

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

**February 29, 2024 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

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

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 January 18th, 2024 Meeting.
- 1b. For Possible Action. Approval of general ledger cash balances, expenditures and investments through January 31st, 2024.

ADMINISTRATIVE AGENDA

The Administrative Agenda will proceed as follows:

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

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

CONSENT AGENDA ITEMS PULLED FOR FURTHER DISCUSSION:

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

Administrative Agenda

2. Discussion Only. Discussion and update on the Capital Improvement Plan ongoing and possible future projects.
3. For Possible Action. Discussion and possible action to contract for basic services with Aquatic Design Group in the amount of \$32,500 for the Activity Pool Toy replacement project and authorize the Director to approve contract change orders up to 10% for any required added scope of service and to sign contract documents.
4. Discussion Only. Discussion of the proposed '24-'25 operating budget, 5-year capital improvement budget.
5. Discussion Only. Discussion on the Association of Aquatic Professional February 12-15th, 2024 Conference and awards ceremony.
6. Discussion Only. Discussion on the evaluation process of the District's Director to be held during the March 2024 meeting.
7. 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
8. For Possible Action. Discussion and possible action on proposed agenda items for the March 21st, 2024 general meeting.

Adjournment

Copies of the agenda were posted at 4:30pm, Thursday, February 22th, 2024 at the following locations:

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

Posted By: _____ Signed: _____

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

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

AGENDA ACTION SHEET

Agenda Item # 1a

Title: Approval of the General Meeting minutes from January 18th, 2024

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

Funding: NA

Recommended Motion: Move to approve the General Meeting minutes from January 18th, 2024

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

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
January 18th, 2024 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees January 18th, 2024 general meeting was called to order by Chairperson Sharon DesJardins at 9:00 AM at the Carson Valley Swim Center, Minden, NV. Board members present were Trustee Frank Dressel and Trustee Teresa Duffy. Vice Chairman Travis Lee was on the phone,

No Public Comment:

AGENDA

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

No Public Comment

CONSENT AGENDA ITEMS

- 1a. For possible action. Approval of previous minutes from the December 19th, 2023 General Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through December 31st, 2023.

Upon motion made by Duffy and seconded by Dressel. The consent agenda items 1a & 1b were unanimously approved.

No Public Comment

ADMINISTRATIVE AGENDA

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

Chairperson DesJardins introduced the item. DesJardins asks for nominations for Chairperson and Vice Chairperson. Duffy nominates DesJardins for Chairperson and Lee for Vice Chairperson for the Board of Trustees. DesJardins asks for a motion to approve.

Duffy moves to approve the appointment of DesJardins to serve as Chairperson and Lee to serve as Vice Chairperson. Dressel seconded the motion. The motion was unanimously approved.

No Public Comment

- 3. For Possible Action. Discussion and possible action on selecting a qualified elector to serve the remainder of the term for Charles Douglas Robbins. The appointed Trustee will take office on Thursday, February 29th 2024, and will serve until December 31st, 2024.**

Chairperson DesJardins introduced item. DesJardins states that only one person applied. His name is Allen Biaggi. He has been a member of our community for many years and has been a patron at the swim center for many years.

Duffy moves to approve Allen Biaggi as a qualified elector to serve the remainder of the term for Charles Douglas Robbins. The appointed Trustee will take office on Thursday February 29th, 2024, and will serve until December 31st, 2024. Dressel seconded the motion. The motion was unanimously approved.

No Public Comment:

4. **Discussion Only. Discussion and update on the Capital Improvement Plan ongoing and possible future projects.**

Chairperson DesJardins introduced item. Harris states that current construction funds available, as of December 31st, are \$3,051,444. Eastside Expansion will be rolled over to the next fiscal year. The Splash Park may also be rolled over as well. The Roof Restoration still isn't complete and probably won't be until Spring due to the weather. If the money was to be spent out this year, the remaining construction funds available would be \$1,627,878. I have been in touch with Aquatic Design Group to replace our current toys. This is the group who originally put in our toys. I will be bringing forward to the Board a proposal within the next couple of months. McCullough states that the Eastside Expansion has been delayed till September 2024. We have decided to add a full back up generator as part of the scope of the project. We are waiting for TSK to give up a schematic design incorporating all of those elements and then get a schematic level estimate from Plenum Construction. Duffy asks what will the generator run off of. Harris states it will run off of diesel. Dressel asks where will the generator be located. Harris states that the maintenance supervisor has identified a location in maintenance for it.

Public Comment:

5. **For Possible Action. Discussion and possible action on the proposal for the EFSPD Parking Lot extension project from RO Anderson in the amount of \$134,500.**

Harris introduced Ron Anderson of R.O. Anderson Engineering, INC. Anderson mentioned that his firm has been in business for the last 35 years. He knows our property as well as the property we have just purchased. He goes on to explain the process we will go thru in order to get the property ready for any kind of improvement including the Parking Lot extension. This would include:

- Topographic Site Survey
- Schematic Site Planning
- Design Development Documents
- Geotechnical Investigation and Design Report
- Flood Impact Analysis
- Construction Documents (100%) & Permitting Assistance

Dressel moves to approve the proposal for the EFSPD Parking Lot extension project from R.O. Anderson in the amount of \$134,500. Lee seconded the motion. The motion was unanimously approved.

No Public Comment:

6. **Discussion Only. Discussion of the proposed '24-'25 operating budget, 5-year capital improvement budget and population trends of Douglas County.**

Chairperson DesJardins introduced the item. Harris states that she emailed out the first draft of the '24-'25 tentative budget to the board for their review. We will discuss this tentative budget in January and February and then at the March meeting the Board will approve the budget which will be filed with the Nevada Department of Taxation by April 15th, 2024. Interest income is high right now. Credit card fees are still high. Our Cashier Supervisor is looking into that. If we can't negotiate a better price with our credit card processing company, we will start looking at other vendors. Dressel states good job as well as DesJardins and Duffy express their appreciation for Harris being proactive on things going up and trying to find out why.

Harris states that she wants to discuss the 5 Year Capital Improvement Plan for '24-'25. The largest expense will be the Eastside Expansion plus adding the generator. The \$2.6M cost is a pretty solid cost. I know the number for next year seem a little high but we are doing some major projects. These projects have been identified as necessary for safety as well as protect our assets. Dressel asks if we are over doing it in 2024-2025. McCullough states no, it's better to do on big project every 3 years then 3 small ones. We will get a lot of economies of scale. Harris states that we also need to set aside money for expansion to the new acreage.

No Public Comment:

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

CVSC January 2024 Director's Report

User Attendance: See board binder documents.

- Dec 2022 Attendance was 6803. Dec 2023 Attendance was 7389 (See attached docs)

Programming, Staffing and Training:

- Holiday Celebrations were successful in thanking and honoring our CVSC Team.
- Leadership Team (Director and Supervisors) meet monthly to plan and discuss CVSC programming & staffing.
- Monthly In-Service Training/Meeting was conducted by all supervisors.
- Session, Drop-In and Private swim and dive lessons are combined numbers and classes have been successful (see attached #'s)
- Water Aerobics Class attendance is staying steady at 35+ participants in the morning classes. Evening classes are smaller but well liked and attended.

Marketing and Public Relations:

- Shannon attended Directors Forum for the NRPS in Las Vegas and Reno, DCSD's "Partners Across Communities" Open House, Executive and General NRPS Board Meetings and the Oversight Committee Meeting as a member for Pool Pact.
- 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:

- Therapy Pool restroom door and locking mechanism has been replaced. The other door to follow now that we know it works well and the patrons are happy with it – easier to lock and lighter in weight.
- Research being done on a new upgraded projector for Flick N Floats and special events.
- Radio Repeater System Final Inspection was completed and passed.
- Roof coating project walk thru identified more work to be done. Retention is still being held.
- Dive stand pad has been put in place but has some bubbling. The company will be out to complete warranty work onsite the end of January 2024.
- 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).

