

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

August 21st, 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

1a. For Possible Action. Approval of previous minutes from the July 17th, 2025 general meeting.

ADMINISTRATIVE AGENDA

The Administrative Agenda will proceed as follows:

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

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

CONSENT AGENDA ITEMS PULLED FOR FURTHER DISCUSSION:

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

Administrative Agenda

2. Discussion Only. Discussion and update on the Capital Improvement Plan ongoing and possible future projects.
3. Discussion Only. Discussion, update and progress report on the Activity Pool Modernization project and toy replacement options.
4. Discussion Only. Presentation by Brad Hollander, Founder UVC LLC Viticulture Technologies and discussion using the Swim Center as a test site for a state-of-the-art UV system that would replace our current UV system that is currently in place as the secondary disinfection system and how it could possibly affect the district.
5. For Possible Action. Discussion and possible action on the proposals submitted to the district by SA Morgan 394 Consulting, LLC and OnStrategy and award a contract for the Strategic Plan update.
6. For Possible Action. Discussion and possible action to approve legislative updates in the Districts Personnel Policies.
7. For Possible Action. Discussion and possible action on possibly modifying Resolution # 18-001, the issuance of lifetime swim passes for current and future trustees.
8. Discussion Only. Discussion and update on the procedures when filling a Board of Trustee position after a resignation and a farewell to Travis Lee.
9. For Possible Action. Discussion and possible approval of general ledger cash balances, expenditures and investments through July 31st, 2025.
10. Discussion Only. Report from the Swim Center Director:
 - User Attendance
 - Staffing and Programming
 - Marketing and Public Relations Information
 - Employee Recognition
 - Maintenance Updates
 - Correspondence
11. Presentation Only. Presentation by Board members of requests for matters to be placed on the future agenda for September 25th, 2025.
12. For Discussion and Possible Action. Meeting adjournment.

Copies of the agenda were posted at 4:00pm, Thursday, August 14th, 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 and Budget Hearing minutes from July 17th, 2025

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

Funding: NA

Recommended Motion: Move to approve the General Meeting minutes and Budget Hearing minutes from July 17th, 2025

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

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
July 17th, 2025 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees July 17th, 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 and Trustee Travis Lee.

No Public Comment

AGENDA

Motion by Lee to approve the agenda, seconded by Biaggi, the motion was unanimously approved.

CONSENT AGENDA ITEM

- 1a. For possible action. Approval of previous minutes from the General Meeting on June 18th, 2025.

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

ADMINISTRATIVE AGENDA

2. Discussion Only. Chairperson DesJardins introduced the item. Harris states that this is the end of the fiscal year. Harris states that under section 3, our remaining balances show we have \$2,646,491 in our LGIP account as of June 30, 2025. We have remaining \$134,745 in the Eastside Expansion budget and we will be adding another \$450,000 to that amount next month for the generator. We still have about \$150,066 in the Asset Management budget, that will roll over to the next fiscal budget, due to the expertise of our maintenance staff in plumbing and electrical that has allowed them to repair and replace things instead of calling someone from the outside. We have ending remaining funds available of \$1,893,437. McCullough states that the concrete pad for the generator will be poured tomorrow. The generator will then be moved to the pad by the end of the month. Then the generator will sit until September 15. We have found a way to minimize the downtime and closures to install the generator. The downtime will only be about a day and a half instead of a week. As far as repainting the exterior, the facility was last painted in 2016. The whole facility doesn't need to be repainted but some areas will need repainting before winter. We will go thru and identify those areas that need to be repainted and schedule a date. That will wrap up the Eastside Expansion Project. Biaggi states he noticed there is some paint on the front steps. McCullough states that the gas company did the locates for finding the gas lines and the guys that did the locates thought it was necessary to identify them like that. It will come off. McCullough states that we should have the schematic drawings for the parking lot expansion project by the end of the month and then the 100% drawings in 45 days. Once approved we will go out for bid in December and January, open the bids in February and award the contract in March in order to be ready in early Spring to do the work. Since we are doing a parking lot rejuvenation, we thought that we would incorporate the existing the current parking lot also. We think it will be about \$100,000 to mill the existing parking lot to do an overlay so it will look brand new. It was already identified that the current parking lot needed to be redone in the Asset Management budget and the money has already been approved. The Parking Lot should be done by the Spring of next year. The Roof Restoration, we had a punch list walk thru with the contractor and Garland Roofing, who represents us in the warranty. There are a few things they still need to finish. I have called for a date of completion but had not heard from anyone yet. The non response has just gotten ridiculous on the completion and a \$10,000 retention. Warranty doesn't go into effect until we sign off. Activity Pool, the Aquatics Design Group has not been the most responsive group. We are done with the plans. There will be 2 elements which are the palm trees and the interactive toys and the Nemos. DesJardins asked if the Nemos are small enough where the kids can't sit on them? Harris states yes, they are about 3 feet tall. McCullough states the preliminary estimate of \$1.1M, and we have reduced that scope down by 50%.

Harris states that she will be asking for some direction next month when we bring it forward for approval. Biaggi asks in terms of pricing, is it better to do it now? McCullough states it's better to do it in the winter time. Lee asks if the smaller outdoor pool is still there. Harris states yes, it's a very popular pool in the summertime.

3. For Possible Action. Discussion and possible action to award a contract to ACCO Engineered Systems in the amount of \$127,500 and request authorization for a 10% contingency for the Multipurpose Room HVAC Unit Replacement.

Chairman DesJardins introduced the item. Harris states this is a system that is failing. This is being done as an emergency project under NRS code 338.011. We received three quotes. ACCO did come in with the lowest bid. We are recommending that ACCO to do the work. McCullough states that the reason ACCO is lower is because they have their own plumbers. They have done projects with the school district and they are presently working as a sub-contractor on the Eastside Expansion. It is going to save us money because we have called it an emergency project. We are implementing a design build delivery method because we don't have time to contract with a mechanical engineer and go out to bid. So as an emergency project, we have saved 4 months. Biaggi asks if there is somewhere we need to document that this is an emergency project. McCullough states that the board minutes will suffice for the documentation. DesJardins states I am in favor of this project. Harris states this area is very highly used. DesJardins asks if we approve this, how soon can you get to it? McCullough states probably in about a month. Lee asks if in the motion needs to mention an emergency declaration? McCullough states that the NRS doesn't really require a declaration. Biaggi states that he thinks that's a good point.

Motion to approve an emergency contract to ACCO Engineered Systems in the amount of \$127,500 and request authorization for a 10% contingency for the Multipurpose Room HVAC Unit Replacement was made by Biaggi and seconded by Dressel. The motion was unanimously approved.

4. For Possible Action. Discussion and possible approval of general ledger cash balances, expenditures and investments through June 30th, 2025.

Chairman DesJardins introduced the item. Harris states under section 4 in your board binders. These are the end of the year numbers. We are 100% thru this budget. Budget turned out really well. Cost recovery came in at 34.46% with interest. We did a really good job of controlling expenses. We are still receiving quite a bit of interest. Ad Valorem is 10% over budget. Overall total expense came in at 91.52% I am giving kudos to the Maintenance team again. They saved us quite a bit of money in the maintenance budget. They are always shopping for the best prices. Entry systems came in at 111%. I'm actually happy about that because if we haven't switched our processor to Greater Nevada Credit Union half way thru the year it would've been a lot higher. Health insurance increased in January which is 6 months into my budget. It's hard to anticipate when there are going to be increases. Duffy asked, do our employees get PERS? Harris states yes, our full-time staff get PERS. We build the increase into the budget every year. We pay both employer/employee contributions. Sewer is going up because of adding 6 more drains. We didn't receive that increase until last month. Water has increased and that is because we have had a few diarrhea incidents in the pool. It is better to drain the pool when it's one of our smaller pools. Biaggi asked if the water goes thru the drain system and do you have to let them know when you are doing that. Harris states yes it goes thru the drain system and no we don't have to notify them. On our balance sheet, you will see we have Total Liabilities & Equity of \$13,511,434.43 ending the year. Biaggi states congratulations to you and your staff for managing this budget for another year. It's a big job. Harris states she thanks the board for their support. DesJardins states she would like to acknowledge the Maintenance Department. Harris suggests because you are all user of this facility, when you see them, stop and talk to them.

Motion to approve general ledger, cash balances, expenditures and investments through June 30th, 2025 was made by Lee and seconded by Duffy. The motion was unanimously approved.

No Public Comment

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

CVSC July 2025 Director's Report

User Attendance: See board binder documents.

- June 2024 Attendance 19,057. June 2025 Attendance was 18,044 (See attached docs)

Programming, Staffing and Training:

- CVSC is fully staffed with a total of 101 employees and 74 Lifeguards.
- Justin Gross, Aquatic Supervisor is gone for military training for two-weeks in July.
- Pool Pact conducted on-site a “Buddy to Boss” training for the Senior Lifeguards.
- Junior Lifeguard program is up and running with 12 students. The program runs for 2 weeks (Mon-Thurs)
- Flick ‘N Float movie for July 25th is Jaws – 30th anniversary and Shark Week.
- Lesson structure has changed to better serve our community regarding attendees and skill level matching class level
- Wibit (floating obstacle course) is being set-up and put in the main indoor pool every Saturday from 4-5.
- 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 swim angelfish 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:

- Staff with the National Recreation & Parks Association (NRPA) toured the facility while in town for a business council meeting.
- Douglas County presented a proclamation to the district in partnership for the TRE splash park.
- Shannon attended the Nevada Recreation and Parks Society (NRPS) meeting serving as Past-Chair.
- Paul is the Co-Chair of the NRPS Aquatics committee and a board member attending NRPS meetings.
- New advertising in the “Lake Tahoe Visitors Map” over 100,000 publications.
- Nominations for “Best of Carson Valley” started. Voting will be next.
- Social media exposure, information sharing and flyers: Facebook & Instagram updates (Sarah).
- Website updates (Justin, Paul), 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:

July – Jessie Messick, lifeguard and swim instructor. He is pleasant, professional and nice when described. He has stepped-up to help wherever needed without hesitation and asks great questions throughout his shifts showing how proactive he can be. He receives good evaluations from parents for his instruction and remains positive.

