

**EAST FORK SWIMMING POOL DISTRICT  
BOARD OF TRUSTEES MEETING AGENDA  
March 16<sup>th</sup>, 2021 at 8:00 a.m.  
Carson Valley Swim Center  
1600 Hwy 88, Minden, Nevada**

Pursuant to Chapter 241 of the Nevada Revised Statutes, the East Fork Swimming Pool District hereby notifies all interested parties that the Board of Trustees will conduct business of the district as noted below.

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**8:00 a.m. Call to Order and Recognition of Quorum**

**PUBLIC COMMENT (No Action Can be Taken)**

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Board of Trustees. Public Comment is limited to 3 minutes per speaker.

If you are going to comment on a specific agenda item scheduled for action, please do so when that item is opened for public comment. Please identify yourself and sign in on the sign-up sheet. Do not offer comment until acknowledged by the Chair.

**APPROVAL OF AGENDA**

The Board of Trustees reserves the right to take items in a different order to accomplish business in the most efficient manner; to combine two or more agenda items for consideration, and; to remove items from the agenda or delay discussion relating to items on the agenda.

**CONSENT AGENDA**

Items appearing on the Consent Agenda are items that can be adopted with one motion and vote unless an item is pulled for discussion by a Trustee or a member of the public. Members of the public who wish to have a consent item placed on the Administrative Agenda shall make that request during public comment at the beginning of the meeting and state why they are making that request. When items are pulled from the Consent Agenda, they will automatically be placed at the beginning of the Administrative Agenda or, may be continued until the next meeting.

Public Comment:

*Motion to Approve Consent Calendar items 1a-b*

- 1a. For Possible Action. Approval of previous minutes from the Feb 16<sup>th</sup> 2021 meeting.
- 1b. For Possible Action. Approval of general ledger cash balances, expenditures and investments through Feb 28<sup>th</sup>, 2021

## ADMINISTRATIVE AGENDA

The Administrative Agenda will proceed as follows:

- The Chairman will read the agenda title into the public record.
- Staff and/or Trustees will provide relevant information on the matter.
- The Board will discuss the item. Once that discussion is concluded, the Chair will take public comment at three minutes per speaker.
- Once public comment is completed, the Board may again discuss or proceed directly to vote.

\*\*For agenda items that are listed as “Discussion Only” with no action, public comment is not legally required. Public comment may be accepted by the Chair at their discretion.

### CONSENT AGENDA ITEMS PULLED FOR FURTHER DISCUSSION:

Any item pulled for discussion from the Consent Agenda will be heard at this time unless continued to a later meeting.

#### Administrative Agenda

2. Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects.
3. For Possible Action. Discussion and possible action to award a contract for design services to replace Heating Ventilation Air Conditioning Unit (HVAC3) to CR Engineering in the amount of \$52,000.
4. For Possible Action. Discussion and possible action to adopt the proposed '21-'22 operating budget.
5. For Possible Action. Discussion and possible action to approve the District's 5 year capital improvement budget.
6. For Possible Action. Discussion and possible action to adopt the updates of the Personnel Policies Manual.
7. For Discussion Only. Discussion of the Swim Center Director's annual evaluation process.
8. Discussion Only. Report from the Swim Center Director:
  - User Attendance
  - Staffing and Programming
  - Marketing and Public Relations Information
  - Employee Recognition
  - Maintenance Updates
  - Monthly Financial Update
  - Correspondence
9. For Possible Action. Discussion and possible action on proposed agenda items for the April 20<sup>th</sup>, 2021 meeting.

#### *Adjournment*

Copies of the agenda were posted at 3:00pm, Wednesday, Mar 10<sup>th</sup>, 2021 at the following locations:

1. Carson Valley Swim Center, 1600 Highway 88, Minden, NV.
2. Douglas Co. Administration Building (Historic Courthouse) 1616 Eighth St., Minden, NV.
3. Douglas County Administration Office (Minden Inn) 1594 Esmeralda St., Minden, NV
4. Carson Valley Swim Center Web Site: [www.cvswim.com](http://www.cvswim.com)
5. State of NV web site: <https://notice.nv.gov/>

Posted By: \_\_\_\_\_  
(Print Name and Title)

Signed: \_\_\_\_\_

Reasonable efforts will be made to assist and accommodate disabled individuals desiring to attend the meeting. If you are interested in supporting materials please call Sharon Thompson at 782-8840 at least 24 hours in advance so that arrangements may be made.