EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES MEETING AGENDA
June 20th, 2024 at 9:00 a.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.

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9:00am 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 and 1b

1a. For Possible Action. Approval of previous minutes from the May 29th, 2024 general meeting and approval from the May 29th, 2024 budget hearing minutes.

1b. For Possible Action. Approval of general ledger cash balances, expenditures and investments through May 31st, 2024.

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

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

4. Discussion Only. Discussion and update on districts proposed economic vitality plan.

5. 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

6. For Possible Action. Discussion and possible action on proposed agenda items for the July 18th, 2024 general meeting.

Adjournment

Copies of the agenda were posted at 4:30pm, Thursday, June 13th, 2024 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 and Special Public Hearing minutes from May 29th, 2024

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

Funding: **NA**

Recommended Motion: Move to approve the General Meeting and Special Public Hearing minutes from May 29th, 2024

Trustee Action:

_____**Approved**
_____**Denied**
_____**No Action**
_____**Other**

EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
May 29, 2024 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada

The Board of Trustees May 29, 2024 meeting was called to order at 9:00 AM at the Carson Valley Swim Center, Minden, NV. Board members present were Chairman Sharon DesJardins, Vice Chairman Travis Lee, Trustees Teresa Duffy, and Allen Biaggi. Frank Dressel was on phone.

No Public Comment

AGENDA

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

NO PUBLIC COMMENT

At this time the Board of Trustees will conduct a special public hearing on the proposed tentative budget for the fiscal year 2024-25.

****

Reopened general meeting at 9:20 AM

CONSENT AGENDA ITEMS

1a. For possible action. Previous minutes from the April 25th, 2024 General Meeting.

1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through April 30th, 2024.

Upon motion made by Biaggi and seconded by Duffy. 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.**
Chairwoman DesJardins introduced item. Harris explains that a couple of invoices were paid out on the Eastside Expansion. The balance for that project will be carried over to the next fiscal year. The roof restoration project will be completed in July. All of the information in parenthesis under Asset Management and Contingency are the things that have been completed projects. Lee requested that those items are designated more clearly as completed projects. R.O. Anderson came in. The CLOMR process requires high level concept renderings, soil testing, etc. This gives Rob and team something to work with. We are going to do some public open forums to get feedback on what the public would like to see also. Some of my ideas would be a two-story building with a deep dive well, an Olympic sized pool, a lazy river, year around swimming, additional parking, splash pad. A multi-use year around facility. McCullough mentions that they are having a kickoff meeting with the consultants for the Activity Pool. We should have a timeline for you at the next board meeting.

No Public Comment

3. **Discussion Only. Discussion and update on the Eastside Expansion project.**
Chairwoman DesJardins introduced item. McCullough states we were $1M over budget last we spoke. We refined the design and regressed and found lots of redundancy and were able to get the estimate down from $3.8M to $2.8M. We redefined the scope and got the estimate down. We finished the plans at 100% and we authorized to go out to bid. The bids will be opened on 6/11/2024. The market is an owner's

market for bidding. We will bring the board in July the GMP for consideration. DesJardins asks what is the window for bidders? McCullough states 3 weeks. Biaggi asks will Plenium Builders be our general contractor. McCullough states yes they will.

No Public Comment

4. **Discussion only. Discussion and update on districts proposed economic vitality plan.**
Chairwoman DesJardins introduced item. Harris thanked Biaggi for all of his assistance in contacting his contacts at UNR. Biaggi states that he contacted UNR's Center for Regional Studies and spoke to Brian Bonnenfant who is the Project Manager. He has done studies like this before and is very anxious to talk to us to learn more. My recommendation would be that we meet him to discuss our needs and to see what kind of things he can do for us. It's good to have this information in our back pocket. DesJardins asks if there is a $ range for his services. Biaggi says that a very rough estimate would be around $15,000. Duffy asked who would be doing survey on motels, restaurants, etc. Maybe we could do a survey for our next swim meet. Harris states we can approach the swim team for the swim meets in August and September because they rent the facility from us.

No Public Comment

5. **Discussion Only. Report from the Swim Center Director.**

CVSC May 2024 Director's Report

User Attendance: See board binder documents.

- April Attendance 2023 was 11,261. April 2024 Attendance was 11,561. (See attached docs)

Programming, Staffing and Training:

- Aquatic Supervisor and Director attending the Nevada Recreation and Parks Society Conference in Tahoe.
- Pool Pact special district round table was attended by Sharon T and Shannon.
- Aquatic Supervisors working on recertifying current employees and training new ones.
- Hosted DHS Swim Meets and the Regional Dive Meet Competition.
- Leadership Team (Director and Supervisors) meet monthly to plan and discuss CVSC programming & staffing.
- Monthly In-Service Training/Meeting was conducted by all supervisors.
- Session, Drop-In and Private swim and 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 likes and attended.

