

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
September 16th, 2021 at 8:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees September 16th, 2021 meeting was called to order at 8:00 AM at the Carson Valley Swim Center, Minden, NV. Board members present were Chairman Doug Robbins, Vice Chairman Frank Dressel, Teresa Duffy, Sharon Des Jardins, and Travis Lee.

AGENDA

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

NO PUBLIC COMMENT

Harris states that we do have a guest attending the board meeting and he is the newly hired Aquatics Supervisor. His name is Justin Gross and he comes to us with a number of years of experience working in various aquatic facilities as well as a career in the Air Force as an explosives specialist. He is now in the Reserves and saw our ad for the Aquatics Supervisor position on our Facebook page. He is already enrolled in an EMT class and is finishing up all of his lifeguard certifications.

CONSENT AGENDA ITEMS

Upon motion made by Duffy and seconded by Lee who states that he has gone thru the financials and looked at the percentages and they are in line except for a few that are a bit high such as supplies and uniforms.

The consent agenda items 1a and 1b were unanimously approved.

1a For possible action. Approval of previous minutes from the August 17th, 2021 general Meeting.

1b. For possible action. Approval of general ledger cash balances, expenditures and investments through August 31st, 2021.

No Public Comment

ADMINISTRATIVE AGENDA

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

Chairman Robbins introduced item. Harris states that we have closed the Westside Expansion and Boiler Replacement Project. McCullough was able to leverage the \$7500 in extra that we requested with Q&D's delay in completing the project and Q&D waived the \$7500. So the final we owe them is \$144,000. This amount will reflect in next month's CIP totals. We have also received our bigger tax rate check of \$950,000. \$200,000 of that will go into our checking and savings account to keep those balances in alignment with our fiscal policies. The other \$750,000 will go into our State LGIP account. That comes at a good time because, as you know, we are going into the project for the replacement of the Dehumidification 3 unit. We are moving forward with ACCO to replace DH3. Part of that project was to demolish that back wall by the new workout room. So what happened was we had flooding in that room, which was unanticipated. What happened was there was a gate at the end of that wall and we closed up the gate with a wall not realizing the slop of the back mechanical yard was for water drainage from the gate. The water penetrated thru the new wall into the new workout room. There was zero damage to the workout room. We immediately addressed that and hired Morgan Construction to come in and cut out a slab of the concrete and pour a new slopped slab to drain the water from that area. This saved us some money because we paid standard prices for the work to be done instead of prevailing wage. We are waiting for the equipment to come in to get started on the replacement of DH3.

This project will be outside only so there will be no disruption to programming or the patrons at all. Robbins asked if Harris and McCullough have thought about the cost of electricity with the new system. Harris states we have talked about this and there should be no change. The new boilers heat up much faster than we ever thought they would. Our average gas bill before they were installed was around \$6200 and now it's averaging about \$4200 for the last 3-4 months. Our power bill is up because of the air quality issue with the fires. We have had to run the exhaust fans more. I am doing comparisons with 2019-2021 because of Covid affecting our business so much in 2020. Lee asked when was the meter changed because sometimes with new equipment you need a new meter. Harris states that she would need to check into that. However, the swim center did have NV Energy come in and do a big energy assessment done 2 years ago and they didn't recommend replacing the meter at that time. Robbins asked what kind of feedback are the trustees getting on the new Westside Expansion. Duffy states that she hasn't had any feedback but she has been in the gym and thinks it's awesome. DesJardins states that she loves the new gym, it's beautiful. She has been asked if there is an additional charge to use the gym. Harris states that she too has gotten asked that same question. Lee states all feedback he has gotten has been positive and has also been asked if it is open to them or not open to them. Dressel states the same. He has been asked several times if there is an additional fee to use the equipment in the gym. Harris states that she has heard the same comments when the gym was in the old location. She states that she can do an email thru the constant contact list as well as put something on our website and social media. Harris states that she may be adding next fiscal year a Turf Reduction Plan. We want to be good stewards of our water in a drought situation. This plan might include walking paths, etc. More in line with what Minden is doing. Do more zero scape. Sidewalk repair and replace, scheduled for this year, will actually be moved to next year. The sidewalks are still in decent shape. So we won't be spending the whole \$169,000 you see in the 21-22 capital budget. As you can see, it's also listed in the 22-23 capital budget. Robbins states what are considered sidewalks, interior, exterior, etc. Harris states they are exterior sidewalks. We are still looking at all of our options. There are filler products and we will also get prices on digging out the old sidewalk and putting in new. Lee states we should upkeep the sidewalks. They must be safe. Harris states that we will tie the sidewalk repair into the lobby remodel. Lee asked that while Harris is at the NRPA conference, could she bring back some toy information. I'd like to see what kind of decking could be put around it. To me it looks run down and needs to be painted. Harris states just got the paint in. Lee states if it's going to stay a toy area, let's make it a toy area.

