

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
May 22nd, 2025 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees May 22nd, 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, Trustees Teresa Duffy and Frank Dressel. Travis Lee was absent.

No Public Comment

AGENDA

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

NO PUBLIC COMMENT

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At this time the Board of Trustees will conduct a special public hearing on the proposed tentative budget for the fiscal year 2025-26.

Reopened general meeting at 9:20 AM

CONSENT AGENDA ITEMS

- 1a. For possible action. Previous minutes from the April 24th, 2025 General Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through April 30th, 2025.

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

No Public Comment

ADMINISTRATIVE AGENDA

- 2. **Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects.**
Chairman DesJardins introduced item. Harris states that we have made some big payments on the Eastside Expansion. The front entrance was opened on Monday, May 12th. It was very well received. However, the construction is not completed. McCullough will go over that. We had a few falls on Monday. They say the new concrete just blends in and a lot of it has to do with change. It really comes down to they are just not use to it. We put yellow tape down immediately. It was very windy. I have gotten lots of feedback. I have ordered a couple more rails. They ordered the wrong ceiling tiles and there is a lead time to get the new ceiling tiles. We probably won't swap them out till the end of the summer. Three new tables and the benches have come in. Just doing finishing touches that need to occur. McCullough states that it is unfortunate about the falls. It's frustrating because again we designed those to have the longest trend possible. There was no way to make it a non-step approach. We will get the second and third rails in as soon as we can. As far as the generator and the switch gear, we are going to start potholing to identify the underground pipes to determine the route for the electric. That should happen this week. It will be a complicated install. We will defer that install until September. Right now, we are determining the better avenue to separate the tank from the generator and see what the cost is. Dressel asks on the falls, have we had any since Monday. Harris states yes, we had one on Tuesday. DesJardins states that she wants to say thank Shannon for being so attentive to the needs of our patrons' needs. McCullough states that the next update is on the Parking Lot Expansion. Good news! We don't need a CLOMR which is going to save us 18-24 months in the process. We will determine the size of the parking lot. We will target a budget of about \$300,000 and see how many

parking spots we can get. We will do increments of 8, 16, or 24 spaces. This is required by county code. This will be done in the Spring or Fall of 2026. Biaggi asks what will happen to the piles of dirt out there. McCullough states it will have to be removed but we will leave it there until we know what we are going to do. The Roof Rehab, fortunately the contractor has a big job at the high school this summer and we will make sure our roof is done by the end of summer since they'll be right next door. It's just a small amount of work. The emergency replacement of the air handler in this area. We are in the process of getting bids. Three contractors have looked at the project. Once we select a contractor, we will go through and find if there is a better way.

No Public Comment

3. **For Possible Action. Discussion and possible action to allocate additional funds to the swim districts capital improvement plan for fiscal year 2026-2027 to be used toward the Douglas County's splash pad project.**

Chairman DesJardins introduced item. Harris states the Splash Park Project will not be in this fiscal year. It will be in the next fiscal year. We have Brook Adie, Director of Community Services and Ryan Stanton, Deputy Director of Community Services here today. You can see under item #3 in your board binder; I kept the same background as presented before. We are in a partnership with Douglas County to build this Splash Park in Topaz Ranch Estates. The cost and the projected expenditures of this project have pretty much doubled. So, they asked if they could come before the board to have another discussion about this project. DesJardins reminded the Board that the initial proposal was for \$100,000, but after a discussion, it was approved for \$50,000 by the Board. Stanton states the renderings shows the splash pad and the different amenities. The individuals that have been selected to install the splash pad in out of Las Vegas. We have had several meetings with them. There will be ADA access from the parking lot to the splash pad. The original proposal was \$372,277.96. New proposal is \$506,055.14. We will be utilizing to funding sources; the room tax fund and the residential construction tax fund. This fund is a \$1000 tax on all new construction and is split between north county, south county, central county and the basin for playgrounds, splash pads, etc. Harris states that she has also included a copy of the original Interlocal Agreement for the \$50,000. Dressel asked as far as the Westwood Splash Pad, are you guys working together as far as their plans. Adie states they did visit the splash pad during construction and the information sharing has helped them a lot on the scope of the Topaz project. Dressel asked do you have to go before the commissioners on this. Adie states yes. Duffy states you mentioned that the people who are installing the splash pad are out of Las Vegas. Is that because there are no local companies in Northern Nevada. Adie states that thru the Cooperative Agreement, the contractors and vendors have already applied and been cleared by the entities to do the type of work they do and have agreed to certain pricing. This really streamlines the process of choosing a contractor or vendor. Duffy asked about how many kids are we talking about in that area. Adie states that she's not sure but that the population is growing in that area. Biaggi states the structures and features seems like they might be open to vandalism, do you have insurance or something to cover vandalism in case that happens. Adie states we oversee multiple parks and so vandalism is something we deal with on a regular basis. We do have surveillance in all of our parks and we do get the Sheriff involved. Duffy stated what type of surveillance do you have at the Topaz Ranch Estates Park. Stanton states that we have interior surveillance in the Community Center as well as all four corners of the exterior and we always have the option of installing more if we see there's a problem. DesJardins states that this is such an underserved community. When kids don't have an avenue to recreate, they will create their own and it's not always good. I am in favor of this project. Duffy asked what is your backup plan? Adie states that we would find the funding thru the room tax. Harris asks how does the Community Services Foundation play into this? Adie states they are a non-profit organization intended to make improvements in community and senior centers. Biaggi suggests that we provide the additional \$50,000 and modify the Interlocal Agreement.

