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# NOTICE OF MEETING

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The regular meeting of the Incline Village General Improvement District Board of Trustees will be held starting at 6:00 p.m. on July 27, 2022 in the **Boardroom, 893 Southwood Boulevard**, Incline Village, Nevada.

Public comment is allowed and the public is welcome to make their public comment via telephone (the telephone number will be posted to our website on the day of the meeting). The meeting will be available for viewing at <https://livestream.com/accounts/3411104>.

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- A. PLEDGE OF ALLEGIANCE\*
- B. ROLL CALL OF TRUSTEES\*
- C. INITIAL PUBLIC COMMENTS\* - *Unless otherwise determined, the time limit shall be three (3) minutes for each person wishing to make a public comment. Unless otherwise permitted by the Chair, no person shall be allowed to speak more than once on any single agenda item. Not to include comments on General Business items with scheduled public comment. The Board of Trustees may address matters brought up during public comment at the conclusion of the comment period but may not deliberate on any non-agendized item.*
- D. APPROVAL OF AGENDA (*for possible action*)

*The Board of Trustees may make a motion for a flexible agenda which is defined as taking items on the agenda out of order; combining agenda items with other agenda items; removing items from the agenda; moving agenda items to an agenda of another meeting, or voting on items in a block.*

**-OR-**

*The Board of Trustees may make a motion to accept and follow the agenda as submitted/posted.*

- E. REPORTS TO THE BOARD\* - Reports are intended to inform the Board and/or the public.
  - 1. District General Manager's Report – **pages 4 - 13**
  - 2. Treasurer's Report– Requesting Trustee: Treasurer Michaela Tonking – **pages 14 - 15**
    - A. Payment of Bills (*For District payments exceeding \$10,000 or any item of capital expenditure, in the aggregate in any one transaction, a summary of payments made shall be presented to the Board at a public meeting for review. The Board hereby authorizes payment of any and all obligations aggregating less than \$10,000 provided they are budgeted and the expenditure is approved according to District signing authority policy*)
  - 3. Presentation on Bonds and Debt Financing by Director of Finance Paul Navazio and Financial Advisor Ken Dieker of Del Rio Advisors, LLC– **pages 16 - 40**
- F. REVIEW OF THE LONG RANGE CALENDAR (*for possible action*) – **pages 41 - 42**

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## Incline Village General Improvement District

*Incline Village General Improvement District is a fiscally responsible community partner which provides superior utility services and community oriented recreation programs and facilities with passion for the quality of life and our environment while investing in the Tahoe basin.*

893 Southwood Boulevard, Incline Village, Nevada 89451 • (775) 832-1100 • FAX (775) 832-1122

[www.yourtahoeplay.com](http://www.yourtahoeplay.com)

# NOTICE OF MEETING

Agenda for the Board Meeting of July 27, 2022 - Page 2

## G. CONSENT CALENDAR (*for possible action*)

1. **SUBJECT:** Award of Purchase Order for the purchase of One Toro Reelmaster 5010 Fairway Mower – CIP Project # 3142LE1750; 2022/2023 Capital Improvement Budget: Fund: Community Services Fund; Cost Center: Golf; Vendor: Turf Star Inc.; GSA Contract Pricing; Amount: \$97,467.45 (Requesting Staff Member: Director of Public Works Brad Underwood) – **pages 43 - 47**
2. **SUBJECT:** Award of Purchase Order for the purchase of One Bobcat Toolcat UW56 Utility Vehicle with Snowblower – CIP Project # 4378LE2220; 2022/2023 Capital Improvement Budget: Fund: Community Services Fund; Cost Center: Parks; Vendor: Clark Equipment Company; Sourcewell Contract #040319; Amount: \$67,034.54 (Requesting Staff Member: Director of Public Works Brad Underwood) – **pages 48 - 52**
3. **SUBJECT:** Review and accept Annual Report from the Audit Committee (Requested by Audit Committee Chairman Ray Tulloch) – **pages 53 - 61**

## H. GENERAL BUSINESS (*for possible action*)

1. **SUBJECT:** Review, discuss and provide direction to Staff on next steps and the potential scope of an Incline Beach House Project (Requesting Staff Members: District General Manager Indra Winquest and Director of Public Works Brad Underwood) – **pages 62 - 109**

*Recommendation for Action:* Review, discuss and provide direction to Staff on next steps and the potential scope for the Incline Beach House Project

2. **SUBJECT:** Review, discuss and possibly approve a grant agreement between IVGID and the Dave & Cheryl Duffield Foundation for design and preconstruction services for the Recreation Center Expansion Project (Requesting Staff Member: District General Manager Indra Winquest) – **pages 110 - 120**

*Recommendation for Action:* Approve a grant agreement for design and preconstruction services for the Recreation Center Expansion Project between IVGID and the Dave & Cheryl Duffield Foundation and allow Staff to execute all documents.

3. **SUBJECT:** Review, discuss, and adopt Policy and Procedure No. 141/Resolution No. 1895 regarding complimentary and discounted use of District facilities and recreational programs (Requesting Staff Member: District General Counsel Joshua Nelson) – **pages 121 - 147**

*Recommendation for Action:* Adopt Policy and Procedure No. 141/Resolution No. 1895 regarding complimentary and discounted use of District facilities and recreational programs

4. **SUBJECTS:** Review, discuss and possibly approve: – **pages 148 - 192**

A. District's Form 4410LGF - Indebtedness Report, as of June 30, 2022, for filing with the Nevada Department of Taxation, the Washoe County Clerk, and Washoe County Debt Management Commission (Requesting Staff Member: Director of Finance Paul Navazio) – **pages 148 - 173**

B. District's Form 4411LGF - Five-Year Capital Improvement Plan, to include the IVGID-prepared Five Year Capital Plan Summary for fiscal years 2022-23 through 2027-28, for filing with the Nevada Department of Taxation, the Washoe County Clerk and the State of Nevada Legislative Counsel Bureau (Requesting Staff Member: Director of Finance Paul Navazio) – **pages 174 - 192**

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# NOTICE OF MEETING

Agenda for the Board Meeting of July 27, 2022 - Page 3

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*Recommendations for Action:* Approves the District’s Form 4410LGF Indebtedness Report, as of June 30, 2022, and direct Staff to file the documents with the State of Nevada Department of Taxation, Washoe County Clerk and Washoe County Debt Management Commission by August 1, 2022 and approves the District’s Form 4411LGF Five Year Capital Improvement Plan, as of July 1, 2022, the related IVGID-prepared Five Year Capital Plan Summary for the fiscal years starting July 1, 2022 for filing with the Nevada Department of Taxation, the Washoe County Clerk and the State of Nevada Legislative Counsel Bureau by August 1, 2022

5. **SUBJECT:** Review, discuss and possibly approve two (2) Purchasing Policies (Policy 20.1.0 – Purchasing Policy for Goods and Services and 21.1.0 – Purchasing Policy for Public Works Contracts) (Requesting Staff Member: Director of Finance Paul Navazio) – *pages 193 - 227*

*Recommendation for Action:* Approve two new Board Policies, Policy 20.1.0 - Purchasing Policy for Goods and Services, and Policy 21.1.0 - Purchasing Policy for Public Works Contracts Review

I. MEETING MINUTES (for possible action)

1. Meeting of December 14, 2021– *pages 228 - 251*
2. Meeting of June 8, 2022– *pages 252 - 301*
3. Meeting of June 29, 2022– *pages 302 - 342*

J. FINAL PUBLIC COMMENTS\* - Limited to a maximum of three (3) minutes in duration.

K. ADJOURNMENT (*for possible action*)

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## CERTIFICATION OF POSTING OF THIS AGENDA

I hereby certify that on or before Friday, July 22, 2022 at 9:00 a.m., a copy of this agenda (IVGID Board of Trustees Session of July 27, 2022) was delivered to the post office addressed to the people who have requested to receive copies of IVGID’s agendas; copies were e-mailed to those people who have requested; and a copy was posted, physically or electronically, at the following locations in accordance with Assembly Bill 253:

1. IVGID Anne Vorderbruggen Building (893 Southwood Boulevard, Incline Village, Nevada; Administrative Offices)
2. IVGID’s website ([www.yourtahoeplace.com/Board of Trustees/Meetings and Agendas](http://www.yourtahoeplace.com/Board of Trustees/Meetings and Agendas))
3. State of Nevada public noticing website (<https://notice.nv.gov/>)

/s/ Susan A. Herron, CMC

Susan A. Herron, CMC

District Clerk (e-mail: [sah@ivgid.org](mailto:sah@ivgid.org)/phone # 775-832-1207)

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**Board of Trustees:** *Tim Callicrate - Chairman, Matthew Dent, Sara Schmitz, Kendra Wong, and Michaela Tonking.*

**Notes:** *Items on the agenda may be taken out of order; combined with other items; removed from the agenda; moved to the agenda of another meeting; moved to or from the Consent Calendar section; or may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later. Those items followed by an asterisk (\*) are items on the agenda upon which the Board of Trustees will take no action. Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to call IVGID at 832-1100 at least 24 hours prior to the meeting. **IVGID'S agenda packets are available at IVGID's website, [www.yourtahoeplace.com](http://www.yourtahoeplace.com); go to "Board Meetings and Agendas".***

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Indra Winqest  
District General Manager

**SUBJECT:** General Manager's Status Report  
Prepared for the meeting of July 27, 2022

**DATE:** July 20, 2022

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### General Manager & Board of Trustees Priority Projects & Tasks

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Effluent Pond Lining Project <i>*updated 7/20/22</i>	90% Design Documents anticipated end-January 2022	GM Winqest/Director of PW Underwood	The CMAR team has selected a 2 MG prestressed concrete tank to be placed within the Mill Creek Dam #1. Jacobs is proceeding with design to 100%. PW Staff, Army Corps Regulatory Project Manager, and Army Corps Soil Scientists visited Pond #1 to view the existing conditions. PW Staff are working with the environmental and TRPA consultants to prepare the necessary documentation required for permitting. PW Staff has prepared the scope of work and preliminary PPA for the Army Corps to review.
Effluent Pipeline Project <i>*updated 7/20/22</i>	Phase I ongoing	GM Winqest/ Director PW Underwood	IVGID and Granite are currently reviewing HDR's 60% plans and specifications for Phase I of the project (Spoooner Pump Station extending south 8,000 LF). PW Staff is working with the environmental & TRPA consultants to prepare the necessary documentation for permitting. PW Staff and Accounting Staff have a meeting with the Nevada State Revolving Fund Clean Water Program on July 20,2022.



<p>Burnt Cedar Pool Project</p> <p><i>*updated 7/20/22</i></p>	<p>Completed June 16, 2022</p>	<p>Engineering Manager Nelson/GM Winquest</p>	<p>The pool project was issued the Notice of Substantial Completion on June 16, 2022. PW Staff, Building Staff and Aquatics Staff have been working together to fine tune the operation of the new pool systems. A liquid chlorination system was installed during the week of July 4<sup>th</sup> to better control chlorine operation levels and also provide a backup chlorination system. PW Staff is awaiting all final close out invoices. The close out report will be presented to the Board at the August 31<sup>st</sup> meeting.</p>
<p><b>Internal Controls Project(s)</b>                  Review of Internal Control Policies and Procedures</p>	<p>Ongoing</p>	<p>Director of Finance Navazio</p>	<p>Staff has engaged the services of Management Partners, LLC to assist in the review and update of the District's Purchasing policy and finance and accounting procedures manual. Purchasing Policies on 7/27 BOT; Procedures manual completed – being updated for Tyler implementation. Target Completion Date July '22</p>
<p>Review of Board Policies re Budget and Fiscal Management</p> <p>Capitalization (8.1 / 9.1)                  Fund Balance / Reserves (7.1)                  Capital Program (12.1 / 13.1)</p> <p><i>*updated 7/20/22</i></p>	<p>Fall/Winter 2021</p> <p>Draft Moss Adams report due 11/21; final report to BOT 1/12/22.</p>	<p>Director of Finance Navazio</p>	<p>New Capitalization and Reserve policies completed – approved by BOT 1/12/22. Draft updates to Capital Program Planning and Budgeting policies presented to BOT 6/29 – final review and adoption Aug. '22.</p>
<p>Ordinance 7 Amendments</p>	<p>Completed 5/26/22</p>	<p>GM Winquest/Board Chairman Callicrate</p>	<p>Recommendations for revisions were formally presented to the board of trustees on 4/13/22. The Board also set a public hearing for 5/26/22. Continued discussion and potential direction took</p>

			place at the 4/27/22 and 5/11/22 Board of Trustees meetings. The Board of Trustees took action on 5/26/22 to formally Amend Ordinance 7 and staff is in the process of implementing amendments.
Special Counsel to Review Beach Deed, potential revisions to Ordinance 7, Employee use of District Beaches, Policy 16.1.1, Commercial Operations on District Beaches  <i>*updated 7/20/22</i>	Spring/Summer 2022	GM Winqest/Legal Counsel Nelson	Special Counsel has finalized his review of Ordinance 7 Revisions. Additionally, Special Counsel is finalizing his review of the District's Gold & Silver Card program as well as employee access to District Beaches. Agenda item for board discussion and possible action forthcoming in Fall 2022.
Smith vs IVGID Litigation  <i>*updated 7/20/22</i>	Summer 2022	Legal Counsel/Board of Trustees/GM Winqest	Board of Trustees approved the case settlement agreement at the June 29, 2022 meeting. The case is in the final stage of settlement.
USFS Parcel Acquisition – Potential Dog Park  <i>*updated 7/20/22</i>	Ongoing	GM Winqest	IVGID Staff is working to schedule community outreach to neighboring residents and larger community including development of a GM Advisory Committee. First meeting of the General Managers Advisory Committee is targeted for late July/early August.
USACE Grant Funding for Pond Lining/Pipeline Projects  <i>*updated 7/20/22</i>	TBD	GM Winqest/ Director PW Underwood	USACE model agreements have been reviewed by legal. PW Staff has prepared the scope of work and preliminary PPA for Army Corps to review for the Effluent Storage Tank Project. PW Staff is working to develop the scope of work and preliminary PPA for the Army Corps to review for

			the Effluent Export Pipeline.
Utility Rate Study	May/June 2022	Director of Finance Navazio/Director of PW Underwood	Complete
Recreation Center Youth Expansion Project  <i>*updated 7/20/22</i>	Winter 2024	GM Winquest/DPM Waters	Contracts for the A&E design team, CORE Construction, and Exline Consulting were approved by the Board on June 29, 2022. The design team is moving quickly to prepare final design documents. Biweekly CMAR Team project meetings are held to keep the project moving forward. IVGID has received the geotechnical report and preliminary survey. The CMAR Team has held meeting with TRPA and Washoe County Planning and are preparing the necessary documentation required by each entity.

**IVGID Golf Courses Update**

**Golf Operations June Update - Championship Course**

June was financially a good month overall for almost all the operations associated with the Championship Golf Course. As you will see from the Round Types below, the “Shoulder” season proved to be very beneficial with filling-in tee times with NON-PPH rounds. These rounds help the average price per round to increase and we also notice more merchandise sales with greater margins when NON-PPH rounds are higher. Facilities/Events had a great June with Weddings, Events and Dinners, and we expect to see good revenue numbers for the remainder of the season within this department. June is also a month in which the Resident Golf Groups host their welcome back dinners and they are eating lunch as a group on their play days, therefore more banquet business. Overall, Food and Beverage is very busy, the sales are mostly going to banquets at this time.

Round Type	Actual Rounds	% of Play	Budgeted Rounds	% Difference
PPH	1181	26%	1500	-21%
Play Pass	1822	39%	1750	4%
Guest	309	7%	430	-28%
Non-PPH	1067	23%	500	113%
Other	241	5%	150	61%
Totals	4620	100%	4330	7%

\*180  
 Rounds of  
 “Other”  
 were  
 Charity  
 Event  
 Rounds

Play Pass Rounds Only	Rounds	% of Play Pass Rounds
CH – 10 Play	258	14%
CH – 20 Play	269	15%
CH-AYCP Ind. Pass Visit	283	16%
CH-AYCP-COLLEGE Pass Visit	36	2%
CH-AYCP-CPLS Pass Visit	567	31%
CH-AYCP-JR Pass Visit	20	1%
CH-LIMITED-AYCP Pass Visit	82	5%
CH-LIMITED-AYCP-CPLS Pass Visit	119	7%
CH-PM-AYCP Pass Visit	188	10%
<b>Totals</b>	<b>1822</b>	<b>100%</b>

\*CH = Championship Course; AYCP = All You Can Play; CPLS = Couples; JR = Junior; Ind. = Individual

\*\*All AYCP Pass types = 1295 or 71% of Play Pass Rounds

**Championship Course Revenue Overview (compared to Budget)**

Green Fees	+\$101,804
Range Fees	-\$3549
Club Rentals	+\$432
Merchandise Sales	+\$32,387
Food and Beverage Sales	-\$21,914
Facilities/Events	+\$111,551

**Mountain Course**

Overall, the Mountain Course revenue was above budget for Golf Green Fees and Club Rentals, but fell below budget in Merchandise and Food and Beverage Sales. Increases in fees and more rounds than budgeted attribute to the overall rise in revenue.

**Mountain Course**

Round Type	Actual Rounds	% of Play	Budgeted Rounds	% Difference
PPH	1313	38%	1470	-11%
Play Pass	744	22%	630	18%
Guest	395	11%	350	13%
Non-PPH	951	28%	945	1%
Other	51	1%	105	-51%
<b>Totals</b>	<b>3454</b>	<b>100%</b>	<b>4330</b>	<b>-20%</b>

Play Pass Rounds Only	Rounds	% of Play Pass Rounds
MT-AYCP Ind. Pass Visit	175	23%
MT-AYCP-COLLEGE Pass Visit	16	2%
MT-AYCP-CPLS Ind. Pass Visit	316	43%
MT-AYCP-JR Pass Visit	32	4%
MT-10 Play (9 Hole) Pass Visit	157	22%
MT-10 Play Pass Visit	25	3%
MT-PM-AYCP	23	3%
<b>Totals</b>	<b>744</b>	<b>100%</b>

\*MT = Mountain Course; AYCP = All You Can Play; CPLS = Couples; JR = Junior; Ind. = Individual

\*\* All AYCP Pass types = 562 or 75% of Play Pass Rounds

**Mountain Course Revenue Overview (compared to Budget)**

<b>Green Fees</b>	<b>+\$15,506</b>
<b>Club Rentals</b>	<b>+\$2050</b>
<b>Merchandise Sales</b>	<b>-\$5856</b>
<b>Food and Beverage Sales</b>	<b>-\$6160</b>

**Key Project Updates**

*For more information on current district capital projects.*

Webpage Link:

<https://www.yourtahoepace.com/ivgid/resources/construction-updates>

**Risk and Resilience Assessments and Emergency Response Plan**

The Risk and Resilience Assessments (RRA) and emergency response plans (ERPs) for the sanitary sewer system are being completed by Farr West Engineering. A workshop was held with Staff on July 12, 2022 for the ERP. Staff is working to gather information necessary to complete the ERP.

**Recreation Center Locker Room Project**

The contractor was able to create a solid separate construction entry which has allowed the pool to stay open during the entire demolition phase. They have completed the demo of both the women's and men's locker rooms. This was a very laborious part of the project due to the weight of the existing lockers and the large amount of concrete removal required. We encountered existing drains that were in various stages of decay and authorized change order work to have those pipes replaced. Plumbing has been completed, framing has been completed, and the tile installation began the week of July 11<sup>th</sup>. Once the tile is complete, the restroom and shower partitions will be installed. Painting and locker installation is planned for the beginning of August.

**Burnt Cedar Swimming Pool Improvements – 3970BD2601**

The Pool Improvement project was issued the Notice of Substantial Completion on June 16, 2022. PW Staff, Building Staff and Aquatics Staff have been working together to fine tune the operation of the new pool systems. A liquid chlorination system was installed during the week of July 4<sup>th</sup> to better control chlorine operation levels and also provide a backup chlorination system. Due to the additional work required in July, PW Staff is awaiting all final close out invoices. The close out report will be presented to the Board at the August 31<sup>st</sup> meeting.

CORE Construction Contract Status (as of June 30, 2022):

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed to Date	Current Balance to Completion (including retainage)
\$3,845,864.00	\$113,242.20	\$3,959,106.20	\$3,774,436.78	\$373,391.31

Effluent Pipeline Project – 2524SS2010

IVGID and Granite are currently reviewing HDR's 60% plans and specifications for Phase I of the project (Spoooner Pump Station extending south 8,000 LF). The majority of this area of the project will be coated welded steel pipe to withstand the high pressures. PW Staff is working to get a surveyor to the site for additional information required by HDR. PW Staff is working with the environmental & TRPA consultants to prepare the necessary documentation for permitting.

PW Staff and IVGID Accounting Staff have a meeting with the Nevada State Revolving Fund Clean Water Program on July 20,2022. Currently, the project is on the Nevada Clean Water State Revolving Fund Priority List, which is the first step in obtaining low interest loans for funding of infrastructure projects.

Effluent Pond Lining Project – 2599SS2010

The CMAR team has selected a 2 MG pre-stressed concrete tank to be placed within the Mill Creek Dam #1. Jacobs is proceeding with design to 100%. PW Staff, Army Corps Regulatory Project Manager, and Army Corps Soil Scientists visited Mill Creek Pond #1 to view the existing conditions. This visit will assist the Army Corps in developing the environmental requirements that IVGID will have to meet. PW Staff are working with the environmental and TRPA consultants to prepare the necessary documentation required for permitting. PW Staff has prepared and submitted the scope of work and preliminary PPA for the Army Corps to review.

**Financial Transparency**

The District's finance and accounting staff have completed the close for the period ending May 31, 2022. The June period close is extended to include fiscal year-end close, with A/P cut-off in mid-August. The independent auditors are completing their interim audit work, and will be provided trial balances in early September followed by presentation and delivery of draft financial statements. Concurrently, the auditors are working on the companion audit engagements related to Purchasing/Contract Management. The supplemental engagement to review capitalization of fixed assets will run concurrent with the audit of the financial statements (Sept/Oct.). Staff has provided introductory orientations for the new At-Large members of the Audit Committee.

Other significant projects currently underway include:

*Review and update of selected Board Policies and Practices* – new Capitalization, Reserve and Central Services Overhead Allocation policies were approved by the Board on January 12, 2022; Pricing Practice was approved by the Board of Trustees on March 1, 2022; Capital Planning and Budgeting Policies/Practices currently being updated, informed by recommendations from Moss Adams report. Draft policies presented to BOT on 6/29/22, with feedback informing final policies to be presented to the Board for approval in August.

*Ongoing update of Internal Control policies and procedures* – Staff is completing its work with Management Partners, LLC, who was engaged to assist management in the review and update of the District’s Purchasing Policy and Accounting/Finance Procedures Manual. Purchasing policies are being presented for Board approval on 7/27/22. Consultant completed review and update of Finance and Accounting Procedures Manual. This draft document is, in turn being updated to reflect workflow and controls being instituted with the implementation of the District’s new (Tyler/Munis) financial system.

*Implementation of Tyler/Munis Financial System* - the District has initiated its transition to the new enterprise-wide financial system (Tyler/Munis), which went “live” as of July, 2022. Initially, transactions are being posted in the new system, which has been updated with the FY22/23 budget and five-years of historical data (imported from the legacy Innoprise system). Staff is working on implementing the capital project, contract management and fixed asset modules, while also building out improved financial reporting capabilities. One of the goals of the new financial system project is to streamline accounting processes, strengthen internal controls, and enhance budget and capital project reporting. Staff training is ongoing, with department-specific trainings scheduled for the first two weeks in August.

