

**East Fork Swimming Pool District
Board of Trustees General Meeting
October 20, 2011**

Chairman **Gordon Gray** called the meeting to order at 7:04 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. Members of the public present were Larry Phippen.

AGENDA

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

MINUTES

Upon motion by **Brunner**, second by **Nishikida**, the minutes of September 22, 2011 meeting were unanimously approved.

PUBLIC COMMENT

None

REVIEW OF CASH REPORT AND PAYMENTS

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

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

-REVIEW OF NEW WATER EXERCISE INSTRUCTOR EVALUATION FORM

Rigdon stated she had reviewed and discussed the current evaluation forms with Jan Lindsey and Sarah Davenport. They came up with some good changes that will make the evaluation conducive to their positions. **Nishikida** asked if the board could review all of the current evaluation forms. **Rigdon** will email them to all the board members. **Gray** stated the board would review the evaluations and discuss at the next board meeting.

- CLARIFICATION OF WATER EXERCISE CLASS SPACE

Chiapella stated that the evening class attendance is usually in the mid teens and they are given two lanes. The morning class attendance on average is about 45 and they are given three lanes. His suggestion for the evening class is to allow a maximum of 24 attendees with the use of two lanes. **Brunner** requested that there be clear communication of class information to the staff.

- PRESENTATION OF SURVEY OF EXERCISE CLASS

Nishikida brought up some complaints that he had received regarding times of classes being changed and that the patrons were not informed. **Chiapella** cleared this misconception by stating that the surveys that were given to the patrons were only for informative reasons and was not a notice of changing class times. He did state that there was favor in moving the 9:30 class to 9:00, but that in fact there would be no change in the schedule at this time.

- INSTRUCTORS PAY RATE

Chiapella contacted other facilities to obtain instructor pay rates for comparison and stated that the pay given to the CVSC instructors was fair. This will be discussed again at the next board meeting.

Nishikida stated that he had received some feedback from patrons that they would like to see more variation in the exercise routines. The feedback was that the routines can become stagnant. **Nishikida** inquired about whether the substitute instructors were certified and if they were not then should patrons have to pay full price for the class. **Gray** stated that the substitute instructors are and have to be certified in order to avoid injuries.

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

Chiapella opened the discussion stating a survey was emailed to facilities that are currently using an enclosure from Resource Group. This survey was to obtain feedback of satisfaction with the enclosures. They were very positive reviews. A summary page was reviewed and discussed of the teleconference with Christopher Woodlow from Resource Group. In attendance for the conference were **Chiapella, Taylor, Gray and Rigdon**. **Taylor** stated the next step is to do an analysis on attendance and costs and will then bring that information back to the board for discussion.

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

Nishikida went to the county and obtained job descriptions for legal counsel and gave the board copies for review. After consulting with McCormick it was suggested that it is important that the legal counsel representative have a current working knowledge of the open meeting laws.

DISCUSSION ONLY ON THE PROGRESS OF THE PROJECT TO REPLACE THE OUTDOOR POOL DECK AND THE RE-PLASTERING OF 3 POOLS

Chiapella gave an update and stated the demolition work was completed yesterday, 10/19. The job had started a week late due to the equipment that had been arranged to be used was not available for a week. Today is the first inspection by Aquatics Design Group to make sure everything was removed correctly during demolition. There has been one major issue discovered in the outdoor pool. The electrical wiring for the underwater lights was not properly installed and the lights are old. There are 18 lights that need to be replaced and the cost to replace them will be approximately \$31,000. The wires for the speaker were ripped out during demolition and need to be replaced. New conduit is necessary in order to complete the project to code. Total cost of the lights and wiring issue is estimated to be around \$50,000 increasing the initial cost of the project from \$345,000 to approximately \$400,000. The slide pool drains had to be moved and were placed deeper so that patrons won't hit their bottoms when they come out of the slide.

REPORT FROM SWIM CENTER DIRECTOR

A. Programs

Chiapella stated that Suzie Griffin suggested moving funds to Wells Fargo to earn more money. The amount suggested is \$500,000.

Chiapella informed the board about some staff issues regarding the time management system. A few staff members learned how to sign in from their devices at home. They would then show up for work late making it look like they had clocked in on time for payroll. The staff was disciplined including one demotion and one termination of employment. This issue resulted in the center needing a couple of Aquatic Specialists and these job openings are being advertised. **Nishikida** asked about the interviewing process and suggested someone from outside the staff be present at the interviews. **Chiapella** stated that a standard question sheet is used and **Gray** sits in on the interviews. **Gray** decided that **Nishikida** would be in the interviews along with himself, **Chiapella** and **Rigdon** for the above positions.

