

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

**April 25<sup>th</sup>, 2024 at 9:00 a.m.  
Carson Valley Swim Center  
1600 Hwy 88, Minden, Nevada**

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

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**9:00am Call to Order and Recognition of Quorum**

**PUBLIC COMMENT (No Action Can be Taken)**

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

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

**APPROVAL OF AGENDA**

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

**CONSENT AGENDA**

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

**PUBLIC COMMENT**

*Motion to Approve Consent Calendar items 1a & 1b*

- 1a. For Possible Action. Approval of previous minutes from the March 21<sup>st</sup>, 2024 Meeting.
- 1b. For Possible Action. Approval of general ledger cash balances, expenditures and investments through March 31<sup>st</sup>, 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 on approving the purchase of a projector and lens from Wild West Technology in the amount of \$24,000.
4. For Possible Action. Discussion and possible action on updating the Directors Performance Standards.
5. Discussion Only. Discussion on the Consumer Price Index (CPI), West Region 2024 and if the district will use it as a guide for full-time employee compensation.
6. Discussion Only. Discussion on upcoming national conferences to be attended by staff and trustees and review Policy No. 1.1 EFSPD Trustee Travel & Conference Guidelines.
7. Discussion Only. Report from the Swim Center Director:
  - User Attendance
  - Staffing and Programming
  - Marketing and Public Relations Information – Economic Vitality
  - Employee Recognition
  - Maintenance Updates
  - Monthly Financial Update
  - Correspondence
8. For Possible Action. Discussion and possible action on proposed agenda items for the May 23<sup>rd</sup>, 2024 general meeting and budget hearing.

#### ***Adjournment***

Copies of the agenda were posted at 4:30pm, Thursday, April 18<sup>th</sup>, 2024 at the following locations:

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

Posted By: \_\_\_\_\_ Signed: \_\_\_\_\_

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

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

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**AGENDA ACTION SHEET**

**Agenda Item # 1a**

**Title:** Approval of the General Meeting minutes from March 21<sup>st</sup>, 2024

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

**Funding:** NA

**Recommended Motion:** Move to approve the General Meeting minutes from March 21, 2024

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



**EAST FORK SWIMMING POOL DISTRICT  
BOARD OF TRUSTEES  
GENERAL MEETING MINUTES  
March 21<sup>st</sup>, 2024 at 9:00 a.m.  
Carson Valley Swim Center  
1600 Hwy 88, Minden, Nevada**

The Board of Trustees March 21<sup>st</sup>, 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, Trustee Allen Biaggi, and Trustee Teresa Duffy. Trustee Travis Lee attended by phone.

**No Public Comment:**

**AGENDA**

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

**No Public Comment**

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**CONSENT AGENDA ITEMS**

- 1a. For possible action. Approval of previous minutes from the February 29<sup>th</sup>, 2024 General Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through February 29<sup>th</sup>, 2024.

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

**No Public Comment**

**ADMINISTRATIVE AGENDA**

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

Chairperson DesJardins introduced the item. Harris states that we will be meeting with the construction team on Tuesday to discuss the Eastside Expansion. We will then come back to the board with some real numbers and updates on total expenses. We are doing the CMAR process again where we put the project out to bid but we set a price we are willing to spend. The Board has already approved a contract to work with Aquatic Design. I will be meeting with them and laying out a time line for the toy replacement. Duffy asked is this where the Splash Pad would fall. Harris states no, we have nothing to do with the planning of the Splash Pad. Duffy asked do we have any idea of the timeline on that. Harris states no we don't. Duffy states that we should go to the commissioners meeting when they are discussing the Splash Pad to show our support. Biaggi agrees with Duffy. Harris states she will reach out and ask to be notified when it goes before the commissioners.

**No Public Comment**

- 3. **For Possible Action. Discussion and possible action on the tentative '24-'25 budget and 5-Year Capital Improvement Plan.**

Chairperson DesJardins introduced item. Harris states this is an action item today. If approved by the board, the tentative budget and 5 year Capital Improvement Plan will go to the Department of Taxation by 4/15/2024. It will then appear on the May board agenda for final approval. Only one figure has



changed, 2025-2026, upon Lee's request, I increased the cost of the parking lot in the new area from \$350,000 to \$450,000. Also, I won't get the correct Ad Valorem number from the State until after the tentative budget is approved. So, I will change that number before the board approves the final budget in May. Biaggi asks did you include an inflation factor. Harris states yes, we did, our Asset Management plan has inflation build in. Dressel states that we will be held up on that parking lot expansion due to the FEMA mapping. Harris states that is correct. As far as the budget goes, we are always hoping to increase our income. Income comes from user fees, grants, merchandise sales, special events, and after-hours parties. Desjardins asks do the special events bring in more money than staffing costs us? Harris states no not always it's a balance. Sometimes we make a little or we break even or lose a little. We must remember that when we have income goals, our entry systems charges are going to go up. Dressel asks do we have a set time for after hour parties? Harris states yes, we limit how late our staff stays. After hours parties are usually on Friday, Saturday, and Sunday. Duffy states that she has noticed that there is a lot of competition in card processing. Is that the service fee for debit card? Harris states yes, it is and our current vendor has given us 3 companies we are looking at. Labor budget is what everybody is getting paid. Really solid numbers. Biaggi asked why was training and education decreased. Harris states she looked at that and more of the training and education we do is really safety related, so I transferred to Safety because they are American Red Cross certifications, etc. Harris states that utilities are high. Lee asks was it NV Energy that was doing reductions? Harris states yes, it was NV Energy. Harris states that she is very comfortable and confident in this budget.

Duffy moved to approve the tentative '24-'25 budget and 5-Year Capital Improvement Plan. Dressel seconded the motion. The motion was unanimously approved.

**No Public Comment:**

**4. For Possible Action. Discussion on the Swim Center Director's annual evaluation and possible action approving Director's Merit increase between 0-5%.**

Chairman DesJardins introduced item. DesJardins states that each trustee was given a worksheet with 5 categories and ratings from 1-5 to assist them in evaluating the Director's performance. A rating of 5 being outstanding and a rating of 1 being unsatisfactory. Trustee Biaggi states he will recuse himself from rating director Harris because he has only been a Trustee since February. But would like to see the Director Performance Standard updated as they are several years old. He would also like to suggest adding Community Outreach to the performance standards and would like to see the director get credit for all she does in our community and also Long-Term Facility Management added as a line item.

- Dressel states he is rating her a 5 on Aquatic Programming (1), she has done an outstanding job. The Swim Center won a national award for our programming given by Aquatics International. We were one of only 10 annual awards given out by them each year. Dressel states he is rating her a 5 on Leadership and Management (2), she has done an excellent job. After attending the AOAP conference, I have a whole new understanding of the importance of proper training for our lifeguards and the responsibility they have. Shannon has developed an excellent management staff and it reflects well on her. Dressel states he is rating her a 5 on Facilities Management (3), she is involved in every project in the facility. She has an excellent maintenance staff. The maintenance staff completed the Filter project by themselves and saved the swim center a lot of money. Dressel states he is rating her a 4 on Financial Management (4), she does an excellent job of keeping the budget sound and trying to keep the cost recovery between 30-35%. I guess for a rating of 5 the cost recovery would have to be above 35%. Dressel states he is rating her a 5 on Public Relations (5), Shannon's forte is public Relations. She is involved in the community and supports the community with her leadership and direction. The recent article in the Record Courier, about the AOAP conference, I thought was outstanding. The article highlighted why we are here, what we are here for and why it is important for us to be safe. Overall Rating 4.8
- Lee states this has been a very busy year. Lee states he is rating her a 5 on Aquatic Programming (1), because you were again willing to get the underwater Santa in the water. That was still a fresh idea. You are willing to do something beyond and quite innovative as



shown in the Halloween Event. You have pushed yourself and you have excelled. Being nationally recognized for programming and using your cellphone on the airplane to apply for the award Lee states he is rating her a 5 on Leadership Management (2), you have stepped up as far as being our director over the swim center. You are the president elect for the Nevada Parks and Recreation. You are recognized in the community. You are proactive and always keep the best interest of the swim center at heart. Lee states he is rating her a 5 on Facilities Management (3), this is an ongoing process. I am excited that we are looking at expansions, and looking at life cycles. You were able to execute past project and the purchase of the property next door and you have started to talk about Master Planning. Lee states he is rating her a 4 on Financial Management (4), there is always room for improvement. There are always areas for grants, areas for training and areas for staying ahead of rising expenses. Lee states he is rating her a 5 on Public Relations (5), I have seen you in action. You are a gifted speaker; you know how to reach out. You are willing to be the face and the voice of the swim center. Overall rating 4.8

