

OFFICIAL MINUTES

East Fork Swimming Pool District Board of Trustees Regular Meeting Minutes July 16, 2026

1. Call to Order

Chair Des Jardins called the Regular Meeting of the East Fork Swimming Pool District Board of Trustees to order at 9:00 a.m. on Thursday, July 16, 2026, at the Carson Valley Swim Center in Minden, Nevada. A quorum was present.

Roll Call

Present

Chair Sharon Des Jardins, Trustee Allen Biaggi, Trustee Teresa Duffy, Trustee Frank Dressel, Trustee Linda Gilkerson

Staff Present

Shannon Harris, Director, Andrew Strugess, Administrative Staff

Public Comment

Chair Des Jardins opened the meeting for public comment.

No public comments were offered.

2. Approval of Agenda Discussion and Possible Action

Chair Des Jardins informed the Board that one modification to the published agenda was necessary. Administrative Agenda Item A, the Capital Improvement Plan Update, would be moved later in the meeting to accommodate the arrival of District Project Manager Scott McCullough.

No additional modifications were requested by the Board.

ACTION

Motion: Trustee Dressel moved to approve the agenda as amended.

Second: Trustee Duffy.

Vote: Motion carried unanimously.

3. Consent Agenda Discussion and Possible Action

Approval of Previous Meeting Minutes

The Board reviewed the Regular Meeting Minutes of June 25, 2026.

Chair Des Jardins requested corrections or amendments.

No corrections were offered.

ACTION

Motion: Trustee Gilkerson moved to approve the June 25, 2026 Regular Meeting Minutes.

Second: Trustee Duffy.

Vote: Motion carried unanimously.

4. Administrative Agenda

Item B

Discussion Only Review of District Strategic Plan

Trustee Biaggi opened discussion regarding implementation of the District's newly adopted Strategic Plan.

Trustee Biaggi stated that the Strategic Plan should become a standing discussion item at future Board meetings so the Board could routinely evaluate progress toward the District's established priorities rather than waiting until deadlines approached. He emphasized that many initiatives identified within the Strategic Plan—including conceptual planning, potential district name changes, and community engagement initiatives—could begin prior to the identified target dates if the Board chose to proceed earlier.

Director Harris agreed with the recommendation and thanked the Board for its continued commitment to implementation. Director Harris reviewed the timeline contained within the Strategic Plan and advised that most major initiatives begin during 2027, with annual organizational goals continuing each year.

Director Harris further explained that while no immediate action items currently required Board direction, regular discussion of the Strategic Plan would help maintain accountability and ensure long-term objectives remained visible throughout implementation.

Trustee Biaggi thanked Director Harris for providing trustees with a list of community organizations and public meetings that could satisfy the Strategic Plan's community engagement objectives.

Director Harris reviewed the purpose of the community outreach list and explained that trustees were encouraged to participate in a variety of local organizations and public meetings as ambassadors for the District. She emphasized that participation was intended to strengthen community relationships and increase public awareness of District services rather than simply satisfy Strategic Plan requirements.

Examples included civic organizations, Leadership Douglas County activities, community meetings, and other local events where trustees could engage with residents and community leaders.

Trustee Duffy recommended that trustees report their attendance at community events during future Board meetings so participation could become part of the public record and demonstrate continued progress toward Strategic Plan objectives.

The Board discussed incorporating these updates into future Director or Trustee reports.

No formal action was taken.

Item C

Discussion and Possible Action Review and Approval of Caregiver Personal Attendant Policy

Director Harris presented a proposed Caregiver Personal Attendant Policy developed to clarify eligibility requirements for caregivers accompanying patrons utilizing District facilities.

Director Harris explained that the policy originated following repeated situations in which individuals attempted to classify minors or other inappropriate persons as caregivers in order to gain access to restricted aquatic areas or avoid admission fees.

