

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

March 19th, 2026 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 February 26th, 2026 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. Update on the Capital Improvement Plan ongoing and possible future projects.
3. Possible Action. Presentation and possible approval of the tentative '26-'27 operating budget and 5-year capital improvement budget.
4. Discussion and Possible Action. Approval of general ledger cash balances, expenditures and investments through February 28th, 2026.
5. Possible Action. Discussion on the Swim Center Director's annual evaluation and possible action approving Director's Merit increase.
6. Presentation and discussion from staff and a trustee on the Association of Aquatic Professionals (AOAP) Conference held February 16-19th, 2026 in Colorado Springs, Colorado.
7. Discussion Only. Report from the Swim Center Director:
 - User Attendance
 - Staffing and Programming
 - Marketing and Public Relations Information
 - Employee Recognition
 - Maintenance Updates
 - Correspondence
8. Presentation Only. Presentation by Board members of requests for matters to be placed on the future agenda for April 16th, 2026.
9. Discussion and Possible Action. Meeting adjournment.

Copies of the agenda were posted at 4:30pm, Wednesday, March 11th, 2026 at the following locations:

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

Posted By: _____ Signed: _____

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

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

AGENDA ACTION SHEET

Agenda Item # 1

Title: Approval of the General Meeting minutes from February 26th, 2026

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

Funding: NA

Recommended Motion: Move to approve the General Meeting minutes from February 26th, 2026

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

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
February 26th, 2026 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees February 26th, 2026 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 and Trustee Teresa Duffy. Trustee Linda Gilkerson was on the phone.

No Public Comment

AGENDA

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

CONSENT AGENDA ITEM

1a. For possible action. Approval of previous minutes from the General Meeting on January 20, 2026

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

ADMINISTRATIVE AGENDA

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

Chairperson DesJardins introduced the item. Harris states if you look under section 2 in your board binders you will see, that as of January 31st, 2026 we have funds available of \$3,063,349. We are still receiving pay apps, from Plenum, to finish out the Eastside Expansion. Regarding the Roof Restoration, it doesn't reflect on this month's document but it will next month. As far as the roof restoration retention, there was some accounting confusion that they had on their end that we had actually paid that amount in full and there wasn't any retention owed in the amount of \$7800. We checked our records and we were in fact correct, that money was still owed to them, but the lack of communication was very frustrating and their accountant wasn't off in their books, so that's why they never contacted us. We did send them the retention, they did complete the project and we did owe them that money and that's the way we do business. So that will show a zero-balance next month. Regarding the Splash Pad TRE project, it is coming along. They are going to take me down there a couple more times as the project continues to progress. Regarding the Activity Pool Upgrade. While attending the Association of Aquatic Professionals Conference last week with DesJardins and Biaggi, Splashtacular, who are producing our palm trees and dumping buckets, hosted our Monday night social and I had the opportunity to meet Drew Ford, who we have been working with on this project. We are still moving forward with that project beginning the end of September. We had talked about having some work done in the front, lowering the concrete to the south of the lobby and replacing the frontage glass. We received the estimate and it's a little higher than we thought. It came in at \$46,788.00. We are moving forward with this project. We do still have the money in our budget for the Eastside Expansion to pay for this project. This is due to cost savings thru out the project in addition to the construction contingency that is built into the project that we didn't use. McCullough states that this will be a new entry door and a new ramp to enable gurneys easier access to our facility. Harris states that even though our ADA ramp is legal, this will be an excellent addition to our facility for patrons using gurneys. Biaggi asked if that is going to be problematic given the southern exposure. Harris states no because the door will remain locked, patrons need to call ahead for us to unlock the door and help them in. Biaggi states that when it's windy, you wont even be able to use that door? McCullough states it should be far enough back in there that you don't get a whole lot of wind. McCullough gave update on Air Handler. We created a punch list and there's only two items left to do and then we will close that out. Again, the emergency status saved us \$30,000-\$40,000. ACCO Engineering did a great job. Update on Activity Pool Upgrade. We will take action later in the meeting to approve the purchase of the toys. This is a milestone because we will start holding regular meeting with Plenum now. Plenum will assist us in reviewing the shop drawings to make sure the toys are what we

understand them to be and Plenum really will take over the project and handle the procurement of the toys as well as receive and store them. Harris mentions that Plenum is applying for an award for the Eastside Expansion. We are also applying for an award for remodeling excellence. It's thru the Nevada Recreation and Parks Society. So, we may be a winner at the State level at the conference in April and I am also applying for an award of recognition at the National level. I will keep you posted.

3. Discussion and Possible Action. Possible action to award a contract to Qualcon in the amount of \$377,750 for the Parking Lot Improvement and Expansion project and authorize the Director to sign the contract and approve possible change orders up to 10%.

Chairperson DesJardins introduced the item. McCullough states bid turnout was excellent. We had 7 bids. The top 3 were within 1-2%. Qualcom is local contractor and their sub-contractors are local. Schedule is to have it completed by the time school is out. They are ready to go. Dressel asked did we take Qualcom because it was the lowest bid? McCullough states that the NRS requires us to take the lowest bid, if they fill out their paperwork correctly and don't lie on the bid. Harris states that the great news is that we respect this company and they are going to do a great job. We are also well within our budget approved by the Board. We allocated \$450,000 for this project. For zoning purposes, will do a lot consolidation from multi-use family to public facility.

A motion was made by Duffy and seconded by Biaggi to approve awarding the contract to Qualcom in the amount of \$377,750 for the Parking Lot Improvement and Expansion project and authorize the Director to sign the contract and approve possible change orders up to 10%.

4. Discussion and Possible Action. Possible action to purchase Tippy Bucket Tree, Mini Rain Forest and Nemo Fish for Activity Pool project in the amount of \$128,075 and authorize the Director to sign the procurement and approve possible change orders up to 10%.

Chairperson DesJardins introduced the item. Harris states there's not a lot to discuss. We are working with 3 different companies. We have chosen to purchase these toys ourself because of cost savings. Old toys were put in in 1999. They have lasted 7 years longer than what was anticipated. Duffy asked once we approve this, we can order the toys and start moving forward. Harris states that is correct.

A motion was made by Biaggi and seconded by Duffy to approve purchasing Tippy Bucket Tree, Mini Rain Forest and Nemo Fish for Activity Pool project in the amount of \$128,075 and authorize the Director to sign the procurement and approve possible change orders up to 10%. The motion was unanimously approved

5. Discussion Only. Presentation of the proposed '26-'27 operating budget and 5-year capital improvement budget.

Chairperson DesJardins introduced the item. Harris states that this is the 2nd draft of the proposed '26-'27 operating budget and 5-year capital improvement budget with a cost recovery of 30.1%. We will have another month of expenses to factor into the proposed budget. Biaggi had brought up utilities. I looked at our numbers again. Southwest Gas, we do have new boilers and they are extremely efficient. It only took twenty-four hours to raise the pool 20 degrees. I am confident in our numbers for both Southwest and NV Energy. Duffy says there has been some news about NVE owing people money. Harris states she hasn't heard anything. I usually receive a letter. Harris states that the only number that may change would be the Ad Valorem. Harris states we will have one more month to discuss this and then at the March meeting the Board will approve the tentative budget which will be filed with the Nevada Department of Taxation by April 15th, 2026. They will send us a letter telling us we are within compliance. Final approval of the budget in May, and that meeting must occur in the last 10 days of the month. Biaggi asked why is unemployment only 22% less. Harris states that we did make an adjustment. I will look at that one more time to see if we need to adjust again. Duffy asked about our health insurance. Harris states that we get our insurance from the school district and they are self-insured at this time. I don't believe we could get anything close to this amount of insurance from anywhere else. I will be attending a meeting in April as they explore their options on whether they will stay self-insured. I did build a little cushion into the line item only because if they do raise rates, it is always in the middle of my fiscal year.

Five-year Capital Improvement Budget. Harris went thru all the expenses in each year's Capital Improvement Plan. Total of 5-year projects: \$4,638,997. Average of \$927,799 per year. Harris states if any board trustee has questions they can come in and see me. Duffy asked when we start talking about development of our new land and what we want to do, will we look at architects that have already designed an aquatic facility? Harris states that once we decide what we want to do in the second part of our life, we will pull in architects that are specific to aquatic facilities. We will try to stay local. Desjardins states that she would like to thank Harris and her staff for all the hard work they have done.

6. Discussion Only. Discussion and update on the District's Strategic Planning process.

Chairperson DesJardins introduced the item. Harris states we are working with Scott Morgan. We have finished all of our interviews. We have met with the Chairman and Vice Chairman to talk about what an open public forum would look like. We have come up with temporary dates in March or April where we solicit the public and ask some key staff to attend. We will also will do an internal survey for all of patrons that can't attend the public meeting. DesJardins states that Morgan has done remarkable research. We are absolutely on the right track. Biaggi states that he agrees with DesJardins. I think we have gotten tremendous positive input from everybody. Nothing but very positive things to say about the facility. I like the idea that he wants to incorporate our facility plan for the future, he wants to go 5 years out. I also like the idea that he wants to incorporate our finances into it as well. He also had some interesting ideas how to protect ourselves and address the threats to us. Harris states that he has been a strong leader in our county.

7. Discussion Only. Discussion on the evaluation process of the District's Director to be held during the March 2026 meeting.

Chairperson DesJardins introduced the item. Thompson, Administration Assistant, discussed the documents, to assist them is the rating of the director's performance for 2026. They will be sent to each Trustee. Please take the time to review these documents and be ready to discuss your ratings in the next board meeting.

8. Discussion and Possible Action. Approval of general ledger cash balances, expenditures and investments through January 31st, 2026.

Chairperson DesJardins introduced the item. Harris states we are 58.3% into our current budget. January and February are our lowest months in cost recovery. Our cost recovery was 29.3% for January. As far as attendance, it's been a good year so far. We have helped the Carson Pool several times. Our budget is looking good. Under Cost of Goods, we are only \$10,000 off in our budget. That is really the best we have ever done. General and Administrative, we are only \$9658 over our budget. That is really just timing of some of our expenditures and will balance out. I am not worried about this at all. Payroll Expenses, we are below budget 56%. We are doing a really good job of managing our staff and the hours they are working. Utilities, we are a little below budget at 56.11%. Total expense, is at budget.