**Policy 3.1.0, Subparagraph 0.4 – Report to the Board on Contracts Signed by the District General Manager**

From June 1 to July 19, 2022

PO Number	Vendor	Description	PO Amount
22-0283	Resource Concepts, Inc.	BMP Verification Calculations-BCP	\$10,400.
22-0286	SI Legacy Floor Finishing	BCWDP Improvements	\$17,325.
22-0293	Odyssey Engineering, Inc.	Rec Ctr Exp – surveying services	\$21,000.
22-0294	SHI Intl Corp	Battery and Power Module	\$21,590.50
22-0299	SHI Intl Corp	Sonic Wall	\$15,808.90
22-0300	Thomas Petroleum LLC	ATF – DP Shop	\$7,500.
22-0303	Pacific States Communications	Emergency Phone – Aquatics	\$3,881.62
22-0305	Pacific States Communications	Emergency Phone – Rec Ctr Pool	\$3,890.37
22-0307	Building Control Services, Inc.	Rebuild of Air Handler 2	\$14,451.
23-0001	Jordan’s Tuck and Trailer	Medium duty truck plow purchase	\$16,564.
23-0002	Polaris Sales Inc.	2016 Polaris Ranger Crew #723	\$19,384.20
23-0003	Polaris Sales Inc.	Ski Resort Snowmobile Fleet Replacement	\$14,294.26



**Public Records Requests**

Following are the public records requests from June 1, 2022 to July 19, 2022

Date Requested	By Whom	Subject	Date Responded	Status/Comments
06/02/2022	Dobler, Cliff	Effluent Pond Lining Project 2599SS2010 – Contract, Amendments & Invoices (Jacobs Engineering)	06/09/2022	Complete
06/02/2022	Dobler, Cliff	Water Waste Treatment Plant – 15 Work Orders	06/30/2022	Complete
06/07/2022	Katz, Aaron	Job Descriptions and Water Ordinance	06/08/2022	Complete
06/08/2022	Dobler, Cliff	Permit for Wastewater Discharge	06/09/2022	Complete
06/03/2022	Gumz, Joy	PCard Transactions – 1/1/2022 – 6/3/2022	06/13/2022	Complete
06/06/2022	Terry, Erron	Nevada Commission on Ethics - copies of any IVGID policies or procedures that cover “employee recruitment and retention” and “reimbursement for meals”	06/07/2022	Complete
06/08/2022	Morris, Peter	E-Mails: Schmitz/Mathis	06/24/2022	Complete
06/10/2022 06/26/2022 (Updated)	Schmitz, Patrick	Text Messages between Kendra Wong and Peter Morris on 6/8/2022	06/13/2022 06/29/2022	Complete Complete
06/10/2022	Dobler, Cliff	Listing of all charges by vendors and dates since inception to the present day for the Effluent Pond Lining Project #2599SS2010	06/29/2022	Complete
06/14/2022	Schmitz, Patrick	Telephone Log for Kendra Wong	06/15/2022	Complete
06/15/2022	Codog III, Benjamin	Lake Tahoe Watershed Information	06/16/2022	Complete
06/15/2022	Abel, Michael	E-Mails from 5/1 to 6/9 between 10 people	07/18/2022	Complete
06/16/2022	Dobler, Cliff	CIP Report	06/17/2022	Complete
06/18/2022	Dobler, Cliff	Effluent Export Line - Phase II - capital project # 2524SS1010 – vendor listing from 7-1-2019 to 6-30-2021	06/29/2022	Complete
06/21/2022	Katz, Aaron	Invoice to fill the Burnt Cedar Pool with water	06/28/2022	Complete
06/22/2022	Mizrahi, Natanhel (NPRI)	2021 Payroll Information	06/22/2022	Complete
06/24/2022	Martini, Margaret	Stated and enforced policy of beach access for the 2022 season for non-property owners, IVGID employees and silver and gold card holders	06/27/2022	Complete
06/24/2022	Martini, Margaret	History Documents regarding obtaining e-mails from Special Counsel	06/27/2022	Complete

06/28/2022	Katz, Aaron	Agreement – Sky Show	06/28/2022	Complete (answered by ISW – SAH confirmed on 7/18 no agreement)
06/30/2022	Dobler, Cliff	HDR ASA #36 – Effluent Pipeline	06/30/2022	Complete – already asked for and sent (2/22/2019)
07/04/2022	Watty, Kathleen	A credential verification of an engineering degree that Sara referenced at the last public board meeting.	07/12/2022	Complete
07/05/2022	Gumz, Joy	General Ledger – FY 2021 and FY 2022	07/12/2022	Complete
07/14/2022	Katz, Aaron	August 19, 2008 Memorandum re: Town (written by WBH)	07/18/2022	Complete
07/18/2022	Dobler, Cliff	The States final review and approval of the Budget for 2022-2023	07/19/2022	Complete
07/20/2022	Gumz, Joy	IVGID Bucks	07/20/2022	Complete

**Payment of Bills** - For District payments exceeding \$10,000 or any item of capital expenditure, in the aggregate in any one transaction, a summary of payments made shall be presented to the Board at a public meeting for review. The Board hereby authorizes payment of any and all obligations aggregating less than \$10,000 provided they are budgeted and the expenditure is approved according to District signing authority policy.

Date	Check	Payment Type	Vendor	Amount	Status
04/07/2022	778337	Check	F.W. Carson Co.	182,267.34	Paid
04/07/2022	778338	Check	First Nonprofit Companies, Inc.	55,200.00	Paid
04/07/2022	778342	Check	Granite Construction Co.	19,054.45	Paid
04/07/2022	778375	Check	Waste Management of Nevada	11,586.08	Voided
04/13/2022	778382	Check	Burt & Burt, Inc	11,551.00	Paid
04/13/2022	778386	Check	Core West, INC DBA Core Construction Serv. of NV	43,692.60	Paid
04/13/2022	778394	Check	Flyers Energy LLC	19,228.87	Paid
04/13/2022	778397	Check	Granite Construction Co.	45,827.57	Paid
04/13/2022	778401	Check	Hill Brothers Chemical Company	10,654.54	Paid
04/13/2022	778411	Check	NV Energy	79,865.73	Paid
04/13/2022	778421	Check	Southwest Gas	21,151.96	Paid
04/20/2022	778456	Check	Thorndal, Armstrong, Delk, Balkenbush, Eis	17,428.53	Paid
04/20/2022	778462	Check	Waste Management of Nevada	10,695.04	Paid
04/28/2022	778473	Check	Merit Electric Company	37,350.00	Paid
04/28/2022	778479	Check	Reno Disposal/Dbawaste Management of Nevada	10,517.34	Paid
04/07/2022	5965	EFT	Robert W Mathis DBA Mathis Consulting Group	11,250.00	Paid
04/13/2022	5979	EFT	CC Cleaning Service, LLC	11,375.00	Paid
04/13/2022	5986	EFT	HDR Engineering, Inc.	20,327.55	Paid
04/20/2022	6014	EFT	EXL Media	32,052.37	Paid
04/28/2022	6046	EFT	HDR Engineering, Inc.	20,909.00	Paid
04/28/2022	6047	EFT	Lumos & Associates, Inc.	12,039.50	Paid
04/28/2022	6048	EFT	Management Partners Inc.	13,102.50	Paid
04/28/2022	6049	EFT	Nexgen Utility Management, Inc	12,000.00	Paid
04/07/2022	0	Auto Pay	AT&T	17,274.30	Paid
				\$ 726,401.27	

**Payment of Bills** - For District payments exceeding \$10,000 or any item of capital expenditure, in the aggregate in any one transaction, a summary of payments made shall be presented to the Board at a public meeting for review. The Board hereby authorizes payment of any and all obligations aggregating less than \$10,000 provided they are budgeted and the expenditure is approved according to District signing authority policy.

Date	Check	Payment Type	Vendor	Amount	Status
05/05/2022	778513	Check	North Lake Tahoe Fire Protection District	27,539.78	Paid
05/12/2022	778535	Check	Champion Chevrolet	46,352.25	Paid
05/12/2022	778539	Check	Core West, INC DBA Core Construction Serv. of NV	253,612.37	Paid
05/12/2022	778541	Check	Dell Marketing LP C/O Dell USA L.P.	11,397.36	Paid
05/12/2022	778550	Check	Hill Brothers Chemical Company	10,020.62	Paid
05/12/2022	778578	Check	Southwest Gas	15,602.10	Paid
05/19/2022	778592	Check	Advanced Exercise Equipment	33,603.34	Paid
05/19/2022	778601	Check	NV Energy	75,279.67	Paid
05/19/2022	778613	Check	Turf Star, Inc.	12,327.05	Paid
05/26/2022	778619	Check	BBK-Best Best & Krieger LLP	18,591.50	Paid
05/26/2022	778621	Check	Champion Chevrolet	27,303.25	Paid
05/26/2022	778631	Check	FARR Construction CORP DbA:Resource Development CO	24,300.00	Paid
05/26/2022	778644	Check	Merit Electric Company	12,767.00	Paid
05/26/2022	778660	Check	San Joaquin Electric, INV	37,468.24	Paid
05/26/2022	778672	Check	Ward-Young Architecture and Planning	15,493.11	Paid
05/26/2022	778675	Check	Wire Rope Service, Inc.	26,600.00	Paid
05/05/2022	6067	EFT	HDR Engineering, Inc.	34,993.99	Paid
05/05/2022	6081	EFT	Univar Solutions USA Inc. DBA Univar USA Inc.	13,909.06	Paid
05/12/2022	6109	EFT	Solenis LLC	11,266.78	Paid
05/19/2022	6141	EFT	Western Nevada Supply	22,427.80	Paid
05/26/2022	6153	EFT	Jacobs Engineering Group Inc, Formerly CH2M Hill	25,916.99	Paid
05/05/2022	0	Auto Pay	AT&T	13,601.72	Paid
				\$ 770,373.98	

## MEMORANDUM

**TO:** Board of Trustees

**THROUGH:** Indra Winquest  
District General Manager

**FROM:** Paul Navazio  
Director of Finance

**SUBJECT:** Presentation on Bonds and Debt Financing

**DATE:** July 27, 2022

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A presentation has been scheduled to provide the Board of Trustees with background information related to issuance of bonds, or other debt financing.

Currently, there are a number of priority capital projects included in the District's Five-Year Capital Improvement Plan for which debt financing is either assumed (Effluent Pipeline Project) or contemplated (Community Services and Beach capital projects).

This presentation has been prepared to provide the Board with an introduction to the various forms of debt financing available to the District, the legal and policy framework within which the District may issue debt, policy considerations in debt financing, and the process and timeline required. The presentation will also cover the status of debt financing options being pursued to advance the Effluent Pipeline Project, consistent with the current project schedule.

The presentation has been prepared by Director of Finance Paul Navazio and the District's Financial Advisor, Ken Dieker, Del Rio Advisors, LLC.

*Note: This presentation directly references information included in several other agenda items also included on this evening's Board agenda, including a) Annual Indebtedness Report b) Five-Year Capital Improvement Plan, and c) Incline Beach House Project*

Attachments:

- Presentation Outline
- Presentation (slides)

# Bonding Presentation Outline

- Purpose of Presentation
- Legal, Statutory and IVGID Board Policy Framework
- IVGID Existing Debt Obligations
- Considerations in Debt Financing
- Types of Debt Obligations
- Participants on a Debt Offering
- Other Possible Borrowing Options
  - Term Options
  - Example Structuring Considerations
- Effluent Pipeline Project Financing
  - State Revolving Fund Loan (NDEP – Clean Water SRF Program)
- Community Services and Beach Priority Projects
  - General Obligation (Revenue-Pledge) Bond(s)
  - Cost of Borrowing (Facility Fee Impacts)
- Next Steps



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## An Overview of Debt Financing

Board Meeting July 27, 2022



Del Rio Advisors, LLC

*"Independent Registered Municipal Advisor"*



# Outline

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- Purpose of Presentation
  - Legal, Statutory and IVGID Board Policy Framework
  - IVGID Existing Debt Obligations
  - Considerations in Debt Financing
  - Types of Debt Obligations
  - Participants on a Debt Offering
  - Other Possible Borrowing Options
    - Term Options
    - Example Structuring Considerations
- 
- **Effluent Pipeline Project Financing**
    - State Revolving Fund Loan (NDEP – Clean Water SRF Program)
  - **Community Services and Beach Priority Projects**
    - General Obligation (Revenue-Pledge) Bond(s)

- 
- Next Steps

# Statutory and IVGID Board Policy Framework

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## NEVADA REVISED STATUTES

- **NRS 350: Municipal Obligations**
- **NRS 318.275 – 318.350: General Improvement District (GID) Borrowing**
  - Under NRS 318.275, the District is authorized to issue short term notes, warrants, and interim debentures; general obligation bonds; revenue bonds; and special assessment bonds
  - The District’s general obligation debt (not counting revenue bonds, special assessment bonds, or other special obligations that are not debts) **cannot exceed 50% of the last assessed valuation of taxable property in the District. (Statutory Debt Limit)**

## IVGID BOARD POLICIES / PRACTICES

- **Policy 14.1.0 – Debt Management Policy**
- **Practice 14.2.0 - Debt Service Payment Settlement Practice**
- **Practice 14.2.1 – Debt Issuance Limitations**
  - 1.0 Debt issued for non-utility purposes must remain within a **Debt Coverage Ratio of at least 1.5 times.**
  - 1.0 Debt issued for utility purposes must remain within a **Debt Coverage Ratio of 1.75 times**
  - 2.0 The District will consider issuing a bond for any non-“utility” project or group of projects, when that totals more than \$2,500,000 and can be repaid within 10 years of issuance
  - 3.0 The District will consider issuing a bond for any “utility” project or group of projects, when that totals more than \$2,500,000 and can be repaid within 20 years of the completion of the project acquisition or construction.

# IVGID Existing Debt Obligations

## Outstanding General Obligation Debt as of June 30, 2022

Issue	Issue Date	Maturity Date	Amount Issued	Outstanding
<b>General Obligation Revenue Bonds Recreation</b>				
2012 Recreation and Refunding	7/18/2012	9/1/2022	\$ 3,475,000	\$ 391,000
<i>Total Recreation Revenue Supported Debt</i>				<u>\$ 391,000</u>
<b>State of Nevada - State Water Pollution Revolving Fund</b>				
Water Pollution CS32-0404	8/1/2006	1/1/2026	\$ 3,000,000	\$ 781,475
Drinking Water DW1201	3/16/2012	1/1/2032	\$ 3,000,000	\$ 1,710,967
<i>Total GO Revenue Utility Debt</i>				<u>\$ 2,492,442</u>
<b>Total General Obligation Bond Debt</b>				<u><b>\$ 2,883,442</b></u>
<b>Medium-Term Obligation</b>				
Capital Equipment - Installment Purchase Agreement				
PNC Equipment Finance, LLC (# 9898941)	2/12/2020	5/1/2025	\$ 121,605	\$ 58,269
<b>Total Medium-Term Obligations</b>				<u><b>\$ 58,269</b></u>
<b>State of Nevada Revolving Funds (Loan Contracts with Utility Revenue Pledge)</b>				
Water Pollution C32-0204	10/28/2002	1/1/2023	\$ 1,720,380	\$ 125,609
Drinking Water IVGID-1	9/9/2004	7/1/2025	\$ 1,687,282	\$ 374,341
<b>Total Loan Contracts with Revenue Pledge</b>				<u><b>\$ 499,950</b></u>
<b>Total Debt Outstanding</b>				<u><b>\$ 3,441,661</b></u>

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# Current Debt in Comparison to Debt Limits

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## NEVADA REVISED STATUTES

- **NRS 318.275 – 318.350: General Improvement District (GID) Borrowing**

The District's general obligation debt (not counting revenue bonds, special assessment bonds, or other special obligations that are not debts) **cannot exceed 50% of the last assessed valuation of taxable property in the District. (Statutory Debt Limit)**

- The District presently has a statutory debt limit of \$954,316,325, (based on the final 2021-22 Redbook Assessed Valuation of \$1,902,632,649).
- As of June 30, 2022, the District has outstanding debt of \$ 3,441,661
- Based on the District's statutory debt limit, the District's overall debt provides **\$950,874,664 (99.6%) of remaining statutory debt limit.**

## IVGID BOARD POLICIES / PRACTICES

- **Practice 14.2.1 – Debt Issuance Limitations – Debt Coverage Ratios**

	<u>FY2022/23 Budget</u>	<u>Policy Level</u>	<u>Minimum Level</u>
Community Services Fund	6.95	1.50	1.0
Beach Fund	163.50	1.50	1.0
Utility Fund	5.74	1.75	1.0

# Bond Issuance Process

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## When to Debt Finance

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### **CAPITAL PROJECTS ONLY (NOT USED TO FUND OPERATIONS)**

- With a few exceptions, obligations can only be sold only to fund long-term capital projects. Funding operating expenses is not permitted.

### **PAY-AS-YOU-GO (PAYGO)**

- Raise rates and charges or other revenue to generate enough cash to fully pay for the proposed capital project.
- This can take years before you can begin to construct the facilities. The people paying may or may not realize the benefit of the facility.

### **DEBT FINANCING**

- Allows an issuer to securitize a future revenue stream to build the proposed capital project now vs. waiting.
- The users paying for the facility can get the benefit of the facility.
- Reserved for projects with a longer useful life. The term of the bonds are generally matched to the term of the useful life (30-year useful life to 30-year bonds).
- Note: The term of the bonds can be anything shorter than the useful life and is determined solely by the ability to pay larger debt service payments. This can save interest costs over the life of the obligation but must be weighed against the competing cash needs of the District or the funding of other competing capital projects.

### **MIX OF PAYGO AND DEBT FINANCING**

- Many issuer have a mix and match scenario where a portion of the project can be funded with cash and the balance financed with bonds. This makes a great deal of sense when investment returns are low on the idle cash. However, in higher interest rate environments, you might earn more interest than you are paying on an obligation.

# Bond Issuance Process (Continued)

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## Early Considerations for Bond Issuance

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### **DECISION TO PROCEED**

- When considering a debt offering, municipalities must consider their capital plans, financial goals, financing alternatives, existing debt structure, capital budget and future debt capacity.

### **PUBLIC OFFERING VS. DIRECT PLACEMENT**

- **Public Offering:** Bonds are sold during an order period to retail and institutional investors in the public market. There are a number of factors that should be taken into account when making this decision, including, the type of financing structure, the credit quality and the market environment at the proposed time of sale. Generally public offerings are sold at lower interest rates but do have additional costs for disclosure counsel to prepare an official statement and rating fees. Can take 120 to 150 days to complete the financing process start to finish.
- **Direct Placement:** When an obligation is sold to a single investor, usually a commercial bank or other institution that holds the obligation for their own account. While the interest rates are often higher for direct placements, this can be more than offset by lower costs of issuance since no official statement or rating is required. Generally reserved for terms of 15 years or less. A term sheet is prepared and bid on by multiple banks and institutions. Can take 60 to 90 days to complete the financing process start to finish.

### **COMPETITIVE VS. NEGOTIATED SALE (PUBLIC OFFERING)**

- Once a decision is made to borrow from the capital markets in a public offering, the issuer has to determine whether to undertake a competitive or negotiated sale. There are a number of factors that should be taken into account when making this decision, including, the type of financing structure, the credit quality and the market environment at the proposed time of sale. In a competitive sale, underwriting firms bid on the bonds in a competitive process on a date and time certain with the entire issue awarded to the bidder with the lowest true interest cost (TIC).

# Types of Debt Obligations

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## Utility Funds

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### Utility Revenue Bonds

- Collected by the District and secured by only the specific rates and charges for the water / sewer service provided
- Not secured by the full faith and credit of the District
- District covenants to raise rates and charges to maintain the Rate Covenant (1.25x, etc.)
- Additional Bond Test identifies the conditions under which the District can issue additional obligations secured by the same utility funds
- Requires majority vote of the District Board

### General Obligation Bonds

- Collected by the District and secured by the specific rates and charges for the water / sewer service provided
- Secured by the full faith and credit of all funds of the District
- Requires 4/5th vote of the District Board
- Washoe County Debt Commission must also approve G.O debt financing (2/3 vote)
- 90-day comment period
- Proceed absent petition of 5% of registered voters



# Types of Debt Obligations (continued)

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## Community Services Fund and Beach Fund

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### General Obligation (Revenue) Bonds

- Secured by the specific Facility Fee collected by the County on the property tax bill
- “Promise to pay”
- Secured by the full faith and credit of all funds of the District but the internal source of repayment is the respective fund.
- Must be approved by 4/5<sup>th</sup> vote of the District Board
- Washoe County Debt Commission must also approve the financing
  - 90-day comment period
  - Proceed absent petition of 5% of registered voters

### Special Assessment Bonds

- A special assessment is a lien on the property until the assessment is paid off.
  - Special assessments are different than real property taxes
  - May only be levied against parcels which have been identified as having received a direct benefit from the public project.
  - The cost of these projects is apportioned, or divided, among properties that benefit from them. Secured by only the special assessments paid by the assessed property owners
- Remedy in the event of delinquent assessments is foreclosure on the assessed property
- Not secured by the full faith and credit of the District

# Financing Participants

## Detail of the Most Significant Players

<b>FINANCING TEAM</b>	<b>OTHER POSSIBLE PARTICIPANTS</b>
<b>Underwriter (Public Offering)</b>	<b>Trustee</b>
Sells the bonds to retail buyers and institutions	Makes debt service payments to bondholders
Purchases the bonds in a competitive sale	Manages bond proceeds
	Tracks bondholders
<b>Placement Agent</b>	
Sells the obligation to a direct placement lender	<b>Rating Agencies</b>
	Standard & Poor's
<b>Legal Counsel</b>	Moody's
Bond Counsel (Counsel to Issuer)	Fitch
Underwriters' Counsel	
Disclosure Counsel (Prepares the OS)	<b>Major Bond Insurance Companies</b>
	BAM
<b>Municipal Advisor</b>	Assured Guaranty
Fiduciary duty to the issuer	
Advises as to structure, timing and terms	<b>Letter of Credit Banks</b>
	Domestic & Foreign Commercial Banks

# Other Participants

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## Credit Providers

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Credit providers are important participants in the tax-exempt market. Issuers sometimes employ various forms of credit enhancement to improve the credit rating for their issue and thus reduce the overall cost of borrowing.

### **BOND INSURANCE**

- Bond insurance is an “unconditional and irrevocable guaranty that the insurance company will pay all principal and interest” on the debt obligations for the life of the debt. An insured issue receives the rating of the insuring company, since it is the insurance company that is providing the ultimate security for the bonds. In return, the bond insurance provider receives a fee paid on the closing date that is non-refundable even if the bonds are subsequently refunded.

### **LETTER OF CREDIT**

- Letters of credit differ from bond insurance in that they have an expiration date - they provide insurance only for a set period of time rather than for the full life of the bond. Letters of credit provide the same unconditional guarantee of payment in the event of default. Letters of credit are issued by domestic or foreign commercial banks whose credit rating is then applied to the bonds. The cost of the letter of credit is called a credit facility fee and is paid at closing and over the term of the bonds. This form of enhancement is usually used for a variable rate demand obligation (VRDO) program.

### **LINE OF CREDIT**

- A line of credit is another instrument through which an issuer can borrow funds. Renewal occurs on an annual basis and the fee for the line of credit is usually a percentage of debt outstanding. This form of enhancement is usually associated with a commercial paper program.

# Bond Ratings

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## Breakdown of Municipal Ratings

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- Aaa - Bonds rated Aaa are judged to be of the best quality and carry the smallest degree of investment risk. Interest payments are protected by an exceptionally stable margin and principal is secure.
- AA/Aa - Bonds rated Aa are judged to be high quality by all standards. They are rated lower than the best bonds because margins of protection may not be as large as in Aaa securities.
- A - Bonds rated A possess many favorable investment attributes and are to be considered upper medium grade obligations. Elements may be present which suggest a susceptibility to adverse changes in the future.
- BBB / Baa - Bonds rated Baa are considered medium grade obligations, i.e., they are neither highly protected nor poorly secured. These bonds have speculative characteristics.
- BB / Ba - Bonds rated Ba are judged to have speculative elements and uncertainty of position. Often the protection of interest and principal payments may be very moderate.
- B / B - Bonds rated B lack the characteristics of a desirable investment. Assurance of interest and principal payments or of maintenance of other terms of the contract over any long period of time may be small.
- CCC / Caa - Bonds rated Caa are in poor standing. Such issues may be in default or elements of danger may be present with respect to the payment of principal or interest.
- CC / Ca - Bonds rated Ca represent obligations that are highly speculative. Such issues are often in default or have other marked shortcomings.
- C / C - Bond rated C are the lowest rated class of bonds. Issues so rated can be regarded as having extremely poor prospects of ever attaining any real investment standing.
- Note: Moody's applies the numerical modifier 1, 2 and 3 in each rating category, with 1 reflecting the highest credit level.

# Other Possible Borrowing Options

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## Grants and Low Interest Loan Programs

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### **GRANT FUNDING**

- Generally, the least expensive option but may require matching funds which can be financed

### **STATE REVOLVING FUND (SRF) LOANS**

- The obligation is issued directly to the Nevada Division of Environmental Protection (NDEP) for both Clean Water and Drinking Water loans. These are generally at much lower interest rates than market interest rates on bonds.
- Requires ongoing reporting and compliance

### **WATER INFRASTRUCTURE FINANCE AND INNOVATION ACT (WIFIA)**

- The obligation is issued directly to the Environmental Protection Agency (EPA) at a lower interest rate than market interest rates on bonds.
- The issuer makes draws against the loan to pay project costs
- Flexible structuring options
- Requires detailed defined projects and environmental approval
- Requires ongoing reporting and compliance

**RECOMMENDATION: The District should explore all these other options with bonds being a last resort**

# Term Options

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## Types of Debt

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Issuers have the authority to determine what types of bonds they will permit to be issued within their jurisdictions. Specific state requirements outline restrictions regarding the nature, term, purpose and structure of bonds.

### LONG-TERM BONDS

- **Bond:** A debt obligation that specifies the repayment of principal and interest over a stated maturity.
- **Principal:** The principal, or par, amount of a bond is the amount initially borrowed.
- **Interest:** The amount investors charge for the use of funds.
- **Example:** Most municipal bonds pay principal on an annual basis and interest on a semi-annual basis. If IVGID borrowed \$100,000 par amount today at a rate of 4% and had to pay semi-annual interest over a one-year period, it would have to pay \$2,000 in interest at the end of each six-month period and repay the \$100,000 of principal at the end of the year. Interest = Principal x Interest Rate / Period ( $\$100,000 \times 4\% / 2 = \$2,000$ ).
- **Variable Rate Demand Obligations (VRDOs):** Long-term obligation with interest rates generally remarketed weekly. VRDOs are used to finance long-term capital projects but designed to take advantage of short-term interest rates. Requires a letter of credit as a backstop to provide liquidity in the event of a failed remarketing.