Director Harris described a recent incident involving an eleven-year-old child presented as the caregiver for an adult patron. Although the patron appeared capable of independently accessing and utilizing the facility, staff were asked to treat the minor as a caregiver in order to permit access to the therapy pool despite established age restrictions.

Director Harris explained that this situation highlighted the need for a written policy clearly defining a caregiver.

The proposed policy establishes that caregivers must:

Be at least eighteen years of age; Be legally capable of accepting responsibility for the individual receiving assistance; Provide actual physical assistance when necessary; Remain with the patron requiring care while utilizing the facility.

Director Harris further explained that legitimate caregivers continue to receive complimentary admission when accompanying patrons requiring assistance. However, the policy also addresses situations where individuals improperly identify themselves as caregivers solely to obtain free admission or unrestricted facility access.

The Board discussed the importance of maintaining fairness for legitimate caregivers while preventing misuse of District policies.

Director Harris reported that the proposed policy had been reviewed by front office staff, aquatic supervisors, and administrative personnel prior to presentation to the Board. Staff unanimously supported adoption of the policy as a tool for providing consistent guidance to both employees and patrons.

An additional component of the policy clarifies that District lifeguards are not personal attendants or caregivers.

Director Harris explained that while lifeguards routinely assist patrons with facility accessibility—including operation of the ADA lift and other safety-related functions—their primary responsibility remains surveillance of the aquatic environment and protection of all patrons within the facility.

The policy establishes that lifeguards shall not perform personal attendant duties unrelated to aquatic safety, including retrieving personal belongings, escorting patrons throughout the facility, or providing services properly performed by a personal caregiver.

Trustees discussed the importance of protecting young lifeguards from inappropriate requests while reinforcing their authority to decline duties outside their professional responsibilities.

Trustee Duffy commended staff for proactively identifying the liability concerns associated with inconsistent caregiver practices and expressed support for providing clear written guidance.

Trustee Gilkerson stated that the proposed policy was comprehensive, educational, and appropriately addressed situations likely to arise at the facility.

During discussion, Trustee Biaggi inquired whether service animals had created operational concerns.

Director Harris responded that legitimate service animals had not presented ongoing issues and reviewed the District's practice of complying with applicable disability laws while addressing only inappropriate animal behavior when necessary. Director Harris explained that District staff do not challenge individuals regarding service animal status but instead address behavior inconsistent with trained service animals when required.

Board members agreed that the proposed policy provides consistency for staff, improves public understanding, reduces liability exposure, and protects the safety responsibilities of aquatic personnel.

ACTION

Motion: Trustee Gilkerson moved to approve the Caregiver Personal Attendant Policy as presented.

Second: Trustee Duffy.

Vote: Chair Des Jardins called for the vote.

Motion carried unanimously.

Item D

Discussion and Possible Action Review and Approval of Swim Lesson Open Swim Benefit Policy

Director Harris presented the proposed Swim Lesson Open Swim Benefit Policy, explaining that the policy formalizes a long-standing customer service practice while providing consistent direction to staff and patrons regarding eligibility and use of the benefit.

Director Harris explained that families enrolling children in session-based swim lessons frequently arrive early or remain after lessons. As a courtesy to those families, the District has historically allowed enrolled participants to enjoy up to 30 minutes of recreational swimming immediately before or after their scheduled lesson without additional admission charges. Although the practice has existed for many years, differing interpretations between front office staff and aquatic staff created the need for a written policy to ensure consistent implementation.

The proposed policy establishes that the complimentary swim period is available only to children enrolled in multi-week session swim lessons and is not available for participants attending single drop-in lessons. Director Harris noted that session lessons require a greater financial commitment by families and that the complimentary swim period serves as an added value to those programs.

Director Harris further explained that the policy provides flexibility for families with multiple children enrolled in different lesson levels. For example, one child may participate in open swim while a sibling attends lessons, allowing families to remain together without unnecessary waiting periods. The policy also improves supervision of children who might otherwise be waiting throughout the facility while siblings participate in lessons.

