

**EAST FORK SWIMMING POOL DISTRICT  
BOARD OF TRUSTEES MEETING AGENDA  
January 16<sup>th</sup>, 2025 at 9:00 a.m.  
Carson Valley Swim Center  
1600 Hwy 88, Minden, Nevada**

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

\*\*\*\*\*

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

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

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

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

**APPROVAL OF AGENDA**

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

**CONSENT AGENDA**

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

**PUBLIC COMMENT**

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

- 1a. For Possible Action. Approval of previous minutes from the December 19<sup>th</sup>, 2024 Meeting.
- 1b. For Possible Action. Approval of general ledger cash balances, expenditures and investments through December 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. For Possible Action. Discussion and possible action to appoint the Chair and Vice Chair for the Board of Trustees.
3. For Possible Action. Discussion and possible action to approve the 2025 EFSPD board meeting schedule.
4. Discussion Only. Discussion and update on the Capital Improvement Plan ongoing.
5. Discussion Only. Discussion of the proposed '25-'26 operating budget, 5-year capital improvement, budget and population trends of Douglas County.
6. 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
7. For Possible Action. Discussion and possible action on proposed agenda items for the February 20th, 2025 general meeting.

#### ***Adjournment***

Copies of the agenda were posted at 4:30pm, Thursday, January 9<sup>th</sup>, 2025 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**

---

---

**AGENDA ACTION SHEET**

**Agenda Item # 1a**

**Title:** Approval of the General Meeting minutes from December 19<sup>th</sup>, 2024

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

**Funding:** NA

**Recommended Motion:** Move to approve the General Meeting minutes from December 19<sup>th</sup>, 2024

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

**EAST FORK SWIMMING POOL DISTRICT  
BOARD OF TRUSTEES  
GENERAL MEETING MINUTES  
December 19<sup>th</sup>, 2024 at 9:00 a.m.  
Carson Valley Swim Center  
1600 Hwy 88, Minden, Nevada**

The Board of Trustees December 19<sup>th</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, Trustees Frank Dressel & Allen Biaggi. Vice Chairman Travis Lee & Trustee Teresa Duffy were on the phone.

**No Public Comment**

**AGENDA**

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

**CONSENT AGENDA ITEMS**

- 1a. For possible action. 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.

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

**ADMINISTRATIVE AGENDA**

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

Chairman DesJardins introduced item. Harris states you will see under item 2, we have the construction remaining balances. We paid out \$176,000 today to Plenium Builders to pay sub-contractors, etc. I can't say enough about working with this team. McCullough, myself and my maintenance supervisor meet with them every Wednesday. They work really hard to make sure they have made a safe environment for our staff, their staff and the our patrons. Every time we have asked for something or any questions have come up, they address them immediately. Our funds available as of November 30<sup>th</sup>, are \$4,342,452. We still owe \$2,764,833 which leaves our remaining construction funds available at \$1,577,619. McCullough states that Eastside expansion is broken into 3 separate portions, the maintenance, storage and garage portions. We had to reduce the trash enclosure a little. The front entrance wall that was removed needed a little more support so we used some new technology called FRP (Fiberglass Reinforced Plastic) that is applied to the masonry. They use FRP on parking structures and bridges. They will be pouring the slab for that and also, they will pour the slab for the storage area for the concessions. The activity pool project, we are ready to engage the project, Aquatic Design was directed to produce schematic level drawings. There are really 3 phases: schematic design, design documents and construction documents. These are all checks to make sure that we are in compliance to what our desire is for this project. These are the 10% drawings. Update on the roof restoration. The best part of the roof project is our relationship with Garland Roofing who will provide the warranty. We will not pay the retention until it's done. We will not be accepting it for warranty until it's 100% finished. Biaggi asks how did you find the areas that were out of spec? McCullough states that Garland has QC/QA because they are providing the warranty. Update on the Acme Project. Parking lot Project is driving a concept design to submit for approval to either the county or FEMA. Again, Anderson is doing the work and it may not require a CLOMR. After doing the super DH project 5 or 6 years ago, we started noticing in the northwest corner that the perforations were only pointing down so there was a dead area above that was not getting any air. Because of this, the high humidity is ruining the masonry. We are working with CR Engineering to install a new sock with perforations on both sides. Dressel asks how much that's going to run. McCullough states it will probably run \$10,000-\$15,000.

**Public Comment:**

3. **Discussion Only. Discussion and update on the Strategic Plan.**

Chairman DesJardins introduced item. Harris states that she made some basis changes such as I updated the years on the progress we have made. We accomplished all of the things that we had set forward in those 3 years. I have made no progress on finding a facilitator for our new 5-year plan. I have reached out to the person that Dr. Chichester recommended and have had no response. I have reached out to Dr. Chichester again because she did state that if the other person didn't work out, she may be able to help us. If any board members know of any facilitators they would like to recommend, please contact me after the meeting. Harris stated that the last thing we completed was the Economic Vitality Study. DesJardins states that sending it to Keith Lewis was probably why he mentioned us on the Monday Morning TV program. Harris agreed. She states that she has gotten lots of feedback from the Chamber of Commerce, Community Services, County Manager, etc. Biaggi asks if we are looking for a facilitator at no cost. Harris states that Dr Chichester didn't charge us last time. If we need to pay, we can concern it but would prefer not. Harris states the Economic Vitality Study went so smooth. Biaggi states that it went very smooth. Biaggi stated that every Strategic Plan he has worked with has had a Vision Statement. A vision statement is what we want to be in the future. It might be something we want to have in our Strategic Plan, especially given that we will be moving next door at some point. Harris states that should come out of the group meetings. Lee agrees that it would be a good thing to have in our Strategic Plan.

**Public Comment**

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

**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).

**No Public Comment**

**9. For Possible Action. Discussion and possible action on proposed agenda items for the January 16<sup>th</sup>, 2025 meeting.**