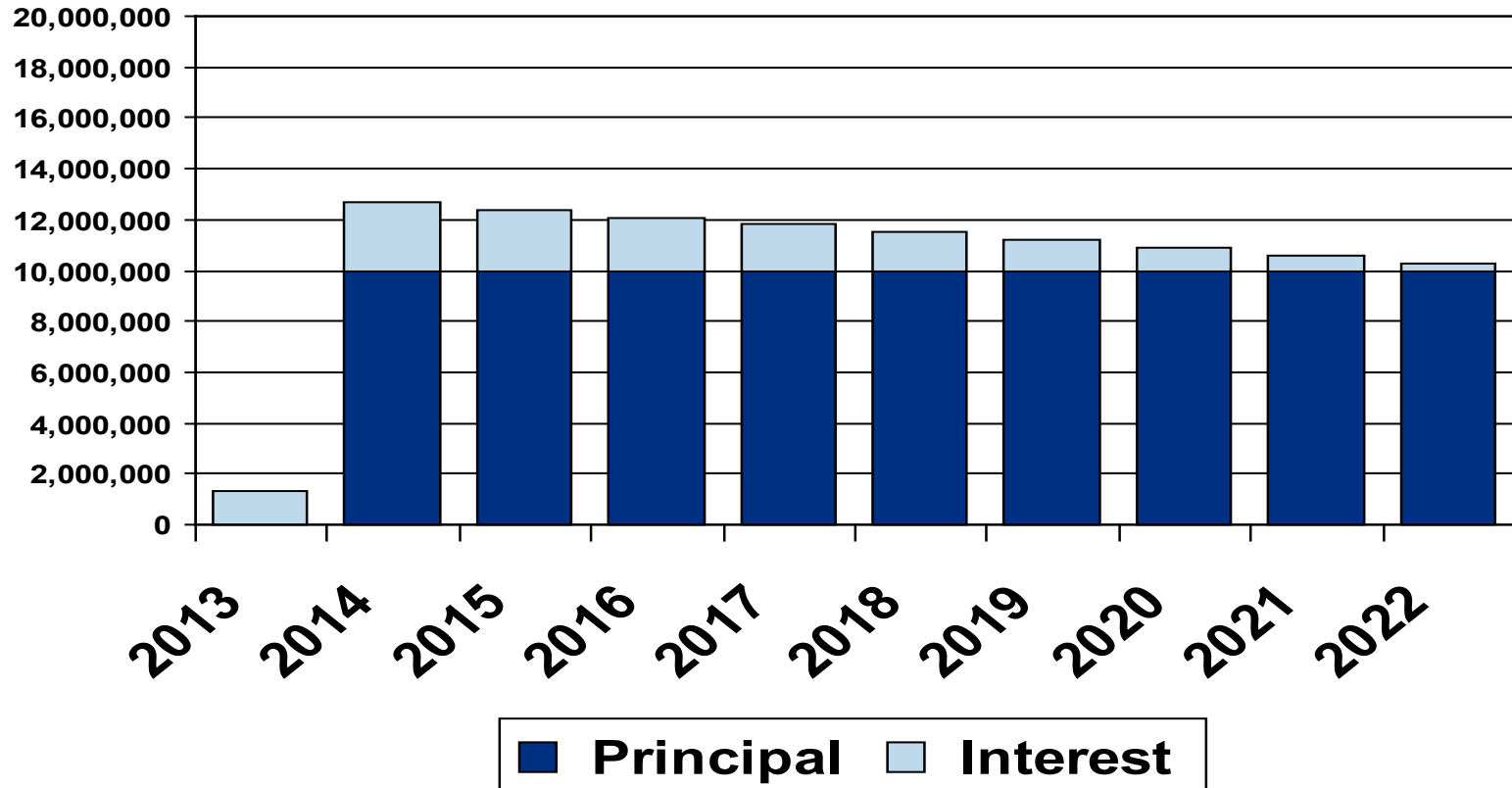
### SHORT-TERM NOTES (Interim Borrowing)

- **Bond Anticipation Notes (BANs):** Used to obtain interim financing for projects that will eventually be financed through the sale of long-term bonds.
- **Tax and Revenue Anticipation Notes (TRANS):** Issued in anticipation of tax receipts or other revenues.
- **Tax-Exempt Commercial Paper (TECP):** A flexible form of short-term paper used to smooth cash flow inefficiencies and has a maximum maturity of 270 days. Generally, requires a letter of credit or liquidity facility to provide liquidity for when notes are rolled over upon maturity.

# Example Structuring Considerations

Issuers can use amortization structures to shape their overall debt structure pattern

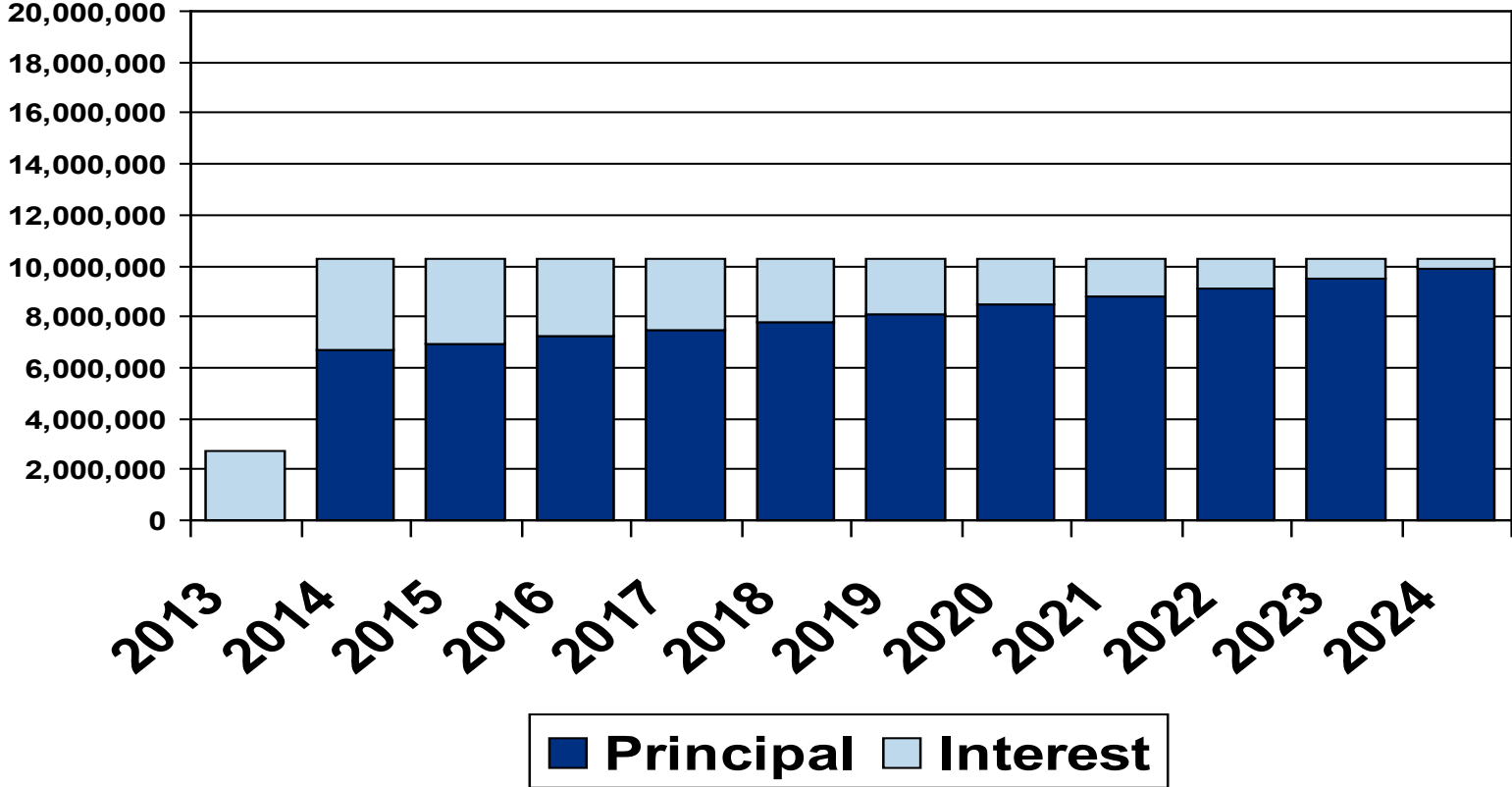
- Level Principal





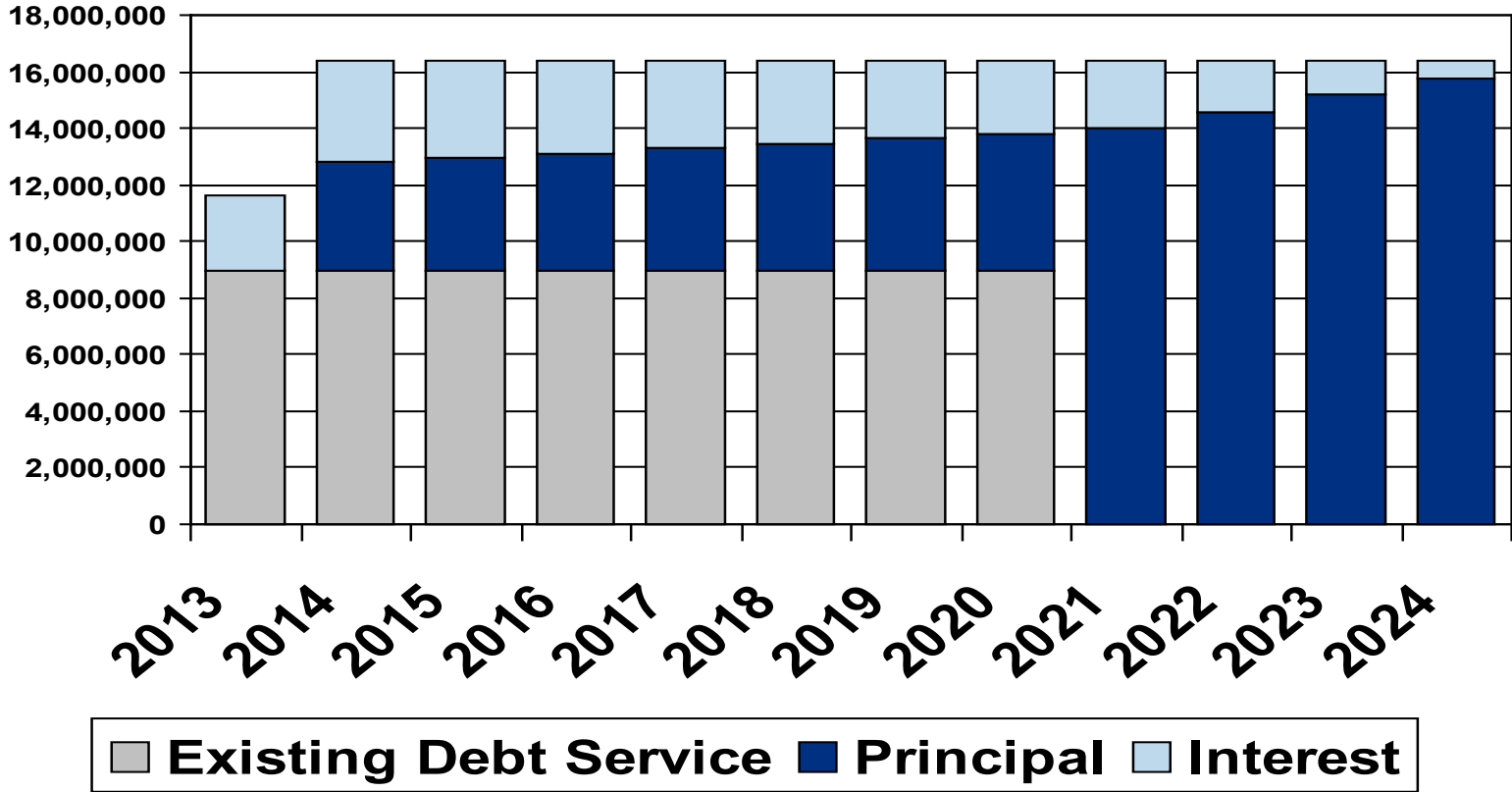
# Amortization of Principal (Continued)

- Level Debt Service



# Amortization of Principal (Continued)

- Wrapped Level Debt Service around Existing Debt Service



# EFFLUENT PIPELINE PROJECT

- Project Cost Estimate: \$45.5 million
- Funding Set-Aside (Board Policy) - \$14.2 million
- Utility Rate Plan contemplates up to \$38.5 million in Revenue Bonds for Utility capital projects
  - 30- year bonds
  - 4.0% interest
- State Revolving Fund Loan Program – NDEP
  - Pre-application process has resulted in project being placed on PRIORITY LIST for Clean Water SRF Loan Program.

**Nevada Clean Water State Revolving Fund Priority List**  
 Effective June 2022  
 DRAFT VERSION (3)

**Class A: Project benefits public health and/or the environment**

Priority Number	N <sup>1</sup>	D <sup>2</sup>	G <sup>3</sup>	Applicant	Parent Entity	Permit No.	Project Population	Total Points	State MHI / PWS MHI	Revised Points	Project Description	Program Cost Estimate	Notes <sup>4</sup>	Funded <sup>5</sup>
1		D		Fallon Paiute-Shoshone Tribe - CW		TRIBAL	700	27	1.23	33.23	Retention Lagoon & lift Station Rehabilitation	\$500,000		Yes
2	N	D		Esmeralda County - Goldfield - CW	Esmeralda County - CW	NS0040030	237	16	1.71	27.36	Goldfield Sesspit Correction	\$210,595		
3		D		Minden Gardnerville Sanitation District		NS0040027	520	23	0.87	20.12	MGSD-Pine View Estates Sewer	\$802,400		
4				Humboldt County - CW			4,000	16	0.92	14.78	Grass Valley PER Nitrate Compliance	\$95,000		Yes
5		D		McGill Ruth Consolidated Sewer & Water GID - CW		NS0087046	905	11	1.12	12.32	McGill WWTP Upgrade	\$1,750,000		
6				Pershing County - CW			500	10	1.09	10.87	Grass Valley waste water treatment facility	\$2,968,875		
7				Pershing County - CW			500	10	1.09	10.87	Grass Valley Waste Water PER	\$85,000		
8	N		G	Incline Village GID - CW		NS0030009	9,462	20	0.52	10.40	Effluent Export Pipeline Seg 2	\$33,423,549		
9	N	D		Carson City - CW		NS0090008	57,000	7	1.06	7.45	SE Mandatory SS Extension	\$12,355,403		
10	N	D		Elko County - Montello - CW	Elko County - CW	NS0030003	287	6	1.10	6.59	Sewer Pond Relining	\$483,075		
11		D		Humboldt County - CW			1,634	6	0.94	5.63	Grass Valley Waste Water Improvement	\$27,395,581		
<b>Total Class A Projects</b>												<b>\$80,069,478</b>		

# EFFLUENT PIPELINE PROJECT

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- **Advantages of SRF Loan Program**

- Below-market interest rate: Currently 54% of Bond Buyer Index for 20-year for G.O. Bond
- Typical loan repayment structured over 30 years, starting at project completion
- Requires 1.0 Debt-Coverage Ratio (*Per State Requirement – lower than IVGID Policy*)
- No Debt Reserve requirement
- SRF Loan can also be secured via Revenue Bond at slightly less favorable terms.

- **Process Required to Secure SRF Loan**

- Project must meet specified eligibility criteria for placement on Priority List
- Submit Letter of Intent / Environmental Review Checklist
- Borrower obtains governing board authority to submit loan application
  - Requires Authority to Issue PRIVATE PLACEMENT BOND, purchased by State Treasury
    - May be structured as EITHER General Obligation Bond or Revenue Bond
    - **IF** structured as General Obligation Bond – per NRS, requires approval of Washoe County Debt Management Commission
    - G.O, Bond approval process requires 90-day comment period.

- **Bond terms structured to match Loan Terms**

- **Loan executed concurrent with close on sale of bonds.**

- **Borrower draws-down loan on a reimbursement basis**

- **No requirement to draw-down full amount of loan.**

# COMMUNITY SERVICES AND BEACH PROJECTS

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- **COMMUNITY SERVICES PROJECTS**

- Five-Year Capital Plan Projects**

- Snowflake Lodge Remodel \$ 4,500,000 (FY24/25)
    - Ski Way – Diamond Peak Parking Lot \$ 3,600,000 (FY25/26)

- Other Projects - *(Not currently in multi-year plan)***

- Lakeview Lift Replacement \$ 6,000,000

- **BEACH PROJECTS**

- Five-Year Capital Plan Projects**

- Incline Beach House Project \$ 3,250,000 (FY23/24)
    - Beach Access (Ingress/Egress) \$ 600,000
    - Other (?)

# COMMUNITY SERVICES AND BEACH PROJECTS

## Cost of Issuance (Facility Fee Impacts)

Sample Cost of Borrowing (Excludes Cost of Issuance)							
Interest Rate Amortization Period	3.0%		4.0%		5.0%		
	20	30	20	30	20	30	
<b>Loan Amount</b>							
\$ 1,000,000	\$ 67,216	\$ 51,019	\$ 73,582	\$ 57,830	\$ 80,243	\$ 65,051	
\$ 5,000,000	\$ 336,080	\$ 255,095	\$ 367,910	\$ 289,150	\$ 401,215	\$ 325,255	
\$ 10,000,000	\$ 672,160	\$ 510,190	\$ 735,820	\$ 578,300	\$ 802,430	\$ 650,510	
\$ 20,000,000	\$ 1,344,320	\$ 1,020,380	\$ 1,471,640	\$ 1,156,600	\$ 1,604,860	\$ 1,301,020	

Estimated Annual Facility Fee Impact		3.0%		4.0%		5.0%	
		20	30	20	30	20	30
Community Services	\$1.0M	8	6	9	7	10	8
Beach		9	7	9	7	10	8
Community Services	\$5.0M	41	31	45	35	49	40
Beach		43	33	47	37	52	42
Community Services	\$10M	82	62	90	70	98	79
Beach		87	66	95	75	104	84
Community Services	\$20M	164	124	179	141	196	159
Beach		174	132	190	149	207	168

# NEXT STEPS

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- **Follow-up from Board Feedback and Questions**
- **Complete Engagement of Financing Team (Bond Counsel)**
  - Request Bond Counsel to assess tax-status of possible bonds supporting Beach Projects
- **Effluent Pipeline Project**
  - Return to BOT (August) with Letter of Intent to Submit SRF Loan Application
  - Notice to Washoe County Debt Management Commission
- **Community Services and Beach Projects**
  - Advance project scope, definition and project cost estimates
  - Update Five-Year Capital Plan to include projects and proposed financing
    - (FY2023/24 update cycle)
  - Update bonding capacity analysis for Community Services and Beach Funds
  - Present specific debt financing options / strategies to BOT (Spring 2023)
  - Seek Board direction on proceeding with possible bond financing

# Questions and Discussion

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**LONG RANGE CALENDAR**

\*\*\*\*\*  
**Wednesday, August 31, 2022 at 6 p.m. in the Boardroom at 893 Southwood Boulevard – Regular Board of Trustees Meeting**

Items Slated for Consideration

- Approval of Consultant for Utility Master Plan (Consent Calendar)
- Approval of Blanket Purchase Orders for FY2022-23 (Consent Calendar)
- Ordinance 7, An Ordinance Establishing Rates, Rules and Regulations for IVGID Recreation Passes and Recreation Punch Cards by the Incline Village General Improvement District effective June 1, 2022 - Actions on Fees as stated in paragraphs 36, 69, 71 and 81 (Requesting Staff Member: District General Manager Indra Winquest)
- Policies 12.1.0, 13.1.0 and Practice 13.2 – Capitalization – General Business
- Mountain Golf Cart Path
- Burnt Cedar Pool Project Close-out Report (Director of Public Works Brad Underwood)
- Board packet material requirements
- Code of Conduct – brought to the Board on 1/13/2021 where it was pulled from the agenda and deferred by the Board to a future meeting
- Presentation by Todd Lowe – City of Incline Village
- Installation RFID – Software and Gantries Project #3499CE2201 (Requesting Staff Members: Director of Information Technology Mike Gove and General Manager Diamond Peak Ski Resort Mike Bandelin)

\*\*\*\*\*  
**Wednesday, September 28, 2022 at 6 p.m. in the Boardroom at 893 Southwood Boulevard – Regular Board of Trustees Meeting**

Items Slated for Consideration

- FY2021-22 Fourth Quarter Budget Update (Reports)
- FY2021-22 Fourth Quarter CIP Popular Status Report (Reports)
- Recommended FY2021-22 Carry-Forward Appropriations (amending FY2022-23 Budget)
- Policy 3.1.0 review (Requested by Trustee Tonking - 5/26/2021)

\*\*\*\*\*  
**Wednesday, October 12, 2022 at 6 p.m. in the Boardroom at 893 Southwood Boulevard – Regular Board of Trustees Meeting**

Items Slated for Consideration

- Rec Center Expansion Project check-in (at 60% design)

\*\*\*\*\*  
**Wednesday, October 26, 2022 at 6 p.m. in the Boardroom at 893 Southwood Boulevard – Regular Board of Trustees Meeting** *(Trustee Wong is unable to attend this meeting)*

Items Slated for Consideration

\*\*\*\*\*  
**Wednesday, November 9, 2022 at 6 p.m. in the Boardroom at 893 Southwood Boulevard – Regular Board of Trustees Meeting**

Items Slated for Consideration

- ❖ FY2022-23 First Quarter Budget Update (Reports)
- ❖ FY2022-23 First Quarter CIP Popular Status Report (Reports)
- ❖ Beach Season Update to include update on the Ordinance 7 (which includes the Family Tree) changes made in May 2022 (requested 4/27/2022 – Trustee Schmitz)



**LONG RANGE CALENDAR**

\*\*\*\*\*  
**Wednesday December 14, 2022 at 6 p.m. in the Boardroom at 893 Southwood Boulevard – Regular Board of Trustees Meeting**

Items Slated for Consideration

\*\*\*\*\*

**Parking Lot Items – To be scheduled**

	<i>Items sitting in the parking lot (to be discussed but (a) not yet scheduled for a specific Regular Board Meeting) or (b) a future Board not on this calendar</i>
A	Possible discussion on IVGID needs as it relates to potential land use agreement with DPSEF (Request by Trustee Schmitz – 01/18/2021)
B	Develop a policy and criteria for Professional Services (see Moss Adams 1 Report) (Request by Trustee Schmitz – 03/10/2021; asked again on 4/29/2021)
C	Tax implications for benefits for employees (Request by Trustee Schmitz – 03/10/2021 – District General Counsel Nelson is working on an opinion)
D	Review of service levels – Golf will be coming first – maybe on 01/26/2022 agenda
E	Next step on Diamond Peak parking lot/Ski Way – Staff added reminder
F	List of contracts, etc. that need annual Board Review – District General Manager and District Clerk – Date Requested 9/21/2021.
G	Request that the Board discuss a strategy for dealing with e-mails and correspondence that the Board receives. Need to have a strategy and approach on who responded – come up with a consensus by the Board on who responds. (Request by Trustee Schmitz – 11/03/2021) Related to Policy 20.
H	Retaining special legal counsel for construction contracts, Staff member suggested, review and discuss as a Board and decide how to move (Request by Trustee Schmitz – 11/03/2021)
I	Meeting Minutes: Do we want our meeting minutes to have more alignment with what is said at the meeting or are these summaries acceptable? (Request by Trustee Schmitz – 11/03/2021)
J	Board of Trustees Handbook
K	Diamond Peak Master Plan – revisit – Date Requested: 4/27/2022 – Trustee Schmitz
L	General Manager’s Goals and Board Norms facilitated by Board Chairman and director of Human Resources (Special Meeting)
M	Policy 16.1.0 – (requested by Trustee Schmitz – 6/8/2022)
N	Possible future Board item – Reactivate CBWS (NLTFPD input received 06/29/2022) – Date Requested 5/11/2022 – Trustee Callicrate

\*Budget approval is required after the third Monday however whatever date is selected, a 10-day notice must be given. Must accomplish no later than June 1, 2022.

## M E M O R A N D U M

**TO:** Board of Trustees

**THROUGH:** Indra Winquest  
District General Manager

Darren Howard  
Director of Golf/Cummunity Services

Brad Underwood  
Director of Public Works

**FROM:** Richard Allen  
Fleet Superintendent

**SUBJECT:** Award of a Purchase Order for the purchase of One Toro Reelmaster 5010 Fairway Mower – CIP Project 3142LE1750; 2022/2023 Capital Improvement Budget; Fund: Community Services; Cost Center: Golf; Vendor: Turf Star Inc.; utilizing GSA Contract Pricing

**DISTRICT STRATEGIC PLAN:** Long Range Principal #5

**DATE:** July 27, 2022

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### **I. RECOMMENDATION**

1. That the Board of Trustees approves a purchase order with Turf Star Inc., for the purchase of one Toro Reelmaster 5010 Fairway Mower, utilizing GSA Contract Pricing, with a total purchase price of \$97,467.45.

### **II. DISTRICT STRATEGIC PLAN**

Long Range Principle #5 – Assets and Infrastructure: *The District will practice perpetual asset renewal, replacement and improvement to provide*

*safe and superior long term utility services and recreation venues, facilities, and services.*

### **III. BACKGROUND**

This purchase is part of the 2022/23 Capital Improvement Program which has been approved by the Board of Trustees. The new equipment will be utilized by Golf Grounds Maintenance. The Fleet Superintendent has evaluated the various options and determined that the chosen equipment will best serve the District.

The Golf Grounds Maintenance equipment purchases are part of a comprehensive program to replace maintenance equipment used at the Championship and Mountain golf courses. This ongoing program replaces daily use equipment on a scheduled cycle identified by maintenance cost records, oil analysis, visual inspection and overall condition. This is a vital link in assuring quality turf and grounds condition at the District golf courses and allows current Fleet Mechanic staffing levels to provide the service and support needed for operations

The Toro Reelmaster 5010 Fairway Mower to be purchased from Turf Star Inc. is the replacement for vehicle #685 (a 2013 John Deere fairway mower), which is 10-years old and no longer provides the level of reliability and product that our customers desire. Advanced technology of new mowers can cut more acreage per hour while providing a superior cut. The current John Deere unit will be replaced with a new Toro model; over the years, we have seen a decline in parts availability and service with John Deere products, with their new models requiring proprietary software to troubleshoot and repair machines with new emissions standards. Parts and service availability has been much better from Turf Star Inc., with service support dedicated to our area, and the equipment does not require special software for trouble shooting.

In accordance with Board Policy 3.1.0, 0.15, Consent Calendar, this item is included on the Consent Calendar as it is routine business of the District and within the currently approved District Budget.

#### **IV. BID RESULTS**

Government Services Administration (GSA), in partnership with the Department of Treasury, launched the Federal Strategic Sourcing Initiative (FSSI) in November 2005, requiring agencies to identify commodities that could be purchased more efficiently through strategic sourcing.

FSSI encourages cross-government collaboration and adoption of industry best practices. This allows governments to aggregate requirements; streamline processes; and leverage buying power. As a result, best value and repeatable processes are created that can be used in any acquisition environment to drive down the cost of commonly purchased commodities.

The FSSI webpage provides a centralized source for many government-wide and agency-specific Blanket Purchase Agreements (BPAs). GSA establishes long-term government-wide contracts with commercial firms to provide access to millions of commercial products and services at volume discount pricing. These can be ordered directly from GSA Schedule contractors. Multiple authorized programs also allow state and local governments the eligibility to use GSA Schedules for select purchases, saving taxpayers money.

