

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

October 16th, 2025 at 9:00 a.m.

**Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

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

9:00am Call to Order and Recognition of Quorum

PUBLIC COMMENT (No Action Can be Taken)

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

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

APPROVAL OF AGENDA

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

CONSENT AGENDA

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

PUBLIC COMMENT

1. For Possible Action. Approval of previous minutes from the September 25th, 2025 general meeting.

Motion to Approve Consent Calendar items 1a

ADMINISTRATIVE AGENDA

The Administrative Agenda will proceed as follows:

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

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

CONSENT AGENDA ITEMS PULLED FOR FURTHER DISCUSSION:

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

Administrative Agenda

2. Discussion Only. Discussion and update on the Capital Improvement Plan ongoing and possible future projects.
3. Discussion Only. Discussion and recognition of the maintenance team and there ongoing contributions to the swim centers success.
4. For Possible Action. Discussion and possible approval of the policy on membership pass extensions during facility closures.
5. For Possible Action. Discussion and possible approval of general ledger cash balances, expenditures and investments through August 21st, 2025.
6. 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
7. Presentation Only. Presentation by Board members of requests for matters to be placed on the future agenda for November 20th, 2025.
8. For Discussion and Possible Action. Meeting adjournment.

Copies of the agenda were posted at 2:30pm, Thursday, October 16th, 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
5. State of NV web site: <https://notice.nv.gov/>

Posted By: _____ Signed: _____

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

EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

AGENDA ACTION SHEET

Agenda Item # 1

Title: Approval of the General Meeting minutes from September 25th, 2025

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

Funding: NA

Recommended Motion: Move to approve the General Meeting minutes from September 25th, 2025

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

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

The Board of Trustees September 25th, 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, and Trustee Frank Dressel. Trustee Teresa Duffy was on the phone.

No Public Comment

AGENDA

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

CONSENT AGENDA ITEM

1a. For possible action. Approval of previous minutes from the General Meeting on August 21st, 2025.

Motion made by Biaggi and seconded by Duffy 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 \$2,416,993 in our LGIP account as of August 31st, 2025. We do have a remaining balance of \$663,105 for the Eastside Expansion. McCullough states that we were closed September 15-21. The generator project was completed. It took the full week to finish the generator project. The roof restoration project is finished. We finished all the project we had planned on doing while we were closed. Got all the painting of the exterior done. Harris states the county signed off on the generator project. Harris also states that some of the snow fencing has arrived. The caulking around the metal roof is drying up. Kodiak Roofing will give us a scope of work to redo the caulking. The caulking is 36 years old. The emergency air handling project to replace the HVAC system in the multi-purpose room. It was supposed to start 6-8 weeks from when we contracted with them so it should be any day. The new equipment hasn't arrived yet. We have no failure of the old system yet. The project should be completed in 3-4 weeks from start date. The parking lot project; spoke to Rob. He states he will have the design drawing to us by October 15. Our target date to start is April but may be May weather dependent. The Activity Pool. The plans are done. We are purchasing the toys from the manufacturer and have a contractor install them. We are getting proposals from a few manufacturers. We will save the district money by purchasing directly from the manufacturer. We want this project done by September 2026. Dressel asked if the toys will still be guaranteed by the manufacturer? McCullough states yes, they will be guaranteed by the manufacturer and the contractor that installs them. Harris states that we have downsized this project from the \$1.2M it was approved for. We have reduced the scope and we are asking for a more realistic cost. McCullough states that the slide pool will be closed because that is going to be the access for the activity pool. DesJardins stated that she would like to thank McCullough for his oversight, while the pool was closed, to ensure that everything went smoothly. Biaggi asked if there were any complaints while we were closed. Harris states we had no complaints and the secret is good are communications and education. We had lots of communication and we educated them that we will not have to close again except for fire or flood. McCullough states that we also restriped the parking lot. Dressel states will the generator come on automatically. McCullough states that the generator will come on automatically and run for 48 hours.

Public Comment: Linda Gilkerson states that she is just amazed that we had no complaints.

- 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.**

Chairman DesJardins introduced the item. Biaggi asked what are the final costs to us for Brad's system. Harris states that there are no additional costs related to this project at all. It would be Brad at a wholesale price selling us the lamps that would be used for our secondary disinfection system, which we currently are paying a higher price for the lamps we are using at this time. So, there will actually be a cost savings. Dressel states he thinks the program is great.

Dressel moved 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. Biaggi seconded the motion. The motion was unanimously approved.

