

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES MEETING AGENDA
September 17th, 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

1. 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.

2. 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.

3. 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

A. For Possible Action. Approval of previous minutes from the August 20th, 2026 general meeting.

Motion to Approve Consent Agenda Item A

4. 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

- A. Discussion Only. Update on the Capital Improvement Plan ongoing and possible future projects.
- B. Discussion Only. Review and Discussion of the District's Strategic Plan.
- C. Discussion and Possible Action. Approval of general ledger cash balances, expenditures and investments through August 31st, 2026.
- D. Discussion Only. Report from the Swim Center Director:
 - User Attendance
 - Staffing and Programming
 - Marketing and Public Relations Information
 - Employee Recognition
 - Maintenance Updates
 - Correspondence
- E. Presentation Only. Presentation by Board members of requests for matters to be placed on the future agenda for October 15th, 2026 general meeting.
- F. Discussion and Possible Action. Meeting adjournment.

Copies of the agenda were posted at 3:30pm, Thursday, September 10th, 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 A

Title: Approval of the General Meeting minutes from August 20th, 2026

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

Funding: NA

Recommended Motion: Move to approve the General Meeting minutes from August 20th, 2026

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

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
August 20th, 2026 at 9:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

DRAFT MINUTES

These minutes are a summary of the substance of matters discussed and actions taken at the meeting and are not intended to be a verbatim transcript.

1. CALL TO ORDER / PUBLIC COMMENT

Chair Des Jardins called the meeting to order at 9:00 a.m. All members were present and a quorum was established. No members of the public were present, and no public comment was received.

2. APPROVAL OF AGENDA

Trustee Dressel moved to approve the agenda. Trustee Gilkerson seconded the motion. The motion carried unanimously.

3. CONSENT AGENDA

Trustee Duffy moved to approve the consent agenda. Trustee Gilkerson seconded the motion. The motion carried unanimously.

4. ADMINISTRATIVE AGENDA

A. Capital Improvement Plan – Ongoing and Possible Future Projects (Discussion Only)

Scott McCullough, Douglas County, provided an update on the district's active capital projects. Regarding the parking lot improvement project, he reported that administrative and permitting issues involving Douglas County, NDOT-related right-of-way requirements, and Town of Minden approval had largely been addressed. Revised plans had been resubmitted to the County, and staff was awaiting issuance of the site improvement permit. The contractor and major subcontractors remained available to proceed once the permit is issued. Mr. McCullough estimated approximately 45–60 days for completion after permitting and discussed temperature limitations for asphalt placement. Trustee Biaggi asked what is the temperature when you can't do asphalt? Mr. McCullough stated you can't do asphalt if the temperature is 40 degrees or below.

Mr. McCullough also updated the Board on the activity pool project. Plans had been returned to the County following review comments, including Health Department requests for product and material submittals. Pre-construction meetings with Plenum were scheduled to begin the following week, with construction anticipated to start around September 15. Staff discussed phasing and enclosure of the activity pool so other portions of the facility could remain operational. The project budget includes contingency funding to address construction disruptions and protect public programming.

B. District Strategic Plan (Discussion Only)

Trustee Biaggi presented a timeline identifying strategic plan goals, required activities, and target dates and recommended reviewing the plan regularly to track progress. Director Harris noted that upcoming professional conferences would help satisfy the plan's bi-annual training and continuing education goals.

The Board discussed regional partnerships and trustee participation in community events, including events in Topaz and other community activities. Director Harris encouraged the trustees to report attendance at relevant events and continue using the previously provided list of community meetings and partnership opportunities.

The Board also discussed the strategic plan goal related to possible rebranding and a legal name change. Trustees discussed the district's placement on the property tax bill, public confusion regarding the East Fork Swimming Pool District name, and the desire for a name that more accurately reflects the district's broader aquatic safety, education, training, recreation, and community role. Director Harris explained that East Fork Swimming Pool District is the legal name and Carson Valley Swim Center is the operating name. She also states that we aren't just a swimming pool, we are a very dynamic aquatic facility that is very intentional in our safety programming and training. I think by changing our name, we can come up with something that better reflects who we truly are and what our role is in the community which is to be teaching water safety. I think that as we evolve, our name should evolve. The Board agreed to begin developing possible names before the strategic plan deadline of fall 2027 and to continue the discussion at future meetings. Trustee Biaggi wanted to confirm that we are going to go forward addressing the name changed now instead of later and that you are instructing the board to come back with suggested names next month. Chair Des Jardins states yes.

