

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
September 19th, 2024 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees September 19th, 2024 meeting was called to order at 9:00 AM at the Carson Valley Swim Center, Minden, NV. Board members present were Vice Chairman Travis Lee, Trustees Allen Biaggi, Frank Dressel, Teresa Duffy. Chairman Sharon DesJardins was on the phone.

No Public Comment

AGENDA

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

CONSENT AGENDA ITEMS

- 1a. For possible action. Previous minutes from the August 15th, 2024 General Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through August 31st, 2024.

Upon motion made by Duffy with one change to the and seconded by Biaggi. 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.

Vice Chairman Lee introduced item. Harris states looking at the capital budget, if all of our projects get completed and paid for in this fiscal year, which we already know is not going to happen, we would end the fiscal year with remaining construction funds of \$456,690. This is not taking into consideration any Ad Valorem taxes. We currently have \$3,515,187 in that account. We have started the Eastside Expansion as you can see. The fence went up yesterday. We do have the back door unlocked, during open hours, for our patrons with disabilities or ADA needs. Roof Restoration, they did come in and scrap ped it and put down the base paint and coating. We will do a walk thru and inspection on top of the roof before we make final payment. Asset Management is going well. We continue to work with Aquatics Design Group for our toy replacement. This group also put in the original toys in the Activity Pool Project in 1999. I received a preliminary option from them yesterday. One thing that we did notice is the project needs to be brought up to current code. This including decking work, drain and pool work also. We also need to make sure we are up to date on the Virginia, Graham, Baker Pool & Spa Safety Act. Hard costs are \$546,650 and with soft costs such as insurance and bonds, etc. the total cost comes to \$1,146,072. This is just an update; we will bring it forward later for discussion.

McCullough states that these costs were a real wake up call. We are still blown away. The high costs have been since the Pandemic due to the disruption of the supply chain. Roof Restoration Project; just finishing up the slide pool. The Eastside Expansion; planning time is so important. Scanning has been done on the concrete. Biaggi asks what are you scanning for, the thickness of the concrete?

McCullough states no, we are looking for wiring, gas lines, etc. Water and sewer are fine but a gas line was found and will need to be relocated. However, the construction will continue. There will be a cost. Harris states this is why we ask, in the approval, for me to have that 10% change order authority so it doesn't slow construction. Dressel asks was the scanning of the concrete in the contract. McCullough states yes it was. Duffy asks what does that 10% look like. Harris states that this is a 2.8M project, so its 10% of that. Biaggi ask if we got flood approval. McCullough states yes, we did. Harris states that they are setting up a maintenance storage area for their heavy equipment on our land next door. Biaggi states that he has a question on the Capital Budget. Did project Management go up. Harris states yes, it up \$2,000. This increase was approved by the board thru the budget process. We did a little bump because of the increased oversight due to the Eastside Expansion. Duffy states now that we know the

cost assessment, would it be worth getting another competitive bid. Harris states yes, we can if that what the board wants. Aquatic Design will hold this quote until the end of the year.

3. Discussion Only. Discussion and update on the Economic Vitality Plan process and timeline of completion.

Vice Chairman Lee introduced item. Harris states that she and Biaggi have been in touch with Brian Bonnenfant, Project Manager at UNR. We are on track to come forward to the board with a rough draft of our Economic Vitality Plan. Harris states that she would like to do a shout out to our aquatics supervisor Paul Uhrig for assisting her in gathering and documenting all of the information she has been able to furnish Bonnenfant. Biaggi states that he is blown away by the categories. The number are staggering for non-members. Duffy states that these numbers are so important for our future projects. Especially since almost 90% of our costs are coming from the senior community.

4. Discussion Only. Discussion and update on the credit card processing charges and quotes received from three potential future processing companies.

Vice Chairman Lee introduced item. Harris states that we have received competitive pricing from all three of the companies we are talking with. All three are presently using Clover, which our present processor is also using. All three are offering us good discounts. I have all the pricing if any of you are interested in seeing them. We will give another update next month.

5. For Possible Action. Discussion and possible action on the approval of the proposed “2.20.6 Artificial Intelligence Policy” recommended by Pool Pact.

Vice Chairman Lee introduced item. Harris states PoolPact updates their sample policies every couple of years. AI is here and is not going anywhere. The policy is to protect us because we don't want our employees using AI without discussing it with the director. I have used AI a couple of times. Biaggi asks if this will be shared with the staff. Harris states it will be sent to each person by email and we will get an acknowledgement signed when we go over it in a staff meeting. Lee states it is good to establish the policy. It is important to set a standard. Would like to see, when presenting it to the staff to keep it general enough to be pro-active.

Duffy moves to approve “2.20.6” Artificial Intelligence Policy recommended by PoolPact. Dressel seconded the motion. The motion was unanimously approved.

**6. Discussion Only. Report from the Swim Center Director.
September 2024 Director Report**

User Attendance: See board binder documents.

- Aug Attendance 2023 was 14,787. Aug 2024 Attendance was 16,098 (See attached docs)

Programming, Staffing and Training:

- Shannon was invited and attended a pilot training program with Pool Pact – Having Difficult Conversations.
- Aquatic Supervisors conducted a training and meeting with Sr. Lg. team.
- E-learning is sent out monthly to staff by Andrew, Admin Asst./HR
- 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. SARAH had a record 50+ in her class one day in August!

Marketing and Public Relations:

- Leadership Team planning Oct events – Haunted Pool Party and pumpkin patch.
- Leadership Team toured the City of Reno Moana Pool facility and posted on Facebook.
- Deanna planned and hosted the end of summer water aerobics potluck party.
- Shannon spoke to the GGG and updated them on pool happenings and the construction project.

- Shannon is scheduled to speak to the Footprinters group on 9/19/24.
- Shannon chaired the general NRPS Board meetings as President of the society.
- Shannon attended Women in Business meeting hosted by 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: Richard Cannon, Sr Lg/instructor Richard has been showing up 15 mins early each day prepping the outdoor pool to avoid any complications that might prevent us from opening up on time. He fills in whenever needed in the mornings and continues to be a positive role for all who work at the swim center whether it is lifeguarding or teaching lessons.

Maintenance Updates:

- Working on Solar System storage tank modification.
- Replaced Slide Pool controller.
- Took Rockwall outdoors down for swim meet and for the winter.
- Dave is part of the construction team meetings giving valuable input.
- Dave is continuing to research 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

5. For Possible Action. Discussion and possible action on proposed agenda items for the October 24th, 2024 meeting.

- CIP Update**
- Update on Activity Pool**
- Update on Economic Vitality**
- Update on Entry System Charges**
- Strategy Plan**

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