

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
November 21st, 2024 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees November 21st, 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, Frank Dressel & Teresa Duffy. Vice Chairman Travis Lee & Trustees Allen Biaggi were on the phone.

No Public Comment

AGENDA

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

CONSENT AGENDA ITEMS

- 1a. For possible action. Previous minutes from the October 24th, 2024 General Meeting (as amended).
- 1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through October 31st, 2024.

Upon motion made by Duffy and seconded by Lee. 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.

Chairman DesJardins introduced item. McCullough states the Eastside Expansion is going as good as it can be for a remodel. The CMAR Process and Plenum is the best decision we made for delivering and managing projects. They are so receptive to us making minimal modifications and changes. They go out of their way to provide customer service. There are 3 phases to this project, the garage, the entry and the storage. We are on schedule for the garage and the entry. Tuesday 12/3, they are pouring the slab for the garage and probably before Christmas they will pour the slabs for the entry and the storage. As we mentioned the generator is still not expected until sometime is 2025. Harris states for the pours that are scheduled, there might be half day closures of the parking lot for safety reasons. We will notify the public well in advance of the closures. We are remaining open and continuing with all of our programming and our numbers later on will reflect that. The outdoor pool is closing on Monday and some patrons mentioned that when the double doors are open, lots of cold air comes in. So, we talked to Plenum and they are building an 8' wide by 18' long wood framed plastic covered vestibule or breezeway that will act as an air dam. Our maintenance department has ordered some 6'w x 20' long mats with holes for drainage and double edges for safety in order to help to protect our patrons and the staff. McCullough states he has an update on the Acme Parking Lot CIOMR Project. For the CLOMR, we had to have a concept of what we wanted to do. Rob Anderson is working on a Flood Impact Analysis, which is part of the data you submit with the CLOMR. County code requires a CLOMR if you are going to exceed 1/2 ft of increase of the flood difference. It appears we might not exceed that number and therefore we won't need a CLOMR. If that's the case, it will knock about a year off of our schedule to get the parking lot approved. McCullough states that we have still not given the final on the Roof Restoration but it is still being warrantied. Harris states that we are still holding on to the final payment of \$8243 until we give final approval. October 31, 2024 construction funds available are \$4,324,602. We should be spending down the funds for the Eastside Expansion fairly rapidly now.

Public Comment:

3. For Discussion and Possible Action. Discussion and adoption of the 2023-2024 Audit Report. (Joan Sciarani-Blake, CPA, Arrighi Blake & Associates, LLC)

Chairwoman DesJardins introduced the item. Harris introduced Joan Sciarani. Joan Sciarani explains the audit. She states that this is an unmodified opinion, which is the highest level of assurance you can achieve on a financial statement. She goes over the balance sheet pointing out that the cash did increase about \$900,000. She explained the Schedule of revenues, expenses, and changes. She explains the trending graphs. She went over the operating revenues and trends. She says that salaries and benefits were our largest entry. She says we raised salaries on 7/1, PERS went up and so did Health Insurance. Workers Comp also went up. She states that no violations were noted. Your ad valorem was \$3,137,164 and your interest income was \$161,354. The audit was clean. Biaggi states thank you to Harris and the staff for a clean audit and coming in under budget.

Upon motion made by Dressel and seconded by Duffy to approve the adoption of the 2023-2024 Audit Report. The motion to approve the adoption of the 2023-2024 Audit Report was unanimously approved.

Public Comment

4. For Discussion and 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.

Chairman DesJardins introduced item. Harris states the direction the board gave me last month was to get some questions answered. Harris states the answers to the questions are as follows: the pricing will not extend to 25'-26', Contract will extend to 25'-26', Aquatic Design has assumed an average number of this type of equipment as far as the toy replacement goes, the insurance and bond is assumed by the contractor and passed on to you, the life span for this type of equipment is 20-25 years. We are at 25 years now. Dressel states are we getting new and exciting toys or just replacing the old ones. Harris states we are getting new and exciting toys. We will be sticking to the beach, palm tree theme. Dressel states his concern is the idea was to replace the toys. Next thing you know we have an estimate of over \$1,100,000 project basically demoing the pool to bring it up to code, etc. I feel at this point it's too expensive. Is this money going in the right direction. It could be used for the parking lot, a splash park in the new area, etc. Lee states I appreciate the update that Harris got for us. We are at the current life cycle of 25 years for this pool. I have never approached any recreational project by kicking it down the road just because it seems extra high because by kicking it down the road, its just going to be more expensive. I think we owe it to the children who come into the facility to play on something we are proud of. I'd like to see this project move forward. Biaggi states he understands where Dressel is coming from but I am more in Lee's court. I support the project going forward but I do have a question, what would be the timeline for this project. Harris states that it would be when the outdoor pool is open. It would be in September when we see lower attendance. We time our project very strategically. Duffy states so we would look at this project to start in September 2025. Harris says yes. We will start talking about 2025 projects in January. Duffy states that she is in support of moving forward with this project. DesJardins states she appreciates Dressel's opinion. My feeling is that the cost will keep going up and up. I am on board with going forward with this project. Dressel says he appreciates all the comments however I am going to hold my ground.

