



NOTICE OF MEETING

The regular meeting of the Incline Village General Improvement District will be held starting at 6:00 p.m. on **Wednesday, May 22, 2019** in the Chateau, 955 Fairway Boulevard, Incline Village, Nevada.

- A. PLEDGE OF ALLEGIANCE*
- B. ROLL CALL OF THE IVGID BOARD OF TRUSTEES*
- C. **REQUIRED PUBLIC HEARING ON THE DISTRICT'S OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGETS, FISCAL YEAR 2019-2020**
(this public hearing will be held no earlier than 6:00 p.m. and as soon thereafter as practicable) – page 7
- D. **REQUIRED PUBLIC HEARING ON THE REPORT FOR COLLECTION OF RECREATION STANDBY AND SERVICE CHARGES, FISCAL YEAR 2019-2020**
(this public hearing will be held no earlier than 6:00 p.m. and as soon thereafter as practicable) – page 7
- E. PUBLIC COMMENTS* - Conducted in accordance with Nevada Revised Statutes Chapter 241.020 and limited to a maximum of three (3) minutes in duration.

Public Comment Advisory Statement – *A public body has a legitimate interest in conducting orderly meetings. IVGID may adopt and enforce reasonable restrictions on public comment to ensure the orderly conduct of a public meeting and orderly behavior on the part of persons attending the meeting. Public comment, as required by the Nevada Open Meeting Law, is an opportunity for people to publicly speak to the assembled Board of Trustees. Generally, it can be on any topic, whether or not it is included on the meeting agenda. In other cases, it may be limited to the topic at hand before the Board of Trustees. Public comment cannot be limited by point of view. That is, the public has the right to make negative comments as well as positive ones. However, public comment can be limited in duration and place of presentation. While content generally cannot be a limitation, all parties are asked to be polite and respectful in their comments and refrain from personal attacks. Willful disruption of the meeting is not allowed. Equally important is the understanding that this is the time for the public to express their respective views, and is not necessarily a question and answer period. This generally is not a time where the Board of Trustees responds or directs Staff to respond. If the Chair feels there is a question that needs to be responded to, the Chair may direct the General Manager to coordinate any such response at a subsequent time. Finally, please remember that just because something is stated in public comment that does not make the statement accurate, valid, or even appropriate. The law mitigates toward allowing comments, thus even nonsensical and outrageous statements can be made. However, the Chair may cut off public comment deemed in their judgment to be slanderous, offensive, inflammatory and/or willfully disruptive. Counsel has advised the Staff and the Board of Trustees not to respond to even the most ridiculous statements. Their non-response should not be seen as acquiescence or agreement just professional behavior on their part. IVGID*

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.

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appreciates the public taking the time to make public comment and will do its best to keep the lines of communication open.

F. 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.

G. REPORTS TO THE BOARD OF TRUSTEES*

1. Verbal Ski Wrap Up Report – Season 2018/2019 – General Manager Diamond Peak Ski Resort Mike Bandelin

H. CONSENT CALENDAR *(for possible action)*

Excerpt from Policy 3.1.0, Conduct Meetings of the Board of Trustees

0.15 Consent Calendar. In cooperation with the Chair, the General Manager may schedule matters for consideration on a Consent Calendar. The Consent Calendar may not include changes to user rates or taxes, adoption or amendment of ordinances, or any other action which is subject to a public hearing. Each consent item shall be separately listed on the agenda, under the heading of "Consent Calendar." A memorandum will be included in the packet materials for each Consent Calendar item. The memorandum should include the justification as a consent item in the Background Section. Any member of the Board may request the removal of a particular item from the consent calendar and that the matter shall be removed and addressed in the general business section of the meeting.

1. Review, Discuss and Possibly Authorize the District General Manager to extend the Hyatt Sport Shop lease with the Hyatt Regency Lake Tahoe for a period of three (3) years at a rate of ten percent (10%) of gross sales (Requesting Staff Member: District General Manager Steve Pinkerton) – **pages 8 -46**

I. GENERAL BUSINESS *(for possible action)*

1. Review, discuss, and possibly provide input and guidance on legislative matters for the 2019 State of Nevada Legislative Session following a verbal presentation on legislative matters provided by Tri-Strategies representative(s) – **pages 47 - 62**

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2. Review, Discuss and Possibly Adopt Resolution 1872 to augment the District's Operating Budget for Fiscal Year 2018-2019 budget by \$430,000, through the use of additional revenue of \$2,800,000 for Community Services Special Revenue Fund to cover additional expenses incurred providing a higher volume of services at the Diamond Peak Ski Resort during the 2018-19 season (Requesting Staff Member: Director of Finance Gerry Eick) – **pages 63 - 70**
3. Review, Discuss, and Possibly Accept the Mountain Course Clubhouse Renovation Project final design and authorize District Staff to publically advertise for construction bids the Mountain Course Clubhouse Renovation Project; 2019/2020 Capital Improvement Project: Mountain Clubhouse Improvements Project; Fund: Community Services; Division: Golf; Project # 3299BD1902 (Requesting Staff Member: Director of Public Works Joe Pomroy) – **pages 71 - 167**
4. Review, Discuss and Possibly Adopt Resolution Number 1873: A Resolution Approving the Residual Equity Transfer of \$174,356 from the Workers Compensation Internal Services Fund to the General Fund in the Fiscal Year 2018-2019 (Requesting Staff Member: Director of Finance Gerry Eick) – **pages 168 - 171**
5. Review, Discuss and Possibly Approve Fiscal Year 2019/2020: Budget, Capital Improvement Project Budget, Recreation Facility Fee, Beach Facility Fee and Central Service Cost Allocation (Requesting Staff Member: District General Manager Steve Pinkerton) – **pages 172 - 246**
 - a. Review and adopt the Incline Village General Improvement District Final Budget as prepared on the State of Nevada Form 4404LGF;
 - b. Review and adopt the Incline Village General Improvement Fiscal Year 2019/2020 Capital Improvement Project Budget;
 - c. Review and adopt the proposed Recreation Facility Fee of \$705 per parcel/dwelling unit and the proposed Beach Facility Fee of \$125 per parcel/dwelling unit; and
6. Review, Discuss and Possibly Adopt Resolution Number 1871: A Resolution Approving the Report for Collection on the Washoe County Tax Roll of Recreation Standby and Service Charges, Fiscal Year 2019/2020 (Requesting Staff Member: District General Manager Steve Pinkerton) – **pages 247 - 262**

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7. Review, discuss and possibly approve an item for the 2019/20 Fiscal Year allowing the District to enter into an agreement for media buying services for 2019/20; Venues: Diamond Peak, Championship Golf Course, Mountain Golf Course, Facilities, Recreation Center and Tennis Center; Vendor: EXL Media; Contract Amount: \$272,500 in paid media spending, \$87,100 in trade media spending and \$65,000 in agency fees – a grand total of \$424,600 (Requesting Staff Member: Marketing Manager Paul Raymore) – **pages 263 - 295**
8. Review, Discuss and Possibly Authorize an amended cost share funding agreement with the State of Nevada – Division of Environmental Protection (NDEP) to provide assistance and funding of up to an additional \$65,000 for the Incline Creek Restoration Project – Upstream of SR-28 (Requesting Staff Member: Director of Public Works Joe Pomroy) – **pages 296 - 321**
9. Review, Discuss, and Possibly Authorize Multiple Contracts for the Incline Creek Restoration Project – Upstream of SR-28 – 2018/2019 Capital Improvement Project: Fund: Community Services; Division: Parks; Project # 4378LI1504B; Vendors: Aspen Developers in the amount of \$273,000 and Cardno in the amount of \$45,000 (Requesting Staff Member: Director of Public Works Joe Pomroy) – **pages 322 - 328**
10. A. Review, Discuss and Possibly Receive Input from the Board of Trustees on the 2019 Final Draft of the Community Services Master Plan (Requesting Staff Member: Director of Parks and Recreation Indra Winquest) – **page 329**

B. Review, Discuss and Possibly Receive Input from the Board of Trustees on Master Plans/Capital Plans and Board Work Plan (Requesting Staff Member: District General Manager Steve Pinkerton) – **pages 330 - 331**
11. Review, Discuss and Possibly Provide Direction on the consideration of the proposed shift in allocation of Facility Fee for 2021 and 2022 (Requesting Trustee: Chairwoman Kendra Wong) – **pages 332 - 338**
- J. DISTRICT STAFF UPDATE (*for possible action*)
 1. General Manager Steve Pinkerton – **pages 339 - 344**

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

1. Regular Meeting of April 10, 2019 – **pages 345 - 420**
2. Regular Meeting of May 1, 2019 – **pages 421 - 489**

L. REPORTS TO THE IVGID BOARD OF TRUSTEES*

1. District General Counsel Jason Guinasso
 - a. Possibly review and discuss Office of Attorney General (OAG) File No. 13897-313 Findings of Fact and Conclusions of Law – Open Meeting Law Complaint filed by Mr. Jim Smith – **Finding by OAG of no violation – pages 490 - 525**

This item is included on this agenda in accordance with NRS 241.0395 which reads as follows:

NRS 241.0395 Inclusion of item acknowledging finding by Attorney General of violation by public body on next agenda of meeting of public body; effect of inclusion.

1. *If the Attorney General makes findings of fact and conclusions of law that a public body has taken action in violation of any provision of this chapter, the public body must include an item on the next agenda posted for a meeting of the public body which acknowledges the findings of fact and conclusions of law. The opinion of the Attorney General must be treated as supporting material for the item on the agenda for the purposes of [NRS 241.020](#).*
2. *The inclusion of an item on the agenda for a meeting of a public body pursuant to subsection 1 is not an admission of wrongdoing for the purposes of a civil action, criminal prosecution or injunctive relief.*

(Added to NRS by [2011, 2384](#))

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

N. PUBLIC COMMENTS* - Conducted in accordance with Nevada Revised Statutes Chapter 241.020 and limited to a maximum of three (3) minutes in duration; see **Public Comment Advisory Statement** above.



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- O. REVIEW WITH BOARD OF TRUSTEES, BY THE DISTRICT GENERAL MANAGER, THE LONG RANGE CALENDAR (*for possible action*) – **page 526**
 - P. ADJOURNMENT (*for possible action*)
-

CERTIFICATION OF POSTING OF THIS AGENDA

I hereby certify that on or before Friday, May 17, 2019 at 9:00 a.m., a copy of this agenda (IVGID Board of Trustees Session of May 22, 2019) 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 Vorderbruggen Building (Administrative Offices)
2. Incline Village Post Office
3. Crystal Bay Post Office
4. Raley's Shopping Center
5. Incline Village Branch of Washoe County Library
6. IVGID's Recreation Center
7. The Chateau at 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: Kendra Wong, Chairwoman, Tim Callicrate, Peter Morris, Phil Horan, and Matthew Dent.

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; 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.*

M E M O R A N D U M

TO: Board of Trustees

THROUGH: Steven J. Pinkerton
General Manager

FROM: Susan A. Herron, CMC
District Clerk

SUBJECT: Public Hearings – District’s Operating and Capital Improvement Program Budgets **and** the Report for Collection of Recreation Standby and Service Charges, Fiscal Year 2019-2020

DATE: May 14, 2019

On May 22, 2019, the Board of Trustees will hold **two (2) public hearings** on the above subject matters. Following is an outline for each of the public hearings which will be held one at time and one immediately following the other:

1. Chairwoman Wong will ask the Board for a motion and a second to officially open the public hearing.
2. Chairwoman Wong will call for the question and the Board will take a vote to open the public hearing.
3. Once the public hearing is open, Chairwoman Wong will state that the District is holding a public hearing as required by the Nevada Revised Statutes.
4. Chairwoman Wong will then ask District General Manager Steve Pinkerton, for the record, if the District complied with the required notices.
5. Chairwoman Wong will then ask District General Manager Steve Pinkerton for his overview presentation on this matter.
6. Chairwoman Wong will state the comments made during the public hearing are governed by the Chair and Chairwoman Wong should state the rules she wants to use.
7. Chairwoman Wong will then ask for public comment.
8. The duration of the public hearing is at the Board's discretion.
9. After all public comments have been made, a Board member will need to make a motion to close the public hearing, which will need a second, and then Chairwoman Wong will call for the question and a vote will be taken on this motion.

Chairwoman Wong will then move onto the next public hearing repeating the process above. Once **both** public hearings are complete, Chairwoman Wong will move onto the remaining agenda items.

MEMORANDUM

TO: Board of Trustees

THROUGH: Steven J. Pinkerton
General Manager

FROM: Mike Bandelin
Diamond Peak Ski Resort Manager

SUBJECT: Review, discuss and possibly authorize the District's General Manager to extend the existing Hyatt Sport Shop lease between the Hyatt Regency Lake Tahoe and the District for a period of three (3) years beginning on June 1, 2019 and ending on May 31, 2022 at a lease rate of ten percent (10%) of gross sales each calendar month throughout the Term.

STRATEGIC PLAN: Long Range Principle #2 Finance; #4 Service and #6 Communication

DATE: May 8, 2019

I. RECOMMENDATIONS

That the Board of Trustees makes a motion to:

Authorize the District's General Manager to extend the existing Hyatt Sport Shop lease between the Hyatt Regency Lake Tahoe and the District for a period of three (3) years beginning on June 1, 2019 and ending on May 31, 2022 at a lease rate of ten percent (10%) of gross sales each calendar month throughout the Term.

Authorize Staff to execute all documents based on a review by General Counsel and Staff.

II. DISTRICT STRATIGIC PLAN

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

Review, discuss and possibly authorize the District's General Manager to extend the existing Hyatt Sport Shop lease between the Hyatt Regency Lake Tahoe and the District for a period of three (3) years beginning on June 1, 2019 and ending on May 31, 2022 at a lease rate of ten percent (10%) of gross sales each calendar month throughout the Term

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May 8, 2019

Long Range Principle #4 – Service – The District will provide superior quality service and value to its customers considering responsible use of District Resources and assets.

Long Range Principle #6 – Communication – The District will engage, interact and educate to promote understanding of the programs, activities, services and ongoing affairs.

III. BACKGROUND

The District has been operating the Sport Shop at the Hyatt Regency Lake Tahoe through a lease agreement beginning June 1, 2010. The Sport Shop provides an outlet to promote and conduct sales for Diamond Peak Ski Resort, the Golf Courses at Incline Village, the Tennis Center and Recreation Center as well as providing information about other IVGID offerings. This relationship has proved successful in directing hotel guests to IVGID venues rather than losing them to competing facilities.

The Sport Shop lease between the Hyatt Regency Lake Tahoe and the District was approved with a 3 year extension in May of 2012 through May of 2016. The current lease extension was approved by the Incline Village Board of Trustees at a regularly scheduled Board of Trustees meeting on May 18, 2016 for a 3 year extension beginning on June 1, 2016 through May 31, 2019.

District Staff has met with Hyatt Hotel representatives and each party desires to continue the existing relationship.

District Staff recommends a 3 year extension to the existing lease as it has proven successful in sales of products and produced a positive operating position. The lease of the Sport Shop provides a unique service level to our guests by having direct access to purchase lift tickets, rent equipment, access soft good, access to golf, etc. and provides a venue to communicate to hotel guests all of the IVGID offerings they may not be aware of.

This item is included on the Consent Calendar as it is a pre-existing agreement that is simply being extended for a three year period of time.

Review, discuss and possibly authorize the District's General Manager to extend the existing Hyatt Sport Shop lease between the Hyatt Regency Lake Tahoe and the District for a period of three (3) years beginning on June 1, 2019 and ending on May 31, 2022 at a lease rate of ten percent (10%) of gross sales each calendar month throughout the Term

IV. FINANCIAL IMPACT AND BUDGET

The lease term will require rent of the facility of ten percent (10%) of gross sales as determined by accrual method of accounting of all sales made and all services rendered in the Premises. Each year, this lease has produced a positive operating position.

V. ALTERNATIVES

Do not authorize the District's General Manager to extend the existing Hyatt Sport Shop lease with Hyatt Regency Lake Tahoe for a period of three (3) years at a rate of ten (10%) of gross sales each calendar month throughout the Term.

SECOND AMENDMENT TO LEASE AGREEMENT

THIS SECOND AMENDMENT TO AGREEMENT is made as of the _____ day of _____, 2019 by and between Hyatt Corporation, as agent of Hyatt Equities, L.L.C, a Delaware limited liability company d/b/a Hyatt Regency Lake Tahoe Resort, Spa and Casino (hereinafter called "Hyatt") and Incline Village General Improvement district, a political subdivision of the state of Nevada d/b/a Diamond Peak Ski Resort (hereinafter called "Lessee").

