

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
September 17th, 2026 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

These minutes are a summary of the substance of matters discussed and actions taken at the meeting and are not intended to be a verbatim transcript.

1. Call to Order / Public Comment

Trustee Des Jardins called the regular meeting of the East Fork Swimming Pool District Board of Trustees to order at 9:00 a.m. All members of the Board were present and a quorum was established. No members of the public were present for public comment; therefore, the Board proceeded to the next agenda item.

2. Approval of Agenda

Trustee Gilkerson initially made a motion referencing approval of the August 20, 2026 meeting minutes. After clarification that the item before the Board was approval of the September 17 agenda, Trustee Gilkerson rescinded the initial motion and made a new motion to approve the agenda for September 17, 2026. Trustee Duffy seconded the motion.

ACTION: Motion by Trustee Gilkerson to approve the September 17, 2026 agenda; second by Trustee Duffy. Motion carried unanimously.

3. Consent Agenda

The Board considered the consent agenda, which included approval of the August 20, 2026 regular meeting minutes. No Trustee requested that an item be removed for separate discussion.

ACTION: Motion by Trustee Dressel to approve the consent agenda; second by Trustee Duffy. Motion carried unanimously.

4. Item A - Capital Improvement Plan Update (Discussion Only)

Director Harris reviewed the construction fund remaining balances for the new 2026-2027 fiscal year. She reported that the ending balance in the District's Local Government Investment Pool (LGIP) capital improvement account was \$2,533,248 as of August 31, 2026. Payments had begun on the activity pool upgrade project.

Director Harris reported that construction on the activity pool upgrade began Monday and was on schedule. The contractor removed two of the larger play features and established a contained construction area inside the natatorium using lumber and plastic to mitigate dust. Concrete cutting through the pool plaster and concrete was scheduled, followed by jackhammering for plumbing work. Debris removal was planned to be completed manually rather than with heavy equipment in order to reduce disruption to patrons, staff, and facility operations.

The Board was advised that manufacturing of the new play features was significantly ahead of the anticipated schedule. The palm tree feature with dumping coconuts, which had originally been expected to require approximately 16 weeks to develop, manufacture, and test, had already been completed. The mini rainforest and palm tree were ready to ship together. The contractor would receive the shipment, use a forklift to move the crates, and place the equipment in a secure storage container behind the facility.

until installation. Two fish spray features had already been received. Director Harris noted that approximately \$70,000 in payments reflected costs associated with the play features, with final payments still to come.

Director Harris stated that replacement of the therapy pool filter remains planned for the current fiscal year. She also reviewed the parking lot expansion, which is a carryover project from the prior fiscal year. She explained that capital projects may cross fiscal years and, if total capital expenditures ultimately exceed the Board-approved budget, a budget augmentation could be brought back to the Board. The district auditor would be advised that the parking lot project carried into the current fiscal year.

The parking lot permit had been issued. The contractor was completing paving work at the Justice Center and was scheduled to mobilize at the Swim Center on October 5, 2026. Completion was anticipated by the end of October, weather and temperature permitting. Director Harris also referenced quarterly project-management billing and ongoing asset-management work performed internally. She reported that the projects were progressing smoothly. No action was taken.

Item B - Review and Discussion of the District Strategic Plan (Discussion Only)

Director Harris advised the Board that, to reduce paper use, the full strategic plan would not be reprinted in each monthly Board packet. Trustees had previously received hard copies and could retain them in their binders or access the plan electronically. A shorter schedule of strategic-plan goals and target dates would continue to be included to assist the Board in tracking upcoming discussions. The Board expressed agreement with this approach.

Director Harris then reported on the strategic-plan goal concerning a possible change to the district's legal name. The Board had previously discussed whether the name East Fork Swimming Pool District fully reflects the district's recreation, aquatics, and public-safety functions and had considered incorporating a safety component into the name. Director Harris consulted District legal counsel Mark Forsberg, who reviewed NRS Chapter 318, including NRS 318.055, concerning district formation.

Director Harris reported counsel's advice that the district was created through a Douglas County ordinance and that the legal name was established through that ordinance rather than by the current Board. According to the legal advice reported to the Board, changing the district's legal name would require County-level action and amendment of the creating ordinance. Counsel advised against changing the ordinance and recommended that the district retain its existing legal name. The Board discussed treating the name-change goal as completed based on counsel's recommendation.

Trustee Dressel provided an update concerning the district's placement on property tax bills. He reported that he had spoken with the appropriate County office and was advised that the district's current position on the bill resulted from a system change implemented in 2022 rather than a policy decision by the County Commission. He stated that staff in that office were interested in changing the ordering for a future tax year and that he planned to follow up in February rather than waiting until March to help ensure the issue remains active.

As part of the strategic plan's community-engagement goals, Trustees Duffy and Gilkerson reported on public and stakeholder meetings they had attended. They discussed a quarterly stakeholder update attended by representatives of local towns, public agencies, schools, law enforcement, fire services, commissioners, businesses, and other community stakeholders. Trustee Gilkerson reported sharing information about Swim Center attendance, facility operations, and staff training. Trustees described the meeting as useful for understanding issues affecting Douglas County and emphasized the value of collaboration and communication among local entities.

