

**EAST FORK SWIMMING POOL DISTRICT  
BOARD OF TRUSTEES  
GENERAL MEETING MINUTES  
December 7<sup>th</sup>, 2021 at 8:00 a.m.  
Carson Valley Swim Center  
1600 Hwy 88, Minden, Nevada**

The Board of Trustees December 7<sup>th</sup>, 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, and Travis Lee. Sharon DesJardins joined the meeting by phone.

**No Public Comment**

Chairman Robbins acknowledged the presence of Marty Johnson, JNA Consulting and Ryan Henry, Sherwood & Howard Law Firm, and that Mark Forsberg, East Fork Swimming Pool District legal counsel, is present on the phone.

**AGENDA**

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

**NO PUBLIC COMMENT**

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**CONSENT AGENDA ITEMS**

1a For possible action. Previous minutes from the October 25<sup>th</sup>, 2021 Special Meeting and the November 16<sup>th</sup>, 2021 General Meeting.

Upon motion made by Duffy and seconded by Lee. The consent agenda item 1a was unanimously approved.

**No Public Comment**

**ADMINISTRATIVE AGENDA**

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

Chairman Robbins introduced item. McCullough states that the DH3 Project is still on track for the start around the first week of January 2022. Next year's project for the storage room. We have walked with the architect to scope the project to receive a proposal for design services. At that time, we'll go under contract with the architect, get an estimate of work to meet the budget and proceed with the project. All with the goal to have design done within 90-120 days. We will go out to bid and start work after Labor Day 2022. Harris states that is for the additional storage for the snack bar and the restoration of the roof. Robbins asks how many square feet will we get from this project. McCullough states around 200-300 square feet. Robbins asks if this room will be temperature controlled. McCullough stated yes it will be temperature controlled. Harris states that the roof restoration is just a coating. McCullough states the roof coating will bring the roof back to the original and the roof should last another 40 years.

**No Public Comment**

**3. For Possible Action. Discussion and possible action on a resolution designated as the "2021 Medium-Term Bond Resolution"; providing for the issuance by the East Fork Swimming Pool District, Nevada, of its General Obligation (Limited Tax) Medium-Term Bond, Series 2021 in the principal amount not to exceed \$600,000 for the purpose of acquiring and furnishing facilities for swimming pool improvements, including, without limitation, acquiring real property swimming pool improvements, appurtenant shower, locker and other bathhouse facilities, and lighting, filtration and other equipment pertaining thereto; providing the form, terms and conditions of the bond and**

**the security therefor; and authorizing the Director of the District to accept a binding bid for the bond.**

Chairman Robbins introduced the item. Marty Johnson, JNA Consulting, states we were retained by East Fork Swimming Pool District to help with the financial side of this. We were here about a month ago and walked thru some options and talked about a process. After that, we have received approval from the Department of Taxation and that letter is attached to the resolution. We went out and solicited bids. We only ended up with 3 bids, which is a little bit fewer than I had hoped for. A lot of the banks are very busy and decided for a \$500-600 thousand dollar deal, that their time was better spent looking at \$5-6 million dollar deals. I even had a couple of banks let me know that their minimum was \$1M. You have a summary that has been provided. Harris states under item #3 you will first see the resolution. The approval letter from the Department of Taxation is within the resolution. Next you will see the loan amortization schedule for \$500,000, then the loan amortization for \$600,000. Then you will see a summary of the bid results and then the letters from the 3 potential lenders. Johnson went over the 3 bids in detail noting interest rate, fees, prior redemption, etc. My professional opinion is Nevada State Bank/Zion Bank but we do not have a guarantee from them yet. Ryan Henry, Sherwood & Howard, states that the Medium Term Bond Resolution authorizes the issuance of the bond, but importantly it delegates authority to Harris, as Director of the Swim Center, to accept the binding bids for the bond and also locks in the terms of the bond. So, under Nevada Law, the board authorizes the bond but delegates certain terms such as the interest rate, the prepayment penalties, and the final paramount. So what happens is I prepare a certificate that Harris will sign that locks in all of the terms including the interest rate and accepts one of the proposals. So that paired with the bond resolution, is the complete story of the transaction. Assuming that the board moves forward today with the bond resolution, what happens is I will prepare the closing documents that are standard for this type of transaction and I would be circulating these hopefully later this week and they would be signed and sent back to me prior to the closing date of December 22, 2021. Johnson states the last piece of information we need is if you want to borrow the \$600,000. Harris states she is comfortable with borrowing either amount. I will take my direction from the board. Lee states that this is part of the process and he wishes the public was here. He would love to hear the public comments and he wishes they would show up.

Chairman Robbins ask for a motion to approve the resolution designated as the “2021 Medium-Term Bond Resolution”; providing for the issuance by the East Fork Swimming Pool District, Nevada, of its General Obligation (Limited Tax) Medium-Term Bond, Series 2021 in the principal amount not to exceed \$600,000 for the purpose of acquiring and furnishing facilities for swimming pool improvements, including, without limitation, acquiring real property swimming pool improvements, appurtenant shower, locker and other bathhouse facilities, and lighting, filtration and other equipment pertaining thereto; providing the form, terms and conditions of the bond and the security therefor; and authorizing the Director of the District to accept a binding bid for the bond.

Motion was made by Dressel and seconded by Lee. The motion was unanimously approved

**No Public Comment**

**4. Discussion Only. Report from the Swim Center Director:  
CVSC December 2021 Director’s Report**

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

- Nov 2020 Attendance was 4906 (COVID Restrictions). Nov 2021 Attendance was 7676. (36% Increase)

**Programming and Staffing:**

- Session Lesson sessions will launch Jan ‘22 when increased hiring and training are complete. Drop-ins (175) and Privates (22) are still being taught.

- Water Aerobics Classes attendance is reaching 35+ participants in the morning classes.
- Staffing continue to be a challenge with resignations (FT Jobs, Military), sports and school schedules. Closing the outdoor adds one position to the indoor rotation which helps alleviate shortage.

**Marketing and Public Relations**

- CGI Marketing Group continues to manage 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: TBD Meeting hasn't occurred with the Leadership Team.

**Maintenance Updates:**

- Daily maintenance projects and asset management are being completed daily.
- Outdoor pool and assets winterized
- Heat Exchanger replaced in Therapy Pool
- Chemical and equipment cost increases being assessed and research being done for other possible vendors
- Outdoor deck lighting being replaced
- Scoreboard moved inside

**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

**5. For Possible Action. Discussion and possible action on proposed agenda items for the January 18<sup>th</sup>, 2022 meeting.**

- CIP**
- Election of new Officers**
- Update on Land Purchase**
- Timeline of 2022 Budget**
- Update on Strategic Plan**

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