

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
February 26th, 2026 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees February 26th, 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 Teresa Duffy. Trustee Linda Gilkerson was on the phone.

No Public Comment

AGENDA

Motion by Dressel 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 January 20, 2026

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

ADMINISTRATIVE AGENDA

2. 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 2 in your board binders you will see, that as of January 31st, 2026 we have funds available of \$3,063,349. We are still receiving pay apps, from Plenum, to finish out the Eastside Expansion. Regarding the Roof Restoration, it doesn't reflect on this month's document but it will next month. As far as the roof restoration retention, there was some accounting confusion that they had on their end that we had actually paid that amount in full and there wasn't any retention owed in the amount of \$7800. We checked our records and we were in fact correct, that money was still owed to them, but the lack of communication was very frustrating and their accountant wasn't off in their books, so that's why they never contacted us. We did send them the retention, they did complete the project and we did owe them that money and that's the way we do business. So that will show a zero-balance next month. Regarding the Splash Pad TRE project, it is coming along. They are going to take me down there a couple more times as the project continues to progress. Regarding the Activity Pool Upgrade. While attending the Association of Aquatic Professionals Conference last week with DesJardins and Biaggi, Splashtacular, who are producing our palm trees and dumping buckets, hosted our Monday night social and I had the opportunity to meet Drew Ford, who we have been working with on this project. We are still moving forward with that project beginning the end of September. We had talked about having some work done in the front, lowering the concrete to the south of the lobby and replacing the frontage glass. We received the estimate and it's a little higher than we thought. It came in at \$46,788.00. We are moving forward with this project. We do still have the money in our budget for the Eastside Expansion to pay for this project. This is due to cost savings thru out the project in addition to the construction contingency that is built into the project that we didn't use. McCullough states that this will be a new entry door and a new ramp to enable gurneys easier access to our facility. Harris states that even though our ADA ramp is legal, this will be an excellent addition to our facility for patrons using gurneys. Biaggi asked if that is going to be problematic given the southern exposure. Harris states no because the door will remain locked, patrons need to call ahead for us to unlock the door and help them in. Biaggi states that when it's windy, you wont even be able to use that door? McCullough states it should be far enough back in there that you don't get a whole lot of wind. McCullough gave update on Air Handler. We created a punch list and there's only two items left to do and then we will close that out. Again, the emergency status saved us \$30,000-\$40,000. ACCO Engineering did a great job. Update on Activity Pool Upgrade. We will take action later in the meeting to approve the purchase of the toys. This is a milestone because we will start holding regular meeting with Plenum now. Plenum will assist us in reviewing the shop drawings to make sure the toys are what we

understand them to be and Plenum really will take over the project and handle the procurement of the toys as well as receive and store them. Harris mentions that Plenum is applying for an award for the Eastside Expansion. We are also applying for an award for remodeling excellence. It's thru the Nevada Recreation and Parks Society. So, we may be a winner at the State level at the conference in April and I am also applying for an award of recognition at the National level. I will keep you posted.

3. Discussion and Possible Action. Possible action to award a contract to Qualcon in the amount of \$377,750 for the Parking Lot Improvement and Expansion project and authorize the Director to sign the contract and approve possible change orders up to 10%.

Chairperson DesJardins introduced the item. McCullough states bid turnout was excellent. We had 7 bids. The top 3 were within 1-2%. Qualcom is local contractor and their sub-contractors are local. Schedule is to have it completed by the time school is out. They are ready to go. Dressel asked did we take Qualcom because it was the lowest bid? McCullough states that the NRS requires us to take the lowest bid, if they fill out their paperwork correctly and don't lie on the bid. Harris states that the great news is that we respect this company and they are going to do a great job. We are also well within our budget approved by the Board. We allocated \$450,000 for this project. For zoning purposes, will do a lot consolidation from multi-use family to public facility.

A motion was made by Duffy and seconded by Biaggi to approve awarding the contract to Qualcom in the amount of \$377,750 for the Parking Lot Improvement and Expansion project and authorize the Director to sign the contract and approve possible change orders up to 10%.

4. Discussion and Possible Action. Possible action to purchase Tippy Bucket Tree, Mini Rain Forest and Nemo Fish for Activity Pool project in the amount of \$128,075 and authorize the Director to sign the procurement and approve possible change orders up to 10%.

Chairperson DesJardins introduced the item. Harris states there's not a lot to discuss. We are working with 3 different companies. We have chosen to purchase these toys ourself because of cost savings. Old toys were put in in 1999. They have lasted 7 years longer than what was anticipated. Duffy asked once we approve this, we can order the toys and start moving forward. Harris states that is correct.