No Public Comment

- 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 21st, 2025. The appointed Trustee will take office upon being sworn in by the County Clerk, and will serve until Dec 31, 2026.**

Chairman DesJardins introduced the item. All candidates present were allowed to speak for two minutes on their qualifications and why they would like to be on the Board. Biaggi thanked all the candidates for their interest in becoming a Board Trustee.

After several unsuccessful motions, Desjardins moved to nominate Linda Gilkerson to serve as a Trustee of the East Fork Swimming Pool District. Biaggi seconded the motion. The motion was unanimously approved.

No Public Comment

- 5. For possible action. Discussion and possible approval of general ledger cash balances, expenditures and investments through August 31st, 2025.**

Chairman DesJardins introduced the item. Harris states that we are currently 16% into the budget. Our cost recovery for the month is 34.8%. This is our last heavy payroll month. Board expenses are a little high because board was paid twice last month. Our sewer cost is still a little high due to the extra drains we put in the lobby. Water is a little higher. We had some sprinkler issues. Supplies are high because we do fun stuff here. We are participating in the Coffin Races this year. Biaggi states that we spent \$250 on sun screen. Harris states that we also sell sun screen as well as encourage the staff to use it by putting big containers in the Lifeguard Room that they can use.

Biaggi makes a motion to approve general ledger cash balances, expenditures and investments through August 31st, 2025. Dressel seconded the motion. The motion was unanimously approved.

No Public Comment

- 6. Discussion Only. Presentation from the Director on the Directors Manual Rough Draft.**

Chairman DesJardins introduced the item. Harris states this was a fun exercise. This manual is best practices. This is my first rough draft. I focused on the table of contents on my primary responsibilities. I am coming to you for some feedback. I gave an overview of who we are and how long we have existed and why we exist. We are a fiscal not a calendar organization. What is really the meat of this document is the overviews. I picked out 14 documents that we already have in place such as the Emergency Action Plan and the Emergency Response Plan. Biaggi states that this is great. Its right on target. Need a little more meat in Financial such as deadlines. I think it's really a great first start. In your Leadership and Management section, that's the exact type of detail I think that's needed. I don't think we need to approve this manual. I think it's a document for Harris to use.

Public Comment: Greg Taylor asks if your document will include all partnerships and contracts and the history of the relationship with the high school, the parking lot, swim teams. Also, the coaches need training and need copies of the EAP and the ERP. Harris states the partnerships and contractors are already in the document. Harris will send the EAP and the ERP to Greg.

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

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 15th-21st.
- 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 15th – 21st 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).

Public Comment: Linda Gilkerson states that she is blown away by the activities this facility has.

- 8. Presentation only: Presentation by Board members of requests for matters to be placed on a future agenda for October 16th, 2025.**

CIP

No Public Comment:

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

EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

AGENDA ACTION SHEET

Agenda Item #2

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

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

Funding: NA

Recommended Motion: Discussion only

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

Carson Valley Swim Center
Capital Budget
Fiscal Year 2025/2026

Construction Funds Available as of:

Local Government Investment Pool

Sept 30th, 2025
\$ 2,225,851

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 Budget	Contract Amount/ Expense	Remaining Amts. Payable
Plenium / TSK	444,000	664,279	529,951
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	391,094
Contingency for Asset Mang	40,000	40,000	38,724
'25/'26 Capital Budget	2,647,722	2,872,244	

2,668,762

Remaining Construction Funds Available

\$ (442,911)

EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

AGENDA ACTION SHEET

Agenda Item #3

Title: Discussion Only. Discussion and recognition of the maintenance team and there ongoing contributions to the swim centers success.

Background: The Maintenance Department plays a critical role in the overall success, safety, and reputation of the Carson Valley Swim Center. Their responsibilities include preventative and routine maintenance, facility repairs, equipment servicing, water quality management, and ensuring all systems operate efficiently to provide a safe and welcoming environment for patrons.

Through their proactive efforts, the Maintenance Department minimizes downtime, extends the life of facility assets, reduces unexpected costs, and supports uninterrupted programming and community access. Their dedication directly impacts customer satisfaction, operational safety, compliance with health codes, and the Swim Center's standing as a premier community resource.

This agenda item will highlight recent projects, ongoing priorities, and key contributions of the Maintenance Department to the continued excellence and sustainability of the Carson Valley Swim Center.

Funding: NA

Recommended Motion: Discussion only

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

EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

AGENDA ACTION SHEET

Agenda Item #4

Title: For Possible Action. Discussion and possible approval of the policy on membership pass extensions during facility closures.

Background: The Carson Valley Swim Center periodically experiences temporary closures or service interruptions due to circumstances outside the control of staff. Examples include inclement weather, county-mandated closures, equipment failure, emergency repairs, or utility disruptions such as power outages. Historically, questions have arisen from patrons regarding membership pass extensions, credits, or refunds in these situations.

