

**EAST FORK SWIMMING POOL DISTRICT  
BOARD OF TRUSTEES  
GENERAL MEETING MINUTES  
March 21, 2019 at 8:00 a.m.  
Carson Valley Swim Center  
1600 Hwy 88, Minden, Nevada**

The Board of Trustees March 21, 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, Kimberly Rigdon, and Travis Lee.

**AGENDA**

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

**NO PUBLIC COMMENT:**

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**CONSENT AGENDA ITEMS**

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

- 1a For possible action. Approval of previous minutes, as modified, from the February 21, 2019 Regular Board Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures and investments through February 28, 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 requested that everybody turn to tab 2 in their board binders and go to the Capital Budget. Under Contract Amount/Expense, we don't always have a contract for expenditures under this line item. So that's why I put contract amount/expense. That gives that column a little more flexibility so that the board can easily track what we are spending and where. For example, it was over \$3,679 to have some mural work and repainting done after the construction project was completed. The remaining \$50,000 is what we still owe Q&D. This is for the painting of the Slide Tower. We were going to repaint the entire slide pool area but the quote came in at over \$200,000 plus it would have required the pool to be closed for a month or two, we decided that we didn't want to do that to the public this fiscal year. Q&D is in the process of painting the Slide Tower and slides will reopen on April 6th. Sidewalk Repair and Replacement is not needed this year. The locker room remodel is complete, the \$1,175 has been paid and will reflect \$0.00 next month. Project Management is McCullough's position and we are billed quarterly for that. Reserve Analyst is our Asset Management program and it breaks out over the next 5 years the expenditures we will potentially have regarding our assets and our equipment. We have always built in contingency and I have put in parenthesis what those contingencies are. I am also waiting to get the cost of some additional lockers for both sides. We need larger lockers for daily use only especially during the summer time. I am getting a quote from Henri's, who did the lockers and partitions for the remodel. We are looking to get about 15 larger lockers on each side. This expenditure will fall under contingency expense. I want to assure the board that we will still be well under our budget. We will not be spending the \$1,065,750. Robbins asked if the plumbing for the showers is fixed. Harris states yes, the manufacturer replaced all of the cartridges. It was a warranty item. Hardie states what about the partitions for entrance to the locker rooms. Harris states that she is also working with Henri's on them. I would like to talk about the 5 year Capital Plan that the board will be looking to approve today. It is in your board binders under tab 6. McCullough states that the next 2 projects are

finishing the slide pool area and the replacement of DH3. These two projects really intertwine with one another because of the duct work we are replacing in both the natatorium and the slide pool area. So we will combine the re-plastering of the slide pool, painting of the slide pool area and the duct work in the slide pool area all in one project. This will require scaffolding for the painting and the duct work. We will need a contract so we will go out for public bid. We will need a General Contractor. By combining these two projects, we will only have one down time for the slide pool. Harris states that she went back and looked at the 2014-15 Aquatics Design Group List and there are only two things still listed that we haven't completed. One is the re-plaster of the slide pool and the other is the painting of the entire natatorium. We always try to take our patrons and any down time into consideration when we plan our projects. We will not be painting the natatorium until it is time to re-plaster the main pool. We are having the new DH3 system designed to work the best with our new super DH system. The DH3 is one of our last pieces of original equipment that was put in in 1999. It has served its life. Robbins asked would a big fan help to eliminate the moisture and move the air around. McCullough state no not really because it wouldn't take the moisture out of the air. Rigdon states that the pool used to have fans in the ceiling. Harris states yes but they didn't work. Robbins states that when we replace DH3 will it be sucking more energy. Harris states that DH3 is operating now so we shouldn't notice much difference but we will ask that question. Lee states that there have been a lot of changes to those types of systems and they are much more energy efficient now. Time Frame for the Slide Pool area project is August, September, October while the outdoor pool is open.