WITNESSETH:

WHEREAS Hyatt and Lessee entered into a certain Agreement, effective as of June 1, 2010 (the "Lease"), which provides for the Lessee to Lease space in the Hotel for the operation of a first class sport shop ("Lease") at the Hyatt Regency Lake Tahoe Resort, Spa and Casino (the "Hotel"); and.

NOW, THEREFORE, the parties hereto amend the Agreement by this instrument as follows:

1. Term. The term of the Lease will extend to May 31, 2022.

Except as herein expressly modified, the Lease shall remain in full force and effect, subject to all terms and conditions contained therein.

IN WITNESS WHEREOF, this Second Amendment has been executed by Hyatt and Lessee as of the day and year first hereinabove set forth.

Hyatt Corporation, as an agent of Hyatt Equities, L.L.C., a Delaware limited liability company d/b/a Hyatt Regency Lake Tahoe Resort, Spa and Casino

Incline Village General Improvement District, a political subdivision of the state of Nevada d/b/a Diamond Peak Resort

By: _____

By: _____

Name: _____

Name: Steven J. Pinkerton
IVGID District General Manager

Title: _____

Title: _____

FIRST AMENDMENT TO AGREEMENT

THIS FIRST AMENDMENT TO AGREEMENT is made as of the 18th day of May, 2016 by and between Hyatt Corporation, as agent of Hyatt Equities, L.L.C., a Delaware limited liability company d/b/a Hyatt Regency Lake Tahoe Resort, Spa and Casino (hereinafter called "Hyatt") and Incline Village General Improvement District, a political subdivision of the state of Nevada d/b/a Diamond Peak Ski Resort (hereinafter called "Lessee").

WITNESSETH:

WHEREAS, Hyatt and Lessee entered into that certain Agreement, effective as of June 1, 2010 (the "Lease"), which provides for Lessee to Lease space in the Hotel for the operation of a first class sport shop ("Lease") at the Hyatt Regency Lake Tahoe Resort, Spa and Casino (the "Hotel"); and.

NOW, THEREFORE, the parties hereto amend the Agreement by this instrument as follows:

1. Term. The term of the Lease will be extended to May 31, 2019. Provided that Lessee is not then, or has not been, in default under the terms of this Lease, Lessee shall have the right and option (the "Renewal Option"), by a notice given to Lessor not later than sixty (60) prior to the end of the then current term to extend the term of this Lease for a period three (3) years ending May 31, 2012 (the "Renewal Term").
2. Discounts. Section 44 (b) will be deleted in its entirety.
3. Room Charges. Section 3(d)(ii) will be replaced in its entirety with the following: A list of in-house guests will be provided to the Lessee by the Lessor to verify the guests' hotel registration. A list of guests that do not have room charging privileges will also be provided on a daily basis.

Except as herein expressly modified, the Lease shall remain in full force and effect, subject to all terms and conditions contained therein.

IN WITNESS WHEREOF, this First Amendment has been executed by Hyatt and Lessee as of the day and year first hereinabove set forth.

Hyatt Corporation, as agent of Hyatt Equities, L.L.C., a Delaware limited liability company d/b/a Hyatt Regency Lake Tahoe Resort, Spa and Casino

By:  _____

Name: Fred Findlen

Title: General Manager

Incline Village General Improvement District, a political subdivision of the state of Nevada d/b/a Diamond Peak Ski Resort

By:  _____

Name: Steven J. Pinkerton

Title: General Manager

outside the State of Nevada (NRS 332.115 section 1 (m)). The pricing received from Cashman Equipment Company is via the NJPA. NJPA is a Minnesota based municipal contracting agency that provides nationally leveraged, competitively solicited, and cooperatively shared procurement contracts to its member agencies.

B. The proposed equipment, by virtue of the training of the personnel or of any inventory of replacement parts maintained by the local government is compatible with existing equipment (NRS 332.115 section 1 (d)). The trailer mounted emergency generator proposed for purchase from Cashman Equipment is manufactured by Caterpillar, Inc (CAT). The District maintains a fleet of 17 stationary and trailer mounted emergency generators and all but two units in the inventory are CAT units. This allows the District to maintain a standardized inventory of spare parts and streamlines the maintenance, operating, and training procedures.

4. Authorize a purchase contract with Cashman Equipment Company totaling \$90,494 for a trailer mounted, diesel engine driven, 300-kilowatt emergency power generator.

5. Authorize Staff to execute all purchase documents.

Trustee Horan seconded the motion. Chairwoman Wong, hearing no further comments, called the question – the motion was unanimously passed.

I.7. Review and authorize the District's General Manager to extend the existing Hyatt Sport Shop lease with Hyatt Regency Lake Tahoe for a period of three (3) years at a rate of ten percent (10%) of gross sales (Requesting Staff Member: Director of Community Services Sharon Heider)

Director of Community Services Sharon Heider gave an overview of the submitted materials.

Trustee Callicrate made a motion to authorize the General Manager to extend the existing Hyatt Sport Shop lease with the Hyatt Regency Lake Tahoe for a period of three (3) years at a lease rate of ten percent (10%) of gross sales. Trustee Hammerel seconded the motion.

Trustee Horan said that this is an outstanding activity for the District particularly during the shoulder seasons which is very important.

Chairwoman Wong, hearing no further comment, called the question – the motion was unanimously passed.

- 1.8. Have a Board discussion about perceived conflict of interest by having two members of the legal firm, Reese, Kintz, Guinasso, pursuing elected public office and, if elected to office, a plan for how the District's legal needs will be fulfilled – this is a no action item, for discussion purposes only (Requesting Trustee: Trustee Tim Callicrate)**

Chairwoman Wong thanked Trustee Callicrate for bringing this up and noted that the two of them did have a conversation.

Trustee Callicrate said he brought this up a few months ago hoping to attend to it earlier and that he has spoken to both attorneys about this matter. He wanted to have this discussion in the public so as to be upfront and have a discussion about any perceptions. Trustee Callicrate then asked District Counsel how is their firm working to address this matter, what is the impact on the firm, what type of backup do you have and what is the effect on the District?

District General Counsel Reese said that this is the first time he has been a part of this and that he wasn't a candidate when we discussed this before. On assurance, why would two different partners run for public office; we each came to our own decision at different times and both believed they could positively take their experience into the Legislature. They did research and we have a part time Legislature which meets for 120 days and there are currently all types of lawyers, teachers, firefighters, etc. that have jobs. We believe that we will both win and if both of us are elected or one of us is elected and one is not, we continue to believe that we will serve IVGID just as well. We have people on our team such as Geno Menchetti who continues to follow District matters and we also have

MEMORANDUM

TO: Board of Trustees

THROUGH: Steven J. Pinkerton
General Manager

FROM: Sharon G. Heider
Director of Community Services

SUBJECT: Review and authorize the District's General Manager to extend the existing Hyatt Sport Shop lease with Hyatt Regency Lake Tahoe for a period of three (3) years at a rate of ten percent (10%) of gross sales

STRATEGIC PLAN: Long Range Principle #2 Finance; # 4 Service, and #6 Communication

DATE: May 10, 2016

I. RECOMMENDATION

That the Board of Trustees makes a motion to authorize the General Manager to extend the existing Hyatt Sport Shop lease with the Hyatt Regency Lake Tahoe for a period of three (3) years at a lease rate of ten percent (10%) of gross sales.

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 #4 - Service - The District will provide superior quality service and value to its customers considering responsible use of District resources and assets.

Long Range Principle #6 - Communication - The District will engage, interact and educate to promote understanding of the programs, activities, services, and ongoing affairs.

III. BACKGROUND

The District has been operating the Sports Shop in the Hyatt Regency Lake Tahoe via a lease agreement since September of 2010. The Sports Shop provides an outlet to promote and conduct sales for Diamond Peak Ski Resort, The Golf Courses at Incline Village, the Tennis Center, and Recreation Center as well as providing information about other IVGID offerings. This relationship has proved successful in directing hotel guests to IVGID venues rather than losing them to competing facilities.

The lease was extended in May of 2012 to May 2016. Staff has met with Hyatt representatives and each party desires to continue the existing relationship. With the passage of time, some operating procedures referenced in the lease have changed and both Staffs would like to bring those items up to date in the new lease. These items include the process of verifying hotel guest status in section 3 (d), and the omission of section 44 (b), an outdated reference to discounts which has not been used in recent seasons.

Staff recommends extending this lease as it has proven successful in sales and produced a positive operating position; provides good service to our guests by having direct access to purchase lift tickets, rent skis, access soft goods, and access golf, etc. and provides a venue to communicate to hotel guests all of the IVGID offerings they may not be aware of.

V. FINANCIAL IMPACT AND BUDGET

The lease term will require rent of ten percent (10%) of gross sales as determined by accrual method of accounting of all sales made and all services rendered in the Premises. Each year, this lease has produced a positive operating position.

VI. ALTERNATIVES

Do not extend the lease and cease operation of the Hyatt Sports Shop.

VII. COMMENTS

None at this time.

Review and authorize the District's General
Manager to extend the existing Hyatt Sport Shop
lease with Hyatt Regency Lake Tahoe for a period
of three (3) years at a rate of ten percent (10%) of gross sales

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May 6, 2016

VIII. BUSINESS IMPACT

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



June 14, 2012

Hyatt Regency Lake Tahoe
Country Club Drive
Incline Village, Nevada 89451

Attention of Mr. Fred Findlen

Subject: Contract Change Approved by the Incline Village General Improvement District Board of Trustees on May 30, 2012

Dear Fred:

Pursuant to the approval made by the Incline Village General Improvement District Board of Trustees, on May 30, 2012, at a regularly scheduled Board of Trustees meeting, I am extending the lease with the Hyatt Equities LLC for a period of three years (extending through May 31, 2016) as prescribed in paragraph 2. Term, subparagraph (c).

If you would kindly execute one copy of this letter, in the space shown below, and return it to my attention, it would be most appreciated.

Thank you very much for your continued support of the Incline Village General Improvement District and we are looking forward to our continued successful partnership.

Sincerely,

William B. Horn
General Manager



Accepted on behalf of Hyatt Equities, LLC


Fred Findlen

General Manager, Hyatt Regency Lake Tahoe

ADMINISTRATIVE OFFICES 895 SOUTH HAWK CREEK BOULEVARD • INCLINE VILLAGE, NV 89451
PH: (775) 832-1100 FX: (775) 832-1122 • WWW.YOURTAHOEPLACE.COM

LEASE

THIS LEASE made and entered into this _____ day of July, 2010, but effective as of June 1, 2010, by and between Hyatt Corporation, as agent of Hyatt Equities, L.L.C., a Delaware limited liability company, d/b/a Hyatt Regency Lake Tahoe, Resort & Spa (hereinafter called "Lessor") and Incline Village General Improvement District, a political subdivision of the state of Nevada d/b/a Diamond Peak Ski Resort (hereinafter called "Lessee");

WITNESSETH

WHEREAS, Lessor operates a hotel (herein called the "Hotel"), known as the Hyatt Regency Lake Tahoe, Resort & Spa, located at 1111 Country Club Drive, Incline Village, Nevada 89451.

WHEREAS, Lessee has an address of 893 Southwood Blvd., Incline Village 89451, and;

WHEREAS, Lessor desires to lease, and Lessee desires to hire, space in the Hotel for the operation of a first-class sport shop for the term and upon the terms herein provided;

NOW, THEREFORE, Lessor hereby leases to Lessee, and Lessee hereby hires from Lessor, those premises within the Hotel comprising 1040 square feet, more or less, located as shown in Exhibit A hereto, which premises, together with any improvements heretofore or hereafter made thereon and thereto and any appurtenances thereunto belonging, are herein referred to as the "Premises." The roof and perimeter walls of the Premises and the area above, outside and between the same are not demised hereunder and the use thereof, together with the right to install, maintain, use, repair and replace pipes, ducts, conduits, wires and structural elements leading through the Premises are hereby reserved unto Lessor.

TO HAVE AND TO HOLD the Premises for the term, at the rentals and upon the terms, covenants and conditions hereinafter set forth:

1. Exhibits.

There is attached hereto and hereby made a part hereof a Plot Plan, marked Exhibit A, showing the location of the Premises.

2. Term.

(a) The original term of this Lease shall commence on June 1, 2010 (the "Commencement Date") and shall terminate on May 31, 2013 (the "Original Expiration Date").

(b) The term "lease year" refers to any twelve (12) month period within the term hereof, commencing on June 1, 2010 and ending on May 31, 2013 (the "Term") provided, that, in the event of an early termination of this Lease, the last lease year shall end on the date of such termination and commence on the immediately preceding May 31, 2013.

(c) Provided that Lessee is not then, or has not been, in default under the terms of this Lease, Lessee shall have the right and option (the "Renewal Option"), by a notice given to Lessor not later than sixty (60) prior to the end of the then current term to extend the term of this Lease for a period three (3) years ending May 31, 2016 (the "Renewal Term") at a rental set forth in a rental agreement executed between the parties not later than sixty (60) days (which date is herein referred to as the "Upset Date") and otherwise upon the terms, covenants and conditions herein contained. In the event that the parties shall have failed by the Upset Date to execute and deliver a rental agreement setting forth the rental payable during the Renewal Term, then the Renewal Option shall forthwith expire and the term hereof shall terminate on the Original Expiration Date with the same force and effect as if such Renewal Option had not been exercised (Renewal Term together with Term referred to as "Term").

3. Use of Premises.

(a) The Premises shall be used for the purpose of operating a first-class sport shop and for no other purpose. Included in the allowed use is advertising, promoting and selling Diamond Peak ski tickets, packages, other related ski services, soft goods, recreation center services, tennis, golf, and, related soft goods and mountain bike rentals (collectively, the "Services") to Lessor's guests and clients, and Lessee accepts and agrees to provide such Services. Lessee shall not be permitted to sell any food or beverages throughout the Term.

(b) Lessee shall not use the Premises or permit the use thereof for any illegal purpose or in a manner conflicting with any applicable law, ordinance, rule or regulation of any governmental authority having jurisdiction, or in any manner which would vitiate the insurance or increase the rate of insurance on the Premises or the Hotel; nor commit or suffer to be committed any waste or nuisance upon the Premises; nor shall Lessee use the Premises, or permit the use thereof, in violation of Lessor's reasonable rules and regulations as such may exist from time to time. Lessee shall conduct business in the Premises in a dignified and orderly manner and shall maintain sufficient staff and high quality of service. In this connection, Lessee agrees that it will not keep in its employ at, in or about the Premises any employee who shall, upon reasonable non-discriminatory grounds, be objected to by Lessor, and to cause its employees to conform to the reasonable rules and regulations of Lessor established from time to time by Lessor for the conduct of, and in relation to, the employees of the tenants of the Hotel.

(c) Prices charged for services rendered on the Premises shall be competitive with prices charged by other first-class sport shops in the area.

(d) Lessee shall permit Hotel guests to charge purchases from the Premises to such guests' Hotel accounts providing the following steps shall have taken place:

(i) Lessee shall examine the guests' Hotel passport.

(ii) Lessee shall receive telephone verification of the guests' registration at the Hotel and authorization from the Front Office Cashier for such guests to charge purchases from the Premises to the guests' Hotel accounts.

(iii) After proper verification and authorization as hereinabove provided, Lessee shall record sales transactions on the Premises' standard sales checks and shall submit copies of such sales checks to the Hotel Front Desk on a same-day basis as such sales transactions take place. Lessee's standard sales checks shall include the name and room number of the Hotel guest and the total amount of all purchases.

(iv) Once a month during the term of the Lease, Lessee shall submit to Lessor a statement describing all purchases made by Lessor's guests which are charged to such guests' Hotel accounts for the preceding month.

(v) It is understood and agreed between the parties that any amounts disputed by the Hotel guest or amounts deemed by the Hotel Controller to be uncollectible shall be deducted by Lessor from the payment to Lessee for the following month or months. Lessor agrees to pursue the collection of all unpaid amounts (except disputed amounts) in accordance with the Hotel's usual and normal collection procedures and any amounts thus collected shall be applied to Lessor and Lessee's outstanding balances on a prorated basis.

(e) If any governmental license or permit including, without limitation, any use permit and/or certificate of occupancy for Lessee's lease of the Premises, shall be required for the proper and lawful conduct of Lessee's business or other activity carried on in the Premises or if a failure to procure such a license or permit might or would in any way affect the operations of the Hotel, then Lessee, at its expense, shall duly procure and thereafter maintain such license or permit and submit the same to inspection by Lessor. Lessee, at its sole cost and expense, shall at all times comply with the requirements of each such license or permit.

