

**EAST FORK SWIMMING POOL DISTRICT  
BOARD OF TRUSTEES  
GENERAL MEETING MINUTES  
October 24<sup>th</sup>, 2024 at 9:00 a.m.  
Carson Valley Swim Center  
1600 Hwy 88, Minden, Nevada**

The Board of Trustees October 24<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 Vice Chairman Travis Lee, Trustees Allen Biaggi, & Frank Dressel. Teresa Duffy was on the phone. Chairman Sharon DesJardins was absent.

**No Public Comment**

**AGENDA**

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

**CONSENT AGENDA ITEMS**

- 1a. For possible action. Previous minutes from the September 19<sup>th</sup>, 2024 General Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through September 30<sup>th</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.**

Vice Chairman Lee introduced item. Harris states the completion of Roof Restoration, they did come in and put down the base paint and coating. We had a representative from Garland come and we inspected the roof together. The coating looks good. But on the north side, that doesn't get much sun, there are a couple of spots still bubbling up and they will be back to fix them. Garland is the company that will hold the 20 year warranty and they are very particular that everything is done right. Once that is done, there will be a team of us that will do a walk thru and inspection on top of the roof before we make final payment. Let's talk construction, the construction is moving along. We have found 2 things that have been identified as our responsibility. When digging up the concrete in the lobby, we found a huge clog in the main sewer line, maintenance was able to fix that and also added some two-way clean outs that didn't exist. During this time, we also noticed a crack in the main sewer line and that was also fixed by our maintenance crew. We purchased a self-leveling camera and they scoped the entire sewer line from connection point to connection point and we found additional cracking. We have contacted Hoffman Plumbing and it will cost \$5700 to have the pipe blasted and new pipe put in. That will take care of the sewer pipe for another 40-50 years. It's the chemicals that have caused the cracking of the lines. In the garage area, the size of the garage wasn't lining up just right because it was a little too big. We ended up taking about 3 feet off and it fits perfect. We have also moved the main water line and the gas line. Next will be relocating the irrigation system and the Flag Pole. Dressel asks are we still ok with our budget? Harris says yes, we are. We haven't even touched my 10% yet. We will have a new timeline on Wednesday.

**Public Comment:** Douglas Robbins asks why don't we put radiant heat in the garage instead of running a gas line? Harris states we aren't running a gas line over there, we are going to use mini splits. Mr Robbins states that even in the lobby radiant heat would work. Harris states that is a great suggestion but we just didn't build that into our plans.

**3. Possible Action. Discussion and possible action to approve Aquatic Design Group's Activity Pool Modernization Project proposal in the amount of \$1,146,072.75.**

Vice Chairman Lee introduced item. Harris states I am going to be completely transparent as I always am, the bid came in much higher than I thought. It is a possible action item but we don't have to take action. We don't have to do the entire scope of this project. There were a couple of things added based on safety driven standards. Our pool is not unsafe. When should we do this project? Biaggi states that a small part of this project is toys. All the rest of the cost is to bring the pool up to code. Is it a requirement that we bring it up to code if we start this project. Harris says yes, as soon as we pull a permit, it has to be brought up to code. Lee states that we are acknowledging in a public meeting that our kiddie pool is out of compliance. Biaggi states that he disagrees with that, we are not out of compliance now but when we are ready to do a redo, it has to be brought up to the current code. Dressel states should we get another bid? Harris states that we can. Dressel states that we should put this on hold. Harris states that Aquatic Design Group probably did get more than one bid from all of their sub-contractors. Lee states that this project now has nothing to do with toys, it is bringing the pool up to code. Lee asks what is the potential life cycle of this pool? How long is this price good, and is there an end date to the contract.

**Public Comment** Doug Robbins states we should go and talk to the parents to see what the kids love about this pool.

Motion was made by Biaggi that we direct the director to go back to Aquatic Design Group to revisit the cost of what is needed for toy upgrade and what can be deferred. More information on toys and the sub-contractors to try and reduce cost when possible. This project will be at least in the next fiscal year. Dressel seconded the motion. The motion was unanimously approved.

**4. Possible Action. Discussion and possible action to approve Sierra Electronics quote for the Phase 2 surveillance camera project in the amount not to exceed \$20,000.**

Vice Chairman Lee introduced item. Harris states that Phase 1 was exterior cameras. Board approved knowing that there would be a Phase 2. It was brought to our attention, thru audits, that it's best to have surveillance. We do have grant opportunity with PoolPact. They did pay for 80% of our Phase 1. Desert Hills did our Phase 1 but were high on their bid for Phase 2. Sierra Electronics quote was \$4000 less. We will install 3 interior cameras. With Phase 2, we will have complete surveillance of our interior. Once lobby is done, we will add one more camera. Biaggi states where are the integration fees on Sierra Electronics quote. Harris states she thought they said that was all included. Will get clarification. Duffy ask what is the \$500 rental fee. Harris states it's a one time fee and she will get clarification on it.