A motion was made by Biaggi and seconded by Dressel to approve general ledger cash balances, expenditures and investments through January 31st, 2026. The motion was unanimously approved.

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

CVSC February Director's Report

User Attendance: See board binder documents.

- January 2025 Attendance 9,137. January 2026 Attendance was 9,212. (See attached docs)

Programming, Staffing and Training:

- Sarah and Justin will be presenting the Association of Aquatic Professionals in Colorado Springs and Shannon has been selected to sit on an expert aquatics panel discussing recruitment and retention.
- Paul, Co-chair, of the Northern Nevada Aquatics Committee is planning the regional in-service training.
- 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:

- CVSC applied for 4 awards through the Nevada Recreation and Parks Society for Programming, Youth Enrichment, Remodeling Project, and Adaptive Lessons.
- 2026 events calendar has been posted on social media and sent to marketing partners: CGI, Visitors Authority, 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

February: Lyn Willoughby, PT Maintenance Aid. Lyn works hard year-around helping in all areas of the maintenance dept and takes great pride in the cleanliness of the swim center grounds in and outdoors. His commitment has reached a new level while Dave was out on medical. Lyn worked longer and harder hours making sure the pools remained open and safe during the departments staff shortage. Lyn has also enjoyed the new found sport of swimming and participates in the morning Master's swim class and goes above and beyond participating in our special events oftentimes dressing in costume. It takes great pride in his work and is always on the move accomplishing something.

Maintenance Updates:

- Tile work has been completed in the locker rooms, on the on-deck showers and outdoor pool.
- Dave worked with Serris on several projects including the generator power transfer and main pool Variable Frequency Device (VFD).
- 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).

10. Presentation only: Presentation by Board members of requests for matters to be placed on a future agenda for March 19th, 2026.

**CIP
Temporary Budget Approval
Director Evaluation
Conference Attendee Comments**

11. Motion was made by Duffy and seconded by Gilkerson 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**

Feb 28th, 2026
\$ 3,073,565

Construction Funds Available as of:

Local Government Investment Pool

2025/2026 Projects

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

Roof Restoration ('22-'23 retention)

Parking Lot expansion (Wilson Engineers)

Splash Pad - TRE

Activity Pool Upgrade

Project Management (Scott McCullough)

Asset Mang Plan (Reserve Analyst - Slides, AH, shed, fencing - garage)

Contingency (concrete)

Company	2025/2026 Budget	Contract Amount/Expense	Remaining Amts. Payable
Plenium / TSK	444,000	664,279	410,542
CTR/Garland		7,822	0
Douglas County	450,000	450,000	391,350
Plenium/ CVSC Toys	50,000	100,000	100,000
Douglas County	1,200,000	800,000	795,125
Reserve Analyst	15,000	15,000	5,127
Contingency for Asset Mang	448,722	448,722	187,215
'25/'26 Capital Budget	2,647,722	2,525,823	

Remaining Construction Funds Available

1,916,813
\$ 1,156,752

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

AGENDA ACTION SHEET

Agenda Item #3

Title: Possible Action. Presentation and possible approval of the tentative '26-'27 operating budget and 5-year capital improvement budget.

Background: The Board of Trustees reviewed the tentative budget during the January and February Board meetings. In March, the Board will approve the tentative budget which will be filed with the Nevada Department of Taxation by April 15, 2026.

Funding: NA

Recommended Motion: Move to approve the tentative '26-'27 operating budget and 5-year capital improvement budget.

Trustee Action:

<input type="checkbox"/>	Approved
<input type="checkbox"/>	Denied
<input type="checkbox"/>	No Action
<input type="checkbox"/>	Other

**Carson Valley Swim Center
2024/2025
Budget**

	Actual 25-26	Budget 25-26	Forecast 25-26	12 Month Actual Jan - Dec 2025	Budget 26-27	% Diff 25-26 Budget
Income						
403 · USER FEES	364,121	648,000	628,121	569,403	642,100	-0.91%
496 · FOOD	28,832	66,146	55,832	38,395	56,125	-15.15%
497 · MERCHANDISE	12,308	25,409	23,808	17,975	23,955	-5.72%
498 · GRANT INCOME	10,000	10,000	10,000	10,000	10,000	
	415,261	749,555	717,761	635,773	732,180	-2.32%
Cost of Goods Sold						
550 · FOOD EXPENSE	10,841	29,000	21,341	17,140	25,055	-13.60%
555 · MERCHANDISE EXPENSE	6,124	13,613	12,124	9,240	12,314	-9.54%
560 · FOOD SUPPLIES	506	1,450	1,256	906	1,300	-10.34%
565 · FOOD SPOILAGE	48	437	224	101	250	-42.79%
	17,519	44,500	34,945	27,388	38,920	-12.54%
Expense						
PAYROLL EXPENSES						
599 · BOARD EXPENSES	15,200	24,000	23,200	22,800	24,000	0.00%
600 · SALARIES & WAGES	946,978	1,486,622	1,418,978	1,358,895	1,514,795	1.90%
601 · SOCIAL SECURITY	33,192	57,104	48,896	46,011	57,537	0.76%
611 · MEDICARE	13,799	21,904	20,299	19,311	22,313	1.87%
613 · STATE UNEMPLOYMENT	7,219	21,750	18,920	12,425	16,967	-21.99%
614 · HEALTH INSURANCE	48,143	69,300	71,243	69,591	80,675	16.41%
615 · PERS	123,625	216,674	193,625	168,479	224,463	3.59%
617 · WORKMANS COMPENSATION	33,774	50,841	50,721	56,247	56,842	11.80%
	1,219,950	1,948,195	1,843,902	1,775,526	1,997,592	2.54%
GENERAL & ADMINISTRATIVE						
629 · ADVERTISING/PRINTING	10,825	13,500	19,984	15,790	16,500	22.22%
630 · POSTAGE	245	800	496	552	550	-31.25%
631 · JANITORIAL EXPENSE	8,659	11,500	13,833	10,855	12,775	11.09%
632 · SOFTWARE	17,690	33,500	30,592	25,520	30,700	-8.36%
641 · POOL TRAINING AND EDUCATION	3,990	4,000	5,324	6,009	5,100	27.50%
645 · OFFICE SUPPLIES	3,389	6,071	5,552	7,004	6,075	0.07%
660 · SEMINARS & EDUCATION	5,767	7,325	8,209	6,372	8,300	13.31%
661 · DUES/SUBSCRIPTIONS	1,486	2,045	2,513	2,240	2,545	24.45%
680 · TRAVEL EXPENSE	14,047	14,000	18,714	18,213	17,500	25.00%
681 · MEALS	3,508	3,200	4,574	4,065	3,750	17.19%
683 · AUTO REIMBURSEMENT/MILEAGE	1,017	1,600	1,550	1,519	1,600	0.00%
690 · LEGAL EXPENSE	3,305	5,500	5,124	4,102	5,500	0.00%
691 · ACCOUNTING EXPENSE	16,900	19,001	18,963	18,780	19,005	0.02%
692 · BANK CHARGES	0	500	-	-	250	-50.00%
693 · ENTRY SYSTEM CHARGES	27,042	35,000	38,763	39,021	39,000	11.43%
694 · VOTER REGISTRATION	5,481	6,000	5,481	5,818	5,481	-8.65%
	123,083	163,542	179,672	165,405	174,631	6.78%
POOL OPERATIONS						
623 · INSURANCE	25,470	37,000	37,801	38,093	39,250	6.08%
628 · CHEMICALS	41,302	72,000	64,415	69,061	70,125	-2.60%
633 · MAINTENANCE & REPAIR	100,584	110,000	138,468	117,535	122,750	11.59%
634 · EQUIPMENT RENTAL	2,278	5,000	3,945	4,484	5,000	0.00%
636 · LANDSCAPE MAINTENANCE	9,997	14,000	18,077	14,855	15,005	7.18%
640 · EMPLOYEE INCENTIVES	2,496	3,200	3,248	3,056	3,200	0.00%
642 · SAFETY	9,437	13,250	15,668	14,756	15,525	17.17%
643 · SUPPLIES	5,282	6,000	7,582	14,909	8,345	39.08%
644 · UNIFORMS	4,108	8,175	7,461	7,412	8,175	0.00%
646 · SMALL EQUIPMENT	3,385	5,000	3,710	6,389	6,500	30.00%
	204,339	273,625	300,375	290,551	293,875	7.40%
UTILITIES						
619 · GARBAGE	4,271	8,500	7,370	6,300	7,500	-11.76%
621 · TELEPHONE EXPENSE	3,651	6,000	5,940	5,253	5,355	-10.75%
622 · ELECTRIC	74,732	125,000	116,718	112,988	120,000	-4.00%
624 · WATER	8,335	11,500	12,141	13,464	12,500	8.70%
625 · SEWER	6,954	6,450	8,563	7,861	9,272	43.75%
626 · NATURAL GAS	43,122	135,000	100,673	86,695	112,295	-16.82%
Total UTILITIES	141,066	292,450	251,406	232,560	266,922	-8.73%
Total POOL OPERATIONS	345,405	566,075	551,781	523,112	560,797	-0.93%
850 · DEPRECIATION EXPENSE	400,000	500,000	600,000	470,803	600,000	20.00%
Total Expense	2,105,957	3,222,312	3,210,300	2,962,234	3,371,939	4.64%
Net Ordinary Income	-1,690,695	-2,472,757	-2,492,539	(2,326,461)	-2,639,759	6.75%
Other Income						
401.4 · AD VALOREM	2,350,652	3,200,000	3,026,652	3,503,561	3,300,000	3.13%
491 · INTEREST INCOME	78,517	80,000	105,185	141,033	99,125	23.91%
TOTAL Other Income	2,429,169	3,280,000	3,131,837	3,644,594	3,399,125	3.63%
Other Expense						
899 · Interest Expense	1,919.00	4,000.00	3,974.80	3,837.60	967.20	-75.82%
TOTAL Other Expense	1,919.00	4,000.00	3,974.80	3,837.60	967.20	-75.82%
Net Income	736,555	803,243	639,323	1,314,295	758,399	-5.58%
Cost Recovery %	24.59%	27.53%	27.50%	25.52%	26.42%	
Net Income before Depreciation	1,136,555	1,303,243	1,235,323	1,785,098	1,358,399	
Cost Recovery % with Interest Income	29.24%	30.47%	31.53%	31.18%	30.00%	

