

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES MEETING AGENDA**

**February 9th, 2023 at 4:00 p.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

Pursuant to Chapter 241 of the Nevada Revised Statutes, the East Fork Swimming Pool District hereby notifies all interested parties that the Board of Trustees will conduct business of the district as noted below.

4:00pm Call to Order and Recognition of Quorum

PUBLIC COMMENT (No Action Can be Taken)

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Board of Trustees. Public Comment is limited to 3 minutes per speaker.

If you are going to comment on a specific agenda item scheduled for action, please do so when that item is opened for public comment. Please identify yourself and sign in on the sign-up sheet. Do not offer comment until acknowledged by the Chair.

APPROVAL OF AGENDA

The Board of Trustees reserves the right to take items in a different order to accomplish business in the most efficient manner; to combine two or more agenda items for consideration, and; to remove items from the agenda or delay discussion relating to items on the agenda.

CONSENT AGENDA

Items appearing on the Consent Agenda are items that can be adopted with one motion and vote unless an item is pulled for discussion by a Trustee or a member of the public. Members of the public who wish to have a consent item placed on the Administrative Agenda shall make that request during public comment at the beginning of the meeting and state why they are making that request. When items are pulled from the Consent Agenda, they will automatically be placed at the beginning of the Administrative Agenda or, may be continued until the next meeting.

PUBLIC COMMENT

Motion to Approve Consent Calendar items 1a-b

- 1a. For Possible Action. Approval of previous minutes from the January 19th, 2023 Meeting.

ADMINISTRATIVE AGENDA

The Administrative Agenda will proceed as follows:

- The Chairman will read the agenda title into the public record.
- Staff and/or Trustees will provide relevant information on the matter.
- The Board will discuss the item. Once that discussion is concluded, the Chair will take public comment at three minutes per speaker.
- Once public comment is completed, the Board may again discuss or proceed directly to vote.

**For agenda items that are listed as "Discussion Only" with no action, public comment is not legally required. Public comment may be accepted by the Chair at their discretion.

CONSENT AGENDA ITEMS PULLED FOR FURTHER DISCUSSION:

Any item pulled for discussion from the Consent Agenda will be heard at this time unless continued to a later meeting.

Administrative Agenda

2. Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects.
3. For Possible Action. Discussion and possible action on changing the Districts current Tax Revenue Rate at .13%.
4. For Possible Action. Discussion and possible action to award the ADA Restroom Remodel labor contract to Majestic Marble and Tile in the amount of \$35,240 and authorize the director to approve contract change orders up to 10% for any required scope of services.
5. For Possible Action. Discussion and possible action to award the ADA Restroom Remodel material contract to Nova Tile and Stone Nevada Inc. in the amount of \$39,166.58 and authorize the director to approve contract change orders up to 10% for any required scope of services.
6. Discussion Only. Discussion of the proposed '23-'24 operating budget and 5 year capital improvement budget
7. Discussion Only. Discussion on the evaluation process of the District's Director to be held during the March 2023 meeting.
8. Discussion Only. Report from the Swim Center Director:
 - User Attendance
 - Staffing and Programming
 - Marketing and Public Relations Information
 - Employee Recognition
 - Maintenance Updates
 - Monthly Financial Update
 - Correspondence
9. For Possible Action. Discussion and possible action on proposed agenda items for the March 16th, 2023 meeting.

Adjournment

Copies of the agenda were posted at 2:30pm, Friday February 3rd, 2023 at the following locations:

1. Carson Valley Swim Center, 1600 Highway 88, Minden, NV.
2. Douglas Co. Administration Building (Historic Courthouse) 1616 Eighth St., Minden, NV.
3. Douglas County Administration Office (Minden Inn) 1594 Esmeralda St., Minden, NV
4. Carson Valley Swim Center Web Site: www.cvswim.com
5. State of NV web site: <https://notice.nv.gov/>

Posted By: _____ Signed: _____

Reasonable efforts will be made to accommodate disabled individuals desiring to attend the meeting. If you are interested in materials call Sharon Thompson at 775-392-4063 24 hours in advance so that arrangements may be made.

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES**

AGENDA ACTION SHEET

Agenda Item # 1a

Title: Approval of the General Meeting minutes from January 19, 2023.

Background: These are the draft minutes from your previous meetings.

Funding: NA

Recommended Motion: Move to approve the General Meeting minutes from January 19, 2023.

Trustee Action: _____ **Approved**
 _____ **Denied**
 _____ **No Action**
 _____ **Other**

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
January 19, 2023 at 9:15 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees January 19, 2023 meeting was called to order at 9:15 AM at the Carson Valley Swim Center, Minden, NV. Board members present were Chairman, Frank Dressel, Vice Chairman Sharon DesJardins, and Trustees Doug Robbins, Teresa Duffy and Travis Lee.

No Public Comment

AGENDA

Upon motion by Lee to approve agenda, seconded by Robbins, the motion was unanimously approved.

No Public Comment

CONSENT AGENDA ITEMS

1a. For possible action. Previous minutes from the December 15, 2022 General Meeting.

1b. For possible action. Approval of general ledger cash balances, expenditures and investments through December 31, 2022

Upon motion made by Robbins and seconded by Lee. The consent agenda items 1a and 1b were unanimously approved.

No Public Comment

ADMINISTRATIVE AGENDA

2. Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects.

Harris states that the Radio Repeater system is paid off. I will be bringing 3 quotes for labor and 3 quotes for material for the ADA bathroom remodels to the February board meeting for discussion and possible approval. We will do one bathroom at a time so the patrons will always have one ADA bathroom as well as the bathroom on the deck and the ones in the locker rooms. We are hoping to start these bathroom remodels in March or April. McCullough states that the County will be out this week to do the final testing of the Radio Repeater system. For the Roof Restoration, we have 3 registered bids so far. The bidding closes next week and then we will bring a recommendation to the next board meeting for discussion and possible approval. We have no leaks our roof. Dressel asked about our parking lot being in a flood zone and if we would behoove us to have some clean fill dirt brought in. McCullough states that would take permitting and design and it would have to go through FEMA and it would take up to a year to get approval. Lee asked about the remaining 1.7M in the Capital Budget. What are we doing with that money? Harris states that we will go into that today when we start into the budget and look at the 5 year projected Capital Improvement Plan.

No Public Comment

3. Discussion Only: Discussion on the possible partnership with Douglas County to design and build a splash park in the Topaz Ranch Estates area.

Harris introduced Scott Morgan, Douglas County Director of Community Services. Morgan states this is a unique opportunity we are looking into right now. Partnering with CVSC on a splash pad for the Topaz area would mean entering into an Inter-local Agreement, which would mean that Douglas County would

take full responsibility and that the swim center would help fund the project. The County would maintain and have all liability for the Splash Pad. It is a good will opportunity for an under- served area of our county. It would supply some seasonal recreational benefit for that area. DesJardins asked what the timeframe is. Morgan states it would be in the next fiscal year. Planning for that fiscal year is starting now. DesJardins asks when funding would be due from us. Morgan states it would be due at the end of the project. Duffy asks what the population of youth in that area is. Morgan states the youth population is small and declining. Robbins asks what the projected cost is. Morgan states \$240,000. Robbins asks if outside contractors will be used. Morgan states that this will be a McCullough Project. Lee states that this project makes a lot of sense and falls nicely within our strategic goals. Harris states that we will be discussing this in our CIP budget talks and we can get back to Morgan by March as to what our decision will be.

No Public Comment

4. For Possible Action. Discussion and possible action to elect the Chair and the Vice Chair for the Board of Trustees.

Dressel states that he is ready to step down and pass the gavel on. Please start your discussion. Robbins nominates DesJardins for Chair of the Board of Trustees.

Upon motion made by Robbins and seconded by Lee to elect DesJardins as Chair of the Board of Trustees unanimously approved the nomination. DesJardins accepted the position.

Dressel nominated Lee for Vice Chair of the Board of Trustees.

Upon motion made by Dressel and seconded by Robbins to elect Lee as Vice Chair of the Board of Trustees unanimously approved the nomination. Lee accepted the position.

Dressel turned that meeting over to Chair DesJardins.

No Public Comment

5. Discussion only. Discussion of the proposed '23-'24 operating budget, 5 year capital improvement budget, 3 year strategic plan and population trends.

Harris states I will bring the proposed budget numbers next month. I am still building in the salary increases plus the new fee increases. Our servicing of patrons isn't growing. Is expanding warranted? We are just now recovering from COVID and need more staffing. Over the next couple of months we will relook at the CIP and look at long term in year 5. We will talk about master planning and our strategic plan. I have also included graphs of population growth in seniors and our schools. We will also discuss the opportunity to partner with Douglas County on the Topaz Splash Pad. Lee asks what has not been done yet in '22-'23 fiscal year. Harris states that when the Board denied the concession improvements, she was able to replace that project with 3 other project which included the ADA remodels, the 3 meter stand and the filter project. I am unable to change the projected 5 year capital improvement plan that I send to the state. But I have added those projects to the Capital Budget Fiscal year '22-'23. A discussion was held on developing a Master Plan. Lee states that he feels we have a responsibility to the tax payers to explain to them how we are spending money on facility projects. Harris states that she believes that updating our strategic plan will take the place of a master plan. All we are going to do with a master plan is putting all the documents we already have together. Duffy states that she feels that we are getting too redundant. Dressel states that our strategic plan is a changing document that gives us direction. Harris states that she questions that a master plan will be redundant also. Lee states that he is good with the strategic plan that we have.

Changed recommended in year '23-'24: Move Indoor Pool plaster, Paint to '26-'27. Move Lobby Remodel and Concession Improvements from '26-'27 to '23-'24. Move Scrubber, climbing wall from Asset Management '23-'24 to '24-'25 and move Activity Pool Toys from Asset Management '24-'25 to '23-'24. TRE Splash Pad – determine amount. Add Cold Therapy Tub and Therapy Pool Addition to '27-'28. Robbins states he thinks the concession improvements align well with the Lobby remodel.

No Public Comment

6. Discussion Only. Report from the Swim Center Director. CVSC January 2023 Director's Report

User Attendance: See board binder documents.

- Dec 2021 Attendance was 6722. Dec 2022 Attendance was 6803. (1.2% Increase)

Programming, Staffing and Training:

- Shannon attended a DEI Webinar hosted by KEPRO - Employee Assistance Program (EAP)
- Sarah and Tyler taught the High School Aquatics Class and finished up their CPR and First Aid training.
- Session, Drop-In and Private swim and dive lessons are combined numbers and classes have been successful (see attached #'s)
- Water Aerobics Class attendance is staying steady at 35+ participants in the morning classes. Evening classes are smaller but well liked and attended.

Marketing and Public Relations

- Shannon attended and participated in Pool Pact's HR Assessment Workgroup.
- Shannon attended the NRPS North Social in Carson City.
- Staff created, participating in and won the "Government Category" of "The Parade of Lights."
- 1st Annual Underwater Santa Pictures.
- Flick 'N Float was scheduled – little to no attendance. Next movies will be scheduled for Jan, Feb & Mar.
- Social media exposure and information sharing: Facebook & Instagram updates (Sarah & Catherine).
- Website updates (Tyler), Google Business updates (Shannon), Alignable updates (Shannon)
- Publications: Carson Valley Business Directory, Getaway Reno/Tahoe Area, Best of CV, Almanac, Record Courier.
- 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 and patrons on our internal water aerobics list to keep up-to-date on schedule or procedure changes.

Employee Recognition:

Employee of the Month: TBD

Maintenance Updates:

- Filter System approved by the Board is being manufactured. Project will be delayed to May 2023 due to manufacturer dropping one of the filters during manufacturing.
- 3M Dive stand is in production and once notified will be picked up at the Reno location to avoid high delivery fee.
- Dave has been working closely with Trane and Seresco regarding the DH1 operations.
- FT Maintenance Assistance position is vacant. Advertising has been done and applications have come in. Still remains open.
- Daily maintenance projects and asset management are being completed daily... excel document updated by Maintenance Supervisor and Director regularly.
- Updating and improving the data information in Reserve Analyst (Asset Management Program).