**CIP Update  
New Chair and Vice Chair  
2025 Meeting Schedule  
Budget Process  
Strategic Plan**

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

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

---

**AGENDA ACTION SHEET**

**Agenda Item # 1b**

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

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

|                                     | Dec 24    | Budget    | Jul -Dec 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                     | 25,375.75 | 24,920.00 | 299,774.65  | 312,344.00 | (12,569.35)  | 640,650.00    | 340,875.35              | 46.79%                   |
| 496 · FOOD                          | 897.00    | 1,633.00  | 22,943.50   | 36,518.00  | (13,574.50)  | 66,146.00     | 43,202.50               | 34.69%                   |
| 497 · MERCHANDISE                   | 474.00    | 1,113.00  | 8,366.00    | 12,041.00  | (3,675.00)   | 25,409.00     | 17,043.00               | 32.93%                   |
| 498 GRANT INCOME                    | 10,000.00 | 1,250.00  | 10,000.00   | 7,500.00   | 2,500.00     | 15,000.00     | -                       | 0.00%                    |
| Total Income                        | 36,746.75 | 28,916.00 | 341,084.15  | 368,403.00 | (27,318.85)  | 747,205.00    | 401,120.85              | 45.65%                   |
| <b>Cost of Goods Sold</b>           |           |           |             |            |              |               |                         |                          |
| <b>COST OF GOODS SOLD</b>           |           |           |             |            |              |               |                         |                          |
| 550 · FOOD EXPENSE                  | 0.00      | 692.00    | 8,747.67    | 20,587.00  | 11,839.33    | 34,247.00     | 25,499.33               | 25.54%                   |
| 555 · MERCHANDISE EXPENSE           | 430.97    | 751.00    | 4,215.95    | 6,496.00   | 2,280.05     | 13,613.00     | 9,397.05                | 30.97%                   |
| 560 · FOOD SUPPLIES                 | 41.39     | 33.00     | 502.98      | 331.00     | (171.98)     | 1,250.00      | 747.02                  | 40.24%                   |
| 565 · FOOD SPOILAGE                 | 0.00      | 0.00      | 120.65      | 496.00     | 375.35       | 637.00        | 516.35                  | 18.94%                   |
| Total COST OF GOODS SOLD            | 472.36    | 1,476.00  | 13,587.25   | 27,910.00  | 14,322.75    | 49,747.00     | 36,159.75               | 27.31%                   |
| Total COGS                          | 472.36    | 1,476.00  | 13,587.25   | 27,910.00  | 14,322.75    | 49,747.00     | 36,159.75               | 27.31%                   |
| <b>Gross Profit</b>                 | 36,274.39 | 27,440.00 | 327,496.90  | 340,493.00 | (12,996.10)  | 697,458.00    | 364,961.10              | 46.96%                   |
| <b>Expense</b>                      |           |           |             |            |              |               |                         |                          |
| <b>GENERAL &amp; ADMINISTRATIVE</b> |           |           |             |            |              |               |                         |                          |
| 629 · ADVERTISING/PRINTING          | 0.00      | 0.00      | 5,983.33    | 8,344.00   | 2,360.67     | 15,000.00     | 9,016.67                | 39.89%                   |
| 630 · POSTAGE                       | 72.75     | 0.00      | 264.82      | 477.00     | 212.18       | 800.00        | 535.18                  | 33.10%                   |
| 631 · JANITORIAL EXPENSE            | 908.70    | 358.00    | 5,858.22    | 5,562.00   | (296.22)     | 12,775.00     | 6,916.78                | 45.86%                   |
| 632 · SOFTWARE - IT                 | 1,980.18  | 1,322.00  | 12,083.11   | 17,479.00  | 5,395.89     | 33,555.00     | 21,471.89               | 36.01%                   |
| 641 · POOL TRAINING AND EDUCATION   | 553.00    | 76.00     | 3,128.38    | 2,956.00   | (172.38)     | 3,410.00      | 281.62                  | 91.74%                   |
| 645 · OFFICE SUPPLIES               | 178.11    | 789.00    | 2,323.52    | 4,372.00   | 2,048.48     | 6,071.00      | 3,747.48                | 38.27%                   |
| 660 · SEMINARS & EDUCATION          | 0.00      | 0.00      | 3,085.06    | 2,948.00   | (137.06)     | 7,325.00      | 4,239.94                | 42.12%                   |
| 661 · DUES/SUBSCRIPTIONS            | 206.98    | 23.00     | 341.88      | 540.00     | 198.12       | 2,045.00      | 1,703.12                | 16.72%                   |
| 680 · TRAVEL EXPENSE                | 0.00      | 623.00    | 11,080.64   | 11,242.00  | 161.36       | 11,293.00     | 212.36                  | 98.12%                   |
| 681 · MEALS                         | 0.00      | 190.00    | 1,332.00    | 1,140.00   | (192.00)     | 2,274.00      | 942.00                  | 58.58%                   |
| 683 · AUTO REIMBURSEMENT/MILEAGE    | 121.94    | 175.00    | 814.38      | 886.00     | 71.62        | 2,975.00      | 2,160.62                | 27.37%                   |
| 690 · LEGAL EXPENSE                 | 1,458.58  | 417.00    | 3,198.58    | 2,502.00   | (696.58)     | 5,000.00      | 1,801.42                | 63.97%                   |
| 691 · ACCOUNTING EXPENSE            | 455.00    | 578.00    | 16,010.00   | 15,871.00  | (139.00)     | 19,001.00     | 2,991.00                | 84.26%                   |
| 692 · BANK CHARGES                  | 0.00      | 100.00    | 0.00        | 600.00     | 600.00       | 1,200.00      | 1,200.00                | 0.00%                    |
| 693 · ENTRY SYSTEM CHARGES          | 2,497.26  | 1,553.00  | 26,093.64   | 20,175.00  | (5,918.64)   | 39,000.00     | 12,906.36               | 66.91%                   |
| 694 · DC VOTER FEES                 | 0.00      | 0.00      | 0.00        | 0.00       | -            | 5,500.00      | 5,500.00                | 0.00%                    |
| 780 · CASH OVER/SHORT               | -13.65    | 0.00      | -299.05     | 0.00       | 299.05       | -             | 299.05                  | #DIV/0!                  |
| Total GENERAL & ADMINISTRATIVE      | 8,418.85  | 6,204.00  | 91,298.51   | 95,094.00  | 3,795.49     | 167,224.00    | 75,925.49               | 54.60%                   |
| <b>PAYROLL EXPENSES</b>             |           |           |             |            |              |               |                         |                          |
| 599 · BOARD EXPENSES                | 2,000.00  | 1,917.00  | 11,200.00   | 11,502.00  | 302.00       | 23,000.00     | 11,800.00               | 48.70%                   |
| 600 · SALARIES & WAGES              | 88,776.77 | 98,827.00 | 706,695.00  | 775,552.00 | 68,857.00    | 1,472,939.00  | 766,244.00              | 47.98%                   |
| 601 · SOCIAL SECURITY               | 2,838.22  | 3,351.00  | 26,564.59   | 31,803.00  | 5,238.41     | 57,894.00     | 31,329.41               | 45.88%                   |
| 611 · MEDICARE                      | 1,296.40  | 1,429.00  | 10,289.50   | 11,404.00  | 1,114.50     | 21,706.00     | 11,416.50               | 47.40%                   |
| 613 · STATE UNEMPLOYMENT            | 412.02    | 728.00    | 4,144.49    | 7,685.00   | 3,540.51     | 16,606.00     | 12,461.51               | 24.96%                   |
| 614 · HEALTH INSURANCE              | 5,860.15  | 5,229.00  | 34,932.36   | 31,374.00  | (3,558.36)   | 62,750.00     | 27,817.64               | 55.67%                   |