### **No Public Comment**

#### **3. For Discussion Only: Discussion on future Marketing Plans.**

Chairman Hardie introduced this item. Harris states that she has put together some information for the board as to where do we market and who do we market with. I was looking through some old stuff and I found this book called a campaign book that was developed by Linda and Blake. I'm not sure whether it was ever used. It would need to be updated but it's really a great idea. We also advertise in the Regional Parks and Recreation magazine, we have a full page add, we also have a full page add in Everything Nevada that I won because I went to a presentation last year. The thing I like about them is I can get a report from them on how many times our page is looked at. This is free right now but normally costs a couple of thousand dollars a year. We advertise in Senior Publications, the Chamber's Relocation Guide. We have looked into advertising on radio stations, Ironwood Cinema, etc. I have been talking to Nevada Momentum, they will come in and take pictures for our website, etc. We also have our website as well as social media such as Facebook and Instagram. I meet with the Record Courier every year to go over a marketing plan. The schools will do Facebook blasts. Lee states that DART buses have marketing on the back window of each bus and they go everywhere. We might also look into Google Business. They will email statics about anybody that accesses our site through Google. Plus you get a chance to control pictures put on our site. Robbins states how about tapping into the schools. Have we ever thought about having field trips? Harris states that yes we already do that. We have every school in the area and surrounding counties that at some time during the year brings their students into the swim center. Robbins asks what are we trying to tap in to. Harris states that people know we're here. We are now marketing what we have to offer such as price, hours, lessons, etc. Look how great we are. We are being very specific about our amenities. Lee states maybe we need to look at the times when we are slow. Robbins states how about a shuttle system. Lee states he set up lots of loops for the community center. Look for downtimes and see what group can fill that void. Maybe people at the community center could come over to the swim center and swim and then go back to the community center for lunch. Harris states that she has talked to a lot of people who try and get their friends to come to the swim center but there is a lot of the population that are not interested in getting into a bathing suit. Robbins states should advertise as a health benefit. How many people show up to the community center lunches every day. Lee states between 120 and 150. They do daily announcements during every lunch. They perceive this as entertainment, health and wellness. Harris wouldn't even need to be present. Seniors love to have supportive opportunities. Dressel states what about Gardnerville's Movie in the Park and Minden's Concert in the Park Series. Maybe we can sponsor one of them. Harris states that we have to be careful with sponsorships where the money goes to another district. That's why the board put together the policy of what I can donate to and what I can't donate to. Rigdon states giving away free passes is good. Harris states we do that all of the time, especially large events

such as Carson Valley Days.

**No Public Comment:**

4. **For Possible Action.** Discussion and possible action to round proposed fees to the a quarter amount for all users of the Swim Center and putting into effect May 6<sup>th</sup> the Party Rental, Misc. Non-Resident, DHS Swim/Dive and DHS Aquatics approved fees. All other fee effective dates to be determined.

Chairman Hardie introduced the item. Harris states that at the last board meeting she forgot to get approval to round odd dollar amounts to the next highest \$0.25 on all fees increases the board approved. Also the board approved the fee increases but not when the increases would go into effect. We are not in a position where we need to raise fees currently. We also just had a salary assessment that said we needed to bump a couple of positions up and the board approved doing that because we need to be able to pay fairly, retain good employees, and be able to recruit in the future. We don't want the patrons thinking that we are paying our staff too much and that is why we are increasing fees. We are in such a great place right now. The majority of the patrons are truly loving the new locker rooms. So I think that we should leave the fees as is for right now except for the Miscellaneous Nonresident, High School Swim Teams, and Parties. These three categories I would like to increase now. We have never charged nonresidents more for scuba and kayaking. Also it has been 10 years since we increased swim team fees. I have spoken to the Principal of Douglas High School and he is in agreement with the increase. Our three Aquatics Supervisor teach these classes 6 months out of the eight months. This gives us 8 months to groom our future lifeguards for summer staffing. We usually get 10-15 lifeguards out of each class. Next area is Parties. I would like to go forward with the new pricing for parties. I incorporated the suggestions that the board made last month of max of 30 people in the larger areas and 20 people in the smaller areas. We will have plenty of time to notify the public because these new rates will not go into effect until May 6. Lee asks how will you notify the public. Harris states that we have sent letters and/or emails to people who have had parties in the past and we also use our website and social media.

Upon motion made by Dressel and second by Rigdon, to approve putting into effect May 6, 2019 the Party Rental, Misc. Non-Resident, DHS Swim/Dive and DHS Aquatics approved fees was unanimously approved.

