

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

The Board of Trustees July 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, Travis Lee, and Kimberly Rigdon. Vice Chairman Doug Robbins was not present

**AGENDA**

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

**NO PUBLIC COMMENT**

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**CONSENT AGENDA ITEMS**

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

1a For possible action. Approval of previous minutes from the June 20, 2019 meeting.

1b. For possible action. Approval of general ledger cash balances, expenditures and investments through June 30, 2019. 1b has been postponed to next month due to conversion to a new POS system replacing ActiveNet.

**No Public Comment**

**2. Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects. (Shannon Harris)**

Chairman Hardie introduced this item. Harris states that the Capital Budget for fiscal year 2018/2019 is attached. You will noticed the current balance is \$1,076,858. There are still 2 items remaining to be paid. These will be paid and backdated into June to close out the fiscal year. Next month I will present the Capital Budget for fiscal year 2019/2020 with future construction projects and the Asset Management Plan expenditures that the board has already approve. Harris states just to remind the board, no big projects are planned for next year. The only project planned is the slide tower project. That will be the biggest project for the year except for replacing equipment which is through the Asset Management Plan. Thirty large lockers are being installed. That's 15 on the women's side and 15 on the men's side. This will be a great addition to our locker rooms and will also generate revenue.

**No Public Comment**

**3. For Discussion Only. Discussion and update on the Asset Management Plan future funding.**

Hardie introduced the item. Harris states I will move forward with the Proposed Capital Budget document next month and it will reflect the beginning balance of the funds available as of July 1, 2019 and will include this year and carry out for 5 years. So the beginning number will change as well as the AMP contribution, which is a recent addition to this document, and the Capital Budget with the amount that the board had planned on spending with your motions that went along with the budget a few months ago. Lee asked if Harris has identified when she will bring forth some broad, long range master plan ideas. Harris states she has been thinking a lot about it and intends to work on it in the fall. One of the thing Harris is looking into is how we can be better partners with the organizations that use our facility such as the swim team, the Masters, what can we do to improve the lessons program. Some of my thought processes are around these ideas. Hardie states he was thinking about the month of October for strategic planning and at that time, I would like to have a discussion about water parks.

**No Public Comment:**

4. **For Possible Action: Discussion and possible action to award a contract to Q&D Construction LLC for the slide pool improvement project in the amount of \$139,827 base bid and alternate one for \$20,772 for a total of \$160,599 and to authorize the Director to approve contract change orders up to 10% for any required added scope of services.** (Shannon Harris) Chairman Hardie introduced the item. Harris states the Robbins did email her and stated that he had reviewed this action and was in support of it. The only company that bid on the project was Q&D. We had asked them to help us with the painting of the slide tower as part of the locker room remodel. It will be great working with Q&D again because they understand our business. The bid came in less than we expected because they don't need a full time superintendent for the project. So even though the legislature changed from paying prevailing wage on a job over \$250,000 to over \$100,000 as of July 1<sup>st</sup> of this year, the project still came in at \$139,827. We did all of the legal notices thru the Nevada Appeal, Record Courier, construction websites as well as our own website and Q&D was the only bid we received. Lee states that he is good with the project but would like to know if it was all one project or is the \$20,772 another small project that doesn't need prevailing wage. Harris states she will need to check and get back to the board. The \$139,827 includes restoration, painting, and replacing the acoustical panels. The acoustical panels are \$47,000. It also includes duct work just to my office. The \$20,772 is to take the duct work all the way to DH3. By doing all of the duct work now, we wouldn't need to pay for duct work when we replace DH3 in a couple of years. Scaffolding also needs to be put up to paint the ceiling. Hardie states that the project starts on 8/15 and will be completed around 9/15. Then the board has already authorized \$15,000 to replaster the slide pool. With curing time the slide pool should reopen about 10/15. Lee states he would like to see the bids when authorizing a project. Rigdon agrees with Lee. Harris states that she will email the bid to all board members and moving forward will include the bid when approving a project.

Upon a motion made by Rigdon and seconded by Dressel to award a contract to Q&D Construction LLC for the slide pool improvement project in the amount of \$139,827 base bid and alternate one for \$20,772 for a total of \$160,599 and to authorize the Director to approve contract change orders up to 10% for any required added scope of services. Lee states that as a point of clarification, it should be noted that the additional \$20,772 is for additional duct work and not called out on the initial bid document. Harris states that she will need to get back to him on that. The motion was unanimously approved.

**No Public Comment:**

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

**July 2019 Director's Report**

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

- Still compiling reports using the new BookKing system. The June and July User attendance will be reported in August Board Meeting.

**Staffing and Programming:**

- Sharon Nelson retired and the Staff had a going away party for her on her last day. We wish her well.
- All but one Senior Lifeguard will be leaving for college and plan to return next summer. Two employees have been promoted to work in that position year around: Sophia Olson and Josh Coston.
- The individual we hired for the PT maintenance aide position has resigned for personal reasons. A lifeguard that was recently hired has maintenance training and has been filling in for that position.

- 4<sup>th</sup> of July celebrations were a success (water melon eating contest, belly flop competition, balloon toss and patriotic balloon popping). Prizes were handed out and hot dog lunches were sold for \$2. Raley's donated the water melons.
- Dive classes have been moving forward with lower attendance then what was anticipated.
- First time Richard had a full class with 3 people enrolled in the Adult-Learn-to-Swim class (ALTS).
- Team of 10 Lifeguards competed in the "Northern Nevada Lifeguard Competition" at Traner in Reno and came in 2<sup>nd</sup> place overall and place in all 4 categories (Spirit, Rescue Relay, Obstacle Course, Trivia)

### **Marketing and Public Relations**

- Social media exposure: Facebook & Instagram
- Web based: Website, Google Business, Everything NV, Alignable (new member)

### **Employee Recognition:**

- Employee of the Month: Marlee Funk, Came in early/stayed late to help w/ POS conversion, Instructor, Cashier, and Lifeguard. Great attitude and personality. Remains calm in stressful situations. Staff lean on her for help and advice. Knowledgeable about pool operations and has worked here for years off and on.

### **Maintenance Updates:**

- AH1 Compressor has failed. Working w/ Mechanical Engineers to resolve issue/warranty information.
- Scheduling gutter to be extended on side of building.
- Replaced elements in hot water heaters feeding the disabled bathrooms by Therapy Pool. Found mineral build-up in bottom of tank. Getting quotes to replace and looking at larger tanks.
- Hand rails/Grab bars were ordered and are being installed this week in main Locker Rooms.
- Large rental lockers are being installed this week by Henri's.
- Cleared all debris and dead sagebrush behind building by therapy pool.
- Researching price for a larger pump for outdoor pool to better match needed GPM for filters (600 to 700)
- Clear comfort system ordered for Therapy pool and given free system for Activity Pool. Latest Disinfection System replacing UV systems (Incline and Reno converted). Health Dept. approved.

### **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.

### **No Public Comment**

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

Capital Plan - New  
 Asset Management Plan - New  
 Financials – yearend  
 Attendance - yearend

Upon motion made by Rigdon and seconded by Lee, meeting was adjourned by unanimously approval.