

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES MEETING AGENDA
March 20th, 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 February 20th, 2025 Meeting.
- 1b. For Possible Action. Approval of general ledger cash balances, expenditures and investments through February 28th, 2025.

ADMINISTRATIVE AGENDA

The Administrative Agenda will proceed as follows:

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

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

CONSENT AGENDA ITEMS PULLED FOR FURTHER DISCUSSION:

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

Administrative Agenda

2. Discussion Only. Discussion and update on the Capital Improvement Plan ongoing and possible future projects.
3. For Possible Action. Discussion and possible action to create a non-resident fee for rentals costing patrons, not in our tax district, an additional \$25hr to rent facility space.
4. For Possible Action. Discussion and possible action on the tentative '25-'26 budget and 5-Year Capital Improvement Plan.
5. For Possible Action. Discussion on the Swim Center Director's annual evaluation and possible action approving Director's Merit increase.
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. Presentation Only. Presentation by Board members of requests for matters to be placed on a future agenda.
8. For Discussion and Possible Action. Meeting adjournment.

Copies of the agenda were posted at 4:00pm, Thursday, March 13th, 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.cvs swim.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 February 20th, 2025

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

Funding: NA

Recommended Motion: Move to approve the General Meeting minutes from February 20th, 2025

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

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
February 20th, 2025 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees February 20th, 2025 meeting was called to order at 9:00 AM at the Carson Valley Swim Center, Minden, NV. Board members present were Chairman Sharon DesJardins, Vice Chairman Allen Biaggi, Trustee Frank Dressel & Trustee Teresa Duffy. Trustee Travis Lee was on the phone.

No Public Comment

AGENDA

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

CONSENT AGENDA ITEMS

- 1a. For possible action. Previous minutes from the January 16th, 2025 General Meeting.
- 1b. For possible action. Approval of general ledger cash balances, expenditures, and investments through January 31st, 2025.

Motion made by Biaggi and seconded by Lee to approve consent agenda items 1a and 1b. The motion was unanimously approved.

No Public Comment

ADMINISTRATIVE AGENDA

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

Chairperson DesJardins introduced the item. McCullough states that the Eastside Expansion is going great. The inside has been painted. Entry space is great. Front entry concrete to be poured next week. Executing a few change orders for more drains, extra concrete work, etc. Looking at end of April for completion except for generator and switch gear which will be completed by the end of September. CVSC will be closed, not sure how long yet. Dressel states that he and Duffy took the tour and that he has a new appreciation for what McCullough does as far as problem solving, making sure things are done right and up to code, etc. We learned a lot and I really appreciated the tour. McCullough states thank you but it takes the full team. We have a great project manager and a great construction team. DesJardins states that driving down the road and looking at it, it looks seamless like it's always been there. McCullough states there is more deterioration in the area where we had improperly ventilated duct socks. As soon as we get an approval, we will address all the damaged areas and replace the duct socks. Biaggi asks do we usually go out to bids on these types of projects? Harris states that there is an NRS statute that allows us to use a specialty vendor. Harris states that if we don't have an expert documented in that field that we have used in the past, such as Safe Slide Restoration and Mt. Rose Heating and Air Conditioning, then we do go out for bids. We can show that these vendors have worked for us before through previous board minutes as the board approves projects. McCullough states that the next project is the parking lot project next door. I spoke to Anderson and they are still running models for the flood impact analysis. They should have recommendations as to what we have to do to move forward on that project soon. The next project is the Activity Pool Remodel. We received the 50% drawings and once we accept them, we will specify the toys we want and then decide what the status of the project is. The roof restoration project. We are still waiting on good weather to finish the roof coating. Harris states that going over the capital budget, you will see that we have made a couple of large payments. The budget is looking really good. Duffy states that she also went to the Wednesday meeting and found it very beneficial. She asks what was the ice on the roof by the slide tower? Harris states it was rain that froze into a 2-3-inch ice pack and then melted a couple of days later. We are looking to see what we can do to prevent it. It is close to the emergency exit in the slide tower and is not a safety threat.

No Public Comment

3. For Possible Action. Discussion and possible action to award a contract to Mt. Rose Heating and Air Conditioning Inc. in the amount of \$17,800 to demolish and install 4 sections of Duct Sock and authorize the Director to sign contract documents.

Chairperson DesJardins introduced the item. Harris states that you'll see the email with the price of \$17,800.00. The contract he signed is the contract that our attorney has approved. The duct socks have been redesigned with perforations on top for better air flow. McCullough states that of the \$17,800, \$14,000 is for parts.

Dressel made a motion to approve awarding the contract to Mt. Rose Heating and Air Conditioning Inc. in the amount of \$17,800.00 to demolish and install 4 sections of Duct Socks and authorize the Director to sign contract documents. Biaggi seconded the motion. The motion was unanimously approved.

4. For Possible Action. Discussion and possible action to award a contract to Safe Slide Restoration for small and large slide renovations in the amount of \$37,985 and authorize the Director to approve contract change orders up to 10% for any required added scope of service and to sign contract documents.

Chairman DesJardins introduced item. Harris states that Safe Slide Restoration is a great company to work with. They are nationwide and they do all of the major water parks such as Disneyworld. We have been using them as our slide experts for the last 10 years. Our Asset Management Plan shows that every 4-5 years the gel coating needs to be repaired or reapplied. They do a lot of slide restoration. They come from the east and will be in our area in the Fall and we hope to schedule them then. The reason I need the extra 10% is when they come, if they find a problem, they will fix it right away. Duffy states that our slides are 25 years old. What is the life span? Harris states that our slides were put in in 1999. If you do regular maintenance, they can easily last for 30 years. It has been 5 years since they were last out here. Dressel states will we need to repaint? Harris states no, that's the gel coating.

Duffy made a motion to approve awarding a contract to Safe Slide Restoration for small and large slide renovations in the amount of \$37,985 and authorize the Director to approve contract change orders up to 10% for any required added scope of service and to sign contract documents. Lee seconded the motion. The motion was unanimously approved.

No Public Comment

5. For possible action. Discussion and possible action to keep the current operating property tax rate at .013 for the district.

Chairperson DesJardins introduced the item. Harris states that she gets a letter from the Board of Taxation every year. Douglas County came to us in 2012 and ask us to give up some of our tax money. We gave up approximately \$200,000 and once you give it up, you never get it back. Lee states that he isn't interested in lowering our tax rate. We have been good stewards over the tax rate that is currently in place by virtue of all the projects, expansions and improvement we have done. Biaggi states the tax rate we gave back should be .0345 not .345. Harris agrees with that correction. Dressel states that the money never goes back to the tax payer. I think as long as we are doing ok and able to do our projects, I think we should keep it the same.

Lee made a motion to approve keeping the current operating property tax rate at .13 for the district. Duffy seconded the motion. The motion was unanimously approved.

No Public Comment

6. Discussion Only. Discussion of the proposed '25-'26 operating budget and 5-year capital improvement budget.

Chairperson DesJardins introduced the item. Harris states that the board had her manage to a 33% cost recovery for a several years. In the last 10 years, the board approve a range of 30-35% for me to manage cost recovery. We are at 30.42% cost recovery presently. Everything stayed pretty much the same. I am very comfortable with this budget and feel it's very manageable and we are on track to have these expenditures next year. As far as income, we always set a goal for user fees, food and merchandise sales.

