

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
October 19th, 2021 at 8:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees October 19th, 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 DesJardins, and Travis Lee.

AGENDA

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

NO PUBLIC COMMENT

Chairman Robbins does acknowledge that Mark Forsberg, East Fork Swimming Pool District legal counsel, is present.

CONSENT AGENDA ITEMS

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

1a For possible action. Approval of previous minutes from the September 16th, 2021 general Meeting and the October 4th, 2021 special meeting.

1b. For possible action. Approval of general ledger cash balances, expenditures and investments through September 30th, 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 has added ongoing projects. I have added the ongoing remain balances. You can also see the ongoing projects we have for this year. McCullough states that DH3 project has always subject to delivery of equipment due to the pandemic and the supply chain. The delay has been 8-12 weeks and has grown. We are still looking for a treatment for the decking. We were looking at a resin product that we got a proposal on but the cost was too high. We are still investigating a better product for the decking. We are not worried structurally we are just looking for a product for cosmetic reasons. Robbins states not happy with the way the patches turned out. We'll see what we can do when we decide on a coating. Lee states is there any other large equipment that could go out. Harris states no other large projects are scheduled. Robbins asks if we have pumps on site. Harris states yes we do. We can replace pumps within a couple of hours.

No Public Comment

3. For Possible Action. Discussion and possible action to approve the proposal with "JNA Consulting" in the amount not to exceed \$22,500 for the purpose of facilitating the acquisition by the District of medium term bond financing for the possible purchase of real property.

Chairman Robbins introduced item. Harris introduces Marty Johnson with JNA Consulting. M states that he has been doing advisory work for the state and local government since 1988. He has done work for almost every entity in Douglas county and is just finishing up a project for the Gardnerville Ranchos. I worked with the East Fork Swimming Pool District on a refinance in the early 1990's. Our contract is contingent upon approval and acceptance of an offer. Forsberg states that JNA Consulting has years of experience and I have never heard of any issues. Chairman Robbins asks for a motion.

Upon motion by Dressel to approve the proposal with “JNA Consulting” in the amount not to exceed \$22,500 for the purpose of facilitating the acquisition by the District of medium term bond financing for the possible purchase of real property contingent upon approval of later agenda items and a made and accepted offer. The motion is seconded by Lee. The motion was unanimously approved.

No Public Comment

4. For Possible Action. Discussion and possible action to approve the proposal with the law firm of Sherman and Howard in the amount not to exceed \$35,000 to act as bond counsel to the District as it seeks to obtain medium term bonding for the possible acquisition of real property.

Chairman Robbins introduces the item. Harris states they have set up a timeline and that we will be able to close before the end of the year. DesJardins states that it appears that we don’t need to sign this letter to engage Sherman and Howard. Forsberg states this agreement commences at the moment of execution of the engagement letter. Lee states that it’s a shame we don’t have any public here. They could see that these kind of actions are really critical. It’s a big decision. We take a lot of responsibility in moving forward with understanding the support of the community. I appreciate DesJardins’ insights as she reads over these documents. My only question is on the top part of the proposal, it says \$1M max. but is the \$1M only an insurance bond or is it the actual bone amount they can legally cover but yet later on in the agenda, we are talking about making an offer of \$1.1M. Is there a correlation between the two? Harris states there is no correlation. We have been talking about bonding a portion of the property but not all of the amount. We were talking about a starting point. So we decided to put \$1M down on paper. That the maximum that we would ever borrow on this property. It doesn’t mean that’s what we’re going to borrow.

Upon motion by DesJardins to approve the proposal with the law firm of Sherman and Howard in the amount not to exceed \$35,000 to act as bond counsel to the District as it seeks to obtain medium term bonding for the possible acquisition of real property. The motion is seconded by Dressel. The motion was unanimously approved.

No Public Comment

5. For possible Action. Discussion and possible action to direct staff and legal counsel to make a purchase offer in the amount of \$1.1M to “The Cottages, LLC” for APN 1320-30-411-005, parcel adjacent to the District’s current site and direct staff to pursue financing options.