Turf Star Inc. has exclusive GSA contract sales rights for Toro equipment brand and models; therefore, staff did not seek competitive bids.

<b>Description</b>	<b>Turf Star Inc.</b>	<b>Budget</b>
Reelmaster 5010 Fairway Mower	\$ 97,467.45	\$ 98,000.00

#### **V. FINANCIAL IMPACT AND BUDGET**

Approval of the recommendation contained in this memo would result in an expenditure of \$97,467.45. Funding in support of this purchase, totaling \$98,000.00, is included in the approved FY2022/23 Capital Improvement Budget, through appropriations in the Community Services Enterprise/Golf fund.

## **VI. ALTERNATIVES**

Defer or eliminate replacing this equipment and risk higher maintenance costs, increased down time, higher future cost of equipment, and extended delivery timeframe. Deferring this equipment will have negative impacts on customer service and expectations at the golf courses.

## **VII. COMMENTS**

Existing equipment being replaced will be disposed of through equipment auction. Although it is not practical to determine the exact revenue that will be generated from the sale, we estimate the value of the existing John Deere Fairway mower at \$3,500.00. Revenues from equipment sales are credited to the operating account from which the funds were initially appropriated for the original equipment purchase.

## **VIII. BUSINESS IMPACT**

This item is not a “rule” within the meaning of Nevada Revised Statutes, Chapter 237, and does not require a Business Impact Statement.



## Project Summary

<b>Project Number:</b>	3142LE1750
<b>Title:</b>	2013 JD 3235 Fairway Mower #685
<b>Project Type:</b>	F - Rolling Stock
<b>Division:</b>	42 - Championship Maintenance
<b>Budget Year:</b>	2023
<b>Finance Option:</b>	
<b>Asset Type:</b>	LE - Light Duty Service Equipment
<b>Active:</b>	Yes

<b>Project Description</b>	<p>This is a comprehensive program to purchase replacement equipment for both Golf courses. The CIP equipment replacement program is a scheduled cycle ranging from five (5) to fifteen (15) years. This program is a vital link in meeting turf maintenances standards, assuring top quality playing conditions and keeping up with the latest in maintenance practices and equipment technology. This fairway mower is on a 8-year replacement schedule, subject to accumulated mileage, accrued maintenance cost, oil analysis reports, visual inspection and overall condition.</p>
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<b>Project Internal Staff</b>	<p>Fleet Maintenance Staff will manage this project</p>
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<b>Project Justification</b>	<p>This equipment is a vital link in meeting turf maintenances standards, assuring top quality playing conditions and keeping up with the latest in maintenance practices and equipment technology. The final replacement date is subject to accumulated usage (hours), accrued maintenance cost, oil analysis reports, visual inspection and overall condition. Replacement will be moved back in the CIP if indicators reveal that increased maintenance cost or elevated down time will not result by deferring the replacement date.</p>
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<b>Forecast</b>			
<b>Budget Year</b>	<b>Total Expense</b>	<b>Total Revenue</b>	<b>Difference</b>
2023			
Fairway Mower	98,000	0	98,000
Year Total	98,000	0	98,000
2031			
Fairway Mower	100,000	0	100,000
Year Total	100,000	0	100,000
2039			
Fairway Mower	100,000	0	100,000
Year Total	100,000	0	100,000
	<b>298,000</b>	<b>0</b>	<b>298,000</b>

<b>Year Identified</b>	<b>Start Date</b>	<b>Est. Completion Date</b>	<b>Manager</b>	<b>Project Partner</b>
2012	Jul 1, 2021	Jun 30, 2022	Fleet Superintendent	

**M E M O R A N D U M**

**TO:** Board of Trustees

**THROUGH:** Indra Winquest  
District General Manager

Darren Howard  
Director of Golf/Cummunity Services

Brad Underwood  
Director of Public Works

**FROM:** Richard Allen  
Fleet Superintendent

**SUBJECT:** Award of a Purchase Order for the purchase of One Bobcat UW56 (Toolcat Utility Vehicle) with Snowblower – CIP Project 4378LE2220; 2022/2023 Capital Improvement Budget; Fund: Community Services Fund; Cost Center: Parks; Vendor: Clark Equipment Company; Sourcewell Contract 040319

**DISTRICT STRATEGIC PLAN:** Long Range Principal #5

**DATE:** July 27, 2022

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**I. RECOMMENDATION**

1. The Board Of Trustees approves the award of contract to Clark Equipment Co., through Sourcewell Purchasing, for the purchase of one Bobcat UW56 (Toolcat Utility Vehicle) with Snowblower for the total amount of \$67,034.54.

**II. DISTRICT STRATEGIC PLAN**

Long Range Principle #5 – Assets and Infrastructure: *The District will practice perpetual asset renewal, replacement and improvement to provide*



*safe and superior long term utility services and recreation venues, facilities, and services.*

### **III. BACKGROUND**

This purchase is part of the 2022/23 Capital Improvement Program which as been approved by the Board of Trustees. The new equipment will be utilized by Parks Grounds Maintenance. The Fleet Superintendent has reviewed the proposed equipment and concurs that this is the correct purchase for the needs of the Parks Department.

On school days, Parks is responsible for clearing the snow off the pathway from the Skate Park to the Rec Center. The tractor is not able to do the task when snow exceeds a certain level which varies depending on the snow's moisture content. The elimination of a snow storage area next to Incline Field #3, replaced by the new dugout, also added extra difficulty in pushing snow off the pathway. Utilizing a blower will fix this difficulty.

A mid-size blower is also needed due to recent additions to mandatory Day 1 snow removal areas. Increased customer service requirements have affected Parks' snow removal workload and altered timing for removal activities. There is now a need to clear areas for Recreation Department vehicle access the day of a storm, instead of the day after. The Parks team has also taken on the work of clearing the Lakeshore pathway in front of IVGID beach properties. At times the severity of wind drifts also makes this task extremely difficult to complete with the current tractor and/or small hand equipment.

Adding this piece of equipment would increase the Parks Department's capacity for snow removal work at Parks facilities. This would also eliminate Public Works from conducting Trackless snow removal efforts for Parks, allowing PW staff to perform work in other areas and reducing expenses to the Parks Department. Public Works' snow removal demands are prioritized due to the importance of facilities, which can push some of Parks snow removal work out several days. Overall, adding the Bobcat UW56 (Toolcat Utility Vehicle) with snowblower will allow efficiencies to both Parks' and Public Works' snow removal efforts. Clearing areas more effectively provides safer access to our facilities in a more timely manner.

This machine also provides the ability for multiple uses throughout the year, not just the winter:

- A snow blowing solution which is larger than our 32” wide snow blowers.
- Immediate use during a storm, regardless of snow depth/weight
- Ability to blow snow rather than push snow
- A multi-use machine capable of using other available attachments to create efficiencies, such as:
  - Large blower for turf grass
  - Auger for fence installation providing increased access to more locations
  - Small loader to fill the spreader for top dressing and other earth moving tasks
  - Flail mower for knocking down brush when clearing defensible space
  - Broom for post-pollen season clean-up
  - Larger turf cutter for more rapid field repairs
  - Tiller for incorporating nutrients into soil and breaking up infield hard pan
  - Stump grinder
  - Roller
  - Trencher
  - Fork lift

In accordance with Board Policy 3.1.0, 0.15, Consent Calendar, this item is included on the Consent Calendar as it is routine business of the District and within the currently approved District Budget.

#### **IV. BID RESULTS**

Consistent with the requirements of NRS 332.115.1.m, supplies, materials or equipment that are available pursuant to an agreement with a vendor that has entered into an agreement with the GSA or another governmental agency located within or outside the State of Nevada are exempt from competitive bidding requirements.

Sourcewell (previously NJPA), authorized under the Minnesota State Statute, is a Minnesota based municipal contracting agency that provides nationally leveraged, competitively solicited and cooperatively shared

procurement contracts to its member agencies. They state that they combine the buying power of 50,000 government, education non-profit organizations and they hold hundreds of competitively solicited cooperative contracts. The organization’s mission is to assist in meeting the purchasing needs of clients in participating governmental units which could be better provided by the service cooperative than by the members themselves.

The equipment proposed for purchase through Sourcewell was competitively solicited pricing and therefore Staff did not independently seek competitive bids.

<b>Description</b>	<b>Clark Equipment CO.</b>	<b>Budget</b>
Bobcat UW56 with Snowblower	\$ 67,034.54	\$ 70,000

**V. FINANCIAL IMPACT AND BUDGET**

Approval of the recommendation contained in this memo would result in a expenditure of \$67,034.54. Funding in support of this purchase, totaling \$70,000.00, is included in the approved FY2022/23 Capital Improvement Budget, through appropriations in the Community Services Enterprise/Parks fund.

**VI. ALTERNATIVES**

None, as deferring this equipment purchase will have negative impacts on customer service and expectations.

**VII. BUSINESS IMPACT**

This item is not a “rule” within the meaning of Nevada Revised Statutes, Chapter 237, and does not require a Business Impact Statement.



## Project Summary

<b>Project Number:</b>	4378LE2220
<b>Title:</b>	Toolcat with Bucket and Snowblower
<b>Project Type:</b>	F - Rolling Stock
<b>Division:</b>	78 - Parks Services
<b>Budget Year:</b>	2023
<b>Finance Option:</b>	
<b>Asset Type:</b>	LE - Light Duty Service Equipment
<b>Active:</b>	Yes

<b>Project Description</b>				
Multifunction Utility Vehicle capable winter snow removal operations in tight areas, walk ways, and paths. Summer uses include many uses from moving to hauling and loading of material with multiple attachments available.				
<b>Project Internal Staff</b>				
<b>Project Justification</b>				
<b>Forecast</b>				
<b>Budget Year</b>	<b>Total Expense</b>	<b>Total Revenue</b>	<b>Difference</b>	
2023				
Toolcat with Bucket and Snowblower	70,000	0	70,000	
Year Total	70,000	0	70,000	
2033				
Toolcat with Bucket and Snowblower	75,000	0	75,000	
Year Total	75,000	0	75,000	
	<b>145,000</b>	<b>0</b>	<b>145,000</b>	
<b>Year Identified</b>	<b>Start Date</b>	<b>Est. Completion Date</b>	<b>Manager</b>	<b>Project Partner</b>
2022	Jul 1, 2022	Sep 30, 2022	Fleet Superintendent	

## **MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Audit Committee Chairman Ray Tulloch

**SUBJECT:** Annual Audit Committee Report – Fiscal Year 2021/2022

**DATE:** June 30, 2022

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### **I. RECOMMENDATION**

The Audit Committee provide the Board with an annual report of the actions taken by the Committee to fulfil their duties and responsibilities required under Policy 15.1.0. This report will be prepared to cover the fiscal year. The Board is requested to review and accept the Annual report from the Audit Committee.

### **II. BACKGROUND**

Under Policy 15.1.0, Section 2.9, the Audit Committee is to submit an annual report to the Board of Trustees assessing the results of its fulfillment of its duties and responsibilities.

The annual report be based on the time period between each fiscal year.

The Audit Committee held 13 meetings between July 13 2021 and June 30, 2022. Two of these were single issue special meetings that were made necessary to meet urgent timelines for submissions. A summary of items discussed and resolved at each meeting is on Exhibit A.

The attached report from the Audit Committee reviews our activities over the past year and provides a short executive summary of achievements and actions fulfilling the duties and responsibilities required during the past 12 months.

## **Annual Audit Committee Report for 2021-22**

During the 2021-22 fiscal year the Audit Committee held 13 meetings Two of these were single issue special meetings that were made necessary to meet urgent timelines for submissions. A summary of items discussed and resolved at each meeting is on Exhibit A.

It is unfortunate that for much of the year the Audit Committee was required to operate with less than its full complement of Committee members. Initially there was only one (of 2) Trustees on the Board as Trustee Dent had stepped down as of 30 June 2021 and the Board was unable to appoint a replacement. The Audit Committee wishes to thank Mr. Dent for stepping back up to fill the position on a temporary basis from September 2021. In addition, At-Large member Mr. Aaron resigned from the Committee as of July 19 due to business pressures. Although the Board interviewed candidates to replace Mr. Aaron they declined to appoint a replacement. As a result, for the majority of the year the Committee operated with only 4 (four) rather than 5 (five) members which increased the workload on these members given that Committee members were responsible for personally preparing agenda memos for the Committee.

In the initial 2020-21 year of operation of the Committee, some concerns were raised that at times the Committee was perceived to be operating outside its defined scope. As a result, every effort was made to ensure the involvement and purview of the Committee was focused on its responsibility to provide independent review, oversight and feedback on:

1. Financial reporting
2. Internal controls
3. The independent audit of the basic financial statements
4. The ACFR

It is the considered view of the Committee that, during 2021-22, it has indeed operated within these parameters.

The Committee, recognizing the lessons learned from the initial 2020-21 year, as well as responding to concerns raised by some Board members, spent significant time during the first half of the year making recommendations for changes in Policy 15.1.0. This proved to be an extended iterative process before the Board finally reached agreement on changes at their February 3, 2022 meeting.

During the year there were instances where the Board declined to accept considered and researched recommendations from the Audit Committee. Most notable concerned the Annual Comprehensive Financial Report (ACFR) where the

Audit Committee was presented with the final version, with changes that had not been previously discussed, on the same day it was provided to the Board for approval. As a result, the Audit Committee had no time to discuss changes and was unable to sign off on the ACFR as presented. The concerns of the Committee were substantively around items being capitalized rather than expensed in compliance with Board policies and practices. As will be understood this unfortunately created some friction between the Board and the Audit Committee. The Audit Committee does also recognize that it bears some responsibility in this area as it has identified for future years that it should schedule more frequent updates with the external auditor and IVGID financial staff during the course of the Audit in order that concerns may be addressed at an earlier stage.

However, the Audit Committee has remained consistent and steadfast in operating in accordance with its charter, which also reflects Government Finance Officers Association (GFOA) guidance, as follows:

*“An Audit Committee plays a key role with respect to overseeing the integrity of the District’s annual financial statements (the “ACFR”) by ensuring those responsible for financial management (Management and the Board of Trustees) meet their responsibilities for maintaining an effective system of internal controls over financial reporting. An Audit Committee is a practical means for a governing body to provide much needed independent review and oversight of the District’s financial reporting processes, internal controls, and independent auditors.*

*An Audit Committee also provides a forum separate from management in which auditors and other interested parties can candidly discuss concerns. By effectively carrying out its functions and responsibilities, an Audit Committee helps to ensure that procedures are in place to objectively assess management’s practices, and that the independent auditors, through their own review, objectively assess the government’s financial reporting practices.”*

The Audit Committee recognizes that this may not always be a popular approach. However, it is the unanimous and considered view of the Committee that to operate otherwise or to be influenced by political pressures would be an abrogation of the independence and charter of the Committee. The Audit Committee is not established simply as a rubber stamp but to provide independent and objective oversight of IVGID financial reporting practices, and also leveraging the extensive skills in the community through the at-large members. The Audit Committee fully recognizes that it has a distinctively apolitical and different role from the Board and that, while it can make recommendations to the Board, it is up to the Board to

accept or reject these recommendations and to subsequently be responsible for the decisions reached.

During the year the Audit Committee developed, as directed by the Board, a whistleblower policy. This was presented to the Board but no action has been taken.

Another focus of the Committee has been working with staff on development and implementation of appropriate internal controls. This remains a work in progress and has also been further informed by the external audit findings of Material weaknesses and deficiencies which are being addressed through this process. The Committee notes the additional resources brought in by IVGID management to accelerate this work as previously suggested.

During the year there have been recurring discussions between the Committee and finance staff regarding Capitalization policies. The Committee has been consistent in its approach to this in that capitalization should be consistent applied in accordance with Board policies as well as compliance with GAAP and GASB. This supports consistent financial reporting than can be used for accurate year on year comparisons. This is of particular importance for external financial review that will be necessary for the future bonding of the effluent pipeline.

The Committee also notes the approval of the Board, based upon a joint recommendation from Finance staff and the Audit Committee, to expand the scope of the external audit to include additional review of internal controls and capitalization policies. It is our joint view that this will benefit the District and support more consistent and accurate financial reporting.

#### **Update 6/22/22 – For Information Only**

Concerns were raised by the Audit Committee in our report on the ACFR that previously capitalized items such as Master Plan studies, items that should have been categorized as expenses, had not been charged-off.

A copy of the annual CIP Activity by Project report for fiscal year 20-21 was received via a Public Records request on June 21, 2022. From analysis of this report it would appear that in fact there was an additional \$654,750 of such items written off on 20-21. These were primarily items that had been identified by the audit Committee in our ACFR report. However, although these costs had been recorded in prior years, it appears they were in fact considered as write offs against current year (20-21) CIP expense rather than being recorded as prior period adjustments. This appears to be a rather unusual accounting treatment under GASB. It was also not possible for the Committee to identify these items until the



CIP activity report was received and as such it has not been discussed by the Audit Committee.

As a result, this is included here for Information Only. It does appear however that this may have rectified several of the disputed capitalization items previously identified in our AFCR report.

Attachments:

## **EXHIBIT A**

History of Audit Committee Meetings for fiscal year ending June 30, 2022

### **July 13, 2021**

- The Audit Committee Chair outlined expectations for decorum and procedure for the Audit Committee
- The Audit Committee reviewed, discussed and provided recommendations where appropriate on:
  - Whistleblower policy
  - External Auditor performance
  - Annual Audit Committee report to the Board
  - Facilitation of the 2020/21 external audit process including election of a liaison to the Auditor
  - Proposed modifications to Policy 15.1.0

### **August 10, 2021**

- Update to the Audit Committee on work products presented to the Board
  - Whistleblower policy
  - Annual Report from the Audit Committee
- External Auditor, Davis Farr, update to the Audit Committee
- Update presentation on Internal Controls
- The Audit Committee reviewed, discussed and provided recommendations where appropriate on:
  - Proposed modifications to Policy 15.1.0
  - Staff's response on investment income allocation

### **August 17 2021**

- Special additional meeting to finalize 15.1.0 recommendations to Board

### **October 26, 2021**

- Update to the Audit Committee on work products presented to the Board
  - Modifications to Policy 15.1.0
- Update on external audit and review of initial draft of financial statements
- Review of completed Internal Controls updates and prioritized schedule of Internal Control updates to be completed in Fiscal Year 2021/2022
- Update on allocation of Investment Income earned on Cash, Cash Equivalents and Investments for the Governmental Funds ONLY for the Fiscal Year ending June 30

### **November 17, 2021**

- The Audit Committee reviewed and discussed the DRAFT of the District's Annual Comprehensive Financial Report, Fiscal Year Ended June 30, 2021 and Results of Audit

### **December 8, 2021**

- The Audit Committee reviewed and discussed the District's FINAL Annual Comprehensive Financial Report, Fiscal Year Ended June 30, 2021 and recommended changes

### **December 16, 2021**

- The Audit Committee reviewed and discussed the District's FINAL Annual Comprehensive Financial Report, Fiscal Year Ended June 30, 2021
- The Audit Committee agreed to provide a report to the Board detailing their concerns over inaccuracies in the Annual Comprehensive Financial Report and recommending changes

### **February 22, 2022**

- The Audit Committee reviewed and discussed District Management's response to the Audit Committee report to the Board of Trustees on the Annual Comprehensive Financial Report
- The Audit Committee reviewed and discussed status of implementing recommendations made by the Auditor (Davis Farr) in their Annual Comprehensive Financial Report, Fiscal Year Ended June 30, 2021 as well as implementation of (selected) recommendations from the Audit Committee on the Audit
- The Audit Committee reviewed and discussed actions taken in response to recommendations in the Moss Adams report on policies and practices
- The Audit Committee reviewed and discussed to determine if action was required in response to memos received regarding:
  - Charge off of expenses which have been included in construction in progress
  - Incline Park Facility Renovation, Project#4378LI1801, Final disclosure of the close out of the Memorandum of Understanding ("MOU") with Incline-Tahoe Foundation regarding construction of the project
  - Golf Courses Irrigation, Greens, Tees and Bunkers, etc. Expenses rather than Capital Assets
  - Reporting and use of Facility Fees

### **April 13, 2022**

- The Audit Committee reviewed and discussed and provided recommendations as appropriate on
  - draft report to Board of Trustees on the Annual Comprehensive Financial Report and Staff response
  - further action if any on the Effluent Pipeline Capital Improvement Project charges to expense for FY 2020 and 2021
  - further action if any on the Golf Courses Irrigation, Greens, Tees, Bunkers and similar items as expenses rather than capital assets

### **April 21, 2022**

- Special additional meeting to Review, discuss and possibly take action on the Davis Farr draft engagement letter; to include discussion on schedule, reporting, milestones and interim deliverables and to include discussion related to concerns of the Audit Committee and options for expanding annual audit by Davis Farr

### **May 10, 2022**

- The Audit Committee reviewed, discussed and provided recommendations as appropriate on
  - the Davis Farr draft engagement letter to include review discussion and approval of supplementing FY2021/22 Independent Audit to Include Additional Agreed- Upon Procedures Related to 1) Capitalization of Assets and 2) Purchasing/Contracts options for expanding annual audit by Davis Farr to include review of internal controls as integrated audit
  - further action if any on the Effluent Pipeline Capital Improvement Project charges to expense for FY 2020 and 2021
  - further action is necessary on the Golf Courses Irrigation, Greens, Tees, Bunkers and similar items as expenses rather than capital assets
  - Review, discuss and determine if any further action is necessary on the expensing of net costs which were historically capitalized relating to 3 ongoing projects in the Utility Fund.

### **June 1, 2022**

- The Audit Committee reviewed, discussed and provided recommendations as appropriate on
  - further action if any on charges to the Water and Sewer Pump Stations capital projects for 2015 to 2021 which were capitalized but should have been expensed

- further action if any on charges to the Wetlands Effluent Disposal Facility Improvements capital projects for 2015 to 2021 which were capitalized but should have been expensed
- Management's responses to the Annual Comprehensive Financial Report (ACFR) to identify and confirm for which items the Audit Committee requests additional documentation to be presented for the June 16 Audit Committee meeting
- further action if any on Note 22 - Prior Period Adjustment - Annual Comprehensive Financial Report as of June 30, 2021 (ACFR)
- further action if any on Accounting and Reporting of Facility Fees Revenue in the Annual Comprehensive Financial Report (ACFR)
- Verbal review of annual internal controls schedule and update on revisions to internal controls (Policy 15.1.0, 2.6.1,2)
- further action if any on implementation of agreed actions identified from 20-21 Audit Report by the Audit Committee

### **June 16, 2022**

- The Audit Committee reviewed, discussed and provided recommendations as appropriate on
  - Follow-up explanatory on Management Responses to Audit Committee report on 2020-21 ACFR
  - Wastewater Treatment Plant Improvements
  - Burnt Cedar Disinfection Water Treatment Plant
  - Schedule / work plan for 2021-22 Financial Audit
  - How revenue is treated for play passes and punch cards
  - Annual Audit Committee report to the Board of Trustees as per Policy 15.1.0

## MEMORANDUM

**TO:** Board of Trustees

**THROUGH:** Indra Winquest  
District General Manager

**THROUGH:** Brad B. Underwood, P.E.  
Director of Public Works

**FROM:** Kate S. Nelson, P.E.  
Engineering Manager

**SUBJECT:** Review, discuss and provide direction to staff on next steps and the potential scope of an Incline Beach House Project

**DATE:** July 27, 2022

---

### **I. RECOMMENDATION**

That the Board of Trustees review, discuss and provide direction to staff on next steps and the potential scope of an Incline Beach House Project.

### **II. DISTRICT STRATEGIC PLAN**

Long Range Principle #5 – Assets and Infrastructure – The District will practice perpetual asset renewal, replacement, and improvement to provide safe and superior long term utility services and recreation activities.

- The District will maintain, renew, expand, and enhance District infrastructure to meet the capacity needs and desires of the community for future generations.
- The District will maintain, procure, and construct District assets to ensure safe and accessible operations for the public and the District’s workforce.

### **III. BACKGROUND**

The Incline Beach House has been identified as a Community Services Master Plan Priority Project (Top Tier Recommendation) by the District Board of Trustees. The Top Tier Recommendation from page 136 from the Community Services Master Plan includes the recommendations and priorities identified in “*The IVGID*

*Beaches Recreation Enhancement Opportunities Plan,*” prepared for the Incline Village General Improvement District February 2016, and is located on the districts website. The Project was discussed at the following Board Meetings:

- In 2016, the Board of Trustees Authorized a design contract with Bull Stockwell Allen (BSA), an architecture and planning firm from San Francisco, to prepare pre-design concepts for potential Board approval (Attachment A). A project committee was formed and included two IVGID Trustees. BSA developed two options (Attachment D) and had preliminary construction estimates developed for each concept. Additionally, in 2016, the District surveyed the community via FlashVote and held a public outreach workshop.
- IVGID Engineering Staff made a presentation to the Board of Trustees on March 23, 2017 laying out the conceptual design options and schemes, community survey results, preliminary cost estimating, project funding and Staff recommendations (Attachment B). Additionally, in 2017, the District solicited additional public input and completed preliminary cost estimation.
- In 2018, due to higher than expected cost estimates for the project, coupled with the arising issues with the Burnt Cedar Pool, the district had to shift resources to the BC Pool and potential planning for renovation or replacement.
- On November 13, 2019 IVGID Staff brought to the Board of Trustees an agenda item to discuss potential revisiting and possible next steps for the Incline Beach House project. The Board directed Engineering Staff to bring back a revised alternative conceptual design with reduced project scope and square footage to align with expectations at the time for functionality.
- On January 22, 2020, Engineering Staff brought the Board of Trustees an Agenda item providing an alternative to the BSA design concepts with a reduction in scope and square footage (Attachments C and E). Unfortunately, due to resources that were required to be committed to the Burnt Cedar Pool Project, the Incline Beach House Project while remaining as a Board/District Priority Project has been delayed since.

At the January 12, 2022 Board of Trustees Meeting, the members of the Board discussed and provided feedback and direction to Staff related to Board/District Priority Projects within Community Services. It was reconfirmed that the Incline Beach House Project remains a priority for the District.

