

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES MEETING AGENDA
October 19th, 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.

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 & 1b

- 1a. For Possible Action. Approval of previous minutes from the September 29th, 2023 Meeting.
- 1b. For Possible Action. Approval of general ledger cash balances, expenditures and investments through September 30th, 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 and possible future projects.
3. Discussion Only. Discussion on design concepts and budget for the "Eastside Expansion Project" consisting of expanding the lobby and concession storage area.
4. 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
5. For Possible Action. Discussion and possible action on proposed agenda items for the November 14th, 2023 general meeting.

Adjournment

Copies of the agenda were posted at 4:00pm, Thursday October 12th, 2023 at the following locations:

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

Posted By: _____ Signed: _____

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

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

AGENDA ACTION SHEET

Agenda Item # 1a

Title: Approval of the General Meeting minutes from September 29th, 2023

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

Funding: NA

Recommended Motion: Move to approve the General Meeting minutes from September 29th, 2023

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

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
September 29th, 2023 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees September 29th, 2023 meeting was called to order by the Vice Chairman Travis Lee at 9:00 AM at the Carson Valley Swim Center, Minden, NV. Board members present were, Vice Chairman Travis Lee, Doug Robbins and Frank Dressel. Chairman Sharon DesJardins and Trustee Teresa Duffy were absent.

No Public Comment

AGENDA

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

No Public Comment

CONSENT AGENDA ITEMS

- 1a. For possible action. Approval of previous minutes from the August 17th, 2023 General Meeting
- 1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through August 31st, 2023

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

Public Comment

Allen Biaggi was present. Scott Morgan, Community Services Director and Interim Assistant County Manager was also present.

ADMINISTRATIVE AGENDA

- 2. **For Possible Action. Discussion and possible action to approve the “Interlocal Agreement” between Douglas County and the East Fork Swimming Pool District for the TRE Splash Pad Project.**

Vice Chairman Lee introduced item. Harris states that the board has already discussed and approved to pledge \$50,000 to work with the county to build the Splash Pad in TRE. The “Interlocal Agreement” has been approved by both the District Attorney as well as our attorney. They are both extremely happy with it. Morgan states the agreement is what we discussed and was previously approved by the board and has also been approved by both of our legal councils. The document is a \$50,000 obligation by the district if Douglas County fulfills its obligations. After it is approved by this board it will go to the Douglas County Board to sign the agreement. This project will probably be in the next construction year maybe not even until after July of next year. We are also going to rehab the basketball into a pickle ball court. There will be a ribbon cutting and a big party at opening with free barbecue.

Upon Motion made by Dressel and seconded by Robbins to approve the “Interlocal Agreement” between Douglas County and the East Fork Swimming Pool District for the TRE Splash Pad Project. The motion was unanimously approved.

No Public Comment

3. **Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects**
Vice Chairman Lee introduced item. Harris states that looking at the Capital Budget for Fiscal Year 2023/2024 under item#3, you will see that the Fund Available at the end of August was \$2,389,818. The remaining Amounts Payable for the 2023/2024 Projects comes to \$1,682,679 which leaves the Remaining Funds Available at \$707,139. Now keep in mind that this balance doesn't take into account any Ad Valorem tax payment we receive. Dressel asked if we have ordered the new Rock Wall. Harris states yes and it arrived last week. The new Rock Wall will go up indoors with the next week. Lee asks can we put a cover over the rebar instead of the yellow cones so it's not such a hazard. Harris states that was just temporary. We already have a big white storage bin over the rebar but the swim team put their table there. The nice thing about the new Rock Wall, it addressed that issue. It no longer needs rebar, it just bolts right down into the concrete. Lee asks could he get an update on how we are doing on the play toys inside. Harris states that it was brought forward to the board with cost and design but I haven't gotten any more feedback. Lee states he would like to have it brought back up again.

Public Comment: Allen Biaggi ask what is the project management cost for McCullough. Is it a Douglas County requirement? Why is there a cost for McCullough? Harris states that no it is not a requirement of Douglas County. It was something the Board decided years ago. When I came on, we had an asset audit done by an Aquatics Design Group in Southern California. They identified that this 25 year old building needed to replace all of its assets. We actually have an agreement to contract with McCullough as our Project Manager. He is a county employee but does project management for the Douglas School District and East Fork Swimming Pool District. We have been partnering with McCullough for 9 years. He tracks his hours and the county sends us an invoice quarterly. Lee states that it has been a good partnership.