Maintenance Updates:

- Dave and his maintenance team are pulled into many directions especially in the summer and rise to every occasion from fixing broken door handles, adding additional railing, fixing walkie talkies, order new parts and equipment.
- Quarterly Safety meetings are conducted by the maintenance team identifying any risk related concerns needing to be addressed.
- 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).

Correspondence: See board binder documents (if applicable)

No Public Comment

6. Presentation only: Presentation by Board members of requests for matters to be placed on a future agenda.

CIP

Passes for retired board members

Activity Pool

Proposals to facilitate Strategic Plan

New Personnel Policies

- Board Trustee Lee tendered his resignation as EFSPD Board Trustee effective August 22, 2025 after 7 years of service. He will follow up with a written resignation to the Chairman of the Board. Lee grew up in Ely, Nevada. His dad impressed on him, at an early age, to care for Seniors and get involved in Boy Scouts of America where he received his Eagle Scout rank. He highlighted that when he was an Eagle Scout, he participated in a shadow leadership program in White Pine County to motivate young men to get involved in public service. He spent a work day with the Clerk, a District Judge and a Ranger from the Forest Service. Lee shared how wonderful it has been seeing those seeds planted by community leaders grow throughout his life in public service. He served as a recreation management professional with an emphasis on youth leadership. His employment in Douglas County NV included serving at the Nevada State 4-H Camp I. Douglas County at Lake Tahoe in Stateline NV. The 4 H Camp was ironically a camp his father attended as a teen. He also worked for Douglas County as a Recreation leader II at Kahle Community Center as a Preschool teacher while getting his Masters in Educational Leadership Higher Education. After 8 years at the Lake, Lee was promoted to the Community Services Manager, where he was instrumental in working with Young at Heart (YAH), the Senior Advisory Council, and other County leadership to oversee the construction of the Community and Senior Center project. Lee spoke fondly of working with seniors in our valley, volunteering as the Douglas County TRIAD President and working closely with Social Services, Carson Valley Health, DART transportation and Senior Services. Lee also served as an alternate for County Commissioners at the Lake, over Transportation boards. Lee reminded the board of many of the new projects and playground renovations projects he participated in such as the Gardnerville Ranchos Aspen Park and Johnson Lane during the 8 years he was with Douglas County. Lastly Lee focused on the many projects the East Fork Swimming Pool District Board Trustees have accomplished with our excellent Director Shannon Harris. These included a gym expansion and life guard room, maintenance projects, front entry expansion, donations to support a new splash park in Topaz Ranch Estates and many more to come.

Lee reminded the board how he enjoyed working as a lifeguard through high school and the opportunities for growth and leadership it gave him as a teen. Lastly, he shared that he was excited to see the project to update the children's play structures and activity pool to match the pool environment approved and a date set for completion. Lee reminded the board that he started as a Trustee with a desire to see this project get started and is ending with the execution of the project. The children deserve the very best we can give them.

Motion was made by Biaggi and seconded by Lee to adjourn meeting. Motion to adjourn meeting was unanimously approved.

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 2025/2026

Construction Funds Available as of:

Local Government Investment Pool

July 31, 2025
\$ 2,407,455

2025/2026 Projects

Eastside Expansion (24-25 contract carryover - generator)

Roof Restoration ('22-'23 retension)

Parking Lot expansion

Splash Pad - TRE

Activity Pool Upgrade

Project Management (Scott McCullough)

Asset Mang Plan (Reserve Analyst - Slides, AH,)

Contingency

Company	2025/2026 Budget	Contract Amount/ Expense	Remaining Amts. Payable
Plenium / TSK	444,000	664,279	664,279
CTR/Garland		8,243	8,243
	450,000	450,000	450,000
	50,000	100,000	100,000
	1,200,000	1,146,000	1,146,000
Douglas County	15,000	15,000	15,000
Reserve Analyst	448,722	448,722	419,404
Contingency for Asset Mang	40,000	40,000	39,017
'25/'26 Capital Budget	2,647,722	2,872,244	

2,841,943

Remaining Construction Funds Available

\$ (434,488)

EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES

AGENDA ACTION SHEET

Agenda Item #3

Title: Discussion Only. Discussion, update and progress report on the Activity Pool Modernization project and toy replacement options.

Background: The activity pool is one of the original pools built and opened in 1989. The dumping buckets, waterfall and lemon drop toys were added to the pool in 1999 by Aquatic Design group. The average lifespan of the equipment is listed as 20 yrs. The equipment has been so well maintained by staff that they are going on 25 years in service but are showing serious signs of deterioration.

In Feb 2024, CVSC approved a contract for basic services with Aquatic Design Group in the amount of \$32,500 for the Activity Pool Toy replacement project and authorize the Director to approve contract change orders up to 10% for any required added scope of service and to sign contract documents.

In November 2024, the trustees approved the Aquatic Design Group’s Activity Pool Modernization Project proposal in the amount of \$1,146,072.75. We are currently in the design stages of the project.

Funding: NA

Recommended Motion: Discussion only.

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

EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

AGENDA ACTION SHEET

Agenda Item #4

Title: Discussion Only. Presentation by Brad Hollander, Founder UVC LLC Viticulture Technologies and discussion using the Swim Center as a test site for a state-of-the-art UV system that would replace our current UV system that is currently in place as the secondary disinfection system and how it could possibly affect the district.

Background: The swim district has partnered with Brad Hollander in the past relating to his invention of the CopperDisinfector product that is currently located on high touch doors in the facility to fight germs.

Funding: NA

Recommended Motion: Discussion Only.

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

EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

AGENDA ACTION SHEET

Agenda Item #5

Title: For Possible Action. Discussion and possible action on the proposals submitted to the district by SA Morgan 394 Consulting, LLC and OnStrategy and award the work for the Strategic Plan update.

Background: East Fork Swimming Pool District approved the 2021-2023 Strategic Plan in a 2021 board meeting for the Carson Valley Swim Center. Periodically the Board and Director will review any updates or changes to the plan. In 2024, the board directed the Director to solicit 3 proposals from professionals to consider for updating the plan.

The Director was able to solicit 2 out of the 3 requested. The third solicitation did not come through because the Director did not hear back from the company.

Funding: NA

Recommended Move to approve the proposal and award the work for the Strategic Plan update submitted by _____.

Motion:

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

Scott Morgan
S A MORGAN 394 CONSULTING LLC
PO Box 6962
Stateline, NV 89449
phone 775-721-0091
email; samorgan394@gmail.com

June 10, 2025

Shannon L. Harris, Director, CPRE, CPO
Carson Valley Swim Center
1600 Hwy 88
Minden, NV 89423

Delivered VIA Email: director@cvswim.com

This letter outlines the understanding of the independent consulting services that S A MORGAN 394 CONSULTING LLC will provide Carson Valley Swim Center.

Statement of Qualifications.

Scott Morgan is the principal and owner of S A Morgan 394 Consulting, LLC. I have over 40 years of experience in governmental management and strategic planning, I have served as the Community Services Director and Assistant County Manager for Douglas County. I have expertise in government affairs, public facility management, operations, finance, and planning. Additionally, I have spent 8 years as the Assistant District Manager for the largest special district in Southern California, overseeing the operation of five public swimming pools. (References and resume available upon request.)

Scope of Engagement

I will work with Carson Valley Swim Center staff and the Fork Swimming Pool District Board of Trustees to provide consulting facilitation services and update the Carson Valley Swim Center's 2021-2023 strategic plan.

The objective of this engagement is to provide facilitation services and update the Carson Valley Swim Center's 2021-2023 strategic plan.

Proposed Services

- Review of the District's 2021-2023 Strategic Plan.
- Review the District Vision and Mission Statements.
- Review District goals.
- Review the operations and facilities of the East Fork Swimming Pool District.
- Meet with the director and key staff members regarding the current and future needs of the district.
- Interview at least 5 community stakeholders identified by the District Director.
- Conduct a one-day workshop with the Board of Trustees to review and possibly modify the vision, mission, goals, and 2021-2023 strategic plan for updates and new objectives.
- Prepare a draft 2025-2027 strategic plan with possible updates to goals, vision, and mission statements.
- Present the draft document to the Board of Trustees at a regularly scheduled meeting for possible adoption.
- Prepare the final strategic plan document.

My work will be supervised by the EFSPD Director. The district will provide all necessary information and documents, ensuring their accuracy and completeness. I am authorized to trust this information without independent verification.

If you grant remote access to your IT environment, including your financial reporting system, you agree to:

1. Assign unique usernames and passwords for secure access.
2. Restrict access to "read only" to prevent data changes.
3. Limit access to necessary areas for agreed procedures.
4. Disable all provided usernames and passwords upon completion of procedures.

