

**EAST FORK SWIMMING POOL DISTRICT  
BOARD OF TRUSTEES MEETING AGENDA  
June 15<sup>th</sup>, 2023 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*

- 1a. For Possible Action. Approval of previous minutes from the May 18<sup>th</sup>, 2023 General Meeting and previous minutes from the May 18<sup>th</sup>, 2023 Special Meeting.
- 1b. For Possible Action. Approval of general ledger cash balances, expenditures and investments through May 31<sup>st</sup>, 2023.

## 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 to award a design contract to TSK Architects for the East Side Expansion Project not to exceed \$55,537.00.
4. 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.
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 20<sup>th</sup>, 2023 general meeting.

#### *Adjournment*

Copies of the agenda were posted at 4:00pm, Friday June 9<sup>th</sup>, 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](http://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**

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**AGENDA ACTION SHEET**

**Agenda Item # 1a**

**Title:** Approval of the General Meeting minutes from May 18<sup>th</sup>, 2023 and the Special Meeting minutes from May 18th, 2023.

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

**Funding:** NA

**Recommended Motion:** Move to approve the General Meeting minutes from May 18th, 2023 and the Special Meeting minutes from May 18<sup>th</sup>, 2023.

**Trustee Action:** \_\_\_\_\_ **Approved**  
\_\_\_\_\_ **Denied**  
\_\_\_\_\_ **No Action**  
\_\_\_\_\_ **Other**

**EAST FORK SWIMMING POOL DISTRICT  
BOARD OF TRUSTEES  
GENERAL MEETING MINUTES  
May 18, 2023 at 9:00 a.m.  
Carson Valley Swim Center  
1600 Hwy 88, Minden, Nevada**

The Board of Trustees May 18, 2023 meeting was called to order at 9:00 AM at the Carson Valley Swim Center, Minden, NV. Board members present were Chairman Sharon DesJardins, Trustees Teresa Duffy, Frank Dressel, and Doug Robbins. Vice Chairman Travis Lee was on phone.

**No Public Comment**

**AGENDA**

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

**NO PUBLIC COMMENT**

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*At this time the Board of Trustees will conduct a special public hearing on the proposed tentative budget for the fiscal year 2023-24.*

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**Reopened general meeting at 9:20 AM**

**CONSENT AGENDA ITEMS**

- 1a. For possible action. Previous minutes from the April 13, 2023 General Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through March 31<sup>st</sup> and April 30<sup>th</sup>, 2023

Upon motion made by Robbins and seconded by Duffy. The consent agenda item 1a was unanimously approved.

Upon motion made by Dressel and seconded by Lee. The consent agenda item 1b was 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 states that the balance as of April 30<sup>th</sup> is \$2,750,103. We still have some outstanding projects and expenditures. The Roof Restoration will hopefully start next week. I will let McCullough talk to you more about that. We have one more quarter of Project Management to pay. The Radio Repeater in completed and paid for. Asset Management has \$16, 593 remaining that we might not spend. We have spent our contingency on landscaping improvements, permitting, and bids for different projects. We still have a total of \$233,759 in expenditures and that brings the balance, at the end of this fiscal year, to \$2,516,344. McCullough states that the Roof Restoration, roof coating will start next week if there are no thunderstorm and rain in the forecast. The next project will be the Eastside Expansion (entry and lobby remodel). This will include storage improvement and the entry remodel. There is a concept drawing in your binders. We will be creating more open space and overflow use of the lobby plus outdoor space. Harris states that we wanted to accomplish 3 things in this project. Taking out and replacing the concrete floor in the lobby, put more drains in for easier cleaning, and redesign the entry to the building and creating more space.

McCullough states that if the Board agrees with the concept design, we will bring a contract for award next month. We currently have an RFP to solicit CMAR contractors due by 5/30/2023. After that we will interview and select a contractor. We will then bring a pre-construction services contract to the board for approval with an architect and a contractor in place. Pre-construction isn't going to impact as much so we are going to see how much we can do before winter comes. Dressel asked why we are lowering the roof on the new storage area. McCullough states that then we don't have to tear apart the fascia. Also, we don't have to get into the existing roof at all. Dressel states that his second concern is on the tower, isn't that just a place for snow and ice to accumulate and then fall on the patrons and staff? McCullough states yes, we are looking at snow fencing. Harris states that she hears Dressel's concern about the snow and ice. She states that Pau-Wa-Lu Middle School does have snow fencing on their roof. Looking at bringing to the Board to add the snow fencing to the roof. Dressel states that the 1.4M is just a guesstimate. McCullough says that the 1.4M is our budget. We will discuss the details when we get into that phase of design. Robbins states should we move the concession stand. The consensus of opinion was no we should not.

**No Public Comment**

**3. For Possible Action. Discussion and possible action to approve purchasing an Aquaclimb 3D Rockwall from Poolside Adventures in the amount not to exceed \$46,000.**

Chairwoman DesJardins introduced item. Harris states that Poolside Adventures is one of the original rockwall companies and they have been around for a long time. Our current rockwall is 10 years old and this is in our asset management plan to replace. The Pros are the cost of this rockwall is about the same as purchasing a new rockwall from the company we got our current from. Our old rockwall is 3 sections and they each weigh about 600 lbs., it takes 6-8 people to move it. The new Aquaclimb 3D Rockwall weighs about 300 lbs. per section and we will be purchasing 3 sections. It will take 2-3 people to move it. It is made of Plexiglas that is colored so it won't discolor from water staining. The upgraded design has waves and we can change the design. Also it will lay flat on the deck. The old rockwall still has a couple of good years and will be placed on the outside during the good weather and the new one will be inside. Robbins states that we should purchase 2 now. Dressel states that Harris has stated that the old rockwall still has a few years in it and that we will use it outside for that time. Has there ever been an injury on the rock wall? Harris states no, we have never done a first aid due to injury on the rockwall. Duffy states that you guys have great ideas but you should run them by Harris before the meeting because it's a good conversation for you to have with her directly. Des Jardins states that another comment for me to add to that is I understand that we talk together but just as a reminder, you may not ever have a third person in your discussions or it becomes a quorum. Lee states that he is excited to get the new rockwall. He states that he has had competitions with his boys to see who could reach the top and wanted to know if any bells or anything like that comes with it. Harris stated it is her understanding that the companies don't provide anything like that but she will look for something.

Motion made by Dressel to approve purchasing an Aquaclimb 3D Rockwall from Poolside Adventures in the amount not to exceed \$46,000. Duffy seconded the motion. The motion was unanimously approved.

**No Public Comment**

**4. For Possible Action. Discussion and possible action to approve purchasing a Safety Pad from Poolequip in the amount of \$25,979.47.**

Chairwoman DesJardins introduced item. Harris states that the current safety pad is 9-10 years old with a lifespan of 5 years. The reason we started using these safety pads is because kids have fallen off of the 3 meter diving board on to the deck. The current pad's integrity has been compromised and it is saturated with water. It doesn't pose any harm being on the deck and is still better than landing on the concrete, but will not provide the support it was designed to support and weighs more now because of the water. Des Jardins asked McCullough I understand what happens to concrete when it is constantly wet, could that water soaked pad cause spalling. McCullough states absolutely, not only can it cause spalling but also deterioration of the reinforced steel in the concrete.

Motion made by Duffy to approve purchasing a Safety Pad from Poolequip in the amount of \$25,979.47. Lee seconded the motion. Robbins opposes approval. Robbins states that he thinks it is ridiculous to spend \$2,400 to have our logo put on the safety pad. The motion is approved 4 yes votes to 1 opposed.

**No Public Comment**

**5. For Possible Action. Discussion and possible adoption of updating the check signing policy allowing one authorized signor per check not to exceed the amount of \$7,500**

Chairwoman DesJardins introduced item. We discussed this item last month. The auditor is in the loop and is in complete agreement. Harris states that the Board of Trustees approved on November 16, 2016 the requirement of two authorized signors on each check that exceeded \$3,000. After doing some research and speaking to the District's Auditor, it was suggested that only one authorized signature needs to be on a check under a determined amount such as \$7,500.

Motion made by Robbins to approve the adoption updating the check signing policy allowing one authorized signor per check not to exceed the amount of \$7,500. Dressel seconded the motion. The motion was unanimously approved.

**No Public Comment**

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

**CVSC May 2023 Director's Report**

**User Attendance:** See board binder documents.

- April 2022 Attendance was 11,789. April 2023 Attendance was 11,261.

**Programming, Staffing and Training:**

- Training and hiring of Lifeguards has been successful and will continue into June.
- Senior Guard positions are advertised and interviewing will occur internally.
- Leadership Team (Director and Supervisors) meet monthly to plan and discuss CVSC programming & staffing.
- Adaptive Swim Lesson Program continues to grow under Sarah's management with Paulette as the instructor.
- Tyler gave his two-week resignation notice. External advertising and interviews are being conducted.
- Monthly In-Service Training/Meeting was conducted by all supervisors.
- Hosted several Douglas High School Swim and Dive Meets this Season.
- 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**

- Sherrie and cashiers have done an outstanding job managing the fee increase that launched May 1<sup>st</sup>.
- Sherrie has been working on updating all signage and brochures after fee updates and preparing for summer.
- Shannon, Sarah, Tyler and Justin attended virtually the NRPS Aquatics meeting held in Truckee.
- Jim Abbott (Deanna) listed us as a sponsor in the Track flyer during the last HS meet because of our partnership and support of athletes and team.

- Social media exposure, information sharing and flyers: 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: Matt Branson, Lifeguard Matt is polite, hardworking, takes initiative, goes above and beyond being the Easter bunny, filling in for others, misc. project completion helping in all departments.

**Maintenance Updates:**

- Dave and Jack have been coordinating the Filter Project that is scheduled the week of May 22<sup>nd</sup>, 2023 to be completed by Smith Mechanical and Maintenance.
- Dave is coordinating with Morgan concrete to complete the deck work scheduled for the week of May 22<sup>nd</sup>.
- Light replacement and flag relocation project are also scheduled for week of May 22<sup>nd</sup>.
- ADA bathroom remodel was projected to be a 3-4 weeks but will be longer due to the unexpected cutting of large format tile.
- Dave is working with Smith Mechanical removing an old heat exchanger no longer in operation.
- 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 June 15<sup>th</sup>, 2023 meeting and discussion on the rescheduling of the September meeting from September 21<sup>st</sup>, 2023 to September 28<sup>th</sup>, 2023 at 9:00 am and rescheduling of the November 16<sup>th</sup>, 2023 meeting to November 14<sup>th</sup>, 2023.**

**CIP Update**

**Design contract for the Eastside Expansion**

Upon motion made by Dressel and seconded by Des Jardins to adjourn meeting. Motion to adjourn meeting was unanimously approved.

**EAST FORK SWIMMING POOL DISTRICT  
BOARD OF TRUSTEES  
SPECIAL HEARING MEETING MINUTES  
May 18, 2023 at 9:10 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 2023-24.**

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. Harris reminded the board that our building is 34 year old and although we have replaced many of our main assets, there is always continued construction. Robbins states that he wishes Harris would stop referring to our building as a 34 year old building. We are constantly updating this facility and we should think of it as a new facility. Lee thanked Harris for the update and noted that it's interesting to see the increase in revenue due to new construction.

Des Jardins ask for a motion to approve the proposed budget for fiscal year 2023-24.

Upon motion made by Robbins, seconded by Lee, the budget for fiscal year 2023-24 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 2023-24 was adjourned by Chairman Des Jardins.



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

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**AGENDA ACTION SHEET**

**Agenda Item # 1b**

**Title:** For possible action. Approval of general ledger cash balances, expenditures and investments through May 31<sup>st</sup>, 2023.

**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 31<sup>st</sup>, 2023.

**Trustee Action:** \_\_\_\_\_ **Approved**  
                                  \_\_\_\_\_ **Denied**  
                                  \_\_\_\_\_ **No Action**  
                                  \_\_\_\_\_ **Other**

