

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
June 18th, 2025 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees June 18th, 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, Trustee Frank Dressel, Trustee Teresa Duffy. Vice Chairman Allen Biaggi was on the phone. Trustee Travis Lee was absent.

No Public Comment

AGENDA

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

CONSENT AGENDA ITEM

- 1a. For possible action. Previous minutes from the General Meeting and the Special Budget Meeting on May 22nd, 2025.

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

Biaggi states that he would like to thank Harris and DesJardins for accommodating his suggestion to move the financial review (1b) from the consent agenda to the administrative agenda.

ADMINISTRATIVE AGENDA

2. Discussion Only. Presentation from Alan Reed with Warren Reed Insurance on the cost and coverage of the pool's property, liability, and employment practices insurance purchased from Pool/Pact through Warren Reed Insurance.

Chairwoman DesJardins introduced item. Allen Reed states that Warren Reed Insurance has been in business in Douglas County since 1947. They have had a relationship with Lloyds of London for over 20 years. Lloyds of London writes about \$8 Billion in contracts for the POOL. Warren Reed Insurance have 143 public entities that they insure. Property insurance has leveled and capacity is again available. Our area is considered a Wild Land Fire Area. Cyber has become very important. Lots of challenges in Cyber. You have \$1,000,000 in Cyber Risk Coverage. Harris states that PoolPact has partnered with Tony Rucci, formally with Homeland Security. As part of the Know Be4 Program, we are phished each month. We also have a Cyber Security Response Plan built into our Emergency Response Plan. Harris was awarded the Excellence in Risk Management Award. Harris states that we are eligible for this award again in 2026. It is very extensive. Reed states that we also have \$2,000,000 in Environmental Liability Coverage. Total program cost this year is \$38,204.33. Your total program cost has gone up 0.58% this year compared to a 4.19 % increase for last year. Harris states that we get back \$10,000 a year from PoolPact's Educational Grant Program for conferences that the staff and the board attend and this offsets our premium each year. We have also taken advantage of the Risk Management Grant Program. Biaggi asks how long have you had the district as a partner? Reed states since about 1960 when his dad was the chairman of the board for the first swimming pool project in Gardnerville. POOL came along in 1985 thru funding from the Nevada Legislature and the EFSPD came along in 1989. Biaggi states it is an amazing partnership and I want to thank you and the firm for everything you have done and look forward to many more years of partnership.

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

Chairperson DesJardins introduced the item. Harris states that under section 3, our remaining balances show we have \$3,133, 929 in our LGIP account. We have remaining \$385,400 in the Eastside Expansion budget; we will get one more billing that will hit this budget. We still have about \$194,110 in the Asset Management budget due to equipment holding up well thanks to our maintenance team and one more payment due to project management. We have ending remaining funds available of \$2,083,176. McCullough states that the

Eastside Expansion is complete. All the handrails are in place. It looks really good. We are getting lots of compliments. Phase 2 of the project is the generator. We are not going to be able to separate the generator from the fuel source. Nobody will warranty the generator if we separate it. It will be moved back to behind where the dumpsters are. Schedule is to build the infrastructure for the transfer switch, generator and the new electrical component that hasn't arrived as of yet. We'll have everything ready when that gets here to install the generator after the last swim meet in September. Harris states that ADA parking will not open until the trenching and the resurfacing is done. Roof Restoration will be completed around 6/23/2025. The activity pool toy changes had to be taken back to the manufacturer to be approved. They have been approved. We are waiting for them to give us a design plan. We are anticipating a 20-40% cost reduction from the original bid because of items that they had that were unnecessary. As for the parking lot expansion project, we know we don't need a CLOMR. We discussed with Anderson the scope of the project. We will do about 24-30 spots parallel to Highway 88. It will take about 45 days to get 50% drawings and then another 45 days to get 100% drawings. The duct sock has been replaced. We had to replace the duct sock because we were experiencing moisture from the natatorium that was going thru and deteriorate the exterior surface. We had the duct sock designed with the perforations going up to circulate the air in what we presume to be dead space in the ceiling. It looks good.