Trustee Dressel agreed to contact the County/Clerk-Treasurer's Office again to seek a clearer explanation of how taxing entities are ordered on the property tax bill, whether the ordering can be changed, and whether an information technology or programming solution could allow an alphabetical or other more understandable presentation. An update was requested for a future meeting.

C. Revised Patron Code of Conduct and Behavior Violation Procedures (Discussion and Possible Action)

Director Harris explained that legal counsel recommended removing the provision allowing a patron seven days to rebut a disciplinary decision. The Board also reviewed the organization of the policy and discussed moving the "Respect for Others" expectations so the document more clearly distinguishes expected conduct from prohibited behavior.

Trustee Duffy moved to approve the revised Patron Code of Conduct and Behavior Violation Procedures, including the changes discussed during the meeting. Trustee Gilkerson seconded the motion. The motion carried unanimously.

D. Recognition of University of Nevada Hall of Fame Inductee and Olympian Krysta Palmer (Discussion and Possible Action)

Director Harris presented a proposal to recognize Douglas High School graduate, Olympic bronze medalist, University of Nevada Hall of Fame inductee, and University of Nevada diving coach Krysta Palmer with a lifetime pass to the Carson Valley Swim Center. The Board discussed Ms. Palmer's local connection to the facility, her athletic accomplishments, and opportunities to use the recognition to inspire local youth and strengthen relationships with local swimming and diving programs and the University of Nevada.

The Board expressed support for a public recognition event or meet-and-greet rather than limiting the presentation to a regular board meeting. Staff will coordinate the timing and outreach, including invitations to local swim and dive programs.

Trustee Gilkerson moved to approve recognizing Krysta Palmer by presenting her with a lifetime pass to the Carson Valley Swim Center. Trustee Biaggi seconded the motion. The motion carried unanimously.

E. General Ledger Cash Balances, Expenditures, and Investments (Discussion and Possible Action)

Director Harris reported that the district was at the beginning of the new fiscal year and that the accountant had reconciled the accounts. No unusual items or concerns were identified, and the limited amount of year-to-date information made trend analysis premature.

Trustee Biaggi moved to approve the general ledger cash balances, expenditures, and investments as presented. Trustee Dressel seconded the motion. The motion carried unanimously.

F. Swim Center Director's Report (Discussion Only)

Director Harris recognized Senior Lifeguard Lexi Timpone as Employee of the Month and reported on Lifeguard Appreciation Week, the Northern Nevada lifeguard games at Donner Lake, Teen Night, a swim meet, staff training, the Junior Lifeguard Program, community partnerships, and ongoing social media outreach. Fourteen Junior Lifeguard participants earned CPR certifications. Director Harris also reported participation on an East Fork Fire Protection District deputy chief interview committee.

Maintenance updates included receipt of the permit for a new storage shed, replacement of an ADA chair identified on the asset management list, work on pool lighting, and an annual facility inspection by East Fork Fire Protection District as part of the District's Enterprise Risk Management Excellence Program renewal. Three minor inspection items were identified and corrected.

Trustee Biaggi asked about seasonal algae in the outdoor pool. Director Harris explained mitigation measures, including brushing, vacuuming, cleaning by scuba-certified staff, and limited use of algaecide when necessary. One pool vacuum was not functioning, and staff planned to alternate the working vacuum between pools until repairs were completed.

Director Harris reviewed early fiscal-year participation information. Drop-in visits were somewhat lower than the prior July while memberships and passes had increased. Possible contributing factors discussed included the opening of the Moana aquatic facility in Reno and the availability of local splash pads. The Board also discussed reported swim rescues. Director Harris clarified that the facility records any lifeguard intervention to assist a swimmer as a rescue, including minor assists, and that the number does not indicate that every incident involved a major emergency response. Trustees commended the lifeguards and Junior Lifeguard Program.

G. Requests for Future Agenda Items

For the September 17, 2026 meeting, the Board requested continued review of the strategic plan, including possible name-change ideas, and an update regarding the County/Clerk-Treasurer's Office and the District's placement on the property tax bill. The Board also requested continued capital project updates.