The purpose of the agenda item for the July 27, 2022 Board of Trustees Meeting is to provide a historical backdrop and reminder of the Incline Beach House Project so that the Board of Trustees can discuss and provide feedback and direction to Staff on next steps for this Board Priority Project.

District Staff is requesting the Board review the existing design concepts (Attachments D and E) and provide Staff with a clear understanding of the priority improvements desired. For example, the design concepts provide variations of an improved kitchen, increased food/beverage storage, food service pick-up area, size of men's and women's restrooms, family restrooms, outdoor showers, size of outdoor deck, and size of outdoor bar. Providing this information will allow PW staff to create an informed request for proposals and begin the selection process for an architecture and engineering design team.

#### **IV. FINANCIAL IMPACT AND BUDGET**

This agenda item seeks Board direction on next steps related to developing a scope, budget and financing plan to replace the Incline Beach House. As such, there is no direct fiscal impact of the recommendation included in this report.

However, funding in the amount of \$100,000 was included in the District's FY2020/21 approved budget to cover project planning efforts, via an appropriation from the Beach Fund. The entirety of this funding was carried-over to the FY2021/22 budget and has been identified as available to carry-over to the FY022/23 budget.

In addition, the District's multi-year capital plan includes \$3,250,000, currently in Year 2 (FY2023/24), consisting of an estimated \$250,000 for design and \$3,000,000 for construction, based on funding estimates included in previous capital plans.

The Board of Trustees has identified the Incline Beach House project as one of several priority Beach capital projects for which consideration should be given to financing all or a portion of the project through a future bond, or other debt financing.

As the project scope, definition and updated cost estimates are developed, Staff will present the Board with alternative financing options available to the District to support the project within the timeframe desired by the Board.

#### **V. ALTERNATIVES**

1. Direct Staff to bring back additional information related to the project.
2. Not proceed with the Incline Beach House Project at this time.



**VI. ATTACHMENTS**

- A. Staff Report from May 18, 2016 – Authorization of design services contract with Bull Stockwell Allen (BSA)
- B. Presentation by IVGID Engineering March 23, 2017
- C. Staff Report from January 22, 2020 with BSA Design Concepts and Alternative Design Concept as developed by IVGID Engineering
- D. Bull Stockwell Allen (BSA) design concepts (2) June 2017
- E. IVGID Engineering Alternative Design Concept January 22, 2020

**MEMORANDUM**

**TO:** Board of Trustees

**THROUGH:** Steven J. Pinkerton  
General Manager

**THROUGH:** Sharon G. Heider  
Director of Community Services

**FROM:** Bradley A. Johnson, P.E.  
Director of Asset Management

R. Charles Miller, P.E.  
Principal Engineer

Indra Winquest  
Director of Parks & Recreation

**SUBJECT:** Authorize a Design Services Contract for the Incline Beach House Project – 2015/2016 & 2016/2017 Capital Improvement Program (CIP): Fund: Beach; Division: Beach; Project # 3973LI1302; Vendor: Bull Stockwell Allen (BSA) Architecture in the amount of \$221,891

**STRATEGIC PLAN:** Long Range Principle 5 – Assets and Infrastructure

**DATE:** May 6, 2016

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**I. RECOMMENDATION**

That the Board of Trustees moves to:

1. Authorize a design services contract with Bull Stockwell Allen (BSA) Architecture totaling \$221,891 for architectural and engineering design services and bid period assistance for the design of the Incline Beach House.
2. Authorize Staff to execute the contract documents based on a review by District Counsel and Staff.

## **II. DISTRICT STRATEGIC PLAN**

Long Range Principle #5 – Assets and Infrastructure – The District will practice perpetual asset renewal, replacement, and improvement to provide safe and superior long term utility services and recreation activities.

- The District will maintain, renew, expand, and enhance District infrastructure to meet the capacity needs and desires of the community for future generations.
- The District will maintain, procure, and construct District assets to ensure safe and accessible operations for the public and the District's workforce.
- The District will conduct planning and design, in advance of undertaking projects or procurement to ensure District assets meet operational requirements and enhance the customer experience.

## **III. BACKGROUND**

At the June 25, 2014 meeting, the Board of Trustees authorized a contract with Design Workshop and BSA Architecture to perform land planning services and develop a Beach facility plan with the purpose of providing a guiding document for any future capital investment made by the District at the Beach properties. This work was performed over the summers of 2014 and 2015 and resulted in the IVGID Beaches Recreation Enhancement Opportunities Plan approved by the Board of Trustees on February 24, 2016.

Community surveys, conducted during the development of the Beach Plan, overwhelming identified addressing the existing structure at Incline Beach as the top priority for reinvestment at the Beaches. The existing structure at Incline Beach dates to the early 1970s, is over capacity relative to current use levels, does not meet the operational needs of the property, and has restrooms that cannot be used during the winter months.

The proposed contract before the Board of Trustees is to complete architectural and engineering design associated with replacing the existing Incline Beach structure. The project will design a robust and modern facility that meets the capacity needs of today's operations at Incline Beach and the expectations of Incline Village residents. A new facility will enhance food and beverage operations and customer service by incorporating current industry best practices

for food and beverage concessions and commercial kitchen design in order to increase revenues and decrease wait times. Additionally, a new facility will enhance the quality, size, and number of restrooms available at Incline Beach and will also provide restrooms capable of use during the winter to allow the elimination of the temporary portable toilets during the cold weather months. Finally, a new facility will enhance the customer experience at Incline Beach by including a shaded outdoor seating and bar area, outdoor showers, and improved customer flow from the drop-off area and parking lots to the beachfront.

Three major recommendations contained in the Beach Plan will be addressed by this project:

- Replacement of the restroom/concession building at Incline Beach to create a beachfront hospitality zone.
- Improvement of entries and drop-off areas to expedite the check-in process and enhance pedestrian safety. This project will widen the drop-off lane at Incline Beach to facilitate user ingress and egress.
- Enhancement of beachfront access and pedestrian connectivity. The project contains site improvements to improve circulation as users make their way from the parking areas and entries to the lake.

The new building is envisioned to be located in the same location as the existing Incline Beach facility.

BSA Architecture will be responsible for all architectural, engineering, and landscape architecture design and permitting related to the Incline Beach House Building, the flatscape surrounding the building, and improvements to the vehicular circulation in the drop-off/pick-up area.

Conceptual and schematic design will begin upon authorization of the contract with a tentative finish in September 2016 with the goal of submittal to the Tahoe Regional Planning Agency (TRPA) for permitting review during February of 2017. The Conceptual design process will include extensive community outreach and information sessions as well as opportunities for public comment and feedback.

Final and construction document design would begin in April of 2017 with the goal of submittal to the Washoe County Building Department in June of 2017. This proposed schedule is sufficiently conservative to allow ample Board and

community input and review and will allow incorporation of TRPA and Washoe County permitting comments prior to going out to bid for construction. Assuming future construction budget is approved by the Board of Trustees, the project is anticipated to begin construction after Labor Day 2017 and be completed by the end of spring 2018. This schedule is intended to limit the impacts on the beach use as much as feasibly possible.

#### **IV. BID RESULTS**

This item is not subject to competitive bidding within the meaning of Nevada Revised Statute (NRS) 332.115 as described in subsection (b) Professional Services.

Additionally, per NRS 625.530, selection of a professional engineer or registered architect to perform work on public works projects (where the complete project costs exceed \$35,000) is to be made solely on the basis of the competence and qualifications of the engineer or architect and not on the basis of competitive fees.

As part of the design team selection process, Staff publically advertised a request for qualifications for architectural and engineering services in March 2016 for this project and received statements of qualifications from six interested teams. Staff selected two of those respondents for interviews and review of equivalent projects completed in the area. This competitive evaluation of qualifications culminated in the selection of the BSA Architecture team. BSA is a nationally recognized firm that specializes in public, recreation, and hospitality facility design. Projects completed by BSA in the area include the Sand Harbor Visitors Center and the Mount Rose Ski Area Winters Creek Lodge.

#### **V. FINANCIAL IMPACT AND BUDGET**

A total of \$100,000 is included in the 2015/2016 CIP budget under the Incline Beach Facility Replacement Project (see attached data sheet) of which \$75,000 is available. There is an additional \$200,000 included in the proposed 2016/2017 CIP budget under the Incline Beach Facility Replacement Project (see attached data sheet). The total available budget to support completion of this project is \$275,000.

Authorize a Design Services Contract for  
the Incline Beach House Project – 2015/2016  
& 2016/2017 CIP: Fund: Beach; Division: Beach;  
Project # 3973LI1302; Vendor: BSA Architecture  
in the amount of \$221,891

-5-

May 6, 2016

**VI. ALTERNATIVES**

Not authorize the design contract and direct Staff to not move forward with the Incline Beach House Project.

**VII. COMMENTS**

None at this time.

**VIII. BUSINESS IMPACT**

This item is not a "rule" within the meaning of Nevada Revised Statutes, Chapter 237, and does not require a Business Impact Statement.



## Project Summary

<b>Project Number:</b>	3973LI1302	<b>Active:</b>	Yes
<b>Title:</b>	Incline Beach Facility Replacement		
<b>Asset Class:</b>			
<b>Division:</b>	73 - Beach Food and Beverage		
<b>Budget Year:</b>	2016		
<b>Scenario Name:</b>			
<b>Budget Status:</b>	Data Entry		
<b>Locations:</b>			
<b>Project Something:</b>	LI - Land Improvements		

<b>Project Description</b>				
Based on the outcome of the 2014/2015 Beach Facility Study, this project will replace the existing structure at Incline Beach and will provide substantial site and landscaping enhancements.				
<b>Project Internal Staff</b>				
Engineering will manage the project with support from Parks, Recreation, and Beaches Staff				
<b>Project Justification</b>				
Improving the community gathering area at Incline Beach and the associated structure will improve an under-developed area at Incline Beach and will greatly improve the beach use for customers and community events. Currently the area is not landscaped and consists of sand and decomposed granite. Softening the area with landscaping will enhance for community events and recreation activities. The improvements will contribute to having a staging area for July 4th events, the extravaganza and having an inviting area for customers to dine and be catered by our Food & Beverage operation. The existing structure is under-sized relative to current operations as well as customer use and expectations. The facility is not winterized and the structure is unavailable for use by customers during the winter months.				
<b>Forecast</b>				
<b>Budget Year</b>	<b>Total Expense</b>	<b>Total Revenue</b>	<b>Difference</b>	
2016				
Internal Services	25,000	0	25,000	
Pre-design and Design	75,000	0	75,000	
Year Total	100,000	0	100,000	
2017				
Design and Permitting	150,000	0	150,000	
Internal Services	50,000	0	50,000	
Year Total	200,000	0	200,000	
2018				
Construction	1,500,000	0	1,500,000	
Internal Services	100,000	0	100,000	
Year Total	1,600,000	0	1,600,000	
	1,900,000	0	1,900,000	
<b>Year Identified</b>	<b>Start Date</b>	<b>Project Partner</b>	<b>Manager</b>	<b>Est. Completion Date</b>
2012	Jul 1, 2013		Parks Superintendent	Nov 30, 2016



## Project Summary

<b>Project Number:</b>	3973LI1302	
<b>Title:</b>	Incline Beach Facility Replacement	
<b>Asset Class:</b>		
<b>Division:</b>	73 - Beach Food and Beverage	
<b>Budget Year:</b>	2017	
<b>Scenario Name:</b>		<b>Active:</b> Yes
<b>Budget Status:</b>	Data Entry	
<b>Locations:</b>		
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<b>Forecast</b>				
<b>Budget Year</b>	<b>Total Expense</b>	<b>Total Revenue</b>	<b>Difference</b>	
2017				
Design and Permitting	200,000	0	200,000	
Year Total	200,000	0	200,000	
2018				
Construction	2,000,000	0	2,000,000	
Internal Services	100,000	0	100,000	
Year Total	2,100,000	0	2,100,000	
	<b>2,300,000</b>	<b>0</b>	<b>2,300,000</b>	
<b>Year Identified</b>	<b>Start Date</b>	<b>Project Partner</b>	<b>Manager</b>	<b>Est. Completion Date</b>
2012	Jul 1, 2013		Principal Engineer	Nov 30, 2016



# Incline Beach House Project Update

## March 23, 2017

Bradley A. Johnson, P.E. – Director of Asset Management



# District Strategic Plan

## Long Range Principle 5 – Assets & Infrastructure

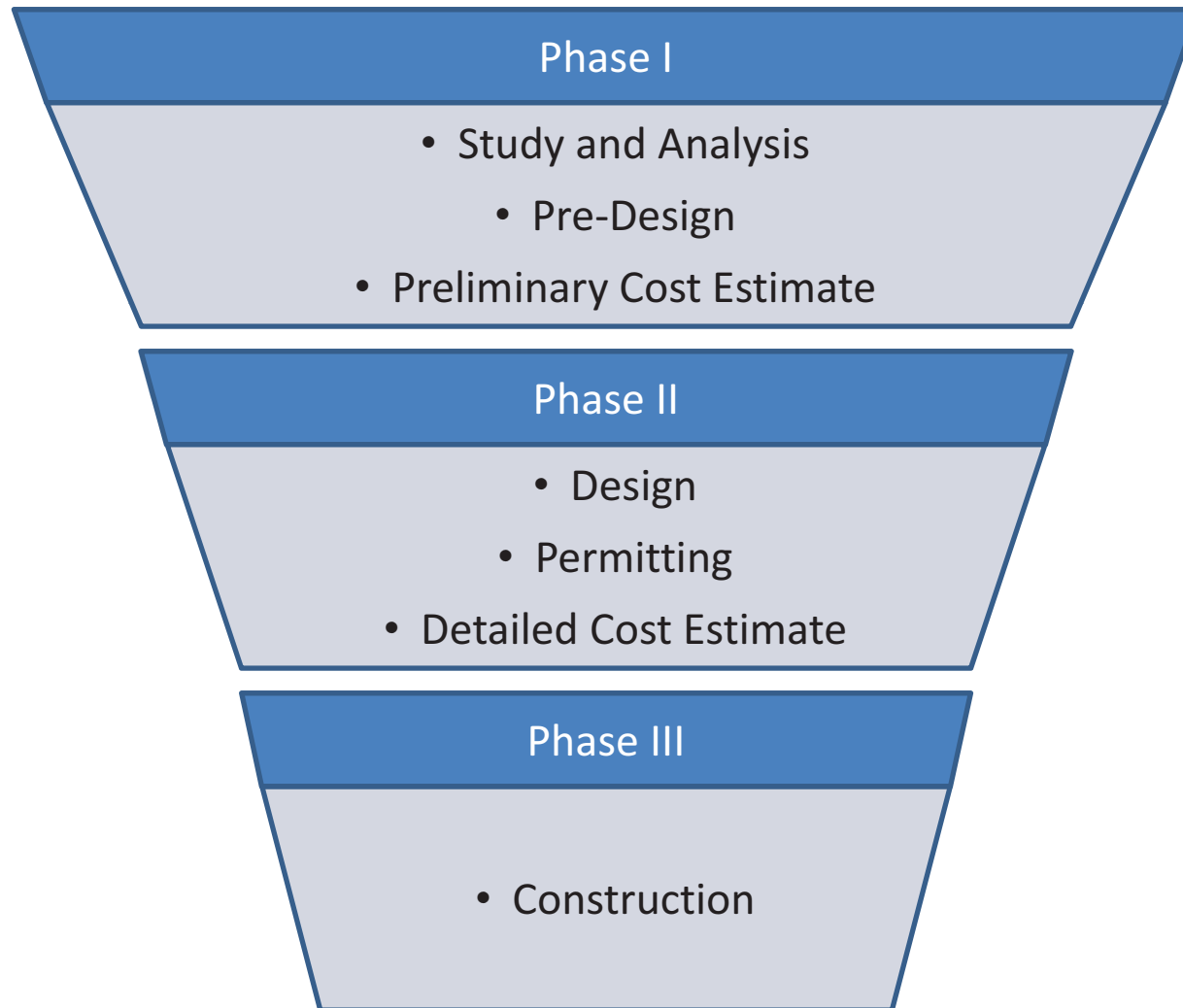
The District will practice perpetual asset renewal, replacement and improvement to provide safe and superior long term utility services and recreation activities.

- Maintain, renew, expand and enhance District infrastructure to meet the capacity needs and desires of the community for future generations.
- Conduct planning and design, in advance of undertaking projects or procurement, to ensure new District assets meet operational requirements and enhance the customer experience.
- 2016-2017 Budgeted Initiative:
  - Set direction on final design of the Incline Beach House Project

# Project Milestones To Date

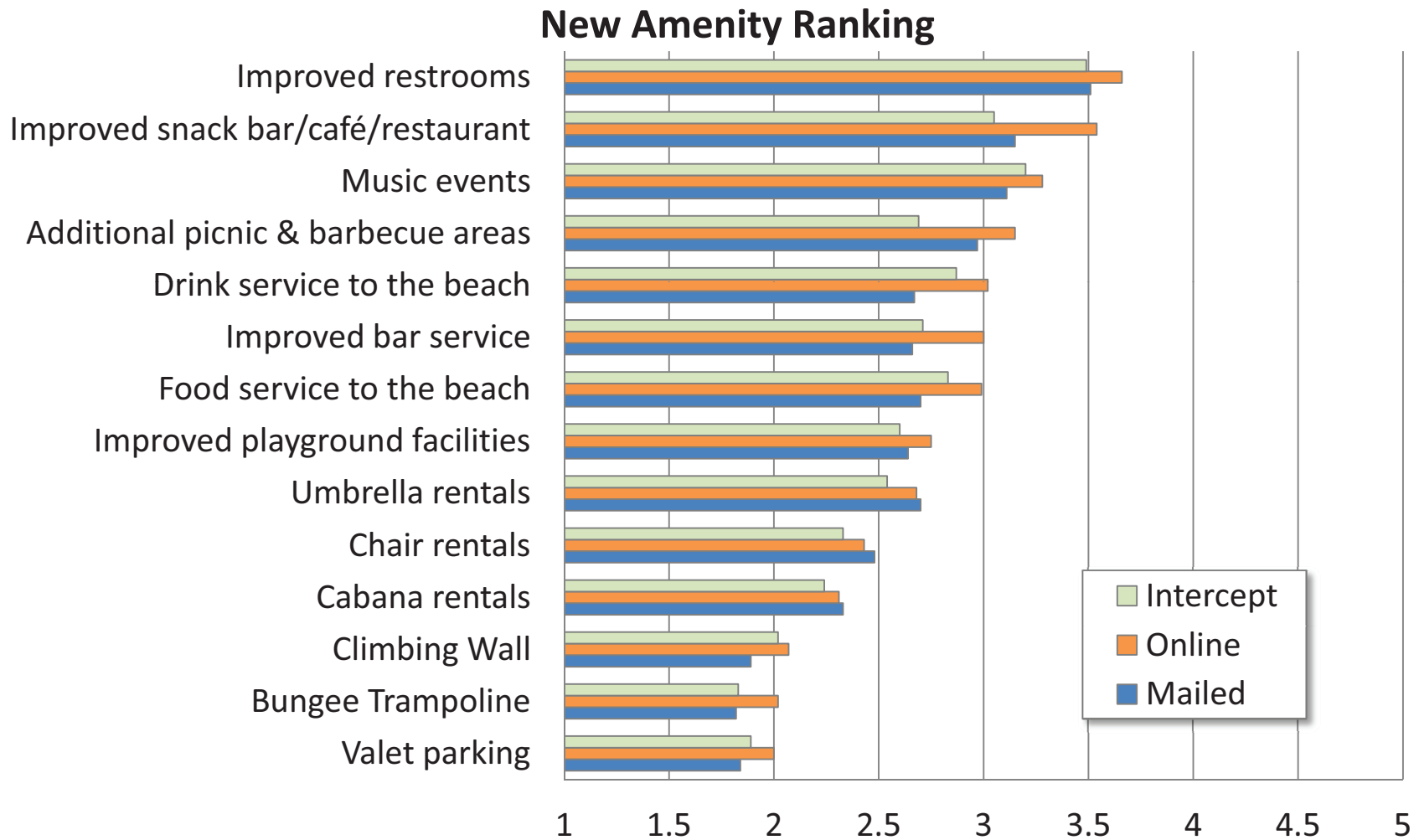
- February 24, 2016 – Beach Facilities Plan Adopted by the Board of Trustees
- May 18, 2016 – Design Contract Awarded by Board of Trustees
- August 5, 2016 – Incline Beach New Facility Flash Vote
- August 18, 2016 – Public Workshop

# Project Sequence



# Importance of New Amenities and Services

(from Beach Study survey)



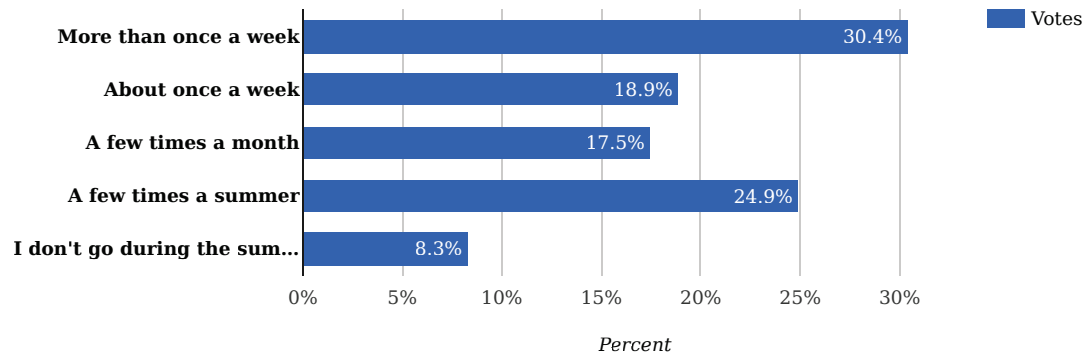
1-5 Scale Average: "1"=Not at all Important to "5"=Absolutely Necessary

Q1

## August 5, 2016 Flash Vote

About how often do you go to Incline Beach in the summer?

(784 responses)

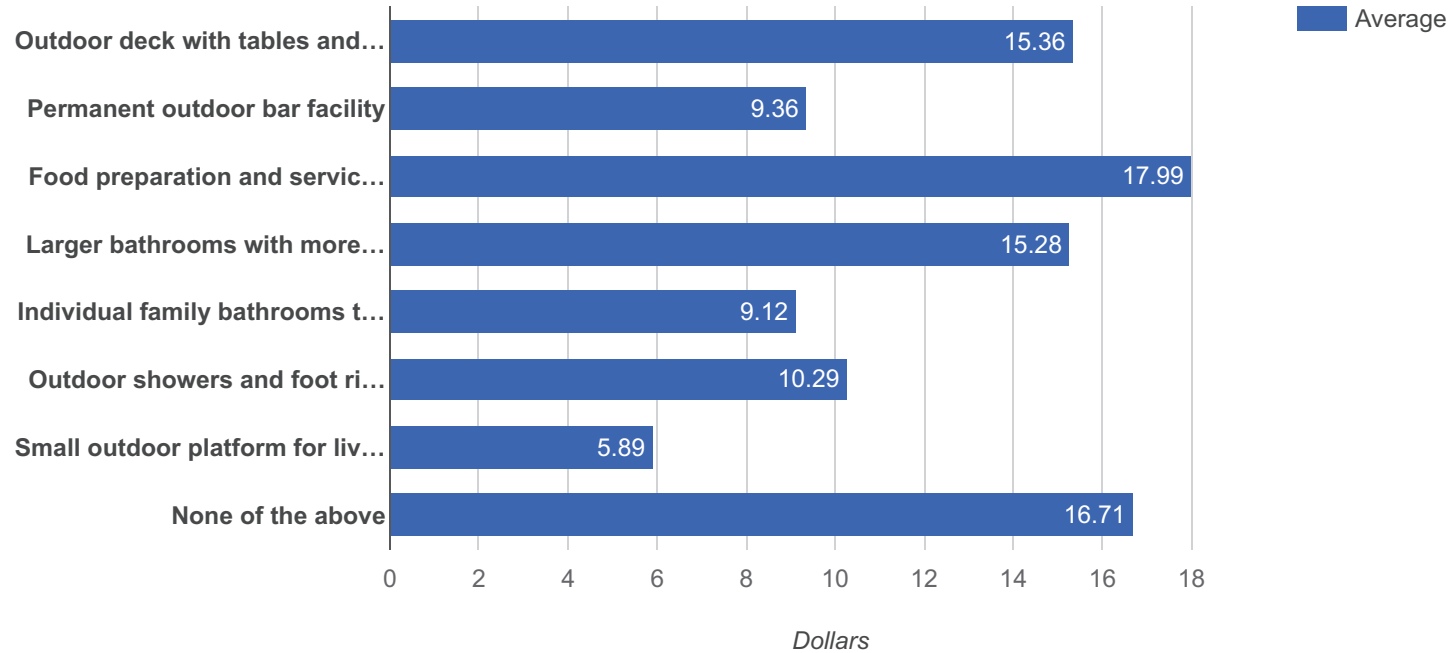


Options	Votes (784)
More than once a week	30.4% (238)
About once a week	18.9% (148)
A few times a month	17.5% (137)
A few times a summer	24.9% (195)
I don't go during the summer	8.3% (65)

# August 5, 2016 Flash Vote

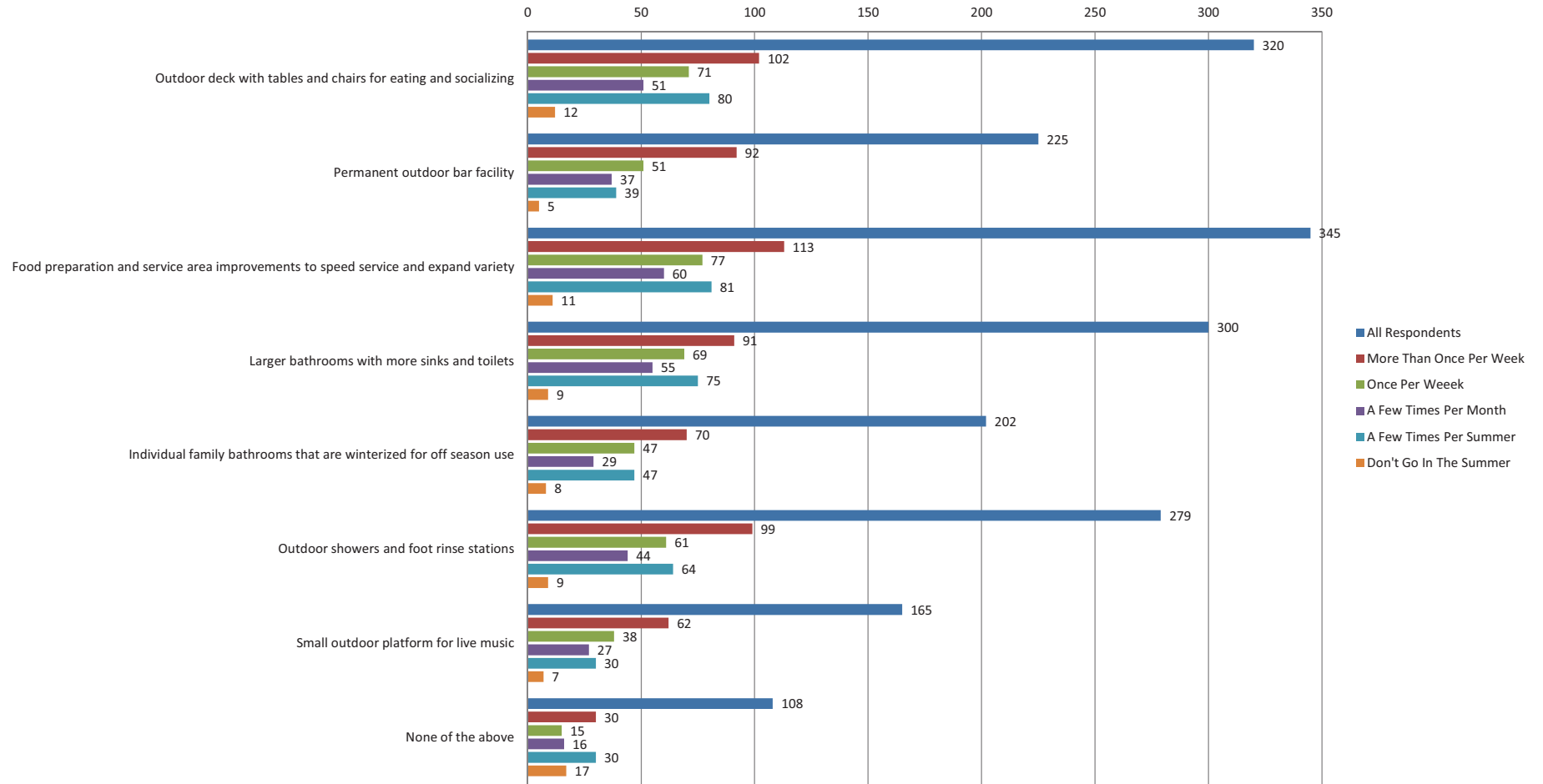
IVGID is considering the construction of a new snack bar and restroom building with several possible upgrades. Please tell us how important these upgrades are to you by allocating \$100 across the following options.

