

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

The Board of Trustees March 17th, 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 Travis Lee. Doug Robbins was absent.

No Public Comment

AGENDA

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

No Public Comment

CONSENT AGENDA ITEMS

- 1a. For possible action. Previous minutes from the February 22, 2022 General Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures and investments through February 28th, 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 ongoing projects.**
Chairman Dressel introduced item. Harris states that we are currently in our DH3 project. McCullough States the DH3 Replacement Project on the west side of the facility is on time. Next week we'll turn on the system. The project is going good. Next we'll put the enclosure wall up. On budget, with no surprises. Dressel states good job keeping dust out of the facility. McCullough states the other project is the roof maintenance and storage area. We will get the 50% drawings next month and we will get estimated costs then. We will bring it to the board for consideration at that time. Harris states that if you look at the Capital Budget for fiscal year 2021/2022. Current balance is \$1,786,655. We still have a payment of \$144,894 for the DH3 Replacement Project. We haven't paid out a lot for Asset Management yet and we still have a balance of \$154,980 left in that part of the budget. With everything, we'll have \$1,419,651 after these projects.

No Public Comment

- 3. **Discussion Only. Presentation and discussion by Marshall Smith, Risk Manager of Pool Pact on the "Loss Control Excellence Program."**
Chairman Dressel introduced item. Dressel introduced Marshall Smith, Risk Manager for Pool/Pact. Smith states that in order to qualify for this award you must demonstrate best practices in all departments. All practices and procedures must be in place to be eligible to be on the Loss Control Committee and you must have completed the Loss Control Excellence Program.

It is with great pleasure that I present the Carson Valley Swim Center with our check for \$3,200 for completing the Loss Control Excellence Program. Harris states that we have amazing relationship with Pool/Pact. I'm not just saying that because of the grants. Thompson and I have used them both on the HR side and the risk management side. We have an incredible board of trustees who lead me and we also have four members of our Leadership team present at this meeting. This is a team effort.

No Public Comment

4. Discussion Only. Presentation and discussion from staff and a trustee on the Association of Aquatic Professionals Conference held February 7-11th 2022 in St. Pete's Beach, Florida.

Chairman Dressel introduced item. Sarah Davenport, CVSC Aquatic Supervisor, was introduced. Davenport thanked the Board for their support that enabled her to attend the AOAP Conference. She states this is the third year I have attended this conference. The conference gives me great ideas for keeping our lifeguards skills sharp. It helps me create an environment for my success and gave me ideas on how we manage our senior guards. Duffy stated that this was her first time attending an aquatics conference. There is just so much to know about pool maintenance. I think we are well ahead of the curve on the issues that a lot of the other pools have. The conference was amazing. I believe our facility makes a difference in our patron's lives. I feel fortunate that we get grants from Pool/Pact that enables us to attend these conferences. Harris states that she always comes back from these conferences with a wealth of knowledge. I'm glad that the trustees are now attending these conferences because it gives them a better understanding of what we have at CVSC. The conference cost us \$7,500 and the Pool/Pact grants covered \$5,000 of that. It was a great conference.

No Public Comment

5. For Possible Action. Discussion and possible action to increase the starting pay for the Lifeguard positions to \$14hr from \$12.50hr.