Our goal is usually between \$700,000 - \$750,000 in addition to Ad Valorem to balance the budget. That's one reason we have special events. We are always trying to bring the community in and serve them the best we can. This is what motivates us every year to continue to provide quality services. The user fees, food and merchandise sales we increase every year because we want to continue to provide excellent service and we hope to have more repeat customers and draw in new people. I want to give a shoutout to Dave Long, our Maintenance Supervisor and Jack Stevenson, our full time Maintenance Assistant. The maintenance budget is one I always keep a close eye on. They do an excellent job of saving money and staying below the budget. They work with our vendors and do a lot of research. They also do a lot of the work themselves because of their skill sets. Duffy states that the entry system charges are lower for '25-'26. Is that the new Greater Nevada system? Harris states yes, that is the new system with Greater Nevada. Sherrie Taylor, Cash Supervisor, has taken the lead and done a great job on the conversion. It will be seamless to the patrons. There have been no changes to the Capital Improvement Plan. This goes to the Department of Taxation along with the budget. We will have one more month to discuss both of these documents and I will ask for a motion in March. The paperwork needs to be to the Department of Taxation by 4/15. Once approved by the Department of Taxation, it will come back to the Board in May for a final vote. Biaggi states that we have talked a lot about a major expansion. I guess my question is will that expansion be outside this 5-year plan? Harris states yes, it will be.

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

CVSC February 2025 Director's Report

User Attendance: See board binder documents.

- January 2024 Attendance 8,997. January 2025 Attendance was 9,137 (See attached docs)

Programming, Staffing and Training:

- Trustees, Teresa Duffy and Frank Dressel, along with Director, Shannon Harris and Aquatic Supervisor, Sarah Davenport attended the Association of Aquatic Professionals conference in St. Pete's Beach, FL.
- Full-Time Supervisors, four Senior Lifeguards and Admin Assistant attended Pool Pact's "Influential Leadership" training held at the swim center and taught by Ashley, Pool Pact HR Representative.
- Aquatic Supervisor, Paul Uhrig is currently attending REMSA's emergency Medical Technician certification program as a job requirement of the position and renewed his Lifeguard Instructor (LGI) Certification.
- 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:

- The Record-Courier for the next 5 mo. will advertise, online, CVSC winning the recognition of "Best Place to Take Your Kids."
- Shannon chaired the executive & general Nevada Recreation & Parks Society Board meetings as President.
- 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: TBD – Leadership meeting is at a later date.

Maintenance Updates:

- Met with Inland online to see if we can pay lower rates for cleaning supplies and lower the amount of different cleaning supplies we have onsite.
- Met with Cintas, again, to see if we can pay lower rates for cleaning supplies and lower the amount of different cleaning supplies we have onsite.
- Dave, Jack & Justin continue to work 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).

No Public Comment

8. Discussion only. Proposed agenda items for the March 20, 2025 meeting without discussion.

CIP Update

Budget Process

Director Annual Evaluation

Activity Pool Project

Annual review of the Board Code of Ethics

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**

AGENDA ACTION SHEET

Agenda Item # 1b

Title: For possible action. Approval of general ledger cash balances, expenditures and investments through February 28th, 2025.

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 February 28th, 2025.

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

	Feb 25	Budget	Jul -Feb 25	YTD Budget	YTD Variance	Annual Budget	Annual Budget Remaining	YTD Total as % of Budget
Ordinary Income/Expense								
Income								
403 · USER FEES	29,316.55	37,370.00	369,945.20	398,825.00	(28,879.80)	640,650.00	270,704.80	57.75%
496 · FOOD	1,449.00	2,435.00	25,664.00	41,868.00	(16,204.00)	66,146.00	40,482.00	38.80%
497 · MERCHANDISE	968.90	1,062.00	10,037.40	14,450.00	(4,412.60)	25,409.00	15,371.60	39.50%
498 GRANT INCOME	0.00	1,250.00	10,000.00	10,000.00	-	15,000.00	-	0.00%
Total Income	31,734.45	42,117.00	415,646.60	465,143.00	(49,496.40)	747,205.00	326,558.40	55.63%
Cost of Goods Sold								
COST OF GOODS SOLD								
550 · FOOD EXPENSE	243.34	954.00	9,533.37	22,484.00	12,950.63	34,247.00	24,713.63	27.84%
555 · MERCHANDISE EXPENSE	243.30	-48.00	5,043.89	7,908.00	2,864.11	13,613.00	8,569.11	37.05%
560 · FOOD SUPPLIES	0.00	13.00	519.97	373.00	(146.97)	1,250.00	730.03	41.60%
565 · FOOD SPOilage	0.00	0.00	120.65	496.00	375.35	637.00	516.35	18.94%
Total COST OF GOODS SOLD	486.64	919.00	15,217.88	31,261.00	16,043.12	49,747.00	34,529.12	30.59%
Total COGS	486.64	919.00	15,217.88	31,261.00	16,043.12	49,747.00	34,529.12	30.59%
Gross Profit	31,247.81	41,198.00	400,428.72	433,882.00	(33,453.28)	697,458.00	292,029.28	57.41%
Expense								
GENERAL & ADMINISTRATIVE								
629 · ADVERTISING/PRINTING	1,100.42	2,230.00	8,561.50	11,429.00	2,867.50	15,000.00	6,438.50	57.08%
630 · POSTAGE	233.00	0.00	497.82	618.00	120.18	800.00	302.18	62.23%
631 · JANITORIAL EXPENSE	0.00	1,074.00	6,975.20	8,814.00	1,838.80	12,775.00	5,799.80	54.60%
632 · SOFTWARE - IT	1,649.82	2,097.00	16,491.87	22,869.00	6,377.13	33,555.00	17,063.13	49.15%
641 · POOL TRAINING AND EDUCATION	107.99	76.00	3,461.37	3,108.00	(353.37)	3,410.00	(51.37)	101.51%
645 · OFFICE SUPPLIES	1,710.85	257.00	4,382.30	5,067.00	684.70	6,071.00	1,688.70	72.18%
660 · SEMINARS & EDUCATION	290.00	0.00	3,894.06	4,547.00	652.94	7,325.00	3,430.94	53.16%
661 · DUES/SUBSCRIPTIONS	396.98	23.00	776.67	1,221.00	444.33	2,045.00	1,268.33	37.98%
680 · TRAVEL EXPENSE	4,401.86	0.00	16,860.72	11,242.00	(5,618.72)	11,293.00	(5,567.72)	149.30%
681 · MEALS	196.07	190.00	3,288.07	1,520.00	(1,768.07)	2,274.00	(1,014.07)	144.59%
683 · AUTO REIMBURSEMENT/MILEAGE	198.80	1,420.00	1,045.08	2,633.00	1,587.92	2,975.00	1,929.92	35.13%
690 · LEGAL EXPENSE	580.00	417.00	3,778.58	3,336.00	(442.58)	5,000.00	1,221.42	75.57%
691 · ACCOUNTING EXPENSE	515.00	510.00	16,980.00	16,891.00	(89.00)	19,001.00	2,021.00	89.36%
692 · BANK CHARGES	0.00	100.00	0.00	800.00	800.00	1,200.00	1,200.00	0.00%
693 · ENTRY SYSTEM CHARGES	3,448.00	4,969.00	32,863.47	26,801.00	(6,062.47)	39,000.00	6,136.53	84.27%
694 · DC VOTER FEES	0.00	0.00	5,817.75	5,500.00	(317.75)	5,500.00	(317.75)	105.78%
780 · CASH OVER/SHORT	2.28	0.00	-312.02	0.00	312.02	-	312.02	#DIV/0!
Total GENERAL & ADMINISTRATIVE	14,831.07	13,363.00	125,362.44	126,396.00	1,033.56	167,224.00	41,861.56	74.97%
PAYROLL EXPENSES								
599 · BOARD EXPENSES	2,000.00	1,917.00	17,200.00	15,336.00	(1,864.00)	23,000.00	5,800.00	74.78%
600 · SALARIES & WAGES	91,991.35	98,885.00	930,807.73	971,062.00	40,254.27	1,472,939.00	542,131.27	63.19%
601 · SOCIAL SECURITY	3,012.06	3,462.00	33,868.80	38,616.00	4,747.20	57,894.00	24,025.20	58.50%
611 · MEDICARE	1,343.02	1,457.00	13,585.30	14,291.00	705.70	21,706.00	8,120.70	62.59%
613 · STATE UNEMPLOYMENT	835.01	1,309.00	6,193.74	10,279.00	4,085.26	16,606.00	10,412.26	37.30%
614 · HEALTH INSURANCE	5,867.76	5,229.00	46,393.63	41,832.00	(4,561.63)	62,750.00	16,356.37	73.93%

