

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
December 17, 2020 at 8:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees December 17, 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 was absent.

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 November 19, 2020 general meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures and investments through November 30,2020.

No Public Comment

- 2. **Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects.** Chairman Hardie introduced item. Hardie states that he wants it noted that even after the Westside Expansion and Boiler Project, we will still have \$1,250,000 in the CIP budget. Hardie states that Q&D has furnished us with a very detailed timeline, which is in your binders, with final inspection date to be 4/30/2021. Harris states that Q&D has everything computerized including the timeline and she can go in at any time and see exactly where they are as far as the timeline is concerned.

No Public Comment

- 3. **For Possible Action. Discussion and possible action to approve the proposed changes and policy additions of the Districts Personnel Manual recommended by Pool Pact and supported by the Nevada Revised Statutes (NRS).** Chairman Hardie introduced item. Hardie states that we just had an audit of our personnel policies from PoolPact they have suggested some NRS updates and additions that include domestic violent, running for and holding public office, military leave, and pregnancy, child birth, and nursing that we need to adopt. These are all NRS driven and specific to Nevada.

Upon motion made by Robbins and second by Dressel to approve the proposed changes and policy additions of the Districts Personnel Manual recommended by Pool Pact and supported by the Nevada Revised Statutes (NRS). The motion was unanimously approved.

No Public Comment:

- 4. **For Possible Action. Discussion and possible action approving the District's Strategic Plan.** Chairman Hardie introduced item. Hardie states go to Strategic Initiative 1 – Community Needs Based Scheduling. Target areas- define overall needs for pool space, understand opportunities to reduce costs when pools are not utilized. This is really important this year with Covid. We have done a good job of reducing expenditures and haven't used a lot of tax money. Lee states he is good with that direction. Hardie states Strategic Initiative 2 – Building a Partnership Base. Target areas – scheduling, fees, marketing, and programming. Great initiative to have in our living document. Dressel states there was a fee increase voted in for May but due to timing it didn't happen. Harris states yes, we had a fee discussion and action was taken to increase fees in May. The pool reopened on June 1st and the board

voted to postpone the fee increase indefinitely due to the ongoing pandemic. Lee states that the board will always look at fees as an ongoing discussion. Lee requested that we add the Capital Improvement Plan under Potential Benefits. Harris states that she will add that to the plan. Hardie states Strategic Initiative 3 – Determine Expansion Opportunities. Target areas swim meets, additional adult programs. Lee requests that we add the Asset Management Plan to the target area of Provide Quality Facility Maintenance to Aquatics Facilities. Harris states that she will add that to the plan. Hardie states Strategic Initiative 4 – Complete an Economic Vitality Study. Target areas – educate community partners and commissioners. Lee states these studies are good to see how impactful we are in the community so when people come in and ask what you’re doing with our tax money, you can just pull the report and show them. Hardie states the next page shows the Annual Work Plan. This is a timeline on each initiative. Harris states that the timeline is pretty broad because we can’t really pin down dates too much because we don’t know when we will be coming out of the restrictions of Covid. The timelines are based on seasons. Lee states he thinks the document is a great start. Lee states the plan should be a 3 year plan from 2021-2023. The board will review the document annually. Harris states that everything in this document came out of our workshop. Dressel wants to give kudos to the staff for keeping us open during this hard time. Harris states that it’s thanks to the board for paying them during the closure that made the difference. We put out a clear understanding of what the culture is here. That put out a message that we appreciate you and that we are investing in you and that paid off. We only lost 2 employees out of 55.

Upon a motion by Lee and seconded by Robbins to approve the East Fork Swimming Pool District’s Strategic Plan as a 3 year plan from 2021-2023. The motion was unanimously approved.

Public Comment: Des Jardins states that having worked on a strategic plan for a non-profit, I think this is a beautiful document and very well planned out.

5. For Possible Action. Discussion and possible action approving paying employees if the Governor mandates another closure for the swim center.

Chairman Hardie introduced item. Hardie states this is a proactive move in case the governor closes us down, we don’t have to have a special board meeting. Harris states yes this is a proactive move because the governor usually only gives a day or two notice for things to close down. Lee states that he prefers a 30 day timeframe in order to revisit this each month. Dressel states that this shows the employees that we are here for them. Harris states that it keeps our employees from applying for unemployment.

