

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

The Board of Trustees December 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:

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 November 14th, 2023 General Meeting
- 1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through November 30th, 2023

Upon motion made by Duffy 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 and possible future projects.

Chairwoman DesJardins introduced the item. Harris states you'll see in section 2 of our board binder that we have a starting balance as of November 30th of \$3,038,503 and if things go an ending balance pf \$1,591,079. As we have discussed, we have postponed the Eastside Expansion till the next fiscal. That line item will be transferred to the next fiscal year, and to remind the board, we start the new budget process in our next board meeting. I have received the Splash Park agreement; it is signed by us as well as Douglas County. The Roof Restoration they put coating on roof. There were some places that needed to be redone. We are still holding retention money and wont release that till 100% satisfied. May not be done till Spring time. McCullough states that the Eastside Expansion has been deferred to next September 2024 and is about a 9-month project. So will probably finish by Spring 2025.

No Public Comment

3. Discussion Only. Discussion and update of the districts "Strategic Plan."

Chairperson DesJardins introduced item. Lee thanks Harris for updating pages 5-11, it talks about some of the accomplishments we have made. Harris says last two pages in section 3 there are accomplishments, updates. I will add the Eastside Expansion and the Splash Park partnership. We are hoping to bring Rob Anderson in to talk about the property next door. Maybe adding some additional parking over there and looking at the future for that land.

Public Comment: Mr. Biaggi states that it was states that inflation is at an all-time high. Inflation is not sat an all time high. Mortgages were much higher yeas ago than they are now. Harris states that her 9-year perspective was based on increases in chemicals and supplies here at the swimming center.

4. Discussion Only. Discussion and update on the procedures when filling a Board of Trustee position after a resignation and a farewell to Douglas Robbins.

Chairperson DesJardins introduced item. Thompson, Board Clerk states we were not required to do a public notice so we placed an ad in the Record Courier that will run on December 16th and December 20th. We will close the process on December 21st and any interested parties will need to submit a Letter of Interest by that date. At that point I will look at letters to make sure the candidates live within our district. I will invite the qualified candidates to the January 18th meeting where the trustees will have an opportunity to ask each candidate some questions. It will be an action item on the January 18th board meeting. At that point the chairperson will ask for a motion to select a candidate. Duffy states should we do background checks. Harris states that she will check into that. We background check our staff because they have contact with children. The Board doesn't have that contact. Harris wants to acknowledge Robbins. Thank you for your 7- and one-half years of service to our district. Robbins states that is all honesty, it has been fun.

Public Comment: Mr. Biaggi states is submitting a Letter of Interest for the Board Trustee position.

**5. Discussion Only. Report from the Swim Center Director.
CVSC December 2023 Director's Report**

User Attendance: See board binder documents.

- Nov 2022 Attendance was 6962. Nov 2023 Attendance was 7373 (See attached docs)

Programming, Staffing and Training:

- Underwater Santa pictures were successful and pictures were emailed out.
- Aquatic Supervisors and Shannon are registered for the AOAP Conference Feb 2024.
- Leadership Team (Director and Supervisors) meet monthly to plan and discuss CVSC programming & staffing.
- 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:

- Sarah and Shannon met with the Eureka County Pool Manager and gave a tour and shared Docs.
- Shannon attended the Board of Commissioners meeting – Interlocal Agreement approval with County (splash park)
- 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: November 2023 Abigail Detsch, Lifeguard. Abby is truly an asset to the CVSC team. She is professional, kind, engaging and thoughtful. She is liked by her peers, management and patrons. She oftentimes has the opening shift which can be one of the most demanding shifts having to arrive at 5am and then she would go to school afterwards. She is consistent and covers for others.

Maintenance Updates:

- Roof coating project walk thru identified more work to be done. Retention is still being held.
- Rockwall is up and running. Positive feedback.
- Dive stand pad has been put in place but has some bubbling. The company will replace the pad. (warranty)
- 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

6. For Possible Action. Discussion and possible action on proposed agenda items for the Tuesday January 18th, 2024 meeting

**CIP Update
Rob Anderson
Approval of Chairperson and Vice Chairperson
Trustee Selection
Discuss meeting calendar**

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