

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

**December 19<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 and 1b*

- 1a. For Possible Action. Approval of previous minutes from the November 21<sup>st</sup>, 2024 general meeting.
- 1b. For Possible Action. Approval of general ledger cash balances, expenditures and investments through November 30<sup>th</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. Discussion Only. Discussion and update on the Strategic Plan.
4. Discussion Only. Report from the Swim Center Director:
  - User Attendance
  - Staffing and Programming
  - Marketing and Public Relations Information
  - Employee Recognition
  - Maintenance Updates
  - Monthly Financial Update
  - Correspondence
5. Discussion Only. Proposed agenda items for the January 16<sup>th</sup>, 2024 general meeting.
6. For Discussion and Possible Action. Meeting adjournment.

Copies of the agenda were posted at 4:00pm, Thursday, December 12<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 November 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 November 21<sup>st</sup>, 2024

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

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

The Board of Trustees November 21<sup>st</sup>, 2024 meeting was called to order at 9:00 AM at the Carson Valley Swim Center, Minden, NV. Board members present were Chairman Sharon DesJardins, Frank Dressel & Teresa Duffy. Vice Chairman Travis Lee & Trustees Allen Biaggi were on the phone.

**No Public Comment**

**AGENDA**

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

**CONSENT AGENDA ITEMS**

- 1a. For possible action. Previous minutes from the October 24<sup>th</sup>, 2024 General Meeting (as amended).
- 1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through October 31<sup>st</sup>, 2024.

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

**ADMINISTRATIVE AGENDA**

**2. Discussion only. Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects.**

Chairman DesJardins introduced item. McCullough states the Eastside Expansion is going as good as it can be for a remodel. The CMAR Process and Plenum is the best decision we made for delivering and managing projects. They are so receptive to us making minimal modifications and changes. They go out of their way to provide customer service. There are 3 phases to this project, the garage, the entry and the storage. We are on schedule for the garage and the entry. Tuesday 12/3, they are pouring the slab for the garage and probably before Christmas they will pour the slabs for the entry and the storage. As we mentioned the generator is still not expected until sometime is 2025. Harris states for the pours that are scheduled, there might be half day closures of the parking lot for safety reasons. We will notify the public well in advance of the closures. We are remaining open and continuing with all of our programming and our numbers later on will reflect that. The outdoor pool is closing on Monday and some patrons mentioned that when the double doors are open, lots of cold air comes in. So, we talked to Plenum and they are building an 8' wide by 18' long wood framed plastic covered vestibule or breezeway that will act as an air dam. Our maintenance department has ordered some 6'w x 20' long mats with holes for drainage and double edges for safety in order to help to protect our patrons and the staff. McCullough states he has an update on the Acme Parking Lot CIOMR Project. For the CLOMR, we had to have a concept of what we wanted to do. Rob Anderson is working on a Flood Impact Analysis, which is part of the data you submit with the CLOMR. County code requires a CLOMR if you are going to exceed 1/2 ft of increase of the flood difference. It appears we might not exceed that number and therefore we won't need a CLOMR. If that's the case, it will knock about a year off of our schedule to get the parking lot approved. McCullough states that we have still not given the final on the Roof Restoration but it is still being warrantied. Harris states that we are still holding on to the final payment of \$8243 until we give final approval. October 31, 2024 construction funds available are \$4,324,602. We should be spending down the funds for the Eastside Expansion fairly rapidly now.

**Public Comment:**

**3. For Discussion and Possible Action. Discussion and adoption of the 2023-2024 Audit Report. (Joan Sciarani-Blake, CPA, Arrighi Blake & Associates, LLC)**

Chairwoman DesJardins introduced the item. Harris introduced Joan Sciarani. Joan Sciarani explains the audit. She states that this is an unmodified opinion, which is the highest level of assurance you can achieve on a financial statement. She goes over the balance sheet pointing out that the cash did increase about \$900,000. She explained the Schedule of revenues, expenses, and changes. She explains the trending graphs. She went over the operating revenues and trends. She says that salaries and benefits were our largest entry. She says we raised salaries on 7/1, PERS went up and so did Health Insurance. Workers Comp also went up. She states that no violations were noted. Your ad valorem was \$3,137,164 and your interest income was \$161,354. The audit was clean. Biaggi states thank you to Harris and the staff for a clean audit and coming in under budget.

Upon motion made by Dressel and seconded by Duffy to approve the adoption of the 2023-2024 Audit Report. The motion to approve the adoption of the 2023-2024 Audit Report was unanimously approved.

**Public Comment**

**4. For Discussion and Possible Action. Discussion and possible action to approve Aquatic Design Group's Activity Pool Modernization Project proposal in the amount of \$1,146,072.75.**

Chairman DesJardins introduced item. Harris states the direction the board gave me last month was to get some questions answered. Harris states the answers to the questions are as follows: the pricing will not extend to 25'-26', Contract will extend to 25'-26', Aquatic Design has assumed an average number of this type of equipment as far as the toy replacement goes, the insurance and bond is assumed by the contractor and passed on to you, the life span for this type of equipment is 20-25 years. We are at 25 years now. Dressel states are we getting new and exciting toys or just replacing the old ones. Harris states we are getting new and exciting toys. We will be sticking to the beach, palm tree theme. Dressel states his concern is the idea was to replace the toys. Next thing you know we have an estimate of over \$1,100,000 project basically demoing the pool to bring it up to code, etc. I feel at this point it's too expensive. Is this money going in the right direction. It could be used for the parking lot, a splash park in the new area, etc. Lee states I appreciate the update that Harris got for us. We are at the current life cycle of 25 years for this pool. I have never approached any recreational project by kicking it down the road just because it seems extra high because by kicking it down the road, its just going to be more expensive. I think we owe it to the children who come into the facility to play on something we are proud of. I'd like to see this project move forward. Biaggi states he understands where Dressel is coming from but I am more in Lee's court. I support the project going forward but I do have a question, what would be the timeline for this project. Harris states that it would be when the outdoor pool is open. It would be in September when we see lower attendance. We time our project very strategically. Duffy states so we would look at this project to start in September 2025. Harris says yes. We will start talking about 2025 projects in January. Duffy states that she is in support of moving forward with this project. DesJardins states she appreciates Dressel's opinion. My feeling is that the cost will keep going up and up. I am on board with going forward with this project. Dressel says he appreciates all the comments however I am going to hold my ground.

Upon motion made by Lee and seconded by Biaggi to approve Aquatic Design Group's Activity Pool Modernization Project proposal in the amount of \$1,146,072.75. Dressel opposed the motion. Lee, Biaggi, Duffy and DesJardins approved the motion. The motion passed.

**No Public Comment**

**5. For Discussion and Possible Action. Discussion and possible action to approve the Economic & Community Benefit Analysis.**

Chairman DesJardins introduced item. Biaggi states he thinks the report speaks for itself. Brian, from UNR, did a very good job on it because Harris had so much good information for him. Harris has shared the report

with Keith Lewis from the Visitor's Authority. He had some positive things to say about it. I am happy about that and appreciate the board's support in moving forward with this. I intend to vote favorably. DesJardins has a question on page 11, where did the lodging expense of \$39 come from. Harris states the lodging number comes from hotel nights and camping nights. Biaggi also states that multiple people stay in one motel room. Duffy states it's very easy to read. How could we potentially use this document to procure funds in the future. Harris states that the Chamber and Visitor's Authority understand our important in the community. Keith Lewis, from the Visitor's Authority, states that with him being new in his position and learning the industry that he's now in, this report makes him want to partner with us more to get the word out. This document will go on our website. It will be one more document that tells our story. This will help us when applying for awards and grants. High level, I would like UNR to get on board and partner with us to get a year around training facility build on this facility so they don't have to send their athletes to Stanford. Biaggi states that this document can also be used defensively if someone or some entity is questioning the value of our facility is to the community. Biaggi ask that Harris send a letter to Brian at UNR thanking him for his efforts on this document. It has been as smooth a document preparation as I have ever experienced.