- Duffy states she is rating her a 5 on Aquatic Programming (1), she has done an amazing job with programming such as the all of the special events such as Underwater Santa, Halloween Event, Angel Fish Adaptive program, swim meets, and dive meets. Duffy is rating her a 5 on Leadership Management (2), she meets with her management team monthly and listens to her management team and manages with an open mind. You are very cognizant of how important the youth are and how important things like employee of the month is. You have a vision for the future. I thought the Narcan training was very important. Duffy is rating her a 5 on Facilities Management (3), you get audited by Department of Safety. ADA bathrooms are updated. Planning and Expansion, Redesign. Safety is so important here. Duffy is rating her a 5 on Financial Management (4), you are always cognizant of saving money. You communicate great with your staff about your vision of what the financials should look like. You are always mindful of cost savings. You communicate with us. Mindful of energy and chemical costs. Point of Sale you are looking into new system. Duffy is rating her a 5 on Public Relations (E), you stay connected. Others around the nation look to you for advice and insight. Pool/Pact is a great partnership for the swim center. You are president elect for the NRPS. You have redesigned the website. Overall rating 5.
- DesJardins states she is rating her a 5 on Aquatic Programming (1), she has an awareness of industry trends. Some of the programs she brought in are: the underwater Santa, Easter Egg and Halloween events. The patrons have a well-rounded selection of lessons and classes to choose from. The swim center got a recent award for programming. The rescue training is a great partnership. DesJardins is rating her a 5 on Leadership and Management (2), the most important thing to her is the safety of her staff and the patrons. She has an open door policy with staff and patrons along with keeping the board informed on all aspects of the business. She is always professional. DesJardins is rating her a 5 on Facilities Management (3), she continues to amaze me on with your knowledge of all of the equipment and chemicals. Safety always comes first. DesJardins is rating her a 5 on Financial Management (4), she continues to manage and maintain a fiscally responsible plan that ensures that funds are available for necessary repairs and capital improvements. DesJardins is rating her a 5 on Public Relations (5) she excels in developing and fostering relations with our patrons. She has taken advantage of many social platforms to reach the public. She has brought Search & Rescue into the swim center. Overall rating 5.

Combined Overall Rating 4.9

Upon motion made by Lee and second by Duffy, to approve the director's 5% merit increase of \$6,063.00 to bring her annual salary to \$127,338.00 to go into effect on 4/1/2024. The motion was unanimously approved.

**No Public Comment:**

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

CVSC March 2024 Director's Report

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

- Feb Attendance 2023 was 7,915. Feb 2024 Attendance was 8,630 (See attached docs)

**Programming, Staffing and Training:**

- Aquatic Supervisors held multiple interviews and hired several lifeguards and are completing orientation.
- Sherrie, Sharon T. and Shannon attended new time tracking system training with isolve.
- Sherrie completed the PERS Audit and it has been closed.
- Shannon attended online the quarterly cybersecurity training/webinar.
- Hosted DHS Swim and Dive Meets.
- Re-certifications occurred for multiple Lg's and Supervisors.
- Leadership Team (Director and Supervisors) meet monthly to plan and discuss CVSC programming & staffing.
- Monthly In-Service Training/Meeting was conducted by all supervisors.
- Session, Drop-In and Private swim and dive lessons are combined numbers and classes have been successful (see attached #'s)
- Water Aerobics Class attendance is staying steady at 35+ participants in the morning classes. Evening classes are smaller but well likes and attended.

**Marketing and Public Relations:**

- Shannon attended General NRPS Board Meetings as President-Elect
- Shannon attended the monthly Chamber's "Women in Business" coffee event.
- Shannon attended Fortnightly and received on behalf of the district a \$500 donation for lifejackets.
- Shannon helped conduct mock interviews at Aspire HS on behalf in partnership with the Chamber.
- 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: Paulette Irving, Lifeguard and Angel Fish Swim Instructor. Paulette has come to us with over 25 years' experience working with youth and adults with disabilities and has allowed us implement new programming through the Swim Angel Fish Program. She is a fierce advocate for those with special needs and is a retired DCSD teacher. She teaching adaptive swim lessons and at Heavenly works with their adaptive ski program.

**Maintenance Updates:**

- Maintenance team completed opening procedures of the outdoor pool.
- Dave worked closely with Sierra Integrated Systems to upgrade our lighting system and set it on a program.
- Dave is working with Sierra Electronics to get the Radio Repeater System repaired (battery charger fail, RF Emitter).
- Dave designed pull-up blocks that we are having manufactured for the Water Aerobics classes.
- 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 because of some initial bubbling from releasing of air gasses the company is constructing a new pad as part of the warranty. Maintenance has released the air for safety reasons.
- Daily, weekly, monthly and annual maintenance projects and asset management are being completed... excel document updated by Maintenance Supervisor and Director.
- Updating and improving the data information in Reserve Analyst (Asset Management Program).

**Monthly Financial:** See board binder documents.

**Correspondence:** See board binder documents (if applicable).

#### **No Public Comment**

#### **6. For Possible Action. Discussion and possible action on proposed agenda items for the Thursday April 25<sup>th</sup>, 2024 meeting**

**Future Conferences**

**Director's Compensation**

**Director's Performance Standard**

**Economic Impact Report**

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

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

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**AGENDA ACTION SHEET**

**Agenda Item # 1b**

**Title:** For possible action. Approval of general ledger cash balances, expenditures and investments through March 31<sup>st</sup>, 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 March 31<sup>st</sup>, 2024.

