

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
March 19th, 2026 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees March 19th, 2026 meeting was called to order at 9:00 AM at the Carson Valley Swim Center, Minden, NV. Board members present were Vice Chairman Allen Biaggi, Trustee Frank Dressel, Trustee Teresa Duffy and Trustee Linda Gilkerson. Chairman Sharon DesJardins was on the phone.

No Public Comment

AGENDA

Motion by Dressel and seconded by Gilkerson to approve the agenda as modified by Vice Chairman due to DesJardins being on the phone with limited time. The motion was unanimously approved.

CONSENT AGENDA ITEM

1a. For possible action. Approval of previous minutes from the General Meeting on February 26th, 2026

Motion made by Gilkerson 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.

Vice Chairperson Biaggi introduced the item. Harris states if you look under section 2 in your board binders you will see, that as of February 28th, 2026 we have funds available of \$3,073,565. Once all projects are paid out, we will have a balance of \$1,156,756 remaining in our construction fund. We still have a couple more pay outs for the Eastside Expansion. That is wrapping up. Regarding the Parking Lot Expansion, we have had some payments go out to local engineers as part of preparation for the parking lot expansion. You can see that they have started that. Regarding the Splash Pad TRE project, I haven't been down there in the past couple of weeks I'm hoping to go down soon to see the progress they have made. DesJardins states that she would like to go with Harris to visit the Splash Pad. Regarding the Activity Pool Upgrade. We are getting in invoices to pay like 50% of the toys right now. We are still moving forward with that project beginning the end of September. Gilkerson states that she has had several patrons ask about what is going on next door. Has anything been put out to the public in regarding to that? Harris states yes, we have, we have posted signs out in front, we have educated the staff on what's going on over there, and I have also done a Facebook post. McCullough states we have two projects going right now, the new ramp in the front and the parking lot expansion. They are pouring the ramp tomorrow and we should have our parking lot back tomorrow. Gilkerson asks who sign off on projects once they are completed. McCullough states that the County signs off on the project. McCullough does a final review of the certified payroll and then the County signs off. The air handler project is complete. The Activity Pool update. We are ahead on that project. We have paid for 50% one of the toys. We have also engaged with Plenum and are having bi-weekly meetings. Parking lot Expansion. Our contractor is Qualcon and their sub-contractor is doing the civil work. Our schedule has always been to complete the project before school is out. We will do the milling on the existing parking lot and then they will pave it all at once. Which is ideal because it will be seamless. We will close the parking lot for about two weeks. Dressel states are we grading the whole parking lot? McCullough states no we are not. Dressel asks did the county required the retention pond? McCullough states yes. Harris states that we are required to have fencing around the retention pond. McCullough states that we always post all of our construction documents online.

3. Possible Action: Presentation and possible approval of the tentative '26-'27 operating budget and 5-year capital improvement budget.

Vice Chairperson Biaggi introduced the item. Harris states there have been very few changes. I did keep my eye on utilities; I wanted to make sure that we budgeted enough in those areas. We did add a little bit more in natural gas and electric just to have a little cushion. When the weather is nicer and I am able to open that outdoor pool earlier. I am also looking at opening our family pool for lessons only so we have more space during that 4-6 timeframe. Our goal is always to serve our patrons. I am presenting a 30% cost recovery budget this year. The numbers are very solid. Biaggi states this is a really good process. Harris states the we have an operating budget as well as a capital improvement budget. It includes asset management plan, capital improvement projects, project management, and contingency. Total 5-year projects \$8,138,997 or an average of \$1,627,799 per year. This aligns with our strategic plan. Duffy states that Harris does a great job. It takes a lot of planning and foresight for future projects. Harris states that its not just her. I have a great team around me. I can't say enough about Sheri Taylor, my Office Administrator. She is always available for me to ask questions. Sheri now anticipates my questions and gives me all of the supporting documentation I need before I ask.

A motion was made by Gilkerson and seconded by Duffy to approve the tentative '26-'27 operating budget and 5-year capital improvement budget. The motion was unanimously approved.

