

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
July 18th, 2024 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees July 18th, 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, Vice Chairman Travis Lee, Trustees Allen Biaggi, Frank Dressel, Teresa Duffy.

No Public Comment

AGENDA

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

CONSENT AGENDA ITEMS

- 1a. For possible action. Previous minutes from the June 20th, 2024 General Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through June 30th, 2024.

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

ADMINISTRATIVE AGENDA

2. Discussion only. Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects.

Chairwoman DesJardins introduced item. Harris has included a rough timeline and renderings for the Eastside Expansion. The project will start on approximately September 16th. A larger rendering is available for anyone that wants to see it. Remaining balances: Eastside Expansion is carried over from 2023-2024. Splash Pad will not be until 2025-2026 and also the generator and trash enclosure will be carried over to 2025-2026. Starting balance is \$3,155,379. Ending will be \$86,378. Ending balance will change with additional revenue. With the lobby remodel adding additional square footage, so many more patrons can be inside. Drains are finally being installed in the lobby area for better cleaning. Maintenance area

3. For Possible Action. Discussion and possible action awarding the “Eastside Expansion Project” to Plenium Builders in the amount of \$2,809,004 and authorize the director to sign the contract and approve change orders up to 10%.

Chairwoman DesJardins introduced item. McCullough states that this is a CMAR project. The first estimates we got were 3.5M-3.6M. We went back and told them that was too high. We took things out that were not required, and when we went out to bid, we got plans down to \$2,809,004 and that includes the generator. The only downside is that the generator takes 12-18 months to get. The scope of the project is we will start construction after last swim meeting in September. It will require co-ordination because we will have to reroute the patrons. The reason we ask for 10% is for small changes like different carpet or light fixtures, we can approve them instead of having to wait for a board meeting. Plans are being review by Douglas County right now for permitting. The county has asked us for an Impact Study. DesJardins asks, what will the cost be for the Impact Study? McCullough states between \$5,000-\$6,000. They didn't ask for an Impact Study when we did the Westside Expansion. Biaggi asks, is there any way we could tack that on to Rob Anderson? McCullough says yes but the county is already under contact with HDR. Duffy asks, will we have to do it again for our next project? McCullough states the next project will be totally different. It will be a CLOMR map revision. So yes, we will.

Dressel asked, how many bids did we get? McCullough said we had multiple bids. The turnout was excellent. Dressel said it would be helpful for me to see them just to make me more comfortable with the dollar amount. And also, I don't think that I have ever seen the final plans. McCullough states that we have a copy of the final plans. Dressel asks it's going to be a 7 ½ month duration for the project? McCullough states yes. Dressel asks where will the patrons come in? McCullough states patrons will be inside for most of the remodel. Harris states we will allow handicapped to come in thru the back door just like they did before. Lee states this isn't the first time we have discussed this project. McCullough has a good handle on it. I don't see any gaps; I am 100% supportive in moving forward with it. DesJardins asks, are we talking the whole 7 months that the patrons are going to have to walk around? McCullough, I would hope for less but I would prepare for the worst. Lee asks, when will we notify the patron. Harris states that the plans will be in the lobby and the timeline. We will also send out emails, etc. Lee states to please include that there have been multiple board meetings where this has been discussed. I would like it clearly defined that there has been multiple times for public input.

Lee moved to approve awarding the "Eastside Expansion Project" to Plenum Builders in the amount of \$2,809,004 and authorize the director to sign the contract and approve change orders up to 10%. Biaggi seconded the motion. The motion was unanimously approved.

No Public Comment

4. **For Possible Action. Discussion and possible action awarding the development of an "Economic Vitality Assessment" to Brian Bonnenfant, Project Manager, Center for Regional Studies with the University of Nevada, Reno in the amount not to exceed \$9,600 and authorize the Director to sign the contract.**

Chairwoman DesJardins introduced item. Biaggi states that we have discussed doing an Economic Vitality Assessment in the last couple of meetings. We identified the Center for Regional Studies and Brian Bonnenfant, Project Manager. Harris and I met with him and were very impressed with him. We discussed the scope of the assessment. The \$9,600 is less than we thought. That's because we keep a lot of data here that Harris can furnish him. We will have a draft by the September Board Meeting. Shelf life is about 3-5 years. Lee states it might be a good opportunity to have it in the lobby along with the remodel plans. Duffy asks, would it be beneficial to go to commissioners meeting, etc. to spread the news to the community. Harris states yes and that she has some speaking engagements in September and October. One is the FootPrinters at the Elks Club and the other is the GGG. DesJardins asks if it could be a summary in the Record Courier to get the word out. Harris states yes it definitely could. Harris states that she could've approved this amount on her own but she and Biaggi talked about it and we wanted to bring it to the board for one last blessing.

Duffy moved to approve awarding the development of an "Economic Vitality Assessment" to Brian Bonnenfant, Project Manager, Center for Regional Studies" with the University of Nevada, Reno in the amount of \$9,600 and authorize the director to sign the contract. Dressel seconded the motion. The motion was unanimously approved

No Public Comment

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

CVSC July 2024 Director's Report

User Attendance: See board binder documents.

- June Attendance 2023 was 16,649. June 2024 Attendance was 19,057 (14.5% increase -See attached docs)

Programming, Staffing and Training:

- Shannon attended Pool Pacts oversight committee meeting.
- Shannon as President of the Nv Recreation & Parks Society led the annual retreat in Tonopah for two days.

- CVSC is partnering with the Partnership of Community Resources offering a free family swim day with a voucher system the partnership is managing.
- Jr Lifeguard program is alive and well with 21 enrolled 11-14yr olds in the two-week program. Guest speakers include Search and Rescue, Dispatch, EFPD, Teresa Duffy.
- 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:

- CGI video uploaded to cvswim.com website.
- Shannon chaired the general NRPS Board meetings as President of the society.
- Shannon working with Record Courier on "Relocation Guide" for the Chamber of Commerce.
- 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: Julie Scharrer, Cashier – Julie is often times used to train and work with new employees as they are onboarded. She is consistent, reliable, completes financial deposits, manages drop-in lessons, handles lost and found and donations to MS, manages the locker rentals and is Sherrie's overall go-to person for help and support.

Maintenance Updates:

- Yellow jackets are being managed... Dave will start working with an exterminator.
- Dave is working on receiving quotes for additional steps and railing to be added to the outdoor pool area.
- Jack will manage the outdoor pool steps repair project in July.
- Dave is researching the replacement of the Therapy Pool filter as part of the Asset Mang Plan.
- 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 August 15th, 2024meeting

**Splash Park
CIP Update
Eastside Expansion**

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