

Fernley Swimming Pool District

300 Cottonwood Lane
Fernley, NV 89408
www.fernleyswimmingpool.com

Board of Trustees

Nancy Clarke, Chairman
Paula Kerr, Vice Chairman
Cheryl Howell, Treasurer
Marty Hanna, Secretary
Pat Smith, Member at Large

Fernley Swimming Pool District

Regular Meeting

Thursday, July 19, 2018; 10:00AM

Location: Fernley Swimming Pool Multi-Purpose Room, 300 Cottonwood Lane

Minutes

The Board of Trustees may take items out of order to accomplish business in a more efficient manner, to combine two or more agenda items for consideration, and to remove Agenda items or delay their discussion at any time.

10:00A – Opening of Meeting: Pledge of Allegiance

Chairperson's Statement: *To avoid meeting disruptions please place cell phones & beepers in silent mode or turn them off during the meeting. All meetings are recorded. When addressing the Board, please come to the front table, state your name clearly for the recording device and kindly sign in on the clipboard. Thank you for your understanding.*

NOTE: *In accordance with NRS 241.020(3)(a) and (b), a copy of the Agenda is posted and available three business days prior to any District meeting on the [Fernley Swimming Pool District website www.fernleyswimmingpool.com](http://www.fernleyswimmingpool.com) and on the Nevada Public Notice website <https://notice.nv.gov>. Agenda supporting documents are available for review at each meeting, copies are available upon request at the Facility Directors Office located at the Fernley Swimming Pool, 300 Cottonwood Lane or call 775-575-2121.*

1. Call to Order/ Roll Call

Nancy Clarke, Chairman – Present
Paula Kerr, Vice Chairman – Present
Cheryl Howell, Treasurer – Present
Marty Hanna, Secretary – Present
Pat Smith, Member at Large – Present

Matt Elwing, Pool Director – Present

2. Agenda Approval

Marty Hanna motioned to approve the July 19, 2018 Agenda
Paula Kerr 2nd the motion

Passed with 5 Ayes

3. Public Input

Public comment is limited to five (5) minutes per person. If you wish to comment on an Agenda item please do so when input for that item is opened and comment when recognized by the Chair. Items not on the agenda for this meeting cannot be acted upon other than to place them on future agendas. Public input is prohibited regarding comments, which are not relevant to, or within the authority of, the public body, or if the content of the comments is willfully disruptive of the meeting (Note: Reasonable efforts will be made to accommodate people with physical disabilities. If you need any special assistance, please call 775-575-2121 at least 24 hours in advance.)

4. Reports

This item is for Board Members, the Facility Director or Acting Director, and any public entity representatives to provide general information to the Board and the public.

No Action Will Be Taken On This Item. For information and discussion only.

Cheryl Howell gave the Treasurer Report.

Due to Fiscal Year End some of the Revenue's and fees have yet to be posted.

Total Revenue	\$ 1,078.13
Total Expenses	\$98,076.63
	(\$96,998.50)

Marty Hanna expressed concerns that the agenda line items and the minutes should have more verbage in their contents.

Amanda Ortiz from Lyon County Human Resources mentioned that the agenda item needs only to specify the discussion and what the motion to vote on would be.

Matt Elwing gave the Directors Report.

The top PLU was Youth @ 2263
1339 Full access patrons
Summer schedule is in full swing
Splash parks pump was replaced on June 27th
68 patrons used the Loyalty Plan
193 promo passes and 145 mailbox coupons were used
Pepsi and Frito lay Snacks providing the majority of the Snack Shack
Children's apparel added to the Retail shop
6/22/2018 In-service will be LG Boot Camp
Teen night the 27th with 101.3 Biggest Little Radio

Matt Elwing announced that he sent a letter of resignation to the board members and that his last day as the Pool Director would be August 1, 2018.

Marty Hanna thanked Matt for the great figures he has brought to the pool. For updating the pools POS system along with the social media exposure.

For full discussion, Please, refer to the audio on our website.

5. Consent Agenda

Items placed in this section are a matter of routine business, which are expected to involve little or no discussion by the Board or the public. The Consent Agenda is usually voted on in one motion and one vote. However, if any Board Member so desires, individual items may be discussed and/or voted on as a separate matter of business.

Action may or may not be taken.

5a. For Possible Action to approve the minutes from the June 21, 2018 regular meeting.

5b. For Possible Action to approve vouchers and bills

Paula Kerr motioned to approve the minutes from the June 21, 2018 regular meeting and the bills and vouchers.

Cheryl Howell 2nd the motion

Passed with 5 Ayes

6. **For Discussion, Consideration and Possible Action** In regards to the City of Fernley zoning change application, application has been approved, next meeting rescheduled to 7/18.