	Feb 25	Budget	Jul - Feb 25	YTD Budget	YTD Variance	Annual Budget	Annual Budget Remaining	YTD Total as % of Budget
(Continued)								
615 - PERS	12,185.44	32,522.00	108,001.72	127,933.00	19,931.28	188,658.00	80,656.28	57.25%
617 - WORKMANS COMPENSATION	4,221.75	4,279.00	33,774.00	34,232.00	458.00	51,351.00	17,577.00	65.77%
639 - PAYROLL TAX ADJUSTMENTS	655.00	0.00	5,640.00	0.00	(5,640.00)	-	(5,640.00)	#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	1,312.60	0.00	1,254.61	0.00	(1,254.61)	-	(1,254.61)	#DIV/0!
Total PAYROLL EXPENSES	123,423.99	149,060.00	1,196,719.53	1,253,581.00	56,861.47	1,894,904.00	698,184.47	63.15%
POOL OPERATIONS								
UTILITIES								
619 - GARBAGE	389.43	693.00	5,806.49	5,545.00	(261.49)	8,200.00	2,393.51	70.81%
621 - TELEPHONE EXPENSE	391.35	597.00	3,876.40	4,697.00	820.60	6,800.00	2,923.60	57.01%
622 - ELECTRIC	8,265.63	10,244.00	79,136.09	104,633.00	25,496.91	145,000.00	65,863.91	54.58%
624 - WATER	611.35	621.00	7,685.90	7,739.00	53.10	11,500.00	3,814.10	66.83%
625 - SEWER	0.00	0.00	4,837.53	4,472.00	(365.53)	6,450.00	1,612.47	75.00%
626 - NATURAL GAS	9,980.87	12,824.00	63,555.00	94,703.00	31,148.00	149,300.00	85,745.00	42.57%
Total UTILITIES	19,638.63	24,979.00	164,897.41	221,789.00	56,891.59	327,250.00	162,352.59	50.39%
623 - INSURANCE	3,165.19	3,083.00	25,321.52	24,664.00	(657.52)	37,000.00	11,678.48	68.44%
628 - CHEMICALS	1,312.11	1,981.00	41,134.26	37,323.00	(3,811.26)	62,125.00	20,990.74	66.21%
633 - MAINTENANCE & REPAIR	3,112.73	2,869.00	55,381.47	68,705.00	13,323.53	110,000.00	54,618.53	50.35%
634 - EQUIPMENT RENTAL	185.59	228.00	1,484.72	4,021.00	2,536.28	5,000.00	3,515.28	29.69%
636 - LANDSCAPE MAINTENANCE	1,690.00	1,490.00	7,220.00	11,920.00	4,700.00	17,885.00	10,665.00	40.37%
640 - EMPLOYEE INCENTIVES	25.00	-584.00	2,851.58	2,819.00	(32.58)	3,200.00	348.42	97.11%
642 - SAFETY	1,115.43	1,805.00	17,043.63	15,734.00	(1,309.63)	17,500.00	456.37	89.39%
643 - SUPPLIES	388.65	271.00	5,498.48	5,138.00	(360.48)	7,050.00	1,551.52	77.99%
644 - UNIFORMS	981.85	1,427.00	4,426.10	5,284.00	857.90	8,175.00	3,748.90	54.14%
646 - SMALL EQUIPMENT	0.00	400.00	658.32	3,200.00	2,541.68	4,800.00	4,141.68	13.72%
Total POOL OPERATIONS	31,615.18	37,949.00	325,917.49	400,597.00	74,679.51	599,985.00	274,067.51	54.32%
850 - DEPRECIATION EXPENSE	41,666.67	41,666.67	333,333.36	333,333.36	-	500,000.00	429,240.00	66.67%
Total Expense	211,536.91	242,038.67	1,981,332.82	2,113,907.36	132,574.54	3,162,113.00	1,443,353.54	62.66%
Net Ordinary Income	(180,289.10)	(200,840.67)	(1,580,904.10)	(1,680,023.36)	99,121.26	(2,464,655.00)	(1,151,324.26)	64.14%
Other Income/Expense								
Other Income								
401.4 - AD VALOREM	484,763.11	406,019.00	2,663,623.78	2,486,719.00	176,904.78	3,054,254.00	390,630.22	87.21%
491 - INTEREST INCOME	14,943.66	6,667.00	128,080.96	53,336.00	74,744.96	80,000.00	(48,080.96)	160.10%
499 - OTHER INCOME	0.00	0.00	975.00	0.00				
Total Other Income	499,706.77	412,686.00	2,792,679.74	2,540,055.00	251,649.74	3,134,254.00	342,549.26	89.10%
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	499,706.77	412,686.00	2,789,824.94	2,537,337.00	251,512.94	3,129,480.00	344,468.46	89.15%
Net Income	319,417.67	211,845.33	1,208,920.84	857,311.64	350,634.20	664,825.00	(806,855.80)	181.84%