	May 2023	Budget	Jul 22-May 23	YTD Budget	YTD Variance	Annual Budget	Annual Budget Remaining	YTD Total as % of Budget
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
403 · USER FEES	45,732.55	56,829.66	402,600.24	487,965.41	(85,365.17)	561,775.00	159,174.76	71.67%
496 · FOOD	1,879.00	4,404.50	36,435.90	40,674.92	(4,239.02)	51,225.00	14,789.10	71.13%
497 · MERCHANDISE	1,518.23	1,577.93	16,010.13	13,589.19	2,420.94	16,125.00	114.87	99.29%
498 · GRANT INCOME	2,598.00	1,071.43	13,325.76	10,000.00	3,325.76	10,000.00	-	0.00%
<b>Total Income</b>	<b>51,727.78</b>	<b>63,883.52</b>	<b>468,372.03</b>	<b>552,229.52</b>	<b>(83,857.49)</b>	<b>639,125.00</b>	<b>174,078.73</b>	<b>73.28%</b>
<b>Cost of Goods Sold</b>								
<b>COST OF GOODS SOLD</b>								
550 · FOOD EXPENSE	3,686.36	2,710.58	21,738.26	20,327.89	(1,410.37)	23,500.00	1,761.74	92.50%
555 · MERCHANDISE EXPENSE	2,833.79	649.90	11,593.43	7,978.61	(3,614.82)	8,325.00	(3,268.43)	139.26%
560 · FOOD SUPPLIES	170.76	119.63	1,018.99	744.42	(274.57)	925.00	(93.99)	110.16%
565 · FOOD SPOILAGE	0.00	0.00	390.55	205.00	(185.55)	205.00	(185.55)	190.51%
<b>Total COGS</b>	<b>6,690.91</b>	<b>3,480.11</b>	<b>34,741.23</b>	<b>29,255.92</b>	<b>-5,485.31</b>	<b>32,955.00</b>	<b>-1,786.23</b>	<b>105.42%</b>
<b>Gross Profit Expense</b>	<b>6,690.91</b>	<b>3,480.11</b>	<b>34,741.23</b>	<b>29,255.92</b>	<b>-5,485.31</b>	<b>32,955.00</b>	<b>-1,786.23</b>	<b>105.42%</b>
<b>GENERAL &amp; ADMINISTRATIVE</b>	<b>45,036.87</b>	<b>60,403.41</b>	<b>433,630.80</b>	<b>522,973.60</b>	<b>(89,342.80)</b>	<b>606,170.00</b>	<b>175,864.96</b>	<b>71.54%</b>
629 · ADVERTISING/PRINTING	993.00	1,487.36	11,069.16	11,573.40	504.24	14,125.00	3,055.84	78.37%
630 · POSTAGE	170.68	181.21	575.37	557.50	-17.87	675.00	99.63	85.24%
631 · JANITORIAL EXPENSE	1,159.98	756.29	8,321.71	7,015.04	-1,306.67	7,795.00	(526.71)	106.76%
632 · SOFTWARE - IT	1,225.79	6,952.46	18,779.23	24,731.38	5,952.15	25,450.00	6,670.77	73.79%
641 · POOL TRAINING AND EDUCATION	0.00	25.23	1,531.00	1,995.00	464.00	1,995.00	464.00	76.74%
645 · OFFICE SUPPLIES	275.04	92.15	4,058.45	7,340.90	3,282.45	8,225.00	4,166.55	49.34%
660 · SEMINARS & EDUCATION	2,455.00	1,258.02	4,207.00	3,429.34	-777.66	4,200.00	(7.00)	100.17%
661 · DUES/SUBSCRIPTIONS	24.98	23.93	1,194.77	1,171.99	-22.78	1,200.00	5.23	99.56%
680 · TRAVEL EXPENSE	0.00	329.78	6,873.04	5,461.05	-1,411.99	6,030.00	(843.04)	113.98%
681 · MEALS	0.00	0.00	1,831.50	1,775.00	-56.50	1,775.00	(56.50)	103.18%
683 · AUTO REIMBURSEMENT/MILEAGE	88.13	376.37	1,503.08	831.96	-671.12	895.00	(608.08)	167.94%
690 · LEGAL EXPENSE	0.00	0.00	4,153.35	7,050.00	2,896.65	7,050.00	2,896.65	58.91%
691 · ACCOUNTING EXPENSE	455.00	563.19	16,905.00	19,022.77	2,117.77	19,750.00	2,845.00	85.59%
692 · BANK CHARGES	0.00	0.00	382.17	1,225.00	842.83	1,225.00	842.83	31.20%
693 · ENTRY SYSTEM CHARGES	3,712.35	1,858.94	25,775.00	17,484.24	-8,290.76	18,675.00	(7,100.00)	138.02%
694 · DC VOTER FEES	0.00	0.00	5,336.40	5,307.00	-29.40	5,307.00	(29.40)	100.55%
780 · CASH OVER/SHORT	-24.95	0.00	-585.48	0.00	585.48	-	585.48	#DIV/0!
<b>GENERAL &amp; ADMINISTRATIVE - Other</b>	<b>0.00</b>	<b>0.00</b>	<b>82.95</b>	<b>0.00</b>	<b>585.48</b>	<b>-</b>	<b>585.48</b>	<b>#DIV/0!</b>
<b>Total GENERAL &amp; ADMINISTRATIVE</b>	<b>10,535.00</b>	<b>13,904.93</b>	<b>111,993.70</b>	<b>115,971.57</b>	<b>4,060.82</b>	<b>124,372.00</b>	<b>12,461.25</b>	<b>90.05%</b>
<b>PAYROLL EXPENSES</b>								
599 · BOARD EXPENSES	2,000.00	2,012.50	20,400.00	22,137.50	1,737.50	24,150.00	3,750.00	84.47%
600 · SALARIES & WAGES	82,734.23	89,787.03	939,403.97	998,812.25	59,408.28	1,109,744.00	170,340.03	84.65%
601 · SOCIAL SECURITY	3,085.95	3,795.98	32,442.33	38,174.68	5,732.35	43,525.00	11,082.67	74.54%
611 · MEDICARE	1,208.80	1,320.12	13,546.02	14,797.09	1,251.07	16,439.00	2,892.98	82.40%
613 · STATE UNEMPLOYMENT	695.08	1,391.64	6,465.15	14,003.86	7,538.71	15,775.00	9,309.85	40.98%
614 · HEALTH INSURANCE	4,310.18	3,909.36	46,541.37	48,906.36	2,364.99	53,580.00	7,038.63	86.86%

	May 2023	Budget	Jul 22-May 23	YTD Budget	YTD Variance	Annual Budget	Annual Budget Remaining	Annual Budget YTD Total as % of Budget
(Continued)								
615 · PERS	8,071.00	10,683.63	99,817.41	132,405.48	32,588.07	144,324.00	44,506.59	69.16%
617 · WORKMANS COMPENSATION	2,617.60	3,060.08	28,793.60	33,660.88	4,867.28	36,721.00	7,927.40	78.41%
639 · PAYROLL TAX ADJUSTMENTS	243.25	2,407.74	2,570.75	330.62	(2,240.13)	4,464.00	1,893.25	57.59%
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	-5,439.84	0.00	-3,887.52	0.00	3,887.52	-	3,887.52	#DIV/0!
PAYROLL EXPENSES - Other	0.00	0.00	98.75	0.00	-	-	-	-
Total PAYROLL EXPENSES	99,826.25	118,368.08	1,186,192.83	1,303,228.72	117,135.64	1,448,722.00	262,628.92	81.88%
POOL OPERATIONS								
UTILITIES								
619 · GARBAGE	583.00	659.02	6,146.50	6,178.38	31.88	6,755.00	608.50	90.99%
621 · TELEPHONE EXPENSE	538.32	514.21	5,869.19	5,610.80	(258.39)	6,125.00	255.81	95.82%
622 · ELECTRIC	13,184.52	11,468.48	131,610.80	119,099.27	(12,511.53)	131,125.00	(485.80)	100.37%
624 · WATER	785.50	1,240.45	9,002.07	11,091.83	2,089.76	12,500.00	3,497.93	72.02%
625 · SEWER	0.00	0.00	4,031.27	4,119.99	88.72	4,120.00	88.73	97.85%
626 · NATURAL GAS	12,369.78	10,935.49	99,352.28	87,910.04	(11,442.24)	95,775.00	(3,577.28)	103.74%
Total UTILITIES	27,461.12	24,817.65	256,012.11	234,010.31	(22,001.80)	256,400.00	387.89	99.85%
623 · INSURANCE	0.00	0.00	32,746.84	32,746.00	(0.84)	32,746.84	-	100.00%
628 · CHEMICALS	3,198.85	9,944.71	52,541.14	45,194.16	(7,346.98)	44,775.00	(7,766.14)	117.34%
633 · MAINTENANCE & REPAIR	18,294.31	13,993.38	111,104.80	121,596.53	10,491.73	126,595.00	15,490.20	87.76%
634 · EQUIPMENT RENTAL	1,044.14	443.73	3,954.01	4,881.03	927.02	5,324.00	1,369.99	74.27%
636 · LANDSCAPE MAINTENANCE	740.00	956.83	9,100.00	10,803.14	1,703.14	11,760.00	2,660.00	77.38%
640 · EMPLOYEE INCENTIVES	1,076.79	0.00	12,697.26	2,511.06	(101.80)	2,875.00	262.14	90.88%
642 · SAFETY	206.87	558.78	4,459.32	15,750.00	3,052.74	15,750.00	3,052.74	80.62%
643 · SUPPLIES	1,475.37	0.00	7,179.45	4,814.98	355.66	5,800.00	1,340.68	76.88%
644 · UNIFORMS	0.00	504.67	4,708.62	5,051.95	(2,097.76)	8,225.00	1,045.55	87.29%
646 · SMALL EQUIPMENT	0.00	51,041.45	492,407.79	477,388.90	(15,018.89)	510,250.84	17,843.05	84.01%
Total POOL OPERATIONS	42,924.00	42,924.00	472,164.00	472,164.00	-	515,088.00	429,240.00	96.50%
850 · DEPRECIATION EXPENSE	206,629.64	226,238.46	2,262,758.32	2,368,753.19	106,177.57	2,598,432.84	722,173.22	91.67%
Total Expense	(161,592.77)	(165,835.05)	(1,829,127.52)	(1,845,779.59)	16,834.77	(1,992,262.84)	(546,308.26)	87.08%
Net Ordinary Income								91.81%
Other Income/Expense								
Other Income								
401.4 · AD VALOREM	32,808.07	43,248.48	2,885,885.96	2,857,577.89	28,308.07	2,873,111.00	(12,774.96)	100.44%
491 · INTEREST INCOME	9,338.47	782.82	56,865.70	3,365.99	53,499.71	4,395.00	(52,470.70)	1293.87%
Total Other Income	42,146.54	44,031.30	2,942,751.66	2,860,943.88	81,807.78	2,877,506.00	(65,245.66)	102.27%
Other Expense								
899 · Interest Expense	3,775.19	0.00	8,455.19	4,680.00	-3,775.19	8,455.19	-	-
Total Other Expense	3,775.19	0.00	8,455.19	4,680.00	-3,775.19	8,455.19	-	-
Net Other Income	38,371.35	44,031.30	2,934,296.47	2,860,943.88	78,032.59	2,877,506.00	(65,245.66)	101.97%
Net Income	(123,221.42)	(121,803.75)	1,105,168.95	1,015,164.29	94,867.36	885,243.16	(611,553.92)	124.84%

## EAST FORK SWIMMING POOL DISTRICT

## Balance Sheet

As of May 31, 2023

06/07/23

Accrual Basis

	May 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
101 · WELLS FARGO CHECKING ACCT.	163,112.70
108 · CASH ON HAND	850.00
112-4 · LOCAL GOV'T INVESTMENT POOL	2,759,104.73
112-5 · LOCAL GOV'T POOL OPERATING	103,305.05
<b>Total Checking/Savings</b>	<b>3,026,372.48</b>
Accounts Receivable	
121 · ACCOUNTS RECEIVABLE	2,261.00
<b>Total Accounts Receivable</b>	<b>2,261.00</b>
<b>Other Current Assets</b>	
12100 · INVENTORY	
115 · CHEMICALS INVENTORY	11,836.93
120 · MERCHANDISE INVENTORY	3,186.74
125 · FOOD INVENTORY	992.37
<b>Total 12100 · INVENTORY</b>	<b>16,016.04</b>
130 · Prepaid Expense	8,819.69
170-4 · DELIQUENT TAX REC	30,984.95
<b>Total Other Current Assets</b>	<b>55,820.68</b>
<b>Total Current Assets</b>	<b>3,084,454.16</b>
<b>Fixed Assets</b>	
150 · POOL EQUIPMENT	134,952.27
155 · CONSTRUCTION IN PROGRESS	2,214,116.31
156 · LAND IMPROVEMENTS	415,799.25
157 · BUILDING & IMPROVEMENT	13,032,403.36
158 · EQUIPMENT	500,291.14
160 · ACCUMMULATED DEPRECIATION	-9,829,021.53
175 · LAND APN#1320-30-411-005	1,353,232.09
<b>Total Fixed Assets</b>	<b>7,821,772.89</b>
<b>Other Assets</b>	
171 · DEFERRED PENSION OUTFLOWS	140,321.00
<b>Total Other Assets</b>	<b>140,321.00</b>
<b>TOTAL ASSETS</b>	<b>11,046,548.05</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
201 · ACCOUNTS PAYABLE	65,275.75
<b>Total Accounts Payable</b>	<b>65,275.75</b>
<b>Credit Cards</b>	
202 · CITI VISA CREDIT CARD	11,775.35
<b>Total Credit Cards</b>	<b>11,775.35</b>
<b>Other Current Liabilities</b>	
200 · PAYROLL LIABILITIES	
229 · SUTA	2,125.15
234-3 · Aflac	164.76
<b>Total 200 · PAYROLL LIABILITIES</b>	<b>2,289.91</b>

## EAST FORK SWIMMING POOL DISTRICT

## Balance Sheet

As of May 31, 2023

	May 31, 23
2110 · Direct Deposit Liabilities	176.45
218 · ACCRUED VESTED VAC PAY	22,862.90
219 · OPEB LIABILITY	83,269.00
235 · ACCRUED WORKMANS COMPENSATION	-1,539.40
236 · NOTE PAYABLE - ZION	484,000.00
<b>Total Other Current Liabilities</b>	<b>591,058.86</b>
<b>Total Current Liabilities</b>	<b>668,109.96</b>
<b>Long Term Liabilities</b>	
220 · NET PENSION LIABILITY	808,815.00
225 · DEFERRED PENSION INFLOWS	316,130.00
<b>Total Long Term Liabilities</b>	<b>1,124,945.00</b>
<b>Total Liabilities</b>	<b>1,793,054.96</b>
<b>Equity</b>	
349 · RETAINED EARNINGS	5,051,739.78
351-1 · FUND BALANCE	1,452,260.17
355 · CONTRIBUTED CAPITAL	1,648,952.81
Net Income	1,100,540.33
<b>Total Equity</b>	<b>9,253,493.09</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>11,046,548.05</b>