|                               | Dec 2024     | Budget       | Jul - Dec 24   | YTD Budget     | YTD Variance | Annual Budget  | Annual Budget Remaining | YTD Total as % of Budget |
|-------------------------------|--------------|--------------|----------------|----------------|--------------|----------------|-------------------------|--------------------------|
| (Continued)                   |              |              |                |                |              |                |                         |                          |
| 615 - PERS                    | 12,047.70    | 13,152.00    | 77,744.73      | 82,215.00      | 4,470.27     | 188,658.00     | 110,913.27              | 41.21%                   |
| 617 - WORKMANS COMPENSATION   | 4,221.75     | 4,279.00     | 25,330.50      | 25,674.00      | 343.50       | 51,351.00      | 26,020.50               | 49.33%                   |
| 639 - PAYROLL TAX ADJUSTMENTS | 568.00       | 0.00         | 3,960.00       | 0.00           | (3,960.00)   | -              | (3,960.00)              | #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      | -314.71      | 0.00         | -911.30        | 0.00           | 911.30       | -              | 911.30                  | #DIV/0!                  |
| Total PAYROLL EXPENSES        | 117,706.30   | 128,912.00   | 899,949.87     | 977,209.00     | 77,259.13    | 1,894,904.00   | 994,954.13              | 47.49%                   |
| POOL OPERATIONS UTILITIES     |              |              |                |                |              |                |                         |                          |
| 619 - GARBAGE                 | 695.73       | 693.00       | 4,655.07       | 4,303.00       | (352.07)     | 8,200.00       | 3,544.93                | 56.77%                   |
| 621 - TELEPHONE EXPENSE       | 390.73       | 586.00       | 3,093.70       | 3,514.00       | 420.30       | 6,800.00       | 3,706.30                | 45.50%                   |
| 622 - ELECTRIC                | 8,243.00     | 10,923.00    | 61,188.33      | 83,572.00      | 22,383.67    | 145,000.00     | 83,811.67               | 42.20%                   |
| 624 - WATER                   | 500.35       | 538.00       | 6,555.70       | 6,394.00       | (161.70)     | 11,500.00      | 4,944.30                | 57.01%                   |
| 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             | 10,667.34    | 18,836.00    | 45,055.79      | 64,311.00      | 19,255.21    | 149,300.00     | 104,244.21              | 30.18%                   |
| Total UTILITIES               | 20,497.15    | 31,576.00    | 123,773.61     | 164,588.00     | 40,814.39    | 327,250.00     | 203,476.39              | 37.82%                   |
| 623 - INSURANCE               | 3,165.19     | 3,083.00     | 18,991.14      | 18,498.00      | (493.14)     | 37,000.00      | 18,008.86               | 51.33%                   |
| 628 - CHEMICALS               | 1,904.76     | 2,776.00     | 37,454.74      | 27,655.00      | (9,799.74)   | 62,125.00      | 24,670.26               | 60.29%                   |
| 633 - MAINTENANCE & REPAIR    | 4,806.90     | 6,393.00     | 44,461.70      | 53,440.00      | 8,978.30     | 110,000.00     | 65,538.30               | 40.42%                   |
| 634 - EQUIPMENT RENTAL        | 185.59       | 228.00       | 1,113.54       | 3,565.00       | 2,451.46     | 5,000.00       | 3,886.46                | 22.27%                   |
| 636 - LANDSCAPE MAINTENANCE   | 740.00       | 1,490.00     | 4,790.00       | 8,940.00       | 4,150.00     | 17,885.00      | 13,095.00               | 26.78%                   |
| 640 - EMPLOYEE INCENTIVES     | 662.33       | 750.00       | 2,531.58       | 3,194.00       | 662.42       | 3,200.00       | 668.42                  | 79.11%                   |
| 642 - SAFETY                  | 6,779.09     | 420.00       | 11,742.26      | 13,017.00      | 1,274.74     | 17,500.00      | 5,757.74                | 67.10%                   |
| 643 - SUPPLIES                | 294.08       | 332.00       | 4,753.92       | 3,882.00       | (871.92)     | 7,050.00       | 2,296.08                | 67.43%                   |
| 644 - UNIFORMS                | 149.00       | 304.00       | 2,734.28       | 2,545.00       | (189.28)     | 8,175.00       | 5,440.72                | 33.45%                   |
| 646 - SMALL EQUIPMENT         | 45.91        | 400.00       | 658.32         | 2,400.00       | 1,741.68     | 4,800.00       | 4,141.68                | 13.72%                   |
| Total POOL OPERATIONS         | 39,230.00    | 47,752.00    | 253,005.09     | 301,724.00     | 48,718.91    | 599,985.00     | 346,979.91              | 42.17%                   |
| 850 - DEPRECIATION EXPENSE    | 41,666.67    | 41,666.67    | 250,000.02     | 250,000.02     | -            | 500,000.00     | 429,240.00              | 50.00%                   |
| Total Expense                 | 207,021.82   | 224,534.67   | 1,494,253.49   | 1,624,027.02   | 129,773.53   | 3,162,113.00   | 1,847,099.53            | 47.25%                   |
| Net Ordinary Income           | (170,747.43) | (197,094.67) | (1,166,756.59) | (1,283,534.02) | 116,777.43   | (2,464,655.00) | (1,482,138.43)          | 47.34%                   |
| Other Income/Expense          |              |              |                |                |              |                |                         |                          |
| Other Income                  |              |              |                |                |              |                |                         |                          |
| 401.4 - AD VALOREM            | 50,412.19    | 56,558.00    | 2,027,575.64   | 1,845,253.00   | 182,322.64   | 3,054,254.00   | 1,026,678.36            | 66.39%                   |
| 491 - INTEREST INCOME         | 17,091.19    | 6,667.00     | 96,261.29      | 40,002.00      | 56,259.29    | 80,000.00      | (16,261.29)             | 120.33%                  |
| 499 - OTHER INCOME            | 400.00       | 0.00         | 400.00         | 0.00           | -            | -              | -                       | -                        |
| Total Other Income            | 67,903.38    | 63,225.00    | 2,124,236.93   | 1,885,255.00   | 238,581.93   | 3,134,254.00   | 1,010,417.07            | 67.77%                   |
| Other Expense                 |              |              |                |                |              |                |                         |                          |
| 899 - Interest Expense        | 0.00         | 0.00         | 2,854.80       | 2,718.00       | (136.80)     | 4,774.00       | 1,919.20                | -                        |
| Total Other Expense           | -            | -            | 2,854.80       | 2,718.00       | (136.80)     | (4,774.00)     | 1,919.20                | -                        |
| Net Other Income              | 67,903.38    | 63,225.00    | 2,121,382.13   | 1,882,537.00   | 238,445.13   | 3,129,480.00   | 1,012,336.27            | 67.79%                   |
| Net Income                    | (102,844.05) | (133,869.67) | 954,625.54     | 599,002.98     | 355,222.56   | 664,825.00     | (469,802.16)            | 143.59%                  |