No Public Comment

**6. For Possible Action. Discussion and possible action on proposed agenda items for the Thursday
February 29th, 2024 meeting**

**2024-2025 Budget
5 Year Capital Improvement Plan
Aquatic Toys
AOAP Conference Update**

Upon motion made by Dressel and seconded by Duffy 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 January 31st, 2024.

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

Funding: NA

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

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

11:57 AM

EAST FORK SWIMMING POOL DISTRICT

02/16/24

Balance Sheet

Accrual Basis

As of January 31, 2024

	<u>Jan 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · WELLS FARGO CHECKING ACCT.	392,834.84
108 · CASH ON HAND	850.00
112-4 · LOCAL GOV'T INVESTMENT POOL	3,065,141.52
112-5 · LOCAL GOV'T POOL OPERATING	193,642.73
Total Checking/Savings	<u>3,652,469.09</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	10,319.82
120 · MERCHANDISE INVENTORY	3,704.32
125 · FOOD INVENTORY	1,811.96
Total 12100 · INVENTORY	<u>15,836.10</u>
130 · Prepaid Expense	979.93
170-4 · DELIQUENT TAX REC	40,622.55
Total Other Current Assets	<u>57,438.58</u>
Total Current Assets	<u>3,713,015.67</u>
Fixed Assets	
150 · POOL EQUIPMENT	152,279.48
155 · CONSTRUCTION IN PROGRESS	367,510.58
156 · LAND IMPROVEMENTS	491,894.25
157 · BUILDING & IMPROVEMENT	14,337,233.16
158 · EQUIPMENT	1,312,376.79
160 · ACCUMMULATED DEPRECIATION	-10,094,533.59
175 · LAND APN#1320-30-411-005	1,353,232.09
Total Fixed Assets	<u>7,919,992.76</u>
Other Assets	
171 · DEFERRED PENSION OUTFLOWS	410,899.00
Total Other Assets	<u>410,899.00</u>
TOTAL ASSETS	<u><u>12,043,907.43</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201 · ACCOUNTS PAYABLE	14,525.75
Total Accounts Payable	<u>14,525.75</u>
Credit Cards	
202 · CITI VISA CREDIT CARD	11,024.30
Total Credit Cards	<u>11,024.30</u>
Other Current Liabilities	
200 · PAYROLL LIABILITIES	
221-1 · ACCRUED PAYROLL	51,916.80
221-2 · ACCRUED PAYROLL TAXES	9,545.51
229 · SUTA	753.90
234-3 · Aflac	247.20
Total 200 · PAYROLL LIABILITIES	<u>62,463.41</u>

11:57 AM

EAST FORK SWIMMING POOL DISTRICT

02/16/24

Balance Sheet

Accrual Basis

As of January 31, 2024

	<u>Jan 31, 24</u>
2110 · Direct Deposit Liabilities	-1,065.58
218 · ACCRUED VESTED VAC PAY	24,275.91
219 · OPEB LIABILITY	23,123.00
235 · ACCRUED WORKMANS COMPENSATION	-8,757.55
236 · NOTE PAYABLE - ZION	366,000.00
Total Other Current Liabilities	<u>466,039.19</u>
Total Current Liabilities	491,589.24
Long Term Liabilities	
220 · NET PENSION LIABILITY	1,126,751.00
225 · DEFERRED PENSION INFLOWS	179,203.00
Total Long Term Liabilities	<u>1,305,954.00</u>
Total Liabilities	1,797,543.24
Equity	
349 · RETAINED EARNINGS	6,273,238.34
351-1 · FUND BALANCE	1,452,260.17
355 · CONTRIBUTED CAPITAL	1,648,952.81
Net Income	871,912.87
Total Equity	<u>10,246,364.19</u>
TOTAL LIABILITIES & EQUITY	<u>12,043,907.43</u>

	Jan 24	Budget	Jul-Jan 24	YTD Budget	YTD Variance	Annual Budget	Annual Budget Remaining	YTD Total as % of Budget
Ordinary Income/Expense								
Income								
403 · USER FEES	44,971.20	41,483.61	330,985.69	341,514.78	(10,529.09)	630,450.00	299,464.31	52.50%
496 · FOOD	2,025.00	1,357.00	27,396.25	33,886.00	(6,469.75)	54,500.00	27,103.75	50.27%
497 · MERCHANDISE	1,106.80	1,218.00	11,002.75	10,869.00	133.75	20,500.00	9,497.25	53.67%
498 · GRANT INCOME	0.00	0.00	9,718.54	12,047.00	(2,328.46)	18,500.00	-	0.00%
Total Income	48,103.00	44,058.61	379,103.23	398,296.78	(19,193.55)	723,950.00	336,065.31	52.37%
Cost of Goods Sold								
COST OF GOODS SOLD								
550 · FOOD EXPENSE	568.18	793.00	12,970.64	16,892.00	3,921.36	27,250.00	14,279.36	47.60%
555 · MERCHANDISE EXPENSE	1,220.77	0.00	6,653.52	4,376.00	(2,277.52)	10,250.00	3,596.48	64.91%
560 · FOOD SUPPLIES	37.66	12.99	463.97	631.46	167.49	1,250.00	786.03	37.12%
565 · FOOD SPOILAGE	0.00	13.00	57.10	639.00	581.90	500.00	442.90	11.42%
Total COGS	1,826.61	818.99	20,145.23	22,538.46	2,393.23	39,250.00	19,104.77	51.33%
Total COGS	1,826.61	818.99	20,145.23	22,538.46	2,393.23	39,250.00	19,104.77	51.33%
Gross Profit	46,276.39	43,239.62	358,958.00	375,758.32	(16,800.32)	684,700.00	316,960.54	52.43%
Expense								
GENERAL & ADMINISTRATIVE								
629 · ADVERTISING/PRINTING	653.99	463.00	6,982.00	3,728.00	(3,254.00)	13,000.00	6,018.00	53.71%
630 · POSTAGE	65.75	111.00	287.65	555.00	267.35	800.00	512.35	35.96%
631 · JANITORIAL EXPENSE	1,870.17	609.00	6,646.99	4,484.00	(2,162.99)	9,300.00	2,653.01	71.47%
632 · SOFTWARE - IT	6,877.03	6,578.00	20,448.46	16,864.00	(3,584.46)	28,500.00	8,051.54	71.75%
641 · POOL TRAINING AND EDUCATION	200.00	0.00	649.00	2,000.00	1,351.00	2,000.00	1,351.00	32.45%
645 · OFFICE SUPPLIES	287.21	688.00	2,949.23	3,779.00	829.77	6,500.00	3,550.77	45.37%
660 · SEMINARS & EDUCATION	1,602.00	0.00	4,556.00	1,802.00	(2,754.00)	4,500.00	(56.00)	101.24%
661 · DUES/SUBSCRIPTIONS	755.98	37.00	1,374.86	267.00	(1,107.86)	1,025.00	(349.86)	134.13%
680 · TRAVEL EXPENSE	0.00	698.00	9,252.22	8,857.00	(395.22)	9,000.00	(252.22)	102.80%
681 · MEALS	0.00	0.00	1,414.50	1,341.00	(73.50)	2,200.00	785.50	64.30%
683 · AUTO REIMBURSEMENT/MILEAGE	294.56	17.00	1,093.45	1,065.00	(28.45)	1,995.00	901.55	54.81%
690 · LEGAL EXPENSE	382.50	0.00	2,394.75	2,131.00	(263.75)	3,500.00	1,105.25	68.42%
691 · ACCOUNTING EXPENSE	455.00	478.00	14,605.00	15,795.00	1,190.00	18,250.00	3,645.00	80.03%
692 · BANK CHARGES	0.00	1,200.00	0.00	1,200.00	1,200.00	1,200.00	1,200.00	0.00%
693 · ENTRY SYSTEM CHARGES	1,762.15	1,186.00	23,218.47	14,906.00	(8,312.47)	26,000.00	2,781.53	89.30%
694 · DC VOTER FEES	0.00	5,300.00	0.00	5,300.00	5,300.00	5,300.00	5,300.00	0.00%
780 · CASH OVER/SHORT	-15.01	0.00	-218.41	0.00	218.41	-	218.41	#DIV/0!
Total GENERAL & ADMINISTRATIVE	15,171.33	17,365.00	95,654.17	84,074.00	(11,580.17)	133,070.00	37,415.83	71.88%
PAYROLL EXPENSES								
599 · BOARD EXPENSES	2,008.99	0.00	11,041.77	12,000.00	958.23	24,000.00	12,958.23	46.01%
600 · SALARIES & WAGES	82,973.22	73,902.00	747,883.00	759,911.00	12,028.00	1,305,687.00	557,804.00	57.28%
601 · SOCIAL SECURITY	2,623.13	2,537.00	27,518.94	29,505.00	1,986.06	50,835.00	23,316.06	54.13%
611 · MEDICARE	1,212.28	1,089.00	10,876.22	11,316.00	439.78	19,628.00	8,751.78	55.41%
613 · STATE UNEMPLOYMENT	753.94	784.00	5,261.86	5,944.00	682.14	14,899.00	9,637.14	35.32%
614 · HEALTH INSURANCE	5,860.15	4,553.00	35,752.50	37,274.00	1,521.50	65,142.00	29,389.50	54.88%