The policy specifies that participants utilizing the benefit may swim in any pool designated for public recreational use during times when lifeguard supervision is provided. The therapy pool remains excluded due to its established operational restrictions and intended purpose.

Director Harris emphasized that the District has no intention of rigidly monitoring individual families by the minute. Rather, the written policy provides reasonable expectations and serves as an educational tool should questions arise regarding eligibility or appropriate use.

Trustee Gilkerson asked whether siblings accompanying an enrolled participant would also qualify for complimentary admission.

Director Harris clarified that the benefit applies only to the child enrolled in swim lessons. Siblings, neighborhood children, or other accompanying individuals who are not registered in the lesson session continue to pay the applicable admission fee. Cashier staff verify lesson enrollment during check-in and explain the policy to families when necessary.

Trustee Dressel expressed support for the policy, noting that the additional swim time provides children with an opportunity to practice newly learned swimming skills immediately before or after instruction, reinforcing lesson objectives while encouraging confidence in the water.

Trustee Biaggi asked whether parents observing lessons are required to pay admission.

Director Harris explained that parents are not charged admission when attending solely to observe their child's lesson. Parents are encouraged to remain at the facility during lessons while maintaining an appropriate distance from instructors so children remain focused on instruction. Director Harris noted that parents occasionally require reminders to avoid entering instructional areas in a manner that distracts participants.

Board members agreed that formalizing the existing practice through written policy would improve consistency among staff while providing clear expectations for participating families.

ACTION

Motion: Trustee Biaggi moved to approve the Swim Lesson Open Swim Benefit Policy as presented.

Second: Trustee Dressel.

Vote: Chair Des Jardins called for the vote.

Motion carried unanimously.

Item E

Discussion and Possible Action Review and Approval of Patron Code of Conduct and Behavioral Violation Procedures

Director Harris presented the proposed Patron Code of Conduct and Behavioral Violation Procedures, explaining that while the District maintains comprehensive personnel disciplinary procedures for employees, no comparable written procedures currently existed for addressing inappropriate patron behavior.

Director Harris advised the Board that the proposed policy was adapted from an existing policy successfully utilized by another public recreation agency and modified to meet the operational needs of the Carson Valley Swim Center.

Director Harris explained that the purpose of the policy is not to increase disciplinary actions but rather to establish a fair, documented, and progressive process for addressing conduct that threatens the safety, enjoyment, or operation of the facility.

The proposed procedures establish progressive levels of response while preserving management's authority to immediately address severe misconduct when circumstances warrant.

Director Harris stated that District staff work diligently to resolve concerns through communication and education before considering disciplinary measures. However, on rare occasions, patron behavior escalates to a level requiring law enforcement involvement or issuance of formal no-trespass orders.

She informed the Board that the District has previously worked with local law enforcement during isolated incidents involving inappropriate patron behavior. Those situations demonstrated the value of having clearly established procedures supporting administrative decisions.

Director Harris emphasized that removal from the facility remains the last available option and would only occur after reasonable efforts to resolve issues have proven unsuccessful or when patron safety requires immediate intervention.

Trustee Biaggi expressed strong support for the proposed policy, stating that progressive discipline provides a fair and consistent framework while documenting the District's efforts to resolve problems before stronger action becomes necessary.

Trustee Duffy requested clarification regarding the progression of disciplinary steps, specifically asking whether management would be required to follow every level sequentially regardless of the severity of the conduct.

Director Harris clarified that disciplinary actions are not required to progress through every step. Similar to the District's personnel disciplinary procedures, management retains discretion to implement immediate suspension or removal whenever the seriousness of the behavior warrants stronger action.

Trustee Biaggi inquired whether most behavioral concerns involved children or adults.

Director Harris reported that the majority of significant behavioral issues involve adult patrons, while concerns involving children are generally resolved through communication with parents or guardians. She further explained that the District exercises particular care when dealing with minors and focuses on maintaining their safety until a parent or guardian can respond if removal from programming becomes necessary.