4. **Discussion Only. Discussion on design concepts and budget for the "Eastside Expansion Project" consisting of expanding the lobby and concession storage area.**
Vice Chairman Lee introduced item. Lee states that he would like to postpone the discussion on this item until all Board of Trustee members can be present in October. I encourage all of the board members to provide any feedback on any of the drawings or any other information they have received prior to the next board meeting. All Trustees present were in agreement with postponing this item until the October Board Meeting.

No Public Comment

5. **For Possible Action. Discussion and possible action to cancel individual Trustee email addresses and have one EFSPD email for the Chair and Vice Chair to have for public correspondence**
Vice Chairman Lee introduced item. Lee states it's pretty clear. Robbins states it's a no brainer.

Upon Motion made by Robbins and seconded by Dressel to approve the cancelation of individual Trustee email addresses and have on EFSPD email for the Chair and Vice Chair to have for public correspondence. The motion was unanimously approved.

No Public Comment

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

User Attendance: See board binder documents.

- August 2022 Attendance was 15,621. August 2023 Attendance was 14,787

Programming, Staffing and Training:

- High Country meet was a successful for the DDST having over 350 registered swimmers over 3 days
- Full-time employees, SR. LG's, and select part-time employees went through Narcan training provided by the Partnership of Community Resources. We have it onsite for anyone's use if warranted.

- August 21st DCSD Students went back to school and we move into our Fall/Winter hours and programming.
- Monthly Leadership Team meeting was conducted.
- Monthly In-Service Training/Meeting was conducted by all supervisors.
- Multiple Full-time employees went through the website training with our CGI Partners/Web Designers.
- 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

- Shannon attended the NRPS Executive meeting and the NRPS Aquatics meeting
- Shannon attended the Chamber's "Women in Business" coffee meet and greet.
- Justin worked with Shannon on the Districts "Impact Report" that can be found on the 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: Jesse Messick, Lifeguard. In essence, Jesse, was nominated by a group of patrons who referred to themselves as the "Therapy Pool Committee" stating that over several weeks he performed 100% of his duties with 100% effectiveness. Staff have also recognized that Jesse rarely takes a break and wants to stay busy with projects.

Maintenance Updates:

- Radio repeater system was inspected by the Fire District and will be finalized soon.
- Both ADA Bathroom remodels are complete
- Daily maintenance projects and asset management are being completed daily... excel document updated by Maintenance Supervisor and Director regularly
- Updating and improving the data information in Reserve Analyst (Asset Management Program).

Monthly Financial: See board binder documents.

Correspondence: See board binder documents (if applicable).

No Public Comment

7. For Possible Action. Discussion and possible action on proposed agenda items for the October 19th, 2023 meeting

**CIP Update
Eastside Expansion
Activity Pool Toys**

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

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

AGENDA ACTION SHEET

Agenda Item # 1b

Title: For possible action. Approval of general ledger cash balances, expenditures and investments through September 30th, 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 September 30th, 2023.