	Jan 2024	Budget	Jul-Jan 24	YTD Budget	YTD Variance	Annual Budget	Annual Budget Remaining	YTD Total as % of Budget
(Continued)								
615 · PERS	11,408.50	12,749.00	82,489.01	100,726.00	18,236.99	178,814.00	96,324.99	46.13%
617 · WORKMANS COMPENSATION	4,221.75	3,572.00	29,562.25	25,004.00	(4,548.25)	42,876.00	13,323.75	68.92%
639 · PAYROLL TAX ADJUSTMENTS	420.50	0.00	1,801.25	0.00	(1,801.25)	-	(1,801.25)	#DIV/0!
640-1 · ACCRUED WAGES	0.00	0.00	0.00	0.00	-	-	0.00	#DIV/0!
640-2 · ACCRUED PAYROLL TAXES	0.00	0.00	0.00	0.00	-	-	0.00	#DIV/0!
640-3 · ACCRUED VACATION	658.07	0.00	772.20	0.00	(772.20)	-	(772.20)	#DIV/0!
Total PAYROLL EXPENSES	112,140.53	99,186.00	952,949.00	981,680.00	28,731.00	1,701,881.00	748,932.00	55.99%
POOL OPERATIONS UTILITIES								
619 · GARBAGE	503.50	373.00	4,452.00	3,814.00	(638.00)	6,800.00	2,348.00	65.47%
621 · TELEPHONE EXPENSE	542.42	522.00	3,794.96	3,654.00	(140.96)	6,300.00	2,505.04	60.24%
622 · ELECTRIC	10,070.46	11,692.00	87,877.10	81,564.00	(6,313.10)	140,025.00	52,147.90	62.76%
624 · WATER	648.35	572.00	6,372.80	7,164.00	791.20	11,500.00	5,127.20	55.42%
625 · SEWER	1,612.51	1,005.00	3,644.71	3,059.00	(585.71)	4,075.00	430.29	89.44%
626 · NATURAL GAS	17,694.14	8,467.00	91,230.53	46,598.00	(44,632.53)	98,000.00	6,769.47	93.09%
Total UTILITIES	31,071.38	22,631.00	197,372.10	145,853.00	(51,519.10)	266,700.00	69,327.90	74.01%
623 · INSURANCE	0.00	0.00	36,453.43	36,453.43	-	36,453.43	-	100.00%
628 · CHEMICALS	7,785.05	371.00	36,557.21	40,731.00	4,173.79	65,000.00	28,442.79	56.24%
633 · MAINTENANCE & REPAIR	9,575.84	19,925.00	50,888.67	68,846.00	17,987.33	112,000.00	61,141.33	45.41%
634 · EQUIPMENT RENTAL	185.59	218.00	3,092.09	2,760.00	(332.09)	4,830.00	1,737.91	64.02%
636 · LANDSCAPE MAINTENANCE	740.00	817.00	5,180.00	5,719.00	539.00	11,796.57	6,616.57	43.91%
640 · EMPLOYEE INCENTIVES	170.00	213.00	2,773.26	1,913.00	(860.26)	2,500.00	(273.26)	110.93%
642 · SAFETY	798.99	250.00	7,820.45	4,689.00	(3,351.45)	8,000.00	179.55	97.76%
643 · SUPPLIES	913.12	488.00	4,512.33	3,374.00	(1,138.33)	5,750.00	1,237.67	78.48%
644 · UNIFORMS	1,310.00	1,392.00	3,850.43	4,367.00	516.57	8,000.00	4,149.57	48.13%
646 · SMALL EQUIPMENT	0.00	0.00	184.99	1,128.00	943.01	2,775.00	2,590.01	6.67%
Total POOL OPERATIONS	52,549.97	46,305.00	348,469.97	314,485.43	(33,984.54)	521,030.00	172,560.03	66.88%
850 · DEPRECIATION EXPENSE	44,059.58	44,059.58	308,417.06	308,417.06	-	528,715.00	429,240.00	58.33%
Total Expense	223,921.41	206,915.58	1,705,490.20	1,688,656.49	(16,833.71)	2,884,696.00	1,388,147.86	59.12%
Net Ordinary Income	(177,645.02)	(163,675.96)	(1,346,532.20)	(1,312,898.17)	(33,634.03)	(2,199,996.00)	(1,071,187.32)	61.21%
Other Income/Expense								
Other Income								
401.4 · AD VALOREM	242,199.51	0.00	2,140,371.28	1,730,513.00	409,858.28	2,886,595.00	746,223.72	74.15%
491 · INTEREST INCOME	14,562.61	1,566.00	82,268.02	6,023.00	76,245.02	16,125.00	(66,143.02)	510.19%
499 · OTHER INCOME	0.00	0.00	(172.79)	0.00	-	-	-	-
Total Other Income	256,762.12	1,566.00	2,222,466.51	1,736,536.00	486,103.30	2,902,720.00	680,080.70	76.56%
Other Expense								
899 · Interest Expense	0.00	0.00	3,775.20	(3,815.00)	(7,590.20)	(7,630.00)	(11,405.20)	-
Total Other Expense	-	-	3,775.20	(3,815.00)	(7,590.20)	(7,630.00)	(11,405.20)	-
Net Other Income	256,762.12	1,566.00	2,218,691.31	1,740,351.00	478,513.10	2,902,720.00	668,675.50	76.43%
Net Income	79,117.10	(162,109.96)	872,159.11	427,452.83	444,879.07	702,724.00	(402,511.82)	124.11%