EAST FORK SWIMMING POOL DISTRICT
Balance Sheet
 As of February 28, 2025

	Feb 28, 25
ASSETS	
Current Assets	
Checking/Savings	
101 · WELLS FARGO CHECKING ACCT.	552,872.89
108 · CASH ON HAND	850.00
112-4 · LOCAL GOV'T INVESTMENT POOL	3,465,786.44
112-5 · LOCAL GOV'T POOL OPERATING	50,391.58
Total Checking/Savings	4,069,900.91
Accounts Receivable	
121 · ACCOUNTS RECEIVABLE	2,314.00
Total Accounts Receivable	2,314.00
Other Current Assets	
12100 · INVENTORY	
115 · CHEMICALS INVENTORY	12,835.60
120 · MERCHANDISE INVENTORY	3,798.28
125 · FOOD INVENTORY	1,546.84
Total 12100 · INVENTORY	18,180.72
130 · Prepaid Expense	16,936.15
170-4 · DELIQUENT TAX REC	40,622.55
Total Other Current Assets	75,739.42
Total Current Assets	4,147,954.33
Fixed Assets	
150 · POOL EQUIPMENT	152,279.48
155 · CONSTRUCTION IN PROGRESS	1,788,038.41
156 · LAND IMPROVEMENTS	491,894.25
157 · BUILDING & IMPROVEMENT	14,337,233.16
158 · EQUIPMENT	1,312,376.79
160 · ACCUMMULATED DEPRECIATION	-10,648,164.85
175 · LAND APN#1320-30-411-005	1,353,232.09
Total Fixed Assets	8,786,889.33
Other Assets	
171 · DEFERRED PENSION OUTFLOWS	410,899.00
Total Other Assets	410,899.00
TOTAL ASSETS	13,345,742.66
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201 · ACCOUNTS PAYABLE	29,702.41
Total Accounts Payable	29,702.41
Credit Cards	
202 · CITI VISA CREDIT CARD	10,502.80
Total Credit Cards	10,502.80
Other Current Liabilities	
200 · PAYROLL LIABILITIES	
221-1 · ACCRUED PAYROLL	72,704.71
221-2 · ACCRUED PAYROLL TAXES	11,003.11
229 · SUTA	2,049.21
234-3 · Aflac	329.64
Total 200 · PAYROLL LIABILITIES	86,086.67

EAST FORK SWIMMING POOL DISTRICT

Balance Sheet

03/06/25

As of February 28, 2025

Accrual Basis

	Feb 28, 25
218 · ACCRUED VESTED VAC PAY	36,137.14
219 · OPEB LIABILITY	36,403.00
235 · ACCRUED WORKMANS COMPENSATION	-8,561.30
236 · NOTE PAYABLE - ZION	246,000.00
Total Other Current Liabilities	396,065.51
Total Current Liabilities	436,270.72
Long Term Liabilities	
220 · NET PENSION LIABILITY	1,126,751.00
225 · DEFERRED PENSION INFLOWS	179,203.00
Total Long Term Liabilities	1,305,954.00
Total Liabilities	1,742,224.72
Equity	
349 · RETAINED EARNINGS	7,293,383.87
351-1 · FUND BALANCE	1,452,260.17
355 · CONTRIBUTED CAPITAL	1,648,952.81
Net Income	1,208,921.09
Total Equity	11,603,517.94
TOTAL LIABILITIES & EQUITY	13,345,742.66

	Account	Amount	Memo
A.B.E.	629 - ADVERTISING/PRINTING	48.42	30x42 BW Prints (18)
Ace Hardware	633 - MAINTENANCE & REPAIR	48.47	Fasteners, Tee Flex PVC, Cleanout ABS, Cleanout Plug, Couplings, Elbows, Plug
Air Filters	633 - MAINTENANCE & REPAIR	366.14	Air Filters
AIRGAS	628 - CHEMICALS	1,312.11	Carbon Dioxide Liquid
Amazon		2,006.75	Subscription: WE Hand Buoys(Dumbbells) Batteries, Hair Ties, Office Supplies, Safety(First Aid Room) Dial Computer Ethernet Switch(2)
American Document Destruction, Inc	645 - OFFICE SUPPLIES	72.76	Documents destroyed
Barnes & Noble	640 - EMPLOYEE INCENTIVES	25.00	EOM (S. Kothman)
CAD Pest Control Services	636 - LANDSCAPE MAINTENANCE	950.00	Treatment 38 trees control aphids borers
Canon Financial Services	634 - EQUIPMENT RENTAL	185.59	Copier Lease/Equip Insurance (Feb 2025)
Carson Valley Accounting LLC	691 - ACCOUNTING EXPENSE	275.00	Monthly site visit (Feb 2025)
Carson Valley Chamber of Commerce	661 - DUES/SUBSCRIPTIONS	395.00	Annual Membership Renewal
Constant Contact	629 - ADVERTISING/PRINTING	52.00	Software program for email address for contacts
Desert Star Landscaping	636 - LANDSCAPE MAINTENANCE	740.00	Contract Feb 2025
Douglas County School District	614 - HEALTH INSURANCE	6,369.20	Health Insurance Feb 25 (7) FT(1) Dependents - Long
Douglas County	619 - GARBAGE	25.00	Town of Minden
Douglas Disposal	633 - MAINTENANCE & REPAIR	19.90	Dispose of Pool Cover
DTS Fiber	621 - TELEPHONE EXPENSE	94.98	Internet Service
Ebay	633 - MAINTENANCE & REPAIR	425.52	Pool Ladder Covers
Flag Store	639 - MAINTENANCE & REPAIR	48.89	Foly Pennant Strings (Red, White, Blue)
Global Payments	693 - ENTRY SYSTEM CHARGES	3,448.00	
High Sierra Business Systems	645 - OFFICE SUPPLIES	114.61	Copy fee for 5 copiers (Jan 2025)
Hone Depot	633 - MAINTENANCE & REPAIR	590.06	Repa Kit, Plastic, Sheeting, Gloves, TYK Coverall, Cable, Washers, LED Light Panel, Pulout, Basker, Clamp, Drill Bit, Switch, Duplex, Power Outlet, Tailpiece, Couplings, Slip Joint, Waste Arm
Jack Stevenson	683 - AUTO REIMB/MILEAGE	40.60	
Joe Taxi	680 - TRAVEL EXPENSE	80.00	Taxi (AOAP Conf Florida Feb 2025)
Lakestone Enterprises	633 - MAINTENANCE & REPAIR	93.69	Non-Slip Coatings
Lincate	642 - SAFETY	88.00	Oxygen Tanks
Microsoft Corp	632 - SOFTWARE-IT	9.79	Cloud Backup
Nevada News Group	629 - ADVERTISING/PRINTING	100.00	BOCV Winners Package 2/22/25
Nevada Recreation & Parks Society	660 - SEMINARS & EDUCATION	290.00	April 2025 NRPS Conference Vegas
NV Energy	622 - ELECTRIC	8,265.63	
COMA, INC	621 - TELEPHONE EXPENSE	296.37	Monthly Service Fee (Feb 2025)
Original Waterman, Inc	644 - UNIFORMS	945.85	Swim Instructor 1pc, Men Instructor Shorts
Oshinski & Forsberg, Ltd	690 - LEGAL EXPENSE	580.00	Receive/Examine tort Claims report, draft/send letter, Review draft board agenda, Call w/ S. Harris
Pirate Ship Postage	633 - MAINTENANCE & REPAIR	152.99	Ship Repair Work
Pool & Hot Tub Foundation	641 - POOL TRAINING & EDUCATION	107.99	PPO (S. Harris)
Poster My Wall	632 - SOFTWARE-IT	9.95	Monthly Recurring Charge
Public Employees Benefits Program	614 - HEALTH INSURANCE	47.06	Feb 2025 #834
QuickBooks Payroll Service	639 - PAYROLL TAX ADJUSTMENTS	655.00	Fees for Direct Deposit (2 Payrolls)
R & S Optimum Offset	629 - ADVERTISING/PRINTING	875.00	Feb 2025 Community Pool Brochures
Reno-Tahoe Airport	680 - TRAVEL EXPENSE	96.00	Parking Florida Conference 2025
Sarah Davenport		119.19	Taxi (AOAP Conf Florida Feb 2025), Mileage
Schat's Bakery	681 - MEALS	196.07	Supervisor/Sr Guard Essentials Management Training
Seven Up/RC Bottling Co	550 - FOOD EXPENSE	136.34	
Shannon Harris	683 - AUTO REIMB/MILEAGE	63.28	2025 Conference (Florida) Round trip Reno
Sierra Booking Services, Inc	691 - ACCOUNTING EXPENSE	240.00	Jan 2025 (3 Payroll/PERS)
Sierra Diving Center	642 - SAFETY	949.00	Certify Scuba Tanks
SOUTHWEST GAS	626 - NATURAL GAS	9,980.87	
Spectrum Aquatics	633 - MAINTENANCE & REPAIR	90.00	Female 2 pin connector
Spotify	661 - DUES/SUBSCRIPTIONS	11.96	
Staples	645 - OFFICE SUPPLIES	55.76	3 hole sheet protectors
State of Nevada-Dept Public Safety	642 - SAFETY	39.00	Finger Printing (J Smithen)
Supply House	633 - MAINTENANCE & REPAIR	3.76	PVC Coupling
SwimOutlet	555 - MERCHANDISE	224.42	Swim Shorts/Dive Toys
Teresa Duffy	693 - AUTO REIMB/MILEAGE	31.64	AOAP Feb 2025 Conference (Florida) One way Reno
Town Of Minden	624 - WATER & TRASH	975.78	Water/Garbage
Tradewinds Island Resorts	690 - TRAVEL EXPENSE	4,169.95	Hotel Stay Florida Conference Feb 2025
Uniformity	644 - UNIFORMS	36.00	Embroider Women Bikini Tops
USPS	630 - POSTAGE	233.00	P O Box Annual Rental (May 2024)
Walmart	550 - FOOD EXPENSE	107.00	Ice Cream/Corn Dogs Desk Calendar
Western Nevada Supply	633 - MAINTENANCE & REPAIR	1,175.95	Cop 45 Elbow Diamond Grill Hole Saw, Pipe Fittings for warm/activity pools
Zoro Tools	633 - MAINTENANCE & REPAIR	18.28	PVC Pipe Fittings
Total		49,206.60	

EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

AGENDA ACTION SHEET

Agenda Item #2

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

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

Funding: NA

Recommended Motion: Discussion only

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

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

Construction Funds Available as of:

Local Government Investment Pool

February 28, 2025
\$ 3,465,786

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	1,131,967
CTR/Garland	8,243	164,850	8,243
Douglas County	15,000	15,000	6,470
Reserve Analyst	280,758	280,758	205,418
Contingency for Asset Mang	30,000	30,000	-
'24/'25 Capital Budget	2,884,001	2,846,608	

1,846,098

Remaining Construction Funds Available

\$ 1,619,688

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

AGENDA ACTION SHEET

Agenda Item #3

Title: For Possible Action. Discussion and possible action to create a non-resident fee for rentals costing patrons, not in our tax district, an additional \$25hr to rent facility space.

Background: The Board and Director discuss fees regularly and adjust accordingly. The Director is requesting the establishment of a facility rental rate \$25 per hour higher for patrons who are not residents of the district.

The current rates:

Mezzanine and BBQ rental is \$100per hour

Patio (smaller area) rental is \$75 per hour

Winter After-hours (under 100) rental is \$250 per hour (indoor pools)

Winter After-hours (over 100) rental is \$285 per hour (indoor pools)

Summer After-hours (under 100) rental is \$300 per hour (in/out pools)

Summer After-hours (under 100) rental is \$370 per hour (in/out pools)

Wibit rental (year around) is \$75 per hour

The higher rate for non-residents corresponds with other District charges that are higher for non-residents.

Funding: NA

Recommended

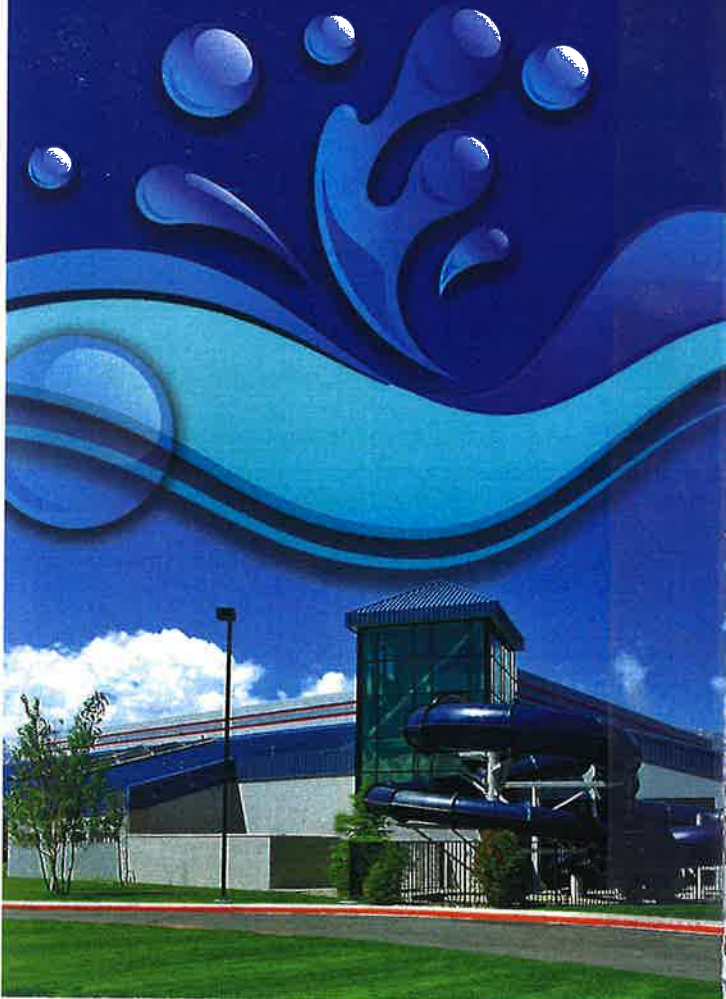
Motion: Move to approve creating a non-resident fee for rentals costing patrons, not in our tax district, an additional \$25hr to rent facility space.

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



Add Splash To Your Party!

Carson Valley Swim Center,
your community pool,
is the place to celebrate.



Make your reservations today!

Recreation Swim Parties

These parties take place during open swim hours.