Trustees Duffy and Gilkerson also discussed attendance at a community partnership meeting during Suicide Prevention Month. The meeting included information regarding community programs, the food

closet, nonprofit organizations, and other collaborative efforts. They reported that they introduced themselves and represented the district at the meeting.

Director Harris addressed the continuing-education component of the strategic plan and reported that Trustees Duffy and Gilkerson, Director Harris, and staff member Sarah would attend the National Recreation and Park Association conference in Philadelphia during the week of September 28. A report on the conference experience would be brought back at a future Board meeting.

Trustee Biaggi raised the question of whether another strategic-plan item should be accelerated now that the legal name-change initiative would not move forward. Potential items discussed included the long-term master plan and a wage and compensation study. Director Harris cautioned that moving major items forward should be coordinated with the District's January-through-March budget-development process so that anticipated expenditures can be incorporated into future operating and capital budgets.

For planning purposes only, Director Harris estimated that an outside wage and compensation study for an organization of the district's size could potentially cost approximately \$15,000 to \$25,000. She noted that the prior study, completed several years earlier under favorable circumstances, cost approximately \$8,000. A comprehensive master-planning effort could potentially be approximately \$100,000 and would involve professional services, site and property analysis, floodplain and development considerations, public engagement, data collection, facility integration, long-term financial sustainability, staffing, and planning for a 10- to 20-year horizon.

The Board discussed whether some work could be completed internally. Director Harris and Trustees noted that the Swim Center has specialized positions, responsibilities, and facility conditions that do not always have direct local comparators. Director Harris explained that the 2019 compensation assessment identified significant deficiencies in some positions and that the Board at that time made financial decisions to address those deficiencies. She also clarified that a future compensation study would provide information to the Board but would not obligate the Board to implement recommended wage changes.

Trustee Duffy suggested that preliminary public conversations regarding a future master plan could begin without significant cost and could help identify community interests and individuals with relevant expertise. Trustee Des Jardins expressed support for remaining proactive while keeping major cost items in the years currently planned, with lower-cost discussions and engagement occurring in the interim. Trustee Biaggi agreed that financial resources should be incorporated into the next budget before major projects move forward. Director Harris stated that the strategic plan would return for continued discussion and that funding priorities could be considered during the January-through-March budget process. No action was taken.

Item C - General Ledger Cash Balances, Expenditures and Investments Through August 31, 2026 (Discussion and Possible Action)

Director Harris reviewed the district's financial position through August 31, 2026, noting that the district was approximately 16% through the fiscal year. Cost recovery was reported at 37.36% with interest and 33.85% without interest. She stated that the budget was performing well at that point in the fiscal year and that she had no current concerns regarding the overall financial position.

Director Harris explained that certain expenditure categories appeared higher than the percentage of the fiscal year completed because of the timing of purchases. As an example, office supplies included the earlier-than-anticipated replacement of the snack-bar computer after the existing computer failed during the summer.

The Board also discussed increased e-commerce charges. Director Harris explained that the district had changed credit-card processing vendors and was realizing savings from that change; however, the district's point-of-sale software provider had increased charges associated with communication between

the software and the third-party credit-card system. Staff revised the process for in-person credit-card transactions so those transactions could be processed directly through the credit-card machine and reconciled separately with the point-of-sale system, thereby avoiding certain e-commerce communication fees. Online transactions cannot use that process. Director Harris stated that the revised procedure remained fully accountable and would be reviewed with the auditor. If the expected savings do not materialize, the district may evaluate other point-of-sale systems.

In response to questions regarding payroll, Director Harris described the labor-budget process used to develop the annual salaries and wages budget. The labor model incorporates the Board-approved pay scale, an average anticipated wage adjustment, historical staffing hours required to operate programming safely and efficiently, full-time salaries, health insurance, taxes, and other payroll-related expenses. She stated that reports from the timekeeping system are used to estimate the annual hours needed for lifeguards and other positions, and that the resulting labor-budget totals feed into the proposed annual budget presented to the Board. The accountant, bookkeeper, and Director review multiple budget drafts during the development process.

Trustee Duffy discussed internal financial controls and stated that she had asked Director Harris about safeguards related to cash handling, access, reconciliation, and financial oversight. She reported that the district has multiple levels of checks and balances involving staff, the accountant, bookkeeper, auditor, and Board review. The Board then considered approval of the financial reports.

ACTION: Motion by Trustee Biaggi to approve the general ledger cash balances, expenditures and investments through August 31, 2026; second by Trustee Gilkerson. Motion carried unanimously.

Item D - Swim Center Director Report

Director Harris began with employee recognition and announced Edward Bergstrom as Employee of the Month. She described him as a newer employee who had quickly demonstrated kindness, teamwork, reliability, initiative, and a strong work ethic. She noted that he regularly works closing shifts, completes cleaning and other responsibilities without taking shortcuts, and has earned the respect and support of his peers and management. Director Harris also described the positive response from staff when his recognition was announced at the staff meeting.

