

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

The Board of Trustees November 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, Travis Lee, and Kimberly Rigdon.

AGENDA

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

NO PUBLIC COMMENT

CONSENT AGENDA ITEMS

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

1a For possible action. Approval of previous minutes from the October 17, 2019 meeting.

1b. For possible action. Approval of general ledger cash balances, expenditures and investments through October 31, 2019.

No Public Comment

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

Hardie introduced the item. Harris stated that she updated the LGIP account balance to reflect the current balance of 1,253,336 as of October 30, 2019. Most of the bills for the slide pool renovation have been paid. They did find lots of deterioration up in the beams which was fixed and repaired and looks great, so we should be set for another 20 years. The \$8300 under Remaining Amts. Payable has been paid this month. The re-plastering of the slide pool is also done. The only project left is the landscaping project. When we painted the outside of the building a couple of years ago, we noticed the sprinklers were hitting the side of the building and deteriorating it, so we want to move the sprinklers away from the sides of the building. We are going to start gathering some quotes. It shouldn't be too much. Lee asked what the strategies for pulling the sprinklers away are. Harris states that we are looking at pavers. We are looking at cost. We will bump it out about 3 feet and slope it so that whatever does hit the building drains back into the grass. Rigdon states that we should look at water conservation and maybe getting a water conservation survey done. Dressel states that we need to be responsible for water conservation. Harris states that she can increase the scope of the project to include a water conservation survey. Hardie states that boilers are to be replaced in the next fiscal year. Harris states yes, boilers are on our list, we have budgeted to replace boilers. We are currently gathering information on the boilers. Harris states that we can't wait until a major piece of equipment goes out and we have to shut down. Boilers are such a big part of our operations, they heat the pools, and work with our solar system. They work with all of our HVAC units. I asked Nevada Chiller and Boiler to come in and do an assessment on the boilers. They are all running at about 80% but 2 are running dirty and starving for air. The boilers are over 20 years old. Harris states the other project that is coming up in the spring along with the landscaping is it's time to fix the spider cracks and repaint the slides as well as replace or repaint the toys. Hardie and Lee are in favor of replacing the toys. Harris states that there are many options to replace the toys. Hardie states that he would like to see the above ground sprayers replaced with something safer.

No Public Comment

3. **Possible Action. Discussion and adoption of the 2018-2019 Audit Report.**
(Joan Sciarani-Blake CPA from Arrighi Blake & Associates, LLC)

Chairman Hardie introduced the item. Sciarani-Blake states that this independent audit was for the fiscal year ending June 30, 2019. It is an unmodified, unqualified opinion which is the highest level of assurance you can achieve. There were no budget violations. Harris states that Maxwell and Romalli put in a lot of time gathering the information for Sciarani-Blake.

Hardie asked for a motion to approve the adoption of the 2018-2019 fiscal year audit report. Upon a motion by Rigdon and seconded by Lee to approve the adoption of the 2018-2019 fiscal year audit report, the motion was unanimously approved.

No Public Comment:

4. **Discussion Only. Discussion on the development of the District's Strategic Plan.**

Chairman Hardie introduced the item. Harris states that during the last couple of board meetings and really the last couple of years, we have talked about going thru a strategic planning process. So I wanted to start the discussion with the board this month and break down what is a strategic plan, what some of the key components are, and what the strategic planning process is. What do we want to look like in the future and to our community? We are actually going to be planning for the future today. Usually this would be a 3-6 year timeframe. Harris went over the EFSPD Strategic Planning Outline. We are in the process of doing a patron survey and we can also do a workshop and invite our full time staff. Hardie states that in January we will have the results of the patron survey. Then let's get the full time staff in for a workshop in first week of February and have those results in the February Board Meeting. Let's also look to PoolPact for a facilitator.

No Public Comment:

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

User Attendance: See board binder documents.

- Oct 2019 user attendance increased by 1,300 visits from Oct 2018.
- Oct 2019 user fees increased by \$500.
- Overall attendance and user fees remain within 1% from '18-'19 compared to '19-'20.

Staffing and Programming:

- Flick and Float Oct 18th and next one is scheduled for Nov 15th
- Advertising for the FT Maintenance position.
- On Veterans Day, Veterans can swim for free and we are honoring patrons on Facebook.

Marketing and Public Relations

- Social media exposure: Facebook & Instagram
- Web based: Website, Google Business, Alignable
- Publications: Getaway Reno/Tahoe Area, Peak Nevada, Best of CV, Parks and Rec guide, Almanac
- Shannon and Sarah met with Marketing Team (Nevada Momentum) to discuss marketing ideas
- Shannon attended the Chamber Gala Awards Nigh – guest of the Record Courier
- Shannon and Sharon attending the Annual HR Leadership Conference hosted by Pool Pact.
- Shannon and Richard joined the NRPS conference call with fellow N. NV Aquatic Professionals.

Employee Recognition:

- Employee of the Month: Dakota Blaha, Lifeguard. Dakota is a “go get'em personality.” He rarely has to be told to complete tasks due to his proactive approach toward work. He is

friendly, upbeat, positive, reliable and trustworthy. Dakota is known to work all shifts and fill in subbing for fellow coworkers.

Maintenance Updates:

- Assessing Boilers and starting to gather information on replacing next year.
- Natural gas expense was significantly higher due to the reheating of the Slide Pool after the Construction project.
- Working with Burgerello Alarms to see if they are able to service us in the future. Tri-Signal went out of business and was purchased by Burgerello who are now located in Sacramento.
- Indoor pool staining being treated with Absorbic Acid. Essentially Vitamin C. Safe to use and effective.
- Cleaned from Lobby windows with a special compound but the stains remain. AMP shows replacement in FY 20-21.
- Requesting quotes from at least three companies to refurbish and paint slides and toys.
- Outdoor Pool left open a week long than originally planned. Final Closing date Nov 8th.
- Panic Button cannot be programmed on phones. Only a quick dial button can be programmed.
- Working with TSK to put together a Scope of Work for Landscaping Project (CIP)
- Coil broke and was repaired temporarily by Nevada Chiller and Boiler for the heating and cooling system feeding the MP Room and back offices. It will need to be replaced once the part is located.

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 December 19, 2019 meeting.**

Asset Management Plan
Capital Improvement Plan
Strategic Planning

Upon motion made by Rigdon and seconded by Dressel to adjourn meeting. Motion to adjourn meeting was unanimously approved.