

**EAST FORK SWIMMING POOL DISTRICT  
BOARD OF TRUSTEES  
GENERAL MEETING MINUTES  
January 18<sup>th</sup>, 2024 at 9:00 a.m.  
Carson Valley Swim Center  
1600 Hwy 88, Minden, Nevada**

The Board of Trustees January 18<sup>th</sup>, 2024 general meeting was called to order by Chairperson Sharon DesJardins at 9:00 AM at the Carson Valley Swim Center, Minden, NV. Board members present were Trustee Frank Dressel and Trustee Teresa Duffy. Vice Chairman Travis Lee was on the phone,

**No Public Comment:**

**AGENDA**

Upon motion by Dressel to approve agenda, seconded by Duffy, the motion was unanimously approved.

**No Public Comment**

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**CONSENT AGENDA ITEMS**

- 1a. For possible action. Approval of previous minutes from the December 19<sup>th</sup>, 2023 General Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through December 31st, 2023.

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

**No Public Comment**

**ADMINISTRATIVE AGENDA**

- 2. For Possible Action. Discussion and possible action to elect the Chair and Vice Chair for the Board of Trustees.**

Chairperson DesJardins introduced the item. DesJardins asks for nominations for Chairperson and Vice Chairperson. Duffy nominates DesJardins for Chairperson and Lee for Vice Chairperson for the Board of Trustees. DesJardins asks for a motion to approve.

Duffy moves to approve the appointment of DesJardins to serve as Chairperson and Lee to serve as Vice Chairperson. Dressel seconded the motion. The motion was unanimously approved.

**No Public Comment**

- 3. For Possible Action. Discussion and possible action on selecting a qualified elector to serve the remainder of the term for Charles Douglas Robbins. The appointed Trustee will take office on Thursday, February 29<sup>th</sup> 2024, and will serve until December 31<sup>st</sup>, 2024.**

Chairperson DesJardins introduced item. DesJardins states that only one person applied. His name is Allen Biaggi. He has been a member of our community for many years and has been a patron at the swim center for many years.

Duffy moves to approve Allen Biaggi as a qualified elector to serve the remainder of the term for Charles Douglas Robbins. The appointed Trustee will take office on Thursday February 29<sup>th</sup>, 2024, and will serve until December 31<sup>st</sup>, 2024. Dressel seconded the motion. The motion was unanimously approved.

**No Public Comment:**

**4. Discussion Only. Discussion and update on the Capital Improvement Plan ongoing and possible future projects.**

Chairperson DesJardins introduced item. Harris states that current construction funds available, as of December 31<sup>st</sup>, are \$3,051,444. Eastside Expansion will be rolled over to the next fiscal year. The Splash Park may also be rolled over as well. The Roof Restoration still isn't complete and probably won't be until Spring due to the weather. If the money was to be spent out this year, the remaining construction funds available would be \$1,627,878. I have been in touch with Aquatic Design Group to replace our current toys. This is the group who originally put in our toys. I will be bringing forward to the Board a proposal within the next couple of months. McCullough states that the Eastside Expansion has been delayed till September 2024. We have decided to add a full back up generator as part of the scope of the project. We are waiting for TSK to give up a schematic design incorporating all of those elements and then get a schematic level estimate from Plenum Construction. Duffy asks what will the generator run off of. Harris states it will run off of diesel. Dressel asks where will the generator be located. Harris states that the maintenance supervisor has identified a location in maintenance for it.

**Public Comment:**

**5. For Possible Action. Discussion and possible action on the proposal for the EFSPD Parking Lot extension project from RO Anderson in the amount of \$134,500.**

Harris introduced Ron Anderson of R.O. Anderson Engineering, INC. Anderson mentioned that his firm has been in business for the last 35 years. He knows our property as well as the property we have just purchased. He goes on to explain the process we will go thru in order to get the property ready for any kind of improvement including the Parking Lot extension. This would include:

- Topographic Site Survey
- Schematic Site Planning
- Design Development Documents
- Geotechnical Investigation and Design Report
- Flood Impact Analysis
- Construction Documents (100%) & Permitting Assistance

Dressel moves to approve the proposal for the EFSPD Parking Lot extension project from R.O. Anderson in the amount of \$134,500. Lee seconded the motion. The motion was unanimously approved.