Marketing and Public Relations:

- Cashier staff attended Carson Valley Health's Health Faire at C.C. Meneley Elem. School.
- CVSC Leadership are continuing to work with CGI on a new video shoot scheduled for May 25th.
- Shannon was invited by DCSD CTE program to be part of a video shoot promoting Career Tech Education
- Shannon chaired the general and executive NRPS Board meetings as President of the society.
- Shannon attended the monthly Chamber's "Women in Business" coffee event.
- Shannon attended the monthly Chamber luncheon.
- Social media exposure, information sharing and flyers: Facebook & Instagram updates (Sarah & Catherine).
- Website updates (Justin, Paul, Sharon), 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

- 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: Grant Bruce, Lifeguard Grant has been a staple to the morning crew performing with excellence all duties as assigned. He is friendly, kind and professional. Grant receives regular complements from both staff and patrons. Grant is responsible and reliable and can be counted on daily.

Maintenance Updates:

- Water slide seam work was completed by SafeSlides. No longer leaking.
- BBQ area landscaping completed to eliminate tripping hazards.
- Rockwall's put back up for the Summer.
- Pull up bars where designed by Dave and locally manufacturer for Water Aerobics classes based on Sarah's suggestion.
- Daily, weekly, monthly and annual maintenance projects and asset management are being completed... excel document updated by Maintenance Supervisor and Director.
- Updating and improving the data information in Reserve Analyst (Asset Management Program).

Monthly Financial: See board binder documents.

Correspondence: See board binder documents (if applicable).

No Public Comment

6. **For Possible Action. Discussion and possible action on proposed agenda items for the June 20th, 2024meeting**

CIP Update
Economic Vitality Plan
Eastside Expansion
Geo Thermo

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
SPECIAL HEARING MEETING MINUTES
May 29th, 2024 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada

A. For possible action. The Board will convene a Special Public Hearing with possible action to adopt the proposed tentative budget for fiscal year 2024-25.

Des Jardins introduces the item. Harris discusses the budget. Harris asks for any further comments on the budget. Harris states we have received a letter approving our tentative budget from the State of Nevada Department of Taxation. Budget numbers haven't changed since the board approved the tentative budget. The budget also has the Capital Improvement Plan which the board also approved. Harris reminds that board that there are two separate budgets, the operating budget and the capital budget. She explained how the county came to us back in 2008-2009, during the recession, when our tax rate was 16.45. They ask us for 3.45 of our tax rate which we gave them to help them out.

Des Jardins ask for a motion to approve the proposed budget for fiscal year 2024-25.

Upon motion made by Lee, seconded by Biaggi, the budget for fiscal year 2024-25 was unanimously approved.

No Public Comment

The four copies of the budget were signed by all board members present.

The special hearing on the tentative budget for fiscal year 2024-25 was adjourned by Chairman Des Jardins.

EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES

AGENDA ACTION SHEET

Agenda Item # 1b

Title: For possible action. Approval of general ledger cash balances, expenditures and investments through May 31st, 2024.

Background: NRS requires local government entities governing boards to approve expenditures for their entity and to report cash balances as well as investments. It is important for Trustees to be aware of the financial status of the district.

Funding: **NA**

Recommended Motion: Move to approve the report of general ledger cash balances, expenditures and investments through May 31st, 2024.

Trustee Action:

_____**Approved**
_____**Denied**
_____**No Action**
_____**Other**

EAST FORK SWIMMING POOL DISTRICT
Balance Sheet
As of May 31, 2024

		May 31, 24
ASSETS		
Current Assets		
Checking/Savings		
101 · WELLS FARGO CHECKING ACCT.		261,327.93
108 · CASH ON HAND		850.00
112-4 · LOCAL GOV'T INVESTMENT POOL		3,523,743.20
112-5 · LOCAL GOV'T POOL OPERATING		197,159.89
Total Checking/Savings		3,983,081.02
Accounts Receivable		
121 · ACCOUNTS RECEIVABLE		3,108.00
Total Accounts Receivable		3,108.00
Other Current Assets		
12100 · INVENTORY		
115 · CHEMICALS INVENTORY	11,500.94	
120 · MERCHANDISE INVENTORY	3,286.57	
125 · FOOD INVENTORY	1,281.22	
Total 12100 · INVENTORY		16,068.73
130 · Prepaid Expense		16,589.09
170-4 · DELIQUENT TAX REC		40,622.55
Total Other Current Assets		73,280.37
Total Current Assets		4,059,469.39
Fixed Assets		
150 · POOL EQUIPMENT		152,279.48
155 · CONSTRUCTION IN PROGRESS		540,307.34
156 · LAND IMPROVEMENTS		491,894.25
157 · BUILDING & IMPROVEMENT		14,337,233.16
158 · EQUIPMENT		1,312,376.79
160 · ACCUMMULTED DEPRECIATION		-10,270,771.91
175 · LAND APN#1320-30-411-005		1,353,232.09
Total Fixed Assets		7,916,551.20
Other Assets		
171 · DEFERRED PENSION OUTFLOWS		410,899.00
Total Other Assets		410,899.00
TOTAL ASSETS		**12,386,919.59**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
201 · ACCOUNTS PAYABLE		36,792.78
Total Accounts Payable		36,792.78
Credit Cards		
202 · CITI VISA CREDIT CARD		10,931.95
Total Credit Cards		10,931.95
Other Current Liabilities		
200 · PAYROLL LIABILITIES		
221-1 · ACCRUED PAYROLL	51,916.80	
221-2 · ACCRUED PAYROLL TAXES	9,545.51	
229 · SUTA	1,578.54	
234-3 · Aflac	329.64	
Total 200 · PAYROLL LIABILITIES		63,370.49

