

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
January 16th, 2025 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees January 16th, 2025 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, Trustee Frank Dressel & Trustee Teresa Duffy. Trustee Allen Biaggi was on the phone.

No Public Comment

AGENDA

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

CONSENT AGENDA ITEMS

- 1a. For possible action. Previous minutes from the December 19th, 2024 General Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through December 31st, 2024.

Motion made by Lee and seconded by Duffy to approve consent agenda items 1a and 1b. The motion was unanimously approved.

No Public Comment

ADMINISTRATIVE AGENDA

2. For Possible Action. Discussion and possible action to appoint the Chair and Vice Chair for the Board of Trustees.

Chairperson DesJardins introduced the item. DesJardins asks for nominations for Chairperson and Vice Chairperson. Duffy nominated DesJardins for Chairperson and Biaggi for Vice Chairperson for the Board of Trustees. DesJardins asks for a motion to approve.

Duffy made a motion to approve the appointment of DesJardins to serve as Chairperson and Biaggi to serve as Vice Chairperson. Lee seconded the motion. The motion was unanimously approved.

No Public Comment

3. For Possible Action. Discussion and possible action to approve the 2025 EFSPD board meeting schedule.

Chairperson DesJardins introduced the item. The board trustees reviewed the proposed 2025 EFSPD board meeting schedule and agreed to keep the meeting on the third Thursday of each month unless there was a conflict. Upon discussion, there were 4 dates that were identified with conflicts that needed to be changed from the third Thursday. The new dates are Thursday, April 24th, Thursday, May 22nd, Wednesday, June 18th, and Thursday, September 25th. These dates were changed accordingly.

A motion was made by Dressel to approve the 2025 EFSPD board meeting schedule as amended. Lee seconded the motion. The motion was unanimously approved.

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

Chairman DesJardins introduced item. McCullough states that the Eastside Project is going great, schedule wise, Plenum is doing a good job. However, we have asks them to accelerate the schedule on the front entry portion of the project due to the good weather. They are on board with doing that. Everything is going well as far as the budget and again, we hope to be ahead of schedule. We can start scheduling hard hat tours at any time.

Dressel asks if moving the schedule up is only because of the good weather. McCullough states yes, that is the only reason. An update on the site development for next door. I spoke to Rob Anderson and they are still working on the Flood Analysis. We should know by next meeting whether or not we will need a CLOMR. An update on the deterioration of the masonry in the corner. We got pricing of around \$17,000, so we will be bringing it before the board as quickly as possible. We will be replacing the duct socks with perforations on the top to get the ventilation to prevent any further deterioration in the dead zone. Biaggi asks is there any repair necessary on the masonry or is it just on the duct socks. McCullough states yes there is some minor repair on the masonry and that will be incorporated in the painting of the structure which is on the CIP for after the Eastside Expansion Project is completed. The damage to the masonry is minor and not structural yet. Update on the Aquatic Design Group. We are having a lack of response from them, we spoke to them in early January and required that they set the schedule and deliver 50% drawings to us by January 17, 2025. We have asked them to send us what they have but haven't seen anything yet. DesJardins asks if they fail to come through, what are our options? McCullough states we'll put them on notice that they have defaulted their agreement. But I don't believe they will do that. It's a small project and we'll get it done; it will just be a struggle. Dressel states that the Eastside Expansion is looking great. Update on Generator, that the last big phase we need to plan and execute. It is due to be delivered end of summer 2025. We want to be entirely ready for it then, we will have the pad, we will drop the generator and make the connections. Harris states that there will be full closure of the swim center at that time. We will be coordinating with NVEnergy. We are looking at doing it in October and we will be closed 5-6 days. The whole reason for the generator is to protect our assets and prevent further closures.

No Public Comment

5. Discussion Only. Discussion of the proposed '25-'26 operating budget, 5-year capital improvement, budget and population trends of Douglas County.

