



# NOTICE OF MEETING

The regular meeting of the Incline Village General Improvement District will be held starting at **6:00 p.m.** on **Wednesday August 12, 2020** in the Boardroom at 893 Southwood Boulevard, Incline Village, Nevada. [REVISION 1](#)

In compliance with State of Nevada Executive Department, Declaration of Emergency Directive 006, 016, 018 and 021, this meeting is closed to the public and attendance is limited to members of the Board of Trustees and essential staff. Public comment is allowed and the public is welcome to make their public comment either via e-mail (please send your comments to [info@ivgid.org](mailto:info@ivgid.org) by 4:00 p.m. on Wednesday, August 12, 2020) or via telephone (the telephone number will be posted to our website on the day of the meeting).

- A. **CLOSED SESSION – TIME CERTAIN - 5:00 p.m. to 5:45 p.m.**  
The Board may consider a motion to enter a Closed Session to consider negotiating strategy pertaining to the Operating Engineers Local Union No. 3 (pursuant to NRS 288.220).
- B. **PLEDGE OF ALLEGIANCE\***
- C. **ROLL CALL OF THE IVGID BOARD OF TRUSTEES\***
- D. **PUBLIC COMMENTS\* - Limited to a maximum of three (3) minutes in duration.**
- E. **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.*
- F. **DISTRICT STAFF UPDATE (for possible action)**
  - 1. **District General Manager Indra Winqest – pages 5 - 16**
    - a. **Discussion only regarding possible rebate to individuals that pay the Recreation Facility Fee and/or the Beach Facility Fees – pages 17 - 22**
    - b. **Review with the Board of Trustees, by the District General Manager, the Long Range Calendar – page 23**
- G. **REPORTS TO THE IVGID BOARD OF TRUSTEES\***
  - 1. **Board Treasurer Sara Schmitz**

---

## 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.yourtahoeplace.com](http://www.yourtahoeplace.com)

# NOTICE OF MEETING

Agenda for the Board Meeting of August 12, 2020 - Page 2

REVISION 1

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

1. **Review, discuss and possibly authorize the reallocation of funding amongst Fiscal Year 2020/2021 Information Technology Capital Projects as follows, re-allocate \$9,300 from Windows Office License (CIP # 1213CO1803), and re-allocate \$33,700 from Server Storage and Computing Hardware (CIP #1213CO1505), to augment, by \$43,000, Windows Server Operating System (CIP #1213CO1804) (Requesting Staff Member: Director of Information Technology Mike Gove) – **pages 24 - 31****

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

1. Review, discuss and possibly confirm the goals and objectives (insert goal and objective number(s)) to be included in preparing a scope of work for a utility study and that the goals and objectives to be included in the scope of work may be all or a combination of the following items: – **pages 32 - 42**

Goal and Objective #1 - Utility Rate Setting Methodology

Goal and Objective #2 - Reserve Fund Balance Analysis

Goal and Objective #3 - Performance Management and Asset Management Analysis

**and**

Review, discuss and possibly direct Staff to proceed with a Request for Qualifications for Professional Services consistent with the approved scope of work, through public advertising, for the set goals and objectives. (Requesting Staff Members: Director of Finance Paul Navazio and Director of Public Works Joe Pomroy)

2. Review, discuss and possibly select a preferred alternative for the Burnt Cedar Swimming Pool Improvement Project – Fund: Community Services; Division: Beaches; Project 3970BD2601. (Requesting Staff Member: Engineering Manager Nathan Chorey and District General Manager Indra Winquest) – **pages 43 - 107**
3. Review, discuss and possibly take all or part of the following six (6) actions related to the District's Fund Balances. (Requesting Staff Member: Director of Finance Paul Navazio) – **pages 108 - 112**
  - a. Acknowledge receipt of an update on Unaudited Fund Balances as of June 30, 2020.



# NOTICE OF MEETING

Agenda for the Board Meeting of August 12, 2020 - Page 3

## REVISION 1

- b. Authorize additional reservation of \$1,912,767 in unexpended utility rate revenue collected during Fiscal Year 2019/2020 in support of the District's Effluent Export Pipeline Project.
  - c. Authorize commitment of \$1,360,000 in available fund balance in the General Fund for anticipated settlement of the property tax dispute filed against Washoe County et al, Nevada State Board of Equalization and the Department of Taxation by the Village League to Save Incline Assets, Inc. (Case No. CV03-06922)
  - d. Authorize the District's General Manager to direct the District's Director of Finance to reflect allocation of estimated FY2019-20 year-end Community Services Special Revenue Fund fund balances as follows:
    - i. Reflect commitment of \$5,594,546 in support current year FY2020-21 Capital Improvement Projects, and
    - ii. Affect transfer of additional \$1,100,000 in Community Services Special Revenue fund balance to the Community Services Capital Fund(s) in support of future priority capital improvement projects.
  - e. Outline and possibly set future agenda items in order to designate additional available fund balances in support of specific future Capital Improvement Projects in conjunction with the Board's ongoing refinement of the District's Capital Improvement Plan priorities for Fiscal Year 2020/2021 through 2024/2025.
- J. APPROVAL OF MINUTES (*for possible action*)
- 1. Meeting Minutes of July 22, 2020 – **pages 113 - 243**
- K. BOARD OF TRUSTEES UPDATE (**NO DISCUSSION OR ACTION**) ON ANY MATTER REGARDING THE DISTRICT AND/OR COMMUNITIES OF CRYSTAL BAY AND INCLINE VILLAGE, NEVADA\*
- L. PUBLIC COMMENTS\* - Limited to a maximum of three (3) minutes in duration.
- M. ADJOURNMENT (*for possible action*)



# NOTICE OF MEETING

Agenda for the Board Meeting of August 12, 2020 - Page 4

REVISION 1

---

## CERTIFICATION OF POSTING OF THIS AGENDA

I hereby certify that on or before Friday, August 7, 2020 at 9:00 a.m., a copy of this agenda (IVGID Board of Trustees Session of August 12, 2020) was delivered to the post office addressed to the people who have requested to receive copies of IVGID's agendas; copies were either faxed or e-mailed to those people who have requested; and a copy was posted at the following seven locations within Incline Village/Crystal Bay in accordance with NRS 241.020:

1. IVGID Anne Offices)
2. Incline Village
3. Crystal Bay
4. Raley's
5. Incline Village
6. IVGID's
7. The Chateau at

**SUSPENDED – STATE OF NEVADA  
EXECUTIVE DEPARTMENT,  
DECLARATION OF EMERGENCY,  
DIRECTIVE 006 (SECTION 3), 016, 018  
AND 021.**

- Vorderbruggen Building (Administrative
- Post Office
- Post Office
- Shopping Center
- Branch of Washoe County Library
- Recreation Center
- Incline Village

/s/ Susan A. Herron, CMC  
Susan A. Herron, CMC  
District Clerk (e-mail: sah@ivgid.org/phone # 775-832-1207)

---

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

**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. Copies of the packets containing background information on agenda items are available for public inspection at the Incline Village Library.*

**IVGID'S agenda packets are now available at IVGID's web site, [www.yourtahoeplace.com](http://www.yourtahoeplace.com); go to "Board Meetings and Agendas". A hard copy of the complete agenda packet is also available at IVGID's Administrative Offices located at 893 Southwood Boulevard, Incline Village, Nevada, 89451.**

*\*NRS 241.020(2) and (10): 2. Except in an emergency, written notice of all meetings must be given at least 3 working days before the meeting...10. As used in this section, "emergency" means an unforeseen circumstance which requires immediate action and includes, but is not limited to: (a) Disasters caused by fire, flood, earthquake or other natural causes; or (b) Any impairment of the health and safety of the public.*

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Indra Winqest  
General Manager

**SUBJECT:** General Manager's Status Report  
Prepared for the meeting of August 12, 2020

**DATE:** August 5, 2020

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

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Effluent Pond Lining Project Request for Qualifications (RFQ)	August 2020	GM Winqest/Director of PW Pomroy Trustees Wong/Dent	One submittal received. Lumos & Associates will be interviewed mid-August
Effluent Pipeline Project Request for Qualifications (RFQ)	August 2020	GM Winqest/Director of PW Pomroy Trustees Wong/Dent	See above
USFS Parcel Acquisition – Potential Dog Park	Ongoing	GM Winqest	Met with USFS Staff 4/2/20 process of filing a special use permit. Will be delayed as a result of COVID-19
USACE Grant Funding for Pond Lining/Pipeline Projects	TBD	GM Winqest/Director of Public Works Pomroy	No update
Burnt Cedar Pool Project	Present Conceptual Design at 8/12 BOT Meeting	Engineering Manager Chorey/GM Winqest	Conceptual design has been completed. Community Group and IVGID Staff are continuously providing input.
Internal Controls Audit	Winter 2020	Audit Committee/GM Winqest/Director of Finance Navazio	Internal policies, processes, controls etc. being evaluated by staff
Ordinance 7 Administrative Revisions	Fall/Winter 2020	GM Winqest	Creation of advisory team in August 2020.
Smith vs IVGID Litigation	Board completely updated in August, 2020	Legal Counsel/Board of Trustees/GM Winqest	Update was provided on 6/10/20 by Legal Counsel.
Construction Project and Engineering Contract Audit	Kick off meeting was held on July 13, 2020	GM Winqest/Director of Finance Navazio	Approved by the BOT on 6/10/2020. Under contract with Moss Adams

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Utility Reserve Fund/Rate Study	Fall 2020	GM Winquest/Board	Team meeting on 7/24/20. Agenda item to confirm goals and objectives 8/12/20.
2020/2022 Strategic Plan	TBD	Senior Management Team/Board of Trustees	Need to discuss timing based on upcoming election
2020/2021 Budget Kick off Workshop	Fall 2020	GM Winquest/Director of Finance Navazio	Will discuss during long range calendar
Recreation Punch card accounting	Ongoing	Director of Finance Navazio	Board Workshop scheduled on 9/9/20

### COVID-19, Impacts to the District & update on closures and restrictions

The Recreation Center is currently open with a limited capacity of 50% for current members only. Drop in use is being evaluated at this time. Reservations are required for Group Fitness Classes, Gymnasium, Pool, and Strength and Conditioning area. The Chateau Grille is currently open with limited capacity and reservations are required. Weddings, Banquets and Events are currently taking place with significant restrictions based on state and county guidelines and restrictions. A variety of Parks & Recreation programs are being offered with strict health and safety guidelines. The community parks remain open for drop in use and social/physical distancing is being closely monitored.

- High Sierra Patrol is currently on site 12:00pm – 10:00pm
- All Beach Parking lots open 7am – 9pm daily
- Incline & Burnt Cedar Beach Gates are currently staffed 8am - 8pm Mon – Thurs, and Fri – Sun 7am – 8pm. (High Sierra Patrol locks gates at 9pm)
- Ski Beach Boat Ramp Gate is currently staffed from 7am – 8pm daily. Launching is limited to Tahoe only watercraft with seal intact. TRPA is now providing inspections by appointment at the Truckee, Meyers, and Spooner Summit locations.
- Beaches are currently open to IVGID Picture Pass and Recreation Punch Card Holders only. Physical/Social Distancing required. Pop up tents only allowed in specific areas.

Beach operations are constantly changing and Staff has and will remain flexible as restrictions are ready to either lifted or added dependent on impact of COVID-19 and observed behavior at the beach properties.

The Public Works & Utilities team continues to provide outstanding service while protecting the water and sewer infrastructure during this extremely crucial and challenging time. Engineering Staff continues to work on project development and management, Public Works Administration is closed to the public but Staff is answering phones and responding to emails during normal business hours.

- *IVGID Public Works will temporarily suspend disconnections and penalty charges for delinquent accounts during this time. We will work with customers facing financial hardship to develop payment plans in order to assist with past due balances. We encourage any of our customers to contact us if they have concerns about their account balances.*
- *Solid waste violations and fines have been suspended except for some customer upgrades to wildlife resistant carts for spills. Waste Not has been reduced in staffing as a non-essential operation during Covid-19 and is unable to respond to violation reports. Customers are being charged by Waste Management for excess refuse per the Franchise Terms.*

## **VENUES**

These venues will see a phased opening with safety and distancing requirements and measures in place. Group activities are currently being limited to 50 people or less or 50% of capacity depending on the facility/venue as part of a COVID-19 Phase 2 opening. Staff will continue to provide information to the community as these plans further develop.

### **Facility/Venue Openings**

Incline Beaches and Boat Ramp – Open to IVGID Pass and Recreation Punch Card holders

Burnt Cedar Pool – June 15, 2020 (Lap Swimming, Swim Lessons, Aqua Fitness)

Disc Golf Course – May 11, 2020

Championship Course Driving Range – May 11, 2020

Chateau Grille & Championship Golf Course – May 18, 2020

Incline Tennis & Pickleball Center – May 18, 2020

Incline Skate Park – May 21, 2020

Mountain Golf Course – May 25, 2020

Village Green & Incline Park Playing Fields – Open for limited drop in use

Incline Bike Park – May 23, 2020

Recreation Center & Community Programming – June 15, 2020

Banquets, Weddings, & Events – Late May, 2020

*\*all facilities/venues open with COVID-19 restrictions*

## **Capital Projects Update July 13, 2020**

### **Design**

#### **Burnt Cedar Swimming Pool Improvements**

A 2020/2021 Capital Improvement and Board of Trustees Priority Project, this project will reconstruct the two (2) existing pools (full size and toddler) at Burnt Cedar Beach. A design consultant has been selected to work with IVGID Staff and a community group to develop a preferred conceptual design. Conceptual design drawings will be presented to the Board of Trustees at their August 12, 2020 meeting. The project will proceed into final design this fall, construction is tentatively planned for summer 2021. The advertisement for a Construction Manager at Risk (CMAR) closes August 6, 2020. The CMAR proposals will be reviewed and

evaluated prior to selecting a Contractor. The CMAR contract is anticipated to be presented to the BOT for approval in September.

### Effluent Pipeline Project

District Staff provided a detailed Effluent Export Project update to the Board of Trustees on January 29, 2020. The immediate priority is to replace all of the remaining Segment 3 pipeline (12,385 linear feet) and to make immediate repairs to the Segment 2 pipeline (17,314 linear feet) to extend its life and mitigate a potential future leak site. At the February 26, 2020 Board of Trustees Meeting, a design services scope of work was presented to the Board to begin replacement of Segment 3, the scope of work was not approved. The Board has placed this project on hold pending the hiring of a Project Manager to conduct a complete project review of the Effluent Export Project. The annual CIP amount of \$2,000,000 will be allocated to this project. At the March 11, 2020 Board of Trustees meeting, the Board of Trustees unanimously approved to restrict \$9,656,890 to the Effluent Pipeline Project, Project #2524SS1010 from the Unrestricted Net Position in the Utility Fund effective March 12, 2020.

### Effluent Pond Lining Project – 2599SS2010 (this is a new capital project #) – PO#

A component of the Water Resource Recovery Facility (WRRF) operation is a 2.4-million-gallon effluent storage basin located adjacent to the wastewater resource recovery facility (Plant). The WRRF Effluent Storage Alternative Analysis Memorandum, September 2018, recommends a reinforced concrete or the combination of concrete and shotcrete lining that provides the best long term value, maximizes storage volume, and has low maintenance to keep in service. At the February 26, 2020 Board of Trustees Meeting, a design services scope of work was presented to the Board for lining the pond, the scope of work was not approved. The Board has placed this project on hold pending the hiring of a Project Manager to conduct a complete project review of the Effluent Export Project. On February 27, 2020, Staff set up a new capital project for the Effluent Pond Lining and that project number is noted above. It is also included as an unbudgeted project for the 2020-21 CIP Budget.

## **Construction**

### Championship Golf Maintenance Building Drainage and Washpad Improvements

A 2020 Capital Improvement Project, this project will improve surface and sub-surface drainage, construct a modern wash pad facility, and spot treat pavement failures at the Championship Golf Maintenance Building. This project addresses health and safety issues and prevents future water damage to this facility. A local engineering consultant completed the design and the construction contract was awarded at the June 23, 2020 Board of Trustees meeting. Construction has commenced and the project is scheduled to be completed this October.



Cruz Construction, Inc Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed to Date	Current Balance to Completion (including retainage)
\$425,433	\$50,902.43	\$476,335.43	\$64,446.98	\$411,888.45

Martis Peak Road - Water Main Replacement

A 2020 Capital Improvement Project, this project includes slip lining a 14-inch water main under State Route 28 and replacing aging steel water main in Martis Peak Road and Rifle Peak Court. IVGID Engineering Staff completed the design and the construction contract was awarded at the June 23, 2020 Board of Trustees meeting. Construction has commenced and the project is scheduled to be completed by the end of September.

Rapid Construction Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed to Date	Current Balance to Completion (including retainage)
\$456,610	\$0	\$456,610	\$0	\$456,610

Tennis Center Renovation

The project includes remodeling the pro-shop and restrooms, enclosing the existing kitchenette area, expanding and enhancing the deck area, and layout improvements to make the venue more welcoming. The construction contract was awarded at the June 10, 2020 Board of Trustees meeting. Construction is scheduled to begin August 17<sup>th</sup> and is expected to be substantially complete by April 1, 2021.

Daniel Fraiman Construction Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed to Date	Current Balance to Completion (including retainage)
\$709,000	\$0	\$709,000	\$0	\$709,000

Lakeview Ski Lift Maintenance and Improvements

This project includes electrical upgrades to the ski lift. Upgrades consist of the replacement of the Main Low Voltage Control Panel, DC Motor Drive Panel, Return Station Controls, Loading System Controls and Drive panel. The project also includes the replacement of the communication cable from the top terminal to the bottom terminal. There are three distinct components to the project including electrical engineering and design, bidding and

procurement for the fabrication of the panels as well as bidding a contracted installation of the replacement panels. An electrical engineer has been hired to complete the design and is currently working with Staff to develop the electrical design documents for bidding the panel fabrication and installation. Panel fabrication was awarded at the June 10, 2020 Board of Trustees meeting.

WRRF Aeration System Improvements

The aeration process of wastewater treatment supplies oxygen to facilitate the biological activity that converts raw sewage into treated wastewater effluent. The plant has six-200,000-gallon aeration basins with two jet aeration clusters per basin supplied by computer controlled multistage centrifugal aeration blowers. This project funds the design and replacement of the aeration system equipment at the WRRF. The Board awarded the construction contract to the lowest responsive bidder, KG Walters, on December 11, 2019. Construction has commenced and is anticipated to continue until December 2020. Progress meetings are held every two weeks.

K. G. Walters Construction Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed to Date	Current Balance to Completion (including retainage)
\$1,508,500	\$6,069	\$1,514,569	\$221,794	\$1,303,864

Water Reservoir Safety and Security Improvements – Phase 1

This project will replace the ladders that access the top of the water reservoirs, install intermediate access platforms, install protective railings and install new fall protection devices. The exterior access to the roof area is required to meet the needs of the District to monitor the water quality in the reservoirs and perform routine repairs to radio communication equipment. The ladders also need to be secured from access by the public. The reservoir ladders, fall protection, platforms, and protective railings will meet the current Occupational Safety and Health Administration (OSHA) safety standards. The Board awarded the contract to Resource Development Company on April 10, 2019 for 10 of 13 reservoirs. Construction begins this summer and is expected to be substantially complete by September 15, 2020.

Resource Development Construction Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed to Date	Current Balance to Completion (including retainage)
\$362,600	\$0	\$362,600	\$0	\$362,600

Water Reservoir Safety and Security Improvements – Phase 2

The second phase of this project will replace the ladders that access the top of the water reservoirs, install intermediate access platforms, install protective railings and install new fall protection devices for the remaining 3 reservoirs. The construction contract was awarded at the June 10, 2020 Board of Trustees meeting. Construction is scheduled to begin this summer and is to be completed by the end of the year.

Paso Robles Tank, Inc. Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed to Date	Current Balance to Completion (including retainage)
\$109,000	\$0	\$109,000	\$0	\$109,000

IVGID Recreation Center Site Lighting Replacement

A 2020 Capital Improvement Project to replace bollard and site lights with modern LED fixtures. An outside electrical engineering firm has completed design and the project has been awarded to Intermountain Electric, Inc. The project is complete.

Intermountain Electric, Inc. Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed to Date	Current Balance to Completion (including retainage)
\$84,856	\$0	\$84,856	\$84,856	\$0

Incline Village Bocce Courts

At the August 14, 2019 Board of Trustees meeting, the Board prioritized construction of bocce courts. Engineering Staff has completed design and at the May 6, 2020 Board of Trustees meeting, the Board approved the Notice to Proceed. Construction of the four (4) Bocce Courts adjacent to the Incline Village Recreation Center is complete.

Rapid Construction Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed to Date	Current Balance to Completion (including retainage)
\$68,860	\$1,200	\$70,060	\$70,060	\$0

**Financial Transparency**

*FY2019-20 Year-End*

Accounting and Finance Staff are working on performing fiscal 2019-20 year-end close activities, as well as the accounting close for the first month of the new 2020-21 fiscal year. Preliminary unaudited results reflect favorable performance relative to budget across all of the Districts governmental and proprietary funds.

**Preliminary (Unaudited) FY2019-20 Results**

	<b>General Fund</b>			<i>CFWD To</i>
	Budget	Actual	Variance	<i>FY2020/21</i>
Sources	5,020,299	5,144,395	124,096	
Uses	5,664,169	4,342,506	(1,321,663)	
Net Sources/(Uses)	(643,870)	801,889	1,445,759	<i>(300,000)</i>
	<b>Utilities</b>			
	Budget	Actual	Variance	
Sources	12,841,469	12,781,653	(59,816)	
Uses	14,349,751	9,966,893	(4,382,858)	
Net Sources/(Uses)	(1,508,282)	2,814,760	4,323,042	<i>(2,553,786)</i>
	<b>Community Services</b>			
	Budget	Actual	Variance	
Sources	22,598,780	23,207,383	608,603	
Uses	26,635,871	21,645,199	(4,990,672)	
Net Sources/(Uses)	(4,037,091)	1,562,184	5,599,275	<i>(2,500,701)</i>
	<b>Beach</b>			
	Budget	Actual	Variance	
Sources	2,479,800	2,449,452	(30,348)	
Uses	3,105,529	1,827,495	(1,278,034)	
Net Sources/(Uses)	(625,729)	621,957	1,247,686	-
	<b>Internal Services</b>			
	Budget	Actual	Variance	
Sources	3,155,307	2,623,819	(531,488)	
Uses	3,142,117	2,796,321	(345,796)	
Net Sources/(Uses)	13,190	(172,502)	(185,692)	-

*Year-end Audit*

By mid-August Staff anticipates providing unaudited trial balances to the District's Independent Auditor who is scheduled to perform their field work the first two weeks in September. Draft financial statements are scheduled to be completed in October with the final Comprehensive Annual Financial Report due to be delivered by the end of October.

*FY2020-21*

Staff is working on the first close of the new fiscal year, including updating our operating and capital project reporting to reflect the new fund structure supporting the FY2020/21 adopted budget. Reviewing our internal and external financial reports is critical to support our goal of financial transparency and demonstrating sound fiscal management of District resources.

Work also continues on the engagement with Moss/Adams to perform a review of the District's contract management practices. We are completing the initial document request for identified projects and the audit team will be scheduling interviews with staff, board members and community stakeholders in late August / early September.

Update on Staffing Changes and Organizational Approach

The Communication Coordinator Position formerly held by Misty Moga has been vacant since May 3, 2019. Excited to announce that Kari Ferguson has accepted the position as of July 26, 2020. Kari previously was our Recreation Supervisor – Youth & Family Programs & Events from 2005 to 2020. Now that Kari has transitioned into her new position, the position that she vacated will be eliminated and the existing responsibilities and duties from this position will be absorbed by other staff members within the Parks & Recreation Department as part of an ongoing organizational restructuring within the Parks & Recreation Department.

Additionally, Mike Gove who previously served as the District's Senior IT Analyst and has been the Interim Director of IT since October 21, 2018 has been formally promoted to the Director of IT as of July 22, 2020. We are excited to see both Kari and Mike transition into their new roles with the district.

Tax Revolt Update

IVGID has received the following information from Village League's President Mr. Todd Lowe and we thought it important enough to share with our community.

*Below are the numbers calculated to show the impact of moving the first payment date from October 2020 until July 2021.*

2003	2004	2005	Total Owed by IVGID
\$509,402.31	\$468,861.44	\$381,472.81	\$1,359,736.56

Summary of Implementation Plan Agreement

*Recall that in 2019 the District Court ordered the County to make excess property tax refunds to every residential property owner in Incline Village and Crystal Bay during the 2003-2006 period with interest by October 2021. The County and State both appealed the District Court's decision to the Nevada Supreme Court. In a similar 2006 District Court ruling which was also appealed to the Supreme Court it took until 2011 to get a final ruling and start the refund*

*process. And those refunds required over two years to distribute, cost the County over \$1 million dollars to process and left nearly 3,000 taxpayers with no refund at all.*

*Rather than expend many hundreds of thousands of dollars in litigation expenses with interest still accruing at over \$5,000 per day only once again for the County to lose the fight and delay refund payments until the year 2024, we entered into settlement negotiations. We felt there had to be a better outcome for taxpayers and the County if we could devise a "kinder and more gentle" implementation of the Court's ruling. My meeting with you, Ryan and trustee chair Wong helped shape our objectives. Those negotiations, which were long and difficult were fruitful, producing the agreement approved yesterday by the Board of County Commissioners.*

*The essential terms of the agreement were worked out between December 2019 and February 2020. Those terms, memorialized before a Supreme Court Judge are attached to the final agreement as an exhibit. You can get that from our website. When the pandemic hit and we resumed further negotiations to modify that agreement based on expected impacts and difficulties.*

*The Court's ruling stands in every regard except the implementation details of order items 7 and 8. Those provisions direct the Treasurer on how and when to make refund payments. Here is a summary of where we ended up.*

#### *Who Gets A Refund*

*Every owner of a residential parcel starting in the 2003/4 year through the 2005/6 tax year is eligible for a refund. There are some 9,000 parcels in Incline Village and Crystal Bay. Some 1,500 of those are owned by the US government, Nevada State, Washoe County or IVGID; all of whom are exempt from paying property taxes. So that leaves about 7,500 parcels. Many of those parcels have been sold during the period so there are multiple owners eligible for a refund. We estimate that the County will need to pay 11,000 owners.*

*For removal of doubt, if one did not actually pay the excess taxes during the 2003 through 2006 period there is no refund available. Additionally, the Village League gets zero refunds and will not recoup any of the millions of dollars (all donated by our community) of fees and costs. This was a concession made as part of the settlement.*

*Remember that during 2003 through 2008 Incline Village and Crystal Bay property owners were paying taxes at rate 214% higher than neighboring Nevada Lake Tahoe counties. Even if one did not own property here in 2003 every property owner has benefited by a dramatic reduction in property taxes owed ever since because of the work we did to reverse unconstitutionally made assessments.*

### How much

*The amount of taxes refunded for each parcel is calculated simply by determining the difference between the property tax assessment determined by the Supreme Court in the famous Bakst, Barta, and Drakulich decisions and that which the treasurer actually used for each of the three tax years in question. That difference is then multiplied by each year's applicable tax rate. To that amount interest is added. During the 17-year period during which the County held taxpayers excess tax payments the judicial interest rate varied between 5 and 10.25%. To simplify matters, we agreed to a flat 6% simple interest rate. To further simplify the calculations for the Treasurer we agreed to fix the start date for each interest period to the final day on which a property tax payment could be made during each of the three tax years. For sold properties, the refund amount is prorated between old and new owners based on the number of days of ownership.*

*To incent the County to make payments soonest and complete the task in reasonable time there is a 24-month interest holiday. During that period interest ceases to accrue. The period begins following the first month that the County starts making refunds and continues for the following 24 months. If the County fails to make payments ratably over that period, they forfeit the interest holiday. Any refunds not made during the holiday resume accruing interest.*

### How and When

*After making the refund calculations the Treasurer is obligated to provide notice to all owners. Current residents of Incline Village and Washoe County residents are notified first. To ensure all owners get notice the County is required to contract a 3rd party search firm to locate anyone they cannot find themselves.*

*The payment of refunds can start at any time. However, the County has the option to wait until July 1, 2021 to start payments. This was a pandemic-related concession by taxpayers. Whether they pay sooner or not the refund issuance process must meet a minimum monthly quota. All refund payments must be completed by June 21, 2024.*

*Unlike previous refund payment scenarios, parcel owners are required to submit claims in order to get a refund. Those claims will be processed on a first in-first out basis. Owners failing to make a claim by May 1, 2023 forfeit getting a refund.*

*There are many details controlling the Treasurer's action articulated in the agreement. Of particular impact to IVGID and other taxing authorities is that the County cannot reduce their distributions of tax revenues before starting to pay refunds and cannot deduct more than refund amounts actually paid.*

### Washoe County's Obligations

*In order to audit and ensure compliance and fair taxpayer treatment the County has various obligations. Here are a few:*

- *Create an implementation website*
- *Calculate refunds in accordance to the agreement*
- *Provide notice to all Owners*
- *Provide a log of all owners, notices and refund payments to the Village League, Court and County*
- *Find every owner, contracting search firms as-needed*
- *Prepare regular progress reports to the Court, County and Village League,*
- *Follow a prescribed dispute resolution process*

*For further information and details of the agreement and the refund plan, please visit the Village League's website:*

*(<http://nevadapropertytaxrevolt.org/wp-content/uploads/2020/08/Taxpayer-Implementation-Agreement.pdf>).*

*The deal must be approved by the District Court and the State before it becomes law.*



## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Indra Winqest  
District General Manager

**SUBJECT:** Possible Rebate to Parcel Owners that pay the Recreation Facility Fee and the Beach Facility Fee

**DATE:** August 5, 2020

---

The Board of Trustees requested on May 27, 2020, that Staff bring back a memorandum discussing the possibility of a rebate in some form and/or amount to individuals that pay the Recreation Facility Fee and the Beach Facility Fee.

### FACTS

In 2019/2020, the Recreation Facility Fee was \$705 for all 8,203 parcels within the District, and the Beach Facility Fee was \$125 for 7,748 District parcels with beach access.

Both fees are included on the parcel's Washoe County tax bill and IVGID pays for that service which is identified in the report that goes with the resolution setting both fees.

COVID-19 pandemic impacts/restrictions were imposed by the State of Nevada on March 16, 2020. The District continued to operate its Diamond Peak Ski Resort through Sunday, March 15, 2020. The Recreation Center and most community programming was closed on March 16, 2020. The golf courses and tennis center did open on time with some COVID-19 restrictions. Our beaches remained open with COVID-19 restrictions and remained open to parcel owners and guests through the June 30, 2020 hence the 2019/2020 Fiscal Year. The Chateau was available and the Board of Trustees held its scheduled meeting there on April 1, 2020. The Board of Trustees switched to all virtual meetings beginning April 14, 2020. Weddings, banquets, and events, along with the Chateau Grille, opened for business in late May with COVID-19 restrictions. Our parks and fields typically do not open until late April/early May weather depending. To date, the parks and fields are open to drop in community use only while playgrounds continue to remain closed due to COVID-19. Administration and Public Works both remained open on an appointment basis only while Staff has continued to respond to emails and telephone calls to provide services to the community.

As the COVID-19 pandemic conditions extended and the State of Nevada issued emergency directives as well as the Federal Government, IVGID responded accordingly. Staff was furloughed, hiring freeze was effected, Senior Management took pay cuts, and Staff came together to take each and every change as it came at them.

Returning back to our facilities, the Recreation Center and most community programming closed on March 16, 2020 and remained closed until June 15, 2020. The Parks & Recreation and Accounting teams quickly came together to ensure that no member was charged for their April membership dues; this continued with their May and June dues. Communication went out to the members that their unused portion of existing memberships would be credited on to their existing membership or refunded once the Recreation Center re-opened depending on the desire of the Recreation Center member.

Public Works also took steps to not impose certain fees during this period. IVGID Public Works temporarily suspended disconnections and penalty charges for delinquent accounts during this time. We worked with customers facing financial hardship to develop payment plans in order to assist with past due balances. Financial penalties for solid waste violations were also suspended. Residential customers were having higher solid waste loads at the curb and instances of animals getting into the waste container was low. Customers with violations were contacted to notify them of the issue and to discuss the steps to stay in compliance. Egregious spills for residential customers resulted in upgrades of a standard trash cart to an enhanced wildlife resistant trash cart.

## **Fiscal Analysis – Facility Closure FY2019-20**

### *Community Services and Beach Facility Fees*

The Facility Fees collected by the District in Fiscal Year 2019/2020 include the Recreation Facility Fee (\$705) and the Beach Facility Fee (\$125). Each fee, in turn, is allocated by the Board of Trustees in specific amounts to support of venue operations, capital improvements, and debt service. The following summarizes the allocations of the Fiscal Year 2019/2020 Facility Fees:

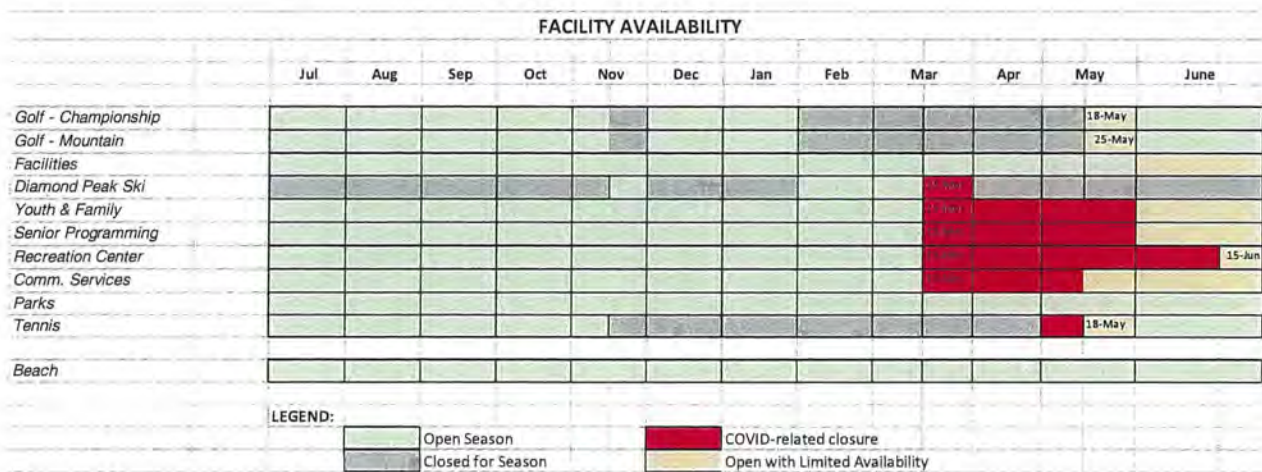
Incline Village General Improvement District Facility Fee Reconciliation by Parcel

Budget for 2019-2020			
Recreation Facility Fee		Beach Facility Fee	
Golf - Championship	\$ 21	Per Parcel Operating Component	\$ 85
Golf - Mountain	46		
Facilities	76	Per Parcel Capital Exp. Component	39
Diamond Peak Ski	(200)		
Youth & Family Programming	25	Per Parcel Debt Service Component	7
Senior Programming	21		
Recreation Center	97	Total Beach Fee Per Parcel	\$ 125
Comm. Services Administration	127		
Parks	89		
Tennis	14		
Per Parcel Operating Component	259		
Per Parcel Capital Exp. Component	406		
Per Parcel Debt Service Component	50		
Total Recreation Fee Per Parcel	\$ 705		

For purpose of considering potential credits of Facility Fees paid by property owners for Fiscal Year 2019/2020, Staff recommends that focus on the operating component of each respective fee and limit credits in proportion to curtailment of access to each District facility. Fees collected in support of Community Services and Beach capital projects continue to be required as funding sources for planned projects and fees collected to provide debt service coverage are obligated for that purpose.

*Curtailment of Facility Availability*

Based on the actual closure and re-opening dates District venues and facilities, Staff has estimated the proportion of each venues availability through Fiscal Year 2019/2020 in comparison to a typical (non-pandemic) season.



Venue closures range from a high of 23.1% for the Recreation Center (closed 12 out of 52 weeks) to 0% for the District beaches (which remained open to property owners through the entire fiscal year).

	Full Season (wks)	CLOSED (wks)	% time Closed	Limited (wks)	% time Curtailed
Golf - Championship	24	2	8.3%	4	16.7%
Golf - Mountain	24	3	12.5%	4	16.7%
Facilities	52	10	19.2%	14	26.9%
Diamond Peak Ski	18	2	11.1%	6	33.3%
Youth & Family Programming	52	10	19.2%	14	26.9%
Senior Programming	52	10	19.2%	14	26.9%
Recreation Center	52	12	23.1%	14	26.9%
Comm. Services Administration	52	8	15.4%	14	26.9%
Parks	52	0	0.0%	0	0.0%
Tennis	30	2	6.7%	4	13.3%
Beach	52	0	0.0%	0	0.0%

In general, Ski and Golf venues operated with only modest curtailment of availability (compared to typical seasons), and while the Championship and Mountain golf courses commenced their seasons with restrictions designed to limit rounds in accordance with industry social-distancing protocols, residents and property owners are granted priority access. Data through the end of the fiscal year indicates that primarily non-resident golf rounds have been impacted. Similarly, beach access has been restricted to picture pass and punch card holders (residents and guests), with limited impact on access and availability as a result of no cash payments taken at beach gates.

Given that the Recreation and Beach Facility Fees paid by property owners is for access to District facilities, it is instructive to estimate potential “credit” of Facility Fees paid based on the 2019/2020 availability of the venues and facilities for which the fees were collected, in comparison to a typical fiscal year.

### *Prorated Facility Fee Credit Analysis*

The following table illustrates the Facility Fees assessed, by venue, on each parcel within the District, with credits provided based on the actual curtailment of availability over the Fiscal Year 2019/2020. The table shows alternative calculations of credits based on a) strict venue closure (red column), and b) closure plus limited availability to residents upon re-opening (yellow column). Credit estimates under each alternative are also provide using only the operating component of the Facility Fee as well as with inclusion of the capital program element of each fee.

ADJUSTED FOR DIAMOND PEAK REC FEE "CREDIT"						
	Rec Fee - Operations			Rec Fee with Capital		
	\$ Amt			\$ Amt		
<i>Golf - Championship</i>	\$ 2.07	\$ 0.17	\$ 0.35	\$ 161.76	\$ 13.48	\$ 26.96
<i>Golf - Mountain</i>	13.99	1.75	2.33	24.77	3.10	4.13
<i>Facilities</i>	2.59	0.50	0.70	12.21	2.35	3.29
<i>Diamond Peak Ski</i>		-	-		-	-
<i>Youth &amp; Family Programming</i>	13.47	2.59	3.63	64.68	12.44	17.41
<i>Senior Programming</i>	11.92	2.29	3.21	21.1	4.06	5.68
<i>Recreation Center</i>	51.81	11.96	13.95	91.74	21.17	24.70
<i>Comm. Services Administration</i>	65.8	10.12	17.72	124.58	19.17	33.54
<i>Parks</i>	46.11	-	-	134.76	-	-
<i>Tennis</i>	7.25	0.48	0.97	19.39	1.29	2.59
	<b>\$ 215.00</b>	<b>\$ 29.86</b>	<b>\$ 42.84</b>	<b>\$ 655.00</b>	<b>\$ 77.05</b>	<b>\$ 118.30</b>
<i>Beach</i>	85.00	-	-	124.00	-	-
	<b>\$ 300.00</b>	<b>\$ 29.86</b>	<b>\$ 42.84</b>	<b>\$ 779.00</b>	<b>\$ 77.05</b>	<b>\$ 118.30</b>

In summary, reasonable estimates of appropriate credit for the operating component of facilities paid by property owners based on curtailment of facility access ranges from \$29.86 (strict closure) to \$42.84 (closure plus limited access upon re-opening). Similar estimates to include credit for both the operating and

capital project component of the Facility Fees range from \$77.05 (closure) to \$118.30 (closure plus limited access upon re-opening).

### *Year-end Fiscal Results Provide Opportunity for Credit to Property Owners*

Any consideration of providing property owners with a (partial) credit of Facility Fees paid during Fiscal Year 2019/2020 should most appropriately be funded through net operating revenues earned by the District over the course of the fiscal year.

Preliminary (unaudited) year-end Fiscal Year 2019/2020 performance reflect favorable net operating results relative to the approved budget for both the Community Services and Beach Special Revenue funds. The Community Services fund results reflect a favorable variance of \$3.13 million compared to the budget, while the Beach Fund ended Fiscal Year 2019/2020 with a favorable variance of \$1.25 million compared to the approved budget.

By comparison, a costs to the District of providing credits to all parcel owners would equate to roughly:

\$30 credit per parcel	\$246,000
\$50 credit per parcel	\$410,000
\$75 credit per parcel	\$615,000

It should be noted that additional administrative costs to process property-owner credits would also be incurred, depending on the form of credit provided and the process required to administer the credit program.

### **QUESTIONS THAT NEED EXPLORING**

As the Senior Management Team brainstormed on the request made of them by the Board of Trustees, several items came to light:

- What would be the process and costs to send a rebate, in whatever form, to approximately 8,200 parcel owners?
- How would a rebate be handled on a parcel that had sold or changed hands during the fiscal year?
- What form would a rebate take? A monetary payment, stored value, venue voucher/credit?
- Is the assumption that the money would come proportionally from both the Community Services fund and the Beach fund?

- Will a rebate be based on the operational allocation of the Recreation Facility Fee's considering most Capital Projects were completed and those deferred will be completed at a future date?
- What would be the amount of the rebate?
- Was there something else the District could do?
- When would be the appropriate time to effect a rebate?
- Should we wait until we know the full impact of COVID-19 as it relates to the operations and facility availability within the District?

DATE	DAY OF THE WEEK	TIME	LOCATION	TYPE OF MEETING - 2020	COMPLETED MEMORANDUMS WITH ALL BACK UP MATERIALS FOR AGENDA ITEMS FROM BOARD MEMBERS DUE DATES	ITEMS SLATED FOR CONSIDERATION
08/19	Wednesday	3 p.m. to 6 p.m.	Southwood – VIRTUAL	Audit Committee Meeting	08/03/2020 (list of agenda items to Chairman Dent) 08/07/2020 (Agenda memo completed and all backup material to Chairman Dent)	
08/26	Wednesday	6 p.m.	Southwood – VIRTUAL	Regular Board Meeting	08/17/2020 8 a.m.	Board Policy 7.1.0 and Board Practice 7.2.0 (Trustee Dent) (Navazio) Public correspondence RFQ for Legal Services or an item to discuss what the Board would like to do regarding legal services Approve Burnt Cedar Pool Final Design contract Middleware Contract (Bandelin/Gove) – CONSENT CALENDAR (Maybe) Acceptance of Grant Funding from the Duffield Foundation – CONSENT CALENDAR (Winquest) Review, discuss, and move forward with the selected preferred alternative for the Ski Way and Diamond Peak Parking Lot Reconstruction Project POSSIBLE CLOSED SESSION FOR UNION NEGOTIATIONS – Determination to be made by Director of Human Resources Dee Carey
08/27	Thursday	3 p.m.	Southwood – VIRTUAL	OML TRAINING Audit Committee (including at large members and BOT)		Open Meeting Law Training presented by Josh Nelson, BBK
09/09	Wednesday	6 p.m.	Southwood – VIRTUAL	Regular Board Meeting	08/31/2020 8 a.m.	Workshop POSSIBLE CLOSED SESSION FOR UNION NEGOTIATIONS – Determination to be made by Director of Human Resources Dee Carey
09/30	Wednesday	6 p.m.	Southwood – VIRTUAL	Regular Board Meeting	09/21/2020 8 a.m.	Export Project Manager (may move up to 08/12) POSSIBLE CLOSED SESSION FOR UNION NEGOTIATIONS – Determination to be made by Director of Human Resources Dee Carey
10/14	Wednesday	6 p.m.	Southwood – VIRTUAL	Regular Board Meeting	10/05/2020 8 a.m.	POSSIBLE CLOSED SESSION FOR UNION NEGOTIATIONS – Determination to be made by Director of Human Resources Dee Carey
10/28	Wednesday	6 p.m.	Southwood – VIRTUAL	Regular Board Meeting	10/19/2020 8 a.m.	POSSIBLE CLOSED SESSION FOR UNION NEGOTIATIONS – Determination to be made by Director of Human Resources Dee Carey
11/11	Wednesday	6 p.m.	Southwood – VIRTUAL	Regular Board Meeting	11/02/2020 8 a.m.	Review of the Watermain Project (see award made on 06/23/2020)
11/25	Wednesday	6 p.m.	Southwood – VIRTUAL	Regular Board Meeting	11/16/2020 8 a.m.	Typically cancelled
12/09	Wednesday	6 p.m.	Southwood – VIRTUAL	Regular Board Meeting	11/30/2020 8 a.m.	Review of the Washpad Project (see award made on 06/23/2020)
12/30	Wednesday	6 p.m.	Southwood – VIRTUAL	Regular Board Meeting	12/21/2020 8 a.m.	Typically cancelled

DATE	DAY OF THE WEEK	TIME	LOCATION	TYPE OF MEETING - 2021	COMPLETED MEMORANDUMS WITH ALL BACK UP MATERIALS FOR AGENDA ITEMS FROM BOARD MEMBERS DUE DATES	ITEMS SLATED FOR CONSIDERATION
01/13	Wednesday	6 p.m.		Regular Board Meeting		
01/27	Wednesday	6 p.m.		Regular Board Meeting		
02/10	Wednesday	6 p.m.		Regular Board Meeting		
02/24	Wednesday	6 p.m.		Regular Board Meeting		
03/10	Wednesday	6 p.m.		Regular Board Meeting		
03/24	Wednesday	6 p.m.		Regular Board Meeting		
04/14	Wednesday	6 p.m.		Regular Board Meeting		
04/28	Wednesday	6 p.m.		Regular Board Meeting		
05/12	Wednesday	6 p.m.		Regular Board Meeting		
05/26	Wednesday	6 p.m.		Regular Board Meeting		

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
RFID Picture Passes – Item for next Strategic Plan or three years from now – software not available nor is infrastructure/hardware
TRPA EIS Contract at Diamond Peak
Split Ordinance 7 (allow 45 days ahead of action)
Enterprise vs special revenue accounting
Policy 3.1.0 – contract authorization levels including GM which ties to the Trustee handbook
Trustee handbook
General Manager's job description clean up
Utility Rate adjustments (fee schedules) – pushed out from the April 14, 2020 meeting
Contract Award for Human Resources, Payroll and Financial Software

\*Budget approval is required after the third Monday however whatever date is selected, a 10-day notice must be given. Must accomplished no later than June 1, 2021.

## MEMORANDUM

**TO:** Board of Trustees

**THROUGH:** Indra Winquest  
District General Manager

**FROM:** Michael Gove  
Director of Information Technology

**SUBJECT:** Review, discuss and possibly authorize the reallocation of funding amongst Fiscal Year 2020/2021 Information Technology Capital Projects as follows, re-allocate \$9,300 from Windows Office License (CIP # 1213CO1803), and re-allocate \$33,700 from Server Storage and Computing Hardware (CIP #1213CO1505), to augment, by \$43,000, Windows Server Operating System (CIP #1213CO1804).

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

**DATE:** August 1, 2020

---

### **I. RECOMMENDATION**

That the Board of Trustees makes a motion to authorize the re-allocation of funding included in the FY2020/21 budget for specific Information Technology capital improvement projects, as follows, re-allocate \$9,300 from Windows Office License (CIP # 1213CO1803), and re-allocate \$33,700 from Server Storage and Computing Hardware (CIP #1213CO1505), to augment by \$43,000 Windows Server Operating System (CIP #1213CO1804).

### **II. BACKGROUND**

The District's Information Technology department is responsible for operating, installing, configuring, and maintaining all of the district's digital assets as well as supporting the technical needs of full-time, part-time or seasonal employees 7 days a week 24 hours a day. The department operates 71 virtual servers across two datacenters. These 71 virtual servers operate various digital services for the district ranging from Point of Sale software to Email. Out of the 71 virtual servers 55 of them, operate on a Microsoft Windows Operating System.



Review, Discuss and Possibly Authorize the  
reallocation of funding amongst Fiscal Year 2020/2021  
Information Technology Capital Projects as follows, re-  
allocate \$9,300 from Windows Office License (CIP #  
1213CO1803), and re-allocate \$33,700 from Server Storage  
and Computing Hardware (CIP #1213CO1505), to augment,  
by \$43,000, Windows Server Operating System (CIP  
#1213CO1804).

-2-

August 1, 2020

In January of 2020, Microsoft ended support for its Windows Server 2008 operating system. Staff had previously planned on upgrading the virtual servers on an as-needed piece-meal approach, only updating devices that needed upgrading based on their operating system's end of life. This fiscal year there would be 15 servers needing to be upgraded under this approach, transitioning to the Microsoft Server 2019 operating system.

There are currently two license models that are offered by Microsoft: Standard and Data Center. Standard licensing is what was previously put in place allowing Staff to purchase each server's operating system independently on an as-needed basis. Alternatively, the Data Center model provides for one license that cover all of the available 108 processing cores with an unlimited amount of hosted virtual servers.

Upon receiving a quote for the new licenses, Staff evaluated the cost to the District of options available under the Microsoft licensing requirements. The Standard licensing model pricing would be \$9,225.36 per every two virtual servers to upgrade to Windows Server 2019 costing a total of \$73,802.88 for the planned upgrade of 15 servers. Moreover, the Standard pricing model would result in a total cost of \$258,310 for all of the District's servers running the Windows operating system. (There is a larger number of Servers currently running the Microsoft Server 2012, which is projected to be end of life in 2023).

Under the Data Center licensing model - the District would purchase a single license to cover the amount of processing cores available to each virtual server; each datacenter has 108 cores available for its associated virtual servers. This puts the licensing cost at \$56,546.64 in FY2020/21 (upgrading the Admin. Data Center), and another \$56,546.64 in FY2021-22 for the Public Works data center upgrade).

Staff is thus recommending upgrading server licensing under the Data Center License model whereby the District would purchase a onetime license per data center. This option results in a savings of \$145,217 (over two years) and would allow Staff to upgrade all servers to Windows Server 2019. This allows easier support for district Staff only having one version of an operating system to maintain and brings the district's primary data center up to the latest support version of the Microsoft Server Operating System.

Review, Discuss and Possibly Authorize the  
reallocation of funding amongst Fiscal Year 2020/2021  
Information Technology Capital Projects as follows, re-  
allocate \$9,300 from Windows Office License (CIP #  
1213CO1803), and re-allocate \$33,700 from Server Storage  
and Computing Hardware (CIP #1213CO1505), to augment,  
by \$43,000, Windows Server Operating System (CIP  
#1213CO1804).

-3-

August 1, 2020

While the annual licensing cost falls within the General Manager's existing contract authority, Board action is requested to re-allocate funding provided in the FY2020-21 capital budget for various IT projects for this purpose. Specifically, \$9,300 allocated for Microsoft Office Licenses (#1213CO1803) and \$33,700 allocated for Server Storage and Computing Hardware (#1213CO1505) is recommended to be reallocated to the Windows Server Operating System (#1213CO1804).

### **III. FINANCIAL IMPACT AND BUDGET**

The recommendation contained in this report would result in a current year expenditure of \$56,546 to acquire virtual Data Center licenses for Windows servers supporting the District's needs. Funding for this purchase is proposed to come from the a combination of Information Technology capital projects included in the FY2020/21 approved budget funded via the General Fund.

Specifically, a 2020-21 Windows Server Operating System project (CIP#1213CO1804), funded at \$14,000 is proposed to be augmented by \$43,000 through reallocation of funding included in the Windows Office Licenses project (\$9,3000 – CIP#1213CO1803) and Server Storage and Computing Hardware project (\$33,700 – CIP#1213CO1505).

Information Technology staff anticipates the need for a similar license acquisition next fiscal year to provide for Windows Server Data Center licensing supporting the District Public Works operations. Funding for this purchase will be provided through the FY2021/22 budget from funding included in the multi-year I/T capital plan.

### **IV. ALTERNATIVES**

Staff could continue on the as needed approach only upgrading the servers that need to be upgraded based on their operating systems end of life. This would result in a cost of \$73,802 this fiscal year and a total of \$258,310.86 for all of the District's virtual servers at the current quoted price.