EAST FORK SWIMMING POOL DISTRICT
Balance Sheet
As of May 31, 2024

	May 31, 24
2110 · Direct Deposit Liabilities	-1,065.58
218 · ACCRUED VESTED VAC PAY	33,517.01
219 · OPEB LIABILITY	27,963.00
235 · ACCRUED WORKMANS COMPENSATION	-3,757.55
236 · NOTE PAYABLE - ZION	366,000.00
Total Other Current Liabilities	486,027.37
Total Current Liabilities	533,752.10
Long Term Liabilities	
220 · NET PENSION LIABILITY	1,126,751.00
225 · DEFERRED PENSION INFLOWS	179,203.00
Total Long Term Liabilities	1,305,954.00
Total Liabilities	1,839,706.10
Equity	
349 · RETAINED EARNINGS	6,273,238.34
351-1 · FUND BALANCE	1,452,260.17
355 · CONTRIBUTED CAPITAL	1,648,952.81
Net Income	1,172,762.17
Total Equity	10,547,213.49
TOTAL LIABILITIES & EQUITY	**12,386,919.59**

	May 24	Budget	Jul-May 24	YTD Budget	YTD Variance	Annual Budget	Annual Budget Remaining	YTD Total as % of Budget
Ordinary Income/Expense								
Income								
403 · USER FEES	52,989.30	60,018.84	510,323.74	528,443.21	(18,119.47)	630,450.00	120,126.26	80.95%
496 · FOOD	2,885.75	2,327.00	37,207.50	45,174.00	(7,966.50)	54,500.00	17,292.50	68.27%
497 · MERCHANDISE	1,959.20	1,644.00	17,261.75	17,331.00	(69.25)	20,500.00	3,238.25	84.20%
498 GRANT INCOME	0.00	3,608.00	10,343.54	18,500.00	(8,156.46)	18,500.00	-	0.00%
Total Income	57,834.25	67,597.84	575,136.53	609,448.21	(34,311.68)	723,950.00	140,657.01	79.44%
Cost of Goods Sold								
COST OF GOODS SOLD								
550 · FOOD EXPENSE	1,434.99	4,434.00	17,459.61	26,140.00	8,680.39	27,250.00	9,790.39	64.07%
555 · MERCHANDISE EXPENSE	1,783.39	2,618.00	11,609.69	10,709.00	(900.69)	10,250.00	(1,359.69)	113.27%
560 · FOOD SUPPLIES	277.09	170.76	1,004.59	1,018.99	14.40	1,250.00	245.41	80.37%
565 · FOOD SPOILAGE	0.00	173.00	70.06	1,032.00	961.94	500.00	429.94	14.01%
Total COST OF GOODS SOLD	3,495.47	7,395.76	30,143.95	38,899.99	8,756.04	39,250.00	9,106.05	76.80%
Total COGS	3,495.47	7,395.76	30,143.95	38,899.99	8,756.04	39,250.00	9,106.05	76.80%
Gross Profit	54,338.78	60,202.08	544,992.58	570,548.22	(25,555.64)	684,700.00	131,550.96	79.60%
Expense								
GENERAL & ADMINISTRATIVE								
629 · ADVERTISING/PRINTING	539.44	1,125.00	10,793.93	12,533.00 $	1,739.07	13,000.00	2,206.07	83.03%
630 · POSTAGE	11.60	239.00	371.94	800.00 $	428.06	800.00	428.06	46.49%
631 · JANITORIAL EXPENSE	483.55	955.00	9,338.94	6,844.00 $	(2,494.94)	9,300.00	(38.94)	100.42%
632 · SOFTWARE - IT	1,714.57	1,707.00	22,946.12	26,169.00 $	3,222.88	28,500.00	5,553.88	80.51%
641 · POOL TRAINING AND EDUCATION	392.00	0.00	2,344.89	2,000.00 $	(344.89)	2,000.00	(344.89)	117.24%
645 · OFFICE SUPPLIES	167.74	415.00	3,639.91	6,121.00 $	2,481.09	6,500.00	2,860.09	56.00%
660 · SEMINARS & EDUCATION	1,855.00	2,524.00	7,338.72	4,326.00 $	(3,012.72)	4,500.00	(2,838.72)	163.08%
661 · DUES/SUBSCRIPTIONS	25.98	17.00	2,322.77	807.00 $	(1,515.77)	1,025.00	(1,297.77)	226.61%
680 · TRAVEL EXPENSE	0.00	0.00	9,252.22	9,000.00 $	(252.22)	9,000.00	(252.22)	102.80%
681 · MEALS	0.00	0.00	2,049.50	2,200.00 $	150.50	2,200.00	150.50	93.16%
683 · AUTO REIMBURSMENT/MILEAGE	148.08	98.00	2,645.93	1,678.00 $	(967.93)	1,995.00	(650.93)	132.63%
690 · LEGAL EXPENSE	125.00	0.00	2,882.25	3,500.00 $	617.75	3,500.00	617.75	82.35%
691 · ACCOUNTING EXPENSE	455.00	478.00	16,485.00	17,769.00 $	1,284.00	18,250.00	1,765.00	90.33%
692 · BANK CHARGES	0.00	0.00	0.00	1,200.00 $	1,200.00	1,200.00	1,200.00	0.00%
693 · ENTRY SYSTEM CHARGES	3,355.78	3,448.00	37,324.68	23,939.00 $	(13,385.68)	26,000.00	(11,324.68)	143.56%
694 · DC VOTER FEES	0.00	0.00	5,466.30	5,466.30 $	-	5,466.30	-	100.00%
780 · CASH OVER/SHORT	-52.20	0.00	-342.71	0.00 $	342.71	-	342.71	#DIV/0!
Total GENERAL & ADMINISTRATIVE	9,221.54	11,006.00	134,860.39	124,352.30	(10,508.09)	133,236.30	(1,624.09)	101.22%
PAYROLL EXPENSES								
599 · BOARD EXPENSES	2,083.50	2,143.00	19,199.95	21,857.00	2,657.05	24,000.00	4,800.05	80.00%
600 · SALARIES & WAGES	95,116.43	104,977.00	1,155,448.83	1,192,093.00	36,644.17	1,305,687.00	150,238.17	88.49%
601 · SOCIAL SECURITY	3,304.62	4,372.00	41,196.45	45,955.00	4,758.55	50,835.00	9,638.55	81.04%
611 · MEDICARE	1,388.32	1,598.00	16,815.52	17,904.00	1,088.48	19,628.00	2,812.48	85.67%
613 · STATE UNEMPLOYMENT	774.96	1,590.00	8,849.20	14,792.00	5,942.80	14,899.00	6,049.80	59.39%
614 · HEALTH INSURANCE	5,860.15	5,446.00	58,964.56	58,803.00	(161.56)	65,142.00	6,177.44	90.52%