To provide clarity and consistency, a formal policy has been developed to establish guidelines regarding the validity of membership passes during closures or service interruptions. The policy states that membership passes will not be extended, credited, or refunded when disruptions occur due to circumstances beyond staff control.

Funding: NA

Recommended Move to approve policy on membership pass extensions during facility closures.

Motion:

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

Carson Valley Swim Center

Policy on Membership Pass Extensions During Facility Closures

Purpose

The purpose of this policy is to establish clear guidelines regarding membership pass validity during periods of facility closure or interruption in service caused by circumstances beyond the control of Carson Valley Swim Center staff.

Policy

Membership passes issued by the Carson Valley Swim Center shall not be extended, credited, or refunded due to temporary closures or service interruptions resulting from conditions outside the control of facility staff. Such circumstances include, but are not limited to:

- Inclement or hazardous weather conditions
- County-mandated or government-ordered closures
- Equipment failure or necessary emergency repairs
- Utility disruptions, including power outages, regardless of backup generator availability

Responsibility

The Carson Valley Swim Center management team will make every reasonable effort to minimize disruptions in service and to communicate closure information to the public in a timely and transparent manner.

Acknowledgement

Purchase or use of a membership pass constitutes acceptance of this policy by the member.

Adoption

This policy was reviewed and adopted by the East Fork Swimming Pool District Board of Trustees on _____.

EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

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**

8:31 AM

EAST FORK SWIMMING POOL DISTRICT

Balance Sheet

10/08/25

As of September 30, 2025

Accrual Basis

	Sep 30, 25
ASSETS	
Current Assets	
Checking/Savings	
101 · WELLS FARGO CHECKING ACCT.	183,405.38
108 · CASH ON HAND	850.00
112-4 · LOCAL GOV'T INVESTMENT POOL	2,225,851.31
112-5 · LOCAL GOV'T POOL OPERATING	51,686.30
Total Checking/Savings	2,461,792.99
Accounts Receivable	
121 · ACCOUNTS RECEIVABLE	1,954.00
Total Accounts Receivable	1,954.00
Other Current Assets	
12100 · INVENTORY	
115 · CHEMICALS INVENTORY	6,616.84
120 · MERCHANDISE INVENTORY	3,153.58
125 · FOOD INVENTORY	791.24
Total 12100 · INVENTORY	10,561.66
130 · Prepaid Expense	41,427.03
170-4 · DELINQUENT TAX REC	40,622.55
Total Other Current Assets	92,611.24
Total Current Assets	2,556,358.23
Fixed Assets	
150 · POOL EQUIPMENT	152,279.48
155 · CONSTRUCTION IN PROGRESS	3,303,220.47
156 · LAND IMPROVEMENTS	491,894.25
157 · BUILDING & IMPROVEMENT	14,337,233.16
158 · EQUIPMENT	1,312,376.79
160 · ACCUMMULATED DEPRECIATION	-10,939,831.54
175 · LAND APN#1320-30-411-005	1,353,232.09
Total Fixed Assets	10,010,404.70
Other Assets	
171 · DEFERRED PENSION OUTFLOWS	410,899.00
Total Other Assets	410,899.00
TOTAL ASSETS	12,977,661.93
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201 · ACCOUNTS PAYABLE	10,615.38
Total Accounts Payable	10,615.38
Credit Cards	
202 · CITI VISA CREDIT CARD	9,461.89
Total Credit Cards	9,461.89
Other Current Liabilities	
200 · PAYROLL LIABILITIES	
221-1 · ACCRUED PAYROLL	77,860.00
221-2 · ACCRUED PAYROLL TAXES	12,422.99
229 · SUTA	3,390.05
234-3 · Aflac	332.28
Total 200 · PAYROLL LIABILITIES	94,005.32

8:31 AM

10/08/25

Accrual Basis

EAST FORK SWIMMING POOL DISTRICT**Balance Sheet****As of September 30, 2025**

	Sep 30, 25
218 · ACCRUED VESTED VAC PAY	39,528.19
219 · OPEB LIABILITY	44,873.00
235 · ACCRUED WORKMANS COMPENSATION	-8,479.55
236 · NOTE PAYABLE - ZION	246,000.00
Total Other Current Liabilities	415,926.96
Total Current Liabilities	436,004.23
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	1,741,958.23
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	-452,474.53
Total Equity	11,235,703.70
TOTAL LIABILITIES & EQUITY	12,977,661.93