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

	Mar 24	Budget	Jul-Mar 24	YTD Budget	YTD Variance	Annual Budget	Annual Budget Remaining	YTD Total as % of Budget
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
403 · USER FEES	41,012.35	40,727.07	406,217.59	421,834.11	(15,616.52)	630,450.00	224,232.41	64.43%
496 · FOOD	1,838.75	2,158.00	30,926.75	38,231.00	(7,304.25)	54,500.00	23,573.25	56.75%
497 · MERCHANDISE	1,662.95	1,595.00	13,538.70	13,678.00	(139.30)	20,500.00	6,961.30	66.04%
498 GRANT INCOME	0.00	0.00	9,718.54	12,047.00	(2,328.46)	18,500.00	-	0.00%
<b>Total Income</b>	<b>44,514.05</b>	<b>44,480.07</b>	<b>460,401.58</b>	<b>485,790.11</b>	<b>(25,388.53)</b>	<b>723,950.00</b>	<b>254,766.96</b>	<b>63.60%</b>
<b>Cost of Goods Sold</b>								
<b>COST OF GOODS SOLD</b>								
550 · FOOD EXPENSE	1,323.24	1,610.00	14,868.88	19,341.00	4,472.12	27,250.00	12,381.12	54.56%
555 · MERCHANDISE EXPENSE	797.16	2,709.00	7,410.68	7,085.00	(325.68)	10,250.00	2,839.32	72.30%
560 · FOOD SUPPLIES	93.42	30.23	574.38	723.19	148.81	1,250.00	675.62	45.95%
565 · FOOD SPOILAGE	12.96	31.00	70.06	732.00	661.94	500.00	429.94	14.01%
<b>Total COGS</b>	<b>2,226.78</b>	<b>4,380.23</b>	<b>22,924.00</b>	<b>27,881.19</b>	<b>4,957.19</b>	<b>39,250.00</b>	<b>16,326.00</b>	<b>58.41%</b>
<b>Total COGS</b>	<b>2,226.78</b>	<b>4,380.23</b>	<b>22,924.00</b>	<b>27,881.19</b>	<b>4,957.19</b>	<b>39,250.00</b>	<b>16,326.00</b>	<b>58.41%</b>
<b>Gross Profit Expense</b>	<b>42,287.27</b>	<b>40,099.84</b>	<b>437,477.58</b>	<b>457,908.92</b>	<b>(20,431.34)</b>	<b>684,700.00</b>	<b>238,440.96</b>	<b>63.89%</b>
<b>GENERAL &amp; ADMINISTRATIVE</b>								
629 · ADVERTISING/PRINTING	60.00	507.00	8,410.74	4,687.00	(3,723.74)	13,000.00	4,589.26	64.70%
630 · POSTAGE	72.69	6.00	360.34	561.00	200.66	800.00	439.66	45.04%
631 · JANITORIAL EXPENSE	340.43	748.00	7,909.34	5,863.00	(2,046.34)	9,300.00	1,390.66	85.05%
632 · SOFTWARE - IT	3,365.11	1,884.00	25,441.57	19,409.00	(6,032.57)	28,500.00	3,058.43	89.27%
641 · POOL TRAINING AND EDUCATION	135.00	0.00	1,025.89	2,000.00	974.11	2,000.00	974.11	51.29%
645 · OFFICE SUPPLIES	194.78	246.00	3,317.86	4,585.00	1,267.14	6,500.00	3,182.14	51.04%
660 · SEMINARS & EDUCATION	757.72	0.00	5,313.72	1,802.00	(3,511.72)	4,500.00	(813.72)	118.08%
661 · DUES/SUBSCRIPTIONS	504.98	138.00	1,905.82	648.00	(1,257.82)	1,025.00	(880.82)	185.93%
680 · TRAVEL EXPENSE	0.00	0.00	9,252.22	9,000.00	(252.22)	9,000.00	(252.22)	102.80%
681 · MEALS	0.00	0.00	2,049.50	2,200.00	150.50	2,200.00	150.50	93.16%
683 · AUTO REIMBURSEMENT/MILEAGE	68.81	263.00	2,442.77	1,547.00	(895.77)	1,995.00	(447.77)	122.44%
690 · LEGAL EXPENSE	0.00	0.00	2,539.75	2,342.00	(197.75)	3,500.00	960.25	72.56%
691 · ACCOUNTING EXPENSE	455.00	288.00	15,515.00	16,561.00	1,046.00	18,250.00	2,735.00	85.01%
692 · BANK CHARGES	0.00	0.00	0.00	1,200.00	1,200.00	1,200.00	1,200.00	0.00%
693 · ENTRY SYSTEM CHARGES	2,535.39	1,586.00	31,038.43	18,889.00	(12,149.43)	26,000.00	(5,038.43)	119.38%
694 · DC VOTER FEES	0.00	0.00	5,466.30	5,300.00	(166.30)	5,300.00	(166.30)	103.14%
780 · CASH OVER/SHORT	-15.40	0.00	-246.21	0.00	246.21	-	246.21	#DIV/0!
<b>Total GENERAL &amp; ADMINISTRATIVE</b>	<b>8,474.51</b>	<b>5,676.00</b>	<b>121,743.04</b>	<b>96,594.00</b>	<b>(25,149.04)</b>	<b>133,070.00</b>	<b>11,326.96</b>	<b>91.49%</b>
<b>PAYROLL EXPENSES</b>								
599 · BOARD EXPENSES	4,000.00	1,714.00	16,977.77	17,571.00	593.23	24,000.00	7,022.23	70.74%
600 · SALARIES & WAGES	135,110.50	133,833.00	967,906.91	978,091.00	10,184.09	1,305,687.00	337,780.09	74.13%
601 · SOCIAL SECURITY	4,648.98	4,794.00	34,878.07	37,791.00	2,912.93	50,835.00	15,956.93	68.61%
611 · MEDICARE	1,996.10	2,018.00	14,106.86	14,649.00	542.14	19,628.00	5,521.14	71.87%
613 · STATE UNEMPLOYMENT	1,241.14	1,451.00	7,270.79	8,340.00	1,069.21	14,899.00	7,628.21	48.80%
614 · HEALTH INSURANCE	5,631.61	5,192.00	47,244.26	47,019.00	(225.26)	65,142.00	17,897.74	72.53%



	Mar 2024	Budget	Jul-Mar 24	YTD Budget	YTD Variance	Annual Budget	Annual Budget Remaining	YTD Total as % of Budget
(Continued)								
615 - PERS	17,306.82	21,458.00	127,913.43	195,398.00	7,484.57	178,814.00	50,900.57	71.53%
617 - WORKMANS COMPENSATION	4,221.75	3,572.00	37,995.75	32,148.00	(5,847.75)	42,876.00	4,880.25	88.62%
639 - PAYROLL TAX ADJUSTMENTS	596.00	0.00	3,193.25	0.00	(3,193.25)	-	(3,193.25)	#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	1,554.90	0.00	2,221.39	0.00	(2,221.39)	-	(2,221.39)	#DIV/0!
Total PAYROLL EXPENSES	176,307.80	174,032.00	1,259,708.48	1,271,007.00	11,298.52	1,701,881.00	442,172.52	74.02%
UTILITIES								
619 - GARBAGE	556.50	587.00	5,644.50	4,906.00	(738.50)	6,800.00	1,155.50	83.01%
621 - TELEPHONE EXPENSE	294.93	815.00	4,642.83	4,712.00	69.17	6,300.00	1,657.17	73.70%
622 - ELECTRIC	9,143.63	11,720.00	106,557.93	104,710.00	(1,847.93)	140,025.00	33,467.07	76.10%
624 - WATER	574.35	572.00	7,503.00	8,266.00	763.00	11,500.00	3,997.00	65.24%
625 - SEWER	0.00	0.00	3,644.71	3,059.00	(585.71)	4,075.00	430.29	89.44%
626 - NATURAL GAS	18,778.49	13,142.00	122,924.90	67,756.00	(55,168.90)	98,000.00	(24,924.90)	125.43%
Total UTILITIES	29,347.90	26,836.00	250,917.87	193,409.00	(57,508.87)	266,700.00	15,782.13	94.08%
623 - INSURANCE	0.00	0.00	36,453.43	36,453.43	-	36,453.43	-	100.00%
628 - CHEMICALS	7,518.94	2,282.00	46,136.96	46,399.00	262.04	65,000.00	18,863.04	70.98%
633 - MAINTENANCE & REPAIR	7,279.12	6,194.00	60,354.19	79,621.00	19,266.81	112,000.00	51,645.81	53.89%
634 - EQUIPMENT RENTAL	185.59	218.00	3,483.27	3,196.00	(287.27)	4,830.00	1,366.73	71.70%
636 - LANDSCAPE MAINTENANCE	740.00	817.00	6,660.00	7,353.00	693.00	11,796.57	5,136.57	56.46%
642 - SAFETY	25.00	81.00	2,322.47	1,994.00	(328.47)	2,500.00	177.53	92.90%
643 - SUPPLIES	385.35	321.00	9,786.76	5,204.00	(4,582.76)	8,000.00	(1,786.76)	122.33%
644 - UNIFORMS	1,013.62	390.00	5,777.71	3,936.00	(1,841.71)	5,750.00	(27.71)	100.48%
646 - SMALL EQUIPMENT	860.15	380.00	6,135.31	5,197.00	(938.31)	8,000.00	1,864.69	76.69%
Total POOL OPERATIONS	0.00	116.00	184.99	2,775.00	2,590.01	2,775.00	2,590.01	6.67%
850 - DEPRECIATION EXPENSE	47,355.67	37,499.00	428,007.97	382,762.43	(45,245.54)	521,030.00	93,022.03	82.15%
Total Expense	44,059.58	44,059.58	396,536.22	396,536.22	-	528,715.00	429,240.00	75.00%
Net Ordinary Income	276,197.56	261,266.58	2,205,995.71	2,146,899.65	(59,096.06)	2,884,696.00	975,761.51	76.47%
Net Ordinary Income	(233,910.29)	(221,166.74)	(1,768,518.13)	(1,688,990.73)	(79,527.40)	(2,199,996.00)	(737,320.55)	80.39%
Other Income/Expense								
Other Income								
401.4 - AD VALOREM	390,325.73	284,041.00	2,948,359.88	2,570,224.00	378,135.88	2,886,595.00	(61,764.88)	102.14%
491 - INTEREST INCOME	13,979.67	1,590.00	112,368.95	9,329.00	103,039.95	16,125.00	(96,243.95)	696.86%
499 - OTHER INCOME	0.00	0.00	23.21	0.00	-	-	-	
Total Other Income	404,305.40	285,631.00	3,060,752.04	2,579,553.00	481,175.83	2,902,720.00	(158,008.83)	105.44%
Other Expense								
899 - Interest Expense	0.00	0.00	3,775.20	(3,815.00)	(39.80)	(7,630.00)	(11,405.20)	
Total Other Expense	-	-	3,775.20	(3,815.00)	(39.80)	(7,630.00)	(11,405.20)	
Net Other Income	404,305.40	285,631.00	3,056,976.84	2,583,368.00	481,136.03	2,902,720.00	(169,414.03)	105.31%
Net Income	170,395.11	64,464.26	1,288,458.71	894,377.27	401,608.63	702,724.00	(906,734.58)	183.35%



