

**EAST FORK SWIMMING POOL DISTRICT  
BOARD OF TRUSTEES MEETING AGENDA  
September 25<sup>th</sup>, 2025 at 9:00 a.m.  
Carson Valley Swim Center  
1600 Hwy 88, Minden, Nevada**

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

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

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

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

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

**APPROVAL OF AGENDA**

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

**CONSENT AGENDA**

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

**PUBLIC COMMENT**

1. ~~For Possible Action. Approval of previous minutes from the August 21st, 2025 general meeting.~~

*Motion to Approve Consent Calendar items 1*

**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 approval of the Partnership Proposal provided by Brad Hollander, Founder UVC LLC Viticulture Technologies to use 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.
4. For Possible Action. Discussion and possible action on selecting a qualified elector to serve the remainder of the term of Travis Lee who resigned on August 21<sup>st</sup>, 2025. The appointed Trustee will take office upon being sworn in by the County Clerk, and will serve until Dec 31, 2026.
5. For Possible Action. Discussion and possible approval of general ledger cash balances, expenditures and investments through August 21st, 2025.
6. Discussion Only. Presentation from the Director on the Directors Manual Rough Draft.
7. Discussion Only. Report from the Swim Center Director:
  - User Attendance
  - Staffing and Programming
  - Marketing and Public Relations Information
  - Employee Recognition
  - Maintenance Updates and Recognition of Maintenance Team
  - Correspondence
8. Presentation Only. Presentation by Board members of requests for matters to be placed on the future agenda for October 16<sup>th</sup>, 2025.
9. For Discussion and Possible Action. Meeting adjournment.

Copies of the agenda were posted at 4:30pm, Thursday, September 12<sup>th</sup>, 2025 at the following locations:

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

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

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

# EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

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## AGENDA ACTION SHEET

### Agenda Item # 1

**Title:** Approval of the General Meeting minutes from August 21<sup>st</sup>, 2025

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

**Funding:** NA

**Recommended Motion:** Move to approve the General Meeting minutes from August 21<sup>st</sup>, 2025

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

**EAST FORK SWIMMING POOL DISTRICT  
BOARD OF TRUSTEES  
GENERAL MEETING MINUTES  
August 21<sup>st</sup>, 2025 at 9:00 a.m.  
Carson Valley Swim Center  
1600 Hwy 88, Minden, Nevada**

The Board of Trustees August 21<sup>st</sup>, 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 Dressel, the motion was unanimously approved.

**CONSENT AGENDA ITEM**

1a. For possible action. Approval of previous minutes from the General Meeting on July 17<sup>th</sup>, 2025.

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

**ADMINISTRATIVE AGENDA**

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

Chairperson DesJardins introduced the item. Harris states that under section 2, our remaining balances show we have \$2,407,455 in our LGIP account as of July 31, 2025. Harris states that everything listed under 2025/2026 Budget has already been approved by the board. We do have a carryover of \$664,279 for the Eastside Expansion from the last fiscal year and we have a carryover of \$8,243 for the Roof Restoration from 22/23 fiscal year. I have adjusted the TRE Splash Pad from \$50,000 to \$100,000 per the board vote. Parking Lot Expansion, Activity Pool upgrade will carry over into the next fiscal year. If you will notice, it appears that we will be in the negative \$(434,488) at the end of this fiscal year. This amount doesn't account for the Ad Valorem taxes. Next month or the month after we will be putting another \$1.3M in this account. I can assure you; we will not be in the negative. McCullough states the generator is in place on the pad. Good to have it out of the parking lot. The completion of the switch gear and the automatic transfer switch, we are still targeting the week of September 15 to be closed for a week. We are waiting for approval from NV Energy. Harris states we have advocated for no closure. We wanted to use temporary power and then put in the new switches. NV Energy denied it. So, we chose closure. We are looking at a full 7 days. Dressel states that Harris and McCullough did their best to work with NV Energy. Biaggi states he is disappointed by the closure. Are there other activities that we can do during those days. Harris states yes, we will be striping the parking lot. Harris adds that she is trying to get Southwest Gas to come in and do the patch work on the parking lot that they need to do after putting in the main gas line. McCullough states we have a change order for Plenum to do some painting on the exterior that we might be able to do that week. As for the roof restoration, the roof work is done. They still have some administrative work to do. They are still doing little touch ups such as drips on the pavers, and the certified payroll isn't done. Until they get these things done, they will not receive the retention of \$8,243 that we have been withholding. HVAC Unit Replacement, should have work being done by the next board meeting or an update as to when the work will be done. Parking lot expansion. We got design drawings from Rob Anderson. We reviewed them and made comments and we will return them to Rob Anderson for revision. We are trying to put concepts on this entire site like a splash pad, lazy river, etc. Harris states that we are looking at 20 new parking spots. Activity Pool Upgrade is next item on the agenda. We have 100% drawings, and need to discuss the timing and the duration.

**No Public Comment**

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

Chairman DesJardins introduced the item. Harris states the plans are here if board wishes to look at them. Again, the biggest piece is when do we want to go to bid and when do we want to do this project. We need to work with the contractor to understand the impact to this facility. We are going to try and reduce closure as much as possible but if we have to close for safety reasons, we will. If we have to close down, I think this changes the timing of when we do this project. I think we should try to schedule the closure for when the outdoor pool is open. McCullough states we might need to request night work depending on the noise, odor, etc. We may have to schedule the project to Fall or Spring. DesJardins states so as far as when it goes out to bid let's leave it up to the expertise of Harris and McCullough. Harris states that we approved the \$1.2M cost for this project and we already have reduced the scope. We do know that it is going to be a lower number. As we know the impact will come back to the board for more discussion because we always do what's best for the community. McCullough states he would like to have the bidding done and be ready to award the contract and bring it to the board for approved in January. Harris states the toys were installed in 1999 and they have a 20-year life span.

**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.**

Chairman DesJardins introduced the item. Harris introduced Brad Hollander. The swim center has worked with Hollander several times. Hollander designed the copper that is on our doors. Hollander states that he started his business 49 years ago. He has 11 patents that he has either received or his name is on. I am getting more into treatment of water, such as environmental and health issues. Chloramines have been a long-time issue in every indoor pool facility. Explained how he has developed a new lamp that he calls the monster and have been trying to lower the cost. Looking for a beta site and I think your facility is a great site to install and verify how this system works. We would enter into a long-term agreement where this system would run 24 hours a day. We would then support you at no cost. The only thing you would pay for would be parts. Either Hollander or Long would be able to change out the parts. Duffy asks how do you measure that it is doing its job. Long states combined chlorine. We measure the combined chlorine. You are smelling usable chlorine. Harris states when we have bodies that don't shower and jump in the pool, the chlorine attacks all those foreign bodies and when the chlorine attacks and does its job and dies and releases the gas, that's the chloramines you smell. So, you will be reducing the amount of the gases in the different forms when they are broken down. Hollander continue to explain how the lamp works and mentioned that your facility being the beta site will be great for me because I can watch it and great for you being part of a real-world test and compare results of your current system to the new system. Harris states that chlorine is a standard disinfectant and we will always use chlorine. Clear Comfort is a secondary disinfectant. DesJardins asked what is the duration of the Beta project? Hollander states 2 years. Lee states he wants to make sure we have the proper protocol in place so that we can adjust what we need to adjust. Hollander states we can turn it off whenever we would need to. Biaggi states that he would like to know what's the cost and how long will it last. Harris states that we already buy the UV lamps and will just receive bigger ones for the same price. She further states that there is Partnership Proposal that gives a lot of information. Duffy asks what is the cost. Harris states the goal was to have Hollander here to answer question and talk about the system. I will have harder prices and do an action item for next board meeting.

**No Public Comment**

**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.**

Chairman DesJardins introduced the item. Harris explained we only received two proposals. The third one didn't respond. I invited Scott Morgan and OnStrategy to attend the meeting today. OnStrategy had a

conflict and was unable to attend. Harris introduces Scott Morgan. Biaggi states he sees plus and minus in both proposals. The two approaches are very similar. Both could probably get us to the end point in similar fashion. Morgan's plan gets us there and gets us where we want to be. OnStrategy gives us a little more progress to plan in the process and a little longer term of evaluation of the strategy plan. Whether not that's worth \$30,000 differences, I'm not sure. Lee states that he agrees with Biaggi. I'm grateful that Morgan submitted his proposal. When you are dealing with Strategic planning, it really depends on the facilitator and how much they know about what you do and how much they know about the community. The framework has been well prepared. Morgan states he retired from Douglas County on January 3, 2025. He formed his own LLC; and his first client was Douglas County. He is trying to grow my customer base. His goal is to come up with a plan that will guide you into the future. He is here to serve. He will be a resource and a support for us. Dressel asks are you looking at a 3year, 5-year plan. Morgan states that it's up to you. It depends on the strategic objective. It would be no more than 5 years. What do we want to be in the future? Create measurable strategic objectives. Biaggi states it appears that you would like to get into our IT environment. Morgan states no not at all. This is just some boiler plate language in this document. Biaggi also states that there is no severance clause in your proposal. Morgan states if Harris wants to add something that's fine but I only bill for work I've done. If I don't do work, you don't get billed.

**Dressel makes a motion to approve the proposal and award the work for the Strategic Plan update submitted by SA Margan 394 Consulting, LLC. Lee seconded the motion. The motion was unanimously approved.**

#### **No Public Comment**

#### **6. For Possible Action. Discussion and possible action to approve legislative updates in the Districts Personnel Policies.**

Chairman DesJardins introduced the item. Harris mentioned that every two after the Nevada Legislation closes, Pool pact gives us any updates that we need to make in our personnel policies. Thompson is the one who goes thru the updates and works with Pool Pact to get our policies updated. Thompson states that there were only two changes to our existing policies. The section of the policies is listed in your attachment and also the additions to the policies are highlighted in green.

**Duffy makes a motion to approve legislative updates as discussed in the District's Personnel Policies. Lee seconded the motion. The motion was unanimously approved.**

**Public Comment:** Roger Johnson ask if the Board members have to have background checks. Harris states no.

#### **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.**

Chairman DesJardins introduced the item. Dressel states he would like to propose that if a person is elected to a second term, they qualify for a lifetime pass. Biaggi stated not only this board but other boards are scrutinized for their finances very closely. I am not suggesting anything for this board right now but moving forward we might want to look at the lifetime pass policy. It may not be fiscally prudent or appropriate at this time. Duffy states I see where you are going but I also understand that seniors get quite a significant reduction in the price of passes. I would tend to agree with Biaggi. We are also received a stipend. Lee states he was here when we changed the policy to years of services. I think it's a wonderful opportunity that the voters give us to serve. Biaggi states that we should look at the policy for future board members. Harris states that the board trustees haven't always been paid that where the lifetime pass came from. The policy states now that board members and their families get a free pass while the board member is serving. Then when they retire, the family drops off and the retired trustee gets a pass for the number of years on the board. Plus, the stipend went from \$200 per month to \$400 per month. DesJardins states I think the time served pass is good.

**Biaggi makes a motion to not change resolution # 18-001, the issuance of lifetime swim passes for current and future trustees. Lee seconded the motion. The motion was approved. Dressel opposed.**

**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.**

Chairman DesJardins introduced the item. Harris thanked Lee for his work on the board. She states he has challenged her many times with his experience in the Parks and Recreation field. She presented him with a card signed by the board trustees and a gift card. Thompson did update the trustees on the procedures for filling a Board of Trustee position.

**9. For possible action. Discussion and possible approval of general ledger cash balances, expenditures and investments through July 31<sup>st</sup>, 2025.**

Chairman DesJardins introduced the item. Harris states this is the first month for the new fiscal budget. our total income for July 2025 was \$108,958.04. All three of the aquatic supervisors are going to the NRPA Conference so our travel expenses are a little high because we haven't received our grant money back from Pool Pact for the conference expenses. Our sewer cost is a little high due to the extra drains we put in the lobby. Biaggi asks why is the balance in our checking account so high. Harris states that we pay our payroll out of our checking account. We will have a conference call with our bank to see if we can get some interest on that account.

**Lee makes a motion to approve general ledger cash balances, expenditures and investments through July 31<sup>st</sup>, 2025. Dressel seconded the motion. The motion was unanimously approved.**

**10. Discussion Only. Report from the Swim Center Director:**

**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 50<sup>th</sup> 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).

