

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
December 19th, 2024 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees December 19th, 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, Trustees Frank Dressel & Allen Biaggi. Vice Chairman Travis Lee & Trustee Teresa Duffy were on the phone.

No Public Comment

AGENDA

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

CONSENT AGENDA ITEMS

- 1a. For possible action. Previous minutes from the November 21st, 2024 General Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through November 30th, 2024.

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

ADMINISTRATIVE AGENDA

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

Chairman DesJardins introduced item. Harris states you will see under item 2, we have the construction remaining balances. We paid out \$176,000 today to Plenum Builders to pay sub-contractors, etc. I can't say enough about working with this team. McCullough, myself and my maintenance supervisor meet with them every Wednesday. They work really hard to make sure they have made a safe environment for our staff, their staff and the our patrons. Every time we have asked for something or any questions have come up, they address them immediately. Our funds available as of November 30th, are \$4,342,452. We still owe \$2,764,833 which leaves our remaining construction funds available at \$1,577,619. McCullough states that Eastside expansion is broken into 3 separate portions, the maintenance, storage and garage portions. We had to reduce the trash enclosure a little. The front entrance wall that was removed needed a little more support so we used some new technology called FRP (Fiberglass Reinforced Plastic) that is applied to the masonry. They use FRP on parking structures and bridges. They will be pouring the slab for that and also, they will pour the slab for the storage area for the concessions. The activity pool project, we are ready to engage the project, Aquatic Design was directed to produce schematic level drawings. There are really 3 phases: schematic design, design documents and construction documents. These are all checks to make sure that we are in compliance to what our desire is for this project. These are the 10% drawings. Update on the roof restoration. The best part of the roof project is our relationship with Garland Roofing who will provide the warranty. We will not pay the retention until it's done. We will not be accepting it for warranty until it's 100% finished. Biaggi asks how did you find the areas that were out of spec? McCullough states that Garland has QC/QA because they are providing the warranty. Update on the Acme Project. Parking lot Project is driving a concept design to submit for approval to either the county or FEMA. Again, Anderson is doing the work and it may not require a CLOMR. After doing the super DH project 5 or 6 years ago, we started noticing in the northwest corner that the perforations were only pointing down so there was a dead area above that was not getting any air. Because of this, the high humidity is ruining the masonry. We are working with CR Engineering to install a new sock with perforations on both sides. Dressel asks how much that's going to run. McCullough states it will probably run \$10,000-\$15,000.

Public Comment:

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

Chairman DesJardins introduced item. Harris states that she made some basis changes such as I updated the years on the progress we have made. We accomplished all of the things that we had set forward in those 3 years. I have made no progress on finding a facilitator for our new 5-year plan. I have reached out to the person that Dr. Chichester recommended and have had no response. I have reached out to Dr. Chichester again because she did state that if the other person didn't work out, she may be able to help us. If any board members know of any facilitators they would like to recommend, please contact me after the meeting. Harris stated that the last thing we completed was the Economic Vitality Study. DesJardins states that sending it to Keith Lewis was probably why he mentioned us on the Monday Morning TV program. Harris agreed. She states that she has gotten lots of feedback from the Chamber of Commerce, Community Services, County Manager, etc. Biaggi asks if we are looking for a facilitator at no cost. Harris states that Dr Chichester didn't charge us last time. If we need to pay, we can concern it but would prefer not. Harris states the Economic Vitality Study went so smooth. Biaggi states that it went very smooth. Biaggi stated that every Strategic Plan he has worked with has had a Vision Statement. A vision statement is what we want to be in the future. It might be something we want to have in our Strategic Plan, especially given that we will be moving next door at some point. Harris states that should come out of the group meetings. Lee agrees that it would be a good thing to have in our Strategic Plan.

Public Comment

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

CVSC December 2024 Director's Report

User Attendance: See board binder documents.

- Nov Attendance 2023 was 7,373. Nov 2024 Attendance was 7,549 (See attached docs)

Programming, Staffing and Training:

- Shannon attended a Lunch N Learn earning a CEU for professional certification.
- Lifeguard Certification class is scheduled 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:

- CVSC Economic and Community Benefit Analysis shared with multiple stakeholders.
- Shannon was interviewed by Outside Lake Tahoe: Underwater Santa Flyer
- 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 Wagstaff, Lifeguard and Swim Instructor. Kylie stands out in many different ways. Kylie comes to work happy and ready to start on-time. She is professional at all times and is always willing to help out the patrons and CVSC team at all levels.

Maintenance Updates:

- Breezeway construction was completed for safety and cold air control.
- Annual Fire Inspection was completed and passed.
- Dave attends the weekly construction meetings with Shannon, Scott and contractors.
- 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 January 16th, 2025 meeting.

**CIP Update
New Chair and Vice Chair
2025 Meeting Schedule
Budget Process
Strategic Plan**

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