NUC and FUT 26-27

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

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

Item	Fiscal Year 2026- 2027	Cost	Proposed Funding Source	Additional Maintenance Costs for Each of the Next Five Years
Capital Improvement Projects (Activity Pool Renovation 800K Therapy Filter Replacement 100K)		900,000	Property Tax - General Revenue	No additional costs expected
Asset Management (Slide Frame paint/seal, Sidewalk Repair, UV)		253,154	Property Tax - General Revenues	No additional costs expected
Project Management		15,000	Property Tax - General Revenues	No additional costs expected
Contingency		40,000	Property Tax - General Revenues	No additional costs expected
Total 2026 – 2027		<u>\$1,208,154</u>		
Item	Fiscal Year 2027- 2028	Cost	Proposed Funding Source	Additional Maintenance Costs for Each of the Next Five Years
Capital Improvement Projects (Indoor Plaster/Paint, Deck Repair)		750,000	Property Tax - General Revenue	No additional costs expected
Asset Management (Spring Board, Pumps LG Stand)		274,397	Property Tax - General Revenues	No additional costs expected
Project Management		15,000	Property Tax - General Revenues	No additional costs expected
Prelim ACME Studies (Aquatic Multiuse Expansion Observation, Recommendation, Public Outreach)		250,000	Property Tax - General Revenues	No additional costs expected
Contingency		40,000	Property Tax - General Revenues	No additional costs expected
Total 2027 – 2028		<u>\$1,329,397</u>		

Item	Cost	Proposed Funding Source	Additional Maintenance Costs for Each of the Next Five Years
Fiscal Year 2028-2029			
Capital Improvement Projects (ACME Project Preliminary Design, public outreach)	1 M	Property Tax - General Revenues	No additional costs expected
Asset Management (Quartz Thimble, Pumps ADA Lifts)	274,531	Property Tax - General Revenues	No additional costs expected
Project Management	15,000	Property Tax - General Revenues	No additional costs expected
Contingency	40,000	Property Tax - General Revenues	No additional costs expected
Total 2028 – 2029	<u>\$1,329,531</u>		

Item	Cost	Proposed Funding Source	Additional Maintenance Costs for Each of the Next Five Years
Fiscal Year 2029-2030			
Capital Improvement Project (ACME Project Design Services)	2 M	Property Tax - General Revenue	No additional costs expected
Asset Management (LED Score Board, Therapy Pool Plaster)	309,764	Property Tax - General Revenues	No additional costs expected
Project Management	15,000	Property Tax - General Revenues	No additional costs expected
Contingency	40,000	Property Tax - General Revenues	No additional costs expected
Total 2029 – 2030	<u>\$2,364,764</u>		

Item	Cost	Proposed Funding Source	Additional Maintenance Costs for Each of the Next Five Years
Fiscal Year 2030- 2031			
Capital Improvement Project (ACME Project – Phase 1 Site Improvements)	1.5 M	Property Tax - General Revenue	No additional costs expected
Asset Management (Dryland Equipment, Pumps, Boiler Controls Slide Repaint/Gel)	352,151	Property Tax - General Revenues	No additional costs expected
Project Management	15,000	Property Tax - General Revenues	No additional costs expected
Contingency	40,000	Property Tax - General Revenues	No additional costs expected
Total 2030 – 2031	<u>\$1,907,151</u>		

Total of 5-year projects: \$8,138,997 or an average of \$1,627,799/year

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

AGENDA ACTION SHEET

Agenda Item #4

Title: Discussion and Possible Action. Approval of general ledger cash balances, expenditures and investments through February 28th, 2026.

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 February 28th, 2026.

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

EAST FORK SWIMMING POOL DISTRICT
Balance Sheet
 As of February 28, 2026

	Feb 28, 26
ASSETS	
Current Assets	
Checking/Savings	
101 · WELLS FARGO CHECKING ACCT.	186,945.87
108 · CASH ON HAND	850.00
112-4 · LOCAL GOV'T INVESTMENT POOL	3,073,565.58
112-5 · LOCAL GOV'T POOL OPERATING	52,567.70
Total Checking/Savings	3,313,929.15
Accounts Receivable	
121 · ACCOUNTS RECEIVABLE	1,954.00
Total Accounts Receivable	1,954.00
Other Current Assets	
12100 · INVENTORY	
115 · CHEMICALS INVENTORY	7,876.32
120 · MERCHANDISE INVENTORY	4,096.67
125 · FOOD INVENTORY	1,287.86
Total 12100 · INVENTORY	13,260.85
130 · Prepaid Expense	13,822.13
170-4 · DELIQUENT TAX REC	33,428.00
Total Other Current Assets	60,510.98
Total Current Assets	3,376,394.13
Fixed Assets	
150 · POOL EQUIPMENT	205,495.39
155 · CONSTRUCTION IN PROGRESS	783,195.14
156 · LAND IMPROVEMENTS	506,644.25
157 · BUILDING & IMPROVEMENT	17,168,354.17
158 · EQUIPMENT	1,465,866.79
160 · ACCUMMULATED DEPRECIATION	-11,131,425.57
175 · LAND APN#1320-30-411-005	1,353,232.09
Total Fixed Assets	10,351,362.26
Other Assets	
171 · DEFERRED PENSION OUTFLOWS	556,295.00
Total Other Assets	556,295.00
TOTAL ASSETS	14,284,051.39
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201 · ACCOUNTS PAYABLE	14,844.08
Total Accounts Payable	14,844.08
Credit Cards	
202 · CITI VISA CREDIT CARD	7,741.89
Total Credit Cards	7,741.89
Other Current Liabilities	
200 · PAYROLL LIABILITIES	
221-1 · ACCRUED PAYROLL	77,860.00
221-2 · ACCRUED PAYROLL TAXES	12,422.99
229 · SUTA	1,973.21
234-3 · Aflac	565.92
Total 200 · PAYROLL LIABILITIES	92,822.12

EAST FORK SWIMMING POOL DISTRICT

03/06/26

Balance Sheet

Accrual Basis

As of February 28, 2026

	Feb 28, 26
218 · ACCRUED VESTED VAC PAY	40,812.49
219 · OPEB LIABILITY	27,841.00
235 · ACCRUED WORKMANS COMPENSATION	3,827.50
236 · NOTE PAYABLE - ZION	124,000.00
Total Other Current Liabilities	289,303.11
Total Current Liabilities	311,889.08
Long Term Liabilities	
220 · NET PENSION LIABILITY	1,250,010.00
225 · DEFERRED PENSION INFLOWS	250,070.00
Total Long Term Liabilities	1,500,080.00
Total Liabilities	1,811,969.08
Equity	
349 · RETAINED EARNINGS	8,635,595.00
351-1 · FUND BALANCE	1,452,260.17
355 · CONTRIBUTED CAPITAL	1,648,952.81
Net Income	735,274.33
Total Equity	12,472,082.31
TOTAL LIABILITIES & EQUITY	14,284,051.39

	Feb 26	Budget	Jul 25- Feb 26	YTD Budget	YTD Variance	Annual Budget	Annual Budget Remaining	YTD Total as % of Budget
Ordinary Income/Expense								
Income								
403 · USER FEES	34,050.91	45,000.00	364,121.41	384,000.00	(19,878.59)	648,000.00	283,878.59	56.19%
496 · FOOD	1,725.00	3,000.00	28,832.33	39,146.00	(10,313.67)	66,146.00	37,313.67	43.59%
497 · MERCHANDISE	1,090.00	1,500.00	12,307.60	13,909.00	(1,601.40)	25,409.00	13,101.40	48.44%
498 GRANT INCOME	0.00	0.00	10,000.00	10,000.00	-	10,000.00	-	0.00%
Total Income	36,865.91	49,500.00	415,261.34	447,055.00	(31,793.66)	749,555.00	334,293.66	55.40%
Cost of Goods Sold								
COST OF GOODS SOLD								
550 · FOOD EXPENSE	666.73	900.00	10,841.14	18,500.00	7,658.86	29,000.00	18,158.86	37.38%
555 · MERCHANDISE EXPENSE	220.77	100.00	6,124.14	6,600.00	475.86	12,600.00	6,475.86	48.60%
560 · FOOD SUPPLIES	66.28	75.00	505.81	700.00	194.19	1,450.00	944.19	34.88%
565 · FOOD SPOILAGE	0.00	0.00	47.79	374.00	326.21	550.00	502.21	8.69%
Total COST OF GOODS SOLD	953.78	1,075.00	17,518.88	26,174.00	8,655.12	43,600.00	26,081.12	40.18%
Total COGS	953.78	1,075.00	17,518.88	26,174.00	8,655.12	43,600.00	26,081.12	40.18%
Gross Profit	35,912.13	48,425.00	397,742.46	420,881.00	(23,138.54)	705,955.00	308,212.54	56.34%
Expense								
GENERAL & ADMINISTRATIVE								
629 · ADVERTISING/PRINTING	58.99	470.00	10,825.11	4,341.00	(6,484.11)	13,500.00	2,674.89	80.19%
630 · POSTAGE	77.75	60.00	244.90	549.00	304.10	800.00	555.10	30.61%
631 · JANITORIAL EXPENSE	1,226.27	780.00	8,659.12	6,326.00	(2,333.12)	11,500.00	2,840.88	75.30%
632 · SOFTWARE - IT	2,438.81	777.00	17,690.18	20,598.00	2,907.82	33,500.00	15,809.82	52.81%
641 · POOL TRAINING AND EDUCATION	306.00	333.34	3,990.43	2,666.72	(1,323.71)	4,000.00	9.57	99.76%
645 · OFFICE SUPPLIES	269.50	523.00	4,081.08	4,600.00	518.92	6,071.00	1,989.92	67.22%
660 · SEMINARS & EDUCATION	580.00	610.42	5,767.00	4,883.36	(883.64)	7,325.00	1,558.00	78.73%
661 · DUES/SUBSCRIPTIONS	56.98	485.00	1,486.06	1,018.00	(468.06)	2,045.00	558.94	72.67%
680 · TRAVEL EXPENSE	3,528.16	1,166.67	14,047.45	9,333.36	(4,714.09)	14,000.00	(47.45)	100.34%
681 · MEALS	2,021.00	266.67	3,507.74	2,133.36	(1,374.38)	3,200.00	(307.74)	109.62%
683 · AUTO REIMBURSEMENT/MILEAGE	266.08	133.34	1,016.80	1,066.72	49.92	1,600.00	583.20	63.55%
690 · LEGAL EXPENSE	290.00	331.00	3,304.82	3,681.00	376.18	5,500.00	2,195.18	60.09%
691 · ACCOUNTING EXPENSE	455.00	492.00	16,900.00	16,938.00	38.00	19,001.00	2,101.00	88.94%
692 · BANK CHARGES	0.00	0.00	0.00	500.00	500.00	500.00	500.00	0.00%
693 · ENTRY SYSTEM CHARGES	4,288.65	3,212.00	27,041.68	23,279.00	(3,762.68)	35,000.00	7,958.32	77.26%
694 · DC VOTER FEES	0.00	0.00	5,481.15	6,000.00	518.85	6,000.00	518.85	91.35%
780 · CASH OVER/SHORT	-19.48	0.00	-268.93	0.00	268.93	-	268.93	#DIV/0!
Total GENERAL & ADMINISTRATIVE	15,843.71	9,640.44	123,774.59	107,913.52	(15,861.07)	163,542.00	39,767.41	75.68%
PAYROLL EXPENSES								
599 · BOARD EXPENSES	0.00	2,000.00	15,200.00	16,000.00	800.00	24,000.00	8,800.00	63.33%
600 · SALARIES & WAGES	95,501.47	97,622.34	946,978.04	1,014,622.34	67,644.30	1,486,622.00	539,643.96	63.70%
601 · SOCIAL SECURITY	2,978.11	3,500.00	33,191.65	41,400.00	8,208.35	57,104.00	23,912.35	58.12%
611 · MEDICARE	1,373.42	1,604.02	13,798.93	15,404.02	1,605.09	21,904.00	8,105.07	63.00%
613 · STATE UNEMPLOYMENT	1,138.52	1,400.00	7,219.44	10,050.00	2,830.56	21,750.00	14,530.56	33.19%
614 · HEALTH INSURANCE	6,742.82	5,775.00	48,143.33	46,200.00	(1,943.33)	69,300.00	21,156.67	69.47%

