

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

The Board of Trustees November 16th, 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, Teresa Duffy. Sharon DesJardins and Travis Lee joined the meeting by phone.

AGENDA

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

NO PUBLIC COMMENT

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. Previous minutes from the October 19th, 2021 general Meeting were approved as corrected on item #5. The November 4th, 2021 special meeting minutes were also approved.
- 1b. For possible action. Approval of general ledger cash balances, expenditures and investments through October 31st, 2021.

No Public Comment

ADMINISTRATIVE AGENDA

- 2. **Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects.**
Chairman Robbins introduced item. Harris states balance in the LGIP account at the end of October is \$2.3M. I have added the ongoing remaining balances. You can also see the ongoing projects we have for this year. McCullough states that the DH3 project has always been subject to delivery of equipment due to the pandemic and the supply chain. We are now looking for delivery in January. January 4th is when we will start the work on this project. Harris states that we are keeping DH3 operational but we are running into issues along the way with the compressor and other things, so there are times when DH3 is down. McCullough states that next year we will be doing roof restoration on the front. Again the roof metal is in good enough shape and there is no rust, just discoloration so we will be doing a preservation on that. We'll work in conjunction with the manufacturer or the representative for that product. Dressel asks if it's a clear coat. McCullough states no, it's a color coat. In this project, we will also be adding a storage room. Harris states that one thing about this storage room, is that during the summer time we are sending staff to Costco once a week because Costco doesn't deliver anymore and we don't have the storage capacity so this storage room will give us the storage we need during high volume times. If the board would like to see this space, I will be happy to show it to you.

No Public Comment

- 3. **For Possible Action. Discussion and adoption of the 2020-2021 Audit Report. (Joan Sciarani-Blake CPA from Arrighi Blake & Associates, LLC)**
Chairman Robbins introduced the item. Sciarani-Blake states that this independent audit was for the fiscal year ending June 30, 2021. It is an unmodified, unqualified opinion which is the highest level of assurance you can achieve. There were no budget violations. Harris states that we are receiving notices all the time of things going up in price that were not known when we did the budget such as CO2, SouthWest Gas, NV Energy, Chemicals, Health Insurance, just to name a few.

Robbins asked for a motion to approve the adoption of the 2020-2021 fiscal year audit report. Upon a motion by Dressel and seconded by Lee to approve the adoption of the 2020-2021 fiscal year audit report, the motion was unanimously approved.

No Public Comment

4. For Possible Action. Discussion and possible action to adopt “Board Resolution Approving Purchase of Property.”

Chairman Robbins introduces the item. Thompson states that the escrow company requested that we designate an authorized signer. I read thru the Conduct and Procedures for the Board and it does state that the Chairman is the authorized signer for all actions taken by the Board. I drafted the Board Resolution approving the purchase of the property which also includes who is the authorized signer. Chairman Robbins is the authorized signer for all escrow documents and any other documents that have to do with the purchase and closure of the property. I need all of your signatures on the Board Resolution and then we will sent it to the escrow company so Robbins can sign all of the escrow documents. This document has been approved by the escrow officer.

Upon motion by Dressel to adopt “Board Resolution Approving Purchase of Property.” The motion is seconded by DesJardins. The motion was unanimously approved.

No Public Comment

5. For possible Action. Discussion and possible action to adopt “Policy No 1.1, Board Travel and Conference Guidelines.”

Chairman Robbins introduced item. Robbins states he feels it’s important that all board trustees have an opportunity to attend a conference. Harris states there are 3 major conferences. The National Recreation and Parks Association Conference, which DesJardins and I just returned from. The Association of Aquatics Professionals which is coming up in February and the World Aquatics Health Conference which is in December and this conference is more maintenance driven. This is a draft for possible approval. I have covered some definitions, business conduct, general provisions, etc. The board directed me to put in one board member per conference, so we could have 3 one year and two the next year. Lee states that the draft is very comprehensive and that Harris did a good job. How will all of this be tracked in the budget? Can we have a line item in the budget for board expenses and conferences? Harris states yes, we have one already for board expenses and could just add “and conferences”. I would like to keep board expenses and conferences separate from the staff expenses. Robbins asked if we have other conference or educational things we send the staff to. Harris states yes, our supervisors have to be certified EMTs within the first year of employment, so we send them to EMT school. The aquatics supervisors are all LGIs (Lifeguard Instructors) and that has to be renewed every couple of years, the supervisors, myself and the Maintenance supervisor are all CPOs (Certified Pool Operators) and they also have to be renewed every couple of years. The Aquatics supervisors teach the Red Cross program for CPR, Oxygen, first aid, and AED to the lifeguards for their certifications. Robbins states should we have a budget line item for conferences and meetings. Harris states that we already have all of those line items but do we want to mix board expenses in with the staff expenses. Board agreed that board trustee and staff expenses should be kept separated.

Upon motion by Duffy to adopt “Policy No 1.1, Board Travel and Conference Guidelines.” The motion is seconded by DesJardins. The motion was unanimously approved.

No Public Comment

6. Discussion Only. Report from the Swim Center Director: CVSC November 2021 Director’s Report

User Attendance: See board binder documents.

- Oct 2020 Attendance was 5742 (COVID Restrictions). Oct 2021 Attendance was 7448. (30% Increase)

Programming and Staffing:

- Session Lesson sessions will launch Jan '22 when increased hiring and training are complete.
Drop-ins (122) and Privates (21) are still being taught.
- Water Aerobics Classes attendance is reaching 35+ participants in the morning classes.
- Staffing has been a challenge with resignations (FT Jobs, Military), sports and school schedules.
- 3 new students have been hired as lifeguards and more on the way to certification wanting to be employed.

Marketing and Public Relations

- CGI Marketing Group is managing our online reputation with Google, Yelp etc.
- Signed up with constant contact to send out newsletters, programming or event updates.
- Radio campaign will run this winter (Dec/Jan/Feb) in place of magazine advertisement.
Alice 96.5
- Social media exposure and information sharing: Facebook & Instagram.
- Web based: Website, Google Business, and Alignable.
- Publications: Getaway Reno/Tahoe Area, Best of CV, Parks and Rec guide, Almanac, Record Courier.
- Emailing staff and patrons on our internal list to keep up-to-date on schedule or procedure changes.

Employee Recognition: Employee of the Month: Brianna Bleich, Cashier. Bri has been an incredible addition to the Swim Center Cashiering Team. She is a FT student and chose the Swim Center as her primary job. She is always willing to help any patron or coworker with anything. She is not afraid to do research on different products and comes forward with helpful suggestions to better operations in the main office. She is always positive, kind and thoughtful and has a productive communication style.

Maintenance Updates:

- Daily maintenance projects and asset management are being completed daily.
- Copper disinfectant being added to high touch areas thanks to Brad Hollander, Founder UVC LLC.
- The Shower heads and handles in the ADA Restrooms by Therapy Pool will be upgraded.
- Display case is up to honor Krysta Palmer and will be hung on the East wall in the Natatorium.
Needs to be decorated.
- Risk assessments are regularly completed by means of observation and reporting.
- Future projects have been identified and are being planned for the fall. Slide Pool (Completed),
Stain Removal in Main pool, replace chlorine lines (In Process)

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.
- The budget has continued to be balanced throughout the pandemic even with a significant decrease
in user fees, Food and Merchandise sales. Expenditures have been decreased to an equal amount.

Correspondence: See board binder documents

7. For Possible Action. Discussion and possible action on proposed agenda items for the November 4th special meeting and the December 7th, 2021 meeting.

CIP

Resolution for Medium Term Financing

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