	May 2024	Budget	Jul-May 24	YTD Budget	YTD Variance	Annual Budget	Annual Budget Remaining	YTD Total as % of Budget
(Continued)								
615 · PERS	11,724.84	13,322.00	151,363.11	164,688.00	13,324.89	178,814.00	27,450.89	84.65%
617 · WORKMANS COMPENSATION	4,221.75	3,572.00	46,439.25	39,292.00	(7,147.25)	42,876.00	(3,563.25)	108.31%
639 · PAYROLL TAX ADJUSTMENTS	616.00	0.00	4,385.25	0.00	(4,385.25)	-	(4,385.25)	#DIV/0!
640-1 · ACCRUED WAGES	0.00	0.00	0.00	0.00	-	-	0.00	#DIV/0!
640-2 · ACCRUED PAYROLL TAXES	0.00	0.00	0.00	0.00	-	-	0.00	#DIV/0!
640-3 · ACCRUED VACATION	-874.89	0.00	10,013.30	0.00	(10,013.30)		(10,013.30)	#DIV/0!
Total PAYROLL EXPENSES	124,215.68	137,020.00	1,512,675.42	1,555,384.00	42,708.58	1,701,881.00	189,205.58	88.88%
POOL OPERATIONS								
UTILITIES								
619 · GARBAGE	689.00	587.00	6,943.00	6,187.00	(756.00)	6,800.00	(143.00)	102.10%
621 · TELEPHONE EXPENSE	573.92	529.00	5,770.59	5,770.00	(0.59)	6,300.00	529.41	91.60%
622 · ELECTRIC	9,035.70	12,882.00	125,109.65	128,542.00	3,432.35	140,025.00	14,915.35	89.35%
624 · WATER	800.30	865.00	9,052.36	9,911.00	858.64	11,500.00	2,447.64	78.72%
625 · SEWER	0.00	0.00	5,257.22	4,075.00	(1,182.22)	4,075.00	(1,182.22)	129.01%
626 · NATURAL GAS	11,754.59	11,339.00	149,996.31	91,022.00	(58,974.31)	98,000.00	(51,996.31)	153.06%
Total UTILITIES	22,853.51	26,202.00	302,129.13	245,507.00	(56,622.13)	266,700.00	(35,429.13)	113.28%
623 · INSURANCE	0.00	0.00	36,453.43	36,453.43	-	36,453.43	-	100.00%
628 · CHEMICALS	8,926.08	3,504.00	58,695.06	57,580.00	(1,115.06)	65,000.00	6,304.94	90.30%
633 · MAINTENANCE & REPAIR	9,825.38	16,498.00	73,410.21	100,218.00	26,807.79	112,000.00	38,589.79	65.54%
634 · EQUIPMENT RENTAL	243.85	1,225.00	3,892.71	4,639.00	746.29	4,830.00	937.29	80.59%
636 · LANDSCAPE MAINTENANCE	740.00	817.00	8,140.00	10,047.00	1,907.00	11,796.57	3,656.57	69.00%
640 · EMPLOYEE INCENTIVES	63.99	119.00	2,411.46	2,113.00	(298.46)	2,500.00	88.54	96.46%
642 · SAFETY	502.74	538.00	10,474.44	6,336.00	(4,138.44)	8,000.00	(2,474.44)	130.93%
643 · SUPPLIES	287.58	220.00	6,202.65	4,745.00	(1,457.65)	5,750.00	(452.65)	107.87%
644 · UNIFORMS	487.34	1,345.00	8,159.50	6,542.00	(1,617.50)	8,000.00	(159.50)	101.99%
646 · SMALL EQUIPMENT	1,243.02	0.00	2,364.85	2,608.70	243.85	2,775.00	410.15	85.22%
Total POOL OPERATIONS	43,930.47	50,468.00	509,968.59	474,180.43	(35,788.16)	521,030.00	11,061.41	97.88%
850 · DEPRECIATION EXPENSE	44,059.58	44,059.58	484,655.38	484,655.38	-	528,715.00	429,240.00	91.67%
Total Expense	221,427.27	242,553.58	2,642,159.78	2,638,572.11	(3,587.67)	2,884,862.30	627,882.90	91.59%
Net Ordinary Income	(167,088.49)	(182,351.50)	(2,097,167.20)	(2,068,023.89)	(29,143.31)	(2,200,162.30)	(496,331.94)	95.32%
Other Income/Expense								
Other Income								
401.4 · AD VALOREM	30,967.07	32,619.00	3,134,771.40	2,874,183.00	260,588.40	2,886,595.00	(248,176.40)	108.60%
491 · INTEREST INCOME	16,316.41	2,237.00	144,386.86	13,619.00	130,767.86	16,125.00	(128,261.86)	895.42%
499 - OTHER INCOME	0.00	0.00	23.21	80.00				
Total Other Income	47,283.48	34,856.00	3,279,181.47	2,887,882.00	391,356.26	2,902,720.00	(376,438.26)	112.97%
Other Expense								
899 · Interest Expense	2,854.80	3,815.00	6,630.00	7,630.00	1,000.00	7,630.00	1,000.00	
Total Other Expense	2,854.80	3,815.00	6,630.00	7,630.00	1,000.00	7,630.00	1,000.00	
Net Other Income	44,428.68	31,041.00	3,272,551.47	2,880,252.00	392,356.26	2,895,090.00	(375,438.26)	113.04%
Net Income	**(122,659.81)**	**(151,310.50)**	**1,175,384.27**	**812,228.11**	**363,212.95**	**694,927.70**	**(871,770.20)**	169.14%

