

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
February 29th, 2024 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees February 29th, 2024 general meeting was called to order by Vice-Chairperson Travis Lee at 9:00 AM at the Carson Valley Swim Center, Minden, NV. Board members present were Trustee Frank Dressel and Trustee Allen Biaggi. Chairperson Sharon DesJardins and Teresa Duffy were absent.

No Public Comment: Lee welcomed new Board Trustee Allen Biaggi. He also welcomed Whitney Bullien and Alan Ferguson.

AGENDA

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

No Public Comment

CONSENT AGENDA ITEMS

- 1a. For possible action. Approval of previous minutes from the January 18th, 2024 General Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through January 31st, 2024.

Upon motion made by Biaggi and seconded by Dressel. 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.

Vice-Chairperson Lee introduced the item. Harris states that the Eastside Expansion has been put off till next fiscal year. You won't see much movement as far as expenses until next fiscal year. McCullough states that we are doing the CMAR process. We have already hired an architect and a builder. We are in the schematic planning right now. We should get the pricing soon. Work will start in September 2025. We are pricing a generator. Harris states that if, in a storm or extremely cold weather, we were to lose any of our pumps especially for our HVAC system, this would help preventing this from happening. We always want to be proactive. Do we do a backup generator that just keeps our main functions running or do we get a generator that would keep us operational. We decided we want to stay operational. Also we are part of the COOP Program, which means that the county would use our building if any of theirs were Down. The county has also scoped out some generator project so we have some current pricing already. Biaggi asks if the generator would be diesel. McCullough said yes. Biaggi asks how we decided on Plenum? McCullough states that they have done several projects for us. They did our Locker Room Project and they won the AGC award for best small project. Harris states that the Splash Park is still in the works. Roof Restoration will probably not be done until Spring.

No Public Comment

- 3. For Possible Action. Discussion and possible action to contract for basic services with Aquatic Design Group in the amount of \$32,500 for the Activity Pool Toy replacement project and authorize the Director to approve contract change orders up to 10% for any required added scope of service and to sign contract documents.**

Vice-Chairperson Lee introduced item. Harris states Aquatic Design Group is a very well-known aquatics group. They are the ones that put in our toys and slide pool. The pool has worked with this group since the pool opened. The president is Dennis Brookshire and I have worked extensively and he also worked with past Directors. He helps guide us through the Locker Room Project without even contracting him. The industry has changed a lot since we put our toys in 1999. We are going to need to do drain work because our drains are out of code. We are looking to replace the two main toys and also the yellow domes on the deck. Lee asks if Harris can tell us what she has in mind. Harris states the trustees should visit their website. She has seen a project that they did that she likes and has told Brookshire that we want to go with a mural theme.

Biaggi moved to approve awarding the contract for basic services to Aquatic Design Group in the amount of \$32,500 for the Activity Pool Toy replacement project and authorize the Director to approve contract change orders up to 10% for any required added scope of service and to sign contract documents. Dressel seconded the motion. The motion was unanimously approved.

No Public Comment:

- 4. Discussion Only. Discussion of the proposed '24-'25 operating budget, 5-year capital improvement budget.**

Vice-Chairperson Lee introduced item. Harris states you will see that we have had to build in quite a bit of additional expense in some of these line items. These items are gas, electric, sewer and water. There is also an increase in janitorial. We are doing a good job in managing chemicals. Maintenance Supervisor has worked hard to find the best prices. The budget is a work in progress. We will still have next month to review the budget for changes. We are very comfortable with this budget. We are presenting two cost recovery. One without interest is 27% and the second on is with interest at 29.6%. We bring in income through our user fees, food and grant money. Payroll expenses tend to be 50-60% of the total budget. The budget has to go to the Department of Taxation in April. Biaggi asks what are entry system charges? Harris states they are our credit card sales. Lee states why do we use red to highlight the forecast 24-25. Harris states that is just the color I picked. I will change that. Harris discusses the 5yr Capital Plan as part of the budget. Lee states on fiscal year 2025-2026 it seems a little light as far as the forecast. I think it's closer to \$1,000,000. Harris states that she will note that.

No Public Comment:

- 5. Discussion Only. Discussion on the Association of Aquatic Professional February 12-15th, 2024 Conference and awards ceremony.**

Vice-Chairperson Lee introduced item. Harris stated that Carson Valley Swim Center won one of 10 awards given away annual in the United States. The award Carson Valley Swim Center won was for Programming. Harris introduces the full-time staff that had attended the Awards Ceremony for the AOAP. Harris gave each of the full-time staff a gift for their hard work in order to make it possible for us to win this award. Dressel stated that it gave him a whole new appreciation for what the lifeguards do. Davenport, Aquatic Supervisor, stated that this is her 5th year attending this conference and she always gets new fun ideas for teaching kids how to swim and better train the lifeguards. Gross, Aquatic Supervisor, stated that this is his first conference and it really drove home as to why we are here. Uhrig, Aquatic Supervisor, states that he feels a sense of renewed energy from the conference.

No Public Comment:

6. Discussion Only. Discussion on the evaluation process of the District's Director to be held during the March 2024 meeting.

Vice-Chairperson Lee introduced the item. Thompson, Administration Assistant, discussed the documents, to assist them is the rating of the director's performance for 2024, that will be sent to each Trustee. Please take the time to review these documents and be ready to discuss your ratings in the next board meeting.

No Public Comment:

**7. Discussion Only. Report from the Swim Center Director.
CVSC February 2024 Director's Report**

User Attendance: See board binder documents.

- Dec 2023 Attendance was 7,138. Dec 2024 Attendance was 8,997 (See attached docs)

Programming, Staffing and Training:

- Aquatic Supervisors (Sarah, Justin, Paul) and Director (Shannon) attended the AOAP Conference in Reno, NV along with Trustees Des Jardins, Duffy and Dressel.
- Sherrie, Sharon T. and Shannon attended an introduction training on the new time tracking system.
- Sharon T. completed an audit with the NV Department of Public Safety.
- Sherrie continues to work through the PERS Audit and conversion to new online platform.
- Shannon and Scott hosted the Construction Team meeting for the Eastside Expansion project.
- Leadership Team (Director and Supervisors) meet monthly to plan and discuss CVSC programming & staffing.
- CVSC hosted the DDST Swim Meet with over 300 registered swimmers over 2 ½ days.
- 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:

- Shannon attended Executive and General NRPS Board Meetings and the Pool Pact Loss Control Committee Meeting.
- Sharon T. and Shannon attended the Pool Pact Round table with other Special Districts.
- Aquatic Supervisors and Shannon hosted the NRPS Aquatics Committee monthly meeting at CVSC.
- Shannon was invited and sat on the EFPD's hiring committee for the CFO position.
- Shannon had her quarterly meeting with CGI to discuss PR/Marketing events and reputation on the web.
- Shannon attended the Chamber's Women in Business Coffee event.
- 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:

- Therapy Pool restroom door and locking mechanism has been replaced. The other door to follow now that we know it works well and the patrons are happy with it – easier to lock and lighter in weight.
- Research being done on a new upgraded projector for Flick N Floats and special events.
- Radio Repeater System Final Inspection was completed and passed.
- Roof coating project walk thru identified more work to be done. Retention is still being held.
- Dive stand pad has been put in place but has some bubbling. The company will be out to complete warranty work onsite the end of January 2024.
- 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 Thursday February 29th, 2024 meeting

Capital Plan

Budget

Director Evaluation

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