

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
November 17, 2022 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees November 17, 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 and Doug Robbins. Teresa Duffy was present by telephone. Travis Lee was not present.

No Public Comment

AGENDA

Upon motion by Robbins 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 October 20, 2022 General Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures and investments through October 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 the total budget set aside is \$654, 831 and spending the \$630,831 that will still leave them under budget. McCullough goes over the roof restoration project explaining how the bid process will work. In regards to the ADA bathroom he met with Foothill tile. They will provide a proposal which includes a marble, quartz, porcelain or manufactured surface. The most durable will be chosen. The plan is to get three estimates. Harris explains it will also include some plumbing and some electrical as well. Dressel asks if the floor will be redone. McCullough explains it will be re-tiled. Harris requests McCullough talk about the grout. McCullough says an epoxy grout will be used which is easier to clean. DesJardins asks if it will be more mold resistant, McCullough confirms. Harris explains the last upgrade to the ADA bathrooms was about twenty five years ago. Robbins asks what the radius will be for bids. McCullough explains they start with qualified companies and try to stay in Northern Nevada.

Robbins inquires about the project of replacing the concrete for the rock wall. Harris explains the rebar for the rock wall was added to the already existing concrete. Now what will happen is they will remove the slab, replace the concrete with the rebar. Robbins asks about the estimated time for the job. Harris says she plans on one week for the job to be completed, but three weeks before the rock wall can be put back up.

No Public Comment

3. For Possible Action. Discussion and possible action to proceed with soliciting bids for the roof restoration project.

Harris explains the project was previously denied and there was discussion to rebid the project in Spring 2023.

Upon motion made by DesJardins and seconded by Duffy to approve soliciting bids for the roof restoration project as identified in the Asset Management Plan.

The motion to approve the soliciting bids for the roof restoration project as identified in the Asset Management Plan was unanimously approved.

No Public Comment

4. For Possible Action. Discussion and adoption of the 2021-2022 Audit Report. (Joan Sciarani-Blake CPA from Arrighi Blake & Associates, LLC)

Joan Sciarani explains the audit. She shows the balance sheet pointing out that the cash did decrease. She says there is a new liability line which is the financing for the land purchase. She explains the Schedule of revenues, expenses, and changes. She pointed out the actual was much higher than the estimate. Harris explains that is due to the uncertainty of coming out of the COVID mandates. Sciarani points out the merchandise sales have increased significantly. Harris thanks supervisor Taylor for her work on this. Harris points out the security system was a huge part of the POOL/PACT line item of grants we received. Sciarani says there were no violations. She explains the trending graphs. She goes over the operating revenues and trends showing we are almost back up to the 2019 level. She says the salaries and benefits have not had a huge increase. She says the operating costs have also remained around the same. She explains costs are going up which will cost expenditures to also go up. DesJardins says a job well done to Supervisor Sherrie Taylor. Duffy says she appreciates how smoothly everything is going with the financials. Robbins says he is happy with the numbers.

Upon motion made by DesJardins and seconded by Robbins to approve the adoption of the 2021-2022 Audit Report.

The motion to approve the adoption of the 2021-2022 Audit Report was unanimously approved.

No Public Comment

5. For Possible Action. Discussion and possible action to approve the purchase of a 3M Diving Board Stand from Diving Board Solutions in the amount of \$20,892.78 and authorize the Director to approve contract change orders up to 10% for any required scope of services.

