

**EAST FORK SWIMMING POOL DISTRICT  
BOARD OF TRUSTEES  
GENERAL MEETING MINUTES  
January 19, 2023 at 9:15 a.m.  
Carson Valley Swim Center  
1600 Hwy 88, Minden, Nevada**

The Board of Trustees January 19, 2023 meeting was called to order at 9:15 AM at the Carson Valley Swim Center, Minden, NV. Board members present were Chairman, Frank Dressel, Vice Chairman Sharon DesJardins, and Trustees Doug Robbins. Teresa Duffy 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**

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**CONSENT AGENDA ITEMS**

- 1a. For possible action. Previous minutes from the December 15, 2022 General Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures and investments through December 31, 2022

Upon motion made by Robbins 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 ongoing projects.**  
Harris states that the Radio Repeater system is paid off. I will be bringing 3 quotes for labor and 3 quotes for material for the ADA bathroom remodels to the February board meeting for discussion and possible approval. We will do one bathroom at a time so the patrons will always have one ADA bathroom as well as the bathroom on the deck and the ones in the locker rooms. We are hoping to start these bathroom remodels in March or April. McCullough states that the County will be out this week to do the final testing of the Radio Repeater system. For the Roof Restoration, we have 3 registered bids so far. The bidding closes next week and then we will bring a recommendation to the next board meeting for discussion and possible approval. We have no leaks our roof. Dressel asked about our parking lot being in a flood zone and if we would behoove us to have some clean fill dirt brought in. McCullough states that would take permitting and design and it would have to go through FEMA and it would take up to a year to get approval. Lee asked about the remaining 1.7M in the Capital Budget. What are we doing with that money? Harris states that we will go into that today when we start into the budget and look at the 5 year projected Capital Improvement Plan.

**No Public Comment**

- 3. **Discussion Only: Discussion on the possible partnership with Douglas County to design and build a splash park in the Topaz Ranch Estates area.**  
Harris introduced Scott Morgan, Douglas County Director of Community Services. Morgan states this is a unique opportunity we are looking into right now. Partnering with CVSC on a splash pad for the Topaz area would mean entering into an Inter-local Agreement, which would mean that Douglas County would

take full responsibility and that the swim center would help fund the project. The County would maintain and have all liability for the Splash Pad. It is a good will opportunity for an under- served area of our county. It would supply some seasonal recreational benefit for that area. DesJardins asked what the timeframe is. Morgan states it would be in the next fiscal year. Planning for that fiscal year is starting now. DesJardins asks when funding would be due from us. Morgan states it would be due at the end of the project. Duffy asks what the population of youth in that area is. Morgan states the youth population is small and declining. Robbins asks what the projected cost is. Morgan states \$240,000. Robbins asks if outside contractors will be used. Morgan states that this will be a McCullough Project. Lee states that this project makes a lot of sense and falls nicely within our strategic goals. Harris states that we will be discussing this in our CIP budget talks and we can get back to Morgan by March as to what our decision will be.

#### **No Public Comment**

#### **4. For Possible Action. Discussion and possible action to elect the Chair and the Vice Chair for the Board of Trustees.**

Dressel states that he is ready to step down and pass the gavel on. Please start your discussion. Robbins nominates DesJardins for Chair of the Board of Trustees.

Upon motion made by Robbins and seconded by Lee to elect DesJardins as Chair of the Board of Trustees unanimously approved the nomination. DesJardins accepted the position.

Dressel nominated Lee for Vice Chair of the Board of Trustees.

Upon motion made by Dressel and seconded by Robbins to elect Lee as Vice Chair of the Board of Trustees unanimously approved the nomination. Lee accepted the position.

Dressel turned that meeting over to Chair DesJardins.

#### **No Public Comment**

#### **5. Discussion only. Discussion of the proposed '23-'24 operating budget, 5 year capital improvement budget, 3 year strategic plan and population trends.**

Harris states I will bring the proposed budget numbers next month. I am still building in the salary increases plus the new fee increases. Our servicing of patrons isn't growing. Is expanding warranted? We are just now recovering from COVID and need more staffing. Over the next couple of months we will relook at the CIP and look at long term in year 5. We will talk about master planning and our strategic plan. I have also included graphs of population growth in seniors and our schools. We will also discuss the opportunity to partner with Douglas County on the Topaz Splash Pad. Lee asks what has not been done yet in '22-'23 fiscal year. Harris states that when the Board denied the concession improvements, she was able to replace that project with 3 other project which included the ADA remodels, the 3 meter stand and the filter project. I am unable to change the projected 5 year capital improvement plan that I send to the state. But I have added those projects to the Capital Budget Fiscal year '22-'23. A discussion was held on developing a Master Plan. Lee states that he feels we have a responsibility to the tax payers to explain to them how we are spending money on facility projects. Harris states that she believes that updating our strategic plan will take the place of a master plan. All we are going to do with a master plan is putting all the documents we already have together. Duffy states that she feels that we are getting too redundant. Dressel states that our strategic plan is a changing document that gives us direction. Harris states that she questions that a master plan will be redundant also. Lee states that he is good with the strategic plan that we have.

Changed recommended in year '23-'24: Move Indoor Pool plaster, Paint to '26-'27. Move Lobby Remodel and Concession Improvements from '26-'27 to '23-'24. Move Scrubber, climbing wall from Asset Management '23-'24 to '24-'25 and move Activity Pool Toys from Asset Management '24-'25 to '23-'24. TRE Splash Pad – determine amount. Add Cold Therapy Tub and Therapy Pool Addition to '27-'28. Robbins states he thinks the concession improvements align well with the Lobby remodel.

#### **No Public Comment**

### **6. Discussion Only. Report from the Swim Center Director. CVSC January 2023 Director's Report**

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

- Dec 2021 Attendance was 6722. Dec 2022 Attendance was 6803. ( 1.2% Increase)

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

- Shannon attended a DEI Webinar hosted by KEPRO - Employee Assistance Program (EAP)
- 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 liked and attended.

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

- Shannon attended and participated in Pool Pact's HR Assessment Workgroup.
- Shannon attended the NRPS North Social in Carson City.
- Staff created, participating in and won the "Government Category" of "The Parade of Lights."
- 1<sup>st</sup> Annual Underwater Santa Pictures.
- Flick 'N Float was scheduled – little to no attendance. Next movies will be scheduled for Jan, Feb & Mar.
- 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:**

- Filter System approved by the Board is being manufactured. Project will be delayed to May 2023 due to manufacturer dropping one of the filters during manufacturing.
- 3M Dive stand is in production and once notified will be picked up at the Reno location to avoid high delivery fee.
- Dave has been working closely with Trane and Seresco regarding the DH1 operations.
- FT Maintenance Assistance position is vacant. Advertising has been done and applications have come in. Still remains open.
- 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**

7. **For Possible Action. Discussion and possible action on proposed agenda items for the February 9, 2023 meeting.**
- **Budget**
  - **CIP**
  - **Roof Restoration**
  - **ADA Remodel**
  - **TRE Splash Pad**

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