

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
April 16th, 2026 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees April 16th, 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, Trustee Teresa Duffy and Trustee Linda Gilkerson.

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 March 19th, 2026. DesJardins did remind Trustees that because we do use a recorder, we need everybody to identify themselves before speaking. And please don't speak over each other.

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

No Public Comment

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 we have made some significant payments toward the Eastside Expansion. All that is left is retention. That will be paid when we are 100% done with the project. We will update you are the Parking lot expansion in a minute. The TRE Splash Pad Update. Duffy and Desjardins went down to see the progress of the splash pad. Duffy states she had no idea the infrastructure was quite magnificent and an amazing addition for the kids down there. It adds one more level of recreation for the kids down there. I think it was a worthwhile investment for CVSC to partner with Parks & Recreation. They are doing a great job. DesJardins states she agrees with Duffy. I was awe struck with all of the equipment. Harris states it is a great asset. Biaggi asked if the infrastructure is mostly underground? Duffy states it is both above ground and underground. It is very well thought out. One thing that I have never thought about was the holding tanks for water for chemicals. I was like wow! It was very well though out. McCullough states that one example is accessibility. We had to put new concrete and reconfiguration to get an accessible route to the pad. Harris stated that showers were added. It is required to have a trained CPO during operating hours of the splash pad. We provided the training for the CPO. I think the final cost is around \$500,000. Activity Pool Update. The Palm tree is still being designed to the way we want it. Parking Lot Expansion Update. One thing I added 3 speed bumps to slow the traffic down. We see time and time again people fly thru our parking lot to hwy 88. I've almost had several employees and patrons hit. I have also seen adults and young people come into our exit on hwy 88 and fly thru our parking lot to get to the high school. Biaggi asked will the speed bumps hinder snow plowing? Harris states that we will let our company know that we will have speed bumps. They will be painted bright yellow. McCullough state that for the Activity Pool, we are having meeting every 2 weeks. We have the date, the Monday after the swim meeting in September. Right now, we are permitting with State Health so we can make sure that everything is reviewed and permitted when we start work in September. Plenum is taking the lead on all of the pre-construction services. Parking Lot Expansion Update. Again, this goes back to the county not communicating that the site permit was not being reviewed.

So that lead to us to start work. So, the county came out and red tagged the job because they said we were not authorized to start the work because the permit hadn't been issued yet. The issue is that a portion of the property is in a primary flood zone. There were 127 comments from the county. They have that right. We reviewed all of the conditions and we were advised to resubmit for planning and permitting. Anderson believes it will be 3-4 weeks before we can go back and start construction. One of the items, was the drainage was all going to go to a retention/detention pond because its all temporary. We are doing the parking lot on one side. It was just dirt a hole. The bid is now for a smaller deeper pond. No fencing, no concrete road into it. Qualcon did concrete and will start on Monday on the parking lot, weather permitting. Biaggi asked what is the final solution for the storm water? Will it go into a large retention pond or will it go into the slough? McCullough states that there are two solutions. Right now, we surface drain everything down to Mahogany for treatment down there. There is also a system across Hwy 88. So, we will find an access to an existing system. Harris states that one advantage to the late review is the property will stay multi-family residential which is what we wanted.

3. Discussion only. Discussion on creating a guideline for the board to use when determining the Director's possible annual raise.

Chairperson DesJardins introduced the item. Biaggi states the discussion on the phone last time went as smoothly as it could. I put this one pager together. As far as I am concerned, it is a starting point. Dressel states that he was confused, are we incorporating cost of living in this. I thought cost of living was above the raise. Biaggi states if you look at item #5, the process would be that you take the raise, take into consideration additional factors as listed, talked about it and come up with a process for the raise. We have an evaluation process, we come out with a 1-5 rating, we consider that in Harris's overall compensation package in light of the other factors. Dressel states the on the Western Price index, what if it goes up 6% should the board then decide on the 5%. Biaggi states there is nothing that states 5%. Dressel states are we looking at the consumer index to make sure we are in line with the raises or are we looking at it as a cost-of-living increase above the raise. Biaggi states that's the discussion part. We can consider the CPI and then given her rating values and anything else we want to take into consideration. It is strictly at the discretion of the board. Dressel states so we are looking at a guide for the board on what we want to compensate our director. Biaggi states if you want a 0-10 and that's a direct tie to raise. That's a whole different system. Gilkerson asked did they always give a cost-of-living raise. Dressel states no. Gilkerson states that it says in your document that it is an option. I like that because it gives us the flexibility. Biaggi states that Dressel talks about the County system. The State system is much different; cost of living raises was not given on a regular basis. you have a system of steps and once you're capped out, you may not get anything for 10 years. Duffy states one of the questions she has is that after the last go around if every year we give her 5%. Before you know it, she is the higher paid position in Douglas County. What about a bonus instead of a raise. Dressel states the County, if you cap out, they would give a bonus instead of a raise. There is that factor that the public eye is looking at us. DesJardins states she thinks that is a different conversation. We can do that at a different time. Biaggi states he thinks the bonus discussion is a good one and there is no reason why we can't add in bonus on this document. Gilkerson states I like what you were saying. Sometimes when you can't give the raise you want, a bonus is a good idea. Harris states that at the school district, you guys had unions, which is a different structure. DesJardins states as Biaggi states we do need guidelines. I like the merit system. If she gets all 4's, she gets a 4 % raise and the CPI is 6%, she would get a 6% raise. This would keep her level with the cost of living. Biaggi states I don't see the correlation between a 0-5 rating and a percent increase based on merit. It's not as easy as it sounds. I think it is much cleaner to do an evaluation between 1-5 and then have the board discretion to include in the inflationary factors and other factors that may be a bonus. Otherwise, it takes a lot of the discretion away from the board. DesJardins states should we bring this back for a decision next month. Biaggi states that he will include something about the bonus and bring it back for discussion next month. DesJardins states maybe throw in the bonus and vacation? Harris states she would like to bring it back as discussion and possible action next month.