Monthly Financial: See board binder documents. User fee income does not have a direct correlation to attendance. Income is dependent on timing of payments from Point of Sale System as well as billing.

Correspondence: See board binder documents (if applicable).

No Public Comment

7. **For Possible Action. Discussion and possible action on proposed agenda items for the February 9, 2023 meeting.**
- **Budget**
 - **CIP**
 - **Roof Restoration**
 - **ADA Remodel**
 - **TRE Splash Pad**

Upon motion made by Duffy and seconded by Lee to adjourn meeting. Motion to adjourn meeting was unanimously approved.

EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

AGENDA ACTION SHEET

Agenda Item #2

Title: Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects.

Background: East Fork Swimming Pool District contracted with Aquatic Design Group to complete an overall evaluation of the Carson Valley Swim Center's equipment. The capital improvement and maintenance priority list is a combination of that report along with the center's Director, Maintenance Supervisor and Project Manager's recommendations.

Funding: NA

Recommended Motion: Discussion only

Trustee Action: _____ **Approved**
_____ **Denied**
_____ **No Action**
_____ **Other**

**Carson Valley Swim Center
Capital Budget
Fiscal Year 2022/2023**

Construction Funds Available as of:

Local Government Investment Pool

Jan 31
\$ 2,179,079

2022/2023 Projects

Concession & Roof Resortation ('21-'22) Pre Const. 100% Design

Roof Restoration ('22-'23)

Project Management ('22-'23 Scott McCullough)

Asset Mang Plan (Filters, Filter Media, socks, Diving Board 3M, DH1
Parts, Vacuum, Decking Rockwall, ADA Remodel)

Radio Repeater System

Contingency (Permits, Landscaping Improvement)

Company	2022/2023 Budget	Contract Amount/ Expense	Remaining Amts. Payable
TSK	38,000	38,000	7,700
	212,755	212,755	211,995
Douglas County	13,000	13,000	7,781
Reserve Analyst	291,831	241,831	203,002
Sierra Electronics	69,245	69,245	-
Contingency for Asset Mang	30,000	38,000	-
'22/'23 Capital Budget	654,831	612,831	

Remaining Construction Funds Available

430,478
\$ 1,748,601

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES**

AGENDA ACTION SHEET

Agenda Item #3

Title: For Possible Action. Discussion and possible action on changing the Districts current Tax Revenue Rate at .13%.

Background: The Districts current tax rate is .13 down from .1645 in 2012 when the District gave back .345 that ultimately went to the County.

Funding: NA

Recommended Motion: Move to keep the East Fork Swimming Pool Districts Tax Rate at .13%.

Trustee Action: _____ **Approved**
_____ **Denied**
_____ **No Action**
_____ **Other**



STATE OF NEVADA
DEPARTMENT OF TAXATION

Web Site: <https://tax.nv.gov>
Call Center: (866) 962-3707

LAS VEGAS OFFICE
700 E. Warm Springs Rd, Suite 200
Las Vegas, Nevada 89119
Phone (702) 486-2300
Fax (702) 486-2373

JOE LOMBARDO
Governor
TONY WREN
Chair, Nevada Tax Commission
SHELLIE HUGHES
Executive Director

CARSON CITY OFFICE
1550 College Parkway, Suite 115
Carson City, Nevada 89706-7937
Phone: (775) 684-2000
Fax: (775) 684-2020

RENO OFFICE
4600 Kietzke Lane, Suite L235
Reno, NV 89502
Phone: (775) 687-9999
Fax: (775) 688-1303

MEMORANDUM

Date: January 23, 2023
To: All Local Government Finance Officers
From: Local Government Finance
Subject: Tax Rate Changes for FY 2023-24

The Preliminary Revenue Projections publication, which establishes the preliminary maximum allowed operating property tax rate for all local governments, will be distributed on February 15, 2023. Please review and notify your analyst **in writing** by **February 21, 2023** regarding the property tax rate your governing body proposes to levy in FY 2023-24. This office will compile and disseminate the information to the County Treasurers and the Centrally Assessed section of the Division of Local Government Services for use in the preparation of the property tax proforma revenue report. If we do not receive a response from you, the FY 2022-23 tax rates will be applied. Please contact the analyst assigned to your entity if you have any questions.

Kelly Langley – Tax Manager
(775) 684-2073
klangley@tax.state.nv.us

Clark (Team w/Kellie Grahmann)

Kellie Grahmann, Budget Analyst II
(775) 684-2065
kgrahmann@tax.state.nv.us

Churchill
Clark (Team w/Kelly Langley)
Washoe

Keri Gransbery, Budget Analyst II
(775) 684-2077
kgransbery@tax.state.nv.us

Elko
Esmeralda
Humboldt
Lander
Mineral

Evelyn Barragan, Budget Analyst II
(775) 684-2027
barragan@tax.state.nv.us

Lyon
Nye
Storey
White Pine
Multi-County Districts

Ande Thorpe, Budget Analyst II
(775) 684-2092
tthorpe@tax.state.nv.us

Carson City
Douglas
Eureka
Lincoln
Pershing

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES**

AGENDA ACTION SHEET

Agenda Item #4

Title: For Possible Action. Discussion and possible action to award the ADA Restroom Remodel labor contract to Majestic Marble and Tile in the amount of \$ 35,240 and authorize the director to approve contract change orders up to 10% for any required scope of services.

Background: East Fork Swimming Pool District Director and Maintenance Supervisor solicited multiple quotes for the West & North ADA Bathroom Remodel Project. Two qualified companies provide us with demo and installation quotes. One company responded that they were not interested in the job and the other solicitations went without response.

Funding: NA

Recommended Motion: Move to approve awarding the ADA Restroom Remodel labor contract to Majestic Marble and Tile in the amount of \$ 35,240 and authorize the director to approve contract change orders up to 10% for any required scope of services.

Trustee Action: _____ **Approved**
_____ **Denied**
_____ **No Action**
_____ **Other**



4611 Goni Rd. Suite F
Carson City, NV 89706

NV License #0076433 & #0076434
CA License #985991

REVISED

Proposal Dated: January 13, 2023

To: Minden Swim Center
Att: David Carson
Re: Proposal/Contract
Address: 1600 Hwy 88, Minden NV
Phone # 775-434-9152
Email: maintenance@cvs swim.com

From: Justin Hickson
(cell) 775-501-1130
Email: justin.hickson@majesticmarbletile.com

Area: Bathroom Walls (2 Bathrooms)
Stone: Owner supplied (2cm engineered or natural stone) Porcelain Slabs
Edge Detail: Non - Laminated edge TBD (A-group)
Total Labor Quote Amount: \$26,520.00

Area: Demo and Install 2-Bathroom Floors
Tile: Owner supplied
Total Labor Quote Amount: \$8,720.00

Total = 35,240

Notes:

Removal of existing floor tile in these areas. Inspect for any water damage
rebuild any shower floor areas so that proper drainage will be achieved.
Any major or unforeseen floor damage and/or water damage that shows
after initial demo. Will be assessed and billed at \$75.00 per man hour.
Floor area is measured at 210 Sq ft. in the woman's side
Floor area is measured at 165 sq ft. in the men's side
Install: New tile on floor with a Schluter cove along the walls for sanitation
and ease of cleaning. Schluter waterproof floor liner.

Friday, January 13, 2023

Initials _____



4611 Goni Rd. Suite F
Carson City, NV 89706

NV License #0076433 & #0076434
CA License #985991

Floor area on woman's and length of wall for Schluter trim, 210 Sq ft and
80 linear feet (ln ft.) of cove trim along wall edges (aluminum)

Floor area on men's and length of wall for Schluter trim, 165 Sq ft and
60 linear feet (ln ft.) of cove trim along wall edges (aluminum)

Install: Wall area in showers with 48 x 48 porcelain panel with Schluter trim
On all vertical edge. In woman's area. 70 ln ft by 91" tall 545 sq ft. and
Ceiling 70 sq ft. 10 corners

In men's area. 60 ln ft by 91" tall 465 sq ft. and
Ceiling 38 sq ft. 8 corners.

Materials Option

Majestic Marble and Tile requests that all tile and slabs be owner supplied and purchased directly from the suppliers. Majestic will assist in getting quantities needed and will help in selection upon request.

Friday, January 13, 2023

Initials _____



4611 Goni Rd. Suite F
Carson City, NV 89706

NV License #0076433 & #0076434
CA License #985991

CONTRACT TERMS AND CONDITIONS

ACCEPTANCE: Buyer's acceptance of this proposal by its authorized representative signature hereof constitutes a binding, enforceable contract. A 45% deposit is required upon acceptance.

Majestic Marble and Tile (MMT) does not do demolition work. This price does not include sub tops. Majestic Marble and Tile does not do plumbing.

Natural Stone Disclaimer: Quarried natural stones, by nature, have conditions and variations that cannot be controlled, e.g. color, size, veining, voids, fissures, small pin holes, and thickness, etc. As a consumer you must understand some of the conditions inherent in natural stone. Granite, quartzite, marble, limestone, travertine, soapstone, quartz, engineered quartz, and any other quarried products offered by suppliers have been carefully selected through quality control parameters. As a natural product, you need to understand that some stone may contain natural occurring imperfections, which are characteristic to natural stone. These colors include shade variations, geological conditions, and natural characteristics including veining fissures and fill by the manufacturer. The final user purchasing the raw material should inspect the slabs to insure the desired appearance. It is the buyers/owner's responsibility to inspect and call to the fabricator's attention anything about the material that they may consider undesirable or defective in the material prior to fabrication including blending of slabs. During the fabrication process, MMT reserves the right to fix and repair any natural fault in the stone supplied by the supplier or final user. It is at the discretion of Majestic Marble and Tile to repair a natural stone to secure the stability of the product. MMT will warranty the final product for the work we do and on the edging we perform but will not warranty the manufacturer's finish of the surface.

SEAMS: Joining the slabs in an appropriate area may be needed due to the size and layout of the material provided. If joint locations are a concern, please provide a written concern prior to templating.

Change Orders: Any increase in the work scope will be charged by an agreed change order.

LIMITATION OF WARRANTY AND DISCLAIMERS. MMT gives to Buyer only the express warranty that MMT will perform all of its contractual scope of work in a skilled and workmanlike manner in accordance with its industry standards. EXCEPT FOR THE AFORESAID EXPRESS WARRANTY, THERE ARE NO OTHER WARRANTIES EXPRESSED OR IMPLIED, INCLUDING THE WARRANTIES OF MERCHANT ABILITY AND FITNESS FOR A PARTICULAR PURPOSE. MMT WILL NOT BE LIABLE TO BUYER FOR ANY LOSS OF PROFITS, OR FOR ANY CLAIM AGAINST BUYER BY ANY OTHER PARTY, OR FOR ANY SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY TYPE WHETHER BASED IN TORT, CONTRACT OR OTHER LEGAL THEORY, EVEN IF MMT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

FORCE MAJEURE. MMT shall not be liable for any loss, damage, failure to perform, or for any delay, arising out of any cause beyond the control or without the sole negligence of MMT. In the event of any failure or delay resulting from such causes, an equitable adjustment of price, schedule or other affected terms and conditions of this contract shall be made. No such failure or delay shall be the basis for an increase in MMT obligations or for Buyer's termination of this contract.

APPLICABLE LAW AND VENUE. This contract shall be deemed to have been formed in Nevada, and the validity performance and construction of these terms and conditions of this contract shall be governed by the laws of Nevada and Buyer herein agree and irrevocably commit that the choice of Nevada as the venue for litigating the rights and duties hereunder shall be at MMT sole option.

DEFAULT. In the event Buyer defaults under this contract; in addition to all other remedies available to MMT at law or equity, MMT shall be entitled to recover its attorney's fees and related taxes and court costs incurred at both trial and appellate levels.

Friday, January 13, 2023

Initials _____



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CA License #985991

LIMITATION OF LIABILITY. MMT shall not be liable for the special, indirect, incidental, or consequential damages of any nature and from any cause whether based in contract, equity, tort or other legal theory, even if MMT has been advised of the possibility of such damages. Buyer further agrees that MMT shall not be liable for any lost revenue or profits or for any claim or demand against Buyer by any other party.

