

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

The Board of Trustees November 18<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 Linda Gilkerson.

**No Public Comment**

**AGENDA**

Upon Motion by Biaggi and seconded by Duffy to approve the agenda. The motion was unanimously approved.

**CONSENT AGENDA ITEM**

1a. For possible action. Approval of previous minutes from the General Meeting on October 16<sup>th</sup>, 2025

Motion made by Gilkerson and seconded by Dressel 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 \$2,984,317 in our Local Government Investment Pool account as of October 31<sup>st</sup>, 2025. I just received one more pay app from Plenum and then we owe, in addition to that, another \$470,000 for the rest of the project. They are currently working on the snow fencing and the gutters to finish up. The TRE Splash Pad project is moving along. They have broken ground. McCullough states Eastside Expansion is in close out portion of the project. The permitting has to be closed out on the Flood Certificate. There is a process we have to go thru to close out, we have to file the permit in order to file a final elevation certificate which is the same as the previous two that we have submitted for this project. Once we do that, we should have full Certificate of Occupancy. The roof restoration project update; Garland Roofing has accepted the project as have we. We need them to deduct a change order, that needs to be signed, for crediting back for the damage to our landscaping and then we will release the rest of the retention. Update on the Activity Pool Project; the project is out to bid right now. We have a mandatory pre bid meeting on November 19<sup>th</sup>. The reason for this meeting is due to the scope of the project's general requirements and conditions of separating the Activity Pool from the Natatorium. Bids will be opened the beginning of December and we will bring our selection to the board for approved in December. We have one interested contractor and that's Plenum. Final pricing will be well below our original estimate. DesJardins states that at her previous job, NRS allowed us to pick the most qualified not always the lower bid. Are we not able to do that. McCullough states that NRS states that we must select the lowest responsive, responsible bid. Dressel asks are we not getting the bids because they are too busy? McCullough states no, the reason is because the project is too specialized and detailed and it doesn't start till September. Update on the Parking Lot Project; the project has been submitted to Douglas County for Site Implementation Plan. A comment that we just heard was that we are either going to have to change the zoning from multi-family to public facilities, or get a special use permit, or consolidate the parcels into one. The good news is that we have time to deal with all of this before we have to execute and deliver the product. Duffy asks who brought this to our attention? McCullough state the county brought this to our attention. Duffy asked will this mean more fees? McCullough states more than likely. Dressel states that it was his understanding when we purchased the land that there were already public facilities zoning on the land because there are layers and multi family was a higher use and public facilities is lower use and that there would be no charge to change it. Harris states that consolidating the parcels would make it one parcel and therefore one address. Dressel states that is correct.

McCullough states we will get the plans back from the county after their final review and then we will commence with the bidding in a couple of weeks and award the contract at the February board meeting. Update on the emergency air handling project to replace the HVAC system in the multi-purpose room. All equipment has been delivered and the project should be completed shortly. Harris states that the automatic door out in the front of the building is already malfunctioning. It's under warranty so it should be fixed in the next couple of weeks.

**3. For Discussion and Possible Action. Discussion and adoption of the 2024-2025 Audit Report. (Joan Sciarani-Blake, CPA, Arrighi Blake & Associates, LLC)**

Chairman DesJardins introduced the item. Harris introduced Joan Sciarani. Joan Sciarani explains the audit. She states that this is an unmodified opinion, which is the highest level of assurance you can achieve on a financial statement. She goes over the balance sheet pointing out that the cash did decrease about \$747,000. This was because of the expansion project and it was anticipated. She explained the Schedule of Revenues, expenses, and changes. She went over the operating revenues and trends. She says that salaries and benefits were our largest entry. Duffy states that due to the PERS increase. She states yes, PERS went up significantly. Harris states that there was also an increase in Health Insurance. She states that no violations were noted. Your AD VALOREM was \$3,387,137 and your interest income was \$179,519. The audit was clean. Capital Assets shows a big increase because of the Eastside Expansion. Under Long-term Liabilities, general obligation, medium term bond is down to \$246,000. She explains the trending graphs. Sciarani states that Taylor does a good job. DesJardins states that we also need to thank Harris for a great job. Biaggi asks if we should post the audit by itself on our website. Harris states yes, we can do that.

