

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
November 14th, 2023 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees November 14th, 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 Melinda DesJardins as a visitor.

AGENDA

Upon motion by Lee 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 October 19th, 2023 General Meeting
- 1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through October 31st, 2023

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

No Public Comment

ADMINISTRATIVE AGENDA

2. For Possible Action. Discussion and adoption of the 2022-2023 Audit Report. (Joan Sciarani-Blake CPA from Arrighi Blake & Associates, LLC)

Chairwoman DesJardins introduced the item. Joan Sciarani explains the audit. She states that this is an unmodified opinion, which is the highest level of assurance you can achieve on a financial statement. She shows the balance sheet pointing out that the cash did increase \$956,000. She says there is a new liability line which is the financing for the land purchase. She explained the Schedule of revenues, expenses, and changes. She explains the trending graphs. She goes over the operating revenues and trends. She says the salaries and benefits have not had a huge increase. She says the operating costs have also remained around the same. She explains costs are going up which will cost expenditures to also go up. She states that no violations were noted. Robbins states in the Capital Assets section on page 16, under pool, does that include the building. Sciarani states yes but this is historical cost not fair market value.

Upon motion made by Duffy and seconded by Robbins to approve the adoption of the 2022-2023 Audit Report.

The motion to approve the adoption of the 2022-2023 Audit Report was unanimously approved.

No Public Comment

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

Chairperson DesJardins introduced item. Harris states you'll see in section 3 of our board binder that we have a remaining balance as of October 31 of \$3,226,122. This is going to be a lower spending year. The Eastside Expansion (lobby remodel and concession) will be moved to the next fiscal year. The cost for the Eastside Expansion this year will only be the design costs. The roof restoration is done. There are a couple of spots they need to redo. They did a great job matching the existing roof. But until the final punch list is done, we'll hold on the \$8200. Desjardins asks when Douglas County will ask for the \$50,000. Harris states that the commissioners meet on Thursday November 16th to approve the Splash Park. Douglas County will not ask us for our portion until the project is completed. I am going to move forward with McCullough and Maintenance Supervisor Long to work on Toy Replacement. I have spoken to Lee and feel I have a good idea of what he is looking for in new toys. We will review all of the brochures that DesJardin brought back from the NRPA Conference and contact the vendors. We will hopefully be able to bring 3 proposals forward to the board in 30-60 days. I would like to complete this project in this fiscal year. I would also like McCullough to discuss adding additional parking on the property next door. McCullough states that we had Rob Anderson out from Proposal Services to give us an estimate on a parking lot. To do that we need a CLOMR (Conditional Letter of Map Revision) Submittal submitted to FEMA. This takes 18-24 month because we are in a primary flood plain. We have not received the proposal back yet. We are also looking at how conceptually it will lay out for building versus parking. DesJardin mentioned that the new rock wall is going up and it looks awesome.

No Public Comment

4. For Possible Action. Discussion and possible action to approve design services contract with TSK Architects for the Maintenance Storage Building Project in the amount of \$39,840.

Chairperson DesJardins introduced item. McCullough states that design services is usually 10% of the cost of the building. TSK Architects have been around for at least 7 years. Due to the timing of the work, the lobby remodel has been pushed to September 2024. This will be added to the CMAR project and we will be looking for a plan to include this in their work, that way, in September, we will start all three parts of the Eastside Expansion. Hopefully we'll get better pricing because of the economies of scale because we'll have all major trades in all three areas. There was more discussion on the design of the maintenance area. DesJardin states let's get back to the action item at hand and we can talk design at a later date. DesJardin asked if there was any more discussion on the action item and she asked for a motion to approve.

The motion to approve design services contract with TSK Architects for the Maintenance Storage Building Project in the amount of \$39,840 was made by Dressel and seconded by Robbins. The motion was unanimously approved

Public Comment:

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

CVSC November 2023 Director's Report

User Attendance: See board binder documents.

- Oct 2022 Attendance was 8,532. Oct 2023 Attendance was 8,057 (See attached docs)

Programming, Staffing and Training:

- Sharon (Chair), Sarah and Shannon attended the NRPA National Conference in Dallas, TX
- Special events were well received and went great – Pumpkin Patch, Haunted Pool Party – The Team was very successful!
- Maintenance Department Part-time position was filled by one of the current lifeguards.

- 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 liked and attended.

Marketing and Public Relations:

- The Swim Center has hung their “Best of” 1st place banner in the lobby.
- Shannon was the MC for the Chamber Community Recognition Awards.
- Shannon and Paul attended the NRPS meeting online.
- Shannon and Sarah were interviewed for the “Best in Aquatics” Award that will be presented at the AOAP National Conference to be held in Reno, NV.
- Shannon and Sharon T. (Admin Asst.) attended the Annual Pool Pact HR Conference in Reno, NV. Shannon attended (online) the Executive and General NRPS Board Meetings.
- 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: September Alicia Suttor, Cashier. Alicia has developed a strong relationship with the patrons and has done a great job enforcing rules, policies and procedures. She has been reliable and never sits still. She is consistent in her workload and accomplished whatever has been assigned to her. She also has added paintings and decorations to the front office.

Maintenance Updates:

- Roof coating project has been completed. Walk thru is scheduled for November 8th, 2023. Retention is being held.
- Rockwall has been delivered and is being anchored to the deck with inserts.
- Dive stand pad has been manufactured and shipped.
- New ADA lift has been delivered and installed.
- 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 December 19th, 2023 meeting

CIP Update

Toy Replacement

Cost from Plenum regarding option 4 for the Lobby Remodel

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