	Feb 26	Budget	Jul 25- Feb 26	YTD Budget	YTD Variance	Annual Budget	Annual Budget Remaining	YTD Total as % of Budget
(Continued)								
615 · PERS	14,124.20	17,500.00	123,625.23	146,674.50	23,049.27	216,674.00	93,048.77	57.06%
617 · WORKMANS COMPENSATION	4,221.75	4,236.77	33,774.00	33,894.16	120.16	50,841.00	17,067.00	66.43%
639 · PAYROLL TAX ADJUSTMENTS	588.34	0.00	588.34	0.00	(588.34)	-	(588.34)	#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	791.23	0.00	-1,980.25	0.00	1,980.25	-	1,980.25	#DIV/0!
Total PAYROLL EXPENSES	127,459.86	133,638.13	1,220,538.71	1,324,245.02	103,706.31	1,948,195.00	727,656.29	62.65%
POOL OPERATIONS								
UTILITIES								
619 · GARBAGE	568.82	632.00	4,271.04	5,401.00	1,129.96	8,500.00	4,228.96	50.23%
621 · TELEPHONE EXPENSE	390.30	232.00	3,651.35	3,711.00	59.65	6,000.00	2,348.65	60.86%
622 · ELECTRIC	8,477.06	10,200.00	74,732.30	83,014.00	8,281.70	125,000.00	50,267.70	59.79%
624 · WATER	685.35	530.00	8,334.95	7,694.00	(640.95)	11,500.00	3,165.05	72.48%
625 · SEWER	0.00	0.00	6,953.58	7,841.00	887.42	9,450.00	2,496.42	73.58%
626 · NATURAL GAS	5,148.85	10,634.00	43,122.46	69,449.00	26,326.54	127,000.00	83,877.54	33.95%
Total UTILITIES	15,270.38	22,228.00	141,065.68	177,110.00	36,044.32	287,450.00	146,384.32	49.07%
623 · INSURANCE	3,183.70	3,083.34	25,469.60	24,666.72	(802.88)	37,000.00	11,530.40	68.84%
628 · CHEMICALS	1,453.62	3,773.00	41,301.53	48,887.00	7,585.47	72,000.00	30,698.47	57.36%
633 · MAINTENANCE & REPAIR	17,178.21	4,499.00	100,583.96	72,116.00	(28,467.96)	110,000.00	9,416.04	91.44%
634 · EQUIPMENT RENTAL	185.59	416.67	2,278.32	3,333.36	1,055.04	5,000.00	2,721.68	45.57%
636 · LANDSCAPE MAINTENANCE	3,540.00	740.00	9,996.92	5,920.00	(4,076.92)	14,000.00	4,003.08	71.41%
640 · EMPLOYEE INCENTIVES	44.97	73.00	2,496.17	2,448.00	(48.17)	3,200.00	703.83	78.01%
642 · SAFETY	592.54	829.00	9,437.45	9,769.00	331.55	16,000.00	6,562.55	58.98%
643 · SUPPLIES	44.97	179.00	5,281.65	3,700.00	(1,581.65)	6,000.00	718.35	88.03%
644 · UNIFORMS	539.40	360.00	4,108.33	4,822.00	713.67	8,175.00	4,066.67	50.25%
646 · SMALL EQUIPMENT	419.96	700.00	3,385.13	4,675.00	1,289.87	5,000.00	1,614.87	67.70%
Total POOL OPERATIONS	42,453.34	36,881.01	345,404.74	357,447.08	12,042.34	563,825.00	218,420.26	61.26%
850 · DEPRECIATION EXPENSE	50,000.00	50,000.00	400,000.00	400,000.00	-	600,000.00	200,000.00	66.67%
Total Expense	235,756.91	230,159.58	2,089,718.04	2,189,605.62	99,887.58	3,275,562.00	1,185,843.96	63.80%
Net Ordinary Income	(199,844.78)	(181,734.58)	(1,691,975.58)	(1,768,724.62)	76,749.04	(2,569,607.00)	(877,631.42)	65.85%
Other Income/Expense								
Other Income								
401.4 · AD VALOREM	206,652.52	600,000.00	2,350,652.01	2,524,000.00	(173,347.99)	3,200,000.00	849,347.99	73.46%
491 · INTEREST INCOME	10,382.05	6,666.67	78,516.80	53,333.36	25,183.44	80,000.00	1,483.20	98.15%
499 - OTHER INCOME	0.00	0.00	0.00	0.00	-	-	-	
Total Other Income	217,034.57	606,666.67	2,429,168.81	2,577,333.36	(148,164.55)	3,280,000.00	850,831.19	74.06%
Other Expense								
899 · Interest Expense	0.00	0.00	1,918.80	2,000.00	81.20	4,000.00	2,081.20	
Total Other Expense	-	-	1,918.80	2,000.00	81.20	(4,000.00)	2,081.20	
Net Other Income	217,034.57	606,666.67	2,427,250.01	2,575,333.36	(148,083.35)	3,276,000.00	852,912.39	74.09%
Net Income	17,189.79	424,932.09	735,274.43	806,608.74	(71,334.31)	706,393.00	(24,719.03)	104.09%

Account	Amount	Memo
Ace Hardware	14.79	Fasteners, PVC Conduit
Air Filter Sales	354.46	Filters
AIRGAS	1,287.46	Carbon Dioxide Liquid
6328 - CHEMICALS	333.77	Meals (Colorado Conf 2/26 Mileage)
Amazon	1,229.92	Laborsion Food Supplies, Janitorial Office Supplies, Food, 4-Interer Hard Drive, Uboat, Swivel, Summer, Chemicals, Condozy HHS
American Red Cross	597.25	Re-Crisis (S Kohman, D Nixon), CPR Masks, Feb 2026 LG Class
Broadmoor Resorts	2,960.80	Colorado Conf Feb 2026 AQAP
C&V Transportation	58.93	Colorado Conf Feb 2026 AQAP
Cannom Financial Services	165.59	Copier Lease/Equip Insurance (Feb 2026)
Carson Valley Snow	132.00	Screen LG Sweatpants
644 - UNIFORMS	2,960.00	Signosed Slide Tower, VFD blew out for indoor pool main pump, checked boilers
Cerms Systems Reno, Inc	930.58	Weekly Service/Supplies (increase stock for swim meet)
Cintas	495.53	Set up HR Computer, Updates from chrome laptop, inventory Software. Shop for new NAS, General questions
CLEAR SOLUTIONS INTERNATIONAL, INC	55.00	Software program for email address for contacts
Constant Contact	721.50	Food, Janitorial, Food Supplies, Copy Paper, Terry Clothes, Stamps, Gloves
Crosta	44.97	S, Harris
Dairy Queen	37.56	Weekly Lawn Service
Deanna Abbott	740.00	Elephant Armor Dot Repair Patch Primer
Desert Star Landscaping	62.69	Health Insurance Feb 2026 (7/1/21) Dependents- Lori9
DHC Supplies	7,245.00	Feb 2026 Phone & Internet Service
Douglas County School District	390.30	Patches for LG Shorts
DS-Flora	381.80	2-Adult, Training Pads(AED), 1-pediatric Deftb Pads
Emblem Enterprises, Inc	292.30	Swim Shorts
Emercept Medical Solutions	185.33	Jan 2026 [5 Copiers]
Epic Sports	110.07	Missing Tape, Pair Safety Glasses, Women Faced, Composite Shim, Wire Connector, Handheld Showerhead, Wipe, Inmate, Spray, Fanfare, Adapter, Belt, End Elbow, Conduit, Connector, Junction Box
High Sierra Business Systems	649.38	Monthly Fee
Home Depot	223.00	Meals, Mileage Airport Fees (Colorado Conf Feb 2026)
Inlult Software	1,363.09	liquid Backup
Justin Gross	9.79	Membership Renewal (S Harris)
March Bnkd Nod	30.00	3,641.01 30HP ND 38A 25HP HD GA800 Drive
Microsoft Corp	590.00	Davenport/Gross Colorado Conf Feb 2026
632 - SOFTWARE-IT	8,477.06	652.50 Receive tort claims from Pool/Pact, reviewed files, prepare letter, 1/30/26 convo w/S Harris
Nevada Recreation & Parks Society	14.09	Skimmer
North Valley Distributing	9.85	Monthly Recurring Charge
NRPA	47.06	Feb 2026 #634
633 - MAINTENANCE & REPAIR	110.00	Airport Parking (Colorado Conf Feb 2026)
NV Energy	3,971.84	Nema 1 Drive Only RSD/TC Software (Outdoor Pool, VFD), 2-Nema 1 Drive Only RSD/TC Software (Slide Pool, VFD)
Oshinski & Forsberg, Ltd	452.25	Meals, Mileage (Colorado Conf Feb 2026)
Pool Web	159.76	Drinks for Snack Bar
Poster My Wall	1,502.81	Meals, Mileage Broadmoor Hotel Expense
Public Employees Benefits Program	500.52	Meals, Taxi Fee (Colorado Conf Feb 2026)
Reps-Tanche Airport	180.00	Jan 2025 (2 Payroll/PERS)
RSD	2,800.00	Tree maintenance/pruning
630 - TRAVEL EXPENSE	5,148.85	
Sarah Davenport	11.99	Recharge Kit w/3-Scops, Reagent Neutralizing Kit
Shannon Harris	389.05	47 Whistles Merchandise
Sierra Bookings Services, Inc	61.04	Feb 2026 Monthly Visit
Sierra Peaks Enterprises, LLC	275.00	Colorado Conf Feb 2026 AQAP
SOUTHWEST GAS	1,254.17	Water/Garbage
Spotify	4,514.97	Perform lock out/tag out of boilers, annual maintenance, confirmed, proper operation
Supply House	2,866.04	Merchant Charge for credit card processing (Nov 25-Jan 26 QTY 2996)
Swim Outlet	135.10	Ice Cream, Corn Dogs, 4 Shower Poles
Talbot Tax & Accounting, LLC	549.00	PRV Project
Taxi Co	89.82	Circuit Breaker
Town Of Minden	72.99	Overhead Relay
Trane U.S. Inc	62,241.11	
Univus Software Canada		
Wal-Mart		
Western Nevada Supply		
Widespread Electrical		
Zoro Tools		
Total		