**No Public Comment:**

5. **For Possible Action.** Discussion and possible action to approve the proposed '19-'20 operating budget. Chairman Hardie introduced this item. Harris stated that the board will approve the proposed budget today knowing that the Ad Valorem number may change on 3/25. I will put the correct number in at that time and I will get each of you to sign the budget at that time. Salaries have decreased a little due to hours adjustment. The new number includes the new salaries and projected 4% increase for staff. This figure will change depending on my raise. The cost recovery forecast is 33%. Robbins asks why was Maintenance and Repair so high in '17-'18? Harris states that was the year we had the \$2.4 million construction project for the HVAC electrical and plumbing. The \$160,000 was for additional maintenance expenses that came up due to the HVAC work. Then we budgeted for '18-'19 \$120,000 and the forecast is at \$178,468. I have gone over the items in this category with our accountant and have found about \$20,000 that should have been in the CIP budget. So we have transferred those items and that will reflect in the March numbers. We are actually at about \$115,000 and Rob and I have gone over what he needs to spend for the rest of the fiscal year and its less than \$20,000. We will probably end the fiscal year around \$135,000. Robbins asks about the \$16,000 for uniforms. Harris states that we could go with less expensive uniforms but we have pretty high standards. Also it depends on the sizes of our staff from year to year as to how much inventory we have. One year our staff may be larger sizes and the next year smaller sizes. Our uniforms usually last a whole year because of the quality we buy. Also the board has passed uniform standards that have increased our cost.

Dressel states he thinks the staff looks great. Harris states that our staff looks very professional.

Upon motion by Rigdon and second by Lee, to approve the proposed 2019 – 2020 operating budget with the provisions that the Salaries and Wages number might change depending on action taken later in this meeting and that the Ad Valorem number will change once the State number comes out on March 25 was unanimously approved.

**No Public Comment:**

**6. For Possible Action.** Discussion and possible action to approve the District's 5 year capital improvement budget.

Chairman Hardie introduced the item. Harris states on the projected Five Year Capital Improvement Plan, Asset Management is always based on Reserve Analyst, Project Management is Scott McCullough time, and Contingency is for unforeseen expenses. I have also broken out some of the projects for future years. None of these should surprise the board. In year '20-'21 we have replacing the roof over the front of the building. It does have some leaks that we are caulking. Under Asset Management we do show replacing the HVAC3. This may be pushed back because of the added life we have gotten by replacing the compressor. Lee asks what year is it where funds available is higher than we normally see. Harris states '22-'23. Lee states I am not comfortable leaving so much unused capital on the table. I feel like future projections are pretty lean and we could be more aggressive. We need to be able to justify our needs. We need to put more on our budget. Harris states that the board hasn't approved any other projects except the ones listed on this CIP. Over the next year, we can talk about other specific needs of this district and build it into this document. Lee states we need to look at our future and how it relates versus the fiscal projections that we are presenting to the public. I want to go on record as being cautious about what we are approving. Rigdon states that we have done a lot of projects. Let's let our patrons enjoy the changes over the next two years. Lee states that it would be good if we could work on developing a Master Plan as to where we are going and that will drive some of these decisions. Rigdon says that sounds like a good focus. Let's work to develop a Master Plan. Hardie states he has a suggestion to move HVAC3 to '21-'22. Harris states if we move HVAC3 that would be moving \$530,451 which would even out the two year. Robbins states that outdoor cover people could come out for next month's meeting.

Upon motion by Rigdon and second by Robbins, to approve the District's 5 year capital improvement budget with the provision that HVAC3 be moved from '20-'21 to '21-'22 was unanimously approved.

**No Public Comment**

**7. For Possible Action.** Discussion and possible on the Swim Center Director's annual evaluation and possible action approving Director's merit increase between \$0-\$22,000. (Human Resource Dynamic's Salary Assessment)

