

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

The Board of Trustees March 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.

No Public Comment

AGENDA

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

CONSENT AGENDA ITEMS

- 1a. For possible action. Previous minutes from the February 20th, 2025 General Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through February 28th, 2025.

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

ADMINISTRATIVE AGENDA

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

Chairperson DesJardins introduced the item. Harris states that we have paid out some large payments on the Eastside Expansion. We have about \$1.1M left to pay. McCullough will touch on the roof restoration. McCullough states that the Eastside Expansion is going well. Weather is cooperating. The schedule is focused on the entry to be ready to open the end of April or beginning of May. Everything is going as planned and we are within budget. Generator to be delivered in August. We won't do the work on the generator till September. The generator can run the entire facility when the power goes out. Harris states that now that the fence is down in front and you can see the construction occurring, I have been getting some feedback from the patrons. One patron did ask if there was going to be railing going up the steps. We had not planned on adding a railing but after hearing her concerns and it shifted my opinion, so we have now added that to our scope for our patrons that need a little extra help going up steps. McCullough states that the next project is Activity Pool Project. Aquatics Design was not responding. We finally have their attention now to finalize the design. Harris states that she has asked them to give her some toy designs that match the murals. We still want a dumping toy. Project cost is reducing. We have decided not to do the steps. Des Jardins ask if there is code that says we have to have steps. Harris states no, there is not. McCullough states the next project is the Roof Restoration, we are waiting for the right weather and then we'll complete the punch list. Harris states that the warranty doesn't start until the job is complete. McCullough states he touched bases with Rob Anderson on the ACME CLMAR project. They had to run a second iteration for the flood impact analysis. We hope to have a report by next meeting.

No Public Comment

3. For Possible Action. Discussion and possible action to create a non-resident fee for rentals costing patrons, not in our tax district, an additional \$25hr to rent facility space.

Chairperson DesJardins introduced the item. Harris states what we have attached is our party flyer. This has been an oversight. This is the only category that we don't charge a non-resident fee. These are very reasonable prices for renting our whole facility. Biaggi asks do we know who is renting the facilities. Harris says it is about 50% resident and 50% non-resident. We do not charge extra for non-residents for day Use. Biaggi states he's not sure he's in favor of it. He states he see this as a community attribute and is not sure he's in support of charging an extra fee. Dressel states that as a taxpayer, don't you feel there should be an extra fee for non-residents? Biaggi states that the Community Center doesn't charge an extra fee for non residents. Lee states he hears the different opinions. This is more of a historical thing. It is a frequent discussion so taxpayers can see we are aware that we are funded by our taxpayers. When you have a high impact facility, it is a good best practice to look at partitioning out residents and non-residents. It would make us consistent with the other practices in our facility. I am in support of it. Duffy states she agrees with Lee. When I looked around for a place to have a party, we were the most reasonable.

DesJardins states that I am in favor of being consistent. We can look at it if as our locals are getting a discount.

Duffy made a motion to approve creating a non-resident fee for rentals costing patrons, not in our tax district, an additional \$25 for the first hour to rent facility space. Dressel seconded the motion. The motion was unanimously approved.

4. For Possible Action. Discussion and possible action on the tentative '25-'26 budget and 5-Year Capital Improvement Plan.

Chairman DesJardins introduced item. Harris states this is the month that we vote on the tentative budget and 5-year Capital Improvement Plan. We need to get it into the Department of Taxation by 4/15/2025. Once we receive the letter of approval stating they have approved the tentative budget and 5-year Capital Improvement Plan, we will do a public meeting and that will occur in May for final approval. The only number that will potentially change is the final Ad Valorem from the State. Nothing has changed from last month. Duffy asked do we usually see an increase in Ad Valorem from the State? Harris states there was a bit of an increase in our tentative budget and we don't usually see any more.

Biaggi made a motion to approve the tentative '25-'26 budget and 5-year Capital Improvement Plan. Lee seconded the motion. The motion was unanimously approved.

