

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
May 19, 2022 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees May 19, 2022 meeting was called to order at 9:00 AM at the Carson Valley Swim Center, Minden, NV. Board members present were Chairman Frank Dressel, Vice Chairman Sharon DesJardins, Doug Robbins, Teresa Duffy, and Travis Lee (by phone.)

No Public Comment

AGENDA

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

No Public Comment

CONSENT AGENDA ITEMS

- 1a. For possible action. Previous minutes from the April 21, 2022 General Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures and investments through April 30, 2022.

Upon motion made by Duffy and seconded by Robbins. The consent agenda items 1a and 1b were unanimously approved.

No Public Comment

ADMINISTRATIVE AGENDA

- 2. **Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects.** Chairman Dressel introduced item. Harris defers to Scott McCullough, project manager. McCullough states regarding DH3 project they had walk through yesterday and the project is at substantial completion. There is a list of correction items and the paperwork has been closed out. The project will be closed out. The project was under budget and on time. McCullough states the driveway in the back has cracked concrete so they plan to remove and relay the concrete. They will also create a driveway access to the parking area and continue to make the back landscaping more presentable. Dressel asks if there is still a slab of concrete that needs to be laid. McCullough states the slab of concrete and the wall are completed. The remaining list for the DH3 project is to paint the wall and finish some interior painting. Robbins asks if the DH3 is up and running. Duffy states at the last meeting it was discussed it would take up to a year to fine tune the unit. Robbins asks why it will take one year to fine tune the DH3 unit. McCullough explains it has to do with the humidity and temperature throughout the year outside. He said it would be a 1%-5% adjustment. Robbins asks if history can be used from the old unit. McCullough states that would not work because the new unit is different. Harris states the amount of people in the building, if the slides are running, and if the toys are running also creates a huge difference for humidity and air quality. DesJardins asks if the outside temperature and humidity effect the system. Harris states that the outside weather effects it 100%. DesJardins states that we need to go through all four seasons of the year before we understand the unit completely. Harris states we will also be utilizing having the doors open to create a cross breeze which the unit will have to adjust to. Robbins states if we do not have enough air moving through the building, maybe large fans could be utilized. McCullough states the fans do not change the humidity in the air that is produced. He says there is already enough distribution of conditioned air. Harris states the units can be adjusted to meet the legal standards should

the standards be changed.

No Public Comment

3. For Possible Action. Discussion and possible action to move forward with 100% design and bidding the work for the “Concession Addition and Roof Restoration Project” listed in the EFSPD’s 5yr Capital Improvement Plan.

Chairman Dressel introduced item. Harris states the 50% drawings were emailed to the trustees. Harris explains this project will add additional storage space. The cost of 100% drawings has previously been approved. Before the board is the request to move from 50% drawings to 100% drawings. Harris breaks down the cost of the project for a total of \$305,613 which includes recoating the metal roofing. The exterior of the building was last painted six years ago, but the roof has not been recoated. Originally there was discussion about creating an enclosure for the unit by the slide pool. Harris states now it might not be the best idea. Should the unit need to be removed or replaced, the enclosure would need to be removed, which would be difficult. Harris references a previous project with a solar tank where a piece of the roof had to be removed for a crane to place the new tank. Dressel states a benefit of covering the unit would keep it cooler but should not be effected by the snow. Dressel states cosmetically it looks better leaving the area open. McCullough states an enclosure would create protection however because of its position the sun does not affect the unit. He says the unit is twenty-three years old with an expectancy of twenty-five years. McCullough states a new unit would be built better to handle the environment. Desjardins states if the unit only has a life expectancy of twenty-five years and we are at twenty-three years, covering it does not make sense at this point. Robbins states the units should be able to be reassembled in pieces. Harris states it would be one unit and could not be assembled in pieces. Robbins asks if in the future when the unit needs to be replaced could it be put somewhere different. McCullough states that would not work because of the location of the ventilation, electrical, and ducting. Dressel mentions adding a sky light to the storage area. McCullough states a skylight would impact the security of the building. Duffy states a skylight would impact the product being stored. Robbins asks how it would affect the product. Harris states sunlight would heat up the room impacting the dry product, the refrigerator, and the freezer. Robbins states there has to be some way to move the air in the storage area. Harris states that is in the plans. Dressel asks about increasing the size of door. Harris states the storage door will be the same size as the exterior doors. Robbins believes the storage door should be bigger in order to make it easier to bring in more product and items. Harris states the carts that are currently in use will fit in the door. Lee asks McCullough the front door size for the community center. McCullough states the doors at the community center are larger but are for moving people, not product. Lee believes staying with the smaller door would be good enough. Dressel asks if the idea at this point would be to no longer do anything for the unit by the slide pool. McCullough says yes, that can be discussed should the unit need to be replaced at a later date.

Upon motion made by DesJardins and seconded by Duffy. To move forward with 100% design and bidding the work for the “Concession Addition and Roof Restoration Project” minus the alternate roof. Approved by four and opposed by one.

No Public Comment

4. Discussion Only. Report from the Swim Center Director: CVSC May 2022 Director’s Report

User Attendance: See board binder documents.

- April 2021 Attendance was 7512 (Covid restrictions ending). April 2022 Attendance was 11,789. (36% Increase)

Programming, Staffing and Training:

- Session Lessons and Drop-In lessons are combined numbers. April Privates (53)
- CVSC has hosted several swim/dive meets along with regionals diving.
- Water Aerobics Classes attendance staying steady at 35+ participants in the morning classes.

- We have hired 9 new Lifeguards, 2 upcoming interviews and have 13 more interested after passing the certification class.
- We have promoted three Lifeguards into Senior Guard Positions: Lilia Fields, Branden Britting, Josh Wagstaff.
- Aquatic Supervisors renewed their CPO (certified pool operator) certs with the City of Reno.
- Killer Whales, Special Olympics Program, has started their season and are practicing Wed Evenings.
- New Scuba Instructor has starting renting pool space to certify their students.

Marketing and Public Relations

- CGI Marketing Group continues to do a good job managing our online reputation with Google, Yelp etc.
- 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.
- Sarah attended the Job Fair at the Douglas County Community and Senior Center.
- Shannon and Tyler will attend the Job Fair at ASPIRE.
- CVSC partnered with DHS's PAC program (partnerships across the county) and have three students with disabilities learn different work skills.

Employee Recognition:

Employee of the Month: Carter Olson, Senior Lifeguard has done an amazing job covering not only his shifts but making himself available to others. He has continued to step-up in support of the Aquatic Supervisors and has shown great improvement in his professionalism and decision making abilities.

Maintenance Updates:

- Daily maintenance projects and asset management are being completed daily... excel document updated by Maintenance Supervisor and Director.
- Updating and improving the data information in Reserve Analyst (Asset Management Program).
- Offered the PT Maintenance Aid position to a different applicant because other employee had to decline the offer.
- Diving Board Project has included new hardware, powder coating and adjusting anchors 5 inches on the deck for proper alignment.

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.

Correspondence: See board binder documents (if applicable).

5. **For Possible Action. Discussion and possible action on proposed agenda items for The June 16th, 2022 meeting.** **POOL PACT Insurances costs next year –discussion Capital Improvement Plan- update on 100% plans of Roof restoration and Concession project.**

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