	Account	Amount	Memo
Ace Hardware	633 · MAINTENANCE & REPAIR	326.01	Fasteners,Garden Spray,Bleach Sprayer,Wheelbarrow,Spray Paint,Glue Sticks,Utility Knife,Ballcock,Flat Bar
Air Filiter Sales	633 · MAINTENANCE & REPAIR	288.18	Filters
AIRGAS	628 · CHEMICALS	2,620.67	Carbon Dioxide Liquid
Alicia Suttor	643 - SUPPLIES	18.73	CV Days (Paint)
Amazon		1,095.84	Subscription,Janitoral,Supplies,Food supplies,Safety,Chemicals,Office Supplies,LED Scrolling Sign,Maintenance,Wristbands,CV Days,Office Equip,Camera
American Red Cross	641 - POOL TRAINING AND EDUCATION	392.00	Staff Recerts, LG Training Class, Jaclyn Godek
Boy Scouts of America	629 - ADVERTISING/PRINTING	50.00	CV Days (Banner)
Burns Machinery Inc	633 · MAINTENANCE & REPAIR	2,956.42	6 Workout/Pullup Bars
Cannon Financial Services	634 - EQUIPMENT RENTAL	243.85	Copier Lease/Equip Insurance (May 2024),Equipment Property Tax
CapBargain	555 - MERCHANDISE	448.14	Baseball Caps (Retail)
Carson Paint Mart	633 · MAINTENANCE & REPAIR	57.93	Low Pressure 515 w/guard,Spray Sock
Carson Valley 20-30 Club	629 - ADVERTISING/PRINTING	75.00	CV Days Registration
Carson Valley Accounting LLC	691 · ACCOUNTING EXPENSE	275.00	Monthly site visit
Carson Valley Chamber of Commerce	629 - ADVERTISING/PRINTING	40.00	Chamber Luncheon
Charter Business	621 - TELEPHONE EXPENSE	253.01	
Cinderlite	633 · MAINTENANCE & REPAIR	193.00	River Rock (BBQ Area)
Clinical Reference Laboratory	642 - SAFETY	219.97	Drug Screening Tests
Costco		1,193.23	Food,Gloves,Janitoral,Food Supplies
Deanna Abbott	683 - AUTO REIMBURSEMENT/MILEAGE	37.52	
Desert Star Landscaping	636 - LANDSCAPE MAINTENANCE	740.00	Contract May 2024
Douglas County School District	614 · HEALTH INSURANCE	6,270.17	Health Insurance May 24 (7)FT/(1) Dependants- Long
Ebay	633 · MAINTENANCE & REPAIR	837.65	Swimming Pool Ladder Rail Covers,Sensor Lavatory Faucet,Float Valve
Global Payments	693 - ENTRY SYSTEM CHARGES	3,355.78	
Go Daddy	632 - SOFTWARE-IT	65.15	Monthly Renewal,Annual Renewal
Helwig Plumbing Co.	633 · MAINTENANCE & REPAIR	425.00	Annual Backflow Test & Report
High Sierra Business Systems	645 - OFFICE SUPPLIES	117.48	Copy fee for 4 copiers/printers (Apr 2024)
Home Depot	633 · MAINTENANCE & REPAIR	1,456.95	Fittings,Lobby Broom/Dust Pan Combo,Painters Tape,Masking film,Masker,Cable Ties,Masking Tape,Oscillating Blades,BrushlessMultiTool,Extension Ladder,Respirator,CV Days
Inland Supply Co	631 - JANITORIAL	190.94	Green Liners,Motion Towel Rolls,Toilet Paper
Jack Stevenson	683 - AUTO REIMBURSEMENT/MILEAGE	95.82	
Justin LoPresto	683 - AUTO REIMBURSEMENT/MILEAGE	14.74	
KNORR	628 · CHEMICALS	4,914.15	Pulsar Briquettes,Phenol Red,Chlorine Free,Test Tubes