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

AGENDA ACTION SHEET

Agenda Item #5

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

Background: East Fork Swimming Pool District Board of Trustees conduct an annual evaluation for the District's Director and discuss approving a merit increase.

Funding: NA

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

Trustee Action:
 Approved
 Denied
 No Action
 Other

**EMPLOYMENT CONTRACT
BETWEEN
EAST FORK SWIMMING POOL DISTRICT ("EFSPD")
AND
SHANNON HARRIS ("Director")**

WHEREAS, EFSPD is a political subdivision of the State of Nevada and, pursuant to Nevada Revised Statutes 318.180 and 318.185, has the power to hire and fix the terms of employment of a Swim Center Director; and

WHEREAS, Harris has the experience, education, training, ethics and desire to serve as a Swim Center Director (hereinafter Director) for EFSPD; and

WHEREAS, it is the desire of EFSPD to retain the services of Harris as the Director and provide the proper and legal inducement for her to remain in such employment and provide, if necessary, a just means of terminating her services.

NOW, THISEFORE, in consideration of the mutual covenants contained herein the parties agree as follows:

1. **Duties:** EFSPD agrees to employ Harris to serve as Director of the East Fork Swimming Pool District and to perform the functions and duties of a Director for the EFSPD as set forth by law and policy and as further specified in the Work Performance Standards, as is more fully set forth in Exhibit A, attached hereto and incorporated herein by reference, and to perform all other legally permissible and properly assigned duties and functions as determined by EFSPD.

DIRECTOR accepts same and agrees that she shall be an exempt employee within the meaning of the Fair Labor Standards Act.

2. **Term:** Subject to the termination provisions contained in paragraph 4 herein, the term of this Contract is open-ended and effective retroactive to April 5, 2015, and shall continue until terminated by either DIRECTOR or EFSPD pursuant to the provisions of section 4 herein, with payment as set out in the wage scale document attached hereto and incorporated herein by reference as Exhibit B. This Contract supersedes and replaces all previous agreements, whether written or oral, with DIRECTOR. Upon mutual agreement, this Contract may be extended or modified. Any such extension or modification shall be in writing and signed by both parties hereto.

3. **Conditions of Employment:**

A. DIRECTOR agrees to remain in the exclusive full-time employ of EFSPD during the term of this Contract and not accept other employment by any other entity until said termination date, unless said termination date is effected as hereinafter provided. Any part-time employment by DIRECTOR shall be pre-approved in advance by the Chairman of the Board of Trustees and in their sole discretion.

B. Nothing in this Contract shall prevent, limit or otherwise interfere with the right of EFSPD to terminate services of DIRECTOR at any time, subject only to the provisions set forth in section 4 of this Contract.

C. Nothing in this Contract shall prevent, limit or otherwise interfere with the right of DIRECTOR to resign at any time from her position with EFSPD, subject only to the provision set forth in section 4 (B) of this Contract.

D. EFSPD may suspend DIRECTOR with full pay and benefits at any time during the term of this Contract pending investigation or other proceedings pursuant to disciplinary action.

4. **Termination and Severance Pay:**

A. At any time during the term of this Contract, EFSPD may, without cause, terminate the Contract by providing ten (10) days written notice to DIRECTOR. Notice shall be in accord with section 5 below.

B. At any time during the term of this Contract, DIRECTOR may terminate this Contract by providing sixty (60) days written notice to EFSPD. Notice shall be in accord with section 5 below.

C. Unless terminated for cause as described in paragraph F below, if DIRECTOR is terminated by EFSPD during the term of this Contract, after EFSPD has given notice in accord with paragraph A above, and during such time DIRECTOR is willing and able to perform her duties under this Contract, EFSPD agrees to pay DIRECTOR a lump sum cash severance payment equal to six (6) months of aggregate salary of the then current annual base salary of DIRECTOR and pay the health insurance costs for the Director for six months or, at the discretion of the Director, an amount equal to what the insurance payments would total.

D. Severance pay shall be in addition to any other payments for unused annual leave or other benefits that may be payable to other exempt management employees of EFSPD.

F. For purposes of this Agreement, termination for cause is defined as conduct which constitutes a crime, except for misdemeanor traffic citations, or conduct which constitutes a knowing and willful violation of a law governing the conduct of public officers or Directors or for any gross misdemeanor or felony. In a misdemeanor criminal case, cause shall be established upon a conviction. A driving under the influence conviction shall be considered as a crime and not a traffic citation.

In a more serious case involving a gross misdemeanor or felony in which the Director had been arrested or summoned into court, the Board of Trustees may suspend the Director without pay. Cause for termination shall be established once the Director either waives their preliminary hearing or a preliminary hearing is held and the Director is bound over for trial; is indicted by a grand jury or makes their first appearance in district court. In such event, EFSPD shall give written notice of its desire to terminate DIRECTOR for cause and the effective date of the

termination shall be five (5) calendar days after notice is given in accordance with section 5 below. If DIRECTOR is terminated for cause, they shall not be entitled to severance pay. Cause may also arise from a willful and continuous failure by DIRECTOR to follow the explicit directions of the EFSPD Board of Trustees, or any other act which by its nature brings discredit to the EFSPD.

G. In the event DIRECTOR voluntarily resigns their position with EFSPD, then DIRECTOR shall give EFSPD notice in accordance with paragraph B above. The parties may subsequently agree to a different notice period. DIRECTOR shall receive their current salary during the notice period and EFSPD is not obligated to pay severance pay to DIRECTOR.

5. **Notices:** When required by this Contract, notice shall be in writing and shall be by personal service to the Chairman of the Board of Trustees for the EFSPD, or to DIRECTOR, or by personal service via mail.

EFSPD: Chairman, East Fork Swimming Pool District
1600 Hwy 88
Minden, NV 89423

DIRECTOR: Shannon Harris
1425 Sally Lane
Gardnerville, NV 89460

6. **Compensation and Benefits:**

- A. EFSPD agrees to pay DIRECTOR for her services rendered pursuant hereto an annual base salary of \$75,000. The annual base salary is payable in the same manner as other employees of EFSPD.
- B. The annual salary of DIRECTOR may be adjusted annually as determined by the board of Trustees after completing the yearly evaluation of Director.
- C. The Director shall receive three weeks of annual leave for year one of this Contract, and four weeks per year thereafter. The Director shall receive advance approval from the Chairman for annual leave usage in excess of five working days.
- D. The Director shall receive sick leave at the same rate as that of regular employees of the District.
- E. EFSPD agrees to pay contributions to the Nevada Public Employees Retirement System (PERS) on behalf of DIRECTOR during their employment with EFSPD as is consistent with other employees of EFSPD. Any PERS increases must be shared equally between EFSPD and DIRECTOR pursuant to law.

F. During the term of this agreement, DIRECTOR shall be entitled to receive from EFSPD such health, dental, vision, disability, life, accidental death and dismemberment and retirement benefits as the EFSPD provides to other employees. DIRECTOR shall be responsible for such co-pays and premium contributions as are required to be paid by other EFSPD employees.

7. Performance Evaluation:

A. EFSPD, with input from DIRECTOR, shall adopt goals and expectations for DIRECTOR in each year of this Contract. EFSPD's adoption of priorities and expectations for DIRECTOR shall coincide with DIRECTOR's annual evaluation as provided in paragraph B below. The priorities and expectations may be added to or deleted as EFSPD may determine, after consultation with DIRECTOR.

B. Each year prior to or as near as possible to the anniversary date of DIRECTOR's hiring, EFSPD will review and evaluate DIRECTOR's performance. DIRECTOR shall contact the Chairman of the board of Trustees of EFSPD at least thirty (30) days prior to their anniversary date in order to schedule DIRECTOR's annual evaluation. The evaluation shall be based on the goals and expectations developed as provided in paragraph "A" above as well as DIRECTOR's conformance with their established Work Performance Standards as set forth in Exhibit A.

8. General Provisions:

A. This Employment Contract shall be construed and interpreted according to the laws of the State of Nevada. Any dispute regarding this Contract shall be resolved by binding arbitration, with an arbiter selected from a list maintained by the Nevada Supreme Court of senior district court judges, with each party paying one-half of the costs and each paying their own attorney fees. There shall be no presumption for or against the drafter in interpreting or enforcing this Contract. EFSPD shall select the arbiter if both parties cannot mutually agree to one.

