

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
April 18, 2019 at 8:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees April 18, 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, Frank Dressel, Kimberly Rigdon, and Travis Lee. Vice Chairman Doug Robbins was not present.

AGENDA

Upon motion by Lee to approve agenda, second by Dressel, the agenda was 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, as modified, from the March 21, 2019 Regular Board Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures and investments through March 31, 2019.

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 we voted on the budget and 5 year capital plan last month. There was quite a bit of board discussion on when we are going to time the replacement of the DH3 system, which is over \$500,000. We had talked about shifting it from one year to the following year because we just had the compressor replaced which is going to get us a couple more years of life in that equipment. I just wanted the board to know that under tab 2 in your binders is the final 5 year capital plan that will be turned into the State. You will also notice that the last document under tab 2 is the new cash flow chart. I would now like to go into the remaining balances report. As you will see under Local Government Investment Pool we still have over \$1,000,000. We have some expenditures still under Project Management as well as Asset Management and Contingency. But we will finish out the fiscal year with a little less than \$1,000,000. We will have quite a bit of money left over from the repainting of the Natatorium, because we have bumped that project for the future because we felt it appropriate to repaint the Natatorium at the same time we re-plaster the main pool since scaffolding will be needed for both projects. It will be a few years before that occurs. Going forward, I would like to use some of that money to add partitions for privacy to the entrances of both the men's and women's locker rooms. I would also like to add 15 larger lockers (12X24) on each side for daily rentals. I have gotten the quotes back and doing the partitions and the larger lockers will be under \$25,000. Rigdon state because of ADA access, will the new lockers make it too crowded. Harris states that there is an entire wall as you walk into the locker room of both the men's and the women's in the foyer area. It will not impede the flow at all. McCullough states the slide tower repaint is done except for some touch up. We will find a time when we can close the slides and we will have Q&D schedule to have the touch done. We will hold a small amount of retention until that is completed. Our next project is the slide pool improvement project. This will begin August 15. We are now under contract with TSK to build the bid documents and Sierra Engineering to do the design work for the duct work. Bids will open on July 10. We usually start our projects in September but moved this back to August so the outdoor pool can be used for

swim lessons and by the swim team. We are also working with CR. They gave us a proposal which we broke into two proposals. 1. Main DH3 when that time comes and 2. Preliminary design to get the size of the duct work in the slide pool area. This will be incorporated into TSK's plans for bid documents. Harris states that she bring more information to the next board meeting. She states that in the 5 year capital Improvement plan for next fiscal year, the board has already approved \$150,000 for this project. Harris states that we will also be looking at re-plastering the slide pool. This makes sense because we have to drain the slide pool anyhow. Dressel asked do we know why the gables have been damaged. McCullough states that it's just deterioration. We are looking at different materials that will stand up better. Next project will be DH3 and preliminary design shows that we will need more work than we expected because we have to increase the enclosure just like we did for the super DH. This could increase the expense of the project.

No Public Comment

3. For Discussion Only. Discussion on the potential to lower the Districts Tax Rate per the discussion at the Douglas County Commissioners meeting on April 4th, 2019.

Chairman Hardie introduced this item. Hardie states that in the Douglas County Commissioner's budget hearing, the Chairman of the Commission suggested that maybe this district would have a heart to surrender 2 cents for the indigene of Douglas County. It was not a motion. We don't give unless we are asked. Lee states some history behind this fund. For the last 5 years the county had a large reserve. The county started using some of the money so the state wouldn't take it back. The Senior Center identified about \$2,000,000, etc., they wanted to keep the funds in Douglas County. Now the fund is so low that they are looking at ways to fix it. Rigdon states I struggle with giving back. When they start taking funds away, you never get them back. Hardie states that until they present us with a request, we do nothing.

