

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
January 20, 2026 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees January 20, 2026 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 and Trustee Linda Gilkerson. Trustee Teresa Duffy was on the phone

No Public Comment

AGENDA

Motion by Dressel 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 December 18th, 2025

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

ADMINISTRATIVE AGENDA

2. Discussion and Possible Action. Elect the Chair and Vice Chair for the Board of Trustees.

Chairperson DesJardins introduced the item. Biaggi states he thinks that Sharon has been doing a very admirable job as Chairman and so I nominate her for another term as Chairman of the Board. Gilkerson seconded the nomination. It was unanimously approved. Gilkerson states that she would like to nominate Biaggi as Vice-Chairman for another term. She states that she likes the 2-year term, she thinks it works well. Sharon seconded the nomination. It was unanimously approved.

3. Discussion Only. Update on the Capital Improvement Plan ongoing and possible future projects.

Chairperson DesJardins introduced the item. Harris states if you look under section 3 in your board binders you will see, that as of December 31, 2025, we have funds available of \$3,253,163. We are still receiving pay apps for the Eastside Expansion from Plenum. We still have a balance of \$369,652 for the lobby remodel and the Eastside Expansion Project. Plenum is still waiting for some billings regarding their subs. We are still working on a date for the concrete and frontage replacement project that we added to the scope of the Eastside Expansion Project. The other update is on the generator. We lost power a week ago, the generator came on and worked great but didn't restart all of the equipment, we had to go thru a check list to restart some of our equipment manually. We have got BCS and PK Electric working on this. From the very beginning, the whole idea was to have our 5 major assets kick on when we lose power. It is in the specs that all our major assets will kick on. Gilkerson asked if there were any negative repercussions from everything not kicking back on? Harris states there was not, but that's because everybody was on site and so we knew that some of the equipment had not come back on. The whole purpose of the generator is that if this happens in the middle of the night, or middle of winter when no one is here, we shouldn't have to have someone come down and put themselves at risk to restart the equipment manually. Dressel states it's good to work thru these problems now. Harris states yes, when we are having a mild winter. Next update is the Roof Restoration. We have still not heard from them. I will talk to McCullough when he gets back. Biaggi states how long do we let this go? Harris states that she will call McCullough or I will call the owner of the company. DesJardins states, so we end up keeping the retention. Harris states yes, if it doesn't get resolved. Duffy states it's my understanding that McCullough did his due diligence and sent the letter. Harris states yes, he did but then he did have to leave town and isn't working. I would just need to do that final discussion. We do have an email chain and everything is well documented. Dressel states that under the circumstances, I don't see a rush, I would be willing to table this until McCullough is back.

Harris states yes, I agree. Update on Parking Lot Expansion. We had our pre bid meeting. Rob Anderson conducted the meeting. We had 7 asphalt contractors and 1 concrete contractor show up for the meeting. Bids are due the first week of February. Then we will come up with a recommendation for award. Update on the TRE Splash Pad. I went to see the TRE Splash Pad. They are still doing the underground work. All main piping and electricity are in. Toys were delivered. There is something that has come up that has never come up before in Douglas County. There is a Nevada administrative code that requires splash pads that fall under pool and spa codes to have a restroom facility, a drinking fountain and a changing area within a certain number of feet from the splash pad. They are working with the Health Department. They do have an existing building nearby that does have restrooms. They can easily add a drinking fountain. As far as the changing rooms, they are working with the health department to see what buildings down there could be grandfathered in or if they are going to have to construct a building. Gilkerson asked if this is on us? Harris states no, it is on them. Biaggi asked are we part of the regional health department in Carson City. Harris states yes, we are. Carson City handles the rural areas. Activity Pool Upgrade update. We are on track to start this project in September. I received an SOS text that some of the plaster on the Activity had blistered and popped. It caused a hole that is a little rough. I reached out to Sean from Tarra Firma and he said we could drain the pool and he would send a copy of guys down to patch it until our project starts in September. I put him in touch with our maintenance Supervisor. They decided to have the maintenance team drain the pool and smooth the surface down and it should last until September. This was all done in a 24-hour timeframe.

4. Discussion and Possible Action. Approval of Finest Fence quote in the amount of \$22,024.10 adding fencing around outdoor pool area south ledge and railing for the steps to Family Pool.