## EAST FORK SWIMMING POOL DISTRICT

## Balance Sheet

As of March 31, 2024

	<u>Mar 31, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
101 · WELLS FARGO CHECKING ACCT.	437,336.50
108 · CASH ON HAND	850.00
112-4 · LOCAL GOV'T INVESTMENT POOL	3,493,480.79
112-5 · LOCAL GOV'T POOL OPERATING	195,404.39
<b>Total Checking/Savings</b>	<u>4,127,071.68</u>
<b>Accounts Receivable</b>	
121 · ACCOUNTS RECEIVABLE	3,108.00
<b>Total Accounts Receivable</b>	<u>3,108.00</u>
<b>Other Current Assets</b>	
12100 · INVENTORY	
115 · CHEMICALS INVENTORY	11,500.94
120 · MERCHANDISE INVENTORY	3,286.57
125 · FOOD INVENTORY	1,281.22
<b>Total 12100 · INVENTORY</b>	<u>16,068.73</u>
130 · Prepaid Expense	11,178.69
170-4 · DELIQUENT TAX REC	40,622.55
<b>Total Other Current Assets</b>	<u>67,869.97</u>
<b>Total Current Assets</b>	<u>4,198,049.65</u>
<b>Fixed Assets</b>	
150 · POOL EQUIPMENT	152,279.48
155 · CONSTRUCTION IN PROGRESS	419,542.07
156 · LAND IMPROVEMENTS	491,894.25
157 · BUILDING & IMPROVEMENT	14,337,233.16
158 · EQUIPMENT	1,312,376.79
160 · ACCUMMULATED DEPRECIATION	-10,182,652.75
175 · LAND APN#1320-30-411-005	1,353,232.09
<b>Total Fixed Assets</b>	<u>7,883,905.09</u>
<b>Other Assets</b>	
171 · DEFERRED PENSION OUTFLOWS	410,899.00
<b>Total Other Assets</b>	<u>410,899.00</u>
<b>TOTAL ASSETS</b>	<u><u>12,492,853.74</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
201 · ACCOUNTS PAYABLE	33,299.44
<b>Total Accounts Payable</b>	<u>33,299.44</u>
<b>Credit Cards</b>	
202 · CITI VISA CREDIT CARD	10,689.26
<b>Total Credit Cards</b>	<u>10,689.26</u>
<b>Other Current Liabilities</b>	
200 · PAYROLL LIABILITIES	
221-1 · ACCRUED PAYROLL	51,916.80
221-2 · ACCRUED PAYROLL TAXES	9,545.51
229 · SUTA	2,762.83
234-3 · Aflac	329.64
<b>Total 200 · PAYROLL LIABILITIES</b>	<u>64,554.78</u>



10:16 AM

04/04/24

Accrual Basis

# EAST FORK SWIMMING POOL DISTRICT

## Balance Sheet

As of March 31, 2024

	<u>Mar 31, 24</u>
2110 · Direct Deposit Liabilities	-1,065.58
218 · ACCRUED VESTED VAC PAY	25,725.10
219 · OPEB LIABILITY	25,543.00
235 · ACCRUED WORKMANS COMPENSATION	-314.05
236 · NOTE PAYABLE - ZION	366,000.00
<b>Total Other Current Liabilities</b>	<u>480,443.25</u>
<b>Total Current Liabilities</b>	524,431.95
<b>Long Term Liabilities</b>	
220 · NET PENSION LIABILITY	1,126,751.00
225 · DEFERRED PENSION INFLOWS	179,203.00
<b>Total Long Term Liabilities</b>	<u>1,305,954.00</u>
<b>Total Liabilities</b>	1,830,385.95
<b>Equity</b>	
349 · RETAINED EARNINGS	6,273,238.34
351-1 · FUND BALANCE	1,452,260.17
355 · CONTRIBUTED CAPITAL	1,648,952.81
Net Income	1,288,016.47
<b>Total Equity</b>	<u>10,662,467.79</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>12,492,853.74</u></u>



	Account	Amount	Memo
	633 - MAINTENANCE & REPAIR	108.90	Fasteners,Adaptor,Bushings,Locknut,Havahart Cage Trap,Connectors,Liq Tite 1/2,Animal Repellent
	AIRGAS	1,371.54	Carbon Dioxide Liquid
	403 - USER FEES	117.09	Refund Membership (New Board Member)
	Amazon	1,189.50	Subscription,Janitorial Supplies,Food supplies,Maintenance, LG L/S RaachGuards,Chemicals,Storage Bin(TherapyPool)
	American Document Destruction	67.41	Documents Destroyed
	American Floor Mats	352.99	Water Aerobics Floor Mat
	American Red Cross	490.00	S.Harris,D.Nixon,Students from Feb 24 LG Class
	Blackhawk Supply	1,143.90	Outdoor Pool Heat Actuator
	Burns Machinery Inc	100.00	Turn down Flanges
	Carmon Financial Services	185.59	Copier Lease/Equip Insurance (Mar 2024)
	Carson Valley Accounting LLC	275.00	Monthly site visit
	Carson Valley Chamber of Commerce	60.00	Women in Business,Member Luncheon
	Carson Valley Locksmith	29.50	10 Keys
	Clear Solutions International	633 - MAINTENANCE & REPAIR	
	Cosico	82.59	Set up DKIM email security,Acrobat Default (S.Harris Notebook)
	Desert Star Landscaping	1,216.03	Annual Membership,Food,Gloves,Janitorial,Food Supplies,Easter Event,Flashlights
	Dollar Tree	740.00	Contract Mar 2024
	Douglas County School District	124.72	Easter Event
	Early AOAP Conference	6,270.17	Health Insurance Mar 24 (7)T(1) Dependents- Long
	Ebay	467.72	S.Harris Feb 2025 Conference
	Global Payments	1,394.36	Pool Ladder Rail Cover,Manual Air Relief(Heat Actuator),Essential Oil,Paint Spray Rig
	Go Daddy	2,535.39	
	High Sierra Business Systems	29.99	Monthly Renewal
	Home Depot	76.56	Copy fee for 4 copiers/printers (Feb 2024)
	Hydroapps LLC	317.72	Bushings,Bungee Cords,Floor Squeegee,Dual Head Handle,Drill Bits S Hooks,Bolts,Grommets,Webbing Strap,DoorStop,Wall Charger
	Inland Supply Co	2,218.40	Annual Schedule Manager
	Jack Stevenson	119.92	Green Liners,Molton Towel Rolls
	Kim Steed Photography	68.81	
	KNORR	275.00	Black Frames
	Lifeguard Store	4,440.00	Pulsar Briquettes
	Lincoln Aquatics	142.70	Whistles,Nose Clips,Ernd Segments,Wonderboard
	Linda Biaggi	2,704.60	Granular Conditioner,Muriatic Acid,Sant-Chlor,Deposit on Containers
	Mckesson Medical Supplies	79.46	Refund Membership (New Board Member)
	Microsoft Corp	25.87	Band-Aids
	Nevada Recreation & Parks Society	8.20	iCloud Backup
	NRPA	290.00	April Conference Lake Tahoe (S.Davenport)
	NV Emergency Med Svc	95.00	CPR Renewal Fee
	OTC Brands, Inc	64.25	S.Davenport EMT Renewal
	Pool & Hot Tub Foundation	9,143.63	
	Pool Web	294.93	Monthly Service Fee (Mar 24)
	Poster My Wall	127.34	Easter Event
	Public Employees Benefits Program	434.00	Annual Membership, CPO (J.Gross,J.Lopresto,J.Stevenson)
	QuickBooks Payroll Service	366.24	Superflow Main Drain Cover
	Sarah Davenport	9.95	Monthly Recurring Charge
	Shannon Harris	47.06	Mar 2024 #834
	Shav-Tronics	596.00	Fees for Direct Deposit
	Sierra Booking Services, inc	52.25	Fingerprinting
	SOUTHWEST GAS	25.00	EOM (J.LoPresto)
	Speedo USA, Inc	54.98	Cable Connector
	Spotify	180.00	Feb 2024 Payroll/PERS
	Staples	18,778.49	
	Supplies Depot	307.41	Goggles
	Supply House	10.99	
	Swim Outlet	50.81	
	Town Of Minden	769.90	Flange FKM,ELL,XL FKM,ELL FKM (Heat Actuator)
	USPS	544.28	Thor Wrench(Heat Actuator),Roof Mount Direct Drive Downblast Fan
	WalMart	127.56	Nose Clips,CPR Shields,Lanyards
	Water Safety	1,130.85	Water/Garbage
	Western Nevada Supply	4.94	Tentative Budget (Taxation/County)
	Zoro Tools	106.61	Pool Cleaning Brush, Ice Cream
	Total	246.89	Fanny Packs
		1,291.55	Heat Actuator Project
		918.65	TBE Black Pipe,Ring, Jaw 2(Heat Actuator),Havahart Cage Trap
		64,898.79	



