

**EAST FORK SWIMMING POOL DISTRICT  
BOARD OF TRUSTEES  
GENERAL MEETING MINUTES  
August 15<sup>th</sup>, 2024 at 9:00 a.m.  
Carson Valley Swim Center  
1600 Hwy 88, Minden, Nevada**

The Board of Trustees August 15<sup>th</sup>, 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 Allen Biaggi, Frank Dressel, Teresa Duffy.

**No Public Comment**

**AGENDA**

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

**CONSENT AGENDA ITEMS**

- 1a. For possible action. Previous minutes from the July 18<sup>th</sup>, 2024 General Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through July 31<sup>st</sup>, 2024.

Upon motion made by Biaggi with one change to the and seconded by Duffy. The consent agenda items 1a and 1b were unanimously approved.

**ADMINISTRATIVE AGENDA**

**2. Discussion only. Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects.**

Chairwoman DesJardins introduced item. Harris states that she has included a rough timeline and renderings for the Eastside Expansion. The project is due to start on September 16<sup>th</sup>. Larger renderings are available. Remaining balance is \$3,155,379. The Eastside Expansion is carried over from 2023-2024. The Splash Park will be carried over to 2025-2026 as will the generator and Trash Enclosure. The ending balance shows to be \$86,378 but this balance will change with additional income from Ad Valorem and other revenue. With the lobby remodel adding square footage to the lobby area, many more patrons can be inside and out of the cold and heat. Drains are also being added in the lobby area for better cleaning. Concession area will allow us to store more food and merchandise therefore saving us trips to Costco and reducing long term costs. The Maintenance area will allow us to put all of our assets, that are now sitting out in the weather, into an enclosed building to try and lengthen the longevity and save money for the district. McCullough states that permitting is done for the Eastside Expansion and we should have the Base Flood Impact Analysis back this week. We don't anticipate any problems. Biaggi states that the schedule is amazing. Who is doing the flood analysis? McCullough states it's a company out of Reno that the county contracts with. Lee asks is the display up for the patrons yet. Harris says yes, it is. She will also be putting updates out there for the patrons. McCullough states that the update on the roof project is that it will be completed by the end of the month. Also, no timeline on the flood analysis for the land next door.

**3. Discussion Only. Discussion and update by Brook Adie, Community Services Director on the Interlocal Agreement with Douglas County building a splashpad in Topaz Ranch Estates.**

Chairwoman DesJardins asked Harris to introduce our guests. Harris states that she would like to introduce Brook Adie, Community Services Director and Ryan Stanton, Superintendent for the Parks Department. Adie states that we wanted to give you an update on the Splashpad Project in Topaz Ranch Estates. Stanton oversees all of our park projects so we thought it would be appropriate for him to give the update. Stanton states that the drawing he has passed out is a 90% drawing. We are working with Great Western Recreation and Aqua Works. We will order the equipment in late summer or early fall.

We will come back and do another update once we have the 100% drawing. The General Improvement District is very excited. Lee asks is it going to be like the Minden Splashpad? Stanton states it will be similar but it will have different structures within the pad. Duffy asks what is the utilization? Adie states there are kids in that area plus grandparents that will bring their grandkids and also outside tourism. Biaggi asks is the equipment above or below ground. Stanton state the equipment will be below ground.

#### 4. Discussion Only. Report from the Swim Center Director.

##### CVSC August 2024 Director's Report

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

- July Attendance 2023 was 22,813. July 2024 Attendance was 23,463 (See attached docs)

**Programming, Staffing and Training:**

- Jaws Flick N Float was a success.
- CVSC's 35<sup>th</sup> Anniversary Open House was planned by Leadership Team.
- Aquatic Supervisors enrolled in upcoming conferences (NRPS & AOAP)
- Swim Meet Aug 2-4pm came with some weather challenges but I received positive feedback about staffing stepping-up and helping with damaged DDST equipment.
- Supervisors are working on staff evaluations.
- 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. SARAH had a record 50+ in her class one day in August!

**Marketing and Public Relations:**

- Shannon chaired the general NRPS Board meetings as President of the society.
- Shannon attended Women in Business meeting hosted by the Chamber of Commerce.
- Shannon worked with Record Courier on sharing "Open House" information.
- 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 in Leadership Meeting

**Maintenance Updates:**

- CAD (exterminator) came and sprayed prior to swim meet but will continue to be a problem.  
They love our food and water source.

- Dave is having two pumps rebuilt so they can be back-ups. Working with a new company.
- Dave is part of the construction team meetings giving valuable input.
- Dave is continuing to research the replacement of the Therapy Pool filter as part of the Asset Mang Plan.
- 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**

#### **5. For Possible Action. Discussion and possible action on proposed agenda items for the September 19<sup>th</sup>, 2024 meeting.**

**CIP Update**

**Update on Activity Pool**

**PoolPact AI Policy**

**Update on Economic Vitality**

**Update on Entry System Charges**

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