No Public Comment

5. For possible action. Discussion on the Swim Center Director's annual evaluation and possible action approving Director's Merit increase.

Chairperson DesJardins introduced the item. DesJardins states that each trustee was given a worksheet with 5 categories and ratings from 1-5 to assist them in evaluating the Director's performance. A rating of 5 being outstanding and a rating of 1 being unsatisfactory.

- Dressel states he is rating her all 5s. On Aquatic Programming (1), you have done a fantastic job. The angel fish program is just one example as is the Search and Rescue program. Dressel states he is rating her a 5 on Leadership and Management (2), you have a fantastic staff and that's due to your leadership and management. Dressel states he is rating her a 5 on Facilities Management (3), you are involved in every project in the facility. The tour I took of the Eastside Expansion construction just blew me away. Dressel states he is rating her a 5 on Financial Management (4), you do an excellent job with the budget every year. Look at the cost recovery. Dressel states he is rating her a 5 on Public Relations (5), Shannon's forte is public Relations. Went to the Elks with you. Thank you very much for inviting me. Your relationship with the community is phenomenal. We are very lucky to have you as our director. Overall rating: 5.0
- Lee states this has been a very busy year. Lee states he is rating her all 5s. On Aquatic Programming (1), because you are willing to listen to your staff. You empower them. Underwater Santa, Halloween Pumpkin are just a few. Lee states he is rating her a 5 on Leadership Management (2), you do one on ones with your staff. You are willing to take the time to meet with patrons. You are recognized in the community. You are proactive and always keep the best interest of the swim center at heart. You manage young people who are just starting their first jobs as well as seasoned folks that are working on our team. Lee states he is rating her a 5 on Facilities Management (3), I have been on the board for 7 years and have seen many projects that have been successfully completed. I enjoy working with a leader that isn't afraid to try new things. The expansions that have taken place are really fun things. This facility has grown leaps and bounds. Lee states he is rating her a 5 on Financial Management (4), the budget speaks for itself. I appreciate the proactive approach you have taken in getting a new vendor for our entry fees. Eventually we are going to run out of space. You are a self-regulated director as can be seen by the cost recovery. Lee states he is rating her a 5 on Public Relations (5), You are a gifted speaker; you know how to reach out. You are willing to be transparent when facing the public and being the voice of the swim center. It would be a huge void if you ever left the swim center. Overall rating 5.0
- Duffy states she is rating her all 5s. On Aquatic Programming (1), I think we are ahead of the game. Conferences are great and we are actually ahead of the curve in our programming. Going to the different sessions and then being told that we are already doing a lot of the things is great. You empower your staff. It shows and is reflected in the joy and happiness of the employees who work here. The Lifeguard program, water aerobics, swim meets, and swim teams. You adjust programming when necessary. Duffy is rating her a 5 on Leadership Management (2), I respect how fair you are. You meet with your management team monthly and you listen to them and manage with an open mind. You have one on ones with your staff weekly. Communication is the key to success. Before you make a decision, you will check with the attorney or Poolpact. The Economic Impact Report that was completed this year that you helped develop is a huge cherry on top for the challenges of the future. That document will reward us for years to come. Duffy is rating her a 5 on Facilities Management (3), you always stay on top of the repairs and replacements. You always project ahead. Your maintenance staff is professional. Duffy is rating her a 5 on Financial Management (4), you are always thoughtful of your purchases. You communicate with your staff about your vision of what the financials should look like.

You are always mindful of cost savings. You communicate with us. You are mindful of energy and chemical costs. You stay within your budget. Duffy is rating her a 5 on Public Relations (5), you stay connected. You have the right people in place to deal with social media. You are approachable. Your involvement in non-profits. You make the swim center look good.