**No Public Comment:**

**6. Discussion Only. Discussion of the proposed '24-'25 operating budget, 5-year capital improvement budget and population trends of Douglas County.**

Chairperson DesJardins introduced the item. Harris states that she emailed out the first draft of the '24-'25 tentative budget to the board for their review. We will discuss this tentative budget in January and February and then at the March meeting the Board will approve the budget which will be filed with the Nevada Department of Taxation by April 15<sup>th</sup>, 2024. Interest income is high right now. Credit card fees are still high. Our Cashier Supervisor is looking into that. If we can't negotiate a better price with our credit card processing company, we will start looking at other vendors. Dressel states good job as well as DesJardins and Duffy express their appreciation for Harris being proactive on things going up and trying to find out why.

Harris states that she wants to discuss the 5 Year Capital Improvement Plan for '24-'25. The largest expense will be the Eastside Expansion plus adding the generator. The \$2.6M cost is a pretty solid cost. I know the number for next year seem a little high but we are doing some major projects. These projects have been identified as necessary for safety as well as protect our assets. Dressel asks if we are over doing it in 2024-2025. McCullough states no, it's better to do on big project every 3 years then 3 small ones. We will get a lot of economies of scale. Harris states that we also need to set aside money for expansion to the new acreage.

**No Public Comment:**

7. **Discussion Only. Report from the Swim Center Director.**  
**CVSC January 2024 Director's Report**

**User Attendance:** See board binder documents.

- Dec 2022 Attendance was 6803. Dec 2023 Attendance was 7389 (See attached docs)

**Programming, Staffing and Training:**

- Holiday Celebrations were successful in thanking and honoring our CVSC Team.
- Leadership Team (Director and Supervisors) meet monthly to plan and discuss CVSC programming & staffing.
- Monthly In-Service Training/Meeting was conducted by all supervisors.
- Session, Drop-In and Private swim and dive lessons are combined numbers and classes have been successful (see attached #'s)
- Water Aerobics Class attendance is staying steady at 35+ participants in the morning classes. Evening classes are smaller but well liked and attended.

**Marketing and Public Relations:**

- Shannon attended Directors Forum for the NRPS in Las Vegas and Reno, DCSD's "Partners Across Communities" Open House, Executive and General NRPS Board Meetings and the Oversight Committee Meeting as a member for Pool Pact.
- Social media exposure, information sharing and flyers: Facebook & Instagram updates (Sarah & Catherine).
- Website updates (Justin, Paul, Sharon), Google Business updates (Shannon), Alignable updates (Shannon)
- Publications: Carson Valley Business Directory, Getaway Reno/Tahoe Area, Best of CV, Almanac, Record Courier.
- CGI Marketing Group continues to do a good job managing our online reputation with Google, Yelp (Shannon)
- Phone Message updates (Sherrie)
- Water Aerobics Coordinator (Deanna) is emailing staff and patrons on our internal water aerobics list to keep up-to-date on schedule or procedure changes.

**Employee Recognition:**

- Employee of the Month: TBD

**Maintenance Updates:**

- Therapy Pool restroom door and locking mechanism has been replaced. The other door to follow now that we know it works well and the patrons are happy with it – easier to lock and lighter in weight.
- Research being done on a new upgraded projector for Flick N Floats and special events.
- Radio Repeater System Final Inspection was completed and passed.
- Roof coating project walk thru identified more work to be done. Retention is still being held.
- Dive stand pad has been put in place but has some bubbling. The company will be out to complete warranty work onsite the end of January 2024.
- Daily, weekly, monthly and annual maintenance projects and asset management are being completed... excel document updated by Maintenance Supervisor and Director regularly
- Updating and improving the data information in Reserve Analyst (Asset Management Program).

**Monthly Financial:** See board binder documents.

**Correspondence:** See board binder documents (if applicable).

**No Public Comment**

**6. For Possible Action. Discussion and possible action on proposed agenda items for the Thursday  
February 29<sup>th</sup>, 2024 meeting**

**2024-2025 Budget**

**5 Year Capital Improvement Plan**

**Aquatic Toys**

**AOAP Conference Update**

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