4. Discussion and possible action. Approval of general ledger cash balances, expenditures and investments through February 28th, 2026

Vice Chairperson Biaggi introduced the item. Harris states that as of the end of February 2026 we are 66.6% into the budget. Our cost recovery is 28.8%. We will be at 30% by the end of the fiscal year. The financials are right on track. If you look at total expense we are at 63.8%. Most of our categories are under the 66.6%. We are helping out the Carson Pool again so we should see additional user fees. We are also helping out the Carson swim team. Duffy ask what are we looking at as far as Health Insurance projected increases. Harris states that she will sitting in on meeting in April with the school district and their brokers. They will be discussing at a board level whether they will continue to be self-funded. Gilkerson will that be a board meeting. Harris states that it is a special meeting. Gilkerson asks what we pay annually. Harris states our annual budget is \$69,300.

A motion was made by Gilkerson and seconded by Dressel to approve general ledger cash balances, expenditures and investments through February 28th, 2026. The motion was unanimously approved.

5. Possible action. Discussion on the Swim Center Director's annual evaluation and possible action approving Director's merit increase

Vice Chairperson Biaggi introduced the item

- DesJardins states she is rating her all 5s. On Aquatic Programming (1), Harris encourages her staff to plan exciting events for the public. She employs qualified staff to teach water aerobics. Carson Valley Swim Center won "Best Place to Take Your Kids" award. DesJardins is rating her a 5 on Leadership and Management (2), you continue to lead with professionalism and keeps the board informed of issues and accomplishments. You care about your staff. You treat all staff with dignity and yet have high expectations for them. You ensure the safety of patrons as well as staff. DesJardins is rating her a 5 on Facilities Management (3), you continue to amaze me on with your knowledge of all of the equipment and chemicals in this facility. You are always very involved with our construction projects. You have developed an understanding and awareness of the structural, electrical, and mechanical systems in order to keep our facility in like new status. Thank you for your involvement in the expansion project and for listening to our patrons and implemented several fixes that they brought to your attention. DesJardins is rating her a 5 on Financial Management (4), you continue to manage the budget cost recovery, user revenue and operating expenses. You have outlined a stable capital plan that assures the facility is kept in a well-maintained status. As everybody has stated, you have done an excellent job on the budget. DesJardins is rating her a 5 on Public Relations (5), you represent the swim center in a professional and friendly manner. You are well known and well respected in the community. You have maintained numerous relationships with key county officials. You have been invited to speak at various community meetings and national organizations. In conclusion, I believe Harris continues to be the best person for this job. I am so proud to be associated with Carson Valley Swim Center but more over, I am proud to

be associated with Harris.

Overall rating 5.0

- Duffy states she is rating her all 5s. On Aquatic Programming (1), I think we are actually ahead of the curve in our programming. You empower your staff. It shows and is reflected in the joy and happiness of the employees who work here. The water aerobics classes and all of the different level swim lessons, swim meets, and swim teams. I appreciate that the Leadership Team discuss all monthly programming at their monthly meeting. Training is a priority which speaks volumes. Elearning, in-service, Poolpact seminars, etc. are all opportunities for growth and development. Duffy is rating her a 5 on Leadership Management (2), the monthly recognition and other incentives she allows for her staff keep them motivated and feeling like part of the team. She leads by example and she has put in place a team of highly skilled professionals. She's fair and holds her staff accountable. She is always willing to listen and make changes when necessary. She completed an ever-changing director's guide of daily, weekly, monthly, etc. duties. Duffy is rating her a 5 on Facilities Management (3), she has daily, weekly, monthly, quarterly meetings to consistently manage all the maintenance that is required. she always stays on top of the repairs and replacements. She is always looking at ways to make improvements. Duffy is rating her a 5 on Financial Management (4), she likes working with numbers and the budget. That is very refreshing to hear. The past few years that I have been on the Board, she has successfully managed and projected the Carson Valley Swim Center Budget. This is not an easy task. You are always mindful of cost savings. You communicate with us. You are mindful of energy and chemical costs. You stay within your budget. Duffy is rating her a 5 on Public Relations (5), you stay connected with the community. She has pull from her support and get great ideas. She is always looking for opportunities to make Carson Valley Swim Center shine.