## EAST FORK SWIMMING POOL DISTRICT

## Balance Sheet

As of December 31, 2024

01/07/25

Accrual Basis

|  | Dec 31, 24           |
|--|----------------------|
| <b>ASSETS</b>                          |                      |
| <b>Current Assets</b>                  |                      |
| <b>Checking/Savings</b>                |                      |
| 101 · WELLS FARGO CHECKING ACCT.       | 187,779.80           |
| 108 · CASH ON HAND                     | 850.00               |
| 112-4 · LOCAL GOV'T INVESTMENT POOL    | 4,184,349.54         |
| 112-5 · LOCAL GOV'T POOL OPERATING     | 50,008.81            |
| <b>Total Checking/Savings</b>          | 4,422,988.15         |
| <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              | 12,835.60            |
| 120 · MERCHANDISE INVENTORY            | 3,798.28             |
| 125 · FOOD INVENTORY                   | 1,546.84             |
| <b>Total 12100 · INVENTORY</b>         | 18,180.72            |
| 130 · Prepaid Expense                  | 24,169.63            |
| 170-4 · DELIQUENT TAX REC              | 40,622.55            |
| <b>Total Other Current Assets</b>      | 82,972.90            |
| <b>Total Current Assets</b>            | 4,508,275.05         |
| <b>Fixed Assets</b>                    |                      |
| 150 · POOL EQUIPMENT                   | 152,279.48           |
| 155 · CONSTRUCTION IN PROGRESS         | 1,070,065.98         |
| 156 · LAND IMPROVEMENTS                | 491,894.25           |
| 157 · BUILDING & IMPROVEMENT           | 14,337,233.16        |
| 158 · EQUIPMENT                        | 1,312,376.79         |
| 160 · ACCUMMULATED DEPRECIATION        | -10,564,831.51       |
| 175 · LAND APN#1320-30-411-005         | 1,353,232.09         |
| <b>Total Fixed Assets</b>              | 8,152,250.24         |
| <b>Other Assets</b>                    |                      |
| 171 · DEFERRED PENSION OUTFLOWS        | 410,899.00           |
| <b>Total Other Assets</b>              | 410,899.00           |
| <b>TOTAL ASSETS</b>                    | <b>13,071,424.29</b> |
| <b>LIABILITIES &amp; EQUITY</b>        |                      |
| <b>Liabilities</b>                     |                      |
| <b>Current Liabilities</b>             |                      |
| <b>Accounts Payable</b>                |                      |
| 201 · ACCOUNTS PAYABLE                 | 10,062.84            |
| <b>Total Accounts Payable</b>          | 10,062.84            |
| <b>Credit Cards</b>                    |                      |
| 202 · CITI VISA CREDIT CARD            | 10,589.64            |
| <b>Total Credit Cards</b>              | 10,589.64            |
| <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                             | 1,302.47             |
| 234-3 · Aflac                          | 247.20               |
| <b>Total 200 · PAYROLL LIABILITIES</b> | 85,257.49            |

**EAST FORK SWIMMING POOL DISTRICT**  
**Balance Sheet**  
As of December 31, 2024

|  | <u>Dec 31, 24</u>           |
|--|-----------------------------|
| 218 · ACCRUED VESTED VAC PAY           | 33,971.23                   |
| 219 · OPEB LIABILITY                   | 33,983.00                   |
| 235 · ACCRUED WORKMANS COMPENSATION    | -3,616.55                   |
| 236 · NOTE PAYABLE - ZION              | 246,000.00                  |
| <b>Total Other Current Liabilities</b> | <u>395,595.17</u>           |
| <b>Total Current Liabilities</b>       | 416,247.65                  |
| <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>               | 1,722,201.65                |
| <b>Equity</b>                          |                             |
| 349 · RETAINED EARNINGS                | 7,293,383.87                |
| 351-1 · FUND BALANCE                   | 1,452,260.17                |
| 355 · CONTRIBUTED CAPITAL              | 1,648,952.81                |
| Net Income                             | 954,625.79                  |
| <b>Total Equity</b>                    | <u>11,349,222.64</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <u><u>13,071,424.29</u></u> |



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

---

---

**AGENDA ACTION SHEET**

**Agenda Item #2**

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

**Background:** In January of each year the Board of Trustees elects a Chair and Vice Chair who serve in those positions for the next 12 months.

**Funding:** NA

**Recommended Motion:** Move to approve the appointment of \_\_\_\_\_ to serve as Chair and \_\_\_\_\_ to serve as Vice Chair.

**Trustee Action:**

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

# EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

---

---

## AGENDA ACTION SHEET

**Agenda Item #3**

**Title:** For Possible Action. Discussion and possible action to approve the 2025 EFSPD board meeting schedule.

**Background:** The Board of Trustees, with the Director's recommendation, look over the future dates and approve the proposed schedule. This does not mean that they can not be changed at a future date as long as there is sufficient notice that will not affect operations and give staff time to adjust documents needed to present at the time.

**Funding:** NA

**Recommended Motion:** Move to approve the 2025 EFSPD board meeting schedule.

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

## **2025 EFSPD *Proposed* Trustee Meeting Schedule**

### **Date**

Thursday January 16<sup>th</sup> @ 9:00am  
Thursday February 20<sup>th</sup> @ 9:00am (AOAP Conference)  
Thursday March 20<sup>st</sup> @ 9:00am  
\*Thursday April 24<sup>th</sup> @ 9:00am (Shannon out of country and at NRPS Conference LV)  
\*Thursday May 22<sup>nd</sup>, @ 9:00am (Budget Final)  
\*Thursday June 19<sup>th</sup> @ 9:00am (Juneteenth holiday) (Meeting either on 18<sup>th</sup> or 26<sup>th</sup>)  
Thursday July 17<sup>th</sup> @ 9:00 am  
Thursday August 21<sup>th</sup> @ 9:00am  
\*Thursday September 25<sup>th</sup> @9:00am (NRPA Conference)  
Thursday October 16<sup>th</sup> @ 9:00am  
Thursday November 20<sup>th</sup> @ 9:00am  
Thursday December 18<sup>th</sup> @ 9:00am

**Meetings are held at the Carson Valley Swim Center and are subject to change if the Trustees or the Director request a new date, day and/or time**

\*changed from the Third Thursday

# EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

---

---

## AGENDA ACTION SHEET

**Agenda Item #4**

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

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

**Funding:** NA

**Recommended Motion:** Discussion only

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



**Carson Valley Swim Center  
Capital Budget  
Fiscal Year 2024/2025**

**Construction Funds Available as of:**

Local Government Investment Pool

**Dec 31, 2024**  
\$ 4,184,349

**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/<br>Expense | Remaining<br>Amts. Payable |
|-------------------------------|------------------|-----------------------------|----------------------------|
| Plenium / TSK                 | 2,550,000        | 2,356,000                   | 1,807,747                  |
| CTR/Garland                   | 8,243            | 164,850                     | 8,243                      |
| Douglas County                | 15,000           | 15,000                      | 11,196                     |
| Reserve Analyst               | 280,758          | 280,758                     | 249,881                    |
| Contingency for Asset Mang    | 30,000           | 30,000                      | -                          |
| <b>'24/'25 Capital Budget</b> | <b>2,884,001</b> | <b>2,846,608</b>            |                            |

2,571,067

**Remaining Construction Funds Available**

\$ 1,613,282

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

---

---

**AGENDA ACTION SHEET**

**Agenda Item #5**

**Title:** Discussion Only. Discussion of the proposed '25-'26 operating budget, 5-year capital improvement budget and population trends of Douglas County.