Lincoln Aquatics	628 · CHEMICALS	1,326.27	Sani-Chlor,Muriatic Acid,Deposit on Shells
McKesson Medical Supplies	642 - SAFETY	66.09	Band-Aids
Microsoft Corp	632 - SOFTWARE-IT	9.39	iCloud Backup
Nevada News Group	629 - ADVERTISING/PRINTING	162.94	Tentative Budget 24-25 Hearing, Amended Publication
Nevada State Bank	899 - INTEREST EXPENSE	2,854.80	
NRPA	680 - SEMINARS & EDUCATION	1,855.00	S.Harris,S.DesJardins,A.Biaggi (Oct 2024 Conference)
NV Energy	622 · ELECTRIC	9,035.70	
OOMA, INC	621 - TELEPHONE EXPENSE	320.91	Monthly Service Fee (Apr 24)
Original Waterman, Inc	644 - UNIFORMS	487.37	LG Baseball Caps
Oshinski & Forsberg, Ltd.	690 - LEGAL EXPENSE	125.00	Convo w/Sharon (HR) regards agenda & board policies, email exchanges w/Director
Pacific Gasoline	633 · MAINTENANCE & REPAIR	31.50	Propane (BBQ Grills)
Pamela Taylor	642 - SAFETY	10.00	Fingerprinting
Poster My Wall	632- SOFTWARE-IT	9.95	Monthly Recurring Charge
Public Employees Benefits Program	614 · HEALTH INSURANCE	47.06	May 2024 #834
QuickBooks Payroll Service	639 · PAYROLL TAX ADJUSTMENTS	616.00	Fees for Direct Deposit
R&S Optimum Offset	629 - ADVERTISING/PRINTING	295.00	Splash Brochures
Sarah Davenport	643 - SUPPLIES	37.59	CV Days
Seven Up/RC Bottling Co. of Reno	550 - FOOD EXPENSE	176.06	Drinks for Snack Bar
Shav-Tronics	633 · MAINTENANCE & REPAIR	57.97	Drive Belt,Cable Connector
Sherwin-Williams Paint	633 · MAINTENANCE & REPAIR	84.26	Paint for Fin Room
Sierra Booking Services, inc	691 · ACCOUNTING EXPENSE	180.00	Apr 2024 2 Payroll/PERS
Smart Sign	633 · MAINTENANCE & REPAIR	31.41	No Diving Template
SOUTHWEST GAS	626 · NATURAL GAS	11,754.59	
Speedo USA, Inc	555 - MERCHANDISE	157.09	Goggles
Spotify	661 · DUES/SUBSCRIPTIONS	10.99	
Sun Bum	555 - MERCHANDISE	602.16	Sunscreen
Sundance Tile & Marble	633 · MAINTENANCE & REPAIR	1,000.00	Repair on deck bathroom walls
Supply House	633 · MAINTENANCE & REPAIR	354.71	Interface Control Board
Swim 2000	643 - SUPPLIES	52.46	Water Exercise Equipment
The Human Bean	640 - EMPLOYEE INCENTIVES	25.00	EOM (G.Bruce)
Town Of Minden	624 - WATER & TRASH	1,489.30	Water/Garbage
Uniformity of Nevada LLC	644 - UNIFORMS	576.00	Logo Embrodiered on Hats (Retail)
USPS	630 - POSTAGE	11.60	
WalMart		251.01	Food, Chicken Wire
Webstaurant Store		736.14	Nacho Machine,Food,Food Supplies
Western Nevada Supply	633 · MAINTENANCE & REPAIR	1,148.65	Supplies for dhw,Coupling,Ball Valve,Low Prof Pump, Tubing
Wild West Tech	646 - SMALL EQUIPMENT	500.00	Outdoor Speakers
Zoro Tools	633 · MAINTENANCE & REPAIR	425.88	Garden Hoses,Steel Bracket Hammered,Track Saw Guide Rail
Total		**66,184.18**	

EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES

AGENDA ACTION SHEET

Agenda Item #2

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

Background: The East Fork Swimming Pool District Trustees have the responsibility of discussing insurance renewals for the Carson Valley Swim Center annually.

Funding: **NA**

Recommended Motion: Discussion only

Trustee Action:

_____**Approved**
_____**Denied**
_____**No Action**
_____**Other**

EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES

AGENDA ACTION SHEET

Agenda Item #3

Title: Discussion Only. Discussion and update on the Capital Improvement Plan ongoing and possible future 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 2023/2024

Construction Funds Available as of:

	May 31, 2024
Local Government Investment Pool	$ 3,523,743

2023/2024 Projects

	Company	2023/2024 Budget	Contract Amount/ Expense	Remaining Amts. Payable
Eastside Expansion	Plenium / TSK	1,187,245	1,187,245	1,074,084
Splash Park (TRE)	Douglas County	50,000	50,000	50,000
Roof Restoration ('22-'23)	CTR/Garland	212,755	164,850	8,243
Project Management ('23-'24 Scott McCullough)	Douglas County	13,000	13,000	3,111
Asset Mang Plan (rockwall, diving board, ada remodel, Slide seam work, repipe work pump room, ada lift, Dive Stand Pad, Sierra Integrated system, projector/lens, RO Anderson)	Reserve Analyst	282,554	282,554	98,752
Contingency (snow blower, computers, printer, docking station, frig)	Contingency for Asset Mang	30,000	30,000	1,920
	'23/'24 Capital Budget	1,775,554	1,727,649	

	1,236,110
Remaining Construction Funds Available	$ 2,287,633

EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES

AGENDA ACTION SHEET

Agenda Item #4

Title: Discussion Only. Discussion and update on districts proposed economic vitality plan.

Background: The Board of Trustees and Director identified in the Districts Strategic plan the need for an economic impact analysis to demonstrate the value of the facility to the region.

Funding: **NA**

Recommended Motion: Discussion only

Trustee Action:

_____**Approved**
_____**Denied**
_____**No Action**
_____**Other**

CVSC June 2024 Director's Report

User Attendance: See board binder documents.

- May Attendance 2023 was 9,632. May 2024 Attendance was 13,362. (See attached docs)

Programming, Staffing and Training:

- Shannon and Jack completed Pool Pact's Risk Management Audit completed every 4 years with Dr's Tom and Rachel Griffiths. The Audit went great with minor suggestions given. Final written report has not been received.
- Shannon and Paul attended the annual Aquatic Risk Management training in-person in Carson at Pool Pact offices.
- Paul participated with several Lifeguards in the Regional In-Service training held at Alf Sorenson in Sparks.
- Sarah received a scholarship to become certified as a Lifeguard Instructor Trainer and successfully trained for 3 days at the Carson Pool.
- Carson Valley days was a success and CVSC's float won their "Non-Commercial" category.
- Aquatic Supervisors working on recertifying current employees and training new ones.
- Aquatic Supervisors Interviewed 6 employees interested in being promoted to Senior Lifeguard filling 3-4 positions.
- Leadership Team (Director and Supervisors) meet monthly to plan and discuss CVSC programming & staffing.
- Monthly In-Service Training/Meeting was conducted by all supervisors.
- Session, Drop-In and Private swim and 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 likes and attended.

Marketing and Public Relations:

- CGI video shoot on May 25th was a success. I will see the results soon after the editing is complete.
- Shannon chaired the general and executive NRPS Board meetings as President of the society.
- Shannon attended the "Find a Job Friday" at DHS and met with several students.
- Social media exposure, information sharing and flyers: Facebook & Instagram updates (Sarah & Catherine).
- Website updates (Justin, Paul, Sharon), 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:

- Sprinkler heads have been fixed and adjusted in the front of the facility.
- Touch-up painting has been completed in the Natatorium and Fin room.
- A lot of wood work and creativity was put into building the CV Days Parade Float.
- A crate is being built for the Wibit to be permanently stored for the summer.
- Dave is doing research to switch from pellet chlorine to liquid for all pools.
- Daily, weekly, monthly and annual maintenance projects and asset management are being completed... excel document updated by Maintenance Supervisor and Director.
- Updating and improving the data information in Reserve Analyst (Asset Management Program).

Monthly Financial: See board binder documents.
Correspondence: See board binder documents (if applicable).

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**	**7915**	**9485**	**11261**	**9632**	**0**	**115224**
Attendance:													
Lessons	1498	650	246	461	392	197	356	429	543	577	576		**5925**
DDST	1869	1440	1760	1680	1300	1320	1320	1200	1320	1200	1020		**15429**
Mem/Pass Visits	3893	3968	3118	3052	2477	2523	2370	2331	2907	3078	2910		**32627**
DHS Aquatics	0	125	588	434	620	272	558	464	682	540	460		**4743**
DHS Swim/Dive	0	0	0	0	0	0	0	400	396	352	220		**1368**
Drop-In Visits	15005	9438	3898	2905	2173	2491	2534	3091	3637	5514	4446		**55132**
User Fees	72,511	58,663	28,952	24,577	21,532	22,332	31,606	30,146	31,028	35,516	45,732		**$402,595**