	Sep 25	Budget	Jul - Sep 25	YTD Budget	YTD Variance	Annual Budget	Annual Budget Remaining	YTD Total as % of Budget
Ordinary Income/Expense								
Income								
403 · USER FEES	32,503.31	40,000.00	185,659.73	212,000.00	(26,340.27)	648,000.00	462,340.27	28.65%
496 · FOOD	1,338.25	4,000.00	20,018.08	25,500.00	(5,481.92)	66,146.00	46,127.92	30.26%
497 · MERCHANDISE	651.50	1,909.00	5,528.40	7,409.00	(1,880.60)	25,409.00	19,880.60	21.76%
498 GRANT INCOME	0.00	0.00	0.00	0.00	-	10,000.00	-	0.00%
Total Income	34,513.06	45,909.00	211,206.21	244,909.00	(33,702.79)	749,555.00	528,348.79	28.18%
Cost of Goods Sold								
COST OF GOODS SOLD								
550 · FOOD EXPENSE	429.06	1,400.00	8,318.86	12,900.00	4,581.14	29,000.00	20,681.14	28.69%
555 · MERCHANDISE EXPENSE	551.28	1,500.00	4,378.53	5,200.00	821.47	12,600.00	8,221.47	34.75%
560 · FOOD SUPPLIES	0.00	50.00	241.14	300.00	58.86	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	980.34	2,950.00	12,938.53	18,400.00	5,461.47	43,600.00	30,661.47	29.68%
Total COGS	980.34	2,950.00	12,938.53	18,400.00	5,461.47	43,600.00	30,661.47	29.68%
Gross Profit	33,532.72	42,959.00	198,267.68	226,509.00	(28,241.32)	705,955.00	497,687.32	28.09%
Expense								
GENERAL & ADMINISTRATIVE								
629 · ADVERTISING/PRINTING	108.46	1,423.00	3,957.42	1,844.00	(2,113.42)	13,500.00	9,542.58	29.31%
630 · POSTAGE	77.75	0.00	77.75	228.00	150.25	800.00	722.25	9.72%
631 · JANITORIAL EXPENSE	1,387.24	488.00	3,919.36	3,102.00	(817.36)	11,500.00	7,580.64	34.08%
632 · SOFTWARE - IT	2,318.28	23.00	6,927.67	6,408.00	(519.67)	33,500.00	26,572.33	20.68%
641 · POOL TRAINING AND EDUCATION	250.00	333.34	562.99	1,000.02	437.03	4,000.00	3,437.01	14.07%
645 · OFFICE SUPPLIES	532.71	1,563.00	1,161.73	2,212.00	1,050.27	6,071.00	4,909.27	19.14%
660 · SEMINARS & EDUCATION	0.00	610.42	2,352.00	1,831.26	(520.74)	7,325.00	4,973.00	32.11%
661 · DUES/SUBSCRIPTIONS	27.98	34.00	1,021.16	102.00	(919.16)	2,045.00	1,023.84	49.93%
680 · TRAVEL EXPENSE	429.13	1,166.67	6,637.57	3,500.01	(3,137.56)	14,000.00	7,362.43	47.41%
681 · MEALS	1,440.00	266.67	1,440.00	800.01	(639.99)	3,200.00	1,760.00	45.00%
683 · AUTO REIMBURSEMENT/MILEAGE	245.46	133.34	481.64	400.02	(81.62)	1,600.00	1,118.36	30.10%
690 · LEGAL EXPENSE	1,232.50	580.00	1,595.00	1,242.00	(353.00)	5,500.00	3,905.00	29.00%
691 · ACCOUNTING EXPENSE	595.00	673.00	1,565.00	1,735.00	170.00	19,001.00	17,436.00	8.24%
692 · BANK CHARGES	0.00	0.00	0.00	0.00	-	500.00	500.00	0.00%
693 · ENTRY SYSTEM CHARGES	1,793.53	3,028.00	14,624.27	11,348.00	(3,276.27)	35,000.00	20,375.73	41.78%
694 · DC VOTER FEES	0.00	0.00	0.00	0.00	-	6,000.00	6,000.00	0.00%
780 · CASH OVER/SHORT	-21.30	0.00	-182.28	0.00	182.28	-	182.28	#DIV/0!
Total GENERAL & ADMINISTRATIVE	10,416.74	10,322.44	46,141.28	35,752.32	(10,388.96)	163,542.00	117,400.72	28.21%
PAYROLL EXPENSES								
599 · BOARD EXPENSES	0.00	2,000.00	5,600.00	6,000.00	400.00	24,000.00	18,400.00	23.33%
600 · SALARIES & WAGES	90,283.98	135,000.00	412,314.98	447,000.00	34,685.02	1,486,622.00	1,074,307.02	27.74%
601 · SOCIAL SECURITY	2,668.26	7,200.00	15,723.17	20,400.00	4,676.83	57,104.00	41,380.83	27.53%
611 · MEDICARE	1,289.28	2,400.00	5,999.05	6,900.00	900.95	21,904.00	15,904.95	27.39%
613 · STATE UNEMPLOYMENT	517.09	1,500.00	3,390.05	5,100.00	1,709.95	21,750.00	18,359.95	15.59%
614 · HEALTH INSURANCE	5,867.76	5,775.00	17,329.03	17,325.00	(4.03)	69,300.00	51,970.97	25.01%