Board members discussed the importance of maintaining a welcoming public facility while ensuring that staff possess appropriate authority to address behavior that compromises safety or disrupts operations.

The Board concluded that the proposed policy establishes an appropriate balance between public access, customer service, employee support, and facility safety.

ACTION

Motion: Trustee Gilkerson moved to approve the Patron Code of Conduct and Behavioral Violation Procedures.

Second: Trustee Duffy.

Vote: Chair Des Jardins called for the vote.

Motion carried unanimously.

Item A

Discussion Only Capital Improvement Plan and Ongoing/Future Projects Update

Chair Des Jardins returned to Administrative Agenda Item A following the arrival of District Project Manager Scott McCullough.

Mr. McCullough provided the Board with a comprehensive update regarding the District's active capital improvement projects, including the Parking Lot Expansion Project and the Activity Pool Renovation Project.

Parking Lot Expansion Project

Mr. McCullough reported that the project remained within the Douglas County permitting process. District representatives recently met with County Engineering staff to resolve outstanding plan review comments, including drainage design modifications and ADA accessibility requirements.

Following those discussions, revised engineering plans would be submitted incorporating the agreed-upon changes. Mr. McCullough anticipated that permit review and approval would require several additional weeks before construction could begin.

Mr. McCullough explained that revisions to the drainage system now utilize a redesigned retention basin concept that better separates existing drainage patterns from runoff generated by the proposed parking lot improvements.

He also discussed County requirements related to frontage improvements along State Route 88. Although County code would normally require sidewalk, curb, and gutter improvements along the entire frontage, District representatives argued that the current project represents only a limited parking expansion rather than full development of the property.

County staff indicated a willingness to defer those improvements pending future development of the remaining property while allowing the District to continue with the current parking expansion.

Although construction would begin later than originally anticipated, Mr. McCullough remained confident the approximately 23-space parking lot expansion would be completed during the current construction season.

Trustees discussed anticipated construction duration, contractor scheduling, asphalt availability, and future development planning for the remainder of the property.

Activity Pool Renovation Project

Mr. McCullough then updated the Board regarding the Activity Pool Renovation Project.

He reported that permit applications had been submitted to both the County Building Department and Health Department. Although much of the work constitutes maintenance and replacement of existing features, County review remains necessary due to structural improvements associated with the project.

Mr. McCullough explained that construction is scheduled to begin in September 2026, with early work focusing on demolition, temporary enclosures, concrete removal, plumbing modifications, and structural improvements before installation of new aquatic play equipment.

Construction phasing has been carefully coordinated to minimize disruption to District programming. Bid specifications also include provisions allowing temporary pauses in construction activities if necessary to accommodate public programs or reduce excessive noise during peak facility usage.

Director Harris supplemented the project update by reviewing the procurement status of new interactive aquatic play features.

She reported that customized coconut-themed dumping buckets requested by the District required additional engineering and testing by the manufacturer but remained on schedule for installation. Director Harris expressed appreciation that the selected vendor agreed to manufacture custom equipment matching the District's vision rather than requiring standardized alternatives.

Director Harris advised the Board that deposits for all aquatic play features had been issued and manufacturing was underway.

The Board also received an update regarding continued collaboration among:

Plenium Builders, Aquatic Design Group, District Project Management, District Maintenance Staff

Weekly construction coordination meetings will begin as project startup approaches.

Director Harris further reported that programming adjustments have been developed to maintain as much aquatic access as possible throughout construction. The outdoor family pool will remain open beyond its normal seasonal closure, weather permitting, to offset temporary closure of the activity pool.

The renovation will also bring existing pool infrastructure—including drains and associated safety systems—into compliance with current safety standards and federal requirements.

Board members expressed appreciation for the extensive planning undertaken to minimize public disruption while completing significant facility improvements.

No formal action was taken on this item.