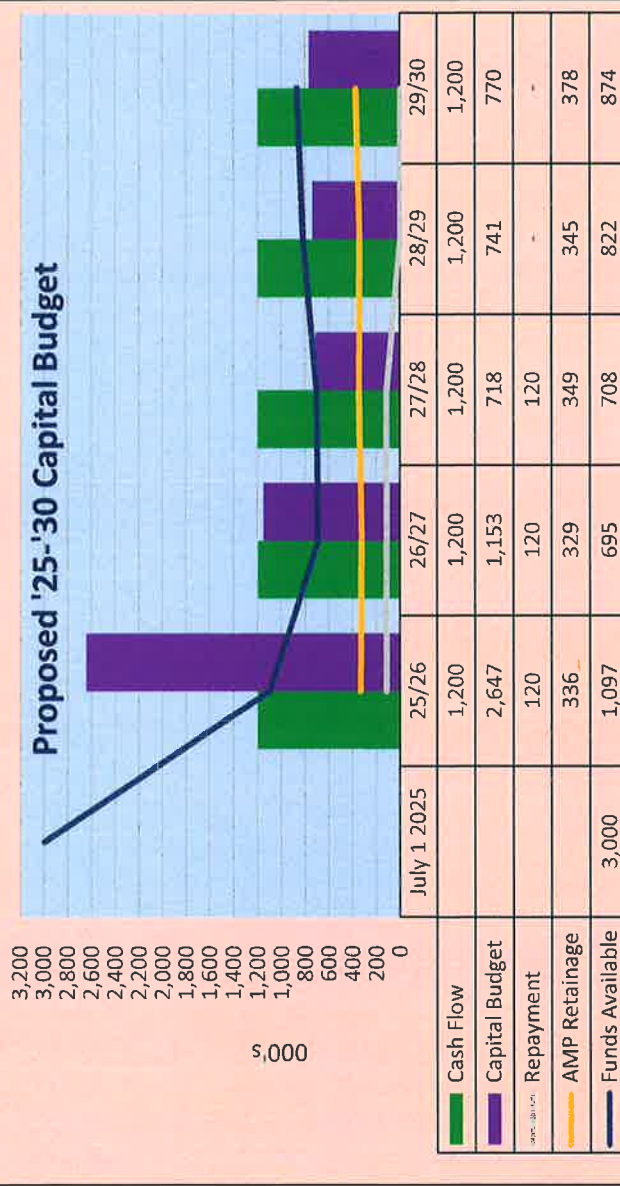
**Background:** The Board of Trustees will review the tentative budget during the January and February Board meetings. In March, the Board will approve the budget which will be filed with the Nevada Department of Taxation by April 15<sup>th</sup>, 2025.