5. ADJOURNMENT

A motion was made by Trustee Dressel and seconded Trustee Duffy to adjourn the meeting. The motion carried unanimously. The meeting adjourned at approximately 10:15 a.m.

EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

AGENDA ACTION SHEET

Agenda Item A.

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 2026/2027

Construction Funds Available as of:

Local Government Investment Pool

August 31st, 2026
\$ 2,533,248

2026/2027 Projects

Parking Lot expansion ('25/26 FY)

Activity Pool Upgrade

Therapy Pool Filter Replacement

Project Management (Scott McCullough)

Asset Mang Plan (Reserve Analyst- Safeslide, UV)

Contingency

Company	2026/2027 Budget	Contract Amount/ Expense	Remaining Amts. Payable
Wilson Engineer/Qualcom	-	194,329	194,329
Plenium/ CVSC Toys	800,000	800,000	730,127
	100,000	100,000	100,000
Douglas County	15,000	15,000	15000
Reserve Analyst	253,154	253,154	217,424
Contingency for Asset Mang	40,000	40,000	40,000
'26/'27 Capital Budget	1,208,154	1,402,483	

Remaining Construction Funds Available

1,296,880
\$ 1,236,368

EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

AGENDA ACTION SHEET

Agenda Item B.

Title: Discussion Only. Discussion and update on the District's Strategic Plan.

Background: The Trustees moved to approve the proposal and award the work for the Strategic Plan update submitted by SA Morgan 394 Consulting, LLC and in 2026 approved the 2026-2030 plan.

The strategic plan is now in place and will be reviewed by the Trustees occasionally during public meeting to ensure it is being followed.

Funding: NA

Recommended Motion: Discussion only

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

East Fork Pool Strategic Goals by Date

Annually (ongoing) – Regional partnerships and outreach (Director and Board)

Annually – Continuing education (Director and Board Member(s))

Annually - CIP enhancements and Efficiencies (Director)

Bi-annual – training/event on industry innovation (Director and Board Member(s))

Fall 2027 – Rebranding/name change (Board)

December 2027 – RFP for Master Plan (Director and Board)

Fall 2028 – Wage and compensation study (Director)

December 2028 – Final Master Plan Approval (Director and Board)

December 2028 – AI swim monitoring evaluation (Director)

December 2029 - 3rd party vendor systems analysis (Director and Board)

EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

AGENDA ACTION SHEET

Agenda Item C.

Title: Discussion and Possible Action. Approval of general ledger cash balances, expenditures and investments through August 31st, 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 August 31st, 2026.

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

10:14 AM

09/08/26

Accrual Basis

EAST FORK SWIMMING POOL DISTRICT**Balance Sheet****As of August 31, 2026**

	Aug 31, 26
ASSETS	
Current Assets	
Checking/Savings	
101 · WELLS FARGO CHECKING ACCT.	216,056.55
108 · CASH ON HAND	850.00
112-4 · LOCAL GOV'T INVESTMENT POOL	2,533,248.63
112-5 · LOCAL GOV'T POOL OPERATING	53,559.64
Total Checking/Savings	2,803,714.82
Accounts Receivable	
121 · ACCOUNTS RECEIVABLE	6,710.00
Total Accounts Receivable	6,710.00
Other Current Assets	
12100 · INVENTORY	
115 · CHEMICALS INVENTORY	10,836.47
120 · MERCHANDISE INVENTORY	3,564.18
125 · FOOD INVENTORY	1,470.71
Total 12100 · INVENTORY	15,871.36
130 · Prepaid Expense	46,437.31
170-4 · DELIQUENT TAX REC	33,428.00
Total Other Current Assets	95,736.67
Total Current Assets	2,906,161.49
Fixed Assets	
150 · POOL EQUIPMENT	205,495.39
155 · CONSTRUCTION IN PROGRESS	1,707,591.58
156 · LAND IMPROVEMENTS	506,644.25
157 · BUILDING & IMPROVEMENT	17,168,354.17
158 · EQUIPMENT	1,465,866.79
160 · ACCUMULTED DEPRECIATION	-11,431,425.57
175 · LAND APN#1320-30-411-005	1,353,232.09
Total Fixed Assets	10,975,758.70
Other Assets	
171 · DEFERRED PENSION OUTFLOWS	556,295.00
Total Other Assets	556,295.00
TOTAL ASSETS	14,438,215.19
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201 · ACCOUNTS PAYABLE	13,729.16
Total Accounts Payable	13,729.16
Credit Cards	
202 · CITI VISA CREDIT CARD	7,323.02
Total Credit Cards	7,323.02
Other Current Liabilities	
200 · PAYROLL LIABILITIES	
221-1 · ACCRUED PAYROLL	69,570.48
221-2 · ACCRUED PAYROLL TAXES	8,191.25
229 · SUTA	2,225.13
234-3 · Aflac	289.80
Total 200 · PAYROLL LIABILITIES	80,276.66