Overall rating 5.0

- Gilkerson states she agrees with all the comments. I now see how you have just blown the roof off with all the different things you do here. Gilkerson is rating her a 5 for Aquatic Programming. I can't believe all the things you do here. She from day one has always made me feel welcome. She is a great communicator. Your attention to details in everything you do is very transparent and clear and concise from reports to financial statements. You have a great management style. You're a strong leader. I have been impressed by your knowledge of financial management. I feel you are a great asset. You are not only a great manager but a fun person. I gave you a 5 in Leadership Management, Facilities Management, Financial Management, and Public Relations.

Overall rating 5.0

- Dressel states he is rating her all 5s. on Aquatic Programming (1), you have done a fantastic job. The Underwater Santa is just one example. All of the events are just phenomenal. Dressel states he is rating her a 5 on Leadership and Management (2), you have a fantastic staff they are excited about working here and that's due to your leadership and management. Dressel states he is rating her a 5 on Facilities Management (3), you are involved in every project in the facility. You have a great maintenance staff Dressel states he is rating her a 5 on Financial Management (4), you do an amazing job with the budget every year. You always explain everything to us. You are always within the 30-35% cost recovery. Dressel states he is rating her a 5 on Public Relations (5), you always blow me away. The Underwater Santa was such a great success as always. We are so grateful to have you here.

Overall rating 5.0

- Biaggi states all the good stuff has already been said. I give you a 5 in Aquatics Programming. You are a leader in local aquatics. You have a wide-ranging perspective that is complimented by commendable desire to assist other jurisdictions showcasing an impressive blend of professionalism, cooperation, leadership and humility. You leverage the facility to address the community's needs. You emphasize special events. I encourage you to continue low income, and kids to like facilities. Leadership Management a 5. Maintenance is your top priority. You are acutely aware of the long-term operational challenges of a 35-year-old facility. You meticulously monitor revenues and expenditures to ensure the facility has financial sustainability. You have a strong leadership team. You maintain transparency communication with staff. You are welcoming to staff. Facilities Management, I give her a 5. You know the operations. You recognize the need for equipment maintenance and new equipment. Financial Management, I give you a 5. You excel in budget preparation. I have already mentioned how impress I am with the 3 months process we get to go thru. You have a great grasp of the budgetary details. You manage to stay under budget and that is remarkable. You balance Ad Valorem and user fees well. Public Relations, I give you a 5. You are a prominent public leader representing the facility with

professionalism and energy. You navigate political politics skillfully aligning it with the facility's best interest. Your management of social media ensures that users are informed of events and more. We are very fortunate to have you as a director.

- Overall rating: 5.0
- Biaggi states that he has a few comments: your contract is 11 years old. Should we update it? Harris states that she is satisfied with it. The Board has taken some actions. If you feel it needs to be updated that's fine. Let's schedule this discussion for next meeting.
- The average rating is a 5.

Biaggi would like to discuss compensation. We have been provided the Western CPI value. The CPI was 2.7% for the year. I would suggest 2.70% for Harris compensation and then we can talk about with the superior performance she has provided over the last year an additional increase. Dressel ask if we are behind in this for the staff. Biaggi states that Harris takes CPI into consideration when doing staff evaluations. This discussion is only for Harris's evaluation. We are actually looking at the CPI for the last 11 months because of the government shutdown. Duffy feels that it is reasonable for the cost of living. When it's not something we have done in the past. But when it comes to your performance it stands to reason that it should be reflected in your salary. Biaggi states that I would suggest that we include the 2.7% CPI plus a 1.3% for superior performance which would bring it up to 4.0% increase at \$139,053.

