

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
October 19, 2023 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees October 19th, 2023 general meeting was called to order by Chairperson Sharon DesJardins at 9:00 AM at the Carson Valley Swim Center, Minden, NV. Board members present were, Vice Chairman Travis Lee, Doug Robbins, Frank Dressel and Trustee Teresa Duffy.

No Public Comment: Chairperson DesJardins recognized Allen Biaggi as a visitor.

AGENDA

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

No Public Comment

CONSENT AGENDA ITEMS

1a. For possible action. Approval of previous minutes from the September 29th, 2023 General Meeting

1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through September 30th, 2023

Upon motion made by Dressel and seconded by Lee. The consent agenda items 1a & 1b were unanimously approved.

No Public Comment

ADMINISTRATIVE AGENDA

2. Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects

Chairperson DesJardins introduced item. Harris states that the ADA bathroom are 98% done. Maintenance has a few things to complete such as replacing both doors and both set of locks. The Roof Restoration is being done now. Robbins asked how many coats will they put on. McCullough states there will be one primer coat and then the color coat. Harris states there is no estimated date of completion because the job is so weather and temperature dependent. The other project we want to talk about is replacing our toys in the activity pool. DesJardins went around and spoke to different vendors so I will turn the discussion over to her. Desjardins states that there were not as many vendors as I thought I remembered from last year. A lot of the vendors were splash pad people but those splash pad toys could be used in our facility. One vendor there had just created the splash pad/pool for the new Royal Caribbean Line Ship. Harris states that many of the toys were for dry land and standing water. Sharon collected many brochures from the conference, at least 7 or 8 and I have them in my office for anyone who is interested in looking at them. Take them home and bring them back. Lee states that's great he looks forward to looking at the brochures. He states that also contacted a company and has requested a catalog from them.

No Public Comment

3. Discussion Only. Discussion on design concepts and budget for the "Eastside Expansion Project" consisting of expanding the lobby and concession storage area.

Chairperson DesJardins introduced item. Harris states that we received 4 options. Option 1 was out of the question, option 2 we liked the roof lines, option 3 we like the entrance way and option 4 is really a combination of all of the ideas. Harris states that option 4 has less air flow and the ADA doors are such

that the 1st set will close before the 2nd set opens. Robbins states how will we keep it warm in the winter and cold in the summer. McCullough states that it will be conditioned space. Lee states the functionality of the flow on option 4, the only doors are going in, is it all open all the way to the side space. Harris states that it's all open and will still be able to use the columns for bulletin boards. Harris states that option 1 was priced out months ago. McCullough states that price was 1.2M. Harris states that the 1.2M probably won't change much for option 4. Chairperson DesJardins called on Biaggi for comment. Biaggi wanted to follow up on a question that was asked by Lee. What is that wall going from the entrance doors to the existing building? Harris states that's to have a closed area to stop the wind tunnel. After much discussion, the Trustees decided on option 4. Harris states she will go forward with the design team on option 4 and will come to the Trustees next month with the new pricing and have a larger discussion.

Public Comment:

4. **Discussion Only. Report from the Swim Center Director.**
CVSC October 2023 Director's Report

User Attendance: See board binder documents.

- Sept 2022 Attendance was 9,610. Sept 2023 Attendance was 8,898

Programming, Staffing and Training:

- Molly Meet had over 350 registered swimmers – all went well.
- Special events being planned for Oct – pumpkins, haunted house
- Maintenance Department has a Part-time vacancy and we are advertising internally –qualified candidates
- Leadership Team (Director and Supervisors) meet monthly to plan and discuss CVSC programming & staffing.
- Part-time employee evaluations have been completed.
- Monthly In-Service Training/Meeting was conducted by all supervisors.
- 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:

- Website has been redesigned and the district has received positive feedback.
- Social media exposure, information sharing and flyers: Facebook & Instagram updates (Sarah & Catherine).
- Website updates (Justin, Paul, Sharon), 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:

- Roof coating project has begun.
- ADA Bathroom remodels have been completed – positive feedback but hard to keep white floor tile clean.
- LED lights in the Natatorium have been replaced. Softer light with required amount of lumens. Less energy.
- Indoor Emergency Lights replaced.
- Daily, weekly, monthly and annual maintenance projects and asset management are being completed... 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.

Correspondence: See board binder documents (if applicable)

No Public Comment

5. For Possible Action. Discussion and possible action on proposed agenda items for the Tuesday November 14th, 2023 meeting

**CIP Update
Eastside Expansion
Activity Pool Toys
Audit
Thermal Discussion**

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