

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

The Board of Trustees December 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, Doug Robbins, Teresa Duffy and Travis Lee. Vice Chairman Sharon DesJardins was present on the phone.

**No Public Comment**

**AGENDA**

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

**No Public Comment**

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**CONSENT AGENDA ITEMS**

1a. For possible action. Previous minutes from the November 17, 2022 General Meeting.

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

Harris states she has great news, the radio repeater system that we have been waiting for a year and a half is in and functioning. We are now waiting on the County to do one last test and then we will get the final approval and the certificate of occupancy. Quotes are coming in for the remodeling of the handicapped bathrooms. We have one labor quote and the maintenance supervisor is working on two other quotes. We will be doing one bathroom at a time so the patrons will always have one of the bathrooms to use. We should have the bids ready to present in the next board meeting. The roof restoration project is out for bid. It is being advertised in the Record Courier and the Nevada Appeal. We will be getting bids in January and February and will bring it to the board for approval in February or March. The architect is estimating the cost for the entire project to be around \$150,000. The extra \$50,000 is to do the entire roof surface. Robbins asked why we needed an architect. Harris states that we didn't, and it didn't cost us anything. We just wanted to know what the cost of advertising would be. This project will not affect patron and will not affect programming. This project is weather driven and hopefully will be completed by the end of the fiscal year.

**No Public Comment**

**3. Discussion Only: Discussion of the Roof Restoration Coating, a Garland Co. product (Travis Lee)**

Lee states he did research on the company. Garland Company has been tried and tested for many years. They have a variety of products. Their products address UV protection, thermal transfer, sealing, etc. I felt good about it. What McCullough shared about the product was spot on. Harris stated that the

representative has already been out and has scoped out and specked out the product we will use. Dressel asked what the guarantee is. Lee states 30 years. Robbins asked if the product is rolled on or sprayed on. Lee states he's not sure but probably sprayed on. Duffy states that we should all refer back to the email that has more detailed information. Lee asked if we have a separate track for maintenance such as looking at the solar panels, cleaning, etc. Harris states yes, the solar panels are maintenance pretty regular and looked at annually. And as far as roof condition, the maintenance supervisor was concerned about a couple of areas on the roof so he called in a roofing contractor to see if there was anything that we needed to put in our CIP plan for next year.

#### No Public Comment

#### 4. **For Possible Action. Discussion and possible action to approve of the proposed increase of entrance, memberships, and rental fees**

Harris states that we have talked about fee increases for a couple of months. The last time we increased fees was in 2016. The approved fee increase for 2020 was delayed because of COVID. We had a meetings with the Cashier Supervisor, Admin Specialist, myself and the Chairman of the Board. We talked, as a group, what is our philosophy and decided that our philosophy is:

- Keep fees reasonable and on the lower end
- Compare our rate with other facilities
- Disabled Vets use swim center for free
- Give discounts to Active Military
- Keep +75 senior rates at a lower cost

So what we want to do:

- Leave annual passes the same
- Leave +75 the same
- Passes for Disable Vets and Active Military will be free
- 15 Swim Pass will have a year expiration date. Benefit to a resident 15 swim pass will be 3 free entrances and a non-resident will get 1 free entrance
- Daily entrance fees will increase \$1.00
- Some adjustments to lessons
- Lane rental fees increased
- Party rental fees increase
- 30 day Senior exercise 60+ will be a 2 step increase (over 2 years)
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Lee asked if we did a break out on usage of passes. Harris stated yes we did. Lee states he is glad active military will be free. Lee asked on the family pass, who does that include. Harris stated that it doesn't matter how many children under 7 accompanied by an adult are free. Robbins states that attendance last summer was great. Duffy asked about Red Cross charges. Harris states that Red Cross charges us \$40 for paperwork. Nationwide, Aquatic facilities are waiving those fees

Upon motion made by Duffy and seconded by Robbins to approve the proposed increase in entrance, membership and rental fees.

The motion to approve the proposed fee increases was unanimously approved.

#### No Public Comment

#### 5. **For Possible Action. Discussion and possible action to approve the district's restructured current pay/salary scale.**

Harris states that we have been talking for a few months. You have two spreadsheets. One is for hourly employees and the second one is for salaried employees. I am requesting three things:

1. Adjust the increases that are given from 3.00% - 4.00% to 3.5% - 4.50
2. Eliminate the steps we have now and move to a salary range for each job title.  
We have moved away from steps to salary range on all of our job descriptions

already per our partner PoolPact.

3. The Senior Guard salary range will be changed to be a separate salary range from the Lifeguards.

Salary increase will not go into effect until 7/1/2023

Dressel states he is very pleased with how competitive our salaries will be. Harris states that we looked at national averages plus our neighboring pools. Sparks is \$15 per hour, Reno is \$15 per hour, etc.

Upon motion made by Lee and seconded by Robbins to approve the district's restructured current pay/salary scale as presented in particular the removal of steps and the alignment of the ranges to the positions as determined.

The motion to approve the district's restructured current pay/salary scale as presented in particular the removal of steps and the alignment of the ranges to the positions as determined was unanimously approved.

#### **No Public Comment**

### **6. Discussion Only. Report from the Swim Center Director. CVSC December 2022 Director's Report**

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

- Nov 2021 Attendance was 7676. Nov 2022 Attendance was 6962. (9.3% decrease)

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

- Tyler and Sherrie have scheduled and organized Flick 'N Floats for the winter months.
- Sarah planned Underwater Santa Pictures for Dec 10<sup>th</sup> and 17<sup>th</sup> with the help from Dave and Frank (Trustee).
- Sarah has started the "Angel Fish" adaptive swim lesson certification program along with a newly hired swim instructor.
- Sarah and Tyler taught the High School Aquatics Class and finished up their CPR and First Aid training.
- Session, Drop-In and Private swim and dive 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 likes and attended.

#### **Marketing and Public Relations**

- Shannon attended the "Loss Control Committee Meeting of the Nevada Public Agency Insurance Pool and Public Agency Compensation Trust."
- Shannon attended and participated in Pool Pact's HR Assessment Workgroup
- Shannon was the Master of Ceremony for the Carson Valley Chamber of Commerce "Community Recognition Awards" and has remained a Chamber member for over 8 years.
- 4-H gifted the Swim Center a plaque for their ongoing support of the youth program and were mentioned during their awards ceremony.
- 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: TBD

**Maintenance Updates:**

- Dave, Scott and Shannon continue to receiving quotes for ADA bathroom upgrades by Therapy Pool.
- Rockwall will not be placed inside until concrete work is complete. Dave is still 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 January 19, 2023 meeting.**
- **Appointment of President and Vice President**
  - **Budget**
  - **Future meeting dates and times**
  - **Roof Restoration**
  - **ADA Bathrooms Remodel**

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