Rental Rates

Mezzanine, Sunrise & Sunset BBQ

1 hr. rental = \$100 (up to 30 max party goers)
\$2 per person (over 30 party goers)

1-1/2 hr. rental = \$125

2 hr. rental = \$150/each additional 1/2 hr. = \$25

Patio Area - Up to 20

1 hr. rental = \$75 (up to 20 max party goers)/
each additional 1/2 hr. = \$25

After Hours Pool Parties

Please reserve your party prior to the day of your event.

Pricing includes CVSC pool toys and amenities.

Pricing

\$250 per hour under 100 guests.

\$285 per hour over 101 guests

\$75 per hour "Wild Wubit" float toy.

Takes up main indoor pool.

Summer Pricing (June, July and August)

Includes both outdoor pools!

\$300 per hour under 100 guests.

\$370 per hour over 101 guests

\$75 per hour "Wild Wubit" float toy.

Takes up main indoor pool.

Reservations

In Person: Front Desk - Mon. - Fri. 8 am - 4 pm

Call: 775-782-8840 - Mon. - Fri. 8 am - 4 pm

Summer Weekend Hours: 7:30 am - 11 am

Cancellation Policy – Notice of cancellation more than 5 business days prior to event 10% will be withheld from refund. Cancellations less than 5 business days, no refund will be issued.



EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

AGENDA ACTION SHEET

Agenda Item #4

Title: For Possible Action. Discussion and possible action on the tentative '25-'26 budget and 5-Year Capital Improvement Plan.

Background: The Board of Trustees reviewed the tentative budget during the January and February Board meetings. In March, the Board will approve the tentative budget which will be filed with the Nevada Department of Taxation by April 15, 2025.

Funding: NA

Recommended Motion: Move to approve the tentative '25-'26 budget and 5-Year Capital Improvement Plan.

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

Carson Valley Swim Center
2025 - 2026 Forecast

	Fiscal Year July 1, 2025 - June 30, 2026							Forecast	Total Budget 25/26
	Actual Jul 24-Feb 25	Budget Jul 24 - Feb 25	Mar 25	Apr 25	May 25	Jun 25			
Income									
403 · USER FEES	369,945.20	398,825.00	44,788.00	55,822.00	57,867.00	83,348.00		611,770	648,000
496 · FOOD	25,664.00	41,868.00	2,647.00	4,887.00	4,154.00	12,590.00		49,942	66,146
497 · MERCHANDISE	10,037.40	14,450.00	2,023.00	2,146.00	2,384.00	4,406.00		20,996	25,409
498 · GRANT INCOME	10,000.00	10,000.00	1,250.00	1,250.00	1,250.00	1,250.00		15,000	10,000
	415,647	465,143	50,708	64,105	65,655	101,594	-	697,709	749,555
Cost of Goods Sold									
550 · FOOD EXPENSE	9,533.37	22,484.00	2,197.00	1,919.00	2,382.00	5,265.00		21,296	29,000
555 · MERCHANDISE EXPENSE	5,043.89	7,908.00	953.00	2,889.00	2,133.00	-270.00		10,749	12,600
560 · FOOD SUPPLIES	519.97	373.00	73.00	119.00	215.00	470.00		1,397	1,450
565 · FOOD SPOILAGE	120.65	496.00	0.00	0.00	0.00	141.00		262	550
	15,218	31,261	3,223	4,927	4,730	5,606	-	33,704	43,600
GENERAL & ADMINISTRATIVE									
629 · ADVERTISING/PRINTING	8,561.50	11,429.00	78.00	2,412.00	815.00	266.00		12,133	13,500
630 · POSTAGE	497.82	618.00	156.00	-	26.00	-		680	800
631 · JANITORIAL EXPENSE	6,975.20	8,814.00	396.00	1,102.00	563.00	1,900.00		10,936	11,500
632 · SOFTWARE - IT	16,491.87	22,869.00	1,940.00	2,535.00	2,208.00	4,003.00		27,178	33,500
641 · POOL TRAINING AND EDUCATION	3,461.37	3,108.00	76.00	76.00	76.00	74.00		3,763	4,000
645 · OFFICE SUPPLIES	4,382.30	5,067.00	288.00	250.00	248.00	218.00		5,386	6,071
660 · SEMINARS & EDUCATION	3,894.06	4,547.00	756.00	170.00	1,852.00	-		6,672	7,325
661 · DUES/SUBSCRIPTIONS	776.67	1,221.00	440.00	340.00	23.00	21.00		1,601	2,045
680 · TRAVEL EXPENSE	16,860.72	11,242.00	-	-	-	51.00		16,912	14,000
681 · MEALS	3,288.07	1,520.00	190.00	190.00	190.00	184.00		4,042	3,200
683 · AUTO REIMBURSEMENT/MILEAGE	1,045.08	2,633.00	76.00	61.00	164.00	41.00		1,387	1,600
690 · LEGAL EXPENSE	3,778.58	3,366.00	417.00	417.00	417.00	413.00		5,443	5,500
691 · ACCOUNTING EXPENSE	16,980.00	16,891.00	510.00	578.00	510.00	512.00		19,090	19,001
692 · BANK CHARGES	0.00	800.00	100.00	100.00	100.00	100.00		400	500
693 · ENTRY SYSTEM CHARGES	32,863.47	26,801.00	2,384.00	2,755.00	3,155.00	3,905.00		45,062	35,000
694 · DC VOTER FEES	5,817.75	5,500.00	-	-	-	-		5,818	6,000
780 · CASH OVER/SHORT	-312.02	0.00	-	-	-	-		(312)	-
GENERAL & ADMINISTRATIVE - Other									
	125,362	126,426	7,807	10,986	10,347	11,688	-	166,190	163,542
PAYROLL EXPENSES									
599 · BOARD EXPENSES	17,200.00	15,336.00	1,917.00	1,917.00	1,917.00	1,913.00		24,864	24,000
600 · SALARIES & WAGES	930,870.73	971,062.00	157,341.00	107,633.00	110,767.00	126,136.00		1,432,748	1,486,622
601 · SOCIAL SECURITY	33,868.80	38,616.00	5,939.00	3,850.00	4,222.00	5,267.00		53,147	57,104
611 · MEDICARE	13,585.30	14,291.00	2,355.00	1,558.00	1,638.00	1,864.00		21,000	21,904
613 · STATE UNEMPLOYMENT	6,193.74	10,279.00	2,116.00	1,370.00	1,321.00	1,520.00		12,521	21,750
614 · HEALTH INSURANCE	46,393.63	41,832.00	5,229.00	5,229.00	5,229.00	5,231.00		67,312	69,300
615 · PERS	108,001.72	127,933.00	20,018.00	13,561.00	13,561.00	13,585.00		168,727	216,674
617 · WORKMANS COMPENSATION	33,774.00	34,232.00	4,279.00	4,279.00	4,279.00	4,282.00		50,893	50,841
639 · PAYROLL TAX ADJUSTMENTS	5,640.00	0.00	-	-	-	-		5,640	-
640-3 · ACCRUED VACATION	1,254.61	0.00	-	-	-	-		1,255	-
PAYROLL EXPENSES - Other	0.00	0.00	-	-	-	-		-	-
	1,196,783	1,253,581	199,194	139,397	142,934	159,798	-	1,838,106	1,948,197
UTILITIES									
619 · GARBAGE	5,806.49	5,545.00	606.00	664.00	751.00	634.00		8,461	8,500
621 · TELEPHONE EXPENSE	3,876.40	4,697.00	319.00	598.00	620.00	566.00		5,979	6,000
622 · ELECTRIC	79,136.09	104,633.00	9,821.00	10,221.00	9,705.00	10,620.00		119,503	125,000
624 · WATER	7,685.90	7,739.00	641.00	836.00	894.00	1,390.00		11,447	11,500
625 · SEWER	4,837.53	4,472.00	-	1,978.00	-	-		6,816	6,450
626 · NATURAL GAS	63,555.00	94,703.00	18,644.00	15,207.00	11,671.00	9,075.00		118,152	130,000
	164,897	221,789	30,031	29,504	23,641	22,285	-	270,358	287,450
POOL OPERATIONS									
623 · INSURANCE	25,321.52	24,664.00	3,083.00	3,083.00	3,083.00	3,087.00		37,658	37,000
628 · CHEMICALS	41,134.26	37,323.00	7,227.00	3,287.00	8,580.00	5,708.00		65,936	72,000
633 · MAINTENANCE & REPAIR	55,381.47	68,705.00	9,524.00	4,081.00	12,719.00	14,971.00		96,676	110,000
634 · EQUIPMENT RENTAL	1,484.72	4,021.00	228.00	228.00	299.00	224.00		2,464	5,000
636 · LANDSCAPE MAINTENANCE	7,220.00	11,920.00	1,490.00	1,490.00	1,490.00	1,495.00		13,185	14,000
640 · EMPLOYEE INCENTIVES	2,851.58	2,819.00	31.00	182.00	79.00	89.00		3,233	3,200
642 · SAFETY	17,043.63	15,734.00	440.00	211.00	574.00	541.00		18,810	16,000
643 · SUPPLIES	598.48	5,138.00	1,093.00	148.00	310.00	361.00		2,510	6,000
644 · UNIFORMS	4,426.10	5,284.00	862.00	1,540.00	488.00	1.00		7,317	8,175
646 · SMALL EQUIPMENT	658.32	3,200.00	400.00	400.00	400.00	400.00		2,258	5,000
	156,120	178,808	24,378	14,650	28,022	26,877	-	250,047	276,375
850 · DEPRECIATION EXPENSE	333,333.36	333,333.36	41,666.67	41,666.67	41,666.67	41,666.63		500,000	500,000
Total Expense	1,991,714	2,145,198	306,300	241,131	251,341	267,921	-	3,058,405	3,219,164
Net Ordinary Income	(1,576,067)	(1,680,055)	(255,592)	(177,026)	(185,686)	(166,327)	-	(2,360,697)	(2,469,609)
Other Income									
401.4 · AD VALOREM	2,663,623.78	2,486,719.00	379,444.00	151,111.00	30,104.00	6,876.00		3,231,159	3,200,000
491 · INTEREST INCOME	128,080.96	53,336.00	6,667.00	6,667.00	6,667.00	6,663.00		154,745	80,000
499 · OTHER INCOME	975.00	0.00	-	-	-	-		975	-
Other Expense									
899 · Interest Expense	2,854.80	2,718.00	0.00	0.00	2,056.00	0.00	0.00	4,911	4,000
Net Income	1,213,758	857,282	130,519	(19,248)	(150,971)	(152,788)	-	1,021,271	806,391
Cost Recovery % without Interest Inc/Exp	25.06%	25.67%						27.27%	27.57%
Cost Recovery % WITH Interest Inc/Exp	32.73%	28.57%						33.26%	30.46%

