

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
February 20th, 2025 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees February 20th, 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 Allen Biaggi, Trustee Frank Dressel & Trustee Teresa Duffy. Trustee Travis Lee was on the phone.

No Public Comment

AGENDA

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

CONSENT AGENDA ITEMS

- 1a. For possible action. Previous minutes from the January 16th, 2025 General Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through January 31st, 2025.

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

No Public Comment

ADMINISTRATIVE AGENDA

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

Chairperson DesJardins introduced the item. McCullough states that the Eastside Expansion is going great. The inside has been painted. Entry space is great. Front entry concrete to be poured next week. Executing a few change orders for more drains, extra concrete work, etc. Looking at end of April for completion except for generator and switch gear which will be completed by the end of September. CVSC will be closed, not sure how long yet. Dressel states that he and Duffy took the tour and that he has a new appreciation for what McCullough does as far as problem solving, making sure things are done right and up to code, etc. We learned a lot and I really appreciated the tour. McCullough states thank you but it takes the full team. We have a great project manager and a great construction team. DesJardins states that driving down the road and looking at it, it looks seamless like it's always been there. McCullough states there is more deterioration in the area where we had improperly ventilated duct socks. As soon as we get an approval, we will address all the damaged areas and replace the duct socks. Biaggi asks do we usually go out to bids on these types of projects? Harris states that there is an NRS statute that allows us to use a specialty vendor. Harris states that if we don't have an expert documented in that field that we have used in the past, such as Safe Slide Restoration and Mt. Rose Heating and Air Conditioning, then we do go out for bids. We can show that these vendors have worked for us before through previous board minutes as the board approves projects. McCullough states that the next project is the parking lot project next door. I spoke to Anderson and they are still running models for the flood impact analysis. They should have recommendations as to what we have to do to move forward on that project soon. The next project is the Activity Pool Remodel. We received the 50% drawings and once we accept them, we will specify the toys we want and then decide what the status of the project is. The roof restoration project. We are still waiting on good weather to finish the roof coating. Harris states that going over the capital budget, you will see that we have made a couple of large payments. The budget is looking really good. Duffy states that she also went to the Wednesday meeting and found it very beneficial. She asks what was the ice on the roof by the slide tower? Harris states it was rain that froze into a 2–3-inch ice pack and then melted a couple of days later. We are looking to see what we can do to prevent it. It is close to the emergency exit in the slide tower and is not a safety threat.

No Public Comment

3. For Possible Action. Discussion and possible action to award a contract to Mt. Rose Heating and Air Conditioning Inc. in the amount of \$17,800 to demolish and install 4 sections of Duct Sock and authorize the Director to sign contract documents.

Chairperson DesJardins introduced the item. Harris states that you'll see the email with the price of \$17,800.00. The contract he signed is the contract that our attorney has approved. The duct socks have been redesigned with perforations on top for better air flow. McCullough states that of the \$17,800, \$14,000 is for parts.

Dressel made a motion to approve awarding the contract to Mt. Rose Heating and Air Conditioning Inc. in the amount of \$17,800.00 to demolish and install 4 sections of Duct Socks and authorize the Director to sign contract documents. Biaggi seconded the motion. The motion was unanimously approved.

4. For Possible Action. Discussion and possible action to award a contract to Safe Slide Restoration for small and large slide renovations in the amount of \$37,985 and authorize the Director to approve contract change orders up to 10% for any required added scope of service and to sign contract documents.

Chairman DesJardins introduced item. Harris states that Safe Slide Restoration is a great company to work with. They are nationwide and they do all of the major water parks such as Disneyworld. We have been using them as our slide experts for the last 10 years. Our Asset Management Plan shows that every 4-5 years the gel coating needs to be repaired or reapplied. They do a lot of slide restoration. They come from the east and will be in our area in the Fall and we hope to schedule them then. The reason I need the extra 10% is when they come, if they find a problem, they will fix it right away. Duffy states that our slides are 25 years old. What is the life span? Harris states that our slides were put in in 1999. If you do regular maintenance, they can easily last for 30 years. It has been 5 years since they were last out here. Dressel states will we need to repaint? Harris states no, that's the gel coating.

Duffy made a motion to approve awarding a contract to Safe Slide Restoration for small and large slide renovations in the amount of \$37,985 and authorize the Director to approve contract change orders up to 10% for any required added scope of service and to sign contract documents. Lee seconded the motion. The motion was unanimously approved.

