

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
April 24th, 2025 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees April 24th, 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 called in on the phone.

No Public Comment

AGENDA

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

CONSENT AGENDA ITEMS

- 1a. For possible action. Previous minutes from the March 20th, 2025 General Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through March 31st, 2025.

Motion made by Dressel and seconded by Biaggi to approve consent agenda items 1b. 1a was also approved with a correction, on action item 2, next to the last sentence, from *interaction* to *iteration*. 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 are paying down the Eastside Expansion. We have about \$923,494 left to pay. Desjardins and I just signed a check for \$392,000 so that amount is already lower. We are getting the projects paid down except for the generator. The final payment of \$450,000 will go into the next fiscal year to finish paying for the generator. The generator has been delivered and is sitting in our parking lot right now. It came in much taller than we thought at about 14feet. We have found out that we can separate the fuel tank from the generator so we will need to pour an extra pad. The fuel tank capacity will allow us to run for 2 days in an outage without refueling. We won't do the work on the generator till September. We won't get the switch gear in until July. The generator can run the entire facility when the power goes out. The roof restoration, McCullough and I have talked about it. We are still holding on to the remaining funds of \$8,243 because they still have the north side to take care of. This project will be completed this year. Asset Management, we are looking at a project that will need to be done sooner than later. It is the air handling system in this room. It is 35 years old and it is original to this building. We had it scheduled for replacement in 2026-2027 but it looks like we are going to need to replace it in 2025-2026, which is ok because McCullough, myself and the maintenance supervisor will get together and look at the other projects in Asset Management and move some things around in order to have the funds for this project. We are getting bids now and we will bring 3 different quotes to the board within the next couple of months. McCullough states that this is considered an emergency project and therefore different rules apply, such as we don't have to pay prevailing wage. We don't have to treat it like a public works project. McCullough states that there is no update on the Flood Impact Analysis. I finally

got ahold of Rob Anderson and he says that he hasn't gotten to it yet. He has promised me an update by the next board meeting. This is only for the parking lot project. Biaggi states that we have been promised this for months, ever since before January. You need to express to him that the board really feels that we need this and we need it now. Duffy asked what do we need from R.O. Anderson and what is our next step. McCullough states that we contracted with R.O. Anderson to do a Floodplain Analysis and we assumed that we would need a Conditional Letter of Map Revision (CLOMR). Rob Anderson decided to do a Flood Impact Analysis because if we don't need a Conditional Letter of Map Revision (CLOMR), the Federal Emergency Management Agency (FEMA) will not need to be involved. If we don't have to do a Conditional Letter of Map Revision (CLOMR) we can just handle everything through the local level agencies. Harris states we know we need more parking. We have a great concept of where the parking lot will be located. Biaggi asks if that parking lot will be an extension of the existing parking lot. McCullough states yes it will be. McCullough states the next project is the Eastside Expansion. The more we see the better it looks. We will be using our own landscapers and Plenium will credit us back. DesJardins asked are we on schedule to open on May 5th? McCullough states that we ran into a problem and we changed the ceiling tiles in the expansion area. We changed to a more traditional ceiling tile and saved around \$7,000. But that change caused a delay. So, our new opening date will be May 12th. Dressel asked if the new ceiling tiles will keep the noise down. McCullough states yes.

No Public Comment

3. Discussion Only. Discussion on the Activity Pool Remodel project and toy replacement options.

Chairperson DesJardins introduced the item. Harris states that if you will turn to section 3 in your board books, you will see some fun ideas that I just wanted you to have a visual of. So, we want to get rid of the lemon drops on the deck because they are a tripping hazard. We also need to replace the two main toys that are recessed into the pool. But we have to be careful of the toys we pick because of the large amount of water that we have coming into this pool from the pump. We want to match the murals, so you see the fun little Nemo's that you can just plug and play. We want to have something like the dumping bucket and the picture in your binder show the palm trees and they will dump water from the coconuts. DesJardins asks if you are concerned about blind spots where the lifeguards don't have clear visibility. Harris states no because these toys are just a little bit larger than what we have now. Aquatic Design has several companies that they deal with. I think these are the best options. The board is welcome to come and look at the many books of toys I have in my office. We are saving some money because of the things we have decided not to do like build new steps at one end of the pool. Duffy states if we approve these, we will have everything pictured. Harris says yes. I just want the best for us. All the board trustees were in agreement that the director is moving in the right direction.

4. Discussion Only. Discussion on upcoming national conferences to be attended by staff and Trustee and review Policy No. 1.1 East Fork Swimming Pool District (EFSPD) Trustee Travel & Conference Guidelines.

Chairman DesJardins introduced item. Harris states there are 3 conferences that we normally attend. I would like to know who has interest in going to these conferences.

They are:

National Recreation & Parks Association

Conference Dates: September 16-18, 2025

Orlando, Fl.

Interested in Attending: Travis Lee, Frank Dressel

Association of Aquatic Professionals

Conference Dates: February 16-19, 2026

Colorado Springs, CO.

Interested in Attending: Allen Biaggi, Sharon DesJardins

Nevada Recreation & Parks Society

Conference Dates: April 2026

Lake Tahoe, NV.

Interested in Attending: All board trustee and supervisors

No Public Comment**5. Discussion Only. Report from the Swim Center Director:****CVSC April 2025 Director's Report**

User Attendance: See board binder documents.

- March 2024 Attendance 10,647. March 2025 Attendance was 11,020 (See attached docs)

Programming, Staffing and Training:

- Supervisors are holding a Lifeguard Certification class the week of Spring Break April 21-25. We will need approx. 2-3 Senior Guard positions filled along with 25-30 lifeguard positions. We are still waiting to see who is returning from college and what everyone's availability is this summer.
- Sarah and team are 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 attended the Minden Fortnightly donation ceremony and received a \$250 check from the group.
- Shannon attended the California Recreation and Parks Society Conference in Sacramento, CA and attended the Aquatics intensive along with others.
- Shannon and Sarah attended the Nevada Recreation and Parks Society Conference in N. Las Vegas.
- Record Courier – Easter Egg hunt information was published and flyers were sent to Visitors Authority and Chamber of Commerce.
- 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

April = Roberto Hernandez – Hard working and so respectfully

Maintenance Updates:

- Department working with Cintas regarding chemical purchases and paper products.
- Replaced heat exchanger in the activity pool so temp remains more stable.
- Dave continues to work with Renosys in the replacement of the 3M diving board pad.
- 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. **Presentation only: Presentation by Board members of requests for matters to be placed on a future agenda.**

CIP

Schedule & Guidelines of Director Duties

Toy Action Item

Strategic Plan

Final Budget

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