I will only access your environment to perform the specified procedures.

I may use third party service providers in order to facilitate delivering my services to you. You acknowledge that your information may be disclosed to such service providers.

Timeline

I will begin by engagement upon acceptance of this engagement agreement through December 31, 2026.

I will only proceed on projects/subjects based on your direction and bill my time to specific projects as outlined in my scope of engagement.

Fees

Fees are not to exceed amounts per fund or department amounts. Fees are based on \$80 per hour which includes all my time and overhead excluding actual hard cost purchases or vendors as preapproved and authorized by EFSPD.

Total not to exceed agreement \$3,300.00

I will not exceed these fees and will promptly inform EFSPD of any circumstances that may arise prior to incurring a cost which could substantially impact this initial fee identified in this agreement.

The ability to perform and complete our engagement consistent with the estimated fee included above depends upon the quality of your underlying accounting records and the timeliness of your personnel in providing information and responding to my requests. A failure to provide this information in an accurate and timely manner may result in a delay in the completion of projects contained in our engagement.

Should our relationship terminate before our agreed upon procedures are completed and a report issued, EFSPD will be billed for services to the date of termination. All bills are payable within 30 days of receipt.

EFSPD accepts responsibility for the results of the services being provided and agrees to perform the following functions in connection with this engagement:

- Make all management decisions and perform all management functions.
- Designate a competent individual to oversee the services.
- Evaluate the adequacy and results of the services performed.
- Accept responsibility for the results of the services.
- Establish and maintain internal controls, including monitoring ongoing activities.

LIMITED INDEMNITY

S A MORGAN 394 CONSULTING LLC shall not be responsible for any misstatements in the information provided to me to complete our engagement that I may fail to detect as a result of misrepresentations or concealment of information by any of your owners, directors, officers or employees. You shall indemnify and hold S A MORGAN 394 CONSULTING LLC harmless from any claims, losses, settlements, judgments, awards, damages and attorneys' fees arising from any such misstatement or concealment of information. If through no fault of S A MORGAN 394 CONSULTING LLC I am named as a party to a dispute between you and a third party, you shall indemnify and hold S A MORGAN 394 CONSULTING LLC harmless against any losses, damages, settlements, judgments, awards, and the costs of litigation (including attorneys' fees) we incur in connection with the dispute.

LIMITATION OF LIABILITY

S A MORGAN 394 CONSULTING LLC shall never be liable to EFSPD for incidental, consequential, punitive or exemplary damages, or attorneys' fees.

ASSIGNMENTS PROHIBITED

You shall not assign, sell, barter or transfer any legal rights, causes of actions, claims or disputes you may have against S A MORGAN 394 CONSULTING LLC to any person.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our engagement including our respective responsibilities.

I appreciate the opportunity to be of service to the district and look forward to working with you and your staff.

Respectfully,



Scott A. Morgan
S A MORGAN 394 CONSULTING LLC.

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of East Fork Swimming

Pool District by:

Name: _____

Title: _____

Date: _____



Carson Valley Swim Center Proposal

FY26-29 Strategy Design & Execution Plan

July 14, 2025

Phone

Main: +1 -775-747-7407

Online

Email: hello@onstrategyhq.com

Web: www.OnStrategyHQ.com



@OnStrategyHQ



@OnStrategyHQ



@OnStrategyHQ



@VirtualStrategist

Expected Outcomes

- A structured and participatory planning process engaging key stakeholders, employees, and the Board, led by experienced facilitators to build alignment and momentum.
- Define the vision statement and core values that reflect the organization's identity and future direction.
- Defined strategic priorities and measurable outcomes aligned with stakeholder input and organizational goals.
- Increased organizational capacity to manage performance and track strategic progress using clear, actionable metrics.
- A clear execution playbook and supporting materials and tools to guide implementation and communication.

Engagement Overview

Phase One GAIN INSIGHTS	Phase Two DESIGN STRATEGY	Phase Three BUILD THE PLAN	Phase Four MANAGE RESULTS
ACTIVITIES			
Collect & synthesize all current planning content Project Schedule 1:1 Interviews – Board (6) Leadership Staff Survey (16) Community Stakeholder (Patrons, Users, Key County Staff & Residents) Survey (up to 200) SWOT Assessment & Strategic Issues	Day 1 – Half-day Onsite Planning Session (Board): Create/Revisit Vision & Values Confirm and Prioritize Opportunities and Strategies Build the Strategic Framework	Day 2 – Half-day Onsite Annual Action Planning Session (Board & Leadership): Develop Annual Org-wide Goals, Strategic Initiatives, & Supporting Success Indicators Finalize Strategic Plan	Set Up the Playbook/Quarterly Strategic Execution Cycle
DELIVERABLES			
Project Schedule Discussion Guide	Strategic Framework 3-Year Roadmap	Final FY26-29 Strategic Plan w/ FY26 Annual Action Plan Optional - Two-Page High-Design Public Communication Document	Results Mgmt. Playbook
September	October-November		November

Scope of Activities

OnStrategy will facilitate and support the team in building the FY26-29 Strategic Plan through the following activities to ensure a successful project outcome:

Phase 1: Gain Insights – Discovery & Co-Creating the Process

Discovery & Kickoff

- **Kickoff Meeting** (60-90 minutes) to discuss the essential elements of the strategic process, clarify expectations, and confirm timelines.
- **Develop the detailed project schedule.**

Internal Analysis – Determine Position

- **Gather & synthesize all the existing internal information** (current Strategic Plan, Annual Plan, surveys, planning documents, etc.).
- **Conduct 1:1 interviews** of 30 minutes each with members of the Board (6 people).
- **Gather leadership staff input** via a survey (16 people).
- **Gather community stakeholder input** via a survey designed for patrons, users, key County staff, residents, and other stakeholders (up to 200 responses).
- **Create a summary of the current state** for the planning process.
- **Synthesize the data from the interviews and surveys**, compile the themes and direction, and develop a Discussion Guide to be used during the onsite sessions.

External Analysis Activities

- **Review and synthesize** existing data.
- **Carson Valley Swim to gather and provide** any existing customer, market, and industry data.

Phase 1 Deliverables

- Project Plan
- Discussion Guide for onsite sessions

Phase 2: Design Organizational Strategic Plan

- **Develop an Agenda** for the Strategy Session.
- **Facilitate a half-day onsite session** in October with the Board and executive leader (6 people) including:
 - Create/Revisit Vision and Guiding Principles.
 - Establish the current state to include an updated SWOT and strategic issues.
 - Revise and draft the Organizational Strategy, including prioritizing opportunities and determining big strategic moves.
 - Build the Strategic Framework & 3-Year Roadmap.

- Establish the Strategic Initiatives and Performance Targets.
- Establishing Long-term Organization-wide Goals that address key strategic priorities we need to focus on to achieve the strategic direction that defines where the business is headed (the WHAT we expect to accomplish).

Phase 2 Deliverables

- Strategic Framework
- 3-Year Roadmap

Phase 3: Build the Annual Action Plan

- **Facilitate a half-day onsite Annual Action Planning Session** with the Board & Leadership Team (~12 people) including:
 - Cascade the organizational plan to an actionable annual plan.
 - Drive alignment, focus, and accountability among teams and individuals.
 - Establish and prioritize annual organization-level goals. Identify measurable metrics, performance targets, and key performance indicators required to support the execution of your Strategy.
 - Establish and prioritize supporting quarterly milestones that are in alignment with the annual goals. We'll identify measurable metrics, performance targets, and success indicators.
- **Synthesize and organize all information** developed from the onsite sessions to develop the draft Strategic Plan. Goals will support the Objectives or strategic focus areas of the plan. Measures and targets will be indicated where appropriate.
- **Finalize the Strategic Plan**, producing and delivering a final report in digital format for submittal to Carson Valley Swim within 30 days of the onsite sessions.
- **OPTIONAL: 2-Page, High-Design Communication Document:** OnStrategy will design and produce a 2-page, high-design, summary communication document for internal or community stakeholders that communicates the strategic plan.

Phase 3 Deliverables

- Final FY26-29 Strategic Plan w/ FY26 Annual Action Plan
- Optional - Two-Page High-Design Public Communication Document

Phase 4: Manage Results

OnStrategy will set up the quarterly cycle and then train the Carson Valley Swim Center through the process of performance management.

Organization-wide Roll Out (November 2025)

- **Preparing a Management Process Playbook** tailored to your organization's strategy and implementation process. This Playbook will guide users through planning, implementation, and communication to ensure an effective and efficient quarterly performance management process.

- **Socialize and Share the Annual Action Plan** throughout the organization, fostering visibility and cross-dependencies.

Set Up the Quarterly Cycle

- **Establishing the Cadence and Timing** for your strategic management process (monthly reviews and quarterly refreshes) based on best practices.
- **Implementation Training:** OnStrategy will facilitate a 60-minute remote session to kick off the implementation process with the Strategy Teams.

Phase 4 Deliverables

- **Strategic Management Playbook:** Process guide to ensure the quarterly strategic management process is consistent and formalized.

Engagement Timeline

Planning services are scheduled to run from September to December 2025.

