

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

The Board of Trustees March 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 Teresa Duffy. Travis Lee was absent.

AGENDA

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

NO PUBLIC COMMENT

CONSENT AGENDA ITEMS

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

- 1a For possible action. Approval of previous minutes from the February 16, 2021 general meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures and investments through February 28,2021.

No Public Comment

2. Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects.

Chairman Robbins introduced item. Harris states the monthly remaining balances in the capital budget. As of February 28, we had a balance of \$2.1M. The Westside Expansion and the Boiler Project is about \$1.1M and we have paid about \$200,000 which means we still have about \$832,000 still due on that project. Our expenditures are about \$888,000 which leaves our funds available at \$1.2M. That money will roll over again into other CIP projects. At this time I would like to turn it over to McCullough to discuss our ongoing project. McCullough, Douglas County states that the Westside Expansion and the Boiler Project is going really well. No surprises. Only hiccup, the structural engineer stated that we need more iron to support the roof on the exterior wall. We are waiting for the fabrication of the steel and we decided to stand down for this week because the superintendent is out this week and he's vital to this project and so we made a team decision because we can still meeting schedule. McCullough states that the boiler project is going great. Dressel asked if the boilers were sufficient enough not to use the solar panels. McCullough states absolutely. The solar panels are supplemental to save cost on our energy bill. The solar panels are not designed to be primary. Two boilers work fine. The third boiler is for backup. Harris states that the solar panels only heat the indoor main pool. The panels offset our gas bill by about \$1500-\$2000. We have 56 panels and we replaced 90% of them three years ago. Panels should last 10-15 years. Robbins asked what the warranty on those panels is. Harris states that we are looking into that. Robbins states how do we heat this facility. McCullough states we have air handlers and two different systems. We have a heating system and a dehumidification system which we heat after we remove the moisture from the air. We have multiple systems for conditioning the air. The board should do a tour of the mechanical room to familiarize yourselves with the components of all the multiple systems. Once again the project is going great. Again this is a CMAR project where we have worked with the contractor and the architect for the last 6 months to get to this point to make construction go without a hitch.

No Public Comment

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.

Chairman Robbins introduced item. Harris states that HVAC3 has been built into our CIP in the next fiscal year. We have been working with CR Engineering for a long time. They have designed our last 3-5 different systems. They know all of the laws and environmental regulations on air turn over, etc. McCullough states the system dehumidifies this area and the slide pool area. When this system isn't working, the building starts deteriorating. We repaired the system 2 years ago. And just as a note, it's not law, its building code. Des Jardins states I only see on bid. Are we not required to get 3 bids? McCullough states that Professional Services, you are prohibited from bidding out. When you need design services, you select the most qualified. You do a statement of qualifications. NRS requires us to use the most qualified professional. We believe CR Engineering has knowledge of our facility and is the most qualified. Robbins states we keep saying the system is limping alone. Is the system too small for what we're doing now versus when they originally put it in or does the system not have the capacity to take the air out and get rid of all the chlorine, etc.? McCullough states no, it is component failure because it's 22 years old. Requirements have changed over 22 years and we are going to have a more efficient system. Harris states that the \$52,000 is for design services only. The estimated project cost is \$675,000.

Upon motion made by Dressel and seconded by Duffy, to approve awarding a contract for design services to replace Heating Ventilation Air Conditioning Unit (HVAC3) to CR Engineering in the amount of \$52,000. The motion was unanimously approved.

No Public Comment

4. For Possible Action. Discussion and possible action to adopt the proposed '21-'22 operating budget.

Chairman Robbins introduced item. After reviewing the tentative budget, a vote was taken.

Upon motion made by Duffy and seconded by Dressel, to adopt the proposed '21-'22 operating budget. The motion was unanimously approved.

