

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
January 16, 2020 at 8:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees January 16, 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 Kimberly Rigdon. Travis Lee was not present.

AGENDA

Upon motion by Rigdon 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 December 19, 2019 meeting.

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

No Public Comment

2. For Possible Action. Discussion and possible action to elect the Chair and Vice Chair for the Board of Trustees.

Harris read email from Trustee Lee in which he stated that he would be in favor of Robbins for Chairman and Dressel for Vice Chairman. Rigdon states that she supports Hardie and Robbins staying in their positions for the year 2020. Dressel and Harris agreed.

Upon a motion by Dressel and seconded by Rigdon to elect Hardie the Chairman and Robbins the Vice Chairman for the Board of Trustees for the year 2020. The motion was unanimously approved.

No Public Comment

3. For Possible Action. Discussion and possible action to award the Therapy Pool Plaster Project to Terra Firma Construction Inc. not to exceed \$17,000.

Hardie introduced item. Harris states that the price came in at a little over \$16,000, but I always like to request a little extra so I can approve any changes that are needed. Terra Firma Construction will re-plaster the pool, remove all of the old grout and put in new and will also clean the tile around the pool. Dressel asked how long will the therapy pool be out of service? Harris states the re-plastering, grouting and clean of the tile will take 4-5 days. Then it takes about 2 weeks for us to balance the chemicals and get the temperature back up to 93 degrees. So a total of about 3 weeks. We are going to heat the slide pool up to 93 degrees during that time for the patrons. The depth isn't the best for therapy but will accommodate 85-90% of the patrons. We will not be operating the slides on the weekends during this period of time. The patrons I have talked to are just thrilled to have any pool heated to 93 degrees. We have already started talking to the patrons and will also use social media to get the word out. We are aiming to start the project on March 9. They are able to do all of the work from the back of the building so as not to interfere with the patrons.

Upon a motion by Rigdon and seconded by Dressel to approve and award the Therapy Pool Plaster Project to Terra Firma Construction, Inc. not to exceed \$17,000, the motion was unanimously approved.

No Public Comment:

4. Discussion Only. Discussion and update on the patron questionnaire.

Hardie states that this patron questionnaire feeds right into our strategic planning meeting on February 6th. Harris states that patron input is important. This was our first patron survey that went from December thru the first week of January. We only got 28 responds, which is a little disappointing. A lot of the surveys were from our seniors. I'd like to do another internal survey in the summer time when we are busier and have more of the younger age group here. We always have the option to go with the Record Courier. They blast out surveys to users and non-users. It's a lot of surveys. The cost would be about \$11,000. Rigdon states that the comments were great. Harris states that 68% rated Ease of Use very high. 60% and up were very satisfied. Maybe next time we can do a combination of surveys, online, and paper to reach a broader range of age groups. We can discuss how we want to move forward with internal users versus external users at our planning meeting on February 6th.

No Public Comment:

5. For Discussion Only. Discussion of the proposed '19-'20 operating budget, 5 year capital improvement budget and fee comparisons and population trends.

Harris states that every January is the beginning of the budgeting season where we go over the initial budget numbers as well as the 5 year Capital Improvement Plan. We also talk about population trends and fees. I bring the budget and the 5 year CIP to the board in February, in March you vote on a tentative budget. It goes to the State and after the State says our budget looks good, we advertise to the public, in the local newspapers, that our final budget approval will be sometime in the last two weeks of May. Robbins states that our electric bills are a big chunk of change on our budget. Harris agrees, when we replaced the huge dehumidification system, we upgraded to a much larger unit and it upgraded us to current air quality regulations. Those regulations change over the years, and right now our DH3 is not turning over the air as much as it's supposed to by air quality regulations. So when you do construction, you have to upgrade to make sure that it's up to code moving forward. So when we replace DH3 we are going to have to upgrade to a larger unit to make sure that when it is circulating the part of the pool that it's responsible for that it's doing the 6 complete air turnovers an hour. NV Energy gave us a clean audit. The only suggestion they had was to put sweeps under our south doors. Otherwise NV Energy thought we were right on target with all of our equipment to get the best savings. Harris states that the school district trend is still declining. We are increasing in senior population and decreasing in younger population. We do not raise fee to pay for our capital projects. That is a different budget. Haven't increased fees since May 2017. Our bills go up each year and so we are proposing a \$0.25 increase across the board. Hardie states this will be an action item in February. Harris states to think about if we want to raise our +75 fees. Had 39 visits on the water exercise pass and 338 visits on +75 annual pass.

No Public Comment:

**6. Discussion Only. Report from the Swim Center Director:
January 2020 Director's Report**

User Attendance: See board binder documents.

- Dec 2019 user attendance increased by 550 visits from Dec 2018.
- Dec 2019 user fees increased by \$1,300 from Dec 2018. 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 Dec 20th and next one is scheduled for Jan 17th.

- Hired FT Maintenance, PT Maintenance and PT Cashier positions.

Marketing and Public Relations

- Shannon was featured on the “Member Monday” NRPS e-blast to members.
- Shannon attended the Carson Valley Inn VIP Holiday party (invitation only).
- 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.

Employee Recognition:

- Employee of the Month: Niko Hight
- Sarah completed all of the requirements to renew her EMT certification and Tyler Cook passed his EMT class at WNC and is scheduling his National Test.
- Holiday party was on Dec 14th thanking the staff for their continued commitment and hard work.

Maintenance Updates:

- Staff cleaned indoor pool filter socks
- Replaced all ADA toilet seat covers with new protectors to avoid water damage and product loss.
- Gathering quotes to have the Mezzanine flooring resurfaced.
- Indoor pool staining continually being treated with Absorbic Acid. Essentially Vitamin C. Safe to use and effective.
- Requesting quotes to replace Toys in Activity Pool and refurbish the slides.
- Speaker system being replaced by Encore in the amount of \$7,266.03

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.

2020 Board meetings will remain on the 3rd Thursday of each month

Possible Action. Discussion on proposed agenda items for the February 6, 2020 meeting and February 20, 2020 meeting.

February 6th

Lindsay Chichester, Facilitator
 Invite staff
 Invite public
 Mission statement
 Planning 5-10 years out
 Splash Parks
 Who do we want to be in 5 years

February 20th

Budget
 Boiler replacement and Westside expansion
 Fee Increases

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