**No Public Comment**

11. **Presentation only: Presentation by Board members of requests for matters to be placed on a future agenda for September 25<sup>th</sup>, 2025.**

**CIP**  
**Selection of new Board Trustee**  
**Director's Manual**  
**BradHollander**

**Public Comment:** Douglas Smith commented that it was a pleasure to see the entire process

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



# EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

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## AGENDA ACTION SHEET

### Agenda Item #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

**Aug 31st, 2025**  
**\$ 2,416,993**

**2025/2026 Projects**

Eastside Expansion (24-25 contract carryover - generator, paint)

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<br>Budget | Contract<br>Amount/<br>Expense | Remaining<br>Amts. Payable |
|-------------------------------|---------------------|--------------------------------|----------------------------|
| Plenium / TSK                 | 444,000             | 664,279                        | 633,105                    |
| CTR/Garland                   |                     | 8,243                          | 8,243                      |
|                               | 450,000             | 450,000                        | 442,350                    |
|                               | 50,000              | 100,000                        | 100,000                    |
|                               | 1,200,000           | 1,146,000                      | 1,143,400                  |
| Douglas County                | 15,000              | 15,000                         | 15,000                     |
| Reserve Analyst               | 448,722             | 448,722                        | 419,404                    |
| Contingency for Asset Mang    | 40,000              | 40,000                         | 38,724                     |
| <b>'25/'26 Capital Budget</b> | <b>2,647,722</b>    | <b>2,872,244</b>               |                            |

2,800,226

**Remaining Construction Funds Available**

**\$ (383,233)**

# EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

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## AGENDA ACTION SHEET

### Agenda Item #3

**Title:** For Possible Action. Discussion and possible approval of the Partnership Proposal provided by Brad Hollander, Founder UVC LLC Viticulture Technologies to use 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.

**Background:** The East Fork Swimming Pool 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. Brad also came and presented his idea to partner with the district in the August 21<sup>st</sup> meeting.

**Funding:** NA

**Recommended Motion:** Move to approve the Partnership Proposal provided by Brad Hollander, Founder UVC LLC Viticulture Technologies to use 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.

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

To Carson Valley Swim Center Board of Directors

Att: Shannon Harris

From: Brad Hollander

Founder, UVC LLC

Minden, NV

**Subject:** Partnership Proposal – Cutting-Edge UV Disinfection for the Carson Valley Swim Center

Dear Board Members,

UVC LLC, a Minden-based UV disinfection company with over 40 years of global experience and more than eleven patents, is excited to propose a unique partnership with the Carson Valley Swim Center.

We have developed a new generation of UV disinfection and chloramine control systems designed to:

- Double lamp lifespan
- Reduce energy use by 10–30%
- Cut lamp replacement and labor costs
- Improve air quality and safety

We would like to designate the Swim Center as a **beta site** for this breakthrough technology, at **wholesale pricing**, with **free consulting, installation, and maintenance support**. This collaboration would position the Center as a national leader in safety, green innovation, and cost efficiency—attracting positive industry and media attention.

We ask for the Center's assistance in validating system performance, with published results recognizing the Swim Center's role in pioneering safer, more sustainable pool operations.

We believe this partnership will deliver immediate benefits and establish a lasting relationship as we continue to innovate year after year.

See attached details of project

Sincerely,

Brad Hollander

Founder, UVC LLC

# Partnership Proposal Brief

UVC LLC → Carson Valley Swim Center (CVSC), Minden NV

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## 1) Executive Summary

UVC LLC, a Minden-based UV disinfection innovator (40+ years; 11+ patents), proposes a pilot partnership to deploy our next-generation UV disinfection, chloramine reduction systems at CVSC. The program is designed to enhance water quality and improve IAQ (Indoor air quality) increase safety, lower energy and operating costs—while positioning CVSC as a leader in green disinfection, improved air quality and aquatic technology.

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## 2) Why CVSC

- Longstanding relationship with Shannon Harris and Dave Long
  - UVC has provided pro bono consulting support to CVSC for several years
  - Ideal facility profile for demonstrating indoor pool, air/water quality improvements
- 

## 3) What We're Proposing (Beta Site Pilot)

**Scope:** Install next-gen UV disinfection + chloramine control on indoor pools.

### UVC LLC provide

- Systems at **wholesale pricing**
- **No-cost** consulting, installation, and maintenance support
- Assist in performance monitoring and reporting

### CVSC provides:

- Operational access and staff coordination
  - Assistance with data collection and validation
- 

## 4) Technology Highlights

- **Lamp life:** ~2× longer vs. all other competitors
- **Energy use reduction :** ~10–30% or more
- **System cost: 50% + less** vs. competitors

- **Chloramine mitigation:** targeted UV application reduces combined chlorine and improves indoor air quality
  - Designed and made in USA
- 

## 5) Expected Benefits to CVSC

- **Health & Safety:** Lower chloramines → better air quality for swimmers, staff, and spectators
- **Operational:** Fewer lamp changeouts; simplified maintenance routines
- **Financial:** Reduced energy and consumables; lower lifecycle costs
- **Reputation:** Visibility as an industry leader in safety and sustainability; likely local & trade media interest

*Indicative metrics to track:* combined chlorine (CC), ORP, HVAC complaints, swimmer/staff feedback, energy consumption (kWh), ease of lamp replacement reduced replacement intervals, no downtime.

## 6) Support & Pricing

- Hardware at **wholesale**
- **No-cost:** consulting, installation assistance, training, and ongoing maintenance support

## 7) Validation & Publication

- Joint data plan (baseline → post-install): CC levels, air quality indicators, energy use, maintenance events
  - Results summary, White papers with **full recognition of CVSC**
  - Optional participation in case-study webinars and facility tours etc.
- 

## 8) Proposed Timeline (Illustrative)

- **Week 0–2:** Finalize scope, access, safety, and data plan
- **Week 3–12:** Installation & staff training (no downtime)
- **Month 3–24:** Monitoring & optimization; quarterly update
- **T.B.D:** Publish findings and media outreach

## 9) Next Steps (Board Action Requested)

1. Approve CVSC participation as a **beta site**

2. Authorize staff liaison for scheduling and data coordination
3. Confirm wholesale procurement pathway for hardware

**Contact** Brad Hollander, Founder — UVC LLC (Minden, NV) Email: [brad.uvc@gmail.com](mailto:brad.uvc@gmail.com)  
Phone: 775 721 2301 1780 Bobcat CT Minden NV 89423

# EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

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## AGENDA ACTION SHEET

### Agenda Item #4

**Title:** For Possible Action. Discussion and possible action on selecting a qualified elector to serve the remainder of the term of Travis Lee who resigned on August 21<sup>st</sup>, 2025. The appointed Trustee will take office upon being sworn in by the County Clerk, and will serve until Dec 31, 2026.

**Background:** Travis Lee has resigned his position as Trustee effective tat the close of business on August 21<sup>st</sup>, 2025. The vacancy has been advertised and Letters of Interest have been requested. The Director and Board Clerk have 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**



Rodney Moore

# RODNEY MOORE

EAST FORK, SWIMMING POOL BOARD TRUSTEE

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(714) 852-1673 • rodmoore@sbcglobal.net • Minden, NV 89423

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Mrs. Sharon Thompson  
Carson Valley Swim Center

Dear Mrs. Thompson,

I want to inform you of my intent to run for the open position as East Fork Swimming Pool Trustee. I have had a great career as a business professional and am currently a successful business owner, I have much to offer to the position in that regard. As I am for the most part retired, I feel it is important for me to now give back in some way to the community. Why?, this particular opportunity you may ask. It is because I am a believer in what the swim center has to offer the community and surrounding areas. It is absolutely in my mind the most important thing this valley has and needs. In todays world of daily life consumed with electronic devices and rushing to get places, everyone needs an affordable and safe place to go and spend some time relaxing or improving their health. I am particularly sensitive to the needs of families, seniors, veterans, and especially our youth. I see as a daily user of the facility for almost 5 years, the swim center changing peoples lives completely. People meet & become friends, they get the rehabilitation they need, loose weight, become more active, participate in competitions & activities, and just have fun.

Thank you for the opportunity to apply. It's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given the requirements I am certain that I have the necessary skills to successfully do the job and perform above expectations. Overall, I have consistently demonstrated problem-solving, management, and planning abilities.

I invite you to review my detailed achievements in the attached resume. After reviewing my resume, I hope you will agree that I am the type of competent candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at (714) 852-1673 or via email at rodmoore@sbcglobal.net to arrange for a convenient meeting time

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,  
Rodney Moore

*Rodney Moore*

(714) 852-1673

rodmoore@sbcglobal.net

Minden, NV 89423

## PROFESSIONAL SUMMARY

Seasoned professional with experience in business operations, team collaboration, regulatory compliance, and strategic planning. Results-oriented, decisive leader with proven success in implementing effective process improvements. Competent manager of business alliances, partnerships, and public relations. Proven track record in system analysis and technical design, with a strong foundation in engineering principles. Seeking a Board Trustee position to leverage expertise in strategic planning, facilities operations & management, financial accountability, and business growth. Looking for an opportunity to give back to my local community for everyone's benefit including seniors, families, veterans, and especially our youth.

## SKILLS

Small business operations

Business management and development

Business marketing

Operations management

Planning and strategic execution

Business growth and retention

Computer System and network management

## CERTIFICATIONS

- Real Estate Agent
- United States Government Security Clearance

# RODNEY MOORE

## East Fork, Swimming Pool District Trustee

## EXPERIENCE

### Retired / Small Business Owner

Moore Property Management / Ed Moore Realty, Inc.

Jun 2017 – Present  
La Mirada, CA

- Managed all aspects of business ownership and operational management, keeping business running smoothly.
- Developed and maintained relationships with clients and business partners.
- Maintained up-to-date records of all transactions related to the business.
- Complied with all regulatory requirements and ethical standards.

### Global Enterprise Systems Analyst

Allergan, Inc.

Mar 2005 – Jun 2017  
Irvine, CA

- Performed core SAP Basis engineering functions including the maintenance and support of the Allergan worldwide global SAP landscape.
- Responsible for Basis related projects, including SAP implementations, upgrades, OS/DB migrations, High Availability, and Disaster Recovery processes.
- Maintain system security, performance tuning, and troubleshooting.
- Partnered with SAP and other internal IT Teams in the technical design and analysis.
- Implemented change control, incident response, and testing processes for all problems and prioritized the degree of urgency to support issues and communicated root causes.
- Identified and assessed existing and potential issues in the overall system design and implemented best practices.
- Researched technological advancements to ensure that systems are continuously improved, supported, and aligned with SAP standards.

### Aerospace Staff Engineer

Lockheed Martin

Apr 1986 – Mar 2005  
Ontario, CA

- Lead engineer supporting the Lockheed Martin Computer Aided Engineering Environment.
- Responsible for the administration of a multi-vendor computing environment and communications network.
- Managed a group of system and network administrators.
- Supported engineering activities of software development engineers, design engineers, and technical publications personnel.

### Aerospace Facility Manager

Hughes Aircraft

Nov 1980 – Apr 1986  
Fullerton, CA

- Responsible for the administration of the AN/SQS-53I Surface Ship Sonar Project software development and integration facility.
- Provided technical guidance on new system implementations and enhancements.
- Performed system analysis, design and development activities.
- Managed and maintained the physical condition of facilities, including inspections and repairs, to ensure safety and efficiency.

## AWARDS

- Dean's List (Several Semesters)
- Lockheed Martin Systems and Software Engineering Division VIP (Very Impressive Performers)

- Made computer system hardware/software upgrade recommendations.
- Participated in computer facility planning, implemented security measures, and interfaced with vendors.

## EDUCATION

### Bachelor of Science (B.S.) in Electronics Technology

California State University

Long Beach, CA, US

### Associate in Arts (A.A.) in Electronics Technology

Cerritos College

Cerritos, CA

## COMMUNITY SERVICE

### Youth Leader

Power Community Church

Anaheim, CA

- Planned and facilitated engaging activities for groups of youth, ensuring safety and positive environment.
- Motivated participants to set personal goals related to academic success or career development.
- Maintained good relationships with parents through regular communication and encouraging active participation in planned activities.

