

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
September 19, 2019 at 8:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees September 19, 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, and Travis Lee. Vice Chairman Doug Robbins and Kimberly Rigdon were absent.

AGENDA

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

NO PUBLIC COMMENT

CONSENT AGENDA ITEMS

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

1a For possible action. Approval of previous minutes from the August 15, 2019 meeting.

1b. For possible action. Approval of general ledger cash balances, expenditures and investments through August 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 that Slide Pool Improvement Project is going well. We had a small problem and Q&D and Jackson Drywall were able to overcome it and resolved the problem with very little additional cost. Harris states that the problem was the sound panels on the east, west, and south walls were covering up some conduits that we didn't know were there. This shows why it is so important for the board to approve the 10% extra, giving me the ability to approve a 10% change order so there's no delay in the project. They came to a quick solution and for little cost. Plastering of the slide pool starts next week. Capital budget hasn't changed. The only change is the balance in the LGIB account. The capital budget will change next month when we pay the first payment to Q&D and TSK.

No Public Comment

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

Chairman Hardie introduced the item. Harris states that there haven't been any changes and there won't be unless the board makes a change to our projects. Does the board still want it in the board book as an agenda item for every meeting? Lee states we should have it as an agenda item when we are reviewing capital projects. This helps the public to understand our conversations. Hardie states that he is fine keeping it off the agenda unless there's a specific reason to put it on. Harris states that from now on she will only add it as an agenda item when there is a specific reason to do so.

No Public Comment:

4. Discussion Only. Discussion on Budgeting "Best Practices."

Chairman Hardie introduced the item. Hardie states that our guest today is Brian Oland, CPA, from Carson Valley Accounting. Hardie states that Lee was the one that really wanted this meeting with Brian. Lee states the reason I brought this up is because of the large percentages of overages and unders. Is that a "best practice" to show these percentages? Oland states that with

budgets you get the opportunity to augment. We project out very early. We start projecting the new fiscal year budget in January when we are only 6 months into the current fiscal year budget. So we have to project the next 6 months of the current budget in order to project the new fiscal year budget. At that point we take it down to what we can control such as payroll which is our biggest expense. We are always looking at the cost recovery percentage at the bottom of the budget which is supposed to be 33%. We are trying to project 18 months out when we really don't even know how we are going to finish out the current year. Lee states that when he looks at the reports the board gets and see 746% and 240%, and all of the items that are above 100%, it looks to me like we didn't budget for these items. Oland states that we are looking at 3-4 months of high activity and 8 months of low to moderate activity. We spread this activity over 12 months. Oland suggested two different report options that he uses with his clients that would include an extra column on the budget report and would create a clearer picture of where we stand on the budget at each quarter. Hardie stated that he would like the extra column added in November and Dressel agreed. Harris states to please pay attention to the vendor's report too. You can answer a lot of your questions by looking at this report that shows exactly what we spent the dollars on. Also, please bear with us while we go through the process of changing the financial reports.

No Public Comment:

5. For Possible Action. Discussion and possible action on adoption of a 30-33% cost recovery.

Chairman Hardie introduced the item. Hardie states that we ended the fiscal year with a cost recovery percentage of 30.9%. That means that we were technically in violation of a motion that was passed a couple of years ago. Dressel states that he would like to propose a range of 30-35%. Harris states that she would like to give a little history. Harris states that the past chairman, Dave Ellison, did a great job with charts and graphs mapping out the history of cost recovery percentage for this district. She states that she went through every drawer and file in this facility for the 25 years of management and she found one sheet of paper that was dated when the district was brand new and stated that the board's goal was to manage the budget at a 33% cost recovery. I brought it to the board and they thought it was an excellent goal. Hardie states that the goal was never formally adopted. However the past chairman of the board did make sure that it was adopted. Harris states that in 2 years, we went from 18% to 28-29% cost recovery and the last couple of years have been 30-33%. I appreciate a range because we could have a shutdown at any time. When we shut down our locker rooms for 3 months, it absolutely affected our income. It affected our attendance and it affected our sales. When we have a goal of 1 percentage and we don't make it, it's a reflection on me. Even though I budgeted last year to hit 33%, we hit 30.9% which I think is an incredible goal through 3 months of construction.

Hardie asks for a motion. Dressel moved to adopt a range of 30-35% cost recovery to manage Carson Valley Swim Center. Lee seconded the motion. Rigdon appointed Mark Hardie as her proxy to vote for approval on her behalf. The motion was unanimously approve.

No Public Comment:

6. Discussion Only. Discussion establishing a salary range for the Director position
Postponed until October Board meeting

No Public Comment

**7. Discussion Only. Report from the Swim Center Director:
September 2019 Director's Report**

User Attendance: See board binder documents.

- Aug – Attendance is down by 320 total visits. Lesson attendance is lower but both Membership visits and Drop-Ins increased.

Staffing and Programming:

- Sept 13-15th Swim Meet had over 300 registered swimmers who brought families to our Community. The District receives \$4 per registered swimmer for using our facility.

- New Water Aerobics Instructors have done a good job: Hannah L. and Sarah H.
- Sarah D. Fall Festival Sept 28th will include donut eating contest, pumpkin decorating contest, floating pumpkin patch. Partnering with Raley's who will be donating some pumpkins for the event.
- Supervisor Training via webinar. Topic was "Positive Workplace."
- Shannon met with appraiser contracted through Pool PACT to evaluate the building.
- Cindee, Shannon and Patti, Book keeper, met with Joan during our Audit process on Sept 10th. Joan, Auditor, will present in the Nov. Board Meeting.
- Richard, Sarah and Tyler will be teaching a Lifeguard Cert class if a minimum of 4 enroll in the class.
- Sparky is planning a "mock" dive meet on Sept 21st 10-11am for those students that enrolled in swim lessons.

Marketing and Public Relations

- Impact Report Rough Draft
- Patron Survey Rough Draft
- 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)
- Shannon attended the Chamber Luncheon Aug 21st.

Employee Recognition:

- Employee of the Month: Sherrie Taylor, Cashier. Sherrie has taken on a lot of additional duties after we had an employee retire. Sherrie is quick to sub for other cashiering shifts, stays busy during down times with cleaning and is professional and friendly to coworker and patrons.
- "Thank you" end of Summer Staff Party Aug 17th. BBQ and free play time afterhours.

Maintenance Updates:

- AH1 Compressor replaced. AH2 leak repaired.
- Slide Pool Improvement Project going smooth and on time.
- Slide Pool Plaster Sept 15th – Oct 15th
- Family Pool to remain open during slide pool closure for public and lessons.
- Boiler #3 controllers and blower are being replaced.
- Adding heaters to the breezeway to create an air dam this winter.

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 October 17th, 2019 meeting.

Director's Salary Range
 Capital Improvement Plan
 ERP – Panic button
 Percentage of Budget devoted to Salaries

Upon motion made by Lee and seconded by Dressel to adjourn meeting. Motion to adjourn meeting was unanimously approval.