Chairman Dressel introduced item. Harris states that you will see some of the supporting documentation as to what our Northern Nevada partners are doing as it pertains to pay. Our lifeguard pay range is currently \$12.50 to \$20.33. If you approve this increase, the pay range will be \$14.00 to \$22.77. If somebody comes to us with education and/or experience, I have the discretion to start them at a higher step. Lee asks what the average pay is. Harris states that the average pay includes lifeguards, senior guard with and without EMT, teaching of swim lessons as well as private lessons. The average is \$18.50. I can't just give you lifeguard pay. DesJardins asks if we have any lifeguards presently at \$12.50 an hour. Harris states yes we do. Lee asks what the projected impact on the budget will be. Harris states that it will be about a \$30,000 increase in the labor budget. I have already built into the budget all of the increases. Also we do have the funds in our current labor budget to do the raises now. Lee states that he sees no issue why we can't support this change in pay. Dressel states that he has done a lot of research also. I am looking at places like In & Out Burger who is starting their employees at \$15.00 an hour. My concern is still starting at \$14.00 an hour. I feel that's too low. I would like to see it be more than \$14.00 an hour, \$15 would be more realistic, and \$16.00 would be proactive. But I know that we can't go there with the budget. My concern is safety. We have to limit our lifeguards to 1039 hours per fiscal year due to PERS. I think the bottom line is looking at that paycheck and seeing what Uncle Sam took out and what they have left. We had five candidates signed up for our last lifeguard class. Only three ended up taking it but none of those three put in applications to work for us. The Peppermill is paying \$15, Sparks \$11-\$15, Arrowcreek \$17, and City of Reno \$16.00. Lee states that this is all valid information but 3-4 years ago we had similar data when we went to \$12.50 and we will keep having this discussion every year for the next four years with similar data. Lee states that Dressel would like to be more proactive by doing an increase to \$15.00 at the minimum. I would probably go to \$14.75 instead.

Dressel ask if Lee could explain why. Lee states that his gut says shouldn't jump from \$12.50 to \$15.00 an hour. Dressel states how will we get qualified candidates? Harris states that one thing we really need to caution on what Frank has brought up is essential functions in each job which drives your job and drives your pay. So I appreciate you differentiating between the different job descriptions. This is the difference between public and private sector. Also you are approaching other pay of other staff such as supervisors. I have to balance the budget to between 30%-35% cost recovery. We really need to increase fees if we are going to continue to increase staff pay. I am not prepared to give you another budget when this is the last discussion before our tentative budget goes to the State for approval. DesJardins states that first of all we appreciate you and want to pay you what you're worth. I would love to pay you \$15-\$16 because you're worth it. However, I feel right now it is the responsible thing to go with the director's recommendation. Let's address this again next year. Harris stated that another thing that I have the discretion to do is adjust pay for extra duties. I just adjusted some of the senior guard's pay by two steps for extra duties. Duffy states that I would love to bump the lifeguard pay up to \$15 but being fiscally responsible, we need to stay with the director's recommendation and revisit this topic in January 2023. Dressel states that he feels that we really need to step up and show them that we do think they are worth this much but if the budget isn't going to allow it at this time, I still feel that \$14.00 per hour is real low. Lee states what I am hearing is that no one is opposed to looking at this down the road, but right now we need to move forward and approve what's here on the table. Dressel states is there any public comment. (See Public Comment). Duffy states what \$15 per hour would look like on our budget. Lee states he doesn't think anybody can guarantee we will get more lifeguards if we go to \$15 per hour. Harris states that we have just started our hiring season for summer. We are holding lifeguard classes every month till summer. I am not putting our staff at risk. If we don't have enough guards we will close pools. DesJardins states that your arguments were wonderful. I am asking you to remember that we have to submit the budget that we have been discussing for several months to the State. We are responsible to the public and aren't against giving you more money. We are going to vote on the \$14.00 and then revisit in January 2023. Lee states that going forward, if you've got a request and it is budget season, I would be having these discussion with your supervisor or director month in advance.

Public Comment: Indi Guerrazzi, CVSC Senior Guard, states Chairman Dressel is correct at \$15.00 an hour. The reason is safety. When I was hired, beginning pay was good. The lifeguard job requires certifications and monthly training. I don't think \$14.00 an hour will bring people in to work at CVSC.

Carter Olson, CVSC Senior Guard, states I like this place a lot. I can only work 1039 hours a year. I am running out of hours. I am not even going to make it to the reset of the fiscal calendar. I have wanted to be a swim instructor but have never had the time. We need people who are willing to rescue a 250 pound person from the deep end and come prepared to do that every day. We need people that are cut from a different cloth and are committed.