Chairperson DesJardins introduced the item. Harris states that she emailed out the first draft of the '25-'26 tentative budget to the board for their review. We will discuss this tentative budget in January and February and then at the March meeting the Board will approve the budget which will be filed with the Nevada Department of Taxation by April 15th, 2025. Look at the population under item #5, the last page. As you can see, the population has increased slightly and the school enrollment continues to decrease. Senior population also continues to increase. There's a slight discrepancy between the demographer's office and the census bureau numbers, and we use the demographer's numbers. We are interested in these numbers because we have close relationships with a lot of youth organizations as well as we offer a lot of senior services. These numbers help us plan our programming and our services. Page 1 is an overview of our proposed capital budget. Under AMP Retainage, I bumped inflation up within this program from 3% to 5%. We are looking at inflation rate of up to 8% in some products but the county trend has been a 5% increase so I increased ours to 5%. Biaggi states that he really likes how Harris does her projections and what is the county and the State projections for property taxes and is that matching up with inflation? Harris states that we go with State AD VALOREM projections. We don't get those numbers until February so right now the number in the forecasted budget are last year's numbers. Lee asks do those numbers also project new construction. Harris states yes, they do. We only get taxes on residential. Harris states that we have a very good budget for this fiscal year. We are looking really good for our income. We have raised expectations for next year because we feel we can do better. Grant income has gone down because of some changes PoolPact has made in their Risk Management grants. They want us to apply somewhere else for the grant and get turned down before applying with them and we haven't found any place that has the kind of risk management grants we need to apply for. Interest income is high right now but that could change. We are forecasting a 30% cost recovery with interest income and 27% without interest income. This year's budget was set at a 30-31% cost recovery and we are now at 34%. Lee asks as for as our electric and gas bills, are they making changes this year that will reduce our bills next year? Harris states that we are under budget for electric. NVEnergy said we were receiving a 10% discount and we have seen that in our bills. Southwest gas has increased a little bit but not as much as usual but a lot of that has to do with the good weather we have been having. We will be watching these two bills for the next couple of months and if they change, we can change our forecast for the next budget. The net income is part of the number that we fund our capital projects and asset management plan projects. DesJardins states there is a 30.98% increase in State Unemployment. Harris states she has received notices from unemployment and PERS stating the increases for next year. Salary raises also affect those numbers.

Biaggi asks what inflationary rate do we use for personnel? Harris states we use 4.5%. Also, for full time staff, I am also looking at the Consumer Price Index and have taken that into consideration per Board direction. Let's go to Capital Improvements. These are all things that we have talked about in previous meeting. They all come to the board for approval. These are all large projects. The Asset Management Plan is managed and controlled by Long and myself. The numbers in the Asset Management Plan are real numbers, so if anything needed to be replaced that is the cost of replacement. I haven't made any major changes to this document. Under Contingency, I have kept that number at \$30,000 for 10 years. I have increase that by \$10,000 due to inflation. That is for if something unexpected happens. Harris went over all of the big project for '25-'30.

No Public Comment

6. Discussion Only. Report from the Swim Center Director: CVSC January 2025 Director's Report

User Attendance: See board binder documents.

- Dec 2023 Attendance 7,389. Dec 2024 Attendance was 7,448 (See attached docs)

Programming, Staffing and Training:

- Shannon attended two webinars: Navigating DEI Backlash, Cybersecurity
- Shannon & Sharon T. attended online Pool Pact Roundtable
- Lifeguard Certification class taught with 7 participants and 4 interviewing
- 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 on website.
- Shannon toured the newly opened BGCWN club in Minden.
- 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:

- Met with Cintas to see if we can pay lower rates for cleaning supplies and lower the amount of different cleaning supplies we have onsite.
- Dave and Justin working on First Aid Room upgrades.
- 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 Management 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

7. For Possible Action. Discussion and possible action on proposed agenda items for the February 20th, 2025 meeting.

CIP Update
Budget Process
Tax Rate
Fees
Slide Refurbishing

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