A motion was made by Biaggi and seconded by Duffy to approve purchasing Tippy Bucket Tree, Mini Rain Forest and Nemo Fish for Activity Pool project in the amount of \$128,075 and authorize the Director to sign the procurement and approve possible change orders up to 10%. The motion was unanimously approved

5. Discussion Only. Presentation of the proposed '26-'27 operating budget and 5-year capital improvement budget.

Chairperson DesJardins introduced the item. Harris states that this is the 2nd draft of the proposed '26-'27 operating budget and 5-year capital improvement budget with a cost recovery of 30.1%. We will have another month of expenses to factor into the proposed budget. Biaggi had brought up utilities. I looked at our numbers again. Southwest Gas, we do have new boilers and they are extremely efficient. It only took twenty-four hours to raise the pool 20 degrees. I am confident in our numbers for both Southwest and NV Energy. Duffy says there has been some news about NVE owing people money. Harris states she hasn't heard anything. I usually receive a letter. Harris states that the only number that may change would be the Ad Valorem. Harris states we will have one more month to discuss this and then at the March meeting the Board will approve the tentative budget which will be filed with the Nevada Department of Taxation by April 15th, 2026. They will send us a letter telling us we are within compliance. Final approval of the budget in May, and that meeting must occur in the last 10 days of the month. Biaggi asked why is unemployment only 22% less. Harris states that we did make an adjustment. I will look at that one more time to see if we need to adjust again. Duffy asked about our health insurance. Harris states that we get our insurance from the school district and they are self-insured at this time. I don't believe we could get anything close to this amount of insurance from anywhere else. I will be attending a meeting in April as they explore their options on whether they will stay self-insured. I did build a little cushion into the line item only because if they do raise rates, it is always in the middle of my fiscal year.

Five-year Capital Improvement Budget. Harris went thru all the expenses in each year's Capital Improvement Plan. Total of 5-year projects: \$4,638,997. Average of \$927,799 per year. Harris states if any board trustee has questions they can come in and see me. Duffy asked when we start talking about development of our new land and what we want to do, will we look at architects that have already designed an aquatic facility? Harris states that once we decide what we want to do in the second part of our life, we will pull in architects that are specific to aquatic facilities. We will try to stay local. Desjardins states that she would like to thank Harris and her staff for all the hard work they have done.

6. Discussion Only. Discussion and update on the District's Strategic Planning process.

Chairperson DesJardins introduced the item. Harris states we are working with Scott Morgan. We have finished all of our interviews. We have met with the Chairman and Vice Chairman to talk about what an open public forum would look like. We have come up with temporary dates in March or April where we solicit the public and ask some key staff to attend. We will also will do an internal survey for all of patrons that can't attend the public meeting. DesJardins states that Morgan has done remarkable research. We are absolutely on the right track. Biaggi states that he agrees with DesJardins. I think we have gotten tremendous positive input from everybody. Nothing but very positive things to say about the facility. I like the idea that he wants to incorporate our facility plan for the future, he wants to go 5 years out. I also like the idea that he wants to incorporate our finances into it as well. He also had some interesting ideas how to protect ourselves and address the threats to us. Harris states that he has been a strong leader in our county.

7. Discussion Only. Discussion on the evaluation process of the District's Director to be held during the March 2026 meeting.

Chairperson DesJardins introduced the item. Thompson, Administration Assistant, discussed the documents, to assist them is the rating of the director's performance for 2026. They will be sent to each Trustee. Please take the time to review these documents and be ready to discuss your ratings in the next board meeting.

8. Discussion and Possible Action. Approval of general ledger cash balances, expenditures and investments through January 31st, 2026.

Chairperson DesJardins introduced the item. Harris states we are 58.3% into our current budget. January and February are our lowest months in cost recovery. Our cost recovery was 29.3% for January. As far as attendance, it's been a good year so far. We have helped the Carson Pool several times. Our budget is looking good. Under Cost of Goods, we are only \$10,000 off in our budget. That is really the best we have ever done. General and Administrative, we are only \$9658 over our budget. That is really just timing of some of our expenditures and will balance out. I am not worried about this at all. Payroll Expenses, we are below budget 56%. We are doing a really good job of managing our staff and the hours they are working. Utilities, we are a little below budget at 56.11%. Total expense, is at budget.

A motion was made by Biaggi and seconded by Dressel to approve general ledger cash balances, expenditures and investments through January 31st, 2026. The motion was unanimously approved.

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

CVSC February Director's Report

User Attendance: See board binder documents.

- January 2025 Attendance 9,137. January 2026 Attendance was 9,212. (See attached docs)

Programming, Staffing and Training:

- Sarah and Justin will be presenting the Association of Aquatic Professionals in Colorado Springs and Shannon has been selected to sit on an expert aquatics panel discussing recruitment and retention.
- Paul, Co-chair, of the Northern Nevada Aquatics Committee is planning the regional in-service training.
- 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:

- CVSC applied for 4 awards through the Nevada Recreation and Parks Society for Programming, Youth Enrichment, Remodeling Project, and Adaptive Lessons.
- 2026 events calendar has been posted on social media and sent to marketing partners: CGI, Visitors Authority, Chamber.
- 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

February: Lyn Willoughby, PT Maintenance Aid. Lyn works hard year-around helping in all areas of the maintenance dept and takes great pride in the cleanliness of the swim center grounds in and outdoors. His commitment has reached a new level while Dave was out on medical. Lyn worked longer and harder hours making sure the pools remained open and safe during the departments staff shortage. Lyn has also enjoyed the new found sport of swimming and participates in the morning Master’s swim class and goes above and beyond participating in our special events oftentimes dressing in costume. It takes great pride in his work and is always on the move accomplishing something.

Maintenance Updates:

- Tile work has been completed in the locker rooms, on the on-deck showers and outdoor pool.
- Dave worked with Serris on several projects including the generator power transfer and main pool Variable Frequency Device (VFD).
- 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).

10. Presentation only: Presentation by Board members of requests for matters to be placed on a future agenda for March 19th, 2026.

**CIP
Temporary Budget Approval
Director Evaluation
Conference Attendee Comments**

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