4. Condition of Premises.

Lessee's taking possession of the Premises shall be conclusive evidence of Lessee's acceptance thereof in good order and satisfactory condition. Lessee agrees that no representations respecting the condition of the Premises, and that no promises to decorate, alter, repair or improve the Premises, either before or after the execution hereof, have been made by Lessor or its agent to Lessee unless the same are contained herein and made a part hereof.

5. Rent.

(a) In respect of each month during the term hereof, Lessee agrees to pay to Lessor, without demand and without deduction or set-off of any amount for any reason whatsoever, at the times and in the manner hereinafter provided, rent for the Premises as follows: Lessee shall pay in advance, on or before the first day of each calendar month included in the term hereof, a guaranteed minimum rental per month in the "applicable amount" hereinafter in this subparagraph (a) provided. If this Lease shall commence on a day other than the first day of the month or terminate on a day other than the last day of the month, as appropriate, then the guaranteed minimum rental for the first or last partial month, if any, as applicable, shall be equitably prorated. The "applicable amount" shall be equal to ten percent (10%) of Lessee's gross sales (the "Base Amount") for each calendar month throughout the Term.

The following provisions shall apply in respect of such annual percentage rental and the payment thereof:

(1) The term "gross sales" for any period as used herein shall (subject to the exclusions hereinafter set forth) mean the gross amount, determined on the accrual method of accounting, derived by Lessee during such period in respect of all sales made and all services rendered in, upon or from the Premises or in, upon or from the Hotel (including delivery of goods to the Hotel or Hotel guests from outside the Hotel) and, in case of sales made or services rendered on credit, whether or not payment be actually made therefor; the gross amount derived by Lessee during such period from sales made or services rendered pursuant to orders received in the Premises, though filled elsewhere; and the gross amount of any and all other sources of income derived during such period from business conducted upon the Premises, including the gross sales, as herein defined, of sublessees, licensees and concessionaires pursuant to permitted subleases and concessions. The amounts of all sales and excise taxes and any other taxes measured by Lessee's gross sales or gross business receipts which are required to be accounted for and paid by Lessee to any governmental authorities are excluded from Lessee's gross sales (as said term is used herein).

For the purpose of accounting to Lessor there shall be deducted from Lessee's gross sales the following items (but only to the extent the same have been included in such gross sales): (i) the amount of any actual refunds or credits made by Lessee for returned merchandise, the amount whereof had theretofore been included by Lessee in Lessee's gross sales; (ii) the selling price of merchandise returned for an equal amount of merchandise in exchange. No deduction shall be allowed for disputed, uncollected or uncollectible credit accounts.

(2) If Lessee shall at any time cause an audit of its business conducted on the Premises to be made by a public accountant or certified public accountant, it shall furnish Lessor with a copy of such audit without any cost or expense to Lessor. With respect to any lease year or lease years as to which Lessor is entitled to question the sufficiency of any rental payment relating thereto under the provisions of subdivision (5), Lessor may, if it so desires, cause an audit of the business of Lessee conducted on the Premises to be made by a certified public accountant of its own selection, and shall furnish Lessee a copy of such audit. If such audit shall disclose an overpayment or underpayment of the guaranteed minimum rental for such lease year or lease years, proper adjustment shall forthwith be made between Lessor and Lessee to correct any such overpayment or underpayment. Moreover, if, as a result of such audit, the statements of gross sales and receipts for any such lease year previously submitted by Lessee to Lessor shall be found to be less by two percent (2%) or more than the amount of Lessee's gross sales and receipts shown by such audit, Lessee shall pay the cost of such audit; otherwise, the cost of such audit shall be paid by Lessor.

(3) Lessee shall cause to be kept and maintained upon the Premises or elsewhere in the City of Incline Village, Nevada full and complete and proper books, records and accounts (including sales checks and other original sales records, and cash register tapes and reports) of Lessee's gross sales (as defined in subdivision (1) of this subparagraph), both for cash and on credit, and full and complete records and accounts of all authorized exceptions and deductions therefrom. Such books, records and accounts, including any sales tax and excise tax reports which Lessee is required to furnish to any

government or governmental agency, shall, upon reasonable notice to Lessee, be made available during all business hours for inspection in Incline Village by Lessor's duly authorized agents and auditors, at no cost or expense to Lessor, and such books, records and accounts shall be made, kept and maintained in accordance with good accounting practices.

(4) The acceptance by Lessor of any money paid by Lessee as rental for the Premises as shown by any statement furnished by Lessee shall not be an admission of the accuracy of such statement or the sufficiency of such rental payment, and Lessor shall be entitled at any time within one (1) year after the receipt of any such rental payment to question the sufficiency of the amount thereof and/or the accuracy of the statement or statements furnished by Lessee to justify the same. For the purpose of enabling Lessor to check the accuracy of any such statement or statements and the sufficiency of any rental payments made in accordance therewith Lessee shall, for such period of one (1) year, keep safe and intact all of its books, records, accounts and other data (including sales checks and other original sales records and cash register tapes and reports) which in any manner bear upon, or are required to establish in detail, its gross sales and any authorized exceptions and deductions therefrom, and, upon request, shall make the same available to Lessor, its auditors, representatives or agents, for examination at any time during such one (1) year period.

(b) Each payment of or on account of rent to be paid under this Section, as well as any other sums to be paid by Lessee to Lessor hereunder, shall be paid to Lessor at its address then in effect for the receipt of notices hereunder by Lessor, or at such other place as Lessor may from time to time designate in a notice to Lessee.

(c) Rent shall be defined in this Lease as guaranteed minimum rental, which sums shall be payable in the manner provided in this Lease. All other sums of money or charges required to be paid by Lessee under this Lease shall be due and payable ten (10) days after demand, without any deductions or set off whatsoever. Lessee's failure to pay any such amounts or charges when due shall carry

with it the same consequences under Section 22 hereof as Lessee's failure to pay rent. All such amounts or charges shall be payable to Lessor at the place where the guaranteed minimum rental is payable.

(d) If Lessee shall fail to pay, when the same is due and payable, any guaranteed minimum rental or any annual percentage rental or other amounts or charges to be paid to Lessor by Lessee, as provided in this Lease, such unpaid amount shall bear interest from the due date thereof to the date of payment at the rate of eighteen percent (18%) per annum, with respect to corporate or limited partnership Lessees, and at the highest contract rate permitted by law with respect to Lessees who are natural persons.

6. Lessor's Obligations.

(a) Lessor agrees to advertise and promote Diamond Peak in its Stay and Ski Packages or similar packages as well as in its marketing and advertising materials, in connection with Lessor's ski advertising and its regular resort marketing efforts.

(b) Lessor agrees to advertise and promote Championship and Mountain Golf Courses and the Tennis Center in its Stay and Play packages or similar packages as well as in its marketing and advertising materials, in connection with Lessor's seasonal advertising and its regular resort marketing efforts.

(c) Lessor agrees to have Diamond Pete, the Diamond Peak mascot, visit and participate in the Camp Hyatt on select weekends and holidays during the Term, as determined by Lessor.

(d) Hyatt agrees that the Diamond Peak shuttle from the Hotel to Diamond Peak runs every half hour beginning at 8:30 a.m. until 1:00 p.m. Return shuttles from Diamond Peak to the Hotel begin at 2:00 p.m. and continue every half hour thereafter until 5:00 p.m.

(e) Lessor will provide Lessee with an end of the season report on the Stay & Ski packages and Stay and Play packages at the end of each season.

7. Hours of Operation and No Abandonment.

Lessee agrees not to abandon or vacate the Premises during the term hereof, and, except when and to the extent that the Premises are untenable by reason of damage by fire or other casualty,

Lessee shall use and continuously operate for retail sales purposes all of the Premises other than such minor portions thereof as are reasonably required for storage and office purposes; to use such storage and office space only in connection with the business conducted by Lessee in the Premises; to furnish and install all trade fixtures which shall at all times be suitable and proper for carrying on Lessee's business; to carry a full and complete stock of seasonable merchandise offered for sale at competitive prices; to maintain adequate trained personnel for efficient service to customers; to open for business and remain open during the entire Lease Term at times mutually agreed upon by Lessor and Lessee and shall be in accordance with the season, i.e. ski, golf, recreation, etc. Keys to the leased premises shall be maintained by representatives authorized by Lessee and Lessor respectively.

8. Common Areas and Facilities.

(a) Lessor shall make available from time to time such areas and facilities of common benefit ("Common Areas") to the tenants and occupants of the Hotel as Lessor shall deem appropriate. Lessor shall operate, manage, equip, light, insure, secure, repair and maintain the Common Areas for their intended purposes in such manner as Lessor shall in its sole discretion determine, and may from time to time change the size, location and nature of any Common Areas and may make installations therein and move and remove such installations.

(b) Lessee and its permitted sublessees, licensees and concessionaires, officers, employees, agents, customers and invitees shall have the nonexclusive right, in common with Lessor and all others to whom Lessor has or may hereafter grant rights, to use the Common Areas as designated from time to time by Lessor to the extent necessary and related to the lease of the Premises, subject to such reasonable regulations as Lessor may from time to time impose including the designation of specific areas in which cars owned by Lessee, its permitted sublessees, licensees and concessionaires, officers, employees, agents, customers and invitees must be parked. Lessee agrees to abide by such regulations and to use its best efforts to cause its permitted sublessees, licensees and concessionaires, officers, employees, agents, customers and invitees to conform thereto. Lessor may at any time close temporarily any Common Area to make repairs or

changes to prevent the acquisition of public rights in such area or to discourage noncustomer parking; and may do such other acts in and to the Common Areas as in its judgment may be desirable to improve the convenience thereof. Lessee shall upon request furnish to Lessor the license numbers and description of the vehicles operated by Lessee and its permitted sublessees, licensees and concessionaires, officers, agents and employees. Lessee shall not at any time interfere with the rights of Lessor and other tenants, its and their permitted sublessees, licensees and concessionaires, officers, employees, agents, customers and invitees, to use any part of the parking areas and other Common Areas.

9. Utilities.

Lessor shall furnish without cost to Lessee the levels of heat, air conditioning and electricity for the Premises as provided to the Common Areas of the Hotel. Lessee shall pay for all water, if any, and all janitorial, scavenger and other services supplied to or for the benefit of the Premises, provided that Lessor may, at its option, supply any such services to Lessee and other tenants of the Hotel, in which case Lessee shall pay its prorata share of the cost of the services so supplied by Lessor. Lessor shall not be liable for any stoppage or interruption in the supply of the aforementioned utilities to the Premises in the event and whenever the same is due to fire or other casualty, strikes, lockouts, riots, breakdown in service, necessary repairs or any other cause beyond the reasonable control of Lessor. Lessor shall at all times maintain such level of heat to the Premises as may be necessary to keep the Premises at a proper temperature, if applicable.

10. Repair.

Lessee, at its sole cost and expense and free from mechanics liens, shall keep and maintain the Premises (including plate glass) and all appurtenances thereto installed by Lessee for the use or use in connection with the Premises, in good sanitary order, condition and repair, ordinary wear and tear, damage by fire, acts of God, or by the elements excepted, Lessee hereby waiving all right to make repairs at the expense of Lessor as provided in any applicable statute now or hereafter in force. Lessee agrees, at its sole cost and expense, and free of mechanics liens, to make any and all improvements, alterations, repairs and changes in, to and upon the Premises required by any and all laws, ordinances, rules or regulations of all governmental authorities and officials having jurisdiction thereof when, and if, required due to the use made of the Premises by Lessee. Lessee further agrees, at all times during the term hereof, to keep and maintain in clean condition and good order and repair all furniture, furnishings, fixtures and equipment (herein collectively called the "Fixtures and Equipment") then required for the operation of the Premises as a first-class sport shop and to make such replacements as shall be required from time to time, such replacements to be of at least equal quality as the items replaced. Lessee agrees to surrender the Premises to Lessor at the expiration or sooner termination of the term hereof in as good condition and repair as when first received, ordinary wear and tear, damage by storm, fire, lightning, earthquake or other casualty alone excepted.

11. Lessee's Improvements; Interior Design, etc.

(a) Lessee shall construct all leasehold improvements and install all furniture, fixtures and equipment, including interior decoration, in the Premises which may be required for the operation of Lessee's business. Lessee shall bear the cost of such construction of leasehold improvements and the installation of furniture, fixtures and equipment, including the interior decoration. All construction and installation of furniture, fixtures and equipment are hereinafter referred to as "Lessee's work." Lessee shall, at its sole cost and expense, promptly prepare, or cause to be prepared by an architect or designer approved by Lessor, and submit to Lessor for its approval, Drawings and Final Drawings and Specifications for

Lessee's work, which Drawings and Final Drawings and Specifications shall conform to Lessor's design criteria for the entire Hotel. Lessor agrees not to withhold unreasonably its approval of Lessee's architect or designer. Lessor, however, reserves the right to withhold its approval of such Drawings and Final Drawings and Specifications submitted by Lessee if, in Lessor's sole opinion, such Drawings and Final Drawings and Specifications do not conform to the design criteria and style of the Hotel as determined by reference to the design, drawings, specifications, construction and decor of the Hotel. Lessee, at its sole cost and expense, shall obtain all permits required for the performance of Lessee's work and shall perform, or cause to be performed, such work in a first-class manner, in accordance with such Final Drawings and Specifications approved by Lessor prior to the commencement of such work; in compliance with Lessor's customary and usual insurance and other requirements therefor; and free from any liens imposed upon the Hotel or any part thereof, and in such manner as to cause no interference with the operations of the Hotel. The Lessee's work shall be completed and the Premises shall be opened for business to the public not later than ninety (90) days from the date when the Premises shall be available to Lessee for the performance of Lessee's work.

Lessee shall have the right to enter the Premises prior to the commencement of the term for the purpose of fixturing and otherwise preparing the Premises for the conduct of Lessee's business therein. Such entry by Lessee on the Premises shall be subject to all the terms, covenants and conditions of this Lease, except, however, the covenants relating to payment of rent and other charges and must be coordinated with Lessor and Lessor's contractors and agents, and all work done by Lessee on the Premises must be done in such a manner as not to unreasonably interfere with Lessor's use of and work on the Hotel.

(b) Any changes or alterations of the interior design, decor, furnishings, trade fixtures, and other decorating of or for the Premises must be first submitted to Lessor for approval, which approval shall not be unreasonably withheld, before installation thereof by Lessee, and such installation shall be at Lessee's expense and shall be completed free of any liens. On written request by Lessor, all parts of the interior of the Premises shall be painted, varnished, or otherwise redecorated at Lessee's own expense at least once during the term hereof.

(c) In the event that during the term of this Lease, a renovation of the Hotel is scheduled, or other similar business reason should occur, the Lessor shall have the right to relocate Lessee to a substantially similar area of the Hotel.

12. Advertising Signs; Solicitation of Business.

All signs are subject to the approval of Lessor, which approval shall not be unreasonably withheld, and Lessee must obtain such approval in writing prior to installation. Lessee shall remove Lessee's signs from the Premises at the expiration or sooner termination of the term hereof. All expenses of installing and removing such signs shall be the sole responsibility of Lessee.

Lessee further agrees not to issue or circulate any advertising matter in the Hotel or transact or solicit business in any part of the Hotel without the prior written consent of Lessor, which consent shall be at Lessor's sole discretion.

13. Removal of Trash.

Lessee, at its expense, shall keep the Premises clean, both inside and outside, and remove all trash, garbage and other refuse from the Premises. Lessee agrees to keep all accumulated rubbish in covered containers and to have the same removed regularly. In the event Lessee fails to keep the Premises in proper condition, Lessor may cause the same to be done for Lessee; and Lessee hereby agrees to pay the expense hereof as additional rent on demand.

14. No Obstruction.

Lessee shall neither encumber nor obstruct the area adjoining the Premises (including the adjoining sidewalks or arcades) nor allow the same to be obstructed or encumbered in any manner, and shall keep said area or any part thereof free of ice, snow, rubbish and dirt. Lessee shall not place, or cause to be placed, any merchandise, vending machines or anything else on said area or said sidewalks, if any, or the exterior of the Premises, without the written consent of the Lessor first obtained.