4. Discussion and possible action. Review and discussion on the Director's contract agreement

Chairperson DesJardins introduced the item. Harris states that the contract was put on line this morning for the public. Harris states that this is the second signed contract in 2015 when I became director. The board approved it at that time. I am in agreement of this contract. It breaks down my original salary. They have made changes over the years. You are always welcome to make changes. I would like to have time to vet the change thru my attorney. Biaggi states it's been a while since this contract was signed. I think the contract is still great. I think some of the dates need to be changed. The wage scale document is not here. I'm not sure what that is. I think it just needs to be updated in a couple of spots. DesJardins states the Work Standards need to be attached. Gilkerson states under Compensation and Benefits under C. Is that your vacation? Harris states she was hired and granted 3 weeks' vacation. Then one year they gave me a weeks' vacation in lieu of a raise. All other provisions are the same as staff as far as carryover and payout. Biaggi states it should just say 4 weeks of vacation. Gilkerson states we just need to clean it up. Thompson will update the contract. DesJardins recaps that we need current salary, current number of weeks of vacation, attach exhibit A. and change the date. Duffy states if in the future, at our discretion, we decide we would like to give another week of vacation does that need to be in the contract. DesJardins says no because that's not part of her contract. Let's move this to the next month. Biaggi states that we have 10 days to give you notice to leave but you have to give us 60 days. That seems a lot. Would you be more comfortable with 30 days. I think that more of the industry standard. Harris states she will think about it.

Biaggi makes a motion that we direct Thompson and Harris to revise the contract to including the performance evaluation, the wage scale, modifying the dates of termination in section 4 and the vacation schedule. Bring back to the board for our consideration next month. Dressel seconded the motion. The motion was unanimously approved

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

Chairperson DesJardins introduced the item. Harris states that we are currently 75% through the budget and our cost recovery is 29.17%. We did hit our low last month. It is really positive that our low was only 29%. We have started climbing up. We are .28% higher this month. You will see as we as we get busier move into Spring this will go up. We are at 71.18% for total expense so we are a little under budget. Every single one of the categories look good to me. We are running a really tight close budget. We are down in payroll and in utilities. None of the categories jumped out at me.

Gilkerson made a motion to approve general ledger cash balances, expenditures and investments through March 31, 2026. Duffy seconded the Motion. The motion was unanimously approved.

6. Discussion and Possible Action. Discussion and possible action on upcoming national conferences to be attended by staff and trustees and review Policy #1.1 EFSPD Trustee Travel & Conference Guidelines.

Chairperson DesJardins introduced the item. NRPS Conference: Harris states it's that time of year that we discuss who is going to attend conferences. We will be swearing in the new board members. She thanked Scott Morgan for getting her involved. He pushed me out of my comfort zone and increased relationships. You are all welcome to attend. Biaggi where is that at. Harris states it is at Tahoe Blue Event Center. NRPA annual conference 9/29- 10/1 In Philadelphia. May 11 starts early registration. Duffy, Gilkerson, Maybe DesJardins. AOAP: Desjardins, Gilkerson, Dressel, Biaggi will attend.

Gilkerson made a motion to approve Tustees Duffy and Gilkerson to attend the NRPA conference and Trustees DesJardins, Gilkerson, Dressel and Biaggi to attend the AOAP conference. Duffy seconded the motion. The motion was unanimously approved.

Public Comment: Scott Morgan wanted to say what a spectacular leader Harris is. Harris came up and we wanted to put the fun into fun. And Harris delivered.

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

CVSC April 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)

8.. Presentation only: Presentation by Board members of requests for matters to be placed on a future agenda for May 21st, 2026.

**CIP
Director Contract
Construction Update
Donation Policy
Final Budget
Director Evaluation Process**

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