No Public Comment

5. For Possible Action. Discussion and possible action to approve the District's 5 year capital improvement budget.

Chairman Robbins introduced item. Harris states that as part of the budget we also have the 5 year Capital plan that also gets turned into the State by 4/15/2021 for them to review and make sure we are compliant. Then both this and the budget will come back to the board by the end of May where you guys then have a 10 day window to do a final approval. This is a 5 year vision of what we need to repair, replace, and work on. Harris states a surveillance system, HVAC3, and sidewalk repair are in 2021/2022 fiscal year. As you see Project Management and Contingency is built into every year. This is an outline of our needs. At the end of each fiscal year you will see the proposed amount we are going to spend replacing assets. The last page you will see over the 5 years we are spending about \$4.8M in capital projects and asset management. This plan gets revisited and updated every year. So if next year, we decide that we want to move or rearrange some items around, we can do that. Des Jardins states it looks like a good plan. Harris states that the board decided a few years ago that we were never to have less than \$250,000 in funds available. Des Jardins asks if we have a system that goes out 10 year and lists all the components and what the life expectancy of each component is. Harris states that our Reserve Analyst Software Program goes out 30 years and we have front loaded all of our components and it gets updated as we finish a construction project. This is what drives what we need to set aside going forward. We are being as proactive as we can be to avoid something unexpected.

Upon motion made by Des Jardins and seconded by Duffy, to approve the District's 5 year capital Improvement budget. The motion was unanimously approved.

No Public Comment

6. For Possible Action. Discussion and possible action to adopt the updates of the Personnel Policies Manual.

Chairman Robbins introduced item. Thompson, CVSC HR, stated that our personnel policies were contradictive and confusing. Due Process was one section that our attorney brought to our attention. Because we do not have a bargaining unit, our employees are “at-will” employees. We also eliminated some of the confusing definitions of a full time employee versus a regular full time employee. I will be sending out to all staff a personnel policies acknowledgement with a definition of “at-will” employment. The staff will sign the acknowledgement and return to me to be filed in their personnel files.

Upon motion made by Des Jardins and seconded by Duffy, to approve the updates to the Personnel Policies Manual. The motion was unanimously approved.

No Public Comment

7. For Discussion Only. Discussion of the Swim Center Director’s annual evaluation process.

Chairman Robbins introduced item. Robbins states that the new trustees have no history of Harris. Thompson stated that she would be emailing 3 document to each trustee with some history on Harris as well as an evaluation worksheet for their personal use. I will also be sending out Harris’s approved performance standards. Robbins states that this will give each of you a month to look over all of the documents you will be receiving from Thompson. If any of you have any questions, please let me know.

No public Comment

**8. Discussion Only. Report from the Swim Center Director
March 2021 Director’s Report**

User Attendance: See board binder documents.

- Feb 2021 user attendance was down 39% from Feb 2020 due to the slow COVID-19 recovery.
- Feb 2021 user fees decreased by 51% for Feb 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 172 individual lessons.
- Shannon attends weekly meetings with the construction team.
- Shannon has been working with the District’s Bookkeeper and Accountant in successfully completing the essential duties of the Cashier Supervisor/Operations position left vacant.
- Cashier Supervisor/Operations position has been filled by Sherrie Taylor former Cashier.
- Shannon and team rewrote the next phase of scheduling and programming to begin March 15th per Governors “Transition Plan.”
- Board training was successfully planned and executed by Sharon T. covering both topics of the “Open Meeting Law” and “Code of Ethics.”
- Staff Meeting/ Training was a great success. Pandemic Protocols remained in place and upheld.
- Shannon, Sarah and Tyler added a week long virtual national training with the Assoc. of Aquatic Prof. (AOAP). The training covered topics ranging from “Motivating Employees” to “Best Practices.”

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:

- January Catherine Wedin, Senior Lifeguard. Catherine continues to take initiative and plays an important role in the organizational flow of activities, safety and programming when on duty. She takes pride in her work and is always up for a new challenge. She also helps manage the Swim Districts Instagram account.
- February Joshua Beam, Lifeguard. Josh never stops moving completing his duties unless he is in guard chair. He is always taking the initiative when it comes to his essential functions. He has a confident and consistent attitude and works well individually or as a team member.

Maintenance Updates:

- Daily maintenance projects and asset management are being completed daily.
- Working with Construction team is ongoing.
- Outdoor pool has been uncovered and being prepped for opening.
- Heat exchangers being replaced for all pools as an ongoing asset management project.

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 April 20, 2021 meeting

Harris Evaluation
CIP and Boiler Tour
May Meeting Date

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