15. Destruction of Premises.

If, as a result of a casualty, the Premises are totally destroyed or the Hotel shall be damaged or destroyed to the extent of twenty-five percent (25%) of the replacement cost thereof, then this Lease, at the option of Lessor, shall terminate as of the date of such destruction, and rental shall be accounted for as between Lessor and Lessee as of that date. If the Premises are damaged but not wholly destroyed by any such casualty or the Hotel shall be damaged or destroyed to an extent less than that indicated in the preceding sentence, then the guaranteed minimum rental (but not the annual percentage rental, or any installment thereof) shall abate in such proportion as the use of the Premises has been made impossible and Lessor shall, at its option, to the extent practicable and to the extent sufficient insurance proceeds are available, restore the Premises to substantially the same condition as before such damage, whereupon full rental shall resume; further, in such event, Lessee shall, at its expense, and in a timely manner, restore or replace the Fixtures and Equipment and any additions thereto or replacements thereof made prior to such casualty.

16. Indemnification.

Lessee agrees to defend, indemnify and to hold Hyatt Corporation and Hyatt Equities, L.L.C., a Delaware limited liability company and its members and their employees and agents harmless at all times during the term hereof from and against any and all liability, loss, cost, damage or expense (including attorneys' fees) for, or which may arise out of, Lessee's leasing, use, maintenance and operation of the Premises, including, without limitation, (i) any damage to or destruction of any goods, wares, merchandise or personal property of any and all kinds and character in or upon the Premises, however caused or occasioned, excepting the gross negligence or willful misconduct of Lessor, its agents or employees, (ii) any bodily injuries to or the death of any person or persons upon the Premises and Lessee's employees working at the Premises and occupancy of all portions of the Hotel to which such employees are permitted access while in the course of their employment, however caused or occasioned, excepting the gross negligence or willful misconduct of Lessor, its agents or employees, and (iii) any violation by Lessee

or its agents or assigns of any term or provision of this Lease. This Section shall survive the termination or expiration of the Lease.

17. Insurance.

Lessee agrees to maintain during the term hereof, at Lessee's sole expense, with financially responsible insurance carriers authorized to do business in the State of Nevada and approved by Lessor (such approval not to be unreasonably withheld) the following insurance coverages in the respective minimum amounts indicated:

(a) Fire and extended coverage insurance on all Fixtures and Equipment used in connection with the operation of the Premises, Betterments and Improvements and other Personal Property of Lessee including merchandise and stock for the full insurable value thereof existing from time to time.

(b) Comprehensive general and automotive liability insurance against damages and liability (including attorneys' fees) on account of its leasing or use of the Premises, or any property damage, or any injuries to or the death of any persons however occasioned in or about the Premises (and as respects Lessee's employees working at the Premises and occupants of all portions of the Hotel to which said employees are permitted access) in the minimum amount of five million dollars (\$5,000,000.00) for injuries to or the death of any one or more persons in any one accident and/or for damage to property. Such comprehensive general liability and automobile insurance shall be endorsed to include every aspect of Lessee's business operation, including liquor liability, and shall insure the performance by Lessee of the indemnity agreement set forth in Section 15 of this Lease and shall include hazards of premises, operations, independent contractors, contractual liability, products liability and personal injury.

(c) Workers' compensation in statutory amounts and employer's liability or similar insurance as required by law.

(d) Lessee shall observe and comply with the requirements of all policies of insurance of Lessor and Lessee at any time in force with respect to the Premises or any part thereof. All policies required to be carried hereunder (except Workers' Compensation insurance) shall name «insured» and any

other parties as requested by Lessor as additional insureds; such insurance shall be primary and not contributory with Lessor's insurance. All such policies of insurance, to the extent obtainable, shall provide that the same shall not be cancelled or changed without prior written notice thereof to Lessor at least thirty (30) days prior to the effective date of such cancellation or change. Prior to the commencement of the term hereunder, and from time to time during the term hereof, Lessee shall furnish to Lessor certificates of insurance evidencing continuously current compliance with the provisions of this paragraph.

Lessee shall pay all costs, expenses, claims, fines, penalties and damages (including reasonable attorneys' fees) that may in any manner arise out of or be imposed because of the failure of Lessee to comply with the provisions of this Section 16, and in any event agrees to indemnify Lessor against all such liability. Lessee shall promptly give notice to Lessor of any notice of violation received by Lessee.

(e) This Section shall survive the termination or expiration of the Lease.

18. Compliance with Laws.

Lessee understands and agrees that Lessee's performance of any and all services performed pursuant to this agreement shall, at Lessee's expense, fully comply with all federal, state and/or local laws, rules, regulations and ordinances which may govern or regulate such services. Lessee further agrees, at Lessee's own expense, to be solely responsible for compliance with all federal, state, and local laws, rules, regulations, and ordinances that apply to Lessee's employment status or Lessee's employment relationship with others.

19. Condemnation.

If the whole of the Premises, or such portion thereof as shall make the Premises unusable for the purposes herein rented, be condemned by any legally constituted authority for any public use or purpose, then and in either event, the term hereof shall cease from the time when possession thereof is taken by such authority; and rental shall be accounted for as between Lessor and Lessee as of that date. Such termination, however, shall be without prejudice to the rights of either Lessor or Lessee to recover compensation and damage caused by condemnation from the condemnor. It is further understood and

agreed that neither Lessee nor Lessor shall have any rights in any award made to the other by any condemnation authority.

20. Assignment and Subletting.

(a) Lessee shall not, without the prior written consent of Lessor, assign this Lease or any interest therein or sublet the Premises, or any part thereof, or permit the use of the Premises by any party other than Lessee, and in the case of any such assignment or subletting to which Lessor shall have consented, a copy of the instrument of assignment or subletting shall be delivered to Lessor promptly upon the making of such assignment or upon such subletting. The sale, issuance or transfer, at any time, of any voting capital stock of Lessee (if Lessee is then a corporation) which results in a change in the voting control of Lessee shall be deemed to be an assignment of this Lease within the meaning of this Section 19. Consent to any assignment, subrent or sublease shall not be deemed to be a consent to any subsequent assignment, subrent or sublease; and all subsequent assignments, subrentals or subleases shall be made likewise only on the prior written consent of Lessor. If Lessor shall consent to an assignment, the assignee of Lessee shall, in writing, assume the obligations of Lessee hereunder, so as to become directly liable to Lessor for all such obligations. Such assumption shall be incorporated in the instrument of assignment, a copy of which shall be delivered to Lessor. No sublease, subrental or assignment by Lessee shall relieve Lessee of any liability hereunder. In the event that Lessor approves Lessee's assignment or subletting of the Lease, Lessee shall pay to Lessor a fee of five hundred dollars (\$500.00) for the processing by Lessor of the necessary documents.

(b) Without limiting the other instances in which it may be reasonable for Lessor to withhold its consent, Lessor and Lessee acknowledge that it shall be reasonable for Lessor to withhold its consent in the following instances: (i) if, at the time consent is requested or at any time prior to the granting of consent, Lessee is in default under this Lease or would be in default under this Lease but for the pendency of any grace or cure period under Section 21 below; (ii) if, in Lessor's reasonable judgment, the quality or character of the business to be conducted in the Premises is or may be adversely affected during

the term of this Lease as a result of the transaction for which consent is requested; (iii) if, in Lessor's reasonable judgment, the financial worth of a proposed assignee or sublessee does not meet the credit standards applied by Lessor for other tenants under leases with comparable terms, or the experience of the proposed transferee, assignee, sublessee, licensee or concessionaire in the type of business conducted in the Premises is not at least equal to that of Lessee, or its reputation for business integrity and quality of operations is not excellent; and (iv) in the case of a subletting, if the subletting is of less than the entire Premises.

(c) Lessor, at any time, and from time to time, may make an assignment of its interest in this Lease, and, in the event of such assignment and the assumption by the assignee of the covenants and agreements to be performed by Lessor herein, Lessor and its successors and assigns (other than the assignee of this Lease) shall be released from any and all liability hereunder.

21. Removal of Trade Fixtures.

Upon the expiration or sooner termination of the term hereof, Lessee may (if not in default hereunder), and upon written request of Lessor shall, remove all easily removable Fixtures and Equipment and supplies owned by Lessee which Lessee has placed in the Premises, provided Lessee shall restore the Premises to the same condition as when first received, ordinary wear and tear, damage by fire, acts of God, or by the elements excepted. Any personal property of Lessee not removed within five (5) days following such expiration or termination shall, at Lessor's option, become the property of Lessor:

22. Default.

It is mutually agreed that (i) in the event Lessee shall default in the payment of rent herein reserved, when due, and shall fail to cure such default within ten (10) days after written notice thereof from Lessor, or (ii) if Lessee shall be in default in any of the terms or provisions of this Lease, other than the provisions requiring the payment of rent, and shall fail to cure such default within thirty (30) days after the date of receipt of written notice of default from Lessor, or (iii) if Lessee is adjudicated bankrupt, or (iv) if a permanent receiver is appointed for Lessee's property and such receiver is not removed within sixty (60)

days after written notice from Lessor to Lessee to obtain such removal, or (v) if, whether voluntarily or involuntarily, Lessee takes advantage of any debtor relief proceedings under any present or future law, whereby the rent or any part thereof is, or is proposed to be, reduced or payment thereof deferred, or (vi) if Lessee makes an assignment for the benefit of creditors, or (vii) if Lessee's effects should be levied upon or attached under process against Lessee, and such levy or attachment is not satisfied or dissolved within thirty (30) days after written notice from Lessor to Lessee to satisfy or dissolve the same, then, in any of said events, Lessor (in addition to any and all other rights or remedies of Lessor hereunder or provided by law, all of which shall be cumulative, and no one of which shall be exclusive of any other right or remedy) shall have the immediate right of re-entry, without liability for trespass or forcible entry or detainer, and may remove all persons and property from the Premises; such property may be removed and stored in a public warehouse or elsewhere at the cost of, and for the account of, Lessee. Should Lessor elect to re-enter, as herein provided, or should it take possession pursuant to legal proceedings or pursuant to any notice provided for by law, Lessor may either terminate this Lease or may, from time to time, without terminating this Lease, re-let the Premises or any part thereof for such term or terms (which may be for a term extending beyond the term of this Lease) and at such rent and upon such other terms and conditions as Lessor, in Lessor's discretion, may deem advisable; upon each such re-letting Lessee shall be liable to pay to Lessor, in addition to any indebtedness other than rent due hereunder, the amount, if any, by which the minimum annual rentals reserved in this Lease for the period of such re-letting (up to, but not beyond, the term of this Lease) shall exceed the amount agreed to be paid as rent pursuant to such re-letting for the period thereof, which rents received by Lessor from such re-letting shall be applied: first, to the payment of any indebtedness, other than rent due hereunder from Lessee to Lessor; and second, to the payment of rent due and unpaid hereunder, and the residue, if any, shall be held by Lessor and be applied in payment of future rent as the same may become due and payable hereunder. If Lessee has been credited with any rent to be received by such re-letting hereinabove and such rent shall not be promptly paid to Lessor by the new lessee, or if such rents received from such re-letting during any month be less than that to be paid during

such month by Lessee hereunder, Lessee shall pay any such deficiency to Lessor. Such deficiency shall be calculated and paid monthly. No such re-entry or taking possession of the Premises by Lessor shall be construed as an election on its part to terminate this Lease unless a written notice of such intention be given to Lessee or unless the termination thereof be decreed by a court of competent jurisdiction. Notwithstanding any such re-letting without termination, Lessor may at any time thereafter elect to terminate this Lease for such previous breach. Should Lessor at any time terminate this Lease following an Event of Default hereunder, in addition to any other remedy Lessor may have, Lessor may recover from Lessee the amount of the rent and charges equivalent to the rent reserved in this Lease for a period of sixty (60) days following such termination over the amount of rental derived from the operation of the Premises whether Lessor shall or shall not re-let the Premises during such sixty (60) day period.

23. Lessor's Right of Entry.

Lessor may post on the Premises "For Rent" signs on any date preceding the expiration of the term hereof by ninety (90) days or less. Lessor may enter the Premises at reasonable hours to exhibit the same to prospective tenants and to make repairs required of or permitted to be made by Lessor under the terms hereof or to make repairs to the Hotel, or to inspect the Premises for the purpose of determining if Lessee is complying with the requirements of this Lease.

24. Lessor's Right to Collect Rent.

The termination of this Lease at or prior to the expiration of the term hereof, by lapse of time or otherwise, shall not affect Lessor's right to collect rent for the period prior to such termination.

25. Subordination.

Lessee's rights hereunder shall be subject to any bona fide mortgage or deed of trust to secure a debt which now affects or which may subsequently affect the Hotel and shall be subject to the terms and conditions of any lease of the Hotel or portion thereof through which Lessor has derived possessory rights to the Premises and of any other leases or other matters affecting title to which any such lease is subject.

Lessee shall execute and deliver whatever instruments may be required for such purposes, and in the event Lessee fails to do so within ten (10) days after demand in writing by Lessor, Lessee does hereby make, constitute and irrevocably appoint Lessor as its attorney-in-fact and in its name, place and stead so to do. Further, if any financing institution requires any modifications of the terms and provisions of this Lease as a condition to such financing as Lessor may desire, then Lessee shall execute and deliver such modification as may be required for such purposes, and in the event Lessee fails to do so within ten (10) days after demand in writing by Lessor, Lessee does hereby make, constitute and irrevocably appoint Lessor as its attorney-in-fact and in its name, place and stead so to do. Such modification or modifications shall not affect any of the provisions of the Lease relating to the amount of guaranteed minimum rental and percentage rental, if any, reserved, reducing the purposes for which the Premises may be used, the size and/or location of the Premises, the duration and/or Commencement Date of the terms, or reducing the improvements to be made by Lessor to the Premises prior to delivery of possession.

26. No Levy, etc.

This Lease shall create the relationship of lessor and lessee between Lessor and Lessee; no estate shall pass out of Lessor; Lessee's interest in the Premises shall not be subject to levy, sale or other involuntary assignment.

27. Hold Over.

If Lessee remains in possession of the Premises after the expiration of the term hereof without any express agreement of the parties, Lessee shall be a tenant at will at twice the guaranteed minimum rental, and there shall be no renewal of this Lease by operation of law.

28. Attorneys' Fees.

In case suit shall be brought for an unlawful detainer of the Premises, for the recovery of any rent due under the provisions of this Lease, or because of the breach of any other covenant herein contained on the part of Lessor or Lessee to be kept or performed, the party prevailing in such suit shall be entitled to reasonable attorneys' fees to be paid by the unsuccessful party, which fees shall be fixed by the court.

29. Cumulative Remedies.

All rights, powers and privileges conferred hereunder upon the parties hereto shall be cumulative and shall be in addition to every other right, power, privilege and remedy existing in law or at equity.

30. Mechanic's Lien.

Lessee shall not suffer any mechanic's lien to be filed against the Premises or the Hotel by reason of any work, labor, services or materials performed at or furnished to the Premises, to Lessee, or to anyone holding the Premises through or under the Lessee. If any such mechanic's lien shall at anytime be filed, Lessee shall forthwith cause the same to be discharged of record by payment, bond, order of a court of competent jurisdiction or otherwise, but Lessee shall have the right to contest any and all such liens, provided security satisfactory to Lessor is deposited with it. If Lessee shall fail to cause such a lien to be discharged within thirty (30) days after being notified of the filing thereof and before judgment or sale thereunder, then, in addition to any other right or remedy of Lessor, Lessor may, but shall not be obligated to, discharge the same by paying the amount claimed to be due or by bonding or other proceeding deemed appropriate by Lessor, and the amount so paid by Lessor and/or all costs and expenses, including reasonable attorneys' fees, incurred by Lessor in procuring the discharge of such lien, shall be deemed to be additional rent together with interest thereon as provided in Section 5(d) and shall be due and payable by Lessee to Lessor on the first day of the next following month.

31. Notice.

All notices, demands, requests or other communications required or permitted hereunder shall be in writing and shall be deemed to have been duly given if either (i) personally served, or (ii) sent by regular mail, three (3) days after being deposited at the Post Office or sent registered or certified mail, postage prepaid, in any event addressed to the party intended at its address set forth below (or such other address as such party may designate by notice given to the other party in the manner provided in this Section): If to Lessor, at Lessor's office at the Hotel, Attention: General Manager; and if to Lessee, at the Premises, attention: General Manager, 893 Southwood Blvd., Incline Village, NV, 89451.

32. No Waiver.

No failure of Lessor to exercise any power given to Lessor hereunder, or to insist upon strict compliance by Lessee with Lessee's obligations hereunder, and no custom or practice of the parties at variance with the terms hereof shall constitute a waiver of Lessor's right to demand exact compliance with the terms hereof.