### Assistant Camp Director

He Lives Church

Orange, CA

- Provided guidance to counselors on how to effectively manage groups of children during outdoor adventures such as hikes or canoe trips.
- Created an engaging environment that encouraged camper participation in all activities while emphasizing respect for others.
- Successfully managed day-to-day operations of a summer camp program for over 200 children, including scheduling activities, coordinating staff and volunteers, and ensuring safety protocols were followed.

### Food Bank Volunteer

Vineyard Church

Yorba Linda, CA

- Provided food to the needy and homeless.
- Delivered food donations to disabled and elderly customers.
- Accepted and unloaded food truck deliveries from local businesses and partners.
- Collected and transported variety of food donations from various community locations.
- Collaborated effectively with other volunteers to ensure smooth running of operations at the food bank.

### Club Member

Elk's Club

Carson / Tahoe, NV

- Developed strong relationships with members of the community by actively engaging in conversations and providing support when needed.
- Attended community events, neighborhood gatherings and other community engagement forums to represent organization.
- Participated in fundraising campaigns to benefit local charities.

James Martin

## Admin Specialist

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**From:** James Martin <jmajfriday@aol.com>  
**Sent:** Monday, August 18, 2025 9:40 AM  
**To:** Admin Specialist  
**Subject:** Trustee Position  
**Attachments:** James Martin RESUME (1).doc

**Caution:** External (jmajfriday@aol.com)

First-Time Sender [Details](#)

[Report This Email](#) [FAQ](#) [GoDaddy Advanced Email Security](#), Powered by INKY

I have been a resident of Gardnerville since 2015. I am a frequent swimmer at the CVSC. Attached is a resume, if documentation is required I can provide at request.

James Martin  
619-778-9819  
[jmajfriday@aol.com](mailto:jmajfriday@aol.com)

## Admin Specialist

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**From:** James Martin <jmajfriday@aol.com>  
**Sent:** Saturday, August 23, 2025 10:36 AM  
**To:** Admin Specialist  
**Subject:** Trustee Position

External (jmajfriday@aol.com)

[Report This Email](#) [FAQ](#) [GoDaddy Advanced Email Security](#), Powered by INKY

I previously submitted a resume and a short note. A statement of interest was required which I was unaware. Please include the following to my file, Thank you, James Martin

I was raised in San Francisco and attended Sacramento State College.. I played water polo and was on the swim team in high school. After college my first professional employment was as a Park Ranger in Yosemite National Park.

In 1970, I joined the San Diego Police Department as a police officer. I retired from the San Diego District Attorney's Office as a Supervising Investigator. During my tenure our office was the fourth largest law firm in the United States, We conducted prosecutions from death penalty cases to who stole from the little league petty cash.

I have been past president of non-profit, labor, professional, and fraternal organization.

I moved to Gardnerville in 2015. I worked for the Family Support Bureau, bus driver and teacher for Douglas County School District and several casinos.

I think my background and experiences can be a good addition to the trustee position,

Thank You for your consideration

James Martin

James Martin

1970 B.A Sacramento State College, Public Administration

1970 Park Ranger, Yosemite National Park

1970-72 San Diego Police Department, Police Officer

Retired Supervising Investigator, 32 years, San Diego County District Attorney. 1972-2004 Investigated complex and serious felonies: major crime, fraud, organized crime, narcotics, child support, hazard materials.

Past president of Genessee Highlands Condo Assn. Three years, a 504 unit condominium community in San Diego County

Past president of California District Attorney Investigators Association.

Past president of Tecolote Youth Baseball, San Diego, CA

Canvasser for Tahoe Regional Planning Association, 2020.

Case Manager Douglas Family Support Council 2015

Audit team with Liberty Utilities, 2020, auditing electric meters.

College Instructor San Diego Police Academy. ITT Technical Institute.

California Junior College Teaching Credential

Licensed California Private Investigator since 1982 Cal. Lic. 14611

Douglas County School District, Teacher and Bus Driver



Investigations included locate/serve witnesses and defendants  
Pre-filing asset investigations  
Defense criminal investigations  
Domestic investigations  
Identification of assets for judgment recovery  
Sub-Rosa investigations

All investigations required research of public records, interviews and fact finding.

[jmajfriday@aol.com](mailto:jmajfriday@aol.com)  
619-778-9819

Linda Gilkerson

# Linda Gilkerson

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700 Long Valley Rd. Gardnerville, NV. 89460 775-450-6654 bg8683@charter.net

August 28, 2025

Carson Valley Swim Center Trustees,

I am writing to express my interest in becoming a Trustee for the Carson Valley Swim Center. With a strong passion for community service and a proven track record as a Trustee on our local School Board, I believe that I can contribute significantly to the pool's governance and community engagement.

When we first moved here in March of 1992, we had two small boys and getting them water safe was very important. Although we spent many days taking them to swim lessons, we also enjoyed many of the family swim nights on Friday's for just a dollar!

The swim center offered us so much, from water aerobics to hosting many birthday parties. I will always have fond memories of the time spent and the friends we made.

During my tenure as a School Board Trustee, I successfully spearheaded several initiatives aimed at improving community involvement and enhancing transparency in decision making. I have acquired skills in budget management, strategic planning, and stakeholder communication.

I am particularly excited about the opportunity to help enhance the facilities and programs for our community, ensuring that Carson Valley Swim Center remains a safe, accessible, and enjoyable space for everyone

It is always an honor and a privilege to serve as a Trustee on any board.

Thank you for considering my application. I look forward to the possibility of contributing to the Carson Valley Swim Center Pool Board and supporting our community in this new capacity.

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**Linda Gilkerson**

700 Long Valley Rd.

Gardnerville, Nv. 89460

Email: bg8683@charter.net

Phone: (775) 450-6654

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**Professional Summary**

Proven track record as a successful trustee on a school board

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**Work Experience**

Retired - 2020

January 2016 – December 2024

Douglas County School District - School Board Trustee

- Vice President – 2 years
  - President – 2 years
  - Committees Served On
    - Douglas County Parks and Recreation Board
    - Employee Relations Communications
    - School Safety Task Force
    - Expulsion Hearings
    - Liaison To Douglas County Chamber of Commerce
    - Legislative Liaison
- 

**Education**

Bachelor of Science in Education

State University New York Brockport 1977

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## **Skills**

- **Communication:** Excellent verbal and written communication skills, able to convey complex information clearly.
- **Teamwork:** Proven ability to work effectively in team settings, fostering a collaborative environment.
- **Problem-Solving:** Strong analytical skills with a track record of developing innovative solutions in budget management, strategic planning, and stakeholder communication.

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## **Certifications**

- Certified Public Official (CPO)
  - 2 years / 55-hour program
  - Finance
  - Governance
  - Open Meeting Law
  - Ethics
  - Team Building
  - Board Meeting Behavior

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## **Volunteer Work:**

- 2009 - 2015: Member of the Education Foundation of Douglas County
- 2007 - 2024: Member of the Strategic Planning Committee for Douglas County School District
- 2007 - 2008: Vice-President PTSO Douglas High School
- 2004 - 2016 : Douglas County School District Family Involvement Team Representative
- 2004 - 2008: Douglas High School Parent Volunteer and Band Booster Member
- 2001 - 2005: Pau Wa Lu Middle School, Parent Volunteer, Band Booster Member/President, Site Accountability Parent Representative
- 1993 - 2003: St. Gall Catholic Church, Religious Education Teacher (Past Pastoral Council Member)

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**References: Available upon request**

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GREG TAYLOR

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GREG TAYLOR

775-790-0384  
Greg@Taylorcamp.org

2654 Del Sur Ct  
Minden, NV  
89423

September 3, 2025

Board of Trustees  
Carson Valley Swim Center  
1600 Hwy 88  
Minden, NV 89423

Dear Board of Trustees,

Thank you for considering me for the open Board of Trustee position. As a previously elected member of the board, I understand what the role entails. My experience with managing large facilities and overseeing large projects was crucial to my past and future success as a Trustee. I have over 15 years swim coaching experience at this pool with the Douglas Dolphins Swim Team and DHS Swim & Dive team where I am currently the Head Coach.

I have been on several other boards as well where my communication and project experience has been invaluable. These experiences have encouraged me to bring those skills back to the Swim Center Board. I am very familiar with the processes and challenges at the Swim Center having served on the board and worked on the CVSC deck for over 15 years.

I am semi retired and able to set my own schedule. This gives me plenty of time to spend on Board concerns. With my 5 year old daughter loving swimming, I don't plan on going anywhere soon! I do plan to run in the November 2026 elections as well. Having done it before, I am familiar with the process.

Again, thank you for your consideration.

Sincerely yours,



Greg Taylor

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# Greg Sterling Taylor

2654 Del Sur Ct Minden, NV 89423 Cell: 775 790-0384 Greg@taylorcamp.org

**Objective** Seeking an opportunity to support my community in a Trustee position utilizing my diverse skills in Business Management, large Facility Management, Swim Coaching and my previous experience on this board.

**Experience** 2017 - Current **DHS Swim & Dive Team** Minden, NV  
Head Coach

- Dedicated Head Swim & Dive Coach with over 15 years of extensive experience in developing competitive swim & dive programs and enhancing athlete performance.
- Proven ability to foster a positive training environment, implement tailored coaching strategies, and engage with diverse groups.
- Passionate about mentoring young swimmers and achieving team goals through collaboration and effective communication.
- Spring Season Sport. Responsible for maintaining assistant coaches and managing all aspects of the Program.

2010 - 2017 **Douglas Dolphins Swim Team** Minden, NV  
Assistant Coach

- Paid Position, worked under supervision of the Head Coach and the Team Board
- Retired after recovering from an unrelated injury

2015 - Current **Self Employed** Minden, NV  
Family Business

- Manage family finances and portfolios
- Manage family properties and rental properties

2010 - 2014 **Board of Trustees, East Fork Swimming Pool District** Minden, NV  
Carson Valley Swim Center Trustee

- The Board oversee's the Swim Center's Operations and Management as it is funded by a separate tax base in the Carson Valley. It is a publicly elected position.

2008 - 2015 **St. Gall Catholic Church** Gardnerville, NV  
Business & Facilities Manager

- Managed facility maintenance
- Oversaw business and finance processes
- Left due to injury, helped out briefly P/T when I recovered then retired

2007 - 2008 **KTVN Channel 2** Reno, NV  
Director, AM Newscast

2003 - 2006 **Island Disc, LLC** Woodinville, WA  
Retail Store Owner

- Started and ran retail business from scratch



2000 – 2002                                      **Compaq / Hewlett Packard**                                      Bellevue, WA  
Sales Systems Engineer  
▪ Sales Team of the Year 2001

1998 – 2000                                      **Fluke, Inc.**, (Subsidiary of Danaher Corp.)                                      Everett, WA  
Corporate Network Systems Architect  
• Around the world rollout of Corporate Email and Compaq Server infrastructure.

1993 – 1998                                      **Sierra On-Line, Inc.**                                      Bellevue, WA  
Corporate Network Systems Administrator  
• Designed/implemented Microsoft NT Domains, Exchange Email Systems & Servers for this computer game company  
• Implemented Sierra's Intranet, corporate Internet connection, and first web sites  
• Managed all Sierra's On-Line Services (CompuServe, AOL, BBS, WWW)

### Other Experience

Summer 2012                                      **Salo Swim Camp**                                      Los Angeles, CA  
• Worked alongside David Salo, Head Coach USC, Assistant Coach USA Olympic Swim Team  
• Weeklong camps with two, two hour practices a day, and one dryland practice a day  
• Supervised 10-18 year old swimmers on the USC Campus

**Education**                                      1993 – 1995                                      **University of Washington**                                      Bothell, WA  
Liberal Arts / Technology  
  
1990 – 1992                                      **Fresno State University (CSU)**                                      Fresno, CA  
Broadcast Journalism  
  
1985 – 1989                                      **California Polytechnic State University**                                      San Luis Obispo, CA  
Agriculture Management (Journalism focus)

**Family**                                      Lori and I have been married for three years and have a 5 year old daughter. Between us we also have my two older sons (20's) and there are three teens. Lori has a fifteen year old daughter and a sixteen year old son. I also have a sixteen year old daughter. All of the kids have swam with DDST except our youngest. She will next year! We have a long history of activities and employment at the Swim Center.



Charles Duarte

## Admin Specialist

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**From:** ccduarte@charter.net  
**Sent:** Thursday, September 4, 2025 2:03 PM  
**To:** Admin Specialist  
**Subject:** RE: Board of Trustee Opening

**Caution:** External (ccduarte@charter.net)

First-Time Sender [Details](#)

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Hi Andrew and Sharon,

I am interested in applying for the board trustee opening. Unfortunately, we are leaving on September 25th for a two-week trip.