B. This Contract constitutes the entire agreement between the parties and may only be modified by a written amendment signed by both parties.

C. If any provision, or any portion thereof, contained in this Contract is held unconstitutional, invalid or unenforceable, the remainder of this Contract, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.


D. This Contract shall become effective retroactive to April 5, 2015.

IN WITNESS THISEOF, the East Fork Swimming Pool District Board of Trustees has caused this Employment Contract for Shannon Harris to be signed and executed.

Director:


Shannon Harris

East Fork Swimming Pool District


Chairman, EFSPD

Carson Valley Swim Center Director's Work Performance Standards

March 2024

Nature of the District

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

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

Aquatics Programming

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

Leadership and Management

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

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

Facilities Management

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

Financial Management

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

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

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

Public Relations

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

Sharon Desjardins

Sharon Des Jardins, Chairman
East Fork Swimming Pool District

2/25/25

Date

Shannon Harris

Shannon Harris, Director

3/30/24

Date

EFSPD Director Performance Appraisal - Annual

March, 2026

Date: _____ Board Member: _____

Circle the rating for each category.

	Outstanding	Excellent	Average	Below Average	Unsatisfactory
1. Aquatics Programming	5	4	3	2	1
2. Leadership & Management	5	4	3	2	1
3. Facilities Management	5	4	3	2	1
4. Financial Management	5	4	3	2	1
5. Public Relations	5	4	3	2	1

Comments:

1. _____

2. _____

3. _____

4. _____

5. _____

Shannon Harris, Director of Carson Valley Swim Center
Timeline 2025

6/09/2014	Harris was hired as Assistant Director of Carson Valley Swim Center
4/16/2015	Harris was hired as Director of Carson Valley Swim Center Beginning salary of \$75,000
10/16/2016	Received one week's vacation in lieu of a raise
5/15/2017	Annual evaluation and increase of 5% to \$80,210
4/6/2018	Annual evaluation and increase of 4% to \$83,418.40
1/2019	Salary Assessment, by independent HR Consultant, showed that the Director Position salary was under market
4/1/2019	Annual Evaluation average of 4.8 out of 5. Increase of 11.50% to catch up about half way to the \$105,000 minimum of where the director salary should be. New salary of \$94,200.
4/16/2020	Annual evaluation average of 4.84 out of 5. Increase of 11.68% to bring director up to a minimum of \$105,000. New salary \$105,000. Due to COVID, approved raise delayed until July 1, 2020. No retro.
4/1/2021	Annual evaluation average of 4.3 out of 5. Increase of 5% or \$5,250 which brought annual salary up to \$110,250.
4/1/2022	Merit Increase of 5% or \$5,500.00 to bring annual salary to \$115,763.00
4/1/2023	Annual evaluation average of 4.9 out of 5. Increase of 5% or \$5,788 which brought annual salary up to \$121,551.
4/1/2024	Annual evaluation average of 4.9 out of 5. Increase of 5% or \$5,787 which brought the annual salary up to \$127,338.
4/1/2025	Annual evaluation of 5 out of 5. Increase of 5% or \$6,367 which brought the annual salary up to \$133,705.

2026 Salary Increase Options

Current Salary = \$133,705
1% increase = \$1,337 (\$135,042)
2% increase = \$2,674 (\$136,379)
3% increase = \$4,011 (\$137,716)
4% increase = \$5,348 (\$139,053)
5% increase = \$6,685 (\$140,390)

Table A. West region CPI-U 1-month and 12-month percent changes, all items index, not seasonally adjusted

Month	2022		2023		2024		2025		2026	
	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month
January	0.9	7.7	0.9	6.3	0.7	3.3	0.6	2.4	0.4	2.7
February	0.8	8.1	0.5	6.0	0.4	3.2	0.6	2.6		
March	1.3	8.7	0.5	5.1	0.9	3.6	0.5	2.2		
April	0.7	8.3	0.5	4.9	0.6	3.7	0.5	2.1		
May	0.8	8.3	0.4	4.5	0.1	3.3	0.3	2.4		
June	1.2	8.8	0.3	3.5	-0.2	2.8	0.1	2.7		
July	0.1	8.3	0.1	3.5	-0.1	2.6	0.2	3.0		
August	0.0	8.1	0.4	3.9	0.1	2.2	0.3	3.2		
September	0.3	8.3	0.4	3.9	0.2	2.1	0.3	3.3		
October	0.7	8.1	0.1	3.3	0.1	2.1	-	-		
November	-0.4	7.1	-0.4	3.3	-0.1	2.4	-	3.0		
December	-0.4	6.2	-0.1	3.6	0.0	2.5	-0.2	2.9		

Note: The October 2025 data values are not available due to the 2025 lapse in appropriations

The Consumer Price Index for February 2026 is scheduled to be released on Wednesday, March 11, 2026.

CVSC March 2025 Director's Report

User Attendance: See board binder documents.

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

Programming, Staffing and Training:

- Douglas High School Swim/Dive Season has officially started and the swim center will host many meets.
- Outdoor pool was opened March 3rd weather permitting. Must hit 45 as a high Temp and winds below 25mph.
- Shannon completed her Certified Pool Operator (CPO) recertification course (8hr online and final exam).
- Supervisors scheduled a Lifeguard Certification class for April and continue to train & red-shirt staff 4 hrs monthly.
- Sarah is planning the swim center's "Easter Egg Hunt" for April 20th.
- E-learning continues to be sent out monthly to staff by Andrew, Admin Asst./HR
- Leadership Team (Director and Supervisors) meet monthly to plan and discuss CVSC programming & staffing.
- Monthly In-Service Training/Meeting was conducted by all supervisors.
- Session, Drop-In and Private swim/dive lessons are combined numbers and classes are successful (see attached #'s)
- Water Aerobics class attendance is steady at 35+ participants in the morning classes. Evening classes are smaller but well liked and attended.

Marketing and Public Relations:

- Shannon was a guest speaker for the Carson Valley Health Vitality group sharing information about swim center programs and benefits; attended the "State of the County" at the Senior Center presented by County Manager Jenifer Davidson; participated in mock interviews at Aspire High School in partnership with the Chamber; attended the quarterly Oversight Committee meeting for Pool Pact as a member of the committee; received two Continuing Education Units (CEU) for attended two Lunch N Learns online; attended the quarterly "Cyber Security" training hosted by Pool Pact; chaired the executive & general Nevada Recreation & Parks Society Board meetings as President.
- Social media exposure, information sharing and flyers: Facebook & Instagram updates (Sarah & Catherine).
- Website updates (Justin, Paul, Sharon), Google Business updates (Shannon), Alignable updates (Shannon)
- Annual publications: Carson Valley Business Directory, Getaway Reno/Tahoe Area, Best of CV, Almanac, R-C.
- CGI Marketing Group continues to do a good job managing our online reputation with Google, Yelp (Shannon)
- Phone Message updates (Sherrie)
- Water Aerobics Coordinator (Deanna) is emailing staff/patrons to keep up-to-date on schedule/procedure changes.

Employee Recognition:

Employee of the Month: Display leadership traits, accountability, punctuality and dedication to the profession
January = Matt Beam, Lifeguard
February = Sierra Kothman, Lifeguard and Swim Instructor
March = Abbigail Detsch, Lifeguard and Swim Instructor

Maintenance Updates:

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

Monthly Financial: See board binder documents.

Correspondence: See board binder documents (if applicable).

CVSC April 2025 Director's Report

User Attendance: See board binder documents.

- March 2024 Attendance 10,647. March 2025 Attendance was 11,020 (See attached docs)

Programming, Staffing and Training:

- Supervisors are holding a Lifeguard Certification class the week of Spring Break April 21-25. We will need approx. 2-3 Senior Guard positions filled along with 25-30 lifeguard positions. We are still waiting to see who is returning from college and what everyone's availability is this summer.
- Sarah and team are planning the swim center's "Easter Egg Hunt" for April 20th.
- E-learning continues to be sent out monthly to staff by Andrew, Admin Asst./HR
- Leadership Team (Director and Supervisors) meet monthly to plan and discuss CVSC programming & staffing.
- Monthly In-Service Training/Meeting was conducted by all supervisors.
- Session, Drop-In and Private swim/dive lessons are combined numbers and classes are successful (see attached #'s)
- Water Aerobics class attendance is steady at 35+ participants in the morning classes. Evening classes are smaller but well liked and attended.

Marketing and Public Relations:

- Shannon attended the Minden Fortnightly donation ceremony and received a \$250 check from the group.
- Shannon attended the California Recreation and Parks Society Conference in Sacramento, CA and attended the Aquatics intensive along with others.
- Shannon and Sarah attended the Nevada Recreation and Parks Society Conference in N. Las Vegas.
- Record Courier – Easter Egg hunt information was published and flyers were sent to Visitors Authority and Chamber of Commerce.
- Social media exposure, information sharing and flyers: Facebook & Instagram updates (Sarah & Catherine).
- Website updates (Justin, Paul, Sharon), Google Business updates (Shannon), Alignable updates (Shannon)
- Annual publications: Carson Valley Business Directory, Getaway Reno/Tahoe Area, Best of CV, Almanac, R-C.
- CGI Marketing Group continues to do a good job managing our online reputation with Google, Yelp (Shannon)
- Phone Message updates (Sherrie)
- Water Aerobics Coordinator (Deanna) is emailing staff/patrons to keep up-to-date on schedule/procedure changes.

Employee Recognition:

Employee of the Month: Display leadership traits, accountability, punctuality and dedication to the profession
April = Roberto Hernandez – Hard working and so respectfully

Maintenance Updates:

- Department working with Cintas regarding chemical purchases and paper products.
- Replaced heat exchanger in the activity pool so temp remains more stable.
- Dave continues to work with Renosys in the replacement of the 3M diving board pad.
- Dave attends the weekly construction meetings with Shannon, Scott and contractors along with meetings with Aquatic Design group.
- Daily, weekly, monthly and annual maintenance projects and asset management are being completed... excel document updated by Maintenance Supervisor and Director.
- Updating and improving the data information in Reserve Analyst (Asset Management Program).

Monthly Financial: See board binder documents.

Correspondence: See board binder documents (if applicable).

User Attendance: See board binder documents.

