

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
August 17th, 2023 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees August 17th, 2023 meeting was called to order by the Vice Chairman Travis Lee at 9:00 AM at the Carson Valley Swim Center, Minden, NV. Board members present were, Vice Chairman Travis Lee, Trustees Teresa Duffy, Doug Robbins and Frank Dressel. Chairman Sharon DesJardins was on the phone.

No Public Comment

AGENDA

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

No Public Comment

CONSENT AGENDA ITEMS

1a. For possible action. Approval of previous minutes from the July 20th, 2023 General Meeting

After correction is made on item 4 to clarify the vote as being 3 yes, one abstention and one absent. Upon motion made by Robbins and seconded by Dressel. The consent agenda item 1a was unanimously approved.

1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through July 20th, 2023

Upon motion made by Dressel and seconded by Robbins. The consent agenda item 1b was unanimously approved.

Public Comment

Allen Biaggi introduced himself. He stated that he is interested in serving on the Board.

ADMINISTRATIVE AGENDA

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

Vice Chairman Lee introduced item. Harris states that the balance in our capital budget as of July 31th is \$2,579,735. We added the Eastside Expansion, Splash Park, and the Roof Restoration. Remaining balance will be \$852,086. The ending balance depends on the Eastside Expansion final cost. In addition, the ending balance is without any deposits made into this account and we usually deposit a couple of times a year for new projects. Also you will see the conceptual design of the Eastside Expansion. We are working on adding 4 drains in the lobby area that will help a lot with cleaning of that area. Duffy asks is this considered new construction or a remodel as far as cost goes. Do they figure cost by square foot. McCullough states that it is considered both new construction and remodel. Dressel asks if we are going to build some kind of cover outside. Harris asks what are you thinking and what is your reasoning. Dressel states he has seen kids waiting outside in the sun to get in at 11:00 when public swim opens. I was thinking a large open cover with seating. Nice area for them to be in the shade and out of the weather. Maybe a large canopy. I think it would cosmetically give us more bang for our buck. Lee asks are you thinking of something like the Community Center has. Dressel states yes, I would want it attached with maybe a gable roof. It sets an impression as you are entering the building.

Harris states that with us expanding the whole lobby area, there will be more room for the patrons to wait inside. The trees outside also provide a lot of shade in that area. I worry about the additional expense. I don't feel or do I see that it's necessary. The lobby is going to be much bigger with room for tables and benches that can be there year around and don't have to be moved out in the summer. I would like to just wait and see what the cost is going to come in at. We are already talking about snow fencing. Dressel states that the canopy can be in maybe a second phase. McCullough states that the overhang at the Community Center is for drop offs. Dressel states that's what we should have too because we have a lot of drop offs. Robbins states that the tower is wonderful but should be in the middle to connect all the outside lines structure to the tower. The canopy is a good idea and needs to be run all the way out to the curb and maybe with a heated walkway. Lee asks how you decided on the push button doors instead of the automatic doors. Harris states that we didn't even discuss automatic doors, we just stuck with what is working now. Dressel states his idea is to make entry bigger so large group can come in and where kids can wait to be picked up. My idea for the canopy is a hard structure. DesJardins states that she is very interested in all of the suggestions. I am not in favor of making the lobby area bigger because we don't want to encourage people to congregate there. As far as automatic doors go, I think that would be a huge expense that we don't need to add on to this very expensive project. I am going back and forth on the idea of an awning but I am not opposed to getting a rendering and cost on an awning or canopy for out in front. Harris states that we are crazy in the summer. That's only 3 months out of the year that we would need a larger area. 8 to 9 months out of the year we do not have the volume of people where we would need that larger area. We need to design something that is reasonable all year around. Lee states the doors are on the north side, I like the idea of heated sidewalks in that area. Do you feel you will have more problems with the ice and snow melting off the roof? Harris states no, we are putting back the gutter system and snow fencing. Plus we are already out with shovels and snow melt because we have lots of concrete and sidewalks that we are responsible for maintaining. Lee states he likes the discussion about the awning. I'm not a fan of taking it all the way out to the curb. I agree with DesJardins, I don't want to expand to a waiting area before the waiting area. Harris states that the Trustees need to give her any feedback they have within the next 10 days so she can come back in the next board meeting with answers and renderings.