Timeframe	Phases & Tasks	Approach
	Phase 1: Gain Insight	
Sept 2025	<i>Kickoff & Discovery</i>	Gather & review existing data/information
Sept 2025	<i>Current State Analysis & Staff/Board/Stakeholder Insights</i>	Interviews/Survey (OS to lead)
Sept 2025	<i>Discussion Guide & Project Plan</i>	Delivered digitally
	Phases 2-3: Preparing the FY26-29 Plan	
October 2025	<i>Phase 2: Build the Strategic Framework, Org-Wide Goals & KPIs with Board & Executive Leader (about 6-8 people)</i>	1 Half-Day Onsite Retreat (OS to lead). One facilitator.
November 2025	<i>Phase 3: Build the 3-Year Strategic Plan w/ FY26 Organization-wide Annual Action Plan. Participants to include the Board & Leadership Team (about 12 people)</i>	1 Half-Day Onsite Retreat (OS to lead). One facilitator.
November 2025	<i>Phase 3: Deliver the final 3-Year Strategic Plan w/ FY26 Organizational-wide Annual Action Plan</i>	Delivered Digitally within 30 days of Onsite Sessions
	Phase 4: Manage Results	
November 2025	<i>Set Up the Quarterly Execution Cycle</i>	Implementation Kickoff & Training (OS to lead)

Engagement Assumptions

Pricing for the above-referenced services is based on these assumptions:

- **OnStrategy Responsibilities:** The OnStrategy Team is responsible for architecting the process, building and managing the project plan, preparing the approach and materials, facilitating all sessions, building the strategic plan, and training the execution cycle.
- **Customer Responsibilities:** The Carson Valley Swim Center is responsible for coordinating session participants, scheduling sessions, pulling together any required/existing data, and completing actions as determined by meetings.
- **Deliverables:** All deliverables noted will be produced by OnStrategy.
- **Data Collection:** Includes up to six 1:1 interviews with Board, a Community Stakeholder survey for up to 200 responses, and a Leadership Staff survey for up to 16 people. All other data/stakeholder perspective to be provided by existing data sources.
- **Planning Retreat:** Includes two, half-day facilitated sessions in October/November 2025 (dates TBD) with the Board & Leadership Team (approximately 6-16 participants). OnStrategy will have one facilitator onsite.
- **Plan Architecture:** The planning process and final strategic plan to include 3-year Strategic Objectives, Org-Wide Goals & KPIs, and an FY26 organizational action plan to include annual goals, success indicators, and strategic initiatives.
- **Onsite Session Travel & Expenses:** Travel/mileage and expenses (supplies/materials) for 1 person as noted above for round trip travel (Carson City), for the onsite facilitated sessions are to be determined and will be billed at actual.
- **Exclusions:**
 - Executive Coaching
 - Facilitation of department planning processes
 - AI Project Execution (if applicable)
- **Contingency Fund:** Engagement proposal includes 10% contingency if needed and approved by the client if work exceeds the approach as outlined.

Engagement Fees

Fees include all services as outlined above. Should the nature of the engagement exceed or expand beyond the planning approach as outlined above, a new scope will be drafted for the extension of work.

OnStrategy Services	Cost (USD)	Billing Terms
3-Year Strategy Design & Execution Plan Services - \$27,775		
Deposit	\$5,000	Billed upon contract signature. Due net 10.
Contract Balance	\$22,775	Billed in 2 increments of \$11,387.50 ea. 10/15/25 and 11/30/25. Due net 30.
<input type="checkbox"/> Optional: High-Design 2-Page Communication Document	\$3,500	Billed 12/1/25. Due net 30.
<i>10% Contingency Fund</i>	<i>\$2,775</i>	<i>Billed only if needed and upon client approval.</i>
Total Fees (Not-to-Exceed)*	\$34,050 + Travel	

**Travel/mileage & supplies/expenses are not included in the fees noted above and will be billed at actual. For this engagement, 2 trips are noted. Supplies, if necessary, are estimated to be no more than \$250.*

Client Accounts Payable Details

Company

Billing Contact &
Title

Email

Phone

Billing
Address

City, State ZIP/
Country

Contract Terms

- **Invoicing/Payments:** Billing terms are noted above. All amounts are in US Dollars. Consulting services to begin once deposit or Purchase Order is received.
- **Contract Expiration:** Contract expires 90 days from the contract date if not signed.
- **Project Timeframe:** Planning services to start upon payment in September 2025 and will run through the delivery of the final strategic plan 30 days following the onsite strategy session (~December 2025).
- **Cancellation of Services:** Planning service contracts are non-cancellable once signed.
- **Contingency:** OnStrategy has included as part of the costs a 10% contingency fund for client-approved work that exceeds or is outside of the original scope. Any need to expend more than the 10% contingency amount will be discussed prior to work commencing and shall be in writing.

Authorization

By signing this contract, you are authorizing OnStrategy to execute the project as specified above. This contract is governed by the terms of the Service/SaaS Agreement between the parties, which terms are incorporated into this contract for all purposes. If there is a conflict between the terms of this order and the agreement, this contract governs. This contract and the agreement are the entire agreement between the parties, and they supersede and replace all prior and contemporaneous negotiations, agreements, representations, and discussions regarding this subject matter. Only a signed writing of the parties may amend this contract.

For our complete Service/SaaS Agreement visit: <https://onstrategyhq.com/licensing-agreement/>

Provider:
OnStrategy

Signed: Erica

Print: Erica Olsen

Title: CEO/Co-Founder

Date: July 14, 2025

Client:
Carson Valley Swim

Signed: _____

Print: _____

Title: _____

Date: _____

EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

AGENDA ACTION SHEET

Agenda Item #6

Title: For Possible Action. Discussion and possible action to approve legislative updates in the Districts Personnel Policies.

Background: The District, every two years after the Nevada Legislation closes its sessions, works with Pool Pact (HR and Risk Management Partners) in updating the necessary sections in the Personnel Policies that were discussed and approved by the Legislators.

Funding: NA

Recommended Move to approve legislative updates as discussed in the Districts Personnel Policies.

Motion:

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

2025 New Legislature Updates to the Personnel Policies

2.9.7. Employee Assistance and Voluntary Referral

The cost of the drug or alcohol rehabilitation or treatment program shall be borne by the employee and, if applicable, the employee's insurance provider. All information regarding participation in treatment will be confidential. ~~Business-need-to-know NRS 239B will be maintained.~~

3.15. Background Checks

**NRS 179A.325 requires organizations which provide care or care placement services to children, elderly persons, or persons with disabilities to conduct background checks through the Central Repository for Nevada Records of Criminal History to determine fitness of employees, ~~independent contractors, vendors~~ and persons applying to be an employee who have supervised or unsupervised access to children, elderly persons, or persons with disabilities.*

EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

AGENDA ACTION SHEET

Agenda Item #7

Title: For Possible Action. Discussion and possible action on possibly modifying Resolution # 18-001, the issuance of lifetime swim passes for current and future trustees.

Background: In April, 2007, the Board of Trustees approved the issuance of a lifetime swim pass for Board members in lieu of monthly compensation. In October of 2007, the Board also approved a lifetime swim pass for those employees who had worked part time for at least ten years or five years full time. In 2015, The Board changed the personnel policy to require employees complete at least ten years full time service before receiving a lifetime pass. Also in 2015, policy was changed to allow Board members, during their term, to collect their monthly stipend and to utilize the facilities in accord with employee policy.

Resolution 18-001 impacts only current and future Trustees. A Trustee will receive one year of free swim privileges for each year they have served. A Trustee must serve the full 12 months to be eligible for the pass as anything less than 12 months will not count towards the yearly pass.

This Resolution also directs the Executive Director of the District to review all lifetime swim passes to ensure that they were issued under valid grounds. If it is found that there was not sufficient cause to issue the pass, then the Director shall notify the holder of the pass, by mail, that the pass will be revoked. Any person who has their pass revoked may request Board review of that revocation.

Recommended

Motion: Move to _____ Resolution # 18-001, the issuance of lifetime swim passes for current and future trustees.

Trustee Action:

_____ **Approved**
_____ **Denied**
_____ **No Action**
_____ **Other**

RESOLUTION No. 2018R-001

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE EAST FORK SWIMMING POOL DISTRICT REVISING THE ISSUANCE OF LIFETIME SWIM PASSES FOR BOARD OF TRUSTEE MEMBERS AND OTHER PROPERLY RELATED MATTERS

WHEREAS, it is the intent and desire of the Board of Trustees of the East Fork Swimming Pool District to conduct its business in a professional, orderly, and timely manner; and

WHEREAS, the Board of Trustees have a duty to proceed with the business in overseeing the operation of the Carson Valley Swim Center; and

WHEREAS, In 2007, the Board of Trustees approved the issuance of lifetime swim passes for Trustees as well as for full and part-time employees; and

WHEREAS, The awarding of a lifetime swim pass to a Trustee who serves is an excessive and disproportionate benefit relative to what is required of Trustees.

NOW THEREFORE, the Board of Trustees of the East Fork Swimming Pool District does hereby resolve as follows:

SECTION I. Guidelines for Swim Passes for Board Members:

1. Upon passage of this Resolution, a Trustee who has finished their elected term shall be given a yearly swim pass in an amount equal to each full year they served. This pass cannot be transferred and is for the former Trustee only.
2. The Executive Director of the District is tasked to review all lifetime swim passes to insure that they were issued under valid grounds. If it is found that there was not sufficient cause to issue the pass, then the Director shall notify the holder of the pass, by mail, that the pass will be revoked. Any person who has their pass revoked may request Board review of that revocation if they notify the Executive Director, in writing within ten days of mailing of the revocation letter. The review will take place at the next stated meeting of the Board of Trustees
3. This Resolution does not impact former Board Members or employees who have received a valid lifetime pass. Anyone who has a lifetime pass who was not a Trustee or employee, shall be allowed to retain said pass if there were valid grounds for the issuance.
4. During their term, Trustees and their family may utilize the Swim Center facilities without charge. This is to encourage Trustee awareness of the pool operations and needs.