Would another date be available to meet with the board? I understand if that is not possible, but please let me know. Best regards.

Sincerely,

Charles Duarte

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From: "Admin Specialist" <[hr@cvswim.com](mailto:hr@cvswim.com)>  
To: <[ccduarte@charter.net](mailto:ccduarte@charter.net)>  
Sent: August 28, 2025 at 1:03 PM MDT  
Subject: Board of Trustee Opening

Hello Mr. Duarte,

I want to thank you for your interest in becoming a Board Trustee for Carson Valley Swim Center. I will be contacting you after September 8<sup>th</sup> to talk about attending the September 25<sup>th</sup> Board Meeting.

Once again, thank you for your interest in Carson Valley Swim Center.

Thank you,

Andrew Sturgess & Sharon Thompson

July 12, 2023

Shannon Harris, Director  
Carson Valley Swim Center  
1600 Hwy 88  
Minden, NV 89423

Dear Ms. Harris:

This is to inform you of my interest in serving as a board member of the East Fork Swimming Pool District Board of Trustees. I am an avid swimmer and have been a patron of the Carson Valley Swim Center (CVSC) since 2019.

I am interested in serving on the board to help serve our community and the CVSC. I not only have years of executive experience but have also served on numerous community-based boards as well as legislatively established boards, commissions, and work groups. I also have extensive experience in administration, government financing and budgeting. In addition, I am retired with time available for community service.

Over the years, I have seen how CVSC serves as a wonderful community asset to Douglas County's families and seniors. I have also been impressed with the quality of the staff, all of whom have a strong customer focus. The Swim Center is also a great training ground for young people, where it may be a first job for many.

Thank you for considering my interest in serving on the board. Please do not hesitate to contact me if you have any questions.

Sincerely,



Charles Duarte

2652 Stetson Circle  
Minden, NV 89423

Phone: (775) 267-1275  
Cell: (775) 781-1603  
E-mail: ccduarte@charter.net

## Charles Duarte

### Summary

Over 40 years of experience in government financing and budgeting, health care policy and health care operations. Extensive experience serving on community-based boards and legislatively established boards, commissions and work groups. Currently retired.

### Professional Overview

Experience with successfully leading state Medicaid and the Children's Health Insurance Program (CHIP) as well as executive management experience in community health centers, teaching clinics and clinical laboratories. Experience includes: organizational change management; budget development and fiscal management; policy and program development in all areas of health coverage; implementation of management information systems; managed care contracting; staff supervision and management; development and implementation of federal revenue maximization initiatives; implementation of effective cost-savings initiatives; monitoring programs and processes against key productivity and quality goals; and leading cross-functional teams on major projects.

### Experience

#### **Alzheimer's Association of Northern California and Northern Nevada (07/21 – 4/23), Nevada Public Policy Director**

- Responsible for establishing public policy priorities for the Alzheimer's Association in Nevada.
- Represent the Association on key public policy committees, task forces and commissions.
- Work with state officials and legislators to pass policy changes consistent with the Association's national public policy and public health goals.
- Work with volunteer advocates to present key policy priorities to decision-makers.

#### **Alzheimer's Association of Northern California and Northern Nevada (04/20 – 06/21), Dementia Care Director**

- Responsible for administration of the Nevada Dementia Awareness Grant to raise awareness around Alzheimer's disease and other dementias as well as the importance of an early diagnosis.
- Implemented a successful, cost-effective digital media campaign providing information on Alzheimer's disease and other dementias.

#### **CCD Health Care Consulting: Consultant. (08/19 -02/21).**

- Provide public and private health care entities with health policy and financing options.

#### **Community Health Alliance, Reno, NV: Chief Executive Officer (07/14 – 06/19)**

- Responsible for administration of Northern Nevada's largest community health center including six health centers, mobile dental and nutrition services.
- Programs serve over 30,000 clients, over 100,000 annual visits. CHA has over 250 employees and a \$24 million annual operating budget.

- Expanded health center operations including two new health center locations.

**Community Health Alliance, Reno, NV: Chief Operating Officer (11/13 – 07/14)**

- Responsible for Federally Qualified Health Center operations that include four health centers, mobile dental and medical vans, Women Infants and Children nutrition program, and other services throughout Washoe County.

**University of Nevada School of Medicine, Reno, NV: Budget Director (10/12 – 10/13)**

- Responsible for budget development and monitoring the UNSOM's academic, practice plan and graduate medical education budgets.

**State of Nevada, Department of Health and Human Services, Carson City, NV: Medicaid and CHIP Administrator (08/00 – 10/12)**

- Responsible for administering Medicaid and CHIP programs with an annual budget of more than \$1.5 billion providing health coverage to more than 300,000 residents.
- Directed major reorganization of staff and systems from a paper intensive system to a technology-based organization;
- Successfully led information systems team effort to design, develop and implement HIPAA-compliant Medicaid Management Information System (MMIS) on time and under budget.
- Increased federal funding for hospital and nursing homes through provider tax, graduate medical education and upper payment limit financing models.
- Increased federal funding for sister state and local government agencies including the University of Nevada School of Medicine, regional paratransit systems, child welfare and juvenile justice programs.
- Rebalanced long term care by expanding home and community based options and maintaining the Medicaid nursing facility census at approximately 3,000 patients from 2005 until 2010.
- Increased federal drug rebates from 15% of drug spending to 23% of drug spending.
- Reduced growth of prescription drug spending by establishing maximum pricing for generic drugs, clinical step therapy protocols and a preferred drug list with prices negotiated through multi-state purchasing pool.
- Increased outreach funding for children's health coverage by over \$2 million combining federal and Robert Wood Johnson Foundation's Covering Kids and Families grant funding.
- Increased the number of low-income children receiving health coverage in CHIP from 15,000 to 22,000.

**State of Hawaii, Department of Human Services, Honolulu HI: Medicaid Administrator (07/97 – 07/00)**

- Responsible for Hawaii's medical assistance programs providing health care coverage to over 168,000 individuals with an annual budget of more than \$650 million.
- Developed a two-state management information technology partnership.
- Expanded health care coverage for low-income uninsured children.

**Kalihi-Palama Health Center, Honolulu HI: Executive Director (02/95 – 07/97)**

- Executive in charge of an innovative non-profit health care clinic serving more than 12,000 individuals in urban Honolulu.
- Services included adult primary care, behavioral health, homeless health centers, Safe Haven mental health center, dental services, perinatal services, optometry and other services with annual budget of over \$4 million.
- Led the development of a community-based Medicaid HMO that successfully won a managed care contract with the State of Hawaii that is

still in operation with over 48,000 enrollees. Served as its president for two years.

**The Queen's Medical Center, Honolulu HI: Director (08/92 - 01/95)**

- Managed a multi-specialty teaching clinic in Hawaii's busiest urban hospital.
- Assisted with Queen's Health System's development of a managed care plan and management services organization.

**Diagnostic Laboratory Services, Inc., Honolulu HI: Service Coordinator (01/92 - 08/92)**

- Responsible for laboratory service delivery for Queen's Medical Center affiliate lab corporation to over 300 physicians in urban Honolulu.

**Hawaii Medical Service Association, Honolulu HI: Marketing Manager (06/90 - 08/91)**

- Responsible for statewide health insurance sales and service to over 6,000 small-business accounts statewide, including major national employers with staff in Hawaii.
- Consistently increased enrollment in community-rated PPO products.

**Hawaii Medical Service Association, Honolulu HI: Administrative Assistant (01/89 - 06/90)**

- Assistant to the VP of Marketing. Responsible for development and implementation of marketing strategies for new community-rated insurance products. Promoted to Marketing Manager.

**Medical Associates Laboratory, Honolulu HI: Medical Technologist (03/82 - 10/88)**

**Education**

M.B.A. from University of Hawaii, Honolulu HI (1988)

B.S. in Medical Technology from University of Hawaii, Honolulu HI (1982)

**Professional  
Affiliations**

Member, Nevada Olmstead Plan Steering Committee, (Nov. 2022 – Present)  
Vice Chair, Task Force on Alzheimer's Disease (April 2020 – Present)  
Chair, Policy Subcommittee, Commission on Aging (February 2020 – Present)  
Board Chair, Washoe Regional Behavioral Health Policy Board (2018-July, 2019)  
Council member, Nevada Primary Care Advisory Council (2016-July 2019)  
Board member, Truckee Meadows Healthy Communities Coalition (2016-July 2019)  
Member, Renown Patient Advisory Committee (2017-July 2019)  
Board member, Nevada Primary Care Association (2014-July 2019)  
Member, Governor's Food Security Council (2017-2018)  
Board chair, Nevada Primary Care Association (2017)  
Board member, National Alliance on Mental Illness, Nevada Chapter (2015-2017)  
National Association of Medicaid Directors (2011-2012)  
National Association of State Medicaid Directors (1997-2010).  
NASMD Executive Committee Member (2007-2010)  
Board member, Nevada State Public Employee Benefits Board (2004-2008)  
Nevada Mental Health Plan Implementation Commission (2003-2004)  
Nevada Coordinating Council for Developmental Disabilities (2001-2012)  
Board chair and President, AlohaCare (1995-1996)  
Board member, Association of Asian Pacific Community Health Organizations (1995-1997)

**Personal**

Native Hawaiian; born and raised in Hawaii. Moved to Minden in 2000. Married over 40 years to my wife, Emma. Two adult sons, Christopher and Kevin, both of whom are graduates of Douglas High School and UNR. Personal interests include swimming, hiking, fishing, martial arts and building scale models.



J Douglas Smith

Carson Valley Swim Center - Board of Trustees  
Sharon Thompson  
1600 Hwy 88  
Minden, NV 89423  
hr@cvswim.com

I am volunteering to be considered for the trustee vacancy of Carson Valley Swim Center Board of Trustees. I believe that I may be uniquely qualified to serve as a trustee. I have attached my current work resume, for your review, and I have provided a summary in this correspondence.

My wife, Bernadette, and I have been fortunate to have lived and raised our family in Carson Valley for 29 years, currently residing in East Valley.

I believe that I have the background and experience in government and industry to be a valuable board member. My previous community service includes 16 years with East Fork Fire District, eventually becoming Chief of the Gardnerville Volunteer Fire Department. I served as a member of the Volunteer Chiefs Advisory Board, Fire Officer 1, EMT – Intermediate and responded to over 2100 calls for service for medical, fires and hazmat operations.

My years as a member of a high school swim and water polo team gave me a love of aquatics. I am grateful for the service that aquatics programs can provide to individuals and community. Immediately after high school I served as a Lifeguard for the City of Carson which gave me an appreciation and understanding for the public safety aspects of aquatics programs and municipal pool operations. As a municipal pool lifeguard, I also assisted with city swimming classes. I am a current patron of the Carson Valley Swim Center as a lap swimmer.

April 1<sup>st</sup>, I retired as a construction manager. During my career I was responsible for the construction of large public works and private construction projects. Some of my projects include the Carson Valley Medical Center expansion project, Damonte Ranch High School, St Mary's Foundation building, Genoa Lakes Golf course and other projects such as Jimenez Elementary School in Santa Maria, California, Mountain View Elementary School in Colorado Springs and large capital projects for the federal government including NASA at Edwards Airforce Base, US Forest Service, United States Navy at Fallon Naval Air Station and Travis Airforce Base. I earned a Masters Degree in Construction Management at Louisiana State University.

J Douglas Smith  
1361 Buckwheat Ct  
Gardnerville, NV 89410  
775-303-7885

Carson Valley Swim Center Board of Trustees

Sharon Thompson

Please see attached two-page resume of interest and qualifications to serve of the Board of Trustees.

I will not be available in person at the board meeting September 25<sup>th</sup>, as I will be attending a wedding out of state. However, I should be available by phone if the board has any questions.

Douglas Smith

775-303-7885

# J. DOUGLAS SMITH

Construction Manager

## PROFILE

As a general and senior project superintendent and senior project manager, I have successfully served as the primary individual leading field operations for a diversity of capital improvement projects. Using leadership through collaboration, removing obstacles and elevating the team.

