

**EAST FORK SWIMMING POOL DISTRICT  
BOARD OF TRUSTEES  
GENERAL MEETING MINUTES  
January 18<sup>th</sup>, 2022 at 8:00 a.m.  
Carson Valley Swim Center  
1600 Hwy 88, Minden, Nevada**

The Board of Trustees January 18<sup>th</sup>, 2022 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 Sharon DesJardins. Travis Lee was absent.

**No Public Comment**

**AGENDA**

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

**No Public Comment**

\*\*\*\*\*

**CONSENT AGENDA ITEMS**

1a For possible action. Previous minutes from the December 7<sup>th</sup>, 2021 General Meeting.

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

1b. For possible action. Approval of general ledger cash balances, expenditures and investments through November 30, 2021 and December 31, 2021.

Upon motion made by DesJardins and seconded by Dressel. The consent agenda item 1b 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. Harris states to go to section 2 and see the Capital Budget for fiscal year 2021/2022. You will notice the remaining amounts payable for this CIP year. We have mailed in a check this week to be deposited into this account that will bring the balance up to between 1.6M and 1.7M. This check mainly includes the funds from Zion Bank for the medium term financing for \$600,000. I have also attached a letter from the company we are purchasing the surveillance system from stating they are having problems getting the equipment in. No estimated time of delivery at this time. McCullough states that the radio repeater system equipment is still not in. Because of this delay in getting this equipment, we still just have a temporary Certificate of Occupancy. DH3 Project is suffering the same problems with delays due to manufacturing. We have decided not to start the project until the equipment arrives. It's close, maybe another two weeks. If the weather works out good, it will happen quickly. Next project will be in the summer and it's the roof restoration, and the snack bar storage area. We have an action item later on in the meeting to approve a contract with TSK for design services for \$38,000. Then we will have a kickoff meeting to get concept drawings and get estimates to see if we need to adjust the budget or scope of the project. We are looking to start the project in September after the last swim meet of the year. So that gives us plenty of time to put it out to bid and prepare the project for execution.

Dressel states that the cost of the project seems a little outrageous for the area we are doing and doesn't \$38,000 for plans seem a little outrageous? McCullough states not when you base it on a remodel workout investigation and preparing that. Standard fees are 15% for architect fees. TSK thru our relationship with them they understand the value of the product. \$38,000 is well under the standard 15% architect fee. If we went to another architect it would be \$50,000-\$60,000. Dressel states without going out for other bids? McCullough states that the NRS prohibits bidding for professional services. TSK is the most qualified due to their institutional knowledge of the facility. They have 6 years of experience with our facility, they understand our projects. That in conjunction with the 10% fee makes them a great value for the swim center. Harris states that the \$480,000 budget also includes the remodel of the over 20 + years old ADA bathrooms. The \$480,000 is an estimate, we would know the cost after they design the building. We have to come up with estimated cost for a budget for future project. Nowhere are we saying that this is exact amount it's going to cost. Once they design it, they could come back and say this project is only going to cost \$300,000. Robbins states what are we doing to these bathrooms? Harris states plumbing and tile. DesJardins states that we should get the document as to what the project cost will be and then make a decision whether or not to proceed. Duffy states let's have faith in the process, its fine to question it, but let's let the process work. Dressel states that \$38,000 for just plans seems very high. Are they necessary? We now own 3.7 areas adjacent to us. Things like this, are they necessary, are they that important. We need to be good stewards for our tax payer's money. DesJardins states that she would like Harris to tell us the importance and relevance of this project. Harris states that she has had front office staff come to her for more storage. It is really serving the public. It's hard to buy what we need now because we don't have the storage. Costs are high everywhere. You can deny any project but we need to plan for the future of this facility. The most recent financials show that we are financially sound. We have already surpassed our budget for food and merchandise sales. Robbins states is this addian open sided venue? McCullough states it is fully enclosed and air conditioned. Robbins states what are we doing to the roof? McCullough states roof restoration will be resealing and recoating. It will last for 30 years. We will have a warranty. Dressel states that looking at this, the timing is right. We are going to add the roof extension, it will match the rest of the roof.

#### **No Public Comment**

### **3. For Possible Action. Discussion and possible action to elect the Chair and Vice Chair for the Board of Trustees.**

Chairman Robbins introduced item. DesJardins nominated Dressel for Chairman of the Board. The nomination past by unanimous vote. Dressel accepted the position of Chairman of the Board. Dressel takes over the meeting from past Chairman Robbins. Dressel asks for nominations for Vice Chairman. Duffy nominated DesJardins for Vice Chairman. The nomination past by unanimous vote. DesJardins accepted the position of Vice Chairman of the Board.