	Sep 25	Budget	Jul - Sep 25	YTD Budget	YTD Variance	Annual Budget	Annual Budget Remaining	YTD Total as % of Budget
(Continued)								
615 - PERS	13,913.91	16,000.00	48,000.19	54,800.00	6,799.81	216,674.00	168,673.81	22.15%
617 - WORKMANS COMPENSATION	4,221.75	4,236.77	12,665.25	12,710.31	45.06	50,841.00	38,175.75	24.91%
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	-2,234.55	0.00	-3,264.55	0.00	3,264.55	-	3,264.55	#DIV/0!
Total PAYROLL EXPENSES	116,527.48	174,111.77	525,427.17	570,235.31	44,808.14	1,948,195.00	1,422,767.83	26.97%
POOL OPERATIONS								
UTILITIES								
619 - GARBAGE	528.19	600.00	1,603.94	2,134.00	530.06	8,500.00	6,896.06	18.87%
621 - TELEPHONE EXPENSE	390.11	497.00	1,698.80	1,491.00	(207.80)	6,000.00	4,301.20	28.31%
622 - ELECTRIC	10,416.77	10,613.00	33,185.03	33,676.00	490.97	125,000.00	91,814.97	26.55%
624 - WATER	1,137.00	1,097.00	4,482.15	4,237.00	(245.15)	11,500.00	7,017.85	38.98%
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	4,558.19	5,707.00	14,870.20	20,254.00	5,383.80	130,000.00	115,129.80	11.44%
Total UTILITIES	17,030.26	18,514.00	58,157.98	63,417.00	5,259.02	287,450.00	229,292.02	20.23%
623 - INSURANCE	3,183.70	0.00	9,551.10	37,000.00	27,448.90	37,000.00	27,448.90	25.81%
628 - CHEMICALS	6,578.95	9,979.00	26,508.41	29,649.00	3,140.59	72,000.00	45,491.59	36.82%
633 - MAINTENANCE & REPAIR	6,134.97	8,976.00	41,277.36	22,066.00	(19,211.36)	110,000.00	68,722.64	37.52%
634 - EQUIPMENT RENTAL	185.59	416.67	556.77	1,250.01	693.24	5,000.00	4,443.23	11.14%
636 - LANDSCAPE MAINTENANCE	740.00	740.00	2,640.00	2,220.00	(420.00)	14,000.00	11,360.00	18.86%
640 - EMPLOYEE INCENTIVES	725.00	0.00	1,168.16	780.00	(388.16)	3,200.00	2,031.84	36.51%
642 - SAFETY	1,690.65	398.00	3,179.67	2,331.00	(848.67)	16,000.00	12,820.33	19.87%
643 - SUPPLIES	1,124.52	19.00	2,901.97	1,423.00	(1,478.97)	6,000.00	3,098.03	48.37%
644 - UNIFORMS	1,360.91	236.00	2,499.44	1,825.00	(674.44)	8,175.00	5,675.56	30.57%
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	38,754.55	39,278.67	148,440.86	163,877.01	15,436.15	563,825.00	415,384.14	26.33%
850 - DEPRECIATION EXPENSE	41,666.67	41,666.67	125,000.01	125,000.01	-	500,000.00	429,240.00	25.00%
Total Expense	207,365.44	265,379.55	845,009.32	894,864.65	49,855.33	3,175,562.00	2,384,792.69	26.61%
Net Ordinary Income	(173,832.72)	(222,420.55)	(646,741.64)	(668,555.65)	21,614.01	(2,469,607.00)	(1,887,105.37)	26.19%
Other Income/Expense								
Other Income								
401.4 - AD VALOREM	0.00	1,152,000.00	153,492.28	1,217,500.00	(1,064,007.72)	3,200,000.00	3,046,507.72	4.80%
491 - INTEREST INCOME	9,046.15	6,666.67	29,921.13	20,000.01	9,921.12	80,000.00	50,078.87	37.40%
499 - OTHER INCOME	0.00	0.00	0.00	0.00	-	-	-	-
Total Other Income	9,046.15	1,158,666.67	183,413.41	1,237,500.01	(1,054,086.60)	3,280,000.00	3,096,586.59	5.59%
Other Expense								
899 - Interest Expense	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00	-
Total Other Expense	-	-	-	-	-	(4,000.00)	4,000.00	-
Net Other Income	9,046.15	1,158,666.67	183,413.41	1,237,500.01	(1,054,086.60)	3,276,000.00	3,100,586.59	5.60%
Net Income	(164,786.57)	936,246.12	(463,328.23)	569,144.36	(1,032,472.59)	806,393.00	1,213,481.22	-57.46%

