

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

The Board of Trustees November 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, Travis Lee, and Frank Dressel. Kim 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 Rigdon and seconded by Lee. The consent agenda items 1a and 1b were unanimously approved.

- 1a For possible action. Approval of previous minutes from the October 15, 2020 general meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures and investments through October 31,2020.

No Public Comment

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

Chairman Hardie introduced item. Hardie asks if there are any questions about the two charts that Shannon has already talked about. Lee states he has no questions but is glad we have this included in here and you can see the long term. Some changes you highlighted on 23/24 where it drops down and I think it’s good to stay within that threshold and especially when you are looking at the revenues that are growing versus projects and other things so we can tell that narrative as we go forward. Harris states that this also keeps track of the assets and the retention that we should have regarding future asset expense. Which again is a computer program.

No Public Comment

3. For Possible Action. Discussion and possible action to award a contract to Q&D Construction for the Westside Expansion and Boiler Replacement Project in the amount of \$ 935,251 and authorize the Director to approve contract changes orders up to 10% for any required added scope of services.

Chairman Hardie introduced item. McCullough, Douglas County, stated that the bids were opened on Tuesday. CMAR requires one owner is present. Harris was present for the opening of the bids. We have a great bid turnout. Abramson, Q&D states that we had 8 mechanical, and 7 electrical. Those are the two biggest risk groups. After bids are opened, it’s my job to start vetting them through the CMAR process and other protocols but most of it is scope level. The biggest surprise were the controls on the mechanical side of the boiler room. It was 3 times what everybody thought it would be. That comes down to the control panel in the existing facility. It’s all high voltage and the new panel will be low voltage. We looked at value engineering options in order to reduce cost but the difference was so minimal to take it from two boilers to one boiler, but Harris and McCullough can still look at those options. Hardie asked if the current bid includes two boilers. Abramson states yes, the current bid includes two boilers. Also the bids were broken into the Boiler and the Westside Expansion Projects so there will be roughly a savings of \$8,500 to do the projects as a whole. McCullough states the beginning budget was very preliminary and that’s where you set expectations. Lesson learned is don’t give a number unless you know what the scope is. Harris states that the original scope didn’t include the lifeguard room and the 10x12 area that we added on Lee’s recommendation. This number doesn’t include that mechanical yard extension. We decided that we can do that project when we need to replace that equipment a couple of years from now. Robbins states what are we purchasing? Abramson

states the pumps and boilers we are purchasing are very high efficiency. Lee asked if the bid includes lockers and carpet. Abramson states yes, everything is included. Lee asks what the amount is for the lockers and carpet. Hardie states that the lockers are \$19,195 and the carpet is \$12,785. Lee asks what the original scope was. Robbins states it was around \$823,000. Robbins asks how are we heating the expansion. McCullough states it will be a roof top unit. Harris states that we can afford this project. We have cut expenses and we have a balanced budget. Currently we have \$1.9 million in the CIP. We have \$300,000 that is going into that account from our operations account so our balance in CIP is a little over \$2million. Ad Valorem is up \$255,000. This may level off by the end of the year. Hardie states that we will still have over \$1 million after project cost is deducted. Lee asks do you feel confident that you have got the funds available to do this project and that we are in a good place. Harris states yes. Dressel states that it doesn't make sense not to complete this project. Rigdon states I'm for doing the whole project. Lee states that I'm like Robbins, I like to look at the finances and make sure we aren't exceeding what we expected. We tried to pare it down early. My thoughts come from the side that we implemented, as a board, a proactive measure of planning ahead for expenses. For cost overruns, for being efficient with our management and handling of COVID expenses and looking at a forward planning document tracking our capital budget. We shouldn't sell ourselves short by underselling ourselves by stripping down the project. I feel it's an injustice to our planning and preparing and showing the taxpayers that we are looking ahead and taking care of the facility like we planned. I am a proponent of moving forward with it even though I am not happy that the project is over but we've got the funds in a spot where we can move forward.

Upon motion made by Rigdon and second by Lee to award a contract to Q&D Construction for the Westside Expansion and Boiler Replacement Project in the amount of \$ 926,751, after a savings of \$8500 for combining the two projects, and authorize the Director to approve contract changes orders up to 10% for any required added scope of services. The motion was unanimously approved.

Public Comment: Des Jardins states that she feels that within a couple of years we will say that we need carpet and lockers and the cost will have gone up, if we don't do it now.

4. For Possible Action. Discussion and adoption of the 2019-2020 Audit Report. (Joan Sciarani-Blake CPA from Arrighi Blake & Associates, LLC)

Chairman Hardie introduced the item. Sciarani-Blake states that this independent audit was for the fiscal year ending June 30, 2020. It is an unmodified, unqualified opinion which is the highest level of assurance you can achieve. There were no budget violations. Harris states that Maxwell and Romanelli put in a lot of time gathering the information for Sciarani-Blake.

Hardie asked for a motion to approve the adoption of the 2019-2020 fiscal year audit report. Upon a motion by Rigdon and seconded by Robbins to approve the adoption of the 2019-2020 fiscal year audit report, the motion was unanimously approved.

Public Comment: Des Jardins states that she is quite impressed. As a former accountant, I say job well done.

5. For Possible Action. Discussion and possible action to reclassify the Aquatic Supervisor position to an exempt classification.

