sharon T., is successful and new trainings are being assigned to staff monthly.

Marketing and Public Relations:

- Shannon met with the Record Courier to map out financially the Districts marketing plan for 2019. Including the desire to conduct a community survey.
- Taking note on a pad of paper and Director reviewing all patron feedback from Locker Room Remodel. (See correspondence section of Board Binder)
- Spending time in construction areas and front office to field questions and comment.
- Presented to Rotary
- R-C Article on Locker Room remodel with Construction Team.

Employee Recognition:

- Employee of the Month: Autumn Warren, Lifeguard
- Holiday Staff Party

Maintenance Updates:

- New universal gym constructed
- Continue to work with contractors and Director on locker room finishing touches (final check list, construction of benches, addition of hooks and other correspondence)
- Addressing velocity of air flowing in the men's locker room and adjusting vents.
- Continue to clean Natatorium from construction dust (intakes, Duct Socks)

Monthly Financial: See board binder documents.

Please note that the YTD Budget vs Actual document is in the financial packet that tells us where we are ½ way through the Fiscal Year. We are currently operating at a 31% Cost Recovery % even though construction.

Robbins asked what is our marketing. Harris states we are marketing with the Record Courier, Digital and online. Parks & Recreation, Carson Valley Almanac. We are thinking of doing a community survey through the Record Courier that will reach a much large group than just our patrons. I have checked with them and for what we want it will cost around \$1500 for them to manage and compile the survey. I also attend function like the Rotary Club where I just made a speech this last week. Dressel asked if we have flyers at the Chamber of Commerce and do we market in the Carson Valley Regional Guide, Peak NV, and Carson Valley Almanac? Harris states that we do.

8. **For Possible Action.** Discussion on proposed agenda items for the Feb 21st, 2019 meeting.

2019-2020 Budget
CIP fees
Marketing CVSC
Outdoor Pool Cover

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