Adopted this ____ day of May, 2018, by the following votes:

Ayes:

Nays:

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
May 30, 2018 at 8:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees May meeting was called to order at 8:00 AM at the Carson Valley Swim Center, Minden, NV. Board members present were Chairman Mike Hardie, Vice Chairman Michael McCormick, Doug Robbins, Dave Ellison. Kimberly Rigdon was absent.

AGENDA

Upon motion by McCormick to approve agenda, second by Robbins. agenda unanimously approved.

NO PUBLIC COMMENT

.....
At this time the Board of Trustees will conduct a special public hearing on the proposed tentative budget for the fiscal year 2018-19.

- 6. For Possible Action. Approval of Resolution #18-001 ending the policy of issuance of lifetime swim passes for current and future trustees and converting to issuing a yearly swim pass for each year the trustee has served once they are no longer on the Board and other properly related matters. This Resolution will not affect past trustees or employees who have been issued a valid lifetime pass.**

Chairman Hardie introduced the item. McCormick stated this is something he has been wanting to do for quite some time. We were going to do it last fall and it just didn't happen. He finds it abhorrent as a taxpayer the lifetime passes were given out like candy. This program started in 2007. There are two categories, Trustees and employees. We have already made the decision on employees. We will not impact anyone who already has a lifetime pass, this change will go from this time forward. Shannon states that we have 21 previous board members with lifetime passes, only 12 of those are in use. We have already cleaned up a lot of the passes that aren't being used. McCormick states the new policy will be 1 year free pass for every year of service going forward. Just as the employees now, the Trustees and their family will be able to swim free while they are serving on the board. The term you serve will reflect on the pass you receive. Example: if you serve 3 years and 6 months you will get a pass for 3 years and 6 months. Ellison states the compensation for sitting on this board is half of other boards. Hardie states that this resolution will affect the board members presently sitting on the board.

Public Comment: Frank Dressel states this is a nice bonus for serving. The board's stipend is small, so it's a nice perk. He thinks it should be a 4 year minimum term in order to get a free pass when you leave. Nice reward and nice benefit.

Upon motion made by Robbins and second by Ellison, Resolution #18-001 ending the policy of issuance of lifetime swim passes for current and future trustees and converting to issuing a yearly swim pass for each year the trustee has served once they are no longer on the Board was unanimously approved.

EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

AGENDA ACTION SHEET

Agenda Item #8

Title: Discussion Only. Discussion and update on the procedures when filling a Board of Trustee position after a resignation and a farewell to Travis Lee.

Background: East Fork Swimming Pool District has a Board vacancy as of August 21st, 2025. The Board Clerk has discussed with legal counsel and the Chair of the Board on what are the next steps for the District to fill the vacancy. A plan has been put to place from advertising to appointing a replacement.

Funding: NA

Recommended Motion: Discussion only

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

Procedures for Appointing a Temporary Trustee

The Board of Trustees can appoint a temporary trustee when a current trustee resigns their position before their term is up.

- Board can appoint a new member until either the end of the resigning person's term or the next election (whichever comes first).
- Must be resident of the district (Does not have to be registered voter)
- Must be sworn in (can be done at the County Clerk's office) before attending a Board of Trustee Meeting.
- Must file a financial statement with the Secretary of State within 30 days of start date of their term. (This can be done online)
- Board Secretary will send a letter, memo or email to the County Clerk's office letting them know the member whose seat is now empty, their termination date, the new member's name and their start date.

Steps for appointing a temporary trustee:

- Place an ad in the Record Courier. Ad will run 4 times in a two-week period (EX.1)
- Ad should include:
 1. Length of term
 2. Requirements
 3. Deadline to submit Letter of Interest
 4. Where to send the letter
- Board Secretary will review all Letters of Interest to verify candidate's resident is within the Special District.
- Candidates will be invited to the next board meeting after the deadline to submit Letter of Interest.
- An action item will be added to the agenda (EX. 2)
- The successful applicant must be sworn in before attending the next board meeting
- Give the successful applicant a Welcome Letter (EX. 3) and schedule a short orientation to sign paperwork and answer any questions.

EX. 1 Ad placed in the Record Courier

East Fork Swimming Pool District has an opening for a member of the district's elected Board Trustee as of August 21st, 2025.

Length of term – From date of appointment by the Board through December 31, 2026. The intention is to have the successful candidate run in primary and, if necessary, the general election in November of 2026.

Candidates must live within the East Fork Swimming Pool District (Minden, Gardnerville, Topaz Ranch Estates, and Genoa) which are residents of Douglas County excluding those who live in the Lake Tahoe basin starting at the top of Kingsbury Grade.

Interested candidates must submit a Letter of Interest, not to exceed two pages, by September 8th, 2025.

Please include the following:

- What interests you in becoming a Board Trustee for Carson Valley Swim Center and what qualities you believe you can bring to the Board
- Your background and qualifications (Resumé)

Letters should be mailed, emailed, or hand delivered to:

Sharon Thompson

1600 Hwy 88

Minden, NV 89423

hr@cvswim.com

Candidates will be invited to the September 25th, 2025 Board Meeting held at the Carson Valley Swim Center at 9:00 AM.

A new board trustee may be appointed at that meeting.

AGENDA ACTION SHEET

Agenda Item #

Title: For Possible Action. Discussion and possible action on selecting a qualified elector to serve the remainder of the term of _____, or file for the next election.

Background: _____ has resigned his/her position as Trustee effective the close of business on _____. The vacancy has been advertised and Letters of Interest have been requested. The Board Secretary has reviewed the Letters of Interest to ensure that only qualified electors have applied. Those qualified electors have been invited to this meeting. The selection process will be as follows: each elector will be given two minutes to state their qualifications and why they would like to be on the Board. After all applicants have made their statement, the Board members may ask questions of the applicants. Public comment will then be taken and after that, the matter will be returned to the Board for discussion and action.

Funding: NA

Recommended Motion: Move to nominate _____ to serve as a Trustee of the East Fork Swimming Pool District.

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

EX. 3 Welcome Letter



Newly Appointed Trustee Welcome Letter

Date:

Name:

Dear _____;

Congratulations! We are so happy to have you join the East Fork Swimming Pool District Board of Trustees. I would like to schedule some time with you to go over the Trustee Orientation. Our next board meeting will be _____. Before that meeting you must go to the Douglas County Clerk's Elections Office to take the oath and be sworn in as a Board Trustee. You will also need to access the Secretary of State website to file Financial Disclosure Statements are due 30 days after your appointment date.

See Secretary of State instructions below:

Congratulations on your recent appointment! You will need to set up an Aurora account to file reports with the Secretary of State. You will need to file a 2024 APPOINTMENT FDS by 30 days after your appointment. Your office in Aurora is "East Fork Swimming Pool District".

Access the Secretary of State's website at: www.nvsos.gov

1. Select the Campaign Finance blue button (left side of screen)
2. You will be directed to the "AURORA Campaign Finance Disclosure" page
3. Click on Create a New Account Green Button
4. Enter your email, password, re-type password, click the box to agree with the Terms and Conditions, click on the square, "I'm not a robot" and select the appropriate pictures, click Save and Go to the Next Step
5. Save your contact information. Mandatory fields have a red star. First Name, Last Name, Address, Zip Code, City, State, County (for NV only), and Email. Click "Save and Go to Next Step" button.
6. Create two Security Questions, and then click "Save My Answers".
7. **Select an Association Type. Click the drop down to select "Candidate or Appointee". Put "Your Name" in the mandatory Name Field – you are new to the system and your name will not be in the list. Click the blue link to the right that says "not in listing" and you will have to put your information in again.**
8. A Confirm Request pops up. Click either button: "Yes, assign me to this candidate/group now" (blue button) OR "Cancel" (red button). If you click the Yes button, a Request Submitted pops up stating an email has been sent requesting verification that you are

authorized to file reports on behalf of this candidate/group. You will receive an email once the verification is complete. Click OK.

9. Click the "I agree to these terms and conditions" square, and then click on the "Create My New Account" blue button.
10. Sign Up Complete! page stating your new Nevada Secretary of State Aurora web account has been created. **You will receive an email "Your Nevada Secretary of State Account Activation Link. This is not an instantaneous email, it can take up to about an hour. Click on this link to activate your newly created account. You will not be able to file a report until you receive the Account Activation email.**

After your account is set up, you will need to file:

How to file a 2024 APPOINTMENT FDS due thirty days after your appointment:

Access the Secretary of State's website at: www.nvsos.gov

- Select the Campaign Finance blue button (left side of screen)
- You will be directed to the "AURORA Campaign Finance Disclosure" page
- Click on "Login to File Reports"
- Login with your email and password
- Click on "File a Report"
- Click on "Financial Disclosure Statements"
- Click on **2024 Appointment FDS**, nothing happens, scroll down on the page.
- Make sure your contact information is correct, click Save and Proceed
- Now you are in the report, follow prompts to file

If you have Aurora issues or questions on the report, call me at 775-684-7125.