## Project Summary

<b>Project Number:</b>	1213001803
<b>Title:</b>	Microsoft Office Licenses
<b>Project Type:</b>	G - Equipment & Software
<b>Division:</b>	13 - Information Services
<b>Budget Year:</b>	2021
<b>Finance Option:</b>	
<b>Asset Type:</b>	CO - Computer Equipment
<b>Active:</b>	Yes

<b>Project Description</b>				
<b>Project Internal Staff</b>				
Information Technology Staff – installation & support + investigation of training options				
<b>Project Justification</b>				
<p>As of 2016, the primary version of Microsoft Office in use is 2007. The current offering from Microsoft is version 2016, which represents three iterations of upgrades. Several select District users have been upgraded to version 2013 and a few for 2016 for compatibility requirements for vendor supplied software. In order to remain progressive and compatible with vendor requirements and collaboration with other agencies and organizations, it is necessary to upgrade to a new version of Microsoft Office. For the same compatibility reason, we will update Exchange and SQL as well.</p> <p>Deployment services will be considered for the installation on over 200 PC's in the District.</p> <p>We are eligible for acquiring our licenses under a Government Purchasing Program. Microsoft is moving in the direction of subscription based licensing for Office. Benefits of subscription include: multiple device licenses per user, upgrades included as they are available, streaming installation, streaming/online versions. Based on the District's current 6+ year upgrade cycle and current subscription based pricing, standard licensing is more cost-effective. It is anticipated that subscription based licensing will remain the standard offering from Microsoft in the future. We will seek to utilize it to the extent available. There is also a Assurance Service which allows users access to the most recent version of a product throughout its life cycle. The District will look to use this service as a way to stay compatible for as long as possible.</p>				
<b>Forecast</b>				
<b>Budget Year</b>	<b>Total Expense</b>	<b>Total Revenue</b>	<b>Difference</b>	
2021				
Microsoft Office Licenses	9,300	0	9,300	
Year Total	9,300	0	9,300	
2022				
Microsoft Office Licenses	9,800	0	9,800	
Year Total	9,800	0	9,800	
2026				
Microsoft Office Licenses	10,500	0	10,500	
Year Total	10,500	0	10,500	
2027				
Microsoft Office Licenses	10,800	0	10,800	
Year Total	10,800	0	10,800	
2028				
Microsoft Office Licenses	11,100	0	11,100	
Year Total	11,100	0	11,100	
	51,300	0	51,300	
<b>Year Identified</b>	<b>Start Date</b>	<b>Est. Completion Date</b>	<b>Manager</b>	<b>Project Partner</b>
2019			Director of IT	



## Project Summary

<b>Project Number:</b>	1213CO1804
<b>Title:</b>	Windows Server Operating System
<b>Project Type:</b>	G - Equipment & Software
<b>Division:</b>	13 - Information Services
<b>Budget Year:</b>	2021
<b>Finance Option:</b>	
<b>Asset Type:</b>	CO - Computer Equipment
<b>Active:</b>	Yes

<b>Project Description</b>			
<b>Project Internal Staff</b>			
Information Technology Staff – installation & support + investigation of training options			
<b>Project Justification</b>			
<p>As of 2016, the primary version of Microsoft Office in use is 2007. The current offering from Microsoft is version 2016, which represents three iterations of upgrades. Several select District users have been upgraded to version 2013 and a few for 2016 for compatibility requirements for vendor supplied software. In order to remain progressive and compatible with vendor requirements and collaboration with other agencies and organizations, it is necessary to upgrade to a new version of Microsoft Office. For the same compatibility reason, we will update Exchange and SQL as well.</p> <p>Deployment services will be considered for the installation on over 200 PC's in the District.</p> <p>We are eligible for acquiring our licenses under a Government Purchasing Program. Microsoft is moving in the direction of subscription based licensing for Office. Benefits of subscription include: multiple device licenses per user, upgrades included as they are available, streaming installation, streaming/online versions. Based on the District's current 6+ year upgrade cycle and current subscription based pricing, standard licensing is more cost-effective. It is anticipated that subscription based licensing will remain the standard offering from Microsoft in the future. We will seek to utilize it to the extent available. There is also a Assurance Service which allows users access to the most recent version of a product throughout its life cycle. The District will look to use this service as a way to stay compatible for as long as possible.</p>			
<b>Forecast</b>			
<b>Budget Year</b>	<b>Total Expense</b>	<b>Total Revenue</b>	<b>Difference</b>
2021			
Windows Server Operating System	14,000	0	14,000
Year Total	14,000	0	14,000
2026			
Windows Server Operating System	16,500	0	16,500
Year Total	16,500	0	16,500
2027			
Windows Server Operating System	16,500	0	16,500
Year Total	16,500	0	16,500
	<b>47,000</b>	<b>0</b>	<b>47,000</b>
<b>Year Identified</b>	<b>Start Date</b>	<b>Est. Completion Date</b>	<b>Manager</b>
2019			Director of IT
			<b>Project Partner</b>



## Project Summary

<b>Project Number:</b>	1213CO1505
<b>Title:</b>	Server Storage and Computing Hardware
<b>Project Type:</b>	G - Equipment & Software
<b>Division:</b>	13 - Information Services
<b>Budget Year:</b>	2021
<b>Finance Option:</b>	
<b>Asset Type:</b>	CO - Computer Equipment
<b>Active:</b>	Yes

<b>Project Description</b>			
During 2014-15 the District replaced substantially all of its networks servers, switches and ancillary support equipment. Various service lives will be experienced that are likely to extend beyond the technological useful life of this equipment. Only time will tell which will dictate a replacement, based on end of life or technological incompatibility. For the purposes of this project, timing will be set by expected service life.			
<b>Project Internal Staff</b>			
IT staff will conduct annual evaluations of the condition of equipment and the relationship of operating software and platforms to compatibility and effectiveness for how the systems are used and operated.			
<b>Project Justification</b>			
The District has committed to building and maintaining a redundant private cloud operation. Reliable equipment utilizing current technology and operating systems is a key feature to having IT networks that supports all operations 24/7/365.			
<b>Forecast</b>			
<b>Budget Year</b>	<b>Total Expense</b>	<b>Total Revenue</b>	<b>Difference</b>
2021			
21 POE Switches	70,500	0	70,500
Admin Backbone Switch	14,600	0	14,600
PW Backbone Switch	6,700	0	6,700
Year Total	91,800	0	91,800
2022			
Admin Storage Net App	46,000	0	46,000
PW Storage Net App	46,000	0	46,000
Year Total	92,000	0	92,000
2025			
Nutanix Server Hardware Cluster, HyperVisor Licensing, & 5Yr Support Agreement for Admin	110,000	0	110,000
Nutanix Server Hardware Cluster, HyperVisor Licensing, & 5Yr Support Agreement for PW	110,000	0	110,000
Year Total	220,000	0	220,000
2026			
21 POE Switches	79,000	0	79,000
Admin Backbone Switch	16,300	0	16,300

PW Backbone Switch	7,500	0	7,500
Year Total	102,800	0	102,800
2029			
Admin Storage Net App	55,600	0	55,600
PW Storage Net App	55,600	0	55,600
Year Total	111,200	0	111,200
2030			
Nutanix Server Hardware Cluster, HyperVisor Licensing, & 5Yr Support Agreement for Admin	110,000	0	110,000
Nutanix Server Hardware Cluster, HyperVisor Licensing, & 5Yr Support Agreement for PW	110,000	0	110,000
Year Total	220,000	0	220,000
2031			
21 POE Switches	99,000	0	99,000
Admin Backbone Switch	20,500	0	20,500
PW Backbone Switch	9,400	0	9,400
Year Total	128,900	0	128,900
2035			
21 POE Switches	111,000	0	111,000
Admin (2) Support Sever for the Cluster	45,500	0	45,500
Admin Backbone Switch	22,900	0	22,900
Admin Host Server for the Cluster	26,000	0	26,000
License SQL Server and Related CALS	50,000	0	50,000
PW (2) Support Server for the CLuster	28,000	0	28,000
PW Backbone Switch	10,600	0	10,600
PW Host Server for the Cluster	26,000	0	26,000
Year Total	320,000	0	320,000
	<b>1,286,700</b>	<b>0</b>	<b>1,286,700</b>

Year Identified	Start Date	Est. Completion Date	Manager	Project Partner
2015			Director of IT	

This page left  
intentionally  
blank

## MEMORANDUM

**TO:** Board of Trustees

**THROUGH:** Indra Winquest  
District General Manager

**FROM:** Paul Navazio  
Director of Finance

Joseph J Pomroy, P.E.  
Director of Public Works

**SUBJECT:** Review, discuss and possibly approve setting the goals and objectives to issue a Request for Qualifications and direct Staff to publicly advertise the Request for Qualifications

**STRATEGIC PLAN:** Long Range Principle #2 and Long Range Principle #5

**DATE:** August 6, 2020

---

### **I. RECOMMENDATION**

Staff recommends that the Board of Trustees makes the following two motions.

Motion 1: Confirm the goals and objectives (insert goal and objective number(s)) to be included in preparing a scope of work.

The goals and objectives to be included in the scope of work may be all or a combination of the following items.

Goal and Objective #1 - Utility Rate Setting Methodology

Goal and Objective #2 - Reserve Fund Balance Analysis

Goal and Objective #3 - Performance Management and Asset Management Analysis

Motion 2: Direct Staff to proceed with a Request for Qualifications for Professional Services, through public advertising, for the set goals and objectives.



## **II. DISTRICT STRATEGIC PLAN**

Long Range Principle #2 - Finance - The District will ensure fiscal responsibility and sustainability of service capacities by maintaining effective financial policies for operating budgets, fund balances, capital improvement and debt management.

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.

## **III. BACKGROUND**

The IVGID Board of Trustees has requested that a consultant be engaged to perform a Utility Rate Study and Reserve Analysis to guide establishing water and sewer charges beyond FY2020/21. A Utility Rate Study and Reserve Analysis can vary in scope and range from a validation of cost-of-service revenue requirement to consideration of alternative rate structure(s) and methodologies. Utility rate studies can also include evaluation of the range of options for capital and operations reserve funds and provide guidance on development of Board Policy on these reserves. A Utility Rate Study and Reserve Analysis could also be informed by a more comprehensive review of utility operations, to include a complex asset replacement analysis and utility operations and maintenance expense analysis.

The discussion for the August 12, 2020 Board of Trustees meeting is to confirm the Board's expectation on the depth and breadth of the goals and objectives for the scope of work for the planned Utility Rate Study and Reserve Analysis prior to Staff issuing a Request for Qualifications to solicit prospective consultants for this work. This Request for Qualifications will be publicly advertised.

The following three goals and objectives provide a summary of possible scope of work elements to facilitate the Board's discussion.

### **Goal and Objective #1 - Utility Rate Setting Methodology**

The generally accepted rate-setting methodology includes three categories of technical analysis, revenue requirement analysis, cost of service analysis and rate design analysis

- Revenue Requirement Analysis – This technical analysis compares the revenues of the utility and compares it to the operating and capital costs to determine the adequacy of the existing rates to recover the utility costs. This is typically done for the current year or a test year.

- **Cost of Service Analysis** – This technical analysis allocates the revenue requirements from the previous step to the various customer classes (residential, commercial, industrial, irrigation, etc.) in a fair and equitable manner. This is performed by analyzing the cost of customer demands and usage patterns from the various customer classes.
- **Rate Design Analysis** – This technical analysis determines how to recover those costs identified for the customer classes by developing the rate structure used for billing water and sewer charges.

## **Goal and Objective #2 - Reserve Fund Balance Analysis**

Reserve levels are set by Board Policy to meet the specific needs of the utility. Presently, Board Policy 7.1.0 and Board Practices 7.2.0 and 19.2.0 establish reserve policy and working capital targets for utility operations, debt and capital expenditures, respectively.

A robust reserve policy provides not only for target levels of reserves, but should also consider the purpose of the reserve, when reserve funds may be used (and not used), as well as how reserve funds are to be replenished if utilized. Further, reserve funds can be made up operational reserves, capital reserves, debt payment reserves, rate stabilization reserves or emergency fund reserves.

The scope of work for the proposed study is expected to include a task order that requests a range of options and recommendations for establishing a well-defined reserve fund policy. The Board of Trustees would then develop its own specific policy based on industry best practices and how it best serves the District.

## **Goal and Objective #3 - Performance Management and Asset Management Analysis**

An informal committee was convened by the District General Manager to discuss development of scope parameters for the Utility Rate Study and Reserve Analysis. In the course of the committee's discussion a member of the committee suggested that the Board consider expanding the scope of planed study (or separate study) to evaluate the long-term needs of the utility, benchmarked against industry best practices.

This effort would perform an efficiency and effectiveness audit of utility operations and maintenance, as well as review the efficacy of the utilities current capital improvement plan. This would look at all levels of the operation for costs and performance in each business unit including treatment and distribution of water, collection and treatment and disposal of sewage, maintenance of assets, customer

service operations, meter reading and billing, snow removal operations, small and large equipment maintenance, and other utility functions.

The asset management analysis would perform an analysis of the existing assets, their condition, their current value, the replacement cycle for that asset, costs of replacement and future needs of additional assets. This would develop long term capital costs, from five to fifty years. This would then inform the decision for pay as you go or for debt service financing.

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

The Utility Rate Study and Reserve Analysis would be an operating expense in the Utility Fund. The approved FY2020/21 budget includes \$50,000 for this work. Staff believes that this funding level would be sufficient to support the scope of the Utility Rate Setting Methodology and Reserve Fund Balance Analysis (Goal and Objective #1 and 2). Should the Board wish to expand the scope of the planned study, or more appropriately undertake a Performance and Asset Management Analysis prior to undertaking a rate and reserve study, funding will need to be augmented. A comprehensive review of the District's Utility operations is expected to cost well in excess of the funding included in the FY2020/21 budget.

#### **V. SCHEDULE**

The schedule to complete these tasks will be dependent on the selection of the goals and objectives. It is expected that Goal and Objective #1 and #2 can be completed in the current fiscal year and be utilized to inform the 2021-22 Budget Process. Goal and Objective #3 would require substantial engineering and professional management evaluation and would likely take up to 12 months to complete and would most likely have to be accomplished prior to Goal and Objectives #1 and #2.

#### **VI. COMMENTS**

Following is a primer on Utility Rates which has been extracted from the District's website and is provided as information.

*A Primer on Utility Rates – This information is currently on the IVGID website and is reproduced here to provide information on the current water and sewer rate structure.*

*How are water and sewer billing rates determined?*

*A rate study is performed anytime water and sewer rates need to be evaluated for change. Base rates are determined off of the cost of*

*operation, maintenance, repair, and administration costs. Details of the rate study are presented to the Board of Trustees. Capital charges are collected to fund the replacement of infrastructure and assets in the District. Water tier rates are in place to encourage water conservation and cover any costs associated with having to increase the water rights held by the District. Our annual Water Management Plan is a reporting requirement to the State of Nevada and details the water consumption in the District.*

### Water & Sewer Rate Structure

*The Public Works budget is comprised of water, sewer and general administration categories. Water is further broken down into water supply, pumping, treatment, transmission and compliance. Sewer is further broken down into effluent disposal, pumping, treatment, collection and compliance. General administration includes customer service, legal, lobbying, central services and other miscellaneous expenses. The general administration is spread evenly between sewer and water. Trash will not be a part of this discussion.*

*The water and sewer rates are based on the water and sewer budgets and are made up of three main components - fixed charges, variable charges, and capital improvement charges. Each major division in the water and sewer budget has a portion of fixed and variable costs and the rates are designed to fund these expenses. The fixed, variable and CIP rate components are discussed below.*

### Fixed Charges

*To provide water and sewer services, there is a portion of the costs that are fixed charges. These are sometimes called the ready to serve costs. Essentially, there is a certain level of costs that are incurred to staff, operate and maintain our system prior to delivering any water or treating any wastewater from our customers. There is a requirement for minimum staffing to be prepared to provide service, a certain amount of supplies such as tools, training, and equipment that are needed to be ready to serve and there are electrical and gas charges to our facilities so that they can be ready to serve our demands. These fixed charges are calculated as a percentage of the budget components to determine the fixed charges of operating the water and sewer system.*

### Consumption Charges

*To provide water and sewer services, there is a portion of the costs that are variable charges. These charges are the costs to treat and distribute water and to collect, treat and dispose wastewater. The variable charge for water is essentially the cost to pump it out of Lake Tahoe, treat the water and deliver it to the customer. The variable charge for sewer is essentially what it costs to collect the wastewater and deliver it to the wastewater plant, treat the wastewater, pump and dispose of the effluent and biosolids. This requires staff, chemicals, supplies, tools, equipment, and energy to perform these services.*

#### Capital Improvement Charge

*The capital improvement charge funds the replacement of water and sewer infrastructure. There are separate connection fees to new customers to buy into existing infrastructure. The capital charge is based on funding the costs of the five-year capital improvement plan with a consideration for the multi-year capital plan.*

#### Defensible Space Fee

*The Defensible Space Fee pays for the work IVGID does on its property to manage the watershed and reduce fire fuel loads. This work also provides a protective boundary for the homes of Incline Village and Crystal Bay from the potential destruction caused by wildfires. The Fuels Management Program began in 1991 in a collaboration of the NLTFPD and IVGID. Annually approximately \$450,000 to \$500,000 is spent to maintain the 1,000+ acres of land IVGID owns. The defensible space fee on the Public Works statement pays for 50% of the IVGID share of costs for fuels treatment. The other 50% share of this cost is paid by the IVGID Recreation Facility Fee. The Angora Fire in South Lake Tahoe and wild fires in other mountain regions continue to remind us of the significance of this effort in our community.*



## **Budgeting and Fiscal Management Appropriate Level of Fund Balance Policy 7.1.0**

**POLICY.** The District will maintain a formal practice on the level of Fund Balance that should be maintained in the General and Special Revenue Funds.

The adequacy of Unassigned Fund Balance in the General Fund should be assessed based upon the District's own specific circumstances. (Nevertheless, the Government Finance Officers Association (GFOA) recommends, at a minimum, that general-purpose governments, regardless of size, maintain Unassigned Fund Balance in their General Fund of no less than five to fifteen percent of regular General Fund operating revenues.) The Nevada Administrative Code (NAC 354.650) requires a budgeted fund balance of 4%, based on the actual expenditures of the General Fund's previous fiscal year.

Building "stabilization arrangements" in the General Fund is an acknowledged purpose in response to revenue shortfalls and unanticipated expenditures.

The District employs the term "fund balance" to describe the net position of governmental funds calculated in accordance with Generally Accepted Accounting Principles (GAAP) at the individual fund level. Budget professionals commonly use this same term to describe the net position of governmental funds calculated on a government's budgetary basis. In both cases, fund balance is intended to serve as a measure of the financial resources available for use in a governmental fund type.

Financial reporting distinguishes restricted fund balance from unassigned and unrestricted fund balance. Typically, only the latter is available for spending. A "stabilization arrangement" indicates a designated portion of unassigned or unrestricted fund balance is subject to an action by the governing body concerning the use of that amount.



**Budgeting and Fiscal Management  
Appropriate Level of Fund Balance  
Practice 7.2.0**

**RELEVANT POLICIES: 1.1.0 Strategic Planning, 7.1.0 Appropriate Level of Fund Balance, 12.1.0 Multi-Year Capital Planning, and 13.1.0 Capital Project Budgeting, 14.1.0 Debt Management**

**PRACTICE.** It is the practice of the Incline Village General Improvement District, hereinafter referred to as the District, to maintain Fund Balance in the General Fund and each governmental or proprietary fund type in a manner which provides for contractual, bond and customer service obligations, while meeting its routine and non-routine cash flow requirements and complying with all federal, state and local statutes and regulations.

**1.0 SCOPE**

This Practice shall apply accounting principals as forth in Governmental Accounting Standards Board (GASB) Statement 54 considering the unique characteristics of the District. To that end the following measurements will apply to each fund or type:

**General Fund**

The General Fund must meet the minimum balance requirements under Nevada Administrative Code Section 354.650.

**Special Revenue Funds**

Community Services; 25% of a fiscal years' operating expenditures (based on the current adopted budget) other than capital expenditure and debt service.

Beach Enterprise; 25% of a fiscal year's operating expenditures (based on the current adopted budget) other than capital expenditure and debt service.

**Proprietary Fund Types:**

Measurements of target fund balances:



**Budgeting and Fiscal Management  
Appropriate Level of Fund Balance  
Practice 7.2.0**

Utilities .....Operations - 25% of operating expenses for the fiscal year based on the current adopted budget.  
\*\*

Internal Services.....Operations - 25% of operating expenses for the fiscal year based on the current adopted budget.  
\*\*

Workers Compensation.....An amount equal to the State of Nevada required deposit, plus sufficient resources to cover the last determined open exposure for prior claims, if not covered by purchased insurance or a termination insurance policy.

\*\* Operating expenses for these calculations do not include depreciation or interest expense since they are covered by separate definitions.

**2.0 Definition of Stabilization Arrangement**

In conformity with GASB Statement 54, the District may establish a stabilization arrangement only when it includes:

2.0.1 Recognition of the authority by which the arrangement is established including resolution, ordinance or other action.

2.0.2 When to make additions to the stabilization amount

2.0.3 When stabilization amounts can be spent

2.0.4 That a balance will be reported at each fiscal year end.

**3.0 Other Classifications**

The District will apply other classifications and accounting standards under GASB 54 including the use of Nonspendable, Restricted, Committed, Assigned, Unassigned and Unrestricted when presenting either a Statement of Net Position or other forms of fund balance in its financial reports.





**Budgeting and Fiscal Management  
Appropriate Level of Working Capital  
Practice 19.2.0**

**RELEVANT POLICIES: 1.1.0 Strategic Planning, 12.1.0 Multi-Year Capital Planning, and 13.1.0 Capital Project Budgeting, 14.1.0 Debt Management, 19.1.0 Appropriate Level of Working Capital**

**PRACTICE.** It is the practice of the Incline Village General Improvement District, hereinafter referred to as the District, to maintain Working Capital in each Enterprise Fund in a manner which provides for contractual, bond and customer service obligations, while meeting its routine and non-routine cash flow requirements and complying with all federal, state and local statutes and regulations.

**1.0 SCOPE**

This Practice shall apply accounting principals as forth in Generally Accepted Accounting Principles (GAAP) considering the unique characteristics of the District. To that end the following measurements will apply to each fund:

- Strength of collections of accounts receivable, to the extent they can be converted to cash within a timeframe expected for use in the District's operations.
- Historical consumption of inventories and prepaid expenses, to the extent they can be utilized to support operations within the timeframe of the District's budget cycle.
- Levels and flow of annual operating expenses. At no time will the calculation consider less than 45 days operating needs. However, any amount over 90 days needs must be specifically supported and approved in writing by the District's General Manager.
- Support by the General Fund. This includes shared expenses and operating transfers that represent Central Services Cost Allocations.
- 
- Control over rates and revenues.
- Asset age and condition, whether there is a chance of extra ordinary repairs or a replacement under the Capital Improvement Plan.
- Volatility of expenses and the ability to control fixed and variable costs.



## **Budgeting and Fiscal Management Appropriate Level of Working Capital Practice 19.2.0**

- Management plans for Working Capital including any inherent affects of Restricted Net Position or items extending beyond one year that would normally not be covered by Working Capital.
- Debt Service or Multi-Year Capital Plan needs identified as current requirements.

### **2.0 Definition of Target amounts for Working Capital as measured each Fiscal Year End**

#### **Utilities**

*Operations* – 45 to 90 days of operating expenses\*\*

*Debt Service* – up to one year's payments of interest expense, since current maturities of long term debt are already considered in determining working capital, when classified as a current liability.

*Capital Expenditure* – up to 1 year of a 3 year average depreciation

\*\* Operating expense excludes depreciation and interest.

### **3.0 Other Accumulation of Resources**

The District may accumulate other resources in support of Debt Service or the Multi-Year Capital Plan in addition to Working Capital since these needs extend beyond the measurement period of one year.

## MEMORANDUM

**TO:** Board of Trustees

**THROUGH:** Indra Winqest  
Interim General Manager

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

**SUBJECT:** Review, discuss and possibly select a preferred option for the Burnt Cedar Swimming Pool Improvement Project – Fund: Community Services; Division: Beaches; Project 3970BD2601.

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

**DATE:** August 5, 2020

---

### **I. RECOMMENDATION**

That the Board of Trustees move to review, discuss, and approve the community group's preferred option (Option #1 with no wading pool play equipment and no fixed shade structures) for the Burnt Cedar Swimming Pool Improvement Project – Fund: Community Services; Division: Beaches; Project 3970BD2601.

### **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 Burnt Cedar swimming pools are one of the most popular facilities operated by IVGID. From May to September Incline Village residents and guests frequent the Burnt Cedar Beach property and the Burnt Cedar Pool experiences significant utilization throughout the season. The Burnt Cedar Pool is one of the most popular and utilized IVGID facilities by parcel owners and their guests. It's considered an inter-generational venue that is enjoyed by all ages and demographics.

Over the past several years, overall visits to the Burnt Cedar Beach property has been approximately 65,000 visits. Staff estimates at least fifty percent (50%) of these visits utilize the Burnt Cedar Pool. Staff estimates that peak summer June – August, the Burnt Cedar Pool experiences between on average approximately 200 - 300 daily visits depending on the day of the week. During the shoulder season months, visits are estimated to be between 100 – 150 visits daily depending on the day of the week. The Burnt Cedar Pool is also highly desired and utilized for Aqua Fitness and Swim Lessons for IVGID Pass holders. Additionally, it is heavily utilized by a core group of lap swimmers. Generations of community members have enjoyed the Burnt Cedar Pool and it has provided for priceless experiences and memories

The Burnt Cedar swimming pools were originally constructed in 1968 and include a 25-meter (82-ft) x 42-ft lap pool and a 24-ft diameter wading pool. In 1980, the pools were renovated to replace all the copper piping with PVC piping and refinishing the pool surface. Since then there have been minor upgrades to the equipment and mechanical systems but the dated design and skimmer water collection system no longer perform to industry standards. During periods of peak use the swimming pool occasionally needs to close due to cloudy water which can be attributed to sunscreen use and inadequate turnover rates. For these reasons a need to renovate the existing pools was identified and a capital improvement project was established.

In 2018 Terracon Consultants, Inc. was retained to evaluate the pool shell and deck at the Burnt Cedar Beach Swimming Pool and Wading Pool. Their finds are presented in their *Swimming Pool Evaluation Study*, dated December 4, 2018, and attached to this memorandum for your reference. Based upon Terracon Consultants, Inc. findings, they recommended a plan of action to include the following:

1. Swimming pool replacement including perimeter overflow gutter system
2. Wading pool replacement or spray pad in lieu of wading pool
3. Pool deck replacement including rails and anchors and deck drains
4. ADA compliance of Pool and deck area.

The cost estimate provided by Terracon Consultants, Inc. neglected to provide the complete cost of reconstruction. As such, IVGID staff no longer relies on this estimate for budgeting purposes.

At the September 25, 2019 Board Meeting, (Item H.2.) The Burnt Cedar Swimming Improvement Pool Project was identified as a Community Service Master Plan Priority Project (Top Tier Recommendation) by the District Board of Trustees.

On March 13, 2020 a request for proposals was issued for qualified architectural consulting firms for involvement in IVGID's Burnt Cedar Swimming Pool Improvement Project. After an extensive evaluation period and interview process that included four (4) IVGID staff members and one (1) IVGID Trustee, the TSK Architects' design team (Design Team) was selected and awarded a preliminary design contract on May 20, 2020. The agreement and scope of work is included for your reference.

Since engaging TSK Architects, IVGID staff, TSK's pool consultant (Aquatic Design Group), and a community group of interested stakeholders has met multiple times on site and via Zoom to evaluate the existing condition, understand project objectives, and develop conceptual design options for pool reconstruction.

The staff and residents participating in the group include:

- Meagan Ballew
- Justin Bluhm
- Nathan Chorey
- Gwynne Cunningham
- Dan Vargas
- Indra Winquest
- Cliff Dobler
- Margie Hemphill
- Debbie Moore
- Hal Paris
- Maureen Toner - Kelly
- Sherwin Walker

Based on input received during these meetings, the Design Team produced the *Burnt Cedar Swimming Pool Improvement Project - Aquatic & Architectural Design Report* (Design Report) to document their findings.

#### **IV. Existing Pool Issues and Project Goals**

The Design Report identifies existing issues, states project goals, and presents two (2) Burnt Cedar Pool conceptual designs with associated cost estimates.

The identified Issues and Project goals include:

- **Pool finishes are delaminating and need replacement:** This will eventually become a health concern and can result in the closure of the pools.
- **Pools are leaking an estimated 50,000 gallons per month:** The source(s) of the leak are unknown. In addition to the added cost of water, chemicals, and heat; chlorinated water into ground or lake is undesired.
- **Pool main drains are not compliant with the Federal VGB law:** Federal Virginia Graeme Baker Pool and Spa Safety Act requires all public swimming pools to have certified anti-entrapment drains, facilities not in compliance are to be closed.
- **Pool water clarity and quality is a problem during peak use:** The existing pool configuration and mechanical equipment cannot keep-up with body oils, sunscreens and organic matter resulting in poor water quality and clarity during peak use times, which can result in pool closure due to health and safety concerns.
- **Maintenance of tree droppings into pool water a problem:** Pine needles and other debris cannot be maintained properly with the current pool configuration and equipment resulting in poor water circulation and affecting water quality.
- **Grass areas are problematic to maintain properly:** Grass areas are underutilized and a problem and added expense to maintain.
- **Patron access into mechanical and chemical storage areas is a safety concern:** Existing pool and pool equipment configuration requires daily maintenance during pool operating hours. Since this equipment is open to the pool deck patrons including children have unauthorized access to these areas at times that may be a safety concern.
- **Existing pool and deck layouts make it difficult for patrons to supervise children:** The existing pool and site layout make it difficult for parents to supervise multiple children between the two pools and the lake.
- **Wading pool is not ADA compliant:** Federal law requires all public pools including the wading pool to provide ADA access. The wading pool does not provide such access.
- **Existing pool lanes are narrow.** Industry standard 8-ft lanes allow lap swimmers to share lanes and pass without contact. The larger pool will provide more shallow end for families to congregate during open swim and a larger deep end for aqua aerobics.
- **Provide an additional deck space that is principally a dedicated space for eating and drinking and a quiet area.** The expanded deck area will be an a slightly elevated area and provide improved sightlines to both pools. Operationally deterring food and drinking at the pool does take additional staffing and oversight. This expanded deck area will provide a more manageable solution.

## **V. CONCEPTUAL DESIGN OPTIONS**

Based on the input from IVGID Staff and the Community Group, the Design Team developed two (2) conceptual design options (In-Place and Rotated) for the Burnt Cedar Swimming Pool Improvement Project to address the identified issues and stated project goals. Both options also include a pathway to connect the east and west sides of Burnt Cedar Beach. This improvement is identified in the IVGID Beaches Recreation Enhancement and Opportunities Plan. Constructing the pathway as part of this project will allow the designer to integrate the pathway in to the final design and take advantage of a contractor mobilized on site.

Conceptual design options are included on page 15 and 17 of the Design Report.

### **Option #1 Estimated Total Project Cost= **\$5,623,480****

Option #1 includes:

- New 75 feet x 52 feet (3,900 SF total) Rec Pool in new location to improve lake views from pool deck (oriented NW/SE)
- Continuous stairs on north edge of pool
- Six (6) 8-ft lap lanes
- Southern two lap lanes are 7'-0" depth
- New Slide
- ADA Lift Access at east end
- ADA secondary handrail access at east end
- New zero entry 32 feet x 24 feet Wading Pool with water features
- Barrier between Wading Pool & Recreation Pool
- All new/expanded exterior concrete pool deck
- Elevated Terrace - removing trees and rock
- New Pathway connecting the East and West portions of the Burnt Cedar Beach Property as recommended in the Beaches Facility Master Plan
- Shade structures

Option #1 addresses all of the existing pool issues and identified project goals.

### **Option #2**

Seven (7) value engineering reductions from Option #1 were identified to provide the BOT with a less expensive option.

### **Estimated Total Project Cost= **\$4,296,932****

Option #2 includes:

- New 75 feet x 44 feet (3,300 SF total) Rec Pool in existing location/orientation

- Continuous stairs on east edge
- Five (5) 8-ft lap lanes
- Western two lap lanes are 7'-0" depth
- New Slide
- Existing Slide at west edge
- ADA Lift Access at north
- ADA secondary handrail at NE corner
- New zero entry 35 feet diameter Wading Pool in new location
- Barrier between Wading Pool & Recreation Pool
- Western landscape area and rocks remain
- Primary areas around pool deck are replaced with new
- New Pathway connecting the East and West portions of the Burnt Cedar Beach Property as recommended in the Beaches Facility Master Plan

Option #2 shortfalls when compared to Option #1

- Smaller pool. Option #1 provides six (6) 8-ft lanes, Option #2 provides five (5) 8-ft lanes.
- Pool and deck layout limit views of lake. A significant portion of Option#2's deck is on the south side looking north towards the pool house.
- Areas of existing deck will be less aesthetically pleasing and match old with new materials and life spans. Does not address existing uprooting of concrete and current hazards remain within limited deck replacement within Option #2.
- Smaller deck with no dedicated areas for food or to escape the pool side action
- No site lighting along pathway, may present a safety issue.
- No play equipment in wading pool
- No shade structures.

**V. FINANCIAL IMPACT AND BUDGET**

The Burnt Cedar Swimming Pool Improvement Project (3970BD2601) is a 2021 and 2022 capital improvement project and has a total project budget of \$2,925,000.

The table below presents the estimated total project budget for each option.

Description of Improvements	Option #1	Recommended Option	Option #2
Construction Costs	\$4,553,425	\$4,368,218	\$3,479,297
Soft Costs	\$1,070,055	\$1,026,531	\$817,635
<b>Total</b>	<b>\$5,623,480</b>	<b>\$5,394,749</b>	<b>\$4,296,932</b>



Please note the costs stated above are estimated costs based on conceptual design exhibits. As we proceed through final design, the actual project costs will be provided by the Construction Manager at Risk Contractor (CMAR) Contractor. CMAR project delivery method (NRS 338.1685) was chosen to provide greater insight in to the construction costs during the design phase and obtain the best possible project value. Construction needs to occur during periods of peak usage at Burnt Cedar Beach, it is critical the chosen contractor works with IVIGD community to minimize the disruption.

Funding to support the Burnt Cedar Swimming Pool Project will require additional funding, beyond what is currently provided for in the Beach Capital Improvement Plan. The current plan, including the one-year flip of Facility Fee from Community Services Fund to Beach Fund is now estimated to result in an estimated year-end excess fund balance within the Beach Fund of \$4.4 million, available to support priority Beach capital projects.

Funding to support either of the options presented in this report will require additional funding, beyond what is currently projected, through either a) continuing to collect the current \$500 Beach Facility beyond FY2020/21, b) increase the Beach Facility fee beyond the \$500 level established for this year, c) pursue debt financing for all or a portion of the cost of the pool renovation project.

A typical funding plan for projects such as the Burnt Cedar Pool Improvement Project would include a debt financing component that spreads the cost of the capital improvement over the useful life of the asset.

To inform the Board’s consideration of appropriate scope relative to affordability, it should be noted that:

- The District has the ability to finance all or a portion of the project through debt financing
- The District has ample debt capacity to incur additional debt for this project (as well as other Beach or Community Services capital project priorities).
- Using conservative debt financing terms, the annual cost of issuing debt is estimated as follows:

Principal Debt	20 - year		30-Year	
	Annual Debt Service		Annual Debt Service	
To Be Financed	Total	Per Parcel	Total	Per Parcel
\$ 3,000,000.00	\$ 220,745	\$ 28.49	\$ 173,490	\$ 22.39
\$ 4,500,000.00	\$ 331,118	\$ 42.74	\$ 260,235	\$ 33.59
\$ 6,000,000.00	\$ 441,490	\$ 56.98	\$ 346,980	\$ 44.78

By way of example, the Board could choose to fund renovation of the Burnt Cedar Pool through a combination of cash-on-hand and debt financing, necessitating approximately a \$3.0 million debt obligation. Funding the entire project via debt financing would require a roughly \$6.0 million debt obligation.

In ultimately, the appropriate funding strategy for either option for renovation of the Burnt Cedar pool should be developed in conjunction with any other Beach or Community Services priority capital improvement projects to ensure that the District can develop a comprehensive funding plan to support planned and needed projects, rather than determining the appropriateness of any funding strategy on a project-by-project basis.

## **VI. ALTERNATIVES**

This memo is requesting the Board to provide direction to Staff on the preferred option for the Burnt Cedar Swimming Pool Improvement Project. Alternatives include selecting Option #1 with any of the value engineering reductions, selecting Option #2, or providing new direction for this project.

## **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>	3970BD2601
<b>Title:</b>	Burnt Cedar Swimming Pool Improvements
<b>Project Type:</b>	D - Capital Improvement - Existing Facilities
<b>Division:</b>	70 - Beach Aquatics
<b>Budget Year:</b>	2021
<b>Finance Options:</b>	
<b>Asset Type:</b>	BD - Buildings & Structures
<b>Active:</b>	Yes

<b>Project Description</b>				
<p>The Burnt Cedar Swimming Pool and Toddler pool fiberglass surfaces require periodic replacement. Over time, discoloration, cracking and surface failure will create health and safety impacts to continued use of the pools. Breakdown of the pool surface will allow materials to cloud the water and make it unsanitary and cloudy water will not meet health dept safety code requirements. It has been determined the pool has reached the end of its service life. This project is for full swimming and toddler pool replacement, associated mechanical systems improvements, and pool deck replacement.</p> <p>A consultant will be selected to complete an alternative layout analysis and evaluate existing mechanical systems. Consideration will be given to reducing the maximum depth of the pool, providing a zero-entry pool edge for improved ADA access, maintaining a water slide, and a second toddler pool or splash pad.</p>				
<b>Project Internal Staff</b>				
<p>Engineering will manage the project. The Director of Parks and Recreation will determine the needs for the project and coordinate project timing because the pool will need to be out of service during the summer season to complete the work. A community interest committee will be convened by the General Manager.</p>				
<b>Project Justification</b>				
<p>This project will reconstruct the swimming and toddler pool, mechanical equipment and pool deck. The cost estimate is a placeholder at this time because the exact scope of work has not been identified for the replacement Burnt Cedar pool facility. The General Manager will lead a community group to received input on community desires and needs for a new pool facility. It is anticipated at this time that construction will occur in the summer of 2021. The impact to the facility will be substantial during the summer operation period. Construction will require the closing of the pool facility for the whole summer or a portion of the summer.</p>				
<b>Forecast</b>				
<b>Budget Year</b>	<b>Total Expense</b>	<b>Total Revenue</b>	<b>Difference</b>	
2021				
Design	225,000	0	225,000	
Year Total	225,000	0	225,000	
2022				
Construction Management	225,000	0	225,000	
Construction Reserves	225,000	0	225,000	
Placeholder - Construction	2,250,000	0	2,250,000	
Year Total	2,700,000	0	2,700,000	
	<b>2,925,000</b>	<b>0</b>	<b>2,925,000</b>	
<b>Year Identified</b>	<b>Start Date</b>	<b>Est. Completion Date</b>	<b>Manager</b>	<b>Project Partner</b>
2012	Jul 1, 2019	Jun 30, 2022	Engineering Manager	



December 4, 2018

Charles Miller, P.E.  
Principal Engineer  
Incline Village Public Works  
1220 Sweetwater Road  
Incline Village, NV 89495  
(775) 832-1372  
charley\_miller@ivgid.org

Proposal #: PBE186068

**SUBJECT: Burnt Cedar Beach Swimming Pool and Wading Pool**  
665 Lakeshore Boulevard  
Incline Village, Nevada 89451

Dear Mr. Miller,

Per your request, members of the Terracon staff visited the subject site on October, October 17th and then again on Thursday and Friday, October 25<sup>th</sup> and 26<sup>th</sup>, 2018. The purpose of the visits was to complete two tasks relating to the pool shell and deck evaluation for the swimming pool at the Burnt Cedar Beach Swimming Pool and Wading Pool. The tasks were limited to 1) a visual evaluation of the existing pool shells to determine prospective cause(s) of differential settlement, if any and to develop recommendations for additional destructive or non-destructive testing; and 2) a geophysical inspection of the exposed pool deck, pool shells, walls and floors.

This letter presents our observations, opinions and recommendations.

## PROJECT INFORMATION

ITEM	DESCRIPTION
<b>Location</b>	The site is located at 665 Lakeshore Boulevard, Incline Village, NV 89451
<b>Facility Description</b>	The Burnt Cedar Beach Swimming Pool and Wading Pool serves as the home to the outdoor aquatic facility for Incline Village Improvement District for the Incline Village community. The swimming pool was constructed in the 1970's, measures approximately 85-feet by 45-feet and is constructed of reinforced concrete shell that ranges in depth from 4- to 10-feet and features a skimmer type recirculation system, an original plaster finish that has since been fiberglass coated and a wide concrete deck. The pool was designed to accommodate recreational type programs and lap swimming. Additionally, the center features a wading pool, approximately 25-foot diameter with similar type construction for toddlers or children's programs.

Terracon Consultants, Inc. 5075 Commercial Circle, Suite E, Concord, California 94520  
P [925] 609 7224 F [925] 609 6324 terracon.com

## PROVIDED INFORMATION

### From the Staff

- Explanation of intentions with regard to a future pool renovation estimated for between 1-2 years out from 2018.
- Explanation of system problems / responses / repairs / issues
- Reported loss of water (quiescent) in 24 hours
- Owner / Operator's "wish list" for features or changes desired in the system
- Overview of construction / issues

## OBSERVATIONS

At the time of our initial visit, the swimming pool and surrounding areas were observed with a few bathers in the pools that were taking advantage of a swim lesson session and recreation swim. During our second visit, done for the single purpose of completing the geophysical inspection of the pool shells and decks, the pools were empty to accommodate the GPR equipment. On our final visit Terracon personal collected samples from the pool deck and pool shells. On each occasion Terracon observed the different pool related spaces and recorded notes and photographs. Please refer to the following information:

### Visual Evaluation of the Pool Shell

In the initial evaluation many things were noted and examined as well as our intended areas of concern relating to the levelness of the pool, differential settlement of the pool deck relative to the pool shell, and potential deficiencies of the pool system.

While examining the Burnt Cedar swimming pool and wading pool it was apparent that neither pool was equipped with current code complaint access lift or a ramp to allow access to the pools. Compliance with current ADA access laws requires that each pool must have at least one fixed pool lift and or a sloped entry which meets specific requirements. Neither the Swimming Pool nor the wading pool have a fixed lift or a sloped entry. Wading pools, due to their shallow depth must have a sloped entry.

The pool deck is comprised of concrete with varying widths and finishes. The distances between control and expansion joints also varies widely. It is apparent that many of the slabs have been replaced over time and slopes and elevations are inconsistent in many areas exhibiting trip hazards as well as being non-compliant for slope with regard to ADA requirements.

The piping system and turnover times were mentioned as issues the operating staff felt was below required standards. Difficulties in properly maintaining the pool were discussed as multiple efforts have been tried to increase flow and water circulation. Based upon the efforts taken it is apparent that the piping systems are undersized to code requirements and restrictive to any above ground improvements that would improve water circulation.

The pools have been coated in a fiberglass material in efforts to minimize water loss and seal off cracking in the cast in place concrete shells in each pool. Fiberglass liners often hide damage or structural failures that may be contained in the original structure. At first glance the shell appeared solid and without fault. Upon closer examination many issues were discovered and include: 1) Fiberglass delamination from the host plaster surface was noted in both the swimming pool and wading pool; 2) Gel-coat surface wear which exposes fiberglass strands that can present potential injuries with loose fiberglass strands becoming embedded in pool user's feet. Gel-coat is the glossy surface finish visible from the surface; and 3) Plaster delamination from the original concrete shell. After the core samples were taken, closer examination in the core hole exposed delamination where the fiberglass surface was bonded to the plaster, but the plaster had delaminated from the concrete.

Observation of the pool deck exhibited signs that the deck had been replaced around the locations of the pool surface skimmers. It is apparent that the skimmers had been replaced, most likely to improve the circulation system performance. Despite the repairs, the staff informed the Terracon personnel that the system still provided poor circulation.

### **Geophysical Inspection of the Exposed Pool Shell**

The purpose of the GPR survey is to investigate selected portions of the concrete floors, walls, and decking for the following characteristics:

- The presence of steel reinforcing
- The type of reinforcing (if present)
- The spacing and depth of reinforcing (if present)
- The approximate thickness of the concrete

Terracon's approach was to survey the designated areas using Ground Penetrating Radar (GPR). This geophysical method provides a continuous, high resolution graphical image of the shallow subsurface. These images, or records, can then be examined for reflection patterns that are characteristic of the subsurface structures listed above. The GPR methodology, our data acquisition and analysis procedures and the methods limitations are described in Appendix A.

The scope of work for this project was to conduct GPR surveys in 10 selected portions of the two pools. For the shell and decking areas of the swimming pool, the locations consisted of

eight proposed core sample locations designated **CS-1** through **CS-8**. For the wading pool, the locations consisted of two proposed core sample locations designated **WP-1** and **WP-2**.

The GPR surveys consisted of the following steps which were conducted in real-time:

- Examine the GPR data for data quality as the radar unit was pushed along the surface.
- Examine the reflection patterns for indications of steel reinforcing.
- Interpret the GPR records to estimate the thickness of the concrete.
- Use lumber crayons to mark the locations and spacing of rebar indicated by the GPR records.

Prior to data collection, we established survey grids centered on the proposed core sample locations. These grids were used to guide the GPR data acquisition. For the swimming pool shell, GPR data was collected along a series of six bi-directional, mutually perpendicular traverses measuring approximately 10-feet long each. Three of the traverses consisted of south-to-north traverses spaced approximately 3- feet apart and the other three consisted of west-to-east traverses spaced 5-feet apart. For the decking area east of the swimming pool, the survey consisted of a single, 28-foot long, south-to-north traverse and two west-to-east traverses that were approximately 10-feet long. In the wading pool the survey consisted of nine bi-directional traverses spaced approximately 1- to 2-feet apart ranging in length from 7- to 15- feet.

Once the data were collected and uploaded to a computer, they were processed using the computer program **RADAN 7**. This program provides a means to view the results in cross-sectional (2D) format and to refine the results, as necessary. We reviewed the results as a series of 2D profiles which we evaluated for reflection patterns suggestive of steel reinforcing and the bottom surface of the concrete. We then tabulated the interpreted results.

The results of the GPR surveys are presented in Table 1 below. This table lists the following:

1. The proposed Coring Sample designation.
2. The spacing (in inches) of any rebar detected.
3. The interpreted depth (in inches) of any rebar detected.
4. The interpreted thickness of the concrete (in inches) at the coring location.
5. The interpreted range of concrete thicknesses (in inches) seen along the traverses crossing each coring location.

Table 1

Proposed Coring Sample	Rebar Spacing (in)*	Rebar Depth (in)**	Concrete Thickness (in)**	Range of Concrete Thickness (in)**
<b>CS-1</b>	no rebar	no rebar	3.8	3.8 to 4.0
<b>CS-2</b>	no rebar	no rebar	3.9	3.8 to 4.0
<b>CS-3</b>	11.6	4.0	8.0	6.5 to 8.0
<b>CS-4</b>	10.8	4.2	8.8	8.4 to 10.0
<b>CS-5</b>	13.5	5.1	9.7	9.4 to 10.0
<b>CS-6</b>	11.8	5.4	9.0	9.0
<b>CS-7</b>	12.4	3.9	5.8	5.5 to 8.0
<b>CS-8</b>	12.4	5.4	6.8	6.2 to 8.2
<b>WP-1</b>	11.5	4.1	6.2	6.2 to 6.5
<b>WP-2</b>	12.2	4.0	6.6	6.5 to 6.7

\* spacing value represents average obtained from two perpendicular directions

\*\* estimated values based on assumed dielectric permittivity of 6.5 for concrete

Sample images from two typical GPR 2-D profiles are presented on Plate 2. The upper image presents a 2-D profile from CS-1 showing a lack of rebar. The lower image presents a 2-D profile from CS-4 showing the presence of rebar. Both images depict the top and bottom of the concrete sequence.

Based on our analysis and interpretation of the GPR data our general conclusions are as follows:

- The concrete comprising the deck area (CS-1 and CS-2) appears to be approximately 3.8- to 4.0-inches thick and is not reinforced (no rebar or wire mesh detected).
- The floor of the pool (CS-3; CS-4; CS-7; CS-8) appears to have an average concrete thickness ranging from 6.5- to 10-inches.
- The average center-to-center spacing of the rebar in the pool floor appears to be approximately 11.8- inches.
- The average depth to rebar in the pool floor appears to range from 3.9- to 5.4-inches.
- The pool walls (CS-5 and CS-6) appear to have an average concrete thickness ranging from 8.8- to 9.7-inches.
- The average center-to-center rebar spacing of the pool walls appear to range from approximately 11.8- to 13.5 inches.
- The average depth to rebar in the pool walls appears to range from 5.1- to 5.4-inches.



Subsequent to the GPR, Terracon collected cores in various locations in the pool shells and pool deck. Based upon the rebar spacing, the samples were taken in areas intended to exclude rebar that was installed in the original construction. The samples were delivered to Terracon's Concord, California office for capping and testing per ASTM C617/C617M and ASTM C39/C39M.

Test results indicated that the pool deck concrete varied in strength between 5,210-PSI and 8,400-PSI. Special interest in the deck cores was not of the tested strength of the concrete but the lack of rebar and thickness of the concrete which measured between 4-in and 5-in.

The compressive strength of the pool shell varied between 5,870-PSI and 12,600-PSI. Special interest in the swimming pool cores was not of the tested strength of the concrete but the lack of thickness of the concrete which measured between 4-in and 5-in with one taken at the shallow/deep transition which measured 12-in.

The wading pool samples were not tested as the thickness, approximately 3-in, was not thick enough to provide accurate results based upon ASTM standards. Special interest was noted in the thickness of the floor slab.

Assuming the ten survey locations surveyed with GPR are representative of the greater whole, the qualitative results presented above are believed to be reasonably accurate. However, the quantitative results presented above, particularly the depth to the top of the reinforcement and the concrete thicknesses, are based on certain assumptions made during processing. Paramount among these results are the dielectric permittivity of the concrete. This property determines radar signal propagation velocity within a given material, and hence the interpreted depth to a reflector. Without ground truth, this parameter must be based on published values for concrete and our own experience. For this investigation, we assumed a dielectric value of 6.5 for the concrete. Conversely, the horizontal spacing of identified features, such as the reinforcing bars, can be ascertained reliably, if the spacing is not too small.

In conclusion, most of the wall appears to be fairly uniform, with some localized zones of differing reflection. These zones of differing reflection may represent areas of anomalous concrete.

## **SUMMARY**

Terracon was tasked with providing professional aquatic design and swimming pool engineering consulting services to conduct a pool shell and deck evaluation for the Burnt Cedar Swimming Pool and Wading Pool and prepare a written response with regards to any potential issues or concerns.

After review of the test results and based upon the visual examinations done at the aforementioned times and dates, it is Terracon's professional opinion that the current staff desires to provide a gutter type recirculation system, the existing pool shell and wading pool shell lack the required thickness to make proper structural repairs or alterations for adequate concrete coverage of the rebar in the joining areas. With regard to urgency of repairs, it is our opinion that the pool shells and deck will continue to perform as it has for the past few years. The greater contributor to the urgency of the project stems from the scheduling of the facility, weather related construction issues and available times to complete the work with a minimal of down time experienced by the aquatic center. For these reasons greater consideration should be given to proceed with the project to meet the timing deadlines.

The pool deck, although not a major contributor to the issues experienced by the center, should be replaced to accommodate piping upgrades and eliminate potential trip hazards while bringing the facility into ADA compliance. A new slip resistant deck with proper drainage, and re-caulked joints will minimize potential for future shrinkage crack and settlement problems.

Based upon the findings of the study we recommend a plan of action for a future project in the 1-3-year time frame, as determined by the Incline Village General Improvement District, to include the following:

- 1) Swimming pool replacement including perimeter overflow gutter system
- 2) Wading pool replacement or spray pad in lieu of wading pool
- 3) Pool deck replacement including rails and anchors and deck drains
- 4) ADA compliance of Pool and deck area.

Estimates on the time needed to accomplish a project of this magnitude are largely dependent upon the timing and the bid market at the time of the completion of the design phase. Scheduling should consider the following estimates:

1) Design Phase	8-12 Wks
2) Agency Review	4-6 Wks
3) Bidding and Award	6-8 Wks
4) Construction	12 - 16 Wks
Total	30-42 Wks

A detailed Estimate of Probable Construction cost is beyond the Scope of Work for this report, however, we have calculated a budgetary estimate based upon similarly sized projects with similar scopes and estimate a budgetary construction cost of \$850,000.00. Renovation projects such as this one typically have design fees ranging between 10% and 12%.

Dependent upon the agreed upon Scope of Work, once the design phase is complete, Terracon can provide a list of at least three (3) qualified contractors with the ability to complete the work as described.

Terracon, is a full-service engineering consulting firm that provides aquatic design, pool structural, and pool electrical engineering services in house. Our aquatics team has designed over 1,000 commercial pool projects and possesses the experience and expertise to complete the Project and the scope of work described herein. In addition, our materials service line has the ability to provide testing and inspection services to complete those aspects of the construction.

As indicated, this preliminary report contains our professional opinions and recommendations based on our training and experience with commercial aquatic projects. We believe these opinions were provided with the level of skill and care ordinarily used by engineers practicing in this area now. Statements of professional opinion to not constitute a guarantee or warranty, expressed or implied.

We appreciate the opportunity of being of service. If there are any questions, please contact Terracon.

