

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
March 21st, 2024 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees March 21st, 2024 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 Trustee Frank Dressel, Trustee Allen Biaggi, and Trustee Teresa Duffy. Trustee Travis Lee attended by phone.

No Public Comment:

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 February 29th, 2024 General Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through February 29th, 2024.

Upon motion made by Biaggi 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.**

Chairperson DesJardins introduced the item. Harris states that we will be meeting with the construction team on Tuesday to discuss the Eastside Expansion. We will then come back to the board with some real numbers and updates on total expenses. We are doing the CMAR process again where we put the project out to bid but we set a price we are willing to spend. The Board has already approved a contract to work with Aquatic Design. I will be meeting with them and laying out a time line for the toy replacement. Duffy asked is this where the Splash Pad would fall. Harris states no, we have nothing to do with the planning of the Splash Pad. Duffy asked do we have any idea of the timeline on that. Harris states no we don't. Duffy states that we should go to the commissioners meeting when they are discussing the Splash Pad to show our support. Biaggi agrees with Duffy. Harris states she will reach out and ask to be notified when it goes before the commissioners.

No Public Comment

- 3. **For Possible Action. Discussion and possible action on the tentative '24-'25 budget and 5-Year Capital Improvement Plan.**

Chairperson DesJardins introduced item. Harris states this is an action item today. If approved by the board, the tentative budget and 5 year Capital Improvement Plan will go to the Department of Taxation by 4/15/2024. It will then appear on the May board agenda for final approval. Only one figure has

changed, 2025-2026, upon Lee's request, I increased the cost of the parking lot in the new area from \$350,000 to \$450,000. Also, I won't get the correct Ad Valorem number from the State until after the tentative budget is approved. So, I will change that number before the board approves the final budget in May. Biaggi asks did you include an inflation factor. Harris states yes, we did, our Asset Management plan has inflation build in. Dressel states that we will be held up on that parking lot expansion due to the FEMA mapping. Harris states that is correct. As far as the budget goes, we are always hoping to increase our income. Income comes from user fees, grants, merchandise sales, special events, and after-hours parties. Desjardins asks do the special events bring in more money than staffing costs us? Harris states no not always it's a balance. Sometimes we make a little or we break even or lose a little. We must remember that when we have income goals, our entry systems charges are going to go up. Dressel asks do we have a set time for after hour parties? Harris states yes, we limit how late our staff stays. After hours parties are usually on Friday, Saturday, and Sunday. Duffy states that she has noticed that there is a lot of competition in card processing. Is that the service fee for debit card? Harris states yes, it is and our current vendor has given us 3 companies we are looking at. Labor budget is what everybody is getting paid. Really solid numbers. Biaggi asked why was training and education decreased. Harris states she looked at that and more of the training and education we do is really safety related, so I transferred to Safety because they are American Red Cross certifications, etc. Harris states that utilities are high. Lee asks was it NV Energy that was doing reductions? Harris states yes, it was NV Energy. Harris states that she is very comfortable and confident in this budget.

Duffy moved to approve the tentative '24-'25 budget and 5-Year Capital Improvement Plan. Dressel seconded the motion. The motion was unanimously approved.

No Public Comment:

4. For Possible Action. Discussion on the Swim Center Director's annual evaluation and possible action approving Director's Merit increase between 0-5%.

Chairman DesJardins introduced item. DesJardins states that each trustee was given a worksheet with 5 categories and ratings from 1-5 to assist them in evaluating the Director's performance. A rating of 5 being outstanding and a rating of 1 being unsatisfactory. Trustee Biaggi states he will recuse himself from rating director Harris because he has only been a Trustee since February. But would like to see the Director Performance Standard updated as they are several years old. He would also like to suggest adding Community Outreach to the performance standards and would like to see the director get credit for all she does in our community and also Long-Term Facility Management added as a line item.

- Dressel states he is rating her a 5 on Aquatic Programming (1), she has done an outstanding job. The Swim Center won a national award for our programming given by Aquatics International. We were one of only 10 annual awards given out by them each year. Dressel states he is rating her a 5 on Leadership and Management (2), she has done an excellent job. After attending the AOAP conference, I have a whole new understanding of the importance of proper training for our lifeguards and the responsibility they have. Shannon has developed an excellent management staff and it reflects well on her. Dressel states he is rating her a 5 on Facilities Management (3), she is involved in every project in the facility. She has an excellent maintenance staff. The maintenance staff completed the Filter project by themselves and saved the swim center a lot of money. Dressel states he is rating her a 4 on Financial Management (4), she does an excellent job of keeping the budget sound and trying to keep the cost recovery between 30-35%. I guess for a rating of 5 the cost recovery would have to be above 35%. Dressel states he is rating her a 5 on Public Relations (5), Shannon's forte is public Relations. She is involved in the community and supports the community with her leadership and direction. The recent article in the Record Courier, about the AOAP conference, I thought was outstanding. The article highlighted why we are here, what we are here for and why it is important for us to be safe. Overall Rating 4.8
- Lee states this has been a very busy year. Lee states he is rating her a 5 on Aquatic Programming (1), because you were again willing to get the underwater Santa in the water. That was still a fresh idea. You are willing to do something beyond and quite innovative as

