EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
June 25th, 2026 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada

The Board of Trustees June 25th, 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, Trustee Linda Gilkerson and Trustee Frank Dressel.

No Public Comment

APPROVAL OF AGENDA

Motion by Vice Chairman Biaggi and seconded by Trustee 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 May 21st, 2026, and the Special Budget Meeting Minutes of May 21st, 2026.

Trustee Gilkerson moved to approve the consent agenda, including both sets of meeting minutes. Trustee Duffy seconded the motion. The motion was unanimously approved.

ADMINISTRATIVE AGENDA

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

Chairman Des Jardins introduced the item. Director Harris reviewed the capital budget section of the board packet and provided an update on ongoing capital projects and related expenditures. Director Harris reported that the Eastside Expansion Project—including the lobby, generator, painting, and maintenance area—has been paid in full and is substantially complete. She advised that additional glass replacement work was underway at the front lobby entrance and noted that the contractor completed demolition and reinstallation of the glass within one day with minimal impact to patrons. ADA parking in the immediate area was temporarily closed for the work, though alternative ADA parking remained available.

Director Harris also reported that a payment had been made toward the Parking Lot Expansion Project for work already completed. She further advised the Board that the district had issued the $100,000 contribution to Douglas County for the Splash Pad Project in Topaz Ranch Estates. Director Harris and the maintenance staff recently visited the site to assist County staff with operations, equipment orientation, chemical checks, and UV system operation as part of the district's partnership role. She informed the Board that the splash pad grand opening was scheduled for June 29, 2026, and that the event would also include a celebration related to expanded DART transportation service in the Topaz area.

Director Harris also informed the Board of a mechanical issue involving an HVAC/air conditioning unit located between the buildings serving the mezzanine, lobby, and locker room area. The unit has experienced repeated compressor failures. A replacement compressor had been ordered and installed, and staff continued to evaluate whether sensor placement, plumbing, or coolant/oil flow issues may be contributing to the problem. Director Harris advised the Board that if the underlying issue cannot be resolved, replacement of the unit may need to be considered in the future.

Scott McCullough provided project-specific updates. He reported that Plenium Builders had completed the Eastside Expansion work, with the final remaining item being the glass replacement at the lobby entrance. He also noted that the contractor had returned a portion of contingency funds to the district, which assisted with completion of the project.

Regarding the Parking Lot Expansion, McCullough reported that the mill-and-fill work on the existing parking lot had been completed, but the district remained in the County permitting process for the additional 23 parking spaces. Plans had been submitted, first-round comments had been returned, and additional comments—some not previously discussed—would require further coordination with County staff. One issue involved a requirement for sidewalk improvements along the frontage, which could trigger additional approvals from the Town of Minden and East Fork Fire. McCullough stated that the district would continue working with County staff to resolve comments as quickly as possible and that Qualcon is tentatively targeting mid-July for resuming work, pending permit approval.

McCullough also updated the Board on the Activity Pool Upgrade Project. He explained that the district originally intended to submit plans only to the Health Department because the work was largely maintenance-related; however, the Health Department now requires review through the County building permit process. To minimize time and cost, the district intends to limit the building permit scope to the new concrete footings required to support the two replacement play features, while treating the remaining piping and cosmetic work as maintenance. McCullough advised that the district was continuing with demolition and procurement so that the overall project schedule would not be delayed. He further noted that procurement of the replacement palm tree play feature had taken significantly longer than anticipated due to vendor issues, but the item had now been located through a different vendor and production was moving forward.

3. Discussion Only. Presentation from Alan Reed with Warren Reed Insurance on the cost and coverage of the pool's property, liability, and employment practices insurance purchased from Pool/Pact through Warren Reed Insurance.

Chairman Des Jardins introduced the item. The Board received a presentation from Alan Reed and Taylor Reed of Warren Reed Insurance regarding the district's insurance coverage purchased through Pool/Pact. Reed provided an overview of Warren Reed Insurance's organization, the Pool/Pact renewal process, and the structure of the district's coverage. He explained that Pool/Pact begins the renewal process approximately ten months in advance and regularly evaluates carrier participation, rates, and coverage quality.

Reed reviewed the layered structure of the district's insurance program, including property, liability, employment practices, cyber liability, and environmental liability coverage. He explained that the property program includes participation by multiple syndicates through Lloyd's of London and that the liability program includes a self-insured layer retained by Pool/Pact to help control costs. He also reported that the district's annual program cost increased approximately 11%, driven primarily by an increase in insured property values rather than significant rate increases. Reed noted that district's property values had increased by approximately 16%, due in part to recent facility expansion projects and updated appraisals.

The presentation also included discussion of the current cyber liability environment. Reed emphasized the growing threat of phishing, ransomware, and AI-assisted fraud and encouraged continued employee training and immediate reporting of suspicious activity. Vice Chairman Biaggi asked if the liability covered ransoms? Reed stated yes, it does. Director Harris advised the Board that the district maintains a Cybersecurity Emergency Response Plan and participates in quarterly training with Pool/Pact resources.

Reed also highlighted the district's access to risk management services, grant opportunities, and the Pool/Pact Enterprise Risk Management Excellence Program. Director Harris informed the Board that she serves on the Pool/Pact Enterprise Risk Management Committee and that the district has begun the renewal process for its previously awarded Enterprise Risk Management Excellence designation.