Sincerely,

**Ron J. Bravo**  
Project Manager  
Aquatic Design and Swimming Pool Engineering



Responsive ■ Resourceful ■ Reliable

**Swimming Pool Evaluation Study**  
Burnt Cedar Beach Swimming Pool and Wading Pool  
Incline Village, NV  
December 4, 2018 ■ Terracon Project No. BE186068



5075 Commercial Circle, Suite E | Concord, CA 94520  
D (925) 222 3009 | C (310) 995 5566  
[ron.bravo@terracon.com](mailto:ron.bravo@terracon.com) | [terracon.com/markets/aquatics](http://terracon.com/markets/aquatics)

**Attachments:**

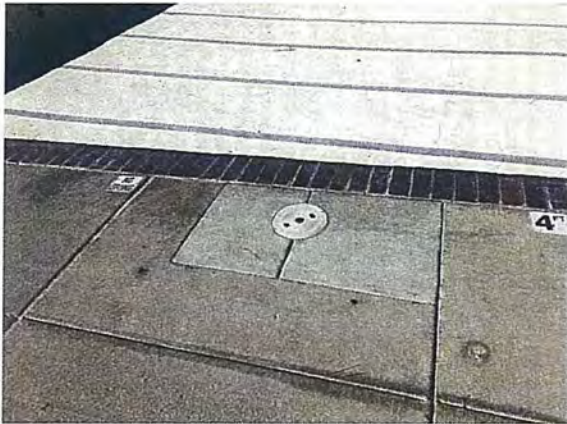
- Photographs and Captions
- GPR Graphics



**Pool Photo #1** South end of Pool. Note non-compliant pool stairs.



**Pool Photo #2** Close-up of replacement pool skimmer. Note fiberglass finish and lack of waterline tile.



**Pool Photo #3** Deck view of replacement skimmer. Limited deck replacement indicates limits of piping replacement.



**Pool Photo #4** Mapping of core locations on pool deck.



**Pool Photo #5** Mapping of core locations on swimming Pool floor.



**Pool Photo #6** Mapping of core location at swimming pool floor. Note additional mapping of rebar.



Pool Photo #7 Coring machine on swimming pool floor.



Pool Photo #8 Coring machine on wading pool floor.



Pool Photo #9 Cored hole in swimming pool floor. Note, core sample for additional compression strength testing.



Pool Photo #10 Core samples for testing. Note, two from wading pool, two from pool deck and six from swimming pool.



Pool Photo #11 Close-up of core samples. Note relative thickness of concrete cores.

**SHORT FORM AGREEMENT**  
Between  
**INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT**  
and  
**TSK ARCHITECTS**  
for  
**PROFESSIONAL SERVICES**

This Agreement is made as of May 20, 2020 between **INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT (IVGID)**, hereinafter referred to as "OWNER," and **TSK ARCHITECTS**, of Reno, Nevada, hereinafter referred to as "CONSULTANT." OWNER intends to complete the Project(s) as described in *Attachment A* and as amended from time to time, hereinafter referred to as the "Project."

**1.0 BASIC SERVICES**

The CONSULTANT shall perform the following tasks and additional services as may be included from time to time by Additional Services Addendums (ASAs) to this Agreement in accordance with Paragraph 4.2:

Services as described in Attachment "A," basically consisting of Phase 1, Public Outreach, Concept Design and Cost Estimating for the District's Burnt Cedar Swimming Pool Improvement Project.

All documentation, drawings, reports and invoices submitted for this project will include IVGID Project Number 3970BD2601.

**2.0 OWNER'S RESPONSIBILITIES**

OWNER shall do the following in a timely manner so as not to delay the services of CONSULTANT:

- 2.1 Designate in writing a person to act as OWNER's representative with respect to services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, and interpret and define OWNER's policies and decisions with respect to CONSULTANT's services for the PROJECT.
- 2.2 Assist CONSULTANT by placing at CONSULTANT's disposal existing data, plans, reports and other information known to, in possession of, or under control of OWNER which are relevant to the execution of CONSULTANT's duties on the PROJECT. Also, provide all criteria and full information as to OWNER's requirements for the Project, including design criteria, objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations.
- 2.3 Provide "Measured Drawings" for project.

### **3.0 PERIODS OF SERVICE**

- 3.1 General.** The provisions of Section 3 and the various rates of compensation for CONSULTANT's services provided for elsewhere in this Agreement have been agreed to in anticipation of the orderly and continuous progress of the Project through completion of the Services contained herein. CONSULTANT's obligation to render services hereunder will extend for a period which may reasonably be required for the performance of CONSULTANT's services and required extensions thereto. If specific periods of time for rendering services are set forth or specific dates by which services are to be completed are provided and if such dates are exceeded through no fault of CONSULTANT, all rates, measures, and amounts of compensation provided herein shall be subject to equitable adjustment.
- 3.2** It is agreed that time is of the essence and the Project shall be completed by no later than July 24, 2020.

### **4.0 PAYMENT TO CONSULTANT**

#### **4.1 Methods of Payment for Services and Expenses of CONSULTANT**

##### **4.1.1 Compensation Terms Defined**

- 4.1.1.1** "Per Diem" shall mean an hourly rate(s) as indicated in Attachment "A" to be paid to CONSULTANT as total compensation for each hour(s) of each employee of CONSULTANT work(s) on the Project, plus Reimbursable Expenses.
- 4.1.1.2** "Reimbursable Expenses" shall mean the actual expenses incurred directly or indirectly in connection with the Project, including, but not limited to subconsultants or SubCONSULTANT costs, transportation and subsistence incidental thereto, obtaining bids or proposals from CONSULTANT(s), toll telephone calls, express mail and telegrams, reproduction of Reports, Drawings, Specifications, Bidding Documents, and similar Project-related items in addition to those required under Section 1. In addition, Reimbursable Expenses will also include expenses incurred for main frame computer time and other highly specialized equipment, including photographic production. Reimbursable Expenses will include a ten percent (10%) markup over CONSULTANT's cost.

- 4.1.2 Basis and Amount of Compensation for Basic Services.** Compensation shall be based on time and materials as indicated in Attachment "A", with a Not to Exceed amount of **Thirty-Two Thousand Two Hundred Dollars (\$32,200.00)**.

#### **4.2 Basis and Amount of Compensation for Additional Services**

Compensation for Additional Services shall be on the basis of Per Diem or Lump Sum, to be agreed upon at the time of request for Additional Services. The estimated amount of Additional Services will be determined at the time the Additional Services are requested.



#### **4.3 Intervals of Payments**

Payments to CONSULTANT for Basic and Additional Services rendered and Reimbursable Expenses incurred shall be made once every month by OWNER. CONSULTANT's invoices will be submitted once every month and will be based upon total services completed at the time of billing. OWNER shall make prompt payments in response to CONSULTANT's invoices.

#### **4.4 Other Provisions Concerning Payments**

4.4.1 If OWNER fails to make any payment due CONSULTANT for services and expenses within 30 days after receipt of CONSULTANT's statement, the amounts due CONSULTANT will be increased at the rate of one percent (1%) per month from date of OWNER's receipt of invoice.

4.4.2 If the Project is suspended or abandoned in whole or in part for more than 90 days, CONSULTANT shall be compensated for all services performed prior to receipt of written notice from the OWNER of such suspension or abandonment, together with Reimbursable Expenses then due.

4.4.3 If any items in any invoices submitted by CONSULTANT are disputed by OWNER for any reason, including the lack of supporting documentation, OWNER may temporarily delete the disputed item and pay the remaining amount of the invoice. OWNER shall promptly notify CONSULTANT of the dispute and request clarification and/or remedial action. After any dispute has been settled, CONSULTANT shall include the disputed item on a subsequent regularly scheduled invoice or on a special invoice.

#### **5.0 GENERAL CONSIDERATIONS**

##### **5.1 Termination**

5.1.1 This Agreement may be terminated in writing by either party in the event of substantial failure by the other party to fulfill its obligations under this Agreement through no fault of the terminating party. However, no termination for default may be initiated unless the other party is given a ten (10) calendar day cure period after written notice (delivery by certified mail, return receipt requested) of intent to terminate.

5.1.2 This Agreement may be terminated in writing (delivered by certified mail, return receipt requested) by OWNER for its convenience.

5.1.3 Upon any termination, CONSULTANT shall (1) promptly discontinue all Services affected (unless a termination notice from OWNER directs otherwise); and (2) deliver or otherwise make available to OWNER upon full payment for services rendered to the date of termination, all documents, data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by CONSULTANT in performing this Agreement, whether such materials are completed or in process. All payments due CONSULTANT at termination shall be made by OWNER.

## **5.2 Ownership of Documents**

Drawings and specifications remain the property of the CONSULTANT. Copies of the drawings and specifications retained by OWNER may be utilized only for his/her use and for occupying the project for which they were prepared, and not for the construction of any other project.

## **5.3 Professional Liability Insurance**

5.3.1 CONSULTANT shall maintain professional liability insurance for protection against claims arising out of performance of services under this Agreement caused by negligent acts, errors, or omissions for which "PROFESSIONAL SERVICES" is legally liable for a period of five (5) years thereafter, if available and reasonably affordable. The professional liability policy shall provide a minimum coverage of \$1,000,000. CONSULTANT shall maintain the existing retroactive date on all future policies with the same insurance company and attempt to do so if CONSULTANT changes insurance companies. In the event that CONSULTANT goes out of business during the instant period, CONSULTANT shall purchase, at the request of OWNER, an extended reporting period.

5.3.2 Should CONSULTANT's normal professional liability coverage be less than the minimum required amount, CONSULTANT may purchase project insurance or obtain a rider on his normal policy in an amount sufficient to bring CONSULTANT's coverage up to minimum requirements.

## **5.4 Controlling Law**

This Agreement is to be governed by and construed in accordance with the Laws of the State of Nevada.

## **5.5 Successors and Assigns**

5.5.1 The parties hereby bind their respective partners, successors, executors, administrators, legal representatives, and, to the extent permitted by Paragraph 5.5.2, their assigns, to the terms, conditions, and covenants of this Agreement.

5.5.2 Neither OWNER nor CONSULTANT shall assign, sublet, or transfer any rights under or interest in this Agreement (including, but without limitation, monies that may become due or monies that are due) without the written consent of the other, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law.

Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent CONSULTANT from employing such independent professional associates, subCONSULTANTS, and consultants as CONSULTANT may deem appropriate to assist in the performance of Services.

5.5.3 Except as may be expressly stated otherwise in this Agreement, nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone

other than OWNER and CONSULTANT, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of OWNER and CONSULTANT and not for the benefit of any other party.

## **5.6 Dispute Resolution**

This Agreement to engage in alternate dispute resolution ("ADR") pursuant to NRS 338.150 and any other Agreement or consent to engage in ADR entered into in accordance herewith as provided in this Section 5.6 will be specifically enforceable under the prevailing Nevada law in the Second Judicial District Court of the State of Nevada in and for the County of Washoe. Any dispute arising under this contract will be sent to mediation. Any mediation shall occur in Incline Village, Washoe County, Nevada. The mediation shall be conducted through the American Arbitration Association (AAA) and be governed by the AAA's Mediation Procedures.

The mediator is authorized to conduct separate or ex parte meetings and other communications with the parties and/or their representatives, before, during and after any scheduled mediation conference. Such communications may be conducted via telephone, in writing, via email, online, in person or otherwise.

OWNER and CONSULTANT are encouraged to exchange all documents pertinent to the relief requested. The mediator may request the exchange of memorandum on all pertinent issues. The mediator does not have the authority to impose a settlement on the parties but such mediator will attempt to help OWNER and CONSULTANT reach a satisfactory resolution of their dispute. Subject to the discretion of the mediator, the mediator may make oral or written recommendations for settlement to a party privately, or if the parties agree, to all parties jointly.

OWNER and CONSULTANT shall participate in the mediation process in good faith. The mediation process shall be concluded within sixty (60) days of a mediator being assigned.

In the event of a complete settlement of all or some issues in dispute is not achieved within the scheduled mediation session(s), the mediator may continue to communicate with the parties, for a period of time, in an ongoing effort to facilitate a complete settlement. Any settlement agreed upon during mediation shall become binding if within thirty (30) days after the date that any settlement agreement is signed, either the OWNER or CONSULTANT fails to object or withdraw from the agreement. If mediation shall be unsuccessful, either OWNER or CONSULTANT may then initiate judicial proceedings by filing suit. OWNER and CONSULTANT will share the cost of mediation equally unless agreed otherwise.

## **5.7 Equal Employment and Non-discrimination**

In connection with the Services under this Agreement, CONSULTANT agrees to comply with the applicable provisions of State and Federal Equal Opportunity statutes and regulations.

## **5.8 Indemnification**

Indemnification of OWNER by CONSULTANT: CONSULTANT agrees to indemnify and hold OWNER and each of its officers, employees, agents and representatives harmless

from any claims, damage, liability or costs (including reasonable attorneys' fees and costs of defense) stemming from this project to the extent such claims, damage, liability or costs are caused by CONSULTANT's negligent acts, errors or omissions or by the negligent acts, errors or omissions of CONSULTANT's subconsultants, agents, or anyone acting on behalf of or at the direction of CONSULTANT.

CONSULTANT's obligation to hold harmless and indemnify OWNER shall include reimbursement to OWNER of the loss of personnel productivity, incurred as a result of that defense. Reimbursement for the time spent by OWNER's personnel shall be charged to CONSULTANT at the then-current rate charged for such services by the private sector.

Indemnification of CONSULTANT by OWNER: OWNER agrees to indemnify and hold CONSULTANT and each of its officers, employees, agents and representatives harmless from any claims, damage, liability or costs (including reasonable attorneys' fees and costs of defense) stemming from this project to the extent such claims, damage, liability or costs are caused by OWNER's acts, errors, or omissions or by the negligent acts, errors, or omissions of the OWNER's subconsultants, agents or anyone acting on behalf of, or at the direction of, the OWNER.

OWNER's obligation to hold harmless and indemnify CONSULTANT shall include reimbursement to CONSULTANT of the loss of personnel productivity, incurred as a result of that defense. Reimbursement for the time spent by CONSULTANT's personnel shall be charged to OWNER at the then-current rate charged for such services by the private sector.

Notwithstanding anything contained herein to the contrary, Nevada's comparative negligence doctrine shall apply to both OWNER and CONSULTANT. In addition, nothing herein shall prevent OWNER or CONSULTANT from relying upon any Nevada statute or case law that protects OWNER or CONSULTANT with respect to liability or damages. This Provision shall survive the termination, cancellation or expiration of the Agreement.

#### **5.9 Changes and Modifications**

The parties agree that no change or modification to this Agreement, or any attachments hereto, shall have any force or effect unless the change is reduced to writing, dated, and made a part of this Agreement. The execution of the change shall be authorized and signed in the same manner as this Agreement.

#### **5.10 Licenses**

CONSULTANT shall have a Washoe County business license, and all appropriate CONSULTANT's licenses and certifications for the services to be performed.

#### **5.11 Severability**

In the event any provision of this Agreement shall be held invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties.

**5.12 Waiver**

One or more waivers by either party of any provision, term, condition, or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

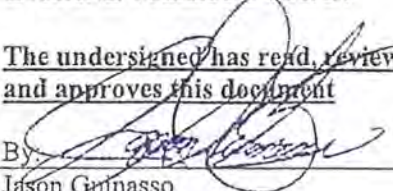
**5.13 Extent of Agreement**

This Agreement, including all Exhibits, and any and all amendments, modifications, and supplements duly executed by the parties in accordance with this Agreement, govern and supersede any and all inconsistent or contradictory terms, prior oral or written representations or understandings, conditions, or provisions set forth in any purchase orders, requisition, request for proposal, authorization of services, notice to proceed, or other form or document issued by OWNER with respect to the Project or CONSULTANT's services.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and date of the year first set forth above.

OWNER:  
INCLINE VILLAGE G. I. D.

The undersigned has read, reviewed  
and approves this document

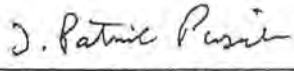
By:   
Jason Guinasso  
IVGID Legal Counsel

Agreed to:

By:   
Indra Winquest  
Interim General Manager

Address for Giving Notice:  
INCLINE VILLAGE G. I. D.  
893 Southwood Boulevard  
Incline Village, Nevada 89451  
775-832-1267- Phone  
info@ivgid.org

CONTRACTOR:

By:   
*Signature of Authorized Representative*  
J. Patrick Pusich  
*Print or Type Name*

Address for Giving Notice:  
TSK Architects  
225 S. Arlington Ave., Suite A  
Reno, Nevada 89501  
775-857-2949  
reno-tahoe@tska.com

Washoe County  
Business License No. W001990A-LIC



May 20, 2020 (Revised Scope and Fees to be T&M /NTE)

Nathan Chorey, Engineering Manager  
Incline Village General Improvement District (IVGID)  
1220 Sweetwater Road  
Incline Village, NV 89451  
P. 775-83201372 E. [npc@ivgid.org](mailto:npc@ivgid.org)

Attachment A to  
Short Form Agreement  
dated May 20, 2020

RE: **Burnt Cedar Swimming Pool Improvement Project AE Proposal**  
IVGID Project Number: 3970BD2601  
Phase 1 – Public Outreach, Concept Design & Cost Estimate

Dear Mr. Chorey,

Thank you for selecting TSK and the skilled team members of Aquatics Design, Resource Concepts Inc., and Design Workshop to proceed with Phase 1 activities for the Burnt Cedar Swimming Pool Improvements located at the Burnt Cedar Park in Incline Village, Nevada. We truly recognize the importance of this project to the Lake Tahoe Community and being entrusted to manage this initial phase of this project for the Incline Village Improvement District and Community. This proposal is revised pursuant to our conference call on 5/18/2020 where a reduced scope for this initial phase was agreed.

We understand the project scope for Phase 1 to include:

1. Analysis of the existing studies and reports completed to date.
2. Site Investigation is not required by Civil and Landscape Architects. Just a site/facility review by Aquatics Design Group and TSK.
3. Community Outreach Activities are not required. TSK and Aquatics Design Group to meet with 4-5 individuals as selected by IVGID to determine the scope and design direction for pool renovations.
4. Permitting Agency Discussions and Documentation of requirements and anticipated durations from the regulatory agencies. Including, but not limited to, Washoe County Building Department, Washoe County Health Department, and Tahoe Regional Planning Authority (TRPA). Determine schedule durations for agency reviews and important informational items needed.
5. Provide Concept Design Options to reflect findings and recommendations from the earlier analysis and public outreach efforts. Provide two (2) Design Options.
6. Concept Design Cost Estimate to be developed as a Rough Order of Magnitude by TSK/Aquatics Design Group. TSK to review the ROM Cost Estimate with a local Northern Nevada Contractor for feedback.

**Phase 1 Project Team:**

- **TSK Architects**, 225 South Arlington Avenue, Suite A., Reno, NV, 89501 P. 775-857-2949
- **Aquatic Design Group, Inc.**, 2226 Faraday Avenue, Carlsbad, CA, 92008. P. 760-438-8400

**Excluded Disciplines:**

- Civil Engineering, Surveying, and Landscape Architecture.
- Environmental Analysis and Studies
- Traffic Engineering and Analysis
- Geotechnical Investigations and Reports
- Special Inspections and Testing
- Hazardous Materials Testing and Abatement
- Public Relations Firm (Can be added cost if so requested)

**Phased Project Services Delivery:** Pursuant to direction, it is understood this will be a two-phased project. Phase 1 to be focused on Key Stakeholder Meetings, Concept Design Options, and ROM Cost Estimating. Phase 2 is not included in this current proposal but will consist of Schematic Design through Construction Administration Services on the selected Concept Design with the full scope AE Team (Civil, LS, Aquatics, and TSK).

**Disciplines, Fees and Schedules as follows:**

- 
1. **Architectural** **TSK**  
TSK Architect's roll is to lead the Phase 1 efforts commencing with Key Stake Holders Meetings and document recommendations. TSK to also have telephone calls with Permitting Agencies and document recommendations. TSK to assist with the Concept Design efforts with Aquatics Design Group and set up either in-person presentations or Video Conference Presentations (Coved 19 Dependent). TSK to lead the efforts to provide coordinated concept design, reports, and Community Outreach Documentation. TSK will also assist in having a General Contractor review the Aquatics Design Group Estimate.

**Documents to include:**

- a. Agendas and presentations for Key Stake Holder meetings.
- b. Document with meeting notes each meeting and distribution to all members.
- c. Coordinate with Aquatic Design Group to assist in providing Concept Design Options and facilitate discussions with Client & Key Stake Holders. Document comments and direction on Concept Design Presentation Discussions.
- d. Summary ROM Cost Estimate.
- e. Document Permitting Agency concerns, recommendations, and anticipated schedules for future phases of the project that will require permitting and agency approvals.
- f. Provide formal presentation booklet of the project tasks and final recommendations.

2. **Aquatic Design Concept Design Services** **Aquatics Design Group**  
**Reference Aquatic Design Group Proposal dated May 12, 2020**

**Scope of Work:** Aquatic Design Group to perform consultation services as required providing Phase 1 Concept Design Tasks for the swimming pool improvements.

- a. Visit the project site and meet with staff to determine facility program needs and other issues to be addressed.
- b. Complete a site investigation documenting existing conditions, areas of concern and site opportunities for a swimming pool modernization project.
- c. Prepare a written site assessment report outlining observations and opportunities.



- d. Prepare series of potential options for consideration by the client that can be used during Key Stake Holder meetings.
- e. Participate in Key Stake Holder meetings as required.
- f. Participate in Agency outreach for pool Modernization needs.
- g. Based on selected swimming pool option, ADG will prepare a basis of design document for use by the Client that describes the pool characteristics, programming capabilities, and design intent for pool systems.
- h. ADG shall prepare swimming pool plan view(s) for use in concept design package.
- i. ADG shall submit to the client an estimate of probably cost based on current area, volume, and other unit costs. ADG to work with OCMI for final cost model projection.
- j. Meetings/visits to the Client Office and Project site. Due to COVID-19, travel restrictions, the following meeting/site visit options are available to help maintain a fluid project while balancing travel and meeting schedules. If COVID-19 related travel restrictions are lifted, design, phase meetings and community workshops can be made in person.
  - Video/Conference Calls – As Needed.
  - In-Person – Six (6) meetings.
- k. Exclusions to Scope of services.
  - As-Built Drawings (Provided by TSK)
  - Evaluations of Buildings, Site Work and Site Utilities.
  - Destructive testing of exiting pool structures to confirm as-built condition. Note ADG cannot guarantee structural integrity of exiting pool structures without confirming as-built condition of pool wall thickness, concrete reinforcement and compressive strength. Additional engineering for deficient structures will be considered an additional service.
  - Design and/or engineering drawings and technical specifications beyond concept design phase.

A. **Work Schedule and Deliverables:** TSK and the Aquatics Design Group will provide scaled design document package, recommendations report, and cost estimate based on the direction of the Client and Community Outreach Recommendations.

**Work Schedule below is subject to modifications depending on Contract Approval, Kick Off Meeting and availability of Key Stakeholders.**

<u>Task</u>	<u>Start</u>	<u>Complete</u>	<u>Duration</u>
Design Kick Off Meeting	June 17		1 day
TSK ADG Site Visit	June 17		
Key Stakeholder Outreach	June 17	June 24	2 weeks
Permitting Agencies Coordination.	June 17	June 24	1 week
Concept Design Phase	June 24	July 17	3 weeks
Concept Design & Estimate Presentation		July 17	
Final ROM Cost Estimate	July 19	July 23	1.5 weeks

B. **Reimbursable Expenses:** Recommended reimbursable allowances are noted in the fee schedule. Reimbursables to include direct costs with no mark ups. Reimbursables to include vehicle mileage, fuel, printing/plotting and items as needed for the Stake Holder Meeting events. No additional expenses shall be incurred without prior written approval from the Client. These costs will be submitted monthly with invoice support information included.

C. Fee Schedule Phase 1 Activities.

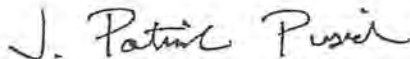
TSK and Aquatics Design Group have confirmed that the work will be acceptable to proceed on a Time and Material Basis with the Not to Exceed Amounts noted below. Monthly invoices will indicate time/activity/rates.

Firm	Fee	Site Visits	Notes:
TSK Architects (TSK) T&M/NTE	14,200	3	Approx. 110 total hours
Aquatic Design Group (ADG) T&M/NTE	12,500	1	5/12/2020 proposal
<b>Subtotal Fees</b>	<b>26,700</b>	<b>T&amp;M Not to Exceed</b>	
TSK Reimbursables	1,500	only as requested and 0% mark up	
ADG Reimbursables	4,000	only as requested and 0% mark up	
<b>Subtotal Reimbursables</b>	<b>5,500</b>		
<b>Total Fees + Reimbursables</b>	<b>32,200</b>		

We appreciate the opportunity to present our proposal and we look forward to working with you on the Burnt Cedar Swimming Pool Improvement Project and Incline Village General Improvement District Team!

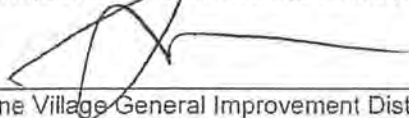
Please feel free to call me if you have any questions in regards to the project scope and associated fees. We welcome the chance to discuss further.

Sincerely,



Pat Pusich, AIA / TSK Architects

ACCEPTED AND AGREED: TSK Architects is hereby authorized to proceed with this scope of work for the Time and Material/NTE fee defined above.



\_\_\_\_\_  
Incline Village General Improvement District

6/3/2020  
Date

(Also, an AIA Owner/Architect Agreement can be provided if requested)

CC: Engineering Proposals for reference.

tsk architects 225 south arlington ave., suite a., reno, Nevada 89502

**TSK ARCHITECTS**  
**2020 STANDARD BILLING RATES**  
**(For out of contract/reimbursable work)**

Senior Principal	\$275.00
Principal	\$200.00
Sr. Project Manager	\$175.00
Senior Project Architect	\$150.00
Sr. Project Designer	\$150.00
Project Manager	\$140.00
Construction Site Manager	\$125.00
Project Architect	\$120.00
Project Designer	\$110.00
Project Coordinator	\$100.00
Specifications	\$100.00
Job Captain	\$90.00
Technical Support	\$75.00
Design Support	\$75.00
Administrative Support	\$75.00

**ALL TRAVEL / PER DIEM / MILEAGE TO BE REIMBURSED AT STATE RATES**

Rental Vehicle	Actual Cost of Vehicle Rental, Taxes, and fuel	
<b>Printing (Plain Paper)</b>	<b>BW</b>	<b>Color</b>
8.5 x 11	.07	.11
11 x 17	.25	.29
<b>Plots</b>		
11x17	1.25	3.00
17x22	2.40	15.00
24x36	5.60	36.00
30x42	7.85	52.50

**1.0 INTRODUCTION**

- 1.1 AQUATIC DESIGN GROUP, INC. of Carlsbad, California (hereinafter referred to as "CONSULTANT"), proposes to provide consulting design services to TATE SNYDER KIMSEY ARCHITECTS, (hereinafter referred to as "CLIENT") for the following project:

Burnt Cedar Swimming Pool Improvements  
Incline Village, Nevada

- 1.2 In conformance with the Request for Proposal dated 5 May 2020 as issued by Mr. Pat Pusich, CONSULTANT shall provide:

**2.0 SCOPE OF WORK**

- 2.1 CONSULTANT shall provide consulting services as required to provide Phase 1 Concept Design Tasks for the swimming pool improvements within the above referenced project.

**3.0 SCOPE OF SERVICES**

- 3.1 In conformance with the above scope of work, CONSULTANT shall furnish the following services:
- 3.1.1 Visit the project site and meet with staff to determine facility program needs and other issues to be addressed.
  - 3.1.2 Complete a site investigation document existing conditions, areas of concern and site opportunities for a swimming pool modernization project.
  - 3.1.3 Prepare a written site assessment report outlining observations and opportunities.
  - 3.1.4 Prepare a series of potential options for consideration by CLIENT, that can be used during public workshop meetings.
  - 3.1.5 Participate in outreach and workshop meetings as required.
  - 3.1.6 Participate in Agency outreach for pool modernization needs.
  - 3.1.7 Based upon selected swimming pool option, CONSULTANT shall prepare a basis of design document for use by CLIENT that describes the pool characteristics, programmatic capabilities, and design intent for pool systems.

3.1.8 CONSULTANT shall prepare swimming pool plan view(s) for use in concept design package.

3.1.9 CONSULTANT shall submit to CLIENT an estimate of probable construction cost based upon current area, volume, or other unit costs.

3.2 Meetings / Visits to the Client Office and Project Site:

3.2.1 Due to COVID-19 travel restrictions we are proposing the following meeting / site visit options to help maintain a fluid project while balancing travel and meeting schedules. If COVID-19 related travel restrictions are lifted design phase meetings and community workshops can be made in person:

- |    |                               |                  |
|----|-------------------------------|------------------|
| .1 | Video / Conference Calls..... | As Needed        |
| .2 | In-Person.....                | Six (6) meetings |

**4.0 EXCLUSIONS TO SCOPE OF SERVICES**

4.1 As-built drawings of existing facility.

4.2 Evaluation of buildings, site work, and site utilities.

4.3 Destructive testing of existing pool structures to confirm as-built condition. Note: CONSULTANT cannot guarantee structural integrity of existing pool structures without confirming as-built condition of pool wall thickness, concrete reinforcement and compressive strength. Additional engineering for deficient structures will be considered an additional service and compensated for in conformance with Article 5.1.2, below.

4.4 Design and/or engineering drawings, technical specifications beyond concept design phase.

**5.0 COMPENSATION**

5.1 CLIENT shall compensate CONSULTANT for services rendered as follows:

5.1.1 Basic Services: The Scope of Services described above shall be compensated for by a lump sum, fixed fee equivalent to: TWELVE THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$12,500.00).

5.1.2 Additional Services: If requested, additional services will be billed for on an hourly basis, in conformance with the rates outlined in Article 5.3, below.

5.1.3 Reimbursable Expenses: In addition to basic compensation, an allowance of \$4,000 shall be provided for reimbursable expenses. Reimbursable expenses will be billed at CONSULTANT's direct cost, and shall include the following:

- .1 Plotting and reproduction expense of Drawings, Specifications and other documents.
- .2 Special delivery and handling of documents and correspondence such as courier and overnight delivery services.
- .3 Travel expense associated with travel outside of Southern California in connection with the Project.

5.2 Terms of Payment:

5.2.1 Payments for Basic Services shall be made based upon percentage of completion in not less than monthly installments.

5.3 Hourly Rates:

5.3.1 Compensation for additional services (when requested and authorized in advance by CLIENT) shall be provided in conformance with the following hourly rates:

.1	Principal.....	\$ 195.00 per hour
.2	Project Architect / Engineer.....	\$ 175.00 " "
.3	Project Manager.....	\$ 155.00 " "
.4	Designer.....	\$ 110.00 " "
.5	Clerical.....	\$ 60.00 " "

6.0 **TIME**

6.1 CONSULTANT shall issue draft report within twenty (20) calendar days of site visit and authorization to proceed.

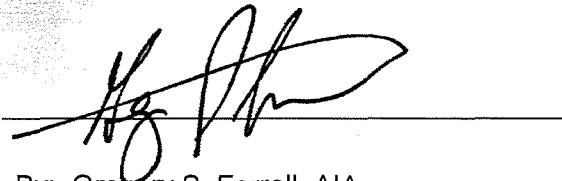
**7.0 AUTHORIZED SIGNATURE**

7.1 This proposal is valid for thirty (30) calendar days from the date referenced below and is submitted for and in behalf of CONSULTANT by:

**AQUATIC DESIGN GROUP, INC.**



By: Scott Palmer  
Its: Director of Marketing



By: Gregory S. Ferrell, AIA  
Its: Principal

12 May 2020

Date

# BURNT CEDAR

## SWIMMING POOL IMPROVEMENT PROJECT



**AQUATIC & ARCHITECTURAL DESIGN REPORT**

AUGUST 5, 2020





# INTRODUCTION

---

## **PROJECT LOCATION**

665 Lakeshore Boulevard  
Incline Village, NV 89451

## **PROJECT TEAM**

**CLIENT** | Incline Village General Improvement District (IVGID)  
Nathan Chorey - Engineering Manager  
893 Southwood Blvd.  
Incline Village, NV 8945

**AQUATIC DESIGNER** | Aquatic Design Group (ADG)  
2226 Faraday Avenue  
Carlsbad, CA 92008

**ARCHITECT** | TSK Architects (TSK)  
225 South Arlington Avenue, Suite A  
Reno, NV 89501

## **PROJECT TIMELINE**





# TABLE OF CONTENTS

---

## **PROJECT BACKGROUND**

History & Current Context	4
Photos of Existing Conditions & Site	5
Current Project Scope	8
Issues and Goals	9
	10

## **CURRENT PROJECT STEPS**

Developing Design Options	11
	12

## **CURRENT PROJECT DESIGN OPTIONS**

Design Option 1	13
Design Option 2	14
	16

## **CURRENT PROJECT COST ESTIMATES**

Opinion of Probable Costs	18
Design Options 1 and 2 - Combined	19
	20

## **SCHEDULES**

Schedule Approach	21
Schedule   Task 1	22
Schedule   Task 2	23
	24

## **APPENDIX - ATTACHMENTS**

Aquatic Design Group - Full Investigation Report	25
	26

# PROJECT

## BACKGROUND

## HISTORY & CURRENT CONTEXT

The Burnt Cedar Beach Pool Complex is a privately held recreational facility located on the shoreline of Lake Tahoe within Incline Village, Nevada and operates seasonally from June to September. The pools are approaching 60 years old and have had a number of limited repairs during this time. The complex is well maintained, operated, and highly used by the Incline Village Residents & Guests. The Pools (shell, equipment, and decks) are in need of significant repairs and as a result, the Incline Village General Improvement District (IVGID) has proceeded with facility and pool shell investigative reports and initiated consultants to study new designs and solutions.

In May of 2020, IVGID selected TSK Architects (TSK) and Aquatic Design Group (ADG) to provide concept design and associated estimates for designs that reflect the requests for updated functions and amenities.

From the 1st week of June through July 2020, TSK/ADG have been meeting with IVGID and Stakeholders with a series of On-Site & Zoom Meeting. Discussions included what currently works well and needs improvements, preferred amenities of the various users, and operational and programming needs. Many design concepts were presented and discussed, modified with IVGID & Stakeholder input. Ultimately, two (2) design options have been selected to move forward for further consideration. These two (2) options are discussed in detail within this report.

### **A | Current Burnt Cedar Beach Project/Existing Conditions**

- TSK & ADG reviewed the report by Terracon Consultants, Inc dated Dec, 4, 2018 prior to site investigation visit on 3 June 2020.
- Visit confirmed limited portions of the concrete exterior pool deck are cracking and lifted in select areas.
- The pool desk does not appear to show damage caused by subsurface ground movement, areas of movement are likely caused by freeze/thaw conditions and some limited areas lifted perhaps by tree root spread.
- There a number of evergreen trees that seasonally drop debris in the adjacent pools, including pollen, needles, and insect larva. The tree debris has caused the wading pool to be closed and drain on a number of anticipated occasions.
- There is an existing raised grass lawn adjacent to the pool deck that is seldom used by pool users, but is maintained nearly daily by a lawn maintenance crew that requires constant care to keep lawn clippings out of the pool. Existing shrubs obscure sightlines to this area and its lack of observation causes some concern with staff and parents. Recommendation by IVGID and stakeholders is to remove the lawn area and shrubs, as there is significant lawn on the park side of the fencing.

The existing pools were constructed in 1968 with the primary pool being 25 meter by 42 foot with a maximum depth of approx. 10 feet and an adjacent round wading pool with a diameter of approx. 24 feet and a depth of approx. 2 feet. Both pools have skimmer water collection systems and a fiberglass finish in various phases of delamination.

## HISTORY & CURRENT CONTEXT (CONTINUED)

Pool Equipment is well maintained and a number of new pumps and filtration systems have been recently installed. The concern with the current collection and treatment system is that it does not take much of an episode in the pool for the water to lose clarity and the system takes time to clean and chlorinate.

The location of the wading pool and its close proximity to the deep end of the recreational pool has necessitated the inclusion of a perimeter 6' tall wrought iron fence to address code official concerns. Modern Pool Best Practices do not encourage the wading pool to deep pool relationships with new recommendations that wading pools be adjacent to the shallow ends of recreational pools.

### **B | Connection between Burnt Cedar Beach and User Parking**

The configuration of the Burnt Cedar Beach Recreational Park exists with the Pool complex located between the main parking lot and the primary beach and lawn. The Parking Attendant booth is the primary point of authorization to park and use the facility for members and approved guest. The relationship of the pool being located between the primary parking lot and the private beach causes a significant amount of cross-pool traffic with users taking a shortcut through the pool deck area as users pass from the parking lot to the beach/grass area, often multiple times a day per person. Stakeholders have requested consideration to establish a pathway from the parking lot to the beach that is outside of the Pool Complex fence. An IVGID Beaches Recreation Enhancement Opportunities Plan by Design Workshop in 2016 identified a beachfront path that included a cantilevered section and removal of a number of shoreline trees. IVGID and the Stakeholder Group have recommended as a less costly and obtrusive pathway solution to consider moving in the existing pool complex perimeter fence (north) to the point where it would accommodate an at grade 8' wide path to connect the parking lot and grass/beach. Path would be proposed to be an all-weather/ADA compliant path of asphalt, concrete, or possibly interlocking concrete pavers with a perimeter railing.

### **C | Aquatics Design Group developed a questionnaire to gauge the design direction and amenities that the Resident/Guest would like to have considered in the design of a new facility.**

ADG: Questionnaires (3 sample questionnaires returned)

QT #	Topic	R1	R2	R3	Ave.
------	-------	----	----	----	------

**Note:** Average Score is  $R1+R2/2$ .

**Important Statement:** Due to its extreme values significantly skewing the average result, scores from R3 were considered but not included in the average score.

## HISTORY & CURRENT CONTEXT (CONTIUED)

QT #	Topic	R1	R2	R3	Ave.
------	-------	----	----	----	------

### Qt. #1 Burnt Cedar Pool Shall support the following Instruction Programs (1-10)

1.1	Infant & Toddler	10	1	10	
1.2	Learn to Swim	10+	10	1	10
1.3	Age Group, Including Seniors	10	8	1	9
1.4	Disabled and Special Needs	6	7	1	6.5
1.5	Stroke Techniques	8	1	8	
1.6	Aqua Aerobics	10	10	1	10
1.7	Other Deep Diving Available at Rec Center Pool				

### Qt. #2 Burnt Cedar Pool Shall support the following Recreational programs (1-10)

2.1	Open Swimming (lots of kids)	10+	10	10	10
2.2	Lap Swim	7	1	7.5	
2.3	Waterslide (s)	9	10	10	9.5
2.4	Interactive Water Plan	4	10	4	
2.5	Other (Toddler Pool Separation)				

### Qt. #3 Burnt Cedar Pool Shall incorporate the following infrastructure: (1-10)

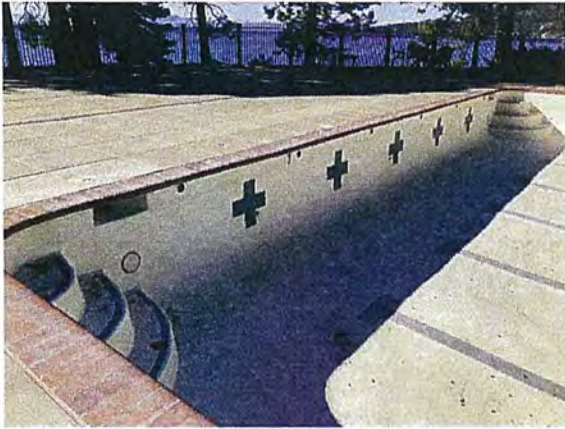
3.1	Public Address System	8	10	9	
3.2	Pool Desk and Site Lighting	10	7	10	8.5
3.3	Pool Desk Lounging/Seating	10	8	10	9
3.4	Fixed Tables (movable preferred)	2	-	3.5	
3.5	Fixed Shade Structures	5	-	7.5	
3.6	Other: Lounge Chairs, Tables + Chairs, Outdoor Shower & Foot wash				8

### Miscellaneous Questionnaire Comments:

- Visual Placement of Slide, disabled lifts and lifeguard stands should take into consideration on how they block view of the Lake
- Lawn – There is plenty of lawn space at Burnt Cedar Beach – not necessary next to the pool
- Shade Structures are essential (Movable is preferred)
- Maximize use of unused area near bulkhead – remove junipers – add seating
- Removal of Trees – Not necessary for view/good view from other park. Trees provide shade at BBQ area below pool too.  
Keep trees unless detrimental I affect to pool maintenance.
- Pathway along lake connecting both ends of Burnt Cedar Beach is great idea.

## PHOTOS OF EXISTING CONDITIONS & SITE

The following images were taken by Terracon during their pool shell and deck evaluation in December, 2018. These conditions, alongside others, were also noted by Aquatic Design Group and TSK Architects during their site visits.



**Pool** | Non-compliant stairs noted.



**Pool Skimmer** | Fiberglass finish and lack of waterline tile noted.



**Pool Skimmer, Deck View** | Limited deck replacement indicating limits of piping replacement noted.

The images below were taken by TSK Architects of the general, existing site of the Burnt Cedar Swimming Pool.



**Pool** | View toward Lake Tahoe.



**Landscape** | View of the greater property.



**Site** | View of pool and its amenities.

## CURRENT PROJECT SCOPE

Following seven (7) weeks of dialogue, meetings, and discussions the IVGID & Stakeholders Group has recommended that two (2) design concepts move forward for consideration of development. The pool shall be used primarily for recreational and family swim activities. There will be swim lessons, water aerobics, etc. taught at specific times. There will not be competitive swimming events at the facility.

The project needs to have improved ADA Accessible Access to the Wading Pool (Zero Entrance) as well as improved access to the primary recreational pool. Primary access to be with a new hydraulic lift device that can be removed and a secondary access with handrails at 36" apart.

Other Amenities discussed to be included are continuous stairs, separation of the wading pool from the recreational pools deep end. Improved deck space, enhanced pool orientation to better capture the views of the lake, shade devices (portable), and possible area for limited food and beverage consumption at a terrace slightly above the pool. Other amenity requested is the new pedestrian path between the parking lot and grass/beach area – to lessen the cross traffic through pool. This new pedestrian path would be less impactful on the shoreline if it were located within the existing fence line of the pool complex.

The only improvements to the existing building are to restrict guest access to the pool maintenance area if possible limited expansion to the pool equipment room. No renovations to the existing two building structures are proposed.



## ISSUES AND GOALS

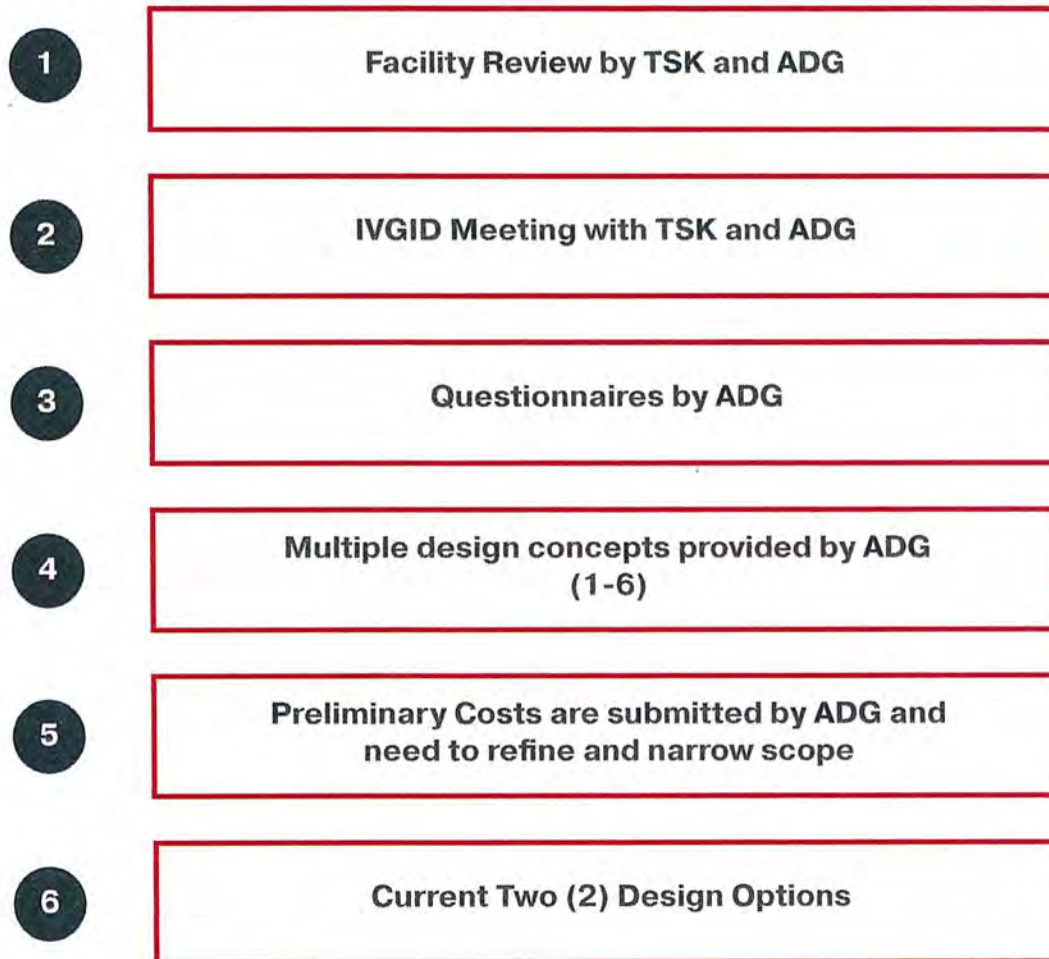
- **Pool finishes are delaminating and need replacement:** This will eventually become a health concern and can result in the closure of the pools.
- **Pools are leaking an estimated 50,000 gallons per month:** The source(s) of the leak are unknown. In addition to the added cost of water, chemicals, and heat; chlorinated water into ground or lake is undesired.
- **Pool main drains are not complaint with the Federal VGB law:** Federal Virginia Graeme Baker Pool and Spa Safety Act requires all public swimming pools to have certified anti-entrapment drains. Facilities not in compliance are to be closed.
- **Pool water clarity and quality is a problem during peak use:** The existing pool configuration and mechanical equipment cannot keep-up with body oils, sunscreens and organic matter resulting in poor water quality and clarity during peak use times, which can result in pool closure due to health and safety concerns.
- **Maintenance of tree droppings into pool water a problem:** Pine needles and other debris cannot be maintained properly with the current pool configuration and equipment resulting in poor water circulation and affecting water quality.
- **Grass areas are problematic to maintain properly:** Grass areas are underutilized and a problem and added expense to maintain.
- **Patron access into mechanical and chemical storage areas is a safety concern:** Existing pool and pool equipment configuration requires daily maintenance during pool operating hours. Since this equipment is open to the pool deck, patrons including children, have unauthorized access to these areas at times that may be a safety concern.
- **Existing pool and deck layouts make it difficult for patrons to supervise children:** The existing pool and site layout make it difficult for parents to supervise multiple children between the two pools and the lake.
- **Wading pool is not ADA complaint:** Federal law requires all public pools including the wading pool to provide ADA access. The wading pool does not provide such access.
- **Existing pool lanes are narrow:** Industry standard is 8-foot lanes to allow lap swimmers to share lanes and pass without touching. The larger pool will also provide more shallow end area for families to congregate during open swim and a larger deep end for aqua aerobics.
- **Provide an additional deck space:** Deck space is limited during peak days. Consider providing a dedicated space where an eating and drinking area is allowed. An expanded and slightly elevated area would provide improved sightlines to both pools. Operationally deterring food and drinking at the pool does take additional staffing and oversight. This expanded deck area will provide a more manageable solution. Design Option 1 includes this expanded deck area.

# CURRENT PROJECT

## STEPS

# DEVELOPING THE CURRENT DESIGN OPTIONS

Developing the current Design Options required a series of essential steps. The following diagram marks out the tasks and deliverables carried out by TSK and Aquatic Design Group to conceptualize and finalize three concrete design options.



# CURRENT PROJECT

## DESIGN OPTIONS

# DESIGN OPTION 1

## Design Summary

- New 75 feet x 52 feet (3,900 SF total) Rec Pool in new location (oriented NW/SE)
- Continuous stairs on north edge
- Six (6) 8 foot lap lanes
- Southern two lap lanes are 7'-0" depth to allow diving
- New Slide at west corner
- ADA Lift Access at east end
- ADA secondary handrail access at east end
- New 32 feet x 24 feet (800 SF total) Wading Pool in new location
- Zero Entry Wading Pool
- Includes a Water Feature
- Barrier between Wading Pool & Recreation Pool
- All new/expanded exterior concrete pool deck
- Elevated Terrace - removing trees and rock
- New Pathway connecting parking to Burnt Cedar Beach



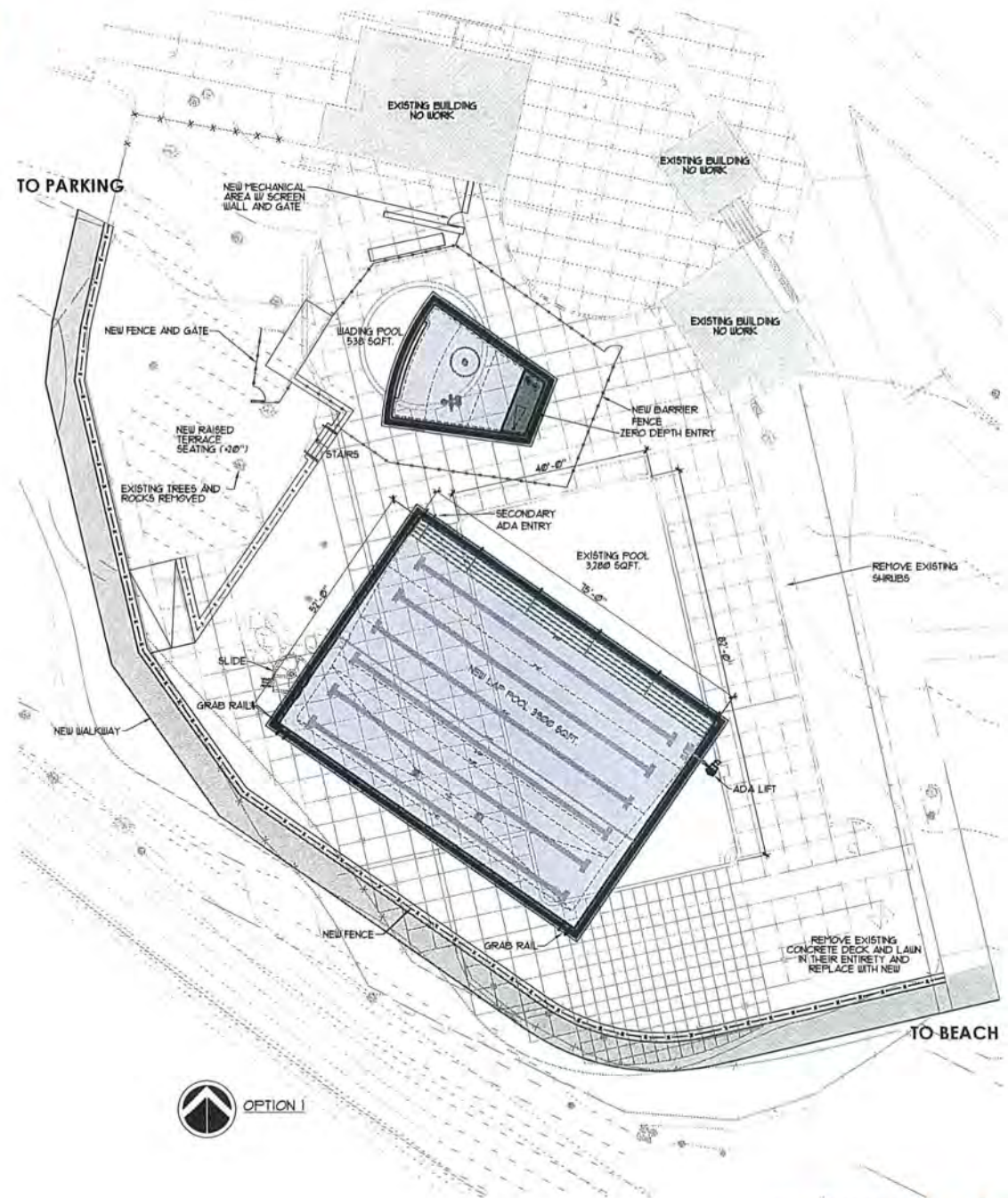
# DESIGN OPTION 1 | PLAN

## PROS

- New deck level perimeter gutter will provide easier patron access to the pool and a more effective and efficient circulation to provide better water quality.
- A 3-4-hour turnover rate, compared to the existing 6-hour turnover rate, will provide better water quality and clarity and will also reduce staff labor required to maintain the pool.
- This option provides a better site layout making it more enjoyable and easier to supervise multiple children.
- This option provides better control of the mechanical chemical spaces to protect patrons.
- The all new concrete decking reduces concerns for slip-trip or fall concerns.
- The new swimming pool provides two means of ADA and Universal access.
- The new wading pool provides both ADA and universal access.
- The new wading pool provides interactive play increasing the recreation value.
- The new swimming pool configuration will support programming better allowing multiple simultaneous programs to occur.

## CONS

- Most expensive.



