

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
September 15, 2022 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees September 15, 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, Doug Robbins and Travis Lee.

No Public Comment

AGENDA

Upon motion by Lee 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 August 18, 2022 General Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures and investments through August 31, 2022.

Upon motion made by Duffy and seconded by Lee. 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 (CIP) ongoing projects.

Dressel introduces the topic. Harris discusses the CIP remaining balances document. She explains the \$46,100 for Sierra Engineering for the DH3 project was removed because it was paid. There were also adjustments made to the asset management plan. As of August 31, 2022 there is a \$1,442,462 remaining balance in the CIP bank account. The concession and roof restoration was budgeted for. The amount was kept on the budget even though it was denied by the board since it was sent in to the Department of Taxation. She separated the concession and roof restoration project since the roof project will be discussed further. She explains the landscaping project is complete. If projects on the books go through that will leave a remaining balance of \$1,299,685 in the CIP bank account.

Scott McCullough explains in regards to the roof restoration there would not be enough time to go out to bid and complete the project before the weather if the project was over \$100,000. Instead the idea is to see what can be done for under \$100,000. He explains partnering with Garland Roofing, they will bid the project if we use their product. He said bids are due tomorrow. Tomorrow the pricing for labor will be available. He said if it works out then there will be enough time to complete the project before the weather, but if the price is too high then it will need to be addressed in the spring. Harris explains even if it happens in spring, it will still be within the same fiscal year which will end in June. DesJardins inquires if there will be any more rust or damage to the roof if the project is put off until the spring. McCullough states that is always a risk, but the maintenance supervisor is already working with a roofing company to help address any issues. DesJardins addresses concerns about the smell inside the building during the roofing project. Harris states that is information we would always let the public know well in advance. She also says in the past projects, fans were used and contractors were asked to

change various things to minimize the smell. Duffy inquires about a special meeting to expedite the process to avoid weather. Dressel confirms a special meeting can be held. Harris explains she would need at least three days to ensure to notify the public. DesJardins asks if a special meeting can be held by email. Lee explains it has to be a public meeting in order to allow the public to attend. Harris states they will receive the information tomorrow and then let the board know. From there the board can decide if they want to hold a special meeting.

Harris discusses grouping the concession project with another project. She said there are two potential projects that it could be wrapped with which are fiscal year 2024-2025 in the maintenance yard improvement project and in fiscal year 2026-2027 the lobby remodel. She explains this will be discussed further in January, but does not want to lose sight of the concession project. Lee explains that since there is a large piece of property next door he wants to ensure that is thought about when making these decisions. Harris states for the property next door they are still waiting on FEMA mapping and keeping it zoned as multi-family residential until it is decided what will happen with the property because the multi-family residential will maintain the value of the property. Harris explains that she also wants to ensure staffing can be maintained before expanding. Robbins questions about how the concession area will be incorporated into the lobby remodel and wants the board to think about that.

No Public Comment

3. Discussion Only. Discussion on the Districts Emergency Response Plan, Safety Plan, and Continuity of Operations Plan (COOP) with Douglas County to approve contract change orders up to 10% for any required added scope of services.

Dressel introduces the item. Harris explains this was added in because during the last meeting there was discussion about what happens if something happens to the Director. Harris reviews the emergency action plan. She points out that if the Director is not available everything defaults to the Chairman of the Board. If the Chairman of the Board is not available then it defaults to the Vice Chairman of the board. The attorney is involved at all times. She explains this would be the process until someone is found to replace the Director position. Harris also includes the Written Safety Program for the board to refer to. Lee thanks Harris for putting the information together. Lee asks how often these items are reviewed. Harris explains anytime there are upgrades will trigger changes. She says they are looked over yearly but do not need to be changed very often. Lee addresses Chairman Dressel and says this should be looked at annually by the board to ensure all members are aware of these processes. Dressel agrees that all members should be aware. Robbins agrees with Lee that this should be brought up annually. DesJardins requests from Director Harris that any changes to these two items be provided to the board to update their records. Harris confirms she will email any updates to the board. Robbins inquires about why the attorney would be included. Harris states it is about liability. Lee says it is to ensure there is counsel to ensure things are being completed properly. Lee applauds Harris in regards to safety. He was using the facility and the staff did an excellent job in dealing with an inebriated patron. He explains the situation was handled appropriately with no disruption. DesJardins thanks Harris for continuing to amaze her. She says she learns something new at every board meeting. She applauds Harris for being on top of things. Harris explains these plans were also approved by POOL PACT and their safety committee.