Chairman Hardie introduced the item. Hardie states that each trustee was given a worksheet with 5 categories and ratings from 1-5 to assist them in evaluating the Director's performance. A rating of 5 being outstanding and a rating of 1 being unsatisfactory. Rigdon states she is very impressed. Harris has so many local connections. She attends conferences. Does a great job. Set an example as a leader. Dressel states he rated her outstanding. Harris takes full responsibility for the staff and the facility. She provides a safe environment for patrons and staff. She is flexible and keeps the board well informed. She has a great ability to solve patron issues. She does great work on keeping public informed. Lee states that Harris has great connections. I have always felt that she is exceptional. She is always looking for new ways to increase membership. Keeps a good balance between patrons and staff. She has a great team. Balances public perception and concern. She understands construction from the bottom up. I'd like to see more surveys in the future on personal feedback of the patrons. Robbins states that he has the most longevity here and I have seen a lot. She is an asset to the swim center. We have seen some great advantages to Shannon being here. I rated her an overall exceptional. She has gained so much knowledge in construction, etc. Hardie states that since I came on board, things have improved so much. There were 10 full time staff then and as of July 1, 2019, there will only be 7 full time people. She has looked for ways to cut expenses. I admire her for doing the 33% cost

recovery. We were at 19% cost recovery when I first came. She has grown in staff interaction. Her work ethic at the NRPA was great. I rated her all 4's and 5's.

The average ratings from all 5 trustees for the 5 categories are as follows:

Aquatic Programming	4.6
Leadership and Management	5.0
Facilities Management	5.0
Financial Management	4.6
Public Relations	4.8

Hardie stated that being done with the evaluation part, we now need to talk about the action part which is the salary increase. He states that one of the big surprises of the salary study was that the director position is so far out of sync with other directors in northern Nevada. Rigdon states that she would like to find a way to phase the new salary range in over a few years to get Harris where she deserves to be. We need to look at the classifications Harris has compared to others in the area. Harris states that the salary assessment is a great place to start. Holliman did use some County M1 and M2 positions as direct correlation and there were a lot of similarities but then not because of the uniqueness of our district. Lee states that we need to come up with a strategy that shows that we value Harris and value what Harris is doing. Robbins asked Harris what her increase was last year and how much vacation she gets annually. Harris states it was 4% last year. I am at 4 weeks of vacation annually. Dressel states that Harris wears so many different hats that he would like to see her at least get up to the minimum of the range. Hardie states that he is in favor of \$11,000 this year and \$11,000 next year to get Harris to the minimum of the range of \$105,000. Rigdon states that she agrees with Hardie but would also like to look at the position to see what the position is worth. Lee states he agrees with Rigdon that we need to look at the position. Rigdon states that we all need to do our own research and come together at a special meeting and decide the range for the director position.

Upon motion made by Lee and second by Rigdon, approval of the director's merit increase to an annual salary of \$94,200 with a special board meeting to be held no later than September 21 to establish a salary range for the director position was unanimously approved.

### **No Public Comment**

#### 8. Discussion Only. March 2019 Director's Report

**User Attendance:** See board binder documents.

- Attendance overall has decreased compared to Feb 2018 Stats and compared to last month. A contributing factor, I believe, was the weather. Multiple snow storms keep a lot of our senior patrons home which are our largest user group in the winter.
- Swim lessons show a decrease compared to Feb 2018 Stats. Half of a session fell into Jan 2019 Stats.
- Membership/ Pass usage shows a decrease.
- Drop-Ins show a decrease.

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

- Aquatic Supervisor's and Shannon are attending the Aquatic Risk Management Presentation hosted by the NRPS and Pool PACT in Tahoe on April 11<sup>th</sup>.
- Additional Lifeguards are being hired in order to have appropriate coverage for outdoor pool.
- Trustees are encouraged to visit the newly developed "Events Page" on the cvswim.com website

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

- Partnered with Kiwanis of Carson Valley sponsoring 8 youth to attend session lessons free of charge for the families.
- Continued work on designing and purchasing Merchandise for Spring/Summer and 30yr Anniversary.

**Employee Recognition:**

- Resurfacing of Mezzanine floor completed. Employee of the Month: Daniel Taylor, Lifeguard

**Maintenance Updates:**

- Additional benches and hooks have been made and installed in Locker Rooms.
- Slide Tower being painted Mar 11<sup>th</sup> – April 5<sup>th</sup>. Water Slides Closed for 4 weeks.
- April 1<sup>st</sup> is the target date to open outdoor pool. Weather permitting. Limited hours during the spring.
- New Sweeps being installed on South doors.

**Monthly Financial:** See board binder documents.

**No Public Comment**

9. For Possible Action. Discussion on proposed agenda items for the April 18, 2019 meeting.

Outdoor Pool Cover Presentation

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