Through design-bid-build, CMAR, design-build/GMP's, and CM delivery methods, constructed high schools, elementary schools, parking structures, medical buildings, medical treatment facilities, commercial tilt up manufacturing/ food processing, and multiple federal, state and community public works projects of up to 80 million in value.

## CONTACT

PHONE:  
775-303-7885

smithdouglas111@gmail.com

## HOBBIES

Family  
Boating at Lake Tahoe  
Restoring Old Homes  
Attending Church

## EDUCATION

### Louisiana State University

Master of Science Construction Management

### Brigham Young University

Bachelor of Arts – Liberal Arts

## WORK EXPERIENCE

### Truckee Meadows Community College – Part Time Instructor

August 2023 – June 2025 (Retired)  
Construction Management

### Gilbane Building Company – General Superintendent

April 2020 – April 2025 (Retired)  
New ground up regional medical hospital with associated tenant improvements to existing facilities. K-9 elementary school.

### DesCor Builders – Senior Project Superintendent

May 2017 – April 2020  
Constructed 100,000 sf manufacturing, class A office and medical office buildings.

### AMG & Associates Inc. – General Superintendent/ Sr. Project Manager

January 2008 – May 2017  
Public works projects as the primary responsible individual for school districts, community college districts, NASA, USDA Forest service, Navy, Airforce and other public works agencies. Two projects achieved LEED Platinum and LEED Green certification.

## SKILLS

Rough Carpentry - Apprentice through Foreman  
Certified Professional Constructor – American Institute of Constructors  
LEED AP – U. S. Green Building Council  
Certificate of Supervisory Excellence – University of California Riverside  
Safety Trained Supervisor Construction - BCSP



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# J. DOUGLAS SMITH

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**From:** Douglas Smith <[smithdouglas111@gmail.com](mailto:smithdouglas111@gmail.com)>

**Date:** July 18, 2025 at 10:17:51 AM PDT

**To:** [rguard266@charter.net](mailto:rguard266@charter.net)

**Subject: Board Vacancy - for consideration Douglas Smith**

Teresa

I am grateful that you mentioned the vacancy for the CV Swim Center board. It sounds very interesting, I believe that I may be a good candidate. I have attached my current work resume as a construction manager - retired, for your review and I have provided a summary in this email.

Carson Valley Resident - 29 years, currently residing in East Valley.

High school swim team member (this is where I met my wife Bernadette).

Previously certified and employed immediately out of high school as a Lifeguard and Water Safety Instructor.

Current patron of the swim center as a frequent lap swimmer.

Education: Louisiana State University - Master of Science - Construction Management

Brigham Young University - Bachelor of Arts - Liberal Arts

Previous Community Service: 16 years with East Fork Fire District. Chief, Gardnerville Volunteer Fire Department. Member Volunteer Chiefs Advisory Board, Fire Officer 1, EMT - Intermediate. Responded to over 2100 calls for service.

Roger Johnson

## Admin Specialist

---

**From:** roger johnson <rogj1954@gmail.com>  
**Sent:** Wednesday, September 3, 2025 2:12 PM  
**To:** Admin Specialist  
**Subject:** Re: Board opening

External (rogj1954@gmail.com)

[Report This Email](#) [FAQ](#) [GoDaddy Advanced Email Security](#), Powered by INKY

I won't be available for the sept 25th meeting. I'll be in France.

On Aug 28, 2025, at 11:52 AM, Admin Specialist <[hr@cvswim.com](mailto:hr@cvswim.com)> wrote:

Hello Mr. Johnson,

I want to thank you for your interest in becoming a Board Trustee for Carson Valley Swim Center. I will be contacting you after September 8<sup>th</sup> to talk about attending the September 25<sup>th</sup> Board Meeting.

Once again, thank you for your interest in Carson Valley Swim Center.

Sharon Thompson  
Carson Valley Swim Center  
[hr@cvswim.com](mailto:hr@cvswim.com)  
775-392-4063

**From:** roger johnson <[rogj1954@gmail.com](mailto:rogj1954@gmail.com)>  
**Sent:** Saturday, August 16, 2025 3:10 PM  
**To:** Admin Specialist <[hr@cvswim.com](mailto:hr@cvswim.com)>  
**Cc:** roger johnson <[rfkaa@hotmail.com](mailto:rfkaa@hotmail.com)>  
**Subject:** Board opening

The pool has been a daily part of my life for the last 7 years, it has helped me stay healthy and happy. The employees are some of the best I've seen in such a busy place. The daily happenings, from the aerobic classes, the lap swimmers, the swim team, and the young kids learning to swim, to the therapy pool. All these things I see everyday make me think that maybe I could do a part in keeping the pool all it is now.

My work history.

USAF power plant operator, heating specialist- boilers and diesel generators



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First-Time Sender [Details](#)

[Report This Email](#) [FAQ](#) [GoDaddy Advanced Email Security](#). Powered by INKY

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My work history.

USAF power plant operator, heating specialist- boilers and diesel generators

Harman management company, ran a KFC restaurant with my wife

Quality distribution, delivery driver for restaurants

Ozark trucking, scheduler, dispatcher, supervisor. Owned by Raley's

I have been on the board of Cedar Creek Homeowners Association for 4 years, I am currently the president.

My life experiences have exposed me to people, business associates, and especially young people. I have 4 children, 4 grandchildren, and a great number of young ex employees that worked for me that my wife and considered to be family members. We still run into people that worked for us at KFC. Part of my job with Ozark trucking was to find and service customers. I dealt daily with companies like Model dairy, printing plants, alfalfa farmers, cheese manufacturers and many more. The job with KFC working with the young people, seeing them succeed, and a lot of time being to help them through their failure gave me the most satisfaction in my life career.

Roger Johnson  
1057 Aspen Brook lane  
Gardnerville nv 89460  
916-799-5498

# EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

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## AGENDA ACTION SHEET

### Agenda Item #5

**Title:** For Possible Action. Discussion and possible approval of general ledger cash balances, expenditures and investments through August 21st, 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 August 21st, 2025.

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

## EAST FORK SWIMMING POOL DISTRICT

09/11/25

## Balance Sheet

Accrual Basis

As of August 31, 2025

|  | Aug 31, 25           |
|--|----------------------|
| <b>ASSETS</b>                          |                      |
| <b>Current Assets</b>                  |                      |
| <b>Checking/Savings</b>                |                      |
| 101 · WELLS FARGO CHECKING ACCT.       | 263,482.63           |
| 108 · CASH ON HAND                     | 850.00               |
| 112-4 · LOCAL GOV'T INVESTMENT POOL    | 2,416,993.88         |
| 112-5 · LOCAL GOV'T POOL OPERATING     | 51,497.58            |
| <b>Total Checking/Savings</b>          | 2,732,824.09         |
| <b>Accounts Receivable</b>             |                      |
| 121 · ACCOUNTS RECEIVABLE              | 1,954.00             |
| <b>Total Accounts Receivable</b>       | 1,954.00             |
| <b>Other Current Assets</b>            |                      |
| 12100 · INVENTORY                      |                      |
| 115 · CHEMICALS INVENTORY              | 6,616.84             |
| 120 · MERCHANDISE INVENTORY            | 3,153.58             |
| 125 · FOOD INVENTORY                   | 791.24               |
| <b>Total 12100 · INVENTORY</b>         | 10,561.66            |
| 130 · Prepaid Expense                  | 43,127.57            |
| 170-4 · DELINQUENT TAX REC             | 40,622.55            |
| <b>Total Other Current Assets</b>      | 94,311.78            |
| <b>Total Current Assets</b>            | 2,829,089.87         |
| <b>Fixed Assets</b>                    |                      |
| 150 · POOL EQUIPMENT                   | 152,279.48           |
| 155 · CONSTRUCTION IN PROGRESS         | 3,171,754.91         |
| 156 · LAND IMPROVEMENTS                | 491,894.25           |
| 157 · BUILDING & IMPROVEMENT           | 14,337,233.16        |
| 158 · EQUIPMENT                        | 1,312,376.79         |
| 160 · ACCUMMULATED DEPRECIATION        | -10,898,164.87       |
| 175 · LAND APN#1320-30-411-005         | 1,353,232.09         |
| <b>Total Fixed Assets</b>              | 9,920,605.81         |
| <b>Other Assets</b>                    |                      |
| 171 · DEFERRED PENSION OUTFLOWS        | 410,899.00           |
| <b>Total Other Assets</b>              | 410,899.00           |
| <b>TOTAL ASSETS</b>                    | <b>13,160,594.68</b> |
| <b>LIABILITIES &amp; EQUITY</b>        |                      |
| <b>Liabilities</b>                     |                      |
| <b>Current Liabilities</b>             |                      |
| <b>Accounts Payable</b>                |                      |
| 201 · ACCOUNTS PAYABLE                 | 30,914.42            |
| <b>Total Accounts Payable</b>          | 30,914.42            |
| <b>Credit Cards</b>                    |                      |
| 202 · CITI VISA CREDIT CARD            | 10,943.50            |
| <b>Total Credit Cards</b>              | 10,943.50            |
| <b>Other Current Liabilities</b>       |                      |
| 200 · PAYROLL LIABILITIES              |                      |
| 221-1 · ACCRUED PAYROLL                | 77,860.00            |
| 221-2 · ACCRUED PAYROLL TAXES          | 12,422.99            |
| 229 · SUTA                             | 2,872.96             |
| 234-3 · Aflac                          | 289.80               |
| <b>Total 200 · PAYROLL LIABILITIES</b> | 93,445.75            |

**EAST FORK SWIMMING POOL DISTRICT**  
**Balance Sheet**  
**As of August 31, 2025**

|                                     | Aug 31, 25    |
|-------------------------------------|---------------|
| 218 · ACCRUED VESTED VAC PAY        | 41,762.74     |
| 219 · OPEB LIABILITY                | 43,663.00     |
| 235 · ACCRUED WORKMANS COMPENSATION | -12,701.30    |
| 236 · NOTE PAYABLE - ZION           | 246,000.00    |
| Total Other Current Liabilities     | 412,170.19    |
| Total Current Liabilities           | 454,028.11    |
| 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                   | 1,759,982.11  |
| Equity                              |               |
| 349 · RETAINED EARNINGS             | 8,586,965.25  |
| 351-1 · FUND BALANCE                | 1,452,260.17  |
| 355 · CONTRIBUTED CAPITAL           | 1,648,952.81  |
| Net Income                          | -287,565.66   |
| Total Equity                        | 11,400,612.57 |
| TOTAL LIABILITIES & EQUITY          | 13,160,594.68 |