**Funding:** NA

**Recommended Motion:** Discussion Only.

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

### Proposed '25-'30 Capital Budget



000's

- Cash Flow
- Capital Budget
- Repayment
- AMP Retainage
- Funds Available

**Carson Valley Swim Center  
2024/2025**

|   | Budget            |                   |                   | 12 Month Actual    | Budget 25-26      | % Diff<br>24-25 Budget |
|---|-------------------|-------------------|-------------------|--------------------|-------------------|------------------------|
|   | Actual 23-24      | Budget 24-25      | Forecast 24-25    | Jan - Dec 2024     |                   |                        |
| <b>INCOME</b>                             |                   |                   |                   |                    |                   |                        |
| 403 · USER FEES                           | 586,645           | 640,650           | 628,081           | 600,406            | 648,000           | 1.15%                  |
| 496 · FOOD                                | 45,956            | 66,146            | 52,572            | 43,528             | 66,146            | 0.00%                  |
| 497 · MERCHANDISE                         | 20,885            | 25,409            | 21,734            | 19,355             | 25,409            | 0.00%                  |
| 498 · GRANT INCOME                        | 10,343            | 15,000            | 17,500            | 10,625             | 10,000            | -33.33%                |
| <b>TOTAL INCOME</b>                       | <b>663,829</b>    | <b>747,205</b>    | <b>719,886</b>    | <b>673,913</b>     | <b>749,555</b>    | <b>0.31%</b>           |
| <b>COST OF GOODS SOLD</b>                 |                   |                   |                   |                    |                   |                        |
| 550 · FOOD EXPENSE                        | 20,631            | 34,247            | 22,408            | 16,976             | 34,247            | 0.00%                  |
| 555 · MERCHANDISE EXPENSE                 | 11,383            | 13,613            | 11,333            | 10,166             | 13,613            | 0.00%                  |
| 560 · FOOD SUPPLIES                       | 1,609             | 1,250             | 1,422             | 1,685              | 1,450             | 16.00%                 |
| 565 · FOOD SPOILAGE                       | 86                | 637               | 262               | 150                | 437               | -31.40%                |
| <b>TOTAL COST OF GOODS SOLD</b>           | <b>33,709</b>     | <b>49,747</b>     | <b>35,424</b>     | <b>28,978</b>      | <b>49,747</b>     | <b>0.00%</b>           |
| <b>GENERAL &amp; ADMINISTRATIVE</b>       |                   |                   |                   |                    |                   |                        |
| 629 · ADVERTISING/PRINTING                | 11,468            | 15,000            | 12,639            | 11,072             | 15,000            | 0.00%                  |
| 630 · POSTAGE                             | 372               | 800               | 588               | 415                | 800               | 0.00%                  |
| 631 · JANITORIAL EXPENSE                  | 10,970            | 12,775            | 13,071            | 12,052             | 13,000            | 1.76%                  |
| 632 · SOFTWARE                            | 26,054            | 33,555            | 28,159            | 24,566             | 35,000            | 4.31%                  |
| 641 · POOL TRAINING AND EDUCATION         | 2,737             | 3,410             | 3,372             | 5,416              | 3,410             | 0.00%                  |
| 645 · OFFICE SUPPLIES                     | 4,044             | 6,071             | 4,023             | 3,473              | 6,071             | 0.00%                  |
| 660 · SEMINARS & EDUCATION                | 9,662             | 7,325             | 7,462             | 9,793              | 7,325             | 0.00%                  |
| 661 · DUES/SUBSCRIPTIONS                  | 2,349             | 2,045             | 1,847             | 2,072              | 2,045             | 0.00%                  |
| 680 · TRAVEL EXPENSE                      | 9,300             | 11,293            | 11,132            | 11,128             | 12,000            | 6.26%                  |
| 681 · MEALS                               | 2,050             | 2,274             | 2,466             | 1,967              | 2,274             | 0.00%                  |
| 683 · AUTO REIMBURSEMENT/MILEAGE          | 2,683             | 2,975             | 2,903             | 2,699              | 2,975             | 0.00%                  |
| 690 · LEGAL EXPENSE                       | 3,317             | 5,000             | 5,697             | 4,484              | 5,000             | 0.00%                  |
| 691 · ACCOUNTING EXPENSE                  | 16,940            | 19,001            | 19,140            | 18,800             | 19,001            | 0.00%                  |
| 692 · BANK CHARGES                        | 0                 | 1,200             | 600               | -                  | 1,200             | 0.00%                  |
| 693 · ENTRY SYSTEM CHARGES                | 41,478            | 39,000            | 44,919            | 46,115             | 39,000            | 0.00%                  |
| 694 · VOTER REGISTRATION                  | 5,466             | 5,500             | 5,500             | 5,466              | 5,500             | 0.00%                  |
| 780 · CASH OVER/SHORT                     | -445              | -                 | (299)             | (541)              | -                 | #DIV/0!                |
| <b>TOTAL GENERAL &amp; ADMINISTRATIVE</b> | <b>148,448</b>    | <b>167,224</b>    | <b>163,219</b>    | <b>158,977</b>     | <b>169,601</b>    | <b>1.42%</b>           |
| <b>PAYROLL EXPENSES</b>                   |                   |                   |                   |                    |                   |                        |
| 599 · BOARD EXPENSES                      | 20,400            | 23,000            | 22,698            | 22,800             | 24,000            | 4.35%                  |
| 600 · SALARIES & WAGES                    | 1,264,829         | 1,472,939         | 1,404,082         | 1,326,337          | 1,486,622         | 0.93%                  |
| 601 · SOCIAL SECURITY                     | 45,319            | 57,894            | 52,656            | 48,446             | 57,104            | -1.36%                 |
| 611 · MEDICARE                            | 18,395            | 21,706            | 20,592            | 19,020             | 21,904            | 0.91%                  |
| 613 · STATE UNEMPLOYMENT                  | 9,742             | 16,606            | 13,065            | 9,379              | 21,750            | 30.98%                 |
| 614 · HEALTH INSURANCE                    | 64,825            | 62,750            | 66,308            | 69,865             | 69,300            | 10.44%                 |
| 615 · PERS                                | 163,109           | 188,658           | 184,188           | 169,773            | 216,674           | 14.85%                 |
| 617 · WORKMANS COMPENSATION               | 50,661            | 51,351            | 51,008            | 50,661             | 50,841            | -0.99%                 |
| 639 · PAYROLL TAX ADJUSTMENTS             | 5,351             | -                 | 3,960             | 7,673              | -                 | #DIV/0!                |
| 640-3 · ACCRUED VACATION                  | 11,379            | -                 | (911)             | 10,353             | -                 | #DIV/0!                |
| <b>TOTAL PAYROLL EXPENSES</b>             | <b>1,654,010</b>  | <b>1,894,904</b>  | <b>1,817,645</b>  | <b>1,734,306</b>   | <b>1,948,197</b>  | <b>2.81%</b>           |
| <b>UTILITIES</b>                          |                   |                   |                   |                    |                   |                        |
| 619 · GARBAGE                             | 7,526             | 8,200             | 8,552             | 8,233              | 8,200             | 0.00%                  |
| 621 · TELEPHONE EXPENSE                   | 6,294             | 6,800             | 6,380             | 6,136              | 6,800             | 0.00%                  |
| 622 · ELECTRIC                            | 134,995           | 145,000           | 122,616           | 118,377            | 125,000           | -13.79%                |
| 624 · WATER                               | 10,299            | 11,500            | 11,662            | 11,130             | 11,500            | 0.00%                  |
| 625 · SEWER                               | 5,257             | 6,450             | 7,181             | 6,450              | 6,450             | 0.00%                  |
| 626 · NATURAL GAS                         | 159,138           | 149,300           | 130,045           | 130,657            | 135,000           | -9.58%                 |
| <b>TOTAL UTILITIES</b>                    | <b>323,509</b>    | <b>327,250</b>    | <b>286,436</b>    | <b>280,982</b>     | <b>292,950</b>    | <b>-10.48%</b>         |
| <b>POOL OPERATIONS</b>                    |                   |                   |                   |                    |                   |                        |
| 623 · INSURANCE                           | 36,453            | 37,000            | 37,493            | 18,991             | 37,000            | 0.00%                  |
| 628 · CHEMICALS                           | 64,632            | 62,125            | 71,925            | 73,315             | 75,000            | 20.72%                 |
| 633 · MAINTENANCE & REPAIR                | 84,995            | 110,000           | 101,022           | 88,173             | 110,000           | 0.00%                  |
| 634 · EQUIPMENT RENTAL                    | 4,078             | 5,000             | 2,549             | 2,285              | 5,000             | 0.00%                  |
| 636 · LANDSCAPE MAINTENANCE               | 8,800             | 17,885            | 13,735            | 9,230              | 17,885            | 0.00%                  |
| 640 · EMPLOYEE INCENTIVES                 | 2,608             | 3,200             | 2,538             | 2,536              | 3,200             | 0.00%                  |
| 642 · SAFETY                              | 10,948            | 17,500            | 16,225            | 15,669             | 13,250            | -24.29%                |
| 643 · SUPPLIES                            | 6,538             | 7,050             | 7,922             | 7,693              | 8,000             | 13.48%                 |
| 644 · UNIFORMS                            | 8,160             | 8,175             | 8,364             | 8,353              | 8,175             | 0.00%                  |
| 646 · SMALL EQUIPMENT                     | 2,365             | 4,800             | 3,058             | 2,838              | 6,000             | 25.00%                 |
| <b>TOTAL POOL OPERATIONS</b>              | <b>229,577</b>    | <b>272,735</b>    | <b>264,830</b>    | <b>229,084</b>     | <b>283,510</b>    | <b>3.95%</b>           |
| 850 · DEPRECIATION EXPENSE                | 528,715           | 500,000           | 500,000           | 514,358            | 500,000           | 0.00%                  |
| <b>Total Expense</b>                      | <b>2,917,965</b>  | <b>3,211,860</b>  | <b>3,067,554</b>  | <b>2,946,683</b>   | <b>3,244,005</b>  | <b>1.00%</b>           |
| <b>Net Ordinary Income</b>                | <b>-2,254,136</b> | <b>-2,464,655</b> | <b>-2,347,668</b> | <b>(2,272,770)</b> | <b>-2,494,450</b> | <b>1.21%</b>           |
| <b>Other Income</b>                       |                   |                   |                   |                    |                   |                        |
| 401.4 · AD VALOREM                        | 3,141,845         | 3,054,254         | 3,236,577         | 3,271,249          | 3,200,000         | 4.77%                  |
| 499 · OTHER INCOME                        | 35                | -                 | 400               | 412                | -                 |                        |
| 491 · INTEREST INCOME                     | 161,354           | 80,000            | 136,259           | 189,910            | 80,000            | 0.00%                  |
| <b>TOTAL Other Income</b>                 | <b>3,303,234</b>  | <b>3,134,254</b>  | <b>3,373,236</b>  | <b>3,461,571</b>   | <b>3,280,000</b>  | <b>4.65%</b>           |
| <b>Other Expense</b>                      |                   |                   |                   |                    |                   |                        |
| 899 · Interest Expense                    | -                 | 4,774             | 4,911             | 5,710              | 4,000.00          | -16.21%                |
| <b>TOTAL Other Expense</b>                | <b>-</b>          | <b>4,774</b>      | <b>4,911</b>      | <b>5,710</b>       | <b>4,000.00</b>   | <b>-16.21%</b>         |
| <b>Net Income</b>                         | <b>1,049,098</b>  | <b>664,825</b>    | <b>1,020,658</b>  | <b>1,183,091</b>   | <b>781,550</b>    | <b>17.56%</b>          |
| Cost Recovery % Without Interest Inc/Exp  | 27.78%            | 27.55%            | 28.04%            | 27.71%             | 27.32%            |                        |
| Cost Recovery % WITH Interest Inc/Exp     | 34.54%            | 30.45%            | 33.28%            | 35.43%             | 30.19%            |                        |
| <b>Net Income before Depreciation</b>     | <b>1,577,813</b>  | <b>1,164,825</b>  | <b>1,520,658</b>  | <b>1,697,449</b>   | <b>1,281,550</b>  |                        |