33. Time of Essence.

Time is of the essence of this Lease.

34. Lessor's Right to Rearrange Hotel.

Lessor shall have the right, from time to time, to make changes, alterations or improvements (including rearrangements of space) in the Hotel or any part thereof, including the Hotel lobby and the Hotel shop area so long as the Premises or the entrances thereto and exits therefrom are not materially and adversely affected thereby. Lessor reserves the right to impose reasonable restrictions as to the loading and unloading of merchandise, supplies or equipment by Lessee.

35. Definitions.

"Lessor," as used in this Lease, shall include the original lessor and its assigns or other successors in interest with respect to the Premises. "Lessee," as used in this Lease, shall include the original lessee, and, if the original lessee's interest in this Lease shall be validly assigned, shall include also lessee's assignees.

36. Entire Agreement.

This Lease contains the entire agreement of the parties hereto; and no representations, inducements, promises or agreements, oral or other, between the parties not embodied herein, shall be of any force or effect except as embodied herein or otherwise set forth in writing and executed by the parties hereto. All terms in this Lease are deemed to be material.

37. Trade Name.

Lessee acknowledges that the names "Hyatt", "Regency", "Park", "Grand" and "Andaz" and the Hyatt crest are the exclusive property of Lessor. Lessee agrees not to use the name "Hyatt", "Regency", "Park", "Grand" or "Andaz" or any name which includes the word "Hyatt", "Regency", "Park" "Grand" or "Andaz" or the Hyatt crest or any logo or design which includes the Hyatt crest without the prior consent, in writing, of Lessor. If Lessor shall have given its consent to the use by Lessee of any such name or any such crest, logo or design, then upon the termination of this Lease, whether by lapse of time or any other reason whatsoever, Lessee shall cease to use, and shall thereafter refrain from using, any such name, crest or design. The provisions of this Section shall survive the expiration or earlier termination of the term hereof.

38. Lessee's Covenants.

Lessee represents, warrants and covenants that (i) it is duly licensed to do business in the State of Nevada, (ii) it has full power and authority to enter into this Lease, and (iii) it has no knowledge of any threatened, pending or ongoing claims or litigation which may materially and adversely affect its ability to perform its obligations under the Lease.

Lessee further covenants, warrants and represents that by executing this Lease and by the operation of the Premises under this Lease, it is not violating, has not violated and will not be violating any restrictive covenant or agreement contained in any other lease or contract affecting the Lessee or any affiliate, associate or any other person or entity with whom or with which Lessee is related or connected financially or otherwise. Lessee hereby covenants and agrees to indemnify and save harmless Lessor, any future owner of the fee or any part thereof, and any mortgagee thereof against and from all liabilities, obligations, damages, penalties, claims, costs and expenses, including attorneys' fees, paid, suffered or incurred by them or any of them as a result of any breach of the foregoing covenant. Lessee's liability under this covenant extends to the acts and omissions of any subtenant, and any agent, servant, employee or licensee of any subtenant of Lessee.

39. Verification.

At any time during the term of this Lease, Lessee shall, at the request of Lessor, acknowledge and deliver to Lessor without charge, a duly executed recordable certificate prepared by Lessor, certifying that this Lease is valid and subsisting and in full force and effect and that Lessor, at the time, is not in default under any of the terms or provisions of this Lease.

40. Brokers.

Lessee covenants, represents and warrants that no realtor, broker or agent was involved in the negotiations leading to the execution of this Lease or brought it about either directly or indirectly except Hyatt Corporation. Lessee agrees to indemnify, defend and hold Hyatt Corporation and Hyatt Equities, L.L.C., a Delaware limited liability company and its member harmless from and against any and all expenses or costs (including, without limitation, attorneys' fees) caused by any broker claiming to have dealt with Lessee.

41. Governing Laws.

The rights and obligations of the parties under this Lease shall be governed by the laws of the State of Nevada.

42. Headings.

The Headings used in this Lease are inserted only as a matter of convenience and for reference and in no way define, limit or describe the scope of this Lease nor the intent of any provision thereof.

43. Meals.

Lessee's employees may use Lessor's cafeteria located in the Hotel for meals, provided that Lessee purchases from Lessor one (1) meal ticket in the amount of five and 00/100 dollars (\$5.00), for every meal provided for each of the Lessee's employees. Lessor maintains the complete discretion as to the food offerings provided in the cafeteria or whether to offer meals at all; furthermore, the cost of the ticket shall be determined solely by Lessor in its reasonable discretion. Lessee and its agents and employees may not otherwise access the Hotel cafeteria without a ticket for each meal served.

44. Discounts.

(a) Lessee shall provide Lessor with four (4) Diamond Peak transferable season passes for use by Lessor's employees and/or Lessor's guest for Term of the Lease. Upon termination of this Lease, Lessor will return the four (4) passes to Diamond Peak.

(b) Lessee agrees that Lessor's employees can ski or snowboard at Diamond Peak for Ten and 00/100 Dollars (\$10.00) Monday through Friday, and Twenty and 00/100 Dollars (\$20.00) Saturday and Sunday with the exception of specified holiday or blackout periods as determined by Lessee. Such employees must be currently employed by Lessor to receive this discount and may only use the discount for themselves. Lessor employees must present a "Hyatt" ID and current pay stub (within 14 days) to receive this discount. This discount does not apply to guests, friends or family of the Lessor employee and each employee is limited to one (1) lift ticket per day. Upon termination of this agreement, Lessor employees will no longer receive this discount.


IN WITNESS WHEREOF, the parties have hereunto set their hands and seals as of the day and year first hereinabove set forth.

LESSOR:

LESSEE

Hyatt Corporation, as agent of Hyatt Equities, L.L.C.,
a Delaware limited liability company, d/b/a
Hyatt Regency Lake Tahoe, Resort & Spa

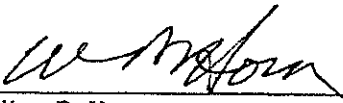
Incline Village General Improvement District


By:  9/7/10
Its: General Manager

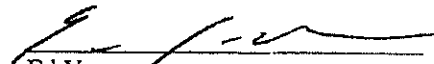
By: See Below
Its: _____

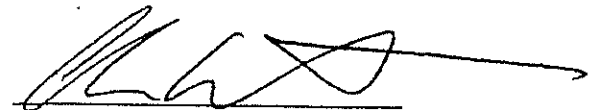
Reviewed and approved
as to form:


INCLINE VILLAGE GENERAL
IMPROVEMENT DISTRICT

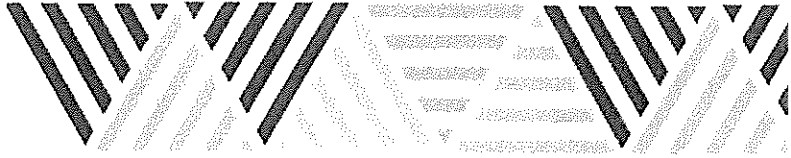

William B. Horn
IVGID General Manager


Gene Brockman
Chairman, Board of Trustees


Ed Youmans
Diamond Peak Ski Resort Manager


Charles Weinberger
Secretary, Board of Trustees


T. Scott Brooke
IVGID General Counsel



TRI-STRATEGIES

Government Relations & Public Affairs

To: Incline Village General Improvement District Board of Trustees
From: Tri-Strategies
Subject: Legislative Update
Date: 05-13-19

Legislative Update

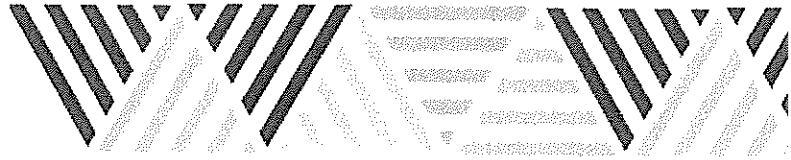
I. Overview

Today marks the 99th day of the 120-day Legislative Session. May 17th marks the next major deadline, as it represents the deadline for second house committee passage. Most legislative watchers are waiting to see budgetary bills begin to make their way through the process. Since most budget based bills are declared “exempt” from previous deadlines, many of the “money-bills” have yet to begin to make their way through the process. This includes the state’s largest expenditures, such as the K-12 public education funding plan. We have received word that the K-12 funding formula bills will be introduced later today.

For IVGID, many of these budgetary issues and money bills do not directly impact them. The bills listed below have a more immediate and direct effect on IVGID’s operations and thus are being tracked.

II. Senate Bill 279

SB279 is the bill sponsored by Senator Ben Kieckhefer that the IVGID Board of Trustees voted to take a position of neutral on. The bill adds a significant list of



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requirements to a GID's process of disposing of real property. It received a work session on April 5th in Senate Government Affairs, where it was approved. It was voted out of the Senate floor unanimously on April 10th. It was then heard in Assembly Government Affairs on April 23rd. Tri-Strategies spoke on the record in the position of "neutral" and clarified on the record, that while the bill directly impacts IVGID we wanted to make sure everyone was aware that IVGID followed all rules and procedures in place whenever the disposal of real property occurred. We also were able to secure confirmation on the record from Senator Kieckhefer himself that confirmed IVGID has done everything right.

The main update for this bill is that we attached a letter from General Manager Pickerton as a fiscal note, in accordance to the vote of the Board of Trustees in their previous meeting. We also informed Senator Kieckhefer, as the bill sponsor, that we were going to do so before we submitted it to the Committee Secretary. The bill is currently scheduled for a work session on Thursday May 16, 2019.

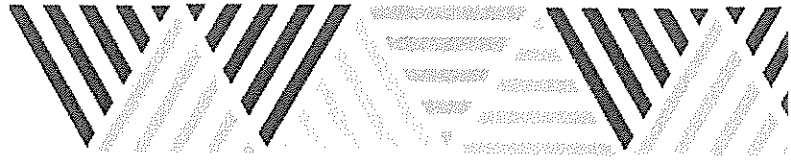
III. Other Bills being Tracked

- **Assembly Bill 18**

This bill deals with the express powers of a local government bodies. Existing law provides the governing bodies of incorporated cities, unincorporated towns and general improvement districts with certain express powers. (Chapter 268, 269 and 318 of NRS)

Sections 1-4 of this bill authorize those governing bodies to provide for the construction, installation and maintenance of ramps that comply with the Americans with Disabilities Act of 1990. (42 U.S.C. §§ 12101 et seq.)

Sections 1-3 of this bill authorize those entities to locate such ramps within any public easement or right-of-way if the public easement or right-of-way is within a reasonable proximity of any public highway and the ramp may be located safely



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within the public easement or right-of-way without damaging the facilities of other persons who are authorized to place their facilities within the public easement or right-of-way.

Status: Received a hearing in Assembly Government Affairs on February 28, 2019. Has not been voted out of committee. Was “amend and do pass” out of Assembly Government Affairs on April 11, 2019. It was voted out of the Assembly unanimously on April 23, 2019. It is currently scheduled for a work session on May 15th.

- Assembly Bill 70

This bill allows (does not mandate) public bodies the ability to delegate decisions concerning litigation to the Board Chair; (Sec.3)

It also Increases potential fines for repeat offenders of Open Meeting Law; (Sec 12)

It requires that public make “reasonable efforts” to utilize a room large enough to accommodate “anticipated size” of the public turnout, but clarifies that meeting can go on without an OML violation as long as reasonable efforts where made; (Sec 6)

It clarifies that OML trainings would fall outside of OML requirements , trainings can be conducted by AG’s office or legal counsel for the public body;(Sec 5)

It only requires “reasonable efforts” to have members who participate in meeting telephonically/electronically be heard and clarifies that a public body may continue their meeting as long as a quorum was able to participate; (Sec 2)

Amendment removes previous bill requirement that the agenda be approved;



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(Sec 6)

Requires public bodies to maintain audio or transcripts of meetings for 3 years up from 1 year. (Sec 7)

Permits the AG's office to decline to investigate OML complaints raised "in bad faith" (Sec 10)

Status: Received a hearing in Assembly Government Affairs on March 6, 2019. Has not been voted out of committee. Was amended and passed out of Assembly Government Affairs on April 12, 2019. It was voted out of the Assembly 31-9 on April 23, 2019. It is currently scheduled for a work session on May 15th.

- **Assembly Bill 86**

Exempts certain purchases by local governments from requirements of competitive bidding;

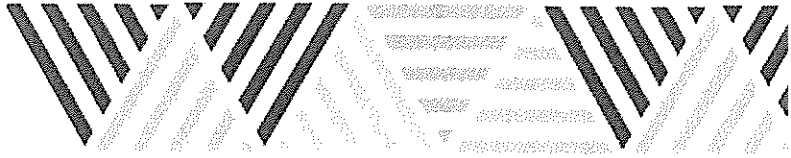
Increases the monetary thresholds at which local governmental purchasing contracts must be advertised;

Authorizes a local government to dispose of personal property by donating it to another governmental entity or nonprofit organization;

Authorizes the Administrator of the Purchasing Division of the Department of Administration to enter into a contract pursuant to a solicitation by certain governmental entities;

Revises provisions governing certain preferences for businesses owned and operated by a veteran with a service connected disability.

Status: Received a hearing in Assembly Government Affairs on February



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21, 2019. Had a work session on March 22, 2019. Has not been voted out of committee. Referred to Committee on Ways and Means on April 11, 2019. It was voted out of the Assembly unanimously on April 23, 2019. It is currently scheduled for a committee hearing later today, May 13th.

- **Assembly Bill 101**

This bill authorizes a private plaintiff to bring an action for a declaratory judgment to determine whether the State of Nevada or a political subdivision of the State violated any applicable provision of state law or a local ordinance;

It states that if a court issues a declaratory judgment finding that any alleged action of the State or political subdivision violated any applicable provision of state law or a local ordinance, the action taken by the State or political subdivision is null and void;

It allows a private individual to seek declaratory judgment in an action of a government entity thereby making government entities more susceptible to lawsuits.

Status: Received a hearing in Assembly Judiciary on February 14, 2019. Did not get voted out of committee prior to the committee passage deadline on April 12, and thus it did not survive.

- **Assembly Bill 136**

Under existing law, any contract for a public work whose cost is \$250,000 or more, is subject to the prevailing wage requirements. (NRS 338.075, 338.080)

Among other things, this bill lowers the minimum threshold for the applicability of prevailing wage requirements from \$250,000 to \$100,000.



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Status: Received a hearing in Assembly Government Affairs on March 8, 2019. Received a Work Session on March 11, 2019 and passed out of committee. Read on Floor a Second Time, referred to Committee on Ways and Means. Heard on April 1, 2019 in Ways and Means. It was voted out of Ways and Means on April 24, 2019. It is still waiting for a vote out of the floor but is exempt from deadlines. It received a hearing on May 6th and is scheduled for a work session on May 15th.

- **Assembly Bill 179**

Existing law prohibits a provision in a contract for a public work that requires a contractor to waive a right to damages or an extension of time acquired as a result of a delay caused by certain actions by the public body. (NRS 338.480, 338.485)

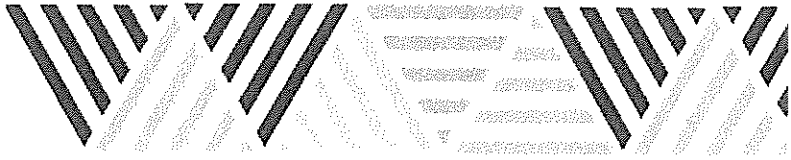
This bill extends this provision to both prime contractors and subcontractors.

This bill also prohibits the waiver of a right to damages or an extension of time acquired that results from an acceleration, disruption or impact event that is unreasonable in length, caused by the public body in certain circumstances or within the control of the public body.

Status: Referred to Assembly Committee on Government Affairs. Heard in Assembly Committee on Government Affairs on April 11, 2019. This bill did not meet the first committee passage deadline and thus did not survive.

- **Assembly Bill 190**

This bill lowers the threshold for applicability of prevailing wage requirements



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from \$250,000 to \$100,000.

Section 5 of this bill also sets the requirements pursuant to which a contractor or subcontractor engaged on a public work may discharge any part of his or her obligation to pay prevailing wages to a worker by providing bona fide fringe benefits in the name of the worker.

Existing law prohibits a public body from: (1) requiring or prohibiting a bidder, contractor or subcontractor from entering into or adhering to any agreement with one or more labor organizations in regard to a public work; or (2) discriminating against a bidder, contractor or subcontractor for entering or not entering into any agreement with one or more labor organizations in regard to the public work.

