

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

The Board of Trustees December 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, Vice Chairman Allen Biaggi, Trustee Frank Dressel, Trustee Teresa Duffy and Trustee Linda Gilkerson.

No Public Comment

AGENDA

Upon Motion by Duffy and seconded by Gilkerson 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 November 18th, 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 section 2 in your binders shows nothing new. We made a couple payments. We are still making payments on the Eastside Expansion, since we have completed the front lobby and the ramp and that expansion area. We changed the drainage, which the staff loves, to make it easier to clean. We have one concern in relation to wheel chair use. We have one patron who brings their son in on a gurney and they find it hard to maneuver the slope even though the ramp is compliant and has been signed off on. Another patron has found they need more assistance. They are finding another way into the building. Another patron whose entire career has been in building and compliance has been advocating for the other patrons and has said that he knows its compliant but it's not convenient for everybody. What we have contemplated that I would like to talk to the board about is that we are under budget on the Eastside Expansion. We have about \$80,000. So, we can remedy all of the patrons concerns by doing two small projects that are added as addendums to your board packages. Duffy asks if we will be moving the bike rack. Harris says no, we will not move the bike rack. Duffy asks if we can make it automatic so people don't have to call in? Harris states she is worried of people cutting. People will realize it's a shortcut and abandon the front entrance. We have 99% of our people that can use our front entrance. DesJardins asks if we can stay within that \$80,000. Harris states yes, we have already talked to Plenum and they said they would have one guy come out and do it. Dressel state it's a win/win. Can we have a buzzer? Harris states people may take advantage of that, but will look into it. Update on the Roof Restoration. We still haven't heard from them. Update on the Splash Pad. They have broken ground. They are doing trenching and will lay a pad soon. We are looking good. Update on Parking Lot Expansion. It has been advertised. We should be getting bids in soon. I know of two contractors that are very interested. R.O. Anderson quoted us \$320,185 for the milling, repaving, and additions to the parking lot such as sidewalks, lightening, etc. Biaggi asks will there be curbs and gutters all around. What will the interface be with Hwy 88? Harris states that the front sidewalk on Hwy 88 will come into our parking lot and we don't have to do sidewalk all the way down Hwy 88. The way they are designing it is it actually will come down and intercept into the parking lot because we are only adding 20 new parking spots. It is compliant for them to park, get out and use the ADA path that already built by the Town of Minden in front of our building. Biaggi states will the asphalt just stop on the eastside? Harris states that we will curb it.

3. For Possible Action. Discussion and possible action awarding the Activity Pool Modernization Project to Plenium Builders in the amount of \$489,436.00 and authorize the director to sign the contract and approve change orders up to 10%.

Chairman DesJardins introduced the item. Harris states that this is very good news. The amount is much less than we had anticipated. Originally, we had set aside \$1.2M. for this project. Our scope was quite lofty. We narrowed the scope and thought we'd still be around \$800,000-\$900,000. We decided that we were going to buy the toys direct. We were able to save quite a bit of money. Toys will be around \$200,000. Only Plenium put in a bid. So, the total would be around \$689,436.00 including the toys.

A motion was made by Biaggi and seconded by Dressel to approve awarding the contract for the Activity Pool Modernization Project to Plenium Builders in the amount of \$489,439 and authorize the director to sign the contract and approve change orders up to 10%. The motion was unanimously approved

4. For Possible Action. Discussion and possible approval of general ledger cash balances, expenditures and investments through November 30th, 2025.

Chairman DesJardins introduced the item. Harris states Harris states that we are currently 41.67% into the budget. Our cost recovery for the month is 34%. Next month we start the budgeting process all over again. We are still getting a decent amount of interest on our LGIP accounts. The interest income for this month is \$9100. Income, we almost hit budget, we are so close. Carson patrons started to kind of trickle in. We'll see more in December because a lot of Carson patrons have bought 30-day passes. It's also been nice to be able to keep the outdoor pool open. The weather has been nice. This is a record as far as how long we have been able to keep it open. We will be closing it on Sunday December 21. We usually reopen the outdoor pool in March unless we are having a long hard winter. Carson Swim Team has appreciated the use of our facility. Harris states that she understands that the Carson Pool will be reopening next week. We will bill the Carson Swim Team and you'll see that on next month's financials. Pool Training and Education is at 76% right now. We held a Certified Pool Operator training here with 12 people in attendance. Seven were from Douglas County because they are required to be CPO certified to run the splash park. It is required any time you're managing any body of water. Gilkerson ask if we charge for that. Harris states yes, we do. We didn't charge Douglas County as part of our partnership regarding the splash park but we did charge the other 5 participants. It was about \$250 each for the 5 participants. Office Supplies are a little high because I purchased two new computers. They were on sale on Black Friday. Seminars and Education is a little high because of the AOAP Conference in February 2026. DesJardins asked who was attending that seminar. Harris states it will be DesJardins, Biaggi, Harris, Davenport and Gross. Davenport and Gross will be speaking at the conference and I will be sitting on a professional panel. Accounting expenses are high due to audit expense. Duffy asks what is included in Safety. Harris states that is lifeguard tubes, first aid supplies, back boards that need to be replaced. Gilkerson asks about Grant income. Harris states that comes from our partner PoolPact. Those are educational grants for up to \$10,000 a year for conference we attend. Gilkerson asks what do we have to do to get the grants. We have to be a member and we have to apply for it. We fill out a document that says why do we want to go to see if its relevant under their educational grant process. After the conference, we fill out a document to tell them what we learned and how we can implement it into our organization. Biaggi mentioned that the graphs that were given out at the November board meeting were excellent and made some comments about the information in them.

Gilkerson made a motion to approve general ledger cash balances, expenditures and investments through November 30th, 2025. Duffy seconded the motion. The motion was unanimously approved

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

CVSC December 2025 Director's Report

User Attendance: See board binder documents.

- November 2024 Attendance 7,549. November 2025 Attendance was 7,655. (See attached docs)

Programming, Staffing and Training:

- Scott Morgan conducted stakeholder interviews along with Shannon as part of the Strategic Plan update.
- Outdoor pool has remained open to our patrons during the warmer weather.
- 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 in November to be the Keynote speaker for the southern Nevada Aquatics Conference.
- Shannon was invited by the Visitors Authority to promote “Underwater Santa” on KOLO 8 news.
- Shannon attended the Nevada Recreation & Parks Society meetings, the northern Director’s luncheon, participated in the quarterly Enterprise Risk management committee meeting with POOL PACT and attending their strategic planning meeting.
- 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

November: Kim Copeland, Cashier. Kim started at the swim center as a patron after retiring from Nevada State

Parks. She was then interested in joining our team and was hired as a cashier. Kim has shown nothing but professionalism and came to us with a great understanding of customer service. She is respected by our team in every department and can be relied on for her consistency and positive attitude.

Maintenance Updates:

- Emergency AH project has been completed by ACCO.
- Painting and restoration of the Fin room was completed by Jack.
- Steps have been poured between the Family Pool and Outdoor pool deck for increased safety – railing will be added before re-opening the outdoor pool areas in the spring.
- Quotes are being gathered for additional concrete work by the outside pool deck garage and sheds will be replaced in that same area.
- Brad Hollander is still continuing his work with updating his companies UV bulb and will be placed in our facility in the near future.
- 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).

6. Presentation only: Presentation by Board members of requests for matters to be placed on a future agenda for January 20th, 2026.

**CIP
2026 Board Meeting Schedule
Splash Pad Pictures
Budgeting Process**

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