

**EAST FORK SWIMMING POOL DISTRICT  
BOARD OF TRUSTEES  
GENERAL MEETING MINUTES  
August 15, 2019 at 8:00 a.m.  
Carson Valley Swim Center  
1600 Hwy 88, Minden, Nevada**

The Board of Trustees August 15, 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 arrived at 8:18 AM.

**AGENDA**

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

**NO PUBLIC COMMENT**

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**CONSENT AGENDA ITEMS**

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

1a For possible action. Approval of previous minutes from the July 18, 2019 meeting.

1b. For possible action. Approval of general ledger cash balances, expenditures and investments through June 30, 2019 and thru July 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 that the first page under tab 2 is the Capital Budget closed out for the fiscal year of 2018/2019. The next page is the new 2019/2020 fiscal budget showing all the projects the board has approved for 2019/2020. This included the Slide Pool Renovation and then also the plastering of the Slide Pool. The other project is landscaping. We knew when we painted the building that we needed to get the sprinklers off the building to reduce deterioration. We need to pull the grass away from the building 1-3ft and then we'll determine whether we should do concrete or pavers or whatever is going to be the most cost effective and make the most sense for this public facility. We are in the process of getting quotes on this project now and I will be bringing that to the board for approval and I would like to do this project in the spring. Hardie states that under Asset Management – toys, what is that. Harris states that Maxwell and I are having discussions and gathering information. There are several options. We are talking about the dumping buckets and the mushroom. They have been there for 20 years. So do we replace them now to change things up after 20 years or do we wait for them to deteriorate. They are still functioning fine but they have a 20 year life and that's this year. Robbins states that the young kids grow up and then new kids come in. The new kids don't know the difference. Rigdon states that we try to keep this a modern facility. Are there toys out there that are more attractive? Harris states that there are thousands of options out there in catalogs and online. I am looking for something that is appropriate for our facility, something that can be retro-fitted into our current system. There are lots of things that come up in the Asset Management Plan to replace but we can always bump them to another year. We are constantly making those decisions of do we replace now or do we wait because it's working fine. I always like to keep the board informs of the larger projects. Hardie asked about the decking. Harris states it's the decking indoors and we can replace it in sections. We can also put a topping on it. Robbins states that to replace the concrete would probably be \$300,000- 400,000. McCullough states that toppings are so much better now. At the Heritage Building at Gardnerville Elementary School, the sidewalk was so badly deteriorated from snow melt that they were thinking of doing new concrete. We decided to put a topping on it and that was almost three years ago and even though they are still putting snow melt on it, the topping is holding up. Harris states that the

decking has been assessed and is in good condition with the patches maintenance is doing. McCullough states that the Slide Pool Renovation started on schedule. Harris and I have been talking about procurement for the duct socks and how we are going to do the acoustical panels. We have decided to purchase the acoustical panels and we will see a cost saving of about \$4000 over what Q&D was going to charge us for them. We now have a duct system that has vents. We are changing to duct socks with better perforation distribution. The acoustical panels are cleanable 2x4 with a 1 inch gap. Harris states that this will allow us to take down one section at a time if we need to replace them. Robbins asked what is the lifespan of this project. McCullough states 20 years or more with excellent maintenance. Harris has been in constant communication with the plasterers and I have asked Mike with Q&D if they can communicate with the plasterers and can we overlap a little so the plasterers can come in and start chipping out the plaster while Q&D is wrapping up. He said that would be fine.

#### **No Public Comment**

3. **For Discussion Only. Discussion and update on the Asset Management Plan future funding.** Chairman Hardie introduced the item. Harris states you will see under section 3 of the board package, I have provided the cash flow and capital budget for the next five years. You start with the funds available on the June 30- July 1 in the LGIP account. This number sets the tone for the next five years. You'll see that we are still looking at about a \$1,000,000 cash flow, which again can change as we do the capital budget and expenditures for each year. The real solid numbers are for this year. Robbins states what if something comes out of the clear blue and rocks the boat. Harris states that what's great about this. It's up to us to maintain a quality facility and that we are ahead of equipment failure. If there is something that we have assessed or determined that we need to replace or the unknown happens, we are able to augment the capital budget and the operating budget as needed. The board has the ability to do that and then we just notify the State that it was augmented for these reasons. The benefit is that we have cash in the bank because we have been such good fiduciary agents that we are able to take care of what we need to do so we don't have to shut this facility down.