Upon motion made by Biaggi and seconded by Dressel to approve the Economic & Community Benefit Analysis. The motion was unanimously approved.

#### **No Public Comment**

#### **6. Discussion Only. Discussion and update on the Strategic Plan.**

Chairman DesJardins introduced item. Harris states I don't have a lot to discuss. The board had given me some direction on updating the Strategic Plan to a 2024-2029 plan. The board also advised that they would like to do some community open forums like we did the last time. I reached out to Dr. Lindsay Chichester, who now works for the State, and she stated that she isn't sure, in her current capacity, that she would be able to help us out. However, she did recommend another professional in our community and so I am waiting to hear back from them. Dr. Chichester stated to call her back if this person was unable to help us and she would see what she can do. We have completed our 2021-2023 plan goals and we are on to our new 5-year vision. Lee states thank you for using our live document and for doing the updates to our strategic plan.

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

##### **CVSC November 2024 Director's Report**

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

- Oct Attendance 2023 was 8,057. Oct 2024 Attendance was 9,112 (See attached docs)

**Programming, Staffing and Training:**

- Lifeguard Certification class is being planned for December/January.
- E-learning continues to be sent out monthly to staff by Andrew, Admin Asst./HR
- 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:**

- Visitors Authority, Chamber, R-C, social media and website: Underwater Santa Flyer
- CVSC hosted the Chamber of Commerce Coffee Networking Event
- Shannon was the Emcee for the Chamber of Commerce Gala – Community Recognition awards.
- Shannon as NRPS President co-hosted the Park & Rec Southern Nevada Directors Forum in Vegas.

- Shannon attended in person the Loss Control Committee Meeting in Boulder City.
- Shannon networked at the Nevada Planning Association in Las Vegas.
- Shannon chaired the executive and general NRPS Board meetings as President of the society.
- Social media exposure, information sharing and flyers: Facebook & Instagram updates (Sarah & Catherine).
- Website updates (Justin, Paul, Sharon), Google Business updates (Shannon), Alignable updates (Shannon)
- Annual publications: Carson Valley Business Directory, Getaway Reno/Tahoe Area, Best of CV, Almanac, R-C.
- 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: Kylie Lazzarino, Lifeguard and Swim Instructor. Kylie has been an exceptional swim instructor who receives regular compliments on her diligence, teaching style and successes with the students. Kylie is also a lifeguard that can be counted on in any situation that she has been presented with. She is professional, respected and consistent in her work day. She has been a true asset to our team.

**Maintenance Updates:**

- Dave attends the weekly construction meetings with Shannon, Scott and contractors.
- Jack and Dave continue to take care of plumbing needs and upgrades discovered during construction.
- Maintenance team is addressing and preparing with Director safety concerns as winter approaches by adding additional lighting in entrance areas, order anti-slip mats for outdoor decking.
- Construction team is working with maintenance and Director on building a breezeway as part of alternative entrance area.
- Dave is continuing to research the replacement of the Therapy Pool filter as part of the Asset Mang Plan.
- 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**

**9. For Possible Action. Discussion and possible action on proposed agenda items for the December 19<sup>th</sup>, 2024 meeting.**

**CIP Update  
Strategic Plan**

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 November 30<sup>th</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 November 30<sup>th</sup>, 2024.

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



Nov 24	Budget	Jul-Nov 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	26,972.75	274,398.90	287,424.00	(13,025.10)	640,650.00	366,251.10	42.83%
496 · FOOD	594.75	22,046.50	34,885.00	(12,838.50)	66,146.00	44,099.50	33.33%
497 · MERCHANDISE	708.00	7,892.00	10,928.00	(3,036.00)	25,409.00	17,517.00	31.06%
498 · GRANT INCOME	0.00	0.00	6,250.00	(6,250.00)	15,000.00	-	0.00%
<b>Total Income</b>	<b>28,275.50</b>	<b>304,337.40</b>	<b>339,487.00</b>	<b>(35,149.60)</b>	<b>747,205.00</b>	<b>427,867.60</b>	<b>40.73%</b>
<b>Cost of Goods Sold</b>							
<b>COST OF GOODS SOLD</b>							
550 · FOOD EXPENSE	0.00	8,110.52	19,627.00	11,516.48	34,247.00	26,136.48	23.68%
555 · MERCHANDISE EXPENSE	430.97	4,006.20	6,493.00	2,486.80	13,613.00	9,606.80	29.43%
560 · FOOD SUPPLIES	41.39	411.49	316.00	(95.49)	1,250.00	838.51	32.92%
565 · FOOD SPOILAGE	0.00	106.75	248.00	141.25	750.00	643.25	14.23%
<b>Total COST OF GOODS SOLD</b>	<b>472.36</b>	<b>12,634.96</b>	<b>26,684.00</b>	<b>14,049.04</b>	<b>49,860.00</b>	<b>37,225.04</b>	<b>25.34%</b>
<b>Total COGS</b>	<b>472.36</b>	<b>12,634.96</b>	<b>26,684.00</b>	<b>14,049.04</b>	<b>49,860.00</b>	<b>37,225.04</b>	<b>25.34%</b>
<b>Gross Profit</b>	<b>27,803.14</b>	<b>291,702.44</b>	<b>312,803.00</b>	<b>(21,100.56)</b>	<b>697,345.00</b>	<b>390,642.56</b>	<b>41.83%</b>
<b>Expense</b>							
<b>GENERAL &amp; ADMINISTRATIVE</b>							
629 · ADVERTISING/PRINTING	295.76	5,983.33	8,344.00	2,360.67	15,000.00	9,016.67	39.89%
630 · POSTAGE	10.00	192.07	477.00	284.93	800.00	607.93	24.01%
631 · JANITORIAL EXPENSE	1,090.76	4,949.52	5,204.00	254.48	12,775.00	7,825.48	38.74%
632 · SOFTWARE - IT	1,899.81	10,102.93	16,157.00	6,054.07	33,555.00	23,452.07	30.11%
641 · POOL TRAINING AND EDUCATION	992.00	2,575.38	380.00	(2,195.38)	910.00	(1,665.38)	283.01%
645 · OFFICE SUPPLIES	665.05	2,145.41	3,583.00	1,437.59	6,071.00	3,925.59	35.34%
660 · SEMINARS & EDUCATION	715.00	3,085.06	2,948.00	(137.06)	7,325.00	4,239.94	42.12%
661 · DUES/SUBSCRIPTIONS	26.98	134.90	517.00	382.10	2,045.00	1,910.10	6.60%
680 · TRAVEL EXPENSE	0.00	11,080.64	9,419.00	(1,661.64)	10,093.00	(987.64)	109.79%
681 · MEALS	0.00	1,332.00	950.00	(382.00)	2,274.00	942.00	58.58%
683 · AUTO REIMBURSEMENT/MILEAGE	155.11	692.44	711.00	18.56	2,975.00	2,282.56	23.28%
690 · LEGAL EXPENSE	145.00	1,740.00	2,085.00	345.00	5,000.00	3,260.00	34.80%
691 · ACCOUNTING EXPENSE	13,455.00	15,555.00	15,293.00	(262.00)	19,001.00	3,446.00	81.86%
692 · BANK CHARGES	0.00	0.00	500.00	500.00	1,200.00	1,200.00	0.00%
693 · ENTRY SYSTEM CHARGES	2,775.60	23,596.38	18,622.00	(4,974.38)	39,000.00	15,403.62	60.50%
694 · DC VOTER FEES	0.00	0.00	0.00	-	5,500.00	5,500.00	0.00%
780 · CASH OVER/SHORT	-23.00	-285.40	0.00	285.40	-	285.40	#DIV/0!
<b>Total GENERAL &amp; ADMINISTRATIVE</b>	<b>22,203.07</b>	<b>82,879.66</b>	<b>85,190.00</b>	<b>2,310.34</b>	<b>163,524.00</b>	<b>80,644.34</b>	<b>50.68%</b>
<b>PAYROLL EXPENSES</b>							
599 · BOARD EXPENSES	1,600.00	9,200.00	9,585.00	385.00	23,000.00	13,800.00	40.00%
600 · SALARIES & WAGES	93,369.64	617,918.23	676,725.00	58,806.77	1,472,939.00	855,020.77	41.95%
601 · SOCIAL SECURITY	3,098.20	4,053.00	28,452.00	4,725.63	57,894.00	34,167.63	40.98%
611 · MEDICARE	1,357.19	1,578.00	9,975.00	981.90	21,706.00	12,712.90	41.43%
613 · STATE UNEMPLOYMENT	449.61	919.00	6,957.00	3,224.53	16,606.00	12,873.53	22.48%
614 · HEALTH INSURANCE	5,860.15	5,229.00	26,145.00	(2,927.21)	62,750.00	33,677.79	46.33%