10:14 AM

09/08/26

Accrual Basis

EAST FORK SWIMMING POOL DISTRICT

Balance Sheet

As of August 31, 2026

	Aug 31, 26
218 · ACCRUED VESTED VAC PAY	42,866.82
219 · OPEB LIABILITY	35,101.00
235 · ACCRUED WORKMANS COMPENSATION	-63.32
236 · NOTE PAYABLE - ZION	124,000.00
Total Other Current Liabilities	282,181.16
Total Current Liabilities	303,233.34
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	1,803,313.34
Equity	
349 · RETAINED EARNINGS	9,972,828.96
351-1 · FUND BALANCE	1,452,260.17
355 · CONTRIBUTED CAPITAL	1,648,952.81
Net Income	-439,140.09
Total Equity	12,634,901.85
TOTAL LIABILITIES & EQUITY	14,438,215.19

Ordinary Income/Expense	Aug 26	Budget	Jul - Aug 26	YTD Budget	YTD Variance	Annual Budget	Annual Budget Remaining	YTD Total as % of Budget
Income								
403 • USER FEES	62,103.03	64,500.00	156,920.52	167,000.00	(10,079.48)	642,100.00	485,179.48	24.44%
496 • FOOD	7,980.75	7,000.00	22,331.04	20,400.00	1,931.04	56,125.00	33,793.96	39.79%
497 • MERCHANDISE	2,453.60	2,600.00	5,684.10	5,700.00	(15.90)	23,955.00	18,270.90	23.73%
498 • GRANT INCOME	0.00	0.00	0.00	0.00	-	10,000.00	-	0.00%
Total Income	72,537.38	74,100.00	184,935.66	193,100.00	(8,164.34)	732,180.00	537,244.34	25.26%
Cost of Goods Sold								
COST OF GOODS SOLD								
550 • FOOD EXPENSE	1,313.74	1,100.00	8,554.60	10,600.00	2,045.40	25,055.00	16,500.40	34.14%
555 • MERCHANDISE EXPENSE	554.87	1,200.00	3,498.52	4,300.00	801.48	12,315.00	8,816.48	28.41%
560 • FOOD SUPPLIES	79.53	50.00	351.96	200.00	(151.96)	1,300.00	948.04	27.07%
565 • FOOD SPOilage	0.00	0.00	0.00	0.00	-	250.00	250.00	0.00%
Total COST OF GOODS SOLD	1,948.14	2,350.00	12,405.08	15,100.00	2,694.92	38,920.00	26,514.92	31.87%
Total COGS	1,948.14	2,350.00	12,405.08	15,100.00	2,694.92	38,920.00	26,514.92	31.87%
Gross Profit	70,589.24	71,750.00	172,530.58	178,000.00	(5,469.42)	693,260.00	510,729.42	24.89%
Expense								
GENERAL & ADMINISTRATIVE								
629 • ADVERTISING/PRINTING	912.99	1,400.00	3,725.72	4,100.00	\$ 374.28	16,500.00	12,774.28	22.58%
630 • POSTAGE	77.75	50.00	155.50	100.00	\$ (55.50)	550.00	394.50	28.27%
