

**East Fork Swimming Pool District  
Board of Trustees General Meeting  
November 17, 2011**

Chairman **Gordon Gray** called the meeting to order at 7:01AM 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 and **Amy Bryant**, Board Secretary. Members of the public present were Larry Phippen, Carl Schnock and Stuart Posselt.

**AGENDA**

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

**MINUTES**

Upon motion by **Brunner**, second by **Nishikida**, the minutes of October 20, 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 October 2011 were unanimously approved.

**Brunner** inquired about the legal costs being so high and requested a breakdown of the expenses. **Chiapella** will get an itemized copy of the bill.

**PRESENTATION AND ADOPTION OF THE 2010-2011 AUDIT**

**Joan Sciarani-Blake** performed a review of the independent audit report. It was stated that the financial statements were at the highest level of assurance. There were no violations of the NRS. There were no inconsistencies of the internal control systems. The one recommendation from last year regarding journal entries was noted as resolved. There were no recommendations from this audit.

Upon motion by **Brunner**, second by **Taylor**, the audit was accepted and unanimously approved.

**REVIEW OF NEW WATER EXERCISE INSTRUCTOR EVALUATION FORM - CLARIFICATION OF WATER EXERCISE CLASS SPACE**

**Brunner** stated there was no fault with the evaluations, but they did seem to require more than what was necessary.

**Chiapella** stated that the evening classes are running well with the lane changes and the injured instructor is back to instructing.

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

**Taylor** stated he is working with **Rigdon** on the financials. Additional information will be discussed at the next board meeting.

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

**Nishikida** inquired about extra pay per hour or benefits paid to legal counsel. **Chiapella** stated that there have been no retainers and no additional benefits paid. **Nishikida** asked for an average of the legal costs over the past five years so that the board can come up with a salary range to present to prospective attorneys or law firms. **Chiapella** stated costs have varied depending on the demands and he will put the costs together.

## **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 the project is moving along good. California Pools sent a proposal asking to split the cost of the unforeseen electrical repairs. This is not an unreasonable request as there was no way to know that this issue was there. Half of the cost for the electrical repairs will be \$20,000. Dave Jorgensen from California Pools did have some concern about plastering the outside pools in lower temperatures. It takes 14 hours from start to finish, but if the temperature goes below freezing it may create a problem. Tenting the area may be a possibility or it may have to wait until spring. Once the pool is plastered both fire hydrants in the area will be used to fill the pools. Cal Pools did state that they would have the slide pool completed by winter school break and continue to work diligently to complete the outdoor pools. Another unforeseen issue found was two areas where the pool had been leaking. One was around the housing of an underwater light. There was no dirt erosion, but the housing will need to be replaced. The other leak had created a 5 cu ft. hole and was missing dirt. A mix of concrete was put into the hole to fill the void. These fixes will add additional cost to the project. **Chiapella** did not have an amount, but the board approved up to a \$10,000 budget for these issues. Minden electric will be done by the end of this week. The deck will be poured in early December.

## **REPORT ON THE PARKING LOT PROJECT**

**Chiapella** reported that there was a possibility of having to do a study of the area regarding the removal of dirt that would come with a costly price tag. However, he had a meeting with the engineers and Mimi Moss, the head of planning for the county and presented the plans that showed material will only be removed and not added. The plans were accepted and therefore, the study will not have to be performed.

**Chiapella** stated that this area was originally zoned as a residential area. Therefore, the four additional lights that are in the plan can not be any higher than 15 ft.

## **REPORT FROM SWIM CENTER DIRECTOR**

### **A. Programs**

**Chiapella** reported good attendance over the past week and that this time of year it can be up and down. Having the slide pool down may be why attendance is lower. A food drive will take place during the week before Christmas. If a patron brings in a can of food they will receive free admission for that day. It is a one time only free admission. The CVSC will participate in the Parade of Lights on December 3<sup>rd</sup>. CVSC was asked to participate in the Angel Tree program. A tree would need to be purchased by CVSC and the angels would be provided by the Angel Tree program. Each angel that is taken will need to be accounted for and therefore will need to be signed out by the front desk.

**Gray** stated the exercise classes have been full.

### **B. Report on Maintenance and Janitorial**

None

### **C. Report on Air Handler Project**

None

## **DISCUSSION ON THE POSSIBLE NEED FOR A HUMAN RESOURCE POSITION, FACILITATOR OR TRAINING**

There was discussion on what responsibilities a human resource position would have. The board agreed that there is not a need for a full time H.R. person. It was agreed that there has to be a degree of independence from and outside resource in the event of an issue. **Chiapella** will check with Pool Pact to see what type of H.R. services they provide.

## **CORRESPONDENCE & SUGGESTIONS**

Correspondence and suggestions were presented and read.

**Gray** reported that the interviews went well and that all the participants passed the swim test.

## **REPORTS/ UPDATES FROM TRUSTEES**

None

## **CONTINUATION OF POOL DIRECTOR'S PERFORMANCE EVALUATION**

The board has read and agreed on the evaluation. **Brunner** will print the evaluation and have each of the board members sign it.

## **POSSIBLE CHANGE IN DIRECTOR AND ASSISTANT DIRECTOR'S ASSIGNMENTS**

**Harris** and **Brunner** will work together and make changes on job descriptions and email them to the other board members. It will be discussed in the next board meeting.

## **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:

- Discussion on scope of work and job description for legal council (Discussion Only)
- Discussion on possible winter enclosure for main outdoor pool (Discussion Only)
- Harris and Brunner to report on the possible change in the Director and Assistance Director assignments (Possible Action)
- Discussion only on the possible need for an HR position, facilitator or training (Discussion Only)
- Discussion on the grievance process and policy of how it is to be handled (Discussion Only)
- Approval of a \$35 gift certificate to the staff for the holidays (Possible Action)
- Review of staff compensation for 2012 (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)
- Continuation of the Pool Director's performance evaluation (Possible action)

Upon motion by **Nishikida**, second by **Harris**, the meeting adjourned at 8:13AM.