If you need any assistance or have any questions, please call me at 775-392-4063.

Sincerely,
Sharon Thompson

Board Secretary
hr@cvswim.com
775-392-4063

EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

AGENDA ACTION SHEET

Agenda Item #9

Title: For Possible Action. Discussion and possible approval of general ledger cash balances, expenditures and investments through July 31st, 2025.

Background: Each month, the East Fork Swimming Pool district prepares and presents a financial report detailing revenue, expenditures, fund balances, and budget-to-actual comparisons. This report is a key tool for ensuring financial transparency, supporting accountability to the public, and aiding in informed decision-making by the board.

Reviewing the monthly financials is important to track the district's fiscal health, assess whether operations are aligned with budgetary goals, and identify any emerging financial concerns or opportunities. It also provides a forum for board members to ask questions, provide guidance, and ensure that public funds are being managed responsibly and efficiently.

Funding: NA

Recommended Motion: Move to approve general ledger cash balances, expenditures and investments through July 31st, 2025.

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

9:37 AM

08/11/25

Accrual Basis

EAST FORK SWIMMING POOL DISTRICT

Balance Sheet

As of July 31, 2025

	Jul 31, 25
ASSETS	
Current Assets	
Checking/Savings	
101 · WELLS FARGO CHECKING ACCT.	342,397.60
108 · CASH ON HAND	850.00
112-4 · LOCAL GOV'T INVESTMENT POOL	2,407,455.65
112-5 · LOCAL GOV'T POOL OPERATING	51,308.84
Total Checking/Savings	2,802,012.09
Accounts Receivable	
121 · ACCOUNTS RECEIVABLE	1,954.00
Total Accounts Receivable	1,954.00
Other Current Assets	
12100 · INVENTORY	
115 · CHEMICALS INVENTORY	6,616.84
120 · MERCHANDISE INVENTORY	3,153.58
125 · FOOD INVENTORY	791.24
Total 12100 · INVENTORY	10,561.66
130 · Prepaid Expense	51,195.51
170-4 · DELINQUENT TAX REC	40,622.55
Total Other Current Assets	102,379.72
Total Current Assets	2,906,345.81
Fixed Assets	
150 · POOL EQUIPMENT	152,279.48
155 · CONSTRUCTION IN PROGRESS	3,121,170.03
156 · LAND IMPROVEMENTS	491,894.25
157 · BUILDING & IMPROVEMENT	14,337,233.16
158 · EQUIPMENT	1,312,376.79
160 · ACCUMMULATED DEPRECIATION	-10,856,498.20
175 · LAND APN#1320-30-411-005	1,353,232.09
Total Fixed Assets	9,911,687.60
Other Assets	
171 · DEFERRED PENSION OUTFLOWS	410,899.00
Total Other Assets	410,899.00
TOTAL ASSETS	13,228,932.41
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201 · ACCOUNTS PAYABLE	49,915.34
Total Accounts Payable	49,915.34
Credit Cards	
202 · CITI VISA CREDIT CARD	12,034.44
Total Credit Cards	12,034.44
Other Current Liabilities	
200 · PAYROLL LIABILITIES	
221-1 · ACCRUED PAYROLL	72,704.71
221-2 · ACCRUED PAYROLL TAXES	11,003.11
229 · SUTA	1,333.07
233-1 · SOCIAL SECURITY EMPLOYEE	40.00
233-2 · SOCIAL SECURITY COMPANY	40.00
234-3 · Aflac	164.88
Total 200 · PAYROLL LIABILITIES	85,285.77

9:37 AM

08/11/25

Accrual Basis

EAST FORK SWIMMING POOL DISTRICT

Balance Sheet

As of July 31, 2025

	Jul 31, 25
2110 · Direct Deposit Liabilities	-57,868.58
218 · ACCRUED VESTED VAC PAY	41,707.29
219 · OPEB LIABILITY	42,453.00
235 · ACCRUED WORKMANS COMPENSATION	-16,923.05
236 · NOTE PAYABLE - ZION	246,000.00
Total Other Current Liabilities	340,654.43
Total Current Liabilities	402,604.21
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	1,708,558.21
Equity	
349 · RETAINED EARNINGS	8,593,540.42
351-1 · FUND BALANCE	1,452,260.17
355 · CONTRIBUTED CAPITAL	1,648,952.81
Net Income	-174,379.20
Total Equity	11,520,374.20
TOTAL LIABILITIES & EQUITY	13,228,932.41

	Annual Budget				YTD Total as %	
	Jul 25	Budget	Jul - 25	YTD Budget	YTD Variance	Annual Budget Remaining of Budget
Ordinary Income/Expense						
Income						
403 · USER FEES	94,012.80	94,000.00	94,012.80	94,000.00	12.80	648,000.00 553,987.20 14.51%
496 · FOOD	12,289.04	12,000.00	12,289.04	12,000.00	289.04	66,146.00 53,856.96 18.58%
497 · MERCHANDISE	2,656.20	2,000.00	2,656.20	2,000.00	656.20	25,409.00 22,752.80 10.45%
498 · GRANT INCOME	0.00	0.00	0.00	0.00	-	10,000.00 - 0.00%
Total Income	108,958.04	108,000.00	108,958.04	108,000.00	958.04	749,555.00 630,596.96 14.54%
Cost of Goods Sold						
COST OF GOODS SOLD						
550 · FOOD EXPENSE	7,071.93	7,000.00	7,071.93	7,000.00	(71.93)	29,000.00 21,928.07 24.39%
555 · MERCHANDISE EXPENSE	2,725.12	2,700.00	2,725.12	2,700.00	(25.12)	12,600.00 9,874.88 21.63%
560 · FOOD SUPPLIES	197.16	150.00	197.16	150.00	(47.16)	1,450.00 1,252.84 13.60%
565 · FOOD SPOILAGE	0.00	0.00	0.00	0.00	-	550.00 550.00 0.00%
Total COST OF GOODS SOLD	9,994.21	9,850.00	9,994.21	9,850.00	-144.21	43,600.00 33,605.79 22.92%
Total COGS	9,994.21	9,850.00	9,994.21	9,850.00	-144.21	43,600.00 33,605.79 22.92%
Gross Profit	98,963.83	98,150.00	98,963.83	98,150.00	813.83	705,955.00 596,991.17 14.02%
Expense						
GENERAL & ADMINISTRATIVE						
629 · ADVERTISING/PRINTING	2,526.96	351.00	2,526.96	351.00	(2,175.96)	13,500.00 10,973.04 18.72%
630 · POSTAGE	0.00	80.00	0.00	80.00	80.00	800.00 800.00 0.00%
631 · JANITORIAL EXPENSE	1,346.50	1,392.00	1,346.50	1,392.00	45.50	11,500.00 10,153.50 11.71%
632 · SOFTWARE - IT	2,666.11	1,866.00	2,666.11	1,866.00	(800.11)	33,500.00 30,833.89 7.96%
641 · POOL TRAINING AND EDUCATION	262.99	333.34	262.99	333.34	70.35	4,000.00 3,737.01 6.57%
645 · OFFICE SUPPLIES	48.49	390.00	48.49	390.00	341.51	6,071.00 6,022.51 0.80%
660 · SEMINARS & EDUCATION	2,235.00	610.42	2,235.00	610.42	(1,624.58)	7,325.00 5,090.00 30.51%
661 · DUES/SUBSCRIPTIONS	685.98	34.00	685.98	34.00	(651.98)	2,045.00 1,359.02 33.54%
680 · TRAVEL EXPENSE	2,044.44	1,166.67	2,044.44	1,166.67	(877.77)	14,000.00 11,955.56 14.60%
681 · MEALS	0.00	266.67	0.00	266.67	266.67	3,200.00 3,200.00 0.00%
683 · AUTO REIMBURSEMENT/MILEAGE	174.16	133.34	174.16	133.34	(40.82)	1,600.00 1,425.84 10.89%
690 · LEGAL EXPENSE	0.00	662.00	0.00	662.00	662.00	5,500.00 5,500.00 0.00%
691 · ACCOUNTING EXPENSE	515.00	564.00	515.00	564.00	49.00	19,001.00 18,486.00 2.71%
692 · BANK CHARGES	0.00	0.00	0.00	0.00	-	500.00 500.00 0.00%
693 · ENTRY SYSTEM CHARGES	2,258.83	3,861.00	2,258.83	3,861.00	1,602.17	35,000.00 32,741.17 6.45%
694 · DC VOTER FEES	0.00	0.00	0.00	0.00	-	6,000.00 6,000.00 0.00%
780 · CASH OVER/SHORT	-100.00	0.00	-100.00	0.00	100.00	100.00 #DIV/0!
Total GENERAL & ADMINISTRATIVE	14,664.46	11,710.44	14,664.46	11,710.44	(2,954.02)	163,542.00 148,877.54 8.97%
PAYROLL EXPENSES						
599 · BOARD EXPENSES	1,600.00	2,000.00	1,600.00	2,000.00	400.00	24,000.00 22,400.00 6.67%
600 · SALARIES & WAGES	132,406.54	132,000.00	132,406.54	132,000.00	(406.54)	1,486,622.00 1,354,215.46 8.91%
601 · SOCIAL SECURITY	5,397.88	5,400.00	5,397.88	5,400.00	2.12	57,104.00 51,706.12 9.45%
611 · MEDICARE	1,923.19	1,900.00	1,923.19	1,900.00	(23.19)	21,904.00 19,980.81 8.78%
613 · STATE UNEMPLOYMENT	1,333.07	1,900.00	1,333.07	1,900.00	566.93	21,750.00 20,416.93 6.13%
614 · HEALTH INSURANCE	5,867.76	5,775.00	5,867.76	5,775.00	(92.76)	69,300.00 63,432.24 8.47%

