

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
September 29th, 2023 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees September 29th, 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, Doug Robbins and Frank Dressel. Chairman Sharon DesJardins and Trustee Teresa Duffy were absent.

No Public Comment

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 August 17th, 2023 General Meeting
- 1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through August 31st, 2023

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

Public Comment

Allen Biaggi was present. Scott Morgan, Community Services Director and Interim Assistant County Manager was also present.

ADMINISTRATIVE AGENDA

2. For Possible Action. Discussion and possible action to approve the “Interlocal Agreement” between Douglas County and the East Fork Swimming Pool District for the TRE Splash Pad Project.

Vice Chairman Lee introduced item. Harris states that the board has already discussed and approved to pledge \$50,000 to work with the county to build the Splash Pad in TRE. The “Interlocal Agreement” has been approved by both the District Attorney as well as our attorney. They are both extremely happy with it. Morgan states the agreement is what we discussed and was previously approved by the board and has also been approved by both of our legal councils. The document is a \$50,000 obligation by the district if Douglas County fulfills its obligations. After it is approved by this board it will go to the Douglas County Board to sign the agreement. This project will probably be in the next construction year maybe not even until after July of next year. We are also going to rehab the basketball into a pickle ball court. There will be a ribbon cutting and a big party at opening with free barbecue.

Upon Motion made by Dressel and seconded by Robbins to approve the “Interlocal Agreement” between Douglas County and the East Fork Swimming Pool District for the TRE Splash Pad Project. The motion was unanimously approved.

No Public Comment

3. **Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects**
Vice Chairman Lee introduced item. Harris states that looking at the Capital Budget for Fiscal Year 2023/2024 under item#3, you will see that the Fund Available at the end of August was \$2,389,818. The remaining Amounts Payable for the 2023/2024 Projects comes to \$1,682,679 which leaves the Remaining Funds Available at \$707,139. Now keep in mind that this balance doesn't take into account any Ad Valorem tax payment we receive. Dressel asked if we have ordered the new Rock Wall. Harris states yes and it arrived last week. The new Rock Wall will go up indoors with the next week. Lee asks can we put a cover over the rebar instead of the yellow cones so it's not such a hazard. Harris states that was just temporary. We already have a big white storage bin over the rebar but the swim team put their table there. The nice thing about the new Rock Wall, it addressed that issue. It no longer needs rebar, it just bolts right down into the concrete. Lee asks could he get an update on how we are doing on the play toys inside. Harris states that it was brought forward to the board with cost and design but I haven't gotten any more feedback. Lee states he would like to have it brought back up again.

Public Comment: Allen Biaggi ask what is the project management cost for McCullough. Is it a Douglas County requirement? Why is there a cost for McCullough? Harris states that no it is not a requirement of Douglas County. It was something the Board decided years ago. When I came on, we had an asset audit done by an Aquatics Design Group in Southern California. They identified that this 25 year old building needed to replace all of its assets. We actually have an agreement to contract with McCullough as our Project Manager. He is a county employee but does project management for the Douglas School District and East Fork Swimming Pool District. We have been partnering with McCullough for 9 years. He tracks his hours and the county sends us an invoice quarterly. Lee states that it has been a good partnership.

4. **Discussion Only. Discussion on design concepts and budget for the "Eastside Expansion Project" consisting of expanding the lobby and concession storage area.**
Vice Chairman Lee introduced item. Lee states that he would like to postpone the discussion on this item until all Board of Trustee members can be present in October. I encourage all of the board members to provide any feedback on any of the drawings or any other information they have received prior to the next board meeting. All Trustees present were in agreement with postponing this item until the October Board Meeting.

No Public Comment

5. **For Possible Action. Discussion and possible action to cancel individual Trustee email addresses and have one EFSPD email for the Chair and Vice Chair to have for public correspondence**
Vice Chairman Lee introduced item. Lee states it's pretty clear. Robbins states it's a no brainer.

Upon Motion made by Robbins and seconded by Dressel to approve the cancelation of individual Trustee email addresses and have on EFSPD email for the Chair and Vice Chair to have for public correspondence. The motion was unanimously approved.

No Public Comment

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

User Attendance: See board binder documents.

- August 2022 Attendance was 15,621. August 2023 Attendance was 14,787

Programming, Staffing and Training:

- High Country meet was a successful for the DDST having over 350 registered swimmers over 3 days
- Full-time employees, SR. LG's, and select part-time employees went through Narcan training provided by the Partnership of Community Resources. We have it onsite for anyone's use if warranted.

- August 21st DCSD Students went back to school and we move into our Fall/Winter hours and programming.
- Monthly Leadership Team meeting was conducted.
- Monthly In-Service Training/Meeting was conducted by all supervisors.
- Multiple Full-time employees went through the website training with our CGI Partners/Web Designers.
- 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

- Shannon attended the NRPS Executive meeting and the NRPS Aquatics meeting
- Shannon attended the Chamber's "Women in Business" coffee meet and greet.
- Justin worked with Shannon on the Districts "Impact Report" that can be found on the website.
- 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: Jesse Messick, Lifeguard. In essence, Jesse, was nominated by a group of patrons who referred to themselves as the "Therapy Pool Committee" stating that over several weeks he performed 100% of his duties with 100% effectiveness. Staff have also recognized that Jesse rarely takes a break and wants to stay busy with projects.

Maintenance Updates:

- Radio repeater system was inspected by the Fire District and will be finalized soon.
- Both ADA Bathroom remodels are 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.

Correspondence: See board binder documents (if applicable).

No Public Comment

7. For Possible Action. Discussion and possible action on proposed agenda items for the October 19th, 2023 meeting

**CIP Update
Eastside Expansion
Activity Pool Toys**

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