	Account	Amount	Memo
	640 - EMPLOYEE INCENTIVES	120.00	EOM Plates (Jan 24-Dec24)
Accolades Trophies			
Ace Hardware	633 - MAINTENANCE & REPAIR	26.50	Fasteners,Screwdriver,Knockout Seal
Air Filter Sales	633 - MAINTENANCE & REPAIR	283.51	Air Filters
AIRGAS	628 - CHEMICALS	2,452.65	Carbon Dioxide Liquid
Amazon			Subscription, Maintenance, Janitorial Supplies, Office Supply, Wristbands, Safety, Food supplies, Board supplies, 1win, stack compressor, Maintenance, Uniforms
American Document Destruction	645 - OFFICE SUPPLIES	62.06	Documents destroyed
Association of Aquatic Pros	680 - SEMINARS & EDUCATION	1,782.00	AOAP Memberships. AOAP 2024 Conference(S.Des,Jardins, F.Dressel, T.Duffy)
Brown-Hilbery, Inc	633 - MAINTENANCE & REPAIR	197.50	Motor gasket, seal kit seal plate & labor
Canon Financial Services	634 - EQUIPMENT RENTAL	605.00	Copier Lease/Equip Insurance (Jan 2024)
Carson Door	633 - MAINTENANCE & REPAIR	48.46	Fiberglass Doors (Deck ADA)
Carson Paint Mart	633 - MAINTENANCE & REPAIR	275.00	Monthly site visit
Carson Valley Accounting LLC	691 - ACCOUNTING EXPENSE	370.00	Annual Membership Renewal
Carson Valley Chamber of Commerce	661 - DUES/SUBSCRIPTIONS	247.49	Internet/TV
Charter Business	621 - TELEPHONE EXPENSE	880.95	Uninstall Office 2013;Install Office 2021, Setup Shannon's new computer, update NAS Server
Clear Solutions International, Inc	632 - SOFTWARE-IT	619.55	Food,Gloves,Janitorial, Postage, Office Supplies, Food Supplies, Maintenance
Costco		147.00	Refund Private Swim Lessons
Courtney Morris	403 - USER FEES	22.29	Spade Bit, Spring Nut, Bolts Washer
David Long	633 - MAINTENANCE & REPAIR	150.00	Install software on 4 computers (Security Cameras)
Desert Hills Fire & Security	642 - SAFETY	740.00	Contract Jan 2024
Desert Star Landscaping	636 - LANDSCAPE MAINTENANCE	6,270.17	Health Insurance Jan 24 (7)FT(1) Dependents- Long
Douglas County School District	614 - HEALTH INSURANCE	54.99	Maintenance Uniforms (Sweatshirts)
Dungarees Inc	644 - UNIFORMS	144.83	Mr Clean Roller Mop Refills, Pin Bolts, Socket Set
Ebay	631 - JANITORIAL	348.03	Patches for LG Shorts
Emblem Enterprises, Inc	644 - UNIFORMS	28.32	Red, White&Blue Pennant Strings
Flageexpress	633 - MAINTENANCE & REPAIR	1,897.15	Monthly Renewal
Global Payments	693 - ENTRY SYSTEM CHARGES	29.99	Strainer Screen
Go Daddy	632 - SOFTWARE-IT	69.30	Copy fee for 4 copiers/printers (Dec 2023)
Grainger	633 - MAINTENANCE & REPAIR	114.18	Rotary Hammer, Super Glue, Bungee Cords, Hinges, Filters, Drive Bits, Work Gloves, Paint, Schlage Keyless Lock, Janitorial
High Sierra Business Systems	645 - OFFICE SUPPLIES	878.86	Toilet Tissue, Motion Towels, Green Liners, Kitchen Paper Towels
Home Depot	633 - MAINTENANCE & REPAIR	646.98	Annual QB Software Renewal
Inland Supply Co	631 - JANITORIAL	649.00	Annual Timeforce Software
Inuit Quickbooks Program	632 - SOFTWARE-IT	4,320.00	Mileage (Sep2023-Jan09 2024)
Insolved	632 - SOFTWARE-IT	294.56	2pc Female Uniforms
Jack Stevenson	693 - AUTO REIMBURSEMENT/MILEAGE	412.00	LG Training skills for mannequin
Jelyn Clothing	644 - UNIFORMS	25.85	Pulsar Briquettes(Dec23)
Justin Gross	643 - SUPPLIES	4,986.64	Rotary Flow Switch Part Kit, Phenol Red, Chlorine Free
KNORR	628 - CHEMICALS	32.50	Body Segments, Donut Floats(Lane Repair)
Lifeguard Store	633 - MAINTENANCE & REPAIR	784.00	Muriatic Acid, Chloride/PHIs, Deposit Drums
Lincoln Aquatics	628 - CHEMICALS	7.17	Cloud Backup
Microsoft Corp	632 - SOFTWARE-IT	1,612.51	Ortry Sewer Fees (Jan-Mar 2024)
Minden-Gardnerville Sanitation	625 - SEWER	0.04	Membership Annual Renewal, Agency Membership Package 1
Menden Employment Security Division	613 - STATE UNEMPLOYMENT	180.00	Tile Cleaner
Nevada Recreation & Parks Society	661 - DUES/SUBSCRIPTIONS	9.45	Monthly Service Fee (Jan 24)
Nova Tile and Stone	631 - JANITORIAL	10,070.46	Review Requirements filling Board Vacancy, Call w/Sharon T. discuss process for new board member
NV Energy	622 - ELECTRIC	294.93	Annual Inspection Fire Sprinkler System
OOMA, INC	621 - TELEPHONE EXPENSE	9.95	Monthly Recurring Charge
Oshinski & Forsberg, Ltd	690 - LEGAL EXPENSE	3.98	Flick N Float
Overhead Fire Protection	642 - SAFETY	47.06	Jan 2024 #834
Poster My Wall	632 - SOFTWARE-IT	420.50	Fees for Direct Deposit
Prime Video	629 - ADVERTISING/PRINTING	650.00	Community Pool Brochures
Public Employees Benefits Program	614 - HEALTH INSURANCE	1,632.67	Variable Freq. Drive
QuickBooks Payroll Service	639 - PAYROLL TAX ADJUSTMENTS	141.00	Drinks for Snack Bar
R&S Optimum Offset	629 - ADVERTISING/PRINTING	50.00	EOM (G.Gomes, A.McCourtney)
RSD	633 - MAINTENANCE & REPAIR	180.00	EOM (Dec 2023 Payroll/PERS)
Seven Up/Rc Bottling Co. of Reno	550 - FOOD EXPENSE	215.00	2024 Compliance Program
Shannon Harris	640 - EMPLOYEE INCENTIVES	3,770.59	Work Done on 9/19/23 (Labor/Material)
Sierra Booking Services, Inc	691 - ACCOUNTING EXPENSE	17,694.14	Goggles, Swim Caps
Sinnett Consulting Services	642 - SAFETY	10.98	Patron Clothing Bag (Deck Bags)
SMI (Smith Mechanical, Inc)	633 - MAINTENANCE & REPAIR	407.52	Paulette Irving
SOUTHWEST GAS	555 - MERCHANDISE	200.00	Water/Garbage
Speedo USA, Inc	643 - SUPPLIES	1,151.85	Women's LR Lighting, re-pull run from control panel, remove/install strip fixture
Spotify	643 - SUPPLIES	168.96	Sr Guard Shirts (G.Gomes, C.Stevenson)
Sun-Aired Bag Co.	643 - SUPPLIES		
Swim Angelfish	641 - POOL TRAINING & EDUCATION		
Town Of Minden	624 - WATER & TRASH		
Triumph Electric	633 - MAINTENANCE & REPAIR		
Unity	644 - UNIFORMS		
Total		75,823.71	

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

January 31st
\$ 3,065,141

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, repipe work pump room, ada lift, Dive Stand Pad, Sierra Integrated system)
- Contingency (snow blower,)

Company	2023/2024 Budget	Contract Amount/Expense	Remaining Amt. 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	8,243
Douglas County	13,000	13,000	6,507
Reserve Analyst	282,554	282,554	173,648
Contingency for Asset Mang	30,000	30,000	1,920
'23/'24 Capital Budget	1,775,554	1,727,649	

1,408,902
\$ 1,656,239

Remaining Construction Funds Available

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

AGENDA ACTION SHEET

Agenda Item #3

Title: For Possible Action. Discussion and possible action to contract for basic services with Aquatic Design Group in the amount of \$32,500 for the Activity Pool Toy replacement project and authorize the Director to approve contract change orders up to 10% for any required added scope of service and to sign contract documents.

Background: East Fork Swimming Pool District contracted with or used as a consultant, Aquatic Design Group, for several projects. One was the original design and installation of the Activity Pool Toys.

Another, was the design and installation of the Slide Tower and Slides. The district also contracted with them to complete an overall evaluation of the Carson Valley Swim Center's equipment and at a later date reached out to them regarding their thoughts on the Locker Room Remodel Project.

Funding: NA

Recommended Motion: Move to approve awarding the contract for basic services with Aquatic Design Group in the amount of \$32,500 for the Activity Pool Toy replacement project and authorize the Director to approve contract change orders up to 10% for any required added scope of service and to sign contract documents.

