

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
October 20, 2022 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees October 20, 2022 meeting was called to order at 9:00 AM at the Carson Valley Swim Center, Minden, NV. Board members present were Vice Chairman Sharon DesJardins, Teresa Duffy, Travis Lee, and Doug Robbins. Chairman, Frank Dressel was present by telephone.

No Public Comment

AGENDA

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

No Public Comment

CONSENT AGENDA ITEMS

1a. For possible action. Previous minutes from the September 15, 2022 General Meeting and the September 30, 2022 Special meeting.

1b. For possible action. Approval of general ledger cash balances, expenditures and investments through September 30, 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 goes over the construction funds Capital Budget attachment. She explains they are \$434,00 below the anticipated expenditures. She says this will decrease with the roof project and the remodel of the ADA compliant restrooms. She explains there will be \$2,033,380 remaining in the available Construction Funds. She says if the \$434,000 is not used it will add to the available Construction Funds. Robbins requests an update on the restroom remodel. Harris states both corner bathrooms are both over twenty years old. She refers to Scott McCullough. He explains sub-contractors will come in and provide estimates. He says instead of removing the tile they will place a sheeting over the top which will reduce all of the grout lines. He says the durability and maintenance of the tile is much better. By placing the sheeting over the top of the tile you cut down on the labor costs, but can still replace all of the plumbing fixtures. He says on the floor the tile will be removed and replaced with tile. Robbins asks if there are drains in the restrooms. McCullough states there are drains but they are looking at adding another drain to address some problematic areas. Dressel asks if we are compliant with ADA Standards. McCullough states everything is good, however a vertical grab bar will be needed when the remodel is completed. He says it is currently compliant because of the time it was constructed. Lee asks about adding the sheeting over the tile. McCullough states it actually creates a stronger substrate and if there was mold you would already see it coming through the current grout.

Harris discusses the events that have happened with the roof restoration project. Lee expresses concerns in waiting on the roof restoration project due to inflation. DesJardins states there is no reason to go backwards and the Board needs to move forward to decide what should happen next. Harris asks if there are any additional concerns or information that needs to be obtained before this project is brought before

the Board again. Harris explains she would like to get bids for the entirety of the roof instead of part of the roof and bring back before the Board in the spring. DesJardins wants to know if information can be obtained from the manufacture on what they have done to test their products which would address some of Robbins concerns. Harris suggests maybe having someone from the manufacture company come to a Board meeting to answer the Boards questions. Duffy agrees this would be a good idea. Dressel asks if the product and labor are both guaranteed for twenty years or just the product itself? McCullough states that Garland roofing represents the product and the installation. He says they are an international company and it may not be the best to request them to come to our Board meeting. He says research should be done first and he suggests looking at their website. In regards to warrant he explains a project at Douglas High School had a patch completed. Thirteen years later the path was failing and they came out and fixed the problem. He says this shows the companies character and ethics of the company. Dressel asks if McCullough recommends the entire roof being completed. McCullough confirms that is his recommendation. Dressel states he would like to move forward with the bids to include bids that are not such big difference price range. Duffy explains now that they are deciding to do the entire roof it will be over \$100,000 which will be a different process. McCullough states it will now be a public works project which will increase the costs. Duffy explains this project will increase significantly. She also explains to the Board that the bids were such a ranch because there were companies out of state that bid on the previous project which would have substantial travel costs. Lee agrees the entire roof should be completed. He explains the roof needs to be taken care of to protect the facility. Robbins inquires about what the additional cost would be to remove the metal on the roof and just replace it. McCullough states he believes it would cost \$20-\$24 a square foot and the coating is \$8 a square foot. Additional McCullough states it will protect the metal on the roof, but the metal itself is still in good condition. DesJardins says for Harris to move forward in the spring to get bids for the entire roof. She suggests the Board get together to do the research and get the facts for the product that way a decision can be made.

No Public Comment

3. For Possible Action. Discussion and possible action to dissolve the adopted proposed fee increase that was approved in the February 20, 2020 meeting.

Harris explains there was a previous discussion and vote to move forward with the increase of fees. Then due to the pandemic the Board provided direction to hold off on the fee increase. Lee states he agrees to dissolve the fee increase and reevaluate for current times. Dressel states he is in favor of dissolving this.

Upon motion made by Lee and seconded by Robbins to dissolve the adopted proposed fee increase that was approved in February 20, 2020 meeting.

The motion to approve the dissolving of the fee increase was approved 4 to 1. Des Jardin's states she is opposed.

No Public Comment

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

Harris explains in past Board meetings there were some concerns about notifying the public with plenty of time. She included an example of the documentation available to let the public know. She also included a document showing current fees and recommended fees for it to be clear to the Board. Harris says what other neighboring Northern Nevada pools are currently charging for entrance fees will also be included. She inquires if there is any additional information the Board may want to include for next month's meeting. DesJardins asks when the information will be available. Harris confirms at the next meeting and then possible action in December 2022. Travis requests the word "recommended" be used instead of "suggested." He says suggested leaves some room for interpretation. Lee explains he would like to see something posted letting the public know which avenues they can use to express their concerns about fees being increased prior to a vote happening. Duffy clarifies she wants to be clear that the staff the Board should be talking to is to the Director and the HR/Administrative assistant. Harris says she will create a document suggested by Lee.

No Public Comment

5. **Discussion Only. Discussion on updating and restructuring the district's current pay/salary scale.** Harris explains the lifeguard and cashier pay have been addressed. However, other positions were not addressed. She explains issues due to inflation, cost of living, and housing concerns in our area are things that need to be discussed. She explains the idea of increasing the percentage between each step section. She says there are three national aquatic related comparisons that can be looked at which include national averages. She also explains POOL/Pact also has solid data that can be used. She says we are going to try to compare job descriptions as much as possible, however we have been identified as a unique district. Dressel inquires about the swim center previously being the highest paid job in the area. Harris confirms that was something in the past when the lifeguards were making \$10.00 per hour. Lee comments he would like to see a better graph to include the amount of staff in each pay grade. He then would like to see where the staff will end up with the recommendation.

No Public Comment

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

User Attendance: See board binder documents.

- Sept 2021 Attendance was 8,655. Sept 2022 Attendance was 9,610. (11% Increase)

Programming, Staffing and Training:

- Shannon and Tyler attended the NRPA National Conference in Phoenix, AZ
- Training and Conversion to HydroApps (online data collection) – Supervisory Team
- DDST Swim Meet with over 350 registered swimmers.
- Shannon, Sherrie and Patti met with the Auditors for the EFSPD's annual audit.
- Shannon met with and oriented the DHS PAC Program participants (6) whom CVSC is partnering with.
- Sarah and Tyler certified over 20 DCSD Bus drivers in CPR, 1st Aid and AED use. Partnering also with Pool Pact.
- 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 likes and attended.

Marketing and Public Relations

- Won 1st Place Best Place to Take Your Kids (R-C, Online, Luncheon)
- Shannon Spoke to the Vitality for Life Group at the Carson Valley Medical Center.
- 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:

- Media Blasting outdoor pool eastside decking scheduled this winter.
- Dave working on receiving quotes for natatorium light replacements and updates long term.
- Filtration System is in production for both main indoor and outdoor pools – Dec/Jan Delivery and Installation
- CO2 Monitoring permits completed and work will be scheduled for Oct.
- Foothill Tile came in and met with Dave, Scott and Shannon & specked out 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

6. **For Possible Action. Discussion and possible action on proposed agenda items for the November 17, 2022 meeting.**
- **Capital Improvement Plan Update**
 - **Audit**
 - **Fees**
 - **Salaries**

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