

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
March 19, 2020 at 8:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees March 19, 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 joined by phone.

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 Dressel and seconded by Robbins. The consent agenda items 1a, 1b and 1c were unanimously approved.

1a For possible action. Approval of previous minutes from the February 20, 2020 meeting.

1b. For possible action. Approval of general ledger cash balances, expenditures and investments through February 29, 2020.

1c For possible action. Approval of adult 15 swim pass in the amount of \$77 and youth/senior/disabled 15 swim pass in the amount of \$49.

No Public Comment

- 2. Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects.**
Delayed until April Board Meeting.

No Public Comment

- 3. For Possible Action. Discussion and possible action to award a contract to Safe Slide Restoration for small and large slide renovations in the amount of \$91,500.**
Delayed until April Board Meeting

No Public Comment:

- 4. For Possible Action. Discussion and possible action on accepting the multiple incentive programs insurance providers are offering to insured individuals.**
Delayed until April Board Meeting.

Public Comment:

- 5. For Possible Action. Discussion and possible action to approve the proposed '20-'21 operating budget.**

Hardie introduced item. Hardie states the budget has built into it half of the salary increases for the part time lifeguards and cashiers and then next year in July, the other half of the increase will go into effect. That will make us in line with Nevada minimum wage. Harris states that the line item that says budget '20-'21 is the numbers I brought to the board last month and the month before. The cost recovery came in at 31.4%. The user fees in that column represent a 9% anticipated user fee increase. The next column shows that if we take our lifeguards and cashiers

to that half way point to get closer to the \$12 an hour minimum, the payroll and expenses is the only column that differs from the column next to it. You will see that the budget I presented last month to the board without any increases under Expenses was \$1,319,548 and if we were to bump up the cashiers and the lifeguards it would increase to \$1,360,187, which is about a \$40,000 increase to bring the cashiers and lifeguard up to the half way mark of the \$12 per hour. Robbins states he is in favor of the 50% increase now but is still blown away that we have a personnel budget of over \$1,000,000. Dressel states that he too is in agreement with doing the 50% increase now because we need to stay competitive. We want to be able to attract the cream of the crop. Looking at salaries, I feel we are underpaying. Lee states he agrees with Dressel and Robbins but wants to know what the increase is. Harris states that it is about \$1.11 this coming fiscal year and another \$1.11 next fiscal year. Lee states that he is in favor of the 50% and watching it pretty closely with respect to the revenues coming in and the taxes that are anticipated and keeping a close eye on it in a measured approach. Lee states that he doesn't see a reason to be that aggressive by doing the 100% right now. Harris states she feels it will be very well received by the cashiers and the lifeguards.

Upon a motion by Robbins and seconded by Lee for approval of the proposed 20-21 Operating Budget with the cashier/lifeguard 50% increase of the amount needed to get to the minimum of \$12 per hour set by the Governor. The motion was unanimously approved.

No Public Comment:

6. For Possible Action. Discussion and possible action to approve the District's 5 year capital improvement budget.

Hardie introduced item. This is assuming that everything shakes out after this 30 day closure. We are not locked into this 5 year capital improvement budget. Harris states yes that is correct, this is just us showing the State that we have a plan in place. We can augment this plan at any time. It is just telling the State that we aren't going to spend more than our budget. The board can choose to cancel, move, rearrange, or change any amount at any time. This is a working document and needs to be turned in with our budget to show that we have a plan for our reserves. Lee stated that most salaries and unforeseen expenses that are impacting our facility are all going to be coded under the Disaster Relief coding to be turned into the Feds for reimbursements down the road. So to say we are going to be out all this money is not entirely true with respect to what's eligible and what's not eligible for reimbursement. We probably need to look into it. Harris states that this is long term planning that can change.

Upon a motion by Dressel and seconded by Lee for approval of the 5 year capital improvement budget. The motion was unanimously approved.