- April 2024 Attendance 11,561. April 2025 Attendance was 10,949 (See attached docs)

Programming, Staffing and Training:

- CVSC has a lot of returning employees from college who are lifeguards as well as Senior Lifeguards. We will need 2 more Senior Guard positions to be filled. We currently have 72 Lifeguards for the Summer season.
- Sarah and team are planning the swim center's Carson Valley Days float with a team of staff.
- Yerington has reached out for help with the lifeguard's recertification class. We are working out the details and always willing to help other entities to ensure their success.
- Junior Lifeguard class is being planned for July.
- Interest list for Lifeguard Certification class is posted in main office.
- Shannon received a certification in Financial Sustainability from a Parks and Recreation consulting firm, 110%
- 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 gave a presentation to Sertoma updating the group on the latest swim center accomplishments.
- Shannon participated on a panel hosted by the Chamber and Visitors Authority on multigenerational hiring.
- Shannon attended a retirement event at UNR for Jianli You and met with Krysta Palmer.
- Social media exposure, information sharing and flyers: Facebook & Instagram updates (Sarah & Catherine).
- Website updates (Justin, Paul, Sharon), Google Business updates (Shannon), Alignable updates (Shannon)
- Annual publications: Carson Valley Business Directory, Getaway Reno/Tahoe Area, Best of CV, Almanac, R-C.
- CGI Marketing Group continues to do a good job managing our online reputation with Google, Yelp (Shannon)
- Phone Message updates (Sherrie)
- Water Aerobics Coordinator (Deanna) is emailing staff/patrons to keep up-to-date on schedule/procedure changes.

Employee Recognition:

Employee of the Month: TBD

Maintenance Updates:

- Department is working with the State Boiler Inspector and insurance inspector on remedying some labeling confusion and replacing relief valves.
- Dave is soliciting 3 quotes with the help from Scott McCollough for the emergency replacement of the Air handling system in the multi-purpose room.
- Dave continues to work with Renosys in the replacement of the 3M diving board pad.
- Dave attends the weekly construction meetings with Shannon, Scott and contractors along with meetings with Aquatic Design group.
- Daily, weekly, monthly and annual maintenance projects and asset management are being completed... excel document updated by Maintenance Supervisor and Director.
- Updating and improving the data information in Reserve Analyst (Asset Management Program).

Monthly Financial: See board binder documents.

Correspondence: See board binder documents (if applicable).

CVSC June 2025 Director's Report

User Attendance: See board binder documents.

- May 2024 Attendance 13,362. May 2025 Attendance was 11,406 (See attached docs)

Programming, Staffing and Training:

- CVSC has a lot of returning employees from college who are lifeguards as well as Senior Lifeguards. Two Senior Guard positions have been filled. We currently have 78 Lifeguards for the Summer season after new hires.
- Aquatic Supervisors hosted an in-service training onsite for CVSC team and outside agencies.
- Paul passed his Emergency Medical Technician certification.
- Paul and Shannon attended the NV Rec & Park Society (NRPS) Aquatics committee.
- Shannon attended Pool Pacts "Aquatic Risk Management" Training online.
- 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:

- Team building is occurring while building Carson Valley Days float.
- Douglas County School District "Partners Across Communities" (PAC) program concluded their on-the-job training and Shannon attended their "Thank you" party.
- 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:

May – Dustin Danen, Lifeguard and recently EMT Certified. Dustin has been a hard worker since the day we hired him. He is a consistent and dependable lifeguard who takes his position very seriously. He can be relied on in many situations and get along well with the patrons and his CVSC team.

June – Elijah Lyons, Senior Lifeguard and returning college graduate. Eli has proven his commitment to our organization by returning to us every summer to work while he attended out-of-state college. He has not let us down. He can be relied on to show up and step up. He has grown tremendously personally and professionally and we are grateful to have him as part of our team.

Maintenance Updates:

- Dave is soliciting 3 quotes (2 received) with the help from Scott McCollough for the emergency replacement of the Air handling system in the multi-purpose room.
- Dave and Jack worked with Building Control Systems (BCS) to upgrade building control software and replaced IT computer.
- 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).

CVSC July 2025 Director's Report

User Attendance: See board binder documents.

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

Programming, Staffing and Training:

- CVSC is fully staffed with a total of 101 employees and 74 Lifeguards.
- Justin Gross, Aquatic Supervisor is gone for military training for two-weeks in July.
- Pool Pact conducted on-site a "Buddy to Boss" training for the Senior Lifeguards.
- Junior Lifeguard program is up and running with 12 students. The program runs for 2 weeks (Mon-Thurs)
- Flick 'N Float movie for July 25th is Jaws – 30th anniversary and Shark Week.
- Lesson structure has changed to better serve our community regarding attendees and skill level matching class level
- Wibit (floating obstacle course) is being set-up and put in the main indoor pool every Saturday from 4-5.
- E-learning continues to be sent out monthly to staff by Andrew, Admin Asst./HR
- Leadership Team (Director and Supervisors) meet monthly to plan and discuss CVSC programming & staffing.
- Monthly In-Service Training/Meeting was conducted by all supervisors.
- Session, Drop-In and Private swim and swim angelfish are combined numbers and classes are successful (see attached #'s)
- Water Aerobics class attendance is steady at 35+ participants in the morning classes. Evening classes are smaller but well liked and attended.

Marketing and Public Relations:

- Staff with the National Recreation & Parks Association (NRPA) toured the facility while in town for a business council meeting.
- Douglas County presented a proclamation to the district in partnership for the TRE splash park.
- Shannon attended the Nevada Recreation and Parks Society (NRPS) meeting serving as Past-Chair.
- Paul is the Co-Chair of the NRPS Aquatics committee and a board member attending NRPS meetings.
- New advertising in the "Lake Tahoe Visitors Map" over 100,000 publications.
- Nominations for "Best of Carson Valley" started. Voting will be next.
- Social media exposure, information sharing and flyers: Facebook & Instagram updates (Sarah).
- Website updates (Justin, Paul), Google Business updates (Shannon), Alignable updates (Shannon)
- Annual publications: Carson Valley Business Directory, Getaway Reno/Tahoe Area, Best of CV, Almanac, R-C.
- CGI Marketing Group continues to do a good job managing our online reputation with Google, Yelp (Shannon)
- Phone Message updates (Sherrie)
- Water Aerobics Coordinator (Deanna) is emailing staff/patrons to keep up-to-date on schedule/procedure changes.

Employee Recognition: Employee of the Month:

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

Maintenance Updates:

- Dave and his maintenance team are pulled into many directions especially in the summer and rise to every occasion from fixing broken door handles, adding additional railing, fixing walkie talkies, order new parts and equipment.
- Quarterly Safety meetings are conducted by the maintenance team identifying any risk related concerns needing to be addressed.
- Daily, weekly, monthly and annual maintenance projects and asset management are being completed... excel document updated by Maintenance Supervisor and Director.
- Updating and improving the data information in Reserve Analyst (Asset Management Program).

Correspondence: See board binder documents (if applicable).

CVSC August 2025 Director's Report

User Attendance: See board binder documents.

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

Programming, Staffing and Training:

- Jaws night for its 50th Anniversary and Shark Week was well attended and the patrons and staff had fun.
- Teen night was well attended and successful.
- Staff recognition and end of summer party was successful with close to 50 in attendance.
- DDST had their successful "High Country" swim meet with close to 350 registered swimmers.
- Paul led the CVSC Lifeguard team along with Claire, Senior Lifeguard as Captain, in the Lifeguard games held at Moana pool in Reno.
- Lesson structure change was well received by our patrons and staff.
- E-learning continues to be sent out monthly to staff by Andrew, Admin Asst./HR
- Leadership Team (Director and Supervisors) meet monthly to plan and discuss CVSC programming & staffing.
- Monthly In-Service Training/Meeting was conducted by all supervisors.
- Session, Drop-In and Private swim and swim angelfish are combined numbers and classes are successful (see attached #'s)
- Water Aerobics class attendance is steady at 35+ participants in the morning classes. Evening classes are smaller but well liked and attended.

Marketing and Public Relations:

- Sarah and Justin submitted a session to speak at the Association of Aquatic Professionals (AOAP) conference in Feb.
- Shannon attended the Chambers "Women in Business" monthly event, the ground breaking ceremony for the new Justice Center and the Nevada Women's Fund luncheon.
- Shannon was invited to join the "East Fork Ember Foundation" as a founding Board member supporting the East Fork Fire and Paramedic District.
- Shannon and Sharon T. attended the Pool Pact Special District roundtable.
- Voting for "Best of Carson Valley" started.
- Social media exposure, information sharing and flyers: Facebook & Instagram updates (Sarah).
- Website updates (Justin, Paul), Google Business updates (Shannon), Alignable updates (Shannon)
- Annual publications: Carson Valley Business Directory, Getaway Reno/Tahoe Area, Best of CV, Almanac, R-C.
- CGI Marketing Group continues to do a good job managing our online reputation with Google, Yelp (Shannon)
- Phone Message updates (Sherrie)
- Water Aerobics Coordinator (Deanna) is emailing staff/patrons to keep up-to-date on schedule/procedure changes.

Employee Recognition: Employee of the Month August – John Acosta, Senior Lifeguard

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

Maintenance Updates:

- Dave and his maintenance team are pulled daily into many directions, especially in the summer, and rise to every occasion from fixing broken door handles, adding additional railing, fixing walkie talkies, order new parts and replacing equipment.
- Quarterly Safety meetings are conducted by the maintenance team identifying any risk related concerns needing to be addressed.
- Daily, weekly, monthly and annual maintenance projects and asset management are being completed... excel document updated by Maintenance Supervisor and Director.
- Updating and improving the data information in Reserve Analyst (Asset Management Program).

Correspondence: See board binder documents (if applicable).

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).

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).

CVSC November 2025 Director's Report

User Attendance: See board binder documents.

- October 2024 Attendance 9,112. October 2025 Attendance was 8586. (See attached docs)

Programming, Staffing and Training:

- Sarah and Team successfully served hundreds of community members with another successful Haunted Pool Party.
- Scott Morgan conducted leadership staff interviews along with Shannon as part of the Strategic Plan update.
- Shannon & Andrew attended the Pool Pact Annual HR Conference in Tahoe, Partnership of Community Resources COPE Poverty workshop and an Employee Assistance Program Suicide prevention webinar.
- 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 was invited by Douglas County School District professionals to be part of a Pod Cast talking about the incredible partnership we have with them.
- Shannon attended the Nevada Recreation & Parks Society meetings.
- 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

October: Sadie Schumann, Lifeguard does a great job with time management balancing school, professional dance and work. She is responsible and capable of accomplishing anything she is presented with. We rely on Sadie's positive disposition and professionalism on everyone of her shifts.