SEVERABILITY. If any of the provisions of this contract shall contravene or be invalid under applicable state or federal law, such contravention or invalidity shall not invalidate this entire contract; instead this contract shall be construed as if not containing the particular provision or provisions held to be invalid, and the rights and obligations of the parties shall be construed and enforced accordingly.

MEDIATION. Any disagreement or dispute under this contract, which the parties fail to resolve by themselves within ten (10) calendar days, shall be submitted to mediation in accordance with Nevada. The parties shall either agree on the mediator by selecting him or her within five (5) working days; or the mediator shall be selected by a mutually agreed upon third party. Any resultant settlement of the dispute shall be reduced to writing and signed by all parties, and shall be enforced at law.

Majestic Marble and Tile remnant policy: Once fabrication is complete there may be remnants left over. Majestic Marble and Tile will deliver the remnants with the project, if requested, and charge a delivery fee of \$9.00 per square foot. Any left-over remnants that remain at Majestic Marble and Tile will be held for 30 days. After the 30-day holding period the material will be the property of Majestic Marble and tile.

Majestic Marble seals all slab work upon installation. Majestic Marble will not seal tile work. If sealer is requested a referral will be made.

PAYMENT. Full payment due upon completion of project.

Acceptance: _____

Date: _____

Friday, January 13, 2023

Initials _____

LABOR ONLY QUOTE/REVISION

Foothill Tile setting Inc.
39 Wellington Cutoff
Wellington, NV 89444
775-721-0798
NSCB# 0040435A
Bid limit: \$550,000.00
CSLB# 1030980

Client: CV Swim Center

Job: Men's and women's locker room/ shower areas.

November 11, 2022

Gardnerville

January 9, 2023

Shannon Harris (Director)

director@cvswim.com

Demo: Demo & removal of existing floor tile in these areas - Inspect for any water damage rebuild any shower floor areas so that proper drainage will be achieved.

Floor area is measured at 210 Sqft. in the woman's side **\$ 1,200.00**

Floor area is measured at 165 sqft. in the men's side **\$ 950.00**

****Any major or unforeseen floor damage and/or water damage that shows after initial demo. Will be accessed and billed at \$75.00 per man hour.**

Woman's

Floor: Install 210 sf of tile on floor – straight or off set pattern – 80 lf of schluter sani cove

Schluter waterproof floor liner – prep, install & grout **\$ 4,675.00**

Walls: Install 545 sf of porcelain panels on walls to 91" tall – schluter trim on vertical edges

10 corners - prep, install & grout **\$ 14,180.00**

Grab bars: Install 12 grab bars in location specified by swim center in woman's area

(bar's not included) **\$ 900.00**

Men's

Floor: Install 165 sf of tile on floor – straight or off set pattern – 60 lf of schluter sani cove

Schluter waterproof floor liner – prep, install & grout **\$ 3,687.00**

Walls: Install 465 sf of porcelain panels on walls to 91" tall – schluter trim on vertical edges

8 corners - prep, install & grout **\$ 11,972.00**

Grab bars: Install 10 grab bars in location specified by swim center in men's area

(bar's not included) **~~\$ 750.00~~**

Install: Additional holes for valves, bathroom fixtures, toilets. Etc. that require drilling of porcelain. Charge per hole

\$25.00

Total for labor: \$ 38,314.00

Foothill Tilesetting, is not responsible for ANY material left at yard.

37,564

Foothill Tilesetting is not responsible for any phases of plumbing or electrical
Plumber & electrician to be arranged by owner or general contractor.

{ } Homeowner/contractor is RESPONSIBLE for any & all plumbing, this includes
hook up of any sinks, faucets, dishwashers, garbage disposals, toilets, shower
valves, drains. Foothill Tilesetting, Inc. is NOT responsible for any plumbing or
arraigning of a plumber after install is complete.

Note: We recommend the sealing of the slabs & grout joints.
Please contact Sue @ 775 901-0821 for a price quote on this service
We do not quote or provide this service and it is not included in this quote

******No materials will be ordered, picked- up or work to begin until the signed quote is received at our office. ******

Sign for acceptance: X _____ Date: _____

All Prices quoted are valid for 30 days from the date of stated on the quotation

Upon acceptance and signing of our quote, this then will put your job on our schedule.
Any trivets or cutting boards requested will be done at an additional cost.
A material deposit is required upon acceptance.
Any material pick up in Reno \$400.00 each time.
1 hole drilled for each sink is included. Each additional hole drilled will be at \$ 25.00 ea.
Any additions or pattern changes will be subject to additional charges.
Price subject to change if flooring or wall tile is a mosaic.
Backsplashes that have mosaic insets, deco's or any glass tile are done at an additional charge.
The balance is payable in FULL 10 DAYS after receipt of final invoice. Credit/debit card payments will have a 4% processing fee.
A 2% finance charge will be assessed if the invoice is not PAID IN FULL at the 10 days.
The remaining balance will be assessed at a 2% compounded interest rate per month until paid in full.
Foothill Tilesetting Inc. is not responsible for any material left at yard.
If paying with a credit card/debit, there is a 4% processing fee

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES**

AGENDA ACTION SHEET

Agenda Item #5

Title: For Possible Action. Discussion and possible action to award the ADA Restroom Remodel material contract to Nova Tile and Stone Nevada Inc. in the amount of \$39,166.58 and authorize the director to approve contract change orders up to 10% for any required scope of services.

Background: East Fork Swimming Pool District Director and Maintenance Supervisor solicited three quotes for the West & North ADA Bathroom Remodel Project. Three qualified companies provide us with material quotes.

Funding: NA

Recommended Motion: Move to approve awarding the ADA Restroom Remodel material contract to Nova Tile and Stone Nevada Inc. in the amount of \$39,166.58 and authorize the director to approve contract change orders up to 10% for any required scope of services.

Trustee Action: _____ **Approved**
_____ **Denied**
_____ **No Action**
_____ **Other**

Nova Tile and Stone Nevada Inc.

775-374-6682
2548 Business Parkway

Estimate

Date	Estimate #
12/1/2022	74622

Name / Address
Carson Valley Swim Center Shannon Harris 1600 SR 88 Minden, NV 89423

Rep	Project
MHA	

Item	Description	Qty	Rate	Total
	JOB: SWIM CENTER BATHROOM			
Wave Seaweed 12...	ACCENT STRIP Wave Seaweed 12x24 Honed (15.5 sf/bx)	155	4.46	691.30T
Magnifica Cement...	WALL TILE Magnifica Cementi Grey Porcelain Panel Honed 12mm 60 x 126	26	1,219.31	31,702.06T
Source Pure Whit...	FLOOR Source Pure White 3" Hex mosaic (.594 sf per piece - 6.534 sf/bx)	378.97	10.48	3,971.61T
I/EHK2R18E 2-w...	SCHLUTER DILEX - Inside Corner (2-way) -I/EHK 2 R18E (Stainless Steel) ~	1	6.05	6.05T
E135/EHK2R18 1...	DILEX - 135° Outside Corner - E 135/EHK2R18 (Stainless Steel) ~	1	6.05	6.05T
EHKU9/O9 (Stain...	DILEX - EHK U 9/O 9 (Stainless Steel) ~	1	52.98	52.98T
Shipping Charge	Freight Charge	1	150.00	150.00
	12/1/22 Pricing Adjusted per Mike Andrews. Quantities to be added once measured by installer. - cmd 1/11/23 Updated quantites per Jorgen. Sent back off to Shannon. - cmd 1/12/23 Added Schluter per Jorgen. Waiting on confirmation of quantities - cmd			

Estimates are accurate for a maximum of 30 days. Please be sure to check for updates on pricing or material availability at time of order.

A 5% processing fee will be charged on any amount refunded through credit card transactions. Additionally, returns will not be accepted on special order material.

Subtotal	\$36,580.05
Sales Tax (7.1%)	\$2,586.53
Total	\$39,166.58

Tile Outlet Always In Stock -Carson City

Carson City, NV 89701

Estimate

Date	Estimate #
1/20/2023	14732

Name / Address
Shannon Harris

Project

Description	Qty	Rate	Total
SWIM CENTER BATHROOM			
ACCENT STRIP Wave 12x24 Honed 15.5 sf/ct (SEAWEED)	155	5.15	798.25T
WALL TILE Magnifica Encore 60" x 126" - 12mm (CEMENTI GREY/HONED)	26	1,586.38462	41,246.00T
FLOOR Source 3" Hex (PURE WHITE)	378.97	9.46	3,585.06T
SCHLUTER			
Dialex EHK (-I/EHK 2 R18) Inside Corner (2-way)	1	7.344	7.34T
DIALEX-EHK (E 135/EHK2R18)	1	8.64	8.64T
DIALEX-EHK (EHK U 9/O 9)	1	55.40	55.40T
FREIGHT	1	99.00	99.00

Subtotal	\$45,799.69
Sales Tax (0.0%)	\$0.00
Total	\$45,799.69

Shade variation is inherent in all products. All sales are final. All returns must be approved my management and may be subject to restocking fee and freight fees back to manufacturer.

Phone #	Fax #	E-mail	Web Site
775-841-8453	775-841-8457	carsoncity@tileoutlet.net	www.tileoutlet.net

Two Stone Slab and Tile
 1770 US HWY 395 N Ste D

Estimate

Date	Estimate #
1/24/2023	2753

Name / Address
Carson Valley Swin Center 1600 SR 88 Minden NV 89423

Project

Description	Qty	Rate	Total
Accent Strip Wave Seaweed 12X24 <HONED> (15.5 sf/bx)	155	6.00	930.00T
Wall Tile Magnifica Cementi Porcelin Panel Honed 12mm 60X126	26	1,648.00	42,848.00T
Floor Le Cafe 2 x 2 Hex <WHITE>	378.97	8.00	3,031.76T
Dilex-I/EHK Corners Stainless Steel 304 <IEHK 2 R18E> Inside Corner	1	8.64	8.64T
Dilex-EHK2R18 Corners Stainless Steel 304 <E 135/EHK2R18> Outside Corner	1	8.64	8.64T
Dilex-EHK U 9/09 <78.09 Length>	1	75.68	75.68T
Freight and shipping charges		250.00	250.00

Subtotal \$47,152.72

This is a preliminary estimate. Prices subject to change upon physical, on-site measurements done by installer. Installation to be provided by licensed contractor.

Sales Tax (7.1%) \$3,330.09

Total \$50,482.81

Phone #	Fax #	E-mail	Web Site
775-392-3838	775-392-3836	sales@twostoneslabandtile.com	twostoneslabandtile.com

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES**

AGENDA ACTION SHEET

Agenda Item #6

Title: Discussion Only. Discussion of the proposed '23-'24 operating budget and 5 year capital improvement budget

Background: The Board of Trustees will review the tentative budget during the January and February Board meetings. In March, the Board will approve the budget which will be filed with the Nevada Department of Taxation by April 15th, 2023.

Funding: NA

Recommended Motion: Discussion Only.