Public Comment:

7. For Possible Action. Discussion and possible action to implement a plan of action relating to COVID-19.

Hardie introduced item. Hardie states that he thinks we should carry our staff, both full time and part time staff, thru this financially. I would like the reaction from the board. Rigdon states that she is 100% in agreement of supporting our staff. This will keep our staff from having to rely on community support. We should not be contributing to the drain on our community resources. Harris states that to give the board an idea, the payroll that we are just paying out is about \$27,000. That means to pay our staff for 30 days would cost us about \$54,000. This would be life changing for our staff. Robbins states he thinks this is capital improvement to support our staff. Dressel states I agree, we must support our staff. We will need to reevaluate if this thing goes more than 30 days. We also need to check with FEMA. I think it would look really bad if we continued to do our projects and not pay our staff. Lee states he feels that our staff is the number one asset to this facility and without them we would not be able to operate. Lee states that he has two thoughts. Number one is that Harris needs to fully investigate what FEMA will reimburse and what they won't reimburse. There are rules as to what is covered and what isn't covered. I am in favor of paying this first 30 days, but when we discuss this again, I want to know exactly how much of the staff pay will be covered and how much of the other expenses will be paid.

Upon a motion by Robbins and seconded by Lee for approval to maintain payroll for the full time and part time staff for the next 30 days with the provision that Harris will investigate FEMA as to what expenditures are reimbursable and what expenditures are not reimbursable. Harris will also investigate Poolpact elearning opportunities for the staff. The motion was unanimously approved.

No Public Comment:

8. For Possible Action. Discussion on the Swim Center Director's annual evaluation and possible action approving Director's Merit increase between \$0-\$11,000. (HR Dynamic's Salary Assessment)

Delayed until April Board Meeting

No Public Comment:

9. Discussion Only. Discussion on the District's Strategic Plan.

Delayed until April Board Meeting.

No Public Comment:

**10. Discussion Only. Report from the Swim Center Director:
March 2020 Director's Report**

User Attendance: See board binder documents.

- Feb 2020 user attendance increased by 1,500 visits from Feb 2019.
- Feb 2020 user fees increased by approx. \$4500 from Feb 2019. 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:

- We had our last Flick and Float for the season on Feb 21st.
- Hiring Season for summer begins in March for Cashiers and April for Lifeguards.
- Sarah attended the swim lesson conference in Frisco, TX Feb 16-19th and came back with great information that she has started to implement.
- Deanna Abbott, Water Aerobics Instructor is enrolled in a certification program in Ashland Oregon. The training will cover all aspects of teaching including deep water training and working with a mature pop.
- Staff started planning for our 3rd annual Easter Egg Hunt scheduled for April 12th.
- Shannon attended a Human Trafficking Training at the DCCSC Mar 10th.
- Shannon working on three certifications: Lifeguard, CPO (with Richard), CPRE (Certified Parks & Rec Executive)

Marketing and Public Relations

- Social media exposure: Facebook & Instagram.
- Web based: Website (updating content in July), Google Business (18,900+ views in Feb; 4.5 Star Rating), and Alignable.
- Publications: Getaway Reno/Tahoe Area, Peak Nevada, Best of CV, Parks and Rec guide, Almanac.

Employee Recognition:

- Employee of the Month: Sophia Olson, Senior Guard and Swim Instructor. Sophia has proven to be a great employee. She has shown incredible growth over the past few months working directly with Supervisors and the Director on staff relations, documentation, and overcoming staff challenges.

Maintenance Updates:

- Therapy Pool plastered
- Scott soliciting quotes for Landscape Project.
- Requesting quotes to replace Toys in Activity Pool and refurbish the slides.
- Adding vents to hallways with the intent to slow down velocity in Locker rooms and add warm air.
- Mezzanine enclosure in the front. Lower noise level in office and lobby and create better enviro for rentals.
- Underwater main indoor pool lights repair and replaced.
- Working on storage for Wibit on deck.
- Static Relief Valve access being recreated.

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:**11. Possible Action. Discussion on proposed agenda items for the April 16, 2020 meeting**

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

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