Catherine Wedin, CVSC Senior Guard, states she has been here for six years. I have been looking back on summer schedules for 2017, 2018, and 2019 and usually we have about sixty lifeguards. Right now we have about twenty-five lifeguards. I am really scared for the summer and safety and I really don't think that we are going to be able to hire as many people as we need for \$14.00 per hour.

Motion by Lee and seconded by DesJardins to approve an increase in the starting pay for the Lifeguard position to \$12.50 hr. to \$14.00 hr. Dressel opposed the motion. Duffy, Lee, and DesJardins approved the motion. The motion was approve 3-1.

6. For Possible Action. Discussion and possible action to increase the starting pay for the Cashier positions to \$13.50 hr from \$12hr.

Chairman Dressel introduced item. Harris states the cashiers are CPR certified. We have a little bit of difference between the lifeguard pay and the cashier pay because the lifeguards are required to have more certifications and more continuous training. They explain all of the different things we offer our patrons. I am recommending their pay goes from \$12.00 to \$13.50.

No Public Comment

Motion by Lee and seconded by DesJardins to approve an increase in the starting pay for the Cashier positions to \$12.50 hr. to \$13.50 hr. The motion was unanimously approved.

7. **For Possible Action. Discussion and possible action on the tentative '22-'23 budget and 5-Year Capital Improvement Plan.**

Chairman Dressel introduced item. Harris states that we are voting on a tentative budget and the 5 year Capital Improvement Plan this month. They both turned in by to the Department of Taxation by April 15. They work with us on any changes that need to be made and then I bring the final budget back to the board in May for a final vote. The Capital Improvement Plan is the same as last month, I didn't make any changes. You will see that I did put in pool toys. As far as the budget, we are dealing with inflation. I have built in addition expenditures in certain areas that we know are going up. I did add the % differences column. I am confident in the numbers in this budget.

No Public Comment

Motion by DesJardins and seconded by Duffy to approve the tentative 2022 – 2023 budget and 5 year Capital Improvement Plan. The motion was unanimously approved.

8. **For Possible Action. Discussion on the Swim Center Director's annual evaluation and possible action approving Director's Merit increase between 0-5%.**

Chairman Dressel introduced item. Dressel states that each trustee was given a worksheet with 5 categories and ratings from 1-5 to assist them in evaluating the Director's performance. A rating of 5 being outstanding and a rating of 1 being unsatisfactory.

DesJardins states she is rating her a 5 on Aquatic Programming (A), she has done an amazing job. DesJardins is rating her a 5 on Leadership and Management (B), she demonstrates excellent leadership skills and maintaining a friendly and professional relationship with staff. DesJardins is rating her a 5 on Facilities Management (C), she does an amazing job and has a wealth of knowledge. DesJardins is rating her a 5 on Financial Management (D), she has shown the ability to keep the facility running in such difficult times and continues to do an excellent job on audits. DesJardins is rating her a 5 on Public Relations (E) she continues maintain positive relationships throughout the community.

Duffy states she is rating her a 5 on Aquatic Programming (A), she has done an amazing job with programming with seamless transitions. Duffy is rating her a 5 on Leadership Management (B), she continues to bring fresh ideas and manage in a thoughtful manner. Duffy is rating her a 5 on Facilities Management (C), she continues to keep the board educated and does an amazing job. Duffy is rating her a 5 on Financial Management (D), she has maintained a tight budget even with several setbacks. Duffy is rating her a 5 on Public Relations (E), public relations is one of her strongest points. She keeps relationships alive and adds new relationships each year.

Lee states he is rating her a 5 on Aquatic Programming (A), she has been proactive and made hard decisions during difficult times. Lee states he is rating her a 4 on Leadership Management (B), she communicates with her team and supports her team. Lee states he is rating her a 5 on Facilities Management (C), she has managed several large construction projects this year and they have not effected the public too much. Lee states he is rating her a 5 on Financial Management (D), she has kept the budget more stable and solid. She has a great relationship with the Board and the accountant regarding finances. Lee states he is rating her a 5 on Public Relations (E), she is well liked in the community, she keeps a level head, and speaks the core values. She has done a great job with public relations.

