

**EAST FORK SWIMMING POOL DISTRICT  
BOARD OF TRUSTEES  
GENERAL MEETING MINUTES  
February 16, 2021 at 8:00 a.m.  
Carson Valley Swim Center  
1600 Hwy 88, Minden, Nevada**

The Board of Trustees February 16, 2021 meeting was called to order at 8:00 AM at the Carson Valley Swim Center, Minden, NV. Board members present were Chairman Doug Robbins, Vice Chairman Frank Dressel, Sharon Des Jardins, and Travis Lee. Teresa Duffy was absent.

**AGENDA**

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

**NO PUBLIC COMMENT**

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**CONSENT AGENDA ITEMS**

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

- 1a For possible action. Approval of previous minutes from the January 21, 2021 general meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures and investments through January 31,2021.

**No Public Comment**

- 2. **Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects.**  
Chairman Robbins introduced item. McCullough, Douglas County states that the Westside Expansion and the Boiler projects are going well. The new boilers are bigger than the old ones and more efficient. We are replacing one at a time so we will never be without atleast 2 boilers during replacement. We had a little weather delay last week on the Westside expansion project but the advantage is that the project is a small project. The rebar was put in in 2 days. Next lay some block 3 courses high and then slab pour next week. Because the scope of this project is so small, we will be able to make up the weather delay time loss. We have been looking at the old blueprints and are having them scanned in order to be able to access them on the computer. We are still looking at an April completion date. McCullough states that about 3 weeks ago we started to notice lots of moisture inside the pool area. We went to check on DH3 and found it wasn't working well. The moisture build up was extreme. We have lots of issues with deteriorating paint, etc. Our capital plan was to replace DH3 in fiscal year 2021-2022. We have contacted Sierra Engineering for an estimate to replace DH3. We will bring the bid to the next board meeting to approve. We are moving as quickly as we can. DH3 was installed in 1999 and has lived its life. Lee asks does DH3 take moisture out of the air. McCullough states it takes about 2 gallon of moisture out of the air a minute. Lee asks can we increase the capacity of the new system. McCullough states that we can't overdesign to take more moisture out, the system is designed to keep up with the load. Robbins asks what acceptable moisture is. McCullough states probably around 5-10%. Robbins states the return of the therapy pool water on the pipe. Is that recirculated to the boiler room and then out the drain. McCullough says it is purely supply and return. It is a closed loop. We recirculate, recondition, and heat our pool water.

**No Public Comment**

- 3. **For Possible Action. Discussion and possible action to adopt the updates of the Personnel Policies Manual.**  
Chairman Robbins introduced item. Harris states that we need to postpone to next meeting because our attorney has not gotten back to us yet.

**No Public Comment:**

**4. For Possible Action. Discussion and possible action to adopt fees that were approved in the year 2020 raising admission costs for daily entrance use and memberships of the Swim Center.**

Chairman Robbins introduced item. Dressel states he feels it is the wrong time during COVID to raise fees. I would like to look at it again in the future and maybe make it a dollar raise for walk-ins. Lee states have you shared this with the patrons. Harris states that the patrons aren't happy about limited pass usage and the limited swim times. We bring this up to the board every year around this time but doing a fee increase now wouldn't be a good idea. Our finances are always one thing we look at when considering a fee increase. When you look at our financials, right now we are within \$55 of what we have lost in revenue versus what decreases we have had in expenditures. This pandemic is going on 12 months and we have had 10 operating months, we have been able to balance the budget with some help from the Cares Act. Right now, with where we are in the pandemic, I don't feel it warrants an increase in fees. Lee states that based on the director's comments, my take is that I would never propose an action to raise fees without engaging the patrons and since it's not going to be received well according to the director, I would encourage us not to raise any fees until we get out of this pandemic.

Upon motion made by Lee and seconded by Dressel, to take no action at this time concerning raising fees and that the discussion on raising fees be shelved for 12 months. The motion was unanimously approved.

**No Public Comment:**

**5. Discussion Only. Discussion on Districts Tax Revenue Rate.**

Chairman Robbins introduced item. Harris states that this is an annual discussion that the trustees have. I will give you a little history. Prior to 2012, our tax rate was .1645. In 2012, we gave up .345 and the county absorbed it. I believe it was the right decision at the time. This is a once a year discussion and so now we will keep the .13 tax rate as is until 2/22. Lee asks if we can take back the .345. Harris states correct. Lee asks if the tax rate can only shrink, it very rarely grows. Harris states yes that's true unless another district gives up their tax rate and we want to fight for it. We are not required to vote on it, just visit it and I will notify the State that we are keeping our same tax rate.