November:

Maintenance Updates:

- Emergency AH project has started with ACCO
- Generator start-up completed – 20 sec delay with all main computers in UPS backup batteries.
- 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).

CVSC December 2025 Director's Report

User Attendance: See board binder documents.

- November 2024 Attendance 7,549. November 2025 Attendance was 7,655. (See attached docs)

Programming, Staffing and Training:

- Scott Morgan conducted stakeholder interviews along with Shannon as part of the Strategic Plan update.
- Outdoor pool has remained open to our patrons during the warmer weather.
- 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 was invited in November to be the Keynote speaker for the southern Nevada Aquatics Conference.
- Shannon was invited by the Visitors Authority to promote "Underwater Santa" on KOLO 8 news.
- Shannon attended the Nevada Recreation & Parks Society meetings, the northern Director's luncheon, participated in the quarterly Enterprise Risk management committee meeting with POOL PACT and attending their strategic planning meeting.
- 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

November: Kim Copeland, Cashier. Kim started at the swim center as a patron after retiring from Nevada State Parks. She was then interested in joining our team and was hired as a cashier. Kim has shown nothing but professionalism and came to us with a great understanding of customer service. She is respected by our team in every department and can be relied on for her consistency and positive attitude.

Maintenance Updates:

- Emergency AH project has been completed by ACCO.
- Painting and restoration of the Fin room was completed by Jack.
- Steps have been poured between the Family Pool and Outdoor pool deck for increased safety – railing will be added before re-opening the outdoor pool areas in the spring.
- Quotes are being gathered for additional concrete work by the outside pool deck garage and sheds will be replaced in that same area.
- Brad Hollander is still continuing his work with updating his companies UV bulb and will be placed in our facility in the near future.
- 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).

CVSC January Director's Report

User Attendance: See board binder documents.

- December 2024 Attendance 7,448. December 2025 Attendance was 8,469. (See attached docs)

Programming, Staffing and Training:

- Water Aerobics potluck party was a success for the holidays hosted and planned by Deanna.
- Staff holiday party was a success with approx. 30 in attendance and participated in a voluntary gift exchange planned by Sarah.
- 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:

- Scott Morgan and Shannon continue to conduct stakeholder interviews as part of the Strategic Planning process.
- Shannon attended the Nevada Recreation & Parks Society meetings.
- 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

December: Andrew Sturgess, Admin Assistant/HR – Andrew has been an incredible asset to me personally as well as for the entire team of supervisors and staff for the past couple of years. Andrew is reliable, engaging and is a quick learner. He is patient and kind and knows the facility well. He started as a Lifeguard in his youth then came back as a senior lifeguard and then moved into his current position. He has his Master's Degree and has recently become a commercial pilot.

January: Dalton Nixon, Lifeguard and Swim Instructor – Dalton is currently attending college and rodeoing and comes back to work during breaks and summer. Dalton has always been upbeat, professional and kind. He has taken more of leadership role and is strong swim instructor and lifeguard.

Maintenance Updates:

- Decking outside was extended between the garage and DH unit on the westside. Both sheds were hauled away and one new shed will replace them both.
- Brad Hollander is still continuing his work with updating his companies UV bulb and will be placed in our facility in March.
- 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).

CVSC February Director's Report

User Attendance: See board binder documents.

- January 2025 Attendance 9,137. January 2026 Attendance was 9,212. (See attached docs)

Programming, Staffing and Training:

- Sarah and Justin will be presenting the Association of Aquatic Professionals in Colorado Springs and Shannon has been selected to sit on an expert aquatics panel discussing recruitment and retention.
- Paul, Co-chair, of the Northern Nevada Aquatics Committee is planning the regional in-service training.
- 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:

- CVSC applied for 4 awards through the Nevada Recreation and Parks Society for Programming, Youth Enrichment, Remodeling Project, and Adaptive Lessons.
- 2026 events calendar has been posted on social media and sent to marketing partners: CGI, Visitors Authority, 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

February: Lyn Willoughby, PT Maintenance Aid. Lyn works hard year-around helping in all areas of the maintenance dept and takes great pride in the cleanliness of the swim center grounds in and outdoors. His commitment has reached a new level while Dave was out on medical. Lyn worked longer and harder hours making sure the pools remained open and safe during the departments staff shortage. Lyn has also enjoyed the new found sport of swimming and participates in the morning Master's swim class and goes above and beyond participating in our special events oftentimes dressing in costume. It takes great pride in his work and is always on the move accomplishing something.

Maintenance Updates:

- Tile work has been completed in the locker rooms, on the on-deck showers and outdoor pool.
- Dave worked with Serris on several projects including the generator power transfer and main pool Variable Frequency Device (VFD).
- 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 SWIMMING POOL DISTRICT
BOARD OF TRUSTEES**

AGENDA ACTION SHEET

Agenda Item #6

Title: Presentation and discussion from staff and trustees on the Association of Aquatic Professionals (AOAP) Conference held February 16-19th, 2026 in Colorado Springs, Colorado.

Background: The district has always promoted and supported the training of both staff and trustees. The expenses are built into the budget for such trainings and our Pool Pact partners offer up to \$10,000 dollar grants for training supporting either "Education" or "Risk Management."

Funding: Pool Pact Member Grants

Recommended Motion: Discussion only

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

EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

AGENDA ACTION SHEET

Agenda Item #7

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

- User Attendance
- Staffing and Programming
- Marketing and Public Relations Information
- Employee Recognition
- Maintenance Updates
- Correspondence

Background: The Swim Center Director will provide a discussion-only report to inform the Board of recent operational updates. The report will include highlights on user attendance, staffing and programming, marketing and public relations activities, employee recognition, maintenance updates, and relevant correspondence. This item is for informational purposes only and does not require Board action.

Funding: NA

Recommended Motion: Discussion only

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

CVSC March 2026 Director's Report

User Attendance: See board binder documents.

- February 2025 Attendance 8,731. February 2026 Attendance 8,233 (See attached docs)

Programming, Staffing and Training:

- CVSC and the Partnership of Community Resources are partnering to provide one evening of free admission for our community during a Flick 'N Float showing the movie "In and Out."
- Outdoor pool opened Feb 23rd. This year was the shortest closing time recorded with only 8 weeks.
- Shannon Hosted onsite Pool Pacts Enterprise Risk Management Committee meeting.
- Staff Meeting conducted by Ashley (Pool Pact Rep) on "Ethics in the Workplace."
- Lifeguard Interviews were conducted by Supervisor staff and 5 out of 5 were hired.
- Carson pool has closed again for construction so we have provided space for their swim team and some patrons will be joining our classes and lap swimming.
- 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 Chamber of Commerce Stakeholder meeting.
- Shannon attended the Nevada Recreation and Parks Society Executive and General Board meeting.
- 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

March: Scotty Peck – Lifeguard – Scotty since the day he was hired he has been a hard worker. He is willing to stay late when extra guards are needed and always up for supporting the maintenance department. He is truly eager to help in any way and oftentimes subs for others in need.

Maintenance Updates:

- Fencing was added to south end of outside deck
- Shed has been permitted and will arrive soon
- VFDs have been replaced and maintenance team is working with electrician modifying transfer of power of generator
- CO2 tanks have been ordered and will be replaced this month.
- 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

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

East Fork Swim Pool District

Attendance Report Fiscal Year: 2025-2026

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Attendance	22336	15435	7495	8596	7655	8469	9212	8233	0	0	0	0	87431
Attendance:													
Lessons	1692	740	316	570	479	246	485	515					5043
DDST	1380	1050	1056	1056	864	1056	960	960					8382
Mem/Pass Visits	4721	4146	3022	3569	3157	3471	3561	2966					28613
DHS Aquatics	0	224	504	378	357	255	288	270					2276
DHS Swim/Dive	0	0	0	0	0	0	32	192					224
Drop-In Visits	14543	9275	2597	3023	2798	3441	3886	3330					42893
User Fees	94,013	59,144	31,503	37,973	31,580	32,198	42,659	34,051					\$363,121

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

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Attendance	22336	15435	7495	8596	7655	8469	9212	8233	0	0	0	0	87431
Attendance:													
Lessons	1692	740	316	570	479	246	485	515					5043
DDST	1380	1050	1056	1056	864	1056	960	960					8382
Mem/Pass Visits	4721	4146	3022	3569	3157	3471	3561	2966					28613
DHS Aquatics	0	224	504	378	357	255	288	270					2276
DHS Swim/Dive	0	0	0	0	0	0	32	192					224
Drop-In Visits	14543	9275	2597	3023	2798	3441	3886	3330					42893
User Fees	94,013	59,144	31,503	37,973	31,580	32,198	42,659	34,051					\$363,121

User Attendance Breakdown

Summary

	Feb 2026				July 1, 2025 thru Feb 28, 2026			
	Drop-Ins	Passes	Total	%	Drop-Ins	Passes	Total	%
Senior	250	2,351	2,601	41%	3,509	21,860	25,369	35%
Adult	913	235	1,148	18%	13,167	2,732	15,899	22%
Youth	1,986	5	1,991	32%	23,728	323	24,051	34%
Complimentary	7	-	7	0%	474	-	474	1%
Family	46	72	118	2%	623	819	1,442	2%
Disabled	29	176	205	3%	309	1,458	1,767	2%
Therapy	65	-	65	1%	700	-	700	1%
Other	34	127	161	3%	383	1,421	1,804	3%
	3,330	2,966	6,296	100%	42,893	28,613	71,506	100%

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	0	2	2	3	1					20
Minor First Aid	36	23	2	5	4	2	12	10					94
Major First Aid	0	2	1	0	1	0	1	1					6
Resuscitations	0	0	0	0	0	0	0	0					0
Near Drownings	0	0	0	0	0	0	0	0					0
Drownings	0	0	0	0	0	0	0	0					0
Major First Aid Description:													
Backboard	0	0	0	0	0	0	0	0					0
911 Calls	0	1	0	0	1	0	1	1					4
Ambulance Transport	0	1	0	0	0	0	1	1					3
Oxygen uses	0	0	1	0	0	0	0	1					2