	Account	Amount	Memo
Accolades Trophies	643 - SUPPLIES	12.50	Relief Board Member Plaque (T Lee)
Ace Hardware	633 - MAINTENANCE & REPAIR	76.01	Fasteners, Clips, Clothes Line Bracket
AIRGAS	628 - CHEMICALS	2,277.12	Carbon Dioxide Liquid
Amazon		1,078.87	Subscription Merchandise, Office Supplies, LG Rasiguards, Janitorial Speaker, Cable for WE Coffin Races, Water Filter Cartridge, Hand Dyer Eye Screws
American Document Destruction	645 - OFFICE SUPPLIES	126.26	Documents Destroyed
American Red Cross	641 - POOL TRAINING & EDUCATION	50.00	Cert (J Gross)
Annual Coffin Races & Fall Festival	629 - ADVERTISING/PRINTING	53.46	Coffin Races
Cannon Financial Services	634 - EQUIPMENT RENTAL	185.59	Copier Lease/Equip Insurance (Aug 2025)
Carl Stevenson	640 - EMPLOYEE INCENTIVES	50.00	Employee Referral (G Taylor)
Carson Valley Accounting LLC	691 - ACCOUNTING EXPENSE	275.00	Monthly site visit (Sep 2025)
Carson Valley Signs	644 - UNIFORMS	259.20	Screen LG Rasiguards
CGI Communications	632 - SOFTWARE-IT	375.00	2 of 4 payments (Website)
Cintas	631 - JANITORIAL	440.27	Weekly Service/Supplies
Coaching Store	633 - MAINTENANCE & REPAIR	101.76	End Caps for bleachers
Cocoon on Main	640 - EMPLOYEE INCENTIVES	625.00	Holiday Staff Party
Constant Contact	629 - ADVERTISING/PRINTING	55.00	Software program for email address for contacts
Costco		513.21	Food Expense, Janitorial Postage
Deanna Abbott	688 - Auto Reimbursement/Mileage	16.66	Mileage
Desert Star Landscaping	638 - LANDSCAPE MAINTENANCE	740.00	Weekly Lawn Service
Douglas County School District	614 - HEALTH INSURANCE	6,389.20	Health Insurance Sep 25 (7FT/11 Dependents- Long
DT'S Fiber	621 - TELEPHONE EXPENSE	390.11	Sep 25 Phone & Internet Service
Enerspect Medical Solutions	642 - SAFETY	232.32	Adult Training Pads (AED)
Fitness Factory Outlet	633 - MAINTENANCE & REPAIR	63.88	Cable Ball End
Granger	633 - MAINTENANCE & REPAIR	26.24	2way Ball Valve
Grocery Outlet	643 - SUPPLIES	673.50	Pumpkins for Pumpkin Float Event
Hajoca	633 - MAINTENANCE & REPAIR	117.32	Coupling w/topper/Elbow, Cush Clamp, Nitrus Carbide 5pk, Oscillating Blades
Harbor Freight Tools		1,434.13	Blow Guns, Tire Chuck, Desiccant, Couplings, Plug, Cable Ties, Paint Brushes, Janitorial Face Shield, Chemical Suits, Coffin Races, Rigid Castors, Torch Wrench, Ext Cord, LED Worklight
High Sierra Business Systems		160.99	Aug 25 (5 Copiers)
Home Depot	633 - MAINTENANCE & REPAIR	796.68	Rulers, Socket Cap Coasting, Compass, Protractor, Drill Bit, LED Tube Light, Diamond Arbor Hole Saw, Paint Lacquer, Thinner, Adhesive, Grommet Kit, Respirator, Silicone Lubricant, Grinder conversion Coffin Races
Intuit Software	632 - SOFTWARE-IT	223.00	Monthly Fee
Jack Stevenson	688 - Auto Reimbursement/Mileage	106.54	
Jobyn Clothing	644 - UNIFORMS	326.00	2pc Female Uniforms
Justin Gross		513.28	Perdiem Orlando Conf Sep 2025 Mileage, Airport Fees
KNORR		4,837.33	Pulsar Briquettes
LED Light Expert	628 - CHEMICALS	31.00	LED Bulb
Lift	633 - MAINTENANCE & REPAIR	78.93	Florida Conf Sep 2025
Mavenix	680 - TRAVEL EXPENSE	186.40	Generator Project/Pool Closure
Merch Brinked Nsd	693 - ENTRY SYSTEM CHARGES	1,793.53	
Microsoft Corp	632 - SOFTWARE-IT	9.79	Icond Backup
NV Emergency Med Svc	642 - SAFETY	24.00	S Davenport Certification
NV Energy	622 - ELECTRIC	10,416.77	
Original Waterman	644 - UNIFORMS	604.60	Surf Shirts, Women's Instructor Suits
Oshinski & Forberg, Ltd	690 - LEGAL EXPENSE	1,232.50	Review draft board agenda Sep 2025, Participate in Sep 2025 board meeting, vote in new board member
Overhead Fire Protection	642 - SAFETY	260.00	Test Battery Backup after NV Entry Generator Project
Paul Utzig		418.88	Perdiem Orlando Conf Sep 2025, L/H
Panco	633 - MAINTENANCE & REPAIR	16.03	Large Military Chrome
Poster My Wall	632 - SOFTWARE-IT	9.99	Monthly Recurring Charge
Public Employees Benefits Program	614 - HEALTH INSURANCE	47.06	Sep 2025 #634
Rosen Plaza Hotel	680 - TRAVEL EXPENSE	280.20	Florida Conf Sep 2025
Sarah Davenport	681 - MEALS	360.00	Florida Conf Sep 2025
Shannon Harris	681 - MEALS	360.00	Florida Conf Sep 2025
Shopify	661 - DUES/SUBSCRIPTIONS	1.00	
Sierra Booking Services, Inc	691 - ACCOUNTING EXPENSE	320.00	Aug 2025 (3 Payroll/PERS/2025 Yearend prep for Auditor)
Sierra Steam Carpet Care	633 - MAINTENANCE & REPAIR	377.15	MP Room Carpet Cleaned
Silver State Barricade	633 - MAINTENANCE & REPAIR	220.00	Paint for striping parking lot
SOUTHWEST GAS	628 - NATURAL GAS	4,558.19	
Speedo USA, Inc	555 - MERCHANDISE EXPENSE	516.30	Goggles
Spencer Lee	640 - EMPLOYEE INCENTIVES	50.00	Employee Referral (T Lackey)
Spotify	661 - DUES/SUBSCRIPTIONS	11.99	
Staples	645 - OFFICE SUPPLIES	120.34	Sympathy Cards, Frames
Summit Fire & Security	642 - SAFETY	934.50	Fire Extinguisher Service, Fire Extinguisher Purchase, Collars
Swim Annellfish	641 - POOL TRAINING & EDUCATION	200.00	P Irving
The Parts House	633 - MAINTENANCE & REPAIR	8.98	Spark Plug
Town Of Minden	624 - WATER & TRASH	1,665.19	Water/Garbage
Triumph	633 - MAINTENANCE & REPAIR	625.00	Troubleshoot Electrical issue in front admin office (Printer/UPS Backup)
Uline	633 - MAINTENANCE & REPAIR	115.14	Peg Board Straight Hooks (Therapy Belts)
Wal-Mart	550 - FOOD EXPENSE	72.55	
Western Nevada Supply	633 - MAINTENANCE & REPAIR	2,712.33	Warm Pool Project
Zero Tools		140.00	Pipe Hex Bussing, Hex Bit, Reversible Cable 3V Battery
Total		\$2,240.05	