Biaggi made a motion to approve allocating \$50,000 in additional funds to the swim district's capital improvement plan for fiscal year 2026-2027 to be used towards the Douglas County Splash Pad Project and to modify the Interlocal Agreement. Duffy seconded the motion. The motion was unanimously approved.

Public Comment: Sherri Taylor asked if you will be tapping into existing lines for the water? Stanton states yes, we will be tapping into existing water lines.

4. **For Possible Action. Discussion and possible action authorizing the Director to move forward with the replacement toys presented for the Activity Pool Remodel Project.**

Chairman DesJardins introduced item. Harris states that she is bringing forward again the three proposed toys for the Activity Pool Remodel. We want to move forward. Duffy asked if the Palm Trees are dumping toys. Harris states yes, there will be coconuts in the Plam Tree that dump water.

Biaggi made a motion to approve authorizing the Director to move forward with the replacement toys presented for the Activity Pool Remodel Project. Duffy seconded the motion. The motion was unanimously approved.

No Public Comment

5. **For Possible Action. Discussion and possible action on the proposed creation of a director's manual.**

Chairman DesJardins introduced item. Biaggi states that we talked about continuity of services. We don't anticipate Harris going anywhere but things happen and it's always good to plan for the future. So, it seems like a Director's Manual would be the appropriate way to go for anyone coming into Shannon's position. Not looking for anything massive and huge or a day to day just the big-ticket items. Desjardins states that she agrees. Harris states she has developed an outline, that you have in your board binders, that follows my performance standards. Desjardins says the outline looks very comprehensive. What timeline do you think you need to get this done. Harris states it will be a working document. I would like a couple of months to get it to you. I like to bring a rough draft to the board in August.

Dressel made a motion to approve the creation of a Director's Manual using Harris's outline with an update in 3 months. Duffy seconded the motion. The motion was unanimously approved.

6. **For Possible Action. Discussion and possible action on identifying a professional to update the District's Strategic Plan with participation of the trustees, staff and community.**

Chairman DesJardins introduced item. Harris states she reached out to Bryan Bonnenfant from UNR. He did suggest two companies in Reno that are listed in your board binder and I also listed Scott Morgan LLC. He just completed the town of Gardnerville strategic plan. He did a great job. Duffy states she would like a quote from all three of them. DesJardins, Dressel and Biaggi agree. Biaggi states he doesn't think we need to start from scratch. Duffy suggests we give them our strategic plan and have them give us a presentation. Dressel and Biaggi would like to get public comment either in person or a survey.

Biaggi made a motion to contact the 3 companies and ask them to give us their process and the cost to update our strategic plan. Duffy seconded the motion. The motion was unanimously approved

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

CVSC May 2025 Director's Report

User Attendance: See board binder documents.

- April 2024 Attendance 11,561. April 2025 Attendance was 10,949 (See attached docs)

Programming, Staffing and Training:

- CVSC has a lot of returning employees from college who are lifeguards as well as Senior Lifeguards. We will need 2 more Senior Guard positions to be filled. We currently have 72 Lifeguards for the Summer season.
- Sarah and team are planning the swim center's Carson Valley Days float with a team of staff.
- Yerington has reached out for help with the lifeguard's recertification class. We are working out the details and always willing to help other entities to ensure their success.

- Junior Lifeguard class is being planned for July.
- Interest list for Lifeguard Certification class is posted in main office.
- Shannon received a certification in Financial Sustainability from a Parks and Recreation consulting firm, 110%
- 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 swim angelfish 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 gave a presentation to Sertoma updating the group on the latest swim center accomplishments.
- Shannon participated on a panel hosted by the Chamber and Visitors Authority on multigenerational hiring.
- Shannon attended a retirement event at UNR for Jianli You and met with Krysta Palmer.
- 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: TBD

Maintenance Updates:

- Department is working with the State Boiler Inspector and insurance inspector on remedying some labeling confusion and replacing relief valves.
- Dave is soliciting 3 quotes with the help from Scott McCollough for the emergency replacement of the Air handling system in the multi-purpose room.
- 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

7. For Possible Action. Discussion and possible action on proposed agenda items for the June 18th, 2025 meeting

**CIP Update
Activity Pool Project Update
Strategic Plan update**

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