(570 responses)



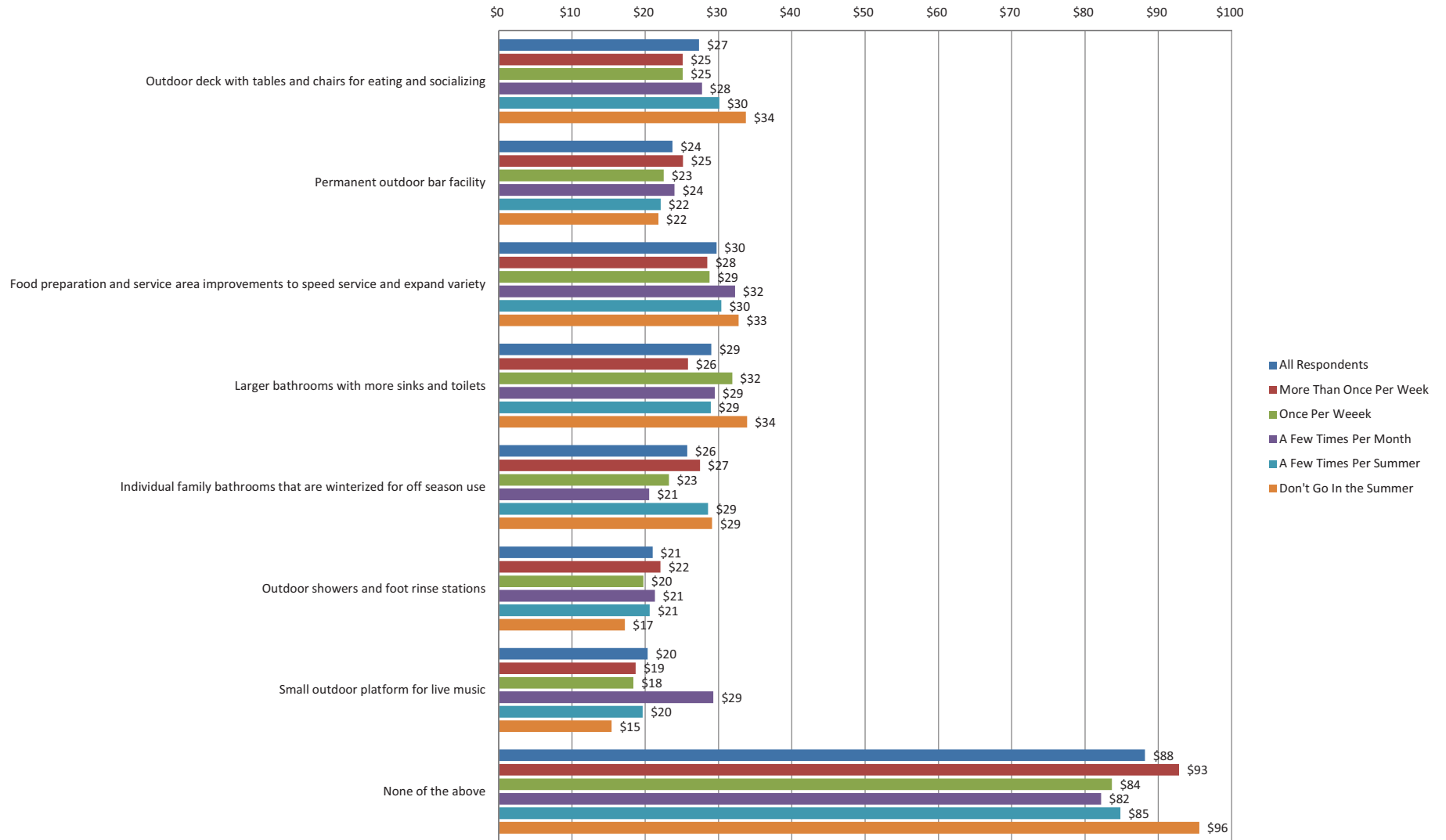
Options	Average (570)
Outdoor deck with tables and chairs for eating and socializing	15.36 (320)
Permanent outdoor bar facility	9.36 (225)
Food preparation and service area improvements to speed service and expand variety	17.99 (345)
Larger bathrooms with more sinks and toilets	15.28 (300)
Individual family bathrooms that are winterized for off season use	9.12 (202)
Outdoor showers and foot rinse stations	10.29 (279)
Small outdoor platform for live music	5.89 (165)
None of the above	16.71 (108)

### Number of Respondents to Each Question 3 Option by Beach Visitation Frequency

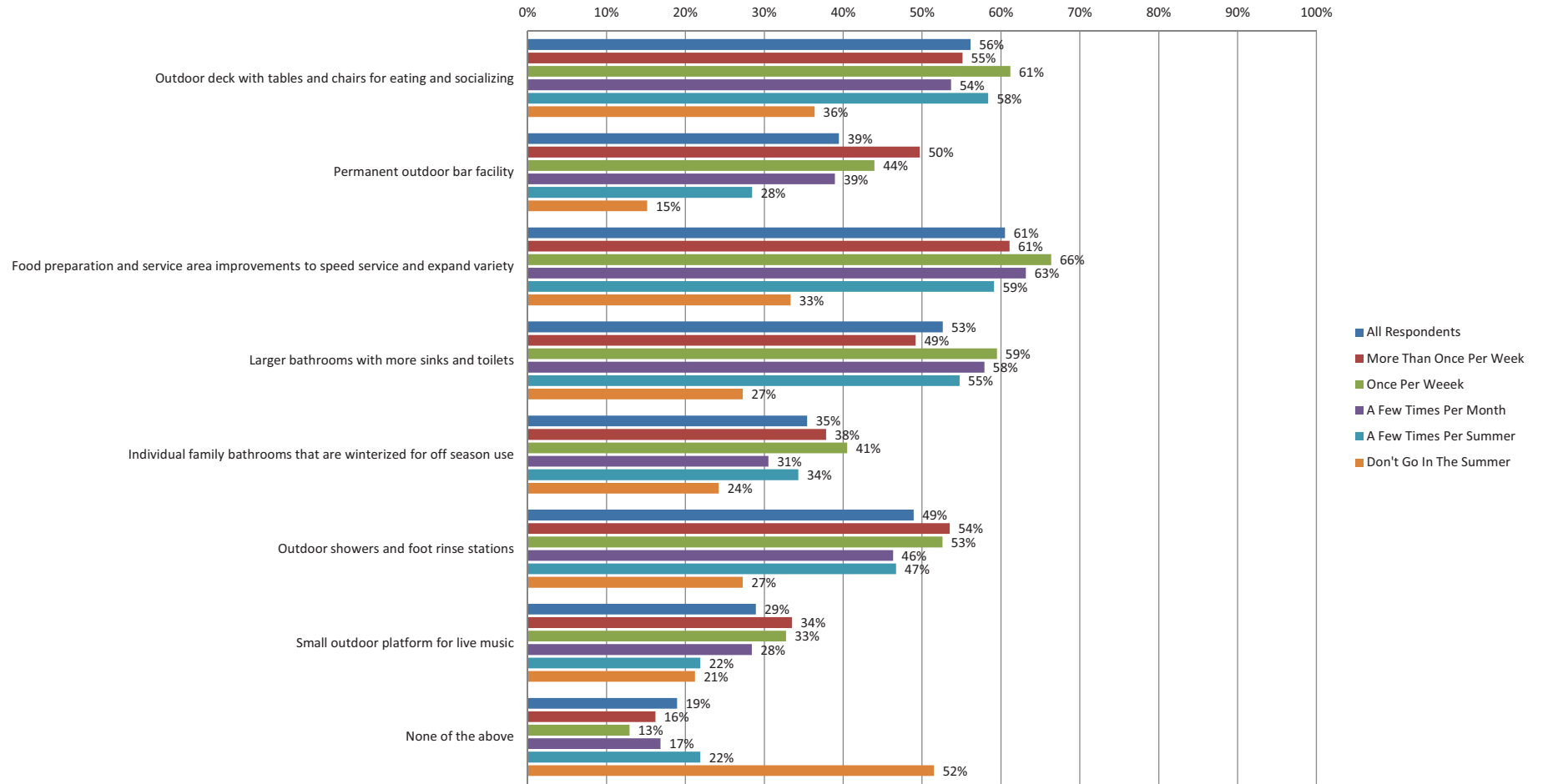




### Average Spend per Respondent to Each Question 3 Option by Beach Visitation Frequency



### Percentage of Respondents to Each Question 3 Option by Beach Visitation Frequency



# Comparable Site Analysis

Comparable Site	Peak Season Saturday Visits	Kitchen/et al (Square Feet)	Scramble (Square Feet)	Bathrooms Stalls	Bar Seats
Sand Harbor		1,400	1085		-
Diamond Peak Base Lodge	2,500	1,990	1000	32	24
Burnt Cedar	1,400	775	-	16	7
Chateau	220	1,875 (No catering kitchen)	-	18	6
Incline Beach (Current)	1,800	470	-	8	12
Incline Beach House (Draft)	1,800	768 - 938	949 - 970	16	18

# INCLINE VILLAGE BEACH HOUSE

DESIGN SCHEMES



**bull stockwell allen**  
ARCHITECTURE + PLANNING + INTERIORS





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- EXISTING SITE PLAN
- SITE ALTERNATES
- SCHEME A- SITE PLAN
- SCHEME A- SITE PLAN- ALTERNATES
- SCHEME A- FLOOR PLAN
- SCHEME A- DESIGN CONCEPT
- SCHEME B- SITE PLAN
- SCHEME B- SITE PLAN- ALTERNATES
- SCHEME B- FLOOR PLAN
- SCHEME B- DESIGN CONCEPT

**GROSS BUILDING AREAS**

**SCHEME A:**  
 SCRAMBLE: +/- 1,000 SF  
 KITCHEN: +/- 900 SF  
 BOH: +/- 390 SF  
 RESTROOMS: +/- 1,010 SF  
 FIXTURES: 16

**SCHEME B:**  
 SCRAMBLE: +/- 1,000 SF  
 KITCHEN: +/- 850 SF  
 BOH: +/- 400 SF  
 RESTROOMS: +/- 850 SF  
 FIXTURES: 16

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**INCLINE VILLAGE BEACH HOUSE**

MARCH 2017



**bull stockwell allen**  
 ARCHITECTURE + PLANNING + INTERIORS



**EXISTING SITE PLAN**

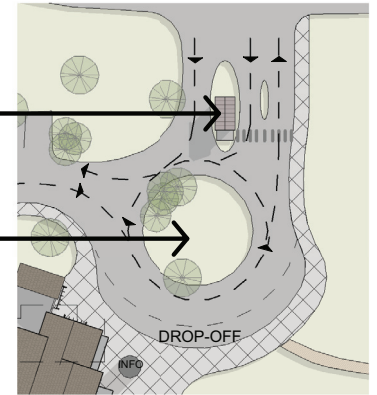
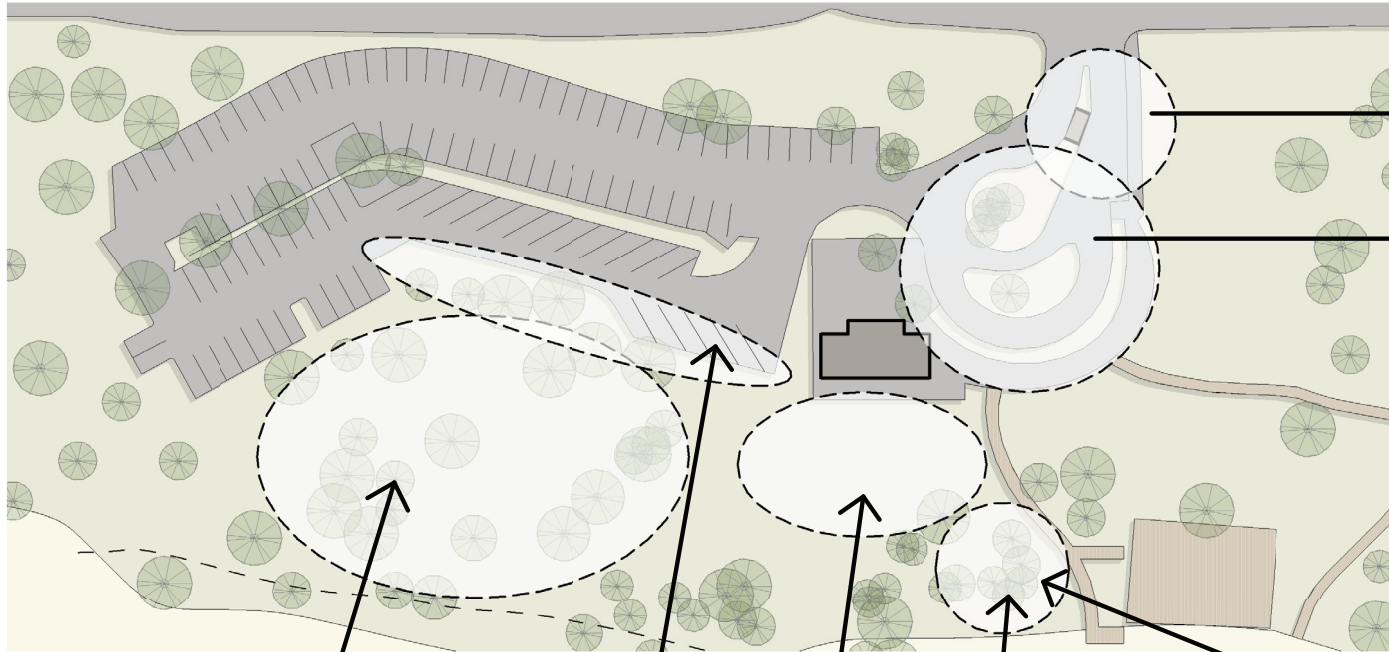


**INCLINE VILLAGE BEACH HOUSE**  
MARCH 2017



**bull stockwell allen**  
ARCHITECTURE + PLANNING + INTERIORS





**GATEHOUSE AND DROP-OFF IMPROVEMENTS**

- IMPROVEMENT OF THE ARRIVAL PROCESS AT THE GATEHOUSE TO HELP ALLVIATE BACK-UP ON BUSY DAYS AND ADDRESS SAFETY CONCERNS FOR PEDESTRIANS
- MODIFICATIONS TO THE DROP-OFF ZONE TO HELP WITH CONGESTION BY ALLOWING VEHICLES TO BYPASS THE DROP-OFF LANE ONCE THEY ARE DONE UNLOADING



**LANDSCAPING AT WEST SIDE**  
LANDSCAPE ENHANCEMENTS TO PROMOTE USE

**EXPANDED PARKING & CONNECTING PATH**  
ADDITION OF 10 SPACES (2 HANDICAP) & A PATH TO IMPROVE CONNECTIVITY BETWEEN PARKING & BEACH

**DINING DECK**  
DECK SPACE TO ACCOMODATE OUTDOOR SEATING

**COVERED BAR**



**ENLIVENING THE "GROVE"**  
LANDSCAPE IMPROVEMENTS TO FORMALIZE & ENHANCE SOCIALIZATION SPACE AT THE BEACH

**SITE ALTERNATES**

**INCLINE VILLAGE BEACH HOUSE**  
MARCH 2017





SCHEME A- ILLUSTRATIVE SITE PLAN

**INCLINE VILLAGE BEACH HOUSE**  
MARCH 2017



**bull stockwell allen**  
ARCHITECTURE + PLANNING + INTERIORS





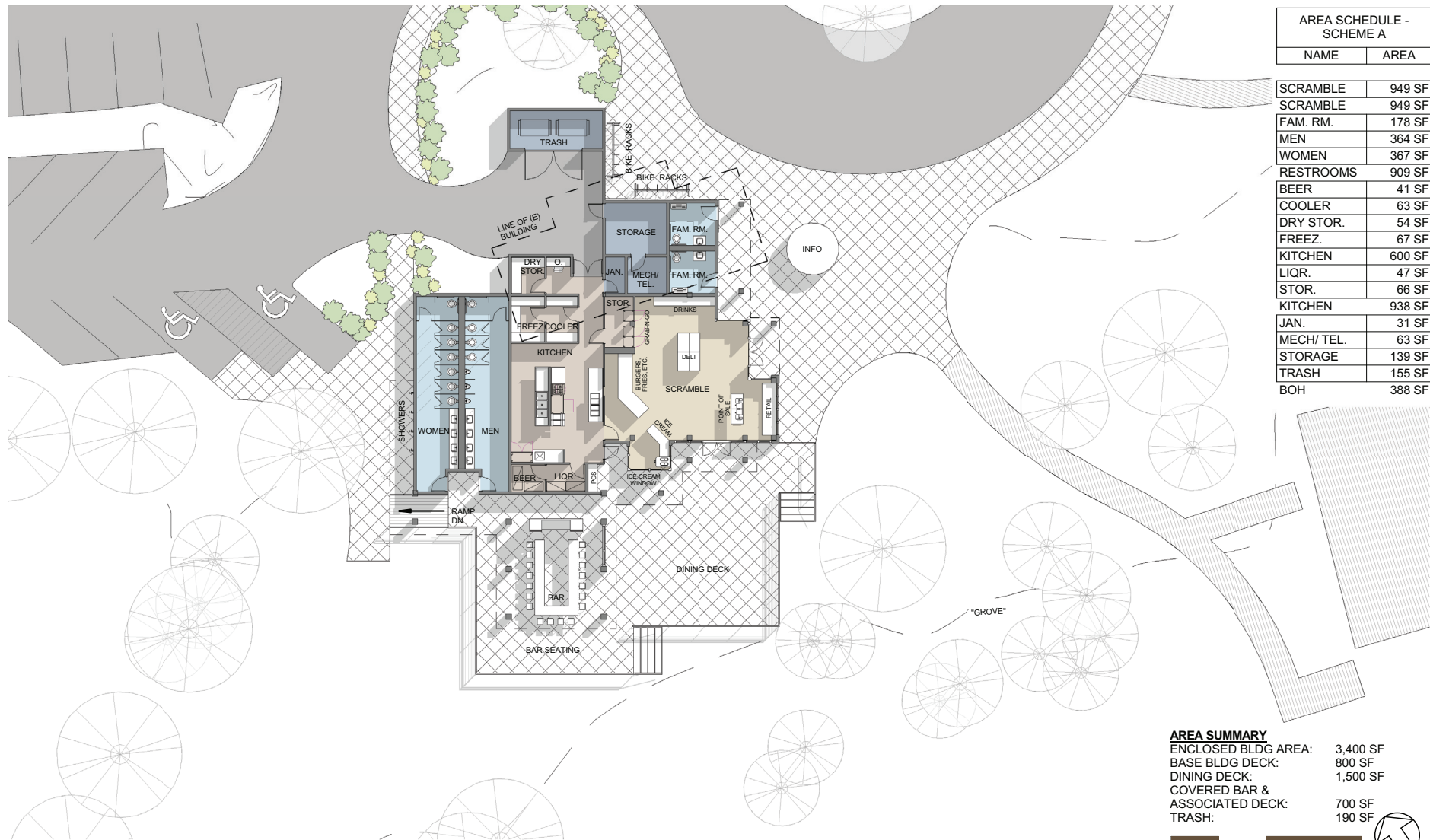
**SCHEME A- SITE PLAN- ALTERNATES**

**INCLINE VILLAGE BEACH HOUSE**

MARCH 2017



**bull stockwell allen**  
ARCHITECTURE + PLANNING + INTERIORS



AREA SCHEDULE - SCHEME A

NAME	AREA
SCRAMBLE	949 SF
SCRAMBLE	949 SF
FAM. RM.	178 SF
MEN	364 SF
WOMEN	367 SF
RESTROOMS	909 SF
BEER	41 SF
COOLER	63 SF
DRY STOR.	54 SF
FREEZ.	67 SF
KITCHEN	600 SF
LIQR.	47 SF
STOR.	66 SF
KITCHEN	938 SF
JAN.	31 SF
MECH/ TEL.	63 SF
STORAGE	139 SF
TRASH	155 SF
BOH	388 SF

**AREA SUMMARY**

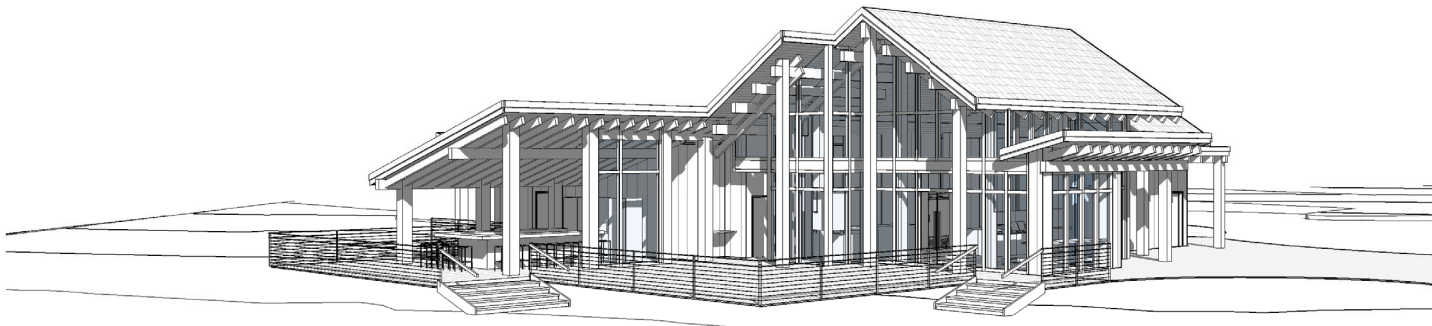
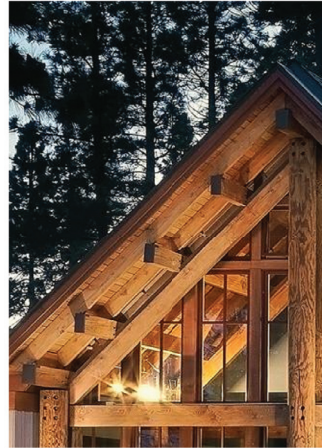
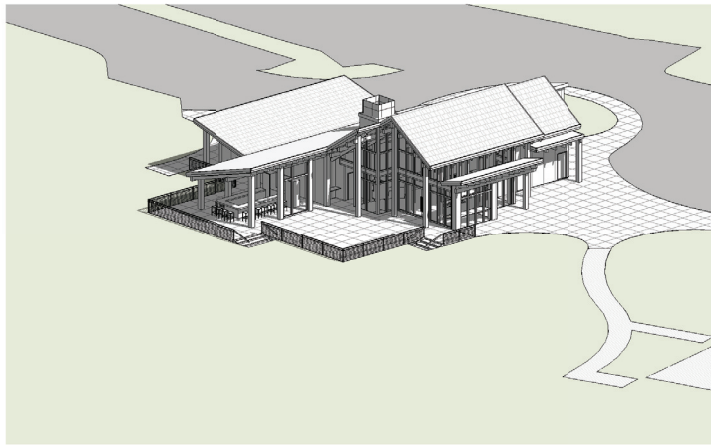
ENCLOSED BLDG AREA:	3,400 SF
BASE BLDG DECK:	800 SF
DINING DECK:	1,500 SF
COVERED BAR & ASSOCIATED DECK:	700 SF
TRASH:	190 SF