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

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

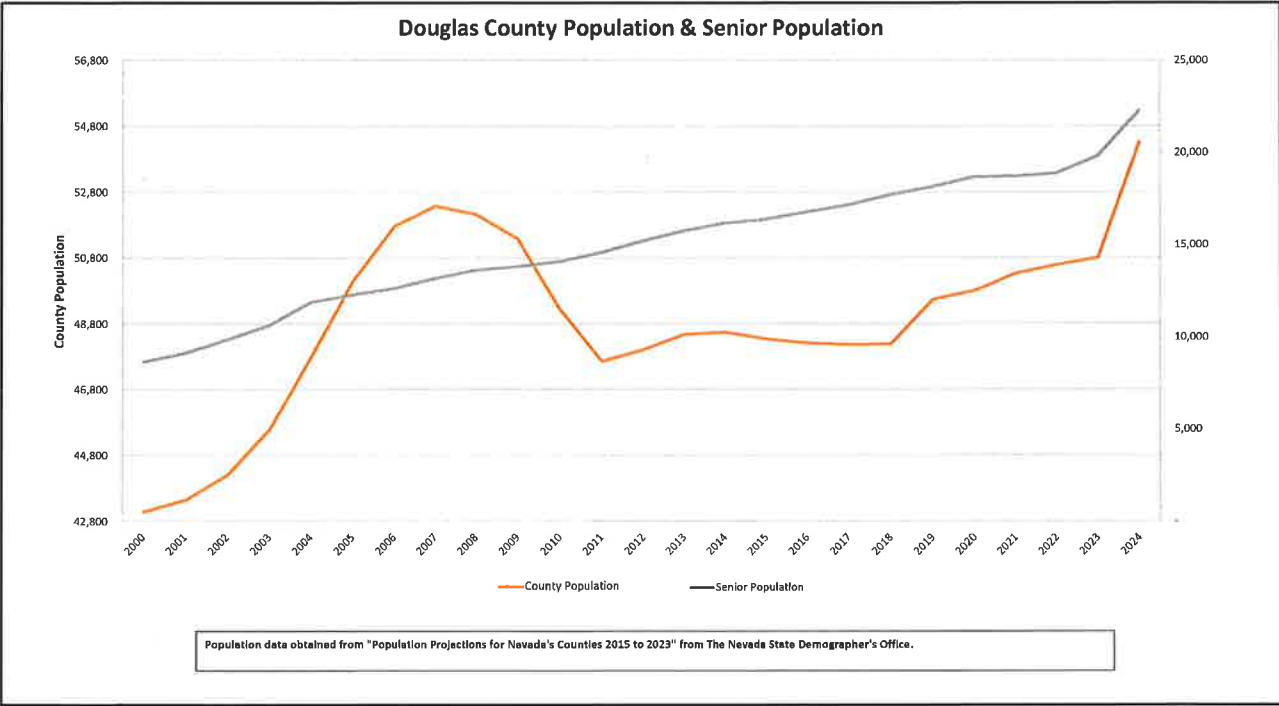
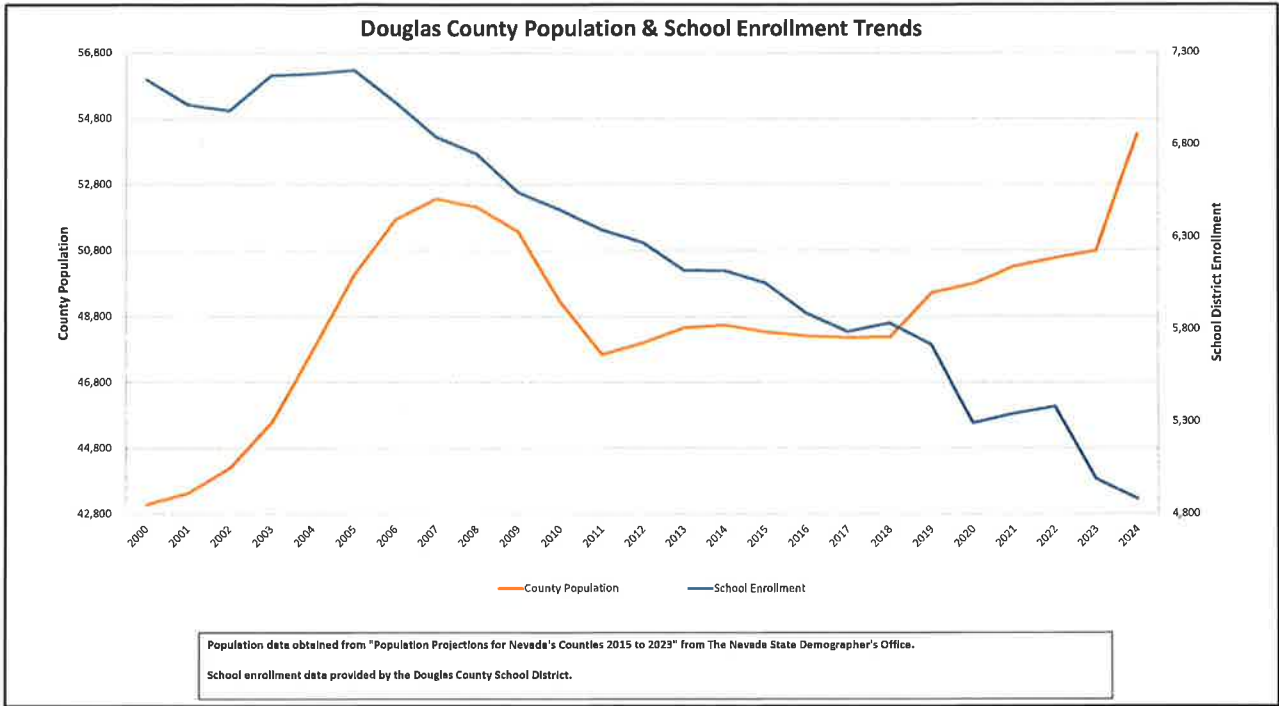
| <b>Item</b>   | <b>Proposed Funding Source</b> | <b>Additional Maintenance Costs for Each of the Next Five Years</b> |
|---|--------------------------------|---|
| <b>Fiscal Year 2025- 2026</b>   | <b>Cost</b>                    | <b>Source</b>   |
| Capital Improvement Project (Parking Lot Expansion \$450K, TRE Splash park \$50K, Generator \$444K, Activity Pool upgrade 1.2M) | 2,144,000                      | Property Tax -<br>General Revenue                                   |
| Asset Management (Resurface Parking Lot, Paint Exterior, Refurbish Slides)  | 448,722                        | No additional costs expected  |
| Project Management  | 15,000                         | Property Tax -<br>General Revenues                                  |
| Contingency   | 40,000                         | No additional costs expected  |
| <b>Total 2025 – 2026</b>  | <b><u>\$2,647,722</u></b>      |   |
| <b>Item</b>   | <b>Proposed Funding Source</b> | <b>Additional Maintenance Costs for Each of the Next Five Years</b> |
| <b>Fiscal Year 2026- 2027</b>   | <b>Cost</b>                    | <b>Source</b>   |
| Capital Improvement Projects (AH MP Room)   | 750,000                        | Property Tax -<br>General Revenue                                   |
| Asset Management (Speakers, Wrought Iron, Sidewalk Repair)  | 148,426                        | No additional costs expected  |
| Project Management  | 15,000                         | Property Tax -<br>General Revenues                                  |
| Prelim ACME Studies (Aquatic Multiuse Expansion)  | 200,000                        | Property Tax -<br>General Revenues                                  |
| Contingency   | 40,000                         | No additional costs expected  |
| <b>Total 2026 – 2027</b>  | <b><u>\$1,153,426</u></b>      |   |