Chairman DesJardins introduced the item. Harris states I have had a couple of discussions with board members. When you look out on the back deck, there was some fencing that was put up from the one ledge outside south of the main pool. This was to protect people from that ledge, that step down to the family pool. The ledge is about 2 ½ feet down. It has been an area of concern to me. It is a safety issue. Thankfully we have had no incidents or accidents. The drop continues the entire length of about 70ft. of that outdoor deck area. I had steps poured and we now need handrails and powder coated black fencing that will match the current fencing out there. Biaggi asks have we used this company before? Harris states no, we have not. Biaggi asks if this will be completed before summer? Harris states yes it will it has to be completed, by law, before we open the pool.

A motion was made by Biaggi and seconded by Dressel to approve the Finest Fence quote in the amount of \$22,024.10 adding fencing around the outdoor pool area south ledge and railing for the steps to the Family Pool. The motion was unanimously approved

5. Discussion and Possible Action. Approval to keep the current operating property tax rate at .13 for the district for the '26-'27 budgets.

Chairperson DesJardins introduced the item. Harris states that she gets a letter from the Board of Taxation every year. Biaggi asked that this sort of implies that we could, out of the goodness of our hearts, go lower and then get it back the next year? Harris states it does not, if you lower it, you will never get it back. It gets absorbed by another district. Harris states that the money never goes back to the tax payer. Gilkerson asked can they force you to lower your rate. Harris states no, they would have to get our approval. Harris states that the money never goes back to the tax payer.

A motion was made by Gilkerson and seconded by Duffy to approve keeping the current operating property tax rate at .13 for the district for the '26-'27 budgets. The motion was unanimously approved.

6. Discussion Only. Presentation of the proposed '26-'27 operating budget, 5-year capital improvement budget and population trends of Douglas County.

Chairperson DesJardins introduced the item. Harris states that she emailed out the first draft of the '25-'26 tentative budget to the board for their review. We will discuss this tentative budget in January, February and then at the March meeting the Board will approve the budget which will be filed with the Nevada Department of Taxation by April 15th, 2026. Final approval of the budget in May, and that meeting must occur in the last 10 days of the month.

I am presenting a budget with a 30.1% cost recovery. These numbers are really solid. I base our budget for 26-27 on the forecast for 25-26 and the 12-month actual January 2025 – December 2025. This is where we come up with our trends. For payroll expenses, I work from an excel document, it's all formulated and it's a well working very accurate document. I had to adjust Worker's Comp and PERS because we know they are going up. I also want you to know that I put a little bit of a cushion in Health Insurance because we know that the school district is in a financial crisis. I called and ask the school what they were doing with their health insurance because we are insured thru the schools' health insurance. They said they are leaving things as they are right now. We are going back to our brokers and discuss with them whether we should stay self-insured. Harris states they have asked me to be involved in those meetings. I will let the board know what comes out of those meetings. Going down the budget, income, we always adjust the income a little bit higher. It's always our goal to run bigger and better events. Cost of goods, you will see the way it aligns with food expense with food income. We like to have about a 50% profit but we still try to be competitive. We do build in a 3.5% - 4.5% pay increases for all of our staff, depending on where they are in the salary range, if they have a satisfactory job performance. Payroll numbers will be filled in later on when we have more solid numbers. Duffy asked what is voter registration? Harris states this was enacted 4-5 years ago where each GID gets charged per voter in their area. The county sends me a letter letting me know how much we'll be charged. Pool Operations has a slight increase. Maintenance is a little higher. Utilities, sewer has gone up because of the new drains we added in the lobby. Natural gas is staying pretty consistent. Electric always kind of jumps around depending on the pools that are open. Depreciation, our auditor did ask us to increase this figure because of the Eastside Expansion and the Activity Pool will add more. Biaggi states utilities can be volatile. Need to keep an eye on them. Just as a general comment, when you look at the budget as a whole, from last year to this year, we are looking at a 4 plus% increase which seems reasonable to me. I'm a little concerned about the interest income that you have projected. Could you talk a little bit about your thought process for projecting a 25% increase. Harris stated interest income right now is 72% and we are only 50% into our budget. For example, we have received this month \$ 10,000 instead of the \$6,600 we had projected. We have made a payment to the property next door so that's dwindling. So, I took into consideration that expenses are going down. Even with the decline of the money in the bank and the interest rates going down, I still believe this is a conservative number. We are still receiving 4.00% on our LGIP account. Biaggi states he has never been clear on how do you move funds around. Harris states it's a process that's done after discussion I have with the accountant and our bookkeeper. We look at trends. If I look at categories and if we have one category that is running higher, we have the ability to offset a category that is trending lower. We don't have to notify the State because we are an Enterprise Fund. I just have to come before the board and augment the budget so it appears in the minutes. Biaggi states it makes us all feel great that you always come in under budget. Great work on this. Harris states that the Reserve Analyst is giving us a bit of an issue right now. I was able to print out everything from last year projects. These are really solid numbers. Right now, what we have planned for '26-'27 is the Activity Pool Renovation and Therapy filter Replacement. We will come to the board when we have all the details figured out. Biaggi asked what is the media in those filters? Harris states that the media is currently sand. But we will get rid of the sand and replace it with glass media. Those are the two main projects that total about \$900,000. Asset Management (Slide Frame paint and seal, Sidewalk repair, UV) \$173,566, Project Management \$15,000, Contingency \$40,000. Look like over the next five years it's projected to total \$4,023,768 or an average of \$804,753 per year. Gilkerson asked what is contingency? Harris states that is for the unknown. DesJardins asked how often do we use that money. Harris states not very often. Dufy states great job.