SCHEME A- FLOOR PLAN

**INCLINE VILLAGE BEACH HOUSE**  
MARCH 2017





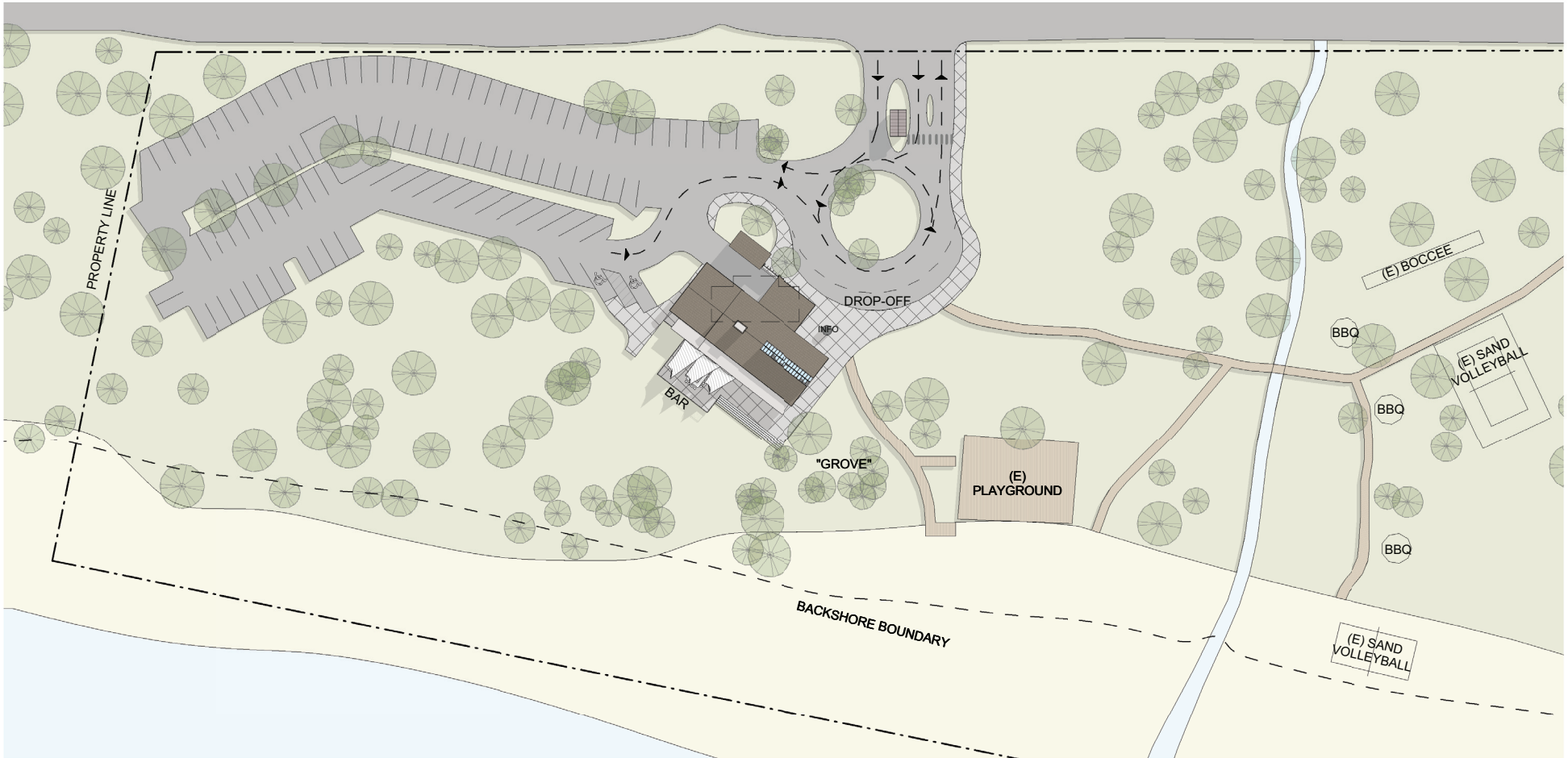
SCHEME A- DESIGN CONCEPT



**INCLINE VILLAGE BEACH HOUSE**  
MARCH 2017



**bull stockwell allen**  
ARCHITECTURE + PLANNING + INTERIORS



**SCHEME B- ILLUSTRATIVE SITE PLAN**

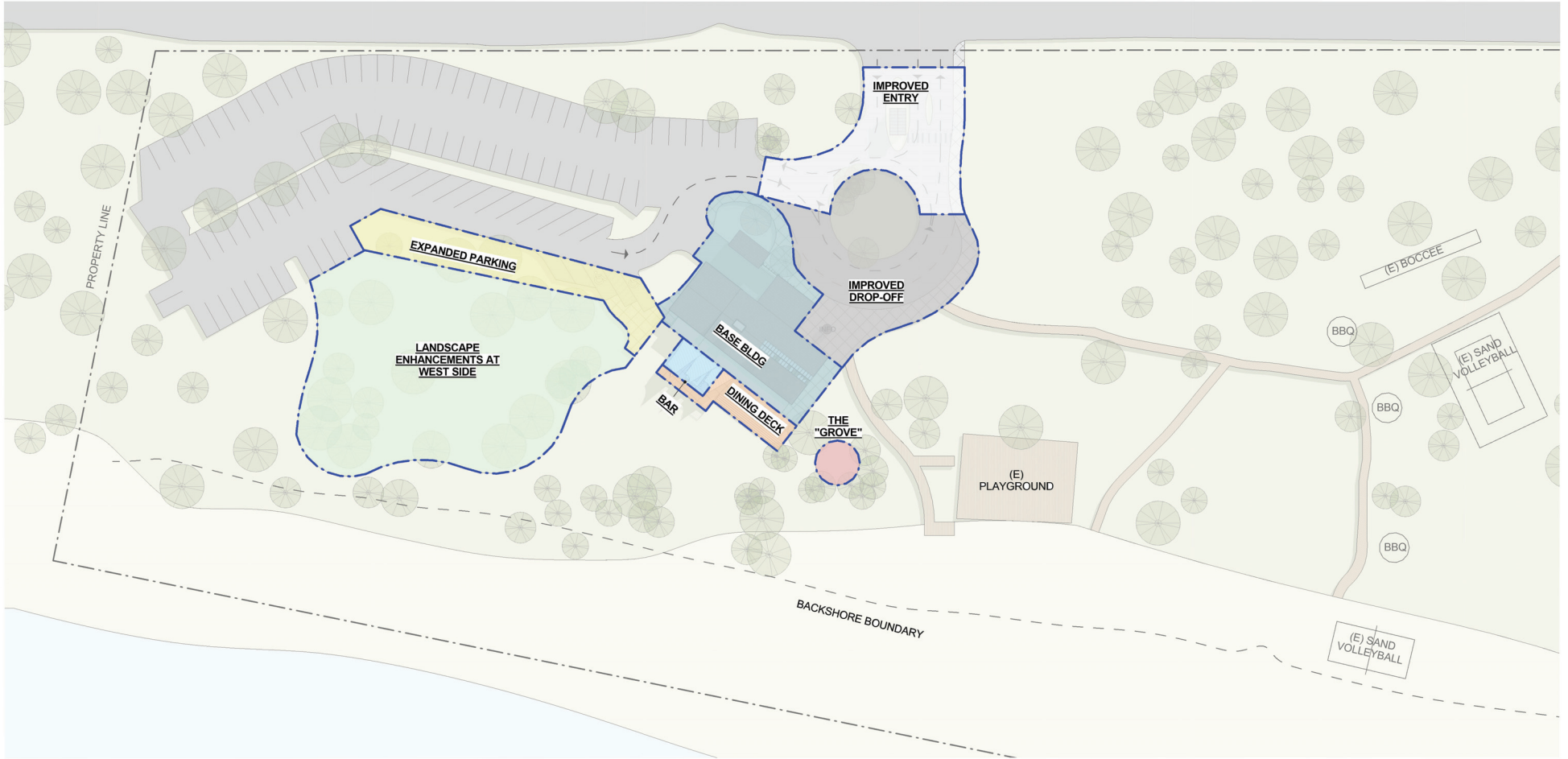


**INCLINE VILLAGE BEACH HOUSE**

MARCH 2017



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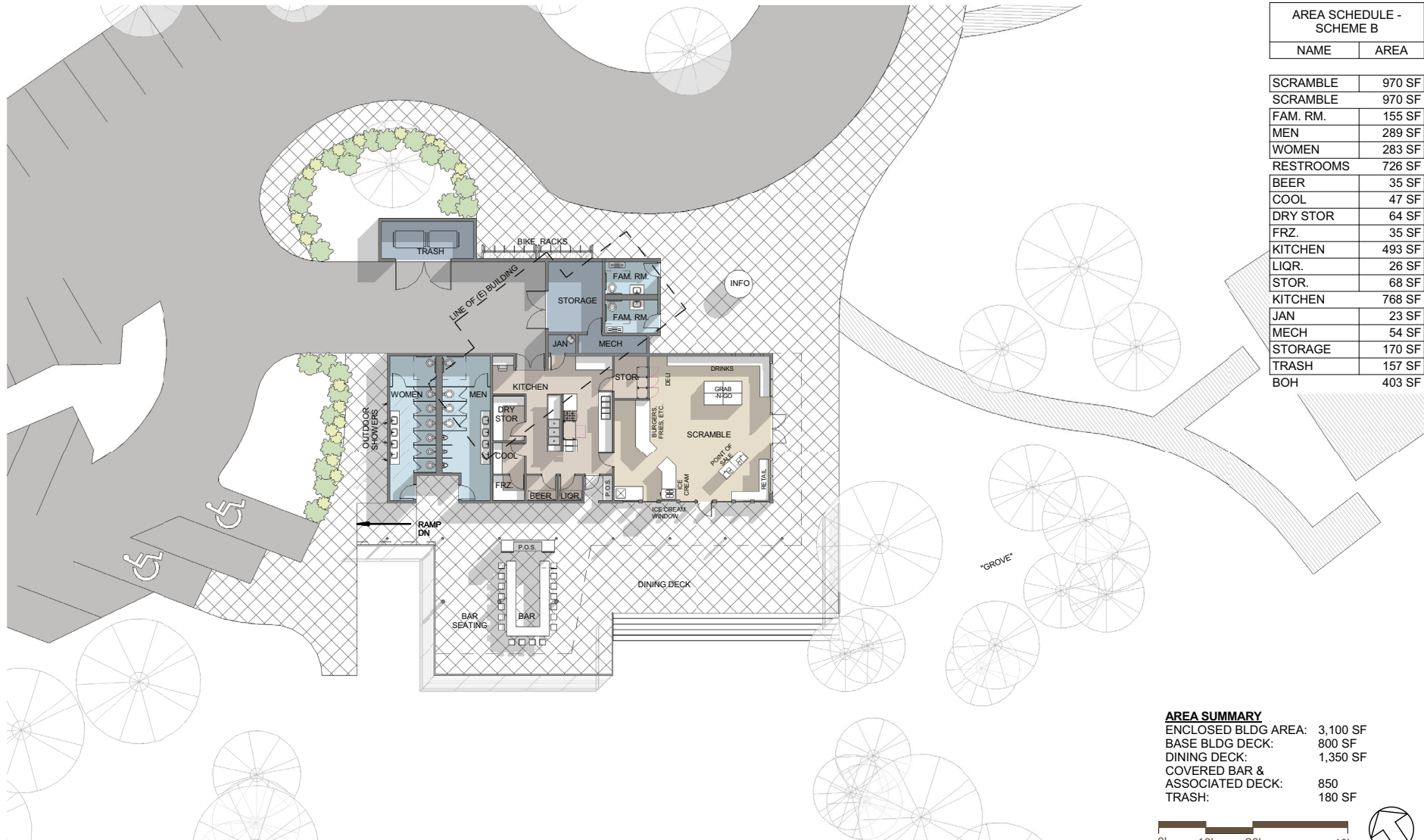
**SCHEME B- SITE PLAN- ALTERNATES**

**INCLINE VILLAGE BEACH HOUSE**

MARCH 2017







AREA SCHEDULE - SCHEME B

NAME	AREA
------	------

SCRAMBLE	970 SF
SCRAMBLE	970 SF
FAM. RM.	155 SF
MEN	289 SF
WOMEN	283 SF
RESTROOMS	726 SF
BEER	35 SF
COOL	47 SF
DRY STOR	64 SF
FRZ.	35 SF
KITCHEN	493 SF
LIQR.	26 SF
STOR.	68 SF
KITCHEN	768 SF
JAN	23 SF
MECH	54 SF
STORAGE	170 SF
TRASH	157 SF
BOH	403 SF

**AREA SUMMARY**

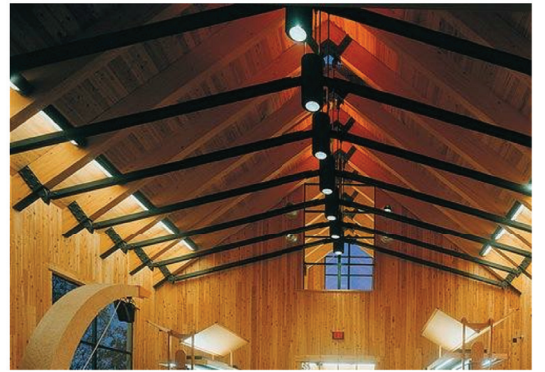
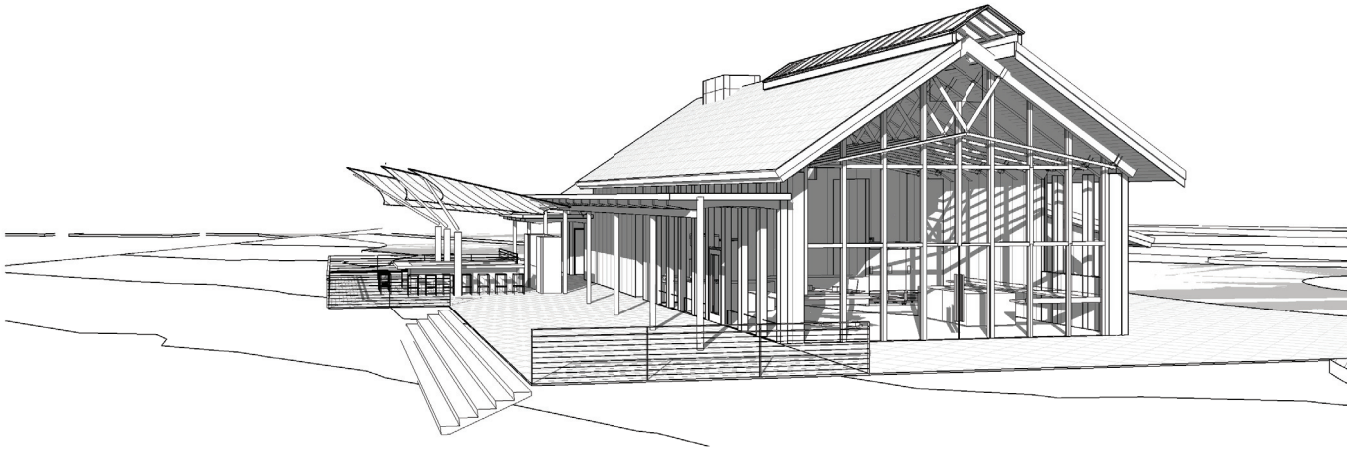
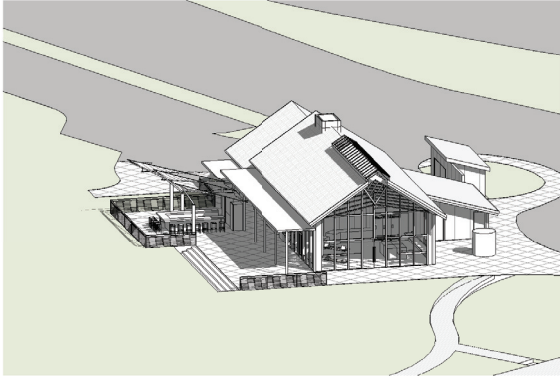
ENCLOSED BLDG AREA:	3,100 SF
BASE BLDG DECK:	800 SF
DINING DECK:	1,350 SF
COVERED BAR & ASSOCIATED DECK:	850
TRASH:	180 SF

SCHEME B- FLOOR PLAN

**INCLINE VILLAGE BEACH HOUSE**  
MARCH 2017



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SCHEME B- DESIGN CONCEPT

**INCLINE VILLAGE BEACH HOUSE**  
MARCH 2017



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# Cost Estimating

- Preliminary cost estimating is underway
  - Mack5 – Alameda, CA based professional cost estimating firm
  - SierraCon – South Lake Tahoe, CA based construction contractor
    - Principal in charge of numerous hospitality projects completed in the Tahoe Basin including:
      - Zephyr Lodge at Northstar
      - Tamarack Lodge at Heavenly
      - Edgewood Tahoe Lodge
      - Treehouse Clubhouse at Northstar Highlands
      - South Tahoe High School Student Union
      - Sugar Bowl Sporthaus Building
      - Kirkwood Community Association Recreation & Amenity Building



# Cost Estimating

- Conceptual Construction Estimate in Beach Facilities Plan
  - \$1,900,000 - \$2,200,000
  - Developed by Project Consultant
  - Assumed 3,000 square foot building at \$350 - \$450 per square foot
  - Included outdoor bar and dining deck
- Estimating team has indicated Conceptual Estimate is likely as much as \$250 per square foot too low

# Project Funding

- \$350,000 total project budget approved to date by Board of Trustees
  - CIP FY 2014/2015 through FY 2016/2017
  - \$150,000 spent to date including Beach Facility Plan costs
- Draft FY 2017/2018 CIP Budget does not include any project budget in Year 1
- ~\$500,000 in available fund balance to support project construction
- Funding alternatives would need to be assessed to allow project construction

# Incline Beach House Project Recommendations

The Board of Trustees moves to direct Staff to apply the following approach to the Incline Beach House Project:

- Complete pre-design process to further refine design schemes and options but do not start final design or permitting work
- Complete preliminary cost estimating
- Utilize the summer of 2017 to solicit public input on the design schemes and options
- Coordinate next steps with the Community Services Master Plan process

## MEMORANDUM

**TO:** Board of Trustees

**THROUGH:** Indra Winquest  
Interim General Manager

**THROUGH:** Joseph J. Pomroy, P.E.  
Director of Public Works

**FROM:** Nathan Chorey, P.E.  
Engineering Manager

**SUBJECT:** Review, discuss and possibly select a preferred alternative for the Incline Beach House – A Community Services Master Plan Priority Project to include in the 5-year Capital Improvement Plan Budget.

**STRATEGIC PLAN:** Long Range Principle #5 – Assets and Infrastructure

**DATE:** December 30, 2019

---

### **I. RECOMMENDATION**

That the Board of Trustees moves to review, discuss and possibly select a preferred alternative for the Incline Beach House – A Community Services Master Plan Priority Project to include in the 5-year Capital Improvement Plan Budget.

### **II. DISTRICT STRATEGIC PLAN**

Long Range Principle #5 – Assets and Infrastructure – The District will practice perpetual asset renewal, replacement, and improvement to provide safe and superior long term utility services and recreation activities.

- The District will maintain, renew, expand, and enhance District infrastructure to meet the capacity needs and desires of the community for future generations.
- The District will maintain, procure, and construct District assets to ensure safe and accessible operations for the public and the District's workforce.

### III. **BACKGROUND**

The Incline Beach House has been identified as a Community Service Master Plan Priority Project (Top Tier Recommendation) by the District Board of Trustees. The Top Tier Recommendation from page 136 from the Community Services Master Plan includes the recommendations and priorities identified in The IVGID Beaches Recreation Enhancement Opportunities Plan Prepared for Incline Village General Improvement District February 2016 and is located on the website. The Project was last discussed at the November 13, 2019 Board Meeting and the preceding project history was documented in the associated Board Memorandum (Item I.6.General Business).

At the November 13, 2019 meeting, the Board of Trustees directed staff to revise the BSA's proposed Incline Beach House designs and present at a future meeting the revised designs. Specific input included:

- Enlarge the bathrooms over the existing condition but do not overbuild. Portables should still be utilized during the busiest periods.
- Enlarge the bar over the existing condition.
- Focus should be on the outdoor space with an emphasis on the bar with areas to gather, eat, and snack in the shade. Remove scramble area included on BSA's designs.

Based on the above input staff developed IVGID Alternative #1. The table below compares the net square footage of the existing Incline Beach House to BSA's Scheme A & B and IVGID Alternative #1. Net square footage is the actual occupied area not including interior and exterior walls.

Area Name	Existing Area (SF)	Proposed BSA Scheme A Area (SF)	Proposed BSA Scheme B Area (SF)	Proposed IVGID Alt. #1 Area (SF)
Scramble	-	857	836	-
Janitor Closet	-	17	-	-
Office	-	70	80	-
Family Restroom	-	179	143	141
Men's Restroom	240	323	270	235
Women's Restroom	240	323	263	229
Beer	-	70	79	80
Cooler	-	117	113	115
Dry Storage	90	90	106	109
Freezer	-	52	60	82
Kitchen	320	546	468	467
Liquor	-	88	45	45
Storage	88	117	87	87
Mechanical	46	63	45	43
Hall	-	147	147	104
<b>Total</b>	<b>1,024</b>	<b>3,059</b>	<b>2,742</b>	<b>1,737</b>

#### IV. FINANCIAL IMPACT AND BUDGET

The Incline Beach Facility Study has a budget of \$29,400 in the 2019-20 Capital Improvement Plan. No further funds have been allocated for this project. The following table presents the preliminary project cost estimates for the three alternatives.

Description of Improvements	BSA Scheme A (GFA <sup>1</sup> = 3,400 SF)	BSA Scheme B (GFA <sup>1</sup> = 3,100 SF)	IVGID Alternative #1 (GFA <sup>1</sup> = 2,005 SF)
Building and Site	\$2,842,000	\$2,693,000	\$1,709,000
Bar	\$227,000	\$340,000	\$340,000
Deck	\$174,000	\$188,000	\$220,000
Food Service Equipment	\$690,000	\$690,000	\$690,000
Site Furnishings	\$118,000	\$118,000	\$118,000
<b>Total</b>	<b>\$4,051,000</b>	<b>\$4,029,000</b>	<b>\$3,077,000</b>

<sup>1</sup>GFA: Gross Floor Area – Total building square footage as measured between the exterior walls of the structure.

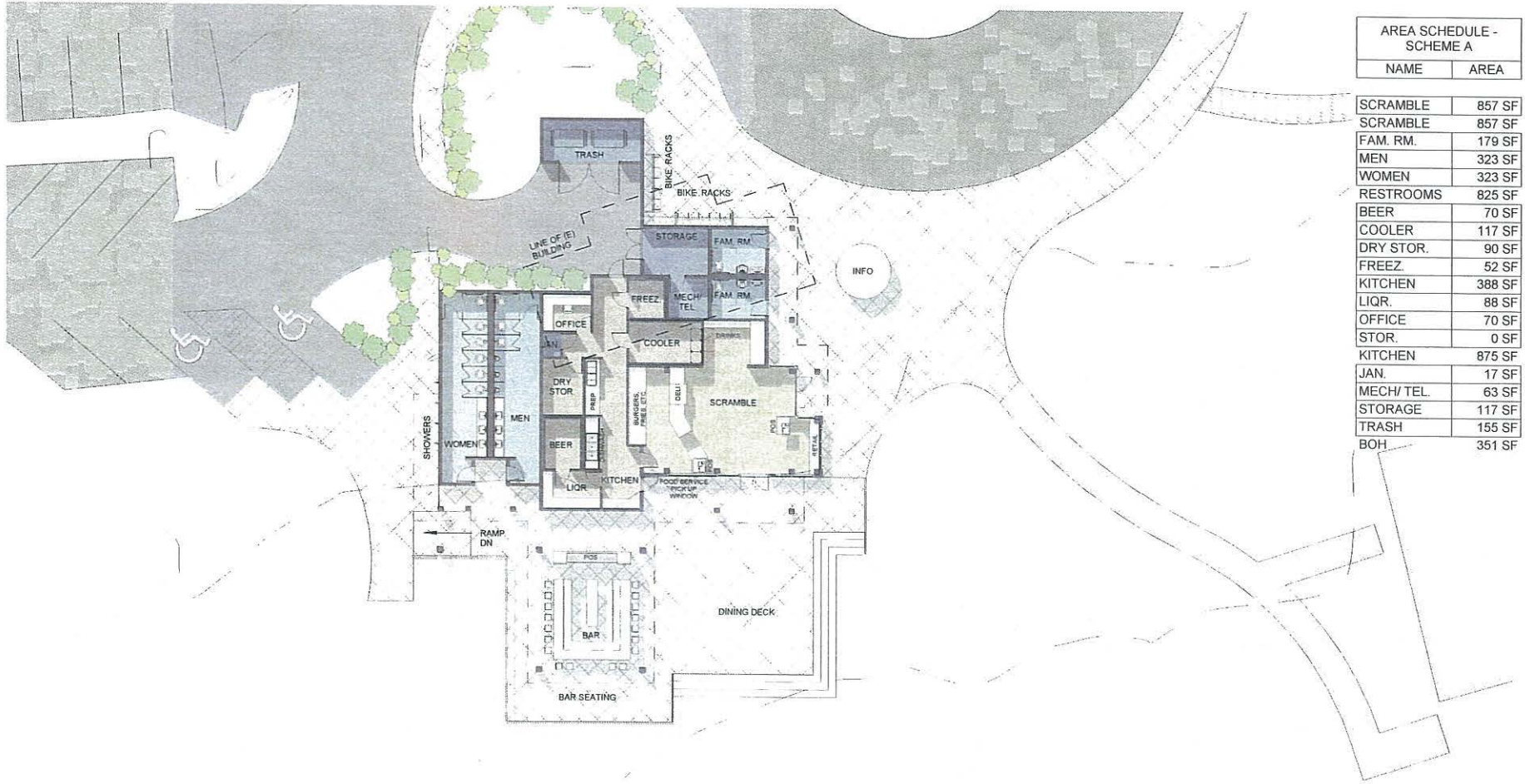
The construction cost estimates are based on Mack5's conceptual Design Cost Plan for Incline Beach House, dated February 2017. The construction budget allocated in a future capital budget should adjust the total cost estimate stated above to account for inflation based on the anticipated start date of construction.