No Public Comment

3. Discussion Only. Discussion on implementing a fee or minimum charge on credit card transactions.

Vice Chairman Lee introduced item. Harris states that looking at the financials, we get the best cost on our credit card transactions. But we have been noticing that our entry systems charge are going up. Last year we budgeted \$18,675 for entry system charges and our fiscal yearend actual was \$27,974. This was 149% of budget. People are using less and less cash. We now have so many kids that are bringing credit cards to the swim center instead of cash and they tend to make smaller charge between \$1.00 and \$2.50. Sometimes they will charge up to 5-6 times a day. We are being charged \$2.25 per transaction on average. We have 3 options that we have investigated:

1. A minimum charge
2. A 1-3% fee
3. A flat fee

Lee states can we raise the cost per product by \$1.00. Harris states yes we can. We do a 50% markup now. My concern in doing that is that we will out price ourselves and people will either bring their own food or they will go to the Maverick and buy their food and drink. DesJardins states that she likes option # 3. I feel the kids can understand a flat fee. I don't like a minimum charge. Robbins states his solution is no credit cards, cash only. Duffy states that she will support any of the options, but would prefer raising the price of the products. Dressel states he is in favor of a flat fee but also likes the idea of raising the prices on our products. Lee states that he would rather increase the pricing on our products. I don't like fees on credit card purchases. Harris states thank you for everybody's input. I will continue to manage the budget to get the actual closer to the budget. I am fine with absorbing these fees. It is mainly in the summer time when we see these large volume of small charges.

Public Comment: Biaggi states that we get user fees and tax payer dollars. Do you want to absorb these fees? Should the kids be charged a fee to buy a can of soda? I think it's a philosophical issue.

4. **Discussion Only. Discussion and update on the '23-'24 conference schedules attended by district staff.**

Vice Chairman Lee introduced item. Harris states that there are 4 major conferences that we attend. They are the World Aquatic Health Conference being held in Las Vegas this November 13-15, the NRPA 2023 Annual Conference being held in Dallas Texas this October 10th, the AOAP Annual Conference and Exposition & NDPA Water Safety Conference 2024 being held in Reno in February 10-17, 2024 and the 2024 NRPS Conference being held in Stateline, NV in April 15-17, 2024. Harris selects staff to attend each of these conference and one board member can also attend. Harris is hoping that many staff and Trustees will attend the one in Reno and Stateline, NV. We do get Grant money from Pool/Pact for attending these conferences.

No Public Comment

5. **Discussion Only. Report from the Swim Center Director.**

CVSC August 2023 Director's Report

User Attendance: See board binder documents.

- July 2022 Attendance was 22,265. July 2023 Attendance was 22,813

Programming, Staffing and Training:

- Hiring of Lifeguard continues as other lifeguard's transition back to college, High School and FT work.
- Maintenance Department continues to be fully staffed.
- Completed successfully Lifeguard Certification classes (Sarah/Paul), Jr Lifeguard classes (Catherine/Sarah)
- Leadership Team (Director and Supervisors) meet monthly to plan and discuss CVSC programming & staffing.
- Swim Lesson Program continues to grow under Sarah's management and we were able to partner again this year for "Safety Day" with Douglas County Search and Rescue.
- 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. 9:45 classes have been moved outside on nice days.

Marketing and Public Relations

- Catherine and Connor ran a successful "Teen Night" with over 50 youth in attendance.
- Shannon worked with the LDS Church representative on completing their community service project for the females. We are thankful they chose our facility and help with weed and gravel/rock removal in parking lot
- Website has been redesigned and will launch August 14th by CGI
- Social media exposure, information sharing and flyers: 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: Dominic Santiago, Lifeguard. Dominic has truly been an asset to the CVSC team. He is responsible, proactive, and efficient in his work, polite, knowledgeable and conscientious.

Maintenance Updates:

- Roof repair completed – amount didn't warrant an insurance claim
- North ADA Bathroom remodel being scheduled to be started week of August 28th
- 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.

Correspondence: See board binder documents (if applicable).

No Public Comment

6. **For Possible Action. Duffy requested a meeting date change to September 29, 2023 at 9:00 AM. Motion made by Duffy and seconded by Robbins. It was unanimously approved.**

Discussion and possible action on proposed agenda items for the September 29, 2023 meeting

CIP Update

Eastside Expansion

Discussion on board member email addresses

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