No Public Comment

5. For possible action. Discussion and possible action to keep the current operating property tax rate at .013 for the district.

Chairperson DesJardins introduced the item. Harris states that she gets a letter from the Board of Taxation every year. Douglas County came to us in 2012 and ask us to give up some of our tax money. We gave up approximately \$200,000 and once you give it up, you never get it back. Lee states that he isn't interested in lowering our tax rate. We have been good stewards over the tax rate that is currently in place by virtue of all the projects, expansions and improvement we have done. Biaggi states the tax rate we gave back should be .0345 not .345. Harris agrees with that correction. Dressel states that the money never goes back to the tax payer. I think as long as we are doing ok and able to do our projects, I think we should keep it the same.

Lee made a motion to approve keeping the current operating property tax rate at .13 for the district. Duffy seconded the motion. The motion was unanimously approved.

No Public Comment

6. Discussion Only. Discussion of the proposed '25-'26 operating budget and 5-year capital improvement budget.

Chairperson DesJardins introduced the item. Harris states that the board had her manage to a 33% cost recovery for a several years. In the last 10 years, the board approve a range of 30-35% for me to manage cost recovery. We are at 30.42% cost recovery presently. Everything stayed pretty much the same. I am very comfortable with this budget and feel it's very manageable and we are on track to have these expenditures next year. As far as income, we always set a goal for user fees, food and merchandise sales.

Our goal is usually between \$700,000 - \$750,000 in addition to Ad Valorem to balance the budget. That's one reason we have special events. We are always trying to bring the community in and serve them the best we can. This is what motivates us every year to continue to provide quality services. The user fees, food and merchandise sales we increase every year because we want to continue to provide excellent service and we hope to have more repeat customers and draw in new people. I want to give a shoutout to Dave Long, our Maintenance Supervisor and Jack Stevenson, our full time Maintenance Assistant. The maintenance budget is one I always keep a close eye on. They do an excellent job of saving money and staying below the budget. They work with our vendors and do a lot of research. They also do a lot of the work themselves because of their skill sets. Duffy states that the entry system charges are lower for '25-'26. Is that the new Greater Nevada system? Harris states yes, that is the new system with Greater Nevada. Sherrie Taylor, Cash Supervisor, has taken the lead and done a great job on the conversion. It will be seamless to the patrons. There have been no changes to the Capital Improvement Plan. This goes to the Department of Taxation along with the budget. We will have one more month to discuss both of these documents and I will ask for a motion in March. The paperwork needs to be to the Department of Taxation by 4/15. Once approved by the Department of Taxation, it will come back to the Board in May for a final vote. Biaggi states that we have talked a lot about a major expansion. I guess my question is will that expansion be outside this 5-year plan? Harris states yes, it will be.

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

CVSC February 2025 Director's Report

User Attendance: See board binder documents.

- January 2024 Attendance 8,997. January 2025 Attendance was 9,137 (See attached docs)

Programming, Staffing and Training:

- Trustees, Teresa Duffy and Frank Dressel, along with Director, Shannon Harris and Aquatic Supervisor, Sarah Davenport attended the Association of Aquatic Professionals conference in St. Pete's Beach, FL.
- Full-Time Supervisors, four Senior Lifeguards and Admin Assistant attended Pool Pact's "Influential Leadership" training held at the swim center and taught by Ashley, Pool Pact HR Representative.
- Aquatic Supervisor, Paul Uhrig is currently attending REMSA's emergency Medical Technician certification program as a job requirement of the position and renewed his Lifeguard Instructor (LGI) Certification.
- 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:

- The Record-Courier for the next 5 mo. will advertise, online, CVSC winning the recognition of "Best Place to Take Your Kids."
- Shannon chaired the executive & general Nevada Recreation & Parks Society Board meetings as President.
- 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: TBD – Leadership meeting is at a later date.

Maintenance Updates:

- Met with Inland online to see if we can pay lower rates for cleaning supplies and lower the amount of different cleaning supplies we have onsite.
- Met with Cintas, again, to see if we can pay lower rates for cleaning supplies and lower the amount of different cleaning supplies we have onsite.
- Dave, Jack & Justin continue to work 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 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

8. Discussion only. Proposed agenda items for the March 20, 2025 meeting without discussion.

CIP Update

Budget Process

Director Annual Evaluation

Activity Pool Project

Annual review of the Board Code of Ethics

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