631 • JANITORIAL EXPENSE	1,113.22	1,100.00	2,613.88	2,400.00	\$ (213.88)	12,775.00	10,161.12	20.46%
632 • SOFTWARE - IT	2,024.22	3,900.00	4,616.61	8,100.00	\$ 3,483.39	30,700.00	26,083.39	15.04%
641 • POOL TRAINING AND EDUCATION	193.00	425.00	700.00	850.00	\$ 150.00	5,100.00	4,400.00	13.73%
645 • OFFICE SUPPLIES	530.33	100.00	2,019.00	600.00	\$ (1,419.00)	6,075.00	4,056.00	33.23%
660 • SEMINARS & EDUCATION	0.00	450.00	2,385.00	3,150.00	\$ 765.00	8,300.00	5,915.00	28.73%
661 • DUES/SUBSCRIPTIONS	27.98	150.00	408.96	1,050.00	\$ 641.04	2,545.00	2,136.04	16.07%
680 • TRAVEL EXPENSE	85.60	2,000.00	3,832.89	7,200.00	\$ 3,367.11	17,500.00	13,667.11	21.90%
681 • MEALS	0.00	500.00	0.00	1,000.00	\$ 1,000.00	3,750.00	3,750.00	0.00%
683 • AUTO REIMBURSEMENT/MILEAGE	513.46	100.00	547.97	200.00	\$ (347.97)	1,600.00	1,052.03	34.25%
690 • LEGAL EXPENSE	0.00	450.00	145.00	900.00	\$ 755.00	5,500.00	5,355.00	2.64%
691 • ACCOUNTING EXPENSE	515.00	500.00	970.00	1,000.00	\$ 30.00	19,005.00	18,035.00	5.10%
692 • BANK CHARGES	0.00	25.00	0.00	50.00	\$ 50.00	250.00	250.00	0.00%
693 • ENTRY SYSTEM CHARGES	11,223.09	3,250.00	13,856.26	6,500.00	\$ (7,356.26)	39,000.00	25,143.74	35.53%
694 • DC VOTER FEES	0.00	0.00	0.00	0.00	\$ -	5,481.00	5,481.00	0.00%
780 • CASH OVER/SHORT	-28.29	0.00	-57.12	0.00	\$ 57.12	-	57.12	#DIV/0!
Total GENERAL & ADMINISTRATIVE	17,188.35	14,400.00	35,919.67	37,200.00	1,280.33	174,631.00	138,711.33	20.57%
PAYROLL EXPENSES								
599 • BOARD EXPENSES	2,000.00	2,000.00	6,000.00	4,000.00	(2,000.00)	24,000.00	18,000.00	25.00%
600 • SALARIES & WAGES	127,268.29	146,100.00	327,579.36	355,500.00	27,920.64	1,514,795.00	1,187,215.64	21.63%
601 • SOCIAL SECURITY	5,369.33	6,400.00	14,131.50	15,500.00	1,368.50	57,537.00	43,405.50	24.56%
611 • MEDICARE	1,854.60	2,100.00	4,796.09	5,200.00	403.91	22,313.00	17,516.91	21.49%
613 • STATE UNEMPLOYMENT	779.25	2,200.00	2,225.13	4,800.00	2,574.87	16,967.00	14,741.87	13.11%
614 • HEALTH INSURANCE	6,742.82	6,730.00	12,261.02	13,460.00	1,198.98	80,675.00	68,413.98	15.20%