Item F

Discussion and Possible Action Approval of General Ledger, Cash Balances, Expenditures, and Investments Through June 30, 2026

Director Harris presented the District's financial statements for the fiscal year ending June 30, 2026, noting that the reports represented the close of the District's fiscal year. Director Harris advised the Board that only minor year-end audit adjustments would remain following completion of the District's annual independent audit, primarily consisting of routine journal entries for accrued payroll and invoices received after June 30 but attributable to the prior fiscal year.

Director Harris reported that the District concluded Fiscal Year 2025–2026 in a strong financial position, with expenditures remaining below the adopted operating budget while continuing to maintain the level of service expected by the community.

Fiscal Year-End Financial Performance

Director Harris reviewed the Statement of Revenues and Expenditures and explained that the District completed the fiscal year with approximately 93 percent of total budgeted expenditures utilized, despite operating through a period of continued inflation affecting utilities, maintenance materials, equipment, and personnel costs.

Director Harris attributed the favorable financial position to several factors, including:

Conservative budget development; Careful expenditure monitoring throughout the fiscal year; Improved utility efficiencies; Strategic staffing management; Continued investment in preventative maintenance; and Strong operational oversight by department supervisors.

She noted that while the District intentionally budgets conservatively each year, staff continually monitor expenditures to ensure taxpayer resources are managed responsibly while maintaining high-quality public services.

Cost Recovery Analysis

Director Harris informed the Board that the District concluded the fiscal year with a 31.7 percent Cost Recovery Rate, including investment earnings generated through the Local Government Investment Pool (LGIP).

She explained that the Board has historically established a long-term operational objective of maintaining cost recovery between 30 and 35 percent, allowing user fees and program revenues to offset an appropriate portion of operating expenses while recognizing the District's responsibility as a publicly funded recreation facility.

Director Harris further explained that staff also calculate cost recovery excluding investment interest in order to evaluate the sustainability of normal operating revenues independent of financial market conditions.

Without investment earnings included, the District's cost recovery for the fiscal year would have been approximately 26.9 percent.

Director Harris emphasized that this calculation serves as an important planning tool rather than a cause for immediate concern. She explained that favorable investment earnings have substantially benefited the District during the past several years; however, future interest rates remain outside District control.

Should investment returns decline significantly, the Board may eventually need to evaluate operational adjustments, user fees, or other revenue strategies to maintain long-term financial sustainability.

Director Harris recommended revisiting the cost recovery discussion during the upcoming budget development process early in Calendar Year 2027.

Board members agreed that continued monitoring of both operating revenues and investment performance remains prudent financial practice.

Investment Performance

Director Harris reported that the District's Local Government Investment Pool account continued to perform favorably throughout the fiscal year.

Investment earnings exceeded budget projections due to interest rates remaining above conservative assumptions used during budget preparation.

Director Harris noted that current investment returns remained near four percent, substantially benefiting District revenues while maintaining appropriate investment security through the State's Local Government Investment Pool.

She emphasized that staff intentionally budget investment earnings conservatively to avoid reliance upon fluctuating interest rates.

Budget Highlights

Director Harris reviewed several significant budget categories.

Salaries and Wages

Payroll expenditures concluded the fiscal year below budget.

Director Harris explained that savings resulted primarily from temporary vacancies within the Maintenance Department and fewer seasonal lifeguards hired during the summer compared to previous years.

She emphasized that these staffing reductions did not reduce public safety or operational service levels.

Rather, supervisory staff adjusted lifeguard rotations while maintaining all American Red Cross staffing requirements and surveillance standards.

Director Harris explained that when staffing levels are lower, lifeguards operate under two-chair rotation schedules instead of three-chair rotations.

Although individual guards remain assigned to surveillance positions for slightly longer periods, staffing continues to meet or exceed accepted industry standards while safely operating all aquatic venues.

The Board discussed the importance of balancing employee wellness with operational efficiency.