# DESIGN OPTION 2

## Design Summary

---

- New 75 feet x 44 feet (3,300 SF total) Rec Pool in existing location/ orientation
- Continuous stairs on east edge
- Five (5) 8 foot lap lanes
- Western two lap lanes are 7'-0" depth to allow diving
- Slide at west edge
- ADA Lift Access at north
- ADA secondary handrail at NE corner
- New 35 feet diameter (829 SF total) Wading Pool in new location
- Zero Entry Wading Pool
- Option for Water Feature
- Barrier between Wading Pool & Recreation Pool
- Western trees will be removed but rocks remain
- Primary areas around pool deck are replaced with new



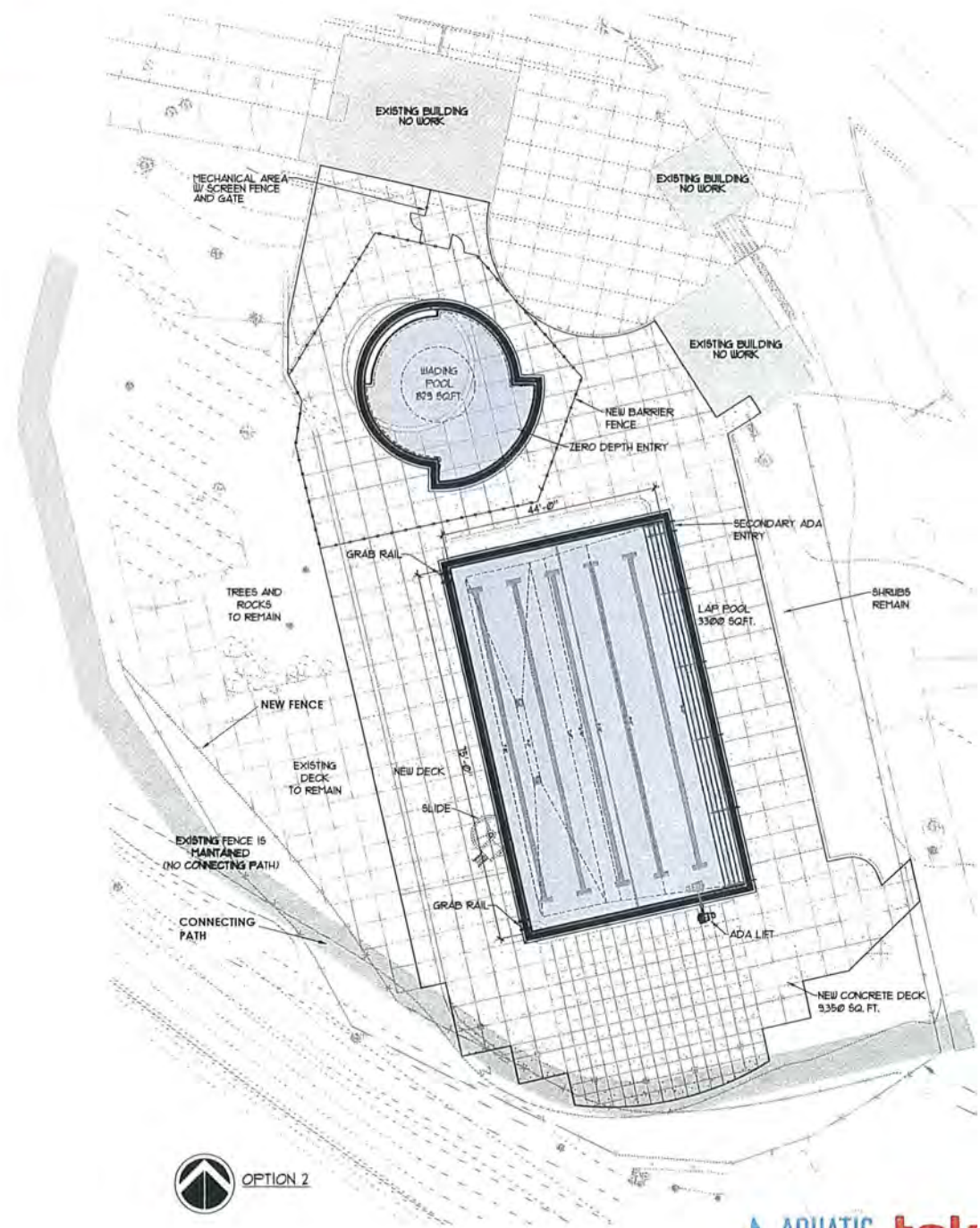
## DESIGN OPTION 2 | PLAN

### PROS

- New deck level perimeter gutter will provide easier patron access to the pool and will provide a more effective and efficient circulation to provide better water quality.
- A 3-4-hour turnover rate, compared to the existing 6-hour turnover rate, will provide better water quality and clarity and will also reduce staff labor required to maintain the pool.
- This option provides better control of the mechanical chemical spaces to protect patrons.
- A large portion of the concrete decking will be replaced reducing concerns for slip-trip or fall concerns in these areas.
- The new swimming pool provides two means of ADA and Universal access.
- The new wading pool provides both ADA and universal access.
- The new wading pool provides a bench seat for patron use.

### CONS

- Smaller pool accommodates less simultaneous programming.
- Areas of existing deck will be less aesthetically pleasing and match old with new materials and life spans. Does not address existing uprooting of concrete and current hazards remain within limited deck replacement within Option 2
- Option does not take advantage of reconfiguring the site for better use.
- Less desirable views of the Lake than Option 1.
- Existing trees and rocks limit deck space within perimeter fence.





# CURRENT PROJECT

## COST ESTIMATES

## OPINION OF PROBABLE COSTS | OPTIONS 1 AND 2

**Option 1** incorporates the full request list that evolved during the IVGID and Stakeholder meetings. This comes with the highest costs of the **two** options.

| \$4,553,425 Total Construction Costs (Construction + Estimating Contingency)  
\$1,070,055 Total Soft Costs  

---

\$5,623,480 Total Estimated Project Cost

**Option 2** incorporates many of the items on the request list. Item notes included are the raised terrace and new swimming pool is in appropriately the same location as existing pool.

| \$3,479,297 Total Construction Costs (Construction + Estimating Contingency)  
\$817,635 Total Soft Costs  

---

\$4,296,932 Total Estimated Project Cost

# DESIGN OPTIONS 1 AND 2 - COMBINED

Burnt Cedar Swimming Pool Improvement Project					Preliminary Opinion of Probable Costs					Prepared on: 8/4/2020			
ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	OPTION #1 FULLY BURDEN CONSTRUCTION COSTS <sup>1</sup>	VALUE ENGINEERING REDUCTIONS FROM OPTION 1 DESIGN						OPTION #2 FULLY BURDEN CONSTRUCTION COSTS <sup>1</sup>	
						Smaller Pool 44x75' (3,300 SF)	Layout Pool to Match Existing	Provide Less Deck Area and Associated Drainage/BMPs	No Site Lighting	Larger Wading Pool	Remove Wading Pool Play Equipment		No Shade Structures
<b>BASE IMPROVEMENTS</b>													
1.1	Mobilization/Demobilization	1	LS	\$ 100,000	\$ 129,000	\$ (10,000)		\$ (16,000)			\$ (6,250)	\$ 96,750	
1.2	Site Preparation/Demolition	1	LS	\$ 120,000	\$ 154,800		\$ (15,000)	\$ (4,050)				\$ 96,750	
1.3	Utility Allowance	1	LS	\$ 50,000	\$ 64,500		\$ (12,900)					\$ 51,600	
1.4	Earthwork	1	LS	\$ 80,000	\$ 103,200	\$ (10,000)	\$ (15,800)					\$ 77,400	
1.5	Retaining Walls	1	LS	\$ 20,000	\$ 25,800			\$ (25,800)				\$ -	
1.6	New Swimming Pool (2-4 Hour TOR) 52'x75' (3,900 SF)	3,900	SF	\$ 250	\$ 1,257,750	\$ (193,500)						\$ 1,064,250	
1.7	Swimming Pool Surge Tank	1	LS	\$ 50,000	\$ 64,500	\$ (12,900)						\$ 51,600	
1.8	New Wading Pool	800	SF	\$ 300	\$ 309,600					\$ 11,223		\$ 320,823	
1.9	Wading Pool Surge Tank	1	LS	\$ 40,000	\$ 51,600							\$ 51,600	
1.10	Wading Pool Interactive Play Equipment	1	LS	\$ 75,000	\$ 96,750							\$ 96,750	
1.11	Wading Pool Splash/Spouts	1	Allowance	\$ 20,000	\$ 25,800						\$ (96,750)	\$ -	
1.12	Wading Pool Fence/Barrier	1	LS	\$ 50,000	\$ 64,500					\$ 19,350	\$ (25,800)	\$ -	
1.13	Drainage/BMPs	1	LS	\$ 100,000	\$ 129,000			\$ (51,600)				\$ 77,400	
1.14	Pool Decks	15,000	SF	\$ 35	\$ 677,250	\$ 27,090		\$ (282,188)				\$ 422,153	
1.15	Deck Equipment <sup>2</sup>	1	LS	\$ 69,380	\$ 89,500	\$ (12,900)						\$ 76,600	
1.16	Pool Area Fencing	1	Allowance	\$ 100,000	\$ 129,000							\$ 129,000	
1.17	Mechanical Building Upgrades <sup>3</sup>	1	Allowance	\$ 100,000	\$ 129,000	\$ (32,250)						\$ 96,750	
1.18	Landscape/Site	1	LS	\$ 50,000	\$ 64,500							\$ 64,500	
1.19	Tree and Rock Removal	1	Allowance	\$ 50,000	\$ 64,500			\$ (32,250)				\$ 32,250	
1.20	Site Lighting	1	Allowance	\$ 50,000	\$ 64,500				\$ (64,500)			\$ -	
1.21	Recreation Pool Slide (New)	1	Allowance	\$ 20,000	\$ 25,800							\$ 25,800	
1.22	Shade Structures (Fixed)	1	Allowance	\$ 25,000	\$ 32,250						\$ (32,250)	\$ -	
1.23	Park Connector Walk-Way & Guardrails	320	LF	\$ 500	\$ 206,400							\$ 206,400	
1.24	<b>Construction Subtotal</b>				\$ 3,959,500	\$ (244,440)	\$ (43,700)	\$ (450,888)	\$ (64,500)	\$ 30,573	\$ (128,800)	\$ (32,250)	\$ 3,025,474
1.25	Estimating Contingency	15%			\$ 593,925	\$ (36,669)	\$ (6,555)	\$ (67,632)	\$ (9,675)	\$ 4,584	\$ (19,320)	\$ (4,838)	\$ 553,821
1.26	<b>Construction + Estimating Contingency</b>				\$ 4,553,425	\$ (281,109)	\$ (50,255)	\$ (518,521)	\$ (74,175)	\$ 35,157	\$ (148,120)	\$ (37,088)	\$ 3,479,297
1.27	<b>TOTAL CONSTRUCTION COSTS</b>				\$ 4,553,425	\$ 4,272,296	\$ 4,503,178	\$ 4,034,905	\$ 4,479,250	\$ 4,568,584	\$ 4,405,385	\$ 4,516,338	\$ 3,479,297
<b>SOFT COSTS</b>													
2.1	Location Multiplier ( Tahoe)	0%			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2.2	IVGID Contingency	10%			\$ 455,343	\$ (28,113)	\$ (5,076)	\$ (51,852)	\$ (7,418)	\$ 3,516	\$ (14,812)	\$ (3,709)	\$ 347,930
2.3	Permits & Fees	0.5%			\$ 22,767	\$ (1,406)	\$ (251)	\$ (2,593)	\$ (371)	\$ 176	\$ (741)	\$ (185)	\$ 17,396
2.4	IVGID Management Cost	3%			\$ 136,603	\$ (8,434)	\$ (1,508)	\$ (15,556)	\$ (2,225)	\$ 1,055	\$ (4,444)	\$ (1,113)	\$ 104,379
2.5	Architecture & Engineering	10%			\$ 455,343	\$ (28,113)	\$ (5,076)	\$ (51,852)	\$ (7,418)	\$ 3,516	\$ (14,812)	\$ (3,709)	\$ 347,930
2.6	<b>TOTAL SOFT COSTS</b>	23.5%			\$ 1,070,055	\$ (66,065)	\$ (11,810)	\$ (121,852)	\$ (17,431)	\$ 8,262	\$ (34,808)	\$ (8,716)	\$ 817,635
3.0	<b>TOTAL ESTIMATED PROJECT COST</b>				\$ 5,623,480	\$ (347,194)	\$ (62,065)	\$ (640,373)	\$ (91,606)	\$ 43,421	\$ (182,928)	\$ (45,803)	\$ 4,296,932
<b>Notes</b>													
1. Deck Equipment includes pool covers, pool cover reels, lifeguard chairs, lane line, lane line reels, safety signs, safety equipment etc...													
2. Mechanical Building Upgrades may be necessary to increase the pool turnover and improve water quality issue plaguing current pool. Need will be confirmed during final design.													
3. Base Improvements include Costs of approx. 29% for (Escalation, CMAR Contingency, General Conditions, Overhead & Profit, Insurance & Bonds)													
<b>Excludes</b>													
Furniture (Tables, Chairs, Lounge, Umbrellas, etc...)													

# SCHEDULES

TIMING OF SERVICES & DEVELOPMENT

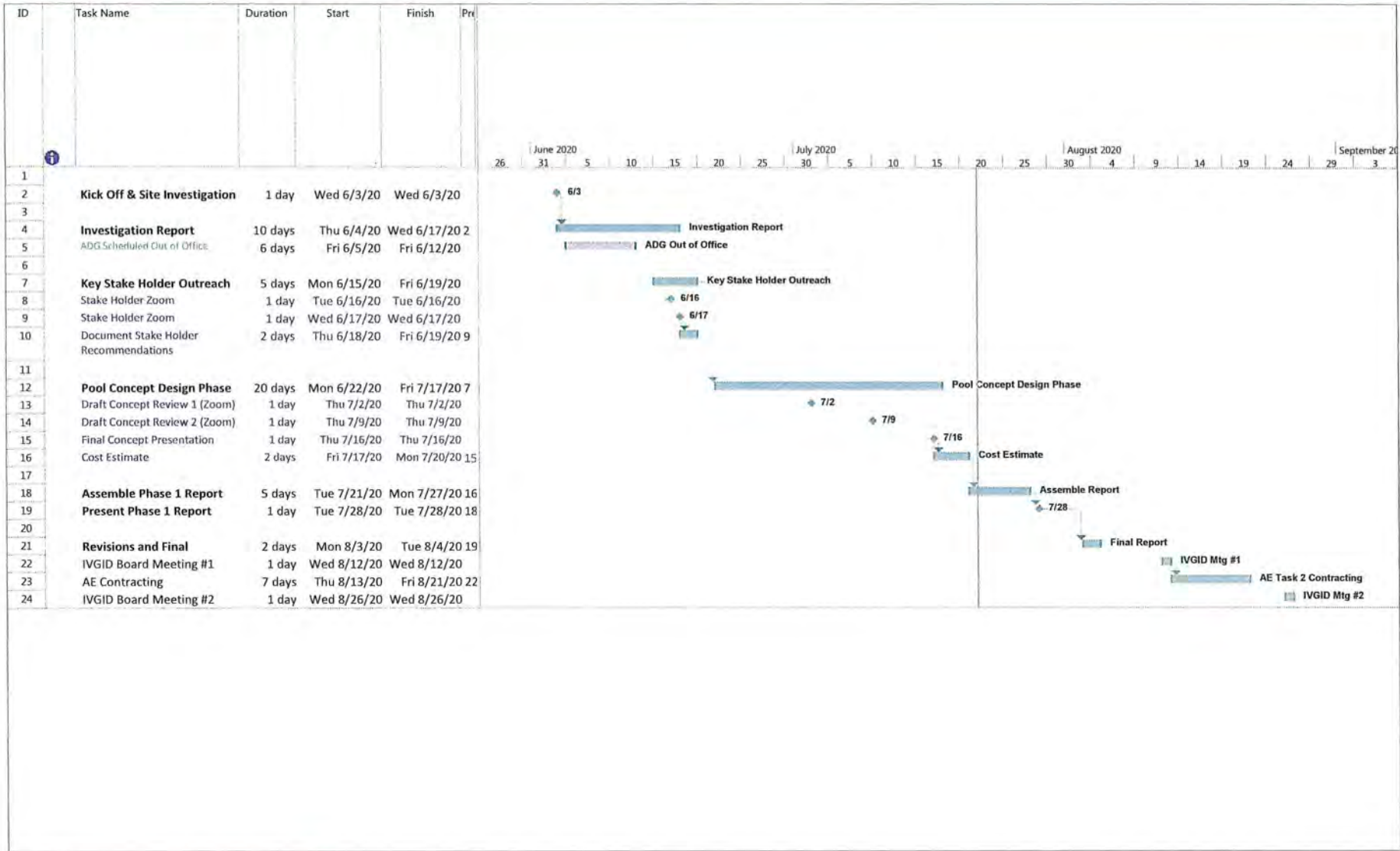
# SCHEDULE APPROACH

Project Schedules will be influenced by the final selection of the two (2) presented design options. The schedules for design and engineering as well as Construction are also influenced by the permitting process that will involve Washoe County Community Development Department as well as the Health Department. Locally the Tahoe Regional Planning Authority (TRPA) will also have an influence on the Schedule. Early Discussion with TRPA recommended a 3-5 month review process depending on impact to the shoreline environment.

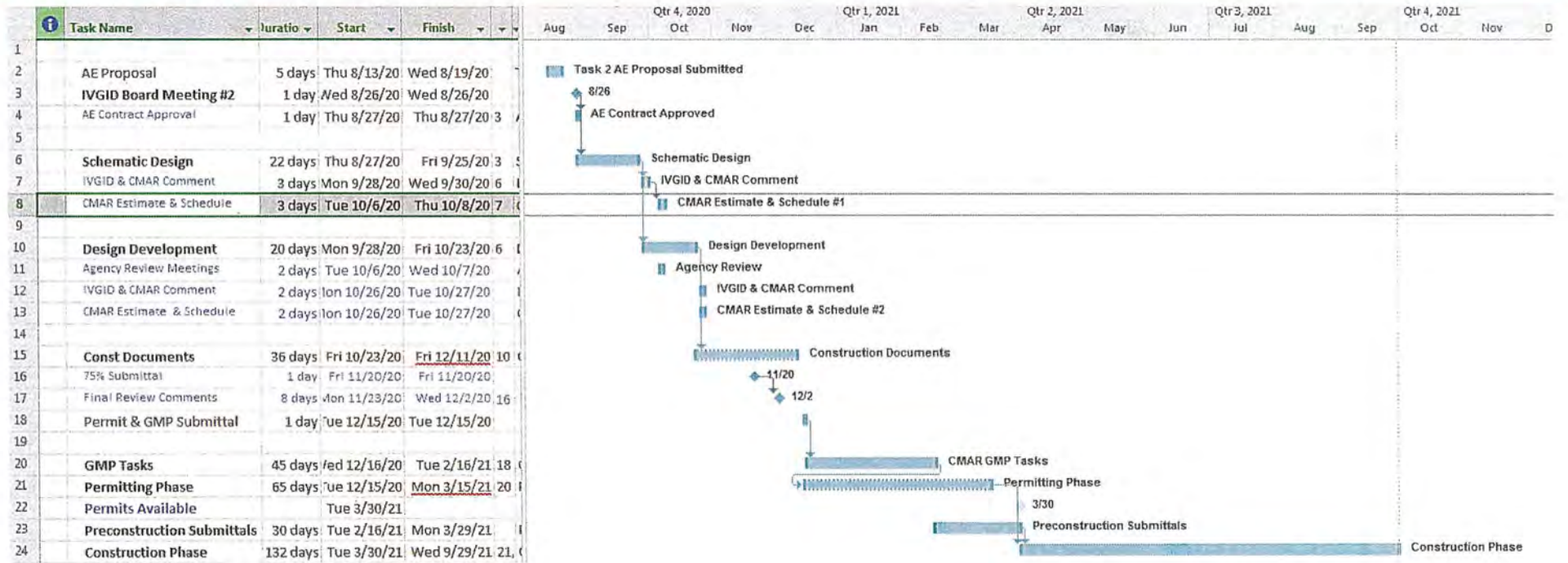
## **Burnt Cedar Pool Projects Timeline**

1968	Original Pools Constructed
1981	Pools Shells Refinished
2000	Pool Buildings Constructed
2018	Pool Technical Analysis and Cores
2020	Pool Renovations Analysis and Concepts
2021/22	Possible Construction Activities

# SCHEDULE | TASK 1



# SCHEDULE TASK 2



# APPENDIX

## ATTACHMENTS



**INVESTIGATION REPORT**

DATE: 4 June 2020  
 TO: Pat Pusich, TSK Architects  
 FROM: Aquatic Design Group  
 RE: Burnt Cedar Pool Renovation

**A. EXISTING CONDITIONS:**

1. The Burnt Cedar pools were originally built in 1968. The aquatics facility consists of two pools: a 25-meter by 42-foot swimming pool and a round wading pool. The pools were renovated in 1980. The 1980 renovation included replacing all the copper piping with pvc piping and new pool finishes. The wading pool has a different water depth than the as-built drawings, which leads us to believe that the pool was shallowed during the 1980 or a subsequent renovation.
2. The swimming pool has a skimmer water collection system pool with a fiberglass finish. In a previous evaluation it was determined that the pool finishes are delaminating and need to be replaced.
3. A recent test by staff shows that the swimming pool is losing 50,000 gallons of water in a one-month period.
4. The staff noted that the underground piping of the pool main drains is not complaint with the Federal Virginia Graeme Baker Pool and Spa Safety Act.
5. Noted problems with the existing pools are their inability to maintain water quality with large amounts of sunscreen and as a result cloudy water. To rectify this the new pools should have continuous perimeter rim-flow gutter, floor inlets and better turnover rates than the existing pools.
6. Staff reports that the wading pool step has been problematic in the past.
7. Staff reports the trees on the deck have been problematic in the past.
8. Staff reports that the pool grass areas have been problematic in the past.
9. Staff reports the access to the pool mechanical and chemical rooms from the pool deck has been problematic in the past.
10. Staff reports the grass area to the east of the retaining wall has been problematic. It provides a hiding place that is difficult to supervise and is difficult for staff to access for maintenance.

11. Staff reports that the trees between the pool and lake are not original with the pool. They were added after the pool was built.
12. The existing high efficiency pool condensing boilers are only a couple of years old and staff would like to re-use them.
13. Staff has had reasonable success with a supplemental disinfection system, Clear Comfort. They would like to use something similar with the new pools.
14. The existing pump pit is approximately 3' deep below the top of deck.
15. The existing swimming pool pipes are:
  - a. Skimmer suction 6" pvc
  - b. Main Drain suction 2.5" pvc
  - c. Pool return 6" pvc
16. The existing wading pool pipes are:
  - a. Skimmer suction 2" pvc
  - b. Main Drain suction 2" pvc
  - c. Pool return 2" pvc

**B. PROGRAMMING:**

1. The staff noted that the pool configuration does not support modern programming. In addition, the pool systems cannot keep up with organic loads during peak season, which results in cloudy water and a need to close the pools. It was determined that these pools need to be removed and replaced to meet the programmatic needs of the community.
2. Pool Programming:
  - a. Swim Lessons (up to 50 students at a time)
  - b. 4 students per class group
  - c. Aqua Exercise (both deep and shallow water)
  - d. Recreation Swim
  - e. Lap Swimming
  - f. Dive instruction (8-10 students from the deck only)
  - g. The pools are used by residents and pass holders only (they are not open to the public)
  - h. The south/west corner of the pool deck is used for tables and lounges as it provides the best view of the lake.
  - i. The desire is to keep the overall pool occupancy the same with the new pools to avoid expensive building renovations or additions for support spaces.
3. Given the nature of the pools the staff felt strongly that the swimming pool and wading pools should be rim-flow deck level gutters as shown below. These gutters will require a surge tank for each pool. Each surge tank will have a finished lid that is 18-inches above the top of deck.
4. The pools operate at an approximate 83 to 84 degrees Fahrenheit, however the wading pool can reach temperatures as high as 90 degrees in the summer.
5. If the staff wishes to continue to offer Red-Cross certification at this facility they will need a reported 9-foot water depth at a deep area of the new swimming pool.

- 6. All swimming pool and wading pool equipment is expected to be replaced.
- 7. Staff would like to go back to a liquid chlorine system for both pools. The staff will check with the local vendor to see if they can make deliveries for mini-bulk liquid chlorine.

**C. SUMMARY:**

- 1. The expected pools will be replaced with two new pools: a six lane by 25-yard pool, and a zero-depth entry wading pool.
- 2. The pool sizes will be approximately the same to control bathhouse and support facility needs.
- 3. The pools are expected to be rim-flow deck level gutter pools.
- 4. The pools will be plaster finished with tile markings to support programming and code.
- 5. The pool deck will be replaced with a new medium broom finish concrete.
- 6. Some the pool mechanical equipment may be moved outside the existing filter room for service accessibility and to support chemical delivery.
- 7. The pool configurations and orientations may vary from the existing pools as the site obstructions, such as retaining walls, large boulders, and trees may be removed to enhance the pool area experience and operations.

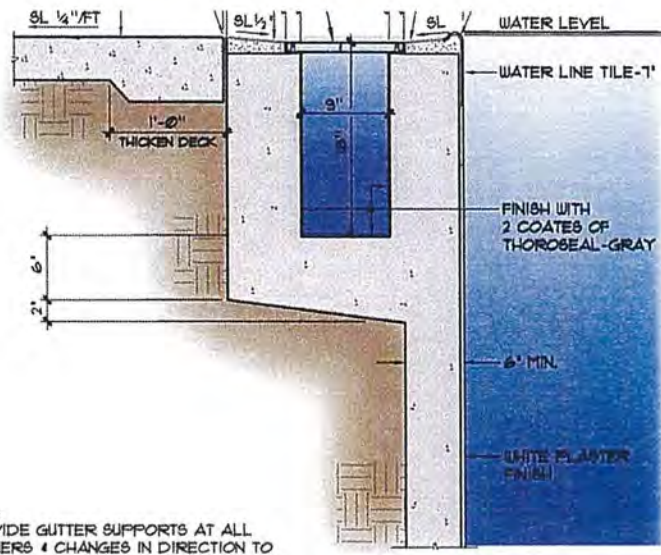


Rim-Flow Deck Level Isometric View



Rim-Flow Deck Level Pool Example

CC. File



Rim-Flow Deck Level Gutter Profile



ANNIVERSARY

**Reno - Tahoe Office**

225 S. Arlington Ave., Suite A  
Reno, NV 89501

**tsk**

ARCHITECTS

T: +1 (775) 857-2949  
E: reno-tahoe@tska.com  
[www.tska.com](http://www.tska.com)

## MEMORANDUM

**TO:** Board of Trustees

**THROUGH:** Indra Winqest  
General Manager

**FROM:** Paul Navazio  
Director of Finance

**SUBJECT:** Review, discuss and possibly take all or part of the following six (6) actions related to the District's Fund Balances

**DATE:** July 30, 2020

---

### **I. RECOMMENDATIONS**

That the Board of Trustees make separate motions on all or part of the following six (6) actions related to the District's Fund Balances.

- a. Acknowledge receipt of an update on Unaudited Fund Balances as of June 30, 2020.
- b. Authorize additional reservation of \$1,912,767 in unexpended utility rate revenue collected during Fiscal Year 2019/2020 in support of the District's Effluent Export Pipeline Project.
- c. Authorize commitment of \$1,360,000 in available fund balance in the General Fund for anticipated settlement of the property tax dispute filed against Washoe County et al, Nevada State Board of Equalization and the Department of Taxation by the Village League to Save Incline Assets, Inc. (Case No. CV03-06922)
- d. Authorize the District's General Manager to direct the District's Director of Finance to reflect allocation of estimated FY2019-20 year-end Community Services Special Revenue Fund fund balances as follows:
  - i. Reflect commitment of \$5,594,546 in support current year FY2020-21 Capital Improvement Projects, and
  - ii. Affect transfer of additional \$1,100,000 in Community Services Special Revenue fund balance to the Community Services Capital Fund(s) in support of future priority capital improvement projects.
- e. Outline and possibly set future agenda items in order to designate additional available fund balances in support of specific future Capital Improvement Projects in conjunction with the Board's ongoing refinement of the District's Capital Improvement Plan priorities for Fiscal Year 2020/2021 through 2024/2025.

## II. BACKGROUND

Staff is currently in the process of processing the year-end close for Fiscal Year 2019-2020 (ended June 30, 2020) and as a result the actual revenue and expenses and resulting year-end fund balances have not yet been finalized. Preliminary fund balance estimates based on unaudited results for fiscal year FY2019-20 are as follows:

Governmental Fund Types	Community			Total Governmental
	General Fund	Services Fund	Beach Fund	
Unaudited Net Sources & Uses	801,889	1,562,184	621,957	2,986,030
Fund Balance, June 30, 2019	3,765,586	12,261,649	1,774,846	17,802,081
Unaudited Fund Balance, June 30, 2020	4,567,475	13,823,833	2,396,803	20,788,111

Proprietary Fund Types	Utility	Internal	Total
		Srvices Fund	Prprietary
Unaudited Net Sources & Uses	2,814,760	(172,502)	2,642,258
Add Capital Expenditures	1,669,605		1,669,605
Add Principal Payments	523,988		523,988
Deduct Depreciaton	(3,370,510)	(12,561)	(3,383,071)
Unaudited changes in net position	1,637,844	(185,063)	1,452,781
Unrestricted Net Position, June 30, 2019	12,442,309	240,037	12,682,346
Unaudited Unrestricted Net Position, Jun	14,080,153	54,974	14,135,127

The Board of Trustees has expressed a desire to discuss possible designation of available fund balances in support of priority capital projects included in the District's Five-Year Capital Improvement Plan beyond FY2020-21 as well as, potentially, other District obligations.

### *Utility Fund – Reservation of Funds for Effluent Export Pipeline Project*

At its meeting of March 3, 2020 the Board took action to restrict \$9,656,890 in Utility Funds for the expressed purpose of earmarking the funds for the Effluent Pipeline Project. While this funding was included in the FY2019-20 capital budget for the project (CIP #2524SS1010), these unexpended funds will again revert to fund balance and will remain restricted until re-appropriated and expended for the intended purpose.

At the same time, the District continues to collect \$2.0 million per year in utility rate revenue collected specifically for the Effluent Pipeline Project. Of the new \$2.0 million appropriation included in the FY2019-20 budget, expenditures of \$87,233 was expended, leaving an unexpended balance of \$1,912,767 that would be appropriate to add to the cumulative "restricted" funding being collected in support of the Effluent Pipeline Project.

Staff recommends that the Board make a motion to "restrict" an additional \$1,912,767 for the Effluent Pipeline project, which will result in a cumulative amount of restricted funding of \$11,569,657.

#### *General Fund – Commitment of Funds for Property Tax Settlement*

Staff is recommending that of the estimated \$4,567,475 in available year-end unassigned fund balance within the District's General Fund, a total of \$1,360,000 be "committed" by the Board to cover the District's obligation under the terms of settlement of the property tax dispute filed against Washoe County et al, Nevada State Board of Equalization and the Department of Taxation by the Village League to Save Incline Assets, Inc.

As the terms of the settlement are finalized, this amount will be required to be booked as a liability of the District's General Fund, however, given the timing of the settlement agreement, it is likely that this liability may not be recorded until this current fiscal year. Staff is seeking Board approval to reflect these funds as "committed" as of June 30, 2020, thus reducing the unassigned fund balance to be reported through FY2019-20.

Once the liability is officially recorded on the District's financial statements, the commitment of fund balance is off-set. Should the District's Independent Auditor recommend that the liability be recorded as of June 30, 2020, the commitment of funds by the Board becomes unnecessary; however, staff is seeking Board action on this item to ensure that these funds are excluded from unassigned fund balance regardless of whether the liability is recorded in fiscal year 2019-20 or fiscal year 2020-21.

#### *Re-establishment of Capital Funds for Community Services and Beach Funds.*

In adopting the Final Budget for FY2020-21, the Board took action to re-establish separate Capital (and Debt) funds for its Community Services and Beach activities. As a result the adopted budget thus included a transfer of \$5,594,546 of fund balances from the Community Services Special Revenue fund to support appropriations included in the FY2020-21 capital budget for Community Services capital projects. This transfer of Community Services Special Revenue fund

balance will be recorded from available year-end fund balance in the Community Services Special Revenue fund as of June 30, 2020.

In order for the FY2019-20 financial statements to reflect this commitment of fund balance to projects included in the FY2020-21 budget, staff is recommending that the Board authorize the "commitment" of these funds, as of June 30, 2020. This will assist in reflecting the fact that these funds are considered obligated for capital projects and not available for other purposes.

Staff is recommending that the Board authorize Staff to take the additional step of transferring an additional \$1,100,000 in available Community Services Special Revenue Fund balance to the Community Services Capital Fund in support of future capital projects, beyond those projects for which appropriations are provided in the FY2020-21 approved capital budget.

This recommendation stems primarily from the fact that in approving the District's FY2018-19 budget, the Board specifically allocated \$440 of the Community Services Facility Fee for capital projects, yielding \$3,609,320 in revenues earmarked for capital projects for that year. However, since the District only expended funding requiring \$2,508,528 in Facility Revenue for capital projects, \$1.1 million of Facility Fee revenue was never transferred to the Community Services Capital Fund. Board action is now being sought to authorize reflecting these dollars within the Community Services Capital Fund, assigned solely for future capital project commitments.

It should be noted that, with the Board's action to re-establish separate capital and debt funds within our Governmental Special Revenue funds, all revenues designated in the budget for capital expenditures will be collected, tracked and retained within these funds ensuring that capital project fund balances remain in their respective capital funds.

#### *Future Consideration of Designating Additional Fund Balances*

As the Board works to refine its multi-year capital improvement plan along with the funding plan required to implement the capital plan, the Board has also express a desire to continue to identify specific projects and Board-priority projects. Moreover, to ensure that Board-priority projects can be implemented according to desired timelines, the Board could take the additional step of designating specific funding in support of specific projects in advance of a project receiving formal budget appropriations for design and construction.

Generally-accepted accounting principles (GAAP) provide for specific classifications for fund balances within Governmental Funds. These include the following categories:

- **Restricted** – funds that are restricted for specific purposes through restrictions of external parties or by enabling legislation
- **Committed** – amounts constrained for specific purposes imposed by formal action of the government's highest decision making authority. Committed funds cannot be used for any other purpose absent the government taking the same action (resolution/ordinance) that established the original commitment.
- **Assigned** - amounts constrained by the government's intent to be used for a specific purpose, but are neither restricted nor committed. Assignment of fund balances may be made by an officer who has been delegated such authority.
- **Unassigned** – fund balances that are the residual classification for amounts that are not constrained as reported in the other classifications.

For Proprietary Funds GAAP establishes that “net positions” should be identified as

- Net Investment in capital assets
- Restricted (distinguishing among categories of restriction)
- Unrestricted

In this context, “restricted net positions” arises if either:

- 1) Restrictions are externally imposed by creditor, grantor, or laws/regulations of other governments; or
- 2) Restrictions are imposed by law through constitutional provisions of enabling legislation

According to GASB, it is important to note that “earmarking” of an existing resource or revenue for specific use by the reporting government does not result in the reporting of restricted net positions from the earmarking. Earmarking may also be referred to as “designation” of the government's intent, but does not have the same legal restriction established at the time the revenue was created.



## MINUTES

### **REGULAR MEETING OF JULY 22, 2020 Incline Village General Improvement District**

The regular meeting of the Board of Trustees of the Incline Village General Improvement District was called to order by Chairman Tim Callicrate on Tuesday, July 22, 2020 at 6:00 p.m. This meeting was conducted virtually via Zoom.

#### **A. CLOSED SESSION – TIME CERTAIN - 5:00 p.m. to 5:45 p.m.**

The Board may consider a motion to enter a Closed Session to consider negotiating strategy pertaining to the Operating Engineers Local Union No. 3 (pursuant to NRS 288.220).

The Board of Trustees entered closed session at 5:02 p.m., they conducted their closed session and, at 5:47 p.m., they exited closed session.

#### **B. PLEDGE OF ALLEGIANCE\***

The pledge of allegiance was recited.

#### **C. ROLL CALL OF THE IVGID BOARD OF TRUSTEES\***

On roll call, present were Trustees Tim Callicrate, Sara Schmitz, Matthew Dent, and Kendra Wong. Trustee Morris was absent for roll call but did join the meeting at 6:15 p.m.

Also present were District Staff Members Director of Finance Paul Navazio.

No members of the public were present in accordance with State of Nevada, Executive Directive 006, 016, 018 and 021.

#### **D. PUBLIC COMMENTS\***

Dick Warren said he is trying to understand something; why is it that the Board meeting tonight is going to be focused on financial matters that have not yet been vetted by our Audit Committee? Apparently, there will be a Closed Session for the Board to discuss labor negotiations with Local Union 3, the Operating Engineers. Why hasn't this been first reviewed by the Audit Committee? Obviously, this is a financial transaction, why no input from the Audit Committee? Secondly, who is advising the Board on these labor negotiations? I assume it is some attorney knowledgeable and experienced in labor contract negotiations...please do not tell

me it is Staff advising the Board. That is not the correct answer. Punch Cards, once again a financial matter, Paul Navazio will be pontificating on this issue to the Board, but why has it not yet gone through the Audit Committee? And more importantly, the Five Year Capital Plan and the Debt Management Report, once again, why has the Audit Committee not seen these reports? They are financial in nature; therefore, they need to go to the Audit Committee before being presented to the Board. I understand they might need to be filed in August, but why are we ignoring the Audit Committee? Additionally, my understanding is that the Audit Committee is now comprised of Trustee Matthew Dent as Chair, Trustee Sara Schmitz, and Derrek Aaron, Cliff Dobler & Ray Tulloch as Members-At-Large. Today, is the Audit Committee functioning as a whole with Dent/Schmitz/Aaron/Dobler/Tulloch? If not, why not? This looks to me like a pretty good group of financial folks to get things done, but are they in charge of the Audit Committee? Trustee Matthew Dent, where do you stand on this? For what it is worth, unleash the financial acumen of Aaron/Dobler/Tulloch NOW, not later. These guys are good, give them a chance to cut through the BS of IVGID. Thank you.

Aaron Katz said he will be submitting a series of written statements to be attached to the minutes. Punch cards were originally intended to accomplish nothing more than payment of the guest fees at the beaches once a legitimate guest was determined. Pinkerton and Eick changed this purpose by allowing beach access with punch card to those not entitled and allow a spread of a notion that our Rec Fee represents some value to those who involuntarily pay. This started an accounting nightmare where punch cards could be used in lieu of cash to pay for Mountain Golf Course and Tennis play and season pass yet they couldn't be used for similar purposes at Championship Golf Course and Diamond Peak. Then we had double reporting of revenue, contra revenue, sub-fund transfers, erroneous expenditures and the accounting nightmare that Staff is speaking about right now. We end all of these wrongs by ending the punch cards – pure and simple. Beach access should be by picture pass only unless you are a legitimate guest of somebody who has a picture pass card. The picture pass card should be loaded with some predetermined value for redemption so that legitimate guests of a picture holder don't have to pay for beach access. Staff brags that they don't have to pay general obligation indebtedness with ad valorem taxes but NRS 350.0045 instructs that when you assess ad valorem taxes, general obligation debt is supposed to be paid out of those taxes. If we used ad valorem taxes to pay GO debt hopefully Staff would be forced to reduce overspending in the General Fund and then hopefully we would be able to reduce Central Services transfers from Community Services and Beach funds and that would reduce our rec fees. You also have to change the wording in the report to declare that GO debt is paid not by net revenues but by ad valorem taxes. The five-year capital improvements plan

– he is very disturbed about that. When you look at next year, there is \$8.133 million of CIP scheduled for Community Services and \$2.825 million for beaches, that's nearly \$11 million when we already lose millions of dollars in operating expenses for our facilities; where the money is going to come from. He is concerned because Staff is setting us up for another bond measure.

Cliff Dobler said that the five-year CIP plan presented tonight, he will call the plan, according to the memorandum on agenda packet page 7 claims Staff presented to the Board an update five-year capital plan along with a five-year projection supporting capital improvement project expenditures and the role of debt financing to support planned future projects. He doesn't recall any presentation on how the five-year plan was to be paid for. What we did see were capital projects without funding sources. Board Policy 12.1.9 states "a prudent multi-year capital plan identifies and prioritizes expected needs and detailed estimate amounts of funding from various sources". The plan identifies amount of funding sources from facility fees and charges for services by two upward arrows. How much is each arrow worth? The plan states that the projects in the Community Services capital fund will be drawn from fund balance. Of course, there is no money in that capital fund to be drawn upon. Where are the details of the funding amounts from various sources required by Board policy? The plan states spending \$75.5 million over the next five years and there is nowhere or anywhere where funding for the spending plan has been determined. This is \$14.1 million per year with no funding plan. Incline Beach building a priority project approved by the Board, not in the plan. A new unnecessary Administrative Office Building, it's in the plan. The effluent pipeline and wastewater pond that, in January 2020, the Board was informed via a 287-page presentation that spending over the next five years would be \$15.6 million, the plan \$21.6 million. Meanwhile, the District's 4404LGF budget for Fiscal Year 2021 indicates there will be almost \$7.7 million in excess fund balance over the appropriate levels in the General Fund and the Community Services and Beach Special Revenue Funds. These excess funds have not been committed to anything. The plan however states that these excess fund balances will only be used if needed indicating to him that this Board, by approving this plan tonight, seeks borrowing money rather than using the excess fund balances. Take money from citizens, do not use it, but borrow instead. How about taking some responsibility? Do not accept this plan, do a proper plan, and abide by your own policies.

Margaret Martini said that she loves her punch cards..they serve her purposes well. The main issues relate to the District's improper accounting and reporting of their utilization, the unlawful and undisclosed transfers of our money from the Community Services Fund to the Beach Fund and the administrative policies that

violate Ordinance 7. These are the real issues that this Board needs to address. First, as this Board should be aware, our five picture passes and/or punch cards are prepaid with our annual Rec and Beach Fees. There are no additional revenues received at the venues when we use a picture pass or punch card. To create additional fictitious revenues at any of our recreational and beach venues is fraudulent. Money collected for the Rec Fee can only be used for the operation, capital projects and debt service of the Community Services Fund. You cannot transfer money out of the Community Services Fund to cover the so called "contra revenues" for punch cards used at the beaches. The Beaches are a completely separate Fund. It's that simple and these improper accounting and reporting practices needs to stop. Secondly, there is Ordinance 7. Nothing in Ordinance 7 states the Punch Cards used at the Beaches or the Recreational Venues support a different percentage reduction between the guest and the resident rate. There is no 5% of the value when using the Beaches, or 85% when using the other recreational venues. So who, exactly, made that up? The same is true for the issuance of "guest passes," "day passes," and "exchange passes." You will also not find anything about giving special discounts to the Hyatt for their guests to use any of our Recreational venues – beyond their ability to receive any combination of five picture passes and/or punch cards for each Rec and Beach Fee they pay – just like every other commercial or residential property owner. So, when did the Board approve these constructions and why are they allowed to continue when they violate a Board approved Ordinance? Punch Card Utilization is just another illustration of the District's failure to abide by the law and the District's own Ordinances, Resolutions, Policies and Practices. It also points to the absence of any internal controls that ensure the integrity of our financials and our accounting practices and allows the abusive administrative practices that do not serve the best interests of our property owners and our residents. This Board must exercise leadership and set a new direction for our General Manager and Director of Finance. The destructive legacy of Mr. Pinkerton and Mr. Eick cannot continue to invade the proper management of our District. Both the State Filings and the Punch Card Presentations should have been brought before the newly constituted Audit Committee before it was brought to the Board. Instead, this Committee, established to provide the Board with independent checks and balances and expert financial oversight, was bypassed. When will this Board take charge and exercise the fiduciary and statutory duties to the citizens you took an oath to serve?

Linda Newman said she requests that Staff's Punch Card Presentation be removed from the agenda. It fails to address whether or not the District's accounting and reporting is in compliance with Generally Accepted Accounting Principles and whether the annual transfers from the Community Services Special Revenue Fund to the Beach Special Revenue Fund is lawful. In addition, it also

fails to provide any Board approved policies establishing sales allowances and contra revenues. It also omits any mention of whether or not the District's issuance of "daily passes" and "exchange passes" are in compliance with Ordinance 7 which does not include these unwritten and unapproved administrative issues. It does, however, state that any combination of 5 picture passes and/or punch cards are exchanged for the payment of Rec and Beach Fees. The latter statement clearly invalidates the use of Special Revenue Funds for the Community Services and the Beaches which can only be used for taxes and other imposed non-exchange revenues. Here it is stated that these FEES are paid in exchange for five passes or punch cards of equal value to the FEES being charged. These fees are not only an exchange transaction but are collected to cover the costs of the Community Services and Beach operations, capital projects and debt service. When these costs are recovered by fees and charges for services, GASB 34 Paragraph 67(c) requires that these funds be accounted and reported as Enterprise Funds. Therefore, she requests that Staff provide a presentation that answers these questions and responds to these comments at the next Audit Committee Meeting when all of the new members are seated. That would also be the perfect time for Mr. Navazio to address the other 13 points of concerns in the District's 2019 CAFR. She also requests that the District's review of its current Internal Controls and lack thereof and the implementation of effective written policies be placed on a faster track than General Manager's Winter timeline. Without effective internal controls this Board cannot assure the integrity of the District's financial and accounting information, the effectiveness or efficiency of its operations and has no safeguards against inadvertent errors as well as fraud. As fiduciaries, this is your responsibility and further delay is not an option.

Mike Abel said in reading tonight's board packet, he is struck by what is not on this Board's agenda. Although, he has recently learned that Mr. Katz has filed a Writ with the US Supreme Court and Mr. Beko is filing a response, there is nothing here that notices this fact to the Board. There is no motion for the Board to engage Mr. Beko or appropriate public funds for Mr. Beko's legal fees. There is also no update on the Smith lawsuit notifying the Board that the District Judge has appointed a special master to review 500 of the withheld emails, Mr. Guinasso has asserted to be attorney /client privileged. And, speaking of Mr. Guinasso, although his firm was terminated, when will we stop using and paying him for legal services? And when will he reimburse the District for the legal fees he incurred when he retained Mr. Beko to defend him in the Smith lawsuit? Where is the update on the value we received from Tri-Strategies for the \$6000 we paid them to lobby the legislature during the Special Session? And, what exactly did they represent to the legislature on behalf of our District? Nothing as a matter of fact. This was confirmed by our Assemblywoman Lisa Krasner who had zero contact with these grifters. He has

queried our Senator, Mr. Kiekheffer on this issue (whom I will presume will give me the same answer, but I have yet to hear from him. Why has the General Manager delaying development of internal controls when we have none but do have an upcoming audit that relies upon a comprehensive framework of internal controls to prepare our financial statements? Shouldn't this be a Board priority? There is no follow up on the US Army Corps of Engineers and our Hollywood style Federal lobbyist Marcus Faust on whether or not we will receive any Federal funding for the failing effluent pipeline project. Another great expenditure of lobbying dollars? Besides his awesome promises – he provides another example of stupid waste. With that being said, has the General Manager identified the independent consultants that can provide the right path forward to replace the six miles and line the pond and the best way to fund this vital infrastructure project? How much longer can we wait? The same goes for an independent utility rate and capital reserve study. Our utility fund is underwater and is not being properly managed. As Trustees you must take charge, set priorities, establish best management practices and end the waste, fraudulent use and abuse of our public funds. Now!

Judith Miller said that she believes there is a time and a place for everything but she believes the time for punch cards has come to an end. First, it would certainly simplify accounting and stop the improper transfers from occurring from Community Services to the Beach Fund. Second, it would limit the number of people who can bring guests to the beaches. And third, it would hopefully insure that everyone who gets beach access is actually entitled to have it. We have certainly seen the abuses created by punch cards, exchange passes and daily tickets. The number of visitors to the community and the ease of fraudulently gaining beach access makes this change essential. Everyone she talks to is begging for this change. Even after limiting access to punch cards or picture passes, we still frequently exceed what she likes to call the comfortable carrying capacity at our beaches. Bottom line – we need to do away with punch cards, adopt a standard discount or set resident rates for all venues for picture pass holders only, issue up to five passes per property and additional ones based on family tree for an additional fee just like we do now. The benefits to owners and residents would be clear not convoluted. Whether it is a hotel guest, a renter, or your teenage nephew they must all be accompanied by a picture pass holder. This would also encourage hosted short term rentals where the owner or manager actually lives in the home and it would minimize the kind of annoying and dangerous behavior that has so frequently been associated with STR guests. Timeshares would have to give us a report showing owner's names and weeks of ownership. Their picture passes would only be valid during the weeks listed. Since many owners and residents don't even use punch cards to them this whole scenario is a waste of time and energy. Please put an end to this convoluted accounting for punch cards.

This evening, we are only talking about punch cards but we really need to find out ways to make the facility fees more equitable. Property owners weren't too happy to learn that only hotels were paying only one rec fee per parcel while the least expensive apartments in town pay a full rec fee for every unit. Considering those fees pay for all of our capital costs plus a large part of operating costs, like the capital costs for our sewer and water fees, we need to have different classes of customers with fees that better reflect the demand on and the sizing of our facilities but that is a conversation for another night.

Frank Wright said he is a candidate for the Board. He had a presentation he was going to speak about but that after listening to Mr. Dobler, he was shocked. He is a man who has been appointed to the Audit Committee and listening to his presentation it sounds like he is out in the dark, not informed about what is taking place in our District and not involved in what is happening tonight – what's going on? We seem to have a secret society operating within the walls of IVGID. The Financial Director is operating outside of the Audit Committee, Audit Committee is operating outside of the District, and the Board of Trustees is fractured. Punch cards are now coming up, no one has ever talked about it, no discussion about these punch cards and how they help the citizens. For him, the punch cards are of no value and worthless so why do you have them? They were designed to get people on the beaches now we have overcrowding and now no one wants to use them. Lawsuits – who gave Beko the authorization to go forward, that has come before the Board, why haven't we seen that? Have to have a public meeting and give an explanation to the people who live here. These lawyers keep running up bills. Don't get it at all. Why don't we know about it – could go on for hours for the things he has learned just this week. No restitutions available and no protection for the people who live here.

Yolanda Knaak said she is a 2020 candidate for the Board and in looking at the Board packet, it appears to her that we have a bonded debt of a little over \$4 million, paying over a \$1 million in interest every year and that she may be reading it wrong. She did get a complaint from John Johnson that the preferential tee times are limited to the clubs and he is saying that he is unable to join the clubs. All residents should have equal opportunity to get the preferential tee times or the clubs should allow everyone to join without limits. She is not a golfer and she doesn't know if it is because of COVID-19 but wanted to throw that out there for Mr. Johnson.

**E. APPROVAL OF AGENDA (for possible action)**

Chairman Callicrate asked for any changes to the agenda. Trustee Schmitz said she would like to have a flexible agenda and bring the long range calendar forward. Chairman Callicrate said okay and that he is making a notation to have a flexible agenda and to move the long range calendar up after the General Manager's update. Trustee Morris said that he just wanted to make it known that he is now present and joined the meeting after public comment. District Clerk Susan Herron said she has noted Trustee Morris' arrival. District General Counsel Alex Velto asked for a motion for a flexible agenda.

Trustee Schmitz made a motion for an adjustable agenda. Trustee Wong seconded the motion. Chairman Callicrate called the question and the motion was passed unanimously.

**F. DISTRICT STAFF UPDATE (for discussion only)**

**F.1. District General Manager Indra Winquest**

District General Manager Indra Winquest gave an overview and update to his submitted written report with the following comments being made during his update.

- Chairman Callicrate said that there was a public comment relative to the effluent pipeline and that he hopes that this update will alleviate any fears that individual has and that we aren't doing anything on the effluent pipeline.
- Chairman Callicrate said he wanted to go to the internal controls audit as it shows Winter 2020 and there was a public comment in regard to that and that he knows that you have been working to try and bring that forward and that it is just taking longer than some folks appreciate because we are trying to make certain that we have the appropriate individuals in place.
- Trustee Dent said he didn't have add anything to this but that he was requesting to make an update about the Audit Committee when the District General Manager was finished with his update.



- Director of Finance Navazio said that depending on where we land with the long range calendar, that the internal controls matter is working its way onto next week's Audit Committee agenda as are the concerns raised about the District's Comprehensive Financial Report.
- District General Manager Winquest said that something that is not included in his written report is that he has an update on the tax revolt issue. At yesterday's Washoe County Commissioner's meeting, it was on the agenda for the settlement agreement however that agenda item was pulled off the agenda and it was stated that they are looking to have a special meeting to work through the settlement agreement and that he will keep the Board updated via e-mail as he learns more information and that we should know something more next week.
- District General Manager Winquest said that the Washoe County Health Department has limited gatherings to 25 people and larger gatherings are banned. This will impact our weddings so he is working with the team and redirecting however there will be impacts. This also has an impact on some of our programs. Trustee Schmitz asked if this has any impact on the Recreation Center in any way. District General Manager Winquest said no because we are still requiring reservations to use various areas and that the team is doing so such that we stay in compliance. Typically, you won't find any more than 8 to 10 people in the fitness room or in the pool. You have to have reservations in small groups to use the gymnasium so we don't think it will impact the Recreation Center. However, we are gearing up for, if this continues, returning to Phase 1 and the potential closure of the Recreation Center; we are hoping that this doesn't happen. As mentioned to the Board a while ago, Staff has been required to put together a re-closure plan in case we have to go back to Phase 1. Trustee Morris asked what the volumes are at Burnt Cedar pool and were there any implications there. District General Manager Winquest said that Burnt Center pool is still not open for free swim, we are having Aquasize classes of 25 or less, some small group swimming, and lap swimming is by reservation. There is no impact because we are not open for free swim. We do get a lot of

correspondence about not being open for free swim but it is difficult, if not impossible, to get kids to social distance so we are not comfortable with opening up the pool to free swim. The folks who are using our beach properties are out of towners so we are just not comfortable opening to free swim at this time.