Dressel states he is rating her a 5 on Aquatic Programming (A), she has done an outstanding job especially with hosting the Krista Palmer event during a pandemic. Dressel states he is rating her a 5 on Leadership and Management (B), she has done an outstanding job. She opened the facility to the fire fighters with no hesitation and assisted the community. Dressel states he is rating her a 5 on Facilities Management (C), she is involved in every project in the facility and continues to keep the Board updated. Dressel states he is rating her a 5 on Financial Management (D), she does an outstanding job at

keeping the Board aware of the budget and cost recovery. She has maintained the budget in the 30%-35% ratio even during difficult times. Dressel states he is rating her a 5 on Public Relations (E), she is involved in the community and supports the community with her leadership and direction.

No Public Comment

Upon motion made by DesJardins and second by Duffy, to approve the director's 5% merit increase of \$5,500.00 to bring her annual salary to \$115,763.00 to go into effect on 4/1/2022. The motion was unanimously approved.

9. Discussion Only. Report from the Swim Center Director:

CVSC March 2022 Director's Report

User Attendance: See board binder documents.

- Feb 2021 Attendance was 5424 (COVID Restrictions). Feb 2022 Attendance was 8870. (63% Increase)

Programming, Staffing and Training:

- Session Lessons (please see attached #'s). Feb Drop-ins (131) and Privates (32)
- Douglas High School Swim/Dive Team has started their season.
- Water Aerobics Classes attendance staying steady at 35+ participants in the morning classes.
- Staffing and schedules are regularly changing based on program needs, school schedules and sports.
- Aquatic Supervisors have scheduled future Lifeguard Certification Training for Mar, April and May.
- DHS aquatics class has resulted in over 10 applications being handed out to students. Lower than past years.
- Shannon, Sharon and Ashley attended a "Cyber Security" Training hosted by Pool Pact.
- The CVSC will host the Northern Nevada In-Service Training in May and will have over 100 N. Nevada LG's in attendance.

Marketing and Public Relations

- Kolo 8 Reno News had a segment on CopperDisinfector and CVSC being the first to use it.
- R-C published an article on CopperDisinfector and CVSC being the first to use it.
- Shannon and Sharon completed the "Loss Control" audit through Pool Pact and are receiving the "Excellence Award."
- Shannon was voted in as Treasurer for the Nevada Recreation and Parks Society Aquatics Committee.
- Shannon was appointed as a member of the "Loss Control Committee" for the Nevada Public Agency Insurance Pool.
- CGI Marketing Group continues to manage 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.
- 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:

- Lisa Hulick, Cashier and Water Exercise Instructor. Lisa started out a few years as a substitute water aerobics instructor and now currently has her own weekly classes and works several hours a week as a Cashier. Lisa has always had a positive attitude and is very knowledgeable when it comes to fitness and daily operations.

Maintenance Updates:

- New shower heads and grab bars have been installed in the ADA All Gender Therapy Pool Bathrooms.
- Dave is working with consultants, engineers and business owners gaining a better understanding of equipment function including but not limited to: Solar panels, DH1&2, CO2 Monitoring, Filter System
- Duraflex came and worked on the 1M and 3M Diving Boards and will work with maintenance and Director on the replacement and balance of components once Dive Season is over.
- Indoor Main Pool Staining project is on-going.

- Daily maintenance projects and asset management are being completed daily... excel document updated by Maintenance Supervisor and Director.
- Chemical and equipment cost increases are continually being assessed & research is being done for other possible vendors.
- Maintenance personnel working with ACCO Engineering to replace DH3 Unit.
- Dave is always looking at ways to save on energy and gas and improve on system function.
- 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

10. For Possible Action. Discussion and possible action on proposed agenda items for the April 21th, 2022 meeting.

Strategic Plan
Master Planning
Construction in progress

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