(by Nancy Clarke)

The zoning application has been approved, the next meeting will be August 1, 2018 at 5 pm.

For full discussion, Please, refer to the audio on our website.

7. **For Discussion, Consideration and Possible Action** To begin the process of making a Mission Statement in order to define the updated vision of the Fernley Swimming Pool in the Fernley community.

(by Marty Hanna)

This item moved to 8/23/2018 Agenda

8. **For Discussion, Consideration and Possible Action** To begin the discussion of landscaping upgrades to reduce the usage of water.

(by Nancy Clarke)

This item moved to 8/23/2018 Agenda

9. **For Discussion, Consideration and Possible Action** To review the Policies and Procedures statement for usage of the pavilion, pool, and park areas.

(by Nancy Clarke)

Marty Hanna and Matt Elwing are working to create a Policy and Procedure document for the pool, pavilion and park area.

Change the minimum 3 day cancellation notice to 7 days.

Change Splash Park 16-25 to 70.50

7.4 Split the description into 2 categories. One for children and one for animals also with the reminder of supervision and Leashes.

Clarify that there is no water or electricity at the pavilion

Installing hooks permanently so no one needs to use staples

Marty Hanna motion to approve the Fernley Swimming Pool facility use policy with the proposed changes that have been discussed.

Paula Kerr 2nd the motion

Passed with 5 Ayes

For full discussion, Please, refer to the audio on our website

10. **For Discussion, Consideration and Possible Action** To discuss changing future contracts to follow a calendar year instead of the Pool fiscal year

(by Nancy Clarke)

Marty Hanna motion to review the contracts and adjust them to a calendar year.

Paula Kerr 2nd the motion

Passed with 5 Ayes

For full discussion, Please, refer to the audio on our website

11. **For Discussion, Consideration and Possible Action** To discuss hiring an attorney to draft bid documents for Capital Improvement Projects.

(by Marty Hanna)

Marty Hanna believes that we need to have more specific bid and contract documents to make sure we are covered.

Marty Hanna is willing to shop around and talk to a few people and report back at the next meeting.

For full discussion, Please, refer to the audio on our website

12. **For Discussion, Consideration and Possible Action** – A recruitment plan to fill the expected vacancy in the position of Facilities Director. The recruitment plan may include but is not limited to the following: methods for advertising the position; time period for accepting applications; applicant screening criteria; interviews; and anticipated costs in connection with the recruitment.

(by Nancy Clarke)

Amanda Ortiz, Lyon County Human Resources Generalists, suggested using Indeed and the County website for the postings, with no less than 10 business days. The posting will be listed today 7/19/18.

Lyon County will review the applications and send over the information for approved applicants to set up for interviews. Potential interviews to be held during the next board meeting.

**Marty Hanna motioned to move the August 16, 2018 meeting to August 23, 2018
Paula Kerr 2nd the motion**

Passed with 5 Ayes

For full discussion, Please, refer to the audio on our website.

13. **For Discussion, Consideration and Possible Action** - Appointment of an Interim Facility Director from August 2, 2018 until the position is filled in a permanent capacity.

(by Nancy Clarke)

Scott Gillespie is stepping in to be the Interim Facility Director from August 2, 2018 until the position is filled. The board thinks Scott Gillespie should start now training with Matt.

Paula Kerr motioned to accept the appointment of Scott Gillespie as Interim Facility Director from August 1, 2018 until the position is filled.

Pat Smith 2nd the motion

Passed with 5 Ayes

For full discussion, Please, refer to the audio on our website.

14. **Public Input**

NOTE: Public comment is limited to five (5) minutes per person. Public input is prohibited regarding comments, which are not relevant to, or within the authority of, the public body, or if the content of the comments is willfully disruptive of the meeting.

Addendum to the Director's Report

Matt Elwing is asking the board to consider using Loomis Consulting Services for the Asphalt resurfacing project. Loomis will help with the bid documents and the process to make sure everything is done properly and to code.

Nancy Clarke is going to check with Josh because of the potential bid being higher than what was budgeted for.

For full discussion, Please, refer to the audio on our website

15. Discussion and Consideration of Future Agenda Items to include:

Review and possible interview candidates for Facility Director
City of Fernley Zoning
Mission Statement
Landscaping upgrades
Attorney to draft documents for Capital Improvement Projects
Counters
Loomis

16. Adjournment 11:45 A.M.

Approved by the Fernley Swimming Pool District Board on

By a vote

Chairman Nancy Clarke

Vice Chairman Paula Kerr