

**East Fork Swimming Pool District
Board of Trustees General Meeting
December 15, 2011**

Chairman **Gordon Gray** called the meeting to order at 7:11 AM at the **Carson Valley Swim Center, Minden, NV**. Other members present were **Patricia Brunner, Shannon Harris, David Nishikida, and Greg Taylor**. Staff members present were **Kirk Chiapella**, Swim Center Director, **Linda Rigdon**, Assistant Swim Center Director, and **Amy Bryant**, Board Secretary. Member of the public present was Carl Schnock.

AGENDA

Upon motion by **Harris**, second by **Nishikida**, the agenda was unanimously approved.

MINUTES

Upon motion by **Nishikida**, second by **Harris**, the minutes of November 17, 2011 meeting were unanimously approved.

PUBLIC COMMENT

None

REVIEW OF CASH REPORT AND PAYMENTS

Upon motion by **Harris**, second by **Nishikida**, the cash report and vendors list for November 2011 were unanimously approved.

APPROVAL OF A \$35 GIFT CERTIFICATE TO STAFF FOR THE HOLIDAYS

Upon motion by **Nishikida**, second by **Harris** it was unanimously approved to give a \$35 gift certificate to all staff members.

REVIEW OF STAFF COMPENSATION FOR 2012

There was discussion on giving bonuses to full time employees in lieu of raises and to revisit the possibility of raises for all employees in April of 2012.

Upon motion by **Harris**, second by **Nishikida**, it was unanimously approved to give all full time employees plus Lyle Freeman a \$500 bonus and in April of 2012 to revisit and review giving raises to all employees.

DISCUSSION ON THE POSSIBILITY OF PROVIDING A WINTER ENCLOSURE FOR THE MAIN OUTDOOR POOL

This will be discussed at the next board meeting.

DISCUSSION ONLY ON SCOPE OF WORK AND JOB DISCRPTION FOR LEGAL COUNSEL

Nishikida presented a draft of a detailed job description for legal counsel. The board will review the draft and discuss it at the next board meeting.

PROGRESS OF THE PROJECT TO REPLACE THE OUTDOOR POOL DECK AND THE RE-PLASTERING OF 3 POOLS INCLUDING APPROVAL OF POSSIBLE CHANGE ORDERS

Chiapella reported that the project is progressing nicely. One third of the deck has been poured and with good weather Cal Pools can continue pouring. There will be a broom finish to reduce the possibility of slipping. The electrical work is complete. There is a broken water fill and return line in the family pool that will be fixed. The family pool has been plastered. Cal Pools will be leaving next week and will return in March to complete the project. The pools should be open in April. The LED underwater lights are in storage and will be installed in March and EFSPD will receive an energy rebate.

Nishikida inquired about a statute of limitations for Tri Con to file an action against EFSPD. Legal counsel will be sought for the answer.

REPORT ON THE PARKING LOT PROJECT INCLUDING THE NEED TO GO OUT FOR FORMAL BID

Chiapella stated that the engineering company has resubmitted plans to the county and we are waiting for approval.

He gave an update on the outdoor lights stating it will cost an additional \$7800 to put in LED lights. This includes retrofitting the existing light fixtures. The total cost for lighting will be \$15,900.

Chiapella discussed an issue of parking in the High School parking lot. The High School has posted a sign in their parking lot stating no vehicles without parking decals allowed during school hours. **Chiapella** is working on a possible solution with Marty Switzer, Principal and Tom Morgan, Vice Principle of Douglas High School.

Chiapella stated that the county has approved painting the curb red along the High School side of the street. Therefore 7 parking spaces are lost.

REPORT FROM SWIM CENTER DIRECTOR

A. Programs

Rigdon reported that the staff did a great job with the Christmas Parade of Light. The Angel Tree was a success and the food drive starts Saturday December 17th.

Chiapella briefly discussed energy grants. If you get a grant you receive savings up front, but you don't get any future energy credits. If it is paid for and done by the District there will be more savings over time.

B. Report on Maintenance and Janitorial

Chiapella reported that it was recommended from legal counsel to move forward with the repairs on the solar panels. The cost will be \$39,000. A large amount of the cost is due to the upgrades on the existing panels.

The solar panel company, Heliodyne, has backed down on wanting a release from future coverage of the warranty.

C. Report on Air Handler Project

Chiapella reported that the project is not completed. Carrier had lost the employee who was to do the programming needed. Carrier had to contract out the job to their competitor. It should be completed by the end of next week.

REVIEW OF PERSONNEL POLICIES, INCLUDING THE POSSIBLE NEED FOR AN HR POSITION, FACILITATOR OR TRAINING

Nishikida presented a list of H.R. training seminars for the board to review. **Gray** inquired about who would attend these seminars. **Harris** stated that in order to move forward, a decision has to be made whether to add the H.R. responsibilities to Chiapella or Rigdon's job description or to hire a part time person. She suggested that it might be something to add to the legal counsel job description. **Brunner** stated that Mike McCormick suggested it should be someone who reports directly to the board. **Harris** stated Pool Pact does not offer any mediation for H.R. issues. **Nishikida** is going to contact the state and inquire about mediation service.

CORRESPONDENCE & SUGGESTIONS

Correspondence and suggestions were presented and read.

There was discussion about the coming year's county budget challenges and possibly looking at how the East Fork Swimming Pool District might be able to assist. It was agreed among the board that any concerns or ideas that the county may want to discuss will need to be done as an agenda item at a board meeting where all board members are present.

