

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
October 15, 2020 at 8:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees October 15, 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, Kim Rigdon, and Travis Lee. Frank Dressel joined by phone.

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 September 17, 2020 general meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures and investments through September 30,2020.

No Public Comment

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

Chairman Hardie introduced item. Harris states that she updated the capital budget to show that after we pay for the Westside Expansion and Boiler project, Project Management, Asset Management Plan, and the Contingency, we will still have remaining construction funds available of \$892,368. I also update the cash flow as we continue to keep an eye on our capital budget and the asset management plan and what it looks like over the next 5 years. McCullough states that moving into the 100% design from Q&D. This is based on biddable sub plans. It has come down \$4,000 from the 50% estimate but again, it's just a guess of what the market will be. We just went out to bid on two projects for the county and received an unbelievable 9 sealed bids on each project. That the most bids I have ever seem come in on a project and the bids were all very competitive. We should get super competitive bids for our job. Hardie states when you expect to receive the bids. McCullough states the bidding starts in November. Construction to probably start in December or the first of the year. Rigdon asks how do you decide with so many bids. McCullough states it is up to the CMAR process to scrub the bids so we only see the best ones. They start their process a day or two after the bids close. Rigdon and Lee state that they would like to attend the CMAR meeting. Harris states that we will have all that information back before the November board meeting so we can come before the board and ask for final approval for the project. The construction window we have been talking about is from January to about April. Lee states he is good with the direction given here. Dressel states that until we get final bid, I am all for going ahead with it. Harris states that the reason for this project has always been safety. Two weeks ago an older gentleman passed out on the treadmill. He had put the red strap on so it slowed down the treadmill. He was unconscious for less than a minute. He has recovered completely. There was no one back in this area but me and I heard a noise and I got up from my chair to investigate. The location of the new gym will allow the guards to have a bigger zone of coverage. Robbins states do we want to become a therapeutic facility. Harris states yes, that's why we exist. The gym was created to be a cardio and muscle building dry land aspect. Lee states that the therapy pool and the gym go hand in hand. We of course don't want to become a gym. Rigdon states that the gym was specifically creates to compliment the therapy pool. Hardie states that we have physical therapists here all the time with their patients.

No Public Comment

3. Discussion only. Discussion on the District's Strategic Plan.

Chairman Hardie introduced item. Harris states that she has highlighted the main topic ideas. This has been a team effort from the beginning. We brought in the full time supervisors and invited the community. We need to come up with some action steps and some different strategic initiatives. Rigdon states that our Strategic Plan should be a hot link on our website. It's a tool and it should be viewed and used by the community. We need to be good partners. Lee states the Strategic Plan is a living document. Harris states yes it's very complimentary to our Mission Statement and the "Why Us" document on our website. I read over the Master Plan comments that members of the community made and our facility or swim centers were mentioned several times. Lee asks what were the comments the community brought up in the Master Plan. Harris states the comments were as follows:

- More outdoor pools
- Senior pool only
- Lower pool tax rate
- Continue to support the wonderful pool
- Consolidate GIDs – Pool may become part of the Parks and Recreation Dept.
- Lower taxes by eliminating unnecessary expenses such as the large debt of the swimming pools

Lee states that he would like to see the strategic plan as an agenda item where we reference it in the minutes and identify that the following goals were accomplished. There would be a history of tracking our goals that we have accomplished. This really needs to be that guiding document. I will review the "Why Us" document so that I can give some recommendations. Rigdon states she likes the history part. That is important for the community to see. Harris states that I will come up with some action steps and strategic initiatives and bring the document back to the board in November for further discussion and then we can finalize it in December. Lee states he feels we are on the right track with this document and what our goals are. Rigdon states that we can do responsible development with growth but keeping conservation in mind. It can be done in a responsible way. There is a balance you can strike. Hardie states that splash pads are very popular as well as a lazy river. Harris states that one of our initiatives should be that we want to align with the Master Plan.

No Public Comment

4. Discussion Only. Report from the Swim Center Director October 2020 Director's Report

User Attendance: See board binder documents.

- Sept 2020 user attendance was down 44% from Sept 2019 due to the slow COVID-19 recovery.
- Sept 2020 user fees decreased by 67% for Sept 2019. Timing of payments vary from mo. to mo.

Staffing and Programming:

- CVSC is currently offering Drop-In Lessons to families for all ages. Staff taught 172 individual lessons.
- Families are reserving "Family Time" space.
- Director updated plan for the Winter Schedule.
- Locker Rooms have been reopened. Occupancy no more than 10 patrons.
- Shannon watched the virtual "Critical Issues Conference" hosted by the DC Business Council
- Shannon watched the virtual "Town Hall Debate."

Marketing and Public Relations

- Shannon appeared on the "Good morning Carson" show.
- 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, Almanac.
- Emailing staff and patrons on our internal list to keep up-to-date on schedule or procedure changes.

Employee Recognition: Employee of the Month: N/A

- Employee of the Month will resume next month.

Maintenance Updates:

- Daily maintenance projects and asset management 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.
- Expenditures have been evaluated in every department and cuts/reductions have been made.
- Audit was completed in Sept and another year agreement was signed at the same rate.

Correspondence: See board binder documents

No Public Comment:

5. Possible Action. Discussion on proposed agenda items for the November 19, 2020 meeting

Rough draft of strategic plan
100% design estimate from Q&D

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