Chairman Robbins introduced item. Harris states that Dressel has done some research and has found a couple of comparable property that are going for \$6.00 a square foot. With the 3.7 acres, that comes to \$1.3M. So that’s the number that has been discussed in the past. Dressel states Harris is correct as far as the commercial property selling for \$6.00 a square foot. The property is currently zoned for multifamily residence. So on this, they can build 60 units. In talking to Douglas County, the easement for access to the property driveway is going to take away some of the usable land so we came together that they could probably build about 50 units at a valuation of \$25,000. This brings the price of the property to \$1.25M. A discussion was had by the board trustees.

Upon motion by Dressel to direct staff and legal counsel to make a purchase offer in the amount of \$1.1M to “The Cottages, LLC” for APN 1320-30-411-005, parcel adjacent to the District’s current site and return to the board for a decision on any counter offer and direct staff to pursue financing options. The motion is seconded by Duffy. The motion was unanimously approved.

No Public Comment

6. For Possible Action. Discussion and possible action to direct staff to draft guidelines and policy permitting members of the Board of Trustees to attend conferences and to prepare a formal policy for consideration and adoption by the Board and a future meeting.

Chairman Robbins introduced item. Robbins states he feels it’s important that all board trustees have an opportunity to attend a conference. Harris states there are 3 major conferences. The National Recreation and Parks Association Conference, which DesJardins and I just returned from. The

Association of Aquatics Professionals which is coming up in February and the World Aquatics Health Conference which is in December and this conference is more maintenance driven. I send different staff to each conference depending on their job responsibilities. Conferences cost \$2000-\$3000 per person on average. We are able to ask our partner Pool/Pact for up to \$10,000 a year. They will pay a maximum of \$2,000 for 5 individuals to go to these conferences. So there is still money that the swim center has to cover for each conference. Please keep that in mind as we are drafting guidelines. It is our full time staff that attends these conferences. So we are investing in their futures. The board agreed to have the director draft a policy.

Upon motion by DesJardins to direct staff to draft guidelines and policy permitting members of the Board of Trustees to attend conferences and to prepare a formal policy for consideration and adoption by the Board and a future meeting. The motion is seconded by Duffy. The motion was unanimously approved.

No Public Comment

7. Discussion Only. Discussion and updates on the National Recreation and Parks Association Conference held from September 21-23 in Nashville, TN. (Director Harris and Trustee Des Jardins)

Chairman Robbins introduced item. Both Harris and DesJardins state that the conference was an incredible experience. Sessions were virtual in the morning and in person in the afternoon. Very well run. The safety guidelines were great. We always felt protected. They required masks all the time. The information was very worthwhile. They did a great job.

**8. Discussion Only. Report from the Swim Center Director:
CVSC October 2021 Director's Report**

User Attendance: See board binder documents.

- Sept 2020 Attendance was 5960 (COVID Restrictions). Sept 2021 Attendance was 8655. (47% Increase)

Programming and Staffing:

- Session Lesson sessions are on hold as we rebuild the program and get more staff. Drop-ins (106) and Privates (21) 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), sports and school schedules.
- Aquatic Supervisors Sarah and Tyler are currently teaching 4 students who should be certified by Oct 23rd.

Marketing and Public Relations

- CGI Marketing Group is managing our online reputation with Google, Yelp etc.
- Signed up with constant contact to send out newsletters, programming 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, Record Courier.
- Emailing staff and patrons on our internal list to keep up-to-date on schedule or procedure changes.

Employee Recognition: Employee of the Month: Marin Collins, Lifeguard and Lesson Instructor. Marin has done an outstanding job professionally working with others opening up the facility several days a week and taking the initiative to get certified as an instructor. Marin has also expressed a great interest in teaching students with special needs and is moving forward getting certified through the "Angel Fish" program.

Maintenance Updates:

- Daily maintenance projects and asset management are being completed daily.

- A Risk Management Grant through Pool Pact was approved covering 75% of the Districts cost for a surveillance system.
- Painting of Activity Pool Toys completed
- PT Maintenance position has been filled by Ryan Signorella who is currently employed as a Lifeguard.
- The Shower heads and handles in the ADA Restrooms by Therapy Pool will be upgraded.
- Outdoor deck gutters will be cleaned by sawing out debris.
- Display case is being ordered to honor Krysta Palmer and will be hung on the East wall in the Natatorium.
- 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, replace chlorine lines

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

9. For Possible Action. Discussion and possible action on proposed agenda items for the November 4th special meeting and the November 16th, 2021 meeting.

Board Conference Guidelines and Policy

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