

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
June 20th, 2024 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees June 20th, 2024 meeting was called to order at 9:00 AM at the Carson Valley Swim Center, Minden, NV. Board members present were Chairman Sharon DesJardins, Allen Biaggi and Frank Dressel. Teresa Duffy was on phone. Vice Chairman Travis Lee was absent

No Public Comment

AGENDA

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

CONSENT AGENDA ITEMS

- 1a. For possible action. Previous minutes from the May 29th, 2024 General Meeting and the May 29th, 2024 Special Budget Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through May 31st, 2024.

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

No Public Comment

ADMINISTRATIVE AGENDA

2. **Discussion only. Discussion Only. Presentation from Alan Reed with Warren Reed Insurance on the cost and coverage of the pool's property, liability, and employment practices insurance purchased from Pool/Pact through Warren Reed Insurance.**
Chairwoman DesJardins introduced item. Reed states that Warren Reed Insurance has been in business in Douglas County since 1947. They have had a relationship with Lloyds of London for 20 years. They have 141 members that they insure. Property insurance is getting harder to obtain. Our area is considered a Wild Land Fire Area. Cyber has become very important. You have \$1,000,000 in Cyber Risk Coverage. You also have \$2,000,000 in Environmental Liability Coverage. Your total program cost has gone up 4.19% this year compared to an 11% increase for last year. Biaggi asked if the vacant land next door is covered. Reed states yes vacant land is automatically picked up. Biaggi states the he noticed that Douglas County isn't a member. Reed states that Douglas County is self-insured. Harris states that we get back \$10,000 a year from Pool/Pact's Educational Grant Program for conferences that the staff and the board attend and this offsets our premium each year. We have also taken advantage of the Risk Management Grant Program.
3. **Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects.**
Chairwoman DesJardins introduced item. McCullough states no update for the concept drawings on the new area. Roof project should be completed in July. On the Eastside Expansion, bid opening was last week and the bids proved the 90% estimate of \$3.5M was high. The bids came in around \$2.8M. So, we are right in line with our scope and budget. We are looking at how we are going to present to the board in the next meeting. Harris states the remaining balances in the Capital Budget are still about the same. We paid a couple of invoices to TSK and Plenium but that's it. We will see some significant expenditures, once the board approves the project next month. Project to start in September. Biaggi asks when will we know about the Splash Pad? Harris states the Douglas County has identified some additional money to put toward that project. They are working on additional grants that would bump the project from \$250,000 to \$400,000.

Then they will go into the design process. Biaggi states so it might not be until next year. Harris states that is correct. Harris states that many of the numbers on this Capital Budget will get carried over to the new Fiscal year Capital Budget 2024/2025.

4. **Discussion only. Discussion and update on districts proposed economic vitality plan.**

Chairwoman DesJardins introduced item. Harris states that Biaggi and I met with Brian Bonnenfant who is from UNR's Center for Regional Studies. He understands the scope and he is going to put it down on paper and send it to Allen and then we will bring it forward to the board in the July meeting. Brian is very interest in doing the project for us. This is going to be a great exercise for us to go thru. Biaggi states that Brian has great ideas and I am very impressed with him. The cost is gong to be around \$15,000.

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

CVSC June 2024 Direct Report

User Attendance: See board binder documents.

- May Attendance 2023 was 9,632. May 2024 Attendance was 13,362. (See attached docs)

Programming, Staffing and Training:

- Shannon and Jack completed Pool Pact's Risk Management Audit completed every 4 years with Dr's Tom and Rachel Griffiths. The Audit went great with minor suggestions given. Final written report has not been received.
- Shannon and Paul attended the annual Aquatic Risk Management training in-person in Carson at Pool Pact offices.
- Paul participated with several Lifeguards in the Regional In-Service training held at Alf Sorenson in Sparks.
- Sarah received a scholarship to become certified as a Lifeguard Instructor Trainer and successfully trained for 3 days at the Carson Pool.
- Carson Valley days was a success and CVSC's float won their "Non-Commercial" category.
- Aquatic Supervisors working on recertifying current employees and training new ones.
- Aquatic Supervisors Interviewed 6 employees interested in being promoted to Senior Lifeguard filling 3-4 positions.
- 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:

- CGI video shoot on May 25th was a success. I will see the results soon after the editing is complete.
- Shannon chaired the general and executive NRPS Board meetings as President of the society.
- Shannon attended the "Find a Job Friday" at DHS and met with several students.
- 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:

- Sprinkler heads have been fixed and adjusted in the front of the facility.
- Touch-up painting has been completed in the Natatorium and Fin room.
- A lot of wood work and creativity was put into building the CV Days Parade Float.
- A crate is being built for the Wibit to be permanently stored for the summer.
- Dave is doing research to switch from pellet chlorine to liquid for all pools.
- 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 July 18th, 2024meeting**

**CIP Update
Economic Vitality Plan
Eastside Expansion**

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