	Aug 26	Budget	Jul - Aug 26	YTD Budget	YTD Variance	Annual Budget	Annual Budget Remaining	YTD Total as % of Budget
(Continued)								
615 · PERS	15,082.30	16,300.00	36,643.21	42,000.00	5,356.79	224,463.00	187,819.79	16.32%
617 · WORKMANS COMPENSATION	4,502.84	4,700.00	9,005.68	9,400.00	394.32	56,842.00	47,836.32	15.84%
639 · PAYROLL TAX ADJUSTMENTS	180.50	0.00	343.00	0.00	(343.00)	-	(343.00)	#DIV/0!
640-1 · ACCRUED WAGES	0.00	0.00	0.00	0.00	-	-	0.00	#DIV/0!
640-2 · ACCRUED PAYROLL TAXES	0.00	0.00	0.00	0.00	-	-	0.00	#DIV/0!
640-3 · ACCRUED VACATION	119.95	0.00	1,219.48	0.00	(1,219.48)	-	(1,219.48)	#DIV/0!
Total PAYROLL EXPENSES	163,899.88	186,530.00	414,204.47	449,660.00	35,455.53	1,997,592.00	1,583,387.53	20.74%
POOL OPERATIONS								
UTILITIES								
619 · GARBAGE	791.34	600.00	1,515.04	1,300.00	(215.04)	7,500.00	5,984.96	20.20%
621 · TELEPHONE EXPENSE	394.01	450.00	788.02	900.00	111.98	5,355.00	4,566.98	14.72%
622 · ELECTRIC	12,062.26	11,900.00	24,181.14	24,500.00	318.86	120,000.00	95,818.86	20.15%
624 · WATER	1,101.85	1,300.00	2,564.45	3,100.00	535.55	12,500.00	9,935.55	20.52%
625 · SEWER	0.00	0.00	2,317.86	2,318.00	0.14	9,272.00	6,954.14	25.00%
626 · NATURAL GAS	2,752.83	7,500.00	5,887.28	18,300.00	12,412.72	112,295.00	106,407.72	5.24%
Total UTILITIES	17,102.29	21,750.00	37,253.79	50,418.00	13,164.21	266,922.00	229,668.21	13.96%
623 · INSURANCE	3,520.83	3,300.00	7,041.66	6,600.00	(441.66)	39,250.00	32,208.34	17.94%
628 · CHEMICALS	4,004.77	7,800.00	9,889.99	19,900.00	10,010.01	70,125.00	60,235.01	14.10%
633 · MAINTENANCE & REPAIR	12,291.27	15,400.00	21,448.99	29,400.00	7,951.01	122,750.00	101,301.01	17.47%
634 · EQUIPMENT RENTAL	185.59	300.00	1,057.41	600.00	(457.41)	5,000.00	3,942.59	21.15%
636 · LANDSCAPE MAINTENANCE	800.00	1,250.00	1,540.00	2,500.00	960.00	15,005.00	13,465.00	10.26%
640 · EMPLOYEE INCENTIVES	227.20	100.00	621.55	500.00	(121.55)	3,200.00	2,578.45	19.42%
642 · SAFETY	877.99	1,200.00	1,313.94	2,000.00	686.06	15,525.00	14,211.06	8.46%
643 · SUPPLIES	484.79	800.00	1,396.31	1,700.00	303.69	8,345.00	6,948.69	16.73%
644 · UNIFORMS	434.47	800.00	1,304.77	1,500.00	195.23	8,175.00	6,870.23	15.96%
646 · SMALL EQUIPMENT	810.00	500.00	810.00	1,000.00	190.00	6,500.00	5,690.00	12.46%
Total POOL OPERATION	40,739.20	53,200.00	83,678.41	116,118.00	32,439.59	560,797.00	477,118.59	14.92%
850 · DEPRECIATION EXPENSE	50,000.00	50,000.00	100,000.00	100,000.00	-	600,000.00	500,000.00	16.67%
Total Expense	271,827.43	304,130.00	633,802.55	702,978.00	69,175.45	3,333,020.00	2,699,217.45	19.02%
Net Ordinary Income	(201,238.19)	(232,380.00)	(461,271.97)	(524,978.00)	63,706.03	(2,639,760.00)	(2,188,488.03)	17.47%
Other Income/Expense								
Other Income								
401.4 · AD VALOREM	0.00	137,200.00	2,994.38	139,700.00	(136,705.62)	3,200,000.00	3,197,005.62	0.09%
491 · INTEREST INCOME	9,289.50	8,000.00	19,137.50	17,200.00	1,937.50	99,125.00	79,987.50	19.31%
499 · OTHER INCOME	0.00	0.00	0.00	0.00	-	-	-	-
Total Other Income	9,289.50	145,200.00	22,131.88	156,900.00	(134,768.12)	3,299,125.00	3,276,993.12	0.67%
Other Expense								
899 · Interest Expense	0.00	0.00	0.00	(967.00)	(967.00)	(967.00)	(967.00)	-
Total Other Expense	-	-	-	(967.00)	(967.00)	967.00	(967.00)	-
Net Other Income	9,289.50	145,200.00	22,131.88	157,867.00	(135,735.12)	3,300,092.00	3,276,026.12	0.67%
Net Income	(191,948.69)	(87,180.00)	(439,140.09)	(367,111.00)	(77,025.09)	660,332.00	1,087,538.09	-66.50%
Cost Recovery w/out Interest	32.42%	28.89%	33.86%	31.24%		26.41%		
Cost Recovery w/Interest	36.57%	32.01%	37.36%	34.08%		30.00%		

EAST FORK SWIMMING POOL DISTRICT BOARD OF TRUSTEES

AGENDA ACTION SHEET

Agenda Item D.