| Ordinary Income/Expense           |  | Aug 25     | Budget     | Jul - Aug 25 | YTD Budget | YTD Variance  | Annual Budget | Annual Budget Remaining | YTD Total as % of Budget |
|-----------------------------------|--|------------|------------|--------------|------------|---------------|---------------|-------------------------|--------------------------|
| Income                            |  |            |            |              |            |               |               |                         |                          |
| 403 · USER FEES                   |  | 59,143.62  | 78,000.00  | 153,156.42   | 172,000.00 | (18,843.58)   | 648,000.00    | 494,843.58              | 23.64%                   |
| 496 · FOOD                        |  | 6,370.79   | 9,500.00   | 18,659.83    | 21,500.00  | (2,840.17)    | 66,146.00     | 47,486.17               | 28.21%                   |
| 497 · MERCHANDISE                 |  | 2,220.70   | 3,500.00   | 4,876.90     | 5,500.00   | (623.10)      | 25,409.00     | 20,532.10               | 19.19%                   |
| 498 GRANT INCOME                  |  | 0.00       | 0.00       | 0.00         | 0.00       | -             | 10,000.00     | -                       | 0.00%                    |
| Total Income                      |  | 67,735.11  | 91,000.00  | 176,693.15   | 199,000.00 | (22,306.85)   | 749,555.00    | 562,861.85              | 23.57%                   |
| Cost of Goods Sold                |  |            |            |              |            |               |               |                         |                          |
| COST OF GOODS SOLD                |  |            |            |              |            |               |               |                         |                          |
| 550 · FOOD EXPENSE                |  | 817.87     | 4,500.00   | 7,889.80     | 11,500.00  | 3,610.20      | 29,000.00     | 21,110.20               | 27.21%                   |
| 555 · MERCHANDISE EXPENSE         |  | 1,102.13   | 1,000.00   | 3,827.25     | 3,700.00   | (127.25)      | 12,600.00     | 8,772.75                | 30.38%                   |
| 560 · FOOD SUPPLIES               |  | 43.98      | 100.00     | 241.14       | 250.00     | 8.86          | 1,450.00      | 1,208.86                | 16.63%                   |
| 565 · FOOD SPOILAGE               |  | 0.00       | 0.00       | 0.00         | 0.00       | -             | 550.00        | 550.00                  | 0.00%                    |
| Total COST OF GOODS SOLD          |  | 1,963.98   | 5,600.00   | 11,958.19    | 15,450.00  | 3,491.81      | 43,600.00     | 31,641.81               | 27.43%                   |
| Total COGS                        |  | 1,963.98   | 5,600.00   | 11,958.19    | 15,450.00  | 3,491.81      | 43,600.00     | 31,641.81               | 27.43%                   |
| Gross Profit                      |  | 65,771.13  | 85,400.00  | 164,734.96   | 183,550.00 | (18,815.04)   | 705,955.00    | 531,220.04              | 23.34%                   |
| Expense                           |  |            |            |              |            |               |               |                         |                          |
| GENERAL & ADMINISTRATIVE          |  |            |            |              |            |               |               |                         |                          |
| 629 · ADVERTISING/PRINTING        |  | 1,322.00   | 70.00      | 3,848.96     | 421.00     | \$ (3,427.96) | 13,500.00     | 9,651.04                | 28.51%                   |
| 630 · POSTAGE                     |  | 0.00       | 148.00     | 0.00         | 228.00     | \$ 228.00     | 800.00        | 800.00                  | 0.00%                    |
| 631 · JANITORIAL EXPENSE          |  | 1,185.62   | 1,222.00   | 2,532.12     | 2,614.00   | \$ 81.88      | 11,500.00     | 8,967.88                | 22.02%                   |
| 632 · SOFTWARE - IT               |  | 1,943.28   | 4,519.00   | 4,609.39     | 6,385.00   | \$ 1,775.61   | 33,500.00     | 28,890.61               | 13.76%                   |
| 641 · POOL TRAINING AND EDUCATION |  | 50.00      | 333.34     | 312.99       | 666.68     | \$ 353.69     | 4,000.00      | 3,687.01                | 7.82%                    |
| 645 · OFFICE SUPPLIES             |  | 580.53     | 259.00     | 629.02       | 649.00     | \$ 19.98      | 6,071.00      | 5,441.98                | 10.36%                   |
| 660 · SEMINARS & EDUCATION        |  | 117.00     | 610.42     | 2,352.00     | 1,220.84   | \$ (1,131.16) | 7,325.00      | 4,973.00                | 32.11%                   |
| 661 · DUES/SUBSCRIPTIONS          |  | 307.20     | 34.00      | 993.18       | 68.00      | \$ (925.18)   | 2,045.00      | 1,051.82                | 48.57%                   |
| 680 · TRAVEL EXPENSE              |  | 4,164.00   | 1,166.67   | 6,208.44     | 2,333.34   | \$ (3,875.10) | 14,000.00     | 7,791.56                | 44.35%                   |
| 681 · MEALS                       |  | 0.00       | 266.67     | 0.00         | 533.34     | \$ 533.34     | 3,200.00      | 3,200.00                | 0.00%                    |
| 683 · AUTO REIMBURSEMENT/MILEAGE  |  | 62.02      | 133.34     | 236.18       | 266.68     | \$ 30.50      | 1,600.00      | 1,363.82                | 14.76%                   |
| 690 · LEGAL EXPENSE               |  | 0.00       | 0.00       | 0.00         | 662.00     | \$ 662.00     | 5,500.00      | 5,500.00                | 0.00%                    |
| 691 · ACCOUNTING EXPENSE          |  | 455.00     | 498.00     | 970.00       | 1,062.00   | \$ 92.00      | 19,001.00     | 18,031.00               | 5.10%                    |
| 692 · BANK CHARGES                |  | 0.00       | 0.00       | 0.00         | 0.00       | \$ -          | 500.00        | 500.00                  | 0.00%                    |
| 693 · ENTRY SYSTEM CHARGES        |  | 10,571.91  | 4,459.00   | 12,830.74    | 8,320.00   | \$ (4,510.74) | 35,000.00     | 22,169.26               | 36.66%                   |
| 694 · DC VOTER FEES               |  | 0.00       | 0.00       | 0.00         | 0.00       | \$ -          | 6,000.00      | 6,000.00                | 0.00%                    |
| 780 · CASH OVER/SHORT             |  | -69.98     | 0.00       | -160.98      | 0.00       | \$ 160.98     | -             | 160.98                  | #DIV/0!                  |
| Total GENERAL & ADMINISTRATIVE    |  | 20,697.58  | 13,719.44  | 35,362.04    | 25,429.88  | (9,932.16)    | 163,542.00    | 128,179.96              | 21.62%                   |
| PAYROLL EXPENSES                  |  |            |            |              |            |               |               |                         |                          |
| 599 · BOARD EXPENSES              |  | 4,000.00   | 2,000.00   | 5,600.00     | 4,000.00   | (1,600.00)    | 24,000.00     | 18,400.00               | 23.33%                   |
| 600 · SALARIES & WAGES            |  | 189,624.46 | 180,000.00 | 322,031.00   | 312,000.00 | (10,031.00)   | 1,486,622.00  | 1,164,591.00            | 21.66%                   |
| 601 · SOCIAL SECURITY             |  | 7,657.03   | 7,800.00   | 13,054.91    | 13,200.00  | 145.09        | 57,104.00     | 44,049.09               | 22.86%                   |
| 611 · MEDICARE                    |  | 2,786.58   | 2,600.00   | 4,709.77     | 4,500.00   | (209.77)      | 21,904.00     | 17,194.23               | 21.50%                   |
| 613 · STATE UNEMPLOYMENT          |  | 1,539.89   | 1,700.00   | 2,872.96     | 3,600.00   | 727.04        | 21,750.00     | 18,877.04               | 13.21%                   |
| 614 · HEALTH INSURANCE            |  | 5,593.51   | 5,775.00   | 11,461.27    | 11,550.00  | 88.73         | 69,300.00     | 57,838.73               | 16.54%                   |

|                               | Aug 25       | Budget       | Jul - Aug 25 | YTD Budget   | YTD Variance | Annual Budget  | Annual Budget Remaining | YTD Total as % of Budget |
|-------------------------------|--------------|--------------|--------------|--------------|--------------|----------------|-------------------------|--------------------------|
| (Continued)                   |              |              |              |              |              |                |                         |                          |
| 615 · PERS                    | 20,890.95    | 23,000.00    | 34,086.28    | 38,800.00    | 4,713.72     | 216,674.00     | 182,587.72              | 15.73%                   |
| 617 · WORKMANS COMPENSATION   | 4,221.75     | 4,236.77     | 8,443.50     | 8,473.54     | 30.04        | 50,841.00      | 42,397.50               | 16.61%                   |
| 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      | 55.45        | 0.00         | -1,030.00    | 0.00         | 1,030.00     | -              | 1,030.00                | #DIV/0!                  |
| Total PAYROLL EXPENSES        | 236,369.62   | 227,111.77   | 408,899.69   | 396,123.54   | (12,776.15)  | 1,948,195.00   | 1,539,295.31            | 20.99%                   |
| POOL OPERATIONS               |              |              |              |              |              |                |                         |                          |
| UTILITIES                     |              |              |              |              |              |                |                         |                          |
| 619 · GARBAGE                 | 506.93       | 800.00       | 1,075.75     | 1,534.00     | 458.25       | 8,500.00       | 7,424.25                | 12.66%                   |
| 621 · TELEPHONE EXPENSE       | 390.11       | 497.00       | 1,308.69     | 994.00       | (314.69)     | 6,000.00       | 4,691.31                | 21.81%                   |
| 622 · ELECTRIC                | 11,097.37    | 12,050.00    | 22,768.26    | 23,063.00    | 294.74       | 125,000.00     | 102,231.74              | 18.21%                   |
| 624 · WATER                   | 1,390.45     | 1,459.00     | 3,345.15     | 3,140.00     | (205.15)     | 11,500.00      | 8,154.85                | 29.09%                   |
| 625 · SEWER                   | 0.00         | 0.00         | 2,317.86     | 1,625.00     | (692.86)     | 6,450.00       | 4,132.14                | 35.94%                   |
| 626 · NATURAL GAS             | 4,242.55     | 5,655.00     | 10,312.01    | 14,547.00    | 4,234.99     | 130,000.00     | 119,687.99              | 7.93%                    |
| Total UTILITIES               | 17,627.41    | 20,461.00    | 41,127.72    | 44,903.00    | 3,775.28     | 287,450.00     | 246,322.28              | 14.31%                   |
| 623 · INSURANCE               | 3,183.70     | 0.00         | 6,367.40     | 37,000.00    | 30,632.60    | 37,000.00      | 30,632.60               | 17.21%                   |
| 628 · CHEMICALS               | 7,848.58     | 13,428.00    | 19,929.46    | 19,670.00    | (259.46)     | 72,000.00      | 52,070.54               | 27.68%                   |
| 633 · MAINTENANCE & REPAIR    | 15,140.76    | 8,118.00     | 31,836.39    | 13,090.00    | (18,746.39)  | 110,000.00     | 78,163.61               | 28.94%                   |
| 634 · EQUIPMENT RENTAL        | 185.59       | 416.67       | 371.18       | 833.34       | 462.16       | 5,000.00       | 4,628.82                | 7.42%                    |
| 636 · LANDSCAPE MAINTENANCE   | 1,160.00     | 740.00       | 1,900.00     | 1,480.00     | (420.00)     | 14,000.00      | 12,100.00               | 13.57%                   |
| 640 · EMPLOYEE INCENTIVES     | 100.00       | 655.00       | 443.16       | 780.00       | 336.84       | 3,200.00       | 2,756.84                | 13.85%                   |
| 642 · SAFETY                  | 886.22       | 1,192.00     | 1,489.02     | 1,933.00     | 443.98       | 16,000.00      | 14,510.98               | 9.31%                    |
| 643 · SUPPLIES                | 747.00       | 485.00       | 1,777.45     | 1,404.00     | (373.45)     | 6,000.00       | 4,222.55                | 29.62%                   |
| 644 · UNIFORMS                | 850.53       | 0.00         | 1,138.53     | 1,589.00     | 450.47       | 8,175.00       | 7,036.47                | 13.93%                   |
| 646 · SMALL EQUIPMENT         | 0.00         | 0.00         | 0.00         | 1,916.00     | 1,916.00     | 5,000.00       | 5,000.00                | 0.00%                    |
| Total POOL OPERATIONS         | 47,729.79    | 45,495.67    | 106,380.31   | 124,598.34   | 18,218.03    | 563,825.00     | 457,444.69              | 18.87%                   |
| 850 · DEPRECIATION EXPENSE    | 41,666.67    | 41,666.67    | 83,333.34    | 83,333.34    | -            | 500,000.00     | 429,240.00              | 16.67%                   |
| Total Expense                 | 346,463.66   | 327,993.55   | 633,975.38   | 629,485.10   | (4,490.28)   | 3,175,562.00   | 2,554,159.96            | 19.96%                   |
| Net Ordinary Income           | (280,692.53) | (242,593.55) | (469,240.42) | (445,935.10) | (23,305.32)  | (2,469,607.00) | (2,022,939.92)          | 19.00%                   |
| Other Income/Expense          |              |              |              |              |              |                |                         |                          |
| Other Income                  |              |              |              |              |              |                |                         |                          |
| 401.4 · AD VALOREM            | 153,492.28   | 62,000.00    | 153,492.28   | 65,500.00    | 87,992.28    | 3,200,000.00   | 3,046,507.72            | 4.80%                    |
| 491 · INTEREST INCOME         | 9,726.97     | 6,666.67     | 20,874.98    | 13,333.34    | 7,541.64     | 80,000.00      | 59,125.02               | 26.09%                   |
| 499 · OTHER INCOME            | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         | -              | -                       | 0.00%                    |
| Total Other Income            | 163,219.25   | 68,666.67    | 174,367.26   | 78,833.34    | 95,533.92    | 3,280,000.00   | 3,105,632.74            | 5.32%                    |
| Other Expense                 |              |              |              |              |              |                |                         |                          |
| 899 · Interest Expense        | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         | 4,000.00       | 4,000.00                | 0.00%                    |
| Total Other Expense           | -            | -            | -            | -            | -            | (4,000.00)     | 4,000.00                | 0.00%                    |
| Net Other Income              | 163,219.25   | 68,666.67    | 174,367.26   | 78,833.34    | 95,533.92    | 3,276,000.00   | 3,109,632.74            | 5.32%                    |
| Net Income                    | (117,473.28) | (173,926.88) | (294,873.16) | (367,101.76) | 72,228.60    | 806,393.00     | 1,086,692.82            | -36.57%                  |