- District General Manager Winquest continued by stating that Director of Community Services/Golf Darren Howard provided some great information on agenda packet page 7 however the revenue numbers are grossed up numbers which means it doesn't subtract out the parcel owner allowance. Staff will adjust those numbers going forward to show true revenue however it is still a very good reference to last year. Also on agenda packet page 7 are the beach visits and District General Manager Winquest went over those numbers and said that the 4<sup>th</sup> of July went very well and then returned to his update.
- Trustee Schmitz asked if there was any sort of a reservation system at the bocce courts for team play or what have you and is that an option. District General Manager Winquest said that he will be meeting with the Parks and Recreation team and thinks that we will get to a point in time where we do need to take reservations. Staff is looking at various activities and then open slots for walk on play as we do expect it to be a very popular amenity.
- Trustee Morris said that he did know that there was a medical event at the Tennis Center and was wondering if the District had any liability issues. District General Manager Winquest said we did lose one of our community members to a heart attack while playing pickleball. Staff did a great job responding and that the paramedics tried to revive the resident but unfortunately he didn't make it. There is no liability issue as everything was handled professionally. It is an unfortunate situation and our deepest sympathies go out to the family.
- Trustee Dent said that he wanted to touch on a couple of the public comments that came earlier regarding the Audit Committee. There is no secret Audit Committee and there is no secret society nor anything going on with the Director of Finance. We, as a Board, appointed three members to the Audit

Committee. There was a transition plan that we approved along with Policy 15.1.0 and that transition plan has been underway and we are working through that process. So, as of end of business day today, the three active members of the Audit Committee – Trustee Schmitz, Trustee Callicrate and himself, that after end of business day today, he received a resignation from Trustee Callicrate so he is no longer a member of the Audit Committee which, in speaking with General Counsel, it triggers that reorganization in the next steps and so with the July 29 meeting we should see the three members of the public that have been appointed will join that committee so we will have a new Audit Committee starting on Wednesday, July 29. Wanted to give everyone that little update so we can put the misinformation to rest and we are moving forward, it is in the transition plan which is public and if you would like it, please feel free to send him an e-mail. Trustee Morris said that he listened in on the Audit training this week which was really good and that he wanted to check to see if the at-large members have to get sworn in like we Trustees do. Trustee Dent said that it is his understanding, after talking to legal counsel, that they don't get sworn in like Trustees. Chairman Callicrate said that is his understanding as well but we will double check on that as we want to do everything absolutely correctly.

**F.2. REVIEW WITH BOARD OF TRUSTEES, BY THE DISTRICT GENERAL MANAGER, THE LONG RANGE CALENDAR *(for possible action) (moved from Item M.)***

District General Manager Winquest said that he has instructed our Board Clerk to move the Long Range Calendar up to this position on forthcoming agenda. We will have an Audit Committee meeting next Wednesday so his recommendation is to start that meeting at 4 p.m. as we are transitioning to the new composition of the Audit Committee. Trustee Dent confirmed a 4 p.m. start. Trustee Schmitz confirmed that a 4 p.m. start works for her and asked Trustee Dent if he had reached out to the next members to see if it works for them as well. Trustee Dent said that since he received Chairman Callicrate's Audit Committee resignation an hour ago, he has e-mailed them but has not yet told them what time and that the Board Clerk is going to reach out to the new members' tomorrow and that we can be a little

flexible if we are going to adjust that a little bit. District General Manager Winquest said we will pencil it in for 4 p.m.

District General Manager Winquest continued the review of the long range calendar.

District General Manager Winquest clarified that the District has only gone under contract with Tri-Strategies for one month and that is at a cost of \$3,000. We are not exercising the second month but we have heard that another special session is forthcoming which we will discuss at that time.

District General Manager Winquest continued the review of the long range calendar.

District General Manager Winquest asked Trustee Dent about Policy 7.1.0 and Practice 7.2.0 and was the August 12 still a good date for that agenda item. Trustee Dent said he has started talking with the Director of Finance earlier this week and he will say yes for now and he sees all of our policies, such as 12.1, with the item that is before us tonight, our financial policies are a wreck and they need to be shredded and we need to start over. Trustee Dent continued that he can do a calculation to a really bad policy and then we move forward and possibly decide to revisit the policies as a whole and what the Board prioritizes as we move forward so it should be fun.

District General Manager Winquest continued the review of the long range calendar.

Trustee Morris asked about the August meetings and the combination thereof and whether we have one meeting in August or not. District General Manager Winquest said that we will have, on August 26, an item about Burnt Cedar pool and that he will also be adding an item about the Ski Way project. He would like to bring back an item that provides an overview of the five different options because when it was originally presented the Board landed on one of the options and since it has been 2 years we want to bring that item back to bring everyone up to speed as we have a new Trustee on the Board that was not here in 2018. This project is sitting in Year 2 of the capital plan and we have not yet determined whether we are going to bond that project or combine it with another project and bond both of them or utilize fund

balance to pay for that project. Staff feels it is important before we move forward with design that we make certain of the option that we want them to design. Those are the only two items on August 26 and we could potentially combine everything into one meeting or Staff is prepared to move forward with meetings on August 12 and August 26. Trustee Schmitz said that she just wanted to let District General Manager Winquest know that she did reach out to Diamond Peak Ski Resort General Manager Mike Bandelin and that he was very helpful and did provide background information and she looks forward to further discussion on that project. Before we start moving on, there are some things that have fallen off of our long range calendar that don't seem to appear any longer - enterprise vs special revenue accounting, public correspondence, policy 3.1 specifically contract authorization levels including the District General Manager which ties into the Trustee handbook. The Trustee handbook has had some clean up and District General Counsel has provided his input and she was to then put in some final tweaks so that was something that was also supposed to come to the Board. Then, at the meeting for which you were appointed, the General Manager's job description needed to have some updates because it didn't have things such as internal controls, etc. so that is something else that should be added to the long range calendar. District General Manager Winquest said what he is going to do is to put three of those things into the parking lot and he will talk to the Director of Finance about the enterprise accounting item, the authority item is up to the Board on when they want to get that onto an agenda and he can work with the Chair on that item. For public correspondence, before we bring it back, which he supports, we need to recap the history and why it went away and make sure that if we are going to reinstate public correspondence that the Board has a full understanding as it went away because of some of the statements that were being made, derogatory language used etc. and that the Board needs to have a really good conversation about if we bring it back what does it look like. Chairman Callicrate said that there was something about either an Open Meeting Law complaint or an Ethics Complaint so let's bring that back sooner rather than later as we have been talking about this for about a year. District General Manager Winquest said he will preliminarily put it on the August 26 meeting agenda. District General Manager Winquest then went over his plan for Ordinance 7 and that advisory team. Trustee Schmitz said that she agrees wholeheartedly as we need to have closure on is the handling of the punch cards and have that situation brought to a

conclusion and then the next step is the Ordinance 7 details. District General Manager Winqest said he agrees 100%. Chairman Callicrate said it is incumbent upon this Board to finally deal with this. This has been percolating since he and Trustee Wong campaigned in 2014. It has been kicked down the road and now is the time for it to be tackled. When we do that, we are going to need to give ourselves the ample time to come to a resolution that we can stick with. It has been dragging out there and it is just not fair to the community, the Board or the District in general as we have been talking about it for quite some time. What do you think is manageable for an advisory committee and getting them up to speed and then coming back to the Board? District General Counsel Winqest said he would like to put a General Manager's Advisory Team in place in August and come back to the Board in September. That means meetings for four to six weeks or maybe a little longer and then in early to mid-winter coming back to the Board. Chairman Callicrate volunteered to serve on this committee. We will have a representative from the Board, timeshares, folks that rent their homes out, and every user group in the community so that we have full representation. Staff is excited to get going on this and he will update the Board when the committee is formed which will also include Staff members. District General Manager Winqest said that we can add the General Manager's job description to the August 26 agenda and have Chairman Callicrate take the lead on that item. The Open Meeting Law training will be locked down by the Board Clerk along with a duration. Trustee Schmitz said this is wonderful way to inform the community of our issues and priorities and doing it at the beginning of the meeting is a wonderful way to do that.

## **G. REPORTS TO THE IVGID BOARD OF TRUSTEES\***

### **G.1. Board Treasurer Sara Schmitz**

Board Treasurer Schmitz said that she is going to be brief and that she does an online review of the weekly bill pay that is posted and she puts together questions on what she is not sure of and then provides that list to the Director of Finance who is working on some questions she had. One of her questions that came up was the purchase of coverage. It is important to understand when coverage is being purchased, why it is being sold, when it is being sold, and is coverage land as land can only be bought and sold with the approval of the Board. There are just some questions relative to coverage, it is being followed up on and if there are some recommendations that come

from this, that will be coming to the Board. We are working and making sure that we are appropriating funds, especially legal activities and make sure we have the appropriations of funds by the Board. We are also looking forward to, as of July 1, 2020, new financial reports and them being a bit more transparent and complete than they have been in the past. Chairman Callicrate said that coverage situation came up 20 years ago at least and several times since then. It is important, and the Board should be made aware of what is transpiring and it is critically important to be apprised of.

Chairman Callicrate called for a break at 7:20 p.m. break; the Board reconvened at 7:30 p.m.

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

- H.1. Review, discuss and possibly approve Approval of the District's Form 4410LGF Indebtedness Report and related Debt Management Policy as of June 30, 2020 for filing with the Nevada Department of Taxation and the Washoe County Debt Commission and Approval of District's Form 4411LGF - Five-Year Capital Improvement Plan, to include the IVGID-prepared Five Year Capital Project Summary for the fiscal years 2020-21 through 2025-26 and FY 2019-20 Carryforward Schedule, 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)**

Trustee Morris said that he apologizes as he should have done this before the meeting but that he wanted to make sure that the Board is aware that he is the general improvement district member of the Washoe County Debt Management Commission and that he doesn't see any issue with him continuing with this discussion. Chairman Callicrate asked District General Counsel to make us aware of any conflict of interest regarding Trustee Morris' participation. District General Counsel Velto asked if the report is submitted to the commission, what is your role in that process? Trustee Morris said to receive these indebtedness reports and many other things to do with debt in the county so potentially if there was an issue, he could be voting on any matter that came to the Washoe County Debt Management Commission. District General Counsel Velto said that he didn't see a conflict on this item and that there may be a conflict if you have to review it for that

commission. Trustee Morris said that if it comes up there, he will raise that concern at that meeting and appreciates being able to make declaration.

Director of Finance Navazio gave an overview of the submitted materials and following are the questions and answers that occurred during the presentation.

Trustee Schmitz said that something that Staff said in describing this isn't what she actually sees in the report and that maybe she is missing it but you stated here this evening that there may be one or more projects for which we decide to take on debt and that the only one, unless she missed something, she sees in here was the Ski Way project and that she doesn't believe that the Board officially approved that as a project for which we would take on indebtedness, although we have had discussion, so she has a question on clarity on what you meant when you said there is one or more and what is the more because she is only seeing that project. The other question is on agenda packet page 22 it states that we have project carryforwards that include future commitments of \$11.586 million for the effluent pipeline project and discussed that we wanted to commit the additional \$2 million which, if she recalls correctly, we weren't able to do that because it wasn't in the fiscal year as we were doing that prior to June 30 so she is a little bit curious about the commitment of \$11.5 million as she thinks it what has been committed, to date, is only \$9.2 million. Director of Finance Navazio said, that the second question relates to capital and he can address that. The first question, the intent is while there has been some discussion about potentially doing debt, the Board hasn't made any decision or commitment on that and the only decision that is inferred is that none of the projects that are funded in the current fiscal year 2020/21 budget require any debt financing and are being funding by fees or fund balances. So going back to the day that he got here and inheriting a capital plan which is updated not only annually but periodically throughout the year, the current, in aggregate, the total capital plan over five years with Community Services and Beach exceeds the ability to support so there was a discussion on day one of the budget process about prioritizing projects and making sure that the Board's priority projects were funded. The first discussion he was privy to was should we/can we/is the Board interested in potentially doing debt financing on things like the Burnt Cedar pool or the Incline beach house and the Board indicated that the funding, and the Board shifted the Rec Fee, was to come from sources on hand which creates a gap in the Community Services Fund for all the projects in the capital plan. He highlighted Ski Way because that was the project the Board seemed to, at the time, indicate that



it would be a likely candidate for debt funding so that is why he referenced that project and that you can add one or more because the Board hasn't made any final decision on that project or any other project. The intent of that statement was to say to support this five-year capital plan, particularly if the Incline beach house is added there is likely going to be a need for a future financing, the Board will decide as we move along. As this is still an open question, the Board is not precluded from issuing debt for some of the other projects. Trustee Schmitz said what about the statements that commitments have been made for the effluent pipeline. Director of Finance Navazio said regarding the pipeline, it does get to Form 4411, agenda packets page 52 and 53, and the \$11 million for the pipeline is not in reference to the reserved amount in terms of reservation of fund balance but when we put the budget together, and he pointed to agenda packet page 52, there has already, for the effluent pipeline project, been \$11.5 million budgeted. It is what was reserved plus the \$2 million from last fiscal year so we are carrying those over and they are not in this year's budget because we are not going to spend it in 2020/2021 and the Diamond Peak Master Plan is on the carryforward projects from 2019/2020 and those monies are still assigned to those projects but not included in the 2020/2021 budget because we all recognize we are not going to spend that money this fiscal year so they end up on a column that is basically carryover for future year reservation. So we are carrying over a total of, on agenda packet page 54, \$17.3 million in carryovers from last year going forward. Trustee Schmitz said on agenda packet page 22, and then again on agenda packet page 52, is this just a typographical error of a transposition of numbers. Trustee Morris thanked Trustee Schmitz for bringing that up as he too noted that typographical transposition. Director of Finance Navazio said yes and that the correct number is \$11,586,890. To move back from the weeds, there is funding included in the 2019/2020 budget which is still intended for use to support projects in the five-year capital plan but not in the current 2020/2021 fiscal year; effluent pipeline and entitlements/permitting on the Diamond Peak Master plan

Director of Finance Navazio continued his presentation.

Chairman Callicrate said he is glad that the two additional items got clarified as that was brought up in public comment and for this next fiscal year and we put our budget into the State of what we want to spend on our CIP, rather on what we are planning on spending, and that five years is five years and that we can't go past one year at a time because it will change from year to year. These two forms seem rather perfunctory and that we have to file them

to alert the State of what we would like to do and notwithstanding the comments made earlier on, we do have fluidity. We have to look at funding opportunities that we have and do we want to spend down all of our reserves as we have been talking or do we want to restrict them or do we want to have some combination of potential borrowing. There are public/private partnerships that we haven't looked at yet so to comply with the State's needs, we are there, and that we have to vet it out a little further for our own internal activities so we don't get caught short as we have a lot of capital improvement projects. Director of Finance Navazio said that he would like to add one more important component that is part of the indebtedness report and that is that this form requires that we report our statutory debt limit which is done by a formula in the NRS and that the District is not even using 1 percent of our statutory debt capacity. Also the Board has established an internal debt capacity policy that speaks to ratio to revenue and debt and we meet and exceed, in some cases significantly, the Board's internal policy for debt capacity. We are also compliant with the Nevada Revised Statutes and with Board policy and that at the appropriate time we can talk about what that means in terms of what the Board desires as far as future debt goes as we have plenty of room to have the discussion that is yet to be had. Chairman Callicrate said that this is not about raising debt and going berserk however he is just stating the fact saying that we do have some opportunities that we haven't thoroughly looked at or we may decide, as a Board, to keep things status quo or make a slight change; finally, he wants to make it perfectly clear that he is not saying issue bond after bond. District General Manager Winquest said, to address some of the public comment, that the Board has yet to reserve fund balance to some of the projects - Staff is working on this and it will probably be a discussion over the next several Board meetings. We have yet to determine what exactly the Burnt Cedar pool will be and what it will cost. We have yet to determine what we want to do for the Incline Beach house and we don't know if we are going to pay cash or bond for Ski Way so it is really hard to reserve funds when we don't know exactly what we are going to do with some of these projects. Depending on what we do at the beaches, we may be looking not at one year of different allocation but two years. There is a lot of comprehensive work that needs to be done and Staff is working on this. We have specific projects that we think we can utilize fund balance for and do it the right way but there are still some unknowns. He wants to assure the community that we are working on this and listening to make sure we are getting it right. There are unintended consequences to making rash and quick decisions and that this is good governance. We are where we are and we are going to commit these funds. It is important for the community to know that we are

going to use the monies we have collected, fund balance collected, to get these projects done. Chairman Callicrate said that he appreciates that and that everyone is just frustrated as things are taking longer than anyone would like but that is the reality. We have to take the time to make final decisions before we spend the monies as we want to do it right and one time only. He has seen us go down a good path and make a wrong decision and then we have to go back and rectify a mistake time and time again or it doesn't get done because we stagnant. The Board will be taking votes in the next couple of meetings to actually restrict funds so they are restricted to where they should go so and the capital projects that we have been discussing and prioritizing and we are moving in the right direction. Patience is much appreciated so we do it right and do it one time.

Trustee Morris made a motion to approve the District's Form 4410LGF Indebtedness Report and related Debt Management Policy as of June 30, 2020 for filing with the Nevada Department of Taxation and the Washoe County Debt Commission. The motion was seconded by Trustee Wong. Chairman Callicrate asked for further comments, hearing none, he called the question – the motion was unanimously passed.

Trustee Morris made a motion to approve the District's Form 4411LGF - Five-Year Capital Improvement Plan, to include the IVGID-prepared Five Year Capital Project Summary for the fiscal years 2020-21 through 2025-26 and FY 2019-20 Carryforward Schedule, for filing with the Nevada Department of Taxation, the Washoe County Clerk and the State of Nevada Legislative Counsel Bureau. The motion was seconded by Trustee Wong. Chairman Callicrate asked for further comments.

Trustee Schmitz said on agenda packet page 22 where we discovered there is a typographical error so should our motion indicate that the number is going to be updated because it is going to be submitted. Director of Finance Navazio confirmed that Staff will correct that typographical error prior to submittal.

Chairman Callicrate asked if there were any other comments; hearing none, he called the question – the motion was unanimously passed.

## **H.2. Presentation and discussion about punch card utilization and accounting – laying the foundation for a special meeting of the**

**Board of Trustees at a future date (Requesting Staff Member:  
Director of Finance Paul Navazio)**

Director of Finance Navazio gave an overview of the submitted materials.

Chairman Callicrate said that he believes that the main concern of many in our community is the accounting practices and how we account for these because it is such a convoluted situation and while there has been attempts of it making sense, it has just gotten mired down and we are here today to try and sift through some of it. He appreciates the brevity of the presentation and the focus to the most important parts towards the end and he will not cut you off this time and sorry about the last time.

Director of Finance Navazio continued his presentation.

Trustee Schmitz said her question is about how it relates to the accounting for additional punch cards purchases and is the same true for additional picture passes that might be purchased as well? Director of Finance Navazio said yes but for different reasons. Picture passes and punch cards that are provided to the parcel owners requests for the original \$830 is revenue that is recorded through the Recreation Fee that is collected through Washoe County and all we are doing, in the rest of this accounting, is tracking utilization. The extra punch cards that are purchased are recorded as deferred revenue when purchased and then the actual revenue is recorded when they are used. Picture passes are the same way because we record that revenue when they are purchased as they are not a part of the \$830 that is collected through the Recreation Fee. He has examples included in his presentation that are confusing because it is confusing.

Director of Finance Navazio continued his presentation.

District General Manager Winquest said we don't allow punch cards, as a form of payment, for the purchase of ski season passes and, on the chart, under Mountain Golf Course you will see a very high number, \$125,000, which is significantly higher than in other years at Mountain Golf and that is because of when we ran the punch card promotion at the Mountain Golf Course. Director of Finance Navazio added that at the bottom right, in the \$977,000 total, we back out the additional punch cards purchased and the Mountain Golf Course and Tennis Center punch card promotions to get to the net amount.

Director of Finance Navazio continued his presentation.

Trustee Schmitz said that she had a point of clarification; in describing the punch card utilization numbers, let's just make an easy one and talk about the beach – if she goes to the beach, takes a guest, and uses her punch card to obtain guest access, in the utilization number is that the \$12 because when you get into the accounting and because you have got that crazy split for contra revenues so she is trying to understand if this utilization is really capturing the what dollar value she is using at that venue? Director of Finance Navazio said it is the dollar value you are using and you hinted at the rationale for doing the contra revenue accounting. If someone who pays their Rec Fee and gets five punch cards and uses all of five punch cards exclusively at the beach, that revenue is recorded as beach revenue even though the funds that originally paid for that was 85% revenue that was in the Community Services fund and only 15% in the Beach fund because out of the \$830, \$705 is the Community Services fund revenue and \$125 is Beach revenue and the contra accounting was the prior Finance Director's attempt to unwind. Trustee Schmitz said that there is no revenue when she uses her punch card because the revenue was her \$830 and let's all be clear that when she uses her punch card there is no additional revenue coming into the District. Director of Finance Navazio said there is no additional cash and no additional revenue but we record that revenue as beach revenue when that punch card is used. Likewise, if someone uses a punch card at the Championship Golf Course, we record the full rack rate under charge for service, net out punch card utilization and you see the accounting entries in a minute and yes, the cash is just what was paid. So when people ask how did the Beach do and how did Golf do, on a P&L basis, we show those revenues as venue revenues. Trustee Schmitz said that she hears Staff and that you have got to back it out otherwise you are double booking revenue. Director of Finance Navazio said yes, it is backed out and then there is contra revenue that reallocates the amount that is backed out back to the funds that actually paid for the punch cards in the first place. It needs to be critically reviewed and, he supports, changing how we do it. It is driven by how the District and the Board wishes to see how punch cards are used.

Director of Finance Navazio continued his presentation.

Trustee Schmitz said, on agenda packet pages 84 and 85, what this allows demonstrates is how the District is inflating revenue levels. The perfect example is saying when someone comes in with a picture pass and pays \$75 for a round of golf, the District is reflecting that at \$175 of revenue so

this is causing the revenue numbers to be inflated. District General Manager Winquest said that is not an accurate statement. Yes, on the front end it looks like that but if you look at a P&L and operating statement for the golf course, what it is going to show is rack rate revenue gets collected and then below that item is the parcel owner allowance, which gets deducted so when you look at total sales and fees, its rack rate, revenue miss parcel owner allowance so it is actually showing the right amount of revenue. A little history on this is that our previous District General Manager and Director of Finance, the reason they created the parcel owner allowance, was because they were asked by the Board to try and show and track how much of a discount we give to our residents, not saying it was the right way to go but that was the reasoning behind it and he just wants to clarify because if you were to look in opengov, at the Championship Golf Course, the actual sales and fees, as it relates to golf rounds, revenue number would be accurate because that parcel owner allowance or any other discount is being stripped out. Trustee Schmitz said that she understands what you are saying but even in your General Manager's report today we discovered that the revenue numbers are the gross numbers and so when we are representing things we should always have the gross numbers then pull out the parcel owner allowance so that we clearly understand what the real numbers are.

District General Manager Winquest said yes, he agrees with Trustee Schmitz. Director of Finance Navazio said net revenue is the cash that is paid, the net revenue is correct and we should be consistent and the transaction is recorded as a \$175 round of golf regardless of who is playing and how they pay which is a tie in to the pricing structure that we have for golf and the other venues.

Director of Finance Navazio completed his presentation.

Chairman Callicrate thanked Staff for putting this together and apologized for not allowing Staff to move forward with this at the last Board meeting. A special Board meeting is critical and ideally it would go before we get into Ordinance 7. He would like to decide, as a Board and a community, what we want to do – tackle this before we jump completely into Ordinance 7? Today we are here to set a special meeting and have an agenda item of what we want to accomplish so that when we do go into Ordinance so we have a clearer picture. There are a lot of moving parts so does the Board want to tackle this first? Trustee Schmitz said, referencing agenda packet page 89, where you have suggested your methods and some of the concerns she has, such as eliminating punch cards as a form of payment and transitioning them to an identification availability that would mean they

are no longer transferable? If used as identification and eligibility, then they can't be transferable. Other thing is unlimited use and/or access – does that pose another unintended consequence? Director of Finance Navazio said that he didn't know if that makes them non-transferable as you can give it to anyone and that entitles the holder to a certain rate, it can easily be transferable and the identification only means eligible for a guest rate. District General Manager Winqest said there are two core reasons why punch cards exist – one, and the reason they are transferrable, is a method to get family members and guests into the beach without the picture pass holder being present is one of the main reasons that punch cards exist. He went back and read the Board minutes of the eighties and early nineties is that there were a lot of parcel owners whose kids had grown and they didn't have anyone to issue the additional three passes to and thus the punch cards were a way to create equitability and value for them. These decisions were made a long time ago and one of the ideas that has been tossed around is something that gets used as a guest pass to access at a particular rate. If it is a guest rate, there is no cap on the value and it can be used over and over again to get a specific rate. If you think about it, a picture pass gets you a rate at the golf course over and over and over again and same at the ski resort. Staff can argue this either way with respect to the ordinance and that is why we want to have a robust discussion at a workshop and use that information to lay out a process. Contra revenue accounting is an inadequate way as he would prefer to get punch card accounting out of the general ledger. Trustee Morris asked if Staff knew what the total revenue was for excess punch cards sold in the last year? District General Manager Winqest said in 2018/2019, the number of additional punch cards sold was around 110 which was \$18,000. in revenue. This year, Staff has sold 1,040 punch cards in less than two months. Trustee Morris said so what was a normal year, \$18,000 is not a huge amount. If a punch card became a resident rate discount card that could be used over and over again, based on the past use, we would only be about \$20,000 of revenue that we wouldn't have gotten. He sort of likes the idea that the punch card becomes a discount card and like the idea of getting rid of the accounting. If his kids or grandkids come, he likes the idea of them still having access and of not physically accompanying them and that this aspect is an important one. District General Manager Winqest said if we eliminate the punch cards as they are and we have a guest card with a guest rate but still allow the purchase of additional whatever we want to call and one would have to pay for it, then it is true revenue at that venue. You can give it to your family member and we still need a mechanism for that as one of the major reasons we have punch cards is because people were tired of being at the gate with

their guests and he hasn't found a Board action on that aspect. District General Manager Winqest then extended huge credit to the Director of Finance, who has only been here for 4 months, on his gaining a quick understanding of this activity. Chairman Callicrate said we need to stay with what the agenda item is and that is to make a motion to set a date/time so we should stick to that. This has been a great conversation to get the table set but he would like us to stick with the agenda and set a date. What are some of the dates/times that we are looking at as he would like to follow up sooner rather than later? District General Manager Winqest said it depends on how fast the Board wants to schedule the workshop as there are two Board meetings in August so we could do a workshop in one of the off weeks. Trustee Morris said he would prefer the very beginning or the extreme end. Trustee Schmitz said she has no calendar concerns. Trustee Wong said her preference would be September. Trustee Dent said he could do either August or September. Chairman Callicrate said he would prefer September. District General Manager Winqest said if September 2 works for everyone he will talk to District General Counsel and see if he can be present. Trustee Wong asked if it had to be a separate meeting? Chairman Callicrate said that he wanted to make sure we have enough time. District General Manager Winqest said he would like to set aside 3 hours for this meeting as we will probably have 30 minutes of public comment on each end. Chairman Callicrate said that this time frame sounds about right because it is a potential major change. District General Manager Winqest said that we can plan for one regular Board meeting, do a workshop on September 9 and then do a regular Board meeting on September 23. Director of Finance Navazio said he is agreeable to whatever the Board wants to do and that if there is additional information to please share it with Staff as we would like to provide some alternatives and then get that feedback. Chairman Callicrate said one of the alternatives should be to get rid of the punch cards and then maybe three or four other scenarios as we don't want to create something that is worse as we want to make a general improvement. Chairman Callicrate then asked District General Counsel if the Board needed to make a motion? District General Counsel Velto said that this item doesn't require a motion as the Board has discussed the matter, is laying the foundation, and then they can set a meeting in the future. District General Manager Winqest said that Staff does have some good input on dates. Trustee Morris said that he does think it is important for each Board member to express any scenario type questions or more detail type questions. Chairman Callicrate said that Staff has our ideas on availability which is the first week of September ideally and they have heard our concerns so when you send out the e-mail about dates, please also



include that Staff would like to get the Board's feedback on specific scenarios.

**I. APPROVAL OF MINUTES (for possible action)**

**I.1. Meeting Minutes of Regular Meeting of June 10, 2020**

Trustee Schmitz requested on agenda packet page 97, the second sentence, that the word budget should say spreadsheet and then in the discussion relative to Item H.3., regarding the condition of the pipeline, that her submitted comments be included.

Chairman Callicrate said that the minutes of June 10, 2020 are approved as amended.

**I.2. Meeting Minutes of Regular Meeting of June 23, 2020**

Chairman Callicrate said that the minutes of June 23, 2020 are approved as submitted.

**I.3. Meeting Minutes of Regular Meeting of June 30, 2020**

Chairman Callicrate said that the minutes of June 30, 2020 are approved as submitted.

**J. BOARD OF TRUSTEES UPDATE (NO DISCUSSION OR ACTION) ON ANY MATTER REGARDING THE DISTRICT AND/OR COMMUNITIES OF CRYSTAL BAY AND INCLINE VILLAGE, NEVADA\***

There were no Board of Trustees update at this time.

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

Margaret Martini passed on her opportunity to speak.

Linda Newman said first of all, on the punch card discussion, the District's accounting and reporting is not in compliance with generally accepted accounting principles and therefore how you account and report the punch cards must be altered to comply with the law. In addition, transferring money from the Community Services Special Revenue Fund to the Beach Special

Revenue Fund is unlawful. Not only aren't these transfers disclosed in the State forms, which is a violation of NRS 354, but the money you collect in the Rec Fee can only be used for operations, capital projects and debt service of the Community Service venues and only the money that you collect for the beaches can be used for the beaches so therefore transferring money that is paid into the Community Services Fund cannot be transferred to the beaches. So that really needs to be corrected, it is not a discretionary item. Accounting and reporting has to comply with generally accepted accounting principles and the way you have transferred money and the way you account and report your financials for each of the venues also must be in compliance with generally accepted accounting principles and NRS 354 so it is not discretionary. Irrespective of what you do with the punch cards whether you keep punch cards or whether you allow additional punch cards sold, whether they are transferable, irrespective of any of those things the accounting and reporting of the punch cards must be altered to comply with generally accepted accounting principles and that should be a priority. It is certainly a lot more important as to whether or not we give a contract to EXL Media especially at a time when we have COVID and where we are basically restricting the use of our venues to picture pass holders and punch card holders and are trying to restrict access to our venues. And also more important than Tri-Strategies whom we paid \$3,000 for, when to her knowledge, they haven't had any impact nor does she know what they were representing. So she thinks that is really critical. The other thing is that she does understand that there are a lot of things going on but one of the most important things, for this Board, is internal controls. Without them, you have no assurance of compliance with law, Board practices, resolutions, or ordinances. You have no financial oversight and you have no creditability of the financial statements that you produce to the State or the citizens.

Frank Wright said he is a candidate for the Board. You have a mess with the punch cards as you have 10,000-piece puzzle and the pieces don't fit together. You sit here and try and come up with a solution and none of the pieces fit together. Board members aren't fully understanding of the nuances. The values aren't equal, you have a mess and you are trying to resolve this mess. The only way to fix this is to end them – end of story. Reallocation of the monies and how can you distribute to all the venues equally is another problem. The Ordinance 7 Committee should have somebody from Crystal Bay on that committee. A lawyer needs to be on that committee because you need to have a lawyer that can advise. The lawyer we have doesn't have that knowledge and he is just making suggestions.

Hope you have someone from Crystal Bay, that is him and he is applying right now.

Yolanda Knaak said she is a candidate for the Board and that she also agrees that the punch card problem is a tremendous one; she is available to be on the committee.

Aaron Katz said, boy, some of the revelations that came out of this meeting he just cannot believe. The Director of Finance says this accounting system we have got is something else and that it had no bad intent when it was created. That was the former Director of Finance's middle name – nefarious. Everything was intended to hide, now admitting hiding which juices the numbers. Take a look at what you said on the forms you sent to the State - \$1.957 million in revenue. He went looking for the amount of the discounts that is taken off and he couldn't find it anywhere for the golf course or the ski resort and that is because you don't tell the public where it is. How many punch cards are sold? Staff says \$12,000. He remembers when the former Director of Parks and Recreation said the District sold \$95,000 worth of extra punch cards. Show him where we account for it. Where is the additional revenue reported? It is hidden. Why is it hidden and why do we go through this effort so we can show the discount and value? Most of us wouldn't be a customer if it wasn't for the discounts. He was right – we can't trust any of the financials. We are going to have to bond to do any of our projects.

Cliff Dobler said regarding the punch cards that he wants to give you some advice. You have two separate distinct things going on – what do you give other than a picture pass in exchange for fees and the other thing is accounting which has nothing to do with what you give because it has to be in accordance with GAAP and this should be with the Audit Committee. If we are giving guest passes, then that need separating because the accounting has nothing to do with what you want to give the residents. Keep them separate so you don't have get into a mess. Board Policy 6.1.1. says *"The District shall adopt process that identifies the manner in which fees and charges for services are set and the extent to which they cover the cost of the service provided."* Does anyone know the process and is it written anywhere? We bring forward the fees for golf and Diamond Peak and absent is the parks, Recreation Center, tennis, and beaches and these are the biggest losers. Why aren't these fees and charges brought before the Board? How can the Board do their budget? Just found out about the Hyatt special rates which wasn't brought before the Board.

M. REVIEW WITH BOARD OF TRUSTEES, BY THE DISTRICT GENERAL MANAGER, THE LONG RANGE CALENDAR (*for possible action*) (***moved to Item F.2.***)

N. **ADJOURNMENT** (*for possible action*)

The meeting was adjourned at 9:37 p.m.

Respectfully submitted,

Susan A. Herron  
District Clerk

Attachments\*:

\*In accordance with NRS 241.035.1(d), the following attachments are included but have neither been fact checked or verified by the District and are solely the thoughts, opinions, statements, etc. of the author as identified below.

Submitted by Aaron Katz (12 pages): Written statement to be included in the written minutes of this July 22, 2020 regular IVGID Board (“Board”) meeting – Agenda item H(2) – Laying a foundation for addressing recreation punch cards and how Staff should financially report their utilization, if at all

Submitted by Aaron Katz (31 pages): Written statement to be included in the written minutes of this July 22, 2020 regular IVGID Board meeting – Agenda item D – Public Comments – More evidence of District waste at local parcel owners/utility rate payors’ expense – the unreimbursed expense of written North Lake Tahoe Protection District (“NLTFPD”)/Waste-Management (“W-M”) inserts stuffed in our utility bills

Submitted by Aaron Katz (28 pages): Written statement to be included in the written minutes of this July 22, 2020 regular IVGID Board (“Board”) meeting – Agenda item D – Public Comments – Now that IVGID’s marketing manager has shared his metrics for calculating the cost-benefit to placing \$425,000+ annually of media advertising with EXL Media, it’s crystal clear not only is it time to end our media buying contract with EXL Media, it’s time to disband our worthless marketing department altogether

Submitted by Aaron Katz (24 pages): Written statement to be included in the written minutes of this July 22, 2020 regular IVGID Board meeting – Agenda item D – Public Comments – More evidence the District as a whole is financially

*irresponsible*, as is the IVGID Board because they continue to operate the public's recreation business enterprises at a *loss*!

Submitted by Aaron Katz (7 pages): Written statement to be included in the written minutes of this July 22, 2020 regular IVGID Board ("Board") meeting – Agenda item H(1) – Approval of proposed five (5) year capital improvement plan, debt management and indebtedness report

**WRITTEN STATEMENT TO BE INCLUDED IN THE WRITTEN MINUTES OF THIS JULY 22, 2020 REGULAR IVGID BOARD ("BOARD") MEETING – AGENDA ITEM H(2) – LAYING A FOUNDATION FOR ADDRESSING RECREATION PUNCH CARDS AND HOW STAFF SHOULD FINANCIALLY REPORT THEIR UTILIZATION, IF AT ALL**

**Introduction:** Because our new Finance Director, Paul Navazio, is having problems reporting the utilization of recreation punch cards in the District's financials because of the legacy former Finance Director Gerry Eick has left, here Mr. Navazio proposes a perpetuation of Mr. Eick's flawed financial reporting with changes. And this agenda item represents Mr. Navazio's opening salvo in anticipation of a subsequent meeting of the IVGID Board<sup>1</sup> where he can propose this perpetuation and changes.

But what Mr. Navazio's memorandum in support of this agenda item<sup>2</sup> really reveals, is that the whole concept of punch cards is a disaster. It's like trying to force a square peg through a round hole. It's like digging and digging deeper in search of an illusory golden fleece which no matter how deep one digs, cannot be discovered. It's time we eliminate use of punch cards for any purpose other than the one for which they were created (to pay for a picture passholder's guests' access at the beaches). And that's the purpose of this written statement.

**Mr. Navazio's Intentional Misrepresentation Insofar as the Nature of Punch Cards:** At page 75 of the 7/22/2020 Board packet Mr. Navazio states that "property owners...are afforded the opportunity to receive up to five...punch cards...in exchange for payment of Recreation ('RFF') and Beach ('BFF') Facility Fees." But this is *not* what the Board told the public as recently as May 27, 2020. At that meeting the Board adopted Resolution 1879<sup>3</sup> which at ¶4(b) told the public,

"The Board specifically finds that *the availability of the use* of IVGID's beaches; boat launch ramp; Championship golf course; Mountain golf course; tennis facilities; the Chateau and Aspen Grove; Diamond Peak Ski Resort, and Recreation Center...are all benefits which inure to the owners of properties (who are) assessed hereunder."

---

<sup>1</sup> According to page 68 of the packet of materials submitted by staff in anticipation of this July 22, 2020 Board meeting [[https://www.yourtahoeplace.com/uploads/pdf-ivgid/0722\\_-\\_Searchable.pdf](https://www.yourtahoeplace.com/uploads/pdf-ivgid/0722_-_Searchable.pdf) ("the 7/22/2020 Board packet")] Mr. Navazio requests "a motion (by)...the Board of Trustees... set(ing) a date and time for *a future Special Meeting of the Board of Trustees* to review, discuss and provide direction on possible modifications to current practices related to Punch Card utilization."

<sup>2</sup> See pages 68-90 of the 7/22/2020 Board packet.

<sup>3</sup> See pages 107-110 of the packet of materials submitted by staff in anticipation of the Board's May 27, 2020 meeting [[https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT\\_Packet\\_Regular\\_5-27-2020.pdf](https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT_Packet_Regular_5-27-2020.pdf) ("the 5/27/2020 Board packet")].

Moreover, ¶1 of the “Report for the Collection on the County Tax Roll of Recreation Standby and Service Charges...known as the RFF and BFF”<sup>4</sup> (“the Report”), which has been adopted at ¶16 of Resolution 1879<sup>5</sup>, tells the public that “the following annual charges are for the *availability of use* of the recreational (and beach) facilities above described.”

Do a word search for “punch card” in Resolution 1879 or the Report. *Nowhere* is it mentioned.

So just like your predecessor Mr. Navazio, you have misrepresented the nature of punch cards.

**Mr. Navazio’s Intentional Misrepresentation Insofar as Budgeting For the Estimated Sale of Additional Picture Passes, Punch Cards, and Their Utilization:** At page 69 of the 7/22/2020 Board packet Mr. Navazio states that,

“Each year, the District budgets for...the sale of additional Picture Passes and Punch Cards...(as well as) estimates of the anticipated level of...Picture Pass...and Punch Card...utilization.”

Not true! Take a look at the current 2020-21 Budget adopted by the Board at its May 27, 2020 meeting<sup>6</sup>. Show me where sales of *additional* picture passes or punch cards is *anywhere* estimated/reported. Similarly, show me where utilization of picture passes or punch cards are *anywhere* estimated/reported? The answers to both questions are simple and straightforward. *NOWHERE*.

Therefore again, just like your predecessor Mr. Navazio, you have misrepresented the nature of punch cards.

**Mr. Navazio’s Intentional Misrepresentation Insofar as Picture Pass and Punch Card Utilization is Concerned:** At page 69 of the 7/22/2020 Board packet Mr. Navazio states “Punch Card(s)...can be used to pay the difference between the resident rate and the nonresident rate for access to various District facilities and programs.” Well not exactly. Try using a punch card to “pay down” the difference between resident and nonresident rates for season passes at Diamond Peak. Or, for season passes at the Championship Golf Course. Or, for season passes at the Recreation Center. *NOT POSSIBLE!*

The only reason the answer to this question is any different at the Mountain Golf Course, is because for 2018-19 our staff unilaterally changed the District’s policies<sup>7</sup> to allow punch cards to not

---

<sup>4</sup> See pages 111-116 of the 5/27/2020 Board packet.

<sup>5</sup> “Said report...is hereby adopted.”

<sup>6</sup> See pages 28-101 of the 5/27/2020 Board packet.

<sup>7</sup> In violation of ¶172 Ordinance 7 ([https://www.yourtahoeplace.com/uploads/pdf-ivgid/rec\\_ordinance\\_7\\_1998.pdf](https://www.yourtahoeplace.com/uploads/pdf-ivgid/rec_ordinance_7_1998.pdf)) which *prohibits* modification of the “recreation privileges issued under this ordinance (but for)...amendments...subsequently *adopted by the Board.*”

only be used to pay down the price to the resident rate for ten (10) play or season passes, but to purchase them outright using the assigned value of punch cards as if it were cash!

Were it not for this change, the reader would *not* have seen \$125,884.33 of Mountain Golf Course sales [five times the amount of Championship Golf Course sales (\$25,159.50)] using punch cards<sup>8</sup>. Rather, he would have seen \$38,338.93 (\$125,884.33 minus \$87,505.40) in sales.

And the only reason the answer to this question is any different at the Tennis Center, is because for 2019-20 our staff similarly unilaterally changed the District's policies to allow punch cards to not only be used to pay down the price to the resident rate for play or season passes<sup>9</sup>, but to purchase them outright<sup>10</sup>!

Finally, the answer to this question is different insofar as use of punch cards to purchase water vessel launches at Ski Beach outright is concerned. There the holder of a punch card can reduce the cost of a boat lunch by \$1 for every \$1 of value on said punch card.

### **These Are All Attempts to Artificially Create Value Where None Exists:**

**Punch Card Use at Any District Owned Recreational Facility Other Than the Beaches is Essentially *De Minimis*:** FOR THE FIRST TIME in recent memory staff have shared actual use of punch cards at the District's various recreational facilities<sup>11</sup>. And what have we learned? That for fiscal year 2018-19, 78.5% of their use was at the beaches! And if one throws out \$87,505.40 of over use at the Mountain Golf Course<sup>8</sup> (see discussion above), the percentage jumps to an almost exclusive 88.43%! But we knew this fact before staff's discussion, didn't we?

**Because Punch Card Use at Any District Owned Recreational Facility Other Than the Beaches is Essentially *De Minimis*, it's Clear Punch Cards Were Expressly Created For Picture Pass Holder's**

---

<sup>8</sup> See page 80 of the 7/22/2020 Board packet. Given the assigned value of a punch card is \$166, and a "spring (2019) promotion...allow(ed) residents to use the remaining value of their 2018/2019...Punch Cards towards the purchase of a Mountain Course Play Pass(, Mountain Course season pass or)...Tennis Center Season Membership Pass (where)...each \$1 of...Punch Card value w(ould) be applied as a \$.35 cent credit" towards one or more of these products (see Exhibit "A" attached to this written statement), \$87,505.40 in Mountain Golf Course sales accomplished with punch cards pursuant to this promotion translates into approximately 1,506 punch cards! The year before the same promotion was offered at the Mountain Course with the exception the conversion value was \$0.50 for each \$1 of Punch Card value. Therefore \$87,505.40 in Mountain Golf Course sales accomplished with punch cards redeemed at \$83 per punch card (\$166 times \$0.50) translates into approximately 1,054 punch cards!

<sup>9</sup> In violation of Ordinance 7<sup>7</sup>.

<sup>10</sup> The reader does not see the results of that change on page 80 of the 7/22/2020 Board packet because this page reports fiscal year 2018-19 rather than 2019-20 punch card utilization.

<sup>11</sup> See page 80 of the 7/22/2020 Board packet.



**Use at the Beaches and Nothing More:** What use? Paying for water vessel launching (see discussion above), and paying for beach guest access fees<sup>12</sup>. This assertion is substantiated by the initial use of the predecessor to punch cards, daily beach passes. Resolution 1242 (adopted February 12, 1976) established the 1975-76 RFF. Up until then the only recreational facilities IVGID owned/operated were the beaches and perhaps one or two public park lands where user fees weren't charged. And here's what ¶7(g) of Resolution 1242 declared insofar as daily passes were concerned:

"Only guests of a person entitled to beach privileges shall be admitted to the two beaches and daily passes for such guests may be obtained...by (an) owner, lessee or renter upon presentation of his own pass and payment of one dollar (\$1.00) per daily pass. Children under six (6) years of age, accompanied by the holder of an adult pass, are included within the cost of the adult pass. Such children will be admitted if related to and residing with the pass holder."<sup>13</sup>

Sometime on/before May 14, 1981 access to daily passes was changed. ¶3(h) of the Report attached to Resolution 1397<sup>14</sup> describes the change:

"Each parcel which is charged a...recreation assessment is entitled to three photo identification cards *and five coupons*, each of which has a \$5.00 value. The photo identification card is valid for free admission to the beaches, and qualifies (the) cardholder to a reduced season pass rate at the golf courses, the ski area, and tennis courts...(1) One \$5.00 coupon may be exchanged for two daily adult guest passes or five daily children guest passes *to the beaches*. (In addition,) each coupon is valid for a \$5.00 discount off full rate charge at the golf, the ski, and the tennis areas. Upon proper authorization, additional daily guest passes may be purchased...for a charge of \$2.50 per adult and children under 18 years, \$1.00 each."

Thus just like today's punch card, in 1975 daily passes evidenced a parcel owner's mode of payment for his/her guests to accompany him/her on the beaches, and on/before 1981 coupons given with picture passes evidenced a parcel owner's mode of payment for his/her guests to accompany him/her on the beaches.

**Show Me Where Picture Passes, Punch Cards, Guest Passes of Coupons Are Even Mentioned in the Beach Deed<sup>15</sup>:** Do a word search through the document. Again, the answer is *nowhere*.

---

<sup>12</sup> Who wants to pay "guest" fees or to make their guests pay such fees at the beaches?

<sup>13</sup> I have attached page 3 of Resolution 1242 which evidences this language as Exhibit "B" to this written statement.

<sup>14</sup> I have attached the page with ¶3(h) of the Report attached to Resolution 1397 which evidences this language as Exhibit "C" to this written statement.

**We All Know the Predecessors to Punch Cards Were Created So a Picture Pass Holder Could Bring His/Her Guest(s) on the Beach Without Having to be Embarrassed by Being Charged For That Access:**

**Because Staff Are Using Punch Cards For Purposes *Other Than* Some Type of Payment at the Beaches (i.e., to Demonstrate Alleged “Value” Where None Exists), They Have Created a Series of Unintended Consequences:** According to staff we need to

“Preserve (the) ability to document (the) ‘value’ of (the) RFF and BFF to residents.”<sup>16</sup>

We’ve discussed this subject before. Many of us are of the opinion the RFF/BFF represent no monetary value whatsoever. Besides, it’s insulting that staff believe we *aren’t intelligent enough to figure out the “value” ourselves*. Do we really need staff playing with our financial reporting system to make it appear that punch cards represent “value” when in truth they don’t?

**Besides, Governments Don’t Exist to Bestow “Value” to Private Property:** Just because former Finance Director Gerry Eick perpetuated this erroneous mindset, doesn’t mean you Mr. Navazio are required to do the same. *Think for yourself*. You know that the “double” revenue the District currently reports insofar as punch cards are concerned is bunk!

**And Because Staff Are Attempting to Allocate the Artificial Value of a Punch Card Based Upon Utilization They Assert Needs to be Tracked, Staff Have Created an Unnecessary Financial Reporting Nightmare:** for you, Mr. Navazio, to deal with. But that doesn’t mean you need to go along with the narrative.

**You Know, Mr. Navazio, That Budgeting For the RFF/BFF is *Not* Based Upon Utilization But Rather, as a Subsidy to Cover Recreation/Beach Facility *Overspending*:** We’ve had this discussion many times before. Contrary to the Board’s representations, the RFF pays for nothing more than the estimated annual difference between revenues and overspending<sup>17</sup> assigned by staff to the District’s various recreation venues. And the BFF pays for nothing more than the estimated annual difference between revenues and overspending assigned by staff to the District’s beaches. The fact Diamond Peak is budgeted to “throw off” positive cash flow which goes into the mix with the RFF to subsidize losses at the District’s other recreation facilities is testament to this truism. Why then the need to adjust the budget to report any other type of punch card revenue? Punch card revenue is already included in the facility fees the District reports in its Community Services and Beach Funds.

**And Since Payment of the RFF/BFF is *Not* an Exchange Transaction, Allocating Revenues Based Upon Punch Card Use Becomes Immaterial:** We’ve had this discussion before. Payment of the

---

<sup>15</sup> Go to [https://www.yourtahoeplace.com/uploads/pdf-ivgid/Beach\\_Deed.pdf](https://www.yourtahoeplace.com/uploads/pdf-ivgid/Beach_Deed.pdf).

<sup>16</sup> See page 90 of the 7/22/2020 Board packet.

<sup>17</sup> A nice way of saying what the Incline Village/Crystal Bay parcel owner market will bear.

RFF/BFF is involuntary. Moreover, according to page 54 of the 2016 CAFR<sup>18</sup>, at Note 17, IVGID states: “the District provides recreation functions through two individual *special revenue funds*.” Since GASB 33 states that in order to qualify for Special Revenue fund accounting a substantial portion of the fund’s revenues must come from *non-exchange* transactions, the RFF/BFF revenue IVGID assigns to its Community Services and Beach Special Revenue Funds are the product of non-exchange transactions. That is, taxes. And if taxes, any allocation amongst recreation venues becomes *immaterial* because the assessee is obligated to pay the same amount regardless of utilization/lack thereof.

**Therefore the Solution to the Punch Card “Accounting” Problem is to Simply Eliminate Them Altogether:** Staff even presents this as an option at page 89 of the 7/22/2020 Board packet: “*eliminate* punch cards as a form of payment” and “*eliminate* punch card contra - revenue accounting.” And I say take “*elimination*” to a higher level. Beach access per se should be eliminated via punch cards, and should be exclusively via picture pass unless one is a legitimate guest of and *accompanied by* a picture pass holder. Since this agenda item purports to “discuss and provide direction on possible modifications to current practices related to punch card utilization,” punch cards should be eliminated, and this should be the recommendation to the Board.

**Conclusion:** Because staff are attempting to accomplish too many extraneous endeavors with punch cards (like perpetuating the propaganda of “value” for the RFF/BFF), and not all owners of parcels within the District are entitled to beach access, staff have created an administrative and financial reporting nightmare which cannot be reconciled. The simple solution to this nightmare is to eliminate punch cards altogether. After all, if a punch card has a “value” of one-fifth of the RFF/BFF combined, and this value can be redeemed at the Mountain Golf Course, Tennis Center, and for water craft launching at Ski Beach, *why isn’t a picture pass* loaded with the same allocated value? If one must be an owner of a parcel within IVGID’s June of 1968 boundaries to secure beach access, why is it someone who is not even an owner gain beach access with a punch card? Punch cards should be eliminated, and this should be the recommendation to the Board. And as a consequence, let’s come up with some means of not charging a picture pass holder’s guests who accompany him/her onto the beaches which was the real purpose for punch cards when they were created.

And to those asking why our RFFs/BFFs are as high as they are, and never seem to go down, now you have another example of some of the reasons why.

Respectfully, Aaron Katz (Your Community Watchdog), Because Only Now Are Others Beginning to Watch!

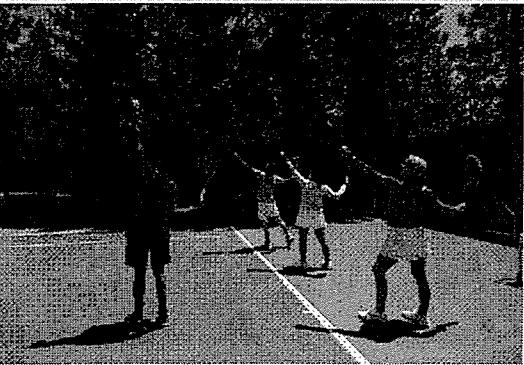
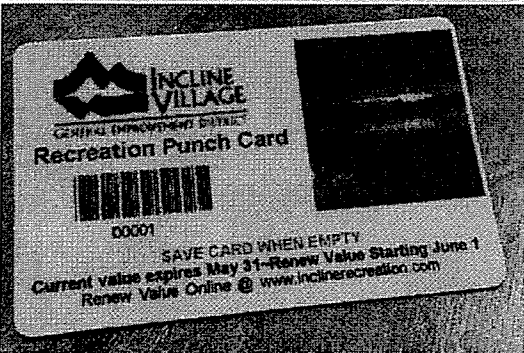
---

<sup>18</sup> Go to [https://www.yourtahoeplace.com/uploads/pdf-ivgid/2016CAFReport\\_Revised\\_5\\_11\\_2017.pdf](https://www.yourtahoeplace.com/uploads/pdf-ivgid/2016CAFReport_Revised_5_11_2017.pdf).

