

**EAST FORK SWIMMING POOL DISTRICT  
BOARD OF TRUSTEES  
GENERAL MEETING MINUTES  
January 21, 2021 at 8:00 a.m.  
Carson Valley Swim Center  
1600 Hwy 88, Minden, Nevada**

The Board of Trustees January 21, 2021 meeting was called to order at 8:00 AM at the Carson Valley Swim Center, Minden, NV. Board members present were Vice Chairman Doug Robbins, Travis Lee, and Frank Dressel, Sharon Des Jardins, and Teresa Duffy.

**AGENDA**

Upon motion by Dressel to approve agenda, seconded by Des Jardins, the agenda was unanimously approved.

**NO PUBLIC COMMENT**

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**CONSENT AGENDA ITEMS**

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

- 1a For possible action. Approval of previous minutes from the December 17, 2020 general meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures and investments through December 31,2020.

**No Public Comment**

**2. Discussion Only. Introductions of newly elected Board Members.**

Vice Chairman Robbins introduced the new board trustees and asked them, to give a little background on themselves. New board trustee Des Jardins introduced herself. She states that she has mainly been in administrative office management. She has the ability to work with a diverse population. She was President of her condominium HOA. She has had extensive budget experience at Pau Wa Lu where I was in charge of the school budget. Prior to that, she worked in worker comp and insurance, the school district was self-insured. During that time I created a program that was adopted state wide that put people back to work on limited duty where before the people were just off work. I have always tried to be involved in the community I live in. I am a user of the pool and I believe in what the pool does and just feel it's a great opportunity to be involved. New board trustee Duffy introduced herself. She stated that she has been in law enforcement for 31 years, and will be retiring on February 3, 2021. Twenty of those years are in Douglas County. She has served on the board at the Boys & Girls Club, and has been very involved with the Food Closet. I communicate well with people and am focused on safety. I am looking forward to working with this board. All of the existing board trustees shared a little of their background with Des Jardins and Duffy.

**No Public Comment**

**3. Discussion Only. Discussion of Resolution No. 2015R-001 Board of Trustees Conduct and Procedures.**

Vice Chairman Robbins introduced item. Harris states that in 2015 the board decided they needed some conduct and procedure guidelines. The board had input into these guidelines and they were approved by the board in 2015. The guidelines go over conduct with each other, the staff, it also goes over the open meeting law and talks about the authority of the chairman of the board. Robbins states that it is a great foundation.

**No Public Comment:**

**4. For Possible Action. Discussion and possible action to elect the Chair and Vice Chair for the Board of Trustees.**

Vice Chairman Robbins introduced item. Lee nominated Robbins for Chairman and Dressel for Vice Chairman. There were no other nominations.

Upon motion made by Lee and seconded by Duffy to elect Robbins as Chairman of the Board and elect Dressel as Vice Chairman of the Board. The motion was unanimously approved.

**Public Comment:**

**5. For Possible Action. Discussion and possible action to increase the monthly Board of Trustee's stipend from \$200 month to \$300 month increasing the budget by \$6,000.**

Chairman Robbins introduced item. Harris states that the NRS statute is capped at \$500 per month. Robbins states should we go higher than \$300. Des Jardins states that she didn't decide to run for the board for the money. Dressel states he agrees with Des Jardins. Lee states that the board was elected to provide excellence and professionalism and to represent the taxpayers well. Even at \$300 it isn't the highest in the world for taking on capital projects, public input, and making decisive decisions that impact a large population of individuals both young and old. It isn't abnormal to get a little bit of money in public service. I would go \$400 and not have to revisit it for a few years. I think our budget can afford that. We would still be one of the lowest even at \$400 and I would like to stay one of the lowest. Dressel states this is a great board and I agree with Lee that I don't want to have to revisit this again in the near future.

Upon motion made by Lee and seconded by Dressel to increase the monthly Board of Trustee's stipend from \$200 per month to \$400 per month increasing the budget by \$12,000. The motion was unanimously approved.