Trustee Action: _____ **Approved**
_____ **Denied**
_____ **No Action**
_____ **Other**

**Carson Valley Swim Center
2023 - 2024 Forecast**

Fiscal Year July 1, 2023 - June 30, 2024										
	Budget Jul - Dec	Actual Jul - Dec	Jan	Feb	Mar	Apr	May	June	Forecast	Total Budget 23/24
Income										
403 - USER FEES	265,787	228,570.44	36,816.31	36,446.87	46,608.04	45,477.83	56,829.66	73,809.59	524,559	630,450
496 - FOOD	25,616	26,219.65	1,702.59	2,238.52	2,966.98	3,746.18	4,404.50	10,550.09	51,829	54,500
497 - MERCHANDISE	7,336	8,916.75	887.54	945.01	1,452.80	1,390.34	1,577.93	2,535.81	17,706	20,500
498 - GRANT INCOME	-	8,677.70	3,571.43	883.93	0.00	4,473.21	1,071.43	0.00	18,678	18,500
	298,738	272,385	39,496	39,530	51,028	50,614	62,812	86,895	612,771	723,950
Cost of Goods Sold										
550 - FOOD EXPENSE	12,073	13,388.85	648.37	678.50	1,898.22	2,318.75	2,710.58	3,172.12	24,815	27,250
555 - MERCHANDISE EXPENSE	3,694	4,417.12	58.78	347.64	1,336.66	1,891.56	649.90	346.37	9,048	10,250
560 - FOOD SUPPLIES	296	618.47	6.80	101.09	57.63	162.84	119.63	180.60	1,247	1,250
565 - FOOD SPOILAGE	71	379.62	0.00	134.39	0.00	0.00	0.00	0.00	514	500
	16,136	18,804	714	1,262	3,293	4,373	3,480	3,699	35,624	39,250
PAYROLL EXPENSES										
599 - BOARD EXPENSES	12,075.00	11,200.00	2,012.50	2,012.50	2,012.50	2,012.50	2,012.50	2,012.50	23,275	24,000
600 - SALARIES & WAGES	538,735.15	527,866.92	75,873.46	78,728.72	131,339.48	84,348.41	89,787.03	110,931.76	1,098,878	1,305,687
601 - SOCIAL SECURITY	21,265.54	19,035.06	2,323.66	2,643.74	3,011.70	5,134.06	3,795.98	5,350.33	41,295	50,835
611 - MEDICARE	8,129.78	7,738.34	1,064.64	1,131.35	1,218.43	1,932.77	1,320.12	1,641.92	16,048	19,628
613 - STATE UNEMPLOYMENT	6,324.53	2,255.99	1,259.73	1,338.62	1,441.12	2,248.22	1,391.64	1,771.15	11,706	14,899
614 - HEALTH INSURANCE	25,085.90	25,894.20	5,010.87	5,043.96	5,043.96	4,812.31	3,909.36	4,673.62	54,388	65,142
615 - PERS	71,035.11	53,322.44	11,243.34	11,203.12	11,366.41	16,873.87	10,683.63	10,717.51	125,410	178,814
617 - WORKMANS COMPENSATION	18,360.48	15,705.60	3,060.08	3,060.08	3,060.08	3,060.08	3,060.08	3,060.08	34,068	42,877
639 - PAYROLL TAX ADJUSTMENTS	(4,760.18)	14,091.04	255.37	255.37	404.54	1,767.78	2,407.74	4,133.39	23,315	-
640-3 - ACCRUED VACATION	-	(6,755.28)	-	-	-	-	-	-	(6,755)	-
PAYROLL EXPENSES - Other	-	99.75	-	-	-	-	-	-	100	-
	696,251	670,454	102,104	105,417	158,899	122,190	119,368	144,292	1,421,724	1,701,881
GENERAL & ADMINISTRATIVE										
629 - ADVERTISING/PRINTING	3,879.89	2,884.00	786.48	127.47	607.48	4,684.72	1,487.36	2,551.60	13,129	13,000
630 - POSTAGE	151.85	320.33	34.75	61.97	65.75	61.97	181.21	117.50	843	800
631 - JANITORIAL EXPENSE	3,222.32	4,711.96	807.33	655.57	596.07	977.46	756.29	779.96	9,285	9,300
632 - IT Work/Software	8,226.28	7,379.90	4,428.51	3,588.59	318.05	1,217.49	6,952.46	718.62	24,604	27,000
641 POOL TRAINING & EDUCATION	1,686.55	1,531.00	-	-	283.22	-	25.23	-	1,839	2,000
645 - OFFICE SUPPLIES	10,331.15	2,049.54	(3,778.17)	199.50	191.72	304.55	92.15	884.08	(67)	6,500
660 - SEMINARS & EDUCATION	1,973.21	1,752.00	-	-	-	198.11	1,258.02	770.66	3,979	4,000
661 - DUES/SUBSCRIPTIONS	807.76	339.88	28.00	64.56	210.79	36.95	23.93	28.00	732	800
680 - TRAVEL EXPENSE	3,348.61	6,231.00	-	1,782.66	-	-	329.78	568.94	8,912	9,000
681 - MEALS	602.09	1,116.50	1,172.91	-	-	-	-	-	2,289	2,200
683 - AUTO REIMBURSEMENT/MILEAGE	262.13	938.69	-	95.50	-	97.96	376.37	63.04	1,572	1,500
690 - LEGAL EXPENSE	6,052.42	2,528.35	959.51	-	-	38.07	-	-	3,626	3,500
691 - ACCOUNTING EXPENSE	16,064.64	14,570.00	727.23	672.55	497.58	497.58	563.19	727.23	18,255	18,250
692 - BANK CHARGES	-	-	1,225.00	-	-	-	-	-	1,225	1,200
693 - ENTRY SYSTEM CHARGES	10,046.21	14,770.96	879.46	1,541.32	1,455.95	1,702.36	1,858.94	1,190.76	23,400	26,000
694 - DC VOTER FEES	-	-	5,307.00	-	-	-	-	-	5,307	5,300
780 - CASH OVER/SHORT	-	(404.93)	-	-	-	-	-	-	(405)	-
GENERAL & ADMINISTRATIVE - Other	-	82.95	-	-	-	-	-	-	83	-
	66,555	60,802	12,578	8,780	4,227	9,817	13,905	8,400	118,519	130,350
POOL OPERATIONS										
530 - REFUNDS	-	-	-	-	-	-	-	-	-	-
623 - INSURANCE	32,746	32,746.84	-	-	-	-	-	-	32,747	32,750
628 - CHEMICALS	16,611	36,821.64	9,919.24	2,768.78	2,600.69	3,349.93	9,944.71	(419.15)	64,988	70,000
633 - MAINTENANCE & REPAIR	66,726	54,241.58	12,629.15	17,993.11	2,903.33	7,351.12	13,993.38	4,998.48	114,110	115,000
634 - EQUIPMENT RENTAL	2,662	2,167.51	443.73	443.73	443.73	443.73	443.73	443.73	4,830	4,830
636 - LANDSCAPE MAINTENANCE	5,838	4,440.00	956.83	956.83	956.83	1,137.86	956.83	956.83	10,382	10,500
640 - EMPLOYEE INCENTIVES	1,775	2,102.66	92.22	-	274.39	42.69	326.37	363.93	3,202	2,500
642 - SAFETY	15,750	8,456.80	-	-	-	-	-	-	8,457	8,000
643 - SUPPLIES	2,796	2,711.13	374.32	113.57	80.02	891.98	558.78	985.01	5,715	5,750
644 - UNIFORMS	3,087	3,265.49	939.74	858.96	59.86	135.80	-	3,143.32	8,403	8,000
646 - SMALL EQUIPMENT	2,773	1,913.34	349.98	333.66	471.31	619.58	504.67	553.05	4,746	2,775
	150,765	148,867	25,705	23,469	7,790	13,973	26,728	11,025	287,557	260,105
UTILITIES										
619 - GARBAGE	3,405	3,418.50	466.81	521.73	521.73	604.11	659.02	576.65	6,759	6,800
621 - TELEPHONE EXPENSE	3,066	3,185.22	487.88	514.61	514.06	514.01	514.21	514.21	6,244	6,300
622 - ELECTRIC	65,941	71,543.19	9,658.91	10,402.60	10,285.04	11,343.61	11,468.48	12,025.73	136,728	137,000
624 - WATER	6,972	5,989.00	521.28	675.47	727.55	955.20	1,240.45	1,408.17	11,517	11,500
625 - SEWER	2,077	2,032.20	1,015.89	-	-	1,027.18	-	-	4,075	4,075
626 - NATURAL GAS	39,192	41,627.32	10,853.75	10,350.76	7,725.61	8,852.32	10,935.49	7,864.95	98,210	98,000
	120,653	127,795	23,005	22,465	19,774	23,296	24,818	22,390	263,543	263,675
850 - DEPRECIATION EXPENSE	257,544	257,544.00	42,924.00	42,924.00	42,924.00	42,924.00	42,924.00	42,924.00	515,088	515,088
Total Expense	1,308,003	1,284,287	207,029	204,327	236,905	216,573	230,223	232,731	2,612,055	2,910,349
Net Ordinary Income	(1,009,265)	(1,011,882)	(167,623)	(164,696)	(185,878)	(165,959)	(167,411)	(145,835)	(1,491,088)	(2,186,399)
Other Income										
401.4 - AD VALOREM	1,723,987.54	1,737,470.23	157,136.04	450,919.27	94,836.92	387,449.64	43,248.48	15,533.11	2,886,594	2,886,595
491 - INTEREST INCOME	1,424.94	18,610.69	120.34	201.84	365.51	470.54	782.82	1,029.01	21,581	16,125
499 - OTHER INCOME	-	-	-	-	-	-	-	-	-	-
Other Expense										
899 - Interest Expense	(4,680.00)	(4,680.00)	-	-	-	-	-	(3,775.20)	(8,455)	(7,630)
Net Income	711,456	739,519	(10,367)	286,425	(90,675)	221,981	(123,380)	(133,048)	1,408,632	716,321
Cost Recovery %	28.8%	26.9%							29.1%	30.1%

**EAST FORK SWIMMING POOL DISTRICT
PROJECTED FIVE YEAR CAPITAL IMPROVEMENT PLAN
INCLUDING PROJECTED OPERATING COSTS FOR EACH OF THE NEXT FIVE YEARS
AS REQUIRED BY NRS 350.0035**

Preliminary ideas and costs estimated on Capital Improvement for the next 5 years for the EFSPD Board to consider.

FISCAL YEAR 2023 – 2024

Item Fiscal Year 2023- 2024	Cost	Proposed Funding Source	Additional Maintenance Costs for Each of the Next Five Years
Capital Improvement Project (Lobby Remodel/Concession Expansion, TRE Splash Pad)	1.45M	Property Tax - General Revenue	No additional costs expected
Asset Management (Activity Pool Toys, Slide Seam work, Sidewalks)	282,554	Property Tax - General Revenues	No additional costs expected
Project Management	13,000	Property Tax - General Revenues	No additional costs expected
Contingency	30,000	Property Tax - General Revenues	No additional costs expected
Total 2023 – 2024	<u>\$1,775,554</u>		

FISCAL YEAR 2024 – 2025

Item Fiscal Year 2024- 2025	Cost	Proposed Funding Source	Additional Maintenance Costs for Each of the Next Five Years
Capital Improvement Project (Maint. Yard Improvement, Parking Lot Expansion)	450,000	Property Tax - General Revenue	No additional costs expected
Asset Management (Score Board, ADA Lifts Resurface Parking lot)	101,763	Property Tax - General Revenues	No additional costs expected
Project Management	13,000	Property Tax - General Revenues	No additional costs expected
Contingency	30,000	Property Tax - General Revenues	No additional costs expected
Total 2024 – 2025	<u>\$594,763</u>		

FISCAL YEAR 2025 – 2026

Item Fiscal Year 2025- 2026	Cost	Proposed Funding Source	Additional Maintenance Costs for Each of the Next Five Years
Capital Improvement Projects (Deck Resurface)	250,000	Property Tax - General Revenue	No additional costs expected
Asset Management (Building controls, Wrought Iron, Guard Chair)	92,841	Property Tax - General Revenues	No additional costs expected
Project Management	13,000	Property Tax - General Revenues	No additional costs expected
Contingency	30,000	Property Tax - General Revenues	No additional costs expected
Total 2025 – 2026	<u>\$385,841</u>		