Upon motion made by Dressel and seconded by Duffy to approve the adoption of the 2024-2025 Audit Report. The motion to approve the adoption of the 2024-2025 Audit Report was unanimously approved.

**4. For Possible Action. Discussion and possible approval of the policy on annual membership pass extensions one time per membership year for major medical procedures.**

Chairman DesJardins introduced the item. Harris states that when our patrons have a major medical procedure and have paperwork from their doctor, I will extend their annual pass for that period of time, once a year. They have to stay out of the pool for that period of time for safety reasons. People are required to stay out of the pool if they have any kind of open wound including stitches, staples, surgery, etc. It's pretty straight forward. Gilkerson asks do we have a form for them to fill out to request this. No, we don't because they know we have this and they will inquire about it. Then we explain to them the process. I can develop a form but we usually just let them know to bring in a doctor's note. But I will work with Taylor on that. Biaggi requested a couple of changes on the policy; Section 3.3, line 1 should read Requests *should* be submitted. Section 4.3, line 1 should read approval or denial will be communicated to the patron in writing (omit *verbally or*). Harris will make those changes.

Upon motion made by Gilkerson and seconded by Biaggi to approve the policy on membership pass extensions, one time per membership year, for major medical procedures. The motion was unanimously approved.

**5. For Discussion only. Presentation and discussion on the Director Manual final draft.**

Chairman DesJardins introduced the item. Biaggi states the manual is very well done, but should have a schedule for the annual audit. Harris states she will add it under the Financial Management section. Dressel asks do you want to add Douglas County Commissioners under Partnerships and Stakeholder Engagement? Harris states yes, she will add them.

**6. For Possible Action. Discussion and possible approval of general ledger cash balances, expenditures and investments through October 31<sup>st</sup>, 2025.**

Chairman DesJardins introduced the item. Harris states that we are currently 33% into the budget. Our cost recovery for the month is 32.7%. We are on track for payroll. User fees are up a little bit. We are at, rounded up, 35% in regards to user fees, food and merchandise. Expenditures look really good. General and Administrative- is at 34%. Office supplies are at 39%. I will be working with Taylor to move the backup UPS batteries I purchased for all full-time staff computers to the Small Equipment line item on the budget. The reason we have all of the full-time staff computers backed up with the UPS batteries is because we are conditioning the generator weekly. This means we are shutting the power off and exercising the generator to click on. There is about a 20 second delay until it clicks on and I wanted to make sure, that if any of us were

working on a document, on the phone, or on the intranet that it will be protected during that 20 second period before the generator clicks on. When the power comes back on, there is hardly any delay at all. We are still getting a decent amount of money regarding interest income. We are still coming in a little bit higher than we had anticipated. We weren't sure how interest rates were going to be with the State. We do have our money with the LGIP account and we are getting about 4.25% on that money. Gilkerson asks if Harris could explain our investments to her. Harris states that the Local Government Investment Pool is thru the State and we have two accounts with them. If you will look on page one of the Balance Sheet, you will see that our main checking account is with Wells Fargo and it's a little high right now because we have a large payment due on the Eastside Expansion. We have another small account that is the cash on hand that the cashiers use. Then we have our capital improvement and asset management account and our operating account in the Local Government Investment Pool getting 4.25% interest per month. When you look at AD VALOREM, that's just the timing of when people pay their taxes. The board discusses our tax rate of 0.13 cents of assessed value every year. We can't increase our tax rate but we could decrease it. Which we did once in 2011, right after the recession, when Douglas County approached us. The reason we are unable to get more is because we are capped out. The only way the amount of AD VALOREM goes up is mainly because of new construction. Duffy asks what is the \$7800 for the Roof Restoration that McCullough was talking about. Harris explains that with every contract, we keep a certain amount of retention till final sign off. The amount in the Capital Budget is actually \$8243 for the roof restoration. They damaged our front landscaping with the lift they used at one time and that was a \$450 cost to them and they knew that expense was coming. That's where the \$7800 comes from. What McCullough is saying is that we are done, Garland gave us our 20-year warranty certificate and we want to close out this project and they are being non-responsive.

