

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

The Board of Trustees July 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, and Frank Dressel. Kimberly Rigdon and Travis Lee 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 and 1b were unanimously approved.

1a For possible action. Approval of previous minutes from the June 18, 2020 for the special meeting and the general meeting.

1b. For possible action. Approval of general ledger cash balances, expenditures and investments through June 30,2020.

No Public Comment

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

Chairman Hardie introduced the item. Harris states that the capital budget shows a balance of \$1,849,084 as of 6/30/2020. Under remaining amounts payable, you will see \$143,318 under Asset Management. We will not be spending that amount or the \$8,904 under contingency. Some of this money will be transferred for operating expenses. Harris states Q&D 10% high level design to build the Westside Expansion came in at \$585,994 and the boiler replacement came in at \$270,500. Also \$100,000 will go to TSK. Total cost came in at \$990,568. The board approved \$902,000 for this project. We need to get the cost down to \$802,000. McCullough and I have met with Q&D and have already discussed some changes to get us to our approved budget for this project. We will look at changes in August and see if we are at budget. Robbins asked why we need 3 doors. Harris states that we have already eliminated the 3 doors and are only going to have one door. Let's wait till next month to see what the cuts we've already made do to the cost of the project and where we are as far as the approved budget goes.

No Public Comment

3. Discussion Only. Presentation by the Districts Accountant, Bryan Oland, covering the possible financial effects on the East Fork Swimming Pool District due to the COVID-19 Pandemic.

Chairman Hardie introduced the item. Oland states that he and Harris look at budget versus actual every month. We are starting to do a deeper dive to determine current staffing and current requirements cost wise. Everything is affecting cost recovery. Labor is always the driving factor. We are looking at everything. We must look deeper into the numbers and how the budget is changing. Rigdon asks if we are looking at any significant hardships. Oland states that the membership is our hardship because it is so volatile. Taxes are really strong. Lee states he likes us diving into the budget to keep it relatively dynamic. Oland states that we will be looking at projections in September to see how our budget needs to be adjusted. Lee states it's hard to set

future resolutions. Robbins states that we do not have enough people coming in and we have heavy staff expenses. The only thing I don't see is families coming in. Harris states that we are only allow 50 people indoors and 50 people outdoors. We have started creating some new family times on the weekends and we are going to start creating some family times during the week. Our actions are being dictated by the health department and the governor and we have no idea when those guidelines will be lifted. We have already lowered our bills, stopped all unnecessary spending, and for the most part we are in a hiring freeze. Oland and I are looking at the budget versus actual in order to bring to the board possible solutions or areas of concern such as payroll. We are driven by the Red Cross, the health department, and State NRS statutes as to how many lifeguards we need to have in a square footage of area. We can slim down but only to a certain extent. Lee states that we need to be responsible and flexible.

No Public Comment:

4. For Possible Action. Discussion and possible action on approving or denying the multiple incentive programs insurance providers are offering to insured individuals.

Chairman Hardie introduced the item. Each member of the public, that was present to comment on the incentive programs insurance providers offer to our insured patrons, was provided 3 minutes to voice their option on the program. Maxwell states that about 20 people are using Silver & Fit currently. The Pool gets \$3.00 a visit for a maximum of 10 visits a month. A patron can join with us and tell their insurance that we are their choice and then a week later go to another gym, like Pulse, and tell their insurance that's their choice and unless they notify us, we get nothing because they keep using both us and Pulse and Pulse gets paid. The billing process takes about 6 hours per month. Lee states that he appreciates the public comments but we also need to look at the fiscal picture of this program. I'm supportive of staying with Silver & Fit but we need to look at their model and we need to talk to them about streamlining their processes. Rigdon states thanks for coming in and sharing your comments with us. I agree with Lee, the insurance companies are putting the administrative burden on the swim center. Do we offer any programs for senior discounts? Harris states that the board of directors has always tried to structure the fees on the lower end to come into this facility whether you're a senior or coming in for the day or purchasing one of our many passes. We also work closely with Social Services and the Washoe Tribe who buy passes from us and then give to people in financial difficult whose goals include physical fitness and would benefit from the use of our facility. We also have 60+ discounts, 75+ discounts and disabled vets always swim for free.