FISCAL YEAR 2026 – 2027

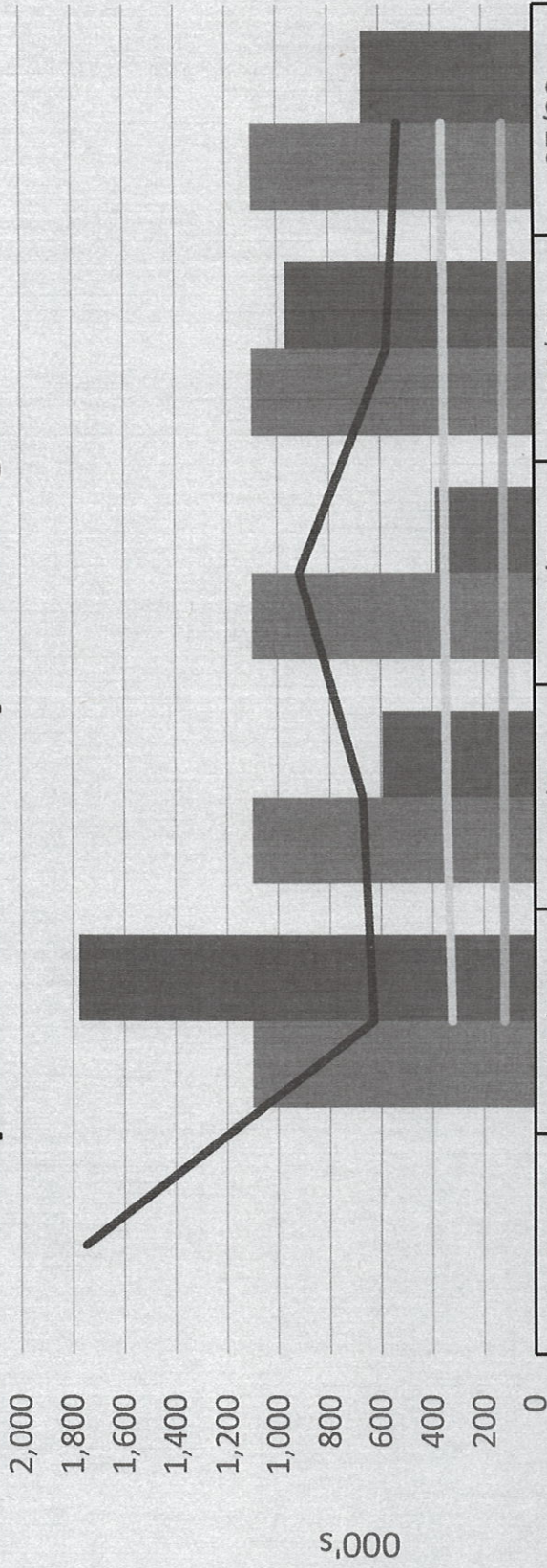
Item Fiscal Year 2026- 2027	Cost	Proposed Funding Source	Additional Maintenance Costs for Each of the Next Five Years
Capital Improvement Projects (Indoor Plaster/Paint)	838,000	Property Tax - General Revenue	No additional costs expected
Asset Management (Paint Exterior, Speakers)	87,035	Property Tax - General Revenues	No additional costs expected
Project Management	13,000	Property Tax - General Revenues	No additional costs expected
Contingency	30,000	Property Tax - General Revenues	No additional costs expected
Total 2026 – 2027	<u>\$968,035</u>		

FISCAL YEAR 2027 – 2028

Item	Cost	Proposed Funding Source	Additional Maintenance Costs for Each of the Next Five Years
Fiscal Year 2027- 2028 Capital Improvement Projects (Cold Water Pool, New Therapy Pool)	550,000	Property Tax - General Revenue	No additional costs expected
Asset Management (Heat Exchangers, CO2 Tank)	77,198	Property Tax - General Revenues	No additional costs expected
Project Management	13,000	Property Tax - General Revenues	No additional costs expected
Contingency	30,000	Property Tax - General Revenues	No additional costs expected
Total 2027 – 2028	<u>\$670,198</u>		

Total of 5 year projects: \$4,394,391 or an average of \$878,878 / year

Proposed '23-'28 Capital Budget



	July 1 2023	23/24	24/25	25/26	26/27	27/28
Cash Flow		1,100	1,100	1,100	1,100	1,100
Capital Budget		1,775	594	385	968	670
Repayment		120	120	120	120	120
AMP Retainage		323	344	350	353	357
Funds Available	1,748	630	672	917	576	529

EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

AGENDA ACTION SHEET

Agenda Item #7

Title: Discussion Only. Discussion on the evaluation process of the District's Director to be held during the March 2023 meeting.

Background: East Fork Swimming Pool District Trustees conduct, during the public meeting, the Swim Center Director's annual evaluation the meeting prior to the Director's anniversary date and make it affective the first payday in April. The Director is evaluated based on the "Work Performance Standards."

Funding: NA

Recommended Motion: Discussion only

Trustee Action: _____ **Approved**
_____ **Denied**
_____ **No Action**
_____ **Other**

EXHIBIT A

DIRECTOR'S WORK PERFORMANCE STANDARDS

FLSA Status: Exempt

Modified: May 2018

NATURE OF AGENCY

The East Fork Swimming Pool District is a local government agency created pursuant to Nevada Revised Statutes Chapter 318. The District provides a swim center and related activities for the residents of Douglas County. The District's policies and procedures are established by a five-member elected Board of Trustees.

The Director shall perform all duties necessary to provide recreational aquatic services to the public in a well-maintained facility with a sustainable cost structure. Duties may be changed at any time by the Board of Trustees. The standards by which the Director's performance shall be measured are as follows:

A. AQUATICS PROGRAMMING

Develop an understanding and awareness of the aquatics industry trends in new services offered, combined with an understanding of the changes in local demand to determine the best programming for our community. Allocate the space and available time of the facilities equitably for all users so that the greatest number derive the greatest benefit.

Focus on increasing attendance by more fully utilizing the pool during the times of day and year when it is at less than capacity, and by pursuing the expansion of the pool's instruction and exercise programs, promotional and party events, and high school aquatics classes. Reach out to the schools, day care centers, and the Senior Center for new users.

Continually update the center's website with current and relevant information so that the public always has up-to-date access to the pool's hours, programs and instruction offered, and current events.

Determine how the existing pool configuration can best meet the current demand first, followed by the modification of the facility necessary to meet changing demands.

B. LEADERSHIP & MANAGEMENT

Using industry defined safety and risk management standards, determine and define a staffing model that provides for the safety of our users and that can be provided at a sustainable cost. Distinguish between the support services that can best be performed in-house versus those that can be outsourced or contracted. Compare the salary and benefits paid to the EFSPD employees with compensation paid by competing employers and adjust as necessary to retain qualified employees while maintaining a sustainable cost structure.

The EFSPD Director is accountable for the performance of every employee at the pool, and has the authority as defined by the Personnel Policies manual to hold each accountable for their performance.

Continually engage the pool staff individually and collectively to communicate their job accountabilities together with the appropriate delegated authority. Foster an environment where each member is encouraged to contribute, embrace those that do, and hold accountable those whose performance doesn't meet standards. Regularly evaluate their job performance, and provide the supervision and training necessary

for them to continually upgrade their skills. Identify and provide opportunities for the development of those staff that have the leadership traits to advance at the pool and that may choose to become long-term employees.

Identify the training and professional certifications required of each role to meet the pool's safety objectives and efficient pool operations. Develop a risk management program where all employees are trained in safety procedures, and all are accountable for proactively identifying and reporting safety issues at the pool. As the Director, seek relevant training that will enable you to meet your work performance standards.

Continuously seek to improve the processes at the pool to improve efficiency and to provide better customer service. Instill in your supervisors the value of continual process improvement and hold them accountable for process improvement.

Regularly and timely inform the board of trustees of level-appropriate issues during and between board meetings so that all are informed and that none are surprised.

C. FACILITIES MANAGEMENT

Develop an understanding and awareness of the structural, mechanical, and electrical systems of the facility that is sufficient to gauge the performance of each component to anticipate and stage repairs, replacements, or upgrades that will result in maintaining the pool in a like-new status at the lowest cost and with the fewest systems failures that would interrupt service. Periodically evaluate the pool's compliance with building, electrical, ADA, and fire codes.

For calculating the financial resources required for future maintenance costs, develop and continually update an asset management plan that includes the life span and estimated cost of the primary systems and components of the facility. Compare the estimated maintenance costs to the pool's financial resources to determine the funding necessary for future maintenance first followed by funding available for future facility modifications or expansion.

The development of an asset management plan will be an important component in the pool's long-term capital plan.

D. FINANCIAL MANAGEMENT

Develop and manage a sustainable financial model that takes into consideration the following variables:

- Cost recovery percentage (user revenues/operating expenses). Manage to a cost recovery percentage that is determined by the Board of Trustees:
 - User revenues – develop an awareness of and monitor the changes in the fee structures of comparable facilities in northwestern Nevada and other comparable markets. Present to the board annually a recommendation to adjust or maintain fees for the upcoming year based upon the changes in market rates.
 - Operating expenses – define a staffing model that provides for the safety of the pool's users at a sustainable cost. Continually seek supplies and services with the best value (benefits received relative to costs incurred).
- Capital plan – using the asset management plan developed above, determine the financial resources necessary to repair, replace, or upgrade the pool's systems to keep the facility in a well-maintained status first, followed by the resources necessary to improve the pool to meet changes in demand from the community. This information will be used to prepare the five-year capital plan that is submitted annually to the State and that is shared with the public.

Managing to a cost recovery percentage and a capital plan will enable the determination of the property tax revenues necessary for sustainable operations of the pool, and a tax rate that is justifiable to Douglas County residents.

Develop and manage to an annual budget that is consistent with the sustainable financial model. Develop adequate internal controls to protect pool assets and invest the pool's financial resources to optimize their earnings in securities with the appropriate risk as defined by state statute.

E. PUBLIC RELATIONS

Develop relationships with key county officials such as the County Manager, the County Commissioners, and other centers of influence to manage their perceptions of the benefits of the services provided by the pool to the community, relative to the property taxes received. Maintain membership in the Chamber of Commerce and similar organizations that best enable you to represent the pool district. Revise and maintain the pool's website to inform the community of the services offered, and other business of the pool that can be informative to the public. Prepare news and information releases about the pool's services, current activities, and upcoming changes. Respond to customer complaints and concerns in a timely and professional manner.


CONCLUSION

It is expected that the Director will devote her personal development to include, but not limit it to, the performance areas included in these work performance standards.



Shannon Harris, Director

6/14/18
Date



Chairman, East Fork Swimming Pool District

6/18/18
Date



Carson Valley Swim Center 2022 Year in Review

Partnered with Douglas County's Search and Rescue Volunteers, Douglas County Social Services, Alpine County Social Services, Douglas County School District, State of Nevada PALCO Program and Douglas County Parks and Recreation.

Welcomed over 135,000 visitors. Population breakdown: Youth 35%; Senior (60+) 29%; Adults 23%; other 13%

Improved our sanitation process by adding CopperDisinfector developed by Brad Hollander, local resident, to all of our high touch areas.

Awarded the "Loss Control Excellence Award" by Pool Pact after completing the "Loss Control" audit process.

Voted by our community winning 1st place for the "Best Place to Take Your Kids."

Adjusted our Swim Lessons schedule to better serve the needs of our families. More private lessons and drop-in lessons to allow for more flexibility. Swim instructors taught over 6,100 kids and adults how to swim.

Encouraged two Lifeguard and Swim Instructor professionals to become certified in the "Angel Fish" national certification program and started conducting swim lessons for children and adults with disabilities.

Honored over 1,000 visits from veteran's w/disabilities at no cost. Recently added active-military to the no cost protocol.

Enrolled supervisory employees in continued education classes and national conferences so we can continue to fulfil our promise to you ensuring safety, innovative programming and a well-managed facility.

Welcomed and co-hosted multiple swim and dive meets through the year from both the Club and High School Teams. Reserved time and supported the "Killer Whales" Special Olympics Team during their training season.

Trained and certified multiple current employees and community members in Lifeguarding, CPR, 1st Aid, AED & O2 use.

Hired over 30 new lifeguard, cashier and maintenance professionals from our local community.

Supported newly hired Aquatic supervisor in attaining their emergency medical technician certification.

Recognized team members for their commitment to our Mission and professionalism from month to month.

Communicated with patrons and community through multiple media outlets including: Facebook, Instagram, website, google, yelp, publications, and constant contact.

Upgraded dryland workout equipment in the new workout area and added a recumbent bike.

Replaced multiple assets identified in the district asset management and capital improvement plan.

Incorporated a new and exciting event "underwater pictures with Santa Clause."

Brought back unique programs including our Flick "N Floats and after-hours parties.

Participated in community events including the Parade of Lights, Carson Valley Days Parade, and Health Fairs at both the Community Center and Carson Valley Medical Center.

Incorporated Cybersecurity measures in all areas IT related to better protect possibly vulnerable assets.