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

11:25 AM

EAST FORK SWIMMING POOL DISTRICT

Balance Sheet

10/10/23

As of September 30, 2023

Accrual Basis

	<u>Sep 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · WELLS FARGO CHECKING ACCT.	191,985.04
108 · CASH ON HAND	850.00
112-4 · LOCAL GOV'T INVESTMENT POOL	3,216,517.16
112-5 · LOCAL GOV'T POOL OPERATING	191,163.35
Total Checking/Savings	<u>3,600,515.55</u>
Accounts Receivable	
121 · ACCOUNTS RECEIVABLE	3,108.00
Total Accounts Receivable	<u>3,108.00</u>
Other Current Assets	
12100 · INVENTORY	
115 · CHEMICALS INVENTORY	11,530.41
120 · MERCHANDISE INVENTORY	3,706.62
125 · FOOD INVENTORY	2,051.46
Total 12100 · INVENTORY	<u>17,288.49</u>
130 · Prepaid Expense	4,899.81
170-4 · DELIQUENT TAX REC	30,984.95
Total Other Current Assets	<u>53,173.25</u>
Total Current Assets	<u>3,656,796.80</u>
Fixed Assets	
150 · POOL EQUIPMENT	134,952.27
155 · CONSTRUCTION IN PROGRESS	2,299,842.74
156 · LAND IMPROVEMENTS	415,799.25
157 · BUILDING & IMPROVEMENT	13,032,403.36
158 · EQUIPMENT	500,291.14
160 · ACCUMMULATED DEPRECIATION	-10,004,124.27
175 · LAND APN#1320-30-411-005	1,353,232.09
Total Fixed Assets	<u>7,732,396.58</u>
Other Assets	
171 · DEFERRED PENSION OUTFLOWS	140,321.00
Total Other Assets	<u>140,321.00</u>
TOTAL ASSETS	<u><u>11,529,514.38</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201 · ACCOUNTS PAYABLE	29,014.86
Total Accounts Payable	<u>29,014.86</u>
Credit Cards	
202 · CITI VISA CREDIT CARD	12,149.31
Total Credit Cards	<u>12,149.31</u>
Other Current Liabilities	
200 · PAYROLL LIABILITIES	
221-1 · ACCRUED PAYROLL	51,916.80
221-2 · ACCRUED PAYROLL TAXES	9,545.51
229 · SUTA	2,941.97
232 · PERS PAYABLE	20,994.97
234-3 · Aflac	329.64
Total 200 · PAYROLL LIABILITIES	<u>85,728.89</u>

11:25 AM

10/10/23

Accrual Basis

EAST FORK SWIMMING POOL DISTRICT

Balance Sheet

As of September 30, 2023

	<u>Sep 30, 23</u>
218 · ACCRUED VESTED VAC PAY	22,610.31
219 · OPEB LIABILITY	88,109.00
235 · ACCRUED WORKMANS COMPENSATION	-6,683.00
236 · NOTE PAYABLE - ZION	484,000.00
Total Other Current Liabilities	<u>673,765.20</u>
Total Current Liabilities	714,929.37
Long Term Liabilities	
220 · NET PENSION LIABILITY	808,815.00
225 · DEFERRED PENSION INFLOWS	316,130.00
Total Long Term Liabilities	<u>1,124,945.00</u>
Total Liabilities	1,839,874.37
Equity	
349 · RETAINED EARNINGS	5,984,195.28
351-1 · FUND BALANCE	1,452,260.17
355 · CONTRIBUTED CAPITAL	1,648,952.81
Net Income	604,231.75
Total Equity	<u>9,689,640.01</u>
TOTAL LIABILITIES & EQUITY	<u><u>11,529,514.38</u></u>