| <b>Item</b>  | <b>Proposed Funding</b>                              | <b>Additional Maintenance Costs for Each</b> |
|--|--|--|
| <b>Fiscal Year 2027- 2028</b>  | <b>Source</b>  | <b>of the Next Five Years</b>                |
| Capital Improvement Projects<br>(Indoor Plaster/Paint,<br>Deck Repair) | Cost<br>300,000<br>Property Tax -<br>General Revenue | No additional costs expected                 |
| Asset Management<br>(Spring Board, CO2 Tank,<br>LG Stand, Pumps)       | 163,773<br>Property Tax -<br>General Revenues        | No additional costs expected                 |
| Project Management   | 15,000<br>Property Tax -<br>General Revenues         | No additional costs expected                 |
| Prelim ACME Studies<br>(Aquatic Multiuse Expansion)                    | 200,000<br>Property Tax -<br>General Revenues        | No additional costs expected                 |
| Contingency  | 40,000<br>Property Tax -<br>General Revenues         | No additional costs expected                 |
| <b>Total 2027 – 2028</b>   | <b><u>\$718,773</u></b>                              |  |

| <b>Item</b>  | <b>Proposed Funding</b>                               | <b>Additional Maintenance Costs for Each</b> |
|--|---|--|
| <b>Fiscal Year 2028- 2029</b>                            | <b>Source</b>   | <b>of the Next Five Years</b>                |
| Capital Improvement Projects<br>(ACME Project)           | Cost<br>550,000<br>Property Tax -<br>General Revenues | No additional costs expected                 |
| Asset Management<br>(Quartz Thimble, Pumps<br>ADA Lifts) | 136,094<br>Property Tax -<br>General Revenues         | No additional costs expected                 |
| Project Management                                       | 15,000<br>Property Tax -<br>General Revenues          | No additional costs expected                 |
| Contingency  | 40,000<br>Property Tax -<br>General Revenues          | No additional costs expected                 |
| <b>Total 2028 – 2029</b>                                 | <b><u>\$741,094</u></b>                               |  |

| <b>Item</b>  | <b>Fiscal Year 2029- 2030</b> | <b>Cost</b>      | <b>Proposed Funding Source</b>  | <b>Additional Maintenance Costs for Each of the Next Five Years</b> |
|--|-------------------------------|------------------|---------------------------------|---|
| Capital Improvement Project (ACME Project)               |                               | 550,000          | Property Tax - General Revenue  | No additional costs expected  |
| Asset Management (LED Score Board, Therapy Pool Plaster) |                               | 164,917          | Property Tax - General Revenues | No additional costs expected  |
| Project Management                                       |                               | 15,000           | Property Tax - General Revenues | No additional costs expected  |
| Contingency  |                               | 40,000           | Property Tax - General Revenues | No additional costs expected  |
| <b>Total 2029 – 2030</b>                                 |                               | <b>\$769,917</b> |                                 |   |

**Total of 5 year projects: \$6,030,932 or an average of \$1,206,186 / year**





## CVSC January 2025 Director's Report

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

- Dec 2023 Attendance 7,389. Dec 2024 Attendance was 7,448 (See attached docs)

**Programming, Staffing and Training:**

- Shannon attended webinar's: Navigating DEI Backlash, Cybersecurity
- Shannon & Sharon T. attended online Pool Pact Roundtable
- Lifeguard Certification class taught with 7 participants and 4 interviewing
- 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 on website.
- Shannon toured the newly opened BGCWN club in Minden.
- 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:**

- Met with Cintas to see if we can pay lower rates for cleaning supplies and lower the amount of different cleaning supplies we have onsite.
- Dave and Justi working on First Aid Room upgrades.
- 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*

|               | Dec 2023 |        |       |      | July 1, 2023 thru Dec 31, 2023 |        |        |      |
|---------------|----------|--------|-------|------|--------------------------------|--------|--------|------|
|               | Drop-Ins | Passes | Total | %    | Drop-Ins                       | Passes | Total  | %    |
| Senior        | 220      | 2,413  | 2,633 | 48%  | 2,864                          | 17,049 | 19,913 | 34%  |
| Adult         | 683      | 263    | 946   | 17%  | 10,592                         | 2,154  | 12,746 | 22%  |
| Youth         | 1,408    | 9      | 1,417 | 26%  | 21,996                         | 144    | 22,140 | 38%  |
| Complimentary | 11       | -      | 11    | 0%   | 384                            | -      | 384    | 1%   |
| Family        | 31       | 64     | 95    | 2%   | 612                            | 224    | 836    | 1%   |
| Disabled      | 23       | 106    | 129   | 2%   | 233                            | 889    | 1,122  | 2%   |
| Therapy       | 66       | -      | 66    | 1%   | 483                            | -      | 483    | 1%   |
| Other         | 31       | 123    | 154   | 3%   | 366                            | 1,023  | 1,389  | 2%   |
|               | 2,473    | 2,978  | 5,451 | 100% | 37,530                         | 21,483 | 59,013 | 100% |

### 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   | 7     | 1   | 11   | 30    |
| Minor First Aid                     | 44   | 18  | 5    | 7   | 0   | 8   | 1   | 8   | 7   | 5     | 8   | 38   | 149   |
| Major First Aid                     | 0    | 0   | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 0     | 0   | 0    | 0     |
| Resuscitations                      | 0    | 0   | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 0     | 0   | 0    | 0     |
| Near Drownings                      | 0    | 0   | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 0     | 0   | 0    | 0     |
| Drownings                           | 0    | 0   | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 0     | 0   | 0    | 0     |
| <i>Major First Aid Description:</i> |      |     |      |     |     |     |     |     |     |       |     |      |       |
| Backboard                           | 0    | 0   | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 0     | 0   | 0    | 0     |
| 911 Calls                           | 0    | 0   | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 0     | 0   | 0    | 0     |
| Ambulance Transport                 | 0    | 0   | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 0     | 0   | 0    | 0     |
| Oxygen uses                         | 0    | 0   | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 1     | 0   | 0    | 1     |

### East Fork Swim Pool District

Lifeguard Activity Report, Fiscal Year: '24-'25

|                                     | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | April | May | June | Total |
|-------------------------------------|------|-----|------|-----|-----|-----|-----|-----|-----|-------|-----|------|-------|
| Swim Rescues                        | 10   | 5   | 0    | 1   | 1   | 3   |     |     |     |       |     |      | 20    |
| Minor First Aid                     | 31   | 19  | 6    | 4   | 5   | 3   |     |     |     |       |     |      | 68    |
| Major First Aid                     | 4    | 1   | 1    | 1   | 1   | 0   |     |     |     |       |     |      | 8     |
| Resuscitations                      | 0    | 0   | 0    | 0   | 0   | 0   |     |     |     |       |     |      | 0     |
| Near Drownings                      | 0    | 0   | 0    | 0   | 0   | 0   |     |     |     |       |     |      | 0     |
| Drownings                           | 0    | 0   | 0    | 0   | 0   | 0   |     |     |     |       |     |      | 0     |
| <i>Major First Aid Description:</i> |      |     |      |     |     |     |     |     |     |       |     |      |       |
| Backboard                           | 0    | 0   | 0    | 0   | 0   | 0   |     |     |     |       |     |      | 0     |
| 911 Calls                           | 4    | 0   | 1    | 1   | 1   | 0   |     |     |     |       |     |      | 7     |
| Ambulance Transport                 | 3    | 0   | 0    | 0   | 1   | 0   |     |     |     |       |     |      | 4     |
| Oxygen uses                         | 0    | 0   | 1    | 0   | 1   | 0   |     |     |     |       |     |      | 2     |