

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
June 20, 2019 at 8:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees June 20, 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, Travis Lee, and Kimberly Rigdon.

AGENDA

Upon motion by Lee to approve agenda, seconded by Robbins, the agenda was unanimously approved.

NO PUBLIC COMMENT

CONSENT AGENDA ITEMS

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

1a For possible action. Approval of previous minutes from the May 23, 2019 meeting.

1b. For possible action. Approval of general ledger cash balances, expenditures and investments through May 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. McCullough states we are currently out to bid for the slide pool project. We will open bids next month and bring that forward at the board meeting next month. The only hiccup we foresee is a new state law change that reduces the threshold of a public works project from \$250,000 to \$100,000 and below. That means that more than likely this change is going to force this project to go to a prevailing wage project. We will address this after we award the contract because it will require prevailing wage and certified payroll. Not sure of the impact yet but it will be an impact. Hardie asked if there is an interest in such a small project. McCullough states yes there is, Q&D says they are going to bid on it. They understand our facility and the nature of the program here and how important it is to keep the facility open. Harris states that the slide pool project starts on August 15 and is scheduled to take 30 days. I have the re-plastering company, Terra Firma, coming in right after that to re-plaster the slide pool which should take about 3 weeks. The kids go back to school the week before this project starts. The lessons that are usually taught in the slide pool will be taught in the outdoor pool because it will still be warm enough. I want to give you an update on the locker room remodel. There is some water that has been sitting on the women's locker room side by the lockers inside the locker room. I have been watching it for a couple of months, talking to the staff and talking to McCullough. We are working with Q&D and SI Legacy Flooring, who installed the tile. We currently have that shower closed while we problem solve where this water is coming from. It is warranty work. McCullough states that it's something inside the shower compartment walls behind the shower. Harris states that we continue to get compliments on the locker room remodel.

No Public Comment

3. For Discussion Only. Discussion and update on the Asset Management Plan future funding. Hardie introduced the item. Harris states go to tab 3 in the board binder. At the board's

recommendation, I added another line to the proposed '19-'24 Capital Budget flow chart. So what you will see different is that I added the Asset Management Plan contribution. One of the documents that the Asset Management system produces for us is when I put in a beginning balance, which is always the 7/1 balance of the new fiscal year, the system calculates what the minimum is that the district needs to put away each year for future expenditures that are anticipated regarding the capitalized projects and equipment we have at this facility. What this doesn't anticipate is any sort of major equipment failure prematurely. Such as, we may have in the Asset Management Plan to replace the boilers in 2 years but as we know equipment breaks all the time and we might have to take those reserve funds to replace the boilers this year. Lee states that this looks great.

No Public Comment:

4. **Discussion Only. Discussion on the cost and coverage of the pool's property, liability, and employment practices insurance purchased from Pool/Pact through Warren Reed Insurance.** Chairman Hardie introduced the item. Allan Reed introduced himself as being with Warren Reed Insurance. Reed gave a brief overview of the Nevada Public Agency Insurance Pool. Reed states that the cover letter under tab 4 is the state of the POOL report for the Nevada Public Agency Insurance Pool. He state that the Pool has \$7,000,000+ coverage on this building. Coverages like flood, earthquake, etc. It may cover boilers if they break. No coverage for wearing out. Liability is \$10,000,000. Also covers board members acting in an official capacity. Premium this year will be \$30,107. That is up 3% from last year's premium of \$28,998. There are currently 124 public entities within Nevada Public Agency Insurance Pool. The POOL now insures about 97% of the eligible public entities in Nevada. All of the members, which the Carson Valley Swim Center is one, own Nevada Public Agency Insurance Pool.

No Public Comment:

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

June 2019 Director's Report

User Attendance: See board binder documents.

- Attendance overall shows an increase of 714 users compared to May 2018.
- Swim lessons show a decrease compared to May 2018 but YTD has increased.
- Membership/ Pass usage shows an increase of 15 users from May 2018.
- Drop-Ins show an increase of 453 users compared to May 2018.
- '18-'19 YTD attendance has decreased compared to '17-'18 YTD but income is up \$6,022 YTD.

Staffing and Programming:

- The Senior Lifeguard positions have completed training and orientation.
- Hired 1 individual for the PT maintenance aide position.
- Hired for two PT cashier positions after resignations were accepted.
- Open House June 1st was a success with over 400 patrons in attendance and 300 hotdog lunches sold.
- 4th of July Celebrations are being planned along with the Jr. Lifeguard Program.
- Dive classes have begun with 7 employees being trained to be future Instructors.

Marketing and Public Relations:

- Continued regular social media exposure: Johnathan and Sarah D.
- Google Business info was updated and new pictures posted.
- Website is continually updated: Blake.
- Carson Valley Days exposure, Float recognition and pictures in the R-C.
- Jr. Lifeguard Article promoting future class in R-C.

Employee Recognition:

- Employee of the Month: Dalin Handley, Maintenance. Overall a great guy. Great sense of humor, incredible work ethic, professional, kind, caring, skilled and liked by all employees.
- Cindee Maxwell, Cashier Supervisor/ Operations. Took the lead with the planning and

execution of the 30yrs Celebration/ Open House, hiring and training new staff, all while being trained and completing two system conversions: QuickBooks upgrade and Booking.

Maintenance Updates:

- Converted signage to Velcro to save money long term.
- Decreased chemical expenditures.
- Researching new Clear Comfort System and visited City of Reno site to learn more and tour.
- Department was a huge support to all staff during the Open House and CV Days.
- Remodeled lobby bench with new Trex decking.
- Health Inspections: No violations, Grade A for all pools and Snack bar.

Monthly Financial: See board binder documents.

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

Robbins asked if the HVAC system running good. Harris states system is dialed in so we don't have to touch it. Robbins asked what do we keep the temperature at in the pools. Harris states that the Ambien temperature is about 80-82 degrees. The locker rooms are set at 75-76 degrees. This is cold when you're wet. Hardie state that the hallways are cold. Harris that we are addressing this issue for winter.

No Public Comment

6. For Possible Action. Discussion on proposed agenda items for the July 18, 2019 meeting.

- Capital Plan
- Asset Management Plan
- Awarding the slide pool project bid
- Public perception
- Patron Enhancements

Upon motion made by Ridgon and seconded by Dressel, meeting was adjourned by unanimously approval.