Section 31 of this bill eliminates these prohibitions.

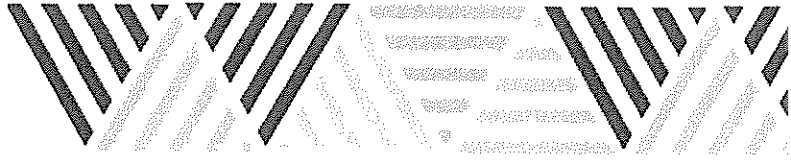
Status: Received a hearing in Assembly Government Affairs on March 20, 2019. Amended and passed out of committee on April 5, 2019. It was voted out of the floor, 29-12 on April 23rd. It is currently scheduled for a committee hearing later today, May 13th.

- **Assembly Bill 240**

This bill requires Carson City, Douglas County, Lyon County, Storey County and Washoe County to each prepare a report at the end of each calendar year between July 1, 2019, and December 31, 2022, that identifies issues relating to and makes recommendations regarding the orderly management of growth in those counties and the region that those counties comprise.

This bill also authorizes each such county to consult with and solicit input from other entities in the county in preparing the annual report.

This bill also requires certain representatives of these counties to: (1) meet jointly at least twice in each calendar year during the period between January 1,



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2020, and December 1, 2023, to identify and discuss issues relating to the orderly management of growth in the region, including issues identified in the counties' annual reports; and (2) prepare annual joint reports relating to those meetings for submission to the Legislative Commission.

This bill also requires the final annual joint report to comprehensively address all the issues identified and recommendations made by the counties during the period between January 1, 2020, and December 1, 2023, relating to the orderly management of growth in the region.

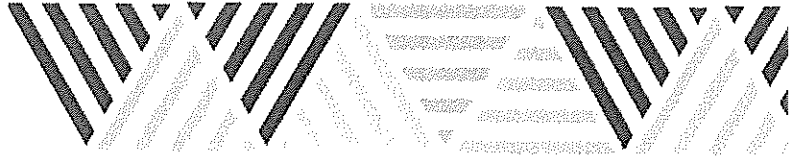
Status: Received a hearing in Assembly Government Affairs on March 11, 2019. Received a Work Session on March 15, 2019, and passed out of committee. Voted out of the Assembly floor on April 23rd on a 38-3 vote. It received a committee hearing in the Senate on May 10th.

- **Assembly Bill 413**

In order to understand this bill, it is necessary to understand existing law. Existing law requires a governing body of a local government to determine whether a proposed rule is likely to impose a direct and significant economic burden upon a business or directly restrict the formation, operation or expansion of a business. If so, the governing body or its designee must prepare a small business impact statement which must be considered by the governing body at the meeting immediately preceding the meeting held to adopt the proposed rule.

A business that is aggrieved by a rule may object to all or a part of the rule if: (1) the governing body or its designee failed to prepare a business impact statement; or (2) the business impact statement is inaccurate or incomplete. (NRS 237.080, 237.090, 237.100)

This bill provides that if a governing body fails to consider the business impact statement before taking action to adopt a proposed rule, the action taken by the



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governing body is void.

This bill also authorizes a business to file a petition objecting to a rule on the grounds that the governing body of a local government failed to consider the business impact statement before adopting the rule.

This bill also requires the governing body to take action to readopt the rule after the governing body considers the business impact statement.

Status: Referred to Assembly Government Affairs. Heard in committee on April 5, 2019. Amended and passed out of committee on April 11, 2019. It passed the floor on a unanimous vote on April 23rd. It is scheduled to receive a committee hearing today, May 13th.

- **Assembly Bill 486**

This bill creates an entirely new division called the Division of Outdoor Recreation within the Department of Conservation and Natural Resources. It also lays out the initial staffing and salaries for the division.

Among other things, this newly created division is directed to coordinate all activities relating to marketing and business development for outdoor recreation for the State; coordinate with the Department of Tourism and Cultural Affairs and the Office of Economic Development concerning the promotion and growth of any businesses or opportunities related to outdoor recreation; promote economic development by working with the Office of Economic Development to attract outdoor recreation industries to this State and develop the growth of new business opportunities within this State. In addition to that, the Administrator for Preservation of Natural Resources for Outdoor Recreation shall coordinate: (a) All activities relating to conservation and implementing or interpreting policies regarding natural resources. (b) With the Department, the Department of Wildlife and any other organization, association, group or other entity concerned with matters of conservation and



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Government Relations & Public Affairs

natural resources regarding conservation and the implementation or interpretation of policies regarding natural resources.

Status: Heard in committee on April 4, 2019 and passed out of committee on April 11, 2019. Amended and re-referred to Assembly Ways and Means. Has still not received a vote on the floor but is still alive because it was declared exempt.

- **Senate Bill 10**

Existing law sets the maximum salary a member of a board of trustees of a general improvement district may receive. (NRS 318.085)

This bill increases the amount a member of a board of trustees of a general improvement district may be compensated from \$6,000 to \$9,000.

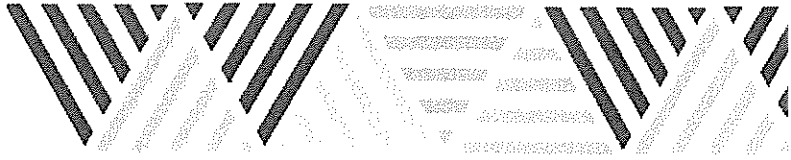
Alternatively for those GID that have certain powers which permits them to currently pay \$9,000, this bill increases the allowable compensation to be \$12,000.

This bill additionally defines "compensation" as salary or wages to the exclusion of other potential benefits such as medical insurance

Status: Received a hearing in Senate Government Affairs on February 13, 2019. Received a Work Session on March 1, 2019. Passed out of Committee. Passed out the Senate Floor on an 18-2 vote. Referred to Assembly Government Affairs. It received a hearing on April 19th but has yet to receive a work session.

- **Senate Bill 42**

This bill repeals the provisions of chapter 486A of NRS, relating to the use of



TRI-STRATEGIES

Government Relations & Public Affairs

alternative fuels in certain public fleets of motor vehicles in counties whose population is 100,000 or more (currently only Clark and Washoe Counties).

The provisions that are being repealed under certain circumstances are chapter 486A of NRS, which state that the State Environmental Commission is required to adopt regulations regarding: (1) standards and requirements for alternative fuels; (2) specifications for clean vehicles and motor vehicles that use alternative

fuels; (3) the acquisition of clean vehicles and motor vehicles that use alternative fuels by certain fleets; (4) standards for emissions from motor vehicles that are converted to alternative fuels; and (5) the establishment of a procedure for approving variances or exemptions from certain requirements. (NRS 486A.150)

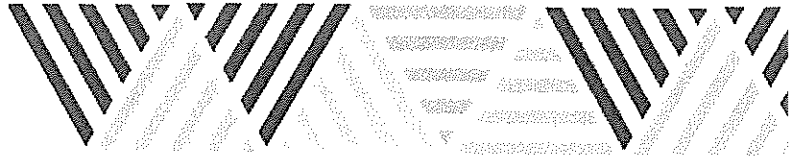
Status: Received a hearing in Senate Growth and Infrastructure on February 7, 2019. Received a Work Session on March 5, 2019 was passed out of Committee, and passed out of the Senate unanimously. Subsequently referred to Assembly Committee on Growth and Infrastructure. It received a committee hearing on April 30th.

- **Senate Bill 129**

A portion of the impactful sections of this bill include sections 5 and 6 which restate more clearly the existing scope of the statutory ethical standards and their applicability to the conduct of current and former public officers and employees.

Section 6 codifies the existing rule of construction that the standards are cumulative and supplement each other and all such standards are enforceable to the extent that they apply to the given set of facts and circumstances.

Section 11 of this bill also adds to the statutory ethical standards by prohibiting public officers and employees from using their position or power in government to take any actions or compel a subordinate to take any actions that a reasonable



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person would find, based on the given set of facts and circumstances, to be a gross or unconscionable abuse of official position or power that undermines the people's faith in the integrity or impartiality of public officers and employees.

Section 35 of this bill revises the contracting prohibition to provide that, with certain exceptions, public officers and employees cannot, directly or through a third party, negotiate, bid on, enter into, perform, modify or renew any government contracts between: (1) the public officers and employees or any business entities in which they have a significant pecuniary interest; and (2) an agency in which they serve or an agency that has any connection, relation or affiliation with an agency in which they serve.

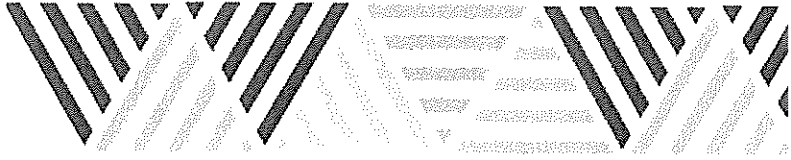
Status: Received a hearing in Senate Committee on Legislative Operations and Elections on March 13, 2019. Was amended and passed out of committee on April 12th. Was passed out of committee on April 23rd, and it did so unanimously. It then received a hearing on May 9th, 2019.

- **Senate Bill 175**

Under existing law, a public body may contract with a design-build team for the design and construction of a discrete public works project if the public body has approved the use of the design-build team and the project has an estimated cost of more than \$5,000,000.

Furthermore, within a 12-month period a public body may contract with a design-build team for the design and construction of not more than two discrete public works projects which each have an estimated cost of \$5,000,000 or less.

This bill removes the ability of a public body to contract with a design-build team for the design and construction of **two** discrete public works projects each of which have a cost of \$5M or less. This would not go into effect until July, 2021.



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Government Relations & Public Affairs

Status: Received a hearing in Senate Government Affairs on February 25, 2019. Received a Work Session on March 1, 2019, and passed out of committee. Was voted out of the Senate Floor unanimously. Subsequently referred to Assembly Government Affairs. It received a committee hearing on May 8th and is currently scheduled to have a work session on May 16th.

- **Senate Bill 183**

This bill deals with the Open Meeting Law, which sets forth the minimum public notice required of a meeting of a public body including the posting of an agenda. Existing law also specifies certain information that must be included on an agenda. (NRS 244.020)

Among other things, this bill requires that if the agenda is revised in any way after it is posted, provided or delivered, the agenda must clearly indicate that the agenda has been revised, what such revisions are and the date that the agenda was revised.

Status: Received a hearing in Senate Government Affairs on February 25, 2019. Received a Work Session on March 20, 2019, and passed out of committee. Declared Exempt and referred to Senate Finance Committee.

Senate Bill 251

This bill may not directly affect IVGID because it begins by referencing existing law concerning cities and counties. We are including it here out of an abundance of caution.

Existing law authorizes the governing bodies of cities and counties to regulate and restrict the improvement of land and to control the location and soundness of



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structures. (NRS 278.020) This bill imposes various requirements on the conversion of land used as a residential golf course to any other use. Among other things, this bill defines the term “residential golf course” to mean certain land used for golfing or golfing practice that is located within 2,000 feet of a lot or parcel of land used for residential purposes. Section 3 of this bill requires an owner of a residential golf course who wishes to convert the land to any other use to provide notice to certain owners of surrounding land and hold two neighborhood meetings.

Status: Heard in committee on April 5th, passed out of committee on April 11, 2019. Was voted out of the Senate floor unanimously on April 22, 2019. It received a hearing on April 30th.

- **Senate Bill 287**

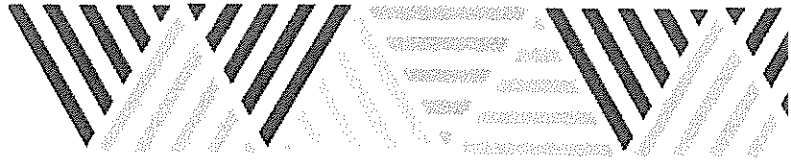
This bill applies to all state and local governmental entities. It deals with public records. Among other things this bill broadens the definition of a “public record.

It also eliminates the authority of a governmental entity to charge an additional fee for providing a copy of a public record when extraordinary use of personnel or resources is required.

It requires a governmental entity under certain circumstances to assist the requester to focus the request in such a manner as to maximize the likelihood the requester finds what they are looking for.

It authorizes a requester of a public record to apply to a district court for an order if a request for inspection, copying or copies of a public record is unreasonably delayed.

It additionally provides that if the requester prevails in a proceeding involving an unreasonable delay they are entitled to costs, reasonable attorney’s fees an \$100 per day for each day they were denied the right to inspect, copy or receive



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a copy of the public record AND that they may be entitled to recover a civil penalty if a governmental entity or the person who is responsible for making decisions on behalf of the governmental entity relating to the public record request fails to comply with the existing law governing public records.

Status: Referred to Committee on Government Affairs. Was heard on April 3rd in Senate Government Affairs. Referred to Government Finance and declared exempt. Has not received a vote on the floor, nor has it received a vote in Finance committee.

- **Senate Bill 433**

This bill grants law enforcement officers of the States of California or Nevada concurrent jurisdiction to arrest offenders for certain prohibited conduct on any land mass within 10 miles of Lake Tahoe or Topaz Lake.

This bill also provides that certain claims brought against officers or employees of the States of California or Nevada or an agency or political subdivision thereof are subject to the conditions and limitations on civil actions established by the state of that officer or employee.

Status: Referred to Senate Judiciary. Heard on April 8th, passed out of committee on April 11, 2019. Was voted out of the Senate floor on April 22nd on a unanimous vote. It received a hearing on May 7th and a work session the very next day, May 8th where it was passed out of committee.



May 9, 2019

Chairman Edgar Flores
Assembly Government Affairs Committee

Subject: Senate Bill 279

Dear Chairman Flores:

The Incline Village General Improvement District (IVGID) concurs with the fiscal note submitted by Lincoln County.

In addition, IVGID is concerned that the legislation does not allow for a GID to sell a property on a "contingent" basis, wherein the prospective purchaser can obtain development entitlements before closing on the sale of the property. In difficult to entitle locations such as Incline Village, properties which are sold "as is" without entitlements already in place, typically sell for far less than market value. In the case of IVGID, that could result in revenue losses exceeding \$1 million per transaction.

We appreciate your consideration of our comments above and wish you every success during the 2019 Legislative Session.

Warmest regards,


Steven J. Pinkerton
District General Manager



M E M O R A N D U M

TO: Board of Trustees

THROUGH: Steven J. Pinkerton
General Manager

FROM: Gerald W. Eick, CPA CGMA
Director of Finance

SUBJECT: Review, discuss, and possibly adopt Resolution 1872 to augment the District's Operating Budget for Fiscal Year 2018-2019 budget by \$430,000, through the use of additional revenue of \$2,800,000 for Community Services Special Revenue Fund to cover additional expenses incurred providing a higher volume of services at the Diamond Peak Ski Resort during the 2018-19 season

STRATEGIC PLAN: Long Range Principle #2 – Finance

DATE: May 7, 2019

I. RECOMMENDATION

Staff recommends that the Board of Trustees takes action to:

1. Adopt Resolution 1872 augmenting the 2018-19 Incline Village General Improvement District Budget, including \$430,000 for the Community Services Special Revenue Fund by utilizing additional resources from the increased revenue of the Community Services Special Revenue Fund for the express purpose of providing resources for costs incurred providing a higher volume service over that included in the May 2018 authorized budget.
2. Authorize Staff to execute all documents and directing the District Clerk to file notice of the augmentation within the State of Nevada Department of Taxation Guidance.

Review, discuss, and possibly -2-
augment the District's Operating Budget for Fiscal Year
2018-2019 budget by \$430,000, through the use of
additional revenue of \$2,800,000 for Community Services
Special Revenue Fund to cover additional expenses
incurred providing a higher volume of services.

May 7, 2019

II. DISTRICT STRATEGIC PLAN

Long Range Principle #2 – Finance – With allocated resources, equate service expectations and the capability to deliver.

- Comply with Nevada Revised Statutes and Administrative Code requirement for the budget process and document content.

III. BACKGROUND

The District Community Services Special Revenue Fund contains the budget for most recreation venues. For the Fiscal 2018-2019 budget year, the actual revenues have exceeded budget by at least \$2,800,000 for the Diamond Peak Ski Resort thanks to great snow conditions and a higher number of skier visits. Higher volumes have resulted in additional Staff time and scalable costs including cost of goods sold. The District's budget compliance is determined based upon total expenditures for the Fund. Compliance is not measured on the net result, nor automatic because there is more revenue. However, when more revenue provides the opportunity, the Board of Trustees need only make a finding and augment the budget for the additional costs as long as they are within the available resources.

