

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

The Board of Trustees December 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, Vice Chairman Doug Robbins, Frank Dressel, Travis Lee, and Kimberly Rigdon.

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

1a For possible action. Approval of previous minutes from the November 21, 2019 meeting.

1b. For possible action. Approval of general ledger cash balances, expenditures and investments through November 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. Harris asked if there were any questions on the current Capital Budget for fiscal year 2019/2020. We have completely paid for the Slide Pool Renovation and the plastering of the Slide Pool. We are moving into a landscaping project that we will do in the Spring. We are gathering information on that project now. As you see, we have the project management line item which is McCullough's service to us. We also have the Asset Management Plan overall which we have slowly been accomplishing those projects and paying for them as we go. You will see later on too in section 3 that I gave you a copy of our 5 year Asset Management Plan in addition to the Capital Improvement Plan so that you too can also have an idea of what we are looking at in regards to the replacement of our assets as we move forward in this process. All of this is a precursor to the budget process we start next month and the 5 year CIP discussions as well. Based on discussions the board has had and based on discussions I have had with McCullough and Maxwell, do we want to keep the 5 year CIP in place or do we want to move some projects around. We are always trying to identify assets that really need to be replaced. So the boilers have lived their 20 year life and we are looking at bumping them up and replacing them next year. So the next set of pages are drafts for years 2020-2025. As you'll see, 2020-2021, we would like to bump up the Westside expansion. The purpose of this project is to get the exercise equipment out of this room where unless Thompson or I are here, the patrons are not being watched in case of accident or injury. I would like to open up the area beside the therapy pool, leave the glass and just put a shell of a room where the lifeguards to see the patrons exercising. We could then turn the area that is presently our exercise room into a true meeting/training room. Also, I would like to add a lifeguard breakroom with lockers and get the lifeguards out of the front office. It would make for a much more professional front office area. And also the cashiers don't really have a breakroom so the area that is presently the lifeguard breakroom would be perfect for them. Harris states we would also like to replace the boilers next year. McCullough states the reason to combine the Westside expansion and the replacement of the boiler is because it makes it a more attractive project to bid on. The new technology of boilers makes it possible to go down to 2 boilers instead of the 3 we currently have.

Harris states that now we have to manually program which boiler will be the lead boiler. But with the new technology, this would be automatic. Right now, according to Nevada Chiller and Boiler, 2 of our 3 boilers are burning dirty and that's because of age. They are about 30 years old with a 20-25 year life span. Chun has come forward with 3-4 different boilers and manufactures. Harris states that she will do her due diligences and will come forward in the January meeting to ask the board for approval of the Boiler/ Westside Expansion Project. We want this project to start in September 2020. Harris states that the HVAC 3 and the Decking would be moved to 2021-2022. Fiscal year 2022-2023, we have rescheduled the lobby remodel, roof, and a small storage area for the snack bar food. Fiscal year 2023-2024 would be indoor pool plaster, paint, and baffles. Fiscal year 2024-2025 will be a year where we will need to recover funds for future projects. .

#### **No Public Comment**

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

Chairman Hardie introduced the item. Harris asked if the board had any questions on the Asset Management Plan. I wanted to give you an idea of the reports I can pull from the Asset Management Pan. Ellison was the one that brought this plan forward. The threshold in the document I furnished is \$5000 and above. The \$5000 is the amount to capitalize something versus is it a repair or a replacement. Maxwell and I use a different report of items under \$5000 to work with our accountant to come up with our maintenance budget. Robbins states that one item that jumps out and that's window blinds. Harris states that the current blinds are about 30 years old and are hardly functioning any more. We need to look at replacing our window blinds because of the glare, it's a safety issue. That estimate is to replace windows as well as blinds, so the estimate is not just for blinds. We will be looking at the condition of the framing and the caulking on all windows as well. The southwest side blinds and windows takes a beating because of the UV rays, the moisture, the atmosphere, everything. The Asset Management Plan actually calculates inflation, so if I move something to a different year, the system knows to recalculate the cost.

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

### **4. Discussion Only. Report from the Swim Center Director: December 2019 Director's Report**

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

- Nov 2019 user attendance increased by 1,200 visits from Nov 2018.
- Nov 2019 user fees decreased by \$1,000. Timing of payments can vary from mo. to mo.
- Overall attendance and user fees remain within 1% from '18-'19 compared to '19-'20.

#### **Staffing and Programming:**

- Flick and Float Nov 15<sup>th</sup> and next one is scheduled for Dec 20<sup>th</sup>.
- Advertising for the FT Maintenance position, PT Maintenance and Cashiering.
- Sent CVSC's 2020 event calendar to the Chamber to have published for all other members to view.

#### **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 a Marketing and PR business for informational sharing purposes.
- Shannon and Richard were present for the NRPS conference call meeting.
- Shannon participated in an interview panel for the City of Reno for two FT management positions.

- Shannon, Sarah and Richard hosted a meeting with the new American Red Cross Representative.
- Shannon attended the Master Planning meeting at the Community Center for the Boys & Girls Club as an Advisory Council member promoting continued partnerships as they expand in the Carson Valley.

**Employee Recognition:**

- Employee of the Month: TBD

**Maintenance Updates:**

- December 18<sup>th</sup> cleaning the Indoor Filter socks.
- Clear Comfort (secondary Sanitation System) has been installed for the Therapy Pool.
- Called NuSystems and waiting for a reply to see if they can service our alarm system moving forward.
- Indoor pool staining continually being treated with Absorbic Acid. Essentially Vitamin C. Safe to use and effective.
- Requesting quotes from at least three companies to refurbish and paint slides and toys. Two bids came in.
- Repairing and replacing underwater and above head lights.
- Phone system modem went down and had to be fixed by Charter and program rebuilt by Conway.
- Speaker system needs to be replaced. Getting a quote.

**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:**

**5. For Possible Action. Discussion on proposed agenda items for the January 16, 2020 meeting.**

Capital Improvement Plan Approval  
 Future Meeting  
 Survey results  
 Budget  
 Election

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