**EXHIBIT "A"**

# PUNCH CARD PROMOTION

## Mountain Golf Course & Incline Tennis Center



2018/2019 Punch Cards expire May 31. To check your balance or to renew your Punch Card online: <https://www.shopincline.com/PunchCards/>. You may renew your Punch Card on or after June 1. Call the Parks & Recreation Counter at (775) 832-1310 if you have any questions or need assistance with your Punch Card. Play Passes and Season Pass rates are available online: [www.yourtahoeplace.com](http://www.yourtahoeplace.com)

The Incline Village General Improvement District is excited to announce a valuable one-time promotion to our Incline Village/Crystal Bay Punch Card Holders. This spring promotion will allow residents to use the remaining value of their 2018/2019 expiring Punch Cards towards the purchase of a Mountain Course Play Pass, and new this year, the Incline Village Tennis Center Season Membership Pass. Here are the details of the Spring Punch Card Promotion:

- This promotion is valid for Punch Cards that have already been issued.
- Each \$1 of expiring Punch Card value will be applied as a \$.35 cent credit.
- Punch Cards categorized as "No Golf" are not applicable for this promotion.
- Punch Card promotion expires on May 31, 2019. No purchases with Punch Cards may be made after May 31. Beginning June 1, regular sale transactions apply.
- Promotion is valid for Mountain Course Passes and Tennis Center Season Membership Passes ONLY. (Please note: All You Can Play Pass for Both Golf Courses are not included in the promotion.)
- Multiple Punch Cards may be used purchases.
- This promotional Punch Card purchase transaction can only be made at the Championship Course Golf Shop (775) 832-1146 for Golf Passes, Incline Village Recreation Center - Parks & Rec Counter (775) 832-1310, and Incline Village Tennis Center (775) 832-1235 for Tennis Season Membership Passes.
- An example of savings: If you have two 2018/19 punch cards with a total of \$332 in remaining value, you may apply all \$332 of that remaining value and receive \$116.20 of value used towards the purchase of a Mountain Course All You Can Play Season Pass and Tennis Center Season Membership Pass. This promotion, limited to the Mountain Course and Tennis Center only, is an initiative to incentivize additional play. Please note: Passes are non-transferable.

**EXHIBIT "B"**

(f) Exceptions. Lots, parcels and areas of land used, or the portions thereof used, or intended to be used, for recreational (as more specifically described in NRS 318.143), or religious purposes; common areas appurtenant to a condominium or townhouse cluster; properties zoned GC, TC or PS, being commercial or light industrial, unless improved with a hotel, motel, multiple units or a single family dwelling; and publicly owned lands, are excepted and excluded from the charges imposed by subsections (a) through (e) of this section.

(g) Daily Passes - Guests. Only guests of a person entitled to beach privileges shall be admitted and daily passes for such guests may be obtained at the general office by the owner, lessee or renter upon presentation of his own pass and payment of one dollar (\$1.00) per daily pass. Children under six (6) years of age, accompanied by the holder of an adult pass, are included within the cost of the adult pass. Such children will be admitted if related to and residing with the pass holder.

(h) Governmental, Civic or Social Groups of Guests. Any group of persons which participates with Incline Village General Improvement District property owner groups, governmental, civic or social groups, in recreation or other community projects, may, upon application by the sponsoring group of Incline Village General Improvement District property owners and when approved as to the time and use of the Incline Village General Improvement District facilities, be granted beach or other privileges subject to the following conditions and upon payment of the sums set forth below.

(1) The sponsoring groups shall accept in writing total responsibility for their guests in their use of the Incline Village General Improvement District facilities.

(2) Approval of use shall be for each specific group as to time and the activity and shall be authorized in writing by the general manager at least ten days prior to the requested group activity.

(3) Such approval shall be granted only for such times as the group activity shall constitute minimal interference with the normal use of the facility.

(4) The sum which shall be paid by each group in advance of the use of the facilities shall be determined as follows:

<u>Number of Guests in Group</u>	<u>Amount of Payment Per Group</u>
10 or less	\$ 1.00
11 through 20	2.00
21 through 30	3.00
31 through 40	4.00
Above 40	\$4.00 plus \$1.00 for each additional incre- ment of 10 or portion thereof.

(i) Jointly Held Residential Properties. If more than one family jointly owns a habitable residential property, any joint owner other than the designated property representative may acquire additional permanent annual

**EXHIBIT "C"**



(1) A parcel of unimproved and unsubdivided land zoned LDR or RE; and

(2) Any subdivided parcel zoned LDR, RE or GF, which consists of improved or unimproved single family parcels that have not yet been separately assessed by the County Assessor.

(e) Single Family Acreage Zoned GF. \$29.25 per annum for each acre and a pro rata thereof for each fraction of an acre, with a minimum charge of \$195.00, for a parcel of unimproved and unsubdivided acreage zoned GF.

(f) Hotel or Motel. \$97.50 per annum for each room or unit intended for occupancy by a person or persons as a single unit within a hotel or motel.

(g) Exceptions. Lots, parcels and areas of land used, or the portions thereof used, or intended to be used, for religious purposes; common areas appurtenant to a condominium or townhouse cluster; properties zoned GC, TC or PS, being commercial or light industrial, unless improved with a hotel, motel, multiple units or a single family dwelling; and publicly owned lands, are excepted and excluded from the charges imposed by subsections (a) through (f) of this section.

(h) Daily Passes - Guests. Each parcel which is charged a \$195.00 recreation assessment is entitled to three photo identification cards and five coupons, each of which has a \$5.00 value. The photo identification card is valid for free admission to the beaches, and qualifies cardholder to a reduced season pass rate at the golf courses, the ski area, and tennis courts. The photo identification card is non-transferable.

(1) One \$5.00 coupon may be exchanged for two daily adult guest passes or five daily children guest passes to the beaches. Each coupon is valid for a \$5.00 discount off full rate charge at the golf, the ski, and the tennis areas. Upon proper authorization, additional daily guest passes may be purchased at the Recreation Department for a charge of \$2.50 per adult and children under 18 years, \$1.00 each.

(1a) Properties Annexed After June 1, 1968. Properties annexed to the District after June 1, 1968, shall have the following annual charges:

(1) \$130.00 per annum for each parcel described in (a) and (b).

(2) \$650.00 per annum for each acre, and a pro rata thereof for each fraction of an acre for parcels described in (c) above.

(3) \$39.00 per annum for each acre and a pro rata thereof for each fraction of an acre, with a minimum charge of \$130.00, for parcels described in (d) above.

(4) \$65.00 per annum for each room or unit intended for occupancy by a person or persons as a single unit within a hotel or motel,

(5) Acreage zoned GF. \$19.50 per annum for each acre and a pro rata thereof for each fraction of an acre, with a minimum charge of \$130.00.

(6) Each parcel that is assessed the yearly recreation fee is entitled to receive three (3) photo I.D. cards and five (5) coupons.

**WRITTEN STATEMENT TO BE INCLUDED IN THE WRITTEN MINUTES OF THIS JULY 22, 2020 REGULAR IVGID BOARD MEETING – AGENDA ITEM D – PUBLIC COMMENTS – MORE EVIDENCE OF DISTRICT WASTE AT LOCAL PARCEL OWNERS'/UTILITY RATE PAYORS' EXPENSE – THE UNREIMBURSED EXPENSE OF WRITTEN NORTH LAKE TAHOE FIRE PROTECTION DISTRICT (“NLTFPD”)/WASTE-MANAGEMENT (“W-M”) INSERTS STUFFED IN OUR UTILITY BILLS**

**Introduction:** Did you notice the NLTFPD/W-M insert (“the insert”) in your latest water/sewer bill<sup>1</sup>? This got me thinking. Why are we including promotional materials for third parties in our 4,200+ water/sewer bills<sup>2</sup>, and what are these third parties paying us for this service on their behaves? The answers to these questions are the purposes of this written statement.

**My e-Mail Public Records (“NPRA”) Request of June 26, 2020<sup>3</sup>:** asked to examine the following records evidencing the anatomy of the insert/IVGID’s publication to its water/sewer utility customers:

1. NLTFPD's and W-M's requests directed to IVGID that IVGID include the (insert) in the latter’s latest IVGID utility bills;
2. IVGID's agreement to include the (insert) in its latest utility bills;
3. Any portion/all of the costs associated with...creation of this document which were paid by IVGID;
4. Any portion/all of the costs/added costs associated with the stuffing of this document in IVGID's utility bills which were paid/agreed to be paid by IVGID; and,
5. Any portion/all of the costs/added costs associated with the mailing of (the insert) in IVGID's utility bills which were paid/agreed to be paid by IVGID.”

**Ms. Herron’s July 6, 2020 e-Mail Response to My NPRA Request<sup>3</sup>:** As the reader can see, Ms. Herron provided five (5) sets of records including the insert<sup>1</sup> and declared “this completes your records request *in its entirety*.” Those records were:

1. Data Print’s June 22, 2020 invoice #84646 to IVGID in the sum of \$891.00<sup>4</sup>;
2. Data Print’s June 25, 2020 invoice #84663 to IVGID in the sum of \$1,863.70<sup>5</sup>;

---

<sup>1</sup> For those who may not have paid attention, a copy of that insert is attached as Exhibit “A” to this written statement.

<sup>2</sup> See June 3, 2020 e-mail from Madonna Dunbar to Tia Rancourt at 10:37 A.M. – part of Exhibit “F” (see below).

<sup>3</sup> That request/response is part of an e-mail string between Susan Herron and me, which is collectively attached as Exhibit “B” to this written statement.

<sup>4</sup> This invoice together with IVGID staff’s disingenuous allocation of expenses to IVGID’s water and solid waste utility sub-funds (on the rear) is attached as Exhibit “C” to this written statement.

3. IVGID's July 2, 2020 invoice to NLTFPD in the sum of \$297.22<sup>6</sup>;

4. Twenty-three (23) e-mails between Tia Rancourt from NLTFPD, Kendra Kostelecky from W-M, and Madonna Dunbar from IVGID addressing the insert, between May 28, 2020 and July 2, 2020<sup>7</sup>; and,

5. Four (4) e-mails between IVGID employees Samantha Kurashewich (Public Works Administration Manager) and Lori Pommerenck (Comptroller) addressing billing for the insert<sup>8</sup>.

**My Follow Up e-Mail Clarification/Information Request of July 7, 2020<sup>3</sup>:** After examining Ms. Herron's July 6, 2020 response to my initial NPRA request, I noticed several requested records had not been made available for my examination, and I had additional questions. As the reader can see, I did not want to jump to conclusions based upon the incomplete records which were provided. So to get the missing records/answers, I sent Ms. Herron a follow up e-mail. That e-mail pointed out deficiencies in Ms. Herron's response to my NPRA request, and again asked, in part, to examine records evidencing:

1. W-M's request(s) directed to IVGID that IVGID include the (insert) in the latter's latest IVGID utility bills;
2. Who created/laid out the insert, and the printing, stuffing and mailing costs associated with its creation; and,
3. Any billing(s) to W-M for printing of the insert, its insertion in IVGID's utility bills, and any portion of mailing costs IVGID incurred.

Given Ms. Herron is also IVGID's "Information Officer,"<sup>9</sup> my follow up e-mail also asked for clarifying information concerning my request.

**Ms. Herron's July 7, 2020 e-Mail Response to My Follow Up Request<sup>3</sup>:** Ms. Herron responded that"

1. The insert was created by the NLTFPD. Therefore it was the NLTFPD which included the W-M information that it did;
2. Only the NLTFPD was charged for the insert costs, because only the NLTFPD made request it be included in IVGID's water/sewer bills; and,

---

<sup>5</sup> This invoice together with IVGID staff's disingenuous allocation of expenses to IVGID's water and solid waste utility sub-funds (on the rear) is attached as Exhibit "D" to this written statement.

<sup>6</sup> This invoice is attached as Exhibit "E" to this written statement.

<sup>7</sup> These e-mails are collectively attached as Exhibit "F" to this written statement.

<sup>8</sup> These e-mails are attached to the rear portion of Exhibits "C" and "D."

<sup>9</sup> See ¶11 of Resolution 1801 at pages 89-91 at [https://www.yourtahoeplace.com/uploads/pdf-ivgid/IVGID\\_Policy\\_and\\_Procedure\\_Resolutions.pdf](https://www.yourtahoeplace.com/uploads/pdf-ivgid/IVGID_Policy_and_Procedure_Resolutions.pdf).

3. The \$297.22 billed to NLTFPD represented “all of the additional costs IVGID incurred for printing and inserting the (insert) for mailing (and)...there was not an increase to postage expenses for including the additional” insert.

**How the \$297.22 Billed to NLTFPD Was Calculated:** According to Ms. Herron, “the costs from Data Print...to print the (insert)...were \$283.50, and “the costs from Data Print...to insert the NLTFPD flyer” in IVGID’s water/sewer billing envelopes “were \$13.72.”<sup>3</sup>

**How \$297.22 of the Combined \$2,754.70 Charged by Data Print Was Assigned to the District’s Financial Reporting System:** Notwithstanding \$283.50 of the \$891 invoice from Data Print<sup>4</sup> was billed to NLTFPD, the expense was assigned for financial reporting purposes to *W-M* solid waste<sup>10</sup>. We know this because the reader can see that the rear portion of Exhibit “C” assigns this amount to chart of account #200.27.380.7470 which according to IVGID’s “account structure”<sup>11</sup> corresponds to solid waste printing and publishing.

Similarly, notwithstanding \$13.72 of the \$1,863.70 invoice from Data Print<sup>5</sup> was billed to NLTFPD, the expense was assigned to *W-M* solid waste. We know this because the reader can see that the rear portion of Exhibit “D” assigns this amount to chart of account #200.27.380.7470 which according to IVGID’s “account structure”<sup>11</sup> corresponds to solid waste printing and publishing.

**No Portion of Postage Incurred by IVGID Was Billed to NLTFPD**<sup>3</sup>: Almost comically, Public Works staff justify their actions because of the fact “there was not an increase to postage expenses for including the” insert<sup>12</sup>.

**No Portion of Staff Time Incurred by IVGID Associated With the Insert Was Billed to NLTFPD**<sup>3</sup>:

**Notwithstanding \$297.22 of the Expense Incurred With Data Print Was Assigned to Solid Waste, No Portion of the Costs Associated With the Insert Was Billed to W-M**<sup>3</sup>:

**Notwithstanding \$297.22 of the Expense Incurred With Data Print Was Assigned to Solid Waste, No Portion of the Costs Associated With IVGID Staff Time Associated With the Insert Was Billed to NLTFPD or W-M**<sup>3</sup>:

**Since IVGID’s Indirect Collaboration With W-M Insofar as the Insert is Concerned is in Violation of the Solid Waste Franchise’s**<sup>13</sup> “Public Information” and “General Public Outreach” Obligations, Why Are We Encouraging Violation? ¶5.6 of the solid waste franchise<sup>13</sup> obligates W-M,

---

<sup>10</sup> Another example of wrongly reporting financial transactions so that any subsequent audit will not reveal the truth. In my experience this happens over and over again.

<sup>11</sup> Go to [https://www.yourtahoepace.com/uploads/pdf-ivgid/Account\\_Structure-All\\_Legend\\_7-1-19.pdf](https://www.yourtahoepace.com/uploads/pdf-ivgid/Account_Structure-All_Legend_7-1-19.pdf).

<sup>12</sup> See Ms. Herron’s July 7, 2020 e-mail response to me (part of Exhibit “B”).

<sup>13</sup> Go to page 9 at [https://www.yourtahoepace.com/uploads/pdf-public-works/2016-10-01\\_Waste\\_Management\\_Franchise\\_Agreement\\_no\\_Exhibit\\_B.pdf](https://www.yourtahoepace.com/uploads/pdf-public-works/2016-10-01_Waste_Management_Franchise_Agreement_no_Exhibit_B.pdf).

at its expense, to “maintain and actively pursue public information programs” similar to the yard waste recycling services promoted in the insert. In addition, ¶15.7 of the solid waste franchise<sup>13</sup> obligates W-M, at its expense, to a program of “general public outreach...(which) inform(s) customers and the general public of (W-M’s) services.” This outreach is supposed to “include quarterly...inserts (in W-M’s bills<sup>14</sup>, rather than IVGID water/sewer bills)...to keep customers informed.”

By using IVGID’s infrastructure, personnel and its mailing of water/sewer utility bills to satisfy W-M’s “public information” and “general public outreach” obligations under the solid waste franchise<sup>13</sup>, understand, again, that *we are financially supporting a favored third party’s (W-M’s) obligations and operational costs in addition to the rates we are obligated to pay under that franchise!* Thank you IVGID staff for your understanding and professionalism!

**Because the NLTFPD and W-M Know They Can Easily Get IVGID Staff to Do Their Work at Our Expense, is it Any Surprise We See Initiating E-Mails Such as Those in Exhibit “F?”** My only question is why didn’t we get our public relations firm, Tri-Strategies, to issue a press release touting the information in the insert in lieu? After all, isn’t that what being a community is all about?

**The Hidden Cost of Unreimbursed Staff Time:** On November 30, 2018 former general manager Steve Pinkerton told the Board and the public that since “the District’s CIP staff spends the vast majority of its time working on CIP projects, their staffing costs are allocated...based on the amount of time spent on (a) specific project.”<sup>15</sup> So how much time did our crack public works staff spend on the insert? We know that IVGID employee Madonna Dunbar was a party to a minimum of twenty-three (23) e-mails pertaining in some way to the insert. We know that IVGID employees Samantha Kurashewich and Lori Pommerenck were parties to a minimum of four (4) or more additional e-mails pertaining to insert billings. We know that someone from IVGID had to create the invoice sent to NLTFPD. We don’t know how much additional time coordinating the insert’s printing and its stuffing into IVGID’s water/sewer billing envelopes. Whatever cost one wants to assign, and there was a cost, it was not reimbursed by either NLTFPD or W-M.

**Bottom Line, We Lost Money Accommodating NLTFPD and W-M With Their Insert:**

**Conclusion:** If our staff truly cared about the public’s costs associated with mailing out water/sewer utility bills, it either would not clutter them with third party inserts, or they would use inclusion of those inserts to offset our billing costs. But instead, staff see themselves as existing to sparse out all sorts of benefits to “favored collaborator” like NLTFPD and W-M at local parcel owners’/utility rate paying customers’ expense because “that’s what being a community is all about.”

---

<sup>14</sup> ¶14.1 of the solid waste franchise<sup>13</sup> obligates W-M to bill residential customers quarterly.

<sup>15</sup> See page 184 of that packet of materials prepared by staff in anticipation of the Board’s December 12, 2018 meeting [[https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT\\_Packet\\_Regular\\_12-12-18.pdf](https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT_Packet_Regular_12-12-18.pdf) (“the 12/12/2018 Board packet”)].

And it's not just NLTFPD and W-M. There are literally hundreds of other episodes one could point to where favored third parties have used the public's resources at the public's expense for their own personal financial. What happened to the concept of "central services costs?" You remember, where the general fund must be reimbursed for the "central services" it allegedly delivers to our recreational and utility functions. Why isn't a similar cost assessed whenever some third party seeks some personal benefit from the public?

And to those asking why our Recreation ("RFF")/Beach ("BFF") Facility Fees/water/sewer rates are as high as they are, and never seem to go down, now you have more examples of some of the reasons why.

Respectfully, Aaron Katz (Your Community Watchdog), Because Only Now Are Others Beginning to Watch!

**EXHIBIT "A"**



Improve your property's defensible space and get yard waste recycled for FREE!

Residential Curbside Yard Waste Recycling Collection will be offered June 1—August 21 and September 30—October 25, 2020, courtesy of Waste Management.

Here's How:

- The end of May each residential customer in Incline Village/Crystal Bay, NV received an envelope containing 96 "Yard Waste Only" recycling stickers from Waste Management.
- Conduct your property cleanup by filling heavy duty bags (any color except blue) with vegetative yard waste.
- Securely close/tie the bags. Each bag cannot exceed 40 lbs.
- Attach one sticker to each bag.
- Place the stickered bags curbside on your regular service day during the designated timeframe, June 1—August 21 and September 30—October 25, 2020.
- If you need additional stickers, you can purchase them from Waste Management's Incline Village office at 1200 Sweetwater Road, Incline Village, NV 89451.



**PREPARE FOR EVACUATION:** Visit [www.readywashoe.com](http://www.readywashoe.com) to sign up for emergency alerts, then visit [Tahoe.LivingWithFire.info](http://Tahoe.LivingWithFire.info) to learn more about evacuation and defensible space.

**DEFENSIBLE SPACE EVALUATIONS:** Improve your Defensible Space and help prepare your home and neighborhood for wildfire by requesting a free defensible space evaluation.

**CURBSIDE CHIPPING:** Fire district hand crews will chip your curbside vegetation pile upon request. Please do not include pine needles, stumps, roots, garbage, nails or finished lumber. Branch diameter cannot exceed 6 inches and pile size cannot exceed 1000 cubic feet or (30'x6'x6').

Defensible Space Evaluations & Curbside Chipping programs begin Monday, June 1, 2020. To make an online request go to [www.nltfpd.net](http://www.nltfpd.net), under Fuels Management tab go to Defensible Space.

Questions?

Please call

Waste Management

775-831-2971



*Incline Village General Improvement District (IVGID) is including this as a public service announcement.*



# Five Steps to Create Defensible Space

North Lake Tahoe Fire Protection District

Defensible Space is the area between a house and an oncoming wildfire where the vegetation has been modified to reduce the wildfire threat. Defensible Space is simply a homeowner's properly maintained property. Use the information below as a guide. For more advice on defensible space, visit [nltpd.net](http://nltpd.net) or [tahoe.livingwithfire.info](http://tahoe.livingwithfire.info).

## **Step 1- Know Your Distance**

The recommended distance of defensible space is different for all homes. The types of vegetation and terrain are key factors when deciding how far out to extend the Defensible Space Zone. Most properties need 100-200 feet of defensible space.

## **Step 2- Remove the Dead**

Within the Defensible Space Zone, remove all dead vegetation including dying trees, shrubs, branches, grass, weeds, needles, and leaves. Remove fallen needles and leaves within 30 feet from the house every spring. Do not allow a depth of more than 3 inches of duff and needles beyond 30 feet from the house.

## **Step 3- Create Separation**

Areas of dense vegetation pose significant wildfire threats. Shrubs and trees should be thinned out so they are no longer continuous. Separate shrubs by a distance that is twice their height. Tree spacing varies but typically should be separated by 10' between branches on average. Large trees (>14" in diameter at 4.5' from the ground) cannot be removed without a permit issued by NLTFPD or TRPA.

## **Step 4- Remove Ladder Fuels**

Vegetation allowing fire to climb up from the forest floor to the canopy, are known as ladder fuels. Smaller vegetation such as shrubs and young trees should be cleared away from beneath larger trees.

## **Step 5- Lean, Clean, and Green**

Remove fuels that ignite easily such as dead shrubs and trees, dried grass, pine needles, firewood, etc. Create a 5-foot noncombustible zone around the perimeter of your home, and keep your landscaping well-maintained.

**Before:**



**After:**



**EXHIBIT "B"**

## RE: RE: Records Request - NLTFPD and Waste Management Public Service Announcements Inside IVGID Utility Customers' Bills - Follow Up

**From:** "Herron, Susan" <Susan\_Herron@ivgid.org>  
**To:** "s4s@ix.netcom.com"  
**Cc:** "Winqest, Indra S." <ISW@ivgid.org>  
**Subject:** RE: RE: Records Request - NLTFPD and Waste Management Public Service Announcements Inside IVGID Utility Customers' Bills - Follow Up  
**Date:** Jul 7, 2020 6:30 PM

Dear Mr. Katz,

Please see the responses in red below from IVGID Staff:

First of all, the subject insert instructs re W-M residential curbside yard waste recycling in addition to NLTFPD defensible space. Furthermore, it includes W-M's logo and invites members of the public to contact W-M at 775-831-3971. Yet you have provided no documentation pertaining to W-M's request for creation of these materials, nor who laid them out on the insert, nor the printing, stuffing or mailing costs associated with its creation, nor billing to W-M therefore. I asked to examine all of these materials. Where are they?

Response: The flyer was created by NLTFPD. They included the information for the WM green waste program including their logo. We are only charging NLTFPD for the flyer costs since they requested the flyer insert.

Second of all, I want to make sure I understand correctly. The amount IVGID charged the NLTFPD for creating, printing, stuffing and mailing 4,000 copies of the insert was \$297.22. Correct? If not, how much was NLTFPD charged and where is the documentation which evidences the same?

Response: The invoice to NLTFPD in the amount of \$297.22 covers all of the additional costs for printing and inserting the flyer for mailing. The other costs cover the IVGID expenses for printing of statements, the Consumer Confidence Report and postage. There was not an increase to postage expenses for including the additional flyer.

Third of all, the amount IVGID charged W-M for all of the above, was ZERO. Correct?

Response: See the response to the first question – NLTFPD created the flyer and was charged for the flyer.

Yet what were IVGID's out-of-pocket costs? All of Data Print invoice 84646 for \$891, correct? If not correct, what portion of this invoice reflects costs for services performed with respect to the insert?

In addition, what part of Data Print invoice 84663 for \$1,863.70? This invoice details additional insert work.

Response: The costs from DataPrint on invoice # 84646 were \$283.50 to print the NLTFPD flyer. The costs from DataPrint on invoice # 84663 were \$13.72 to insert the NLTFPD flyer.

Susan

---

**From:** s4s@ix.netcom.com [mailto:s4s@ix.netcom.com]  
**Sent:** Tuesday, July 7, 2020 9:07 AM  
**To:** Herron, Susan <Susan\_Herron@ivgid.org>  
**Cc:** Winqest, Indra S. <ISW@ivgid.org>  
**Subject:** RE: RE: Records Request - NLTFPD and Waste Management Public Service Announcements Inside IVGID Utility Customers' Bills - Follow Up

Thank you.

I will wait.

-----Original Message-----  
**From:** "Herron, Susan"

Sent: Jul 7, 2020 8:50 AM  
To: "s4s@ix.netcom.com"  
Cc: "Winqest, Indra S."  
Subject: RE: RE: Records Request - NLTFPD and Waste Management Public Service Announcements Inside IVGID Utility Customers' Bills - Follow Up

Dear Mr. Katz,

I am checking with our Public Works Staff on your questions. One member that I am checking with is out on vacation this week so please be patient as your response probably will occur next week at the soonest.

Susan

---

**From:** s4s@ix.netcom.com [mailto:s4s@ix.netcom.com]  
**Sent:** Tuesday, July 7, 2020 7:57 AM  
**To:** Herron, Susan <Susan\_Herron@ivgid.org>  
**Cc:** Winqest, Indra S. <ISW@ivgid.org>  
**Subject:** Fw: RE: Records Request - NLTFPD and Waste Management Public Service Announcements Inside IVGID Utility Customers' Bills - Follow Up

Thank you for your response Ms. Herron:

First of all, the subject insert instructs re W-M residential curbside yard waste recycling in addition to NLTFPD defensible space. Furthermore, it includes W-M's logo and invites members of the public to contact W-M at 775-831-3971. Yet you have provided no documentation pertaining to W-M's request for creation of these materials, nor who laid them out on the insert, nor the printing, stuffing or mailing costs associated with its creation, nor billing to W-M therefore. I asked to examine all of these materials. Where are they?

Second of all, I want to make sure I understand correctly. The amount IVGID charged the NLTFPD for creating, printing, stuffing and mailing 4,000 copies of the insert was \$297.22. Correct? If not, how much was NLTFPD charged and where is the documentation which evidences the same?

Third of all, the amount IVGID charged W-M for all of the above, was ZERO. Correct?

Yet what were IVGID's out-of-pocket costs? All of Data Print invoice 84646 for \$891, correct? If not correct, what portion of this invoice reflects costs for services performed with respect to the insert?

In addition, what part of Data Print invoice 84663 for \$1,863.70? This invoice details additional insert work.

I don't want to jump to conclusions but if you refuse to clarify/produce all the records requested so the public can learn this information for itself, you leave me no alternative. And then staff will be the cause of mis-information. So please clarify (this explains why I am sending Indra a copy of these requests).

Thank you for your cooperation. Aaron Katz

-----Forwarded Message-----

>From: "Herron, Susan"  
>Sent: Jul 6, 2020 6:14 PM  
>To: "s4s@ix.netcom.com"  
>Cc: "Winqest, Indra S."  
>Subject: RE: Records Request - NLTFPD and Waste Management Public Service Announcements Inside IVGID Utility Customers' Bills

>  
>Dear Mr. Katz,  
>  
>This e-mail shall serve as IVGID's response to your records request dated June 26, 2020 which reads as follows:  
>  
>1. NLTFPD's and W-M's requests of IVGID that it include the document in the latest IVGID utility billing; 2. IVGID's agreement to include the document in the latest IVGID utility billing; 3. Any portion/all of the costs associated with the creation of this document paid by IVGID; 4. Any portion/all of the costs/added costs associated with the stuffing of this document in IVGID's utility billings which were paid/agreed to be paid by IVGID; 5. Any

> portion/all of the costs/added costs associated with the mailing of this document in IVGID's utility billings which were paid/agreed to be paid by IVGID.

>  
>There are five documents attached in response to your request; this completes your records request in its entirety.

>  
>Susan

>  
>-----Original Message-----

>>From: [s4s@ix.netcom.com](mailto:s4s@ix.netcom.com) [mailto:[s4s@ix.netcom.com](mailto:s4s@ix.netcom.com)]

>>Sent: Friday, June 26, 2020 5:10 PM

>>To: Herron, Susan

>>Cc: Winquest, Indra S.

>>Subject: Records Request - NLTFPD and Waste Management Public Service Announcements Inside IVGID Utility Customers' Bills

>  
>Hello Ms. Herron -

>  
>Another records request

>  
>In our latest IVGID utility bill there is a two sided document IVGID declares has been "included as a public service announcement." 1-2/3 sides of the announcement highlight NLTFPD defensible space. The remainder highlights Waste Management yard waste matters.

>  
>With respect to this document I would like to examine records which evidence:

>  
>1. NLTFPD's and W-M's requests of IVGID that it include the document in the latest IVGID utility billing; 2. IVGID's agreement to include the document in the latest IVGID utility billing; 3. Any portion/all of the costs associated with the creation of this document paid by IVGID; 4. Any portion/all of the costs/added costs associated with the stuffing of this document in IVGID's utility billings which were paid/agreed to be paid by IVGID; 5. Any portion/all of the costs/added costs associated with the mailing of this document in IVGID's utility billings which were paid/agreed to be paid by IVGID.

>  
>Thank you for your cooperation. Aaron Katz

**EXHIBIT "C"**

# DataPrint Services LLC

5201 Venice Ave NE Ste E  
Albuquerque, NM 87113-2337

Voice: (505) 821-8000  
Fax: (877) 883-3202  
ap@dataprintllc.com

# INVOICE

Invoice Number: **84646**

Invoice Date: Jun 22, 2020

Amount Due: **891.00**

**Remit to:**

INCLINE VILLAGE GEN IMPROVE DIST  
893 SOUTHWOOD BLVD  
INCLINE VILLAGE, NV 89451

DataPrint Services, LLC  
5201 Venice Ave NE Ste E  
Albuquerque NM 87113-2337

Please return this portion with your payment, or write the invoice number(s) on your check

Customer PO	Payment Terms	Invoice Number	Due Date
	Net 15 Days	84646	7/7/20

Quantity	Item	Description	Unit Price	Amount
9,000.00		DEFENSIBLE & CCR INSERT #84646		
4,500.00	10043	LASER PRINTING	0.07500	675.00
3,000.00		11 x 17 24# White Offset	0.03000	135.00
3,000.00		FOLD INSERT & CCR	0.02250	67.50
		TRIM NEWSLETTER	0.00450	13.50

Subtotal	891.00
Sales Tax	
Total Invoice Amount	891.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>891.00</b>

Check/Credit Memo No:



Visit our new website at  
dataprintllc.com

We will add finance charges on invoices more than 30 days overdue.  
Want future invoices emailed? Send a request to ap@dataprintllc.com.

**DataPrint**  
Services LLC



Tue 6/30/2020 8:32 AM

Kurashewich, Samantha M.

RE: Emailing: DataPint 84646 \$891.00 Kurashewich 6.22.2020

To  invoices

Hi Claudia and Lori-

This DataPrint invoice # 84646 is OK to Pay in the amount of \$891.00 per the following breakdown:

- \$607.50 with account number 200.22.970.7330 - water, shared expenses, contractual services
- \$283.50 with account number 200.27.380.7470 - solid waste, solid waste, printing/publishing

Thanks and I hope you have a good day!

Samantha Kurashewich, CPPB  
 Public Works Administrative Manager  
 Incline Village General Improvement District  
 1220 Sweetwater Road, Incline Village NV 89451  
 P: 775-832-1337  
 F: 775-832-1260  
[smk@ivgid.org](mailto:smk@ivgid.org)  
[www.ivgidpublicworks.org](http://www.ivgidpublicworks.org)

—Original Message—

From: Pommerenck, Lori A. <lap2@ivgid.org> On Behalf Of invoices  
 Sent: Saturday, June 27, 2020 10:47 AM  
 To: Kurashewich, Samantha M. <Samantha\_Kurashewich@ivgid.org>  
 Subject: Emailing: DataPint 84646 \$891.00 Kurashewich 6.22.2020

We are in receipt of an invoice that needs your approval. Please provide "OK" to pay and account to be charged.

Send back for payment processing.

If you have any questions do not hesitate to contact me.

Thanking you in advance for your help on this request.



**EXHIBIT "D"**

# DataPrint Services LLC

5201 Venice Ave NE Ste E  
Albuquerque, NM 87113-2337

Voice: (505) 821-8000  
Fax: (877) 883-3202  
ap@dataprintllc.com

# INVOICE

Invoice Number: **84663**

Invoice Date: Jun 25, 2020

Amount Due: **1,863.70**

**Remit to:**

INCLINE VILLAGE GEN IMPROVE DIST  
893 SOUTHWOOD BLVD  
INCLINE VILLAGE, NV 89451

DataPrint Services, LLC  
5201 Venice Ave NE Ste E  
Albuquerque NM 87113-2337

Please return this portion with your payment, or write the invoice number(s) on your check

Customer PO	Payment Terms	Invoice Number	Due Date
	Net 15 Days	84663	7/10/20

Quantity	Item	Description	Unit Price	Amount
		UTILITY STATEMENTS #84663		
1.00		LASER SET UP	25.00000	25.00
4,573.00		POSTAL OPTIMIZATION	0.01000	45.73
3,069.00		LASER PRINTING	0.08100	248.59
1,538.00	10120	11 x 17 24# whi 3.5" Preperf	0.03360	51.68
1.00		SELECTIVE INSERT SET UP	50.00000	50.00
2,736.00		INSERTING	0.02500	68.40
5,486.00		2 ADDITIONAL INSERTS	0.00500	27.43
2,743.00		MAIL SERVICES	0.03500	96.01
7.00		HAND INSERT / GEN GRP	0.10000	0.70
2,736.00	20016	#10 24# WW Double Window	0.02750	75.24
1,549.00	20020	#9 24# WW Special Window	0.02700	41.82
7.00	20050	9 x 12 White Catalog Envelope W/ Window	0.21000	1.47
		POSTAGE USED		1,131.63

Subtotal	1,863.70
Sales Tax	
Total Invoice Amount	1,863.70
Payment/Credit Applied	
<b>TOTAL</b>	<b>1,863.70</b>

Check/Credit Memo No:

We will add finance charges on invoices more than 30 days overdue.  
Want future invoices emailed? Send a request to ap@dataprintllc.com.



Visit our new website at  
dataprintllc.com

**DataPrint**  
Services LLC



Tue 6/30/2020 8:30 AM

Kurashewich, Samantha M.

RE: Emailing: DataPint 84663 41863.70 Kurashewich 6.25.2020

To  invoices

Hi Claudia and Lori-

This DataPrint invoice # 84663 is OK to Pay in the amount of \$1,863.70 per the following breakdown:

- \$1,131.63 with account number 200.22.970.7460 - water, shared expenses, printing/publishing
- \$718.35 with account number 200.22.970.7330 - water, shared expenses, contractual services
- \$13.72 with account number 200.27.380.7470 - solid waste, solid waste, printing/publishing

Thanks and I hope you have a good morning!

Samantha Kurashewich, CPPB  
 Public Works Administrative Manager  
 Incline Village General Improvement District  
 1220 Sweetwater Road, Incline Village NV 89451  
 P: 775-832-1337  
 F: 775-832-1260  
[smk@ivgid.org](mailto:smk@ivgid.org)  
[www.ivgidpublicworks.org](http://www.ivgidpublicworks.org)

—Original Message—

From: Pommerenck, Lori A. <lap2@ivgid.org> On Behalf Of invoices  
 Sent: Saturday, June 27, 2020 10:46 AM  
 To: Kurashewich, Samantha M. <Samantha\_Kurashewich@ivgid.org>  
 Subject: Emailing: DataPint 84663 41863.70 Kurashewich 6.25.2020

We are in receipt of an invoice that needs your approval. Please provide "OK" to pay and account to be charged.

Send back for payment processing.

If you have any questions do not hesitate to contact me.

Thanking you in advance for your help on this request.

**EXHIBIT "E"**



N/A  
 Account #  
\$297.22  
 Payment Due

PUBLIC WORKS DEPARTMENT  
 1220 SWEETWATER ROAD  
 INCLINE VILLAGE NV 89451-9214

---

**INVOICE**

---

Date: 7/2/20

Account#: N/A

Customer Information:

Name NLTFPD

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Service Address:

Date	Description	Total
7/2/20	June Billing Insert	\$297.22
<b>Total:</b>		<b>\$297.22</b>

**EXHIBIT "F"**

**From:** [Tia Rancourt](#)  
**To:** [Kurashewich, Samantha M.](#)  
**Cc:** [Dunbar, Madonna](#); [Pomroy, Joe](#)  
**Subject:** RE: 2020 Chipping Flyer  
**Date:** Thursday, July 02, 2020 11:43:30 AM

---

Thank you Samantha and all once again for the opportunity!  
I will put in the AP hopper!

Have a happy and safe July 4<sup>th</sup>



**Tia Rancourt**  
**Public Education/Information Officer**  
Office: [775.833.8106](tel:775.833.8106) | Cell: [775.813.8106](tel:775.813.8106)  
Email: [trancourt@nltfpd.net](mailto:trancourt@nltfpd.net)  
[866 Oriole Way | Incline Village | NV 89451](#)



---

**From:** Kurashewich, Samantha M. <[Samantha\\_Kurashewich@ivgid.org](mailto:Samantha_Kurashewich@ivgid.org)>  
**Sent:** Thursday, July 2, 2020 11:15 AM  
**To:** Tia Rancourt <[TRancourt@nltfpd.net](mailto:TRancourt@nltfpd.net)>  
**Cc:** Dunbar, Madonna <[madonna\\_dunbar@ivgid.org](mailto:madonna_dunbar@ivgid.org)>; Pomroy, Joe <[Joe\\_Pomroy@ivgid.org](mailto:Joe_Pomroy@ivgid.org)>  
**Subject:** RE: 2020 Chipping Flyer

Hi Tia-

Attached is the invoice for the Defensible Space Flyer we sent with the June 2020 statements.

Thanks and I hope you have a good 4<sup>th</sup>. Stay safe and well!

**Samantha Kurashewich, CPPB**  
Public Works Administrative Manager  
Incline Village General Improvement District  
1220 Sweetwater Road, Incline Village NV 89451  
P: 775-832-1337  
F: 775-832-1260  
[smk@ivgid.org](mailto:smk@ivgid.org)  
[www.ivgidpublicworks.org](http://www.ivgidpublicworks.org)

---

**From:** Tia Rancourt <[TRancourt@nltfpd.net](mailto:TRancourt@nltfpd.net)>  
**Sent:** Friday, June 05, 2020 3:58 PM  
**To:** Dunbar, Madonna <[madonna\\_dunbar@ivgid.org](mailto:madonna_dunbar@ivgid.org)>  
**Cc:** Kurashewich, Samantha M. <[Samantha\\_Kurashewich@ivgid.org](mailto:Samantha_Kurashewich@ivgid.org)>  
**Subject:** RE: 2020 Chipping Flyer

Thank you M!!



**Tia Rancourt**  
**Public Education/Information Officer**  
Office: [775.833.8106](tel:775.833.8106) | Cell: [775.813.8106](tel:775.813.8106)  
Email: [trancourt@nltfpd.net](mailto:trancourt@nltfpd.net)  
[866 Oriole Way](http://866.OrioleWay.com) | Incline Village | NV 89451



---

**From:** Dunbar, Madonna <[madonna\\_dunbar@ivgid.org](mailto:madonna_dunbar@ivgid.org)>  
**Sent:** Friday, June 5, 2020 3:30 PM  
**To:** Tia Rancourt <[TRancourt@nltfpd.net](mailto:TRancourt@nltfpd.net)>  
**Cc:** Kurashewich, Samantha M. <[Samantha\\_Kurashewich@ivgid.org](mailto:Samantha_Kurashewich@ivgid.org)>  
**Subject:** RE: 2020 Chipping Flyer

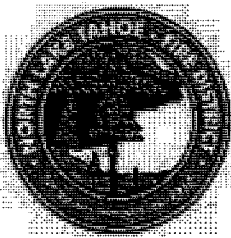
Yes, looks good

---

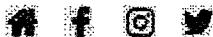
**From:** Tia Rancourt [<mailto:TRancourt@nltfpd.net>]  
**Sent:** Friday, June 5, 2020 2:50 PM  
**To:** Dunbar, Madonna <[madonna\\_dunbar@ivgid.org](mailto:madonna_dunbar@ivgid.org)>  
**Cc:** Kurashewich, Samantha M. <[Samantha\\_Kurashewich@ivgid.org](mailto:Samantha_Kurashewich@ivgid.org)>  
**Subject:** RE: 2020 Chipping Flyer

Just checking in...all info look correct?

Thank you,



**Tia Rancourt**  
**Public Education/Information Officer**  
Office: [775.833.8106](tel:775.833.8106) | Cell: [775.813.8106](tel:775.813.8106)  
Email: [trancourt@nltfpd.net](mailto:trancourt@nltfpd.net)  
[866 Oriole Way](http://866.OrioleWay.com) | Incline Village | NV 89451



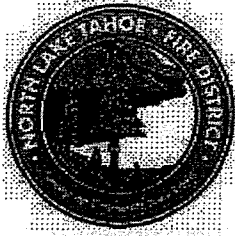
---

**From:** Tia Rancourt  
**Sent:** Wednesday, June 3, 2020 11:01 AM  
**To:** Dunbar, Madonna <[madonna\\_dunbar@ivgid.org](mailto:madonna_dunbar@ivgid.org)>  
**Cc:** Kurashewich, Samantha M. <[Samantha\\_Kurashewich@ivgid.org](mailto:Samantha_Kurashewich@ivgid.org)>  
**Subject:** RE: 2020 Chipping Flyer



Yes we would like to insert our Chipping flyer to the IVGID utility June billing statement. Madonna, will you please proof the left column/WM information. If you approve then we are good to go!

Thank you,



**Tia Rancourt**  
**Public Education/Information Officer**  
Office: [775.833.8106](tel:775.833.8106) | Cell: [775.813.8106](tel:775.813.8106)  
Email: [trancourt@nltfpd.net](mailto:trancourt@nltfpd.net)  
[866 Oriole Way | Incline Village | NV 89451](https://www.nltfpd.net)



---

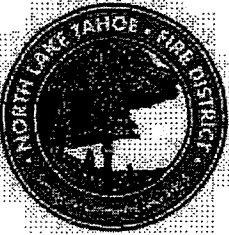
**From:** Dunbar, Madonna <[madonna\\_dunbar@ivgid.org](mailto:madonna_dunbar@ivgid.org)>  
**Sent:** Wednesday, June 3, 2020 10:40 AM  
**To:** Tia Rancourt <[TRancourt@nltfpd.net](mailto:TRancourt@nltfpd.net)>  
**Cc:** Kurashewich, Samantha M. <[Samantha\\_Kurashewich@ivgid.org](mailto:Samantha_Kurashewich@ivgid.org)>  
**Subject:** RE: 2020 Chipping Flyer

OK - Sam K actually will finalize details on publication. – M

---

**From:** Tia Rancourt [<mailto:TRancourt@nltfpd.net>]  
**Sent:** Wednesday, June 3, 2020 10:38 AM  
**To:** Dunbar, Madonna <[madonna\\_dunbar@ivgid.org](mailto:madonna_dunbar@ivgid.org)>  
**Subject:** RE: 2020 Chipping Flyer

Thank you M, asking approval now and will get back with you asap.



**Tia Rancourt**  
**Public Education/Information Officer**  
Office: [775.833.8106](tel:775.833.8106) | Cell: [775.813.8106](tel:775.813.8106)  
Email: [trancourt@nltfpd.net](mailto:trancourt@nltfpd.net)  
[866 Oriole Way | Incline Village | NV 89451](https://www.nltfpd.net)



---

**From:** Dunbar, Madonna <[madonna\\_dunbar@ivgid.org](mailto:madonna_dunbar@ivgid.org)>  
**Sent:** Wednesday, June 3, 2020 10:37 AM

**To:** Tia Rancourt <[TRancourt@nltfpd.net](mailto:TRancourt@nltfpd.net)>

**Subject:** RE: 2020 Chipping Flyer

4200 customers get the mailing.

---

**From:** Tia Rancourt [<mailto:TRancourt@nltfpd.net>]

**Sent:** Wednesday, June 3, 2020 10:32 AM

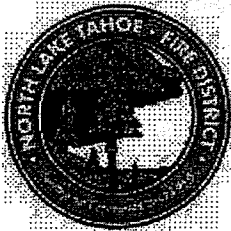
**To:** Dunbar, Madonna <[madonna\\_dunbar@ivgid.org](mailto:madonna_dunbar@ivgid.org)>

**Subject:** RE: 2020 Chipping Flyer

Madonna,

Yes most likely, let me get an approval.

How many homes does it go to (approx.). I looked at last years bill, didn't say distribution/just cost \$320.



**Tia Rancourt**

**Public Education/Information Officer**

Office: [775.833.8106](tel:775.833.8106) | Cell: [775.813.8106](tel:775.813.8106)

Email: [trancourt@nltfpd.net](mailto:trancourt@nltfpd.net)

[866 Oriole Way | Incline Village | NV 89451](#)



---

**From:** Dunbar, Madonna <[madonna\\_dunbar@ivgid.org](mailto:madonna_dunbar@ivgid.org)>

**Sent:** Wednesday, June 3, 2020 10:25 AM

**To:** Tia Rancourt <[TRancourt@nltfpd.net](mailto:TRancourt@nltfpd.net)>; Kurashewich, Samantha M.

<[Samantha\\_Kurashewich@ivgid.org](mailto:Samantha_Kurashewich@ivgid.org)>

**Cc:** Kostelecky, Kendra <[kkoste@wm.com](mailto:kkoste@wm.com)>

**Subject:** RE: 2020 Chipping Flyer

**Tia- Do you want this included in the IVGID utility billing mailing as an additional insert? Our June issue is already a double issue (CCR- annual water quality report). But we have added it in the past... LMK. – Madonna**

---

**From:** Tia Rancourt [<mailto:TRancourt@nltfpd.net>]

**Sent:** Tuesday, June 2, 2020 3:17 PM

**To:** Kostelecky, Kendra <[kkoste@wm.com](mailto:kkoste@wm.com)>; Dunbar, Madonna <[madonna\\_dunbar@ivgid.org](mailto:madonna_dunbar@ivgid.org)>

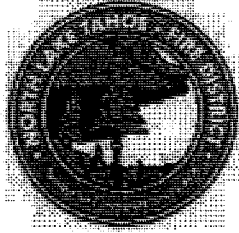
**Subject:** RE: 2020 Chipping Flyer

Me too Kendra!

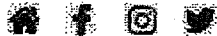
Madonna, when you have a chance, please review one last time as well and let me know if we're

good to go!

Cheers,



**Tia Rancourt**  
**Public Education/Information Officer**  
Office: [775.833.8106](tel:775.833.8106) | Cell: [775.813.8106](tel:775.813.8106)  
Email: [trancourt@nltfpd.net](mailto:trancourt@nltfpd.net)  
[866 Oriole Way](http://866.Oriole.Way) | Incline Village | NV 89451



---

**From:** Kostelecky, Kendra <[kkostele@wm.com](mailto:kkostele@wm.com)>  
**Sent:** Tuesday, June 2, 2020 2:07 PM  
**To:** Tia Rancourt <[TRancourt@nltfpd.net](mailto:TRancourt@nltfpd.net)>; Madonna Dunbar ([madonna\\_dunbar@ivgid.org](mailto:madonna_dunbar@ivgid.org))  
<[madonna\\_dunbar@ivgid.org](mailto:madonna_dunbar@ivgid.org)>  
**Subject:** RE: 2020 Chipping Flyer

OOOOH good catch on the 2019. I totally missed that.  
Thanks Tia!

**Kendra Kostelecky**  
Northern Nevada PSS Manager  
[kkostele@wm.com](mailto:kkostele@wm.com)

**Waste Management**  
100 Vassar Street  
Reno, NV 89502  
Office 775 326-2330  
Mobile 775 384-4238

P.S. Have you tried the **MY WM** Mobile App yet?  
Check your recycling day, keep tabs on your truck, manage services and more.  
Available for Apple and Android.  
<https://bit.ly/35TEzYT>

---

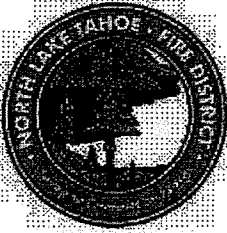
**From:** Tia Rancourt <[TRancourt@nltfpd.net](mailto:TRancourt@nltfpd.net)>  
**Sent:** Tuesday, June 2, 2020 1:47 PM  
**To:** Kostelecky, Kendra <[kkostele@wm.com](mailto:kkostele@wm.com)>; Madonna Dunbar ([madonna\\_dunbar@ivgid.org](mailto:madonna_dunbar@ivgid.org))  
<[madonna\\_dunbar@ivgid.org](mailto:madonna_dunbar@ivgid.org)>  
**Subject:** [EXTERNAL] RE: 2020 Chipping Flyer

Ok third time is a charm... changed 'recycling' to 'regular' and also changed

- 1<sup>st</sup> bullet point I made it past tense 'received an envelope'...

- 5<sup>th</sup> bullet point still had 2019, it's now 2020

Hoping this is it!



**Tia Rancourt**  
**Public Education/Information Officer**  
Office: [775.833.8106](tel:775.833.8106) | Cell: [775.813.8106](tel:775.813.8106)  
Email: [trancourt@nltfpd.net](mailto:trancourt@nltfpd.net)  
[866 Oriole Way | Incline Village | NV 89451](https://www.nltfpd.net)



---

**From:** Kostelecky, Kendra <[kkoste@wm.com](mailto:kkoste@wm.com)>  
**Sent:** Tuesday, June 2, 2020 12:59 PM  
**To:** Tia Rancourt <[TRancourt@nltfpd.net](mailto:TRancourt@nltfpd.net)>; Madonna Dunbar ([madonna\\_dunbar@ivgid.org](mailto:madonna_dunbar@ivgid.org))  
<[madonna\\_dunbar@ivgid.org](mailto:madonna_dunbar@ivgid.org)>  
**Subject:** RE: 2020 Chipping Flyer

Looks great!

I would suggest changing place curbside on your "recycling" service day to "regular" service day since that is both their trash and recycling collection day.

But it works for me.

Thank you

**Kendra Kostelecky**  
Northern Nevada PSS Manager  
[kkoste@wm.com](mailto:kkoste@wm.com)

**Waste Management**  
100 Vassar Street  
Reno, NV 89502  
Office 775 326-2330  
Mobile 775 384-4238

P.S. Have you tried the **MY WM** Mobile App yet?  
Check your recycling day, keep tabs on your truck, manage services and more.  
Available for Apple and Android.  
<https://bit.ly/35TEzYT>

---

**From:** Tia Rancourt <[TRancourt@nltfpd.net](mailto:TRancourt@nltfpd.net)>

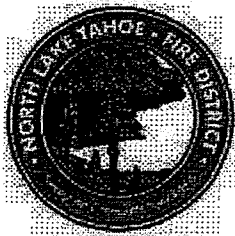
**Sent:** Tuesday, June 2, 2020 12:50 PM

**To:** Kostelecky, Kendra <[kkostele@wm.com](mailto:kkostele@wm.com)>; Madonna Dunbar ([madonna\\_dunbar@ivgid.org](mailto:madonna_dunbar@ivgid.org)) <[madonna\\_dunbar@ivgid.org](mailto:madonna_dunbar@ivgid.org)>

**Subject:** [EXTERNAL] RE: 2020 Chipping Flyer

Kendra & Madonna,

Better?



