

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
February 20, 2020 at 8:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees February 20, 2020 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 Travis Lee. Kimberly Rigdon was not present.

AGENDA

Upon motion by Robbins to approve agenda, seconded by Dressel, 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 January 16, 2020 and the February 6, 2020 meetings.

1b. For possible action. Approval of general ledger cash balances, expenditures and investments through January 31, 2020.

No Public Comment

2. Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects.

Hardie introduced item. Harris states that we have completed a couple projects this year such as the slide pool renovation in regards to the re-plastering, and also the ducts, and the panels. We are moving into the landscaping project. We have gotten the scope of work from TSK. If you recall that's where we are going to push the sprinklers off of the building exterior in the front and back. Within that project we are also adding some pavers in the front in the smoking area where we now have grass that doesn't seem to do well. We'll save on water and landscaping cost by putting in the pavers. We are also going to put a path between the two barbeque areas to make it easy to get to the far one because right now the patrons have to walk through the one party to get to the other party. McCullough states that when we remodeled and put in the Super DH, we covered up a Static Relief Valve. This valve is built into pool systems to be used if you ever drain a pool during high ground water conditions, it gives you the access point to drain down to ground water. It's been buried for years and never been used but we may need it when we re-plaster the main pool. As part of the landscaping project, we will put an access next to the Super DH, 45 the pipe and have access to the Static Relief Valve. It's a 14 inch pipe. It's a well casing so if you ever need to draw down water you can get a pump down there. Robbins asks if we will use PVC pipe. McCullough states yes. Robbins asks if our maintenance staff can do the work and McCullough states that it is time consuming and specialty work. Also there may be some confined space and so we want it subbed out for that confined space requirement. Harris states that we will get some quotes and come back to the board for approval. Hardie states that he has a question about the resurfacing of the mezzanine? Is it such a small amount that it didn't need to come under the Capital Improvement Plan? Harris states the resurfacing was over \$14,000, but below the \$15,000 needing board approval. It wasn't in the Asset Management Plan because we resurfaced and it didn't do well. It is actually an Asset Management project. It will show up next month in the CIP because we are just now paying for it this month. It will last us 15 years, and it will be capitalized.

No Public Comment

3. For Possible Action. Discussion and possible action to award a contract to TSK Architects for design services for the Westside Addition and Boiler Replacement Project in the amount of \$101,800 and authorize the Director to approve contract changes orders up to 10% for any required added scope of services.

Hardie introduced item. Harris stated that in your board books you have the scope of work and the services that TSK is going to provide for the district. As you see, CR engineering and PK engineering are listed as sub-contractors with TSK. They are very familiar with our organization. So having them on board is a great asset for us. As we had talked about, the Westside Expansion includes an area for the lifeguards plus adding and expanding the concrete enclosure for the new DH3. You will see the design on the last page of your board information under tab 3. You'll see the breakdown in cost. Once TSK comes back with the plans, McCullough and I will bring them forward to the board for approval. It's will be the \$101,000. McCullough states that we will be using the CMAR process again. This project needs a contractor that has expertise in boilers work, pool work, and expansion work. Very specialized work. We ask CMAR to do a 10% set of drawing and they do a 10% budget price check. We will also be able to do most of the work without disturbing the programming on the interior. We will come back to the board with a recommendation for a CMAR and a pre-construction services contract. Lee states that he would be interested, as part of the approval process, if they had a good comparison projection on boilers, what's out there, the industry best, middle ground, and low ball side. We are talking a 30 year purchase. McCullough states of course we will look at values and get the best we can get with our budget constraints. Hardie asks when the 10% design comes in. McCullough states once we execute the contract and kick off the project, it will be 4-6 weeks before we get a project 10% design. The project will probably start in August. It will be a 4-6 month project.

Upon a motion by Dressel and seconded by Lee for approval to award a contract to TSK Architects for design services for the Westside Addition and Boiler Replacement Project in the amount of \$101,800 and authorize the Director to approve contract changes orders up to 10% for any required added scope of services, the motion was unanimously approved.

No Public Comment:

4. For Possible Action. Discussion and possible action to adopt proposed fees raising admission costs for daily entrance use and memberships of the Swim Center.

Hardie introduced item. Dressel states I understand the increase, I think we need to do the increase. I know it's every two year we look at this. Harris states that the first column is the proposed 5% and this column has been built into the budget. The proposed other column is Dressel's proposal. We are only looking at daily entrance fees and passes. It has been 3 years since we last raised fees. A little bit of history 15 years ago we raised fees and then we didn't raise fees again for 12 years. The National Parks and Recreation organization recommend that you raise fees a little each year. The question is do we want to wait two years before we raise fees again or do we want to raise fees every year. Lee states from the public's perspective, I understand the important of looking at the fees, finding industry standard. Not every industry is going to have the tax base that we have. The amount of revenue we have to manage as a board, not only on capital projects but within our own internal policies to meet thresholds and percentages. But from the public's perspective, we have extra money that we don't spend every year. Harris states that we have had 3 years of increasing expenses and raising bills. We are at 31% cost recovery now. At some point we have to balance the budget with increased fees. Dressel states that we were going to increase fees last year and we decided not to because of the locker room remodel. Hardie states that we also need to consider the tax payers that don't use our facility. This is about 2/3 of our tax payers and they want to see that people are paying to get into this facility. He states that our 31% cost recovery comes from our fees and 69% comes from taxes. Harris states that the 69% goes to both the Capital Improvement Plan (CIP) and the operating budgets. We are estimated to get \$2,376,916 in taxes to go to the CIP and operating budgets. Total expenses are estimated to be \$2,323,183. 69% or \$1,602,996 will come from taxes. The remainder of \$720,187 will go to CIP. Hardie states if we adopt the new fees, we need to put some sort of timeline such as we will not reconsider fees again until 2022 or 2023.