## **V. ALTERNATIVES**

This memo is requesting the Board to provide direction to Staff on the preferred alternative for the Incline Beach House Project.

## **VI. BUSINESS IMPACT**

This item is not a "rule" within the meaning of Nevada Revised Statutes, Chapter 237, and does not require a Business Impact Statement.



AREA SCHEDULE - SCHEME A

NAME	AREA
SCRAMBLE	857 SF
SCRAMBLE	857 SF
FAM. RM.	179 SF
MEN	323 SF
WOMEN	323 SF
RESTROOMS	825 SF
BEER	70 SF
COOLER	117 SF
DRY STOR.	90 SF
FREEZ.	52 SF
KITCHEN	388 SF
LIQR.	88 SF
OFFICE	70 SF
STOR.	0 SF
KITCHEN	875 SF
JAN.	17 SF
MECH/ TEL.	63 SF
STORAGE	117 SF
TRASH	155 SF
BOH	351 SF

**AREA SUMMARY**

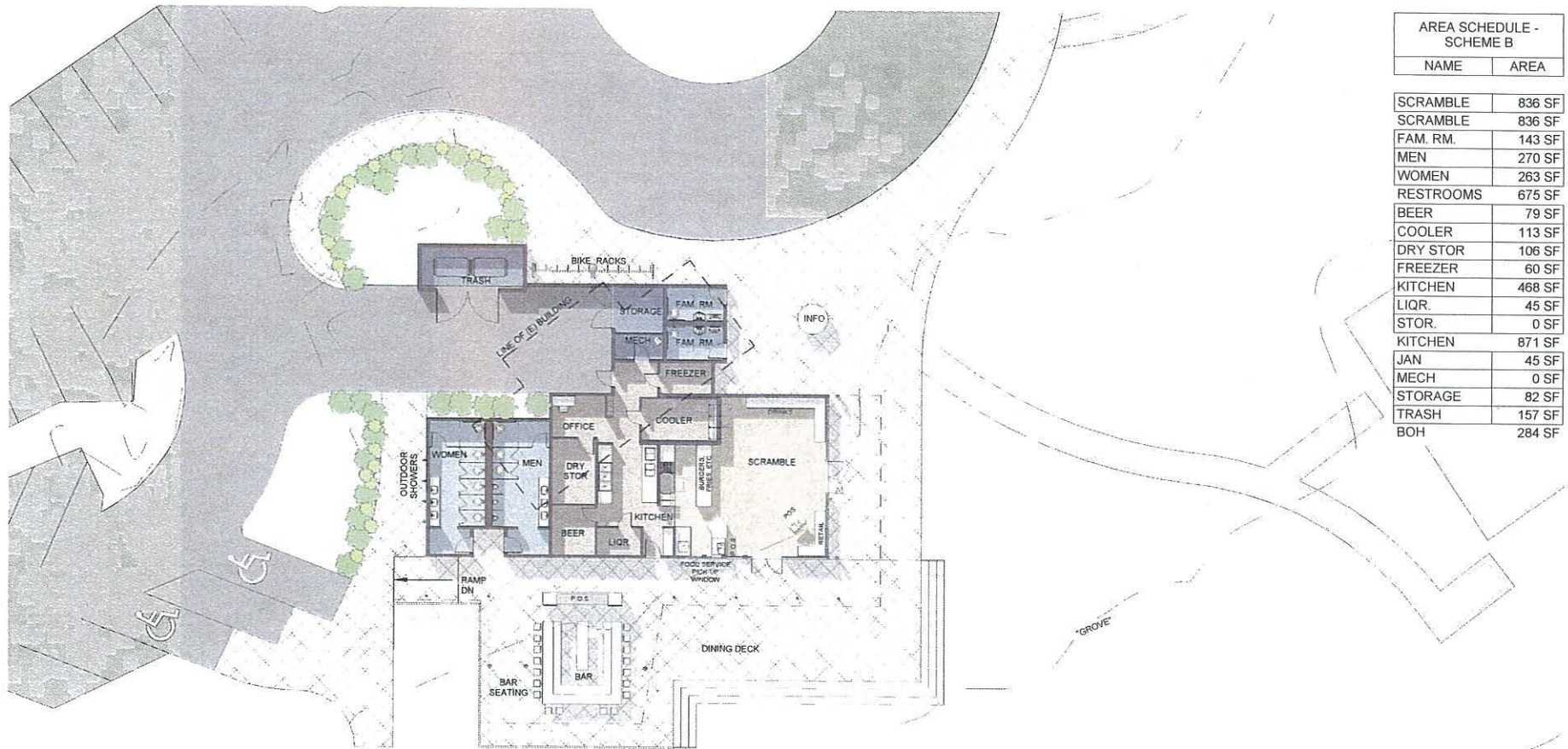
ENCLOSED BLDG AREA:	3,155 SF
DINING DECK:	1,500 SF
COVERED BAR & ASSOCIATED DECK:	700 SF
TRASH:	190 SF



SCHEME A- FLOOR PLAN

**INCLINE VILLAGE BEACH HOUSE**  
JUNE 2017





AREA SCHEDULE - SCHEME B	
NAME	AREA
SCRAMBLE	836 SF
SCRAMBLE	836 SF
FAM. RM.	143 SF
MEN	270 SF
WOMEN	263 SF
RESTROOMS	675 SF
BEER	79 SF
COOLER	113 SF
DRY STOR	106 SF
FREEZER	60 SF
KITCHEN	468 SF
LIQR.	45 SF
STOR.	0 SF
KITCHEN	871 SF
JAN	45 SF
MECH	0 SF
STORAGE	82 SF
TRASH	157 SF
BOH	284 SF

**AREA SUMMARY**

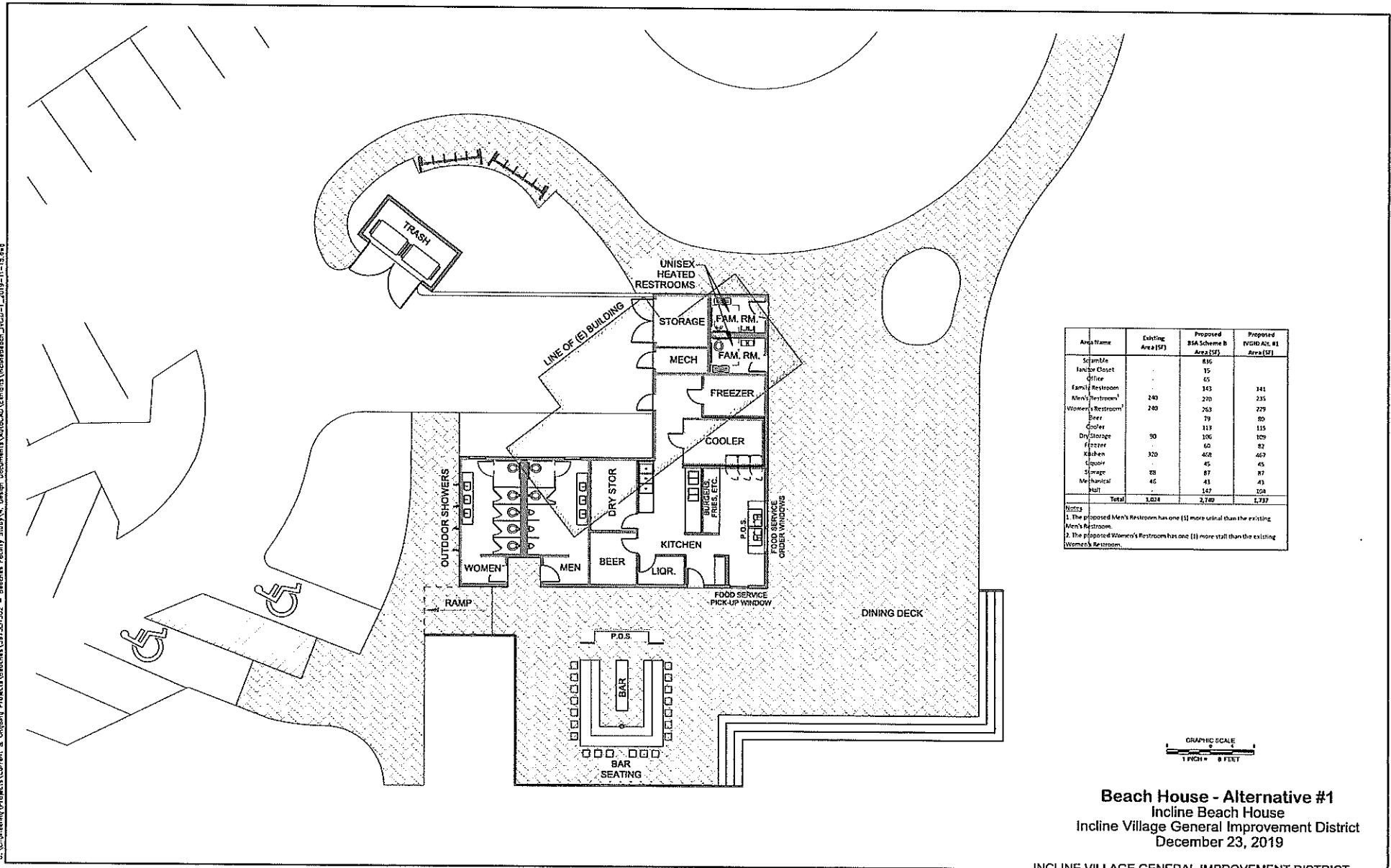
ENCLOSED BLDG AREA:	2,850 SF
BASE BLDG DECK:	800 SF
DINING DECK:	1,350 SF
COVERED BAR & ASSOCIATED DECK:	850 SF
TRASH:	180 SF



SCHEME B- FLOOR PLAN

**INCLINE VILLAGE BEACH HOUSE**  
JUNE 2017

U:\Engineering\Projects\Current & Open\Projects\BeachHouse\3972\0302 - Beach House\3972\0302 - Beach House\Facility Study\A Design Documents\AutoCAD\Exhibits\Vendor\BeachHouse\_V002-1\_2019-11-15.dwg



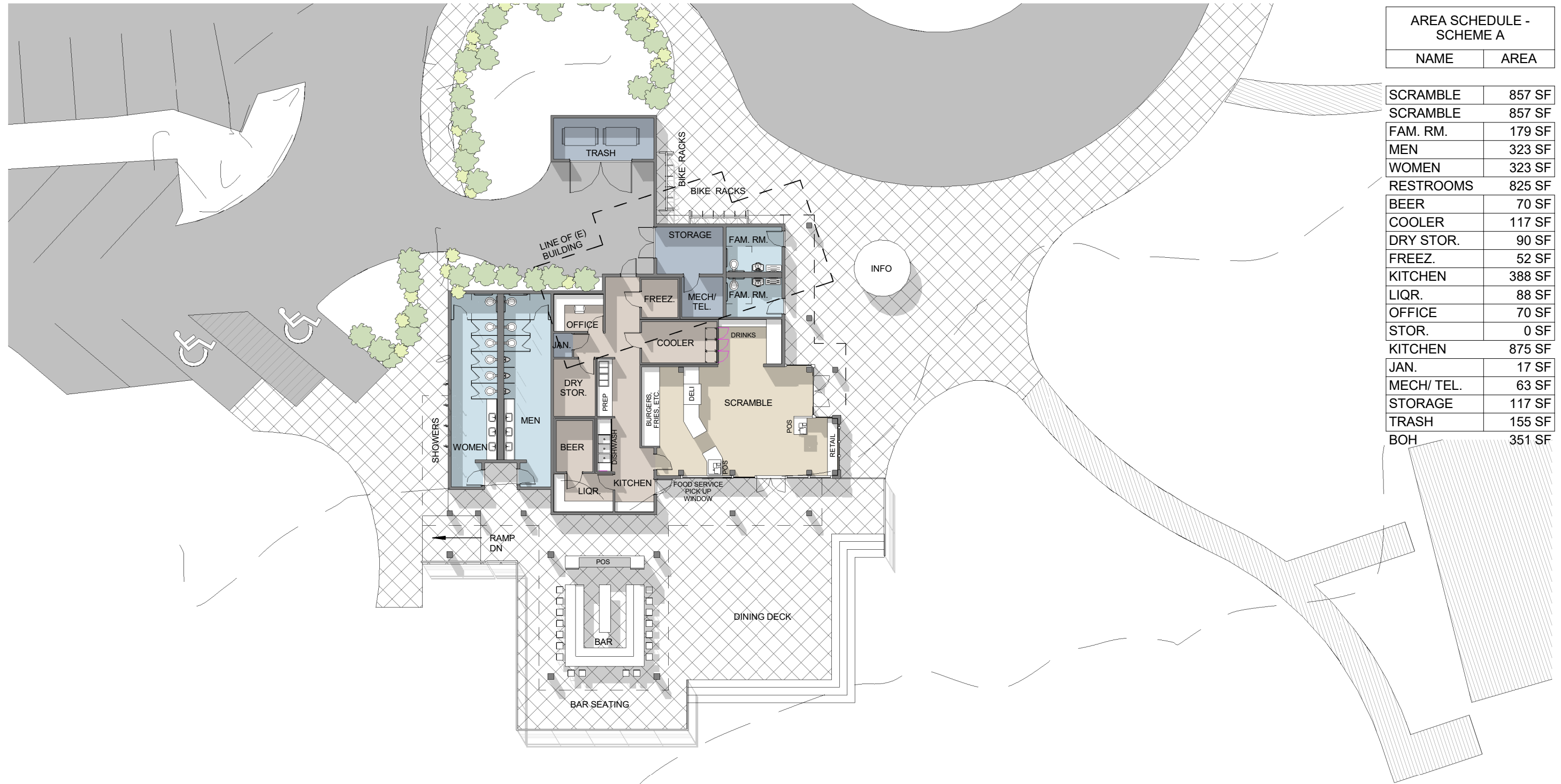
Area Name	Existing Area (SF)	Proposed BSA Scheme B Area (SF)	Proposed (VGH Act. #1) Area (SF)
Sijmike	-	836	-
Janitor Closet	-	15	-
Office	-	65	-
Family Restroom	-	143	141
Men's Restroom	240	270	235
Women's Restroom	240	263	229
Beer	-	79	80
Coffee	-	113	115
Dry Storage	90	106	109
Freezer	-	60	82
Kitchen	320	408	469
Dispenser	-	45	45
Storage	88	87	87
Mechanical	45	43	43
Hall	-	147	128
<b>Total</b>	<b>1,028</b>	<b>2,240</b>	<b>1,797</b>

**Notes**  
 1. The proposed Men's Restroom has one (1) more urinal than the existing Men's Restroom.  
 2. The proposed Women's Restroom has one (1) more stall than the existing Women's Restroom.



**Beach House - Alternative #1**  
 Incline Beach House  
 Incline Village General Improvement District  
 December 23, 2019

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT



**AREA SCHEDULE - SCHEME A**

NAME	AREA
SCRAMBLE	857 SF
SCRAMBLE	857 SF
FAM. RM.	179 SF
MEN	323 SF
WOMEN	323 SF
RESTROOMS	825 SF
BEER	70 SF
COOLER	117 SF
DRY STOR.	90 SF
FREEZ.	52 SF
KITCHEN	388 SF
LIQR.	88 SF
OFFICE	70 SF
STOR.	0 SF
KITCHEN	875 SF
JAN.	17 SF
MECH/ TEL.	63 SF
STORAGE	117 SF
TRASH	155 SF
BOH	351 SF

**AREA SUMMARY**

ENCLOSED BLDG AREA:	3,155 SF
DINING DECK:	1,500 SF
COVERED BAR & ASSOCIATED DECK:	700 SF
TRASH:	190 SF



**SCHEME A- FLOOR PLAN**

**INCLINE VILLAGE BEACH HOUSE**

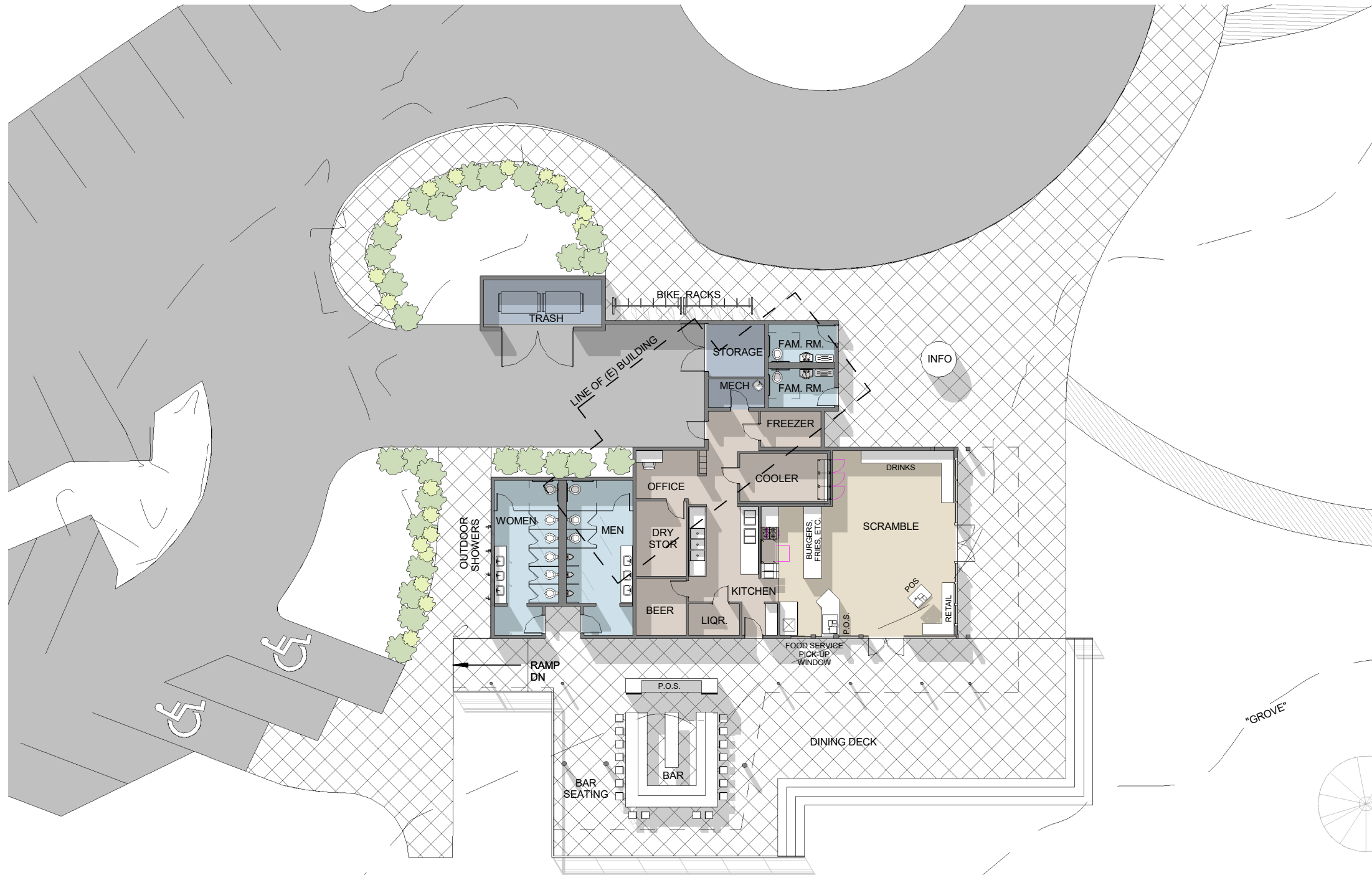
JUNE 2017



**bull stockwell allen**

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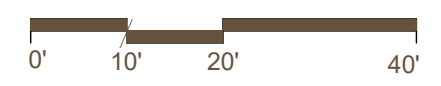


**AREA SCHEDULE -  
SCHEME B**

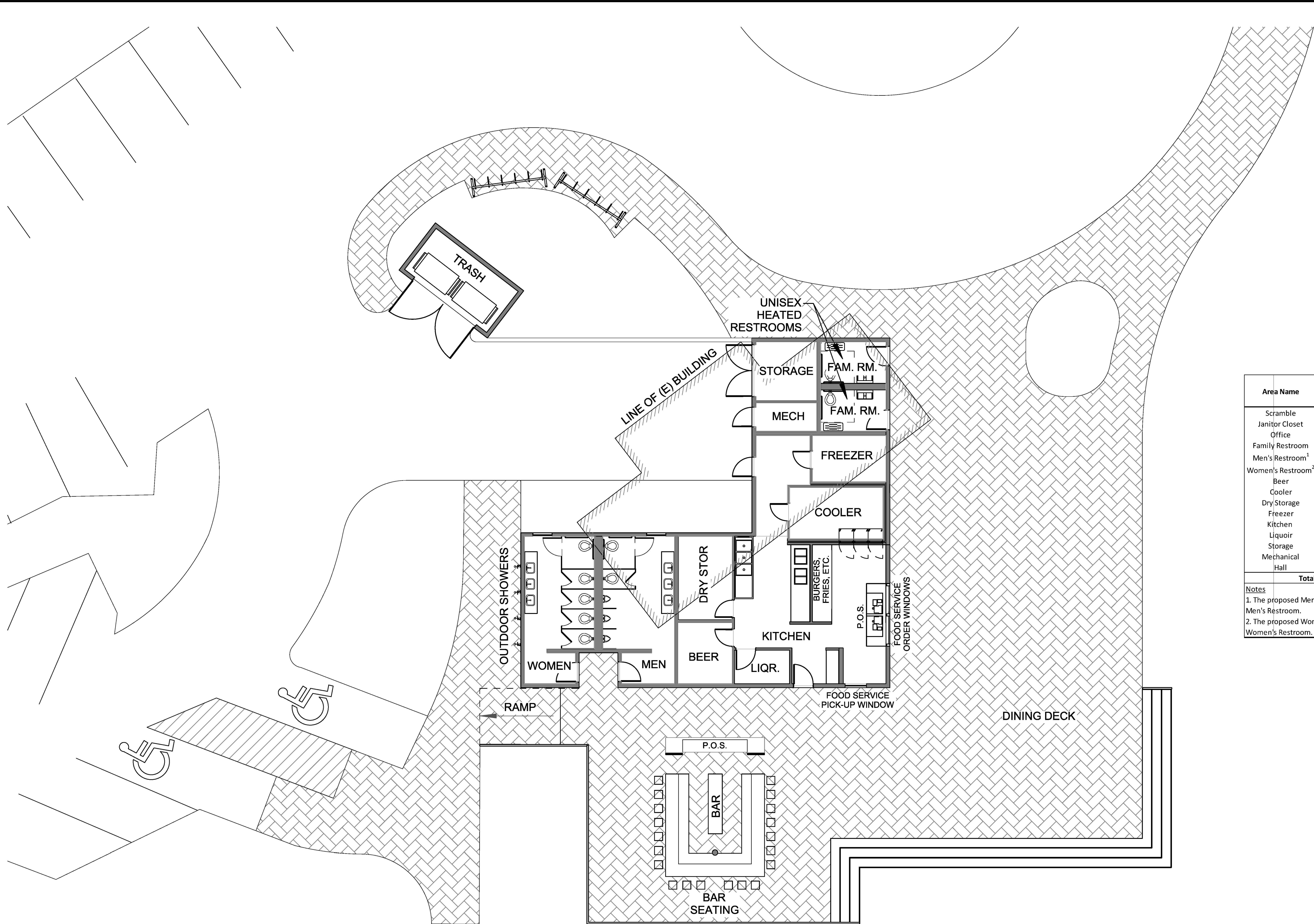
NAME	AREA
SCRAMBLE	836 SF
SCRAMBLE	836 SF
FAM. RM.	143 SF
MEN	270 SF
WOMEN	263 SF
RESTROOMS	675 SF
BEER	79 SF
COOLER	113 SF
DRY STOR	106 SF
FREEZER	60 SF
KITCHEN	468 SF
LIQR.	45 SF
STOR.	0 SF
KITCHEN	871 SF
JAN	45 SF
MECH	0 SF
STORAGE	82 SF
TRASH	157 SF
BOH	284 SF

**AREA SUMMARY**

ENCLOSED BLDG AREA:	2,850 SF
BASE BLDG DECK:	800 SF
DINING DECK:	1,350 SF
COVERED BAR & ASSOCIATED DECK:	850 SF
TRASH:	180 SF



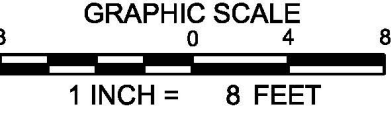
**SCHEME B- FLOOR PLAN**



Area Name	Existing Area (SF)	Proposed BSA Scheme B Area (SF)	Proposed IVGID Alt. #1 Area (SF)
Scramble	-	836	-
Janitor Closet	-	15	-
Office	-	65	-
Family Restroom	-	143	141
Men's Restroom <sup>1</sup>	240	270	235
Women's Restroom <sup>2</sup>	240	263	229
Beer	-	79	80
Cooler	-	113	115
Dry Storage	90	106	109
Freezer	-	60	82
Kitchen	320	468	467
Liquor	-	45	45
Storage	88	87	87
Mechanical	46	43	43
Hall	-	147	104
<b>Total</b>	<b>1,024</b>	<b>2,740</b>	<b>1,737</b>

Notes

1. The proposed Men's Restroom has one (1) more urinal than the existing Men's Restroom.
2. The proposed Women's Restroom has one (1) more stall than the existing Women's Restroom.



**Beach House - Alternative #1**  
 Incline Beach House  
 Incline Village General Improvement District  
 December 23, 2019