	Nov 2024	Budget	Jul - Nov 24	YTD Budget	YTD Variance	Annual Budget	Annual Budget Remaining	YTD Total as % of Budget
(Continued)								
615 · PERS	12,047.70	13,108.00	65,697.03	69,063.00	3,365.97	188,658.00	122,960.97	34.82%
617 · WORKMANS COMPENSATION	4,221.75	4,279.00	21,108.75	21,395.00	286.25	51,351.00	30,242.25	41.11%
639 · PAYROLL TAX ADJUSTMENTS	552.00	0.00	3,392.00	0.00	(3,392.00)	-	(3,392.00)	#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	1,065.93	0.00	-630.54	0.00	630.54	-	630.54	#DIV/0!
Total PAYROLL EXPENSES	123,622.17	137,770.00	782,209.62	848,297.00	66,087.38	1,894,904.00	1,112,694.38	41.28%
POOL OPERATIONS								
UTILITIES								
619 · GARBAGE	662.60	693.00	3,959.34	3,610.00	(349.34)	8,200.00	4,240.66	48.28%
621 · TELEPHONE EXPENSE	390.73	586.00	2,702.97	2,928.00	225.03	6,800.00	4,097.03	39.75%
622 · ELECTRIC	9,432.60	12,106.00	52,945.33	72,649.00	19,703.67	145,000.00	92,054.67	36.51%
624 · WATER	508.35	807.00	6,055.35	5,856.00	(199.35)	11,500.00	5,444.65	52.66%
625 · SEWER	0.00	0.00	3,225.02	2,494.00	(731.02)	6,450.00	3,224.98	50.00%
626 · NATURAL GAS	9,422.53	14,949.00	34,388.45	54,175.00	19,786.55	158,000.00	123,611.55	21.76%
Total UTILITIES	20,416.81	29,141.00	103,276.46	141,712.00	38,435.54	335,950.00	232,673.54	30.74%
623 · INSURANCE	3,165.19	3,083.00	15,825.95	15,415.00	(410.95)	37,000.00	21,174.05	42.77%
628 · CHEMICALS	6,518.04	871.00	35,549.98	24,879.00	(10,670.98)	62,125.00	26,575.02	57.22%
633 · MAINTENANCE & REPAIR	9,149.54	3,985.00	39,654.80	47,047.00	7,392.20	110,000.00	70,345.20	36.05%
634 · EQUIPMENT RENTAL	185.59	228.00	927.95	3,337.00	2,409.05	5,000.00	4,072.05	18.56%
636 · LANDSCAPE MAINTENANCE	740.00	1,490.00	4,050.00	7,450.00	3,400.00	17,885.00	13,835.00	22.64%
640 · EMPLOYEE INCENTIVES	100.00	699.00	1,869.25	2,444.00	574.75	3,200.00	1,330.75	58.41%
642 · SAFETY	3,300.14	1,266.00	4,963.17	7,597.00	2,633.83	12,500.00	7,536.83	39.71%
643 · SUPPLIES	121.94	215.00	4,459.84	3,550.00	(909.84)	7,050.00	2,590.16	63.26%
644 · UNIFORMS	0.00	135.00	2,585.28	2,241.00	(344.28)	8,175.00	5,589.72	31.62%
646 · SMALL EQUIPMENT	0.00	400.00	612.41	2,000.00	1,387.59	4,800.00	4,187.59	12.76%
Total POOL OPERATIONS	43,697.25	41,113.00	213,162.68	255,672.00	42,509.32	598,885.00	385,722.32	35.59%
850 · DEPRECIATION EXPENSE	41,666.67	41,666.67	208,333.35	208,333.35	-	528,715.00	429,240.00	39.40%
Total Expense	231,189.16	243,943.67	1,286,583.31	1,397,492.35	110,907.04	3,186,028.00	2,008,301.04	40.38%
Net Ordinary Income	(203,386.02)	(209,497.67)	(994,882.87)	(1,084,689.35)	89,806.48	(2,488,683.00)	(1,617,658.48)	39.98%
Other Income/Expense								
Other Income								
401.4 · AD VALOREM	520,730.25	425,175.00	1,977,163.45	1,788,695.00	188,468.45	3,054,254.00	1,077,090.55	64.73%
491 · INTEREST INCOME	18,054.23	6,667.00	79,170.10	33,335.00	45,835.10	80,000.00	829.90	98.96%
499 - OTHER INCOME	0.00	0.00	0.00	0.00	-	-	-	
Total Other Income	538,784.48	431,842.00	2,056,333.55	1,822,030.00	234,303.55	3,134,254.00	1,077,920.45	65.61%
Other Expense								
899 · Interest Expense	0.00	0.00	0.00	0.00	0.00	4,773.00	4,773.00	
Total Other Expense	0.00	0.00	0.00	0.00	-	(4,773.00)	4,773.00	
Net Other Income	538,784.48	431,842.00	2,056,333.55	1,822,030.00	234,303.55	3,139,027.00	1,082,693.45	65.51%
Net Income	335,398.46	222,344.33	1,061,450.68	737,340.65	324,110.03	650,344.00	(534,965.03)	163.21%