	Account	Amount	Memo
Ace Hardware	633 - MAINTENANCE & REPAIR	112.69	Silicone,Hose Shut Off, Fasteners, Slip Caps, Diamond Cutoff Blade, Couplers, PVC Nipple
Air Filter Sales	633 - MAINTENANCE & REPAIR	280.63	Air Filters
AIRGAS	628 - CHEMICALS	961.29	Carbon Dioxide Liquid
American Red Cross-SABA Collection	642 - SAFETY	1,246.47	Subscription, food supplies, Maintenance,,Janitorial, Safety, Supplies, Office Supplies, Wristbands, Food, CV Days, Merchandise, Uniforms
Axiom Internet Solutions	632 - SOFTWARE-IT	429.00	Staff Renewals, New Hires
BCS Control Services	633 - MAINTENANCE & REPAIR	70.00	Updates/Fixes (Website)
Burns Machinery, Inc	633 - MAINTENANCE & REPAIR	33.18	Laser Cut Part
Cannon Financial Services	634 - EQUIPMENT RENTAL	185.59	Copier Lease/Equip Insurance (May 2023)
Carson Valley Accounting LLC	691 - ACCOUNTING EXPENSE	275.00	Monthly site visit
Carson Valley Signs	683 - AUTO REIMBURSEMENT/MILEAGE	945.34	Towel Screening, Uniforms, Price Changes(boards), Window Hour Changes
Charles Maslowski	621 - TELEPHONE EXPENSE	21.88	Mileage
Charter Business	631 - JANITORIAL	247.49	Internet/TV
Clean It Supply	642 - SAFETY	100.85	Toilet Seat Covers
Confirm Biosciences	633 - MAINTENANCE & REPAIR	115.75	Drug testing kits
Costco	633 - MAINTENANCE & REPAIR	3,476.31	Janitorial, Gloves, Food, Food Supplies, Office Supplies, Employee Incentives
Dallaire	633 - MAINTENANCE & REPAIR	200.00	Transport Equipment
Delta Faucet	633 - MAINTENANCE & REPAIR	33.99	Universal Showerhead
Desert Star Landscaping	636 - LANDSCAPE MAINTENANCE	740.00	Contract May 2023
Douglas County School District	614 - HEALTH INSURANCE	4,660.58	Health Insurance May 23 (6)FT(1) Dependants- Long
Ebing	633 - MAINTENANCE & REPAIR	413.61	Tub/Shower Cartridge, Motion Towel Dispenser, Cut Resistant Nitrile Gloves
Ewing Irrigation	633 - MAINTENANCE & REPAIR	228.98	Irrigation Repair, Parts (Lawns)
Fisheries Supply	633 - MAINTENANCE & REPAIR	34.25	Rope-Lok for Rope Floats
GiffCard	640 - EMPLOYEE INCENTIVES	30.95	EOM(M, Branson)
Global Payments	693 - ENTRY SYSTEM CHARGES	2,182.24	System Entry Charges and Refunds
Grainger	633 - MAINTENANCE & REPAIR	56.92	Flat Washer, Bolts/Screws, Janitorial
Guy Rents	634 - EQUIPMENT RENTAL	858.55	Scissorlift
Harbor Freight Tools	633 - MAINTENANCE & REPAIR	61.30	Recipacating Blades
Hemlock Hat Company	555 - MERCHANDISE	706.00	
High Quality Plumbing	633 - MAINTENANCE & REPAIR	6,500.00	Irrigation leak under sidewalk
High Sierra Business Systems	645 - OFFICE SUPPLIES	92.27	Copy fee for 4 copiers/printers (Apr 2023)
High Sierra Concrete	633 - MAINTENANCE & REPAIR	2,600.00	Concrete Rock Wall Area Indoor Pool
Home Depot	633 - MAINTENANCE & REPAIR	322.96	Ferrule & Stop Set Level Backpack, Sprayer, Pliers, Knife, Cover, Fly Trap, 80x10ft Board
Hydraulic Industrial	633 - MAINTENANCE & REPAIR	36.51	Adaptor, Hose Shank, Bolt Clamp, Vinylflow
Inland Supply Co	631 - JANITORIAL	150.30	Foaming Soap Hand Cleaner
Jolyn Clothing	644 - UNIFORMS	432.00	Women's 2 pc
KleenMark Distribution	631 - JANITORIAL	77.01	Foaming Soap Hand Cleaner
KNORR	633 - MAINTENANCE & REPAIR	1,084.84	Phenol Red, Chlorine Free, Calcium Hardness, Quad Ring Seal Kit, Lead Screw Bushing
Lifeguard Store	644 - UNIFORMS	97.47	Body Strap Kit
Maui Rippers	633 - MAINTENANCE & REPAIR	310.35	Men's Shorts
Maverik	633 - MAINTENANCE & REPAIR	15.91	Fuel
Meek's	633 - MAINTENANCE & REPAIR	397.51	4x8 OSB, 2x4 DF, 1x4 Utility OR BTR, Epoxy Tie Brush, Epoxy Set, Bolt, 2x6 DF, Couplers
Microsoft Corp	632 - SOFTWARE-IT	4.12	iCloud Backup
Morgan Construction	633 - MAINTENANCE & REPAIR	3,800.00	Demo/Remove Concrete Main Indoor Pool
Nevada News Group	629 - ADVERTISING	83.50	Final Budget Publishing
Nevada State Bank	899 - INTEREST EXPENSE	3,775.19	
Nichols	633 - MAINTENANCE & REPAIR	22.69	
NRPA	660 - SEMINARS & EDUCATION	2,455.00	Harris, Davenport, Des, Jardins Conference Dallas, TX
NV Energy	622 - ELECTRIC	13,184.52	
O'Reilly Auto Parts	633 - MAINTENANCE & REPAIR	24.61	Gaskets
OOMA, INC	621 - TELEPHONE EXPENSE	290.83	Monthly Service Fee (May 2023)
Paul Uhrig	642 - SAFETY	10.00	Fingerprinting
Pool Web	633 - MAINTENANCE & REPAIR	30.95	Thick Pool Rope
Poster My Wall	632 - SOFTWARE-IT	9.95	Monthly Recurring Charge
Public Employees Benefits Program	614 - HEALTH INSURANCE	47.06	May 2023 #834
QuickBooks Payroll Service	639 - PAYROLL TAX ADJUSTMENTS	243.25	Fees for Direct Deposit (2 Payrolls)
R&S Optimum Offset	629 - ADVERTISING	754.00	New Brochure, Swim Pass Cards
Schwans Sales Ent.	550 - FOOD EXPENSE	248.62	
Seven Up/RC Bottling Co. of Reno	550 - FOOD EXPENSE	411.30	

Shannon Harris		228.00	Mileage, Go Daddy Renewal
Sierra Booking Services, Inc	691 - ACCOUNTING EXPENSE	180.00	Apr 2023 Payroll/PERS
Smart Sign	643 - SUPPLIES	123.81	Parking Lot Signs
SMI (Smith Mechanical)	633 - MAINTENANCE & REPAIR	2,180.02	Replace Pump (Time/Material)
SOUTHWEST GAS	626 - NATURAL GAS	12,369.78	
Speedo	555 - MERCHANDISE	65.21	Swim Caps
Splash Swim Goggles	555 - MERCHANDISE	524.78	Goggles
Spotify	661 - DUES/SUBSCRIPTIONS	9.99	
State of Nevada-Dept Public Safety	642 - SAFETY	40.25	Fingerprinting (M. Branson)
Sun Bum	555 - MERCHANDISE	711.36	
Super Burrito	640 - EMPLOYEE INCENTIVES	59.73	Leadership Meeting
SwimOutlet	642 - SAFETY	60.00	CPR Masks
Thatcher Company, Inc	628 - CHEMICALS	1,808.05	
The Parts House	633 - MAINTENANCE & REPAIR	7.69	Silicone
TowelsOutlet	555 - MERCHANDISE	531.80	
Town Of Minden	624 - WATER & TRASH	1,368.50	Water/Garbage
Univerus Software Cananda, Inc	693 - ENTRY SYSTEM CHARGES	1,538.11	E-commerce Fees Feb-Apr 2023
US Postal Service	630 - POSTAGE	170.68	Annual Box Fee, Postage Final Budget mailing
Water Safety	642 - SAFETY	225.04	Fanny Packs
<b>Total</b>		<b>78,649.36</b>	

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

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**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

**May 31st, 2023**  
\$ 2,759,104

**2022/2023 Projects**

Concession & Roof Restoration ('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, ESE bid Adv)

Company	2022/2023 Budget	Contract Amount/Expense	Remaining Amts. Payable
TSK	38,000	38,000	0
	212,755	164,850	164,850
Douglas County	13,000	13,000	5,171
Reserve Analyst	291,831	271,019	-
Sierra Electronics	69,245	69,245	-
Contingency for Asset Mang	30,000	38,853	-
<b>'22/'23 Capital Budget</b>	<b>654,831</b>	<b>594,967</b>	

170,021

**Remaining Construction Funds Available**

\$ 2,589,083

# EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

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## AGENDA ACTION SHEET

### Agenda Item #3

**Title:** For Possible Action. Discussion and possible action to award a design contract to TSK Architects for the East Side Expansion Project not to exceed \$55,537.00.

**Background:** East Fork Swimming Pool District Board of Trustees approved the Eastside Expansion Project that was listed in the 5yr CIP plan. The Trustees as a result requested a design contract from TSK.

**Funding:** NA

**Recommended** Move to approve awarding a design contract to TSK Architects for the East Side Expansion Project not to exceed \$55,537.00.

**Motion:**

**Trustee Action:** \_\_\_\_\_ **Approved**  
\_\_\_\_\_ **Denied**  
\_\_\_\_\_ **No Action**  
\_\_\_\_\_ **Other**

# CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR

A CONTRACT BETWEEN  
EAST FORK SWIMMING POOL DISTRICT  
1600 STATE ROUTE 88  
MINDEN NV 89423  
("DISTRICT")

AND

TSK ARCHITECTS  
225 SOUTH ARLINGTON AVENUE, SUITE B  
RENO NV 89502  
("CONTRACTOR")

WHEREAS, East Fork Swimming Pool District is a political subdivision of the State of Nevada, from time to time requires the services of independent contractors; and

WHEREAS, it is deemed that the personal services of Contractor herein specified are both necessary and desirable and in the best interests of , East Fork Swimming Pool District; and

WHEREAS, Contractor represents that he is duly qualified, equipped, staffed, ready, willing and able to perform and render the personal services hereinafter described;

NOW, THEREFORE, in consideration of the agreements herein made, the parties mutually agree as follows:

**1. EFFECTIVE DATE AND TERM OF CONTRACT.** This contract shall not become effective until and unless approved by both parties.

**2. INDEPENDENT CONTRACTOR STATUS.** The parties agree that Contractor shall have the status of an independent contractor and that this contract, by explicit agreement of the parties, incorporates and applies the provisions of NRS 284.713, as necessarily adapted, to the parties, including that Contractor is not a County employee and that

There shall be no:

- (1) Withholding of income taxes by the District;
- (2) Industrial insurance coverage provided by the District;
- (3) Participation in group insurance plans which may be available to employees of the District;
- (4) Participation or contributions by either the independent contractor or the District to the public employees retirement system;
- (5) Accumulation of vacation leave or sick leave;
- (6) Unemployment compensation coverage provided by the District if the requirements of NRS 612.085 for independent contractors are met.

### 3. INDUSTRIAL INSURANCE.

A. Unless the Contractor complies with ¶ B below, Contractor further agrees, as a precondition to the performance of any work under this contract and as a precondition to any obligation of the District to make any payment under this contract, to provide the District with a work certificate and/or a certificate issued by a qualified insurer in accordance with NRS § 616B.627. Contractor also agrees, prior to commencing any work under the contract, to complete and to provide the following written request to the insurer:

TSK ARCHITECT has entered into a contract with EAST FORK SWIMMING POOL DISTRICT to perform work from at Carson Valley Swim Center and requests that the State Industrial Insurance System provide to EAST FORK SWIMMING POOL DISTRICT 1) a certificate of coverage issued pursuant to NRS § 616B.627 and 2) notice of any lapse in coverage or nonpayment of coverage that the contractor is required to maintain. The certificate and notice should be mailed to:

Carson Valley Swim Center  
1600 State Route 88  
Minden, Nevada 89423

Contractor agrees to maintain required workers compensation coverage throughout the entire term of the contract. If contractor does not maintain coverage throughout the entire term of the contract, contractor agrees that District may, at any time the coverage is not maintained by contractor, order the contractor to stop work, suspend the contract, or terminate the contract. For each six month period this contract is in effect, contractor agrees, prior to the expiration of the six month period, to provide another written request to the insurer for the provision of a certificate and notice of lapse in or nonpayment of coverage. If contractor does not make the request or does not provide the certificate before the expiration of the six month period, contractor agrees that District may order the contractor to stop work, suspend the contract, or terminate the contract.

B. Contractor may, in lieu of furnishing a certificate of an insurer, provide an affidavit indicating that he is a sole proprietor and that:

1. In accordance with the provisions of NRS 616B.659, has not elected to be included within the terms, conditions and provisions of chapters 616A to 616D, inclusive, of NRS; and
2. Is otherwise in compliance with those terms, conditions and provisions.

4. **SERVICES TO BE PERFORMED.** The parties agree that the personal services to be performed by Contractor are outlined in the TSK ARCHITECTS FEE PROPOSAL DATED 11 MAY, 2023. The Proposal attached hereto as Exhibit 1 to perform SD-DD-CD-CD Design Services at Carson Valley Swim Center for the West Side Expansion Project.

5. **PAYMENT FOR SERVICES.** Contractor agrees to provide the professional services set forth in ¶ 4 at a cost not to exceed **\$55,537.00**. Unless Contractor has received a written exemption from the District, Contractor shall be paid in full only upon completion of all of the Services set forth in ¶ 4 and after a satisfactory final inspection of the work is completed by EAST FORK SWIMMING POOL DISTRICT

**6. NON APPROPRIATION.** All payments under this contract are contingent upon the availability to the District of the necessary funds. In accordance with NRS § 354.626 and any other applicable provision of law, the financial obligations under this contract between the parties shall not exceed those monies appropriated and approved by the District for this contract for the then current fiscal year under the Local Government Budget Act. This contract shall terminate and the District's obligations under it shall be extinguished if the District fails to appropriate monies.

Nothing in this contract shall be construed to provide Contractor with a right of payment over any other entity. Any funds obligated by the District under this contract that are not paid to Contractor shall automatically revert to the District's discretionary control upon the completion, termination, or cancellation of the agreement. The District shall not have any obligation to re-award or to provide, in any manner, the unexpended funds to Contractor. Contractor shall have no claim of any sort to the unexpended funds.

**7. CONSTRUCTION OF CONTRACT.** This agreement shall be construed and interpreted according to the laws of the State of Nevada. Any dispute regarding this agreement shall be resolved by binding arbitration, with an arbiter selected from a list maintained by the Nevada Supreme Court of senior/retired district court judges, with both parties to pay their own attorney fees. The party defending the action shall be entitled to select the arbiter from the list. There shall be no presumption for or against the drafter in interpreting or enforcing this Agreement.

**8. COMPLIANCE WITH APPLICABLE LAWS.** Contractor shall fully and completely comply with all applicable local, state and federal laws, regulations, orders, or requirements of any sort in carrying out the obligations of this contract, including, but not limited to, all federal, state, and local accounting procedures and requirements and all immigration and naturalization laws.

**9. ASSIGNMENT.** Contractor shall neither assign, transfer nor delegate any rights, obligations or duties under this contract without the prior written consent of the District.

**10. DISTRICT INSPECTION.** The books, records, documents and accounting procedures and practices of Contractor related to this contract shall be subject to inspection, examination and audit by the District, including, but not limited to, the contracting agency, and, if applicable, the Comptroller General of the United States, or any authorized representative of those entities.

**11. DISPOSITION OF CONTRACT MATERIALS.** Any books, reports, studies, photographs, negatives or other documents, data, drawings or other materials prepared by or supplied to Contractor in the performance of its obligations under this contract shall be the exclusive property of the District and all such materials shall be remitted and delivered, at Contractor's expense, by Contractor to the District upon completion, termination or cancellation of this contract. Alternatively, if the District provides its written approval to Contractor, any books, reports, studies, photographs, negatives or other documents, data, drawings or other materials prepared by or supplied to Contractor in the performance of its obligations under this contract must be retained by Contractor for a minimum of six years after final payment is made and all other pending matters are closed. If, at any time during the retention period, the District, in writing, requests any or all of the materials, then Contractor shall promptly remit and deliver the materials, at Contractor's expense, to the District. Unless the District has requested remittance and delivery by Contractor of the items. Contractor shall not use, willingly allow or cause to have such

materials used for any purpose other than the performance of Contractor's obligations under this contract without the prior written consent of the District.

**12. PUBLIC RECORDS LAW.** Contractor expressly agrees that all documents ever submitted, filed, or deposited with the District by Contractor, unless designated as confidential by a specific statute of the State of Nevada, shall be treated as public records pursuant to NRS Chapter 239 and shall be available for inspection and copying by any person, as defined in NRS 0.039, or any governmental entity. Contractor expressly and indefinitely waives all of its rights to bring, including but not limited to, by way of complaint, interpleader, intervention, or any third party practice, any claims, demands, suits, actions, judgments, or executions, for damages or any other relief, in any administrative or judicial forum, against the District or any of its officers or employees, in either their official or individual capacity, for violations of or infringement of the copyright laws of the United States or of any other nation.

**13. INDEMNIFICATION.** Contractor agrees to indemnify and save and hold the District, its agents and employees harmless from any and all claims, causes of action or liability arising from the performance of this contract by Contractor or Contractor's agents or employees.