Jumped at the opportunity to be a pilot site training and putting in place "HydroApps" a one-stop software program designed by aquatic professionals for aquatic professionals digitizing records, checklists, schedules etc.

Received a clean audit for the 33rd year in a row.

CVSC January 2023 Director's Report

User Attendance: See board binder documents.

- Dec 2021 Attendance was 6722. Dec 2022 Attendance was 6803. (1.2% Increase)

Programming, Staffing and Training:

- Shannon attended a DEI Webinar hosted by KEPRO - Employee Assistance Program (EAP)
- Sarah and Tyler taught the High School Aquatics Class and finished up their CPR and First Aid training.
- Session, Drop-In and Private swim and dive lessons are combined numbers and classes have been successful (see attached #'s)
- Water Aerobics Class attendance is staying steady at 35+ participants in the morning classes. Evening classes are smaller but well liked and attended.

Marketing and Public Relations

- Shannon attended and participated in Pool Pact's HR Assessment Workgroup.
- Shannon attended the NRPS North Social in Carson City.
- Staff created, participating in and won the "Government Category" of "The Parade of Lights."
- 1st Annual Underwater Santa Pictures.
- Flick 'N Float was scheduled – little to no attendance. Next movies will be scheduled for Jan, Feb & Mar.
- Social media exposure and information sharing: Facebook & Instagram updates (Sarah & Catherine).
- Website updates (Tyler), Google Business updates (Shannon), Alignable updates (Shannon)
- Publications: Carson Valley Business Directory, Getaway Reno/Tahoe Area, Best of CV, Almanac, Record Courier.
- 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 and patrons on our internal water aerobics list to keep up-to-date on schedule or procedure changes.

Employee Recognition:

Employee of the Month: TBD

Maintenance Updates:

- Filter System approved by the Board is being manufactured. Project will be delayed to May 2023 due to manufacturer dropping one of the filters during manufacturing.
- 3M Dive stand is in production and once notified will be picked up at the Reno location to avoid high delivery fee.
- Dave has been working closely with Trane and Seresco regarding the DH1 operations.
- FT Maintenance Assistance position is vacant. Advertising has been done and applications have come in. Still remains open.
- Daily maintenance projects and asset management are being completed daily... excel document updated by Maintenance Supervisor and Director regularly.
- Updating and improving the data information in Reserve Analyst (Asset Management Program).

Monthly Financial: See board binder documents. User fee income does not have a direct correlation to attendance. Income is dependent on timing of payments from Point of Sale System as well as billing.

Correspondence: See board binder documents (if applicable).

CVSC December 2022 Director's Report

User Attendance: See board binder documents.

- Nov 2021 Attendance was 7676. Nov 2022 Attendance was 6962. (9.3% decrease)

Programming, Staffing and Training:

- Tyler and Sherrie have scheduled and organized Flick 'N Floats for the winter months.
- Sarah planned Underwater Santa Pictures for Dec 10th and 17th with the help from Dave and Frank (Trustee).
- Sarah has started the "Angel Fish" adaptive swim lesson certification program along with a newly hired swim instructor.
- Sarah and Tyler taught the High School Aquatics Class and finished up their CPR and First Aid training.
- Session, Drop-In and Private swim and dive lessons are combined numbers and classes have been successful (see attached #'s)
- Water Aerobics Class attendance is staying steady at 35+ participants in the morning classes. Evening classes are smaller but well liked and attended.

Marketing and Public Relations

- Shannon attended the "Loss Control Committee Meeting of the Nevada Public Agency Insurance Pool and Public Agency Compensation Trust."
- Shannon attended and participated in Pool Pact's HR Assessment Workgroup
- Shannon was the Master of Ceremony for the Carson Valley Chamber of Commerce "Community Recognition Awards" and has remained a Chamber member for over 8 years.
- 4-H gifted the Swim Center a plaque for their ongoing support of the youth program and were mentioned during their awards ceremony.
- Social media exposure and information sharing: Facebook & Instagram updates (Sarah & Catherine).
- Website updates (Tyler), Google Business updates (Shannon), Alignable updates (Shannon)
- Publications: Carson Valley Business Directory, Getaway Reno/Tahoe Area, Best of CV, Almanac, Record Courier.
- 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 and patrons on our internal water aerobics list to keep up-to-date on schedule or procedure changes.

Employee Recognition:

Employee of the Month: TBD

Maintenance Updates:

- Dave, Scott and Shannon continue to receiving quotes for ADA bathroom upgrades by Therapy Pool.
- Rockwall will not be placed inside until concrete work is complete. Dave is still receiving quotes.
- Daily maintenance projects and asset management are being completed daily... excel document updated by Maintenance Supervisor and Director regularly.
- Updating and improving the data information in Reserve Analyst (Asset Management Program).

Monthly Financial: See board binder documents. User fee income does not have a direct correlation to attendance. Income is dependent on timing of payments from Point of Sale System as well as billing.

Correspondence: See board binder documents (if applicable).

CVSC November 2022 Director's Report

User Attendance: See board binder documents.

- Oct 2021 Attendance was 7448. Oct 2022 Attendance was 8532. (14.5% Increase)

Programming, Staffing and Training:

- Shannon was asked to join and participate in Pool Pact's HR Assessment Workgroup.
- Leadership/Supervisory Team implemented HydroApps (online data collection).
- Aquatic Supervisors hired two more lifeguards and an adaptive swim instructor with 30yrs experience.
- Our DHS PAC Program participants that we partner with have been coming in every Friday gaining work/social skills.
- Shannon attended the Pool Pact Pre-Conference Risk Management training: cybersecurity, employee relations, online employee training, and workers compensation.
- Shannon and Ashley attended the 10th Annual Pool Pact HR Conference in Reno.
- Session, Drop-In and Private lessons are combined numbers and classes have been successful (see attached #'s)
- Water Aerobics Class attendance is staying steady at 35+ participants in the morning classes. Evening classes are smaller but well liked and attended.

Marketing and Public Relations

- Shannon was the MC for the "2022 Community Recognition Awards" hosted by the CV Chamber of Commerce.
- Shannon and Sherrie attended the R-C's "Best of" luncheon accepting 1st Place Best Place to take your Kids.
- Social media exposure and information sharing: Facebook & Instagram updates (Sarah & Catherine).
- Website updates (Tyler), Google Business updates (Shannon), Alignable updates (Shannon)
- Publications: Carson Valley Business Directory, Getaway Reno/Tahoe Area, Best of CV, Almanac, Record Courier.
- 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 and patrons on our internal water aerobics list to keep up-to-date on schedule or procedure changes.

Employee Recognition:

Employee of the Month: Hailey Peterson, Lifeguard & Swim Instructor

Hailey is an outspoken team member who is a mover and a shaker. Hailey has come up with and presented a couple of new ideas to improve process and advocate for other female lifeguards and instructors. She subs for others when available and is a string swim instructor. She has participated in Safety Street and planned the end of summer employee party.

Maintenance Updates:

- Dave is updating the Emergency Response Plan for Flooding and Power Outage.
- Filtration System is in production for both main indoor and outdoor pools – Jan Delivery and Installation
- CO2 Monitoring permits completed and passed inspection by the EFPD.
- Dave, Scott and Shannon are receiving quotes for ADA bathroom upgrades by Therapy Pool.
- Rockwall will not be placed inside until concrete work is complete. Dave is receiving quotes.
- Daily maintenance projects and asset management are being completed daily... excel document updated by Maintenance Supervisor and Director regularly.
- Updating and improving the data information in Reserve Analyst (Asset Management Program).

Monthly Financial: See board binder documents. User fee income does not have a direct correlation to attendance. Income is dependent on timing of payments from Point of Sale System as well as billing.

Correspondence: See board binder documents (if applicable).

CVSC Oct 2022 Director's Report

User Attendance: See board binder documents.

- Sept 2021 Attendance was 8,655. Sept 2022 Attendance was 9,610. (11% Increase)

Programming, Staffing and Training:

- Shannon and Tyler attended the NRPA National Conference in Phoenix, AZ
- Training and Conversion to HydroApps (online data collection) – Supervisory Team
- DDST Swim Meet with over 350 registered swimmers.
- Shannon, Sherrie and Patti met with the Auditors for the EFSPD's annual audit.
- Shannon met with and oriented the DHS PAC Program participants (6) whom CVSC is partnering with.
- Sarah and Tyler certified over 20 DCSD Bus drivers in CPR, 1st Aid and AED use. Partnering also with Pool Pact.
- Session, Drop-In and Private lessons are combined numbers and classes have been successful (see attached #'s)
- Water Aerobics Class attendance is staying steady at 35+ participants in the morning classes. Evening classes are smaller but well liked and attended.

Marketing and Public Relations

- Won 1st Place Best Place to Take Your Kids (R-C, Online, Luncheon)
- Shannon Spoke to the Vitality for Life Group at the Carson Valley Medical Center.
- Social media exposure and information sharing: Facebook & Instagram updates (Sarah & Catherine).
- Website updates (Tyler), Google Business updates (Shannon), Alignable updates (Shannon)
- Publications: Carson Valley Business Directory, Getaway Reno/Tahoe Area, Best of CV, Almanac, Record Courier.
- 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 and patrons on our internal water aerobics list to keep up-to-date on schedule or procedure changes.

Employee Recognition:

Employee of the Month: TBD

Maintenance Updates:

- Media Blasting outdoor pool eastside decking scheduled this winter.
- Dave working on receiving quotes for natatorium light replacements and updates long term.
- Filtration System is in production for both main indoor and outdoor pools – Dec/Jan Delivery and Installation
- CO2 Monitoring permits completed and work will be scheduled for Oct.
- Foothill Tile came in and met with Dave, Scott and Shannon & specked out ADA bathroom upgrades.
- Touch-up interior painting to be completed along with curb painting outside parking lot.
- Rockwall coming down for Sept swim meet and will not be placed inside until concrete work is complete.
- Daily maintenance projects and asset management are being completed daily... excel document updated by Maintenance Supervisor and Director regularly.
- Updating and improving the data information in Reserve Analyst (Asset Management Program).

Monthly Financial: See board binder documents. User fee income does not have a direct correlation to attendance. Income is dependent on timing of payments from Point of Sale System as well as billing.

Correspondence: See board binder documents (if applicable).

CVSC Sept 2022 Director's Report

User Attendance: See board binder documents.

- Aug 2021 Attendance was 12,132. Aug 2022 Attendance was 15,621. (28% Increase)

Programming, Staffing and Training:

- Shannon attended a Zoom Round Table Discussion with other Special District Partners.
- Shannon attended Zoom Training with KEPRO (EAP) "Respectful Work Environment."
- DDST Swim Meet with over 350 registered swimmers.
- Teen Night was a hit with over 50 attendees. Games, lights, music.
- Lifeguard Game Champions in Reno.
- Session, Drop-In and Private lessons are combined numbers and classes have been increased for the summer. (See attached docs)
- Water Aerobics Class attendance is staying steady at 35+ participants in the morning classes. Evening classes are smaller but well liked and attended. 9:45am classes are now held outside.

Marketing and Public Relations

- Two R-C articles: Lifeguard Games and partnership with DCSAR
- CGI Marketing Group continues to do a good job managing our online reputation with Google, Yelp etc.
- Social media exposure and information sharing: Facebook & Instagram.
- Web based: Website, Google Business, and Alignable have all been updated and pictures added regularly.
- Publications: Getaway Reno/Tahoe Area, Best of CV, Parks and Rec guide, Almanac, Record Courier.
- Deanna, Water Aerobics Coordinator, is emailing staff and patrons on our internal water aerobics list to keep up-to-date on schedule or procedure changes.

Employee Recognition:

Employee of the Month: August – Linda Bratton, Cashier. Linda has worked for the District for the past 8yrs committing to opening shifts after retiring from her GNCU Branch Manager position she held for over 20yrs. Linda has great customer service skills, holds patrons accountable while also getting to know them personally. She also makes sure the cashier drawers are balanced and completes a weekly deposit. She is well respected by Sherrie and other coworkers.

