

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
May 28, 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 Robbins to approve agenda, seconded by Dressel, the agenda was unanimously approved.

NO PUBLIC COMMENT

At this time the Board of Trustees will conduct a special public hearing on the proposed tentative budget for the fiscal year 2020-21.



Reopened regular meeting at 8:14 AM

CONSENT AGENDA ITEMS

Upon motion made by Dressel and seconded by Robbins. The consent agenda items 1a and 1b were unanimously approved.

- 1a For possible action. Approval of previous minutes from the April 16, 2020 meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures and investments through April 30,2020.

No Public Comment

- 2. **Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects.** Chairman Hardie introduced the item. McCullough states that we currently have two active projects. The first one is the landscape paver project and Signature Landscape started the project yesterday. Again, the main purpose of this project is to reduce the use of water and also protect the structure from the sprinklers by hardscaping designated areas. The big project is the Westside Expansion. We kicked it off last week and we had Q&D down and the objective of the first meeting is to get a 10% schematic level estimate high level design. For the boiler portion of the project, Q&D offered to use Savage & Sons, which is one of the oldest Nevada contractors, as consultants on design input. We will get their input on the boiler replacement. Such as how to phase out the old boilers and install new ones and keep the system active. Once the district approves the schematic level estimate, then we will go into the 50% level developing those plans to get ready to go out for bids. Harris states the interview panel consisted of Hardie, Harris, and McCullough. Interviews went well. Q&D scored the highest. Our first meeting with Q&D went great. We involved the maintenance department so they would be aware of the scope of the project. Harris states that as of 4/3/2020, LGIP balance is \$1,663,415. For the year in both CIP and Asset Management, we have spent \$256,097. We have postponed some projects such as the deck repair. We can continue to seal the deck, so we can bump that project for a couple of years. But we still need to keep that money in the bank for future repairs. Remaining construction funds available are \$1,406,718. So far the Ad Valorem checks are coming in at the amount anticipated. We are going to be able to deposit another \$200,000 into the CIP account next month. Normally, the way our fiscal policies reads, in the summer we keep \$400,000 in our money market account and \$200,000 in our checking account. We aren't going to keep that extra \$200,000 in our

checking account because we have a freeze on hiring at this time. That money will also go into the CIP account. We really don't know what projects we are going to be able to do, that's something the board discusses every month. It all just depends on where we are on our financials and how much the public comes back. There are lots of unknowns. Right now we know that about 60% of our population are still paying taxes but we also know that we are looking at a slow economic recovery.

No Public Comment

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

Chairman Hardie introduced the item. Harris states that the Capital Budget is a working document. It gets updated in the August meeting. We are projecting on July 1, 2020 to have \$1.1M but I won't know how accurate that is for a couple of months, but it will need to be adjusted, I'm sure. The projected 5 year Capital Improvement Plan again is a working document. If we decide that we can't move forward with these projects, it is the board's prerogative to change any project to another fiscal year. Lee states that these documents tell a story of where our funds are allocated and projected to be used. I think it's important to demonstrate to the public that we're looking ahead and handling the funds in a way that's going to be meaningful. Dressel states that he is in support of the Westside Expansion because of the social distancing we have to follow. Rigdon states that the Asset Management Plan is key to ensuring that the funds that are coming into the pool are being used for pool improvements. Robbins states what is the square footage of the new weight room going to be? Harris states the square footage has increased but not sure how much, as Q&D develop plans we will have those details. Robbins states are we looking at air conditioning options. Harris states yes we are. Dressel states we need to get the maximum square footage we can get. Lee states he agrees. Robbins states let's just look into our options for maximizing our square footage.

No Public Comment:

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

Chairman Hardie introduced the item. Harris states that she didn't want the Strategic Plan to drop off of our radar. I think we need to wait and postpone this discussion for a couple of months. Hardie states that we need to have our strategic plan in place by December. I would like to postpone this discussion until August when we can see our future better. Harris states that the County's CFO stated that if you want to use District's money to balance the budget, you need to wait till March of next year. What happened 3 years ago was the County Manager came to a board meeting with the County CFO and said that they had broken down our finances and this is what they believe we could give up and still operate. We gave them the full amount they were asking for which came to about \$300,000. Lee states he feels that discussion will come and that before that discussion comes, we need something in place that can be our future vision that we can reference as part of the fiscal discussion. Rigdon states can we get an example of a strategic plan. Harris states that she has a couple of examples of Aquatic Facility Plans that she will send to the board. Lee states there are usually two veins that end up getting housed with goals. Strategic stuff or broad level things such as safety, public awareness, cleanliness, etc. The other would be something like a master plan within the strategic plan that has an infrastructure goal area with long term capital improvement like our Capital Improvement Plan.