**14. MODIFICATION OF CONTRACT.** This contract constitutes the entire contract between the parties and may only be modified by a written amendment signed by the parties.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be signed and intend to be legally bound thereby.



5/19/2023

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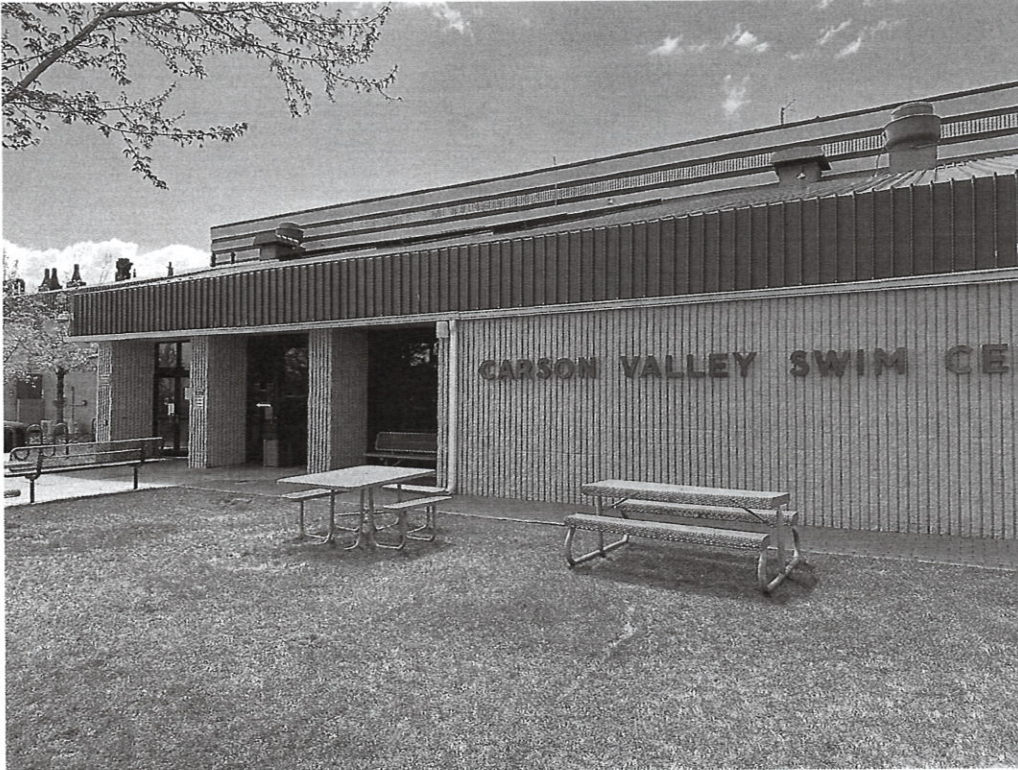
KEVIN KEMNER, PRINCIPAL  
TSK ARCHITECTS

(Date)

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Shannon Harris, Director  
East Fork Swimming Pool District

(Date)



# **Carson Valley Swim Center**

## **New Entrance / Lobby Improvements**

**TSK # 21-086**

**Scott McCullough**  
**Carson Valley Swim Center**

**tsk**

**May 11, 2023**



May 11, 2023

Carson Valley Swim Center  
1600 NV-88  
Gardnerville, NV 89423

Attention: Scott McCullough

**Subject:**

Dear Scott,

Thank you for inviting TSK to submit on the New Entrance / Lobby Improvements for the Carson Valley Swim Center located at 1800 NV-88, Minden, Nevada. The proposal is to provide architectural and engineering plans based on Option 2 presented on 5/3/2023. We recognize the importance of this project to the Swim Center and will begin work once an approved agreement is presented. Please find enclosed Architectural and Engineering services for this project.

We certainly hope this proposal meets your expectations and are open to any further discussions you believe may be of value in your evaluation of it.

Please do not hesitate to let us know if you have any questions or comments.

For TSK Architects,

A handwritten signature in black ink, appearing to read 'Kevin Kemner', followed by a horizontal line that ends in an arrowhead pointing to the right.

Kevin Kemner | Principal





## PROJECT UNDERSTANDING

This project narrative is prepared for the following project: Carson Valley Swim Center New Entrance / Lobby Improvements located at 1800 NV-88, Minden, Nevada.

The project is an addition for a new entrance with the new doors located on the north side of the new vestibule and additional tower for the entrance with new glazing. The new entrance and enlarged lobby will be enclosed, and conditioned. An existing split system will be enlarged to condition the new space. In addition to the new entrance and lobby improvements, construction administration will also take place for the previously permitted CVSC storage addition to the existing mechanical yard.

The Owner's budget for the cost of construction is \$700,000

The proposed Project Schedule is as follows:

- Schematic Design 4 weeks
- Construction Documents 4 weeks
- Bidding / Permitting 4 Weeks
- Construction 4-6 months

The Project is intended to be submitted to Douglas County Community Development and East Fork Fire Department for permit review.

## SCOPE OF WORK

### A. Schematic Design (50% Construction Documents)

Based upon the Owner's approval of the Conceptual Design dated May 3, 2023 (and attached) TSK proposed to move directly into Design Development based on concept plans. The following services will be provided:

- Building Safety Data Plan (Code Compliance) and Egress Plan.
- Demolition Plan (Floor & RCP)
- Proposed New Work Plan (scaled & dimensioned)
- Review meeting of Progress Drawings with Staff and finish material review.

### B. Construction Documents Phase Services

Based upon the Owner's approval of the Design Development Documents and authorization to proceed, we will prepare documents suitable for permitting and construction, "Plan Check". The following deliverables will be provided:

- Final front end sheets (ADA Details, Building Data, etc.)
- Final Demolition Plan
- Final New Work Floor & Ceiling Plans
- Corresponding Floor and Ceiling Details
- Final Sections & Details of the addition
- Door Details and Hardware Callouts
- Finish Legend.
- Corresponding Electrical, Mechanical and Structural Engineered Drawings
- Project Specifications



### C. Agency Review Phase (Permitting) Services

Provide stamped drawings (Digital or Physical Sets as directed by the Regulatory Agency); submit permit application to acquire necessary permits. During this phase, TSK will address comments and revisions as required to achieve plan check approval and a Ready to Issue Set for Bidding.

- Any permitting, agency, or utility fees are not a part of this proposal.

### D. Bidding

Understood that Douglas County will direct and lead the Bidding Phase Activities. TSK to assist with providing digital files of the ready to bid documents.

- Attendance at Pre-Bid Meeting if requested.
- Respond to contractors bidding questions and issue Bidding Addendum as necessary.
- Addenda to be formally issued to all plan holders by Douglas County.
- Project is understood to be a traditional delivery with lowest responsible bidder to be awarded the project.

### E. Construction Phase Services

- Provide assistance and advise the Owner when requested regarding interpretation of design intent of contract documents, requests for information, and product and shop drawing submittals.
- Attend construction meetings when requested.
- Provide site observation at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of work completed.
- Review Contractor's Request for Payment and advise the Owner.
- TSK to attend four on site progress meetings as base services
- TSK to attend one on site punch list meeting and provide a list of open work items.

### F. Project Completion

TSK will provide observations to determine Substantial Completion, Final Completion, and issue Certificates to the Owner. We will review warranties and related documents stipulated in the Project Specifications for general conformance and completeness. Punch walks will be performed with the Owner to check conformance and document work to be completed or corrected.

Provide pdf record drawings based on General Contractors Mark-ups.

## PROJECT TEAM

The following consultants are included in the proposal.

Structural Engineer:	Nelson Wilcox Structural Engineers
Mechanical / Plumbing:	CR Engineering
Electrical:	PK Electrical

## SCHEDULE

The proposal is based on the following schedule and reflects our understanding of the project timeline while incorporating our work plan to accomplish.

- |                          |            |
|--------------------------|------------|
| ▪ Schematic Design       | 4 weeks    |
| ▪ Construction Documents | 4 weeks    |
| ▪ Bidding / Permitting   | 4 Weeks    |
| ▪ Construction           | 4-6 months |



## COMPENSATION

### A. Design Team Fee

TSK proposes to complete the work as defined by this proposal as a Lump Sum Fixed Fee for Schematic, Design Development, and Construction Documents Phase services; and, on a Time & Materials Basis, Not to Exceed for the remaining phases, plus reimbursable expenses per the following detail.

### B. Design Team Fees

TSK Architects	\$29,662
Nelson Wilcox	\$6,175
CR Engineering	\$6,700
PK Electrical	\$13,000
<b>Total AE Fee</b>	<b>\$55,537</b>

### C. Design Team Fees per Phase

SD Phase (30%)	\$16,661.10
CD Phase (45%)	\$24,991.65
Bidding / Permitting (5%)	\$2,776.85
Construction Admin (20%)	\$11,107.40
<b>Total AE Fee</b>	<b>\$55,537.00</b>

\* All related Plan Check and Permit Fees will be paid by the Owner and/or awarded general contractor.

\*\* Reimbursable expenses are an estimate based on similar past project experiences and may be greater than or less than required for actual needs. Design Team will notify the Client if expenses may exceed the anticipated allowance. Compensation for additional expenses, if necessary, shall be provided by the Client. Reimbursable expenses for messenger and delivery services, reproduction for other than in-house check prints and plots, and travel expenses (parking, mileage, rideshare and taxi service, airfare, lodging, etc.) made by the Design Team in the interest of the project are separate from our fees and will be billed at cost.

## EXCEPTIONS / CLARIFICATIONS

### A. Agreement for Professional Services

All general Terms and Conditions shall be per the industry standard American Institute of Architects B109 Standard Form of Agreement between Owner and Architect or other mutually agreed upon Terms and Conditions established prior to the commencement of our professional services for this project. TSK will prepare this agreement in conjunction with you.

### B. Additional Services

1. All other services that are considered additional services (beyond the scope of work noted herein) will be billed on an hourly basis per our standard hourly rates. Please refer to our current hourly rate schedule.
2. Additional work during construction resulting from code interpretation by inspectors can be provided on a Time and Materials basis. Building officials can exercise their authority during construction to interpret the code differently than is common practice, knowledge, or as accepted by approved drawings, resulting in field changes. The design team will assist the Client in defense against such revisions as is feasible, but has no control over such demands.



**C. Insurance**

TSK carries the following insurance and will provide the Owner with certificates:

- Comprehensive General Liability \$1,000,000 for each occurrence and in the aggregate for bodily injury and property damage
- Automobile Liability - \$1,000,000 combined single limit and aggregate for bodily injury and property damage
- Workers' Compensation - \$1,000,000
- Professional Liability - \$2,000,000 per claim and in the aggregate for Architect's negligent acts, errors, and omissions

All general Terms and Conditions shall be per the industry standard American Institute of Architects B103 Contract or other mutually agreed upon Terms and Conditions established prior to the commencement of our professional services for this project.

**D. Attachments**

- Exhibit A, "TSK and Consultant Hourly Rates"
- Exhibit B, Conceptual Drawing



## 2023 STANDARD BILLING RATES

Senior Principal	\$340.00
Principal	\$290.00
Sr. Project Manager	\$235.00
Senior Project Architect	\$210.00
Sr. Project Designer	\$210.00
Project Manager	\$185.00
Construction Site Manager	\$158.00
Project Architect	\$170.00
Project Designer	\$136.00
Project Coordinator	\$126.00
Specifications	\$126.00
Job Captain	\$126.00
Technical Support	\$105.00
Design Support	\$105.00
Administrative Support	\$95.00



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

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**AGENDA ACTION SHEET**

**Agenda Item #4**

**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 for the Carson Valley Swim Center.

**Funding:** NA

**Recommended Motion:** Discussion only

**Trustee Action:** \_\_\_\_\_ **Approved**  
\_\_\_\_\_ **Denied**  
\_\_\_\_\_ **No Action**  
\_\_\_\_\_ **Other**

# **WARREN REED INSURANCE**

**Insurance Renewal for  
East Fork Swimming Pool District**



**Presented By:  
Alan Reed**

**1521 HIGHWAY 395, NORTH  
GARDNERVILLE, NV 89410**

**PHONE (775) 782-2277 ~ FAX (775) 782-8923**



## **Warren Reed Principle**

***To provide our customers with quality insurance products and services while maintaining the highest standard of integrity, trust and respect with our client base, this community and our agency staff. We will do this by continuing to build our organizational capabilities and taking seriously the responsibility placed upon us.***

Warren Reed	1947	Founder/Deceased 1917 - 1998
Bruce Hollander CPCU	1966	Retired in 2016 after 50 years of service
Jim Norton	1967	Property & Casualty Agent
William Coverly	1987	Life & Health Agent/deceased 1942 - 2015
Alan Reed CIC	1974	President, Property & Casualty Agent
Denise Rudnick CISR	1984	Retired in 2022 after 38 years of service
Todd Wilcks, CIC	1987	Property & Casualty Agent
Kristi Glover, CISR	2003	Account Executive/ Office Manager
Jeff Long	2005	Life & Health Agent
Carolyn Mitchell, CISR	2008	Commerical Lines Customer Service Representative
Mike Downs	2008	Property & Casualty Agent
Robin Frediani	2006	Claims Administrator
Taylor Reed, CIC	2015	Vice President, Property & Casualty Agent
Rachel Rodriguez	2017	Customer Service Representative, Technology Specialist
Benjamin Reed	2020	Property & Casualty Agent
Celeste Covey	2021	Property & Casualty Agent
Shannon Minder	2022	Customer Service Representative
Thomas Reed	2023	Property and Casualty Trainee

## Partners in Education

Warren Reed Insurance, as well as the Reed family foundation are heavily involved in the education of our youth.

In 1999, the Warren & EthylN Reed – Carson Valley Lions Scholarship Foundation was formed by their son, Alan Reed. The tax exempt foundation was set up according to the laws governing same by the Internal Revenue Service.

It was the Reed's ambition to be able to provide scholarships to students of single parents who have a true financial need for assistance. The scholarship is open to students who live in single parent households. Students from Smith Valley, Coleville, Whittell and Douglas High Schools are eligible to apply for scholarships of up to \$2,000 annually.

Warren Reed had a long record of public service to the Carson Valley Lions Club, and the award aptly names his affiliation with same.