Under programming, staffing, and training, Director Harris reported that the recent Douglas Dolphin swim meet included 386 swimmers. The district receives \$4 for each registered swimmer as part of the arrangement for use of the facility. She also reported that the leadership team participated in a values exercise facilitated by Pool/Pact, identifying individual values and then developing a group set of core values.

Director Harris reviewed ongoing staff training requirements and exercises. She stated that lifeguards complete four hours of training each month through a combination of e-learning, staff meetings, and practical skill exercises. She described unannounced in-service scenarios, referred to during the meeting as "red shirting," in which lifeguards are tested on recognition and response to staged distress situations. Staff may also place an object or silhouette at the bottom of the pool to reinforce active scanning and recognition under conditions such as glare or reduced visibility. The exercises are used to evaluate response time, activation of the emergency action plan, and opportunities for coaching and mentoring.

Marketing and public-relations updates included continued water robotics programming and hosting Leadership Douglas County at the Swim Center for Economic Vitality Day. Director Harris stated that the presentation intentionally focused on the Swim Center's economic impact rather than solely on recreation. She discussed visitor spending associated with swim meets and lessons, bed nights, restaurant activity, employment, wages, and the broader economic contribution of the facility. The Leadership Douglas County group also received a facility tour.

Director Harris reported attending Women in Business and a CME open house with the district's project manager. She also provided maintenance updates. A newer chlorination unit in the pump room had performed well and required substantially less cleaning than older units. Based on that performance, the district plans to replace the older units with the newer style as the existing equipment reaches the end of its useful life.

Trustee Biaggi asked about CGI Marketing Group. Director Harris explained that CGI provides multiple services to the district, including website design and hosting, website functionality and updates, Google ranking and online reputation assistance, support in responding to negative reviews, and prior video production. Director Harris meets with the company quarterly. When asked about the contract cost, she initially offered to provide the amount at a later time; the Trustee subsequently indicated that the additional cost information was not necessary at that time.

Director Harris clarified the District's August attendance reporting in response to a prior question from Trustee Gilkerson. Total attendance for the month was 15,082. The separate user-attendance breakdown by age group reflects only certain categories and therefore does not equal the overall attendance figure. Director Harris identified lessons, Douglas Dolphin swim team activity, and high school aquatics among categories that are not included in the age-group breakdown. She stated that the two reports have historically measured different sets of attendance data and are not expected to match.

The Board then discussed recent public feedback regarding informal birthday celebrations at the facility. Director Harris explained that a parent had posted online after being approached by an employee while the family was eating cupcakes and singing happy birthday in the mezzanine without having rented a party space. Existing rental materials had created confusion about when food, birthday activities, and use of common areas required a formal rental. After staff became aware of the concerns and related online comments, Director Harris convened the leadership team to review the practice immediately.

Director Harris reported that the leadership team agreed to revise the practice to better distinguish an informal family gathering from a formal private event. Patrons may bring food such as cupcakes or ice cream, sing happy birthday, and gather in designated eating areas without renting a party space when the gathering is informal. The mezzanine may be used when it has not been privately rented, and other appropriate areas include designated outdoor and deck areas where food is permitted. A rental remains appropriate when a group wants reserved/private space or is holding a larger, organized event involving decorations, presents, or similar formal party activity.

After receiving an email from the parent, Director Harris contacted her directly, apologized for how the concern had been addressed in front of the group, explained that the leadership team had already reviewed and changed the practice, and asked that the parent update the online discussion. Director Harris reported that the parent responded positively and that subsequent public comments were supportive of the district's response. The Swim Center also posted the revised information on its own social media page. Staff were briefed on the change and instructed that future concerns of this type should be addressed privately. Director Harris characterized the change as prioritizing positive community relations and responsiveness while maintaining formal rental options. No Board action was taken on the Director Report.

Item E - Board Member Requests for Matters to be Placed on a Future Agenda

The Board discussed the October 15, 2026 regular meeting and future agenda matters. A Trustee requested an update regarding recognition of Olympian Krista Palmer. Director Harris reported that the Board had previously approved a one-year pass for Palmer and that she had contacted Palmer, who expressed appreciation for the district's support and willingness to participate in a future meet-and-greet when scheduling permits.

Director Harris further reported that Palmer had publicly announced that she is pursuing qualification for the 2028 Olympic Games in Los Angeles and had also been nominated for the University of Nevada, Reno Athletic Hall of Fame. The Board discussed the possibility of a meet-and-greet as an opportunity for the community to support her continued training. Director Harris stated that she would continue working with Palmer on scheduling and could provide an update when available.

The Board also identified continued strategic-plan discussion and a future report from attendees following the National Recreation and Park Association conference as matters for future meetings.

Item F - Adjournment

A motion was made by Dressel to adjourn the meeting. Trustee Duffy seconded the motion. The Board voted unanimously in favor. The meeting adjourned at approximately 10:20 a.m.