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

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**AGENDA ACTION SHEET**

**Agenda Item #2**

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

**March 31st**  
\$ 3,493,480

**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, computers, printer, docking station, frig)

Company	2023/2024 Budget	Contract Amount/ Expense	Remaining Amts. Payable
Plenium / TSK	1,187,245	1,187,245	1,123,999
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	160,899
Contingency for Asset Mang	30,000	30,000	1,920
<b>'23/'24 Capital Budget</b>	<b>1,775,554</b>	<b>1,727,649</b>	

1,351,568

\$ 2,141,912

**Remaining Construction Funds Available**



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

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**AGENDA ACTION SHEET**

**Agenda Item # 3**

**Title:** For Possible Action. Discussion and possible action on approving the purchase of a projector and lens from Wild West Technology in the amount of \$24,000.

**Background:** East Fork Swimming Pool District Board of Trustees approves annually the district's capital improvement plan that includes the asset management plan and submits it to the Department of Taxation. The projector system was one of the assets that was identified as needing to be replaced.

**Funding:** NA

**Recommended Motion:** Move to approve the purchase of a projector and lens from Wild West Technology in the amount of \$24,000.

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

Quote

Wild West Tech.  
1556 Brougher

968681

Row New  
89509

TO	SHIP TO
ADDRESS	ADDRESS
CITY, STATE, ZIP	CITY, STATE, ZIP

TO: CANSCO Valley Swim Club  
 ADDRESS: 1600 Hwy 88  
 CITY, STATE, ZIP: Minden N. 39423  
 SHIP TO: ATT - Shannon Harris  
 ADDRESS: [blank]  
 CITY, STATE, ZIP: [blank]

DATE	DATE REQUIRED	TERMS	HOW SHIPPED	REQ. NO. OR DEPT.	FOR
4-8-74	ASAP	Check	POD		

QUANTITY	QUANTITY RECEIVED	PLEASE SUPPLY LISTED ITEMS BELOW	PRICE	UNIT
1		EPSON - V11 HA04920 - Project		
2		EPSON V12 H004 moA from lens.		
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				

29,000

Thank you!

<p><b>IMPORTANT</b></p> <p>Purchase Order Number must appear on all invoices - packaging, etc.</p> <p>Please notify us immediately if you are unable to complete the order by date specified.</p>	<p>Please send _____ copies of your INVOICE with ORIGINAL BILL OF LADING.</p> <p>_____ PURCHASING AGENT</p>
---	---



# CHANGE ORDER

## Lighting Upgrades

### **Carson Valley Swim Center**

1600 NV-88  
Minden, Nevada 89423 United States  
7757828840

Number: 2  
Modified: 4/3/2024



Presented By:

### **Sierra Integrated Systems**

8060 Double R Boulevard  
Suite 500  
Reno, NV 89511 USA  
775-853-4800  
[sierraintegratedsystems.com](http://sierraintegratedsystems.com)





Main Pool



1 **Epson Professional EB-PU2116W**

EB-PU2116W 16,000-Lumen 3LCD Laser Projector with 4K Enhancement

\$27,000.00



1 **Epson Professional ELPLM10**

Middle-Throw Zoom Lens #3 (ELPLM10)

\$2,193.00

**Change Order Subtotal:**

**\$29,193.00**

\* Price Includes Accessories

**Lighting Upgrades**

Project No : 230210

Number: 2

4/3/2024

Page 2 of 3

# CHANGE ORDER SUMMARY

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Equipment:	\$29,193.00
Discount:	(\$4,050.00)
Labor:	\$587.13

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**Grand Total:** **\$25,730.13**

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**Client:** **Dave Long**

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**Date**

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**Contractor:** **Sierra Integrated Systems**  
NV 0083353 CA 1035202

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**Date**



# EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

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## AGENDA ACTION SHEET

### Agenda Item #4

- Title:** For Possible Action. Discussion and possible action on updating the Directors Performance Standards.
- Background:** East Fork Swimming Pool District Board of Trustees at the March board meeting conducted an annual evaluation for the District's Director based on the previous year's performance standards. The performance standards will be reviewed.
- Funding:** NA
- Recommended Motion:** Move to approve the updates and adoption the Director's revised performance standards.
- Trustee Action:**
- Approved
  - Denied
  - No Action
  - Other

# Carson Valley Swim Center

## Director's Work Performance Standards

Effective date (revision date 3/25/24)

### Nature of the District

The East Fork Swimming Pool District (EFSPD) is a local government agency created pursuant to Nevada Revised Statutes (NRS) Chapter 318. The district provides a swim center (Carson Valley Swim Center, hereinafter "facility") and related activities for the residents and visitors of Douglas County. A five-member Board of Trustees oversees the District's governance and establishes policies and procedures for its operation

The Director shall perform all duties necessary to provide recreational aquatic services to the public in a well-maintained facility within a sustainable cost structure. Duties of the Director may be changed at any time by the Board of Trustees.

### Aquatics Programming

1. Develop and maintain an understanding and awareness of the aquatics industry and trends in new services and operations.
2. Maintain an ongoing understanding of local demand for aquatic services and determine the future needs of the community in terms of services, activities, and infrastructure.
3. Maximize the utilization of the Carson Valley Swim Center through individual use, child activities, instruction and exercise programs, promotional and party events, special swim and diving events, and high school aquatics classes.

### Leadership and Management

1. The Director shall ensure the Carson Valley Swim Center is operated and maintained in a manner that, at all times, ensures the safety of all visitors and employees.
2. Determine and implement a staffing model using industry defined safety and risk management standards.
3. Monitor facility revenues versus services to ensure a sustainable cost structure.
4. Identify support services that can be performed in-house versus those that may be outsourced or contracted.
5. Ensure staff salaries are competitive with competing employers while maintaining a sustainable cost structure.
6. The Director shall be responsible for the performance of subordinate employees and ensuring accountability of those employees.
7. Engage facility staff individually and collectively to communicate duties and responsibilities.