#### **No Public Comment:**

4. **Discussion Only. Discussion on year-end financials.** Chairman Hardie introduced the item. Harris states that all the quarterly, April- June 2019 Profit and Loss and Budget vs Actual and Fiscal Year Income Statement are in section 1b of your board packages. Robbins asks why the software-IT cost is so high. Harris states that is due to the conversion to a new POS system, which will save us money in the long run. Also our IT person was very involved in the conversion. We are now able to use credit cards in our snack bar as well as track inventory. Our patrons get more information on our new system. Also the new system is much simpler to operate for our cashier staff. We will see a 50% savings next year over the old system. The board wanted our IT person to be involved and he was an incredible asset. We weren't using 80% of the old system. It was really meant for a much larger organization. The new system is more specific to our registration, our membership, our scheduling, and our POS needs. Lee states he has never seen percentages used. He is looking at the April-June 2019 Profit and Loss. Harris states that we have changes how we track things. Approved budget with a travel income line. Also yearend won't be final until October after our audit. The audit is done in September and presented to the board in October. At that time you will be able to see any journal entries she makes and any accrual changes she makes. Lee asks what the percentage of budget going forward will be. I have never seen a budget that shows this many items over budget. To the layman's view it looks like we don't budget well. Harris states that a lot of times it's when we made the purchases, so the yearend should look better. Merchandise and Advertising were higher due to the Open House. Software-IT and Office Supplies were higher due to the new POS system. PERS is higher due to human error. Instead of \$13,796, it should've been \$100,989. Lee asks did this error go into the State. Harris says no, the correct number was reported to the State. The document in the board package is internal and doesn't go into the State. Harris states that we are below budget on electric. This was one of our goals this past year. We

did have an assessment done by NV Energy and the only things they could suggest to reduce our bill further was to replace a couple of windows and put some thresholds on some doors. Hardie asked where is the cost recovery percentage. Harris states it is not on any of these documents. The cost recovery percentage came in at 30.42%. Hardie states we had a past board member who put it in the minutes as a passed motion that cost recovery should be 33%. Harris states that our goal is 33% and this board decided that as long as we are above 30% depending on what circumstances have occurred. Hardie states that we need to formally make that proposal to change that percentage. The construction of the locker rooms absolutely killed us for the 4 months during construction and 1 month after. Attendance was down during those months as well as income. We had \$36,000 less in income than what we had budgeted. However during March, April, May, and June our attendance was up as well as our income. This was due to the significant efforts to bring in new programming. We started programs such as the Open House, Teen Nights, the new diving program, etc. We knew construction would an impact. Again the auditor will make final adjustments and will come up with a different cost recovery percentage. You will see the final numbers in October. Hardie states that we need an action item in September to have a cost recovery range of 30-33%. It's more dynamic to have a range rather than a static figure. Lee states can we get an opinion from our CPA, in the next meeting, about a best practice with respect to budgeting and is it appropriate to show the higher percentage over budget and do the constant movement of money to stabilize an account versus setting a percentage maybe a little higher than we anticipate.

**No Public Comment:**

**5. Discussion Only. Report from the Swim Center Director:  
August 2019 Director's Report**

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

- YTD – Despite lower attendance numbers Oct-Feb this year compared to last year (construction) the staffs' efforts increasing programming during the months of Mar-June paid off with final attendance within 1% difference from last year. Income however reflects a 4.37% increase in FY 18-19 compared to FY 17-18.
- July – Attendance is down by approximately 1,200 visits. Lesson attendance is lower but numbers vary by how the sessions land within the month. Numbers often carry into other months. Membership visits increased and Drop-ins decreased.

**Staffing and Programming:**

- This Fall 30+ employees are leaving their employment heading off to college, going back to high school/ playing sports or moved on to FT jobs. This is a common transition that occurs annually. We are fully staff going into Fall/Winter.
- Swim Meet had over 300 registered swimmers who brought families to our Community. The District receives \$4 per registered swimmer for using our facility.
- Hosted our last "Teen Night" on Aug 9<sup>th</sup>
- Start programming for the winter Flick 'N Floats.

**Marketing and Public Relations**

- Nominated for "Best of Carson Valley" in the Record Courier.
- Year around page dedicated to us in the Parks & Recreation Community Guide.
- Social media exposure: Facebook & Instagram
- Web based: Website, Google Business, Everything NV, Alignable (new member)

**Employee Recognition:**

- Employee of the Month: Olivia Tahti Effective Swim Instructor and Lifeguard. Has taken a leadership role in working with the Dive Instructor training, creating documents and coming

forward with innovated program ideas to boost attendance and increase exposure and excitement for that program. Professional, mature, proactive and is a strong team player.

**Maintenance Updates:**

- AH1 Compressor needs to be replaced. No longer under warranty.
- Slide Pool Improvement Project started Aug 15<sup>th</sup> –Sept 15<sup>th</sup>. Pool will be drained Aug 14<sup>th</sup> (evening).
- Slide Pool Plaster Sept 15<sup>th</sup> – Oct 15<sup>th</sup>
- Family Pool to remain open during slide pool closure for public and lessons.
- Mosquitos have been thick this year but we continue to work with Mosquito Abatement and treat our own property based on their suggestions. They have fogged the neighborhood several times this year.
- Working on a solution to keep on deck restroom doors propped open for ventilation and are considering purchasing fans.
- Safety Data Sheets are all updated and Safety Meetings continue to occur quarterly.

**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 September 19th, 2019 meeting.**

Cost Recovery Motion  
Capital Improvement Plan  
Asset Management Plan  
Budgeting best practices  
Director's salary range

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