Harris explains there are some stress fractures in the diving board stands. She explains some metal work was completed to secure the stands, but at this point a new one is needed. She explains the need for the approval of the 10% change order because of possible increase of costs for the stand and shipping. She says the costs for the stand is much lower than it will be in two months. She is bringing it before the Board now in hopes to get the lower price of the stand. Robbins asks about the pad around the stand. Harris explains the pad cannot be purchased until the stand is received because the footprint of the stand will be different, requiring a different pad. The stand will need to arrive first to see how it fits on the deck and then the pad will be ordered. Dressel says he spoke to Supervisor Long and the new stand will have a better angle of the stairs which will increase safety. Dressel explains he would like to see the pad cover the same area including the corner. Harris explains that would still remain. Robbins wants to know if the pad come in a specific thickness. Harris explains it is built to your needs. Robbins asks if we can order it to what we want. Harris says she is not sure, she is currently working on the stand. Robbins wants to know if the stand comes in different colors. Harris confirms it does. Robbins believes the stand should be blue or turquoise. Dressel explains a color that matches better would provide a better appearance than the current color.

Upon motion made by Robbins and seconded by Duffy to approve the purchase of a 3M Diving Board Stand from Diving Board Solutions in the amount of \$20,892.78 and authorize the Director to approve contract change orders up to 10% for any required scope of services.

The motion to approve the purchase of a 3M Diving Board Stand from Diving Board Solutions in the amount of \$20,892.78 and authorize the Director to approve contract change orders up to 10% for any required scope of services was unanimously approved.

No Public Comment

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

Chairman Dressel reads the following “East Fork Swimming Pool Districts Fee Philosophy” which states, “The Carson Valley Swim Center is operated by the East Fork Swimming Pool District, the district maintains the center in a like new condition and runs programs of the highest quality. The districts operating philosophy is that the center is a public amenity with a major portion of its operating costs paid for with ad valorem operating tax money. Fees are charged for most programs. The revenue is to offset operating expenses. This philosophy differs from some agencies that expect the direct users to pay fees that cover most if not all operating costs of the facility programming. The East Fork Swimming Pool District prefers to keep user fees fairly low so no one is discouraged from using the center on that account and to encourage high participation. The free Friday nights, low charges for district school use, and the generous donation policy to schools and public service groups are further evidence of this philosophy. However, those who use the facility also have an obligation to pay a fair and reasonable fee. The district surveys the fees other aquatic facilities in the area on a regular basis and uses this information as one indication of what is responsible. Another revenue goal is to maintain user fees equal to one third of our basic operating costs. As these costs rise over the years, so will user fees. Fees will rise increments of \$0.25. Fees will be adjusted every two to three years to avoid huge fee increases at any given time. Fees are evaluated every winter and increases phased in, early in the year.” They discuss the possible date for this philosophy was 1996.

Harris explains there was a time when there was twelve years since the fees had been increased. She explains at that point the fee was increased a high amount and the patrons were not happy. She says they promised the patrons they would look at the fees each January to increase smaller increments, but more frequently. A fee increase was approved right before COVID hit. The board put a hold on the increase due to the circumstances of COVID. The Board recently dissolved that fee increase and directed us to reassess what they fee increase should be now. Harris explains there is now a significant amount of inflation with several line items including, chemicals, janitorial supplies, and energy. The inflation is somewhere from 8%-20%. Harris explains the facility amenity comparison which includes programming available at each location. She also points out the hours of operation comparing CVSC and the other organizations. She says the CVSC is open the most hours and the most days per year. Robbins points at that we are doing a better job at serving our community, then the Reno/Sparks area. Harris explains that the reason for the difference in resident vs non-resident fees are because the residents do pay taxes. DesJardins asks if the schools out of the area are charged more than our local schools when they come to the swim center in groups. Harris explains out of the area schools are charged \$5.00 per student which includes fees for the adults that also attend. The local schools pay \$3.00 per student and the adults are fee. She also says Parks and Rec pay for the children but not the adults because they are a great partner. Harris says the local adaptive students swim for free at the facility, but the adaptive students from the Reno area have to pay.