IV. BID RESULTS

There is no bid requirement for this action.

V. FINANCIAL IMPACT AND BUDGET

Augmentation of a fiscal budget is allowed when additional resources are available beyond those budgeted. Due to the substantial increase in skier related revenue, the Community Services Special Revenue Fund should end the year with additional revenues for Diamond Peak Ski Resort of approximately \$2,800,000. With the increased level of use and volume of customers, comes additional labor and costs to deliver those services. The Fiscal Year 2018-2019 budget was approved with scalability in mind. However, the scalability that has occurred realized increases well in excess of those authorized expenditures as necessary to comply with State Statutes. The amount of additional expenditures related to the ski resort for the Community Services Special Revenue Fund is estimated conservatively at \$430,000.

VI. ALTERNATIVES

Review, discuss, and possibly
augment the District's Operating Budget for Fiscal Year
2018-2019 budget by \$430,000, through the use of
additional revenue of \$2,800,000 for Community Services
Special Revenue Fund to cover additional expenses
incurred providing a higher volume of services.

-3-

May 7, 2019

The Board of Trustees could act to authorize different amounts of either revenue, expenditures or both. However, to not act at all would almost certainly set up the District for non-compliance for its Fiscal Year 2018-2019 budget due to excess expenditures. Compliance is determined at the fund level against total expenditures.

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.

VIII. COMMENTS

Form 4413LGF reflects an increase of expenditures of \$430,000 for the ski resort. Since the opening Community Services Special Revenue Fund Balance is also known to differ from the original Form 4404LGF, with the completion of the audit after the budget was adopted, Staff has included that known factor in the form set. However, the justification for, and source of, the augmentation is intended to be exclusively the additional revenue generated by a larger ski customer volume.

RESOLUTION



Resolution No. 1872
**A RESOLUTION TO AUGMENT THE 2018-2019 BUDGET OF INCLINE VILLAGE
GENERAL IMPROVEMENT DISTRICT**

WHEREAS, Total Available Resources of the Community Services Special Revenue Fund for the Incline Village General Improvement District were budgeted to be \$32,825,200 on July 1, 2018; and

WHEREAS, the total available resources are now determined to be \$34,755,318; and

WHEREAS, said additional unanticipated resources are as follows: \$2,800,000 in additional charges for services for operations of the Diamond Peak Ski Resort, reduced by the difference between the anticipated opening Fund Balance and the actual audited amount by \$869,882; and

WHEREAS, there is a need to apply \$430,000 of these excess resources in the **Community Services Special Revenue Fund** to expenditures arising from the higher volume of activity for the Diamond Peak Ski Resort function, and

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the **Incline Village General Improvement District** shall augment its 2018-2019 budget by appropriating \$430,000 of additional charges for services from the **Community Services Special Revenue Fund** thereby increasing its appropriations from \$16,930,214 to \$17,360,214. A detailed schedule (Form 4413LGF) for the Community Services Special Revenue Fund is attached to this Resolution and by reference is made a part thereof.

IT IS FURTHER RESOLVED, that the District Clerk shall forward the necessary documents to the Department of Taxation, State of Nevada.

PASSED, ADOPTED, AND APPROVED the 22nd of the May, 2019.

AYES, and in favor thereof, Trustees:
NOES:
ABSENT:

Kendra Wong
Chairwoman

ATTEST By:

Susan A. Herron
District Clerk

SCHEDULES

REVENUES	FINAL BUDGET	REVISIONS	REVISED REVENUE RESOURCES
Charges for Services			
Championship Golf Course	3,992,444	-	3,992,444
Mountain Golf Course	690,926	-	690,926
Facilities (Chateau & Aspen Grove)	406,900	-	406,900
Ski	8,915,000	2,800,000	11,715,000
Community Programming	1,305,414	-	1,305,414
Parks	67,740	-	67,740
Tennis	159,700	-	159,700
Recreation Administration:			
Punch Cards Utilized	(510,600)	-	(510,600)
Facility Fee			
Championship Golf Course	804,580	-	804,580
Mountain Golf Course	517,230	-	517,230
Facilities (Chateau & Aspen Grove)	467,970	-	467,970
Ski	238,090	-	238,090
Community Programming	1,305,390	-	1,305,390
Parks	968,780	-	968,780
Tennis	164,200	-	164,200
Recreation Administration	1,321,810	-	1,321,810
Other miscellaneous			
Operating Grants	17,000	-	17,000
Investment income	30,000	-	30,000
Cell Tower Leases	106,480	-	106,480
Sale of Assets	-	-	-
Interfund services (green spaces)	77,920	-	77,920
Intergovernmental (IV high school fields)	21,000	-	21,000
Miscellaneous other	-	-	-
Subtotal	21,067,974	2,800,000	23,867,974
OTHER FINANCING SOURCES (specify)			
Transfers In (Schedule T)			
From Internal Services Fund	241,875	-	241,875
SUBTOTAL OTHER FINANCING SOURCES	241,875	-	241,875
TOTAL BEGINNING FUND BALANCE	11,515,351	(869,882)	10,645,469
TOTAL AVAILABLE RESOURCES	32,825,200	1,930,118	34,755,318

Incline Village General Improvement District
Schedule B - Community Services Special Revenue Fund
REVISED REVENUE SCHEDULE

EXPENDITURE BY FUNCTION AND ACTIVITY	FINAL BUDGET	REVISIONS	REVISED EXPENDITURES
Championship Golf Course			
Salaries and Wages	1,493,437	-	1,493,437
Employee Benefits	451,909	-	451,909
Services and Supplies	2,226,413	-	2,226,413
Subtotal Championship Golf Course	4,171,759	-	4,171,759
Mountain Golf Course			
Salaries and Wages	382,111	-	382,111
Employee Benefits	115,490	-	115,490
Services and Supplies	522,352	-	522,352
Subtotal Mountain Golf Course	1,019,953	-	1,019,953
Facilities (Chateau and Aspen Grove)			
Salaries and Wages	85,968	-	85,968
Employee Benefits	43,156	-	43,156
Services and Supplies	418,078	-	418,078
Subtotal Facilities	547,202	-	547,202
Ski			
Salaries and Wages	2,867,877	175,000	3,042,877
Employee Benefits	978,691	-	978,691
Services and Supplies	3,507,146	255,000	3,762,146
Subtotal Ski	7,353,714	430,000	7,783,714
Community Programming (including Rec Center)			
Salaries and Wages	1,092,992	-	1,092,992
Employee Benefits	347,964	-	347,964
Services and Supplies	909,827	-	909,827
Subtotal Community Programming	2,350,783	-	2,350,783
Parks			
Salaries and Wages	328,315	-	328,315
Employee Benefits	80,461	-	80,461
Services and Supplies	439,357	-	439,357
Subtotal Parks	848,133	-	848,133
Tennis			
Salaries and Wages	136,102	-	136,102
Employee Benefits	27,535	-	27,535
Services and Supplies	100,033	-	100,033
Subtotal Tennis	263,670	-	263,670
Community Services Administration			
Salaries and Wages	122,353	-	122,353
Employee Benefits	43,256	-	43,256
Services and Supplies	209,391	-	209,391
Subtotal Comm. Serv. Administration	375,000	-	375,000
Subtotal	16,930,214	430,000	17,360,214
OTHER USES			
CONTINGENCY (not to exceed 3% of Total Expenditures)	500,000	-	500,000
Transfers Out (Schedule T)			
Community Services Capital Projects	3,612,400	-	3,612,400
Comm. Serv. Cap. Projects (carryover projects)	228,675	-	228,675
Comm. Serv. Cap. Projects DP Culvert	2,229,600	-	2,229,600
Community Services Debt Service	410,500	-	410,500
Total Expenditures and Other Uses	23,911,389	430,000	24,341,389
ENDING FUND BALANCE	8,913,811	1,500,118	10,413,929
TOTAL COMMITMENTS & FUND BALANCE	32,825,200	1,930,118	34,755,318

Incline Village General Improvement District
Schedule B - Community Services Special Revenue Fund
REVISED EXPENDITURE SCHEDULE

MEMORANDUM

TO: Board of Trustees

THROUGH: Steven J. Pinkerton
General Manager

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

SUBJECT: Review, discuss, and possibly accept the Mountain Course Clubhouse Renovation Project final design and authorize District Staff to publically advertise for construction bids for the Mountain Course Clubhouse Renovation Project; 2019/2020 Capital Improvement Project: Mountain Clubhouse Improvements Project; Fund: Community Services; Division: Golf; Project # 3299BD1902

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

DATE: May 9, 2019

I. RECOMMENDATION

That the Board of Trustees makes a motion to accept the Mountain Course Clubhouse Renovation Project final design and authorize District Staff to publically advertise for construction bids for the Mountain Golf Clubhouse Renovation Project.

II. DISTRICT STRATEGIC PLAN

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

- The District will maintain, renew, expand, and enhance District infrastructure to meet the capacity needs and desires of the community for future generations.

- The District will maintain, procure, and construct District assets to ensure safe and accessible operations for the public and the District's workforce.

III. **BACKGROUND**

On August 11, 2018 a fire occurred in the Mountain Course Clubhouse which completely decimated the kitchen area. Smoke damage was incurred throughout the facility, which in turn affects walls, flooring and mechanical systems. The District's insurance coverage is for replacement. However, the evaluation of what is the best solution long term for the operations indicates a revised allocation of floor space, changes to access and substantial change to customer flow requires a makeover of the floor plan. These changes facilitate other objectives including a long standing issue of ADA accessibility to the lower level for food service. The plans also include construction of a new and expanded deck and the installation of new windows and doors.

These design principles are consistent with Mountain Course Clubhouse key design objectives outlined in the "Facilities Assessment and Future Needs Recommendations" prepared by Global Golf Advisors and detailed in the "Evaluation and Recommendations for Replacement of the Mountain Course Golf Course Clubhouse & Maintenance Building, April 2014, Amended February 2017".

At the December 12, 2018 Board of Trustees, the General Manager presented the conceptual design of the Mountain Course Clubhouse Renovation Project. The discussion included the proposed improvements, the status of the insurance claim, and a summary of the meetings with the golf clubs. The Board approved the conceptual design and staff proceeded with final design.

The Smith Design Group has now completed design documents which have been submitted to Washoe County for permits. All major comments have been addressed with only minor comments to be addressed. A revised plan set with these final changes have been submitted and final approval will occur after TRPA final approval. The project has also been submitted to TRPA and has been evaluated by a TRPA Planner to be a qualified exempt project under the TRPA Code and the District's MOU with TRPA.

The attachments included with this memorandum are:

- Mountain Course Clubhouse Renovation Architectural Plan Sheets
- Mountain Course Clubhouse Renovation Design Level Cost Estimate

- Evaluation and Recommendation for Replacement of the Mountain Golf Course Clubhouse and Maintenance Building, April 2014, Amended February 2017.
- Mountain Clubhouse Improvements Project CIP Data Sheet

IV. BID RESULTS

The project will be publically advertised in accordance with NRS 338 – Public Works. The project will be advertised for up to four weeks. The proposed construction would commence in the fall and be completed before the 2020 season opening. The construction of the deck would need to be completed during approved TRPA dig time periods and would impact mountain golf operations during construction. The indoor work can be completed through the winter when the facility is normally closed. The District also needs to obtain the required Public Works Project number and finalize front end bidding documents.

V. FINANCIAL IMPACT AND BUDGET

The construction phase cost estimate is shown in the following table. The design level cost estimate from Smith Design Group contains a 20% contingency. This is an estimating contingency for variances in the estimating process. The construction contingency listed at 15% in the Table is for unforeseen conditions during construction such as needing to replace deteriorating wall studs that you discover when removing building siding, as an example

Budget Item	Budget Cost
Construction Cost Estimate	\$1,186,000
Construction Contingency @ 15%	\$178,000
Construction Management and Construction Engineering	\$100,000
Budget Total	\$1,464,000

This project is budgeted to be funded by three sources. The General Fund is budgeted to provide \$561,800 through a transfer to the Community Service Fund. This amount was based on earlier project estimates in excess of insurance proceeds. The insurance reserve for the estimated claim is \$300,000. The actual claim processing remains in process. Whatever is not covered by these two sources would utilize Community Services Fund Balance. For the proposed project budget that excess would be \$602,200. An analysis of the Community Services

Fund Balance through the Five Year Projection for the Capital Improvement Plan indicates such a use will not jeopardize other near term projects.

The estimated cost is much higher than the costs projected in the "Evaluation and Recommendations for Replacement of the Mountain Golf Course Clubhouse & Maintenance Building" report that was last updated in February 2017. Recent bids solicited by the District indicate that actual costs are typically 50 to 75 percent higher than when this report was prepared.

VI. ALTERNATIVES

Direct Staff to not bid the Mountain Course Clubhouse Renovation Project and not proceed with a project at this time.

Direct Staff to review Options 1, 2, 3, 4, 5, and 6 in the "Evaluation and Recommendation for Replacement of the Mountain Golf Course Clubhouse and Maintenance Building, April 2014, Amended February 2017", and prepare an updated cost summary for these options for Board of Trustees review.

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.