Public Comment:

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

Chairman Hardie introduced the item. Harris states has had multiple parents especially wanting us to review the rules as they apply to the therapy pool. We try to balance family use time and senior use time. 85% of the time it works fine. Our rule is that no kids between the ages of 7-17 are allow in the therapy pool. When the problem comes in is when the parent has a 6 year old and a 9 year old and the 9 year old isn't allow in the therapy pool. I'm fine with the rules remaining the same. I have probably had a dozen parent come to me with concerns. It mainly happens in the summer time. To give you a little history, years ago we had money donated to the district to build a therapy pool. The use was supposed to be serve therapeutic needs for persons with

disabilities or seniors. It then became a warm pool and families could come in with children under the age of 7 years old after 2:00 pm. It then became overcrowded, and the seniors were not feeling safe. That's when it came before the board 6-7 years ago and that's when we came up with the current rules. At that time, we wanted to get back to the original purpose of the therapy pool but still be sensitive to kids under the age of 6 who are temperature sensitive. That's why we let them come in after 2:00 and have seniors and people with disabilities before 2:00. Rigdon states that she isn't in favor of changing the rules due to the purpose of the therapy pool. Robbins states he is in agreement with Rigdon. Harris states that even when kids are allowed into the therapy pool, there are no toys or splashing allow. Harris states that the seniors and the therapists are happy with the current rules. Lee states that his children are 3,9, and 11 year old twins. I have had the experience of telling my older children that they are not allow in the therapy pool. My only question is how did you come up with the age of 7 years old. Harris states that it has a lot to do with scientific reasoning behind that age because of body mass and internal temperature of the child. Also, nationally and one of our rules as well, a child of 7 years or older can come into the swim center without a parent. And we require a parent to be within an arm's reach of a child in the therapy pool. We have raised the temperature of the slide poll to 86 degree to compensate for the limited hours families can be in the therapy pool. It's not available year around because of the slides going in the summer time.

No Public Comment:

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

**“Sick leave is for use in situations in which the employee must be absent from work due to:
The employee’s own physical illness or injury.**

The employee’s own exposure to contagious diseases or when attendance at work is prevented by public health requirements.

The employee’s need to provide medical care for ill or injured dependent child, spouse/domestic partner, parent, or pet. Medical care includes accompanying a dependent child/spouse/domestic partner, parent, or pet to medical/vet appointments.

Medical or dental appointments for the employee, provided that the employee makes a reasonable effort to schedule such appointments at times which have the least interference with the work day.

The employee’s disability.

Employees who are absent from work due to sick leave shall be at their residence, a medical facility, their health care provider’s office, or shall notify their supervisor/manager of their whereabouts when using sick leave.”

Chairman Hardie introduced the item. Harris states that 3 employees who have had to put down their pet. Under our current policy they had to take a vacation day. Lee states that sick leave is for grieving. Don't need to mention pet. Rigdon states that when an employee calls in sick, you can't ask why. As the director, you can always use your discretion when making those decisions. Hardie states he would like to propose that the policy read as follows: the employee's own physical illness, injury, emotional or mental distress.

Rigdon moved to approve to change the wording in the sick leave policy to say “The employee's own physical illness, injury, emotional or mental distress”. Lee seconded the motion. The motion was unanimously approved.

Public Comment:

7. For Possible Action. Discussion and possible action on accepting the multiple incentive programs insurance providers are offering to insured individuals

Postponed till June

No Public Comment:

8. For Possible Action. Discussion and possible action to postpone approved fee increases for daily entrance use and memberships of the Swim Center.

Chairman Hardie introduced the item. Hardie states that it wouldn't be a good idea to raise fees at this time.

Robbins moved to approve postponing the fee increases. Dressel seconded the motion. The motion was unanimously approved.

No Public Comment:

9. For Possible Action. Discussion and possible action to approve the districts "Reopening Procedures and Practice Guidelines" relating to COVID-19.

Chairman Hardie introduced the item. Several changes were suggest to the Reopening Procedures and Practice Guidelines. They are as follows: In the opening paragraph, Reservations must be made the day prior to your desired workout time and location. Per Governor's guidelines, no youth teams until phase 3. Under indoor Pool change 1-6 lanes to 1-4 lanes. Under Water Aerobics add Classes will be taught indoors at this time taking up 3 lane spaces

Rigdon moved to approve the Reopening Procedures and Practice Guidelines with the changes noted above. Dressel seconded the motion. The motion was unanimously approved.

No Public Comment:

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

May 2020 Director's Report

(Closed due to COVID-19)

User Attendance: See board binder documents.

- April 2020 user attendance was at zero due to March 16th Closure from COVID-19.
- April 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
- Lifeguards are completing weekly trainings and came into the facility to swim 300 meters and clean out lockers. They were scheduled 6 at a time with 6ft apart.
- FT staff have been meeting weekly to discuss reopening plan of action and maintenance projects
- Shannon has attended multiple virtual meetings and trainings on a variety of topics ranging from finances, CDC guidelines, Aquatic trends, OSHA requirements, Pool Pact employment trainings, sanitation, commissioners meeting, town hall debate, American Red Cross, NRPS meeting.

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.
- Emailing staff and patrons on our internal list to keep up-to-date

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)
- Painting of the parking lot completed
- Painting of the Locker Rooms completed

- Shed in Maintenance area painted
- Dusting of the office completed
- Slide tower cleaned, steps scrubbed
- Staining in main indoor pool removed again
- Front landscaping trimmed and weeds pulled (round about)
- Weeds pulled around the entire facility
- Chrome sanded down to remove rust and corrosion
- Underwater lights being replaced
- Outdoor pool painting, repair and prep completed
- **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. Unnecessary spending has been stopped

No Public Comment:

11. Possible Action. Discussion on proposed agenda items for the June 18, 2020 meeting

- Discussion and possible action on accepting the multiple incentive programs insurance providers are offering to insured individuals
- Develop direction on the cost recovery during a pandemic

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