Chairman Hardie introduced item. Harris states that the Aquatic Supervisors are presently hourly, non-exempt positions and they do get overtime pay. Usually I would be asking for a raise in grade when changing from non-exempt to exempt, but due to the pandemic, I am holding off on that. We have run the position through the FSLA exempt versus non-exempt classification tests and they qualify due to changes over the years in the job description which include making hiring and termination decisions, coaching and mentoring employees and other duties and responsibilities. Lee states that looking at cost savings, you will now "get more bang for your buck". Do the Aquatic Supervisors get overtime? Harris states yes, especially during the summer. Plus they get phone calls at home from the lifeguards on duty after hours and on the weekends. Hardie states that it also puts all supervisors at the swim center on the same status level.

Upon motion made by Robbins and seconded by Dressel to reclassify the Aquatic Supervisor position to an exempt classification. The motion was unanimously approved.

No Public Comment

6. For Possible Action. Discussion and possible action requiring non-contracted exempt employees to use the current online tracking system during their scheduled work days and times to track hours worked on site.

Chairman Hardie introduced item. Harris states that we have a current online tracking system called Timeforce that tracks all work hours of everybody but cashier supervisor, maintenance supervisor, and myself. I do not need to track my hours because I am a contract employee. Six or seven years ago a full time position was 30-32 hours. Full time status was changed to 40 hours in order to get benefits a few years ago. Having all exempt non contracted employees track their work hours would be a benefit to the district and a protection to the employee because we would have a tracking system to go back to prove they are working 40 hours on a consistent basis to justify their position as a full time position. Lee states that this is time tracking only, nothing to do with payroll. Harris states that having exempt employees use Timeforce is for internal management purposes only. It has nothing to do with payroll.

Upon motion made by Rigdon and seconded by Lee requiring non-contracted exempt employees to use the current online tracking system during their scheduled work days and times to track hours worked on site, exclusive of payroll. The motion was unanimously approved.

Public Comment: We are talking exempt people. I think we are just tracking to see if you really are an exempt necessary employee.

7. For Possible Action. Discussion and possible action approving on April 1st 2021 rolling over of vacation time not to exceed 80hrs for the Directors position due to the COVID-19 Pandemic.

Chairman Hardie introduced item. Hardie states that Harris's contract states she can carry over 40 hours and she would like to carry over 80 hours due to the pandemic. Harris states that she had two vacations planned and they have both been cancelled due to COVID and because of so many travel restrictions and stay at home orders I would like to carry over 80 hours this year only. Lee states if we are still in this pandemic next year will you look at other way to take time off such as just relaxing, hiking, etc. Harris states that she could look at other ways to spend her vacation if the pandemic continues in 2021. My employees can roll over up to 240 hours of vacation time. I am the only that can only rollover 40 of vacation. Dressel states we should look at the vacation rollover amount in April when we review Harris's contract.

Upon motion made by Robbins and seconded by Dressel to approve on April 1st 2021 rolling over of vacation time not to exceed 80 hrs for the Directors position due to the COVID-19 Pandemic. The motion was unanimously approved.

No Public Comment

8. For Possible Action. Discussion and possible action to change the termination date of ASH Fitness (Silver & Fit) to 12/31/2021 due to a contract violation not giving the company 120 days' termination notice.

Chairman Hardie introduced item. Harris states that because we didn't give a 120 day termination notification, we violated our contract with them and therefore we can't termination our contract till 12/31/2021. This is due to Medicare sign ups which start in October. Robbins asks how many people do we have signed up now. Hardie states 9 patrons are signed up. Harris states that per our contract we may have to sign up more people if we are asked to.

Upon motion made by Rigdon and seconded by Lee to change the termination date of ASH Fitness (Silver & Fit) to 12/31/2021 due to a contract violation not giving the company the full 120 days' termination notice. The motion was unanimously approved.

No Public Comment

9. Discussion Only. Discussion on the development of the Districts Strategic Plan.

Chairman Hardie introduced item. Hardie states he would like to postpone the discussion on the strategic plan until next month. The board did agree to four initiatives. Lee will work with Harris to complete plan. Final approval will be done in December.

No Public Comment

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

User Attendance: See board binder documents.

- Oct 2020 user attendance was down 36% from Oct 2019 due to the slow COVID-19 recovery.
- Oct 2020 user fees decreased by 36% for Oct 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 153 individual lessons.
- Families are reserving "Family Time" space.
- Director updated plan for the Winter Schedule.
- Locker Rooms reopening has gone great. Temperature was increased.
- Shannon attended the virtual "National Parks and Recreation Association" conference.
- Shannon attended the virtual "EmpowHER" conference hosted by Strategic Pathfinders.
- Shannon & Sharon attended the virtual annual "Human Resources Annual Training" hosted by Pool Pact.
- Flick N Float on Oct 23rd was a success. Only allowed for 40 participants and it was booked.

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, 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: Jacob Coston, lifeguard. Jacob has done a great job covering for others shifts when needed, taking the initiative and needing little direction from the supervisors, and has a positive and professional attitude at all times.

Maintenance Updates:

- Daily maintenance projects and asset management are being completed.
- Rob and Dave attended the "World Aquatic Health Conference" Virtually.
- Asphalt quotes came in and the lowest was \$2,950 to repair and seal the cracks in parking lot.
- Safeslide project completed – repair, paint, seal.
- Parking lot lights are being replaced.
- Heat exchangers have arrived and will be replaced before end of the year.
- Pool Pact Risk Assessment report was received and reviewed. Facility looks great. Low/Med suggested projects have been started (painting edge of stairs in pump room & slide tower, lifeguard manual).

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.

Correspondence: See board binder documents

No Public Comment:

11. Possible Action. Discussion on proposed agenda items for the December 17, 2020 meeting

COVID Update
Strategic Plan
Policies Update

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