

**EAST FORK SWIMMING POOL DISTRICT  
BOARD OF TRUSTEES  
GENERAL MEETING MINUTES  
July 17<sup>th</sup>, 2025 at 9:00 a.m.  
Carson Valley Swim Center  
1600 Hwy 88, Minden, Nevada**

The Board of Trustees July 17<sup>th</sup>, 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 and Trustee Travis Lee.

**No Public Comment**

**AGENDA**

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

**CONSENT AGENDA ITEM**

- 1a. For possible action. Approval of previous minutes from the General Meeting on June 18<sup>th</sup>, 2025.

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

**ADMINISTRATIVE AGENDA**

**2. Discussion Only.** Chairperson DesJardins introduced the item. Harris states that this is the end of the fiscal year. Harris states that under section 3, our remaining balances show we have \$2,646,491 in our LGIP account as of June 30, 2025. We have remaining \$134,745 in the Eastside Expansion budget and we will be adding another \$450,000 to that amount next month for the generator. We still have about \$150,066 in the Asset Management budget, that will roll over to the next fiscal budget, due to the expertise of our maintenance staff in plumbing and electrical that has allowed them to repair and replace things instead of calling someone from the outside. We have ending remaining funds available of \$1,893,437. McCullough states that the concrete pad for the generator will be poured tomorrow. The generator will then be moved to the pad by the end of the month. Then the generator will sit until September 15. We have found a way to minimize the downtime and closures to install the generator. The downtime will only be about a day and a half instead of a week. As far as repainting the exterior, the facility was last painted in 2016. The whole facility doesn't need to be repainted but some areas will need repainting before winter. We will go thru and identify those areas that need to be repainted and schedule a date. That will wrap up the Eastside Expansion Project. Biaggi states he noticed there is some paint on the front steps. McCullough states that the gas company did the locates for finding the gas lines and the guys that did the locates thought it was necessary to identify them like that. It will come off. McCullough states that we should have the schematic drawings for the parking lot expansion project by the end of the month and then the 100% drawings in 45 days. Once approved we will go out for bid in December and January, open the bids in February and award the contract in March in order to be ready in early Spring to do the work. Since we are doing a parking lot rejuvenation, we thought that we would incorporate the existing the current parking lot also. We think it will be about \$100,000 to mill the existing parking lot to do an overlay so it will look brand new. It was already identified that the current parking lot needed to be redone in the Asset Management budget and the money has already been approved. The Parking Lot should be done by the Spring of next year. The Roof Restoration, we had a punch list walk thru with the contractor and Garland Roofing, who represents us in the warranty. There are a few things they still need to finish. I have called for a date of completion but had not heard from anyone yet. The non response has just gotten ridiculous on the completion and a \$10,000 retention. Warranty doesn't go into effect until we sign off. Activity Pool, the Aquatics Design Group has not been the most responsive group. We are done with the plans. There will be 2 elements which are the palm trees and the interactive toys and the Nemos. DesJardins asked if the Nemos are small enough where the kids can't sit on them? Harris states yes, they are about 3 feet tall. McCullough states the preliminary estimate of \$1.1M, and we have reduced that scope down by 50%.

Harris states that she will be asking for some direction next month when we bring it forward for approval. Biaggi asks in terms of pricing, is it better to do it now? McCullough states it's better to do it in the winter time. Lee asks if the smaller outdoor pool is still there. Harris states yes, it's a very popular pool in the summertime.

**3. For Possible Action. Discussion and possible action to award a contract to ACCO Engineered Systems in the amount of \$127,500 and request authorization for a 10% contingency for the Multipurpose Room HVAC Unit Replacement.**

Chairman DesJardins introduced the item. Harris states this is a system that is failing. This is being done as an emergency project under NRS code 338.011. We received three quotes. ACCO did come in with the lowest bid. We are recommending that ACCO to do the work. McCullough states that the reason ACCO is lower is because they have their own plumbers. They have done projects with the school district and they are presently working as a sub-contractor on the Eastside Expansion. It is going to save us money because we have called it an emergency project. We are implementing a design build delivery method because we don't have time to contract with a mechanical engineer and go out to bid. So as an emergency project, we have saved 4 months. Biaggi asks if there is somewhere we need to document that this is an emergency project. McCullough states that the board minutes will suffice for the documentation. DesJardins states I am in favor of this project. Harris states this area is very highly used. DesJardins asks if we approve this, how soon can you get to it? McCullough states probably in about a month. Lee asks if in the motion needs to mention an emergency declaration? McCullough states that the NRS doesn't really require a declaration. Biaggi states that he thinks that's a good point.

Motion to approve an emergency contract to ACCO Engineered Systems in the amount of \$127,500 and request authorization for a 10% contingency for the Multipurpose Room HVAC Unit Replacement was made by Biaggi and seconded by Dressel. The motion was unanimously approved.