Upon motion made by Robbins and seconded by Dressel to approve paying employees for 30 days if the Governor mandates another closure for the swim center. The motion was unanimously approved.

Public Comment: Des Jardins asks does there need to be a timeframe.

**6. Discussion Only. Report from the Swim Center Director
December 2020 Director’s Report**

User Attendance: See board binder documents.

- Nov 2020 user attendance was down 50% from Nov 2019 due to the slow COVID-19 recovery.
- Nov 2020 user fees decreased by 50% 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: Hannah Lyons, Lifeguard, Cashier, Swim/Water Aerobic Instructor. Hannah despite being a FT Student has done a great job covering for others shifts when needed in all areas. She continues to take initiative and shown incredible professional growth over the past year. She needs 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.
- Outdoor Pool closure procedures completed.
- Lights in Natatorium replaced.
- Asphalt cracks were sealed.
- Heat exchangers have arrived and will be an ongoing project.
- Pool Pact Risk Assessment report items rated in priority as Low/Med are ongoing. (Painting edge of stairs in pump room & slide tower = Completed; lifeguard manual = In Progress).

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

Note: This is the last meeting for Chairman Hardie and Trustee Rigdon due to their terms expiring.

The Director read a letter from Trustee Rigdon into the official record and it reads as follows:

Good morning fellow Trustees,

I sincerely apologize that I could not make this morning's meeting. Shannon asked me to send some parting thoughts, and as I write this I was grateful it wasn't an in-person speech. ☺

I love our community very much and the CVSC is such a big part of it. It was my first job, and where I remember spending most of my childhood. Many of you know my mother, Linda Rigdon, was the Assistant Director and then Director until her retirement a few years ago. Many of you may not know that my mother originally applied for the director position when the pool was first constructed many years ago. She had managed the old pool in the middle of town and was very qualified for the position. Unfortunately, because she was a few credits shy of a degree (due to having children and supporting her husband and being a woman of her time) she was told she did not meet the degree qualifications and did not get the job. This was extremely disappointing for her. Kirk Chiapella who was selected for the job recognized my mother's previous management experience, and subsequently hired her to be his assistant director. My mother worked under Kirk for over 25 years here and she loved this pool more than you may ever realize. Many of her seven children were all instructors and lifeguards here.

When Kirk retired and my mother became the Director, she was considering who to hire to replace herself. Shannon had served on the board of trustees during a challenging transition to my mother's leadership. My mother was impressed with Shannon's skills, appreciated her fairness and impartial treatment of staff, loved her personality, and knew she would be an excellent leader. She wanted to support Shannon and ensure her success, especially as a female director. Having experienced discrimination herself as a woman in leadership, she was excited our generation outgrew

old prejudices and was proud of the fact that women were taking leadership roles, supported by our community. It made her very happy to know that Shannon would be promoted by a professional and supportive Board.

Growing up with Shannon, and having full confidence in her, I too wanted to be a part of this transition, to serve the community I love so much and support my friend. To serve as a trustee means to advocate for this amazing facility, and ensure its sustainability and service to our community into the future. I believe wholeheartedly this requires having confidence in the director's decision making, and providing necessary support in her leadership.

I am very proud to say that this board met and exceeded these expectations. We have all been champions of Shannon's leadership, of the District and in making decisions in the best interest of our community. I am VERY proud to have been a part of that. I always say, having 5 bosses, many of which have very different perspectives and expectations is probably the most challenging part of her job. 😊 Shannon is perfectly suited to not only rise to the challenge, and also has a great relationship with all of us. She takes the time to address our concerns, and is professional, timely with communications, and fantastic with the public. It is very easy to be a trustee with this confidence in her abilities.

As I transition out, I want to thank our trustees, for supporting the district, many times agreeing and disagreeing professionally, and always making decisions we all felt were in the best interest of our patrons, the swim center staff and with responsibility to our taxpayers. I will miss you all and look forward to seeing you all in person when this COVID is under control. Thank you for always hearing my perspective and treating me with respect, patience, kindness and friendship over the years. You will all be missed, and I know the pool is in great hands. It is the end of an era for me and my nostalgia around my childhood playground. Thank you for the memories.

Best wishes,

Kim

No Public Comment:

11. Possible Action. Discussion on proposed agenda items for the January 21, 2021 meeting

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