**Public Comment:**

**6. Discussion Only. Discussion of the proposed '21-'22 operating budget, 5 year capital improvement budget and fee comparisons and population trends.**

Chairman Robbins introduced item. Harris states this has been a very interesting year financially, because of the pandemic. I have been working closely with our accountant which has taken a little bit longer. I emailed out the rough draft of the 2021-'22 budget. The board will talk about the budget in the January, February and March board meeting and approve a tentative budget. The budget gets turned into the State on 4/12/2021. We work with the State on whether it's a good budget and they give us a letter saying it passes State standards and then I bring it back to the board for one final motion and that meeting has to be held between May 20 and May 30 by State law. I also emailed you a rough draft of our 5 year Capital Improvement Plan. This goes along with the budget when we turn it into the State. I also include a rough draft of our capital budget. It is an ever changing document. It gives you an idea when tracking cash flow, tracking capital budget, what we need to put away for asset management and what funds are available at the end of the year. The next document is the actual capital budget for this year. This is also a cash flow document of project we are doing right now and you will see this document monthly. As you can see it has our Westside Expansion and Boiler Project listed. The 2022/2021 Budget was what was approved by the board in the prior year. The Contract Amount/Expense is the actual cost, when we got the bids in, which the board approved. The cost is higher due to increased construction costs and also we added a different scope to the project by the time we got to actually doing the project. This report is all board driven. Project Management is Scott McCullough from Douglas County who we share with the school district. He oversees that the projects are actually done within the law and that the contracts are all in order. He is also the one that works mainly with the contractors. Contingency is anything that comes up that we need or want in the project or if an emergency comes up such as a piece of equipment breaks down in 8 years rather than 10 years. I will be giving you demographic information also. The school population has declined over the last 13 years. Lee states that the school district is a driving force but the senior population is on the rise. Could we see a line on the graph for the senior population? Harris states will add that information and also states that the school enrollment has dropped this year due to the pandemic and also because many parent have moved their children to home schooling. Budget is based on still being in lockdown next year. Working with accountant as to how to budget if lockdown is lifted. We are building a budget behind the scenes for if that happens. So the accountant and I will bring to the board a budget for

wherever we are at that time. The budget you're looking at now is if we continue to be in lockdown. We have had a significant savings in salaries & wages. I am not fully staffed due to the lockdown. Lee states that there are lots of unknown due to COVID. Should we budget higher for salaries & wages that then can be adjust down if we don't use it or budget low and then have to rob from Peter to pay Paul if the lockdown is lifted. Harris states that we are governed by local, State and National, we have to maintain a lifeguard on each pool. The accountant and I also have a 75% capacity budget that we are working on in case the governor opens us back up. Lee states that under maintenance and repair, we are projecting less than the actual number and I just wanted to double check to make sure that makes sense. Harris states that the number is absolutely correct. We never know what might break down and last year there were a lot of unintended costs because of the locker room remodel such as extra hoops, etc. Our goal is to bring in at least 30%, through merchandise sales, food sales and user fees, to support our budget. Our cost recovery is at 13.4%. The board stated that during a pandemic, we aren't going to abide by the 33%. Throughout this time, I have been able to match of decrease in revenue with a decrease in expenditures.

**No Public Comment:**

**7. Discussion Only. Report from the Swim Center Director**

**January 2021 Director's Report**

**User Attendance:** See board binder documents.

- Dec 2020 user attendance was down 37% from Dec 2019 due to the slow COVID-19 recovery.
- Dec 2020 user fees decreased by 27% for Dec 2019. Timing of payments vary from mo. to mo.

**Programming and Staffing:**

- CVSC is currently offering Drop-In Lessons to families for all ages. Staff taught 99 individual lessons.
- Families are continuing to reserving "Family Time" space.
- Shannon attended virtual training "Influential Leadership."
- Shannon gave a tour of the facility to the City of Reno Parks and Rec professionals.
- Shannon attending weekly meetings with the construction team.
- Maintenance Supervisor position will be advertised internally then externally if warranted per Personnel Policies.

**Marketing and Public Relations**

- Signed up with constant contact to send out monthly newsletter, program or event updates.
- 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: Emily Nanse Lifeguard. Emily has shown initiative and continues to grow professionally over the past year. She needs little direction from the supervisors, and has a positive and professional attitude at all times. She doesn't hesitate to advocate for herself or others.

**Maintenance Updates:**

- New locks installed all exterior entrance doors.
- New locks installed on all exterior gates.
- Inventory of keys currently being completed by Sharon and Dave. New lockbox and system for checking out leys being developed.
- Daily maintenance projects and asset management are being completed.
- Heat exchangers for all pools ongoing asset management project.
- Insurance claim filed for employee broken car window due to maintenance department weed eating.

**Monthly Financial:** See board binder documents.

- 2<sup>nd</sup> Cares Act request for COVID relief was accepted in the amount of \$30,447.
- 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

A discussion was held on the time and date for future board meetings. It was decided that the regularly scheduled meetings of the East Fork Swimming Pool District would be held on the 3<sup>rd</sup> Tuesday of each month at 8:00 AM beginning February 16, 2021.

**No Public Comment:**

- 11. Possible Action. Discussion on proposed agenda items for the February 16<sup>th</sup>, 2021 meeting**
  - Construction update
  - Budget
  - Policies

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