

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
April 25th, 2024 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees April 25th, 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 Biaggi 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 March 21st, 2024 General Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through March 31st, 2024.

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.

Chairperson DesJardins introduced the item. Harris noted that the ending balance for the March 31 capital Budget was \$3,493,480. We have had some pre-construction costs for the Eastside Expansion Project with the remaining funds available beginning \$2,141,912. Most of the items in this budget will go on to the next fiscal year. McCullough states that it will be late summer, early fall before the TRE Splash Park and other park improvement they have planned for the same time are completed. Garland Roofing is our consultant on the roofing project and will manage the roofers and make sure they fulfill their obligation. We just need to wait until the weather is a little more consistent with warmer temperatures. The activity pool kick off meeting will be the first week of May. The project will take 4-6 months for the bidding process and 4-6 month for construction. Update on the Eastside Expansion, the 50% design came in much higher than we thought so we decided to go forward with the full design phase. When that comes back then we will decide what components fit in our budget. Harris states that's the great part of the CMAR process, we sit down and talk to the construction team about what fits in our budget, so it's a fun process to go thru with the designs. Dressel asks if they were compensating for the predicted raise in construction costs of 20-30%. McCullough states no, they have a line item for inflation and price usually stabilize in the Fall. We are Schedule to start this project in early September after the last swim meet. Harris states that she and McCullough met with Rob Anderson. McCullough states we need a COLMR certified letter from FEMA. CLOMR will help determine where we can put a building on that site. We have lots of work over the next 5-10 years to develop that site. We would like to add a parking lot in the next 3-5 years. Harris states this is a high-level concept so we can decide what we want to do on that site. Do we

want a dive well, a Lazy River, 13-15 ft deep pool, etc. we definitely want to maintain the view. Biaggi asked if the parking lot was going to be designed for the entire facility or is it just going to be a smaller parking lot for now. McCullough states we will just do a portion to begin with that will be used for overflow parking in dry weather. Biaggi states that I really think this demonstrates the need for someone like McCullough doing oversight and riding herd on our projects. Good job!

No Public Comment

3. For Possible Action. Discussion and possible action on approving the purchase of a projector and lens from Wild West Technology in the amount of \$24,000.

Chairperson DesJardins introduced item. Harris states that as you will see, we received 2 bids from 2 different companies. We have worked with both of these companies in the past and they are both great companies. The bids are for the exact same product and both are great prices but Wild West Technology gave us a better price. Here's the purpose of wanting to make this purchase. Our present projector, we can't show movies in the day time. This purchase is part of the Asset Management Plan and the money has already been allocated. But because its over my \$15,000 limit, I wanted to bring it before the board for approval. Lee states it's a good idea. He's ok with it. Duffy asked what the warranty is. Harris states she isn't sure but will look into it.

Dressel moved to approve the purchase of a projector and lens from Wild West Technology in the amount of \$24,000. Biaggi seconded the motion. The motion was unanimously approved.

No Public Comment:

4. For Possible Action. Discussion and possible action on updating the Directors Performance Standards.

Chairman DesJardins introduced item. Biaggi states that he reviewed the Director/s Performance Standards and noticed they hadn't been updated in 6 years. I worked with Duffy and we updated and added some public performance standards in regards to maintaining the website and relationships with the County Manager and County Commissioners. I incorporated some issues with the Capital Plan and the sustainable financial model to clear up some information there. Harris states she is pleased with the revisions. Biaggi did a nice job! DesJardins states it looks beautiful. Dressel states the new revisions expanded where it needed to be more thorough.

Upon motion made by Duffy and seconded by Dressel, to approve the updates and adoption of the Director's revised performance standards. The motion was unanimously approved.

No Public Comment:

5. Discussion Only. Discussion on the Consumer Price Index (CPI), West Region 2024 and if the district will use it as a guide for full-time employee compensation.

Chairman DesJardins introduced item. Biaggi states that this came up in the last meeting during Shannon's evaluation and compensation package discussion. I just brought it up for consideration That we should consider inflationary factor when determining the director's compensation package. Maybe using the Western Region CPI when determining the compensation. I don't think it doesn't need to be a hard and fast rule just should be something that is considered in the compensation package. Duffy states how does it work at the swim center with cost-of-living raises. Is the swim center not getting them? I think it is vital that the swim center get CPI raises. Desjardins asks are raises at the swim center all merit based? Harris states that the board has given her the authority to be flexible. If a full-time employee takes on additional duties for 6 months or more, it is in our policy that we give that person 5% raises. Also, any time we have an exceptional employee, I can give them a higher % raise. Dressel asks when would the full-time staff get CPI. Harris states during their annual evaluation. Board needs to trust me to manage and take this into consideration. I feel it's just one more resource to look at when doing an evaluation.

No Public Comment:

6. Discussion Only. Discussion on upcoming national conferences to be attended by staff and trustees and review Policy No. 1.1 EFSPD Trustee Travel & Conference Guidelines.

Chairman DesJardins introduced item. Harris states there are 4 main conferences we attend. Board decided in 2021 that it is really great that we put so much emphasis on continued training. Board members don't have to attend. We get grants money from Pool/Pact every year for Risk Management and Educational Grants. The Board members who would like to attend are as follows:

NRPA – Sharon DesJardins & Allen Biaggi

AOAP – Frank Dressel & Teresa Duffy

WAHC- Staff

No Public Comment:

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

CVSC APRIL 2024 Director's Report

User Attendance: See board binder documents.

- March Attendance 2023 was 9,485. March 2024 Attendance was 10,647 (See attached docs)

Programming, Staffing and Training:

- Aquatic Supervisors working on recertifying current employees and training new ones.
- Paul taught a Certified Pool Operator class certifying several of our employees.
- Sarah taught an instructor swim lesson clinic successfully training 3 new instructors.
- Sherrie, Sharon T. and Shannon attended new time tracking system training with isolve.
- Hosted DHS Swim and Dive Meets.
- 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 liked and attended.

Marketing and Public Relations:

- Cashier staff attended Carson Valley Health's Health Faire at Gard. Elem. School.
- CVSC Leadership are working with CGI on a new video shoot scheduled for May 25th.
- Shannon attended at the Pool Pact offices the Oversight committee quarterly meeting.
- Shannon was invited by DCSD and attended their "Portrait of a Learner" session with other Douglas County business professionals.
- Shannon attended the Chamber luncheon to listen to the economic vitality manager speak.
- Shannon attended General NRPS Board Meetings as President-Elect
- Shannon attended the monthly 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: Dominic Santiago, Lifeguard and Swim Instructor. Dominic has been consistent in his employment and has truly stepped up to help cover others shifts and lesson instruction. He is a hard worker and remains professional. He has gained the respect of others and enjoys working here.

Maintenance Updates:

- Dave worked on receiving quotes for the projector system and worked with vendors specs.
- Dave and Jack successfully completed the annual mandatory “Hazard Training” with staff.
- Roof coating project walk thru identified more work to be done. Retention is still being held.
- 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 May 23rd, 2024 meeting

**Economic Vitality
CIP
Budget Hearing**

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