No Public Comment

4. Discussion Only. Discussion on the Districts current entrance, membership, and rental fees and the possible increase of all discussed fees.

Dressel introduces the item. Harris explains in 2020 at a past board meeting an increase in fees was approved. However, when COVID happened it was decided by the Board to put the increase in fees on hold to avoid additional stress on the community. Lee asks how long ago the user fees and rentals were increased. Harris states it has been five to six years. She says prior to that it was twelve years and the community was not happy. The Board's promise to the community at that time was they will never go that long without a fee increase and will do small increases more often. Duffy says that this approval was two years ago, now we are looking at substantial increases in electrical costs and also inflation. Robbins does not support increasing costs because it is a burden to our community. He explains he has seen two different large swimming complexes in Los Angeles, California and Slovenia and they both

charge \$5.00. He says we are not here to gouge the community and are here to provide for the community. Lee believes the past drivers for the fee increases before were due to the fact that there hadn't been an increase in some time and also there was no cost recovery in place at the time. The cost recovery drove the reason for the increase to the community. Lee says even though there is inflation there does not appear to be an issue paying the bills and justify the fee increases. Harris explains there has been an 8% increase in chemical and supply costs. She explains her costs are approximately \$1,000 more per month. She also mentions the wage increase for the lifeguards and cashiers earlier this year. She said with these increases there is no way she can meet her cost recovery goal set by the board without increasing the amount of money coming in. She explains if the board wants to lower the cost recovery then the Board will need to provide that direction. Lee says if they decide to increase fees to the community they need proper notification. Harris explains that would happen. Lee wants to know the policy on where the money goes. He wants to know if the amount put into the CIP can be moved to offset the cost recovery. Harris explains there is a policy in place by the board where she has to keep a certain amount in the capital bank accounts and operating bank accounts. She says money is transferred between accounts as needed to ensure policy is being met. She says the cost recovery is the balance. Policy says there is 66% of the money used from taxes and then Harris has to make up the additional 33% in operating income. Harris explains she will bring before the board what other aquatic facilities are changing to ensure we are in line. Dressel explains Oceanside, CA charges \$5.00 for adult, \$3.00 for child and \$2.00 for a spectator. He is unsure what type of district they are in. Dressel states he sees both sides in regards to increasing the fees. We are here to provide to the community. Dressel also believes the cashiers having to deal with change should be thought about. He says at the Carson City Pool if you buy a pass you get three free and at this facility there is only one free. He believes this should be adjusted. Lee believes the whole discussion should be revisited. Dressel agrees. Duffy explains that by increasing salaries and supplies, it comes at a cost. She says that at some point a decision has to be made. Robbins states he would rather see the recovery cost lowered. Harris states what she is hearing from the board is that the vote from 2020 will be discontinued and there will be an action item on next month Board agenda. She will bring information that is more current 2022, what other facilities are charging, and what their tax structure is. Duffy says her hope is the decision can be made before the first of the year and the increase can be made by the first of the year. She says she does not believe it should be left hanging and a decision should be made. Lee agrees. Harris explains a vote will be in December generally and then the increase will not happen until May. This allows the community time to adjust.

No Public Comment

5. Discussion Only. Discussion on the Districts current pay scale.

Dressel introduces the item. Harris explains the pay scale was last updated in 2019. She reminds the board there was a recent increase for the cashiers and lifeguards. She explains how salary increases will effect cost recovery and that is up to the Board to tell her how to move forward. She explains the information will be presented to the board that will be necessary to make the decisions. Lee said he is aware that Douglas County just gave their employees a significant increase. Harris states it was 9%. Lee wants to know what the justification was and where they got the extra money. Harris states the county went several years with little to no increases. She states when they went through the recession they went years without filling positions and furloughing employees. She states because they were so far behind it was critical to make that decision in order to retain staff. Harris states as an agency we do not want to get that far behind where we cannot retain staff. She states we want to take care of our employees. Harris states Douglas County did their own internal assessment and also had a professional one completed. Lee states he was part of the process in not receiving pay increases. He states the county said they did not have the money. He is wondering where the money came from. Harris states she is unsure about that. Duffy states she believes the money was put aside somewhere because the Sheriff associates waived increases in order to prevent furloughs. Harris states it could be from COVID recovery money but is unsure about the sustainability. Harris says she plan to work with Human Resources to gather information and bring it back to the board next month. Duffy asks if the Board will have a better understanding about fees increases by the next meeting. Harris states she plans to present the majority of the information by the next Board meeting.