Robbins asks if the 75+ age category should be free. Harris believes they should have to pay. Duffy says she also agrees that age group should have to pay fees. HR/Admin Assistant reviews the spreadsheet showing the amount of passes sold and the revenue brought in from each. Dressel explains to the group that a \$1 increase was applied to the daily fees. He also explains that passes were also adjusted as well as lessons. Dressel he wants direction from the Board if the \$1.00 increase can be accepted or not. Also, if numbers need to be readjusted. Harris explains the revenue increase if the \$1.00 increase is approved and the revenue increases if the pass increase is approved. She explains the idea with the passes to ensure we are still providing our residents with the best price. Administrative Supervisor Taylor explains the annual fee increases would remain the same. DesJardins asks how the Board would react to Active Military having free passes. Robbins agrees with DesJardins. He believes active military should be able to enter the facility for free. Duffy agrees for active military to be able to enter the facility for free. Supervisor Taylor confirms with the Board that this would be for only the active military person

and not their family. They confirm that is correct. Dressel agrees with this idea as well. Smith explains the final document for this category. She explains one of the highest increases would be for private lessons. Robbins asks if a profit needs to be made on private lessons. Smith explains they could select a group lesson if they want. Harris explains private lessons are more of a specialized service that usually comes with a fee increase. Dressel explains with the group lessons the facility will basically be breaking even because we want to provide a service to the community. Harris explains we are still charging significantly below our neighboring pools for lessons. Smith points out the proposed price increase for the 15 swim senior exercise, explains the price was not inline, and was significantly underpriced. Even with the new price they will still be getting a good deal. Dressel explains the patrons will have to figure out which option is best for them. Supervisor Taylor explains that specific pass increase will be completed in two different phases. One increase 2023 and one increase 2024 so there isn't a huge increase right away. Harris explains the resident passes will get three free and a non-resident will get one free. Taylor explains the breakdown of cost per visit depending on how many times the patron uses their passes. She says the cashiers will explain to the patrons the passes so the patrons can figure out which will best fit them.

Harris asks if there are any other suggestions in regards to the fees that have been discussed today. Dressel asks the Board for direction in regards to the \$1.00 increase. Sciarani says costs overall are going up. Harris explains with costs going up we must bring in more patrons and also increase fees in order to make more revenue to cover our expenses. Sciarani also explains in order to replace assets those costs are going to increase. Dressel, DesJardins, Robbins, and Duffy all would like this an action item for December 2022. DesJardins says now is the time to increase fees to keep their word to the community.

- 7. Discussion only. Discussion on updating and restructuring the district's current pay/salary scale.** Harris explains this is a more comprehensive look at the entire pay scale and not just the cashier and lifeguard pay. She explains the National Parks and Recreation Association, Association of Aquatics professional, and Recreation management salary assessments. A compilation of various job position postings with their requirements and state minimum wage. Harris explains the EMT certification is required for our Aquatic Supervisors which is unique and goes above and beyond. Robbins asks when this was put into place and if it was when Gordon was the Board. Harris believes it was within that time frame.

Harris explains the proposed increases which include the incremental increases between Step 1-5, Step 6-10, and Step 11-15. On the spreadsheet each position has the number of employees in each step. Dressel asks if this will be a cost of living increase or will it be given when you come up for your review. Smith explains it could not be based on review because at CVSC an increase is based on hours worked for the part time employees.

Harris explains the number from the salary increases will also drive the budget for next year. She explains the previous increase she was able to absorb into the budget, however she believes these increases are necessary. She says they would need to go into effect next fiscal year (2023-2024) in order for her to build the increases into the budget. Dressel confirms they would all go into effect July 1 including the fees. Harris explains previously the fee increases would go into effect in May and then the salary and pay increases would go into effect July 1. Harris explains since most of the hiring occurs in April and May the starting lifeguards will start at \$14.00 per hour and then will receive the increase on July 1, 2023.