**No 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 as Lee had requested, I have added a graph with senior population. Seniors 60+ are growing in enrollment here at the swim center. Lee states that school enrollment has been declining and now we can see that senior population has been growing. This information will help us set our priorities and our programming. Thank you for giving us this information. Harris states that the great thing is we are not only looking at this graph once or twice a year but also in my board report each month we track users by percentages. This is just another way for us to gather information. Let's look at the CIP before we go into the budget. As you can see, under fiscal year 2021-2022 we have capital improvement projects for replacing DH3 and repairing and replacing some of the decking in the main indoor pool area. As far as the decking, we are having a rebar, concrete issue. We looked at the original plans because we wanted to see if there were any pipes under there. We have found no pipes in that section. It looks like the rebar was not buried deep enough and you are starting to see the staining. That is a section that we are going to have to pay a little more attention to along with the spider cracks. We have researched and found a product that we think will work really great. We are using in a test area right now. I will bring it to the board for approval when we find the final product that we want to recommend. What they are talking about is cutting out sections. But right now everything is up for discussion. Robbins states that he wonders why the rebar has deteriorated so fast. Harris states that it has deteriorated so rapidly in the past 6 months. It looks like once the cracks start, whether you seal them or not the moisture has gotten in there and the deterioration starts. Dressel asks how much area that has that bad of deterioration. Harris states that the one spot is the worst one. All the rest are just hairline cracks. Lee states he would like the circle finish on the concrete. Harris states we can do the circles internally. This product is just a coat that you brush on. It's being used on walkways and bridges. Lee thinks the kiddie pool needs to be redone. I would like to see it redone within 3 years. Get rid of trip hazards. What a great welcome back for the kids.

Harris states she would like a surveillance system in 2021/2022 fiscal year. Enough has happened where I think a surveillance system is justified. Met with Scott Morgan at the community center. Their system is great. It would be motion activated at night. The CIP is revisited every year. This is an outline of our needs. Lee wants kiddie pool to be moved to fiscal year 2022-2023. Dressel is concerned about that because the total is already \$1.7 for that fiscal year. Lee says just leave the toys where they are on the budget. Fiscal year 2023-2024 plaster the indoor pool, paint, and the baffles. Fiscal year 2024-2025 maintenance yard improvement, toys, score board. Fiscal year 2025-2026 Splash Parks, etc Let's look at the budget. I adjusted board expenses based on board discussion last month. State unemployment bounces around. PERS increase is already built into that number. Accrued vacation I will work on that number with our accountant. Voter registration is a number that every GID is required to pay. This started 3 years ago. Ad Valorem is the amount of taxes we will bring in due to our tax rate. Our cost recovery looks low but we are still able to put in a decent amount of money in to our capital plan. When you are dealing with the moisture and the chemicals, our equipment and building deteriorate much faster than other buildings.

**No Public Comment:**

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

**February 2021 Director's Report**

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

- Jan 2021 user attendance was down 47% from Jan 2020 due to the slow COVID-19 recovery.
- Jan 2021 user fees decreased by 49% for Jan 2020. 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 146 individual lessons.
- Families are continuing to reserving "Family Time" space.
- Shannon attending weekly meetings with the construction team.
- Maintenance Department positions have been filled. Dave Long (Supervisor), Dalin Handley (Maintenance Asst. – returned)
- Cashier Supervisor/Operations position is being re-evaluated at this time by Shannon, Director.
- Shannon has been working with staff regarding schedules and staffing in all departments.
- A cashier position was filled by a returning employee, Miriam. Hiring for cashier position is being evaluated and if need is determined will be advertised on FB and Website.
- Interviewing 4 Lifeguards for 2 Senior Guard positions. Internal candidates.
- Hired a new Water Aerobics Instructor that is currently teaching at Wally's and works at UNR.

**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: Jan TBD Every single employee, during this time of transition in positions, have stepped up and taken on more responsibility. So proud of everyone.

**Maintenance Updates:**

- Daily maintenance projects and asset management are being completed.
- Working with Construction team is ongoing.
- Updating documents and processes.
- Heat exchangers for all pools ongoing asset management project.

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

- 2<sup>nd</sup> Cares Act request for COVID relief was received 146 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

**No Public Comment:**

**11. Possible Action. Discussion on proposed agenda items for the March 16<sup>th</sup>, 2021 meeting**

Personnel Policies

Budget

CIP

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