Scholarship winners to date are:

<u><b>1999</b></u> Jeana Valenzuela Jamie Bratton Rebecca Groves	<u><b>2000</b></u> Nikki Leeper	<u><b>2001</b></u> Derick E. Schulz Kelly L. Henderson Victoria Brinkerhoff	<u><b>2002</b></u> Jaime Yered Allison Walling
<u><b>2003</b></u> Erin Zelenski Daniel Wines Bethany Teveldahl	<u><b>2004</b></u> Dustin Cooper Amanda Hallstein Sho Kashiman	<u><b>2005</b></u> Anna Arana Courtney Kemp Ariana Rodriguez	<u><b>2006</b></u> Courtney Zaninovich Cristna Milner Rachael McElhiney
<u><b>2007</b></u> Amanda Edmonson Bryce Rafferty Shauna Johnson	<u><b>2008</b></u> Brittany Faller-Stimpston Lourdes Zuniga Amanda McComb	<u><b>2009</b></u> Brittany Boyd Savannah Nash	<u><b>2010</b></u> Jacquelyn Edwardson Elizabeth Sims
<u><b>2012</b></u> Shannon Dugan	<u><b>2013</b></u> Serena Gafford	<u><b>2014</b></u> Kendall Ferris	<u><b>2015</b></u> Max Primo
<u><b>2016</b></u> Shaena Robinson	<u><b>2017</b></u> Jarod Pieller	<u><b>2018</b></u> Nicholaus Buchholz	<u><b>2019</b></u> Alexandra Gaiser
<u><b>2020</b></u> DiDiAlice Coker Grace Green Bayla Fitzpatrick Delta Waldberger	<u><b>2021</b></u> Sarah Burt Conner Barber Jack Forvilly Cameron Peterson	<u><b>2022</b></u> Zoey Quinn Ashanti Gutierrez	<u><b>2023</b></u> Jade Paine Sara Hurford Kylie Martin Hailey Peterson

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May 22, 2023

East Fork Swimming Pool  
ATTN: Shannon Harris  
PO Box 1972  
Minden, NV 89423

RE: 2023/2024 POOL Renewal

Dear Mrs. Harris and The Board of Trustees,

Enclosed please find a detailed analysis, as well as a summary of coverage terms and conditions for the upcoming year.

### **Carrier Summation**

As public entities tackle budget concerns just about every year, The POOL regularly shops for not only the best carriers but, they also seek competitive pricing. The POOL underwriters make every effort to price each risk with this in mind. As a result of their efforts to secure the best plan, the POOL Board voted to accept proposals from Government Entities Mutual (GEM), Public Risk Mutual (PRM), Lloyds of London, Travelers Boiler Reinsurance, County Reinsurance Limited (CRL) and Ironshore Insurance.

### **Membership Report**

There are approximately 138 public entities within the Nevada Public Agency Insurance Pool. The membership can be described as consistently stable. The POOL now insures almost 100% of the eligible public entities in Nevada. Forty five members have voting rights.

The members have effectively pooled together as a risk sharing pool for more than 35 years. The membership continues to receive increased levels of coverage as well as a growing array of related services.

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### **Carrier Review and Financial Discussion**

The voting members considered several factors in making their renewal decision. Those included current carrier relationships, stability in pricing, claims handling, and auxiliary services provided to the membership, as well as coverage enhancements.

In an effort to increase their long-range viability and financial strength, the membership has continued to develop a number of member owned insurers that over time, have and will continue to participate in the program structure. These companies assist POOL/ PACT by participating in coverage layers within the insurance programs. The presence of these member owned captives has strengthened the financial position of POOL/PACT. They have also helped in the negotiation of coverage contracts with respect to increased levels of coverage that are dependent on financially strong underlying companies. One of the main goals is to continue increasing investment earnings while providing the members added value to property and liability coverage through cost effective reinsurance.

The major purpose of any pool is to provide consistency in terms of coverage availability and pricing which could also be described as taking the unexpected bumps out of the road that may occur from time to time, due to hardening and softening within the marketplace.

In the case of POOL/ PACT, the member owned captives are Public Risk Mutual (PRM) and Public Compensation Mutual (PCM). These non-profit captives participate within the program structure. As well, the Pool has a financial stake in two risk retention groups (RRG's), Government Entities Mutual (GEM) and County Reinsurance Limited (CRL) who also participate in coverage layers. One traditional insurance company, Travelers Re, as well as one syndicated insurance provider, Lloyds of London participate in the property coverages. Ironshore Insurance provides environmental protection.

Carrier Spotlight-County Reinsurance Limited-CRL was formed when a number of county association executive Directors and Pool Managers saw the need for a national reinsurance program. CRL's first captive was established in 1997. 2023 will mark over a quarter century of service from CRL who, is currently in twenty one states. As CRL is member owned, profits and

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investment income belongs to the members. CRL currently participates in Liability, Property, Cyber and Workers Compensation lines.

Carrier Spotlight-Government Entities Mutual-GEM was formed in 2003 and is currently owned by twenty one public entity pools from sixteen states, including the Nevada Public Agency Insurance Pool (POOL). They are a pool of pools. They also participate in POOL's coverage layers.

Financial statements are available to any interested party. In short, the member owned entities continue to grow in key areas including net assets (well over \$200,000,000). As both POOL and PACT are quasi-public entities, their investments track those of governmental/municipal organizations. Both organizations received clean opinions from the independent auditor.

### **State of the Insurance Industry**

For buyers, the marketplace still has its challenges. Rates continue to climb in most lines, but the market is slowly reflecting a degree of stability.

Foremost in the minds of the membership is an increased awareness and understanding as to exactly what the POOL has attempted to accomplish in their efforts to become one of the best risk sharing entities in America. The most obvious factor playing out at this time is the overall direction of the POOL's effort to bring more of their risk in house. The traditional insurance market continues to struggle with catastrophic losses from wildfires, tornadoes, flooding, earthquakes and weather related losses. These large "cat losses" all have a resounding effect on the reinsurance market, as well as the costs that filter down to the buyer.

On the liability side, the market continues to be impacted by large liability or "nuclear" verdicts, social inflation and the lack of immunity, as well as tort caps in certain parts of the country.

The following Public Entity General Market Overview highlights some of the challenges in the marketplace

## Public Entity General Market Overview

### Q1 2023 Casualty Market Conditions



#### Rate Ranges

- +5% to +15% on primary casualty
- +10% to 25% on excess casualty layers
- Regional disparity in pricing due to lack of tort caps & immunities especially in Western region



#### Client Experience

- Increased rates
- Increased attachment points
- Reduced capacity
- Reduced limits due to prohibitive pricing
- Exclusions for PFAS, Wildfire, SAM



#### Coverage/Capacity

- Difficulty obtaining limits excess of \$50M but further reductions not anticipated
- Lead Insurers limiting capacity to \$5M or less
- Quota share underwriting



#### Condition Drivers

- Social Inflation/Nuclear Verdicts
- Police Reform & removal of Qualified Immunity
- Environmental Factors
- Lack of immunity and tort caps in certain jurisdictions
- Presumptive Injury Laws for Workers Compensation



#### Looking Ahead

- Rate increase will be more sustainable
- Increased litigation costs
- Carriers considering ESG Initiatives
- Limited Reinsurance availability
- Competition on excess liability

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## Cyber Insurance

There has been no secret to the events that have happened within the cyber world. Breach costs remain the highest in the United States, where the average cost of a breach in 2021 was \$9.05M, with healthcare data breaches being some of the costliest. Markets continue to reduce limits and increase retentions.

Cyber incidents continue to grow rapidly amid a proliferation of ransomware attacks. Claims for cyber incidents have doubled annually over the past three years.

Ransomware attacks have become the most common type of malicious software. It infiltrates computers and locks them down until a ransom is paid. The frequency, severity, and sophistication of ransomware attacks in the U.S. skyrocketed in 2021. There were 420 million ransomware attacks...up 98% from the previous year.

Given the dramatic increase in ransomware incidents during the pandemic; in both frequency and severity across all industries, organizations that are proactive in assessing their cyber exposure will fare the best. Paramount are an acceptable loss history and strong cyber risk management protocols.

- Heavily exposed industries are likely to be challenged: health care, higher education, public entities, manufacturing, financial institutions, construction and large media and technology companies.
- The human element continues to be the leading cause of cyber loss, contributing to about 64% of the claims.
- The market reaction has been an increase in underwriting coupled with a reduction in terms, limits, and sub limits, as well as increased rates and deductibles/retentions.

POOL affords Cyber Liability to each member. The limit is \$1,000,000 per cyber security event. There has been a significant increase in liability claims arising from a number of issues related to this area. They include but are not limited to malware attacks, leakage of sensitive information, unwanted e-mails to wireless devices and computers without permission, improper faxes, failure to follow electronic procedures, errors arising out of social networking, web issues, improper text messaging and data breaches.

POOL currently contracts with Information International Associates, Inc. to assist with data security policies, procedures, and risk evaluations. These services have been made available to

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the members at no cost. The cost for member assessments are currently funded by Public Risk Mutual.

### **Environmental Services**

Pollution Legal Liability is included subject to a \$2,000,000 limit for each incident and an aggregate limit of \$10,000,000. A \$25,000 deductible per incident applies. Coverage applies for (1) third party claims, (2) first party remediation expense, (3) emergency response expense and (4) business interruption.

### **Property Recap**

The POOL currently underwrites \$6,459,742,849 in Nevada property exposures. The schedule has increased by 10.6% in 2023, due to not only new exposures but, escalating costs to rebuild.

### **Ownership**

As mentioned above, ownership in the Nevada Public Agency Insurance Pool is vested in the membership. All decisions regarding coverage plans are made by the Executive Board and the Executive Committee with input, research and leadership provided by the POOL's Executive Director (Wayne Carlson) and POOL staff.

### **Accountability and Peer Review**

Both POOL and PACT belong to AGRiP, the Association of Governmental and Risk Pools. AGRiP is a conglomerate of about 600 governmental insurance pools in the U.S. POOL and PACT have consistently (since 1996 and 1993) received awards from AGRiP's Recognition Program. That status is achieved upon completion of rigorous examinations and a compliance process administered under AGRiP's Advisory Standards for Public Entity Risks and Employee Benefit Pools. This comprehensive process includes an in depth analysis of practices, procedures, claims and a financial review, as well.



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## **Grant Program**

The grant for Human Resource services was approved for a 5-year period (beginning in 2020) at a total cost of \$6,890,834. This reflected a 4% increase in 2021 and 3% annually thereafter. POOL/PACT continues to promote their grant program with the express purpose of providing financial assistance to those members wishing to improve risk management and ultimately reduce their exposure to loss. Equipment replacement projects, cyber security software, security enhancements, parks and playground equipment, as well as fire protection upgrades are high on many public entities wish lists. Some grants were/are over \$50,000. Members use these grants to reduce their own costs that are associated with risk management. There are a variety of applications reviewed on a regular basis. Members are encouraged to take advantage of this service. Grant awards can be provided for a number of safety items (i.e. fire alarm equipment, video security, and dispatch equipment) as well as cost reimbursements for risk management conferences. As well, awards are available under the POOL's Enterprise Risk Management Excellence Program

## **The Employee Assistance Program**

The Employee Assistance Program (or EAP) through KEPRO continues to be utilized. The most widely assessed problems include Emotional Well Being, Work Life and Relationships. For those looking at legal consultations Family Law, Divorce, Separation, Elder Law, Probate and Estates are some of the most looked at topics. More employees are accessing online according to the utilization data. KEPRO is also emphasizing the promotion and availability of teletherapy and telehealth.

POOL/PACT offers to all member employees and their dependents a confidential program to address and resolve personal and workplace challenges. Services are offered live and online. Over 15,000 employees have access to this program. Hundreds of public entity employees seek assistance each year. Of those seeking help, about 15% are dependents.

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### **Member Services**

The list of services available to POOL/PACT customers is extensive. Major areas of concentration include:

- Legal Services
- Contractual Review
- Human Resource Consulting
- Property Appraisal
- Property Inspections
- Infrared Thermographic Imaging (IRT)
- ADA Compliance Surveys
- Defensive Driving Training
- OSHA Compliance
- Webinar Series / E Learning
- Personnel policy development
- Specialized Loss Control
- Educators Training
- E-learning Courses
- Law Enforcement Training
- Internal Claims Handling Assistance
- Risk Control Systems
- Site Surveys
- Governance Training
- Cyber Security
- Hazard Vulnerability Assessments

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### POOL/PACT Executive Committees

Both organizations are member owned and driven. The current Executive Committees include:

#### POOL

Josh Foli, Chair	Lyon County
Ann Cyr	Carson City School District
Scott Lindgren	Tahoe Douglas Fire
Amanda Osborne	Elko County
Gina Rackley	Humboldt County
Geof Stark, Vice Chair	Churchill County
Dan Murphy	Pershing County School District

#### PACT

Paul Johnson, Chair	White Pine County School District
Robyn Dunckhorst	Humboldt General Hospital
Josh Foli	Lyon County
Mike Giles, Vice Chair	City of Lovelock
Amanda Osborne	Elko County
Craig Roissum	City of Caliente
Joe Westerlund	Town of Tonopah

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### **POOL Program Cost Summary**

The program cost is outlined on the 8<sup>th</sup> page of the Member Coverage Summary which, is located in the next section. The program costs are also influenced by new exposures (i.e. buildings, vehicles and equipment) or increases in payroll or insured values. Each member has the opportunity to review their program and determine if viable options are available. (It should be noted the program cost includes the insurance plan, as well as the programs and services within this enclosure).

### **PACT Program Cost Summary**

The last section of your packet includes the 2023-2024 rate assessment worksheet for workers compensation. This report reflects the base rates for all employees and board members.

The charged rates are subject to actual payroll exposures. Please note that on average, your base rates reflect an average rate change of approximately 5.9%. On a positive note, your experience modifier has decreased from 0.97 (in 2022-23) to .94 for the upcoming year.

### **Warren Reed Insurance, Inc.**

The Reed agency operates under a focused strategic plan that includes:

- Risk Management and Underwriting
- Marketing and Sales
- Customer Service
- Claims
- Education and Analysis

The Warren Reed agency is Douglas County's oldest family owned commercial enterprise, established in 1947. Led by current president Alan Reed, C.I.C., Mr. Reed has been actively engaged in the insurance industry for forty nine years. The agency has been family owned since inception. He and his wife, Dana have been married for forty one years and they have six children, nine grandchildren, and two great grandchildren. Christine is a graduate of Washington State University and is a schoolteacher in western Oregon. A.G. received a law degree and a Masters in Public Policy from Indiana University. His undergraduate studies included the United States Air Force Academy, Hillsdale College (Michigan) and Oxford University. He currently resides in Sacramento. Taylor is a 2011 graduate of Gonzaga University and is a vice president/account

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executive for Warren Reed Insurance. Benjamin graduated from Montana State in Bozeman in 2014. He has a bachelors in agri business and he is an account executive in Warren Reed's Montana office. Nicole graduated from Boise State in 2019 with a bachelors in psychology. She is employed by the Intermountain Centers for Human Development in Phoenix. Thomas is an agent trainee with Warren Reed Insurance.

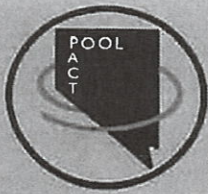
Thank you, Mrs. Harris and The Board of Trustees. Please address any questions or concerns to my office.

Sincerely,

Alan G. Reed, C.I.C.

