

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
May 21st, 2026 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees May 21st, 2026 meeting was called to order at 9:00 AM at the Carson Valley Swim Center, Minden, NV. Board members present were Chairman Sharon Des Jardins, Vice Chairman Allen Biaggi, Trustee Teresa Duffy and Trustee Linda Gilkerson. Trustee Frank Dressel was on the phone.

No Public Comment

APPROVAL OF AGENDA

Motion by Trustee Gilkerson and seconded by Trustee Duffy to approve the agenda. The motion was unanimously approved.

At this time the Board of Trustees will conduct a special public hearing on the proposed tentative budget for the fiscal year 2026-27.

Reopened General Meeting at 9:20 AM

CONSENT AGENDA ITEM

1a. For possible action. Approval of previous minutes from the General Meeting on April 16th, 2026. Director Harris 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. Director Harris also clarified for the record that two separate sets of minutes were included for approval. They are the April 16th, 2026 General Meeting Minutes and the April 16th, 2026 Strategic Planning Session Minutes.

Trustee Duffy moved to approve the consent agenda, including both sets of meeting minutes. Vice Chairman Biaggi seconded the motion. The motion carried unanimously.

ADMINISTRATIVE AGENDA

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

Chairperson Des Jardins introduced the item. Director Harris provided an update on the district's Capital Improvement Plan and ongoing projects. She informed the Board that the final payment for the Eastside Expansion Project had been completed and that final inspection of the project was scheduled later that morning. She also reported that the roof restoration project had been fully completed and paid in full.

Director Harris updated the Board on the parking lot expansion project, explaining that all county comments and requested revisions had been addressed and resubmitted for final county review and permitting approval.

Discussion also included the Topaz Ranch Estates Splash Pad project in partnership with Douglas County. Director Harris announced that the grand opening was scheduled for June 29, 2026. She noted that Great Western Recreation had sponsored commemorative towels for attendees and that the Swim Center would host an informational booth at the event.

Additional updates were provided regarding the activity pool enhancements, including decorative improvements and design revisions related to the palm tree feature. Director Harris stated that construction remained on schedule for September 2026. She further reviewed remaining asset management expenditures and contingency funding, noting that district projects continued to progress smoothly and within planned budgets.

3. Discussion and Possible Action. Presentation on the District's proposed Strategic Plan for 2026-2030 and possible adoption.

Chairperson Des Jardins introduced the item. Consultant Scott Morgan of SA Morgan 394 Consulting LLC presented the proposed 2026–2030 Strategic Plan. Consultant Morgan explained that the document was structured as a four-year plan based on the timelines established by the Board's identified strategic objectives that all end in 2029. He reviewed the stakeholder engagement process, acknowledgement section, vision statement, mission statement, core values, and major strategic themes contained within the document.

The Board conducted a page-by-page review of the draft plan and discussed minor grammatical, punctuation, and formatting revisions. Consultant Morgan also highlighted the overwhelmingly positive feedback received from stakeholders regarding the Swim Center's operations, leadership, and community reputation. Vice Chairman Biaggi expressed appreciation for the concise, readable, and community-focused nature of the final document. Chairman Des Jardins thanked Consultant Morgan, it was a pleasure working with you. The plan is very comprehensive but also short and sweet. Consultant Morgan states that he would like to thank the Board and Director Harris for all their support. The entire Board thanked Consultant Morgan for his professionalism, collaboration, and efforts throughout the strategic planning process.

Trustee Duffy moved to approve and adopt the 2026–2030 Strategic Plan as amended with the discussed grammatical and formatting corrections. Trustee Dressel seconded the motion. The motion carried unanimously.

4. Discussion and Possible Action. Discuss and award a contract to Safe Slide Restoration for small and large slide renovations permanently sealing 20 fiberglass seams and painting outside steel columns in the amount of \$45,281 and authorize the Director to approve contract change orders up to 10% for any required added scope of service and to sign contract documents.

Chairman Des Jardins introduced the item. Director Harris presented a proposed contract with Safe Slide Restoration for renovations to the facility's small and large water slides. She explained that the project included permanently sealing 20 fiberglass seams and repainting exterior steel support columns. Director Harris stated that deterioration at the seams had created a rougher ride surface, causing concerns about patron comfort and safety.

Director Harris noted that Safe Slide Restoration is a nationally recognized expert in aquatic slide restoration and has previously completed maintenance work for the district. She further explained that the work would extend the lifespan of the slides and improve rider safety. The project would be scheduled during the off-season to avoid disruption to public operations.

Trustee Gilkerson asked how long will the slides be down? Director Harris states the slides will not be down at all. This project will be done in the Fall when the slides don't run Monday thru Thursdays. Vice Chairman Biaggi asked why we didn't go out for bid on this project. Director Harris states because of the district's longstanding relationship with the contractor and the limited number of qualified companies specializing in aquatic slide restoration.

Trustee Gilkerson moved to approve awarding a contract to Safe Slide Restoration in the amount of \$45,281 and authorize the Director to approve contract change orders up to 10% and sign contract documents. Trustee Duffy seconded the motion. The motion carried unanimously.

5. Discussion and Possible Action. Review and discussion on the Director's contract agreement.

Chairperson Des Jardins introduced the item. Vice Chairman Alan Biaggi reviewed the proposed updates to Director Harris's employment agreement. He explained that the contract revisions were intended to modernize and clarify the document while maintaining the majority of the original agreement structure.