	Jul 25	Budget	Jul - 25	YTD Budget	YTD Variance	Annual Budget	Annual Budget Remaining	YTD Total as % of Budget
(Continued)								
615 · PERS	13,195.33	15,800.00	13,195.33	15,800.00	2,604.67	216,674.00	203,478.67	6.09%
617 · WORKMANS COMPENSATION	4,221.75	4,236.77	4,221.75	4,236.77	15.02	50,841.00	46,619.25	8.30%
639 · PAYROLL TAX ADJUSTMENTS	0.00	0.00	7,670.00	0.00	(7,670.00)	-	(7,670.00)	#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	-1,085.45	0.00	-1,085.45	0.00	1,085.45	-	1,085.45	#DIV/0!
Total PAYROLL EXPENSES	164,860.07	169,011.77	172,530.07	169,011.77	(3,518.30)	1,948,195.00	1,775,664.93	8.86%
POOL OPERATIONS								
UTILITIES								
619 · GARBAGE	568.82	734.00	568.82	734.00	165.18	8,500.00	7,931.18	6.69%
621 · TELEPHONE EXPENSE	918.58	497.00	918.58	497.00	(421.58)	6,000.00	5,081.42	15.31%
622 · ELECTRIC	11,670.89	11,013.00	11,670.89	11,013.00	(657.89)	125,000.00	113,329.11	9.34%
624 · WATER	1,954.70	1,681.00	1,954.70	1,681.00	(273.70)	11,500.00	9,545.30	17.00%
625 · SEWER	2,317.86	1,625.00	2,317.86	1,625.00	(692.86)	6,450.00	4,132.14	35.94%
626 · NATURAL GAS	6,069.46	8,892.00	6,069.46	8,892.00	2,822.54	130,000.00	123,930.54	4.67%
Total UTILITIES	23,500.31	24,442.00	23,500.31	24,442.00	941.69	287,450.00	263,949.69	8.18%
623 · INSURANCE	3,183.70	37,000.00	3,183.70	37,000.00	33,816.30	37,000.00	33,816.30	8.60%
628 · CHEMICALS	12,080.88	6,242.00	12,080.88	6,242.00	(5,838.88)	72,000.00	59,919.12	16.78%
633 · MAINTENANCE & REPAIR	21,893.65	4,972.00	21,893.65	4,972.00	(16,921.65)	110,000.00	88,106.35	19.90%
634 · EQUIPMENT RENTAL	185.59	416.67	185.59	416.67	231.08	5,000.00	4,814.41	3.71%
636 · LANDSCAPE MAINTENANCE	3,375.00	740.00	3,375.00	740.00	(2,635.00)	14,000.00	10,625.00	24.11%
640 · EMPLOYEE INCENTIVES	343.16	125.00	343.16	125.00	(218.16)	3,200.00	2,856.84	10.72%
642 · SAFETY	602.80	741.00	602.80	741.00	138.20	16,000.00	15,397.20	3.77%
643 · SUPPLIES	1,030.45	919.00	1,030.45	919.00	(111.45)	6,000.00	4,969.55	17.17%
644 · UNIFORMS	288.00	1,589.00	288.00	1,589.00	1,301.00	8,175.00	7,887.00	3.52%
646 · SMALL EQUIPMENT	0.00	1,916.00	0.00	1,916.00	1,916.00	5,000.00	5,000.00	0.00%
Total POOL OPERATION	66,483.54	79,102.67	66,483.54	79,102.67	12,619.13	563,825.00	497,341.46	11.79%
850 · DEPRECIATION EXPENSE	41,666.67	41,666.67	41,666.67	41,666.67	-	500,000.00	429,240.00	8.33%
Total Expense	287,674.74	301,491.55	295,344.74	301,491.55	6,146.81	3,175,562.00	2,851,123.93	9.30%
Net Ordinary Income	(188,710.91)	(203,341.55)	(196,380.91)	(203,341.55)	6,960.64	(2,469,607.00)	(2,254,132.76)	7.95%
Other Income/Expense								
Other Income								
401.4 · AD VALOREM	0.00	3,500.00	0.00	3,500.00	(3,500.00)	3,200,000.00	3,200,000.00	0.00%
491 · INTEREST INCOME	11,148.01	6,666.67	11,148.01	6,666.67	4,481.34	80,000.00	68,851.99	13.94%
499 · OTHER INCOME	0.00	0.00	0.00	0.00	-	-	-	-
Total Other Income	11,148.01	10,166.67	11,148.01	10,166.67	981.34	3,280,000.00	3,268,851.99	0.34%
Other Expense								
899 · Interest Expense	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00	-
Total Other Expense	-	-	-	-	-	(4,000.00)	4,000.00	-
Net Other Income	11,148.01	10,166.67	11,148.01	10,166.67	981.34	3,276,000.00	3,272,851.99	0.34%
Net Income	(177,562.90)	(193,174.88)	(185,232.90)	(193,174.88)	7,941.98	806,393.00	1,018,719.23	-22.97%