8. Foster an environment where staff members are encouraged to contribute to the success of the facility and work as a team. Hold accountable staff who fail to meet those standards.
9. Provide employee training as necessary to ensure successful performance their work duties.
10. On a regular basis evaluate employee performance and communicate the results to the employee. Corrective action or other plans should be developed for underperforming employees.
11. Identify and develop staff with strong leadership traits to advance within the organizational structure and plan for the long term succession of the management team.
12. Identify and document the training and professional certifications required for each employee and ensure they are up to date.
13. Develop a risk management program where all employees are trained in safety procedures and are encouraged to identify and report safety issues.
14. As Director, seek relevant training and personal development to meet the performance standards and operate the facility in a successful manner.
15. The Director shall seek continuous improvement in efficiency and customer service in coordination with the senior staff and subordinate employees.
16. Inform the trustees, in a timely fashion, of level appropriate issues during and between board meetings while maintaining compliance with the open meeting law.

### **Facilities Management**

1. Develop and maintain an understanding and awareness of the structural, mechanical and electrical systems of the facility sufficient to gauge the performance of each component and to anticipate and initiate repairs, replacements or upgrades to reduce system failures, minimize service interruptions, and reduce costs.
2. On a yearly basis evaluate the facility's compliance with applicable building, electrical, ADA, OSHA, fire codes and other requirements.
3. Develop and maintain an up-to-date asset management plan (as a part of the facility's long term capital plan) for determining the life span and maintenance costs for primary systems and components.
4. Evaluate estimated maintenance costs to determine future expenditures and the costs that may be associated with upgrades or expansions.

### **Financial Management**

A sound financial management plan utilizing a cost recover percentage and a capital plan are critical to sustainable facility operations and for the wise use of property tax revenues.

1. Develop and maintain a sustainable financial model that takes into consideration:
  - a. Cost recovery percentage (user revenues/operating expenses) - Manage to a cost recovery percentage that is determined by the Board of Trustees:

- i. User revenues – Monitor and propose to the Board of Trustees facility user fees taking into consideration comparable operations in northwestern Nevada and similar markets.
    - ii. Operating expenses – Determine staffing, operating, services and other costs to ensure a sustainable operation.
  - b. Capital plan – Using the asset management plan and other relevant information, determine the financial resources necessary to repair, replace or upgrade systems and infrastructure to provide for a well-maintained facility while identifying any improvements necessary to meet community demands and needs. This will be the basis for the preparation of a five-year capital plan that shall be submitted annually by the Director to the State of Nevada and shared with the public.
2. Develop an annual budget that is consistent with the sustainable financial model and present it annually for consideration and approval by the Board of Trustees.
3. Implement and monitor the approved budget and, in a timely fashion, inform the Board of Trustees of deviations or exceptions to that budget.
4. Develop the necessary internal controls to protect facility assets and to invest financial resources to optimize earnings with appropriate risk as defined by state statutes.
5. Initiate financial audits in accordance with applicable local, state and federal requirements and report the results of those audits to the Board of Trustees in a timely manner. Participate and cooperate with required outside audits as needed.

### **Public Relations**

1. Develop relationships with key officials such as the County Manager, County Commissioners, and others to inform and educate them on the value and benefits the facility provides to the public and business community relative to the tax dollars received.
2. Maintain membership in the Chamber of Commerce and similar organizations to highlight the services the facility provides to the community and to encourage visitation and use.
3. Maintain and continually update a user-friendly website to inform the public of services offered, hours of operation and other applicable information along with activities that may impact normal public use such as special events or weather related issues.
4. Prepare news and information releases about the facility's services, current activities, awards, and special events.
5. The Director should be visible in the community and be an ambassador for the facility highlighting the value it provides, including the dissemination of promotional materials, passes, etc.
6. Respond to customer complaints and concerns in a timely and professional manner. The Director and staff should be trained on methods to diffuse and deescalate conflict.



\_\_\_\_\_  
Sharon Des Jardins, Chairman  
East Fork Swimming Pool District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shannon Harris, Director

\_\_\_\_\_  
Date

DRAFT

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

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**AGENDA ACTION SHEET**

**Agenda Item #5**

**Title:** Discussion Only. Discussion on the Consumer Price Index (CPI), West Region 2024 and if the district will use it as a guide for full-time employee compensation.

**Background:** East Fork Swimming Pool District Board of Trustees at the March board meeting conducted an annual evaluation for the District's Director based on the previous year's performance standards and the discussion lead into considering the CPI as a guide for future consideration.

**Funding:** NA

**Recommended Motion:** Discussion only.

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

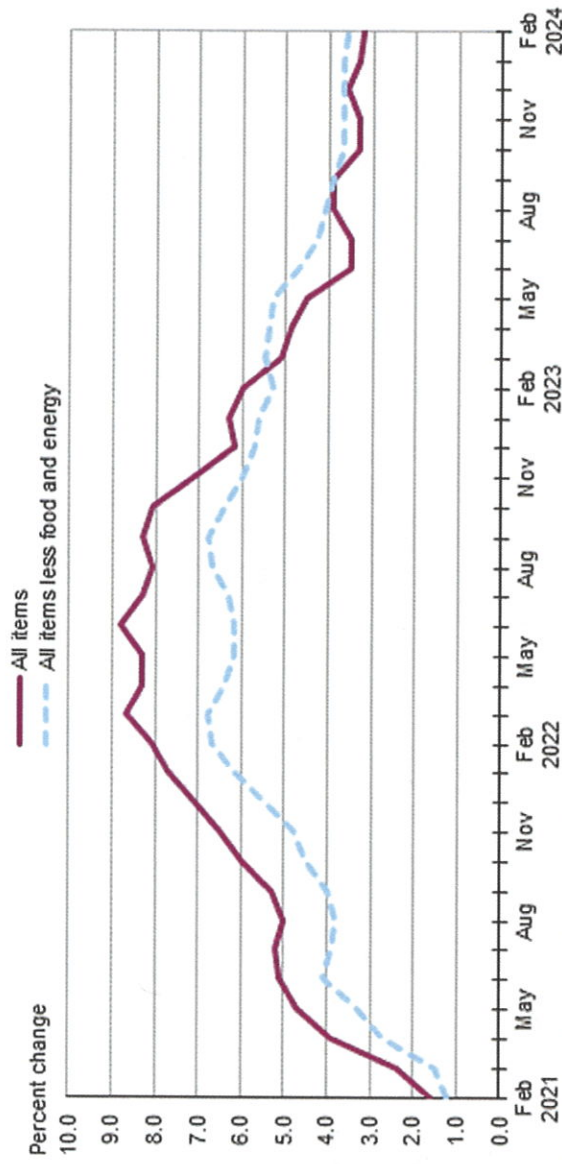


## Consumer Price Index, West Region — Feb 2024

Area prices were up 0.4 percent over the past month, up 3.2 percent from a year ago

Prices in the West Region, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), advanced 0.4 percent in February, the U.S. Bureau of Labor Statistics reported today. (See [table A.](#)) The February increase was influenced by higher prices for shelter and gasoline. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect seasonal influences.) Over the last 12 months, the CPI-U advanced 3.2 percent. (See [chart 1](#) and [table A.](#)) Food prices advanced 2.3 percent. Energy prices advanced 0.6 percent, largely the result of an increase in the price of electricity. The index for all items less food and energy advanced 3.6 percent over the year. (See [table 1.](#))

Chart 1. Over-the-year percent change in CPI-U, West region, February 2021–February 2024



Source: U.S. Bureau of Labor Statistics.

Bureau of Labor statistics [https://www.bls.gov/regions/west/news-release/consumerpriceindex\\_west.htm](https://www.bls.gov/regions/west/news-release/consumerpriceindex_west.htm)

**Table A. West region CPI-U 1-month and 12-month percent changes, all items index, not seasonally adjusted**

Month	2020		2021		2022		2023		2024	
	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month
January	0.3	2.9	0.2	1.4	0.9	7.7	0.9	6.3	0.7	3.3
February	0.4	3.1	0.5	1.6	0.8	8.1	0.5	6.0	0.4	3.2
March	-0.2	2.5	0.7	2.4	1.3	8.7	0.5	5.1		
April	-0.4	1.3	1.0	3.9	0.7	8.3	0.5	4.9		
May	0.1	0.8	0.8	4.7	0.8	8.3	0.4	4.5		
June	0.4	1.2	0.9	5.1	1.2	8.8	0.3	3.5		
July	0.5	1.7	0.6	5.2	0.1	8.3	0.1	3.5		
August	0.3	1.9	0.2	5.0	0.0	8.1	0.4	3.9		
September	0.0	1.6	0.2	5.3	0.3	8.3	0.4	3.9		
October	0.2	1.2	0.8	6.0	0.7	8.1	0.1	3.3		
November	0.0	1.4	0.5	6.5	-0.4	7.1	-0.4	3.3		
December	-0.1	1.5	0.4	7.1	-0.4	6.2	-0.1	3.6		

The March 2024 Consumer Price Index for the West Region is scheduled to be released on April 10, 2024.