Duffy makes a motion to approve general ledger cash balances, expenditures and investments through October 31<sup>st</sup>, 2025. Gilkerson seconded the motion. The motion was unanimously approved.

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

### **CVSC November 2025 Director's Report**

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

- October 2024 Attendance 9,112. October 2025 Attendance was 8586. (See attached docs)

#### **Programming, Staffing and Training:**

- Sarah and Team successfully served hundreds of community members with another successful Haunted Pool Party.
- Scott Morgan conducted leadership staff interviews along with Shannon as part of the Strategic Plan update.
- Shannon & Andrew attended the Pool Pact Annual HR Conference in Tahoe, Partnership of Community Resources COPE Poverty workshop and an Employee Assistance Program Suicide prevention webinar.
- 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 was invited by Douglas County School District professionals to be part of a Pod Cast talking about the incredible partnership we have with them.
- Shannon attended the Nevada Recreation & Parks Society meetings.
- 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

October: Sadie Schumann, Lifeguard does a great job with time management balancing school, professional dance and work. She is responsible and capable of accomplishing anything she is presented with. We rely on Sadie's positive disposition and professionalism on every one of her shifts.

**November:**

**Maintenance Updates:**

- Emergency AH project has started with ACCO
- Generator start-up completed – 20 sec delay with all main computers in UPS backup batteries.
- 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).

Harris states that she wants to announce that the Carson Pool will be close for 4-6 weeks starting December 1<sup>st</sup>. They will be replacing the filters plus taking out all of the copper in the building. It discolors the pool and causes other problems in the building. The reason I am telling you this is because it will affect our swim facility. We will have their swim team, some of their patrons, and lap swimmers that will come to our facility. We don't teach lessons in December and we could use the extra revenue. When we were closed, they made accommodations for the Douglas Dolphins' Swim Team. I have already directed our Aquatic Supervisor to place a notice on Facebook welcoming them to visit our facility. This is a very common practice for swim facilities to help each other out during closures. I have proposed to the swim team coach 2 nights a week, Mondays and Wednesday, 4 lanes from 6:00 pm to 8:00 pm. Our staff is usually out of here by 8:00 pm so they will stay to finish cleaning until 8:30 pm and I did figure the extra staff time expense into my proposal. Dressel ask when we used their pool, did we pay. Harris states that we didn't pay that fee, the Dolphin Swim Team paid the fee, just as the Carson Swim Team will pay us. There should be no impact to our patrons as we are very slow during those time periods and there will be no water aerobics. The other thing I'd like to bring to your attention, we donate passes to our community. As you can see from the handouts, in 2024, due to our great relationship with the Douglas County School District, we donated 200 passes and had a return of 48%. So far in 2025, we have donated 260 passes to Douglas County Schools and have a return of 17% with a couple of months still to go. Gilkerson asked if we put expiration dates on the passes. Harris states yes, we do. Biaggi states that this is a great benefit for the community and for this facility. Harris states to keep in mind that I only donate to non-profits and only donate to Douglas County residents. The last thing I'd like to bring to your attention is a report I had one of the Aquatic Supervisor do so we can see who our resident passholders are. We currently have 2503 resident passholders that I have broken down by cities in our tax district. You can also see the non-resident and other resident totals on my spreadsheet. Gilkerson ask why our July numbers for lesson are so high. Harris states that we open up more lessons if we have waiting lists. Those are session lessons, private lessons and our drop in lessons. During the summer time we can have lessons in the A.M. because of our instructors being out of school. Biaggi states that if you look at 24'-25' number and our 25'-26' numbers, we are running about a 1% drop. Is that because of our closures? Harris states we look at those numbers constantly. I do feel that it has to do with our large projects. It doesn't concern me but it is absolutely watched. We don't have any control of the swim teams.

**No Public Comment:**

8. **Presentation only: Presentation by Board members of requests for matters to be placed on a future agenda for December 18<sup>th</sup>, 2025.**

**CIP**

**Update on Underwater Santa**

DesJardins set the January meeting to January 20<sup>th</sup>.

**No Public Comment:**

Motion was made by Gilkerson and seconded by Duffy to adjourn meeting. Motion to adjourn meeting was unanimously approved.