	Sep 2023	Budget	Jul-Sep 2023	YTD Budget	YTD Variance	Annual Budget	Annual Budget Remaining	YTD Total as % of Budget
Ordinary Income/Expense								
Income								
403 · USER FEES	35,787.75	38,016.14	202,574.50	210,192.04	(7,617.54)	630,450.00	427,875.50	32.13%
496 · FOOD	2,281.00	3,025.00	21,008.25	27,168.00	(6,159.75)	54,500.00	33,491.75	38.55%
497 · MERCHANDISE	1,281.90	1,394.00	7,468.90	7,546.00	(77.10)	20,500.00	13,031.10	36.43%
498 GRANT INCOME	0.00	0.00	-281.45	0.00	(281.45)	18,500.00	-	0.00%
Total Income	39,350.65	42,435.14	230,770.20	244,906.04	(14,135.84)	723,950.00	474,398.35	31.88%
Cost of Goods Sold								
COST OF GOODS SOLD								
550 · FOOD EXPENSE	1,610.18	1,234.00	10,866.58	13,382.00	2,515.42	27,250.00	16,383.42	39.88%
555 · MERCHANDISE EXPENSE	2,187.00	1,084.00	3,978.62	3,424.00	(554.62)	10,250.00	6,271.38	38.82%
560 · FOOD SUPPLIES	10.68	10.99	295.86	415.64	119.78	1,250.00	954.14	23.67%
565 · FOOD SPOILAGE	28.55	11.00	28.55	420.00	391.45	500.00	471.45	5.71%
Total COST OF GOODS SOLD	3,836.41	2,339.99	15,169.61	17,641.64	2,472.03	39,250.00	24,080.39	38.65%
Total COGS	3,836.41	2,339.99	15,169.61	17,641.64	2,472.03	39,250.00	24,080.39	38.65%
Gross Profit	35,514.24	40,095.15	215,600.59	227,264.40	(11,663.81)	684,700.00	450,317.96	31.49%
Expense								
GENERAL & ADMINISTRATIVE								
629 · ADVERTISING/PRINTING	1,418.75	1,370.00	3,880.57	1,776.00	(2,104.57)	13,000.00	9,119.43	29.85%
630 · POSTAGE	22.80	0.00	148.30	228.00	79.70	800.00	651.70	18.54%
631 · JANITORIAL EXPENSE	803.71	394.00	3,212.00	2,508.00	(704.00)	9,300.00	6,088.00	34.54%
632 · SOFTWARE - IT	3,034.60	20.00	10,465.88	5,452.00	(5,013.88)	28,500.00	18,034.12	36.72%
641 · POOL TRAINING AND EDUCATION	99.00	662.00	324.00	662.00	338.00	2,000.00	1,676.00	16.20%
645 · OFFICE SUPPLIES	403.83	1,673.00	4,931.84	2,367.00	(2,564.84)	6,500.00	1,568.16	75.87%
660 · SEMINARS & EDUCATION	0.00	616.00	898.00	616.00	(282.00)	4,500.00	3,602.00	19.96%
661 · DUES/SUBSCRIPTIONS	25.98	17.00	255.94	51.00	(204.94)	1,025.00	769.06	24.97%
680 · TRAVEL EXPENSE	1,408.75	2,861.00	3,316.63	4,087.00	770.37	9,000.00	5,683.37	36.85%
681 · MEALS	0.00	746.00	0.00	746.00	746.00	2,200.00	2,200.00	0.00%
683 · AUTO REIMBURSEMENT/MILEAGE	64.50	125.00	445.32	551.00	105.68	1,995.00	1,549.68	22.32%
690 · LEGAL EXPENSE	125.00	369.00	125.00	790.00	665.00	3,500.00	3,375.00	3.57%
691 · ACCOUNTING EXPENSE	535.00	646.00	1,505.00	1,666.00	161.00	18,250.00	16,745.00	8.25%
692 · BANK CHARGES	0.00	0.00	0.00	0.00	-	1,200.00	1,200.00	0.00%
693 · ENTRY SYSTEM CHARGES	3,485.66	2,249.00	14,389.76	8,429.00	(5,960.76)	26,000.00	11,610.24	55.35%
694 · DC VOTER FEES	0.00	0.00	0.00	0.00	-	5,300.00	5,300.00	0.00%
780 · CASH OVER/SHORT	-38.90	0.00	-132.90	0.00	132.90	-	132.90	#DIV/0!
Total GENERAL & ADMINISTRATIVE	11,388.68	11,748.00	43,765.34	29,929.00	(13,836.34)	133,070.00	89,304.66	32.89%
PAYROLL EXPENSES								
599 · BOARD EXPENSES	2,000.00	4,286.00	3,600.00	6,000.00	2,400.00	24,000.00	20,400.00	15.00%
600 · SALARIES & WAGES	148,824.94	152,374.00	396,595.07	404,502.00	7,906.93	1,305,687.00	909,091.93	30.37%
601 · SOCIAL SECURITY	5,454.43	6,370.00	15,772.34	16,115.00	342.66	50,835.00	35,062.66	31.03%
611 · MEDICARE	2,165.95	2,348.00	5,742.13	5,952.00	209.87	19,628.00	13,885.87	29.25%
613 · STATE UNEMPLOYMENT	984.50	995.00	2,941.97	3,465.00	523.03	14,899.00	11,957.03	19.75%
614 · HEALTH INSURANCE	4,816.45	4,651.00	14,846.81	16,383.00	1,536.19	65,142.00	50,295.19	22.79%