|                                   | Account                          | Amount           | Memo  |
|-----------------------------------|----------------------------------|------------------|---|
| Ace Hardware                      | 633 - MAINTENANCE & REPAIR       | 209.26           | Fasteners, Rotor Sprinkler Popout DH Charger Vac Bags Electrical Tape Cored Plug Threadlockers, Tool Bits Form-A-Gasket   |
| Air Filter Sales                  | 633 - MAINTENANCE & REPAIR       | 306.03           | Filters   |
| AIRGAS                            | 628 - CHEMICALS                  | 2,243.36         | Carbon Dioxide Liquid   |
| Amazon                            | 645 - OFFICE SUPPLIES            | 1,411.49         | Subscription Janitorial Supplies Office Supplies Noodles for Water Aerobics Walkie Talkies Swim Diapers Vetro Tape Caution Tape Insect Trap Speaker Cable Power Plug Summer Basket Showerhead Front Insects Sprinkler Timer |
| American Document Destruction     | 645 - OFFICE SUPPLIES            | 72.78            | Documents Destroyed   |
| American Red Cross                | 641 - POOL TRAINING & EDUCATION  | 50.00            | CPR Cert (O Stanton)  |
| Association of Aquatic Pros       | 661 - DUES/SUBSCRIPTIONS         | 280.22           | Group Agency Membership (5 staff)   |
| Carmon Duty                       | 642 - SAFETY                     | 10.00            | Fingerprinting  |
| Cannon Financial Services         | 634 - EQUIPMENT RENTAL           | 185.59           | Copier Lease/Equip Insurance (Aug 2025)   |
| Carson Valley Accounting LLC      | 691 - ACCOUNTING EXPENSE         | 275.00           | Monthly site visit (Aug 2025)   |
| Carson Valley Signs               | 644 - UNIFORMS                   | 294.72           | Screen LG Sweats  |
| Carris Systems Reno               | 633 - MAINTENANCE & REPAIR       | 1,460.00         | Labor Controls Transformer Tripping Air Handler 1 Refrigerant Solenoid  |
| Cintas                            | 631 - JANITORIAL                 | 644.50           | Weekly Service/Supplies   |
| Constiant Contact                 | 629 - ADVERTISING/PRINTING       | 55.00            | Software program for email address for contacts   |
| Costco                            | 629 - ADVERTISING/PRINTING       | 854.74           | Food Expense Safety Janitorial Batteries Storage Totes, Terry Towels  |
| David Long                        | 633 - MAINTENANCE & REPAIR       | 18.98            | Fixed 2pk Spray   |
| Deanna Abbott                     | 683 - Auto Reimbursement/Mileage | 18.88            | Mileage   |
| Desert Star Landscaping           | 638 - LANDSCAPE MAINTENANCE      | 1,160.00         | Weekly Lawn Service Lawn Repair   |
| DMG North                         | 633 - MAINTENANCE & REPAIR       | 352.28           | Coil Condensor for Circuit 1  |
| Douglas County School District    | 614 - HEALTH INSURANCE           | 6,389.20         | Health Insurance Aug 25 (7FT/1) Dependents- Long  |
| DTS Fiber                         | 621 - TELEPHONE EXPENSE          | 390.11           | Aug 25 Phone & Internet Service   |
| Ebay                              | 633 - MAINTENANCE & REPAIR       | 80.81            | Showa Chemrest Pool Brush   |
| Granger                           | 633 - MAINTENANCE & REPAIR       | 13.62            | Leveling Mount  |
| High Sierra Business Systems      | 645 - OFFICE SUPPLIES            | 375.19           | Jun/Jul 25 (5 Copiers)  |
| Home Depot                        | 633 - MAINTENANCE & REPAIR       | 554.85           | Wash-Hose Spray Grip Squeegee w/Lubber Bags Sicone Faucet Grease Pump Sprayer Painter Rags Wall Clocks Handheld Showerhead Couplings Batteries Cable Ties Mouse Traps Switch Boxes Keyed Entry Door Handle                  |
| Impact EMS                        | 680 - SEMINARS & EDUCATION       | 117.00           | Silverport (EMT Renewal)  |
| Inland Supply Co                  | 631 - JANITORIAL                 | 284.84           | Trash Liners  |
| Inuit Software                    | 632 - SOFTWARE-IT                | 223.00           | Monthly Fee   |
| Jonesway Collective               | 642 - SAFETY                     | 242.38           | Red Bag Emergency Kit   |
| Kiefer Aquatics                   | 643 - SUPPLIES                   | 89.85            | Wonderboards (Therapy Pool)   |
| KNORR                             | 628 - CHEMICALS                  | 531.50           | Chlorine Free Tablets pH/Phenol Red Tablets   |
| Lifeguard Store                   | 642 - SAFETY                     | 238.10           | 2-Rescue Tubes  |
| Light Bulbs                       | 633 - MAINTENANCE & REPAIR       | 54.00            | Retrolit Downlight  |
| Lincoln Aquatics                  | 633 - MAINTENANCE & REPAIR       | 7,157.72         | SanChlor Muriatic Acid Deposits Womens Suit Dryer   |
| Meeks                             | 633 - MAINTENANCE & REPAIR       | 36.97            | Screws Bit Holders  |
| Merch Brkcd Nsd                   | 693 - ENTRY SYSTEM CHARGES       | 2,822.19         | 2025 Chamber RG (8/20/25-8/20/26) Board of Trustees Opening (Record Courier)  |
| Microsoft Corp                    | 632 - SOFTWARE-IT                | 9.79             | Cloud Backup  |
| Nevada News Group                 | 629 - ADVERTISING/PRINTING       | 11,097.37        | 2025 Chamber RG (8/20/25-8/20/26) Board of Trustees Opening (Record Courier)  |
| NV Energy                         | 622 - ELECTRIC                   | 62.02            | Lifeguard Games Reno  |
| Olivia Stanton                    | 683 - Auto Reimbursement/Mileage | 464.85           | LG SIS Rash Guard   |
| Original Waterman                 | 644 - UNIFORMS                   | 101.68           | Battery for Suction Machine   |
| OST Batteries                     | 642 - SAFETY                     | 9.95             | Monthly Recurring Charge  |
| Poster My Wall                    | 632 - SOFTWARE-IT                | 47.05            | Aug 2025 #834   |
| Public Employees Benefits Program | 614 - HEALTH INSURANCE           | 47.88            | Fee to cool down equipment  |
| Raley's                           | 633 - MAINTENANCE & REPAIR       | 3,903.00         | Florida Conf Sep 2025   |
| Rosen Plaza Hotel                 | 680 - TRAVEL EXPENSE             | 47.88            | Fee to cool down equipment  |
| RSD                               | 633 - MAINTENANCE & REPAIR       | 513.43           | Solenoid Valve Manual Lift Stem Junction Box Refrigeration Oil POE  |
| Schat's Bakery                    | 640 - EMPLOYEE INCENTIVES        | 100.00           | 1 Year Retirement   |
| Seven Up/RC Bottling Co. of Reno  | 550 - FOOD EXPENSE               | 151.80           |   |
| Sierra Booking Services, Inc      | 691 - ACCOUNTING EXPENSE         | 180.00           | Jul 2025 (2 Payroll/PERS)   |
| Sierra Electronics                | 633 - MAINTENANCE & REPAIR       | 2,510.00         | Unity Enterprise camera channel (Camera Licenses), Labor & UPS Battery Back up  |
| Southwest Airlines                | 680 - TRAVEL EXPENSE             | 261.00           | S Davenport (Florida Conf Sep 25)   |
| SOUTHWEST GAS                     | 626 - NATURAL GAS                | 4,242.55         |   |
| Speedo USA, Inc                   | 555 - MERCHANDISE EXPENSE        | 488.45           | Goggles   |
| Splash Swim Goggles               | 555 - MERCHANDISE EXPENSE        | 268.65           | Goggles   |
| Spotify                           | 661 - DUES/SUBSCRIPTIONS         | 11.99            |   |
| Sun Bum                           | 555 - MERCHANDISE EXPENSE        | 246.48           | Sunscreen   |
| Supply House                      | 633 - MAINTENANCE & REPAIR       | 762.92           | SS Circulator Pump  |
| Swim Outlet                       | 633 - MAINTENANCE & REPAIR       | 271.29           | Weight Belts for Therapy Pool Whistle/Lanyards, Merchandise   |
| Town Of Minden                    | 624 - WATER & TRASH              | 1,897.38         | Water/Garbage   |
| Trane U.S. Inc                    | 633 - MAINTENANCE & REPAIR       | 3,281.25         | Repair A/C Unit, Compressed Nitrogen  |
| Ultimate Pool Tool                | 633 - MAINTENANCE & REPAIR       | 46.75            | Hyperpole/Speed Clamp   |
| Univertus Software                | 693 - ENTRY SYSTEM CHARGES       | 7,149.72         | 3 months Merchant Charge for credit card processing (May-Jul 2025)  |
| Walmart                           | 633 - MAINTENANCE & REPAIR       | 529.91           | Rolling Folding Chair Cart Food Sgt Red Buckets Wheelchair, WE End of Summer Party  |
| Western Nevada Supply             | 633 - MAINTENANCE & REPAIR       | 1,816.40         | RHEE 85 AZ20 25lb Pipe Fillings for warm pool, Bird Paw Pop up Bird Rotor Part  |
| Zoro Tools                        | 633 - MAINTENANCE & REPAIR       | 91.53            | Squeegie Straight Rubber Blade, Salin Chrome Stripes  |
| <b>Total</b>                      |                                  | <b>71,913.99</b> |   |



# EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

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## AGENDA ACTION SHEET

### Agenda Item #6

**Title:** Discussion Only. Presentation from the Director on the Directors Manual Rough Draft.

**Background:** East Fork Swimming Pool District Trustees directed Director Harris to create a Directors Manual listing out main performance expectation areas and how they are accomplished.

**Funding:** NA

**Recommended Motion:** Discussion only

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



# **Director's Manual**

## **Carson Valley Swim Center**

*For internal use only. Updated annually by the Director and approved by the Board of Trustees.*

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  2. Facility Overview
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  9. Customer Service & Community Relations
  10. Strategic Planning & Reporting
  11. Emergency Protocols
  12. Partnerships & Stakeholder Engagement
  13. Appendices
-

