

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
October 17, 2019 at 8:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees October 17, 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 Robbins to approve agenda, seconded by Lee, the agenda was unanimously approved.

NO PUBLIC COMMENT

CONSENT AGENDA ITEMS

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

1a For possible action. Approval of previous minutes from the September 19, 2019 meeting.

1b. For possible action. Approval of general ledger cash balances, expenditures and investments through September 30, 2019.

No Public Comment

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

Hardie introduced the item. McCullough states that the Slide Pool Project went really good. Ran into a slight issue behind the existing acoustical wall and the fix came in at \$6600 for the extra work to get those panels to work. They are finishing up the duct socks so we can re-energize DH3 and get it back up and working. Harris states that the plastering of the slide pool is done right on schedule thanks to Q&D who worked with them to get them in sooner to start chipping the old plaster away. We were able to be right on target to reopen the slide pool. They also completed all of the touch up painting in the slide tower. Harris states the update on the Capital Improvement Plan shows that we went over the \$160,000 the board had approved for the Slide Pool Renovation because of the sound panel backing. The total came in at a little over \$167,000 and we have a remaining balance to pay of \$55,000. It looks like right now that we have a total of \$611,000 that the board has approved for expenditures for the entire year. I'm keeping a separate total under Contract Amount/Expense which shows a total expenditure of \$624,000. Under the Asset Management Plan budget of 399,000, we have scheduled to replace the indoor decking, which we will not be doing this year. So it looks like we might be over budget in the Capital Improvement Plan, but we won't be because of not replacing the decking and that money may go to other project or things that might come up.

No Public Comment

3. For Discussion Only. Discussion on the addition of a panic button tied directly to Douglas County Dispatch.

Chairman Hardie introduced the item. Robbins suggested that we talk about this topic. Robbins states that I just wanted everybody to talk about it and think about it. Harris states that she reached out to a 911 supervisor and she stated that dispatch no longer monitors those types of alarms, we would need to go thru an alarm company. Harris states that if it was a button on the phone, there are several phone throughout the swim center that could be programmed with a

panic button. My next step would be to reach out to Conway Communications who does our phones, and talk to dispatch to gather more information. The staff has already had active shooter training that was provided by Captain Duffy with the Douglas County Sherriff's Department and Cyra Woods with Douglas County 911 Dispatch as part of our EAP program.

No Public Comment:

4. Discussion Only. Discussion on the relation of salaries and wages to the Districts overall budget.

Chairman Hardie introduced the item. Harris states that she has attached an article she found with very interesting information. The article states that salaries run about 50% of budget in the public sector and about 30% in the private sector. I also reached out to a great resource in our community who has managed several budgets such as the town of Minden and he stated that they usually ran about a 40% ratio of salaries to the overall budget. We are about 40% salaries to overall budget. When you figure in PERS, taxes, and benefits, we are at 52% to overall budget. In the past, Douglas county budget runs around 60% for salaries and payroll. I'm not sure what they are right now. Robbins states when he looked at the budget, wages jumped out. My question is salaries are going to continue to go up and how do we counter balance this whole thing. I just want everybody to think about it. Some of you guys come from the public sector where a yearly increase is automatic. I come from the private sector where increases were not automatic, it depended on individual performances. Harris states that we look at inflation all the time. As the cost of living goes up, we need to balance all bills as well as the cost to get into our facility. We continue to balance thru cost recovery, thru projections, wages, and cost of getting into the building. A few years ago we were out of control. We have cut back and cut salaries and expenses. We have to keep asking ourselves, where are we compared to industry standards and we are right where we need to be. Rigdon states I appreciate Robbins' comments. We project out for the future and salaries is one of the things we project and if things are getting too high, we can adjust. Hardie states that people pot for the public sector for job security. Rigdon states that there is nothing restricting us, if we are in a financial bind to say no raises this year. Robbins states he just doesn't want raises to be automatic. Hardie states that every January when we do the budget, we decide whether to raise rates and we make that in concern for what the budget is going to look like for that year. So we actually have that built into the process.

No Public Comment:

5. Discussion Only. Discussion establishing a salary range for the Director position.

Chairman Hardie introduced the item. Hardie states that we don't have a range for the director position at this time. When you have a contract employee like Harris, we would need to re-negotiate her contract because she was hired without a range. Harris states that it is not typical to have a salary range per information gathered in your board packets. The contract benefits both the board and the Director. I could end the contract any time just as the board can. The contract is a continual rolling year to year contract. Harris will send each of the board members a copy of her contract. Lee states that we should have a benchmark. Harris states that she recently went to a weeklong conference in Baltimore. One gentleman gave some incredible data about cost recovery, salaries, etc. We are now emailing back and forth and I asked him how many of the organizations he got his data from are special districts, versus county, cities, and towns. He said there are a few. So I am in the process of getting more information from him. Dressel states that his concern was paying Harris what she's worth. Robbins states do we have a succession plan in case anything happens to Harris. Harris states that all five of the supervisors could run this facility until you find a new director. Hardie states that in April, when we have our salary discussion, we should have in mind what we think should be the target. We don't need a range to have a target. Rigdon states that she really likes us being able to be flexible and not be tied to a range because of Harris's job description fluctuates into different areas.

No Public Comment:

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

October 2019 Director's Report

User Attendance: See board binder documents.

- Sept 2019 user attendance increased by 1,435 visits from Sept 2018.
- Sept 2019 user fees increased by \$14,202.
- 1st Quarter attendance and user fees are within 1% from '18-'19 compared to '19-'20.

Staffing and Programming:

- Fall Festival Sept 28th came with lots of praise and excitement. We will make adjustments next year so it doesn't conflict with the Candy Dance. We also partnered with Raley's who made a generous donation and arranged the pumpkin ordering and delivery to the Swim Center.
- Dive Coach resigned but another trained employee will continue to teach classes.
- Senior Guard was terminated. Management staff is discussing if a replacement is warranted.

Marketing and Public Relations

- Social media exposure: Facebook & Instagram
- Web based: Website, Google Business, Everything NV, Alignable (new member)
- Networking: Shannon attended the National Parks and Rec Assoc Training in Baltimore.
- Shannon met with Run, Rattle and Roll to go over possible partnership opportunities.
- Shannon spoke to the CVMC Vitality for Life Program.
- Shannon and Mike H. attended the Best of Carson Valley Luncheon. The CVSC won "best place to take your kids" again this year.

Employee Recognition:

- Employee of the Month: Blake Maxwell, Lifeguard and Swim Instructor. Blake has been dependable working and filling in for a lot of the 5am shifts, has been mentoring of younger staff and has provided extra help in maintenance while the maintenance supervisor was out of town.

Maintenance Updates:

- Heater was added to the entrance so act as an air dam between outside and inside air.
- Working with a company to purchase a new UV detector.
- Researching Safe Slide products and getting a quote for refinishing slides and painting toys.
- Gutter project completed on North wall.
- Slide Pool Renovation project completed.
- Family Pool Closed for the Season. It was kept open longer to make up for the slide pool closure.
- Outdoor pool closure set for Nov 2nd (Saturday) weather depending.
- Aquatic Supervisors are continually trained to handle a variety of maintenance duties relating to public safety.
- Pipe Coupling replaced on the main indoor filter system.

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

7. For Possible Action. Discussion on proposed agenda items for the November 21st, 2019 meeting.
Audit
Strategic Planning

Upon motion made by Rigdon and seconded by Robbins to adjourn meeting. Motion to adjourn meeting was unanimously approval.