Maintenance Updates:

- Filtration System is in production for both main indoor and outdoor pools
- Glycol replaced in main DH system
- Foothill Tile will work with Maintenance and Director on the ADA bathroom upgrades.
- Touch-up interior painting to be completed along with curb painting outside parking lot.
- Rockwall coming down for Sept swim meet and will not be placed inside until concrete work is complete.
- Daily maintenance projects and asset management are being completed daily... excel document updated by Maintenance Supervisor and Director regularly.
- Updating and improving the data information in Reserve Analyst (Asset Management Program).

Monthly Financial: See board binder documents. User fee income does not have a direct correlation to attendance. Income is dependent on timing of payments from Point of Sale System as well as billing.

Correspondence: See board binder documents (if applicable).

CVSC July & Aug 2022 Director's Report

User Attendance: See board binder documents.

- June 2021 Attendance was 19,231. June 2022 Attendance was 18,042. (Decrease)
- July 2021 Attendance was 21,687. July 2022 Attendance was 22,265. (Increase)

Programming, Staffing and Training:

- Session, Drop-In and Private lessons are combined numbers and classes have been increased for the summer. (See attached docs)
- Water Aerobics Class attendance is staying steady at 35+ participants in the morning classes. Evening classes are smaller but well liked and attended. 9:45am classes are now held outside.
- Reduced Hours have continued to see how staffing is moving into Fall/Winter.
- Sherrie (admin) and Ashley (Asst/HR) attended PERS conference.
- Sherrie and Shannon met with our Pool Pact Service Provider Jeff Coulam.
- Shannon attended an online "round table" with Pool Pact and other special districts and GID's.
- Shannon attended a Cyber Security Training w/Pool Pact along with two Aquatics online trainings with Dr. Griffiths
- Shannon attended the Loss Control Committee Board meeting for the State of Nevada.
- Teen Night July 15th and again Aug 12th.
- Supervisors are completing their annual evaluations.

Marketing and Public Relations

- Patron published an article in the R-C giving a shout out to the CVSC and Team of employees.
- "Best of..." voting has started after being nominated again.
- CGI Marketing Group continues to do a good job managing our online reputation with Google, Yelp etc.
- Social media exposure and information sharing: Facebook & Instagram.
- Web based: Website, Google Business, and Alignable have all been updated and pictures added regularly.
- Publications: Getaway Reno/Tahoe Area, Best of CV, Parks and Rec guide, Almanac, Record Courier.
- Deanna, Water Aerobics Coordinator, is emailing staff and patrons on our internal water aerobics list to keep up-to-date on schedule or procedure changes.

Employee Recognition:

Employee of the Month: June – **Julie Scharrer**, Cashier – Completes additional duties, consistent, good customer relations, openings shifts 5am, good communication
July – **Connor Taylor**, Lifeguard/Instructor – mature, professional, dependable, covers others shifts, remains calm in all situations, good work ethic
Aug – **Kaitlyn Robinson**, Lifeguard/Instructor – Lifeguard games, covers others shifts, good communication, great work ethic, dependable

Maintenance Updates:

- Daily maintenance projects and asset management are being completed daily... excel document updated by Maintenance Supervisor and Director regularly.
- Updating and improving the data information in Reserve Analyst (Asset Management Program).
- Dave did a lot of research and ordered new filtration system for both main indoor and outdoor pools.
- Dave and Shannon met with Mark (TSK) and a skylight company to see if making skylights operable would help offset DH use.
- Dave and Team removed staining from indoor pools (continual work)
- Dave and Team removed and cleaned filtration socks and will replace in Aug indoor pool socks
- Dave repaired the ceiling in the on deck bathroom

Monthly Financial: See board binder documents. User fee income does not have a direct correlation to attendance. Income is dependent on timing of payments from Point of Sale System as well as billing.

Correspondence: See board binder documents (if applicable).

CVSC June 2022 Director's Report

User Attendance: See board binder documents.

- May 2021 Attendance was 8818. May 2022 Attendance was 12,587. (43% Increase)

Programming, Staffing and Training:

- Session, Drop-In and Private lessons are combined numbers and classes have been increased for the summer. (See attached docs)
- Water Aerobics Class attendance is staying steady at 35+ participants in the morning classes. Evening classes are smaller but well liked and attended. 9:45am classes are now held outside.
- We have hired 17 new Lifeguards with 5 more interviewing. To be fully staffed we would have needed 30-35 new hires. Maintenance and Cashier Departments are fully staffed.
- Another New Scuba Instructor has starting renting pool space to certify their students.
- We had 4 Middle Schools on different days come and celebrate the end of the school year. (2 WCSD and 2 DCSD)
- Snack Bar is open and operational for the summer only. In the winter, food is served from the main office.
- Reduced Hours due to staffing shortage: Sat/Sun close at 3pm was 6pm and Public Swim opens at 11am was 9am.

Marketing and Public Relations

- Carson Valley Days Parade... Curse of the Black Pearl handing out 2,500 one admission passes.
- Record Courier promoting our "Teen Night" June 17th.
- CGI Marketing Group continues to do a good job managing our online reputation with Google, Yelp etc.
- Social media exposure and information sharing: Facebook & Instagram.
- Web based: Website, Google Business, and Alignable have all been updated and pictures added regularly.
- Publications: Getaway Reno/Tahoe Area, Best of CV, Parks and Rec guide, Almanac, Record Courier.
- Deanna, Water Aerobics Coordinator, is emailing staff and patrons on our internal water aerobics list to keep up-to-date on schedule or procedure changes.

Employee Recognition:

Employee of the Month: TBD Leadership Meeting is same day as Board Meeting this month.

Maintenance Updates:

- Daily maintenance projects and asset management are being completed daily... excel document updated by Maintenance Supervisor and Director regularly.
- Updating and improving the data information in Reserve Analyst (Asset Management Program).
- Additional down spouts added to gutter system North Side.
- Baffles repaired or cut down for safety purposes in the natatorium.
- Looking for a consultant to discuss making skylights operable to help with chloramine removal from building along with increasing fresh air intake lowering the use of the DH systems.
- Receiving bids for a new filtration system for both main pools. Current system is cost prohibited and outdated technology.
- Solar system panels being replaced that are inoperable.

Monthly Financial: See board binder documents. User fee income does not have a direct correlation to attendance. Income is dependent on timing of payments from Point of Sale System as well as billing.

Correspondence: See board binder documents (if applicable).

CVSC May 2022 Director's Report

User Attendance: See board binder documents.

- April 2021 Attendance was 7512 (Covid restrictions ending). April 2022 Attendance was 11,789. (36% Increase)

Programming, Staffing and Training:

- Session Lessons and Drop-In lessons are combined numbers. April Privates (53)
- CVSC has hosted several swim/dive meets along with regionals diving.
- Water Aerobics Classes attendance staying steady at 35+ participants in the morning classes.
- We have hired 9 new Lifeguards, 2 upcoming interviews and have 13 more interested after passing the certification class.
- We have promoted three Lifeguards into Senior Guard Positions: Lilia Fields, Branden Britting, Josh Wagstaff.
- Aquatic Supervisors renewed their CPO (certified pool operator) certs with the City of Reno.
- Killer Whales, Special Olympics Program, has started their season and are practicing Wed Evenings.
- New Scuba Instructor has starting renting pool space to certify their students.

Marketing and Public Relations

- CGI Marketing Group continues to do a good job managing our online reputation with Google, Yelp etc.
- Social media exposure and information sharing: Facebook & Instagram.
- Web based: Website, Google Business, and Alignable have all been updated and pictures added regularly.
- Publications: Getaway Reno/Tahoe Area, Best of CV, Parks and Rec guide, Almanac, Record Courier.
- Emailing staff and patrons on our internal water aerobics list to keep up-to-date on schedule or procedure changes.
- Sarah attended the Job Fair at the Douglas County Community and Senior Center.
- Shannon and Tyler will attend the Job Fair at ASPIRE.
- CVSC partnered with DHS's PAC program (partnerships across the county) and have three students with disabilities learn different work skills.

Employee Recognition:

Employee of the Month: Carter Olson, Senior Lifeguard has done an amazing job covering not only his shifts but making himself available to others. He has continued to step-up in support of the Aquatic Supervisors and has shown great improvement in his professionalism and decision making abilities.

Maintenance Updates:

- Daily maintenance projects and asset management are being completed daily... excel document updated by Maintenance Supervisor and Director.
- Updating and improving the data information in Reserve Analyst (Asset Management Program).
- Offered the PT Maintenance Aid position to a different applicant because other employee had to decline the offer.
- Diving Board Project has included new hardware, powder coating and adjusting anchors 5 inches on the deck for proper alignment.

Monthly Financial: See board binder documents. User fee income does not have a direct correlation to attendance. Income is dependent on timing of payments from Point of Sale System as well as billing.

Correspondence: See board binder documents (if applicable).

CVSC April 2022 Director's Report

User Attendance: See board binder documents.

- Mar 2021 Attendance was 6549 (COVID Restrictions). Mar 2022 Attendance was 12,583. (48% Increase)

Programming, Staffing and Training:

- Session Lessons (please see attached #'s). Mar Drop-ins (138) and Privates (74)
- CVSC has hosted several swim and dive meets
- Water Aerobics Classes attendance staying steady at 35+ participants in the morning classes.
- Staffing and schedules are regularly changing based on program needs, school schedules and sports.
- Aquatic Supervisors have scheduled future Lifeguard Certification Training for April (7 enrolled) and May (4 enrolled).
- DHS aquatics class has resulted in over 13 applications being handed out to students. Lower than past years.
- Interviews for LG's are being held.
- Justin is officially serving his Military Deployment Duties.
- Aquatic Supervisors are renewing their CPO (certified pool operator) certs with the City of Reno.
- Director and Admin Specialist attending the virtual Pool Pact Round Table Discussions.

Marketing and Public Relations

- CGI Marketing Group continues to manage our online reputation with Google, Yelp etc.
- Social media exposure and information sharing: Facebook & Instagram.
- Web based: Website, Google Business, and Alignable have all been updated and pictures added regularly.
- Publications: Getaway Reno/Tahoe Area, Best of CV, Parks and Rec guide, Almanac, Record Courier.
- Emailing staff and patrons on our internal water aerobics list to keep up-to-date on schedule or procedure changes.
- Director spoke to the Carson Valley Medical Centers Vitality Group educating them on programming etc.
- Aquatic Supervisors and one SR LG attended the DHS Career Fair and spoke with several students about CVSC careers and job openings.
- CVSC partnered with DHS's PAC program (partnerships across the county) and have three students with disabilities learn different work skills.

Employee Recognition: Employee of the Month: TBD

Maintenance Updates:

- Daily maintenance projects and asset management are being completed daily... excel document updated by Maintenance Supervisor and Director.
- Chemical and equipment cost increases are continually being assessed & research is being done for other possible vendors.
- Maintenance Supervisor is always looking at ways to save on energy and gas and improve on system function. One way that has been identified is to have the doors open to provide fresh air during nice days. Also identifying and adding VFD's through the facility to control pump functions and lower peak demand.
- Updating and improving the data information in Reserve Analyst (Asset Management Program).
- Offered the PT Maintenance Aid position to an applicant but starting the position is delayed for personal reasons.
- Landscaping projects are being done on the both the south and north sides of the facility. Soil mending and sod project to the south and lawn reduction/xeriscaping to the north. Trying to lower the water footprint of the facility. Looking at lawn reduction to the East off of SR 88 next and xeriscaping to match town of Minden property.

Monthly Financial: See board binder documents. User fee income does not have a direct correlation to attendance. Income is dependent on timing of payments from Point of Sale System as well as billing.

Correspondence: See board binder documents (if applicable).