Director Harris further explained that aquatic supervisors continually monitor staff alertness and utilize nationally recognized "Sit-Stand-Stroll" techniques encouraging guards to change posture approximately every five minutes to maintain attentiveness and rapid emergency response capability.

Board members acknowledged the significant responsibility placed upon young lifeguards and expressed appreciation for the District's emphasis on professional training and risk management.

Utilities

Director Harris reported favorable utility expenditures throughout the fiscal year.

Trustee Biaggi requested additional information regarding lower-than-anticipated natural gas expenditures.

Director Harris explained that several operational improvements contributed to those savings, including:

Installation of high-efficiency replacement boilers; Continued use of the District's solar water heating system; Improved HVAC operation; Better environmental controls within the natatorium; Ongoing preventative maintenance; and Careful monitoring of pool temperatures and humidity.

Director Harris stated that aquatic facilities require continual balancing of water temperature, air temperature, humidity, ventilation, and mechanical systems.

Maintaining those environmental conditions efficiently requires constant monitoring by maintenance personnel and directly affects utility consumption.

She credited the Maintenance Department with proactively managing facility systems while extending equipment life and reducing operating costs.

State Unemployment Insurance

Trustee Biaggi also inquired regarding lower expenditures within the State Unemployment Insurance budget category.

Director Harris explained that the final quarterly unemployment payment occurs after the close of the fiscal year and would be adjusted by the auditor through normal year-end accounting procedures.

She advised the Board that final expenditures within that category would closely align with historical experience following completion of annual audit adjustments.

Maintenance and Asset Management

Director Harris reminded the Board that the District manages two complementary financial strategies:

1. Annual Operating Budget
2. Long-Term Asset Management and Capital Improvement Program

She explained that maintaining adequate financial reserves allows the District to replace critical infrastructure before equipment failure occurs while avoiding unnecessary emergency expenditures.

Director Harris reiterated that effective asset management remains essential because every mechanical component within an aquatic facility—including pumps, boilers, filters, HVAC systems, roofing, decks, and aquatic play features—has a predictable service life requiring planned replacement.

She thanked the Board for its continued support of long-range capital planning.

Chair Des Jardins commended Director Harris for her extensive knowledge of facility operations and mechanical systems.

Chair Des Jardins observed that Director Harris demonstrated a comprehensive understanding of every operational component within the facility, ranging from complex mechanical systems to daily operational procedures.

She expressed appreciation for Director Harris's commitment to continually expanding her technical knowledge in order to better support District staff and provide informed recommendations to the Board.

Trustee Gilkerson echoed those comments following her recent facility tour.

Trustee Gilkerson stated that observing the facility's infrastructure firsthand significantly increased her appreciation for the complexity of aquatic facility operations and the extensive knowledge required to successfully manage the District's assets.

Director Harris responded that while she continues learning every day, her objective is to understand each department sufficiently to support employees, make informed administrative decisions, and responsibly manage taxpayer investments.

She emphasized that successful leadership depends upon surrounding oneself with knowledgeable staff while continually learning alongside them.

Director Harris also expressed appreciation to the Board for participating in facility tours, noting that understanding the District's infrastructure enables Trustees to make informed policy and financial decisions regarding future capital investments.

Financial Summary

Following discussion, Board members expressed satisfaction with the District's overall financial condition.

The Board recognized staff for:

Maintaining expenditures below budget; Achieving the District's cost recovery objectives; Protecting taxpayer resources; Successfully managing staffing challenges; Improving operational efficiencies; and Continuing long-term asset management planning.

The Board agreed that the District remains in a strong financial position entering the new fiscal year.

ACTION

Motion: Trustee Duffy moved to approve the General Ledger, Cash Balances, Expenditures, and Investments through June 30, 2026.

Second: Trustee Biaggi

Motion carried unanimously.