Hardie states these increases should not go into effect till May 1, 2020.

Upon a motion by Lee and seconded by Robbins to adopt proposed fees (column labeled “proposed other”) raising admission costs for daily entrance use and memberships of the Swim Center. The board will not revisit fees again until 2023. The fee increase will go into effect on May 4, 2020. The motion was unanimously approved.

Public Comment: Stanton states it depends on the area as far as fee increases. In Topaz we have raised fees three years in a row.

5. Discussion Only. Discussion on Districts Tax Revenue Rate.

Hardie introduced item. Hardie states that we need to notify the Department of Taxation by February 24, 2020 regarding the property tax rate our governing body proposes to levy. Hardie states that after discussion, it is determined that we will keep the same tax rate as in 2019-2020. Harris states that she will notify the Department of Taxation of our decision.

No Public Comment:

6. Discussion Only. Discussion of the proposed '20-'21 operating budget, 5 year capital improvement budget, fee comparisons and population trends.

Hardie introduced item. Hardie states that because we just passed the motion on fee increases, I think we need to look at our user fees and see if they are still within the 5% increase. Harris says she will look at that and adjust the budget if the fees are higher than 5%. Hardie states to also reflect in the budget that lifeguard beginning hourly wage will go from \$10.39 to \$12.00 an hour. Harris states that she will do an additional column for salaries and wages showing the increase. Hardie also asks Harris to do an additional column for user fees. Harris states that we should also look at increasing the cashier hourly wage from \$10.39 to \$12.00, and increasing the lifeguards from \$10.39 to \$12.50 because of the certifications they need just to get hired and they are also concerned necessary for the safety of our patrons. Harris states that next month the board will also be approving the 5 year capital improvement budget. In reply to Stanton’s comment, Harris states no lifeguards are required for a splash park because of no standing water. It is a service for our community. We buy it and the county maintains it. Robbins states that the population in Douglas County has been decreasing for years. Harris states the population has been declining for the past 13-14 years.

Public Comment: Stanton states we should partner with Douglas County for a splash Pad. The county already has a site. It’s in the Ranchos.

7. Discussion Only. Discussion on the District’s Strategic Plan.

Hardie introduced item. Hardie states that we have already addressed starting pay. On long term 2024, we have Splash Park, lazy river, property acquisition. Harris states that you always want to continue to change things up to keep people interested in your organization. So adding features and/or changing features, if it is justified financially and depending on changes in either increasing or decreasing population, is always good for the organization. We are pretty set for the next 4 years but the purpose of strategic planning is looking 10-15 years down the road to see how we want to continue to take care of our staff and serve our patrons. Harris states that we will discuss the strategic plan each meeting for the next few months. Robbins would like the board to allocate 15 minutes in each board meeting to further discuss the strategic plan.

No Public Comment:

**8. Discussion Only. Report from the Swim Center Director:
February 2020 Director’s Report**

User Attendance: See board binder documents.

- Jan 2020 user attendance increased by 3 visits from Jan 2019.
- Jan 2020 user fees decreased by \$7,700 from Jan 2019. We will be receiving grant income in the amount of \$6,000 in Feb/Mar 2020. 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 Jan 17th and next one is scheduled for Feb 21st.
- 1 open position not filled (PT Maintenance). Hiring Season for summer begins in March for Cashiers and April for Lifeguards.
- Changed, per patron's request, one water aerobics class to deep water format (9:45am class on Tuesdays).
- DDST Swim Meet was Feb 7th (closed to public at 2:00pm) 8th, 9th. Reopened to public Monday Feb 10th 5:30am.
- Shannon enrolled into the National Parks and Recreation Association Certified Parks and Recreation Executive Program (CPRE).
- Sarah is attending a swim lesson conference in Frisco, TX Feb 16-19th

Marketing and Public Relations

- Shannon was in the R-C for volunteering as a Judge for the School Districts Middle School Spelling Bee.
- Shannon Meet with the R-C team to go over future Marketing Plan for '20-'21 Budget Year.
- Social media exposure: Facebook & Instagram.
- Web based: Website (updating content), Google Business (20,000+ views in Jan; 4.5 Star Rating), and Alignable.
- Publications: Getaway Reno/Tahoe Area, Peak Nevada, Best of CV, Parks and Rec guide, Almanac.
- Special Board Meeting offsite to discuss Strategic Planning.

Employee Recognition:

- Employee of the Month: Lyn Willoughby, PT Maintenance. Lyn has proven to be an exceptional employee. He goes above and beyond what is expected out of him and if work slows down for him he finds projects to do. Lyn is a self-starter and takes great pride in his work.

Maintenance Updates:

- Mezzanine Floor was resurfaced
- Scott, Rob and Shannon on working on Landscape Project Scope and Cost.
- Rob is obtaining quotes to refurbish the slides
- Requesting quotes to replace Toys in Activity Pool and refurbish the slides.
- Secondary disinfection System Clear Comfort installed on Therapy and Activity Pools.
- Looking into a backup generator during power outages.

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:

9. Possible Action. Discussion on proposed agenda items for the March 19, 2020 meeting

- Quote for activity pool toy replacement
- Slide pool renovation
- Tentative budget approval
- Therapy Pool rules
- Insurance Programs (Cindee)
- Sick Policy
- Strategic Plan

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