Shannon Harris, Director of Carson Valley Swim Center
Timeline 2023

- 6/09/2014 Harris was hired as Assistant Director of Carson Valley Swim Center
- 4/16/2015 Harris was hired as Director of Carson Valley Swim Center
Beginning salary of \$75,000
- 10/16/2016 Received one week's vacation in lieu of a raise
- 5/15/2017 Annual evaluation and increase of 5% to \$80,210
- 4/6/2018 Annual evaluation and increase of 4% to \$83,418.40
- 1/2019 Salary Assessment showed that the Director Position salary was under market
- 4/1/2019 Annual Evaluation average of 4.8 out of 5. Increase of 11.50% to catch up about half way to the \$105,000 minimum of where the director salary should be. New salary of \$94,200.
- 4/16/2020 Annual evaluation average of 4.84 out of 5. Increase of 11.68% to bring director up to a minimum of \$105,000. New salary \$105,000. Due to COVID, approved raise delayed until July 1, 2020. No retro.
- 4/1/2021 Annual evaluation average of 4.3 out of 5. Increase of 5% or \$5,250 which brought annual salary up to \$110,250.
- 4/1/2022 Merit Increase of 5% or \$5,500.00 to bring annual salary to \$115,763.00

NOTE: EFSPD Board of Trustees contracted with an independent contractor (Human Resources Dynamics) in 2018 to conduct a "Salary Assessment" and the recommended salary range for the District's Director Position was \$105,000-\$130,000. Years 2019 and 2020 were higher than normal salary increases in order to bring the director salary up to the recommended salary range.

Current Salary = \$115,763
1% increase = \$1,158 (\$116,921)
2% increase = \$2,315 (\$118,078)
3% increase = \$3,473 (\$119,236)
4% increase = \$4,631 (\$120,394)
5% increase = \$5,788 (\$121,551)

CVSC February 2023 Director's Report

User Attendance: See board binder documents.

- Jan 2022 Attendance was 7638. Jan 2023 Attendance was 7138. (Decrease due to Closures/Weather)

Programming, Staffing and Training:

- Facility was closed Jan 1-3 due to extreme weather conditions.
- Flick 'N Float brought in a few families and individuals on Jan 21st. Sold Pizza, drinks and inner tubes.
- Shannon submitted her professional article to the NRPA for March's Parks & Recreation Magazine publication.
- Shannon attended 3 Nevada Recreation & Parks Society (NRPS) Trainings relating to 3yr term Presidential Responsibilities.
- Adaptive Swim Lesson Program is up and running and classes have been scheduled.
- Session, Drop-In and Private swim and dive lessons are combined numbers and classes have been successful (see attached #'s)
- Water Aerobics Class attendance is staying steady at 35+ participants in the morning classes. Evening classes are smaller but well liked and attended.

Marketing and Public Relations

- Tour of facility: Great Western Recreation Owner and company's Nevada Rep. (Shannon).
- Tour of facility: Two Fernley Board Members reached out for professional aquatic advice (Shannon).
- Participated in the last Pool Pact HR Assessment Workgroup (Shannon).
- Created and sent out the "2022 Year in Review" document to staff, Board & patrons & posted to website Shannon)
- Participated in the "Special Districts Roundtable Discussion" hosted by Pool Pact (Shannon)
- Social media exposure and information sharing: Facebook & Instagram updates (Sarah & Catherine).
- Website updates (Tyler), Google Business updates (Shannon), Alignable updates (Shannon)
- Publications: Carson Valley Business Directory, Getaway Reno/Tahoe Area, Best of CV, Almanac, Record Courier.
- 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 and patrons on our internal water aerobics list to keep up-to-date on schedule or procedure changes.

Employee Recognition:

- Employee of the Month: Miriam Smithen, Cashier. Miriam has been with the swim center for many years. She is professionalism, reliable, dedicated, and friendly and she covers for others when they need time off.

Maintenance Updates:

- 3M Dive stand is in production and once notified will be picked up at the Reno location to avoid high delivery fee.
- Working closely with Trane and Seresco regarding the DH1 operations has paid off for Dave and the Facility. Operations are running much smoother.
- FT Maintenance Assistance position has been filled with a qualified candidate. Jack Stevenson accepted the offer and will start soon. PT Maintenance Aide position has also been filled with a qualified candidate. Dean will start Feb 8th.
- Daily maintenance projects and asset management are being completed daily... excel document updated by Maintenance Supervisor and Director regularly.
- Updating and improving the data information in Reserve Analyst (Asset Management Program).

Monthly Financial: WILL BE PRESENTED IN THE MARCH MEETING

See board binder documents. User fee income does not have a direct correlation to attendance. Income is dependent on timing of payments from Point of Sale System as well as billing.

Correspondence: See board binder documents (if applicable).

East Fork Swim Pool District

Attendance Report Fiscal Year: 2021-2022

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Attendance	21687	12132	8655	7448	7676	6722	7638						71958
Attendance:													
Lessons	179	0	0	0	0	0	144						323
Swim Team	1430	850	1100	1100	1100	1035	945						7560
Mem/Pass Visits	3523	3304	3260	2944	3013	2530	3078						21652
DHS Aquatics	0	675	531	472	531	383	319						2911
DHS Swim/Dive	0	0	0	0	0	0	0						0
Drop-In Visits	16555	7303	3764	2932	3032	2774	3152						39512
User Fees	84,116	49,588	27,200	22,848	28,367	18,069	31,885						\$262,073

East Fork Swim Pool District

Attendance Report Fiscal Year: 2022-2023

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Attendance	22265	15621	9610	8532	6962	6803	7138	0	0	0	0	0	76931
Attendance:													
Lessons	1498	650	246	461	392	197	356						3800
Swim Team	1869	1440	1760	1680	1300	1320	1320						10689
Mem/Pass Visits	3893	3968	3118	3052	2477	2523	2370						21401
DHS Aquatics	0	125	588	434	620	272	558						2597
DHS Swim/Dive	0	0	0	0	0	0	0						0
Drop-In Visits	15005	9438	3898	2905	2173	2491	2534						38444
User Fees	72,511	58,663	28,952	24,577	21,532	22,332							\$228,567

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 REFLECT
 Next month

East Fork Swim Pool District

Attendance Report Fiscal Year: 2021-2022

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Attendance	21687	12132	8655	7448	7676	6722	7638	9075	12583	11789	12587	18042	136034
Attendance:													
Lessons	179	0	0	0	0	0	144	266	258	345	514	1316	3022
Swim Team	1430	850	1100	1100	1100	1035	945	1200	1380	1050	1100	1672	13962
Mem/Pass Visits	3523	3304	3260	2944	3013	2530	3078	2707	3474	3063	3162	3707	37765
DHS Aquatics	0	675	531	472	531	383	319	442	679	375	470	0	4877
DHS Swim/Dive	0	0	0	0	0	0	0	460	437	336	210	0	1443
Drop-In Visits	16555	7303	3764	2932	3032	2774	3152	4000	6355	6620	7131	11347	74965
User Fees	84,116	49,588	27,200	22,848	28,367	18,069	31,885	31,565	40,366	39,387	49,218	63,924	\$486,533

East Fork Swim Pool District

Attendance Report Fiscal Year: 2022-2023

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Attendance	22265	15621	9610	8532	6962	6803	7138	0	0	0	0	0	76931
Attendance:													
Lessons	1498	650	246	461	392	197	356						3800
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DHS Swim/Dive	0	0	0	0	0	0	0						0
Drop-In Visits	15005	9438	3898	2905	2173	2491	2534						38444
User Fees	72,511	58,663	28,952	24,577	21,532	22,332							\$228,567

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\$ Reflect
Next month

User Attendance Breakdown

Summary

	Jan 2023				July 1, 2021 thru Jan 31, 2023			
	Drop-Ins	Passes	Total	%	Drop-Ins	Passes	Total	%
Senior	255	1,778	2,033	41%	3,540	16,032	19,572	33%
Adult	854	306	1,160	24%	11,429	2,381	13,810	23%
Youth	1,330	18	1,348	27%	21,415	268	21,683	37%
Complimentary	11	4	15	0%	382	4	386	1%
Family	33	16	49	1%	623	305	928	2%
Disabled	9	153	162	3%	153	1,092	1,245	2%
Therapy	39	-	39	1%	338	-	338	1%
Other	3	95	98	2%	213	971	1,184	2%
	2,534	2,370	4,904	100%	38,093	21,053	59,146	100%

East Fork Swim Pool District

Lifeguard Activity Report, Fiscal Year: '21-'22

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Swim Rescues	4	4	1	2	2	1	0	2	3	2	4	9	34
Minor First Aid	34	17	10	7	2	4	4	8	7	4	9	20	126
Major First Aid	0	0	0	0	0	0	0	0	0	1	0	3	4
Resuscitations	0	0	0	0	0	0	0	0	0	0	0	0	0
Near Drownings	0	0	0	0	0	0	0	0	0	0	0	0	0
Drownings	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Major First Aid Description:</i>													
Backboard	0	0	0	0	0	0	0	0	0	0	0	0	0
911 Calls	0	0	0	0	0	0	0	0	0	1	0	1	2
Ambulance Transport	0	0	0	0	0	0	0	0	0	1	0	1	2
Oxygen uses	3	0	2	0	0	0	0	0	0	1	0	0	6

East Fork Swim Pool District

Lifeguard Activity Report, Fiscal Year: '22-'23

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Swim Rescues	4	0	1	2	1	2	0						
Minor First Aid	29	16	8	5	0	1	1						
Major First Aid	0	0	0	0	0	0	0						
Resuscitations	0	0	0	0	0	0	0						
Near Drownings	0	0	0	0	0	0	0						
Drownings	0	0	0	0	0	0	0						
<i>Major First Aid Description:</i>													
Backboard	0	0	0	0	0	0	0						
911 Calls	0	0	0	0	0	0	0						
Ambulance Transport	0	0	0	0	0	0	0						
Oxygen uses	1	2	1	1	0	0	1						

Shannon Harris

From: Sue Siple <katnipbliss@aol.com>
Sent: Sunday, January 29, 2023 12:27 PM
To: Shannon Harris
Subject: Re: 2022 CVSC Year in Review

External (katnipbliss@aol.com)

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You rock Shannon! Couldn't have a better swim center director.



Sue Siple

In a message dated 1/27/2023 10:16:44 AM Pacific Standard Time, director@cvswim.com writes:

Welcome to the New Year and to Your Community Pool! Where
Memories are Made and Fun is Created!



Want to know what we have been up to?
Here is our 2022 Year in Review!

Partnered with Douglas County's Search and Rescue Volunteers,
Douglas County Social Services, Alpine County Social Services,
Douglas County School District, State of Nevada PALCO Program
and Douglas County Parks and Recreation.

Welcomed over 135,000 visitors. Population breakdown: Youth 35%;
Senior (60+) 29%; Adults 23%; other 13%

Shannon Harris

From: Ellen S Goldsmith <cvalpacas@frontier.com>
Sent: Friday, January 27, 2023 7:07 PM
To: Shannon Harris
Subject: Re: 2022 CVSC Year in Review

External (cvalpacas@frontier.com)

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Love your facility....Thanks for everything!!! Ellen

On Friday, January 27, 2023, 10:16:43 AM PST, Carson Valley Swim Center <director@cvswim.com> wrote:

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Welcomed over 135,000 visitors. Population breakdown: Youth 35%;
Senior (60+) 29%; Adults 23%; other 13%

Improved our sanitation process by adding CopperDisinfector
developed by Brad Hollander, local resident, to all of our high touch
areas.

Awarded the "Loss Control Excellence Award" by Pool Pact after
completing the "Loss Control" audit process.

Shannon Harris

From: Michael Mangiaracina <1911michael@gmail.com>
Sent: Friday, January 27, 2023 3:59 PM
To: Shannon Harris
Subject: Re: 2022 CVSC Year in Review
Attachments: image007.png

External (1911michael@gmail.com)

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Running is much better. I really liked that choice.
But second choice is to remove it.
Your pool and staff are first class.

Looking forward to spring outside swimming pool.

Mike

On Fri, Jan 27, 2023, 2:38 PM Shannon Harris <director@cvswim.com> wrote:

Hi Michael,

The maintenance department has tried several times adding different components and they all seem to fail. The maintenance supervisor, who I have attached to this email, wanted to try one more thing to keep it running. If that doesn't work I will taking it down permanently. It is a source of frustration for many, including us, but is truly liked by many so we are hoping to keep it running.

Respectfully,

Shannon L. Harris CPRE, CPO

Director | Carson Valley Swim Center

Alumna | University of Nevada, Reno

[LinkedIn](#) & [CVSC Website](#)