7. Discussion and Possible Action. Approval of general ledger cash balances, expenditures and investments through December 31st, 2025.

Chairperson DesJardins introduced the item. Harris states we are 50% into the budget. We are at a 30.4 cost recovery. Brought in more user fees than income. That was Carson City patrons using our facility. Cost of goods is good. General Administration is a little high, this was due to the CPO training. We had 6 county employees and 2 health department workers attend. We did absorb some of the cost for the Douglas County Staff. They are required to have CPO certifications because of the Splash Pad. Biaggi states there is an item for retaking the exam. Harris states that there are two people who need to retake the CPO exam. Biaggi asked why are we doing so well in food spoilage? Harris states that we are not, we ended up buying a new freezer last year. This year we are doing really well. We are a little under budget in payroll and utilities. Overall total expenses are 49.56% year to date and we're 50% into the budget.

A motion is made by Biaggi and seconded by Duffy to approve general ledger cash balances, expenditures and investments through December 31, 2025. The motion was unanimously approved.

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

CVSC January 2026 Director's Report

User Attendance: See board binder documents.

- December 2024 Attendance 7,448. December 2025 Attendance was 8,469. (See attached docs)

Programming, Staffing and Training:

- Water Aerobics potluck party was a success for the holidays hosted and planned by Deanna.
- Staff holiday party was a success with approx. 30 in attendance and participated in a voluntary gift exchange planned by Sarah.
- 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:

- Scott Morgan and Shannon continue to conduct stakeholder interviews as part of the Strategic Planning process.
- 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

December: Andrew Sturgess, Admin Assistant/HR – Andrew has been an incredible asset to me personally as well as for the entire team of supervisors and staff for the past couple of years. Andrew is reliable, engaging and is a quick learner. He is patient and kind and knows the facility well. He started as a Lifeguard in his youth then came back as a senior lifeguard and then moved into his current position. He has his Master's Degree and has recently become a commercial pilot.

January: Dalton Nixon, Lifeguard and Swim Instructor – Dalton is currently attending college and rodeoing and comes back to work during breaks and summer. Dalton has always been upbeat, professional and kind. He has taken more of leadership role and is strong swim instructor and lifeguard.

Maintenance Updates:

- Decking outside was extended between the garage and DH unit on the westside. Both sheds were hauled away and one new shed will replace them both.
- Brad Hollander is still continuing his work with updating his companies UV bulb and will be placed in our facility in March.
- 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).

9. Discussion and Possible Action. Approving the 2026 Board of Trustee meeting schedule.

Chairperson DesJardins introduced the item. Is there any discussion or changes to the 2026 Board of Trustee meeting schedule. No discussion or changes to the 2026 Board of Trustee meeting schedule.

A motion is made by Dressel and seconded by Gilkerson to approve the 2026 Board of Trustee meeting schedule. The motion was unanimously approved

10. Presentation only: Presentation by Board members of requests for matters to be placed on a future agenda for February 26th, 2026.

CIP

Budgeting Process

Strategic Plan Update

Director Evaluation Discussion

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