**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.

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

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

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

Item	Fiscal Year 2029- 2030	Cost	Proposed Funding Source	Additional Maintenance Costs for Each of the Next Five Years
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
Total 2029 – 2030		\$769,917		

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

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

AGENDA ACTION SHEET

Agenda Item #5

Title: For Possible Action. Discussion on the Swim Center Director's annual evaluation and possible action approving Director's Merit increase.

Background: East Fork Swimming Pool District Board of Trustees conduct an annual evaluation for the District's Director and discuss approving a merit increase. Over the past several years the increases have ranged between 0-5%. The EFSPD contracted with an independent contractor (Human Resources Dynamics) to conduct a "Salary Assessment" and the recommended salary range for the District's Director Position was \$105,000- \$130,000 in 2019.

However, the Trustees in the October 2019 meeting discussed and agreed that a salary range is not typical for a contracted employees positions such as the Directors and the EFSPD hasn't established a range in the Districts 30year history.

Current Salary = \$127,338
1% increase = \$128,611 (\$1,273)
2% increase = \$129,885 (\$2,547)
3% increase = \$131,158 (\$3,820)
4% increase = \$132,432 (\$5,094)
5% increase = \$133,705 (\$6,367)

Funding: NA

Recommended Motion: Move to approve the Director's merit by \$ _____ increase totaling \$ _____ annually.

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

Carson Valley Swim Center Director's Work Performance Standards

March 2024

Nature of the District

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

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

Aquatics Programming

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

Leadership and Management

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

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

Facilities Management

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

Financial Management

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

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

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

Public Relations

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

Sharon Desjardins

Sharon Des Jardins, Chairman
East Fork Swimming Pool District

2/25/25

Date

Shannon Harris

Shannon Harris, Director

3/30/24

Date

CVSC March 2025 Director's Report

User Attendance: See board binder documents.

- February 2024 Attendance 8,630. February 2025 Attendance was 8,731 (See attached docs)

Programming, Staffing and Training:

- Douglas High School Swim/Dive Season has officially started and the swim center will host many meets.
- Outdoor pool was opened March 3rd weather permitting. Must hit 45 as a high Temp and winds below 25mph.
- Shannon completed her Certified Pool Operator (CPO) recertification course (8hr online and final exam).
- Supervisors scheduled a Lifeguard Certification class for April and continue to train & red-shirt staff 4 hrs monthly.
- Sarah is planning the swim center's "Easter Egg Hunt" for April 20th.
- 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/dive lessons are combined numbers and classes are successful (see attached #'s)
- Water Aerobics class attendance is steady at 35+ participants in the morning classes. Evening classes are smaller but well liked and attended.

Marketing and Public Relations:

- Shannon was a guest speaker for the Carson Valley Health Vitality group sharing information about swim center programs and benefits; attended the "State of the County" at the Senior Center presented by County Manager Jenifer Davidson; participated in mock interviews at Aspire High School in partnership with the Chamber; attended the quarterly Oversight Committee meeting for Pool Pact as a member of the committee; received two Continuing Education Units (CEU) for attended two Lunch N Learns online; attended the quarterly "Cyber Security" training hosted by Pool Pact; chaired the executive & general Nevada Recreation & Parks Society Board meetings as President.
- 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/patrons to keep up-to-date on schedule/procedure changes.