# 1. Introduction

**Mission:** Provided by a skilled staff, the Carson Valley Swim Center will deliver:

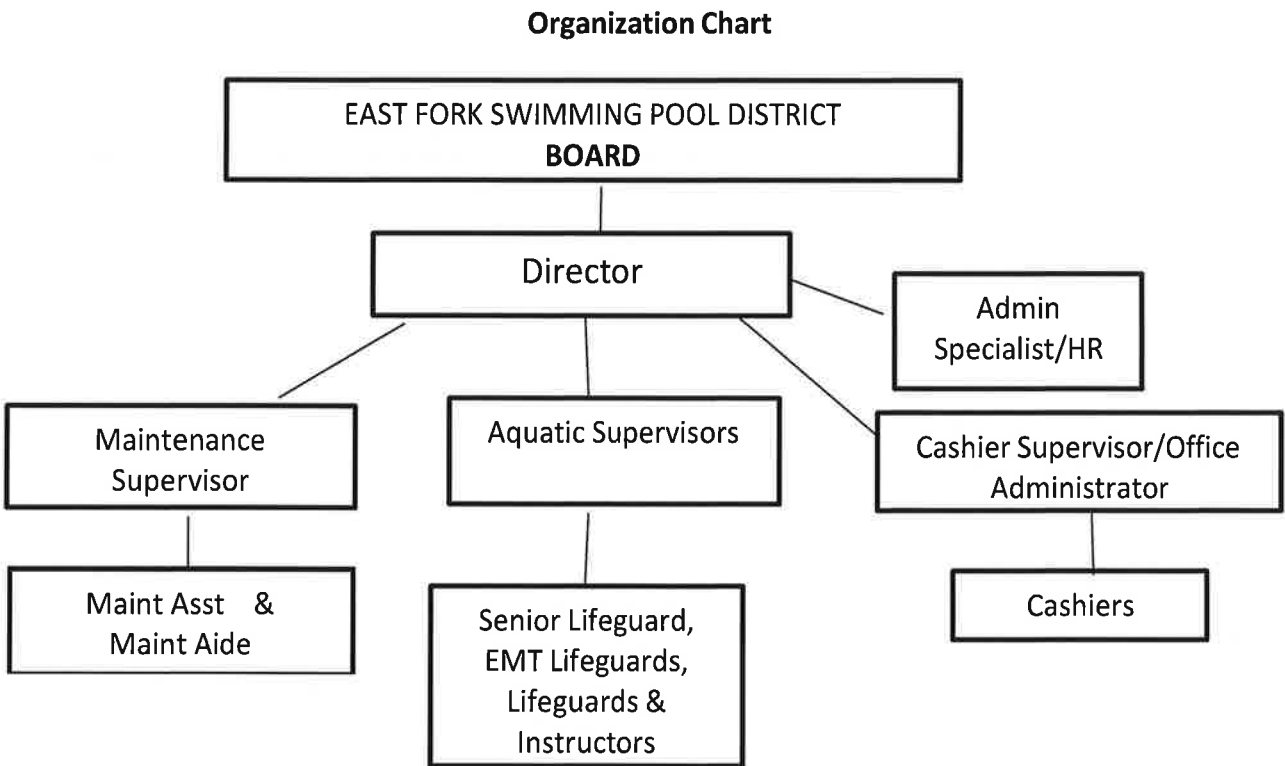
1. A safe, customer-service driven environment
2. Innovative programming responsive to community needs
3. A clean and well-managed facility

**Vision:** To be the regional leader in aquatic recreation, safety, and community connection.

**Values:** Safety • Excellence • Inclusion • Community • Integrity • Courage

**Director's Role:** Oversee operations, ensure regulatory compliance, lead staff, and foster strong community ties.

**Organizational Chart:**



## 2. Facility Overview

**Year Opened:** 1989, serving Douglas County and surrounding communities.

**Special District:** East Fork Swimming Pool District consists of Minden, Gardnerville, Genoa, Topaz Ranch Estates. The district receives Ad Valorem taxes

**Amenities:** Six pools (indoor and outdoor), waterslide, diving boards, fitness room, splash features, rock walls, Wibit, training room and rental areas indoor and outdoor.

**Address:** 1600 NV-88, Minden, NV 89423.

**Services:** Lessons, exercise, recreation, training and rehabilitation for all ages.

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## 3. Leadership & Management

**CVSC Team:** Collaborative leadership with clear delegation, staff development, and accountability.

- **Meetings:** Weekly one-on-one supervisor meetings; monthly leadership meetings (full-time team and Admin Assistant); weekly or monthly meetings with the Project Manager.
- **Decision-Making:** Mission-aligned approach for all operations.

**EFSPD Board:** Agenda items proposed at prior meeting; final approval by Chair/Vice Chair and Legal Counsel via email.

- **Reports:** Monthly Board Binder includes financials, Director's report, capital improvement updates, and other Board-requested items.
  - **Board Meeting Timeline:**
    - 1st–7th: Preparation of documents.
    - 7th–10th: Meeting with Accountant for financials and final approvals.
    - At least 3 business days prior: Board Clerk posts agenda, prepares binders and emails materials to members.
- 

## 4. Staffing & Human Resources

**Workforce Size:** 45–100 employees (seasonal), 7 employees (full-time)

- Full Time positions: Director, Maintenance Supervisor, Maintenance Assistant, Operations/Cashier Supervisor, Aquatic Supervisors (3)

**Hiring:** Internal postings and external advertising year-round; peak April–June completed by Administrative Assistant/Human Resources.

**Certifications:** ARC Lifeguard, CPR/AED/First Aid/O2, LGI, EMT managed by Aquatic

Supervisors and Administrative Assistant/Human Resources in HydroApps.

**Performance Reviews:** Annual reviews: full-time employees anniversary dates; part-time end of summer season.

**Professional Development:** Leadership growth encouraged and budgeted; annual conference attendance (NRPA, AOAP).

**Contracted Services:** IT, bookkeeping, accounting, project management, legal counsel, auditing.

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## 5. Safety & Risk Management

**Safety Procedures:** Daily opening and closing safety checklists; daily walk throughs by Director, Maintenance personnel and Aquatic Supervisors.

**Training:** Weekly lifeguard in-service sessions, monthly staff meetings and online e-learning through Pool Pact for all staff. American Red Cross (ARC) requires 4hrs monthly for Lifeguards.

**Audits:** Every 2-4yrs risk audits with insurance provider.

**Plans:** Emergency Action Plan (EAP) maintained, practiced and posted.

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## 6. Programs & Services

**Instructional Programs:** ARC Learn-to-Swim curriculum; Swim Angel Fish Adaptive program, Water Aerobics Coordinator certification.

**Recreational Offerings:** Water aerobics, lap swim, open swim, specialty clinics.

**Competitive Teams:** Douglas Dolphins (U.S. Swimming), Douglas Tigers (High School), Killer Whales (Special Olympics).

**Community Events:** Egg Hunt (April), Carson Valley Days (June), 4th of July Party, Flick N Floats (Winter), Veterans Day Recognition, Pumpkin Patch (October), Haunted Pool Party (November), Underwater Santa (December)

**Private Rentals:** Parties and outside group events indoor and outdoor (seasonal) availability.

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## 7. Operations & Maintenance

**Oversight:** Certified Pool Operators (CPO) manage pool chemistry and mechanical systems. Director, Maintenance Supervisor, Maintenance Assistant, Aquatic Supervisors (3), Maintenance Aids

**Vendor Services:** Boilers (Trane), fire extinguishers (Summit), concessions and pools

(Health Department), building inspections (East Fork Fire District).

**Capital Planning:** Improvements and Asset Management Plan (AMP) aligned with Strategic Plan.

**Routine Work:** Seasonal projects, ongoing maintenance, and daily/monthly/annual checklists.

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## 8. Financial Management

**Governance:** Managed under East Fork Swimming Pool District Board of Trustees.

**Budgeting:** Annual cycle with monthly reviews by Accountant and Board.

**Revenue Sources:** Ad valorem tax, user fees, concessions, grants.

**Expense Tracking:** QuickBooks.

**Auditing:** Annual audit and public transparency maintained.

**Cost Recovery Goal:** 30–35%.

**Fiscal Year:** July 1 – June 30.

**Approvals:** Budget approved by Board and Department of Taxation.

**Roles:** Operations Supervisor and Bookkeeper prepare monthly financials and payroll with Director, Accountant, and Auditor.

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## 9. Customer Service & Community Relations

**Service Philosophy:** “Community First” model.

**Complaint Management:** Addressed promptly and with empathy.

**Public Communication:** social media (Facebook, Instagram), email groups (water aerobics Gmail), Constant Contact, website updates (Aquatic Supervisor).

**Accessibility:** ADA-compliant programs and facilities.

**Community Engagement:** Director is out in the community meeting with stakeholders and attending community events. Encourage staff participation in public events like Carson Valley Days, Parade of Lights, Chamber of Commerce events, Carson Valley Health Vitality group, Nevada Recreation and Parks Society.

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## 10. Strategic Planning & Reporting

**Plan Development:** 3–5-year Strategic Plan with Board and public input.

**Annual Report:** Includes attendance, revenue, and customer satisfaction metrics.

**Goal Alignment:** Departmental objectives reflect Swim Center priorities.

**Board Reporting:** Quarterly updates provided.

**Compliance:** Budgets submitted to Department of Taxation and Douglas County.

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## 11. Emergency Protocols

**Emergency Action Plan (EAP):** Incident reporting in HydroApps database; regular emergency drills; lifeguard manual maintained.

**Emergency Response Plan (ERP):** Weather procedures (lightning, smoke, snow), active threat and lockdown plans, posted evacuation maps.

**Written Workplace Safety Plan:** OSHA-compliant plan.

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## 12. Partnerships & Stakeholder Engagement

**Government Partners:** Douglas County Manager's Office, Parks & Recreation Department.

**Educational Partners:** Douglas County School District – aquatic classes, adaptive PE, PAC program.

**Public Safety Partners:** East Fork Fire, Douglas County Sheriff's Office, Search and Rescue.

**Professional Memberships:** National Recreation and Parks Association (NRPA), Nevada Recreation and Parks Society (NRPS), Association of Aquatic Professionals (AOAP), Pool and Hot Tub Alliance

**Certifications Hosting:** American Red Cross, National Recreation and Parks Association  
**Community Engagement:**

- Douglas County ribbon cuttings, open houses, public forums, debates
  - Chamber of Commerce: Luncheons, High School Events, Job Fairs, Gala, Parade of Lights float, Carson Valley Days Float
  - Carson Valley Health: Community Health Fairs, Vitality for Life group
  - Douglas County School District: Aquatics class teacher, Find-a-job-Friday, mock interviews, promotional videos for Career and Technology Education (CTE)
-



## **13. Appendices**

- A. Budget Preparation Timeline (Operations & Cashier Supervisor)
- B. Department of Taxation Budget Letter
- C. Contractor and Contact List
- D. Vendor Contact List
- E. Emergency Action Plan (EAP)
- F. Emergency Response Plan (ERP)
- G. Written Workplace Safety Plan (OSHA)
- H. Policy & Procedure Manual
- I. Employee Handbook
- J. Strategic Plan
- K. Economic Benefits Study
- L. Why Us
- M. Lifeguard Manual

## CVSC September 2025 Director's Report

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

- August 2024 Attendance 16,098. August 2025 Attendance was 15,435. (See attached docs)

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

- Sarah, Justin, Paul and Shannon attended the National Recreation and Parks Association Conference in FL.
- 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:**

- Shannon attended the Board meeting for Pool Pacts Enterprise Risk Management quarterly meeting, the East Fork Ember Foundation meeting that supports East Fork Fire and Paramedic District and the NV Rec & Parks Soc meeting.
- Notices went out to the public for the closure from Sept 15<sup>th</sup>-21<sup>st</sup>.
- 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 – Olivia Stanton, Cashier and Lifeguard

Olivia is reliable, professional, has a positive attitude and has also been a quick learner taking on more responsibility and decision-making capabilities with ease. She has been eager to support the maintenance team on top of her cashiering duties all while getting recertified as a lifeguard and recently enrolled and started her EMT certification class.

### **Maintenance Updates:**

- SafeSlides painted the exterior of the Slides. Life of the paint is approx. 5yrs.
- Mears/SW Gas replaced the main gas line for the district after 36yrs.
- Construction closure has been planned for September 15<sup>th</sup> – 21<sup>st</sup> and executed for switch gear work and energization of the Generator.
- 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****Attendance Report Fiscal Year: 2025-2026**[illegible]

## 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   | 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 |

## East Fork Swim Pool District

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

|               | Aug 2025 |        |        |      |
|---------------|----------|--------|--------|------|
|               | Drop-Ins | Passes | Total  | %    |
| Senior        | 652      | 3,091  | 3,743  | 28%  |
| Adult         | 2,977    | 464    | 3,441  | 26%  |
| Youth         | 5,195    | 52     | 5,247  | 39%  |
| Complimentary | 109      | -      | 109    | 1%   |
| Family        | 153      | 117    | 270    | 2%   |
| Disabled      | 42       | 204    | 246    | 2%   |
| Therapy       | 98       | -      | 98     | 1%   |
| Other         | 49       | 218    | 267    | 2%   |
|               | 9,275    | 4,146  | 13,421 | 100% |

| July 1, 2025 thru August 31, 2025 |        |        |      |
|-----------------------------------|--------|--------|------|
| Drop-Ins                          | Passes | Total  | %    |
| 1,626                             | 6,386  | 8,012  | 25%  |
| 7,249                             | 969    | 8,218  | 25%  |
| 13,825                            | 205    | 14,030 | 43%  |
| 341                               | -      | 341    | 1%   |
| 399                               | 355    | 754    | 2%   |
| 106                               | 453    | 559    | 2%   |
| 189                               | -      | 189    | 1%   |
| 83                                | 499    | 582    | 2%   |
| 23,818                            | 8,867  | 32,685 | 100% |