No Public Comment

3. Discussion Only. Discussion and updates on the District's Strategic Plan.

Chairman Robbins introduced item. Harris states that we probably want to review our Strategic Plan every quarter or at least twice a year. One of the biggest update I have is that I did reach out to Lisa Granahan at the county. We had talked about after August going into an economic vitality project where we could have a study done for the swim center. That isn't something Lisa does. When she does her projects, she works with Tom Harris with the Center of Economic Development at University of Nevada Reno. He is the director for economic development for the university. Lisa has recommended that I contact him and there would be a fee to the university to do the economic study for us. I wanted to come to the board and see if you wanted me to move forward with contacting him and getting a quote. Duffy states is there a way to contact other pool to see what they have done. Harris states that her guess is that few have done an economic vitality study but I can definitely network at the conference and ask questions about anyone who has done one and what they recommend. Lee states that he is open to getting a quote from Mr. Harris just to see how impactful we are in the community. We bring in all these outside influences such as swim meets. How impactful are we to local businesses, senior population, etc. Complete a cost of living study and cost comparison across county employment. This would help us develop a target market for future PR/Marketing Campaigns involving community stakeholders. Harris states that she and DesJardins will go to the conference and ask have other done an economic vitality study, how has it benefited them and what ways have they used the study. Duffy asked when was the last time we had an open house for community stakeholders. Robbins states that Harris invites commissioners to the swim center and maybe one shows up. Harris states that we have

never done that in a formal platform. Once we have an economic vitality study done, we will reach out again. We do public surveys now. This all ties into our strategic plan. Lee states that he would still like to see a list of accomplishments added to the Strategic Plan in order to see how we are doing and to see our results.

No Public Comment

4. Discussion Only. Report from the Swim Center Director CVSC September 2021 Director's Report

User Attendance: See board binder documents.

- Aug 2020 Attendance was 6454 (COVID Restrictions).
- Aug 2021 Attendance was 12132. (187% Increase)

Programming and Staffing:

- Vacant FT Aquatic Supervisor position filled by Justin Gross. He is a great addition to the team.
- Session Lesson sessions are on hold as we rebuild the program and get more staff. Drop-ins and Privates are still being taught.
- Water Aerobics Classes attendance continues to reach up to 40 participants in the morning classes.
- Staffing has been a challenge with resignations (FT Jobs, Military) and increased travel.

Marketing and Public Relations

- CGI Marketing Group is managing our online reputation with Google, Yelp etc.
- Signed up with constant contact to send out monthly newsletter, program or event updates.
- Social media exposure and information sharing: Facebook & Instagram.
- Web based: Website, Google Business, and Alignable.
- Publications: Getaway Reno/Tahoe Area, Best of CV, Parks and Rec guide, Almanac.
- Emailing staff and patrons on our internal list to keep up-to-date on schedule or procedure changes.

Employee Recognition: Employee of the Month: TBD

Maintenance Updates:

- Daily maintenance projects and asset management are being completed daily.
- Cellular Antenna added for Fire alarm system and monitoring. Able to eliminate Charter phones and save money.
- Heat Exchanger project almost complete. Two pools remain.
- Fire Inspection Tasks complete and called for Final Inspection to be scheduled.
- Parking lot resurfacing project complete.
- Cleaning ducts in Locker Room will be scheduled after-hours.
- Outdoor cleaned and reopened from fire debris.
- Risk assessments are regularly completed by means of observation and reporting.
- Future projects have been identified and are being planned for the fall. Slide Pool, Stain Removal in Main pool, Concrete Project (repair and slippery)

Monthly Financial: See board binder documents.

- User fee income does not have a direct correlation to attendance. Income is dependent on timing of payments from Point of Sale System as well as billing.

- The budget has continued to be balanced throughout the pandemic even with a significant decrease in user fees, Food and Merchandise sales. Expenditures have been decreased to an equal amount.

Correspondence: See board binder documents

No Public Comment

5. **Possible Action. Discussion on proposed agenda items for Tuesday, October 19th, 2021 meeting**
- Capital Improvement Plan
 - Discussion about NRPA conference
 - Board Conference Attendance
 - Quote for Economic Vitality Study

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