	Account	Amount	Memo
ABE Printing	629 - ADVERTISING/PRINTING	24.21	30x42 BW Prints (9)
Ace Hardware	633 - MAINTENANCE & REPAIR	244.87	Fasteners, Green Cord Packing Tape, Mounting Tape, Caulk, Knife Blade, GROUT Plastic Pail, F. Clamp, Bar Clamp, Glue Storage Box, Bit Drills
Air Filter Sales	633 - MAINTENANCE & REPAIR	245.46	Filters
AIRGAS	628 - CHEMICALS	3,065.24	Carbon Dioxide Liquid
Amazon		1,893.93	Subscription, Janitorial Supplies, Food Supplies, Office Supplies, 4th of July Event, Jr Lifeguard Supplies, Noodles for Swim Lessons, Birthday Cards, Coffee Pot, Wallie Talkies, Bandages, Cleoboardy (Swim Lessons)
American Red Cross	645 - OFFICE SUPPLIES	50.00	CPR Card (S Lee)
Aquatic Safety Group	642 - SAFETY	35.00	Dr Tom's Lifeguard Vision 1-10 Licenses
Best Buy	633 - MAINTENANCE & REPAIR	19.99	HDMI Cable
Business Council of Douglas County	641 - POOL TRAINING & EDUCATION	125.00	Annual Critical Issues Conf Tahoe Events Ctr (Sep 25)
CAD Pest Control Services	633 - MAINTENANCE & REPAIR	85.00	General Inspection (Ant Issue)
Cannon Financial Services	634 - EQUIPMENT RENTAL	185.59	Copier Lease/Equip Insurance (Jul 2025)
Carson Valley Accounting LLC	691 - ACCOUNTING EXPENSE	275.00	Monthly site visit (Jul 2025)
Carson Valley Signs	633 - MAINTENANCE & REPAIR	791.72	In-Service Sign, Therapy Spanish Sign, Water Walking Sign, Jr Lifeguard Shirts, Screen Towels
CGI Communications	629 - ADVERTISING/PRINTING	1,248.75	2 of 4 payment
Chem-Aqua	628 - CHEMICALS	571.19	Chem-Aqua 55lbs
Cintas	631 - JANITORIAL	820.68	Weekly Service/Supplies
Clear Solutions International	632 - SOFTWARE-IT	302.83	Set up 2 new UPS Backups, present new WIFI, Mezzanine, work on LED Front Sign, General Questions
Clinical Reference Laboratory	642 - SAFETY	217.05	Drug Screening Tests
Constant Contact	629 - ADVERTISING/PRINTING	55.00	Software program for email address for contacts
Costco		6,147.87	Food Supplies, Safety, Janitorial, Employee Incentives, WE End of Summer, Party Batteries
Dairy Queen	640 - EMPLOYEE INCENTIVE	25.00	EOM (J Messick)
Deanna Abbott	683 - Auto Reimbursement/Mileage	16.66	Mileage
Desert Star Landscaping	636 - LANDSCAPE MAINTENANCE	3,375.00	Weekly Lawn Service, replace Sprinkler Valves, install Timer, install 4 station Timer
DMG North	633 - MAINTENANCE & REPAIR	10,048.63	COMP ZP137LCE (for AAOA Project) Coil Condensor for Circuit 1
Douglas County School District	614 - HEALTH INSURANCE	6,369.20	Health Insurance Jul 25 (7/1/1) Dependents- Long
Douglas Disposal	633 - MAINTENANCE & REPAIR	24.30	
DTS Fiber	621 - TELEPHONE EXPENSE	918.58	May/Jun Phone & Internet Service
Ebay	633 - MAINTENANCE & REPAIR	20.46	Sprinkler Wrench
Go To My PC	632 - SOFTWARE-IT	420.00	Renewal for Sierra Bookkeeping to Log In
Home Depot	633 - MAINTENANCE & REPAIR	668.15	Wash/Phone, Spray Heat Shrink, Splice Kit, Poly Tube 25ft Coupling Shockwave Blts, LED Work Light, Concrete Mix, ADA Grab Bar, Blue Spray Paint, Cement Patch, Hex Key, Set, Showerhead, Handheld Hex Head Bat
Island Supply Co	631 - JANITORIAL	189.92	Trash Liners
Inuit Software	632 - SOFTWARE-IT	223.00	Monthly Fee
Jack Stevenson	683 - Auto Reimbursement/Mileage	66.50	Mileage
KNORR	628 - CHEMICALS	5,227.29	Pulsar Briquettes, ORP Sensor
Lake Tahoe Visitors Mag	629 - ADVERTISING/PRINTING	399.00	Med Size AD 3x4.5
Lesman Instrument Co	633 - MAINTENANCE & REPAIR	232.52	
Lincoln Aquatics	628 - CHEMICALS	3,825.98	SanChlor, Deposits
Meeks	633 - MAINTENANCE & REPAIR	8.58	Couplings
Merch Biked Nsd	683 - ENTRY SYSTEM CHARGES	2,258.83	
Microsoft Corp	632 - SOFTWARE-IT	9.79	Cloud Backup
Minden-Gardnerville Sanitation District	625 - SEWER	2,317.86	
NRPA		2,595.00	S Davenport & P Uhlig Annual Renewal, Davenport (Gross), Uhlig Orlando Conf Sep 2025
NV Energy	622 - ELECTRIC	11,670.89	
Perfecitfit.com	640 - EMPLOYEE INCENTIVE	25.00	EOM (D Danen)
Pool & Hot Tub Foundation		386.99	S Harris Membership, D Long CPO Cert
Poster My Wall	632 - SOFTWARE-IT	9.95	Monthly Recurring Charge
Public Employees Benefits Program	614 - HEALTH INSURANCE	47.06	Jul 2025 #834
R&S Optimum Offset	629 - ADVERTISING/PRINTING	775.00	Community Pool Brochures
Raley's	633 - MAINTENANCE & REPAIR	47.86	Ice to cool down equipment
RSD	633 - MAINTENANCE & REPAIR	490.98	Solenoid Valve, Coil Junction Box, Liquid Line Drier, Copper Tubing
Seven Up/RC Bolling Co. of Reno	550 - FOOD EXPENSE	968.44	
Shannon Harris		141.00	EOM (E Lyons), Mileage, Chamber Luncheon
Sierra Booking Services, Inc	691 - ACCOUNTING EXPENSE	240.00	Jun 2025 (2 Payroll/PERS/2nd Qtr Payroll Reports)
Sierra Electronics	633 - MAINTENANCE & REPAIR	2,155.61	Camera Issue (Labor) & UPS Power Battery Back-up
Smiths Foods	643 - SUPPLIES	31.96	4th of July Event
Southwest Airlines	626 - TRAVEL EXPENSE	2,044.44	Harris Davenport, Gross, Uhlig NRPA Conf Orlando FL Sep 2025
SOUTHWEST GAS	626 - NATURAL GAS	6,059.46	
Speedo USA, Inc	555 - MERCHANDISE EXPENSE	1,731.96	Goggles
Spotify	661 - DUES/SUBSCRIPTIONS	11.99	
State of Nevada - Dept Public Safety	642 - SAFETY	273.00	Fingerprinting (New Hires & Current Staff)
Supply House	633 - MAINTENANCE & REPAIR	4,099.80	Oval run capacitor, Motor w/Rain Shield PVC Reinforced Female, Male Adaptors, Gear, Hose Clamps, Flange Pair, Circulator Pump, 3 Speed Circulator Pump
The Parts House	633 - MAINTENANCE & REPAIR	7.99	Ring Terminal
TowelsOutlet	555 - MERCHANDISE EXPENSE	620.11	Towels
Town Of Minden	624 - WATER & TRASH	2,523.52	Water/Garbage
Uniformity of Nevada LLC	644 - UNIFORMS	288.00	4 Sr Guard Shirts, Patches sewn on LG Shorts
Walmart		899.97	Femur Backwash Valve, Employee Incentives
Western Nevada Supply	633 - MAINTENANCE & REPAIR	1,745.89	2-RHHE 89 AZ20 (AAON Unit), Ball Valves, PVC Adaptor, Nipples, Glove IMCO Red Duct Tape, Elbow PVC Pipe, Plug, Couplings, Pipe Clamp
Zero Tools		174.72	Aluminum Rivets, Suction Hose, LED Exit Sign
Total		92,174.23	

CVSC August 2025 Director's Report

User Attendance: See board binder documents.

- July 2024 Attendance 23,463. July 2025 Attendance was 22,336. (See attached docs)

Programming, Staffing and Training:

- Jaws night for its 50th Anniversary and Shark Week was well attended and the patrons and staff had fun.
- Teen night was well attended and successful.
- Staff recognition and end of summer party was successful with close to 50 in attendance.
- DDST had their successful "High Country" swim meet with close to 350 registered swimmers.
- Paul led the CVSC Lifeguard team along with Claire, Senior Lifeguard as Captain, in the Lifeguard games held at Moana pool in Reno.
- Lesson structure change was well received by our patrons and staff.
- 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 swim angelfish 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:

- Sarah and Justin submitted a session to speak at the Association of Aquatic Professionals (AOAP) conference in Feb.
- Shannon attended the Chambers "Women in Business" monthly event, the ground breaking ceremony for the new Justice Center and the Nevada Women's Fund luncheon.
- Shannon was invited to join the "East Fork Ember Foundation" as a founding Board member supporting the East Fork Fire and Paramedic District.
- Shannon and Sharon T. attended the Pool Pact Special District roundtable.
- Voting for "Best of Carson Valley" started.
- Social media exposure, information sharing and flyers: Facebook & Instagram updates (Sarah).
- Website updates (Justin, Paul), 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 August – John Acosta, Senior Lifeguard

John was promoted at the beginning of summer and has thrived in his new position. He is reliable, professional, kind and has been a quick learner taking on more responsibility and decision making capabilities with ease.

Maintenance Updates:

- Dave and his maintenance team are pulled daily into many directions, especially in the summer, and rise to every occasion from fixing broken door handles, adding additional railing, fixing walkie talkies, order new parts and replacing equipment.
- Quarterly Safety meetings are conducted by the maintenance team identifying any risk related concerns needing to be addressed.
- 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).

Correspondence: See board binder documents (if applicable).

Attendance Report Fiscal Year: 2024-2025

[illegible]**Attendance Report Fiscal Year: 2025-2026**[illegible]

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	11020	10949	11406	18044	142179
Attendance:													
Lessons	1626	1087	439	408	451	194	484	460	667	520	488	1127	7951
DDST	1430	1050	950	1265	1100	1323	1242	1080	1050	1100	1050	1260	13900
Mem/Pass Visits	4286	3976	3573	3572	3098	2978	3521	3037	3419	3407	3397	3949	42213
DHS Aquatics	0	320	640	576	540	480	570	480	540	510	525	180	5361
DHS Swim/Dive	0	0	0	0	0	0	24	448	504	504	252	0	1732
Drop-In Visits	16121	9665	3620	3291	2360	2473	3296	3226	4840	4908	5694	11528	71022
User Fees	100,889	65,844	36,422	44,270	26,973	25,376	40,854	29,317	42,329	41,739	45,311	82,802	\$582,125

Attendance Report Fiscal Year: 2025-2026

[illegible]

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	2	7	5	13	51
Minor First Aid	31	19	6	4	5	3	2	7	8	14	15	20	134
Major First Aid	4	1	1	1	1	0	0	0	0	0	0	0	8
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	4	0	1	1	1	0	0	0	0	0	0	0	7
Ambulance Transport	3	0	0	0	1	0	0	0	0	0	0	0	4
Oxygen uses	0	0	1	0	1	0	0	0	0	1	0	0	3

Lifeguard Activity Report, Fiscal Year: '25-'26[illegible]

User Attendance Breakdown

Summary

	July 2025			
	Drop-Ins	Passes	Total	%
Senior	974	3,295	4,269	22%
Adult	4,272	505	4,777	25%
Youth	8,630	153	8,783	46%
Complimentary	232	-	232	1%
Family	246	238	484	3%
Disabled	64	249	313	2%
Therapy	91	-	91	0%
Other	34	281	315	2%
	14,543	4,721	19,264	100%

July 1, 2025 thru July 31, 2025			
Drop-Ins	Passes	Total	%
974	3,295	4,269	22%
4,272	505	4,777	25%
8,630	153	8,783	46%
232	-	232	1%
246	238	484	3%
64	249	313	2%
91	-	91	0%
34	281	315	2%
14,543	4,721	19,264	100%

Shannon,

It was excellent getting to meet you, your team,
and tour your facility. Thank you for your
hospitality and for your great company.

With gratitude,

Garrett

Shannon, what a joy to visit you
in your beautiful state. It feels like a
wonderful warm up for 2026! Thank you
for supporting NRPA and our Business Council
meeting. You are the best! -Kirstine

Shannon,

Shannon,
Thank you for
the wonderful
tour of the swim
center! SO great
to meet you!
-Meghan

Fantastic tour
of a fantastic
facility
-Kyle

Thank you for giving us a
great tour of the Swim Center!
Your passion for your staff
and P&R is inspiring!
Kellie



NATIONAL RECREATION
AND PARK ASSOCIATION

22377 Belmont Ridge Road
Ashburn, VA 20148