Item G

Discussion Only Director's Report

Director Harris presented the monthly Director's Report, providing the Board with an overview of facility operations, attendance trends, programming, staffing, maintenance activities, marketing initiatives, employee

recognition, and professional development. Director Harris noted that the report reflected the close of the District's fiscal year and highlighted the operational successes achieved through the combined efforts of District staff.

Attendance and Program Performance

Director Harris directed the Board to the annual attendance summary contained within the meeting packet and explained that attendance statistics are divided into categories that are either within the District's operational influence or outside of District control.

She explained that participation by the Douglas Dolphins Swim Team, Douglas High School Aquatics classes, and Douglas High School Swim and Dive Team fluctuates based upon enrollment decisions made by outside organizations and therefore should not be viewed as indicators of District programming performance.

Conversely, categories such as memberships, daily admissions, swim lessons, recreation programming, and public aquatic activities are directly influenced by District operations and marketing efforts.

Director Harris reported that, although overall annual attendance reflected a slight decrease compared to the previous year due primarily to fluctuations in outside user groups, the District experienced measurable growth in every attendance category directly controlled by staff.

Highlights included:

Increased annual membership usage. Increased daily admissions. Significant growth in swim lesson enrollment. Continued strong participation in District-sponsored aquatic programming.

Director Harris stated that these trends demonstrate continued community confidence in the Carson Valley Swim Center and validate the District's emphasis on customer service, program quality, and facility maintenance.

Swim Lesson Growth

Director Harris highlighted particularly strong growth within the District's swim lesson program.

She reported that participation exceeded the previous fiscal year's totals by several hundred lesson enrollments and attributed much of that increase to the District's successful partnership with Douglas County Social Services, which provided grant funding allowing many local children to participate in swim lessons at no cost to their families.

Trustee Duffy asked whether the grant-funded swim lessons accounted for the substantial increase in participation reflected in the attendance report.

Director Harris confirmed that the grant significantly expanded access to swimming instruction while also allowing nearly every available lesson class to reach full enrollment during the program period.

She noted that increasing access to swimming instruction remains consistent with the District's public safety mission and continues to strengthen community water safety education.

User Demographics

Director Harris reviewed the annual user demographic report.

She explained that the District monitors participation by age group to better understand changing community needs and guide future programming and capital planning decisions.

The annual distribution remained relatively consistent with prior years:

Approximately one-third senior adults. Approximately one-third youth. Remaining attendance comprised primarily of adults and specialized user groups.

Director Harris explained that seasonal fluctuations naturally occur throughout the year, with senior participation increasing during the winter months and youth participation increasing during the summer.

She emphasized that demographic information becomes increasingly valuable when evaluating future development opportunities on adjacent District property and determining the types of amenities that will best serve future community needs.

Lifeguard Activity and Public Safety

Director Harris reviewed annual lifeguard activity statistics and emphasized that the numbers reflect the significant public safety responsibilities carried by District employees each year.

Annual statistics included numerous: Water rescues. Minor first aid responses. Major medical incidents. Emergency medical service activations. Ambulance transports. Oxygen administrations.

Director Harris noted that while most patrons associate lifeguards primarily with supervision, their responsibilities routinely include emergency medical response, injury assessment, accident prevention, and public education.

Trustee Biaggi commented that the statistics demonstrate the tremendous responsibility entrusted to the District's lifeguards, many of whom begin serving the community at fifteen years of age.

Director Harris agreed and explained that staff continually evaluate surveillance techniques, staffing rotations, and emergency preparedness to ensure guards remain alert throughout their shifts.

She described implementation of nationally recognized "Sit-Stand-Stroll" surveillance practices encouraging guards to change position approximately every five minutes to improve attentiveness, circulation, and emergency response readiness.

The Board acknowledged the professionalism demonstrated by the District's aquatic staff and expressed appreciation for their continued commitment to public safety.

Staff Training and Professional Development

Director Harris reported that District staff continue to participate in ongoing professional development throughout the year.