REPORTS/ UPDATES FROM TRUSTEES

Rigdon has completed the update on the Personnel Policy Binder and has a few more policies to work on. When there are changes to an existing policy or a new policy has been added it will be reviewed with the entire staff. The Staff Manual is complete and only needs a Table of Contents.

CONTINUATION OF POOL DIRECTOR'S PERFORMANCE EVALUATION

There were some changes made to **Chiapella's** performance evaluation to exemplify the positive performances in more detail. **Chiapella** will sign it after all board members have done so. **Chiapella** has also responded to several comments made at his evaluation by a memo which is attached to these minutes.

POSSIBLE CHANGE IN DIRECTOR AND ASSISTANT DIRECTOR'S ASSIGNMENTS

Harris and **Brunner** worked together on the employment contract and job responsibilities for both positions. There was a copy given to each board member for review. **Nishikida** requested that the job responsibilities be specific in regard to who is to complete certain performance evaluations. **Chiapella** and **Rigdon** will sign their contracts now and the job responsibilities at the next board meeting.

It was agreed among the board members that **Chiapella** and **Rigdon** will receive a bonus in the same amount as the supervisors of \$500 each.

REVIEW OF AGENDA & DATE OF NEXT BOARD MEETING

The Board will hold its next regular meeting on **December 15, 2011** at the CVSC in **Minden, NV** at 7:00 AM.

Items on the agenda will include:

- Election of officers for 2012 (Action)
- Presentation from County Manager Steve Mokrohisky on the coming year's county budget challenges (Discussion Only)
- Discussion on scope of work and job description for legal council (Discussion Only)
- Discussion on possible winter enclosure for main outdoor pool (Discussion Only)
- Review the change in the Director's and Assistant Director's job responsibilities (Possible Action)
- Review of personnel policies, including the possible need for an HR position, facilitator or training (Possible Action)
- Report on parking lot project including the need to go out for formal bid (Possible Action)
- Progress of the project to replace the outdoor pool deck and the re-plastering of 3 pools including approval of possible change orders (Possible Action)

Upon motion by **Harris**, second by **Nishikida**, the meeting adjourned at 8:56AM.

Letter submitted by Director Kirk Chiapella

December 6, 2011

To: EFSPD Board of Trustees
From: Kirk Chiapella, EFSPD Director

At Pat Brunner's suggestion I am responding to several of the comments made at my recent evaluation.

I. Board Directions It was stated that I often have not followed through on Board directions or

if I do, the solution is not long term. Pat suggested that I review the minutes to see what the Board directed me to do, if it had been done, and if the actions taken were long lasting. I have reviewed the minutes for the last 13 months highlighting every suggestion, recommendation and direct request the Board made. Contrary to Board perceptions, every one has been completed or implemented with no 'backsliding' except for the following ones where exact implementation might be questioned.

- A. I was directed to give the Water Exercise Instructors a \$100 'swim suit' allowance. Upon the strong recommendation of our bookkeeper I called this a 'bonus' in my memo to the instructors. There is no way to satisfy the auditor with an 'allowance' since the District pays for all other staff uniforms that are ordered and they are the same brand, color and style for everyone. The instructors wanted to pick out their own

suits, as needed, in the style and brand of their choice. This is considered by the Federal government as a taxable amount so I used the more appropriate accounting term based on the bookkeeper's council.

- B. In November Pat suggested that we define the water space for the exercise classes, equipment used and the type of exercise. I relied on Linda and input from the Water Exercise Instructors to make a new flyer. It was felt by all that ranking the difficulty of the classes or trying to explain the routines and equipment would cause confusion and less clarity on the flyer.
- C. In March the Board recommended we not use the word 'NO' in signage. We have not been very successful in this, but not for lack of effort. We generally need to specifically say what not to do or is not available instead of listing all that can be done and hope the reader can determine what should not be done or is not available.
- D. An additional \$500,000 has not yet been moved to a CD in Wells Fargo, but that suggestion was mine and it will occur when we can obtain the best interest and balance with the CD we already have and that is coming due in March.

II. Evaluations Although the Board believes that I was asked that others do the staff evaluations,

it was not stated in any Board minute records. Nevertheless, Linda and I left the meeting where it was discussed and we talked about how to implement what the Board said and then told Gordon what we wanted to do to implement the request. He agreed to the plan we proposed.

- A. Until 2008, I wrote about 60% of the evaluations and Linda did 40%. We discussed each person and took input from senior staff, prior to writing the evaluations. Linda and I together met with staff and gave them their evaluation.
- B. Starting in 2009, the Aquatic Specialists evaluated the lifeguards and swim instructors. Linda did the office staff and water exercise instructors and I did the aquatic specialists and janitorial staff with both of our input and review. The August 2009 Board meeting minutes stated "Chiapella reported that about 60% of the staff has been evaluated and the aquatic specialists wrote the evaluations on part time staff and participated in giving the evaluations." If there were any questions on how we were having the evaluations done that would have been an opportune time for the Board to comment.

C. At both my 2010 and 2011 evaluations this was verbally brought up as an example of not following the Board's directions. With no disrespect, I disagree with this characterization

of my job performance.

I have the copies of the above references to minutes for inspection by anyone who would like to verify their accuracy. I am hopeful that we can move forward and continue to work on making this the best possible swim center.