No Public Comment:

4. For Discussion only. Discussion on outdoor pool retractable cover.

Chairman Hardie introduced this item. He introduced Cihan Ozdemir, Project Engineer for DynaDome. Ozdemir states that DynaDome is a family owned company that opened in 1985. We are constantly improving our designs. We come with 100 years of combined experience. We are the only company worldwide that builds fully retractable pool enclosures. We have projects all over the world. Not just pool covers but also enclosure for outdoor parties, etc. We have a partnership, for over 15 years, with a company named Benesch Engineering. We are located in Northwest Indiana. Everything is done is Northwest Indiana. We don't import anything from out of the United States. You will need to get a general contractor here in Nevada to manage the project. Solar Panels will recharge the batteries, no electric is used. I did a concept drawing from information Robbins furnished him. It is not 100% accurate but gives you an idea. Panels are 2 sided UV and are 250 times stronger than glass. Lee asked about air quality in the winter time. Ozdemir states their materials do not require a dehumidification system to keep it dry. Needs ventilation to keep the air moving. Heat in the winter. Nevada has temperatures between 0-20 degrees. You will get about a 40-60 degrees temperature change on the inside of the enclosure just from the roof panels. So if it's 20 degrees outside, it could be 60-80 degrees inside the enclosure. Rigdon asked what is the daily, monthly maintenance is. Ozdemir states the panels have a 10 year warranty against hail and discoloration. We do the engineering of the cover and we'll transmit the load to your engineer. We do no on site work. There is a 10 warranty on the motor.

Public Comment: Tittle asks in the summertime kids might fall on the track. Ozdemir states that the track is only $\frac{3}{4}$ inch off the ground. It does require maintenance to ensure there isn't gum or food wrappers in the track. Tittle states that we have very high winds. What is this rated for. Ozdemir stated it will be rated for whatever Douglas County building department says. Harris states that we will contact Ozdemir with any follow-up questions.

5. For Discussion only. Discussion on the Board of Trustees attending aquatic related conferences.

Chairman Hardie introduced this item. Hardie states that he went to the NRPA Conference last year with Shannon. He states that it should be someone different this year. PoolPact gives us \$10,000 a year in educational grant money for the swim center employees and the board to use. The next NRPA conference is in September in Baltimore. Harris states that she has become certified as a Parks and Recreation Professional through NRPA and needs a certain amount of CEU's each year to keep the certification. I will attend this conference every year. Lee states that he would like to attend sometime. Rigdon and Dressel also say they are interested in attending.

No Public Comment:

6. Discussion Only. April 2019 Director's Report

User Attendance: See board binder documents.

- Attendance overall shows an increase of 400 users compared to March 2018
- Swim lessons show a decrease compared to March 2018 due to program dates and timing.
- Membership/ Pass usage shows an increase of 260 users from March 2018.
- Drop-Ins show an increase of 200 users compared to March 2018.

Staffing and Programming:

- We are hiring for all positions: Maintenance, Cashiering, Lifeguards and Senior Lifeguards.
- New events and programming this Summer: Friday "Teen Nights" starting in May. Open House June 1st, 4th of July Celebration.

Marketing and Public Relations

- Continued work on designing and purchasing Merchandise for Spring/Summer and 30yr Anniversary.
- Advertising expanding into Holiday Inn Express and David Wally's time share rooms.
- More Record Courier and Social Media exposure.
- Google Business info was updated and new pictures posted with over 200 new views.

Employee Recognition:

- Employee of the Month: Joey Smithen, Lifeguard. He is on-time, if not early, for his shifts. He is dependable, willing to take on maintenance related duties, and has a professional and calm disposition.

Maintenance Updates:

- Painting of the slide tower completed (Q&D).
- Outdoor pool procedures completed and pool was open April 1st.
- Adding emergency bells into on deck bathrooms.
- Mezzanine stairs being painting with protectant coating and being sealed.
- Researching replacing or painting railing leading to Mezzanine.
- Repairing indoor gutters in sections as they collapse.

Monthly Financial: See board binder documents.

- User fee income does not have a direct correlation to attendance. Often time's income is dependent on timing of payments from Point of Sale System as well as billing.

Lee asked how often the lifeguards run through their skills. Harris states that they do skills monthly after each staff meeting. Each lifeguard is required to do a 300 yard swim in 6 minutes each month. The aquatic supervisors do random training. They do all day training on Aquatics Risk Management. They are allowed to wear shoes if they can swim in them or can flick them off.

No Public Comment

7. For Possible Action. Discussion on proposed agenda items for the May 23, 2019 meeting.

Final Budget Hearing (separate meeting)
Asset Management Plan
CIP Discussion

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