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

1.0 INTRODUCTION

- 1.1 AQUATIC DESIGN GROUP, INC. of Carlsbad, California (hereinafter referred to as "CONSULTANT"), proposes to provide consulting design services to CARSON VALLEY SWIM CENTER, (hereinafter referred to as "CLIENT") for the following project:

Carson Valley Swim Center Activity Pool Improvements
Minden, Nevada

- 1.2 In conformance with the Request for Proposal dated 19 January 2024 as issued by Shannon L. Harris, CONSULTANT shall provide:

2.0 SCOPE OF WORK

- 2.1 CONSULTANT shall provide design and engineering services as hereinafter described for the following Activity Pool improvements:

2.1.1 Remove and Replace Activity Pool Plaster

2.1.2 Add New Wet Play Toys to Activity Pool

2.1.3 Update Activity Pool Main Drains

3.0 SCOPE OF SERVICES

- 3.1 Construction Documents Phase:

- 3.1.1 Based upon the approved Schematic Design Documents and any further adjustments in the scope or quality of the Project or in the construction budget authorized by CLIENT, CONSULTANT shall prepare, for approval by CLIENT, Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for construction of the swimming pool improvements. Construction Documents Phase deliverables shall include the following:

3.1.1.1 Architectural Drawings:

- Swimming pools demolition plan and technical specifications.
- Swimming pool plan view(s).
- Swimming pool finish details.
- Swimming pool rail goods details.
- Cut sheets for proposed play elements.
- Miscellaneous wet play toys details.

3.1.1.2 Structural Drawings:

- Miscellaneous wet play toys structural details.

3.1.1.3 Mechanical Drawings:

- Miscellaneous wet play toys mechanical details.

3.1.1.4 Electrical Drawings:

- Miscellaneous wet play toys electrical details.

3.1.1.5 Miscellaneous:

- Final form swimming pool technical specifications in CSI format.
- Final form wet play toys technical specifications in CSI format.

3.1.2 CONSULTANT shall advise CLIENT of any adjustments to previous estimates of probable construction cost indicated by changes in requirements or general market conditions.

3.2 Plan Approval, Bidding or Negotiation Phase:

3.2.1 CONSULTANT shall assist CLIENT in connection with CLIENT's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project. CLIENT shall bear primary responsibility for approvals from governmental authorities having jurisdiction over the Project.

3.2.2 CONSULTANT, following CLIENT's approval of the Construction Documents and the latest estimate of probable construction cost, shall assist CLIENT in obtaining bids or negotiated proposals and assist in awarding and preparing contracts for construction. Services provided by CONSULTANT during this phase to include:

3.2.2.1 Assist CLIENT in preparation of addenda.

3.2.2.2 Assist CLIENT in responding to Contractor requests for clarification of the Construction Documents.

3.2.2.3 Assist CLIENT in review of bids and/or proposals in determination of lowest responsive bidder/proposer.

3.3 Construction Observation Phase:

3.3.1 CONSULTANT shall provide the following construction support services:

- 3.3.1.1 Provide clarification, as required, of construction documents and respond to contractor requests for information.
- 3.3.1.2 Review and approval of swimming pool-related sample and material submittals specified in Contract Documents.
- 3.3.1.3 Assistance with the issuance and negotiation of change orders.
- 3.3.1.4 Review of contractor-submitted Record Drawings for contract conformance and completeness based upon field observations.

3.3.2 CONSULTANT shall visit the site at intervals appropriate to the stage of construction or otherwise agreed by CLIENT and CONSULTANT in writing to become generally familiar with the progress and quality of the Work completed and to determine in general if the Work is being performed in a manner indicating that the Work when completed will be in accordance with the Contract Documents. However, CONSULTANT shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of on-site observations, CONSULTANT shall keep CLIENT informed of the progress and quality of the Work and shall endeavor to guard CLIENT against defects and deficiencies in the Work.

3.4 Visits to the Project Site:

3.4.1 CONSULTANT shall visit the offices of CLIENT and/or the Project Site in conformance with the following schedule:

- 3.4.1.1 Design Phases..... One (1) site visit
- 3.4.1.2 Construction Observation Phase... Three (3) site visits

3.5 CONSULTANT's services are intended for the CLIENT's sole use and benefit and solely for the CLIENT's use on the Project. Except as agreed to in writing, CONSULTANT's services and work product shall not be used or relied on by any other person on entity, or for any purpose following substantial completion of the Project.

- 3.6 CONSULTANT's services shall be provided consistent with and limited to the standard of care applicable to such services, which is that CONSULTANT shall provide its services consistent with the professional skill and care ordinarily provided by consultants practicing in the same or similar locality under the same or similar circumstances.
- 3.7 CONSULTANT shall seek to comply with Building Codes applicable to the Project as is consistent with the professional standard of care and may seek and rely on the direction and input of public officials and others in doing so.
- 3.8 CONSULTANT's services shall be limited to those expressly set forth above, and CONSULTANT shall have no other obligations or responsibilities for the Project except as agreed to in writing or as provided in this Agreement.
- 3.9 This Agreement and all obligations described herein are intended for the sole benefit of the Parties and are not intended to create any third-party rights or benefits.

4.0 EXCLUSIONS TO SCOPE OF SERVICES

- 4.1 CLIENT shall provide full information regarding requirements for the project, including a program which shall set forth CLIENT's design objectives, constraints and criteria, including space requirements and relationships, flexibility and expandability, special equipment, systems and site requirements. Additional information that may be required by CONSULTANT as prepared by other members of the project team shall include:
 - 4.1.1 Soils testing/engineering, including finalized geotechnical investigation report. Note: Unusual soil conditions such as expansive soils, fill soils, soils with low bearing capacity (under 2,000 psf), and high water tables which require additional engineering will be considered an additional service and compensated for in conformance with Article 7.1.2, below. This includes piles, piers, and/or mat slabs, and dewatering systems.
 - 4.1.2 Destructive testing of existing pool structures to confirm as-built condition. Note: CONSULTANT cannot guarantee structural integrity of existing pool structures without confirming as-built condition of pool wall thickness, concrete reinforcement and compressive strength. Additional engineering for deficient structures will be considered an additional service and compensated for in conformance with Article 7.1.2, below.

- 4.1.3 Landscape design including swimming pool decks and deck drainage, fencing, planting, irrigation, site drainage, site lighting, shade structures, and FF&E.
- 4.1.4 Miscellaneous plan check and permit fees as may be required by regulatory agencies.
- 4.1.5 Storm Water Management Programming, Civil site work, water remediation and runoff control per jurisdictional requirements.
- 4.2 All construction projects require inspection and maintenance following completion. Operation, inspection, and maintenance are the sole responsibility of the Project Owner and CONSULTANT shall have no responsibility for any failures by the Project Owner or others to properly operate, inspect, or maintain the Project.

5.0 INDEMNITY

- 5.1 CONSULTANT and CLIENT mutually agree, to the fullest extent permitted by law, to indemnify and hold each other harmless from any and all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from their own negligent acts, errors or omissions, or willful misconduct in the performance of their services under this Agreement, to the extent that each party is responsible for such damages, liabilities and costs on a comparative basis of fault.
- 5.2 In the event CONSULTANT's indemnity obligations set forth above are in conflict with the Prime Contract or Agreement signed by CLIENT for this specific project, CONSULTANT agrees that the indemnity obligations provided in the Prime Contract shall govern in all instances to the fullest extent permitted by law.
- 5.3 These indemnification provisions shall survive the termination or expiration of this Agreement and shall remain in full force and effect as long as permitted by law.

6.0 USE OF DOCUMENTS / ELECTRONIC FILES

- 6.1 CLIENT acknowledges the CONSULTANT's construction documents as instruments of professional service. Nevertheless, the drawings and specifications shall become the property of CLIENT upon completion of the work and payment in full of all monies due to the CONSULTANT. CLIENT shall not reuse or make any modifications to the drawings and specifications without the prior written consent of CONSULTANT.

CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold the CONSULTANT harmless from any claim, liability or cost (including reasonable attorney's fees and defense costs) arising or allegedly arising out of any unauthorized reuse or modification of the construction documents by CLIENT or any person or entity that acquires or obtains the plans and specifications from or through CLIENT without the written authorization of the CONSULTANT.

- 6.2 Electronic files may be provided by CONSULTANT for review by CLIENT and use by the Design Team in the preparation of construction documents. CONSULTANT assumes no responsibility for determining whether the data or software format are correct, up-to-date, or together represent actual conditions, or liability for the translations or results thereof. Acceptance or use by CLIENT of electronic files shall constitute a total release from liability, and as an indemnification for all costs or expenses from any claims, suits, judgments, or any other actions or liability as a result of such use. Under no circumstances shall delivery of the electronic files be deemed a sale by CONSULTANT, and CONSULTANT makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall CONSULTANT be liable for any loss of profit of any consequential damages as a result of re-use of electronic files. Drawing plan views may be delivered in AutoCAD .dwg or Adobe .pdf format. Drawing detail sheets are considered proprietary and will be delivered in AutoCAD .dwg or Adobe .pdf format only.

7.0 COMPENSATION

- 7.1 CLIENT shall compensate CONSULTANT for services rendered as follows:
- 7.1.1 Basic Services: The Scope of Services described above shall be compensated for by a lump sum, fixed fee equivalent to: THIRTY-TWO THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$32,500.00) assigned to CONSULTANT.
- 7.1.2 Additional Services: If requested, additional services will be billed for on an hourly basis, in conformance with the rates outlined in Article 7.3, below.
- 7.1.3 Reimbursable Expenses: In addition to basic compensation, an allowance of \$3,250 shall be provided for reimbursable expenses. Reimbursable expenses will be billed at CONSULTANT's direct cost, and shall include the following:

- 7.1.3.1 Plotting and reproduction expense of Drawings, Specifications and other documents.
- 7.1.3.2 Special delivery and handling of documents and correspondence such as courier and overnight delivery services.
- 7.1.3.3 Expenses associated with travel in connection with the Project.

7.2 Terms of Payment:

7.2.1 Payments for Basic Services shall be made based upon percentage of completion in not less than monthly installments, in conformance with the following schedule of values:

7.2.1.1	Construction Documents Phase.....	\$26,000.00
7.2.1.2	Plan Approval, Bidding or Negotiation Phase...	\$ 2,275.00
7.2.1.3	Construction Observation Phase.....	\$ 4,225.00

7.3 Hourly Rates:

7.3.1 Compensation for additional services (when requested and authorized in advance by CLIENT) shall be provided in conformance with the following hourly rates:

7.3.1.1	Principal.....	\$ 245.00 per hour
7.3.1.2	Project Architect / Engineer.....	\$ 225.00 " "
7.3.1.3	Project Manager.....	\$ 205.00 " "
7.3.1.4	Designer.....	\$ 165.00 " "
7.3.1.5	Administrative.....	\$ 110.00 " "

8.0 TIME

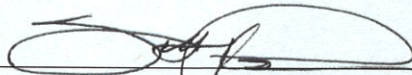
8.1 CONSULTANT shall prosecute design work in conformance with the following schedule, contingent upon receipt of all required information (program, base sheets, soils data, etc.) from CLIENT or CLIENT's designated representative:

8.1.1 Construction Documents Phase: Complete within forty-five (45) calendar days of CONSULTANT's receipt of fully executed professional services agreement between CLIENT and CONSULTANT.

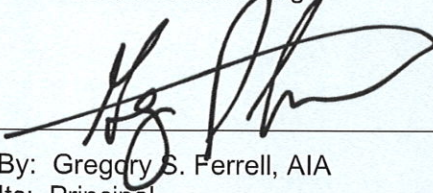
9.0 AUTHORIZED SIGNATURES

9.1 This proposal is valid for thirty (30) calendar days from the date referenced below and is submitted for and on behalf of CONSULTANT by:

AQUATIC DESIGN GROUP, INC.



By: Scott Palmer
Its: Director of Marketing



By: Gregory S. Ferrell, AIA
Its: Principal

31 January 2024

Date

9.2 This proposal is accepted for and on behalf of CLIENT by:

CARSON VALLEY SWIM CENTER

Signature of Authorized Representative

Printed Name and Title

EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

AGENDA ACTION SHEET

Agenda Item #4

Title: Discussion Only. Discussion of the proposed '24-'25 operating budget, 5 year capital improvement budget.

Background: The Board of Trustees will review the tentative budget during the January and February Board meetings. In March, the Board will approve the budget which will be filed with the Nevada Department of Taxation by April 15th, 2024.

Funding: NA

Recommended Motion: Discussion Only.