Rigdon reported that the programs are strong and that the construction has not affected things.

B. Report on Maintenance and Janitorial

Chiapella gave an update on the solar panel problem. The company is stating that it was a design issue and that we have exceeded the design specifications when in fact we have not. The company has offered to give us 11 free panels but is not admitting it is a warranty issue. However, with this offer they want to void the rest of the warranty. The panels are only 2 years into the 3 year warranty. Steve Balkenbush advised us not to take the deal and that we will be addressing the company's offer right away.

C. Report on the Parking Lot Expansion Project

Chiapella stated that NDOT had approved the project, but did state that a 110% performance bond was necessary. There is a concern with the plan regarding removal of fill dirt. It is a flood zone and therefore when any dirt is removed it will have to be replaced. If we were to go forward with removing and replacing dirt the cost would run \$20,000 - \$30,000. A better solution is to have the engineers redesign the plans to add a retention pond. The cost would then be \$3,000 - \$4,000. The pond would be small and will need to have a specific type of landscape. It will catch the run off from the parking lot and would eliminate flooding in the lot.

D. Report on Air Handler Project

Chiapella reported that the project is close to coming to an end.

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

Brunner opened the discussion stating a new position was not necessary as it is covered in **Rigdon's** job description. **Harris** sees pros and cons to both options. Her concern is that the staff and agency are protected by having a dual job description on the Assistant Director. **Nishikida** asked about the current level of H.R. needs. Currently 5% of **Chiapella's** work is toward H.R. needs and **Rigdon** stated 10% of her work is toward H.R. needs. **Gray** suggested taking the secretarial work responsibilities from **Rigdon** and giving them to someone else. This will make **Rigdon** available for more H.R. duties. It was decided to review the changes to the job descriptions and discuss it at next month's meeting.

CORRESPONDENCE & SUGGESTIONS

Correspondence and suggestions were presented and read.

Nishikida suggested adding a section to the monthly agenda for personnel and specific topics.

Gray inquired about placing the monthly board minutes on the website. **Chiapella** stated that they can be placed on the web. **Rigdon** will work on making this happen.

REPORTS/ UPDATES FROM TRUSTEES

None

CONTINUATION OF POOL DIRECTOR'S PERFORMANCE EVALUATION

The discussion started with the concern of the manner and behavior of how **Chiapella** has handled situations with employees and patrons. **Chiapella** stated that he felt he had handled patron and personnel issues in a professional manner. **Gray** stated that he thought **Chiapella** is involved in too many areas that are not part of his job description that should be delegated to other staff members. **Brunner** suggested having **Chiapella** move into a position of overseeing projects and maintenance of the facility as he does an excellent job in these areas. She also suggested the possibility of **Rigdon** stepping into the Director position. **Taylor** stated that if the concerned behaviors are expected to change then there must be some concrete goals with a measurement in place to attain the goals. He also stated that there needs to be either a change in behavior/environment or some type of action needs to be taken.

POOL DIRECTOR'S CONTRACT EVALUATION AND RENEWAL

Gray suggested signing off on this evaluation and addressing the option of changing job positions at the November board meeting.

REVIEW OF AGENDA & DATE OF NEXT BOARD MEETING

The Board will hold its next regular meeting on **November 17, 2011** at the CVSC in **Minden, NV** at 7:00 AM.

Items on the agenda will include:

- Presentation and adoption of the 2010-2011 audit (Possible Action)
- Discussion on possible winter enclosure for outdoor pool (Discussion Only)
- Review of new water exercise instructor's evaluation form and clarification of water space (Possible Action)
- Possible job assignment changes for Director and Assistant Director (Possible Action)
- Discussion on scope of work and job description for legal counsel (Discussion Only)
- Report on Parking Lot Expansion Project (Possible Action)
- Continuation of Pool Director's Performance Evaluation (Possible Action)
- Progress of the project to replace pool deck and re-plastering of 3 pools (Possible Action)
- Discussion on the possible need for a HR position, facilitator or training (Discussion Only)

Upon motion by **Brunner**, second by **Nishikida**, the meeting adjourned at 10:03 AM.