No Public Comment

6. Discussion Only. Discussion on updating and adding attendance expectations to Resolution No. 2015R-001 Board of Trustees Code of Conduct.

Dressel introduces the item. Harris explains this is reviewed annually. She explains there was some discussion about attendance for Board members. Dressel requested this on the agenda. Dressel explains there are only twelve meetings a year. He understands there are emergencies and things that come up. He says he wants Board members physically present. Lee believes the idea is to try and be present as much as possible. Lee wants to know if Dressel feels that calling in to the meeting is different than physically being present. Dressel believes calling in to the meetings is a privilege or benefit. He says even during COVID the members agreed to still have the meetings in person. He does not believe meetings should be attended regularly by telephone. Lee believes this is a subtle reminder and nudge from Chairman Dressel to be physically present as much as possible. He believes discouraging people from calling in could cause a quorum issue. Harris states there is also an issue if call-ins are allowed more frequently she will need a conference calling system in order to accommodate the requests. Duffy states it should be a last resort reason to call in to the meeting. Dressel thanks the members for their continued commitment to the Board. He asks if there should be a requirement where they can only call in two meetings out of the year. DesJardin's thinks a guideline would be good. She suggests the possibility of decreasing the Board members pay should they call in for more than two meetings per year as a consequence for not meeting the expectations. Lee believes a guideline makes sense but then you will need include a disciplinary action section. This could cause people not to run for the Board. He believes the Chairman could address the issue as needed. DesJardins says Lee makes a valid point and she agrees with him. Robbins says he has never seen this issue brought up during his nine years on the Board. Dressel asks if the Board agrees that it is expected that at least ten out of the twelve meetings per year will be physically attended. Robbins states it should be twelve out of twelve meetings. Harris explains the meetings are planned a year ahead of time by the Board and the Chairman can address as needed. Lee agrees with Harris that the ten out of twelve meetings expectation is not necessary. He believes the Chairman can address individually as needed. Dressel believes this can be discussed in January when the Board calendar is created to include the possible new board members.

No Public Comment

7. Discussion Only. Report from the Swim Center Director.

User Attendance: See board binder documents.

- Aug 2021 Attendance was 12,132. Aug 2022 Attendance was 15,621. (28% Increase)

Programming, Staffing and Training:

- Shannon attended a Zoom Round Table Discussion with other Special District Partners.
- Shannon attended Zoom Training with KEPRO (EAP) "Respectful Work Environment."
- DDST Swim Meet with over 350 registered swimmers.
- Teen Night was a hit with over 50 attendees. Games, lights, music.
- Lifeguard Game Champions in Reno.
- 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 likes and attended. 9:45am classes are now held outside.

Marketing and Public Relations

- Two R-C articles: Lifeguard Games and partnership with DCSAR
- 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: August – Linda Bratton, Cashier. Linda has worked for the District for the past 8yrs committing to opening shifts after retiring from her GNCU Branch Manager position she held for over 20yrs. Linda has great customer service skills, holds patrons accountable while also getting to know them personally. She also makes sure the cashier drawers are balanced and completes a weekly deposit. She is well respected by Sherrie and other coworkers.

Maintenance Updates:

- Filtration System is in production for both main indoor and outdoor pools
- Glycol replaced in main DH system
- Foothill Tile will work with Maintenance and Director on the ADA bathroom upgrades.
- Touch-up interior painting to be completed along with curb painting outside parking lot.
- Rockwall coming down for Sept swim meet and will not be placed inside until concrete work is complete.
- 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).

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

8. **For Possible Action. Discussion and possible action on proposed agenda items for the October 20, 2022 meeting.**
- **Capital Improvement Plan Update**
 - **Roof Restoration Project**
 - **Fees**
 - **Salaries & Wages**

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