## Balance Sheet

As of November 30, 2024

	Nov 30, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
101 · WELLS FARGO CHECKING ACCT.	298,958.37
108 · CASH ON HAND	850.00
112-4 · LOCAL GOV'T INVESTMENT POOL	4,342,452.19
112-5 · LOCAL GOV'T POOL OPERATING	49,814.97
<b>Total Checking/Savings</b>	4,692,075.53
<b>Accounts Receivable</b>	
121 · ACCOUNTS RECEIVABLE	2,314.00
<b>Total Accounts Receivable</b>	2,314.00
<b>Other Current Assets</b>	
12100 · INVENTORY	
115 · CHEMICALS INVENTORY	10,757.02
120 · MERCHANDISE INVENTORY	3,811.23
125 · FOOD INVENTORY	1,869.61
<b>Total 12100 · INVENTORY</b>	16,437.86
130 · Prepaid Expense	28,964.90
170-4 · DELIQUENT TAX REC	40,622.55
<b>Total Other Current Assets</b>	86,025.31
<b>Total Current Assets</b>	4,780,414.84
<b>Fixed Assets</b>	
150 · POOL EQUIPMENT	152,279.48
155 · CONSTRUCTION IN PROGRESS	876,299.30
156 · LAND IMPROVEMENTS	491,894.25
157 · BUILDING & IMPROVEMENT	14,337,233.16
158 · EQUIPMENT	1,312,376.79
160 · ACCUMMULATED DEPRECIATION	-10,523,164.84
175 · LAND APN#1320-30-411-005	1,353,232.09
<b>Total Fixed Assets</b>	8,000,150.23
<b>Other Assets</b>	
171 · DEFERRED PENSION OUTFLOWS	410,899.00
<b>Total Other Assets</b>	410,899.00
<b>TOTAL ASSETS</b>	<b>13,191,464.07</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
201 · ACCOUNTS PAYABLE	32,124.70
<b>Total Accounts Payable</b>	32,124.70
<b>Credit Cards</b>	
202 · CITI VISA CREDIT CARD	10,671.92
<b>Total Credit Cards</b>	10,671.92
<b>Other Current Liabilities</b>	
200 · PAYROLL LIABILITIES	
221-1 · ACCRUED PAYROLL	72,704.71
221-2 · ACCRUED PAYROLL TAXES	11,003.11
229 · SUTA	890.45
234-3 · Aflac	329.64
<b>Total 200 · PAYROLL LIABILITIES</b>	84,927.91

**EAST FORK SWIMMING POOL DISTRICT**  
**Balance Sheet**  
**As of November 30, 2024**

	<u>Nov 30, 24</u>
218 · ACCRUED VESTED VAC PAY	34,285.94
219 · OPEB LIABILITY	32,773.00
235 · ACCRUED WORKMANS COMPENSATION	-7,838.30
236 · NOTE PAYABLE - ZION	246,000.00
<b>Total Other Current Liabilities</b>	<u>390,148.55</u>
<b>Total Current Liabilities</b>	432,945.17
<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>	1,738,899.17
<b>Equity</b>	
349 · RETAINED EARNINGS	7,293,402.15
351-1 · FUND BALANCE	1,452,260.17
355 · CONTRIBUTED CAPITAL	1,648,952.81
Net Income	1,057,949.77
<b>Total Equity</b>	<u>11,452,564.90</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>13,191,464.07</u></u>

	Account	Amount	Memo
	633 - MAINTENANCE & REPAIR	96.91	Fasteners Fuel Stabilizer, Funnel, Bail Valve, Antifreeze, Sterno
	633 - MAINTENANCE & REPAIR	342.82	Air Filter Sales
	628 - CHEMICALS	1,493.03	Carbon Dioxide Liquid
	633 - MAINTENANCE & REPAIR	1,366.07	Subscription, Janitorial Supplies, Safety, Chemicals, Office Supplies, Maintenance, Underwater Santa, Shower Mats, Shower Curtains, Master Locks, Cordless Snow Shovel
	691 - ACCOUNTING EXPENSE	3,032.00	Floor Mats (Maintenance Area)
	642 - SAFETY	13,000.00	Audit
	633 - MAINTENANCE & REPAIR	185.59	Copier Lease/Equip Insurance (Nov 2024)
	633 - MAINTENANCE & REPAIR	2,612.00	Pool Permits
	660 - SEMINARS & EDUCATION	275.00	Monthly site visit (Nov 2024)
	633 - MAINTENANCE & REPAIR	611.00	Gravel (Lobby Drains)
	633 - MAINTENANCE & REPAIR	715.00	CPRS Connections Conference (S Harris March 2025)
	636 - LANDSCAPE MAINTENANCE	43.12	Kick Down Door Stop
	614 - HEALTH INSURANCE	740.00	Contract Nov 2024
	621 - TELEPHONE EXPENSE	6,270.17	Health Insurance Nov 24 (7)PT(1) Dependents- Long
	633 - MAINTENANCE & REPAIR	94.98	Internet Service
	633 - MAINTENANCE & REPAIR	66.90	2 way ball valve, Firefly Dive Beacon, LED Kerf Plate, Washjet, Spray Nozzle
	633 - MAINTENANCE & REPAIR	36.58	Shipping
	633 - MAINTENANCE & REPAIR	88.26	Steel Cable
	633 - MAINTENANCE & REPAIR	37.10	Straight Thread Pipe
	693 - ENTRY SYSTEM CHARGES	2,775.60	
	633 - MAINTENANCE & REPAIR	29.96	Tee Key, Connectors
	633 - MAINTENANCE & REPAIR	628.86	Armex Soda(Janitorial),Suction Intake,Aluminum Racing Jack
	645 - OFFICE SUPPLIES	119.12	Copy fee for 5 copiers (Oct 2024)
	633 - MAINTENANCE & REPAIR	1,251.39	Gloves,ABS Low Voe Pipe Adaptors,Nipples,Cycle Oil,Nezcle,Coupling,Screws,Face Shield,Burshing,Cleanout Pipe,Box Cover,Timer,Conduit,J-Hook,Shop Lights
	631 - JANITORIAL EXPENSE	601.88	Waxed Bags,Green Linens,Toilet Paper,Roll Towels
	683 - AUTO REIMBURSEMENT/MILEAGE	205.11	Mileage, Employee Referral
	628 - CHEMICALS	5,025.01	Pulsar Briquettes,Chlorine Free Phenol Red
	642 - SAFETY	345.14	Band-Aids,Always Sats,BG Strips,Lancets,Chest Seal Combo,Batteries
	632 - SOFTWARE-IT	9.79	(Cloud Backup
	632 - SOFTWARE-IT	249.99	
	629 - ADVERTISING/PRINTING	118.82	Pens (Marketing)
	899 - INTEREST	2,854.80	Bank Loan Interest (Property)
	622 - ELECTRIC	9,432.60	
	621 - TELEPHONE EXPENSE	295.75	Monthly Service Fee (Nov 24)
	690 - LEGAL EXPENSE	145.00	Review Board Agenda & send comments to director,Addtl' emails w/director
	633 - MAINTENANCE & REPAIR	14.22	Fuel
	641 - POOL TRAINING & EDUCATION	992.00	EMT Class
	632 - SOFTWARE-IT	9.95	Monthly Recurring Charge
	614 - HEALTH INSURANCE	47.06	Nov 2024 #634
	639 - PAYROLL TAX ADJUSTMENTS	552.00	Fees for Direct Deposit
	640 - EMPLOYEE INCENTIVES	50.00	Employee Referral (J Berry)
	629 - ADVERTISING/PRINTING	176.94	Chamber Mixer/Social
	691 - ACCOUNTING EXPENSE	180.00	Oct 2024 2 Payroll/PERS
	642 - SAFETY	343.00	Underwater Samia (Scuba Service)
	626 - NATURAL GAS	9,422.53	
	661 - DUES/SUBSCRIPTIONS	11.99	
	645 - OFFICE SUPPLIES	48.71	Cardstock Paper
	633 - MAINTENANCE & REPAIR	3.13	Fuse
	555 - MERCHANDISE	430.97	
	624 - WATER & TRASH	1,170.95	Water/Garbage
	633 - MAINTENANCE & REPAIR	973.49	Scissor/rt
	630 - POSTAGE	10.00	Audit to Dept of Taxation
	633 - MAINTENANCE & REPAIR	180.38	ABS Combo Piping,Cement,Coupling,ABS Pipe
	633 - MAINTENANCE & REPAIR	1,200.00	Amp for indoor stereo system
	633 - MAINTENANCE & REPAIR	289.77	TBE SS Parts,Quick Connect,Coupler,Plugs,Scotts Rag in Box,Transport Drum
	<b>Total</b>	<b>71,324.44</b>	