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

**Carson Valley Swim Center
2024/2025
Budget**

	Actual 22-23	Budget 23-24	Forecast 24-25	12 Month Actual Jan - Dec 2023	Budget 24-25	% Diff 24 Budget	23
Income							
403 · USER FEES	480,315	630,450	619,921	484,886	640,650	1.62%	
496 · FOOD	43,956	54,500	48,030	50,064	66,146	21.37%	
497 · MERCHANDISE	18,939	20,500	20,634	19,231	25,409	23.95%	
498 · GRANT INCOME	13,326	18,500	16,172	19,878	10,000		
	556,536	723,950	704,756	574,058	742,205	2.52%	
Cost of Goods Sold							
550 · FOOD EXPENSE	22,659	27,250	23,329	25,920	34,247	25.68%	
555 · MERCHANDISE EXPENSE	11,095	10,250	12,528	10,303	13,613	32.81%	
560 · FOOD SUPPLIES	1,234	1,250	1,072	1,453	1,250	0.00%	
565 · FOOD SPOILAGE	559	500	292	755	750	50.00%	
	35,548	39,250	37,220	38,432	49,860	27.03%	
Expense							
PAYROLL EXPENSES							
599 · BOARD EXPENSES	22,400	24,000	23,042	22,400	24,000	0.00%	
600 · SALARIES & WAGES	1,014,390	1,305,687	1,293,659	1,035,550	1,472,939	12.81%	
601 · SOCIAL SECURITY	35,890	50,835	48,849	36,718	57,894	13.89%	
611 · MEDICARE	14,852	19,628	19,188	15,209	21,706	10.58%	
613 · STATE UNEMPLOYMENT	6,512	14,899	14,217	5,238	16,606	11.46%	NUC and FUT 23-24
614 · HEALTH INSURANCE	51,557	65,142	63,621	54,413	62,750	-3.67%	
615 · PERS	79,011	178,814	160,577	106,648	188,658	5.51%	
617 · WORKMANS COMPENSATION	31,411	42,877	36,195	35,792	51,351	19.76%	
639 · PAYROLL TAX ADJUSTMENTS	9,546	-	-	20,475	-	#DIV/0!	FUT
640-3 · ACCRUED VACATION	-3,247	-	772	1,292	-	-	
	1,262,321	1,701,882	1,660,120	1,333,734	1,895,905	11.40%	
GENERAL & ADMINISTRATIVE							
629 · ADVERTISING/PRINTING	11,480	13,000	16,254	12,518	15,000	15.38%	
630 · POSTAGE	575	800	533	698	800	0.00%	
631 · JANITORIAL EXPENSE	11,308	9,300	11,118	9,131	12,775	37.37%	
632 · SOFTWARE	20,453	28,500	32,084	23,604	30,555	7.21%	
641 · POOL TRAINING AND EDUCATIC	1,531	2,000	649	2,562	750	-62.50%	
645 · OFFICE SUPPLIES	4,309	6,500	5,670	(471)	6,071	-6.07%	
660 · SEMINARS & EDUCATION	4,377	4,500	7,254	3,222	5,652	25.60%	
661 · DUES/SUBSCRIPTIONS	1,519	1,025	2,133	924	1,414	37.95%	
680 · TRAVEL EXPENSE	6,873	9,000	9,395	9,534	10,093	12.14%	
681 · MEALS	1,832	2,200	2,274	2,186	2,274	3.36%	
683 · AUTO REIMBURSEMENT/MILEAG	1,787	1,995	2,023	1,519	2,050	2.76%	
690 · LEGAL EXPENSE	4,153	3,500	3,764	4,166	4,150	18.57%	
691 · ACCOUNTING EXPENSE	17,360	18,250	17,060	17,730	20,001	9.59%	
692 · BANK CHARGES	410	1,200	-	1,490	1,200	0.00%	
693 · ENTRY SYSTEM CHARGES	27,995	26,000	34,312	24,104	47,000	80.77%	
694 · VOTER REGISTRATION	5,336	5,300	-	5,308	5,500	3.77%	
780 · CASH OVER/SHORT	-639	-	(218)	(728)	(230)	#DIV/0!	
	120,660	133,070	144,305	117,498	165,055	24.04%	
POOL OPERATIONS							
530 · REFUNDS	-	-	-	-	-		
623 · INSURANCE	32,747	32,750	36,453	32,747	37,000	12.98%	
628 · CHEMICALS	59,320	65,000	60,826	69,172	62,125	-4.42%	
633 · MAINTENANCE & REPAIR	128,629	112,000	94,013	105,244	112,000	0.00%	
634 · EQUIPMENT RENTAL	4,118	4,830	5,162	6,253	5,000	3.52%	
636 · LANDSCAPE MAINTENANCE	14,043	15,500	14,961	9,020	17,155	10.68%	
640 · EMPLOYEE INCENTIVES	3,092	2,500	3,360	3,209	3,400	36.00%	
642 · SAFETY	16,031	8,000	11,351	19,362	11,000	37.50%	
643 · SUPPLIES	5,403	5,750	6,888	3,828	7,050	22.61%	
644 · UNIFORMS	8,779	8,000	7,483	8,009	8,000	0.00%	
646 · SMALL EQUIPMENT	4,709	2,775	2,775	1,913	5,600	101.80%	
	276,870	257,105	240,499	258,757	268,330	4.37%	
UTILITIES							
619 · GARBAGE	6,756	6,800	7,438	6,652	9,000	32.35%	
621 · TELEPHONE EXPENSE	6,411	6,300	6,441	6,342	6,400	1.59%	
622 · ELECTRIC	143,382	140,025	146,338	131,478	190,000	35.69%	
624 · WATER	10,450	11,500	10,709	11,295	10,632	-7.55%	
625 · SEWER	4,031	4,075	4,661	4,031	6,450	58.28%	
626 · NATURAL GAS	106,957	98,000	142,633	89,191	158,000	61.22%	
Total UTILITIES	277,987	266,700	318,219	248,989	380,482	42.66%	
Total POOL OPERATIONS	554,857	523,805	558,718	507,746	648,812	23.87%	
850 · DEPRECIATION EXPENSE	453,176	528,715	528,715	-	500,000	-5.43%	
Total Expense	2,426,561	2,926,722	2,929,078	1,997,410	3,259,632	11.37%	
Net Ordinary Income	-1,870,025	-2,202,772	-2,224,321	(1,423,352)	-2,517,427	14.28%	
Other Income							
401.4 · AD VALOREM	2,903,844	2,886,595	3,296,453	2,802,614	3,054,254	5.81%	
499 · OTHER INCOME	1,122,04	-	92,370	670	-		
491 · INTEREST INCOME	67,331	16,125	(173)	21,365	75,000	365.12%	
TOTAL Other Income	2,972,297	2,902,720	3,388,651	2,824,649	3,129,254	7.80%	
Other Expense							
899 · Interest Expense	-	(7,630.00)	(39.80)	-	4,773.60	-162.56%	
TOTAL Other Expense	-	(7,630.00)	(39.80)	-	4,773.60	-162.56%	
Net Income	1,102,271	692,318	1,164,290	1,401,298	616,601	-10.94%	
Cost Recovery %	28.7%	30.2%	29.4%	28.7%	26.94%		
Net Income before Depreciation	1,555,447	1,221,033	1,693,005	1,401,298	1,116,601		
Cost Recovery % with Interest Income	32.19%	30.86%	29.35%	29.81%	29.66%		

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

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

Fiscal Year 2024- 2025	Item	Cost	Proposed Funding Source	Additional Maintenance Costs for Each of the Next Five Years
	Capital Improvement Project (Lobby Remodel, Concession Expansion, Maint. Yard Improv. (ESE) TRE Splash Pad, Generator 150kW)	2.6M	Property Tax - General Revenue	No additional costs expected
	Asset Management (Activity Pool Toys, ADA lift, UV Panel)	280,758	Property Tax - General Revenues	No additional costs expected
	Project Management	15,000	Property Tax - General Revenues	No additional costs expected
	Contingency	30,000	Property Tax - General Revenues	No additional costs expected
	Total 2024 – 2025	<u>\$2,925,758</u>		
Fiscal Year 2025- 2026	Item	Cost	Proposed Funding Source	Additional Maintenance Costs for Each of the Next Five Years
	Capital Improvement Project (Parking Lot Expansion)	350,000	Property Tax - General Revenue	No additional costs expected
	Asset Management (Score Board, LG Chair Resurface Parking Lot, Paint Exterior)	356,212	Property Tax - General Revenues	No additional costs expected
	Project Management	15,000	Property Tax - General Revenues	No additional costs expected
	Contingency	30,000	Property Tax - General Revenues	No additional costs expected
	Total 2025 – 2026	<u>\$751,212</u>		

Item	Fiscal Year 2026- 2027	Cost	Proposed Funding Source	Additional Maintenance Costs for Each of the Next Five Years
Capital Improvement Projects (AH MP Room)		750,000	Property Tax - General Revenue	No additional costs expected
Asset Management (Speakers, Wrought Iron, Sidewalk Repair)		111,765	Property Tax - General Revenues	No additional costs expected
Project Management		15,000	Property Tax - General Revenues	No additional costs expected
Prelim ACME Studies (Aquatic Multiuse Expansion)		200,000	Property Tax - General Revenues	No additional costs expected
Contingency		30,000	Property Tax - General Revenues	No additional costs expected
Total 2026 – 2027		<u>\$1,106,765</u>		

Item	Fiscal Year 2027- 2028	Cost	Proposed Funding Source	Additional Maintenance Costs for Each of the Next Five Years
Capital Improvement Projects (Indoor Plaster/Paint, Deck Resurface)		838,000	Property Tax - General Revenue	No additional costs expected
Asset Management (Spring Board, CO2 Tank, LG Stand, Pumps)		77,535	Property Tax - General Revenues	No additional costs expected
Project Management		15,000	Property Tax - General Revenues	No additional costs expected
Prelim ACME Studies (Aquatic Multiuse Expansion)		200,000	Property Tax - General Revenues	No additional costs expected
Contingency		30,000	Property Tax - General Revenues	No additional costs expected
Total 2027 – 2028		<u>\$1,160,535</u>		

Fiscal Year 2028-2029	Item	Cost	Proposed Funding Source	Additional Maintenance Costs for Each of the Next Five Years
	Capital Improvement Projects (ACME Project)	550,000	Property Tax - General Revenues	No additional costs expected
	Asset Management (Quartz Thimble, Pumps ADA Lifts)	118,698	Property Tax - General Revenues	No additional costs expected
	Project Management	15,000	Property Tax - General Revenues	No additional costs expected
	Contingency	30,000	Property Tax - General Revenues	No additional costs expected
	Total 2028 - 2029	<u>\$713,698</u>		

Total of 5 year projects: \$6,657,968 or an average of \$1,331,593 / year

EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

AGENDA ACTION SHEET

Agenda Item #5

Title: Discussion Only. Discussion on the Association of Aquatic Professional February 12-15th, 2024 Conference and awards ceremony.