Warren Reed Insurance

**2023-2024**  
**SUMMARY AND**  
**COST QUOTATION**



*poolpact.com*  
The Power of the POOL

# NEVADA PUBLIC AGENCY INSURANCE POOL MEMBER COVERAGE SUMMARY

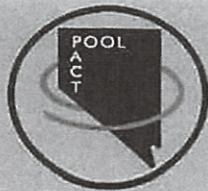
Prepared For:

East Fork Swimming Pool District

Prepared By:

Warren Reed Insurance

**THANK YOU FOR  
YOUR  
MEMBERSHIP!**



Dear POOL Member:

Thank you for your continuing leadership commitment to serving your communities by fulfilling your public service mission. The POOL continues to offer programs, services and support for Members' financial security and collaborating with you in support of your mission.

This Member Coverage Summary reflects the successful negotiations with multiple markets to obtain cost-effective terms, conditions and pricing for approval by the POOL Board on behalf of all Members.

As owners of the POOL, you approved the extensive risk management services, such as POOL/PACT HR services including its training courses and ELearning modules on important HR topics. Enrollment in POOL's ELearning programs including Target Solutions Fire/EMS training, KnowBe4 email security training continues to reach an increasing number of employees for convenient and cost-effective learning. Our ongoing focus on law enforcement policies and practices targeted jail and road operations with onsite and virtual assessments and sample policies.

We encourage you to discuss the POOL's services with staff and your agent. We regularly update our website and encourage you to visit [www.poolpact.com](http://www.poolpact.com) to utilize a growing base of HR and risk management information in the resource libraries. While there, look for the POOL Coverage documents, board and committee agendas and minutes.

Thanks to all Member volunteers who serve on our boards and committees. These volunteers do a superb job of representing the interests of the Members of your POOL.

Sincerely,

Wayne Carlson  
Executive Director  
Nevada Public Agency Insurance Pool





## NEVADA PUBLIC AGENCY INSURANCE POOL COVERAGE SUMMARY

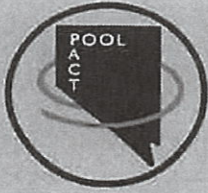
RENEWAL PROPOSAL	COVERAGE PERIOD	NAMED ASSURED	MAINTENANCE DEDUCTIBLE
	07/01/2023 – 07/01/2024 Standard Time	East Fork Swimming Pool District	See Below

### Property Coverage

Coverage	Limit per Loss	
Property	\$300,000,000	Per Schedule of Locations

The following sub-limits apply to Section V. C. Extensions of Property Coverage:

Accounts Receivable	\$5,000,000 per loss
Arson Reward	10% up to \$25,000 per loss
Debris Removal - Mold/ Asbestos	\$100,000
Earthquake	\$150,000,000 aggregate
Flood	\$150,000,000 aggregate \$25,000,000 aggregate - Flood Zone A
Equipment Breakdown	\$100,000,000 per loss
<ul style="list-style-type: none"> <li>• Loss of Income &amp; Extra Expense</li> </ul>	included
<ul style="list-style-type: none"> <li>• Hazardous Substance Coverage</li> </ul>	\$250,000 per loss
<ul style="list-style-type: none"> <li>• Spoilage Coverage</li> </ul>	\$250,000 per loss
<ul style="list-style-type: none"> <li>• Data Restoration</li> </ul>	\$100,000 per loss
<ul style="list-style-type: none"> <li>• Electrical Risk Improvements</li> </ul>	\$10,000
Expediting Expenses	\$25,000 per loss
Unintentional Errors and Omissions	\$5,000,000 per loss
Money and Securities	\$500,000 per loss
Ordinance or Law – LEED Building	\$500,000
Agreed Value Vehicles	Per Attachment D, if applicable



## NEVADA PUBLIC AGENCY INSURANCE POOL COVERAGE SUMMARY

### Liability Coverage

The Limits of Liability are as follows:

Coverage	Limit per <b>Named Assured</b>	Annual Aggregate Limit per <b>Named Assured</b>
<b>Per Event</b>	<b>\$10,000,000</b>	<b>\$10,000,000</b>
<i>All Sublimits are a part of and not in addition to the Limits of Liability.</i>		
<i>Liability Sublimits:</i>		
<ul style="list-style-type: none"> <li>• Additional Assured (Lessors) (Section I, item 2)</li> </ul>	\$2,000,000	
<ul style="list-style-type: none"> <li>• Weed Spray Property Damage (Section IV, item 3 (B) (2) (ix))</li> </ul>	\$250,000	\$250,000
<ul style="list-style-type: none"> <li>• Emergency Response to Pollution (Section IV, item 3 (B) (2) (v))</li> </ul>	\$1,000,000	\$1,000,000
<ul style="list-style-type: none"> <li>• Criminal Defense Fees and Costs (Section VI, part C, item 4)</li> </ul>	\$50,000	\$50,000
<ul style="list-style-type: none"> <li>• Defense for Regulatory Agency Actions (Section VI, part C, item 16)</li> </ul>	\$50,000	
<b>Sexual Abuse Sublimit</b> (Section VI, part C, item 21)	\$2,500,000	\$2,500,000
<i>Retroactive Date</i>		<i>May 1, 1987 except as shown in Attachment C</i>



## NEVADA PUBLIC AGENCY INSURANCE POOL COVERAGE SUMMARY

### Cyber Risk Coverage Form

<b>CYBER SECURITY RISK COVERAGE</b>			
<b>PART ONE: Terms and Conditions</b>			
<b>SECURITY RISK COVERAGE LIMITS</b>	<b>Limit per Named Assured Per PRIVACY OR SECURITY EVENT</b>	<b>Annual Aggregate Limit Per All Named Assureds</b>	
PART TWO: Privacy or Security Liability Limits	\$1,000,000	\$ 1,000,000 up to \$15,000,000 aggregate all POOL Members combined	
<i>The following sub-limits are a part of and not in addition to the Limits of Liability:</i>			
PART THREE: Security Failure/Privacy Event Management Coverage	\$100,000		
PART FOUR: Network Interruption Coverage	\$250,000		
Proof of Loss Preparation Costs (as defined), (Separate Limit)	\$50,000		
Retroactive Date		July 1, 2013	



## NEVADA PUBLIC AGENCY INSURANCE POOL COVERAGE SUMMARY

### Environmental Liability Coverage

The Limits of Liability are as follows:

Coverage A	Third Party Claims for Bodily Injury, Property Damage or Remediation Expense
Coverage B	First Party Remediation Expense
Coverage C	Emergency Response Expense
Coverage D	Business Interruption

COVERAGE	DEDUCTIBLE	EACH INCIDENT LIMIT	AGGREGATE LIMIT
A,B,C	\$25,000	\$2,000,000	\$10,000,000

COVERAGE	DEDUCTIBLE	BUSINESS INTERRUPTION LIMIT (Days)	BUSINESS INTERRUPTION LIMIT (\$)
D	3 Days	365	\$2,000,000



## NPAIP 2023-2024 Program Structure

Property			
300,000,000 Loss Limit Property including	General Liability Including Law Enforcement Liability	Auto Liability	Wrongful Acts Including SAM
Earthquake 150,000,000			
Flood 150,000,000			
Flood Zone A 25,000,000			
Equipment Breakdown 100,000,000			
PRM \$300,000	NPAIP \$500,000 Self Insured Retention		
NPAIP \$200,000	Member Maintenance Deductible		

Terrorism Property & Casualty			
Cyber Risk	10,000,000 Occurrence Limit *Cyber Trigger Included	Environmental Liability	Student Accident Coverage
1,000,000 Occurrence Limit \$15,000,000 Annual POOL Aggregate		2,000,000 Per Occurrence 10,000,000 Aggregate Limit	25,000 Occurrence Limit
NPAIP \$250,000 Retention	\$250K Property \$200K Casualty Deductible	\$250K Retention \$25,000 Member Deductible	\$250 Deductible

This summary is intended for reference only. For specific terms, conditions, limitations and exclusions, please refer to the POOL Coverage Form and Cyber Risk Coverage Form, edition July 1, 2023.



## NEVADA PUBLIC AGENCY INSURANCE POOL COVERAGE SUMMARY

The current market conditions hardened globally due to the economic inflation. This caused a strain on the capacity that reinsurers can provide and is reflective on rates charged. Pricing is based on exposures, such as Total Insured Values, Number of Employees, Amount of Payroll, Number of Law Enforcement, Firefighters, EMT's, and the Number of Vehicles (below is a breakdown of your exposures year-over-year exposures). Claim loss is a part of the price model, but this year, more than any other, Carrier Capacity is driving pricing increases.

For All Members Property, NPAIP obtained a lower rate increase compared to the standard increases received in the market.

Municipality Liability for NPAIP continues to be impacted by adverse loss development related to social inflation, law enforcement and climate change.

The School Liability for NPAIP continues to be impacted by large settlements due to Wrongful Acts including Sexual Abuse and Molestation.

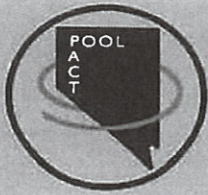
### Coverage:

Maintenance Deductible:	\$
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	2022	2023	Percent (%) Change
Program Cost Comparison	\$32,746.84	\$36,453.43	11.32%

### Key Exposures:

	2022	2023	Percent (%) Change
Payroll	\$848,642	\$1,109,744	30.77%
Total Insured Values	\$9,446,320	\$9,983,650	5.69%
Auto Count	0	0	0.00%
Law Enforcement	0	0	0.00%
Employees	24	24	0.00%
EMT's	3	3	0.00%
Student ADA	0	0	0.00%
Teachers	0	0	0.00%



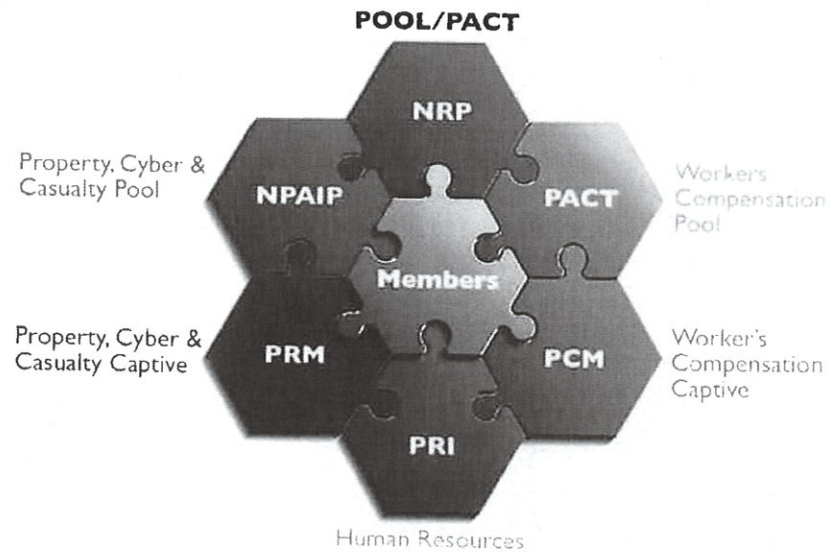
## POOL/PACT – HERE FOR YOU

### Members Helping Members

In 1987, four Nevada counties formed their own risk sharing pool. Now over thirty years later, the majority of Nevada's public entities remain committed to each other and the mission of their risk pool organization. POOL/PACT continues to excel in providing an unparalleled level of service to our members. Our mission seeks to help members manage their risks so they can serve the public effectively.

The POOL Board is comprised of dedicated, hardworking, and ethical Member leaders focused on public risk management. They continue to do an excellent job of representing the interests of the Member-owners of POOL/PACT.

Our members continue to see great value in being part of POOL/PACT because of extensive services, which keeps membership retention strong. POOL/PACT encourages you to discuss the services we offer with your insurance agent – its valued partner in the POOL program.



### POOL Executive Committee

Josh Foli - Chair (Lyon County)  
Geof Stark - Vice Chair (Churchill County)  
Amanda Osborne - Director (Elko County)  
Dan Murphy - Director (Pershing Co.SD)  
Gina Rackley - Fiscal Officer (Humboldt Co)  
Ann Cyr - Director (Carson City SD)  
Scott Lindgren - Director (TDFPD)

### PACT Executive Committee

Paul Johnson - Chair (White Pine CSD)  
Mike Giles - Vice Chair (City of Lovelock)  
Amana Osborne - Trustee (Elko County)  
Josh Foli - Fiscal Officer (Lyon County)  
Robyn Dunckhorst - Trustee (Humboldt GH)  
Craig Roissum - Trustee (City of Caliente)  
Joe Westerlund - Trustee (Town of Tonopah)



## **RISK MANAGEMENT BENEFITS AND SERVICES**

### *POOL/PACT LOSS CONTROL COMMITTEE*

Develops, administers, and supervises Risk Management policy, procedure, and planning • Supports innovative risk reduction and/or mitigation programs • Develops and administers risk control techniques to reduce the frequency and severity of losses

### *ENTERPRISE RISK MANAGEMENT EXCELLENCE PROGRAM*

A voluntary program developed to assist POOL/PACT members achieve operational excellence in the delivery of public service through effective risk management • Develops understanding of Enterprise Risk Management – that risk management efforts of one department have a direct impact, either positive or negative, on the enterprise as a whole

### *RISK MANAGEMENT GRANT PROGRAM*

Educational Grants supporting risk management education and training opportunities • Risk Management Grants for risk management/mitigation projects or acquisitions • Visit [www.poolpact.com/risk-grant.asp](http://www.poolpact.com/risk-grant.asp) for more information

### *ONLINE SAFETY TRAINING*

Active Shooter Response • Asbestos Awareness Training • Aversive Interventions • Back Safety in the Workplace • Bloodborne Pathogens Awareness • The Complex Quadriplex of Lifeguard Blindness • Cybersecurity Awareness • Ransomware Awareness • Defensive Driving • FERPA • GHS - Hazard Communication • Heat-Related Illness • HIPAA Privacy Rule • Lock-Out, Tag-Out • Mandatory Child Abuse Reporting Laws • MRSA Awareness for Correctional Employees • MRSA Awareness in Hospitals • Nevada Ethics in Government Law • Office Ergonomics • Open Meeting Law • OSHA – Rights and Responsibilities • Pool Chemical Safety • Slips, Trips, and Falls • Strip Search Training • Students in Transition • Sub-Administrator Training • Surviving an Active Shooter • Teaching Science Safely • Transporting Students with Special Needs • MSDSONline (SDS management)

### *LAW ENFORCEMENT AND FIRE PROTECTION*

Partnership with Legal Liability Risk Management Institute (LLRMI) to provide Best-practice Road and Detention Operation Policies and Procedures • Detention Facility Assessments and Reports • Team Approach to Address Individual Needs Through Network of Subject Matter Experts in Law Enforcement, Jails/Corrections, Public Safety, and Criminal Justice • TargetSolutions Fire and EMS Training Platform • Mental Health – Fit for Retirement Wellness

### *SWIMMING POOL SAFETY POLICIES, INSPECTIONS, AND TRAINING*

Aquatic Facility Assessment and Report • Annual Aquatic Risk Management Seminar • Best-practice Aquatic Facility Policy and Lifeguard Manual Templates

### *CYBERSECURITY TRAINING AND POLICIES*

Onsite Passive Network Assessments (PNA) • Best-practice Data Security Policy Templates • Quarterly Cybersecurity Hot-Topic Webinars • Annual Cybersecurity Summit • KnowB4 Phishing Awareness Campaigns and Training • KnowB4 Cybersecurity Newsletter • Cyber Incident Response Plan Templates • Individualized Data- and Cybersecurity Advice and Support

### *SCHOOL DISTRICT EMERGENCY OPERATIONS PLANS, TRAINING, AND POLICIES*

NRS-required Emergency Operation Plans (EOP) • Annual EOP updates • Emergency Management and Response Training • School Safety Training based on FEMA Guide for High Quality School Emergency Operations Plans • Hazard and Vulnerability Assessments and Reports

### *SITE SAFETY INSPECTIONS, TRAININGS, AND AUDITS*

Playground & Parks Safety Surveys • Workstation Ergonomic Evaluations • Confined Space Risk Assessments • Facility Surveys • Fire Extinguisher Education • Respirator Fit Testing and Education • CPR/First Aid/AED • Accident Investigation Training • Back Safety and Lifting • Defensive and Distracted Driver Education • Workplace Violence • Personal Protective Equipment • Emergency Preparedness • OSHA Compliance Training • Written Workplace Safety Plan Training • Safety Committee Formation and Operation • Wellness/Health Education and Training

### **For More Information, Contact:**

Marshall Smith, Risk Manager ([marshallsmith@poolpact.com](mailto:marshallsmith@poolpact.com)) or Jarrod Hickman, Risk Management Specialist ([jarrodhickman@poolpact.com](mailto:jarrodhickman@poolpact.com)); (775) 885-7475; or visit [www.poolpact.com](http://www.poolpact.com).