Changes discussed included reducing the resignation notice period from 60 days to 30 days, updating performance evaluation measures, clarifying vacation accrual language, removing redundant PERS wording, and adding a provision requiring formal review of the contract every five years. It was also discussed that the date and signatures on the Director's Work Standards should also be updated.

Director Harris stated that she appreciated the collaborative process with Board leadership and expressed satisfaction with the proposed revisions.

No Public Comment

Vice Chairman Biaggi moved to approve the updated Director's Contract Agreement. Trustee Gilkerson seconded the motion. The motion carried unanimously.

6. Discussion and Possible Action. Review and discussion on creating a guideline for the board to use when determining the Director's possible annual raise.

Chairperson Des Jardins introduced the item. Vice Chairman Biaggi stated that we have discussed this topic in several meetings. The Board reviewed proposed guideline language related to future compensation considerations for the Director. Vice Chairman Biaggi explained that the revisions were intended to provide additional flexibility regarding salary adjustments and potential bonuses.

During discussion, Director Harris requested clarification regarding the wording “monetary or other bonuses.” The Board agreed to revise the language to include “and/or” to better reflect the Board’s intent.

Trustee Gilkerson moved to approve the updated guideline language for determining the Director’s possible annual raise, including the agreed-upon wording revisions. Trustee Duffy seconded the motion. The motion carried unanimously.

7. Discussion and Possible Action. Approval of general ledger cash balances, expenditures and investments through April 30th, 2026.

Chairman Des Jardins introduced item. Director Harris reviewed the district’s monthly financial report and informed the Board that district finances remained stable and favorable. She stated that cost recovery percentages continued to improve and we’re expected to exceed 30% by the close of the fiscal year.

Director Harris reviewed income and expenditure categories, noting that while certain revenue areas were slightly below projections, expenditure savings offset much of the variance. Utilities remained below budget projections, and Ad Valorem tax revenue had exceeded expectations. Vice Chairman Biaggi asked if water is billed quarterly. Director Harris states yes and sewer is billed quarterly as well. She also reported that interest earnings through the Local Government Investment Pool remained strong. Trustee Duffy states that small equipment is at 114.60%. Director Harris states yes, we bought a welder. Our maintenance supervisor has the welding experience and it was cheaper than hiring someone outside of the swim center. We are getting a rebate back on the welder that will take that cost down a little more.

Additional discussion included operational savings, and staffing-related expenditures.

Trustee Duffy moved to approve the General Ledger Cash Balances, Expenditures, and Investments through April 30, 2026. Trustee Gilkerson seconded the motion. The motion carried unanimously.

**8. Discussion Only. Report from the Swim Center Director:
CVSC May 2026 Director’s Report**

User Attendance: See board binder documents.

- April 2025 Attendance 10,949. April 2026 Attendance 11,540 (See attached docs)

Programming, Staffing and Training:

- Sarah co-taught a Lifeguard Instructor (LGI) class in Truckee as a requirement of her certification
- Sarah, Justin, Paul and Shannon conducted 12 interviews for 6 Senior Lifeguard positions.
- Sarah, Andrew and Shannon attended the Pool Pact Training “How to conduct Investigations”
- 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 attended online NRPA's "Parks for All Network" meeting, donation ceremony for Minden Fortnightly, Candidates Town Hall Debate, East Fork Ember Foundation meeting, Reno Builders Association Pinnacle Award Ceremony with Scott McCullough.
- Strategic Planning meeting was conducted with Trustees, Staff and Public present
- Sarah, Justin, Paul, Andrew and Shannon along with Trustee Dressel the Nv Rec & Park Conference (NRPS)
- Paul attended the Aquatics North Committee meeting as the Co-Chair for Nv Rec & Park Conference (NRPS)
- 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

May: Julie Scharrer, Cashier She is here bright and early as she works the 5am shift. Has extra job duties outside

of the normal Cashier position, has a great repour with the swim centers patrons, a lot of the members love her

and I'm sure they will hate to see her go. She also has a good working relationship with the staff here and a

wonderful asset to me in the front office

Maintenance Updates:

- CO2 installed but now waiting for new solenoids and State permitting
- Continuing to work 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
- Working with Tuff Shed and Douglas County on the permitting process
- Morgan construction with cut away concrete around Family Pool due to deterioration.
- Speakers in the Mezzanine are not working but being looked into
- Parking curbing will be painted around ADA parking area
- Ordered and will install a new chlorine pump
- Researching and replacing the ADA lift in the indoor pool area eastside deck.
- Quarterly Safety meetings are conducted by the maintenance team identifying any risk related concerns
- Daily, weekly, monthly and annual maintenance projects and asset management are being completed
- Updating and improving the data information in Reserve Analyst (Asset Management Program)

Correspondence: See board binder documents (if applicable).

9. Presentation only: Presentation by Board members of requests for matters to be placed on a future agenda for June 18th, 2026.

**CIP
Discussion on additional or recognition
for Consultant Scott Morgan
Warren Reed**

**Motion was made by Trustee Duffy and seconded by Vice Chairman Biaggi to adjourn meeting.
Motion to adjourn meeting was unanimously approved.**