**Tia Rancourt**

**Public Education/Information Officer**

Office: [775.833.8106](tel:775.833.8106) | Cell: [775.813.8106](tel:775.813.8106)

Email: [trancourt@nltfpd.net](mailto:trancourt@nltfpd.net)

[866 Oriole Way | Incline Village | NV 89451](#)



---

**From:** Kostelecky, Kendra <[kkostele@wm.com](mailto:kkostele@wm.com)>

**Sent:** Tuesday, June 2, 2020 12:15 PM

**To:** Tia Rancourt <[TRancourt@nltfpd.net](mailto:TRancourt@nltfpd.net)>

**Subject:** RE: 2020 Chipping Flyer

Hi Tia,

This looks great.

Yes 96 stickers were mailed to each resident at the end of May.

One edit suggestion since recycling is collected every week in Incline Village – we don't create recycling calendars for them.

- Place the stickered bags curbside on regular collection day during the designated timeframe, June 1—August 21 and September 30—October 25, 2019. If needed, call Waste Management for recycling calendar ~~775-831-2971~~.

Thank you!

**Kendra Kostelecky**  
Northern Nevada PSS Manager  
[kkostele@wm.com](mailto:kkostele@wm.com)

**Waste Management**  
100 Vassar Street

Reno, NV 89502  
Office 775 326-2330  
Mobile 775 384-4238

P.S. Have you tried the **MY WM** Mobile App yet?  
Check your recycling day, keep tabs on your truck, manage services and more.  
Available for Apple and Android.  
<https://bit.ly/35TEzYT>

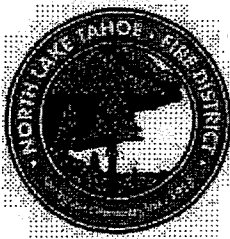
---

**From:** Tia Rancourt <[TRancourt@nltpd.net](mailto:TRancourt@nltpd.net)>  
**Sent:** Tuesday, June 2, 2020 12:05 PM  
**To:** Kostelecky, Kendra <[kkoste@wm.com](mailto:kkoste@wm.com)>  
**Subject:** [EXTERNAL] FW: 2020 Chipping Flyer

Hi Kendra,

I just got your email with the new dates, thank you so much!  
I sent this to Madonna this morning for her review. Would you mind taking a look as well to ensure dates are correct and I think the labels were sent out end of May and are there 96?

Cheers,



**Tia Rancourt**  
**Public Education/Information Officer**  
Office: [775.833.8106](tel:775.833.8106) | Cell: [775.813.8106](tel:775.813.8106)  
Email: [trancourt@nltpd.net](mailto:trancourt@nltpd.net)  
[866 Oriole Way | Incline Village | NV 89451](https://www.nltpd.net/866-Oriole-Way-Incline-Village-NV-89451)



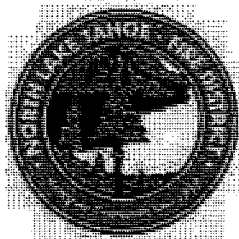
---

**From:** Tia Rancourt  
**Sent:** Tuesday, June 2, 2020 9:45 AM  
**To:** Dunbar, Madonna <[madonna\\_dunbar@ivgid.org](mailto:madonna_dunbar@ivgid.org)>  
**Subject:** RE: 2020 Chipping Flyer

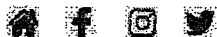
Madonna,

Please review with updated info (dates, confirming end of May stickers went out, are folks still receiving 96 stickers?) in left column and let me know if all accurate. I'll send out and post to our social media as soon as I hear back from you.

Thank you, T



**Tia Rancourt**  
**Public Education/Information Officer**  
Office: [775.833.8106](tel:775.833.8106) | Cell: [775.813.8106](tel:775.813.8106)  
Email: [trancourt@nltfpd.net](mailto:trancourt@nltfpd.net)  
[866 Oriole Way](http://866.OrioleWay.com) | Incline Village | NV 89451



---

**From:** Dunbar, Madonna <[madonna\\_dunbar@ivgid.org](mailto:madonna_dunbar@ivgid.org)>  
**Sent:** Monday, June 1, 2020 1:48 PM  
**To:** Tia Rancourt <[TRancourt@nltfpd.net](mailto:TRancourt@nltfpd.net)>  
**Subject:** RE: 2020 Chipping Flyer

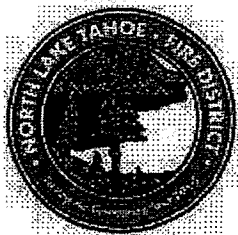
session 1 WILL RUN NOW UNTIL Aug. 21. session 2 REMAINS THE SAME. – MADONNA

---

**From:** Tia Rancourt [<mailto:TRancourt@nltfpd.net>]  
**Sent:** Thursday, May 28, 2020 4:45 PM  
**To:** Dunbar, Madonna <[madonna\\_dunbar@ivgid.org](mailto:madonna_dunbar@ivgid.org)>  
**Cc:** Kostelecky, Kendra <[kkostele@wm.com](mailto:kkostele@wm.com)>  
**Subject:** RE: 2020 Chipping Flyer

Ok, thank you Madonna – do you have any idea of when you think you'll get that info? Best guess? Just trying to figure out if I should wait or move forward without it ;( which I'd rather not do...

Cheers, T



**Tia Rancourt**  
**Public Education/Information Officer**  
Office: [775.833.8106](tel:775.833.8106) | Cell: [775.813.8106](tel:775.813.8106)  
Email: [trancourt@nltfpd.net](mailto:trancourt@nltfpd.net)  
[866 Oriole Way](http://866.OrioleWay.com) | Incline Village | NV 89451



---

**From:** Dunbar, Madonna <[madonna\\_dunbar@ivgid.org](mailto:madonna_dunbar@ivgid.org)>  
**Sent:** Thursday, May 28, 2020 4:25 PM  
**To:** Tia Rancourt <[TRancourt@nltfpd.net](mailto:TRancourt@nltfpd.net)>  
**Cc:** Kostelecky, Kendra <[kkostele@wm.com](mailto:kkostele@wm.com)>  
**Subject:** RE: 2020 Chipping Flyer

I don't have the new dates. ( Waiting on that info.) They will start collecting June 1.

---

**From:** Tia Rancourt [<mailto:TRancourt@nltfpd.net>]  
**Sent:** Thursday, May 28, 2020 4:18 PM  
**To:** Dunbar, Madonna <[madonna\\_dunbar@ivgid.org](mailto:madonna_dunbar@ivgid.org)>  
**Cc:** Isaac Powning <[IPowning@nltfpd.net](mailto:IPowning@nltfpd.net)>  
**Subject:** 2020 Chipping Flyer

Hi Madonna,

Checking in to see if you have updated WM dates yet that we can replace in our flyer.  
We would like to send out and post as soon as possible

Thank you,



**Tia Rancourt**  
**Public Education/Information Officer**  
Office: [775.833.8106](tel:775.833.8106) | Cell: [775.813.8106](tel:775.813.8106)  
Email: [trancourt@nltfpd.net](mailto:trancourt@nltfpd.net)  
[866 Oriole Way](http://866.OrioleWay.com) | Incline Village | NV 89451



---

**Recycling is a good thing. Please recycle any printed emails.**



**WRITTEN STATEMENT TO BE INCLUDED IN THE WRITTEN MINUTES OF THIS JULY 22, 2020 REGULAR IVGID BOARD ("BOARD") MEETING – AGENDA ITEM D – PUBLIC COMMENTS – NOW THAT IVGID'S MARKETING MANAGER HAS SHARED HIS METRICS FOR CALCULATING THE COST-BENEFIT TO PLACING \$425,000+ ANNUALLY OF MEDIA ADVERTISING WITH EXL MEDIA, IT'S CRYSTAL CLEAR NOT ONLY IS IT TIME TO END OUR MEDIA BUYING CONTRACT WITH EXL MEDIA, IT'S TIME TO DISBAND OUR WORTHLESS MARKETING DEPARTMENT ALTOGETHER**

**Introduction:** At the IVGID Board's June 23, 2020 meeting I submitted a written statement I asked be attached to the minutes of that meeting wherein I again objected to staff's wasteful media buying service contract with EXL Media, and our equally wasteful Marketing Department<sup>1</sup>. At that meeting IVGID's Marketing Manager, Paul Raymore, proffered testimony supporting his view of the value of that contract. In part, Mr. Raymore testified that based upon "customer survey(s)...(which) ask(ed responders)...how they heard about Diamond Peak and what influenced them to...come to (Diamond Peak he concluded that)...the total revenue attributable to (all) paid advertising programs was \$3.9 million...and the total profit attributable to all those programs was \$1.3 million."<sup>2</sup>

As a result of this testimony, the very next day (June 24, 2020), I sent our Public Records Officer ("PRO"), Susan Herron, a public records ("NPR") request asking to examine "the surveys...relied upon by Mr. Raymore...and (his)...return on investment ("ROI")/cost-benefit conclusions." Since I have now received those surveys/conclusions, and I told the Board I would share the same with members once received, their content is attached and it's the purpose of this written statement.

**To Refresh the Reader's Recollection, Mr. Raymore's June 23, 2020 Testimony to the Board and the Public:** in response to the question "how the Board and the public know that staff's expenditures with EXL Media are worth the cost," was as follows:

---

<sup>1</sup> See pages 279-292 of the packet of materials submitted by staff in anticipation of this July 22, 2020 Board meeting [[https://www.yourtahoepalace.com/uploads/pdf-ivgid/0722\\_-\\_Searchable.pdf](https://www.yourtahoepalace.com/uploads/pdf-ivgid/0722_-_Searchable.pdf) ("the 7/22/2020 Board packet")].

<sup>2</sup> The IVGID Board livestreams its public meetings (<https://livestream.com/accounts/3411104>). The portion of the livestream of this June 23, 2020 meeting ["the 6/23/2020 livestream" (<https://livestream.com/ivgid/events/9186678/videos/207841724>)] where the quote language appears is 6:31:39-6:34:16 of the 6/23/2020 livestream.

"We take...customer survey(s)...(which) ask (responders)...how they heard about Diamond Peak and what influenced them to...come to the resort... They have all sorts of (answering) options. Everything from word of mouth, to billboard ads, to internet ads, to e-mails....social media...online review sites...print ads, television, radio (an) things like recommendations from the Hyatt...(We) take those number...and percentage...(answers and) multiply them by the average yield for skier visit...the profit per skier visit and (then) try to...come up with a ROI analysis...by...marketing channel...So for example...for this past ski season...the total revenue attributable to (all) paid advertising programs was \$3.9 million...And the total profit attributable to all those programs was \$1.3 million...Billboards for example spent \$76,795 cash (and) trade value combined...The total revenue attributable to those billboards was about \$638,000 (and)...profit (was) approximately \$206,000."

**My June 24, 2020 NPRA Request:** asked to examine "the surveys allegedly relied upon by Mr. Raymore...and...the ROI conclusions reached...as a result;" and, "if Mr. Raymore or anyone else on his behalf (had) prepared summary reports speaking to this ROI either for staff or EXL Media purposes, during the time period in question, I (asked)...to examine those reports."<sup>3</sup>

**Ms. Herron's July 13, 2020 Response to My NPRA Request<sup>3</sup>:** As the reader can see, Ms. Herron provided copies of "the metrics used by Staff and cited during the presentation to the Board regarding (expenditures with) EXL Media," as well as Mr. Raymore's ROI/cost-benefit analysis of those metrics, and then announced "this completes your records request" in its entirety. The relevant metrics used by staff regarding expenditures with EXL Media are attached as Exhibit "B" to this written statement. Mr. Raymore's ROI analysis of those metrics is attached as Exhibit "C" to this written statement.

**The Relevant Metrics Used by Staff to Justify the Alleged Cost-Benefit With EXL Media:** In the world of advertising, "Marketing Metrics are a key indicator of how well your marketing efforts for your individual product or service are delivering...(They) are a means to analyze your effort vs. results in a qualitative and quantitative way enabling you to make decisions for improving productivity as well as profitability."<sup>4</sup> In this instance, Mr. Raymore misrepresented to the Board and the public that he had in fact measured the additional revenue generated as a result of EXL Media buys, which would not have otherwise been generated but for the media advertising placed by EXL Media. And as a result, he testified that in his opinion the District's media buys were hugely beneficial.

But a closer inspection of the "metrics" used by staff reveal they were based upon the answers of paltry 382 responders. Moreover, the particulars of those metrics reveal that 259 [MORE than ⅔

---

<sup>3</sup> The complete e-mail string on this subject between Ms. Herron and me, which includes my June 24, 2020 NPRA request and Ms. Herron's response, is attached as Exhibit "A" to this written statement.

<sup>4</sup> Go to <https://www.cleverism.com/lexicon/marketing-metrics/>.

(67.8%)] of those responders obviously did *not* choose to visit Diamond Peak because of any media advertising placed by EXL Media or otherwise. So why the expenditure?

**Garbage-in-Garbage-Out:** Staff's response to my NPRA request reveals that their interpolation of the alleged cost-benefit of EXL Media placed advertising insofar as Diamond Peak as a whole is concerned, is based upon a 2019-20 survey of 78 *artfully crafted* questions answered in part or all by 391 responders (*out of 110,000 budgeted seasonal skier visits*). Since the overwhelming majority of those 78 questions have nothing to do with reasons why each responder chose to visit Diamond Peak when he/she did, I have excised them completely from Exhibit "B." And what is left are: two (2) questions which have some relevance to the subject query, responders' responses, and their identity classes; and, two (2) questions which help identify the particulars of those answering persons.

Mr. Raymore's survey suffers from the same problem nearly all of our other surveys suffer from. That is, staff's artful crafting designed to adduce pre-ordained answers intended by staff rather than the impartial truth<sup>5</sup>. Here the two (2) somewhat relevant questions and their responses are identified as follows:

Question 4: "Please (tell) us...*ALL* of the ways you have learned about Diamond Peak." Out of 382 responders there were 643 responses. Yet instead of reporting individual response categories by a percentage of total responses, Mr. Raymore has reported them as a percentage of those responding. *In other words, he has intentionally juiced the percentages*<sup>6</sup>!

Putting aside the fact: this question *doesn't* ask if the responder went to Diamond Peak specifically because he/she learned about it as a result of EXL Media advertising; 68.1% of those who responded were already familiar with Diamond Peak because they weren't first time visitors; and given word of mouth (with 199 responses), I live in Incline Village (with 119 responses), and I performed a Google search (with 86 responses) were the top three responses to the question asked and none relies upon EXL Media placed advertising; there is no evidence that *any* responder chose to visit Diamond Peak specifically because of an EXL Media advertisement.

In other words, *the questions asked and the answers obtained are worthless insofar as making the cost-benefit connection between EXL Media placed advertising and Diamond Peak revenue.*

---

<sup>5</sup> If staff were truly interested in learning whether the District's recreation venues have realized additional revenues they would not have otherwise realized as a direct result of having purchased advertising through EXL Media, don't you think they would have asked the question? But because staff are afraid of the answers, they ask round about questions such as have you seen a newspaper or billboard advertisement and then make conclusions based upon the answers.

<sup>6</sup> In other words, 25 billboard advertising responses out of a total of 643 responses, translates into a rather paltry response percentage of 3.89%. Yet the same number of advertising responses compared to a total of 380 responders, nearly doubles the response percentage to 6.6%. Since Mr. Raymore's goal is to boost the response percentage for EXL Media placed advertising, the technique I have described is a simple but deceitful means to achieve the goal.

Question 7: “What made you choose Diamond Peak over the other ski resorts in the Lake Tahoe region (choose all that apply)?” Out of 380 responders there were a total of 1,236 responses.

Putting aside the fact: this question *doesn't* ask if the responder chose to visit Diamond Peak specifically because he/she learned about it because of an EXL Media placed advertisement; and, 86 of those who responded were season passholders who by definition chose to visit Diamond Peak for reasons having nothing to do with advertising; at best, only 132 or less responses have value because they came from responders who possibly could have been influenced by EXL Media placed advertising. However, we'll never know because responders were not asked the seminal question.

In other words again, *the question asked and the answers obtained are worthless insofar as making the cost-benefit connection between EXL Media placed advertising and Diamond Peak revenue.*

**The *Only* Answers to These Two (2) Questions Which Are Relevant to the Subject Inquiry, Are the Ones Given by the 123 Responders Who Responded They Had Never Before Visited Diamond Peak:** Question 8 asked whether “you...are...a current Diamond Peak Season Passholder?” Since 143 of the 382 persons (37.44%) who responded answered “yes,” obviously this number of current season passholders did not choose to visit Diamond Peak as a result of any media advertising they may have seen or heard, let alone that placed by EXL Media.

That leaves 239 remaining responders. And because of their answers to Question 3 (“Before this visit, had you ever been to Diamond Peak before?”), we know that 123 of these responders (51.46%) were first time visitors to Diamond Peak. And this means that another 116 responders (48.54%) who had visited Diamond Peak before obviously didn't choose to visit Diamond Peak as a result of any media advertising they may have seen because they were returnees.

So we're left with 123 of the 382 persons (32.2%) who responded they were first time visitors to Diamond Peak. These are the visitors who offer standing to answer why they chose to visit Diamond Peak. *And why exactly did they choose to visit Diamond Peak<sup>7</sup>?* Not only do we *not* know the answer to this question, but staff *couldn't even draft questions intended to elicit answers to this question!* Well done staff.

**So You See the District's Conclusions as to the Cost-Benefit of Spending \$1.2 Million on Marketing Rest on the Answers From But 123 Responders!**

**Mr. Raymore's Faulty ROI/Cost-Benefit Interpolation:** “ROI is an important part of...marketing — it tells you whether you're getting your money's worth from your marketing campaigns. And if

---

<sup>7</sup> Did 65 of these responders come with friends? Did 61 of these responders come because of recommendation of a friend? Did 90 of these responders come because of child ski center programs? Did 69 of these responders come because of ski school lessons? Did all of these responders come because of the price/value compared to other Lake Tahoe ski areas? Given these are all likely answers, they demonstrate that few if any responders came because of EXL Media placed advertising.

you're not, it's critical to get to the bottom of it and understand why so you can learn how to improve your campaigns. But first, you need to understand how you can effectively measure the ROI of (various types of) advertising<sup>8</sup>. The most instinctive way to measure...advertising ROI is to track metrics that tie directly to revenue and profit (think conversions, opportunities, etc.). While it sounds great on paper, in the real world, this oversimplified view can paint an inaccurate picture of your ROI, especially if your product *is sold at a low price per unit.*"<sup>9</sup> Which is exactly the case here!

Notwithstanding *none* of those surveyed indicated they had learned of/chose to visit Diamond Peak expressly because of EXL Media placed advertising, Mr. Raymore concluded that because a responder, whether or not one of the 123 first time visitors to Diamond Peak, saw a Diamond Peak billboard advertisement or heard a Diamond Peak advertisement on the radio or saw a Diamond Peak advertisement in a newspaper or magazine, his/her visit as a percentage of all seasonal skier visits was directly attributable to Diamond Peak revenue directly realized because of the advertising rather than something else. By way of example, Mr. Raymore concluded:

Because of a scant 199 survey responses which stated responders "heard" of Diamond Peak because of word of mouth, Mr. Raymore concluded that 52.5% of all 110,000 budgeted skier visits, 52.5% of the average yield per skier visit (gross revenues divided by the number of skier visits) multiplied by all 110,000 seasonal skier visits, and 52.5% of the average profit per skier visit multiplied by all 110,000 seasonal skier visits, were *directly attributed* to this word of mouth metric.

Similarly, because of a scant 119 survey responses which stated responders "heard" of Diamond Peak because they live in Incline Village/Crystal Bay, Mr. Raymore concluded that 31.4% of all 110,000 budgeted skier visits, 31.4% of the average yield per skier visit multiplied by all 110,000 seasonal skier visits, and 31.4% of the average profit per skier visit multiplied by all 110,000 seasonal skier visits, were *directly attributed* to this living in Incline Village/Crystal Bay metric.

Similarly, because of a scant 25 survey responses which stated responders "heard" of Diamond Peak because they saw a Diamond Peak billboard advertisement, Mr. Raymore concluded that 6.6% of all 110,000 budgeted skier visits, 6.6% of the average yield per skier visit multiplied by all 110,000 seasonal skier visits, and 6.6% of the average profit per skier visit multiplied by all 110,000 seasonal skier visits, were *directly attributed* to this billboard advertisement metric.

**So You See the District's Conclusions as to the Cost-Benefit of Spending \$1.2 Million on Marketing Rest on the *FLAWED* Interpolation of Answers From But 123 Responders!**

**More Evidence Few if Any Responder Chose Diamond Peak Because of EXL Media's Placement of Advertising:** Question 4 asked "all of the ways (responders) have learned about

---

<sup>8</sup> Something Mr. Raymore obviously *doesn't* understand.

<sup>9</sup> See <https://blog.marketo.com/2016/02/measure-the-roi-of-digital-advertising-beyond-revenue-impact.html>.

Diamond Peak.” 58 (15.1%) responded, in part, as a result of some type of advertising (billboards-25, internet/mobile-23, magazine/newspaper-9, Radio-1). I submit that’s a pretty poor response rate.

But the answers to Question 7 (“what made you choose Diamond Peak?”) are more telling. *Not one* responder answered advertising placed by EXL Media!

In other words, *the questions asked and the answers obtained are worthless insofar as making the cost-benefit connection between EXL Media placed advertising and Diamond Peak revenue.*

**So What Was the Benefit Realized as a Direct Result of the Costs Incurred With EXL Media?**

*We don’t know because we don’t know if any of these responders chose to visit Diamond Peak the day of the survey specifically because of an EXL Media placed advertisement!* And for this same reason, we have no idea how much Diamond Peak revenue was generated that day specifically because of an EXL Media placed advertisement. And because we have no idea how much revenue was generated that day at Diamond Peak specifically because of an EXL Media placed advertisement, we have no idea of the benefit, if any, realized because of the cost incurred with EXL Media.

In other words, *the survey was worthless insofar as making the cost-benefit connection between EXL Media placed advertising and Diamond Peak revenue.*

**Conclusion:** I find the facts uncovered rather amazing. At the Board’s February 12, 2020 meeting Trustee Wong raised the issue of conducting an investigation into the alleged cost-benefit of spending tens of thousands of dollars on a consultant to conduct a water/sewer rate study<sup>10</sup>. This question got me asking what cost-benefit study did Ms. Wong, Mr. Morris, former Trustee Horan and our vaulted marketing staff conduct prior to approving the 2019/20 EXL Media contract? So I made a public records request to examine records evidencing that study and learned **THERE WAS NONE**<sup>11</sup>!

Therefore I listened intently to Mr. Raymore’s June 23, 2020 testimony to the Board and the public concerning the alleged cost-benefits of continuing to contract with EXL Media, only to learn he surveyed a paltry 391 Diamond Peak responders and none from any of the District’s recreational facilities other than Diamond Peak (notwithstanding marketing is allegedly provided to all of IVGID’s other recreational facilities). And when I got into the weeds insofar as the subject survey is concerned, I learned that: only 123 first time visitors to Diamond Peak had standing to respond to staff’s survey; and, not one responder answered that he/she had chosen to visit Diamond Peak expressly because of EXL Media placed advertising!

Moreover, when only: 6.6% of those surveyed respond that they’ve seen a Diamond Peak billboard; and 6.1% of those surveyed respond that they’ve seen a Diamond Peak mobile/internet advertisement; and 2.4% of those surveyed respond that they’ve seen a Diamond Peak newspaper/

---

<sup>10</sup> Doesn’t the same logic apply here?

<sup>11</sup> My February 17, 2020 records request and Susan Herron’s response that there were no records evidencing such a study are attached as Exhibit “A” (page 357) to the 3/11/2020 Board packet (go to [https://www.yourtahoepalace.com/uploads/pdf-ivgid/3-11-2020-BOT\\_Packet\\_Regular.pdf](https://www.yourtahoepalace.com/uploads/pdf-ivgid/3-11-2020-BOT_Packet_Regular.pdf)).

magazine advertisement; and 0.3% of those surveyed respond that they've heard a Diamond Peak radio advertisement; and EXL Media is your partner insofar as media advertising is concerned; *YOU'RE WASTING YOUR MONEY ON ADVERTISING PLACED BY EXL MEDIA AND DIRECTED BY PAUL RAYMORE!* And for this we have a \$1.2 million marketing department which promotes the annual expenditure of \$425,000 or more on EXL Media placed advertising? I don't think so.

The Board needs to immediately terminate the wasteful EXL Media contract, and disband its worthless marketing department<sup>12</sup>. And to those asking why our Recreation ("RFF") and Beach ("BFF") Facility Fees are as high as they are, and never seem to go down, now you have another example of some of the reasons why.

Respectfully, Aaron Katz (Your Community Watchdog), Because Only Now Are Others Beginning to Watch!

---

<sup>12</sup> In a companion written statement I have submitted dealing with comparable utility and recreation districts I have highlighted the North Tahoe Public Utility District ("NTPUD"). What's noteworthy is that rather than employing the 1,012 employees IVGID employs (go to <https://transparentnevada.com/salaries/2019/incline-village-general-improvement-district/>), the NTPUD employs but 67 (go to <https://transparentcalifornia.com/salaries/2018/north-tahoe-public-utility-district/?page=2>). And rather than spending the \$1.2 million or more IVGID spends on marketing its recreational facilities, the NTPUD spends *NOTHING!*

**EXHIBIT "A"**



## RE: Records Request - Paul Raymore's Alleged Metrics Supporting His ROI Assessment For EXL Media Buys - Follow Up

---

**From:** "Herron, Susan" <Susan\_Herron@ivgid.org>  
**To:** "s4s@ix.netcom.com"  
**Subject:** RE: Records Request - Paul Raymore's Alleged Metrics Supporting His ROI Assessment For EXL Media Buys - Follow Up  
**Date:** Jul 13, 2020 8:24 AM  
**Attachments:** [2019-20 Diamond Peak Customer Survey Results.pdf](#) [ROI Calculator - DP Marketing Programs 2019-20 season.pdf](#)

---

Dear Mr. Katz,

Attached are the metrics used by Staff and cited during the presentation to the Board regarding EXL Media.

Thank you for your patience and this completes your records request.

Susan

---

**From:** s4s@ix.netcom.com [mailto:s4s@ix.netcom.com]  
**Sent:** Tuesday, July 7, 2020 12:37 PM  
**To:** Herron, Susan <Susan\_Herron@ivgid.org>  
**Cc:** Tim Callicrate <callicrate\_trustee@ivgid.org>; Matthew Dent <dent\_trustee@ivgid.org>; Wong, Kendra <Wong\_trustee@ivgid.org>; Peter Morris <morris\_trustee@ivgid.org>; Sara Schmitz <trustee\_schmitz@ivgid.org>; Winquest, Indra S. <ISW@ivgid.org>  
**Subject:** Re: Records Request - Paul Raymore's Alleged Metrics Supporting His ROI Assessment For EXL Media Buys - Follow Up

Hello Ms. Herron -

NPRA request below on June 24, 2020.

So far no response let alone one in compliance with NRS 239.0107.

Far more than five (5) business days.

Members of the public shouldn't have to follow up on matters such as these.

So when are the requested records going to be made available for my examination?

Thank you for your cooperation. Aaron Katz

-----Original Message-----

**From:** [s4s@ix.netcom.com](mailto:s4s@ix.netcom.com)  
**Sent:** Jun 24, 2020 1:07 PM  
**To:** "[Susan\\_Herron@ivgid.org](mailto:Susan_Herron@ivgid.org)"  
**Cc:** Callicrate Tim , Dent Matthew , Wong Kendra Trustee , Morris Peter , Schmitz Sara , "[ISW@ivgid.org](mailto:ISW@ivgid.org)"  
**Subject:** Records Request - Paul Raymore's Alleged Metrics Supporting His ROI Assessment For EXL Media Buys

Hello Ms. Herron -

As you know, at last night's Board meeting Paul Raymore spoke of "surveys" he/his staff had initiated/reviewed which support his ROI assessment for proposed EXL Media buys.

For the period July 1, 2019-June 24, 2020, I would like to examine all such records relied upon by Mr. Raymore which support his ROI conclusions insofar as EXL Media buys are concerned, as well as records evidencing the conclusions themselves.

You will recall that I challenged Mr. Raymore's represented opinion that the District had realized over \$200K of revenues the District would allegedly not have realized but for its expenditure of \$76K with EXL Media on billboard buys.

I am looking for the surveys allegedly relied upon by Mr. Raymore which asked visitors to IVGID recreational facilities if they had seen media advertising placed by EXL Media on IVGID's behalf, and if s,o the ROI conclusions reached by Mr. Raymore as a result.

Furthermore, if Mr. Raymore or anyone else on his behalf prepared summary reports speaking to this ROI either for staff or EXL Media purposes, during the time period in question, I would like to examine those reports.

I am sending this e-mail to the IVGID Board because I want members to see first hand how staff provides or refuses to provide the ROI metrics records testified to by Mr. Raymore which support his recommendation the District spend \$425K of local property owners' RFF with EXL Media.

I am also sending this e-mail to interim general manager Winquest because I want him to see how his staff responds to public records requests for materials he knows exactly are being requested to be examined.

When I get a response, one way or the other, I will be sure to share it with the Board so we can all see exactly what staff rely upon upon to make the ROI conclusions they so often make.

Thank you for your cooperation. Aaron Katz

**EXHIBIT "B"**

# Report for 2019/20 DP In-Season Customer Survey

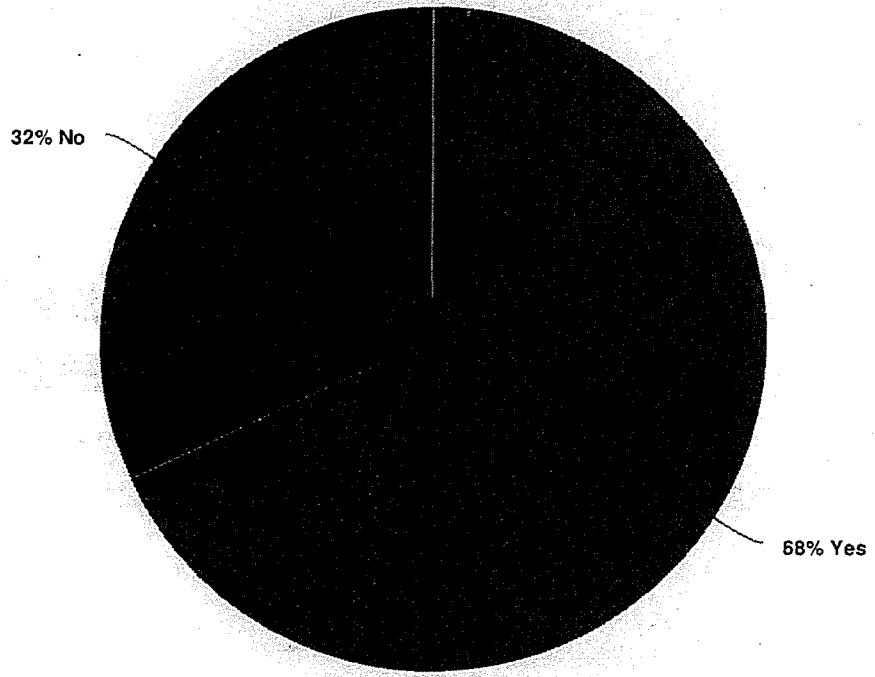
## Response Counts



---

Totals: 391

★ 3. Before this visit, had you ever been to Diamond Peak before?

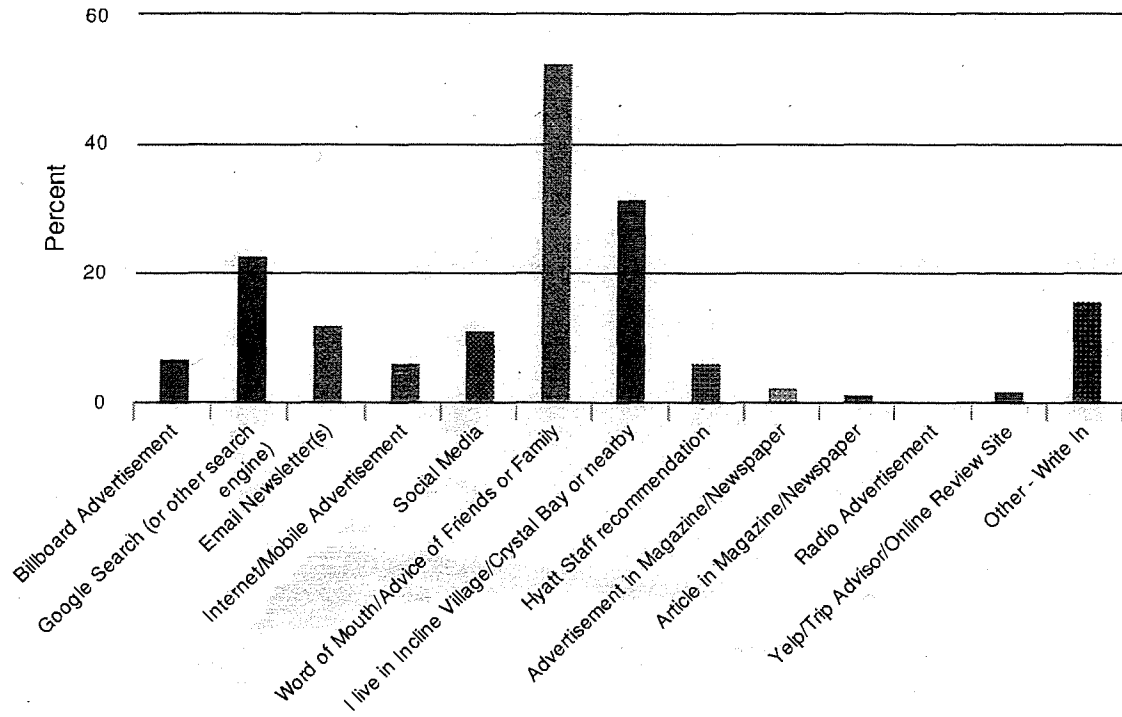


Value	Percent	Responses
Yes	68.1%	262
No	31.9%	123

Totals: 385



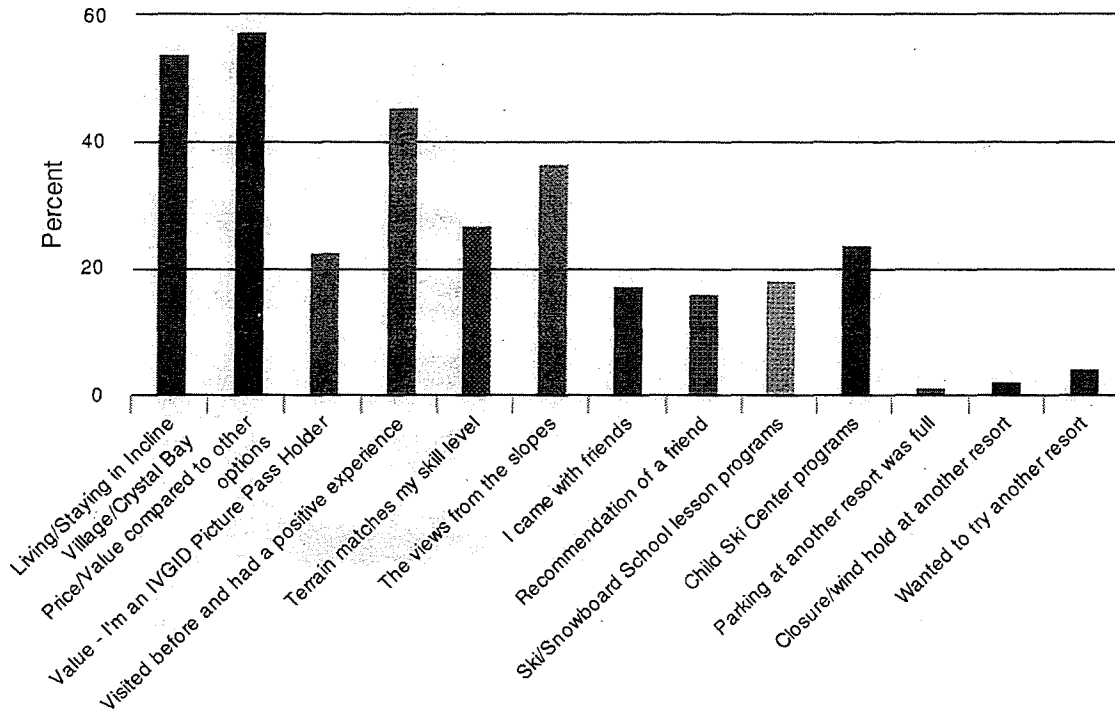
#### 4. Please let us know ALL of the ways you have learned about Diamond Peak



	Value	Percent	Responses
Ad	Billboard Advertisement	6.6%	25
	Google Search (or other search engine)	22.7%	86
	Email Newsletter(s)	11.9%	45
Ad	Internet/Mobile Advertisement	6.1%	23
	Social Media	11.1%	42
	Word of Mouth/Advice of Friends or Family	52.5%	199
	I live in Incline Village/Crystal Bay or nearby	31.4%	119
	Hyatt Staff recommendation	6.1%	23
Ad	Advertisement in Magazine/Newspaper	2.4%	9
	Article in Magazine/Newspaper	1.3%	5
Ad	Radio Advertisement	0.3%	1
	Yelp/Trip Advisor/Online Review Site	1.8%	7
	Other - Write In	15.6%	59

Ads - 58 - 15.18%

★ 7. What made you choose Diamond Peak over the other ski resorts in the Lake Tahoe region? (choose all that apply)

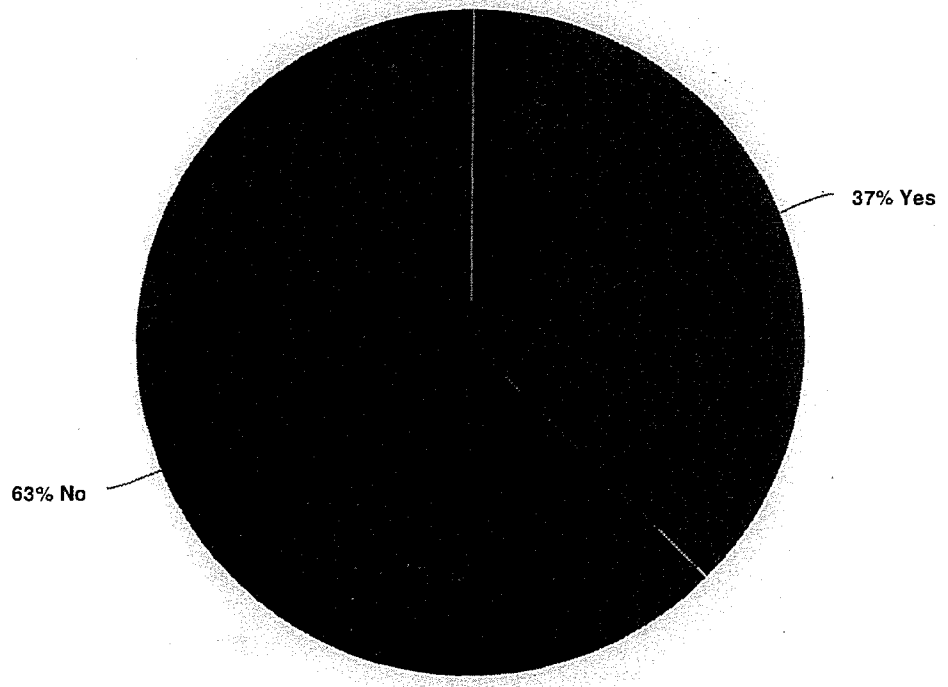




Value		Percent	Responses
Living/Staying in Incline Village/Crystal Bay		53.9%	205
Price/Value compared to other options		57.4%	218
Value - I'm an I/GID Picture Pass Holder		22.6%	86
Visited before and had a positive experience		45.5%	173
Terrain matches my skill level		26.8%	102
The views from the slopes		36.6%	139
I came with friends		17.1%	65
Recommendation of a friend		16.1%	61
Ski/Snowboard School lesson programs		18.2%	69
Child Ski Center programs		23.7%	90
Parking at another resort was full		1.1%	4
Closure/wind hold at another resort		2.1%	8
Wanted to try another resort		4.2%	16

EXL Media Advertising - 0%

★ 8. Are you a current Diamond Peak Season Passholder?



Value	Percent	Responses
Yes	37.4%	143
No	62.6%	239

Totals: 382

**EXHIBIT "C"**



	Total	Cash	Trade	Notes
<b>Cost of program: Billboards</b>	\$ 76,794.00	\$ 63,000.00	\$ 13,794.00	* Attributed \$5000 of \$36,500 EXL agency fees to billboards
% customers who learned of DP via program (Customer Survey data)	6.6%			
Budgeted # skier visits	110,000			
Average yield (total rev / total skier visits)	\$ 97.18			
Average profit per skier visit	\$ 31.36			

<b>Total revenue attributable to this program at budgeted skier visits</b>	\$ 705,526.80
<b>Total profit attributable to this program at budgeted skier visits</b>	\$ 227,673.60

	Actual # skier visits to date	
<b>Total revenue attributable to this program (ROI) at actual skier visits</b>	99,424	6,561.98 <- # of customers this program influenced
<b>Total profit attributable to this program at actual skier visits</b>	\$ 637,693.61	
	\$ 205,783.61	

	Total	Cash	Trade	Notes
Cost of program: Internet ads	\$ 89,120.00	\$ 89,120.00	\$ -	*Attributed \$18,000 of \$40,500 EXL agency fees to internet and subtracted \$12,850 spent on Social Media
% customers who learned of DP via program (Customer Survey data)	6.1%			
Budgeted # skier visits	110,000			
Average yield (total rev / total skier visits)	\$ 97.18			
Average profit per skier visit	\$ 31.36			

Total revenue attributable to this program at budgeted skier visits	\$ 552,077.80
Total profit attributable to this program at budgeted skier visits	\$ 210,425.60

	Actual # skier visits to date	
Total revenue attributable to this program (EBIT) at actual skier visits	50,434	\$ 500,353.36
Total profit attributable to this program at actual skier visits		\$ 190,154.24

	Total	Cash	Trade	Notes
<b>Cost of program: Email</b>	\$ 20,000.00	\$ 20,000.00	\$ -	* Includes CRM vendor fees & email sending costs
% customers who learned of DP via program (Customer Survey data)	11.9%			
Budgeted # skier visits	110,000			
Average yield (total rev / total skier visits)	\$ 97.18			
Average profit per skier visit	\$ 31.36			

<b>Total revenue attributable to this program at budgeted skier visits</b>	\$ 1,272,086.20
<b>Total profit attributable to this program at budgeted skier visits</b>	\$ 410,502.40

	Actual # skier visits to date	
Actual # skier visits to date	99,424	
<b>Total revenue attributable to this program (R2) at actual skier visits</b>	\$ 1,145,760.00	
<b>Total profit attributable to this program at actual skier visits</b>	\$ 371,034.00	

	Total	Cash	Trade	Notes
<b>Cost of program: Social Media</b>	\$ 14,850.00	\$ 14,850.00	\$ -	* Attributed \$4,000 of EXL agency fees to social media
% customers who learned of DP via program (Customer Survey data)	11.1%			
Budgeted # skier visits	110,000			
Average yield (total rev / total skier visits)	\$ 97.18			
Average profit per skier visit	\$ 31.36			

<b>Total revenue attributable to this program at budgeted skier visits</b>	\$ 1,186,567.80
<b>Total profit attributable to this program at budgeted skier visits</b>	\$ 382,905.60

Actual # skier visits to date	99,424
<b>Total revenue attributable to this program (AO) at actual skier visits</b>	\$ 1,072,484.70
<b>Total profit attributable to this program at actual skier visits</b>	\$ 345,090.97



	Total	Cash	Trade	Notes
Cost of program: Online Review Sites	\$ 840.00	\$ 840.00	\$ -	* We spend minimal \$ for an enhanced annual Yelp listing
% customers who learned of DP via program (Customer Survey data)	1.8%			
Budgeted # skier visits	110,000			
Average yield (total rev / total skier visits)	\$ 97.18			
Average profit per skier visit	\$ 31.36			

Total revenue attributable to this program at budgeted skier visits	\$ 192,416.40
Total profit attributable to this program at budgeted skier visits	\$ 62,092.80

Actual # skier visits to date 98,424

Total revenue attributable to this program (ROD) at actual skier visits	\$ 173,915.44
Total profit attributable to this program at actual skier visits	\$ 56,722.80

	Total	Cash	Trade	Notes
<b>Cost of program: Print ads</b>	\$ 20,670.00	\$ 14,534.00	\$ 6,136.00	* Attributed \$6,000 of EXL agency fees to print
% customers who learned of DP via program (Customer Survey data)	2.4%			
Budgeted # skier visits	110,000			
Average yield (total rev / total skier visits)	\$ 97.18			
Average profit per skier visit	\$ 31.36			
<b>Total revenue attributable to this program at budgeted skier visits</b>	\$ 256,555.20			
<b>Total profit attributable to this program at budgeted skier visits</b>	\$ 82,790.40			
	Actual # skier visits to date	59,424		
<b>Total revenue attributable to this program (ROI) at actual skier visits</b>	\$ 231,855.56			
<b>Total profit attributable to this program at actual skier visits</b>	\$ 78,830.48			

	Total	Cash	Trade	Notes
<b>Cost of program: TV ads</b>	\$ 24,108.00	\$ 18,700.00	\$ 5,408.00	* Attributed \$2,500 of EXL agency fees to TV
% customers who learned of DP via program (Customer Survey data)	0.0%			
Budgeted # skier visits	110,000			
Average yield (total rev / total skier visits) \$	97.18			
Average profit per skier visit \$	31.36			

<b>Total revenue attributable to this program at budgeted skier visits</b>	\$ -
<b>Total profit attributable to this program at budgeted skier visits</b>	\$ -

Actual # skier visits to date 99,424

<b>Total revenue attributable to this program at actual skier visits</b>	\$ -
<b>Total profit attributable to this program at actual skier visits</b>	\$ -

	Total	Cash	Trade	Notes
<b>Cost of program: Radio ads</b>	\$ 26,832.00	\$ 5,000.00	\$ 21,832.00	* Attributed \$5,000 of EXL agency fees to radio
% customers who learned of DP via program (Customer Survey data)	0.3%			
Budgeted # skier visits	110,000			
Average yield (total rev / total skier visits) \$	97.18			
Average profit per skier visit \$	31.36			
<b>Total revenue attributable to this program at budgeted skier visits</b>	\$ 32,069.40			
<b>Total profit attributable to this program at budgeted skier visits</b>	\$ 10,348.80			
				Actual # skier visits to date
				99,424
<b>Total revenue attributable to this program (ROI) at actual skier visits</b>	\$ 28,986.07			
<b>Total profit attributable to this program at actual skier visits</b>	\$ 9,353.81			

**WRITTEN STATEMENT TO BE INCLUDED IN THE WRITTEN MINUTES OF THIS JULY 22, 2020 REGULAR IVGID BOARD MEETING – AGENDA ITEM D – PUBLIC COMMENTS – MORE EVIDENCE THE DISTRICT AS A WHOLE IS FINANCIALLY *IRRESPONSIBLE*, AS IS THE IVGID BOARD BECAUSE THEY CONTINUE TO OPERATE THE PUBLIC’S RECREATION BUSINESS ENTERPRISES AT A *LOSS*!**

**Introduction:** The Truckee-Donner Recreation & Park District<sup>1</sup> (“TDRPD”) “is a (California) special district of Nevada County in the Sierra Nevada mountains of California. (It)...has been providing recreation and park services...since 1963<sup>2</sup> with a program participation rate of 75% among Truckee’s 17,000 residents.”<sup>3</sup> Similar to IVGID<sup>4</sup>, “the (TDRPD’s) Board of Directors of...consists of)...a five (5) member Board of Directors elected at large...(That Board) is the governing body of the District ...(it) determine(s) all questions of policy...(and) the General Manager is the (District’s) Chief Executive Officer.”<sup>5</sup> The TDRPD’s stated mission is to “acquir(e), develop...operat(e)...and maintain...park lands, open space, and facilities for a variety of use(s)...develop...a wide variety of programs within available resources to provide recreational and cultural opportunities (and, to)...*operat(e those lands, facilities and programs) in a cost effective and financially responsible manner.*”<sup>5</sup>

On July 1, 2020 the TDRPD sent out an e-mail informing the public that because of COVID-19 and the inability to financially operate these facilities and programs at a break even or on a positive cash flow basis, it would *not* be opening a number of these parks and facilities<sup>6</sup>. The fact IVGID acts otherwise and the IVGID Board does nothing are the purposes of this written statement.

**The Recreation Lands and Facilities the TDRPD Owns and Operates:** The TDRPD owns and operates a number of recreation facilities and parks<sup>7</sup>; possibly a *greater* number than IVGID. They include: sports<sup>8</sup> (consisting of five multi-sport athletic fields, bocci ball courts and a mountain bike

---

<sup>1</sup> Go to <https://www.tdrpd.org/>.

<sup>2</sup> IVGID did not begin providing these services until “1965 (when the) Washoe County (Board of Commissioners) amended IVGID’s enabling ordinance to add (public) recreation facilities to its responsibilities” (go to <https://www.yourtahoeplace.com/ivgid/about-ivgid/history-of-ivgid>).

<sup>3</sup> Go to <https://www.tdrpd.org/27/About-Us>.

<sup>4</sup> IVGID has a five (5) member board of trustees [NRS 318.080(3)] whose members are elected biennially [NRS 318.095(1)]. The IVGID “Board (has)...the power: 1. to manage, control and supervise all the business and affairs of the district; (and,) 2. to acquire, improve, equip, operate and maintain any district project” (NRS 318.175).

<sup>5</sup> Go to <https://www.tdrpd.org/DocumentCenter/View/202/Policy-Handbook-Introduction>.

<sup>6</sup> This e-mail is attached as Exhibit “A” to this written statement.

<sup>7</sup> Go to <https://www.tdrpd.org/101/Facilities>.

<sup>8</sup> Go to <https://www.tdrpd.org/168/Riverview-Sports-Park>.

pump track), bike<sup>9</sup>, skateboard<sup>10</sup>, shoreline<sup>11</sup> (Donner Lake), beach<sup>12</sup> (including boat/kayak/paddle board rentals and storage, basketball, volleyball and pickleball courts, picnic tables and BBQs), Bill Rose<sup>13</sup>, Meadow<sup>14</sup> and Truckee River<sup>15</sup> (including a disc golf course, amphitheater, ballfields<sup>16</sup>, tennis courts<sup>17</sup>, hiking and legacy<sup>18</sup> trails, lower river and leisure BBQs, community garden<sup>19</sup>, farmer's market lot) parks; a Donner Lake boat launch<sup>20</sup>; Community Arts<sup>21</sup> and Rec<sup>22</sup> (including a gymnasium, indoor basketball court, climbing wall<sup>23</sup>, dance room, kitchen, fitness track<sup>24</sup>) Centers; a Community Swimming Pool<sup>25</sup>; an 18 hole golf course<sup>26</sup>; a rodeo arena and BBQs<sup>27</sup>; a gymnasium (including indoor basketball court) and auditorium<sup>28</sup>; an outdoor ice rink<sup>29</sup>; and, various facility rentals<sup>30</sup> (for weddings, corporate events, meetings/conferences, birthday parties, concerts/movies). Like I said, possibly a *greater* number than IVGID!

---

<sup>9</sup> Go to <https://www.tdrpd.org/195/Truckee-Bike-Park>.

<sup>10</sup> Go to <https://www.tdrpd.org/198/Skate-Park>.

<sup>11</sup> Go to <https://www.tdrpd.org/169/Shoreline-Park>.

<sup>12</sup> Go to <https://www.tdrpd.org/165/West-End-Beach>.

<sup>13</sup> Go to <https://www.tdrpd.org/166/Bill-Rose-Park>.

<sup>14</sup> Go to <https://www.tdrpd.org/173/Meadow-Park>.

<sup>15</sup> Go to <https://www.tdrpd.org/170/Truckee-River-Regional-Park>.

<sup>16</sup> Go to <https://www.tdrpd.org/197/Ballfields>.

<sup>17</sup> Go to <https://www.tdrpd.org/196/Tennis-Courts>.

<sup>18</sup> Go to <https://www.tdrpd.org/199/Legacy-Trail>.

<sup>19</sup> Go to <https://www.tdrpd.org/200/Community-Garden>.

<sup>20</sup> Go to <https://www.tdrpd.org/210/Donner-Boat-Ramp>.

<sup>21</sup> Go to <https://www.tdrpd.org/158/Community-Arts-Center>.

<sup>22</sup> Go to <https://www.tdrpd.org/156/Community-Rec-Center>.

<sup>23</sup> Go to <https://www.tdrpd.org/185/Climbing-Wall>.

<sup>24</sup> Go to <https://www.tdrpd.org/184/Fitness-Track>.

<sup>25</sup> Go to <https://www.tdrpd.org/157/Community-Swimming-Pool>.

<sup>26</sup> Go to <https://www.tdrpd.org/160/Ponderosa-Golf-Course>.

<sup>27</sup> Go to <https://www.tdrpd.org/163/McIver-Rodeo-Arena>.

<sup>28</sup> Go to <https://www.tdrpd.org/164/Veterans-Hall>.

<sup>29</sup> Go to <https://www.tdrpd.org/161/Ice-Rink>.

<sup>30</sup> Go to <https://www.tdrpd.org/205/Rentals>.