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

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**AGENDA ACTION SHEET**

**Agenda Item #2**

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

**Background:** East Fork Swimming Pool District's capital improvement plan 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 2024/2025**

**Construction Funds Available as of:**

Local Government Investment Pool

**Nov 30th, 2024**  
\$ 4,342,452

**2024/2025 Projects**

Eastside Expansion ( FY's '24-'25 & '25-'26 = generator \$444,000)

Roof Restoration ('22-'23)

Project Management (Scott McCullough)

Asset Mang Plan (Reserve Analyst - UV parts, Aquatic Design Group)

Contingency (R.O. Anderson, Do. Co. Permits ESE)

	Company	2024/2025 Budget	Contract Amount/ Expense	Remaining Amts. Payable
	Plenium / TSK	2,550,000	2,356,000	1,991,913
	CTR/Garland	8,243	164,850	8,243
	Douglas County	15,000	15,000	11,196
	Reserve Analyst	280,758	280,758	259,481
	Contingency for Asset Mang	30,000	30,000	-
	<b>'24/'25 Capital Budget</b>	<b>2,884,001</b>	<b>2,846,608</b>	

2,764,833

**Remaining Construction Funds Available**

\$ 1,577,619

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

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**AGENDA ACTION SHEET**

**Agenda Item #3**

**Title:** Discussion Only. Discussion and update on the Strategic Plan.

**Background:** East Fork Swimming Pool District approved the 2021-2023 Strategic Plan for the Carson Valley Swim Center. Periodically the Board and Director will review any updates or changes to the plan.

**Funding:** NA

**Recommended Motion:** Discussion only

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



# 2024-2029 Strategic Plan for the Carson Valley Swim Center



**Developed by**

Carson Valley Swim Center Strategic Planning Team:  
Shannon Harris, Director  
Sharon DesJardins,, Chairman  
Travis Lee, Vice-Chairman  
Teresa Duffy, Trustee  
Frank Dressel, Trustee  
Allen Biaggi, Trustee

**Prepared by**

East Fork Swimming Pool District  
Carson Valley Swim center

**Date Approved**

TBD

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## Introduction

The Carson Valley Swim Center has long valued the role that aquatics services plays in enhancing the community's quality of life. As a testament to the importance of these services, the community has invested significant public dollars by building or renovating the facility since 1986. In total, the Carson Valley Swim Center has 6 pools in total specifically built for aquatics programs. This commitment reflected the vision to build upon the community's proud aquatics history so that future generations will continue to be provided with high quality and effective aquatics services.

Now that the facilities have been operating for over 30yrs, the next step is to better understand the role we want to play over the next 30yrs in our community breaking it down 3-5yrs at a time. Our delivery will continue to be coordinated between the County, the Douglas County School District, and other community service providers to maximize programming in a cost-effective and sustainable manner. To accomplish this, a community engagement process was initiated in an effort to ensure that any decisions reflected the community's values. To lead this effort, the Carson Valley Swim Center Strategic Planning Team was established. Members of the community representing various interests worked together for the majority of 2020 to develop the Aquatics Strategic Plan.

## Mission Statement

Provided by a skilled staff, The Carson Valley Swim Center will deliver:

1. A safe, customer-service driven environment
2. Innovative programming that is responsive to the needs of our diverse community, and
3. A clean and well-managed facility.

## Planning Process

An analysis of the strengths, weaknesses, opportunities, and threats (SWOT) associated with our current aquatic facility and programs was performed to assist in understanding aquatics today and opportunities for the future. As a result of the analysis, several specific components were defined. These components provided a starting point to "develop" Action Steps" to meet the goals of the Plan as defined below:

- **To provide a diverse mix of programming by exploring new and exciting activities and events that provides for all the community's aquatics needs.**
- **To utilize our partners and stakeholders to enhance facility visibility and share our story through PR and Marketing initiatives.**
- **To explore expansion of the facility at the current location or into other areas of the community.**
- **To complete an economic vitality study and analysis**

Following the development of the "Action Steps," and as part of this process, the Committee reviewed the operations of other successful aquatics organizations in Northern Nevada and relied on the experiences and expertise of committee members. In the end, it was decided that the Aquatics Strategic Plan for the Carson Valley Swim Center would define specific programs offered, address usage of pool space and determine if the needs of the community are being met.

Four strategic initiatives were developed to help define aquatics operations. The Initiatives include:

- Community needs based scheduling
- Build a partnership base
- Maintain tracking of data to help determine expansion opportunities
- Define the impact the facility has on the community (Health, Wellness, Economic Impact)

Moving forward, an annual work plan will be developed to actively pursue the strategic initiatives in a coordinated manner. The work plan establishes priorities for the year and will be developed jointly by the staff and Board of Trustees for the Carson Valley Swim Center.

## The Past

In February 2020, the East Fork Swimming Pool District hosted a “Special Board Meeting” open to staff and the public to collect thoughts on the Carson Valley Swim Center’s aquatics facilities and programs, listen to our current framework and possibilities for the future. During the meeting, several items were identified by those in attendance. Some of these thoughts were items that needed more immediate attention, while others involved the updating or adding of amenities to serve other areas of the community, opportunities to improve staff retention, serve more families, and create new events and activities. Following this initial meeting, staff and Board members formed a committee tasked with developing a strategic plan for aquatics in the community. It is envisioned that the community will benefit by having the opportunity to participate in enhanced services.

### History Highlights

#### **November, 1958**

The East Fork Swimming Pool District was created by a majority vote of electors of the East Fork Township at a general election on November 4, 1958, and declared organized by District Judge Richard R. Hanna on November 22, 1958.

#### **September 17, 1977**

The Douglas County Board of Commissioners, by Resolution No. 77-41, placed the District in an inactive status and transferred its operation to Douglas County Parks and Recreation.

#### **April 3, 1986**

The Douglas County Board of Commissioners, by Resolution No. 86-16, reactivated the East Fork Swimming Pool District. Upon reactivation, the EFSPD had the power to construct, maintain, and operate swimming pools and other equipment pertaining thereto in the service area of the EFSPD. The service area of the EFSPD (approximately 624 square miles) is that portion of Douglas County known as the East Fork Township of Douglas County. At the times the EFSPD was reactivated, the old Gardnerville pool was not meeting the needs of the community.

#### **September 12, 1986**

A special East Fork Township election was held, concurrent with the State Primary Election in which a question was asked if the EFSPD should incur an indebtedness of the principle amount not to exceed \$2,500,000 for the purpose of constructing and equipping a swim center. The question was approved by the voters with 2,666 voters voting yes (57%) and 1,955 voting no.

#### **February 23, 1987**

The EFSPD requested and was granted Ad Valorem Tax authority to supplement its user fees by the State of Nevada Department of Taxation. Effective fiscal year 1987-88, the maximum allowed operating rate was .1077 per \$100 in assessed value.