## PROGRAMS AND SERVICES AVAILABLE TO POOL/PACT MEMBERS



### POOL/PACT HUMAN RESOURCES MEMBER SERVICES

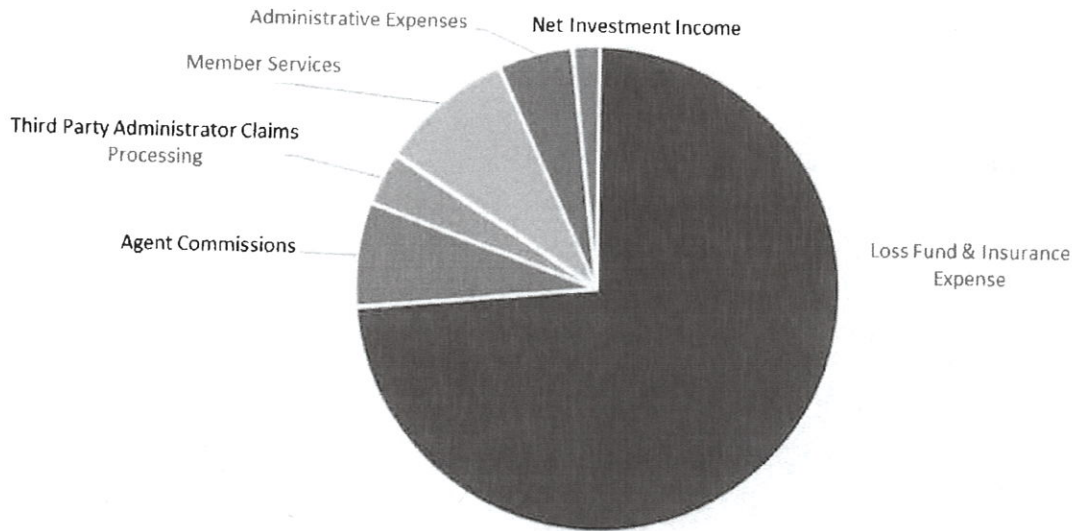
A variety of services are offered through POOL/PACT HR. We work with each member individually to address their specific HR-related needs and reduce liability. The basic services include:

- Consultation with members to manage and resolve critical employment-related issues to include identifying options, providing step-by-step guidance, monitoring progress, and answering questions.
- In-person and virtual instructor-led training courses, workshops, and certificate programs.
- eLearning courses available 24/7.
- Webinars on HR-related topics.
- On-site assessments of members' HR practices with recommendations.
- Communication issued as "Alerts" to inform members of significant HR-related law or practice changes.
- On-site HR Briefings tailored to specific needs/requests of members.
- Sample personnel policies which may be adopted for use by members.
- Sample job description templates and numerous HR forms that can be tailored for use by members.
- Salary schedule database available on our website for member reference.
- Summary of HR-related legislation produced each legislative session.
- HR scholarships to assist member HR representatives in attaining nationally recognized HR certifications.
- Annual HR Conference providing HR representatives and CEOs valuable information on communication, leadership, and legal compliance.



## POOL 2023-2024 APPROVED BUDGET AND EXPENSES

### POOL FY 2023-24 Approved Budget Expenses



- Loss Fund & Insurance Expense
- Agent Commissions
- Third Party Administrator Claims Processing
- Member Services
- Administrative Expenses
- Net Investment Income

Pool Budget	Proposed Budget	% Allocation
Loss Fund & Insurance Expense	\$ 20,053,808	76.1%
Agent Commissions	\$ 1,609,366	6.1%
Third Party Administrator Claims Processing	\$ 800,575	3.0%
Member Services	\$ 2,098,808	8.0%
Administrative Expenses	\$ 1,236,831	4.7%
Net Investment Income	\$ 541,800	2.1%
<b>Total Budget</b>	<b>\$ 26,341,188</b>	<b>100.0%</b>



## POOL/PACT CONTACTS

**Nevada Risk Pooling (NRP)**  
(775) 885 7475

Wayne Carlson, Executive Director, ext 132  
[waynecarlson@poolpact.com](mailto:waynecarlson@poolpact.com)

Alan Kalt, Chief Financial Officer, ext 128  
[akalt@poolpact.com](mailto:akalt@poolpact.com)

Marshall Smith, Risk Manager, ext 104  
[marshallsmith@poolpact.com](mailto:marshallsmith@poolpact.com)

Jarrold Hickman, Risk Manager, ext 133  
[jarroldhickman@poolpact.com](mailto:jarroldhickman@poolpact.com)

Mike Van Houten, eLearning Administrator, ext 101  
[eLearning@poolpact.com](mailto:eLearning@poolpact.com)

Stephen Romero, Member Relations Manager, ext 110  
[stephenromero@poolpact.com](mailto:stephenromero@poolpact.com)

Jennifer Turner, Admin Data Analyst, ext 129  
[jenniferturner@poolpact.com](mailto:jenniferturner@poolpact.com)

**Pooling Resources, Inc. (POOL/PACT HR)**  
(775) 887 2240

Stacy Norbeck, General Manager, ext 107  
[stacynorbeck@poolpact.com](mailto:stacynorbeck@poolpact.com)

Neal Freitas, Sr. HR Business Partner, ext 113  
[nealfreitas@poolpact.com](mailto:nealfreitas@poolpact.com)

Ashley Creel, Sr. HR Business Partner, ext 105  
[ashleycreel@poolpact.com](mailto:ashleycreel@poolpact.com)

Jeff Coulam, Sr. HR Business Partner, ext 106  
[jeffcoulam@poolpact.com](mailto:jeffcoulam@poolpact.com)

Lessly Monroy, HR Business Partner, ext 108  
[Lesslymonroy@poolpact.com](mailto:Lesslymonroy@poolpact.com)

Sean Moyle, HR Business Partner, ext 103  
[seanmoyle@poolpact.com](mailto:seanmoyle@poolpact.com)

**Davies Claims Solutions**

Donna Squires, Claims Manager  
(775) 329 1181

[Donna.squires@Davies-group.com](mailto:Donna.squires@Davies-group.com)

Margaret Malzahn, WC Claims Supervisor  
(775) 329 1181

[Margaret.malzahn@Davies-group.com](mailto:Margaret.malzahn@Davies-group.com)



## NPAIP MEMBERSHIP

### Counties:

Carson City  
Churchill County  
Elko County  
Esmeralda County  
Eureka County  
Humboldt County  
Lander County  
Lincoln County  
Lyon County  
Mineral County  
Pershing County  
Storey County  
White Pine County

### Cities:

Boulder City  
City of Caliente  
City of Carlin  
City of Elko  
City of Ely  
City of Fernley  
City of Lovelock  
City of Wells  
City of West Wendover  
City of Winnemucca  
City of Yerington

### Towns:

Town of Gardnerville  
Town of Genoa  
Town of Minden  
Town of Round Mountain  
Town of Tonopah

### School Districts:

Carson City School District  
Churchill County School District  
Douglas County School District  
Elko County School District  
Esmeralda County School District  
Eureka County School District  
Humboldt County School District  
Lander County School District  
Lincoln County School District  
Lyon County School District  
Mineral County School District  
Nye County School District  
Pershing County School District  
Storey County School District  
White Pine County School District

### Fire Districts:

Moapa Valley Fire Protection District  
Mt. Charleston Fire Protection District  
North Lake Tahoe Fire Protection District  
North Lyon County Fire Protection District  
Pahranagat Valley Fire District  
Tahoe Douglas Fire Protection District  
Washoe County Fire Suppression  
White Pine Fire District

### Others:

Central Nevada Health District  
Central Nevada Historical Society  
Central Nevada Regional Water Authority  
Community Chest, Inc  
Consolidated Agencies of Human Services  
County Fiscal Officers Association of Nevada  
Douglas County Redevelopment Agency  
Eight Judicial District  
Elko Central Dispatch  
Elko Convention & Visitors Authority  
Humboldt River Basin Water Authority  
Lincoln County Regional Development  
Mineral County Housing Authority  
Nevada Association of Counties  
Nevada Commission for the Reconstruction of the V & T Railway  
Nevada League of Cities  
Nevada Risk Pooling, Inc.  
Nevada Rural Housing Authority  
Nevada Volunteers  
NevadaWorks  
Pooling Resources, Inc.  
Regional Transportation Commission of Washoe County  
Truckee Meadows Regional Planning Agency  
U.S. Board of Water Commissioners  
Virginia City Tourism Convention  
Western Nevada Regional Youth Center  
White Pine County Tourism

### Special Districts:

Alamo Water & Sewer District  
Amargosa Library District  
Battle Mountain Hospital  
Beatty Library District  
Beatty Water & Sanitation District  
Canyon General Improvement District  
Carson-Truckee Water Conservancy District  
Carson Water Subconservancy District  
Churchill County Mosquito, Vector and Weed Control District

### Special Districts (continue):

Douglas County Mosquito District  
Douglas County Sewer  
East Fork Swimming Pool District  
Elko County Agricultural Association  
Elko TV District  
Femley Swimming Pool District  
Gardnerville Ranchos General Improvement District  
Gerlach General Improvement District  
Humboldt General Hospital  
Incline Village General Improvement District  
Indian Hills General Improvement District  
Kingsbury General Improvement District  
Lakeridge General Improvement District  
Lincoln County Water District  
Logan Creek Estates General Improvement District  
Lovelock Meadows Water District  
Marla Bay General Improvement District  
Mason Valley Swimming Pool District  
Minden Gardnerville Sanitation District  
Moapa Valley Water District  
Nevada Association of Conservation Districts  
Nevada Association of School Boards  
Nevada Association of School Superintendents  
Nevada Tahoe Conservation District  
Northern Nye County Hospital District  
Pahrump Library District  
Palomino Valley General Improvement District  
Pershing County Water Conservation District  
Sierra Estates General Improvement District  
Silver Springs General Improvement District  
Silver Springs Stagecoach Hospital  
Skyland General Improvement District  
Smoky Valley Library District  
Southern Nevada Area Communication Council  
Southern Nevada Health District  
Stagecoach General Improvement District  
Sun Valley General Improvement District  
Tahoe Douglas District  
Topaz Ranch General Improvement District  
Tahoe Reno Industrial General Improvement District  
Tonopah Library District  
Walker Basin Conservancy  
Walker River Irrigation District  
Washoe County Water Conservation District  
West Wendover Recreation District  
Western Nevada Development District  
White Pine Television District #1  
Zephyr Cove General Improvement District  
Zephyr Heights General Improvement District

**THANK YOU  
FOR YOUR  
MEMBERSHIP!**

**2023-2024  
SUMMARY OF  
INSURANCE**

EAST FORK SWIMMING POOL DISTRICT

Member Name	Site Number	Building Number	Site Name	Description	Address 1	City	State	Zip	Const Year	ISO Construction Class	Total Sq. Ft.	Flood Zone	Num Of Stories	Sprinklers	Replacement Cost New	Modeled Contents Value
EAST FORK SWIMMING POOL DISTRICT	01	01	CARSON VLY SWIM CENTER	CARSON VALLEY SWIM CENTER	1600 STATE ROUTE 88	MINDEN	WV	89423	1989	4 - MASONRY NON COMBUSTIBLE	27647	AH	1	YES	\$ 8,441,000	\$ 298,000
EAST FORK SWIMMING POOL DISTRICT	01	02	CARSON VLY SWIM CENTER	POOL MECHANICAL BLDG	1600 STATE ROUTE 88	MINDEN	WV	89423	2000	4 - MASONRY NON COMBUSTIBLE	960	AH	1	NO	\$ 224,000	\$ 285,000
EAST FORK SWIMMING POOL DISTRICT	01	03	CARSON VLY SWIM CENTER	SUN SHELTER	1600 STATE ROUTE 88	MINDEN	WV	89423	2009	3 - NON COMBUSTIBLE	224		1	NO	\$ 25,680	\$ -
EAST FORK SWIMMING POOL DISTRICT	01	04	CARSON VLY SWIM CENTER	EQUIPMENT STORAGE	1600 STATE ROUTE 88	MINDEN	WV	89423	2015	4 - MASONRY NON COMBUSTIBLE	576		1		\$ 71,420	\$ 47,740
EAST FORK SWIMMING POOL DISTRICT	01		CARSON VLY SWIM CENTER	OUTSIDE BBQ(2)					2009						\$ 3,300	\$ -
EAST FORK SWIMMING POOL DISTRICT	01		CARSON VLY SWIM CENTER	SUN SHELTER (2) (400 SQ FT EACH)					2012						\$ 12,510	\$ -
															\$ 8,777,910	\$ 680,740

**2023-2024**  
**Workers**  
**Compensation**



**Nevada Public Agency Insurance Pool  
Public Agency Compensation Trust**  
201 S. Roop Street, Suite 102  
Carson City, NV 89701-4779  
Toll Free Phone (877) 883-7665  
Telephone (775) 885-7475  
Facsimile (775) 883-7398

DATE: May 11, 2023

TO: **Sherrie Taylor**  
**East Fork Swimming Pool District**  
admin@cvs swim.com

FROM: Melissa Mack, Accounting Technician

RE: Adjusted Experience Modification Factors  
Classifications Rates  
ACH Transfer Amount & Agent Compensation

**1. Adjusted Experience Modification Factors**

Our actuary has recalculated and adjusted the PACT experience modification factors to be used effective July 1, 2023, through December 31, 2023. Your experience modification factor is based on historical payroll and losses incurred by your entity, is on the attached PACT Assessment worksheet.