	Sep 2023	Budget	Jul-Sep 23	YTD Budget	YTD Variance	Annual Budget	Annual Budget Remaining	YTD Total as % of Budget
(Continued)								
615 · PERS	16,963.61	19,687.00	37,044.41	45,776.00	8,731.59	178,814.00	141,769.59	20.72%
617 · WORKMANS COMPENSATION	2,617.60	3,572.00	7,862.80	10,716.00	2,863.20	42,876.00	35,023.20	18.32%
639 · PAYROLL TAX ADJUSTMENTS	227.50	0.00	801.50	0.00	(801.50)	-	(801.50)	#DIV/0!
640-1 · ACCRUED WAGES	0.00	0.00	0.00	0.00	-	-	0.00	#DIV/0!
640-2 · ACCRUED PAYROLL TAXES	0.00	0.00	0.00	0.00	-	-	0.00	#DIV/0!
640-3 · ACCRUED VACATION	389.45	0.00	-893.40	0.00	893.40	-	893.40	#DIV/0!
Total PAYROLL EXPENSES	184,434.43	194,283.00	484,303.63	508,909.00	24,605.37	1,701,881.00	1,217,577.37	28.46%
POOL OPERATIONS								
UTILITIES								
619 · GARBAGE	689.00	480.00	2,040.50	1,707.00	(333.50)	6,800.00	4,759.50	30.01%
621 · TELEPHONE EXPENSE	542.46	522.00	1,625.04	1,566.00	(59.04)	6,300.00	4,674.96	25.79%
622 · ELECTRIC	13,177.43	11,888.00	43,152.12	37,722.00	(5,430.12)	140,025.00	96,872.88	30.82%
624 · WATER	866.90	1,097.00	3,583.05	4,237.00	653.95	11,500.00	7,916.95	31.16%
625 · SEWER	0.00	0.00	1,016.10	1,027.00	10.90	4,075.00	3,058.90	24.93%
626 · NATURAL GAS	10,123.45	4,302.00	28,637.12	15,288.00	(13,369.12)	98,000.00	69,362.88	29.22%
Total UTILITIES	25,399.24	18,289.00	80,053.93	61,527.00	(18,526.93)	266,700.00	186,646.07	30.02%
623 · INSURANCE	0.00	0.00	36,453.43	36,453.43	-	36,453.43	-	100.00%
628 · CHEMICALS	-1,008.75	9,009.00	14,126.68	26,788.00	12,641.32	65,000.00	50,873.32	21.73%
633 · MAINTENANCE & REPAIR	13,536.17	9,139.00	39,363.87	22,467.00	(16,896.87)	112,000.00	72,636.13	35.15%
634 · EQUIPMENT RENTAL	1,978.55	190.00	2,328.12	639.00	(1,689.12)	4,830.00	2,501.88	48.20%
636 · LANDSCAPE MAINTENANCE	740.00	817.00	2,220.00	2,451.00	231.00	11,796.57	9,576.57	18.82%
640 · EMPLOYEE INCENTIVES	35.98	0.00	1,421.96	610.00	(811.96)	2,500.00	1,078.04	56.88%
642 · SAFETY	755.28	199.00	2,786.58	1,165.00	(1,621.58)	8,000.00	5,213.42	34.83%
643 · SUPPLIES	34.86	18.00	1,682.34	1,364.00	(318.34)	5,750.00	4,067.66	29.26%
644 · UNIFORMS	0.00	231.00	956.82	1,786.00	829.18	8,000.00	7,043.18	11.96%
646 · SMALL EQUIPMENT	839.00	0.00	1,742.86	1,063.00	(679.86)	2,775.00	1,032.14	62.81%
Total POOL OPERATIONS	41,471.33	37,892.00	181,393.73	155,230.43	(26,163.30)	521,030.00	339,636.27	34.81%
850 · DEPRECIATION EXPENSE	44,059.58	44,059.58	132,178.74	132,178.74	-	528,715.00	429,240.00	25.00%
Total Expense	281,354.02	287,982.58	841,641.44	826,247.17	(15,394.27)	2,884,696.00	2,075,758.30	29.18%
Net Ordinary Income	(245,839.78)	(247,887.43)	(626,040.85)	(598,982.77)	(27,058.08)	(2,199,996.00)	(1,625,440.34)	28.46%
Other Income/Expense								
Other Income								
401.4 · AD VALOREM	1,034,627.59	1,039,174.00	1,201,163.97	1,098,638.00	102,525.97	2,886,595.00	1,685,431.03	41.61%
491 · INTEREST INCOME	9,986.58	534.00	31,164.28	1,354.00	29,810.28	16,125.00	(15,039.28)	193.27%
499 · OTHER INCOME	-172.79	0.00	-172.79	0.00	-	-	-	
Total Other Income	1,044,441.38	1,039,708.00	1,232,155.46	1,099,992.00	132,336.25	2,902,720.00	1,670,391.75	42.45%
Other Expense								
899 · Interest Expense	0.00	0.00	0.00	0.00	0.00	(7,630.00)	(7,630.00)	
Total Other Expense	-	-	-	-	-	(7,630.00)	(7,630.00)	
Net Other Income	1,044,441.38	1,039,708.00	1,232,155.46	1,099,992.00	132,336.25	2,902,720.00	1,662,761.75	42.45%
Net Income	798,601.60	791,820.57	606,114.61	501,009.23	105,278.17	702,724.00	37,321.41	86.25%