No Public Comment

4. For Possible Action. Discussion and possible approval of general ledger cash balances, expenditures and investments through May 31st, 2025.

Chairperson DesJardins introduced the item. Harris states we are 91% into the budget cycle. We are presently at a 32.63% cost recovery. I am well within the 30-35% cost recovery goal the board has recommended we manage the budget by. Income is a little low. I think food and merchandise was affected by the construction but attendance was not. Attendance is a little low but the accountant and I set some pretty lofty goals that we always try to reach. The budget is very healthy this year. You can see that General and Administrative is at 90.88%, that's about a percent lower than where we are in the budget cycle. Under Payroll we are also lower because we are really doing a good job of managing the staff without any concerns about safety or risk. Under utilities; that's probably where we have seen some significant savings. Electric and Natural gas have both come in lower than expected. Total budget expense to date is at 83.78%. Things are looking really good. We are still making a few purchases in June. You will see that Safety and Supplies are a little bit high, so we will shift some of the extra money from natural gas into those categories. You will see we are at 110% in Ad Valorem. Interest income comes thru our LGIP account. We have two accounts with LGIP that we are earning 5% interest. We presently have 101 employees. We have hired three cashiers. This generation of employees is very big on work/ life balance. It is important for them to have their days off. They have summer vacations that we now have plenty of staff to take their shifts for them.

Motion was made by Dressel to approve general ledger cash balances, expenditures and investments through May 31st, 2025 and seconded by Duffy. The motion was unanimously approved.

No Public Comment

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

CVSC June 2025 Director's Report

User Attendance: See board binder documents.

- May 2024 Attendance 13,362. May 2025 Attendance was 11,406 (See attached docs)

Programming, Staffing and Training:

- CVSC has a lot of returning employees from college who are lifeguards as well as Senior Lifeguards. Two Senior Guard positions have been filled. We currently have 78 Lifeguards for the Summer season after new hires.
- Aquatic Supervisors hosted an in-service training onsite for CVSC team and outside agencies.
- Paul passed his Emergency Medical Technician certification.
- Paul and Shannon attended the NV Rec & Park Society (NRPS) Aquatics committee.
- Shannon attended Pool Pacts "Aquatic Risk Management" Training online.
- 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:

- Team building is occurring while building Carson Valley Days float.
- Douglas County School District "Partners Across Communities" (PAC) program concluded their on-the-job training and Shannon attended their "Thank you" party.
- Social media exposure, information sharing and flyers: Facebook & Instagram updates (Sarah).
- Website updates (Justin, Paul), 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:

May – Dustin Danen, Lifeguard and recently EMT Certified. Dustin has been a hard worker since the day we hired him. He is a consistent and dependable lifeguard who takes his position very seriously. He can be relied on in many situations and get along well with the patrons and his CVSC team.

June – Elijah Lyons, Senior Lifeguard and returning college graduate. Eli has proven his commitment to our organization by returning to us every summer to work while he attended out-of-state college. He has not let us down. He can be relied on to show up and step up. He has grown tremendously personally and professionally and we are grateful to have him as part of our team.

Maintenance Updates:

- Dave is soliciting 3 quotes (2 received) with the help from Scott McCollough for the emergency replacement of the Air handling system in the multi-purpose room.
- Dave and Jack worked with Building Control Systems (BCS) to upgrade building control software and replaced IT computer.
- Quarterly Safety meetings are conducted by the maintenance team identifying any risk related concerns needing to be addressed.
- 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).

Correspondence: See board binder documents (if applicable).

No Public Comment

- 6. Presentation only: Presentation by Board members of requests for matters to be placed on a future agenda.**

CIP

Toys

Quotes to facilitate Strategic Plan Update

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