Bureau of Labor Statistics [https://www.bls.gov/regions/west/news-release/consumerpriceindex\\_west.htm](https://www.bls.gov/regions/west/news-release/consumerpriceindex_west.htm)



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

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**AGENDA ACTION SHEET**

**Agenda Item #6**

**Title:** Discussion Only. Discussion on upcoming national conferences to be attended by staff and trustees and review Policy No. 1.1 EFSPD Trustee Travel & Conference Guidelines.

**Background:** The Director, Aquatic Supervisors, Maintenance Supervisor and Trustees have attended National Conferences annually related to recreation and aquatic management, equipment and current trends on multiple topics.

During the November 2021 the Trustees adopted "Policy No 1.1, Board Travel and Conference Guidelines."

**Funding:** NA

**Recommended Motion:** Discussion only

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

## 2024-2025 National Conferences



**October 8-10, 2024**

**Atlanta, Georgia**

The 2024 NRPA Annual Conference is coming to Atlanta, Georgia, October 8-10! This year's conference promises influential keynote speakers, inspiring education sessions and a fun-filled exhibit hall. It's also one of the best opportunities to network and connect with park and recreation professionals across the country.



Association of  
Aquatic Professionals

**February 1, 2025 - February 8, 2025**

**St Pete's Beach, FL**

Join professionals from all over the world to learn about the latest trends, legislation, and issues facing our industry. Education, networking, & professional development opportunities offered during the conference are one of a kind. AOAP delivers content covering important topics such as safety & risk management, leadership, executive development, facility management, staff training, maintenance, & programming.



**November 9-11, 2024**

**Dallas, TX**

WAHC is an aquatic research forum presented by the Pool & Hot Tub Alliance that delivers unique and relevant education to a diverse group of pool operators, manufacturers, service technicians, facility managers, environmental health officials, sanitarians, academics, pool builders, retailers, and health advocates.



POLICY NO. 1.1, BOARD TRAVEL & CONFERENCE GUIDELINES



**POLICY NO. 1.1**

EFSPD Trustee Travel &  
Conference Guidelines

**APPROVAL DATE**

11/16/2021

**EFFECTIVE DATE**

11/16/2021

**PURPOSE**

Board members may attend annual conferences, seminars, training, events, and meetings in the performance of their official duties as a representative of the District. This policy is intended to set forth policies and procedures for attendance and expenses allowed.

**POLICY**

This policy applies to members of the board of trustees conducting official business of the District. The policy provides definitions, procedures and guidelines to ensure that the necessary paperwork and reporting is documented to ensure compliance.

- SECTION 1: DEFINITIONS**
- SECTION 2: BUSINESS CONDUCT**
- SECTION 3: GENERAL PROVISIONS**
- SECTION 4: AUTHORIZATION**
- SECTION 5: TRANSPORTATION**
- SECTION 6: LODGING**
- SECTION 7: MEALS**
- SECTION 8: NON-REIMBURSABLE EXPENSES**
- SECTION 9: EXPENSE REPORT**
- SECTION 10: REPORTS TO THE BOARD OF DIRECTORS**

**SECTION 1: DEFINITIONS**

- A. Board of Trustee member – a member of the East fork Swimming Pool District Board of Trustees. When attending events the board member is considered a representative of the District.
- B. Calendar of Events – The Calendar of Events is a summary of the events board members are scheduled to attend and will appear on the Consent Calendar of the Board Meeting Agenda at each Board of Trustees meeting for approval prior to the event. In the event that advance approval may not be feasible, the item will be submitted for approval at the next regularly scheduled meeting of the Board of Trustees.
- C. Event – any professional conference, seminar, meeting and/or training, and travel days needed to attend the event.
- D. Administrative Assistant – Support staff that coordinates all travel arrangements and Travel Expense Reports for the board of directors.
- E. Director – Director of the EFSPD or their designee.
- F. Finance Review – a procedure performed by the Operations Administrator to ensure that the expense report is accurate, complete, includes proper documentation, and complies with this policy.

**SECTION 2: BUSINESS CONDUCT**

Board members serve the public as representatives of the District and must do so with ethical and business performance standards expected of a public agency. Prudent judgment and compliance with all other District policies is required.

**SECTION 3: GENERAL PROVISIONS**

If the board member plans to travel with a guest, the board member shall be responsible at his/her sole cost and expense, for making all arrangements, reimbursements and payments in connection with that guest.

**SECTION 4: AUTHORIZATION**

Authority for board members attendance at District events is subject to approval of the Board of Directors. The following procedures apply to requests to attend an Event which are submitted by members of the board of directors and where said prior approval is required. Note: Only one (1) board member will be authorized to attend each conference or training and will be approved on a rotating schedule.

- A. Notices for various events are generally received verbally, or electronic correspondence to the Administrative Assistant or directly to the board member.
- B. Board members will communicate their interest in attending a District event to the Administrative Assistant in a timely manner. The Administrative Assistant will note the event on the Calendar of Events and include the event title, date, location, and the board member(s) who will attend.
- C. The Calendar of Events is placed on the Consent Agenda at each Board of Directors meeting for approval prior to the event. It is recognized that in some cases, advance approval may not be feasible. In



## POLICY NO. 1.1, BOARD TRAVEL & CONFERENCE GUIDELINES

those cases, the item will be submitted for approval at the next regularly scheduled meeting of the Board of Directors.

- D. Upon approval of the Calendar of Events, the Administrative Assistant will coordinate all accommodation arrangements for the board members.

### **SECTION 5: TRANSPORTATION**

The most economical mode and class of transportation shall be used. Transportation to and from an Event shall be arranged, reimbursed or paid based on the following guidelines:

- A. Air Travel – When air travel is necessary, coach or economy class shall be utilized. It is the goal of the District to obtain the least expensive airfare; however it is understood that extenuating circumstances (e.g. tight timelines or connecting flights) may exist requiring modest airline upgrades (e.g. Early Bird Check-In). Changes to flight schedules made during travel are allowable provided they are in the best interest of the District.
- B. Car Rental/Taxi/Ride Share – Car rental, taxi service or ride share services are allowable modes of transportation. Board members shall utilize the service that is the most practical and safe form of transportation. When traveling together, board members should make an effort to share transportation whenever feasible.

Private Transportation – Board members shall use private transportation when conducting business for the District. Reimbursement for such use will be in accordance with the Districts personnel policy.

- 1. Should a board member choose to use a personal mode of transportation in lieu of commercial airline travel, mileage reimbursement is not to exceed the cost of coach round-trip airfare.
  - 2. Any additional expenses (i.e. lodging, recreational) related to the use of the personal vehicle as the mode of transportation will be at the board member expense.
- C. Parking Expenses - When parking expenses are incurred, long-term airport parking should be used especially for travel exceeding 24 hours. When parking at a hotel or an Event is required, board members should use normal parking fees.

### **SECTION 6: LODGING**

Lodging expenses will be covered by the District for board members only, expenses will not be reimbursed for guests or family members. The conference-sponsored hotel group rate shall be used if available. If the group rate is not available, other possible discounts (e.g. government rate) shall be requested. If lodging cannot be arranged at the conference-sponsored hotel, then the most reasonably priced lodging shall be used.

### **SECTION 7: MEALS**

Expenses for food will be determined ahead of time and a check prior to travel will be issued. When meals are included in the cost of the Event registration, board members are encouraged to take advantage of these meals.