East Fork Swim Pool District

Attendance Report Fiscal Year: 2023-2024

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Attendance	**22813**	**14787**	**8898**	**8057**	**7373**	**7389**	**8997**	**8630**	**10647**	**11561**	**13362**	**0**	**122514**
Attendance:													
Lessons	1703	786	548	415	481	200	260	506	567	638	1215		**7319**
DDST	1000	1100	1050	1100	1000	1000	1150	950	1050	1100	1150		**11650**
Mem/Pass Visits	3964	3914	3210	3216	3096	3051	3410	3025	3240	3400	3628		**37154**
DHS Aquatics	0	172	447	318	404	344	447	318	429	379	472		**3730**
DHS Swim/Dive	0	0	0	0	0	0	0	420	462	484	192		**1558**
Drop-In Visits	16146	8815	3643	3008	2392	2794	3730	3411	4899	5560	6705		**61103**
User Fees	100,273	70,785	35,787	31,700	28,920	22,819	44,971	34,219	39,770	48,250	52,989		**$510,483**

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**	**7915**	**9485**	**11261**	**9632**	**16649**	**131873**
Attendance:													
Lessons	1498	650	246	461	392	197	356	429	543	577	576	1045	**6970**
DDST	1869	1440	1760	1680	1300	1320	1320	1200	1320	1200	1020	1000	**16429**
Mem/Pass Visits	3893	3968	3118	3052	2477	2523	2370	2331	2907	3078	2910	3647	**36274**
DHS Aquatics	0	125	588	434	620	272	558	464	682	540	460	270	**5013**
DHS Swim/Dive	0	0	0	0	0	0	0	400	396	352	220	0	**1368**
Drop-In Visits	15005	9438	3898	2905	2173	2491	2534	3091	3637	5514	4446	10687	**65819**
User Fees	72,511	58,663	28,952	24,577	21,532	22,332	31,606	30,146	31,028	35,516	45,732	76,502	**$479,097**

East Fork Swim Pool District

Attendance Report Fiscal Year: 2023-2024

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Attendance	**22813**	**14787**	**8898**	**8057**	**7373**	**7389**	**8997**	**8630**	**10647**	**11561**	**13362**	**0**	**122514**
Attendance:													
Lessons	1703	786	548	415	481	200	260	506	567	638	1215		**7319**
DDST	1000	1100	1050	1100	1000	1000	1150	950	1050	1100	1150		**11650**
Mem/Pass Visits	3964	3914	3210	3216	3096	3051	3410	3025	3240	3400	3628		**37154**
DHS Aquatics	0	172	447	318	404	344	447	318	429	379	472		**3730**
DHS Swim/Dive	0	0	0	0	0	0	0	420	462	484	192		**1558**
Drop-In Visits	16146	8815	3643	3008	2392	2794	3730	3411	4899	5560	6705		**61103**
User Fees	100,273	70,785	35,787	31,700	28,920	22,819	44,971	34,219	39,770	48,250	52,989		**$510,483**

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	0	3	4	1	9	27
Minor First Aid	29	16	8	5	0	1	1	5	3	9	8	24	109
Major First Aid	0	0	0	0	0	0	0	1	0	0	0	0	1
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
Major First Aid Description:													
Backboard	0	0	0	0	0	0	0	0	0	0	0	0	0
911 Calls	0	0	0	0	0	0	0	1	0	0	0	0	1
Ambulance Transport	0	0	0	0	0	0	0	1	0	0	0	0	1
Oxygen uses	1	2	1	1	0	0	1	1	0	0	0	0	7

East Fork Swim Pool District

Lifeguard Activity Report, Fiscal Year: '23-'24

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Swim Rescues	3	1	2	2	0	0	1	0	2	7	1		19
Minor First Aid	44	18	5	7	0	8	1	8	7	5	8		111
Major First Aid	0	0	0	0	0	0	0	0	0	0	0		0
Resuscitations	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
Drownings	0	0	0	0	0	0	0	0	0	0	0		0
Major First Aid Description:													
Backboard	0	0	0	0	0	0	0	0	0	0	0		0
911 Calls	0	0	0	0	0	0	0	0	0	0	0		0
Ambulance Transport	0	0	0	0	0	0	0	0	0	0	0		0
Oxygen uses	0	0	0	0	0	0	0	0	0	1	0		1

User Attendance Breakdown

Summary	May 2024				July 1, 2023 thru May 31, 2024			
	Drop-Ins	Passes	Total	%	Drop-Ins	Passes	Total	%
Senior	441	2,803	3,244	31%	4,475	28,969	33,444	34%
Adult	2,144	398	2,542	25%	18,725	3,844	22,569	23%
Youth	3,784	21	3,805	37%	34,584	458	35,042	36%
Complimentary	8	-	8	0%	597	-	597	1%
Family	157	72	229	2%	1,026	575	1,601	2%
Disabled	30	170	200	2%	375	1,872	2,247	2%
Therapy	83	-	83	1%	916	-	916	1%
Other	58	164	222	2%	405	1,436	1,841	2%
	6,705	3,628	10,333	100%	61,103	37,154	98,257	100%