Employee Recognition:

Employee of the Month: Display leadership traits, accountability, punctuality and dedication to the profession

January = Matt Beam, Lifeguard

February = Sierra Kothman, Lifeguard and Swim Instructor

March = Abigail Detsch, Lifeguard and Swim Instructor

Maintenance Updates:

- Maintenance Team is responsible for getting the outdoor ready to be opened.
- Department will work with Cintas regarding chemical purchases and paper products.
- Dave attends the weekly construction meetings with Shannon, Scott and contractors along with meetings with Aquatic Design group.
- Daily, weekly, monthly and annual maintenance projects and asset management are being completed... excel document updated by Maintenance Supervisor and Director.
- Updating and improving the data information in Reserve Analyst (Asset Management Program).

Monthly Financial: See board binder documents.

Correspondence: See board binder documents (if applicable).

East Fork Swim Pool District

Attendance Report Fiscal Year: 2023-2024

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Attendance	22813	14787	8898	8057	7373	7389	8997	8630					86944
Attendance:													
Lessons	1703	786	548	415	481	200	260	506					4899
DDST	1000	1100	1050	1100	1000	1000	1150	950					8350
Mem/Pass Visits	3964	3914	3210	3216	3096	3051	3410	3025					26886
DHS Aquatics	0	172	447	318	404	344	447	318					2450
DHS Swim/Dive	0	0	0	0	0	0	0	420					420
Drop-In Visits	16146	8815	3643	3008	2392	2794	3730	3411					43939
User Fees	100,273	70,785	35,787	31,700	28,920	22,819	44,971	34,219					\$369,474

East Fork Swim Pool District

Attendance Report Fiscal Year: 2024-2025

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Attendance	23463	16098	9222	9112	7549	7448	9137	8731	0	0	0	0	90760
Attendance:													
Lessons	1626	1087	439	408	451	194	484	460					5149
DDST	1430	1050	950	1265	1100	1323	1242	1080					9440
Mem/Pass Visits	4286	3976	3573	3572	3098	2978	3521	3037					28041
DHS Aquatics	0	320	640	576	540	480	570	480					3606
DHS Swim/Dive	0	0	0	0	0	0	24	448					472
Drop-In Visits	16121	9665	3620	3291	2360	2473	3296	3226					44052
User Fees	100,889	65,844	36,422	44,270	26,973	25,376	40,854	29,317					\$369,945

East Fork Swim Pool District

Attendance Report Fiscal Year: 2023-2024

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Attendance	22813	14787	8898	8057	7373	7389	8997	8630	10647	11561	13362	19057	141571
Attendance:													
Lessons	1703	786	548	415	481	200	260	506	567	638	1215	1288	8607
DDST	1000	1100	1050	1100	1000	1000	1150	950	1050	1100	1150	1000	12650
Mem/Pass Visits	3964	3914	3210	3216	3096	3051	3410	3025	3240	3400	3628	3648	40802
DHS Aquatics	0	172	447	318	404	344	447	318	429	379	472	241	3971
DHS Swim/Dive	0	0	0	0	0	0	0	420	462	484	192	0	1558
Drop-In Visits	16146	8815	3643	3008	2392	2794	3730	3411	4899	5560	6705	12880	73983
User Fees	100,273	70,785	35,787	31,700	28,920	22,819	44,971	34,219	39,770	48,250	52,989	77,116	\$587,599

East Fork Swim Pool District

Attendance Report Fiscal Year: 2024-2025

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Attendance	23463	16098	9222	9112	7549	7448	9137	8731	0	0	0	0	90760
Attendance:													
Lessons	1626	1087	439	408	451	194	484	460					5149
DDST	1430	1050	950	1265	1100	1323	1242	1080					9440
Mem/Pass Visits	4286	3976	3573	3572	3098	2978	3521	3037					28041
DHS Aquatics	0	320	640	576	540	480	570	480					3606
DHS Swim/Dive	0	0	0	0	0	0	24	448					472
Drop-In Visits	16121	9665	3620	3291	2360	2473	3296	3226					44052
User Fees	100,889	65,844	36,422	44,270	26,973	25,376	40,854	29,317					\$369,945

User Attendance Breakdown

Summary

	Feb 2024				July 1, 2024 thru Feb 28, 2025			
	Drop-Ins	Passes	Total	%	Drop-Ins	Passes	Total	%
Senior	220	2,372	2,592	41%	3,376	22,160	25,536	35%
Adult	968	306	1,274	20%	12,534	2,833	15,367	21%
Youth	1,909	17	1,926	31%	25,772	189	25,961	36%
Complimentary	2	-	2	0%	395	-	395	1%
Family	42	64	106	2%	706	366	1,072	1%
Disabled	14	121	135	2%	263	1,140	1,403	2%
Therapy	53	-	53	1%	596	-	596	1%
Other	18	157	175	3%	410	1,353	1,763	2%
	3,226	3,037	6,263	100%	44,052	28,041	72,093	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
Major First Aid Description:													
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	0	4					24
Minor First Aid	31	19	6	4	5	3	2	7					77
Major First Aid	4	1	1	1	1	0	0	0					8
Resuscitations	0	0	0	0	0	0	0	0					0
Near Drownings	0	0	0	0	0	0	0	0					0
Drownings	0	0	0	0	0	0	0	0					0
Major First Aid Description:													
Backboard	0	0	0	0	0	0	0	0					0
911 Calls	4	0	1	1	1	0	0	0					7
Ambulance Transport	3	0	0	0	1	0	0	0					4
Oxygen uses	0	0	1	0	1	0	0	0					2

Brian Lowry
1515 Lasso Lane
Gardnerville, NV 89410
(530) 545-2952
brianlowry@hotmail.com

February 27, 2025

Carson Valley Swim Center
Shannon Harris, Director
1600 Hwy 88
Minden, NV 89423
director@cvswim.com

Dear Ms. Harris,


The purpose of this letter to support Paulette Irving and the Angelfish program. My 15-year-old son, Mason, has an intellectual disability called Fragile X syndrome. He is developmentally delayed, has reduced cognitive function, and high anxiety. We are a family that has lived in Douglas County for about 20 years and enjoy recreating the many beautiful lakes in our area. Concerningly, as of this past December, Mason was not water safe and thus was a constant worry when we were around lakes. For about two months, Mason has been in the Angelfish program and has shown spectacular growth.

Mason's progress is undoubtedly directly related to Paulette. Occasionally, we meet a person who truly is doing what they were put on this earth to do. This is Paulette. She is kind, patient, and experienced in adapted physical education. She is passionate about learning new teaching methods and challenges Mason in a safe way. Paulette takes the time to understand the hurdles special needs students face and is ardent about them reaching their potential.

I'm grateful to the swim center for bringing the Angelfish program to Carson Valley. It's so important to teach a lifesaving skill. I recognize having one-on-one lessons with an experienced instructor is not a financially profitable endeavor. Please recognize the value innovative programming brings to support our diverse population.

Mason looks forward to every Sunday morning going to the Swim Center. It is a safe, clean, and well managed facility. All staff members make him feel extremely welcome. In fact, Mason fist bumps every one of them including the lifeguards! Paulette and the Angelfish program have made a colossal difference in the safety and wellbeing of my family.

Thank you,


Brian Lowry

CC: Sharon DesJardins, Chair of the Board of Directors, EFSPDTRUSTEES@cvswim.com