Gilkerson says it looks like the increases have been 5% over the last few years but this would only be a 4.0%? Biaggi states that every year we gave 5% increase but that didn't take into account CPI. Let's use 2021 and 2022, we gave her a 5% increase, but if you recall, the CPI was running 6,7,8%, so in reality she actually lost money. So, what I am suggesting is that we give the 2.70% CPI and then 1.3%or 2.3% for her performance. Harris states that for the past years, what the board done is they have based

the percentage of increase on a direct correlation to my average ranking in my 5 core areas. The confusion is coming from is that they never took into consideration CPI, they always gave me a raise on the average ranking of the 5 core areas. Dressel states you do a 2.70% CPI and a 5% raise on top of that. Biaggi states that would be a 7.70% increase. DesJardins states I am on the same page as Gilkerson, Duffy, and Dressel. I thought last year we gave CPI on top of the 5% raise. Duffy state no we didn't. We discussed it but took no action. Biaggi states he was not aware that the 5% directly correlated to the raise. So, I don't see the correlation between 1-5 rating and a 1-5% increase. Harris states that the rating average has been tied to the % raise since 2014. Biaggi states there are years you are behind when CPI is high. Harris that she is almost sure that last year didn't include CPI. Biaggi states he disagrees, CPI was taken into consideration last year and we gave you a 5% increase. Duffy states she did some research and there isn't a facility like ours. Biaggi states this has nothing to do with your performance but a \$10,000 increase is a pretty extraordinary. I'm not sure I would be able to do that. I think a 5% is reasonable.

A motion was made by Gilkerson and seconded by Duffy to approve a 2.70% CPI and a 2.3% merit increase for a total increase of 5.0% for a total of \$6,685 increase totaling \$140,390 annually. The motion was unanimously approved

6. Presentation and discuss from the staff and trustees pm the Association pf Aquatic Professionals (AOAP) Conference held February 16-19th, 2026 in Colorado Springs, Colorado.

Vice Chairperson Biaggi introduced the item. Harris states this is a conference where you not only hear from professionals but you are also hearing from parents who have lost children to drowning. I appreciate the grants that we get from Poolpact to attend these conferences. Two of our supervisors did presentations. DesJardins states that this conference is based on safety, safety, safety. I had a long list to talk to our staff about and everything I asked about we were already doing. Thank you for the opportunity to let me go. Biaggi agrees with everything that has been said. The stories that were told were heart breaking. I sat in a session that really opened my eyes to Aquatic Facilities. I feel very comfortable about what we are doing. You are right on top of the deferred maintenance. Thank you for allowing us to go.

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

CVSC March Director's Report

User Attendance: See board binder documents.

- March 2025 Attendance 11,020. March 2026 Attendance 12,198 (See attached docs)

Programming, Staffing and Training:

- Easter Egg Hunt was very successful and a lot of complements were received by the cashiers and supervisors
- Staff training conducted by Ashley (Pool Pact Rep) on "Creating an Inclusive Work Environment"
- Shannon attended the Nevada Risk Management meeting discussing SB 260 AQI regulations
- Shannon was invited to participate in the DCSD Insurance workshop discussing Self Insured v. Fully Insured
- Carson pool has closed again for construction so we have provided space for their swim team and some patrons will be joining our classes and lap swimming
- 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 facilitated the Women in Business meeting talking about "Leading with Humility"
- Shannon attended the Nevada Recreation and Parks Society Executive and General Board meeting
- Trustee Duffy, Trustee DesJardins, Shannon and Ryan Stanton, Deputy Director went to tour the Splash Pad in TRE
- 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

April: Kaitlyn Taylor, Lifeguard She has done a lot of closing shifts and is very efficient with cleaning of the facility and is focused and self-motivated. She also works weekend shifts keeping a positive attitude while also juggling school and swim team.

Maintenance Updates:

- Ordered new CO2 Tanks and working with CO2 monitoring for installation and State permitting process
- Working with Brad Hollander on last minute details prior to UV pool light replacement and monitoring
- Working with Aqua Source to replace eroders and warm pool filter
- 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 April 16th, 2026.

**CIP
Director Contract
Construction Update**

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