Upon motion made by Lee and seconded by Biaggi to approve Aquatic Design Group's Activity Pool Modernization Project proposal in the amount of \$1,146,072.75. Dressel opposed the motion. Lee, Biaggi, Duffy and DesJardins approved the motion. The motion passed.

No Public Comment

5. For Discussion and Possible Action. Discussion and possible action to approve the Economic & Community Benefit Analysis.

Chairman DesJardins introduced item. Biaggi states he thinks the report speaks for itself. Brian, from UNR, did a very good job on it because Harris had so much good information for him. Harris has shared the report

with Keith Lewis from the Visitor's Authority. He had some positive things to say about it. I am happy about that and appreciate the board's support in moving forward with this. I intend to vote favorably. DesJardins has a question on page 11, where did the lodging expense of \$39 come from. Harris states the lodging number comes from hotel nights and camping nights. Biaggi also states that multiple people stay in one motel room. Duffy states it's very easy to read. How could we potentially use this document to procure funds in the future. Harris states that the Chamber and Visitor's Authority understand our important in the community. Keith Lewis, from the Visitor's Authority, states that with him being new in his position and learning the industry that he's now in, this report makes him want to partner with us more to get the word out. This document will go on our website. It will be one more document that tells our story. This will help us when applying for awards and grants. High level, I would like UNR to get on board and partner with us to get a year around training facility build on this facility so they don't have to send their athletes to Stanford. Biaggi states that this document can also be used defensively if someone or some entity is questioning the value of our facility is to the community. Biaggi ask that Harris send a letter to Brian at UNR thanking him for his efforts on this document. It has been as smooth a document preparation as I have ever experienced.

Upon motion made by Biaggi and seconded by Dressel to approve the Economic & Community Benefit Analysis. The motion was unanimously approved.

No Public Comment

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

Chairman DesJardins introduced item. Harris states I don't have a lot to discuss. The board had given me some direction on updating the Strategic Plan to a 2024-2029 plan. The board also advised that they would like to do some community open forums like we did the last time. I reached out to Dr. Lindsay Chichester, who now works for the State, and she stated that she isn't sure, in her current capacity, that she would be able to help us out. However, she did recommend another professional in our community and so I am waiting to hear back from them. Dr. Chichester stated to call her back if this person was unable to help us and she would see what she can do. We have completed our 2021-2023 plan goals and we are on to our new 5-year vision. Lee states thank you for using our live document and for doing the updates to our strategic plan.

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

CVSC November 2024 Director's Report

User Attendance: See board binder documents.

- Oct Attendance 2023 was 8,057. Oct 2024 Attendance was 9,112 (See attached docs)

Programming, Staffing and Training:

- Lifeguard Certification class is being planned for December/January.
- 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: Underwater Santa Flyer
- CVSC hosted the Chamber of Commerce Coffee Networking Event
- Shannon was the Emcee for the Chamber of Commerce Gala – Community Recognition awards.
- Shannon as NRPS President co-hosted the Park & Rec Southern Nevada Directors Forum in Vegas.

- Shannon attended in person the Loss Control Committee Meeting in Boulder City.
- Shannon networked at the Nevada Planning Association in Las Vegas.
- Shannon chaired the executive and general NRPS Board meetings as President of the society.
- 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: Kylie Lazzarino, Lifeguard and Swim Instructor. Kylie has been an exceptional swim instructor who receives regular compliments on her diligence, teaching style and successes with the students. Kylie is also a lifeguard that can be counted on in any situation that she has been presented with. She is professional, respected and consistent in her work day. She has been a true asset to our team.

Maintenance Updates:

- Dave attends the weekly construction meetings with Shannon, Scott and contractors.
- Jack and Dave continue to take care of plumbing needs and upgrades discovered during construction.
- Maintenance team is addressing and preparing with Director safety concerns as winter approaches by adding additional lighting in entrance areas, order anti-slip mats for outdoor decking.
- Construction team is working with maintenance and Director on building a breezeway as part of alternative entrance area.
- 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 December 19th, 2024 meeting.

**CIP Update
Strategic Plan**

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