CVSC October 2025 Director's Report

User Attendance: See board binder documents.

- September 2024 Attendance 9,222. September 2025 Attendance was 7,495. (See attached docs)

Programming, Staffing and Training:

- Scott Morgan conducted Board Interviews along with Shannon as part of the Strategic Plan update.
- Pumpkin Patch was held on 10/11 and Haunted Halloween Pool Party is being planned for 10/25.
- 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:

- Chairwoman Sharon DeJardins and Shannon attended the Best Of Carson Valley Luncheon representing the swim center as winners of the "Best Place to Take Your Kids."
- Shannon attended the Critical Issues Conference hosted by the Business Council of Douglas County.
- CVSC Team "Pennywise Pushers" attended the Town of Gardnerville Coffin Races and won 1st place in the race and 1st place for costumes (Eli Lyons, Grant Bruce, Cameron Duffy, Matt Beam, Calvin Stephenson, Tyler Willimas, Lyn Willoughby, Sarah Davenport, Dave Long, Justin Gross and other staff watching and cheering)
- Shannon attended the Nevada Recreation & Parks Society meetings and Pool Pact's Oversight Committee meeting.
- Shannon conducted Mock Interviews at Douglas High School in partnership with DCSD and the Chamber.
- 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 September –

Maintenance Updates:

- 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).