#### **May 1, 1989**

The Carson Valley Swim Center opened and since then it has enjoyed a steady growth in attendance, revenue, hours of service, and program diversity.

**1991**

The Carson Valley Swim Center won the Nevada Recreation and Parks Society’s “Elmer H. Anderson Parks Excellence Award.” The highest award given by that society. The award is based on facility design, programming, community use and long range planning.

**1993**

The Carson Valley Swim Center won the National Recreation and Parks Association’s “Excellence in Aquatics” award, the highest commendation awarded at the national level. This competitive award is based in facility design, programming, community use and long range planning.

**1998**

The EFSPD Trustees decided to postpone saving for additional swimming facilities during the fiscal 1998-99 budget period. This decision was based in the county’s need to find new funding for senior programs, the public library and parks and recreation.

**2014-2021**

Voted by Douglas County residents “Best Place to Take Your Kids.”

**2017**

The EFSPD successfully completed the Pool Pact Human Resources HR Assessment Phase I

**2019**

The EFSPD successfully completed the Pool Pact Human Resources HR Assessment Phase II

**2020**

The EFSPD successfully completed the Pool Pact Human Resources HR Assessment Phase I (revised)

**2014-2023**

Voted by Douglas County residents “Best Place to Take Your Kids”

**2021**

The EFSPD purchased the adjacent 3.7acre parcel for future development

**2022**

Awarded the Loss Control Excellence Award

**2023-2024**

Awarded “Best in Aquatics” for programming through Aquatics International

**Facility**

**Carson Valley Swim Center**

The Carson Valley Swim Center opened its doors in 1989 and was built to better serve the community’s needs. The facility is multi-use with six pools, a meeting room, BBQ areas, concession stand, locker rooms, Mezzanine, Dry-Workout Room and a variety of other recreational amenities including Diving Boards, Water Slides, Rockwall, Wibit and Dumping Toys.

The Carson Valley Swim Center is an integral part of the community that offers recreation, training, and entertainment to thousands in the Carson Valley each year. Through various programs, the Swim Center is closely linked to the county’s school district, the senior community, and its public safety departments.

**The Current**

**Committee Role**

The Committee consisting of the Director and the Board of Trustee was assembled and is responsible for creating and delivering a strategic plan as the first step in implementing an excellent community aquatics program. The committee may be further utilized to evaluate and recommend future changes to the plan, work plan items, or assigned other tasks.

## Values

The benefits of aquatics programming is well documented in contributing to a community's quality of life, public safety, economic development, and health. In the Carson Valley, these benefits have been realized for many years - though they have not always been a result of coordinated efforts or a common focus. The long history of successful swimmers emerging from the community, as well as the building of the community aquatics facilities, demonstrates the Carson Valley Swim Center's commitment to aquatics.

In order to move forward in a strategic manner, the community participants established the following values to guide future decision-making so that the Carson Valley Swim Center continues to realize the many benefits of its comprehensive programs offerings.

- New Ways to Serve the Community
- Build lifelong community health through swim related programs
- Family centered activity
- Expand water recreation to other parts of the county
- Enhance quality of life
- Youth development through employment, events and programming
- Economic development: Swim meets and events attract people to the Carson Valley
- Learn water safety skills
- Facilities are accessible to many
- The Aquatics Center is a high-level training facility

From the values identified by the community, a value statement was created to serve as a foundation for the plan.

## Value Statement

To educate the community that aquatics is a lifetime activity that leads to better health and wellness physically, emotionally, socially and spiritually for all ages with an emphasis on equity and access for all.

## SWOT Analysis

An analysis of existing strengths, weaknesses, opportunities and threats has been performed to help determine the current status of aquatics in the community.

### Strengths

*Facilities* –The facility is in good working condition and has an extensive Asset Management and Capital Improvement Plan. For over 30yrs, the Carson Valley Swim Center Directors and Trustees have dedicated many financial resources to “keeping the facility in like new condition.” It is our commitment to the community.

*Location and Climate* – The milder winters and warm summers that traditionally occur in the Carson Valley make it conducive to swim outside for 8 months out of the year. The other 4 months of the year swimming occurs indoors. The location in the Reno-Tahoe area against the Sierra Nevada Mountains make for an incredible place to live and visit.

*Membership Model* – The membership model has been very successful for the Swim Center. Our commitment is to our tax paying “residents” who are given discounts. The Swim Center has also built into their memberships a model that values our senior population and demonstrates our commitment to creating a

healthier community.

*Successful Programs* – Participation in swim lesson programs and recreation swim brings in thousands of people to the pools. These programs are strong revenue producing programs, but also are a good resource for marketing other aquatics programming and opportunities. There are also a large number of club swim team and masters swimmers that already use the pool for lap swimming and training.

*The Community* – In general, the community is reasonably affluent, with an aging population.

*Economic Impact of Competitive Swim Meets* – The community has benefited from many high level swim meets held at the Aquatics Center over the past several years. These bring many people into the area that utilize restaurants, hotels, and retail stores.

*Pool Maintenance Operations* – The Director, Trustees, Project Manager and Maintenance department has been on the front end of new technology in aquatics maintenance.

### Weaknesses

*Staffing* – Part-time employee turnover. Low staff numbers during certain time of the year. Timing of availability and flexibility. Change current positions or create new ones. PERS limitations.

*Competition for space* – Overcrowding in winter months when programming increases, swim team use and the competition for space. Focus needs to be more kid oriented.

*Underutilizations of Areas* – Volleyball court wasted space. North lawn area wasted space. Add splash pad, zero entrance pool outside, therapy space in the best location.

*Raising costs* – Inflation at an all-time high

### Opportunities

*New Amenities and Programming* – Increase services and locations. Water Park, Lazy River, Flow Rider, Yoga Classes on SUP Boards

*Facility Expansion* – Update and expand front lobby/entrance. Use outdoor pool year around. Lot next door FEMA mapping, population, zoning, staffing and community need with determine expansion.

*Community Events* – New and creative. Polar Bear Dip. Increase Child and Family events.

*Employment and Training* – Employment of High School students. Opportunity to build skills, mentoring and coaching.

*New PR and Marketing Opportunities* – be creative and open to new avenues

### Threats

*Changing Population* – Respond and remain relevant as county and school district demographics change. Sustainable for community growth. Outgrowing facility.

*County Commissioners* – Wanting part or all of Tax Rate.

*Non Users/Tax payers* – Public perception. Decision making.

## Action Steps

### Action Steps

The steps established and outlined are for the facility as a whole,

1. Explore expansion of facility while reevaluating current space and usage.
2. Complete an economic vitality study
3. Complete a Cost of Living Study and Cost Comparison across county employment.
4. Develop a targeted PR/Marketing Campaign involving community stakeholders.



## Community Aquatics Model for Carson Valley

Community aquatics models vary greatly throughout the country and it is not likely that any two operations will be exactly the same. Through the experience of committee members and review of other aquatics operations, an inventory of programs were identified as pieces of a successful aquatics operation. This inventory was categorized into related areas. The following section provides an overview of these categories and programs.

**Recreation Swim-** This category includes use of the pool facilities for un-programmed water play year round. Group use of recreation swim is also counted in this category.

**Learn to Swim Programs** - Learn to swim programs are listed in two categories:

Youth Swim Lessons – Age appropriate swim lessons that take youth from not being able to swim to the point where they could join a precompetitive swim program, if interested.

Adult Swim Lessons – Provide lessons that create an environment where adults are comfortable learning.

