

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

The Board of Trustees April 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 Travis Lee. Kimberly Rigdon joined by phone.

AGENDA

Upon motion by Dressel 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 March 19, 2020 meeting.

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

No Public Comment

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

No Public Comment

- 3. For Possible Action. Discussion and possible action to award a contract to Signature Landscape for Landscape Project in the amount of \$42,574.00.**
Chairman Hardie introduced the item. Only 2 proposals were submitted and Signature came in the lowest. The main purpose of the landscaping project is to reduce the use of water by hardscaping designated areas.

Robbins moved to approve awarding a contract to Signature Landscape for the Landscape Project in the amount of \$42,574.00. Rigdon seconded the motion. The motion was unanimously approved.

No Public Comment:

- 4. 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.
Chairman Hardie introduced the item. The bid we are going with isn't the lowest bid. The lowest bid was from a company whose work wasn't satisfactory the last time they did work for the swim center.

Rigdon moved to approve awarding a contract to Safe Slide Restoration for the small and large slide renovations in the amount of \$91,500. Dressel seconded the motion. The motion was unanimously approved.

Public Comment:

5. **For Possible Action. Discussion and possible action to update the sick leave policy for the East Fork Swimming Pool District to read as follows: “**

Delayed until May Board Meeting

No Public Comment:

6. **For Possible Action. Discussion and possible action to update a plan of action relating to COVID-19.**

Chairman Hardie introduced the item. Hardie states that last month we approved continuing pay for all staff thru the end of April. It now appears that the closure will be extended thru May and I am in favor of continuing to pay the staff thru May. Harris states she has talked to McCullough and he states that the schools and the county are still approving projects. Every month we need to reevaluate but it won't do any good to continue to do projects if we have no staff to reopen the swim center when the time comes. Robbins states that we do need to reevaluate next month. I will vote to continue paying the staff this month. I am for spending the money and doing the 2 projects now that we just approved. Dressel states that he is in agreement with taking care of the staff first. I am concerned about the perception of doing projects and not paying the staff.

Upon a motion by Rigdon and seconded by Dressel to extend paying the staff thru May 28, 2020. The motion was unanimously approved.

Public Comment:

7. **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)**

Hardie introduced item. Hardie states that each trustee was given a worksheet with 5 categories and ratings from 1-5 to assist them in evaluating the Director's performance. A rating of 5 being outstanding and a rating of 1 being unsatisfactory. Rigdon states Harris does an excellent job and is an excellent leader and sets an example as a strong leader. Dressel states he rated her outstanding. Harris takes full responsibility for the staff and the facility. She provides a safe environment for patrons and staff. She is flexible and keeps the board well informed. She has worked this year to make the financials more clear. Lee states that Harris has great connections in the community. I have always felt that she is exceptional. She is always looking for new ways to increase membership. She is good at keeping a good balance between patrons and staff. She has a great team. She is excellent at empowering her staff to develop new programming. She is open to change and has made the financials much more understandable. She has been recognized for being a leader. Robbins states that he has the most longevity here and I have seen a lot. She is an asset to the swim center. I rate her an overall excellent. She applies a firm hand and strong leadership to all staff but especially the maintenance crew. She is an excellent upfront spokesman for the swim center. Hardie states that when I came on board, our cost recovery was 18%. As Lee stated, she empowers her staff. She is always looked for ways to cut expenses. She knows people and they know her.

The average ratings from all 5 trustees for the 5 categories are as follows:

Aquatic Programming	4.8
Leadership and Management	4.8
Facilities Management	4.8
Financial Management	4.8
Public Relations	5.0

Hardie stated that being done with the evaluation part, we now need to talk about the action part which is the salary increase. After considerable discussion, it was agreed upon to bring Harris up to the minimum of the range which is \$105,000. Lee asked that we find out down the road what would the weighted evaluation percentages be. For example, if the overall rating is a 5 does that equate to a 5% raise.

Upon motion made by Rigdon and second by Robbins, to approve the director's merit increase of \$11,000 to bring her annual salary to \$105,000. The motion was unanimously approved.

No Public Comment:

8. Discussion Only. Discussion on the Therapy Pool Rules.

Delayed until May Board Meeting

No Public Comment:

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

Delayed until May Board Meeting

No Public Comment:

10. Discussion Only. Report from the Swim Center Director:

April 2020 Director's Report

User Attendance: See board binder documents.

- Mar 2020 user attendance decreased due to March 16th Closure from COVID-19.
- Mar 2020 user fees decreased due to closure. Timing of payments vary from mo. to mo.

Staffing and Programming:

- Hiring Season for summer typically begins in March for Cashiers and April for Lifeguards.
- We are currently on a hiring freeze until we are able to re-open and assess attendance of patrons.
- All programming has been cancelled at this time due to closure from COVID-19

Marketing and Public Relations

- Social media exposure: Facebook & Instagram.
- Web based: Website (updating content in July 2020), Google Business (3,700+ views in Mar down 60%; 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: TBD Closure

Maintenance Updates:

- Temperatures of the pools have been lowered, air flow dropped down to 40%, two boilers turned off. Other cost savings measures have also been taken (computers off, working w/o all lighting)
- Removing old caulking from the deck joints and replaced.
- ADA bathrooms cleaned, tiles pumiced and doors painted
- Counter scratches removed.
- Staining in main indoor pool removed.
- Deck cleaning and sanitizing.
- Mezzanine and stairs deep cleaned.
- Locker room showers deep cleaned and pumiced and touch up paint will be done before reopening.
- Chrome sanded down to remove rust and corrosion.
- Various other projects are being completed while closed.
- Unnecessary spending has been stopped.

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.

COVID-19 Recovery Funding Info: Shannon has reached out to two other GID managers, County's CFO, County's Economic Vitality Manager, County's NSBDC Counselor, Chamber Director and Emergency Management Team Leader for funding information along with reading information out the Governor's office and local emergency management team updates. The financial loss of the District will include but limited to: payroll, user fees, food sales, lower Ad Valorem, slow ramp up of operations (patron confidence will take time).

Fee Increase: Think about whether or not you want to postpone the fee increase at this time due to economic hardships. .

No Public Comment:

11. Possible Action. Discussion on proposed agenda items for the May 28, 2020 meeting

Therapy Pool rules
Sick Policy
Strategic Plan
Budget sign off
Delay fee increase
West Side Expansion

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