**SECTION 8: NON-REIMBURSABLE EXPENSES**

District funds must only be used for authorized business of the District. Expenses that are deemed unnecessary, unrelated or otherwise excessive, will not be reimbursed or paid. The following list is provided as a guideline of those expenses that will not be reimbursed.

- A. The personal portion of any trip
- B. Family expenses, including partner's expenses when accompanying the board member on agency-related business, as well as children-related expenses
- C. Political or charitable contributions or events
- D. Entertainment expenses, including theater, movies, sporting events, gym/spa fees, golf related expenses, or other cultural events
- E. Alcoholic beverages
- F. Non-mileage personal automobile expenses, including fuel, repairs, traffic citations, insurance or gasoline; and
- G. Personal losses incurred while on District business
- H. Personal toiletry/sundry items, laundry or dry cleaning
- I. Gratuities or tips exceeding twenty percent (20%)
- J. Expenses that are reimbursed by another agency or organization

**SECTION 9: EXPENSE REPORTS**

All expenses reported on the Travel Expense Report must comply with the District's policies relating to expenses. All Expense Reports will be approved by the General Manager/CEO, and then forwarded to Finance for review and processing to ensure that the report is accurate, complete, justified with proper documentation, and coded to the correct general ledger account.

**SECTION 10: REPORTS TO THE BOARD OF DIRECTORS**

At the following Board of Directors meeting, each board member shall briefly report on meetings attended at District expense. If multiple board members attended, a joint report may be made. Board members should keep in mind that some expenses may be subject to reporting under the Political Reform Act and other laws. All District expenses are public records subject to disclosure under the Public Records Act and other laws.



## CVSC APRIL 2024 Director's Report

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

- March Attendance 2023 was 9,485. March 2024 Attendance was 10,647 (See attached docs)

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

- Aquatic Supervisors working on recertifying current employees and training new ones.
- Paul taught a Certified Pool Operator class certifying several of our employees.
- Sarah taught an instructor swim lesson clinic successfully training 3 new instructors.
- Sherrie, Sharon T. and Shannon attended new time tracking system training with isolate.
- Hosted DHS Swim and Dive Meets.
- 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:**

- Cashier staff attended Carson Valley Health's Health Faire at Gard. Elem. School.
- CVSC Leadership are working with CGI on a new video shoot scheduled for May 25<sup>th</sup>.
- Shannon attended at the Pool Pact offices the Oversight committee quarterly meeting.
- Shannon was invited by DCSD and attended their "Portrait of a Learner" session with other Douglas County business professionals.
- Shannon attended the Chamber luncheon to listen to the economic vitality manager speak.
- Shannon attended General NRPS Board Meetings as President-Elect
- Shannon attended the monthly 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: Dominic Santiago, Lifeguard and Swim Instructor. Dominic has been consistent in his employment and has truly stepped up to help cover others shifts and lesson instruction. He is a hard worker and remains professional. He has gained the respect of others and enjoys working here.

### **Maintenance Updates:**

- Dave worked on receiving quotes for the projector system and worked with vendors specs.
- Dave and Jack successfully completed the annual mandatory "Hazard Training" with staff.
- Roof coating project walk thru identified more work to be done. Retention is still being held.
- Daily, weekly, monthly and annual maintenance projects and asset management are being completed... excel document updated by Maintenance Supervisor and Director.
- Updating and improving the data information in Reserve Analyst (Asset Management Program).

**Monthly Financial:** See board binder documents.

**Correspondence:** See board binder documents (if applicable).

### East Fork Swim Pool District

Attendance Report Fiscal Year: 2022-2023

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>Attendance</b>	<b>22265</b>	<b>15621</b>	<b>9610</b>	<b>8532</b>	<b>6962</b>	<b>6803</b>	<b>7138</b>	<b>7915</b>	<b>9485</b>				<b>94331</b>
<b>Attendance:</b>													
Lessons	1498	650	246	461	392	197	356	429	543				4772
Swim Team	1869	1440	1760	1680	1300	1320	1320	1200	1320				13209
Mem/Pass Visits	3893	3968	3118	3052	2477	2523	2370	2331	2907				26639
DHS Aquatics	0	125	588	434	620	272	558	464	682				3743
DHS Swim/Dive	0	0	0	0	0	0	0	400	396				796
Drop-In Visits	15005	9438	3898	2905	2173	2491	2534	3091	3637				45172
User Fees	72,511	58,663	28,952	24,577	21,532	22,332	31,606	30,146	31,028				\$321,347

### East Fork Swim Pool District

Attendance Report Fiscal Year: 2023-2024

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>Attendance</b>	<b>22813</b>	<b>14787</b>	<b>8898</b>	<b>8057</b>	<b>7373</b>	<b>7389</b>	<b>8997</b>	<b>8630</b>	<b>10647</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>97591</b>
<b>Attendance:</b>													
Lessons	1703	786	548	415	481	200	260	506	567				5466
Swim Team	1000	1100	1050	1100	1000	1000	1150	950	1050				9400
Mem/Pass Visits	3964	3914	3210	3216	3096	3051	3410	3025	3240				30126
DHS Aquatics	0	172	447	318	404	344	447	318	429				2879
DHS Swim/Dive	0	0	0	0	0	0	0	420	462				882
Drop-In Visits	16146	8815	3643	3008	2392	2794	3730	3411	4899				48838
User Fees	100,273	70,785	35,787	31,700	28,920	22,819	44,971	34,219	39,770				\$409,244



### East Fork Swim Pool District

Attendance Report Fiscal Year: 2022-2023

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>Attendance</b>	<b>22265</b>	<b>15621</b>	<b>9610</b>	<b>8532</b>	<b>6962</b>	<b>6803</b>	<b>7138</b>	<b>7915</b>	<b>9485</b>	<b>11261</b>	<b>9632</b>	<b>16649</b>	<b>131873</b>
<b>Attendance:</b>													
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
<b>Attendance</b>	<b>22813</b>	<b>14787</b>	<b>8898</b>	<b>8057</b>	<b>7373</b>	<b>7389</b>	<b>8997</b>	<b>8630</b>	<b>10647</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>97591</b>
<b>Attendance:</b>													
Lessons	1703	786	548	415	481	200	260	506	567				5466
Swim Team	1000	1100	1050	1100	1000	1000	1150	950	1050				9400
Mem/Pass Visits	3964	3914	3210	3216	3096	3051	3410	3025	3240				30126
DHS Aquatics	0	172	447	318	404	344	447	318	429				2879
DHS Swim/Dive	0	0	0	0	0	0	0	420	462				882
Drop-In Visits	16146	8815	3643	3008	2392	2794	3730	3411	4899				48838
User Fees	100,273	70,785	35,787	31,700	28,920	22,819	44,971	34,219	39,770				\$409,244

## User Attendance Breakdown

**Summary**

	March 2024			
	Drop-Ins	Passes	Total	%
Senior	290	2,529	2,819	35%
Adult	1,430	378	1,808	22%
Youth	2,975	13	2,988	37%
Complimentary	6	-	6	0%
Family	46	36	82	1%
Disabled	19	133	152	2%
Therapy	89	-	89	1%
Other	44	151	195	2%
	4,899	3,240	8,139	100%

	July 1, 2023 thru March 31, 2024			
	Drop-Ins	Passes	Total	%
	3,688	23,481	27,169	34%
	14,911	3,064	17,975	23%
	27,523	413	27,936	35%
	571	-	571	1%
	778	465	1,243	2%
	308	1,576	1,884	2%
	734	-	734	1%
	325	1,127	1,452	2%
	48,838	30,126	78,964	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	0	2				11
Minor First Aid	44	18	5	7	0	8	1	8	7				98
Major First Aid	0	0	0	0	0	0	0	0	0				0
Resuscitations	0	0	0	0	0	0	0	0	0				0
Near Drownings	0	0	0	0	0	0	0	0	0				0
Drownings	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
911 Calls	0	0	0	0	0	0	0	0	0				0
Ambulance Transport	0	0	0	0	0	0	0	0	0				0
Oxygen uses	0	0	0	0	0	0	0	0	0				0