**Adult Fitness** – Programs that are focused on health and fitness where high levels of skill are not necessary to begin participation in these programs.

Water Aerobics Classes – This is a program that promotes exercise in the water (shallow and deep) that is structured and instructor led. A successful program is responsive to the needs of the participants. Changes in formatting could potentially attract more seniors.

Lap Swim – Unstructured swim time for adults to use the facility to swim laps for fitness.

Dryland Workouts - Unstructured workout time in the Multi-Purpose Room using a variety of equipment.

**High School Sports** – High School Aquatics are offered in Swim Team and Diving. In recent years the number of participants has declined due to a variety of reasons. Success in participation at the high school level directly relates to the relationship to youth swim team. Keeping the youth interested as they move into high school is critical and it is the social element that drives participation.

**Adult Competitive/Advanced Fitness Programs** – These are the programs that require adults to have advanced level of skill or training in to participate.

Masters Swimming/Triathlon Training – This is a coached program where instruction is provided on workouts and training techniques. Scheduling in this area is a key component as is the coach selected to run the program.

**Pool/Facility Rentals** – These would be the private rental of pools and amenities at any of the facilities.

Events and Parties – This area is a primarily summer operation but does continue through the winter in the Mezzanine. Providing birthday parties is a very competitive area and they should be offered, but this should not be an area where expanding revenue is likely. Private event rental of the recreation swim facilities is a potential opportunity.

Swim Meets – Hosting swim meets does not generate a great deal of direct revenue, but their economic impact is thought to be very large. The regional level swim meets will have a much greater economic impact as people will stay longer, utilize hotels, and eat more meals within the City.

Lane Rentals – Lane rentals to groups from outside provides and opportunity to generate revenue.

**Other Programs** – This area would be where nontraditional aquatics programming would fall. Scuba classes have been identified as an opportunity, but were tried before without success. It is believed the program could work, but it is a low priority at this point.

**Maintenance of Facilities** – While not a direct service, it is important to recognize that facility maintenance is a key component of operations at all facilities.

### Relationships

While the importance of quality in the outlined program areas is essential to building a successful aquatics program, it is also important to realize the overall management of programs and how the relationships between programs is a critical aspect of creating an integrated service delivery model. Key relationships are outlined below.

**School and Community Groups** - The Swim Center hosts and co-teaches two Douglas High School aquatics classes each semester with an average class size of twenty-five students. In the spring of each year, the Swim Center hires twenty-five to thirty students as lifeguards for the upcoming summer. With the combination of lifeguards and cashiers, the Swim Center is one of the largest teen employers in Douglas County. Not only are the Center's lifeguards certified in shallow and deep water lifeguarding, but also have certifications for CPR, first aid, AED (automated external defibrillator), and the administration of oxygen. Many pursue careers as firefighters, paramedics, and nurses, and in law enforcement and the military.

Groups of kids attending school field trips and other organized events visit the Swim Center throughout the year and come from Northern Nevada elementary and middle schools, Douglas County's Adventure Camp, Northern Nevada based Boys & Girls Clubs, and from privately owned daycare centers. Three rural schools from California bus students to our facility for group swim lessons and for water safety instruction.

The Swim just isn't about swimming. It is also a safe place where youth hang out after-school completing homework and socializing until they are picked up by their guardians.

**Transition from Swim Lessons to Competitive Swimming/High School Swimming** – Participants that progress through these levels successfully are the ones that have an opportunity to transition into aquatics as an adult. They also are the participants that form the base to develop qualified staff. Developing an overall management plan/structure that explicitly addresses and encourages this progression will be critical to the success of the model.

**Overall Scheduling of Facilities** – Coordination in the management of an overall schedule of facilities is a critical aspect of managing all program areas. An effort should be made to educate all participant groups that efficient scheduling can be a benefit to all groups involved and that working with other participant groups to share the facility is highly important.

## The Future

Strategic initiatives have been designed to move Carson Valley Swim Center from present day operations to operations that align with the newly developed community aquatics model. These strategic initiatives are:

1. Community needs based scheduling
2. Build a partnership base
3. Maintain tracking of data to help determine expansion opportunities
4. Define the impact the facility has on the community (Health, Wellness, Economic Impact)

These initiatives will each provide a broad strategy for helping to achieve the goals of the plan. An annual work plan will be developed to actively pursue the strategic initiatives in a coordinated manner. The work plan establishes priorities for the year and will be developed jointly by the staff and Board of the East Fork Swimming Pool District.

## **Strategic Initiative 1 Community Needs Based Scheduling**

The Carson Valley Swim Center pools were built to serve the Carson Valley community. Scheduling the use of the facility to satisfy the wants and needs of our community is our top priority. As a special tax district balancing cost-recovery with community need in this area is critical. Aquatics facilities are expensive to operate and underutilization of facilities is not a viable approach to sustain a high quality and diverse aquatics program.

### **Potential Benefits:**

- Increased Desired Programming
- Overall Cost Savings
- Reduction in Competition for Users in Pool Areas

### **Target Areas:**

- Defining Most Appropriate Location for Various Uses
  - o Programs
  - o Rentals
  - o Swim Meets
- Define Overall Need for Pool Space at Various Times of The Year
- Understand Opportunities to Reduce Costs When Pools are Not Utilized

## **Strategic Initiative 2 Building a Partnership Base**

The Carson Valley Swim Center recognizes that successful and effective partnerships in the community are beneficial on many levels. For the Carson Valley community, an aquatics partnership between the Carson Valley Swim Center and the Douglas County School District result in both programmatic and financial benefits. By working in partnership with other organizations we will be able to better serve the community and the other potential partnerships may be able to leverage resources.

### **Potential Benefits:**

- Enhanced Community Access
- Increased Programming
- Cost Savings
- Revenue Generation
- Increase Community Health

### **Target Area:**

- Overall Management of Aquatics Facilities
  - o Scheduling
  - o Fees
  - o Marketing
  - o Programming
  - o Capital Improvement Plan

## Strategic Initiative 3

### Determine Expansion Opportunities

The Carson Valley Swim Center understands the importance to preserving the core areas of operation while trying to develop other service areas. Currently, the only location serving our community is successful from both a participation and financial standpoint but we are aware that serving other areas of our community can be potentially enhanced. Realizing and understanding the wide array of benefits of a comprehensive aquatics program, it is necessary to continually evaluate opportunities for maintaining and enhancing core services. The Carson Valley Swim Center needs to ensure that the community's significant investment in aquatics facilities is sustainable and effective and that ongoing maintenance and improvements are essential.

#### Potential Benefits:

- Increased Community Impact
- Increased Employment Opportunities
- Increased Service Area

#### Target Areas:

- Provide Quality Facility Maintenance to Aquatics Facilities
  - o Preventative Maintenance via Asset Management Plan
  - o Immediate Repairs
- Maintain Competitive Aquatics Programming
  - o Shared Opportunities
- Continue Key Programs
  - o Membership Model
  - o Recreation Swim
  - o Swim Lessons
- Program Enhancements
  - o Review Opportunities to Extend The Membership Model
  - o Attraction of Additional Swim Meets
  - o Improved Swim Lesson Instructions
  - o Additional Adult Program Opportunities

## **Strategic Initiative 4 Complete an Economic Vitality Study**

It is important to understand the positive financial impact the Carson Valley Swim Center bring to the Carson Valley through their activities, hours of operation and programming including but not limited to both Club and High School Swim Meets.

