

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
May 29, 2024 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees May 29, 2024 meeting was called to order at 9:00 AM at the Carson Valley Swim Center, Minden, NV. Board members present were Chairman Sharon DesJardins, Vice Chairman Travis Lee, Trustees Teresa Duffy, and Allen Biaggi. Frank Dressel was on phone.

No Public Comment

AGENDA

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

NO PUBLIC COMMENT

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At this time the Board of Trustees will conduct a special public hearing on the proposed tentative budget for the fiscal year 2024-25.

Reopened general meeting at 9:20 AM

CONSENT AGENDA ITEMS

- 1a. For possible action. Previous minutes from the April 25th, 2024 General Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through April 30th, 2024.

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

No Public Comment

ADMINISTRATIVE AGENDA

- 2. **Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects.**
Chairwoman DesJardins introduced item. Harris explains that a couple of invoices were paid out on the Eastside Expansion. The balance for that project will be carried over to the next fiscal year. The roof restoration project will be completed in July. All of the information in parenthesis under Asset Management and Contingency are the things that have been completed projects. Lee requested that those items are designated more clearly as completed projects. R.O. Anderson came in. The CLOMR process requires high level concept renderings, soil testing, etc. This gives Rob and team something to work with. We are going to do some public open forums to get feedback on what the public would like to see also. Some of my ideas would be a two-story building with a deep dive well, an Olympic sized pool, a lazy river, year around swimming, additional parking, splash pad. A multi-use year around facility. McCullough mentions that they are having a kickoff meeting with the consultants for the Activity Pool. We should have a timeline for you at the next board meeting.

No Public Comment

- 3. **Discussion Only. Discussion and update on the Eastside Expansion project.**
Chairwoman DesJardins introduced item. McCullough states we were \$1M over budget last we spoke. We refined the design and regressed and found lots of redundancy and were able to get the estimate down from \$3.8M to \$2.8M. We redefined the scope and got the estimate down. We finished the plans at 100% and we authorized to go out to bid. The bids will be opened on 6/11/2024. The market is an owner's

market for bidding. We will bring the board in July the GMP for consideration. DesJardins asks what is the window for bidders? McCullough states 3 weeks. Biaggi asks will Plenium Builders be our general contractor. McCullough states yes they will.

No Public Comment

4. Discussion only. Discussion and update on districts proposed economic vitality plan.

Chairwoman DesJardins introduced item. Harris thanked Biaggi for all of his assistance in contacting his contacts at UNR. Biaggi states that he contacted UNR's Center for Regional Studies and spoke to Brian Bonnenfant who is the Project Manager. He has done studies like this before and is very anxious to talk to us to learn more. My recommendation would be that we meet him to discuss our needs and to see what kind of things he can do for us. It's good to have this information in our back pocket. DesJardins asks if there is a \$ range for his services. Biaggi says that a very rough estimate would be around \$15,000. Duffy asked who would be doing survey on motels, restaurants, etc. Maybe we could do a survey for our next swim meet. Harris states we can approach the swim team for the swim meets in August and September because they rent the facility from us.

No Public Comment

5. Discussion Only. Report from the Swim Center Director.

CVSC May 2024 Director's Report

User Attendance: See board binder documents.

- April Attendance 2023 was 11,261. April 2024 Attendance was 11,561. (See attached docs)

Programming, Staffing and Training:

- Aquatic Supervisor and Director attending the Nevada Recreation and Parks Society Conference in Tahoe.
- Pool Pact special district round table was attended by Sharon T and Shannon.
- Aquatic Supervisors working on recertifying current employees and training new ones.
- Hosted DHS Swim Meets and the Regional Dive Meet Competition.
- 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 likes and attended.

Marketing and Public Relations:

- Cashier staff attended Carson Valley Health's Health Faire at C.C. Meneley Elem. School.
- CVSC Leadership are continuing to work with CGI on a new video shoot scheduled for May 25th.
- Shannon was invited by DCSD CTE program to be part of a video shoot promoting Career Tech Education
- Shannon chaired the general and executive NRPS Board meetings as President of the society.
- Shannon attended the monthly Chamber's "Women in Business" coffee event.
- Shannon attended the monthly Chamber luncheon.
- 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: Grant Bruce, Lifeguard Grant has been a staple to the morning crew performing with excellence all duties as assigned. He is friendly, kind and professional. Grant receives regular complements from both staff and patrons. Grant is responsible and reliable and can be counted on daily.

Maintenance Updates:

- Water slide seam work was completed by SafeSlides. No longer leaking.
- BBQ area landscaping completed to eliminate tripping hazards.
- Rockwall's put back up for the Summer.
- Pull up bars where designed by Dave and locally manufacturer for Water Aerobics classes based on Sarah's suggestion.
- Daily, weekly, monthly and annual maintenance projects and asset management are being completed... excel document updated by Maintenance Supervisor and Director.
- 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 June 20th, 2024meeting

**CIP Update
Economic Vitality Plan
Eastside Expansion
Geo Thermo**

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