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 September 2026 Director's Report

User Attendance: See board binder documents.

- August 2025 Attendance 16,098. August 2026 Attendance 15,082 (See attached docs)

Programming, Staffing and Training:

- DDST Swim Meet September 11-13th with over 300 registered swimmers
- Leadership Team participated in a "Values" exercise/training with Pool Pact.
- 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:

- Deanna hosted the Water Aerobics end of summer potluck and provided hot dogs and drinks
- Shannon hosted and spoke to Leadership Douglas County on Economic Vitality Day, attended the Women in Business meeting, attended the CME open house in Carson with Scott McCullough.
- 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: Edward Bergstrom, Lifeguard Edward was hired right before summer and has immediately impressed the team. He shows up on time or early and ready to go. He covers for others while being really consistent with his own schedule. He cares for the team and is really generous toward others. He is reliable, kind and positive.

Maintenance Updates:

- Mike and Shannon have been attending the weekly construction meetings with Scott and Plenum
- Shed Will be built the weekend of September 26th and October 3rd
- Faded parking lot signs have been replaced – ADA, Exit and no turn
- Parking lot is being painted by maintenance team as they have time
- Lifeguard stand pedestal and seats replaced
- Looking at purchasing new eroders
- Working with Foothill Tile on replacing and repairing tile in outdoor
- John will be manicuring the landscaping and tending to sprinklers 2x month on Saturdays
- UV lamp was installed on the Therapy Pool with Brad Hollander present and helping. It will be up and running soon once 100% of plumbing is complete
- Quarterly Safety meetings are conducted by the maintenance team identifying any risk related concerns
- Daily, weekly, monthly and annual maintenance projects and asset management are being completed
- Updating and improving the data information in Reserve Analyst (Asset Management Program)

Correspondence: See board binder documents (if applicable).

Attendance Report Fiscal Year: 2025-2026[illegible]

Attendance Report Fiscal Year: 2026-2027

[illegible]

Attendance Report Fiscal Year: 2025-2026

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

Attendance Report Fiscal Year: 2026-2027[illegible]

User Attendance Breakdown

Summary

	Aug 2026				July 1, 2026 thru August 31, 2026			
	Drop-Ins	Passes	Total	%	Drop-Ins	Passes	Total	%
Senior	743	3,113	3,856	31%	1,668	6,278	7,946	26%
Adult	2,587	444	3,031	24%	6,359	943	7,302	24%
Youth	4,700	55	4,755	38%	12,509	169	12,678	42%
Complimentary	85	-	85	1%	294	-	294	1%
Family	135	82	217	2%	353	197	550	2%
Disabled	40	222	262	2%	94	468	562	2%
Therapy	74	-	74	1%	169	-	169	1%
Other	92	210	302	2%	146	421	567	2%
	8,456	4,126	12,582	100%	21,592	8,476	30,068	100%

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

East Fork Swim Pool District

Lifeguard Activity Report, Fiscal Year: '26-'27[illegible]

Thank You!

TO OUR AMAZING SPONSOR!

Your generous support helps make our Run Club possible—
and makes a **BIG** difference! 

Thanks to your support, we have
**MORE KIDS OUT THIS YEAR
FOR RUN CLUB!**

Your contribution helps us encourage
healthy habits, build confidence,
and create a fun, positive community
where every kid can thrive.

TOGETHER,
WE'RE HELPING
KIDS GO THE
DISTANCE!



The funds you've provided will help us celebrate
milestones, reward hard work, and keep our
runners motivated every step of the way!

We truly appreciate you! 



THANK YOU FOR HELPING OUR RUNNERS
DREAM BIG AND KEEP MOVING FORWARD!

RUN CLUB
STRONGER TOGETHER 

THANK YOU FROM THE RUN CLUB KIDS!  

ACELYN THAIS AXOI.
GIRGCE ELSIE
HALEY SYBAS