### **Potential Benefits:**

- Understand the Impact of Community Businesses
- Help Determine if more Activities need to be Planned
- Opportunities for Increased Revenue

### **Target Areas:**

- Work with County's Economic Vitality Manager
  - o Complete Assessment
  - o Evaluate Results
  - o Educate Community Partners and Commissioners

## **Community Needs Based Facility Scheduling**

1. Defining Most Appropriate Location for Various Uses  
Timeframe: January 1 – August 31, 2021
2. Define Overall Need for Pool Space at Various Times of The Year  
Timeframe: January 1 – August 31, 2021
3. Understand Opportunities to Reduce Costs When Pools are Not Utilized  
Timeframe: January 1 – August 31, 2022

## **Building a Partnership Base**

4. Overall Management of Aquatics Facilities  
Timeframe: March 1 – September 30, 2022

## **Determine Expansion Opportunities**

5. Provide Quality Facility Maintenance to Aquatics Facilities.  
Timeframe: January 1 – August 31, 2021
6. Maintain Competitive Aquatics Programming  
Timeframe: January 1 – August 31, 2022
7. Continue Key Programs  
Timeframe: January 1 – August 31, 2022
8. Program Enhancements  
Timeframe: January 1 – August 31, 2022

## **Complete Economic Vitality Study**

9. Work with County's Economic Vitality Manager  
Timeframe: September 1 – November 30, 2023





# CVSC December 2024 Director's Report

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

- Nov Attendance 2023 was 7,373. Nov 2024 Attendance was 7,549 (See attached docs)

**Programming, Staffing and Training:**

- Shannon attended a Lunch N Learn earning a CEU for professional certification.
- Lifeguard Certification class is scheduled for December/January.
- E-learning continues to be sent out monthly to staff by Andrew, Admin Asst./HR
- 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:**

- CVSC Economic and Community Benefit Analysis shared with multiple stakeholders.
- Shannon was interviewed by Outside Lake Tahoe: Underwater Santa Flyer
- Shannon chaired the executive and general NRPS Board meetings as President of the society.
- Social media exposure, information sharing and flyers: Facebook & Instagram updates (Sarah & Catherine).
- Website updates (Justin, Paul, Sharon), Google Business updates (Shannon), Alignable updates (Shannon)
- Annual publications: Carson Valley Business Directory, Getaway Reno/Tahoe Area, Best of CV, Almanac, R-C.
- 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: Kylie Wagstaff, Lifeguard and Swim Instructor. Kylie stands out in many different ways. Kylie comes to work happy and ready to start on-time. She is professional at all times and is always willing to help out the patrons and CVSC team at all levels.

**Maintenance Updates:**

- Breezeway construction was completed for safety and cold air control.
- Annual Fire Inspection was completed and passed.
- Dave attends the weekly construction meetings with Shannon, Scott and contractors.
- Dave is continuing to research the replacement of the Therapy Pool filter as part of the Asset Mang Plan.
- 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).





## User Attendance Breakdown

*Summary*

	Nov 2023				July 1, 2023 thru Nov 30, 2023			
	Drop-Ins	Passes	Total	%	Drop-Ins	Passes	Total	%
Senior	250	2,479	2,729	50%	2,644	14,636	17,280	32%
Adult	588	289	877	16%	9,909	1,891	11,800	22%
Youth	1,337	12	1,349	25%	20,588	135	20,723	39%
Complimentary	9	-	9	0%	373	-	373	1%
Family	21	40	61	1%	581	160	741	1%
Disabled	26	122	148	3%	210	783	993	2%
Therapy	68	-	68	1%	417	-	417	1%
Other	61	156	217	4%	335	900	1,235	2%
	2,360	3,098	5,458	100%	35,057	18,505	53,562	100%



**Editor:**

The Minden Fortnightly Club, the oldest service club in the Carson Valley, kicked off the holiday season with our annual fundraiser auction, "Tis the Season to Sparkle."

We are incredibly grateful to all those who contributed to making this event a tremendous success.

Thanks to the generosity of our community, we will be able to continue supporting several local charities, enhance the CVIC Hall in Minden, and provide assistance to families in need within our community.

We extend a heartfelt thank you to those who attended, as well as to the following businesses and individuals for their generous support:

Anytime Fitness, Atlantis Casino Resort Spa, Big Daddy's Bike and Brew, Big Fish Landscaping, Crystal Jackson, Realtor at Cal Neva Realty, Carson Valley Community Theatre, Carson Valley Golf Course, Carson Valley Inn, Carson Valley Swim Center, Carson Valley Visitor's Authority, CC Media Agency, Chamber of Commerce, Christensen Automotive, Cottonwood Creek, Custom Craft Builders, Custom Framing and Design, CV Flyte, Darrel "DJ" Johnson of Intero Real Estate, Douglas County Community Center, DST Coffee, El Charro Avitia, Especially For You, Fresh Ideas, Gadzooks!, Golden Nugget Tahoe, Great Basin Equine, Harrah's & Harveys Lake Tahoe, Hoch Family Creamery, J.T. Basque Bar & Dining Room, Joyce's Fine Jewelry, Judge David Gamble, Judge Tom & Cynthia Gregory, Lake Tahoe Shakespeare Festival, Lake Tahoe Visitors Authority, Local Love, Millennium Medical & Spa Suites, Minden MD Spa, Minden Meat & Deli, Nectar Beauty Collective, Nevada Silversmithing, NV-US Silver Works, Penny Rand of Pine Nut Studios, Pure Glow Salon, Raley's, Reclaimed NV Custom Wood & Metal, Reno Aces, Sierra at Tahoe, Stephanie Griffith of Sierra Sotheby's International Realty & Brandon Griffith, Studio Form Pilates, Tahoe Equine, Tahoe Sleigh & Carriage Rides, Tahoe Toffee Candy Company, The Hone Company, Trudy's Hair Studio, Tumbleweeds Gymnastics and Warren Reed Insurance.

Thank you again to all our attendees and donors. Wishing everyone in our Valley a joyful and peaceful holiday season.

**Nicole Lewis**

Minden

# Minden Fortnightly Club

est. 1910

PO Box 543 Minden, NV 89423

Dear Shannon,

Thank you for your generous donation of a swim pass from the Carson Valley Swim Center to the Minden Fortnightly Club's annual fundraiser! This year's theme, "Tis the Season to Sparkle," perfectly captures the joy your support means to Minden Fortnightly.

Because of you, we can assist worthy causes and provide crucial care for those in sudden crisis. →

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Your contribution also helps us maintain our historic CIVIC Hall, which has proudly served our community for 112 years.

We truly appreciate you!

Warmly,

Kathy Lewis

Fundraising Co-Chair

Minden Fortnightly Club





CARSON VALLEY ART ASSOCIATION • P. O. BOX 2048 GARDNERVILLE, NV 89410

November 30, 2024

Dear

*Carson Valley Swim Center,*

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Carson Valley Art Association is in great appreciation for your donation during our 2024 November Art Scholarship show at the C.V.I.C Hall.

Our association provides scholarships to college students at Western Nevada College who are majoring in Fine Arts as well as giving grants to art teachers in the Douglas County School District. Your raffle donation helps raise funds for future art scholarships and grant opportunities, as well as promotes your business in the community.

Your gift is at work supporting the efforts of those majoring in the arts or are currently teaching our children the various aspects of the arts.

Thank you again,

*Ethel Miller*

CVAA Secretary



Swim center

Thank you for teaching us job skills,  
Have a nice Thanksgiving!

From  
PAC

weil

Anthony

Trick Hendrick

Jahira