Overall rating 5.0

- Biaggi states that I echo everything that has been said. I am also giving you 5s across the board. You are very imaginative and proactive. Our users provide that feedback and they like the facility. You anticipate what is necessary. You are active on a local level as well as a national level. You are very knowledgeable on all the equipment. You are forward thinking. The facility is well run. Staff salaries are competitive. Your budget preparation is top notch. You are really good with social media. Complaints are handled professionally. Do you have a director manual in case you do decide to leave. Harris states that she has thought about that but hasn't developed anything yet.

Overall rating: 5.0

- DesJardins states she is rating her all 5s. On Aquatic Programming (1), The patrons have a well-rounded selection of lessons and classes to choose from. You have a diversified staff to teach lessons. The extra activities like Underwater Santa, Halloween Pumpkins and Easter Egg Hunt are great for the community. DesJardins is rating her a 5 on Leadership and Management (2), you continue to lead with professionalism and keeps the board informed of issues and accomplishments. You care about your staff. I love that you give credit to the staff for their ideas and accomplishments. DesJardins is rating her a 5 on Facilities Management (3), you continue to amaze me on with your knowledge of all of the equipment and chemicals in this facility. You are always very involved with our construction projects. You have developed an understanding and awareness of the structural, electrical, and mechanical systems in order to keep our facility in like new status. DesJardins is rating her a 5 on Financial Management (4), you continue to manage the budget cost recovery, user revenue and operating expenses. You have outlined a sustainable capital plan that assures the facility is kept in a well-maintained status. As everybody has stated, you have done an excellent job on the budget. DesJardins is rating her a 5 on Public Relations (5), you represent the swim center in a professional and friendly manner. You are well known and well respected in the community. You have maintained numerous relationships with key county officials. You have been invited to speak at various community meetings.

Overall rating 5.0

Combined Overall Rating 5.0

Upon motion made by Biaggi and second by Lee, to approve the director's 5% merit increase of \$6,367 to bring her annual salary to \$133,705.00 to go into effect on 4/1/2025. The motion was unanimously approved.

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

CVSC March 2025 Director's Report

User Attendance: See board binder documents.

- February 2024 Attendance 8,630. February 2025 Attendance was 8,731 (See attached docs)

Programming, Staffing and Training:

- Douglas High School Swim/Dive Season has officially started and the swim center will host many meets.
- Outdoor pool was opened March 3rd weather permitting. Must hit 45 as a high Temp and winds below 25mph.
- Shannon completed her Certified Pool Operator (CPO) recertification course (8hr online and final exam).
- Supervisors scheduled a Lifeguard Certification class for April and continue to train & red-shirt staff 4 hrs monthly.
- Sarah is planning the swim center's "Easter Egg Hunt" for April 20th.
- 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/dive lessons are combined numbers and classes are successful (see attached #'s)
- Water Aerobics class attendance is steady at 35+ participants in the morning classes. Evening classes are smaller but well liked and attended.

Marketing and Public Relations:

- Shannon was a guest speaker for the Carson Valley Health Vitality group sharing information about swim center programs and benefits; attended the "State of the County" at the Senior Center presented by County Manager Jenifer Davidson; participated in mock interviews at Aspire High School in partnership with the Chamber; attended the quarterly Oversight Committee meeting for Pool Pact as a member of the committee; received two Continuing Education Units (CEU) for attended two Lunch N Learns online; attended the quarterly "Cyber Security" training hosted by Pool Pact; 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/patrons to keep up-to-date on schedule/procedure changes.

Employee Recognition:

Employee of the Month: Display leadership traits, accountability, punctuality and dedication to the profession

January = Matt Beam, Lifeguard

February = Sierra Kothman, Lifeguard and Swim Instructor

March = Abbigail Detsch, Lifeguard and Swim Instructor

Maintenance Updates:

- Maintenance Team is responsible for getting the outdoor ready to be opened.
- Department will work with Cintas regarding chemical purchases and paper products.
- Dave attends the weekly construction meetings with Shannon, Scott and contractors along with meetings with Aquatic Design group.
- 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 April 24th, 2025 meeting without discussion.

CIP Update

Activity Pool Project

More specific staffing Information

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