**4. For Possible Action. Discussion and possible approval of general ledger cash balances, expenditures and investments through June 30<sup>th</sup>, 2025.**

Chairman DesJardins introduced the item. Harris states under section 4 in your board binders. These are the end of the year numbers. We are 100% thru this budget. Budget turned out really well. Cost recovery came in at 34.46% with interest. We did a really good job of controlling expenses. We are still receiving quite a bit of interest. Ad Valorem is 10% over budget. Overall total expense came in at 91.52% I am giving kudos to the Maintenance team again. They saved us quite a bit of money in the maintenance budget. They are always shopping for the best prices. Entry systems came in at 111%. I'm actually happy about that because if we haven't switched our processor to Greater Nevada Credit Union half way thru the year it would've been a lot higher. Health insurance increased in January which is 6 months into my budget. It's hard to anticipate when there are going to be increases. Duffy asked, do our employees get PERS? Harris states yes, our full-time staff get PERS. We build the increase into the budget every year. We pay both employer/employee contributions. Sewer is going up because of adding 6 more drains. We didn't receive that increase until last month. Water has increased and that is because we have had a few diarrhea incidents in the pool. It is better to drain the pool when it's one of our smaller pools. Biaggi asked if the water goes thru the drain system and do you have to let them know when you are doing that. Harris states yes it goes thru the drain system and no we don't have to notify them. On our balance sheet, you will see we have Total Liabilities & Equity of \$13,511,434.43 ending the year. Biaggi states congratulations to you and your staff for managing this budget for another year. It's a big job. Harris states she thanks the board for their support. DesJardins states she would like to acknowledge the Maintenance Department. Harris suggests because you are all user of this facility, when you see them, stop and talk to them.

Motion to approve general ledger, cash balances, expenditures and investments through June 30<sup>th</sup>, 2025 was made by Lee and seconded by Duffy. The motion was unanimously approved.

**No Public Comment**

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

**CVSC July 2025 Director's Report**

**User Attendance:** See board binder documents.

- June 2024 Attendance 19,057. June 2025 Attendance was 18,044 (See attached docs)

**Programming, Staffing and Training:**

- CVSC is fully staffed with a total of 101 employees and 74 Lifeguards.
- Justin Gross, Aquatic Supervisor is gone for military training for two-weeks in July.
- Pool Pact conducted on-site a “Buddy to Boss” training for the Senior Lifeguards.
- Junior Lifeguard program is up and running with 12 students. The program runs for 2 weeks (Mon-Thurs)
- Flick ‘N Float movie for July 25<sup>th</sup> is Jaws – 30<sup>th</sup> anniversary and Shark Week.
- Lesson structure has changed to better serve our community regarding attendees and skill level matching class level
- Wibit (floating obstacle course) is being set-up and put in the main indoor pool every Saturday from 4-5.
- 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:**

- Staff with the National Recreation & Parks Association (NRPA) toured the facility while in town for a business council meeting.
- Douglas County presented a proclamation to the district in partnership for the TRE splash park.
- Shannon attended the Nevada Recreation and Parks Society (NRPS) meeting serving as Past-Chair.
- Paul is the Co-Chair of the NRPS Aquatics committee and a board member attending NRPS meetings.
- New advertising in the “Lake Tahoe Visitors Map” over 100,000 publications.
- Nominations for “Best of Carson Valley” started. Voting will be next.
- 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:**

July – Jessie Messick, lifeguard and swim instructor. He is pleasant, professional and nice when described. He has stepped-up to help wherever needed without hesitation and asks great questions throughout his shifts showing how proactive he can be. He receives good evaluations from parents for his instruction and remains positive.

**Maintenance Updates:**

- Dave and his maintenance team are pulled into many directions especially in the summer and rise to every occasion from fixing broken door handles, adding additional railing, fixing walkie talkies, order new parts and equipment.
- 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**

**Passes for retired board members**

**Activity Pool**

**Proposals to facilitate Strategic Plan**

**New Personnel Policies**

- Board Trustee Lee tendered his resignation as EFSPD Board Trustee effective August 22, 2025 after 7 years of service. He will follow up with a written resignation to the Chairman of the Board. Lee grew up in Ely, Nevada. His dad impressed on him, at an early age, to care for Seniors and get involved in Boy Scouts of America where he received his Eagle Scout rank. He highlighted that when he was an Eagle Scout, he participated in a shadow leadership program in White Pine County to motivate young men to get involved in public service. He spent a work day with the Clerk, a District Judge and a Ranger from the Forest Service. Lee shared how wonderful it has been seeing those seeds planted by community leaders grow throughout his life in public service. He served as a recreation management professional with an emphasis on youth leadership. His employment in Douglas County NV included serving at the Nevada State 4-H Camp I. Douglas County at Lake Tahoe in Stateline NV. The 4 H Camp was ironically a camp his father attended as a teen. He also worked for Douglas County as a Recreation leader II at Kahle Community Center as a Preschool teacher while getting his Masters in Educational Leadership Higher Education. After 8 years at the Lake, Lee was promoted to the Community Services Manager, where he was instrumental in working with Young at Heart (YAH), the Senior Advisory Council, and other County leadership to oversee the construction of the Community and Senior Center project. Lee spoke fondly of working with seniors in our valley, volunteering as the Douglas County TRIAD President and working closely with Social Services, Carson Valley Health, DART transportation and Senior Services. Lee also served as an alternate for County Commissioners at the Lake, over Transportation boards. Lee reminded the board of many of the new projects and playground renovations projects he participated in such as the Gardnerville Ranchos Aspen Park and Johnson Lane during the 8 years he was with Douglas County. Lastly Lee focused on the many projects the East Fork Swimming Pool District Board Trustees have accomplished with our excellent Director Shannon Harris. These included a gym expansion and life guard room, maintenance projects, front entry expansion, donations to support a new splash park in Topaz Ranch Estates and many more to come.

Lee reminded the board how he enjoyed working as a lifeguard through high school and the opportunities for growth and leadership it gave him as a teen. Lastly, he shared that he was excited to see the project to update the children's play structures and activity pool to match the pool environment approved and a date set for completion. Lee reminded the board that he started as a Trustee with a desire to see this project get started and is ending with the execution of the project. The children deserve the very best we can give them.

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