Upon motion made by Rigdon and second by Lee, to freeze membership in the Silver & Fit Program and not expand to any other such programs with direction to seek a meeting with Silver & Fit to express our concerns and to discuss the administrative duties of their program no later than 12/31/2020. The motion was unanimously approved.

5. For Possible Action. Discussion and possible action on reaffirming the facilities operating budget to be managed with a cost recovery range of 30-35% unless the community is faced with unforeseen circumstances including but not limited to a recession or pandemic that would significantly affect operations.

Chairman Hardie introduced the item. Hardie states we need to reaffirm the facility's operating budget to be managed with a cost recovery range of 30-35% unless the community is faced with unforeseen circumstances including but not limited to a recession or pandemic that would significantly affect operations. Shannon states that our cost recovery stands at 22.6%. Robbins states is there a bottom? Should we look at cutting hours of operation? Should we look at cuts worked hours? Harris states if we do put a bottom percentage, what are the consequences? The governor has dictated certain guidelines. These guidelines have caused us to create several new positions such as:

1. A person to check temperatures and ask health questions to the staff and our patrons
2. A person stationed in the gym to clean each piece of equipment the patron touches while exercising.
3. Lifeguards constantly rotating into maintenance to clean everything our patrons touch as they do lap swimming, etc., cleaning restrooms every time they are used, and many more sanitizing tasks.

We are working many more hours than I would've expected because of the governor's directives in order to stay safe and stay open. Lee asked did Harris has gotten clarification of the Care Act for the newly created position due to Covid-19. Harris states that she is working with the CFO of Douglas County and yes we will be applying to have these three positions plus a list of about 25 other things such as masks and additional PPE's, that are necessary for the protection against the coronavirus, paid thru December 2020.

Upon motion made by Dressel and second by Rigdon, to reaffirm the facility's operating budget to be managed with a cost recovery range of 30-35% unless the community is faced with unforeseen circumstances including but not limited to a recession or pandemic that would significantly affect operations. The motion was unanimously approved.

No Public Comment:

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

July 2020 Director's Report

User Attendance: See board binder documents.

- June 2020 user attendance was down 77% from June 2019 due to the slow COVID-19 recovery.
- June 2020 user fees decreased by 64% for June 2019. Timing of payments vary from mo. to mo.

Staffing and Programming:

- 5 Lifeguards have been hired to replace the Lifeguards and Senior LG's that are heading to College in August. We are working with minimal staff until the State moves us into other phases.
- We are currently offering Drop-In Lessons to families for all ages. Staff taught 578 individual lessons.
- Shannon has attended multiple virtual meetings and trainings on a variety of topics.

Marketing and Public Relations

- Social media exposure and information sharing: Facebook & Instagram.
- Web based: Website, Google Business, and Alignable.
- Publications: Getaway Reno/Tahoe Area, Peak Nevada, Best of CV, Parks and Rec guide (summer edition was cancelled), Almanac.
- Emailing staff and patrons on our internal list to keep up-to-date

Employee Recognition: Employee of the Month: N/A

- All employees during this unusual time of change deserve to be recognized. Everyone has worked really hard to conform to Governors Mask Directive and maintain a level of cleanliness required during the time of a pandemic. Patrons have felt very safe coming back to the swim center.

Maintenance Updates:

- Q&D were selected for the Westside Expansion and Boiler Project. 10% drawings are complete.
- Landscaping Project has been completed by Signature Landscape. (sprinkler relocation and pavers)
- Mezzanine enclosure project completed by Fast Glass.
- Daily maintenance projects are being 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.

- The 2020-2021 Budget was approved by the State of Nevada Department of Taxation.
Operating Tax Rate is \$.1300

No Public Comment:

7. **Possible Action. Discussion on proposed agenda items for the August 20, 2020 meeting**
CIP Projects
End of year finances

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