	Account	Amount	Memo
A-1 Chemical	631 - JANITORIAL	372.62	Motion Towel Roll, Toilet Paper, Green Kitchen Towels, Large Trash Bags
Ace Hardware	633 - MAINTENANCE & REPAIR	193.75	PVC Cap&Plug, Mouse Trap, Fasteners, Drill Bits, Yellow Jacket Traps, Denatured Alcohol, Glue Sticks, Epoxy, Flat Bar
Air Filter Sales	633 - MAINTENANCE & REPAIR	328.61	Filters
AIRGAS	628 - CHEMICALS	1,192.88	Carbon Dioxide Liquid
Allen Baker	683 - AUTO REIMBURSEMENT/MILEAGE	64.50	Mileage
Amazon		1,021.35	Subscription, food supplies, Maintenance, Janitorial, Supplies, Office Supplies, Wristbands, Food, Computer, Merchandise, Halloween Event, Safety showermat
American Red Cross	642 - SAFETY	176.00	J. Gross, 3 New Hires
Cannon Financial Services	634 - EQUIPMENT RENTAL	185.59	Copier Lease/Equip Insurance (Sep 2023)
Carson Valley Accounting LLC	691 - ACCOUNTING EXPENSE	275.00	Monthly site visit
Carson Valley Chamber Commerce	629 - ADVERTISING/PRINTING	95.00	Women in Business Conference
Carson Valley signs	555 - MERCHANDISE	196.80	Screening of Towels
C&J Communications	629 - ADVERTISING/PRINTING	1,323.75	Next Ad Agency (2 of 4)
Charter Business	621 - TELEPHONE EXPENSE	247.49	Internet/TV
Clear Solutions	632 - SOFTWARE-IT	2,009.67	Rewire Cashier Area, Setup 2 Cashier CPU, Setup New Primary Printer, software updates/install
Confirm Biosciences	642 - SAFETY	115.75	Drug testing kits
Costco		839.72	Janitorial, Gloves, Food, Food Supplies, Office Supplies, Maintenance, Chemicals.
Dale Cooper LLC	633 - MAINTENANCE & REPAIR	3,399.00	Fiberglass Repair (Slides)
David Long	633 - MAINTENANCE & REPAIR	61.54	Home Depot (Sensor, Screw Extractor Set)
Desert Star Landscaping	636 - LANDSCAPE MAINTENANCE	740.00	Contract Sep 2023
Douglas County School District	614 - HEALTH INSURANCE	5,365.58	Health Insurance Sep 23 (7)FT/(1) Dependents- Long
Ebay	633 - MAINTENANCE & REPAIR	105.02	Rebar Cutter, Hex Head Bit Extractor
Everything2Go	499 - OTHER INCOME	1,190.00	Front Admin Office Desk
EZ Pool & Spa Supply	633 - MAINTENANCE & REPAIR	459.46	Chemical Injection Pump
Foothill Tilesetting, Inc	633 - MAINTENANCE & REPAIR	275.00	Demo&Repair, Re-install 5sf of 2x2 tile w/epoxy grout
Global Payments	693 - ENTRY SYSTEM CHARGES	3,485.66	
Go Daddy	632 - SOFTWARE-IT	29.99	Monthly Renewal
Grainger	631 - JANITORIAL	144.05	Screw Driver Set, Scrub Brush, Color Coded Handles, Toggle Switch Plate