Background: The Board of Trustees and staff attended the AOAP Conference and awards ceremony at the Grand Sierra Resort in Reno Nevada.

The Carson Valley Swim Center was awarded “Best of Aquatics” for Programming in 2023 by Aquatics International and was presented the award during the AOAP conference.

Funding: NA

Recommended Motion: Discussion Only.

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

EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

AGENDA ACTION SHEET

Agenda Item #6

Title: Discussion Only. Discussion on the evaluation process of the District's Director to be held during the March 2024 meeting.

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

Funding: NA

Recommended Motion: Discussion only

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

CVSC February 2024 Director's Report

User Attendance: See board binder documents.

- Dec 2023 Attendance was 7,138. Dec 2024 Attendance was 8,997 (See attached docs)

Programming, Staffing and Training:

- Aquatic Supervisors (Sarah, Justin, Paul) and Director (Shannon) attended the AOAP Conference in Reno, NV along with Trustees Des Jardins, Duffy and Dressel.
- Sherrie, Sharon T. and Shannon attended an introduction training on the new time tracking system.
- Sharon T. completed an audit with the NV Department of Public Safety.
- Sherrie continues to work through the PERS Audit and conversion to new online platform.
- Shannon and Scott hosted the Construction Team meeting for the Eastside Expansion project.
- Leadership Team (Director and Supervisors) meet monthly to plan and discuss CVSC programming & staffing.
- CVSC hosted the DDST Swim Meet with over 300 registered swimmers over 2 ½ days.
- 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 liked and attended.

Marketing and Public Relations:

- Shannon attended Executive and General NRPS Board Meetings and the Pool Pact Loss Control Committee Meeting.
- Sharon T. and Shannon attended the Pool Pact Round table with other Special Districts.
- Aquatic Supervisors and Shannon hosted the NRPS Aquatics Committee monthly meeting at CVSC.
- Shannon was invited and sat on the EFPD's hiring committee for the CFO position.
- Shannon had her quarterly meeting with CGI to discuss PR/Marketing events and reputation on the web.
- Shannon attended the Chamber's Women in Business Coffee event.
- 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:

- Therapy Pool restroom door and locking mechanism has been replaced. The other door to follow now that we know it works well and the patrons are happy with it – easier to lock and lighter in weight.
- Research being done on a new upgraded projector for Flick N Floats and special events.
- Radio Repeater System Final Inspection was completed and passed.
- Roof coating project walk thru identified more work to be done. Retention is still being held.
- Dive stand pad has been put in place but has some bubbling. The company will be out to complete warranty work onsite the end of January 2024.
- 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).

East Fork Swim Pool District

Attendance Report Fiscal Year: 2022-2023

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Attendance	22265	15621	9610	8532	6962	6803	7138						76931
Attendance:													
Lessons	1498	650	246	461	392	197	356						3800
Swim Team	1869	1440	1760	1680	1300	1320	1320						10689
Mem/Pass Visits	3893	3968	3118	3052	2477	2523	2370						21401
DHS Aquatics	0	125	588	434	620	272	558						2597
DHS Swim/Dive	0	0	0	0	0	0	0						0
Drop-In Visits	15005	9438	3898	2905	2173	2491	2534						38444
User Fees	72,511	58,663	28,952	24,577	21,532	22,332	31,606						\$260,173

East Fork Swim Pool District

Attendance Report Fiscal Year: 2023-2024

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Attendance	22813	14787	8898	8057	7373	7389	8997	0	0	0	0	0	78314
Attendance:													
Lessons	1703	786	548	415	481	200	260						4393
Swim Team	1000	1100	1050	1100	1000	1000	1150						7400
Mem/Pass Visits	3964	3914	3210	3216	3096	3051	3410						23861
DHS Aquatics	0	172	447	318	404	344	447						2132
DHS Swim/Dive	0	0	0	0	0	0	0						0
Drop-In Visits	16146	8815	3643	3008	2392	2794	3730						40528
User Fees	100,273	70,785	35,787	31,700	28,920	22,819	44,971						\$335,255

East Fork Swim Pool District

Attendance Report Fiscal Year: 2022-2023

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Attendance	22265	15621	9610	8532	6962	6803	7138	7915	9485	11261	9632	16649	131873
Attendance:													
Lessons	1498	650	246	461	392	197	356	429	543	577	576	1045	6970
Swim Team	1869	1440	1760	1680	1300	1320	1320	1200	1320	1200	1020	1000	16429
Mem/Pass Visits	3893	3968	3118	3052	2477	2523	2370	2331	2907	3078	2910	3647	36274
DHS Aquatics	0	125	588	434	620	272	558	464	682	540	460	270	5013
DHS Swim/Dive	0	0	0	0	0	0	0	400	396	352	220	0	1368
Drop-In Visits	15005	9438	3898	2905	2173	2491	2534	3091	3637	5514	4446	10687	65819
User Fees	72,511	58,663	28,952	24,577	21,532	22,332	31,606	30,146	31,028	35,516	45,732	76,502	\$479,097

East Fork Swim Pool District

Attendance Report Fiscal Year: 2023-2024

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Attendance	22813	14787	8898	8057	7373	7389	8997	0	0	0	0	0	78314
Attendance:													
Lessons	1703	786	548	415	481	200	260						4393
Swim Team	1000	1100	1050	1100	1000	1000	1150						7400
Mem/Pass Visits	3964	3914	3210	3216	3096	3051	3410						23861
DHS Aquatics	0	172	447	318	404	344	447						2132
DHS Swim/Dive	0	0	0	0	0	0	0						0
Drop-In Visits	16146	8815	3643	3008	2392	2794	3730						40528
User Fees	100,273	70,785	35,787	31,700	28,920	22,819	44,971						\$335,255

User Attendance Breakdown

Summary

	Jan 2024			
	Drop-Ins	Passes	Total	%
Senior	240	2,556	2,796	39%
Adult	1,180	409	1,589	22%
Youth	2,092	32	2,124	30%
Complimentary	8	-	8	0%
Family	56	40	96	1%
Disabled	37	203	240	3%
Therapy	92	-	92	1%
Other	25	170	195	3%
	3,730	3,410	7,140	100%

	July 1, 2023 thru Jan 31, 2024			
	Drop-Ins	Passes	Total	%
	3,174	18,549	21,723	34%
	12,327	2,381	14,708	23%
	22,687	382	23,069	36%
	552	-	552	1%
	689	405	1,094	2%
	265	1,286	1,551	2%
	580	-	580	1%
	254	858	1,112	2%
	40,528	23,861	64,389	100%

East Fork Swim Pool District

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

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Swim Rescues	4	0	1	2	1	2	0	0	3	4	1	9	27
Minor First Aid	29	16	8	5	0	1	1	5	3	9	8	24	109
Major First Aid	0	0	0	0	0	0	0	1	0	0	0	0	1
Resuscitations	0	0	0	0	0	0	0	0	0	0	0	0	0
Near Drownings	0	0	0	0	0	0	0	0	0	0	0	0	0
Drownings	0	0	0	0	0	0	0	0	0	0	0	0	0
<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	1	0	0	0	0	1
Ambulance Transport	0	0	0	0	0	0	0	1	0	0	0	0	1
Oxygen uses	1	2	1	1	0	0	1	1	0	0	0	0	7

East Fork Swim Pool District

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

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Swim Rescues	3	1	2	2	0	0	1						9
Minor First Aid	44	18	5	7	0	8	1						83
Major First Aid	0	0	0	0	0	0	0						0
Resuscitations	0	0	0	0	0	0	0						0
Near Drownings	0	0	0	0	0	0	0						0
Drownings	0	0	0	0	0	0	0						0
<i>Major First Aid Description:</i>													
Backboard	0	0	0	0	0	0	0						0
911 Calls	0	0	0	0	0	0	0						0
Ambulance Transport	0	0	0	0	0	0	0						0
Oxygen uses	0	0	0	0	0	0	0						0



Thank you for your
donation to our
Think Pink event
in October of
2023!

Thank You



THE CANCER CENTER