**The Recreation Programs TDRPD Offers:** According to its web site<sup>31</sup>, the TDRPD offers Aquatics<sup>32</sup> (including lessons, diving, swim team, lifeguard training and review), Art<sup>33</sup> (including macramé, pottery, painting, dance, fashion, theater), Enrichment<sup>34</sup> (including sailing, lego and discovery camps, Akido for kids), Fitness<sup>35</sup>, School Aged Care<sup>36</sup>, Events<sup>37</sup> (including music in the park, Easter egg hunt, Fourth of July, Halloween parade, ski swap), Pre-School, Sports<sup>38</sup> (including baseball/basketball/volleyball/golf/Frisbee/cheer camps, bike park skills), various Summer Camps<sup>39</sup>, and Public Arts Commission<sup>40</sup> programs. Nearly as many if not possibly a *more* than IVGID!

**These Facilities and Programs Are Highlighted in an Activities Guide<sup>41</sup>:** Not as slick as the IVGID “Quarterly,”<sup>42</sup> however, a comprehensive guide nonetheless.

**So You See, Rather Than the Tahoe Donner HOA (<http://www.tahoedonner.com>), it is Really the TDRPD Which is the Closest Entity to Compare Ourselves To:**

**The TDRPD’s July 1, 2020 e-Mail<sup>6</sup>:** concerning its community swimming pool – basically, that the TDRPD would *not be opening the pool for financial reasons*:

“During the first 3 months of the (COVID-19) shutdown, the District has lost over \$500,000 in revenues...Our cost to run the pool for maintenance and operation...is \$5,000 per month. This includes chemicals, climate control and circulation systems. We...have cut back as much as possible on building operational costs. Opening just the large 10 lane lap pool without locker rooms would cost the District \$15,000 per month...*The District cannot afford to take loses in areas that we do not have to.*”

---

<sup>31</sup> See <https://www.tdrpd.org/31/Programs>.

<sup>32</sup> Go to <https://www.tdrpd.org/181/Aquatics>.

<sup>33</sup> Go to <https://www.tdrpd.org/180/Arts>.

<sup>34</sup> Go to <https://www.tdrpd.org/182/Enrichment>.

<sup>35</sup> Go to <https://www.tdrpd.org/183/Fitness>.

<sup>36</sup> Go to <https://www.tdrpd.org/201/School-Aged-Care>.

<sup>37</sup> Go to <https://www.tdrpd.org/218/Events>.

<sup>38</sup> Go to <https://www.tdrpd.org/179/Sports>.

<sup>39</sup> Go to <https://www.tdrpd.org/178/Summer-Camp>.

<sup>40</sup> Go to <https://www.tdrpd.org/202/TPAC>.

<sup>41</sup> Go to <https://indd.adobe.com/view/7bb8e1f2-e02a-45f7-8e11-d214e19d0a06>.

<sup>42</sup> Go to <https://www.yourtahoeplace.com/ivgid/resources/ivgid-quarterly>.

**Long Before COVID-19, IVGID Staff Irresponsibly Offered its Recreational Facilities and Programs to the Public at a Financial Loss:** We've had this discussion many times before. From the inception of IVGID's exercise of public recreation powers, its Board has budgeted to *overspend* with the intent that overspending be *subsidized* by the Recreation ("RFF") and Beach ("BFF") Facility Fees. Rather than documenting the same again here, I refer the reader to my comprehensive discussion of the topic at both the Board's May 19, 2020<sup>43</sup> and May 27, 2020<sup>44</sup> meetings. Simply stated, IVGID staff were financially irresponsible well before COVID-19!

**Given There Has Been No Reduction in the Subsidy of the RFF/BFF<sup>45</sup>, IVGID Staff Continue to Irresponsibly Offer the District's Same Facilities and Programs at a Financial Loss:**

**The IVGID Board is Just as Irresponsible as its Staff Given it Has Abdicated Away its Power to Responsibly Offer the Public's Recreational Facilities and Programs at a Financial Break Even or on a Positive Cash Flow Basis:** We've had this discussion many times before<sup>46</sup>. ¶II of IVGID Resolution 1480<sup>47</sup> states that,

"The District operates under a Board-Manager form of government which places the Board of Trustees in the role of (*nothing more* than) establishing overall IVGID policy direction. IVGID Staff is appointed to administer and execute day-to-day operations. (Thus) the (General) Manager is responsible for supervising these operations and providing general administrative direction. With regard to IVGID personnel, it is the Board's responsibility to establish overall guidelines governing IVGID's approach to personnel matters. The (General) Manager's role is to put these guidelines into the day-to-day practice of hiring, firing, motivating, promoting, demoting, compensating, and training individual employees."

---

<sup>43</sup> See pages 581-606 of the packet of materials prepared by staff in anticipation of the Board's June 23, 2020 meeting ["the 6/23/2020 Board packet" ([https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT\\_Packet\\_Regular\\_Part2\\_06\\_23\\_2020.pdf](https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT_Packet_Regular_Part2_06_23_2020.pdf))].

<sup>44</sup> See pages 120-147 of the packet of materials prepared by staff in anticipation of the Board's June 30, 2020 meeting ["the 6/30/2020 Board packet" ([https://www.yourtahoeplace.com/uploads/pdf-ivgid/0630\\_-\\_Regular\\_-\\_Searchable\\_.pdf](https://www.yourtahoeplace.com/uploads/pdf-ivgid/0630_-_Regular_-_Searchable_.pdf))].

<sup>45</sup> See page 106 of the packet of materials prepared by staff in anticipation of the Board's May 27, 2020 meeting ["the 5/27/2020 Board packet" ([https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT\\_Packet\\_Regular\\_5-27-2020.pdf](https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT_Packet_Regular_5-27-2020.pdf))] for an historical look at the subsidy of the RFF/BFF.

<sup>46</sup> The latest being at the Board's May 6, 2020 meeting (see pages 193-195 of the 5/27/2020 Board packet).

<sup>47</sup> See pages 12-17 at [https://www.yourtahoeplace.com/uploads/pdf-ivgid/IVGID\\_Policy\\_and\\_Procedure\\_Resolutions.pdf](https://www.yourtahoeplace.com/uploads/pdf-ivgid/IVGID_Policy_and_Procedure_Resolutions.pdf).



This abdication makes the General Manager our employees' real boss and the one to whom they owe their loyalty. And it means *our General Manager can hire as many employees as he/she deems necessary, and compensate them as financially irresponsibly as one can ever imagine.*

Moreover, ¶(f) of IVGID Policy 3.1.0.6<sup>48</sup> states that,

“Contracts, other than those covered by Nevada Revised Statutes 332.115<sup>49</sup> and which are not subject to the advertising thresholds of Nevada Revised Statutes 332 and/or 338, may be authorized, approved and executed by the General Manager of the District or (his/her) designee, unless otherwise ordered by the Board of Trustees. Contracts covered by Nevada Revised Statutes 332.115 may be authorized, approved and executed by the General Manager or his designee of the District, if it is for an amount less than the advertising threshold of Nevada Revised Statute 332.”

Given NRS 332.065(1)<sup>50</sup> instructs that *only* “if the estimated annual amount required to perform a contract is more than \$100,000, (may) the governing body or its authorized representative: (a)...advertise the contract in the manner prescribed in NRS 332.045; and, (b)...issue a solicitation for the contract,” essentially *any* contracts under \$100,000 “may be authorized, approved and executed by (our) General Manager...unless otherwise ordered by the Board of Trustees.”

We've had this discussion before. Not only does this language conflict with NRS 318.180<sup>51</sup>, 318.185<sup>52</sup> and 318.210<sup>53</sup> which state, respectively, that it is the IVGID Board which has the power to: “hire and retain agents, employees, servants, engineers and attorneys, and any other persons necessary or desirable to effect the purposes of this chapter;” “prescribe the duties of officers, agents, employees and servants, and fix their compensation;” and that “all rights and powers necessary or incidental to or implied from the specific powers granted in this chapter;” but, it means *our General Manager can hire spend District monies as financially irresponsibly as one can imagine.*

**With the Foregoing as a Backdrop, Let's Compare the TDRPD's Recreational Financials to IVGID's:** Unlike IVGID, the TDRPD maintains three accounting funds (Mitigation<sup>54</sup>, Quimby<sup>55</sup> and

---

<sup>48</sup> See pages 8-13 at <https://www.yourtahoeplace.com/uploads/pdf-ivgid/IVGID-Board-Policies.pdf>.

<sup>49</sup> Those “which by their nature are not adapted to award by a competitive solicitation.”

<sup>50</sup> Go to <https://www.leg.state.nv.us/NRS/NRS-332.html#NRS332Sec065>.

<sup>51</sup> Go to <https://www.leg.state.nv.us/nrs/NRS-318.html#NRS318Sec180>.

<sup>52</sup> Go to <https://www.leg.state.nv.us/nrs/NRS-318.html#NRS318Sec185>.

<sup>53</sup> Go to <https://www.leg.state.nv.us/nrs/NRS-318.html#NRS318Sec210>.

<sup>54</sup> TDRPD's “Mitigation Fund is used to account for the collection of mitigation fees. These fees [which totaled \$250,000 in fiscal year 2019 {see page 32 of TDRPD's version of a fiscal year 2019 Comprehensive Annual Financial Report (<https://www.tdrpd.org/DocumentCenter/View/776/Final->

General<sup>56</sup>), and *none* is an enterprise or special revenue fund. For fiscal year 2019 the TDRPD reported \$9,069,860 of revenues (\$5,493,211 were taxes) and \$9,805,930 of expenditures [\$81,250 were capital improvement projects (“CIPs”) and equipment]. Overspending (\$736,070) was subsidized by \$2,077 of transfers from fund balance(s), and \$733,933 of transfers from TDRPD’s Mitigation (\$669,212) and Quimby (\$64,781) Funds<sup>57</sup>. Given \$253,400 in revenues were assigned to the TDRPD’s Mitigation Fund, and \$40,600 were assigned to its Quimby Fund, in order to make apple-to-apple comparisons to IVGID, revenues from all TDRPD sources totaled \$9,363,860.

Similarly, to make “apple-to-apple” comparisons to the TDRPD’s financials, we need to combine IVGID’s Community Services<sup>58</sup>, Beach<sup>59</sup> and General<sup>60</sup> Fund revenues and expenditures. When we do, find the spreadsheet below which compares the two:

---

Audit-FY-2019) – “the TDRPD’s 2019 CAFR”} and] cannot be used for daily operations, but must be used only to develop parkland and provide recreational, community use facilities to meet the needs of...new service populations within the District” (see page 18 of the TDRPD’s 2019 CAFR).

<sup>55</sup> TDRPD’s “Quimby Fees Fund is used to account for the collection of Quimby fees. These fees [which totaled \$40,000 in fiscal year 2019 (see page 33 of the TDRPD’s 2019 CAFR) cannot be used for daily operations, but must be used only to develop parkland and provide recreational, community use facilities to meet the needs of...new service populations within the District” (see page 18 of the TDRPD’s 2019 CAFR).

<sup>56</sup> TRPD’s “General Fund is the general operating fund of the District and accounts for all revenues and expenditures of the District not encompassed within other funds...General operating expenditures and the capital improvement costs that are not paid through other funds are paid from the General Fund” (see page 18 of the TDRPD’s 2019 CAFR).

<sup>57</sup> See page 31 of the TDRPD’s 2019 CAFR. The TDRPD’s 2019 General Fund Schedule of Revenues, Expenditures and Changes in Fund Balance is attached as Exhibit “B” to this written statement.

<sup>58</sup> IVGID’s Community Services Fund is used to account for all financial resources assigned by staff to the beaches [see page 36 of IVGID’s 2019 Comprehensive Annual Financial Report – “IVGID’s 2019 CAFR” (<https://www.yourtahoeplace.com/uploads/pdf-ivgid/2019-IVGID-CAFRreport.pdf>)].

<sup>59</sup> IVGID’s Beach Fund is used to account for all financial resources assigned by staff to the beaches (see page 36 of IVGID’s 2019 CAFR).

<sup>60</sup> IVGID’s General Fund “is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund. The General Fund’s primary function is to provide general administration for all other functions” (see page 36 of IVGID’s 2019 CAFR).

<b>Comparison of 2019 Financials</b>		
<b>Revenues</b>	<b>TDRPD<sup>61</sup></b>	<b>IVGID</b>
Taxes and Assessments	\$ 5,493,211	\$ 3,312,708
Mitigation Fees	\$ 250,000	
Quimby Fees	\$ 40,000	
Recreation Facility Fees		\$ 5,822,775
Beach Facility Fees		\$ 975,121
Charges for Services	\$ 3,526,649	\$19,140,701
Donations/Grants	\$ 25,000	\$ 17,000
Interest/Investment	\$ 29,000	\$ 1,210,172
Miscellaneous		\$ 166,587
<b>Totals</b>	<b>\$ 9,363,860</b>	<b>\$30,645,064</b>
<b>Expenses</b>	<b>TDRPD<sup>62</sup></b>	<b>IVGID</b>
Employee Expenditures	\$ 4,912,097	\$12,626,670
Employee Incentives	\$ 744	
Services and Supplies	\$ 4,401,878	\$10,408,834
Debt Service	\$ 1,430,302	\$ 387,642
Capital Projects		\$ 5,208,330
<b>Totals</b>	<b>\$10,745,021</b>	<b>\$28,631,476</b>
Addition to Fund Balances		\$ 2,013,588
<b>Totals</b>		<b>\$30,645,064</b>

Since the TDRPD doesn't have a ski area, let's examine these financials after removing Diamond Peak's revenues and expenses:

<sup>61</sup> See page 31 of IVGID's 2019 CAFR.

<b>Comparison of 2019 Financials After Deleting IVGID's Diamond Peak</b>		
<b>Revenues</b>	<b>TDRPD<sup>62</sup></b>	<b>IVGID</b>
Taxes and Assessments	\$ 5,493,211	\$ 3,312,708
Mitigation Fees	\$ 250,000	
Quimby Fees	\$ 40,000	
Recreation Facility Fees		\$ 5,822,775
Beach Facility Fees		\$ 975,121
Charges for Services	\$ 3,526,649	\$ 7,361,830
Donations/Grants	\$ 25,000	\$ 17,000
Interest/Investment	\$ 29,000	\$ 1,210,172
Miscellaneous		\$ 166,587
<b>Totals</b>	<b>\$ 9,363,860</b>	<b>\$18,866,193</b>
<b>Expenses</b>	<b>TDRPD<sup>62</sup></b>	<b>IVGID</b>
Employee Expenditures	\$ 4,912,097	\$ 8,628,886
Employee Incentives	\$ 744	
Services and Supplies	\$ 4,401,878	\$ 6,575,670
Debt Service	\$ 1,430,302	\$ 387,642
Capital Projects		\$ 1,406,757
<b>Totals</b>	<b>\$10,745,021</b>	<b>\$16,998,955</b>
Addition to Fund Balances		\$ 1,867,238
<b>Totals</b>		<b>\$18,866,193</b>

Since the TDRPD only has one golf course and IVGID has two, let's examine these financials after removing Diamond Peak and Championship Golf revenues and expenses:

<b>Comparison of 2019 Financials After Deleting IVGID's Diamond Peak and Championship Golf</b>		
<b>Revenues</b>	<b>TDRPD<sup>62</sup></b>	<b>IVGID</b>
Taxes and Assessments	\$ 5,493,211	\$ 3,312,708
Mitigation Fees	\$ 250,000	
Quimby Fees	\$ 40,000	
Recreation Facility Fees		\$ 5,822,775
Beach Facility Fees		\$ 975,121
Charges for Services	\$ 3,526,649	\$ 3,458,941
Donations/Grants	\$ 25,000	\$ 17,000
Interest/Investment	\$ 29,000	\$ 1,210,172
Miscellaneous		\$ 166,587
<b>Sub-Totals</b>	<b>\$ 9,363,860</b>	<b>\$14,963,304</b>
Remove Recreation/Beach Fees		(\$ 6,797,896)
<b>Totals</b>	<b>\$ 9,363,860</b>	<b>\$ 8,165,408</b>
<b>Expenses</b>	<b>TDRPD<sup>62</sup></b>	<b>IVGID</b>
Employee Expenditures	\$ 4,912,097	\$ 6,735,853
Employee Incentives	\$ 744	
Services and Supplies	\$ 4,401,878	\$ 4,183,280
Debt Service	\$ 1,430,302	\$ 6,241
Capital Projects		\$ 956,538
<b>Totals</b>	<b>\$10,745,021</b>	<b>\$11,881,912</b>
Additions to Fund Balances		\$ 3,081,392
<b>Totals</b>		<b>\$14,963,304</b>

Although IVGID reports nearly \$5.6 million more of revenue when compared to the TDRPD, understand that this differential occurs because of \$6,797,896 of RFF/BFF revenue. And rather than being spent on additional expenses, the reader can see that nearly half (\$3,081,392) of this differential is banked as additions to fund balances. Take out the differentials and the reader can see that the TDRPD is far more efficient than IVGID not only in generating revenue, but in incurring expenses.

**Let's Compare the Number of 2019 TDRPD to IVGID Employees:** According to Transparent California, the TDRPD had 226 employees<sup>62</sup>. According to Transparent Nevada, IVGID had 1,012 employees<sup>63</sup>. Somewhat comparable revenue and net numbers with 22% of the employees! Now it's true IVGID hires more employees because of Diamond Peak and the Championship Golf Course, however, *nowhere near the 786 difference!*

**Let's Compare the Salaries/Benefits of TDRPD's Administrative CEO to IVGID's:** According to Transparent California, the TDRPD's GM, Steve Randall, was paid a 2019 annual base pay of \$140,159.94 and total pay with benefits of \$181,348.14<sup>64</sup>. At the Board's June 30, 2020 meeting the public learned that IVGID's new GM's annual base pay is \$195,000 and his total pay with benefits is probably close to or actually in excess of \$300,000<sup>65</sup>. And unlike IVGID, TDRPD doesn't pay its recreation venue managers as if they were CEOs<sup>66</sup>.

### **The Conclusions We Can Make Based Upon the Foregoing:**

**Gross Revenues:** Remove Diamond Peak, the Championship Golf Course and the RFF/BFF from the equation, and the gross revenues generated by TDRPD are markedly higher (14.68%) than IVGID's (\$9,363,860 for TDRPD versus \$8,165,408 for IVGID).

**Charges for Services:** Remove Diamond Peak, the Championship Golf Course and the RFF/BFF from the equation, and the sales revenues generated for services for both TDRPD and IVGID are almost identical (\$3,526,649 for TDRPD versus \$3,458,941 for IVGID).

**Percentage Use by the Community:** Take a look at the user fees TDRPD charges the public for use of TDRPD recreational facilities and access to TDRPD programs. They're a fraction

---

<sup>62</sup> Go to <https://transparentcalifornia.com/salaries/2019/truckee-donner-recreation-and-park-district/>.

<sup>63</sup> Go to <https://transparentnevada.com/salaries/2019/incline-village-general-improvement-district/>.

<sup>64</sup> See <https://transparentcalifornia.com/salaries/2019/truckee-donner-recreation-and-park-district/steve-randall/>. This page is attached as Exhibit "C" to this written statement.

<sup>65</sup> See pages 5-19 of the packet of materials prepared by staff in anticipation of the Board's June 30, 2020 meeting [[https://www.yourtahoeplace.com/uploads/pdf-ivgid/0630\\_-\\_Regular\\_-\\_Searchable\\_.pdf](https://www.yourtahoeplace.com/uploads/pdf-ivgid/0630_-_Regular_-_Searchable_.pdf) ("the 6/30/2020 Board packet")].

<sup>66</sup> In 2019 Mike Bandelin, Diamond Peak's General Manager (a six month job), was paid a whopping \$171,897.10 in salary and benefits. James Howard, Championship Golf's General Manager (a six month job), was paid a whopping \$116,979.53 in salary and benefits (and he didn't work a full twelve months). Steve Phillips, IVGID's Park Superintendent, was paid \$117,121.64 in salary and benefits. Jeff Clouthier, Golf Course Grounds Supervisor (a six month job), was paid \$153,471.47 in salary and benefits. Ken Bell, Buildings Supervisor, was paid \$146,328.99 in salary and benefits. Shane Goddard, Parks and Recreation Manager, was paid \$100,680.19 in salary and benefits. Pandora Bahlman, Rec Center Manager, was paid \$91,399.44 in salary and benefits.

compared to IVGID. Which means TDRPD's recreational facilities and programs are used by a lot more people than IVGID's notwithstanding the total user fees charged by both are almost identical. This explains why TDRPD is able to assert "a program participation rate of 75% among Truckee's 17,000 residents"<sup>3</sup> and IVGID is not<sup>67</sup>.

**Operational Costs:** Remove Diamond Peak, the Championship Golf Course and the RFF/BFF from the equation and the operational costs incurred by IVGID are 17.22% higher than TDRPD (\$10,919,133 for IVGID versus \$9,314,719 for TDRPD).

**Employee Costs:** Remove Diamond Peak, the Championship Golf Course and the RFF/BFF from the equation and the employee costs incurred by IVGID are a whopping 37.13% higher than TDRPD (\$6,735,853 for IVGID versus \$4,912,097 for TDRPD).

**Capital Project Costs:** Remove Diamond Peak, the Championship Golf Course and the RFF/BFF from the equation and the capital improvement projects undertaken by TDRPD are more efficiently leveraged by installment debt (\$1,430,302), without increasing expenditures, versus cash (\$956,538).

**Add Back IVGID's Championship Golf Financials:** and although an additional \$3,902,889 in charges for services are reported, it comes with a \$5,117,043 increase in costs (a \$1,893,033 increase in employee costs, a \$2,392,390 increase in services and supply costs, a \$450,219 increase in capital costs, and a \$381,401 increase in debt servicing costs). In other words, *an additional \$1,214,154 in losses!*

**Add Back IVGID's Championship Golf and Diamond Peak Financials:** and although an additional \$15,681,760 in charges for services are reported, it comes with a \$16,368,163 increase in costs (a \$5,890,817 increase in employee costs, a \$6,225,554 increase in services and supply costs, and a \$4,251,792 increase in capital costs). In other words, *an additional \$686,403 in losses!*

In other words, ***Owning, Maintaining, Improving and Operating Diamond Peak and Championship Golf Course Financially Benefits No One Other Than IVGID's Employees:*** The numbers don't lie!

**The RFF/BFF:** TDRPD does *not* have to assess its local parcel owners the equivalent of a \$ 6,797,896 RFF/BFF.

**And Remember TDRPD's Credo:** It is committed to operat(ing the public's recreational lands, facilities and programs) *in a cost effective and financially responsible manner.*"<sup>5</sup>

---

<sup>67</sup> In fact a decade ago I pushed for a study of the participation rates at all of our recreation venues by occupants of the approximate 8,200 parcels/dwelling units being assessed the RFF, and on average, the number was a paltry 15%.

**Now Listen to IVGID's October 2013 Credo:** As I reminded the Board at its April 1, 2020 meeting<sup>68</sup>, on December 11, 2002 it passed former Resolution 1736<sup>69</sup> which adopted Financial Standards for the District's various recreational facilities. ¶VII(A) of that Resolution declared that the services provided at most of the public's recreational venues were directed by the Board to be "provide(d) on a breakeven basis." Although for political reasons Resolution 1736 was rescinded nearly six (6) years after its adoption (on March 26, 2008), and it was replaced with a watered down version of Policy 2.1.0<sup>70</sup>, the subject was again discussed by the Board at its October 1, 2013 meeting. Thereat, each Board member was asked whether the District's recreational facilities and the programs offered thereat "should generate a profit, break even, or simply provide value?" Four (4) of the five (5) trustees again declared that most of the public's recreational venues should operate on a break even basis. And insofar as Championship Golf and Diamond Peak were concerned, the fifth (former Trustee Joe Wolfe) declared they should actually generate a profit<sup>71</sup>!

Therefore, should not this IVGID Board be committed to operat(ing the public's recreational lands, facilities and programs) *in a cost effective and financially responsible manner*?" And if not, what does that say about this Board?

**Moreover, Listen to One of Our New GM's Job Responsibilities:** "To perform this job successfully, an individual must be qualified...to turn enterprise(s) *from loss to profit/breakeven*"<sup>72</sup>. *So why would our GM intentionally budget to overspend?*

**Another Reason Staff is Given the Pass to Act as Financially Irresponsible as it Does, is Because They Don't Compare IVGID to Comparable Districts Like the TDRPD, and They Support Multiple Overpaid IVGID GMs:** At the Board's June 30, 2020 meeting our HR Director, Dee Carey, compared the compensation being paid by other allegedly comparable sewer and water districts to their GMs, rather than comparing the compensation being paid to park and recreation district GMs

---

<sup>68</sup> See page 205 of the packet of materials prepared by staff in anticipation of the Board's April 14, 2020 meeting [[https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT\\_Packet\\_Regular-4-14-20.pdf](https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT_Packet_Regular-4-14-20.pdf) ("the 4/14/2020 Board packet")].

<sup>69</sup> This resolution is attached as Exhibit "B" to the written statement addressing budgeting for Championship Golf submitted at the Board's March 11, 2020 meeting (see pages 141-148 of the 4/14/2020 Board packet).

<sup>70</sup> See pages 5-7 at [https://www.yourtahoeplace.com/uploads/pdf-ivgid/IVGID\\_Board\\_Policies\\_5-12-2020.pdf](https://www.yourtahoeplace.com/uploads/pdf-ivgid/IVGID_Board_Policies_5-12-2020.pdf).

<sup>71</sup> A spreadsheet depicting trustees' views on this subject was attached to the minutes of the Board's October 1, 2013 meeting [see page 126 of the packet of materials prepared by staff in anticipation of the Board's October 30, 2013 meeting ("the 10/30/2013 Board packet")]. Another copy of this spreadsheet was attached as Exhibit "C," at page 150 of the 4/14/2020 Board packet."

<sup>72</sup> See ¶4 under "Skills and Ability," at page 18 of the 6/30/2020 Board packet.



like the TDRPD<sup>73</sup>. The reason being that our GM is not the chief administrative officer of our water and sewer facilities and services. As I explained in my July 3, 2020 e-mail to the Board<sup>74</sup>, the GM of our Public Works Department is really Joe Pomroy<sup>75</sup>!

**Conclusion:** If our staff cannot “turn (our recreation) enterprise(s) from loss to profit/break even,”<sup>71</sup> then they are acting irresponsibly in the operation of the public’s recreational facilities. So just like TDRPD, the responsible thing to do is to *shut down our recreational facilities*. And as long as the Board allows staff to act irresponsibly financially, its members are equally irresponsible. The TDRPD stands as evidence IVGID can and must act responsibly. I and others I know demand that our new GM deliver. And if he doesn’t, then he’s as irresponsible as everyone else.

And to those asking why our RFF/BFF are as high as they are, and never seem to go down, now you have another example of some of the reasons why.

Respectfully, Aaron Katz (Your Community Watchdog), Because Only Now Are Others Beginning to Watch!

---

<sup>73</sup> See [https://www.yourtahoeplace.com/uploads/pdf-ivgid/F.2.\\_General\\_Business\\_-\\_GM\\_Employment\\_Agreement\\_-\\_Supplement\\_-\\_Salary\\_Comparison.pdf](https://www.yourtahoeplace.com/uploads/pdf-ivgid/F.2._General_Business_-_GM_Employment_Agreement_-_Supplement_-_Salary_Comparison.pdf). This page is attached as Exhibit “D” to this written statement.

<sup>74</sup> This e-mail is attached as Exhibit “E” to this written statement.

<sup>75</sup> Mr. Pomroy works out his own administrative building located at Sweetwater, he has his own administrative staff, he manages his own Public Works staff, he negotiates and enters into his own contracts (such as NV Energy approved electric vehicle charging stations and wastewater sales), etc. And according to Transparent Nevada (<https://transparentnevada.com/salaries/2019/incline-village-general-improvement-district/joseph-j-pomroy/>) he receives a base pay (of \$175,000) which is nearly as much as Indra’s. For all intents and purposes, Joe Pomroy is the GM over public works.

**EXHIBIT "A"**

## Fwd: Update to the Truckee Community Pool

---

**From:** [REDACTED]  
**To:** Aaron Katz  
**Subject:** Fwd: Update to the Truckee Community Pool  
**Date:** Jul 1, 2020 6:56 PM

---

----- Forwarded message -----

From: **Truckee-Donner Recreation & Park District** <[info@tdrpd.org](mailto:info@tdrpd.org)>  
Date: Wed, Jul 1, 2020 at 3:45 PM  
Subject: Update to the Truckee Community Pool  
[REDACTED]

## Truckee Community Swimming Pool Update

July 1, 2020

The Truckee Community Swimming Pool is **currently closed** as a result of the Covid-19 pandemic. The State of California and Nevada County have mandated health guidelines that do not allow us to open the pool and operate it in a fiscally responsible manner. The District had **planned** to open the competition pool on July 8th for the Truckee Tahoe Swim Team and public lap swimming. The recreation pool and locker rooms were to remain closed. **A reversal in guidelines by the State and the County on June 24th will not allow us to operate the pool as planned.** Swim team practice is not currently allowed, and lap swimming can have no more than one person in a lane. For us, that means that only 10 people could be allowed in the pool at any given time.

Our cost to run the pool for maintenance and operation during the shutdown is \$5,000 per month. This includes chemicals, climate control and circulation systems. We are not currently heating the pool and have cut back as much as possible on building operational costs. Opening just the large 10 lane lap pool

without locker rooms would cost the District \$15,000 per month. During the first 3 months of the shutdown, the District has lost over \$500,000 in revenues. Fortunately, we have decreased our expenditures so our net loss for this time period is approximately \$250,000. The District cannot afford to take losses in areas that we do not have to.

**We can assure you that we are doing everything possible within the guidelines of the State and County to get the swimming pool open. When we can operate on a scale that serves more of the community, we will revisit our operating status within the guidelines of Nevada County and the state of California.**

We look forward to serving the community with lap swim, recreational swim, water fitness classes, swim lessons and events at Truckee Community Pool soon.

Steve Randall, General Manager

Sven Leff, Recreation Superintendent

Pete Kristian, Senior Aquatics Coordinator

---

Inspiring Creative Active Lives For A Healthy Mountain Community

---

*Copyright © 2020 Truckee Donner Recreation and Park District, All rights reserved.*

You are receiving this email because of your past years' involvement in TDRPD's programs. These emails will consist of upcoming registrations, updates, and news on all programs for each month.

10981 Truckee Way, Truckee, CA 96161 • (530) 582-7720 • [info@tdrpd.org](mailto:info@tdrpd.org)

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).

**EXHIBIT "B"**

**TRUCKEE-DONNER RECREATION AND PARK DISTRICT**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCE – BUDGET (NON-GAAP) AND ACTUAL**

**GENERAL FUND**

**SEPTEMBER 30, 2019**

	Budgeted Amounts		Actual	Variance with
	Original	Final		Final Budget
				Favorable (Unfavorable)
<b>REVENUES</b>				
Tax and assessments	\$ 5,493,211	\$ 5,493,211	\$ 5,456,703	\$ (36,508)
District services	3,526,649	3,526,649	3,482,084	(44,565)
Donations	25,000	25,000	139,559	114,559
Grants	-	-	921,568	921,568
Interest	25,000	25,000	83,368	58,368
Increase (Decrease) in FMV of cash and cash equivalents	-	-	58,956	58,956
Total revenues	<u>9,069,860</u>	<u>9,069,860</u>	<u>10,142,238</u>	<u>1,072,378</u>
<b>EXPENDITURES</b>				
Employee services	5,092,923	5,092,923	4,912,097	180,826
Communications	34,170	34,170	35,940	(1,770)
Food and merchandise	87,240	87,240	116,170	(28,930)
Houshold	41,000	41,000	34,490	6,510
Insurance	134,835	134,835	166,381	(31,546)
Maintenance	175,900	175,900	230,542	(54,642)
Memberships	13,668	13,668	22,177	(8,509)
Employee incentives	1,500	1,500	744	756
Office expenses	134,342	134,342	156,327	(21,985)
Professional and special services	458,519	458,519	624,397	(165,878)
Publications	30,875	30,875	31,684	(809)
Rents and leases	71,600	71,600	217,669	(146,069)
Small tools and supplies	248,872	248,872	267,778	(18,906)
Special district services	156,080	156,080	205,684	(49,604)
Transportation and travel	103,850	103,850	108,371	(4,521)
Utilities	488,000	488,000	493,018	(5,018)
Taxes and assessments	131,915	131,915	113,069	18,846
Scholarship reserve	25,000	25,000	13,279	11,721
Bad debt	-	-	3,774	(3,774)
Debt service	1,431,088	1,431,088	1,430,302	786
Structures and improvements	304,444	304,444	1,234,420	(929,976)
Equipment	187,400	187,400	326,708	(139,308)
Overhead	371,459	371,459	-	371,459
Capital projects & equipment	81,250	81,250	-	81,250
Total expenditures	<u>9,805,930</u>	<u>9,805,930</u>	<u>10,745,021</u>	<u>(939,091)</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(736,070)</u>	<u>(736,070)</u>	<u>(602,783)</u>	<u>133,287</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	733,993	733,993	733,993	-
Total other financing sources (uses)	<u>733,993</u>	<u>733,993</u>	<u>733,993</u>	<u>-</u>
Net change in fund balance	(2,077)	(2,077)	131,210	133,287
Fund Balance - October 1, 2018	4,013,534	4,013,534	4,013,534	-
Fund balance - September 30, 2019	<u>\$ 4,011,457</u>	<u>\$ 4,011,457</u>	<u>\$ 4,144,744</u>	<u>\$ 133,287</u>

See accompanying notes to required supplementary information.

**EXHIBIT "C"**

Today's Refinance Rate

**2.60%**

APR 15 Year Fixed

Select Loan Amount

**\$225,000**

# TRANSPARENT CALIFORNIA

California's largest public pay and pension database

(L)

[Home \(/\)](#) / [Special Districts \(/agencies/salaries/special-districts/\)](#) / [2019 \(/salaries/2019/\)](#) / [Truckee-Donner Recreation and Park District \(/salaries/2019/truckee-donner-recreation-and-park-district/\)](#) / Steve Randall

x

## **Steve Randall (/salaries/search/?q=Steve%20Randall)**

x

[General Manager \(/salaries/search/?q=General%20Manager\)](#) (2019)

**Regular pay:** \$140,159.94

**Overtime pay:** \$0.00

**Other pay:** Not provided

**Total pay:** \$140,159.94

**Benefits:** \$41,188.20

**Total pay & benefits:** \$181,348.14

**Share:** [Tweet](#)  
[Share](#)

© 2020 Transparent California

[/pages/about/](#) | [/pages/contact/](#) | [Blog \(https://blog.transparentcalifornia.com/\)](https://blog.transparentcalifornia.com/) | [/pages/disclaimer/](#) | [/pages/faq/](#) | [/pages/donate/](#)

←

Ads by Google

Stop seeing this ad

Why this ad?



**EXHIBIT "D"**

						10/1/2019	
Agency	Title	Comp Low	Comp Mid	Comp High	Annual @ Max	Actual	Notes
Northstar Comm Services Dist.	Not listed on website	\$ -	\$ -	\$ -	\$ -		
NTPUD	GM/CEO 9/8/19 contract	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00	\$500/m car allowance, \$50/m cell phone, up to 10% bonus option
STPUD	Asst. GM	\$ 15,450.81	\$ 17,034.52	\$ 19,719.58	\$ 236,634.96	\$ 187,097.16	Company vehicle
SVPSD	GM					\$ 250,000.00	\$75 month cell phone, Gas card for personal vehicle
TCPUD	GM					\$ 182,062.40	\$583.53 month car allowance
TDPUD	GM	\$ 15,772.00	\$ 17,471.00	\$ 19,170.00	\$ 230,040.00	\$ 265,898.88	Company Car
TDRPD	GM	\$ 10,186.80	\$ 11,918.40	\$ 13,650.00	\$ 163,800.00		
Town of Truckee	Asst. Town Manager	\$ 12,244.31	\$ 14,387.07	\$ 16,529.82	\$ 198,357.84	\$ 191,734.00	\$905 month car allowance, 18k 457
Truckee Sanitary District	GM/Chief Engineer					\$ 193,613.40	Car allowance \$600, fuel for work related travel, \$500 clothing allowance
T TSA	2019-20 year	\$ -				\$ 208,176.00	600 month car allowance
					Average	\$ 209,822.73	

**EXHIBIT "E"**

## Do You Realize That Unlike Any of the PUDs Compared by Dee Carey on June 30, We're Paying For TWO Administrative CEOs Nearly \$400K Annually in Base Pay?

---

**From:** s4s@ix.netcom.com  
**To:** Callicrate Tim  
**Cc:** Dent Matthew <dent\_trustee@ivgid.org>, Wong Kendra Trustee <wong\_trustee@ivgid.org>, Morris Peter <morris\_trustee@ivgid.org>, Schmitz Sara <schmitz\_trustee@ivgid.org>, "ISW@ivgid.org" <ISW@ivgid.org>  
**Subject:** Do You Realize That Unlike Any of the PUDs Compared by Dee Carey on June 30, We're Paying For TWO Administrative CEOs Nearly \$400K Annually in Base Pay?  
**Date:** Jul 3, 2020 9:16 AM

---

To Chairperson Callicrate and the Other Honorable Members of the IVGID Board -

Dee Carey's web site posting of California PUD GM salary comparisons to justify her June 30, 2020 proposed base pay recommendation for our new GM got me thinking.

Unlike any of the compared PUDs, WE ARE PAYING FOR TWO GMs! That's right. Joe Pomroy for Public Works, and Indra for Recreation. Although the two have two different job titles, the label difference is as disingenuous as the RFF/BFF being "fees" rather than the special taxes they really are.

At the end of the day, look at their compensation levels and responsibilities. Joe Pomroy is paid an annual base salary of \$185K plus a 2020 COLA and has complete control over public works. Indra brings no skills to this department, nor does he exercise supervision or control. If you don't believe me, look at all the sole source contracts Mr. Pomroy awards without the GM's intervention. Look at his wastewater contracting without the Board's knowledge or approval.

For 2020 Indra is paid a base salary of \$195K. Indra basically supervises recreation facilities/activities. In fact, recreation has been Indra's experience with IVGID over the last seventeen years.

Check out all the PUDs Dee has referred the Board to and you will see that they're either stand alone water/sewer districts with a single CEO, or public works plus recreation districts (like NTPUD where Brad Johnson is the GM) where again, there is only a single CEO.

So although NTPUD is paying Brad \$200K/annually as their CEO, we're paying TWICE that amount!

And you wonder why we can't operate any of our recreational facilities/programs on a break even or positive cash flow basis? I've now provided more evidence.

A responsible Board would discard one of these two overpaid public employee CEOs. Take your pick.

**WRITTEN STATEMENT TO BE INCLUDED IN THE WRITTEN MINUTES OF THIS JULY 22, 2020 REGULAR IVGID BOARD ("BOARD") MEETING – AGENDA ITEM H(1) – APPROVAL OF PROPOSED FIVE (5) YEAR CAPITAL IMPROVEMENT PLAN, DEBT MANAGEMENT AND INDEBTEDNESS REPORT**

**Introduction:** NRS 350.013(1)(c)(6) instructs that “on or before August 1 of each year, the governing body of a municipality which proposes to issue or has...any...outstanding...general obligation debt...shall submit to the Department of Taxation and the (Tax) commission...a written statement of the debt management policy of the municipality, which must include, without limitation ...a discussion of its sources of money projected to be available to pay existing general obligation debt, authorized future general obligation debt and proposed future general obligation debt.” In addition, NRS 350.013(1)(d) instructs that said governing body also submit “(1) its plan for capital improvement (“CIP”) for the ensuing 5 fiscal years, which must include any contemplated issuance of general obligation debt during this period and the sources of money projected to be available to pay the debt; or, (2) a statement indicating that no changes are contemplated in its plan for capital improvement for the ensuing 5 fiscal years.” Pursuant to these requirements staff have proposed an “Indebtedness Report”<sup>1</sup> which unabashedly declares that:

1. “Principal and interest on the District’s (general obligation) debt are payable from the various net pledged revenues of the District”<sup>2</sup> rather than its *ad valorem* taxes as NRS 350.045<sup>3</sup> declares; and,

2. The cost of “the District’s Five Year Capital Plan (\$53,119,890) and the 2020-21 Carryforward List (\$17,341,377)...combine(d)...total (an unfathomable)...\$70,461,267.”<sup>4</sup>

A discussion of both are the purposes of this written statement.

**Staff Admit the District Has Issued a Minimum of \$4,285,637 of General Obligation Debt:** “As of the fiscal year ending June 30, 2020, the District ha(d)...\$4,285,637 of general obligation bond debt...The \$4.29 million in general obligation bond debt is comprised of \$1,137,000 of recreation revenue debt...and \$3,148,637 in utility general obligation revenue debt.”<sup>5</sup>

---

<sup>1</sup> See pages 20-58 of the packet of materials submitted by staff in anticipation of this July 22, 2020 Board meeting [[https://www.yourtahoeplace.com/uploads/pdf-ivgid/0722\\_-\\_Searchable.pdf](https://www.yourtahoeplace.com/uploads/pdf-ivgid/0722_-_Searchable.pdf) (“the 7/22/2020 Board packet”)].

<sup>2</sup> See page 26 of the 7/22/2020 Board packet.

<sup>3</sup> Go to <https://www.leg.state.nv.us/nrs/NRS-350.html> to access all provisions of NRS 350.

<sup>4</sup> See page 18 of the 7/22/2020 Board packet.

<sup>5</sup> See page 16 of the 7/22/2020 Board packet.

**The District Levies a General *Ad Valorem* Tax:** NRS 318.225<sup>6</sup> grants general improvement district “board(s) the...power and authority to levy and collect general (*ad valorem*) taxes on and against all taxable property within the district.” If the reader examines the District’s latest 2020-21 Budget<sup>7</sup>, he/she will see where it collected an estimated \$1,690,000 in property taxes for the fiscal year ending June 30, 2020, and that it has budgeted to collect \$1,770,000 in additional property taxes in the current fiscal year<sup>8</sup>.

**Staff Admit That *None* of This General Obligation Debt is Paid With General *Ad Valorem* Taxes:** As aforesaid, staff admit that “principal and interest on the District’s (general obligation) debt are payable from the various *net pledged revenues* of the District.”<sup>3</sup>

When the District issues general obligation recreation debt, it pledges the Recreation Facility Fee (“RFF”) as additional security as NRS 318.197(1) allows [“the board may fix... recreational facilit(y) ...rates, tolls or charges...and *pledge the revenue for the payment of any indebtedness* or special obligations of the district”]. RFF revenue is assigned to the District’s Community Services Special Revenue Fund<sup>9</sup> because without it, net revenues are negative. And correspondingly, general obligation recreation debt is assigned to the District’s Community Services Debt Service Fund<sup>5</sup>. Translation: Since spending assigned to the Community Services Special Revenue Fund exceeds revenue from sales charges and user fees, the servicing of the District’s general obligation recreation debt is paid for with the RFF.

When the District issues general obligation utility debt, it pledges water and sewer rates, tolls and charges as additional security for its payment. This rate, toll and charge revenue is assigned to the District’s Utility Fund<sup>10</sup>. And correspondingly, general obligation utility debt is assigned to the same Fund<sup>11</sup>. Translation: the servicing of the District’s general obligation utility debt is paid for with water and sewer rates, tolls and charges.

**Which Means There Are Essentially No Limits on the General Obligation Debt Staff Choose to Incur:** The purpose for requiring municipalities to file yearly “written statement(s) of the(ir) debt management polic(ies)” with the Department of Taxation is to ensure they do not “exceed...the(ir) applicable debt limit”<sup>12</sup> [see NRS 350.013(1)(c)(2)]. Therefore as long as the District services its out-

---

<sup>6</sup> Go to <https://www.leg.state.nv.us/nrs/NRS-318.html> to access all provisions of NRS 318.

<sup>7</sup> Go to [https://www.yourtahoeplace.com/uploads/pdf-ivgid/FINAL\\_IVGID\\_2020.2021\\_APPROVED\\_BUDGET\\_FORM\\_4404LGF.pdf](https://www.yourtahoeplace.com/uploads/pdf-ivgid/FINAL_IVGID_2020.2021_APPROVED_BUDGET_FORM_4404LGF.pdf) (“the 2020-21 Budget”).

<sup>8</sup> See page 8, Schedule B-9 of the 2020-21 Budget.

<sup>9</sup> See page 11, Schedule B-12 of the 2020-21 Budget.

<sup>10</sup> See page 20, Schedule F-1 of the 2020-21 Budget.

<sup>11</sup> See pages 20, Schedule F-1 and 24, Schedule C-1 of the 2020-21 Budget.

<sup>12</sup> As staff admit (see page 17 of the 7/22/2020 Board packet), a general improvement “district may borrow money and incur or assume indebtedness therefor...so long as the total of all such

standing general obligation debt with the RFF rather than *ad valorem* taxes, there are in essence no limits on the ability to incur debt. In other words, circumvention of the State's intended protections.

**Which Also Means There Are Excess Funds in the District's General Fund to Pay For Employee Salaries and Benefits:** The District's *ad valorem* tax revenue is assigned to its General Fund. This is the same fund the District budgets (for 2020-21) to spend \$3,186,399 on salaries and benefits for senior staff<sup>13</sup>. Since but for the subsidy of central services cost contributions staff budget to overspend in the General Fund, and that subsidy comes from Utility, Community Services and Beach Fund transfers<sup>14</sup>, the reader can see that at least 73.3% of this subsidy is funded by the RFF/Beach ("BFF") Facility Fees. Which means that rather than the availability to use the District's recreational facilities and beaches which is what the Board and staff represent the RFF/BFF pay for<sup>15</sup>, the RFF/BFF by and large pay for bloated senior staff compensation and benefits.

**If the District Paid the Servicing Costs For its General Obligation Debt With *Ad Valorem* Taxes, Maybe it Could Reduce Overspending in the General Fund By Like Amount, and in Turn, Reduce the RFF:** Since staff budget to the dependable source of a flat RFF, if it were used to service general obligation debt rather than General Fund over-spending, perhaps staff would be forced to reduce that overspending by a like amount? And if it reduced overspending, staff wouldn't require as high a subsidy as the current RFF provides. This is the promise of paying general obligation debt with general *ad valorem* taxes.

**Staff's Proposed CIP Expenditures Over the Next Five Years Demonstrate it Intends to Continue its Outrageous *Overspending*:** As recited at page 18 of the 7/22/2020 Board packet, staff propose spending \$53,119,890 on new CIPs and another \$17,341,377 of carry forward CIPs<sup>16</sup>, over the next five (5) years. Let's just concentrate on just Community Services (21,209,860<sup>17</sup>) and Beach (\$4,286,180<sup>17</sup>) Fund CIPs given the RFF subsidizes the former, and the BFF subsidizes the latter. And

---

indebtedness (but excluding revenue bonds, special assessment bonds, and other securities constituting special obligations which are not debts) does not exceed an amount equal to 50 percent of the total of the last assessed valuation of taxable property (excluding motor vehicles) situated within such district" (NRS 318.277).

<sup>13</sup> See page 10, Schedule B-11 of the 2020-21 Budget.

<sup>14</sup> See page 8 of the 2020-21 Budget.

<sup>15</sup> See ¶II of the "Report for the Collection on the County Tax Roll of Recreation Standby and Service Charges...known as the RFF and BFF" [see pages 111-116 of the packet of materials prepared by staff in anticipation of the Board's May 27, 2020 meeting {[https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT\\_Packet\\_Regular\\_5-27-2020.pdf](https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT_Packet_Regular_5-27-2020.pdf) ("the 5/27/2020 Board packet")}]].

<sup>16</sup> Understand these CIPs have already been funded and paid for by local parcel/utility customers. In other words, the ending fund balances for the Utility, Community Services and Beach Funds have been inflated by \$17,341,377 of carryforward CIPs.

<sup>17</sup> See page 51 of the 7/22/2020 Board packet.

remember, but for \$400,000 towards entitlements<sup>18</sup>, CIP costs assigned to the Community Services Fund do *not* include the \$16,408,462 (in 2015 dollars) associated with the Diamond Peak Master Plan<sup>19</sup> (“DPMP”), and those assigned to the Beach Fund do not include the \$48.85 million - \$57.75 million<sup>20</sup> associated with the Community Services Master Plan<sup>21</sup>.

Just look at 2021-22’s proposed CIP expenditures: \$8,133,000 in the Community Services Fund, and \$2,825,060 in the Beach Fund<sup>22</sup>. Where possibly is this money going to come from given the operational costs in both funds greatly exceed estimated revenues? Here is staff’s explanation:

“The Five Year CIP *is only a plan*...As such, no action or authority to act , especially beyond June 30, 2020, is (to be) implied.”<sup>18</sup>

This response reveals staff have no intention of discontinuing their overspending ways and looking to the RFF/BFF to bail them out financially.

**Conclusion:** I ask the Board do what NRS 350.0045 instructs; service the District’s general obligation debt with general *ad valorem* taxes. By using the RFF to service the District’s general obligation debt, staff is able to “free up” its possible debt limit so it can spend more by issuing general obligation bonded indebtedness. This is a real concern because at page 17 of the 7/22/2020 Board packet staff have set the stage for that indebtedness:

“The Five-Year CIP...includes one or more projects that may be financed through future debt obligations...In addition...the Community Services Master Plan...incorporate(s additional) priority projects” which are not included in the five year CIP.

Given the District’s CIP Plan reveals that staff propose continuing their overspending ways, the two sets of facts identified demonstrate staff is looking to issue general obligation debt whose servicing costs will be borne by a future and possibly higher RFF/BFF to which I object.

---

<sup>18</sup> See page 19 of the 7/22/2020 Board packet.

<sup>19</sup> See page 55 at [https://www.yourtahoeplace.com/uploads/pdf-ivgid/DPMP\\_August\\_2015\\_10-21-2015.pdf](https://www.yourtahoeplace.com/uploads/pdf-ivgid/DPMP_August_2015_10-21-2015.pdf).

<sup>20</sup> See pages 474-489 of the packet of materials prepared by staff in anticipation of the Board’s May 22, 2019 meeting [[https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT\\_Packet\\_Regular\\_5-22-19.pdf](https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT_Packet_Regular_5-22-19.pdf) (“the 5/22/2019 Board packet”)].

<sup>21</sup> “The Board has acknowledged that the Five Year CIP does not fully incorporate priority projects identified in the Community Services Master Plan [[https://www.yourtahoeplace.com/uploads/pdf-ivgid/General\\_Business\\_-\\_Attachment\\_-\\_IVGID\\_Final\\_CS\\_Master\\_Plan\\_190806.pdf](https://www.yourtahoeplace.com/uploads/pdf-ivgid/General_Business_-_Attachment_-_IVGID_Final_CS_Master_Plan_190806.pdf) {such as the (Incline Beach House) Restaurant and the dog park (see page 17 of the 7/22/2020 Board packet)}].

<sup>22</sup> See page 41 of the 7/22/2020 Board packet. This page is attached as Exhibit “A” to this written statement.



And to those asking why our RFFs/BFFs are as high as they are, and never seem to go down, now you have another example of some of the reasons why.

Respectfully, Aaron Katz (Your Community Watchdog), Because Only Now Are Others Beginning to Watch!

**EXHIBIT "A"**

FIVE YEAR CAPITAL IMPROVEMENT PLAN  
(Per NRS 354.5945)



Minimum level of expenditure for items classified as capital assets \$ 5,000  
 Minimum level of expenditure for items classified as capital projects \$ 10,000  
 Incline Village General Improvement District  
 Period Beginning July 1, 2020

		FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
<b>Fund:</b>	Community Services Capital Fund					
<b>Capital Improvement:</b>	5-Year Capital Improvement Plan	\$ 3,627,040	\$ 7,733,080	\$ 3,042,900	\$ 3,314,020	\$ 3,492,820
	Carryforward Funding from Prior Year(s)	2,500,701				
	Carry-over to future Years - Ski Master Plan		400,000			
<b>Funding Source:</b>	Facility Fee / Charges for Services	^^	^^	^^	^^	^^
	Fund Balance	As Needed	As Needed			
	Future Debt Financing (TBD):		Ski Way Project			
<b>Completion Date:</b>	Within Each Fiscal Year as Scheduled					
<b>Fund Total</b>		\$ 6,127,741	\$ 8,133,080	\$ 3,042,900	\$ 3,314,020	\$ 3,492,820

		FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
<b>Fund:</b>	Beach Capital Fund					
<b>Capital Improvement:</b>	5-Year Capital Improvement Plan	\$ 454,500	\$ 2,825,060	\$ 349,000	\$ 449,500	\$ 208,100
<b>Funding Source:</b>	Facility Fee / Charges for Services	^^	^^	^^	^^	^^
	Fund Balance		As Needed			
<b>Completion Date:</b>	Within Each Fiscal Year as Scheduled					
<b>Fund Total</b>		\$ 454,500	\$ 2,825,060	\$ 349,000	\$ 449,500	\$ 208,100

District-wide Totals

\$ 70,461,267	Totals by Fiscal Year	\$ 14,377,677	\$ 16,353,740	\$ 12,219,850	\$ 14,840,920	\$ 12,669,080
---------------	-----------------------	---------------	---------------	---------------	---------------	---------------

List of Funding Sources:

- Property Tax - Gen. Revenues
- Charges for Services
- Debt
- Grants
- Other ( Please Describe)