**2. Classifications**

The attached PACT Assessment worksheet(s) list codes applicable to your entity effective July 1, 2023.

Please refer to the attached PACT Assessment Implementation July 2023 spreadsheet for an explanation of the change in board policy regarding PACT rates and experience modification factors. Note that these will change effective January 1, 2024, from the ones on the enclosed worksheets and will apply for the calendar year 2024. Future rates and experience modification factors will change on a calendar year basis.

An updated PACT Assessment worksheet showing the new rates and experience modification factors will be sent to you once approved in December 2023 and effective January 1, 2024.

**3. ACH Transfer Amount & Agent Compensation**

The assessment due for the fourth quarter of fiscal year 2022-2023 will be adjusted based on the results of the recent payroll audit. You will be notified of the adjusted amount in early June.

If you have any questions or need any additional information regarding these items, please contact our office.

cc: PACT Board Member  
PACT Alternate Board Member  
PACT Liaison  
Insurance Agent



**PUBLIC AGENCY COMPENSATION TRUST  
JOINED PACT EFFECTIVE 12/19/06**

ASSESSMENT WORKSHEET

PARTICIPANT #	PARTICIPANT	DEPARTMENT	COVERAGE PERIOD:		ANNUAL ASSESSMENT	QUARTERLY TRANSFER
			ACTUAL PAYROLL	MANUAL RATE		
72	EAST FORK SWIMMING POOL DISTRICT		7/1/23 - 6/30/24	7/1/23 - 6/30/24		
Class Code			<b>(Round all figures to nearest dollar)</b>			
9410	GOVERNMENT EMPLOYEES, Not Otherwise Classified			5.54		
9410B	GOVERNMENT BOARDS - Deemed Wage \$250/Month			5.16		
<b>TOTAL OF PAYROLL REPORTED (Including Deemed Wages)</b>						
			TOTAL MANUAL ASSESSMENT EXPERIENCE MODIFIER		0.94	
			STANDARD ASSESSMENT			
			AGENT COMPENSATION			
			<b>TOTAL DUE (Standard Assessment Plus Agent Compensation):</b>			
<b>PLEASE NOTE:</b>						
PAYMENTS WILL BE TRANSFERRED ON THE FOLLOWING DATES: 10/20/23, 1/22/24, 4/22/24						
PAYMENT FOR THE PAYROLL AUDIT WILL BE TRANSFERRED ON : 7/22/24						

**PACT ASSESSMENTS POLICY**

<b>PACT Assessment Option</b>		<i>Entities must Budget for this Period in FY 2023-24 Budget</i>		<i>Entities must Budget for this Period in FY 2024-25 Budget</i>	
<b>Description</b>	<b>January 1 - June 30, 2023</b>	<b>July 1 - December 31, 2023</b>	<b>January 1 - June 30, 2024</b>	<b>July 1 - December 31, 2024</b>	<b>January 1 - June 30, 2025</b>
<b>April 21st Adopt New PACT Rates and X-Mods effective 7-1-23 applied to payroll</b>	4th Quarter True-Up Based on 2022 Payroll and rates approved for July 1 2022. True is paid on July 20th ACH eliminating your PACT liability.	New PACT rates and x-Mods approved at Annual Meeting to be applied against 2023 payroll subject to the \$36,000 payroll cap. 4 Quarterly Payments same as past.	4th Quarter True-Up Based on 2023 Payroll and rates approved at April 2023 Board Meeting. True is paid on July 20th ACH eliminating your PACT liability.		
		January 1, 2024 New Rates and X-Mods effective 1-1-24 for entire calendar year 2024. Enter these rates into your payroll system		December 2024 Executive Committee approve change in rates for calendar year 2025.	4th Quarter True-Up Based on 2025 Payroll and rates approved for January 2025. True is paid on July 20th ACH eliminating your PACT liability.
				New Approved Rates and X-Mods effective January 1, 2025 to December 31, 2025. Enter these rates into payroll system in Jan 25	
		<i>Entities must Budget for this Period in FY 2023-24 Budget</i>			
		<i>Entities must Budget for this Period in FY 2024-25 Budget</i>			

**Notes:**

Quarterly ACH Payments Continue on Same Basis with 4th Quarter True Up based on audited calendar year payroll.  
 New Quarterly Amount for FY 2023-2024 will be given in May 2023 for October payment using new July rates and quarterly amounts for calendar year 2023 payroll.  
 Executive Committee will approve new rates and x-mods in December 2023 to be effective for 2024 calendar year payroll. Entities to enter new rates into payroll system effective first full pay period in January 2024.  
 PACT Payroll Audits: Continue the same using Calendar Year Payroll. Completed in February/March with 4th Quarter True-up payment. 2023 payroll is subject to rates approved at April 2023 Annual Meeting.  
 PACT Payroll Audit for 2024 will use the rates approved in December 2023 for the 2024 calendar year payroll.  
 Assumes no special assessments required for claim payments.



1521 Hwy 395 N  
 Gardnerville, NV 89410  
 Phone: (775) 782-2277  
 Fax: (775) 782-8923

East Fork Swimming Pool  
 Shannon Harris  
 P O Box 1972  
 Minden, NV 89423

<b>Invoice # 1531</b>		Page 1 of 1
Account Number	Date	
EASTFOR-01	5/10/2023	
Balance Due On		
7/1/2023		
Amount Paid	Amount Due	
	\$36,453.43	

PLEASE TEAR OFF TOP PORTION AND RETURN WITH YOUR REMITTANCE!

Property	Policy Number: NPAIP202223	Effective: 7/1/2023 to 7/1/2024
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Item #	Trans Eff Date	Due Date	Trans	Description	Amount
50425	7/1/2023	7/1/2023	RENB	23/24 POOL renewal	\$36,453.43

**Total Invoice Balance: \$36,453.43**

## CVSC JUNE 2023 Director's Report

**User Attendance:** See board binder documents.

- May 2022 Attendance was 12,587. May 2023 Attendance was 9,632. (Filter Project Closure)

### **Programming, Staffing and Training:**

- Training and hiring of Lifeguards has been successful – Approx. 65 Lifeguards on staff this Summer.
- Senior Guard positions were filled with 3 internally candidates and two outside candidates.
- Leadership Team (Director and Supervisors) meet monthly to plan and discuss CVSC programming & staffing.
- Adaptive Swim Lesson Program continues to grow under Sarah's management with Paulette as the instructor. Summer pool space will be challenging.
- FT Aquatic Supervisor position was filled by Paul Uhrig who worked for over 20yrs with the City of Reno as a Head Pool Operator.
- Monthly In-Service Training/Meeting was conducted by all supervisors.
- Sarah managed a station and multiple lifeguards/senior guards participated in the NRPS Aquatics In-Service Training help in Reno at Idlewild Pool.
- 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. 9:45 classes have been moved outside on nice days.

### **Marketing and Public Relations**

- Sherrie and cashiers continue to managing the fee increase that launched May 1<sup>st</sup>. Positive feedback for the most part.
- Shannon and Sarah attended NRPS Aquatics meeting held in Sparks.
- Regional and State Dive competitions were held here.
- Shannon attended the NRPS Board Meeting virtually as the President Elect.
- Shannon is working with CGI redesigning the outdated CVSC website.
- Social media exposure, information sharing and flyers: 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, Jack and SMI have completed the Filter Project that was scheduled the week of May 22<sup>nd</sup>, 2023.
- Deck work was completed the week of May 22<sup>nd</sup>.
- Light replacement and flag relocation project was completed the week of May 22<sup>nd</sup>.
- ADA bathroom remodel project was delayed again after project manager lost the details to the job. I have been in contact with the owner who has taken the lead on the project.
- 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.

**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
<b>Attendance</b>	<b>21687</b>	<b>12132</b>	<b>8655</b>	<b>7448</b>	<b>7676</b>	<b>6722</b>	<b>7638</b>	<b>9075</b>	<b>12583</b>	<b>11789</b>	<b>12587</b>		<b>117992</b>
<b>Attendance:</b>													
Lessons	179	0	0	0	0	0	144	266	258	345	514		1706
Swim Team	1430	850	1100	1100	1100	1035	945	1200	1380	1050	1100		12290
Mem/Pass Visits	3523	3304	3260	2944	3013	2530	3078	2707	3474	3063	3162		34058
DHS Aquatics	0	675	531	472	531	383	319	442	679	375	470		4877
DHS Swim/Dive	0	0	0	0	0	0	0	460	437	336	210		1443
Drop-In Visits	16555	7303	3764	2932	3032	2774	3152	4000	6355	6620	7131		63618
User Fees	84,116	49,588	27,200	22,848	28,367	18,069	31,885	31,565	40,366	39,387	49,218		\$422,609

### East Fork Swim Pool District

Attendance Report Fiscal Year: 2022-2023

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>Attendance</b>	<b>22265</b>	<b>15621</b>	<b>9610</b>	<b>8532</b>	<b>6962</b>	<b>6803</b>	<b>7138</b>	<b>7915</b>	<b>9485</b>	<b>11261</b>	<b>9632</b>	<b>0</b>	<b>115224</b>
<b>Attendance:</b>													
Lessons	1498	650	246	461	392	197	356	429	543	577	576		5925
Swim Team	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: 2021-2022**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>Attendance</b>	<b>21687</b>	<b>12132</b>	<b>8655</b>	<b>7448</b>	<b>7676</b>	<b>6722</b>	<b>7638</b>	<b>9075</b>	<b>12583</b>	<b>11789</b>	<b>12587</b>	<b>18042</b>	<b>136034</b>
<b>Attendance:</b>													
Lessons	179	0	0	0	0	0	144	266	258	345	514	1316	<b>3022</b>
Swim Team	1430	850	1100	1100	1100	1035	945	1200	1380	1050	1100	1672	<b>13962</b>
Mem/Pass Visits	3523	3304	3260	2944	3013	2530	3078	2707	3474	3063	3162	3707	<b>37765</b>
DHS Aquatics	0	675	531	472	531	383	319	442	679	375	470	0	<b>4877</b>
DHS Swim/Dive	0	0	0	0	0	0	0	460	437	336	210	0	<b>1443</b>
Drop-In Visits	16555	7303	3764	2932	3032	2774	3152	4000	6355	6620	7131	11347	<b>74965</b>
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	<b>\$486,533</b>

**East Fork Swim Pool District**  
**Attendance Report Fiscal Year: 2022-2023**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>Attendance</b>	<b>22265</b>	<b>15621</b>	<b>9610</b>	<b>8532</b>	<b>6962</b>	<b>6803</b>	<b>7138</b>	<b>7915</b>	<b>9485</b>	<b>11261</b>	<b>9632</b>	<b>0</b>	<b>115224</b>
<b>Attendance:</b>													
Lessons	1498	650	246	461	392	197	356	429	543	577	576		<b>5925</b>
Swim Team	1869	1440	1760	1680	1300	1320	1320	1200	1320	1200	1020		<b>15429</b>
Mem/Pass Visits	3893	3968	3118	3052	2477	2523	2370	2331	2907	3078	2910		<b>32627</b>
DHS Aquatics	0	125	588	434	620	272	558	464	682	540	460		<b>4743</b>
DHS Swim/Dive	0	0	0	0	0	0	0	400	396	352	220		<b>1368</b>
Drop-In Visits	15005	9438	3898	2905	2173	2491	2534	3091	3637	5514	4446		<b>55132</b>
User Fees	72,511	58,663	28,952	24,577	21,532	22,332	31,606	30,146	31,028	35,516	45,732		<b>\$402,595</b>

### 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	0	3	4	1		
Minor First Aid	29	16	8	5	0	1	1	5	3	9	8		
Major First Aid	0	0	0	0	0	0	0	1	0	0	0		
Resuscitations	0	0	0	0	0	0	0	0	0	0	0		
Near Drownings	0	0	0	0	0	0	0	0	0	0	0		
Drownings	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		
911 Calls	0	0	0	0	0	0	0	1	0	0	0		
Ambulance Transport	0	0	0	0	0	0	0	1	0	0	0		
Oxygen uses	1	2	1	1	0	0	1	1	0	0	0		

## User Attendance Breakdown

### Summary

	May 2023			
	Drop-Ins	Passes	Total	%
Senior	345	2,295	2,640	36%
Adult	1,541	297	1,838	25%
Youth	2,324	32	2,356	32%
Complimentary	16	-	16	0%
Family	80	2	82	1%
Disabled	25	162	187	3%
Therapy	80	-	80	1%
Other	35	122	157	2%
	4,446	2,910	7,356	100%

	July 1, 2021 thru May 31st, 2023			
	Drop-Ins	Passes	Total	%
	4,868	24,796	29,664	34%
	16,842	3,620	20,462	23%
	30,738	394	31,132	36%
	469	4	473	1%
	881	356	1,237	1%
	215	1,694	1,909	2%
	562	-	562	1%
	273	1,415	1,688	2%
	54,848	32,279	87,127	100%



# Rotary



**Rotary Club of Minden  
PO Box 284  
Minden, NV 89423**

May 26, 2023

Carson Valley Swim Center  
Attn: Shannon Harris  
P.O. Box 1972  
Minden, NV 89423

Dear Shannon:

Thank you for your generous contribution of a one month Swim Pass, valued at \$50.00, which supported the Minden Rotary Club's Annual Fundraiser, the Giving Cup Golf Tournament.

Our Club has always supported Rotary's International anti-polio effort. But more importantly, your donation is being put to work immediately here in Carson Valley to assist endeavors aimed at helping children at risk. Some of the programs supported by your contribution are FISH (Friends in Service Helping), Kids and Horses, China Spring Youth Camp, Douglas County School District, Suicide Prevention Network, the Boys and Girls Club of Carson Valley, and many others. Support of these organizations would not be possible without generous contributions from people and organizations like you.

Again, your gift is at work supporting the efforts of those who can make a real and lasting difference in the lives of our children here in Carson Valley.

If you would like to become more involved, we welcome all inquiries concerning membership in our Minden Club. We meet each Thursday at 12:00 noon at the COD Casino. Please feel free to join us at any time.

Thanks again.

Sincerely,

  
Marsha Leeg  
President

Donations are received through Minden Rotary Club Foundation, a 501(c)(3) corporation with the EIN of 75-3092088.

**THE FOUR-WAY TEST OF THE THINGS WE THINK, SAY OR DO**

1. Is it the TRUTH? 2. Is it FAIR to all concerned? 3. Will it build GOODWILL and BETTER FRIENDSHIPS? 4. Will it be BENEFICIAL to all concerned?



**Dear Carson Valley Swim Center:**

**Thank you so much for supporting Big Mama's Show & Shine. The car show was a huge success, and your raffle prize was very popular with the crowds who attended the show!**

**The proceeds from our car show are used to fund the seniors and senior programs of Douglas County. This wouldn't be possible without our business partners. Your continued support is much appreciated!**

**Big Mama's Show & Shine Committee  
Young at Heart Senior Citizens Club Inc.  
Tax Exempt No. RCE-002-467**