Desjardins says she would like to see this put on for vote in December 2022. Dressel agrees with DesJardins. Robbins expresses his concern about the overall amount of money that goes into salaries and wages. Harris explains full time positions were eliminated in the past to ensure the swim center was way less top heavy. She says she believes it reduced the labor budget by \$300,000 at that time. She ensures the Board that the swim center is not out of alignment in regards to salaries and wages and the overall budget. Dressel says he believes the increase will allow the swim center to be more competitive with the local market, especially the lifeguard wage. Dressel asks Director Harris if she feels good with the proposed numbers. Harris says she feels great with the proposed numbers. Desjardins asks for explanation for the large increase for maintenance aid and maintenance assistant. Smith explains the starting wage is very low. Harris explains because of the increase at the bottom step will cause the

higher step to have a significant increase. Harris says it is a 25% increase for those positions. She says previously the position was brand new young adults in the position and now it is professionals with skill sets and experience. DesJardins comments that would be a great raise for those people in those positions.

Harris says the proposed wages and salaries increase will impact the budget by \$187,000. By increasing the fees that will increase the revenue by \$67,000. She does not want the public to think they are increasing fees in order to cover the costs of the salary increases. She reminds the board that January is the last month because Harris will need to start planning the budget. Dressel asks if there is anyone opposed to bringing this for an action item in December 2022. No one says they are opposed. Dressel tells Harris she can move forward with an action item for December 2022.

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

CVSC November 2022 Director's Report

User Attendance: See board binder documents.

- Oct 2021 Attendance was 7448. Oct 2022 Attendance was 8532. (14.5% Increase)

Programming, Staffing and Training:

- Shannon was asked to join and participate in Pool Pact's HR Assessment Workgroup.
- Leadership/Supervisory Team implemented HydroApps (online data collection).
- Aquatic Supervisors hired two more lifeguards and an adaptive swim instructor with 30yrs experience.
- Our DHS PAC Program participants that we partner with have been coming in every Friday gaining work/social skills.
- Shannon attended the Pool Pact Pre-Conference Risk Management training: cybersecurity, employee relations, online employee training, and workers compensation.
- Shannon and Ashley attended the 10th Annual Pool Pact HR Conference in Reno.
- Session, Drop-In and Private lessons are combined numbers and classes have been successful (see attached #'s)
- Water Aerobics Class attendance is staying steady at 35+ participants in the morning classes. Evening classes are smaller but well liked and attended.

Marketing and Public Relations

- Shannon was the MC for the "2022 Community Recognition Awards" hosted by the CV Chamber of Commerce.
- Shannon and Sherrie attended the R-C's "Best of" luncheon accepting 1st Place Best Place to take your Kids.
- Social media exposure and information sharing: Facebook & Instagram updates (Sarah & Catherine).
- Website updates (Tyler), Google Business updates (Shannon), Alignable updates (Shannon)
- Publications: Carson Valley Business Directory, Getaway Reno/Tahoe Area, Best of CV, Almanac, Record Courier.
- CGI Marketing Group continues to do a good job managing our online reputation with Google, Yelp (Shannon)
- Phone Message updates (Sherrie)
- Water Aerobics Coordinator (Deanna) 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: Hailey Peterson, Lifeguard & Swim Instructor

Hailey is an outspoken team member who is a mover and a shaker. Hailey has come up with and presented a couple of new ideas to improve process and advocate for other female lifeguards and instructors. She subs for others when available and is a string swim instructor. She has participated in Safety Street and planned the end of summer employee party.

Maintenance Updates:

- Dave is updating the Emergency Response Plan for Flooding and Power Outage.
- Filtration System is in production for both main indoor and outdoor pools – Jan Delivery and Installation
- CO2 Monitoring permits completed and passed inspection by the EFPD.
- Dave, Scott and Shannon are receiving quotes for ADA bathroom upgrades by Therapy Pool.
- Rockwall will not be placed inside until concrete work is complete. Dave is receiving quotes.
- 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

- 6. For Possible Action. Discussion and possible action on proposed agenda items for the December 15, 2022 meeting.**
- **User Fees for action**
 - **Salaries and Wages for action**
 - **Capital Improvement Plan**

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