4. Discussion and Possible Action. Review original contract with SA Morgan 394 and discuss possible bonus options based on merit.

Chairman Des Jardins introduced the item. The Board discussed the original contract with SA Morgan 394 Consulting LLC for preparation of the district's strategic plan and considered whether to authorize a bonus payment in recognition of the consultant's excellent work. Vice Chairman Biaggi stated that the strategic planning process had been thorough, timely, and well executed, and that the consultant's contract amount was significantly lower than the other proposals received by the district. Director Harris advised that legal counsel had indicated any bonus payment should not exceed the amount of the next highest proposal.

Director Harris reported that the alternative proposals, received by the district, had a base amount of $27,775 with a not-to-exceed amount of $34,050, while the contract with Scott Morgan / SA Morgan 394 Consulting LLC totaled $3,300. Board members discussed the amount of time invested in the project, including community stakeholder interviews, staff interviews, and preparation of the final strategic plan document. Director Harris further noted that Mr. Morgan brought extensive institutional knowledge, longstanding community relationships, and a level of trust with stakeholders that added substantial value to the strategic planning process.

After discussion, the Board expressed consensus that a bonus payment was appropriate while also emphasizing the need to remain fiscally prudent with public funds. Vice Chairman Biaggi suggested $1,000. Ultimately, all of the trustees agreed with that amount.

Vice Chairman Biaggi moved to approve a $1,000 bonus payment to Scott Morgan / SA Morgan 394 Consulting LLC in recognition of exemplary performance and the successful completion of the district's strategic planning process. Trustee Frank Dressel seconded the motion. Motion was unanimously approved.

Following the vote, Board members requested hard copies of the final strategic plan and discussed public communication regarding the completed strategic plan. Director Harris advised that the strategic plan had already been posted to the district's website and stated she would also prepare a social media post notifying the public that the new plan was available for review.

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

Chairperson Des Jardins introduced the item. Director Harris reviewed the district's financial reports through May 31, 2026. She advised the Board that the district was 91.6% through the fiscal year and that expenditures remained under budget overall. Total expenses were reported at approximately 85.84% of budget, reflecting savings of roughly six percent. Director Harris explained that while user fees, food, merchandise, and grant revenue appeared below budget by approximately $76,111, a corresponding reduction in food and merchandise expenses offset much of that difference, resulting in an actual variance of approximately $13,000.

Director Harris reported that the general and administrative category was slightly above the year-to-date budget percentage but only by approximately $2,089, which she characterized as minimal within the context of the district's overall operating budget. Payroll expenses remained slightly below budget, and utilities were also tracking favorably. She further reported that the district's cost recovery rate had increased to 29.59% as of the end of May and was expected to return to the district's 30% target by the end of June.

During the discussion, Vice Chairman Biaggi requested clarification regarding the district's excess operating revenue and reserves. Director Harris explained that the district operates with both an operating budget and a capital/asset management budget, both of which are submitted to the Department of Taxation. She advised that excess revenues support capital and asset management needs and that, as of May 31, 2026, the district had approximately $3.35 million invested in the Local Government Investment Pool (LGIP) to fund future operating and capital expenditures. Director Harris also noted that the LGIP account was currently earning interest at a favorable rate.

Trustee Gilkerson moved to approve the general ledger, cash balances, expenditures, and investments through May 31, 2026. Trustee Duffy seconded the motion. Motion was unanimously approved.

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

CVSC June 2026 Director's Report

User Attendance: See board binder documents.

- May 2025 Attendance 11,406. May 2026 Attendance 12,064 (See attached docs)

Programming, Staffing and Training:

- Flick N Foat was successful – Little Mermaid with Lifeguards swimming with mermaid tails.
- Sarah taught a swim lesson clinic for Lifeguards interested in becoming swim instructors.
- Andrew and Shannon met with Ashley, Pool Pact HR Rep and went over future service plan and trainings.
- Interviews for Cashiers, Maintenance Aid and Assistant have been conducted with some job offers.
- Dr Jantos, EFSPD Medical Doctor conducted in-service training for Justin and other staff and signed off on skills for EMT recertification.
- Paul taught a CPO class for two local motel employees. They were required to be certified and asked for help.
- 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:

- Sarah and Justin were interviewed by the Association of Aquatic Professionals for their podcast airing in July.
- Shannon was interviewed by the National Recreation and Park Association's Open Space Radio airing in June.
- Carson Valley Days float was a group effort led by Aquatic Supervisors and Maintenance.
- 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

June: Calvin Stevenson, Lifeguard and EMT, Calvin has done an outstanding job consistently stepping up whenever needed. He has handled several medical emergencies with professionalism, confidence, and care, demonstrating the skills and dedication that make a difference in our facility. In addition to his excellent work on shift, Calvin has repeatedly gone above and beyond by filling in on his days off and helping support the team whenever staffing needs arise. He is committed, reliability, and willing to help others. We are grateful to have him as part of the Carson Valley Swim Center team

Maintenance Updates:

- Foothill tile came Friday 6/12 to give us a proposal for Outdoor Pool tile repair.
- Trane will be here Tuesday 6/16 to work on the AAON compressor.
- The fuel check valve for the generator has been replaced.
- 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).

7. Presentation only: Presentation by Board members of requests for matters to be placed on a future agenda for July 16th, 2026.

CIP
Update on Pool Toys
New Policies

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