

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
September 25th, 2025 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees September 25th, 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, and Trustee Frank Dressel. Trustee Teresa Duffy was on the phone.

No Public Comment

AGENDA

Motion by Dressel 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 August 21st, 2025.

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

ADMINISTRATIVE AGENDA

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

Chairperson DesJardins introduced the item. Harris states that under section 2, our remaining balances show we have \$2,416,993 in our LGIP account as of August 31st, 2025. We do have a remaining balance of \$663,105 for the Eastside Expansion. McCullough states that we were closed September 15-21. The generator project was completed. It took the full week to finish the generator project. The roof restoration project is finished. We finished all the project we had planned on doing while we were closed. Got all the painting of the exterior done. Harris states the county signed off on the generator project. Harris also states that some of the snow fencing has arrived. The caulking around the metal roof is drying up. Kodiak Roofing will give us a scope of work to redo the caulking. The caulking is 36 years old. The emergency air handling project to replace the HVAC system in the multi-purpose room. It was supposed to start 6-8 weeks from when we contracted with them so it should be any day. The new equipment hasn't arrived yet. We have no failure of the old system yet. The project should be completed in 3-4 weeks from start date. The parking lot project; spoke to Rob. He states he will have the design drawing to us by October 15. Our target date to start is April but may be May weather dependent. The Activity Pool. The plans are done. We are purchasing the toys from the manufacturer and have a contractor install them. We are getting proposals from a few manufacturers. We will save the district money by purchasing directly from the manufacturer. We want this project done by September 2026. Dressel asked if the toys will still be guaranteed by the manufacturer? McCullough states yes, they will be guaranteed by the manufacturer and the contractor that installs them. Harris states that we have downsized this project from the \$1.2M it was approved for. We have reduced the scope and we are asking for a more realistic cost. McCullough states that the slide pool will be closed because that is going to be the access for the activity pool. DesJardins stated that she would like to thank McCullough for his oversight, while the pool was closed, to ensure that everything went smoothly. Biaggi asked if there were any complaints while we were closed. Harris states we had no complaints and the secret is good communications and education. We had lots of communication and we educated them that we will not have to close again except for fire or flood. McCullough states that we also restriped the parking lot. Dressel states will the generator come on automatically. McCullough states that the generator will come on automatically and run for 48 hours.

Public Comment: Linda Gilkerson states that she is just amazed that we had no complaints.

3. For Possible Action. Discussion and possible approval of the Partnership Proposal provided by Brad Hollander, Founder UVC LLC Viticulture Technologies to use the Swim Center as a test site for a state-of-the-art UV system that would replace our current UV system that is currently in place as the secondary disinfection system.

Chairman DesJardins introduced the item. Biaggi asked what are the final costs to us for Brad's system. Harris states that there are no additional costs related to this project at all. It would be Brad at a wholesale price selling us the lamps that would be used for our secondary disinfection system, which we currently are paying a higher price for the lamps we are using at this time. So, there will actually be a cost savings. Dressel states he thinks the program is great.

Dressel moved to approve the Partnership Proposal provided by Brad Hollander, Founder UVC LLC Viticulture Technologies to use the Swim Center as a test site for a state-of-the-art UV system that would replace our current UV system that is currently in place as the secondary disinfection system. Biaggi seconded the motion. The motion was unanimously approved.

No Public Comment

4. For Possible Action. Discussion and possible action on selecting a qualified elector to serve the remainder of the term of Travis Lee who resigned on August 21st, 2025. The appointed Trustee will take office upon being sworn in by the County Clerk, and will serve until Dec 31, 2026.

Chairman DesJardins introduced the item. All candidates present were allowed to speak for two minutes on their qualifications and why they would like to be on the Board. Biaggi thanked all the candidates for their interest in becoming a Board Trustee.

After several unsuccessful motions, Desjardins moved to nominate Linda Gilkerson to serve as a Trustee of the East Fork Swimming Pool District. Biaggi seconded the motion. The motion was unanimously approved.

No Public Comment

5. For possible action. Discussion and possible approval of general ledger cash balances, expenditures and investments through August 31st, 2025.

Chairman DesJardins introduced the item. Harris states that we are currently 16% into the budget. Our cost recovery for the month is 34.8%. This is our last heavy payroll month. Board expenses are a little high because board was paid twice last month. Our sewer cost is still a little high due to the extra drains we put in the lobby. Water is a little higher. We had some sprinkler issues. Supplies are high because we do fun stuff here. We are participating in the Coffin Races this year. Biaggi states that we spent \$250 on sun screen. Harris states that we also sell sun screen as well as encourage the staff to use it by putting big containers in the Lifeguard Room that they can use.

Biaggi makes a motion to approve general ledger cash balances, expenditures and investments through August 31st, 2025. Dressel seconded the motion. The motion was unanimously approved.

No Public Comment

6. Discussion Only. Presentation from the Director on the Directors Manual Rough Draft.

Chairman DesJardins introduced the item. Harris states this was a fun exercise. This manual is best practices. This is my first rough draft. I focused on the table of contents on my primary responsibilities. I am coming to you for some feedback. I gave an overview of who we are and how long we have existed and why we exist. We are a fiscal not a calendar organization. What is really the meat of this document is the overviews. I picked out 14 documents that we already have in place such as the Emergency Action Plan and the Emergency Response Plan. Biaggi states that this is great. Its right on target. Need a little more meat in Financial such as deadlines. I think it's really a great first start. In your Leadership and Management section, that's the exact type of detail I think that's needed. I don't think we need to approve this manual. I think it's a document for Harris to use.

Public Comment: Greg Taylor asks if your document will include all partnerships and contracts and the history of the relationship with the high school, the parking lot, swim teams. Also, the coaches need training and need copies of the EAP and the ERP. Harris states the partnerships and contractors are already in the document. Harris will send the EAP and the ERP to Greg.

7. Discussion Only. Report from the Swim Center Director: CVSC September 2025 Director's Report

User Attendance: See board binder documents.

- August 2024 Attendance 16,098. August 2025 Attendance was 15,435. (See attached docs)

Programming, Staffing and Training:

- Sarah, Justin, Paul and Shannon attended the National Recreation and Parks Association Conference in FL.
- 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 attended the Board meeting for Pool Pacts Enterprise Risk Management quarterly meeting, the East Fork Ember Foundation meeting that supports East Fork Fire and Paramedic District and the NV Rec & Parks Soc meeting.
- Notices went out to the public for the closure from Sept 15th-21st.
- 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 August – Olivia Stanton, Cashier and Lifeguard

Olivia is reliable, professional, has a positive attitude and has also been a quick learner taking on more responsibility and decision-making capabilities with ease. She has been eager to support the maintenance team on top of her cashiering duties all while getting recertified as a lifeguard and recently enrolled and started her EMT certification class.

Maintenance Updates:

- SafeSlides painted the exterior of the Slides. Life of the paint is approx. 5yrs.
- Mears/SW Gas replaced the main gas line for the district after 36yrs.
- Construction closure has been planned for September 15th – 21st and executed for switch gear work and energization of the Generator.
- 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).

Public Comment: Linda Gilkerson states that she is blown away by the activities this facility has.

- 8. Presentation only: Presentation by Board members of requests for matters to be placed on a future agenda for October 16th, 2025.**

CIP

No Public Comment:

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