

**EAST FORK SWIMMING POOL DISTRICT  
BOARD OF TRUSTEES  
GENERAL MEETING MINUTES  
August 18, 2022 at 9:00 a.m.  
Carson Valley Swim Center  
1600 Hwy 88, Minden, Nevada**

The Board of Trustees August 18, 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, Teresa Duffy, and Doug Robbins. Travis Lee was present by telephone.

**No Public Comment**

**AGENDA**

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

**No Public Comment**

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**CONSENT AGENDA ITEMS**

- 1a. For possible action. Previous minutes from the July 21, 2022 General Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures and investments through July 31, 2022.

Upon motion made by DesJardins 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.**  
Harris goes over the construction funds Capital Budget attachment. She explains she labeled them by fiscal year because some did carry over into the current fiscal year. The ACCO/Morgan funds will be released once the final walk through is completed. TSK will be based on what occurs in the next action item. She says the Asset Management category will include the filter project approved at the last board meeting. At the end of July there is a balance of \$1,440,000 in the Capital Improvement Account. This does not reflect any future deposits that will be made. The largest check for the year will be received in September which should be close to \$1,000,000. Dressel asks if that will be the last check received for the year. Harris states there are smaller checks received throughout the year that go into the checking accounts for operating costs. The second check that will go into the Capital Improvement Account will be in February. Harris provides updates on completed landscaping project. Robbins asks what the extra pavers will be used for. Harris explains various areas on the property that the pavers will be used.

**No Public Comment**

- 3. **For Possible Action. Discussion and possible action to award a contract to Houston Smith Construction for the Roof Restoration and Concession Expansion Project in the amount of \$446,000 and authorize the Director to approve contract change orders up to 10% for any required added scope of services.**

Harris discusses the 100% design and bid were approved by the Board. Two bids were received from contractors. The one brought before the board was for \$446,000. The bid came in above what was

anticipated, but not unexpected with the current state of construction. DesJardins asks if we have experience working with Houston Smith Construction. McCullough states they have not completed any public works contracts in Douglas County, but they have completed public works projects in Reno and he has been able to talk to other contractors about them. They also use the same subcontractors that are seen for everyone. DesJardins ask if they have a history of being on time with their projects. McCullough confirms. Duffy points out these items are not all necessities. She inquires if one project could be completed and not the other. McCullough states it would have to be through a different project. If this project is not approved then the individual items would have to go back out to bid. McCullough also explains that if the project is under \$100,000 that it does not have to a public works project which will reduce the costs. Dressel states it appears the company will contract out for the roof. McCullough confirms they would and also for a few other things. Lee states concern about the price of the bids. Robbins says he is against spending ½ million dollars on this project. He expresses concern that the roof restoration material will not last long. Says the food storage area is not a necessity. Duffy agrees the concession is not a necessity, but says the roof is a concern. Lee believes it would be a good idea to protect the roof. Lee asks if the lobby remodel was part of this project. Harris states that is in a different year in the Capital Improvement Plan. Harris states the roof will be coated not painted. Dressel asks if the roof restoration project includes the entire roof. McCullough confirms. Lee asks how much of the bid is the cost for the roof restoration. McCullough says the roof would cost approximately \$125,000. Harris explains there are two products available and the bid includes the better product. McCullough states the product chosen is warranted for twenty years. They are a local company and if there are any issues they will come fix the issue.

Upon motion made by Duffy and seconded by Lee to deny the roof restoration and concession project. The motion to deny the roof restoration and concession project was approved 4 to 1. Des Jardin's states she abstains.

#### **No Public Comment**

#### **4. Discussion Only. Discussion on upcoming national conferences to be attended by staff and trustees and review Policy No. 1.1 EFSOD Trustee Travel & Conference Guidelines.**

Harris states there is an attachment with the three conferences coming up. Harris and Aquatic Supervisor, Tyler Cook, will be attending the NRPA Conference in September 2022 in Phoenix, Arizona. Maintenance Supervisor, Dave Long, will be attending The World Aquatic Health Conference in October 2022 to be held in Houston, Texas. Harris also included board member guidelines for travel and conferences. Robbins states he has not been to a conference and would like to attend the AOAP 12<sup>th</sup> Annual Conference and Exposition 2023 in Colorado Springs, Colorado with Director Harris. Lee states he would like to attend the World Aquatic Health Conference 2022 with supervisor Dave Long. There is discussion regarding if there would be a need for two Board members attend one conference. The thought is it would be better to spread everyone out throughout the conferences.

#### **No Public Comment**

#### **5. Discussion Only. Report from the Swim Center Director.**

##### **CVSC July & Aug 2022 Director's Report**

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

- June 2021 Attendance was 19,231. June 2022 Attendance was 18,042. (Decrease)
- July 2021 Attendance was 21,687. July 2022 Attendance was 22,265. (Increase)

#### **Programming, Staffing and Training:**

- Session, Drop-In and Private lessons are combined numbers and classes have been increased for the summer. (See attached docs)

- Water Aerobics Class attendance is staying steady at 35+ participants in the morning classes. Evening classes are smaller but well liked and attended. 9:45am classes are now held outside.
- Reduced Hours have continued to see how staffing is moving into Fall/Winter.
- Sherrie (admin) and Ashley (Asst/HR) attended PERS conference.
- Sherrie and Shannon met with our Pool Pact Service Provider Jeff Coulam.
- Shannon attended an online “round table” with Pool Pact and other special districts and GID’s.
- Shannon attended a Cyber Security Training w/Pool Pact along with two Aquatics online trainings with Dr. Griffiths
- Shannon attended the Loss Control Committee Board meeting for the State of Nevada.
- Teen Night July 15<sup>th</sup> and again Aug 12<sup>th</sup>.
- Supervisors are completing their annual evaluations.

### **Marketing and Public Relations**

- Patron published an article in the R-C giving a shout out the CVSC and Team of employees.
- “Best of...” voting has started after being nominated again.
- 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.
- Deanna, Water Aerobics Coordinator, is 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: June – **Julie Scharrer**, Cashier – Completes additional duties, consistent, good customer relations, openings shifts 5am, good communication  
 July – **Connor Taylor**, Lifeguard/Instructor – mature, professional, dependable, covers others shifts, remains calm in all situations, good work ethic  
 Aug – **Kaitlyn Robinson**, Lifeguard/Instructor – Lifeguard games, covers others shifts, good communication, great work ethic, dependable

### **Maintenance Updates:**

- Daily maintenance projects and asset management are being completed daily... excel document updated by Maintenance Supervisor and Director regularly.
- Updating and improving the data information in Reserve Analyst (Asset Management Program).
- Dave did a lot of research and ordered new filtration system for both main indoor and outdoor pools.
- Dave and Shannon met with Mark (TSK) and a skylight company to see if making skylights operable would help offset DH use.
- Dave and Team removed staining from indoor pools (continual work)
- Dave and Team removed and cleaned filtration socks and will replace in Aug indoor pool socks
- Dave repaired the ceiling in the on deck bathroom

**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).

**No Public Comment**

- 6. For Possible Action. Discussion and possible action on proposed agenda items for the September 15, 2022 meeting.**
- **Capital Improvement Plan Update**
  - **Roof Restoration Project**
  - **Board Policy**
  - **Fees**
  - **Salaries**
  - **Succession/Continuity operation plan**

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