shown in the Halloween Event. You have pushed yourself and you have excelled. Being nationally recognized for programming and using your cellphone on the airplane to apply for the award Lee states he is rating her a 5 on Leadership Management (2), you have stepped up as far as being our director over the swim center. You are the president elect for the Nevada Parks and Recreation. You are recognized in the community. You are proactive and always keep the best interest of the swim center at heart. Lee states he is rating her a 5 on Facilities Management (3), this is an ongoing process. I am excited that we are looking at expansions, and looking at life cycles. You were able to execute past project and the purchase of the property next door and you have started to talk about Master Planning. Lee states he is rating her a 4 on Financial Management (4), there is always room for improvement. There are always areas for grants, areas for training and areas for staying ahead of rising expenses. Lee states he is rating her a 5 on Public Relations (5), I have seen you in action. You are a gifted speaker; you know how to reach out. You are willing to be the face and the voice of the swim center. Overall rating 4.8

- Duffy states she is rating her a 5 on Aquatic Programming (1), she has done an amazing job with programming such as the all of the special events such as Underwater Santa, Halloween Event, Angel Fish Adaptive program, swim meets, and dive meets. Duffy is rating her a 5 on Leadership Management (2), she meets with her management team monthly and listens to her management team and manages with an open mind. You are very cognizant of how important the youth are and how important things like employee of the month is. You have a vision for the future. I thought the Narcan training was very important. Duffy is rating her a 5 on Facilities Management (3), you get audited by Department of Safety. ADA bathrooms are updated. Planning and Expansion, Redesign. Safety is so important here. Duffy is rating her a 5 on Financial Management (4), you are always cognizant of saving money. You communicate great with your staff about your vision of what the financials should look like. You are always mindful of cost savings. You communicate with us. Mindful of energy and chemical costs. Point of Sale you are looking into new system. Duffy is rating her a 5 on Public Relations (E), you stay connected. Others around the nation look to you for advice and insight. Pool/Pact is a great partnership for the swim center. You are president elect for the NRPS. You have redesigned the website. Overall rating 5.
- DesJardins states she is rating her a 5 on Aquatic Programming (1), she has an awareness of industry trends. Some of the programs she brought in are: the underwater Santa, Easter Egg and Halloween events. The patrons have a well-rounded selection of lessons and classes to choose from. The swim center got a recent award for programming. The rescue training is a great partnership. DesJardins is rating her a 5 on Leadership and Management (2), the most important thing to her is the safety of her staff and the patrons. She has an open door policy with staff and patrons along with keeping the board informed on all aspects of the business. She is always professional. DesJardins is rating her a 5 on Facilities Management (3), she continues to amaze me on with your knowledge of all of the equipment and chemicals. Safety always comes first. DesJardins is rating her a 5 on Financial Management (4), she continues to manage and maintain a fiscally responsible plan that ensures that funds are available for necessary repairs and capital improvements. DesJardins is rating her a 5 on Public Relations (5) she excels in developing and fostering relations with our patrons. She has taken advantage of many social platforms to reach the public. She has brought Search & Rescue into the swim center. Overall rating 5.

Combined Overall Rating 4.9

Upon motion made by Lee and second by Duffy, to approve the director's 5% merit increase of \$6,063.00 to bring her annual salary to \$127,338.00 to go into effect on 4/1/2024. The motion was unanimously approved.

No Public Comment:

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

CVSC March 2024 Director's Report

User Attendance: See board binder documents.

- Feb Attendance 2023 was 7,915. Feb 2024 Attendance was 8,630 (See attached docs)

Programming, Staffing and Training:

- Aquatic Supervisors held multiple interviews and hired several lifeguards and are completing orientation.
- Sherrie, Sharon T. and Shannon attended new time tracking system training with isolate.
- Sherrie completed the PERS Audit and it has been closed.
- Shannon attended online the quarterly cybersecurity training/webinar.
- Hosted DHS Swim and Dive Meets.
- Re-certifications occurred for multiple Lg's and Supervisors.
- 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:

- Shannon attended General NRPS Board Meetings as President-Elect
- Shannon attended the monthly Chamber's "Women in Business" coffee event.
- Shannon attended Fortnightly and received on behalf of the district a \$500 donation for lifejackets.
- Shannon helped conduct mock interviews at Aspire HS on behalf in partnership with the Chamber.
- 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: Paulette Irving, Lifeguard and Angel Fish Swim Instructor. Paulette has come to us with over 25 years' experience working with youth and adults with disabilities and has allowed us implement new programming through the Swim Angel Fish Program. She is a fierce advocate for those with special needs and is a retired DCSD teacher. She teaching adaptive swim lessons and at Heavenly works with their adaptive ski program.

Maintenance Updates:

- Maintenance team completed opening procedures of the outdoor pool.
- Dave worked closely with Sierra Integrated Systems to upgrade our lighting system and set it on a program.
- Dave is working with Sierra Electronics to get the Radio Repeater System repaired (battery charger fail, RF Emitter).
- Dave designed pull-up blocks that we are having manufactured for the Water Aerobics classes.
- 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 because of some initial bubbling from releasing of air gasses the company is constructing a new pad as part of the warranty. Maintenance has released the air for safety reasons.
- Daily, weekly, monthly and annual maintenance projects and asset management are being completed... excel document updated by Maintenance Supervisor and Director.
- 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 April 25th, 2024 meeting

**Future Conferences
Director's Compensation
Director's Performance Standard
Economic Impact Report**

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