#### **No Public Comment**

### **4. For Possible Action. Discussion and possible action to approve the "Roof Restoration and Concession Improvement" design services contract with TSK Architects not to exceed \$38,000.**

Chairman Dressel introduced item. Dressel states that a discussion has already been had on this item. Harris states that the ADA bathroom aren't included in the \$38,000. Robbins states can we eliminate the lobby bathroom. McCullough states no, we would not be compliant for the volume of people we have. Harris states that is a public bathroom for people who don't pay like the people up in the mezzanine who are just watching their kids, etc.

Motion by DesJardins and seconded by Duffy to approve the "Roof Restoration and Concession Improvement" design services contract with TSK Architects not to exceed \$38,000.

Roll Call : Dressel aye, Duffy aye, DesJardins aye, Robbins nay. The motion was approved 3-1.

#### **No Public Comment**

**5. Discussion Only. Discussion of the proposed '22-'23 operating budget, 5 year capital improvement budget and fee comparisons and population trends.**

Chairman Dressel introduced item. Harris states that she didn't add into the board packet a discussion on fees. Board said last year that they wanted to wait 2 years before having a discussion on fees due to COVID. We need to bring it up next January. If you will notice, you have my very first rough draft. Budget discussions start in January and the board votes in March for a tentative budget that goes to the State Department of Taxation along with the 5 year Capital Improvement Plan. They look at the budget and make sure we are within compliance and then they either send us a letter or we work with them making adjustment on the budget and then we come back to the board in May for final approval. It is also advertised to the community at that time as well. During the budgeting process we talk trends. Douglas County school enrollment is up a little as is the population. The \$30,000 contingency is for unexpected expenses. It doesn't mean that we'll spend it, it's just there in case we need it. Dressel states that because of raising costs, should we raise the contingency amount? Harris states that it's kind of hit or miss because it's not for anything in particular. Project Management went up to \$13,000. Payroll raises are built into the budget. Total budget comes to \$2.4M and income is \$871,000. This gives us a cost recovery of 30.6%. This is within our range of 30-35%. Duffy states what is the voter registration item on the budget? Harris states that in the past 3-4 years Douglas County put in place, for all Special Districts, a % on each voter cost. Each district gets charged a voter user fee. Last year we paid \$5207. Not sure what it will be this year. Dressel states he feels the 30.6 % is in line with the struggles we have had this past year with not only COVID but the fires. Harris states thanks for bringing that up. The fires were definitely a significant impact to our facility.

**No Public Comment**

**6. Discussion Only. Report from the Swim Center Director:**

CVSC January 2022 Director's Report

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

- Dec 2020 Attendance was 4681 (COVID Restrictions). Dec 2021 Attendance was 6722. (30% Increase)

**Programming and Staffing:**

- Session Lessons have been launched for Jan '22. Dec Drop-ins (103) and Privates (21) are still being taught.
- Water Aerobics Classes attendance is reaching 35+ participants in the morning classes.
- Staffing and schedules are regularly changing based on program needs, school schedules and sports.

**Marketing and Public Relations**

- CGI Marketing Group continues to manage our online reputation with Google, Yelp etc.
- Constant contact campaign sent out to patrons with over 80% opening rate. 2021 Year in Review!
- 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 have all been updated and pictures added regularly.
- Publications: Getaway Reno/Tahoe Area, Best of CV, Parks and Rec guide, Almanac, Record Courier.
- Emailing staff and patrons on our internal water aerobics 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... excel document updated by Maintenance Supervisor and Director.
- Heat Exchanger and pump replaced in Activity Pool. Temperature and recovery have stabilized.
- Chemical and equipment cost increases being assessed and research being done for other possible vendors.
- Maintenance personnel working with ACCO Engineering to replace DH3 Unit.
- Maintenance Supervisor working with Tile Co. in replacing compromised tile and grout in the ADA restroom.
- Maintenance Supervisor working with SMI in removing and decommissioning pump room equipment. Fire Marshall Inspection requirement.
- Ordering new Activity Pool insulated pool covers.

**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 surpass projected income during a pandemic year.

**Correspondence:** See board binder documents.

**No Public Comment**

**5. For Possible Action. Discussion and possible action on proposed agenda items for the February 22<sup>nd</sup>, 2022 meeting.**

**Personnel Policies**

**Budget and 5 year CIP Plan**

**Changing Board Meeting to third Thursday starting in March**

**Changing time of meeting to 9:00am**

Upon motion made DesJardins and seconded by Robbins to adjourn meeting. Motion to adjourn meeting was unanimously approved.