Motion was made by Biaggi to direct the director to get with Sierra Electronics to make sure that programming and integration are included in their quote. If it is, go forward with the approval of Sierra Electronics quote for the Phase 2 surveillance camera project in the amount not to exceed \$20,000. If not, come back to the board for further discussion and consideration. Duffy seconded the motion. The motion was unanimously approved.

**5. Discussion Only. Discussion and update on the Economic Vitality Plan.**

Vice Chairman Lee introduced item. Harris states have been in discussion with Brian with UNR. This is a rough draft. I am hoping to have a final by November. Biaggi states he thinks it is a very creditable effort so far. We haven't seen section 3 and section 3 is very important. Some of the numbers need clarification. I also have a question about where he got a lodging number of \$39. Overall, I felt the numbers are low. Harris agrees that the numbers are low. Dressel states are all of the multipliers standard. Biaggi states yes, they have actually done models to establish the multipliers. Lee asks if he contacted the Chamber of Commerce? Harris stated she's not sure but she can ask him.

6. **Discussion Only. Discussion and update on the Strategic Plan.**

Vice Chairman Lee introduced item. Harris states we review our strategic plan a couple of times a year. As an aside, I went to a Strategic Planning session at the conference I just attended and they stated don't create a strategic plan unless you are going to review it at least a couple of times a year. Our strategic plan is one of our main working documents. We reference it a lot. It is time for us to update it and add additional years to it. It can be a 3,5,7-year plan. I'd like to get the board a draft in November, December. We are just getting to the last goal which is the Economic Vitality Plan. Lee suggested the first page which is how have we and when did we meet our goals. Biaggi states he thinks 5 years should be the maximum. When I have done these in the past, sometimes we have hired someone to facilitate the meeting. Harris is not against hiring a facilitator. Dressel states the last time we invited the staff and supervisors to attend our meeting. We did hire a facilitator. He thinks we should follow the same process. Harris states we should tackle this within the next 4-6 months.

7. **Discussion Only. Discussion and update on the credit card processing charges and quote received from three potential future processing companies.**

Vice Chairman Lee introduced item. Harris states that we have noticed that the entry system charges have been creeping up. Taylor, Admin Supervisor we have information on three processors. Beacon Payments, WFB, Greater Nevada Credit Union. We went to Bookking in 2019 and our fees were half what they were. We were approached by Beacon Payments first but they don't integrate with Univerus. I'm waited for Univerus, our processor to do an integration with Clover. Greater Nevada also uses Clover. Biaggi states that Greater Nevada Credit Union would be great. They are a Nevada credit union and they are around. They also do lots of good things for the community.

**Public Comment** Doug Robbins asks why can't we just do cash? Harris states that we couldn't do anything online if we just took cash.

8. **Discussion Only. Report from the Swim Center Director.  
October 2024 Director Report  
CVSC October 2024 Director's Report**

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

- Sept Attendance 2023 was 8,898. Sept 2024 Attendance was 9,222 (See attached docs)

**Programming, Staffing and Training:**

- 2<sup>nd</sup> Annual Haunted Pool Party and 5<sup>th</sup> annual pumpkin patch being planned for Oct 19<sup>th</sup>.
- Lifeguard Instructors, Paul and Justin, held a LG class with all passing and 4 applications turning in.
- Programming will not be interrupted during construction lasting until May 2025.
- E-learning continues to be sent out monthly to staff by Andrew, Admin Asst./HR
- 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:**

- Visitors Authority, Chamber, R-C, social media and website: Haunted Pool Party and pumpkin patch flyer.
- Shannon chaired the executive and general NRPS Board meetings as President of the society.
- Shannon, Justin, Allen (Board), Sharon (Chair) attended the National Recreation and Parks Association (NRPA) conference in Atlanta, Georgia.

- Shannon attended the Critical Issues Conference at Tahoe blue Events Center hosted by the Business Council.
- Shannon was invited to sit on the interview panel for Deputy Director position for the DCCSC.
- Social media exposure, information sharing and flyers: Facebook & Instagram updates (Sarah & Catherine).
- Website updates (Justin, Paul, Sharon), Google Business updates (Shannon), Alignable updates (Shannon)
- Annual publications: Carson Valley Business Directory, Getaway Reno/Tahoe Area, Best of CV, Almanac, R-C.
- 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: Lizzy Peck, Lifeguard, she is dependable, hardworking, takes initiative and has very high cleaning standards with a positive attitude.

**Maintenance Updates:**

- Dave attends the weekly construction meetings with Shannon, Scott and contractors.
- Jack and Dave have taken care of plumbing concerns: clogged main sewer pipe and added two-way cleanouts saving us having to call an outside plumber.
- Maintenance shed demolition completed by Dave, Scott and Shannon with pleasure.
- 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**

**9. For Possible Action. Discussion and possible action on proposed agenda items for the October 24<sup>th</sup>, 2024 meeting.**

**CIP Update  
Update on Activity Pool  
Update on Economic Vitality  
Phase 2 Surveillance System**

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