East Fork Swim Pool District

Attendance Report Fiscal Year: 2024-2025

[illegible]

East Fork Swim Pool District

Attendance Report Fiscal Year: 2025-2026

[illegible]

Attendance Report Fiscal Year: 2024-2025

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Attendance	23463	16098	9222	9112	7549	7448	9137	8731	11020	10949	11406	18044	142179
Attendance:													
Lessons	1626	1087	439	408	451	194	484	460	667	520	488	1127	7951
DDST	1430	1050	950	1265	1100	1323	1242	1080	1050	1100	1050	1260	13900
Mem/Pass Visits	4286	3976	3573	3572	3098	2978	3521	3037	3419	3407	3397	3949	42213
DHS Aquatics	0	320	640	576	540	480	570	480	540	510	525	180	5361
DHS Swim/Dive	0	0	0	0	0	0	24	448	504	504	252	0	1732
Drop-In Visits	16121	9665	3620	3291	2360	2473	3296	3226	4840	4908	5694	11528	71022
User Fees	100,889	65,844	36,422	44,270	26,973	25,376	40,854	29,317	42,329	41,739	45,311	82,802	\$582,125

Attendance Report Fiscal Year: 2025-2026[illegible]

East Fork Swim Pool District

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

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Swim Rescues	10	5	0	1	1	3	0	4	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

East Fork Swim Pool District

Lifeguard Activity Report, Fiscal Year: '25-'26

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Swim Rescues	6	6	0										12
Minor First Aid	36	23	2										61
Major First Aid	0	2	1										3
Resuscitations	0	0	0										0
Near Drownings	0	0	0										0
Drownings	0	0	0										0
Major First Aid Description:													
Backboard	0	0	0										0
911 Calls	0	1	0										1
Ambulance Transport	0	1	0										1
Oxygen uses	0	0	1			1							1

User Attendance Breakdown

Summary

	Sept 2025			
	Drop-Ins	Passes	Total	%
Senior	291	2,333	2,624	47%
Adult	832	302	1,134	20%
Youth	1,233	31	1,264	22%
Complimentary	47	-	47	1%
Family	37	62	99	2%
Disabled	20	133	153	3%
Therapy	90	-	90	2%
Other	47	161	208	4%
	2,597	3,022	5,619	100%

July 1, 2025 thru Sept 30, 2025			
Drop-Ins	Passes	Total	%
1,917	8,719	10,636	28%
8,081	1,271	9,352	24%
15,058	236	15,294	40%
388	-	388	1%
436	417	853	2%
126	586	712	2%
279	-	279	1%
130	660	790	2%
26,415	11,889	38,304	100%



Genoa Town Office
Post Office Box 14
Genoa, Nevada 89411
PHONE: 775 782-8696
FAX: 775 782-2229

October 1, 2025

Genoa Candy Dance Silent Auction Donor,

On behalf of the Town of Genoa, we would like to take a moment to express our sincere appreciation for your support of the Town of Genoa and the 2025 Genoa Candy Dance Silent Auction.

As you know, the Genoa Candy Dance along with the Silent Auction raises funds for the Town of Genoa. Typically, the entire event accounts for over 50% of the annual operating budget of the Town.

This year's Genoa Candy Dance event was very well attended. We had over 400 vendors and a crowd of estimated record numbers. Many vendors were pleased with the turnout and have already pre-registered to return next year.

We also had over 500 attendees at the dinner dance where the Silent Auction was taking place. We had a record number of donations and raised over \$10K during the Silent Auction.

Charitable contributions to government agencies are tax-deductible under section 170(c)(l) of the Internal Revenue Code if made for a public purpose. The Town of Genoa's Taxpayer Identification Number is 88-6000031. As always, please check with your tax adviser.

We appreciate your continuing support of the Genoa Candy Dance and the Town of Genoa and hope to continue our partnership in the future.

Thank you again for your donation.
All the best,

Jody Brunz

Jody Brunz
Genoa Town Manager
(775) 782-8696
ebrunz@douglasnv.us

Viviane Schaller

Viviane Schaller
Volunteer and FOG member (650) 799-9448