Recent activities included:

Aquatic risk management training sponsored through Pool/Pact. Quarterly Enterprise Risk Management meetings. Human Resources oversight committee participation. Professional conferences and educational webinars. Continued supervisory development.

Director Harris also reported that the District would again be represented at upcoming national and regional aquatic conferences. She informed the Board that Aquatic Supervisor Sarah and Justin had been invited to submit an educational presentation for the upcoming Association of Aquatic Professionals Conference following the success of a recently released professional podcast highlighting Carson Valley Swim Center programming.

Director Harris further advised the Board that she had submitted a conference presentation entitled "Guarding Your Assets," focusing on long-term aquatic asset management, capital planning, and infrastructure preservation.

Board members expressed appreciation that District staff continue to receive professional recognition while sharing operational knowledge with the broader aquatic industry.

Community Outreach and Public Relations

Director Harris summarized recent community outreach efforts.

She reported participation in the ribbon cutting ceremony for the new Topaz Ranch Estates Splash Pad, recognizing the District's continued partnership with Douglas County in support of expanding recreational opportunities throughout the community.

Director Harris also highlighted ongoing public education initiatives through professional publications, podcasts, conference presentations, and community partnerships that continue to increase awareness of the District and its services.

The Board discussed opportunities identified during the Strategic Planning process to further enhance communication with residents through future electronic signage, facility displays, and expanded public information efforts.

Although no action was requested, Trustees expressed interest in continuing those discussions during future capital planning and budget development.

Employee Recognition

Director Harris recognized Pam Taylor as the District's Employee of the Month.

She commended Ms. Taylor for consistently demonstrating professionalism, reliability, flexibility, and exceptional customer service while assisting multiple departments.

Director Harris noted that Ms. Taylor has served the District in several different capacities throughout her employment and continues to provide valuable support to front office operations by assisting with scheduling, training, and additional administrative responsibilities whenever needed.

The Board congratulated Ms. Taylor and expressed appreciation for her continued dedication to the District.

Maintenance Department Update

Director Harris reported that the Maintenance Department had recently returned to full staffing following the successful recruitment of two full-time maintenance employees.

She advised the Board that both employees were progressing well through their probationary training period and had already demonstrated strong technical abilities in electrical, plumbing, HVAC, and general facility maintenance.

Director Harris also recognized the contributions of the District's part-time maintenance employee, whose work significantly improved irrigation systems, sprinkler controls, landscaping infrastructure, and outdoor maintenance operations.

The Board discussed the value of maintaining skilled maintenance personnel capable of preserving District assets while reducing reliance upon outside contractors whenever practical.

Facility Improvements

Director Harris updated the Board regarding several recently completed facility improvements.

She reported installation of new energy-efficient double-pane lobby windows and replacement of the primary entrance door, improving energy efficiency, patron accessibility, and overall building appearance.

Director Harris explained that the original windows dated to construction of the facility and had become increasingly inefficient due to deteriorated seals and single-pane construction.

The Board also received an update regarding permitting for the District's new maintenance storage building.

Director Harris reported that the necessary permits had been approved and construction would proceed as planned. The new structure will consolidate equipment storage previously housed in multiple deteriorated sheds while improving safety, organization, and operational efficiency.

Board members expressed appreciation to Director Harris and District staff for another successful fiscal year.

Chair Des Jardins complimented Director Harris on her exceptional knowledge of facility operations and thanked her for the leadership demonstrated throughout both daily operations and long-term capital planning.

Trustee Gilkerson stated that her recent facility tour provided valuable perspective regarding the complexity of operating a modern aquatic facility and reinforced the importance of continued investment in infrastructure and preventative maintenance.

Trustees collectively recognized the professionalism demonstrated by District employees and thanked staff for their continued commitment to serving the community.

Adjournment

Motion: Trustee Dressel moved to adjourn the meeting

Second: Trustee Duffy

Vote: Chair Des Jardins called for the vote.

Motion carried unanimously.