High Sierra Business Systems	645 - OFFICE SUPPLIES	235.07	Copy fee for 4 copiers/printers (Jul/Aug 2023)
Home Depot	633 - MAINTENANCE & REPAIR	1,991.51	Screws, 2 hole strap, Propane Tank, Tape Measure, Hammer Drill&Impact Driver Combo, Handheld Showerhead, Sawzall, Grinder
Inland Supply	631 - JANITORIAL	150.30	Foamclean Anti hand soap
Knorr	628 - CHEMICALS	767.05	Phenol Red, Chlorine Free, Calcium Hardness, Round Test Tubes
Lincoln Aquatics	633 - MAINTENANCE & REPAIR	3,258.09	Weighted DLX Cover Pulsar Valve Arm, Wave Supertensioner (Freight)
Marty's Appliance	646 - SMALL EQUIPMENT	839.00	Refrigerator (Cashier Breakroom)
Mastercraft Painting	633 - MAINTENANCE & REPAIR	2,231.25	On Deck Bathroom concrete work
Meek's	633 - MAINTENANCE & REPAIR	85.00	Bronze Handicap Threshold (ADA)
Microsoft Corp	632 - SOFTWARE-IT	5.02	iCloud Backup
NV Energy	622 - ELECTRIC	13,177.43	
Omni Hotels	680 - TRAVEL EXPENSE	910.83	NRPA Conference Dallas (Oct 2023)
OOMA, INC	621 - TELEPHONE EXPENSE	294.97	Monthly Service Fee (Sep 2023)
Oshinski & Forsberg, Ltd	690 - LEGAL EXPENSE	125.00	Review & redline agreement for TRE Splash Pad
Poster My Wall	632 - SOFTWARE-IT	9.95	Monthly Recurring Charge
Public Employees Benefits Program	614 - HEALTH INSURANCE	47.06	Sep 2023 #834
QuickBooks Payroll Service	639 - PAYROLL TAX ADJUSTMENTS	227.50	Fees for Direct Deposit
Schwans Sales Ent.	550 - FOOD EXPENSE	258.31	
Sierra Booking Services, inc	691 - ACCOUNTING EXPENSE	260.00	Aug 2023 Payroll/PERS/Bookkeeping Svcs (Met w/Sherrie for Audit)
Southwest Airlines	680 - TRAVEL EXPENSE	497.92	(P. Uhrig, J. Stevenson (Vegas Conf Nov 2023)
SOUTHWEST GAS	626 - NATURAL GAS	10,123.45	
Spotify	661 - DUES/SUBSCRIPTIONS	10.99	
Staples	645 - OFFICE SUPPLIES	97.98	Copy Paper
State of Nevada-Dept. Public Safety	642 - SAFETY	40.25	Finger Printing (M. Pietras)
SwimAngel Fish	641 - POOL TRAINING AND EDUCATION	99.00	P. Irving
The Door Company	633 - MAINTENANCE & REPAIR	268.13	Door for ADA Bathroom
Town Of Minden	624 - WATER & TRASH	1,555.90	Water/Garbage/Swim Meet
United Rentals	634 - EQUIPMENT RENTAL	1,792.96	Scissor Lift (one month rental)
US Postal Service	630 - POSTAGE	22.80	Return Towels
WalMart	633 - MAINTENANCE & REPAIR	9.94	50 pc Nut Set
Western Nevada Supply	633 - MAINTENANCE & REPAIR	484.46	Packing Nut, EPDM Packing, Plunger, Valve Body, OPR Pipe, ADA Remodel
Zoro Tools	633 - MAINTENANCE & REPAIR	30.79	Vacumm Breaker
Total		63,429.07	

EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

AGENDA ACTION SHEET

Agenda Item #2

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

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

Funding: NA

Recommended Motion: Discussion only

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

**Carson Valley Swim Center
Capital Budget
Fiscal Year 2023/2024**

Construction Funds Available as of:

Local Government Investment Pool

September 30th
\$ 2,399,587

2023/2024 Projects

Eastside Expansion

Splash Park (TRE)

Roof Restoration ('22-'23)

Project Management ('23-'24 Scott McCullough)

Asset Mang Plan (rockwall, diving board, ada remodel, Slide seam work)

Contingency ()

Company	2023/2024 Budget	Contract Amount/Expense	Remaining Amts. Payable
Plenium / TSK	1,187,245	1,187,245	1,168,584
Douglas County	50,000	50,000	50,000
CTR/Garland	212,755	164,850	164,850
Douglas County	13,000	13,000	13,000
Reserve Analyst	282,554	282,554	231,315
Contingency for Asset Mang	30,000	30,000	30,000
'23/'24 Capital Budget	1,775,554	1,727,649	

1,657,749

Remaining Construction Funds Available

\$ 741,838

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

AGENDA ACTION SHEET

Agenda Item #3

Title: Discussion Only. Discussion on design concepts and budget for the “Eastside Expansion Project” consisting of expanding the lobby and concession storage area.

Background: Since to approval of the “Eastside Expansion Project” in the 5yr CIP plan by the EFSPD Trustees and the approval of contracting with Plenium Builders, during a public board meeting, the Director and Project Manager moved forward with design concepts shared by the board and received projected project costs.

Funding: NA

Recommended Motion: Discussion Only.

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

CVSC October 2023 Director's Report

User Attendance: See board binder documents.

- Sept 2022 Attendance was 9,610. Sept 2023 Attendance was 8,898

Programming, Staffing and Training:

- Molly Meet had over 350 registered swimmers – all went well.
- Special events being planned for Oct – pumpkins, haunted house
- Maintenance Department has a Part-time vacancy and we are advertising internally –qualified candidates
- Leadership Team (Director and Supervisors) meet monthly to plan and discuss CVSC programming & staffing.
- Part-time employee evaluations have been completed.
- Monthly In-Service Training/Meeting was conducted by all supervisors.
- Session, Drop-In and Private swim and dive lessons are combined numbers and classes have been successful (see attached #'s)
- Water Aerobics Class attendance is staying steady at 35+ participants in the morning classes. Evening classes are smaller but well likes and attended.

Marketing and Public Relations:

- Website has been redesigned and the district has received positive feedback.
- Social media exposure, information sharing and flyers: Facebook & Instagram updates (Sarah & Catherine).
- Website updates (Justin, Paul, Sharon), Google Business updates (Shannon), Alignable updates (Shannon)
- Publications: Carson Valley Business Directory, Getaway Reno/Tahoe Area, Best of CV, Almanac, Record Courier.
- CGI Marketing Group continues to do a good job managing our online reputation with Google, Yelp (Shannon)
- Phone Message updates (Sherrie)
- Water Aerobics Coordinator (Deanna) is emailing staff and patrons on our internal water aerobics list to keep up-to-date on schedule or procedure changes.

Employee Recognition:

- Employee of the Month: TBD

Maintenance Updates:

- Roof coating project has begun.
- ADA Bathroom remodels have been completed – positive feedback but hard to keep white floor tile clean.
- LED lights in the Natatorium have been replaced. Softer light with required amount of lumens. Less energy.
- Indoor Emergency Lights replaced.
- Daily, weekly, monthly and annual maintenance projects and asset management are being completed... 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).

User Attendance Breakdown

Summary

	Sept 2023				July 1, 2023 thru Sept 30, 2023			
	Drop-Ins	Passes	Total	%	Drop-Ins	Passes	Total	%
Senior	406	2,528	2,934	43%	2,146	8,636	10,782	27%
Adult	1,204	308	1,512	22%	8,633	1,034	9,667	24%
Youth	1,799	19	1,818	27%	16,293	295	16,588	42%
Complimentary	35	-	35	1%	476	-	476	1%
Family	44	76	120	2%	515	191	706	2%
Disabled	39	178	217	3%	155	568	723	2%
Therapy	75	-	75	1%	239	-	239	1%
Other	41	101	142	2%	147	364	511	1%
	3,643	3,210	6,853	100%	28,604	11,088	39,692	100%