ARCHITECTURAL PLANS

ABBREVIATIONS

A	AND	IN	INCH
∠	ANGLE	INCL	INCLUDED
@	AT	INSUL	INSULATION
⊕	CENTERLINE	INT	INTERIOR
⊙	DIAMETER OR ROUND	JANTR	JANUARY
⊥	PERPENDICULAR	JT	JOINT
#	FOUND OR NUMBER	KIT	KITCHEN
A/C	AIR CONDITIONING	LAM	LAMINATE
AB	ANCHOR BOLT	LAV	LAVATORY
AC	ASPHALTIC CONCRETE	LF	LINEAR FOOT OR FEET
ACOUS	ACOUSTICAL	LKR	LOCKER
ADJ	AREA DRAIN	LT	LIGHT
ADJ	ADJUSTABLE	MATL	MATERIAL
AF	ABOVE FINISH FLOOR	MAX	MAXIMUM
AGGR	AGGREGATE	MB	MACHINE BOLT
AL	ALUMINUM	MECH	MEDICINE CABINET
ALT	ALTERNATE	MECH	MECHANICAL
APPROX	APPROXIMATE	MED	MEDIUM
ARCH	ARCHITECTURAL	METAL	MEMBRANE
BD	BOARD	MT	MOUNTED
BITUM	BITUMINOUS	MFR	MANUFACTURER
BLDG	BUILDING	MH	MANHOLE
BLK	BLOCK	MFR	MINIMUM
BLK'G	BLOCKING	MIR	MIRROR
BM	BEAM	MISC	MISCELLANEOUS
BOT	BOTTOM	MO	MASONRY OPENING
CAB	CABINET	MPH	MILES PER HOUR
CB	CATCH BASIN	MTD	MOUNTED
CEM	CEMENT	MUL	MULLION
CER	CERAMIC	N/A	NOT APPLICABLE
CF	CUBIC FOOT OR FEET	NC	NOT IN CONTRACT
CI	CAST IRON	NO. OR #	NUMBER
CLS	CLAS	NO	NOMINAL
CLG	CEILING	NTS	NOT TO SCALE
CLD	CALLING	OA	OVERALL
CLO	CLOSET	OB	OBSCURE
CLR	CLEAR	OC	ON CENTER
CMU	CONCRETE MASONRY UNIT	OD	OUTSIDE DIAMETER
CNTR	COUNTER	OFF	OFFICE
COL	COLUMN	OH	OPENING
CONC	CONCRETE	OPNG	OPENING
CONN	CONNECTION	OPP	OPPOSITE
CONSTR	CONSTRUCTION	PLAM	PLASTIC LAMINATE
CONT	CONTINUOUS	PCC	PORTLAND CEMENT CONCRETE
CORR	CORRIDOR CSMT	PL	PLATE
CTR	CENTER	PLAS	PLASTER
DBL	DOUBLE	PLYWD	PLYWOOD
DEPT	DEPARTMENT	PR	PAIR
DET	DETAIL	PSC	PRE-CAST
DFM	DOUGLAS FIR - LARCH	PSF	POUNDS/SQUARE FOOT
DIAM	DIAMETER	PSI	POUNDS/SQUARE INCH
DM	DIMENSION	PT	PRESSURE TREATED
DISP	DISPENSER	PTN	PARTITION
DN	DOWN	PVC	POLYVINYL CHLORIDE
DOOR	DOOR OPENING	QT	QUARRY TILE
DR	DEEP	R	RISER
DS	DOWNSPOUT	RAD	RADIUS
DSP	DRY STANDPIPE	RD	ROOF DRAIN
DW	DRAWING	REFR	REFRIGERATOR
DWR	DRAWER (D) EXISTING	REINF	REINFORCED
E	EAST	REQ	REQUIRED
EA	EACH	RESIL	RESILIENT
EJ	EXPANSION JOINT	REGTR	REGISTER
EL	ELEVATION	RM	ROOM
ELEC	ELECTRICAL	RMO	ROUGH OPENING
ELEV	ELEVATOR	RWD	REDWOOD
EMER	EMERGENCY	RWL	RAIN WATER LEADER
ENCL	ENCLOSURE	RW	RAILROAD
EP	ELECTRICAL PANELBOARD	S	SCHEDULE
EQ	EQUAL	SCHD	SCHEDULE
EQPT	EQUIPMENT	SECT	SECTION
EXH	EXHAUST	SF	SQUARE FOOT OR FEET
EXP	EXPANSION	SH	SHIELD
EXPO	EXPOSED	SHR	SHOWER
EXT	EXTERIOR	SHT	SHEET
FA	FIRE ALARM	SIM	SMELAR
FAU	FORCED AIR UNIT	SL	SLIDING
FB	FLAT BAR	SPEC	SPECIFICATION
FD	FLOOR DRAIN	SQ	SQUARE
FDN	FOUNDATION	SS	SANITARY SEWER
FE	FIRE EXTINGUISHER	SST	STAINLESS STEEL
FIN	FINISH	SKK	SERVICE SINK
FL	FLOOR	STA	STATION
FLASH	FLASHING	STD	STANDARD
FLUOR	FLUORESCENT	STL	STORAGE
FMC	FLOOR MATERIAL	STR	STRUCTURAL
CHANG	CHANGE	STRP	SYMMETRICAL
FOC	FACE OF CONCRETE	SUSP	SUSPENDED
FOF	FACE OF FINISH	SYM	SYMMETRICAL
FOF	FACE OF FINISH	T	TRAIL
FOS	FACE OF SIDING	T&G	TONGUE AND GROOVE
FPFB	FROST-PROOF HOSE BIBB	TEL	TELEPHONE
FRMC	FRAMING	TER	TERRAZZO
FS	FULL SIZE	THK	THICK
FT	FOOT OR FEET	TOP	TOP OF BEAM
FTG	FOOTING	TOP	TOP OF CURB
FURR	FURRING	TOP	TOP OF PAVEMENT
G	GAS	TOW	TOP OF WALL
GA	GAUGE	TYP	TYPICAL
GALV	GALVANIZED	UNF	UNFINISHED
GB	GARBAGE BAR	UNF	UNFINISHED
GD	GARBAGE DISPOSAL	UNF	UNFINISHED
GL	GLASS	UNF	UNFINISHED
GLB	GLUE LAMINATED BEAM	UNF	UNFINISHED
GR	GROUND	UNF	UNFINISHED
GRD	GRADE	UNF	UNFINISHED
HW	HEATING WALLBOARD	UNF	UNFINISHED
HB	HOSE BIBB	UNF	UNFINISHED
HC	HOLLOW CORE	UNF	UNFINISHED
HDWD	HARDWOOD	UNF	UNFINISHED
HDWR	HOLLOW METAL	UNF	UNFINISHED
HGT	HEIGHT	UNF	UNFINISHED
HM	HOLLOW METAL	UNF	UNFINISHED
HR	HORIZONTAL	UNF	UNFINISHED
HR	HORIZONTAL	UNF	UNFINISHED
HVAC	HEATING, VENTILATING AND AIR CONDITIONING	UNF	UNFINISHED
HW	HOT WATER	UNF	UNFINISHED
ID	INSIDE DIAMETER	UNF	UNFINISHED

PROJECT CONTACTS

OWNER
INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
1220 SWEETWATER ROAD
INCLINE VILLAGE, NEVADA 89451
TEL 775.938.3130
FAX 775.932.1391
CONTACT CHARLES MILLER

ARCHITECT/PRINCIPAL DESIGN PROFESSIONAL
SMITH DESIGN GROUP
1200 COUNTRY CLUB DRIVE, NO. 17
INCLINE VILLAGE, NEVADA 89451
TEL 775.831.7158
FAX 775.831.7161
CONTACT DALE E. SMITH, AIA

CIVIL ENGINEER
HEGGEN LENTZ ENGINEERING
POST OFFICE BOX 19129
TAHOE CITY, CALIFORNIA 96145
TEL 530.84.2099
FAX N/A
CONTACT ERIC LENTZ, PRINCIPAL ENGINEER

STRUCTURAL ENGINEER
BJG ARCHITECTURE AND ENGINEERING
449 SOUTH VIRGINIA STREET, FOURTH FLOOR
RENO, NV 89501
TEL 775.827.1010
FAX N/A
CONTACT GEORGE GHUSH, JR. SE. LEED AP. SEC B

MECHANICAL ENGINEER
ASPEN ENGINEERING
5474 LONGLEY LAKE, SUITE 200
RENO, NEVADA 89511
TEL 775.826.6061
FAX 775.826.1228
CONTACT WAYNE BAKER, PE

ELECTRICAL ENGINEER
PK ELECTRICAL INC.
681 SIERRA ROSE DRIVE, SUITE B
RENO, NEVADA 89511
TEL 775.826.9010
FAX 775.826.9030
CONTACT KAREN D. FURCELL, PE

DISTRIBUTION JOURNAL

00/00/00	ISSUED FOR	DESCRIPTION
03/07/19	WCBD	PLAN CHECK

BUILDING AREA CALCULATIONS*

NEW BUILDING AREA	N/A	263 SF
REMODELED BUILDING AREA	2,002 SF	692 SF
REPAIRED AREA	278 SF	N/A
TOTAL FLOOR AREA	2,280 SF	N/A

GRAPHIC SYMBOLS

- 000000.X PROJECT KEYNOTE
- REFERENCE MARK PER SPECIFICATIONS SECTION
- REFERENCE NOTE SYMBOL
- REFERENCE NOTE
- DOOR SYMBOL
- DOOR MARK (SEE DOOR SCHEDULE)
- WINDOW SYMBOL
- WINDOW MARK (SEE WINDOW SCHEDULE)
- WALL TYPE
- WALL MARK (SEE WALL TYPES)
- TREAD
- COLUMN LINE OR GRID LINE MARK
- MATCH LINE
- WORK POINT, CONTROL POINT OR DATUM POINT
- DETAIL SYMBOL
- DETAIL IDENTIFICATION
- SHEET WHERE DETAIL IS LOCATED
- REVISION SYMBOL
- REVISION SYMBOL
- REVISION SYMBOL
- REVISION SYMBOL
- BUILDING/WALL SECTION SYMBOL
- SECTION IDENTIFICATION
- SHEET WHERE SECTION IS LOCATED
- INTERIOR ELEVATION SYMBOL
- ELEVATION IDENTIFICATION
- SHEET WHERE ELEVATION IS LOCATED
- NORTH ARROW
- REFERENCE NORTH
- TRUE NORTH

SHEET INDEX

- AO.1 COVER SHEET, ABBREVIATIONS, PROJECT CONTACTS, PROJECT DESCRIPTION, DISTRIBUTION JOURNAL, BUILDING AREA CALCULATIONS, GRAPHIC SYMBOLS, SHEET INDEX, DESIGN CRITERIA, VICINITY MAP AND GENERAL REQUIREMENTS
- A1.1 CLUBHOUSE - EXISTING/DEMOLITION PLAN
- A2.1 CLUBHOUSE - DIMENSION/INFORMATION PLAN
- A4.1 ENLARGED PLAN - CONCESSION STAND/BAR AND STORAGE, WINDOW AND EQUIPMENT SCHEDULE
- A5.1 INTERIOR ELEVATIONS
- A5.2 INTERIOR ELEVATIONS
- A8.1 DETAILS
- C1 IMPROVEMENT PLAN
- C2 GRADING PLAN
- S2.1 STRUCTURAL PLANS AND SECTIONS
- S2.2 SECTIONS
- S2.3 STRUCTURAL PLANS FOR DECK
- S2.4 STRUCTURAL DECK SECTIONS
- S2.5 DETAILS
- MO.1 MECHANICAL DEMOLITION PLAN
- M1.1 MECHANICAL PLAN
- PO.1 PLUMBING DEMOLITION PLAN
- P1.1 PLUMBING WASTE AND VENT PLAN
- P1.2 PLUMBING WATER AND GAS PLAN
- P2.1 PLUMBING DETAILS AND SCHEDULES
- EO.1 DRAWING SCHEDULE AND ELECTRICAL LEGEND
- EO.2 PANEL SCHEDULES, FUTURE SCHEDULES, AND IECC
- E1.1 ELECTRICAL DEMOLITION PLAN
- E2.1 NEW WORK LIGHTING PLAN
- E3.1 NEW WORK POWER PLANS

INSTRUCTIONS TO BIDDERS

BASE BID INCLUDES ALL WORK REQUIRED TO RESTORE THE CONCESSION BAR AND STORAGE TO FULL FUNCTIONALITY. THIS INCLUDES ALL ARCHITECTURAL, STRUCTURAL, MECHANICAL, AND ELECTRICAL WORK IN THE AREA INDICATED ON THE ENLARGED PLAN SHOWN IN DETAIL A4.1. THE EQUIPMENT PLATFORM ABOVE THE CONCESSION BAR, THE CONCESSION WINDOW AND COUNTER, THE RELOCATION OF ONE EXTERIOR LIGHT ADJACENT TO THE CONCESSION WINDOW, RE-INSTALLATION OF THE EXISTING CONCESSION WINDOW AWNING, CONSTRUCTION OF THE NEW EXTERIOR LANDINGS AND STAIRWAY, AND NEW CONSTRUCTION OF THE DECK TO THE ORIGINAL PRO SHOP STAIRWAY WAS LOCATED BETWEEN GRID LINES G & H AND 2 & 7.

- ALTERNATES:
- DECK RECONFIGURATION
 - NEW FENESTRATION AS INDICATED.
 - RELOCATION OF THE INTERIOR PARTITIONS, REBUILDING THE INTERIOR STAIRS, INSTALLATION OF THE WHEELCHAIR LIFT, AND ALL OTHER WORK INDICATED.

PROJECT DESCRIPTION

FIRE RESTORATION AND REVISIONS TO EXISTING CLUBHOUSE. PLANS INCLUDE RECONFIGURATION AT INTERIOR AND EXTERIOR AREAS, NEW EQUIPMENT, UPGRADED FENESTRATION, AND IMPROVED ACCESSIBILITY AND EXTRINS.

DESIGN CRITERIA

OCCUPANCY GROUPS
TYPE OF CONSTRUCTION
LOCATION ON PROPERTY

B	V	B
NORTH	N/A	N/A
EAST	N/A	N/A
WEST	N/A	N/A

SEISMIC DESIGN CATEGORY
BUILDING AREA/ALLOWABLE AREA
B OCCUPANCY GROUP

TOTAL	2,617 SF/9,000 SF	No
FIRE SPRINKLERS	No	No
FIRE ALARM SYSTEM	No	No
SPECIAL INSPECTION PROGRAM	1 STORY AND 27'	62
OCCUPANT LOAD	242 PSF	62
WIND LOAD	130 MPH W/EXPOSURE C	62
SNOW LOAD, GROUND	242 PSF	62

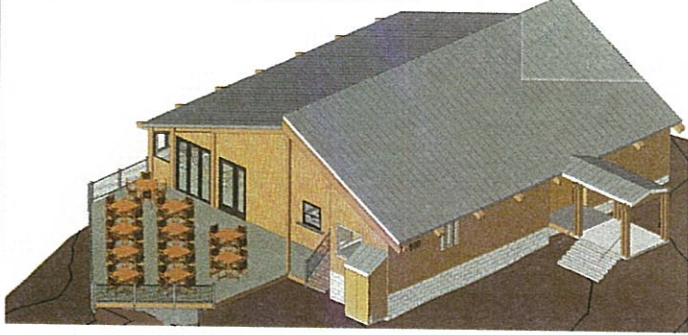
BUILDING CODES - WASHOE COUNTY
CONSTRUCTION SHALL COMPLY WITH THE FOLLOWING CODES AS ADOPTED BY WASHOE COUNTY TOGETHER WITH THE SUPPLEMENTS, LISTED CHANGES, ADDITIONS AND DELETIONS AS NOTED IN WASHOE COUNTY BUILDING CODE, CHAPTER 100.
2012 EDITION, INTERNATIONAL BUILDING CODE
2012 EDITION, INTERNATIONAL FIRE AND GAS CODE
2012 EDITION, INTERNATIONAL EXISTING BUILDINGS CODE
2012 EDITION, INTERNATIONAL ENERGY CONSERVATION CODE
2012 EDITION, INTERNATIONAL GREEN CONSTRUCTION CODE
2012 EDITION, INTERNATIONAL WILDLAND-URBAN INTERFACE CODE
2012 EDITION, INTERNATIONAL MECHANICAL, ELECTRIC AND PLUMBING CODE
2012 EDITION, INTERNATIONAL MECHANICAL CODE OR 2012 EDITION, UNIFORM PLUMBING CODE
2012 EDITION, NATIONAL ELECTRICAL CODE
2012 EDITION, NATIONAL FIRE PROTECTION ASSOCIATION 58 AND 54
2015 NORTHERN NEVADA ENERGY CODE AMENDMENTS BY THE NORTHERN NEVADA CHAPTER OF THE INTERNATIONAL CODE COUNCIL.
2012 NORTHERN NEVADA AMENDMENTS BY THE NORTHERN NEVADA CHAPTER OF THE INTERNATIONAL CODE COUNCIL.

AND
CODE OF ORDINANCES, TAHOE REGIONAL PLANNING AGENCY
2012 INTERNATIONAL FIRE DEPARTMENT CODE
2012 INTERNATIONAL FIRE CODE AND 2012 INTERNATIONAL WILDLAND-URBAN INTERFACE CODE, ADOPTED BY RESOLUTION, NORTH LAKE TAHOE FIRE PROTECTION DISTRICT

DEFERRED SUBMITTALS
SUBMISSION AND REVIEW BY WASHOE COUNTY BUILDING DEPARTMENT HAS BEEN DEFERRED ON THE FOLLOWING REQUIRED PORTIONS OF THE WORK:

1. THE CONTRACTOR WILL NOT INITIATE THESE PORTIONS OF THE WORK UNTIL THE AUTHORITY HAVING JURISDICTION HAS APPROVED THE DESIGN AND SUBMITTAL DOCUMENTS FOR THE WORK.

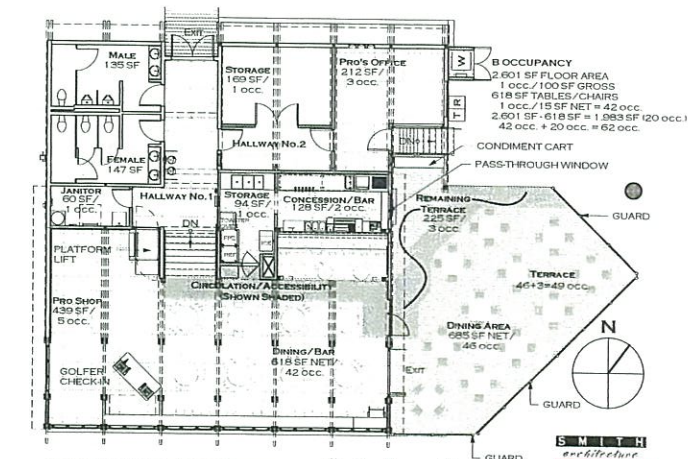
A PROPOSED MOUNTAIN COURSE CLUBHOUSE RENOVATION FOR



INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

PURCHASE ORDER No. 19-0136
690 WILSON WAY
INCLINE VILLAGE, NEVADA 89451
LOT F, INCLINE VILLAGE No.3
WASHOE COUNTY, APN 128-352-01

VICINITY MAP



CLUBHOUSE - EXIT PLAN
01/18/2019

SMITH
architectural
DESIGN
GROUP

120 COUNTRY CLUB DRIVE NO. 17
INCLINE VILLAGE, NEVADA 89451

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PROJECT

A PROPOSED MOUNTAIN COURSE CLUBHOUSE RENOVATION FOR

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

PURCHASE ORDER NO. 19-0136

690 WILSON WAY
INCLINE VILLAGE, NEVADA 89451
WASHOE COUNTY, APN 128-352-01

REVISONS:

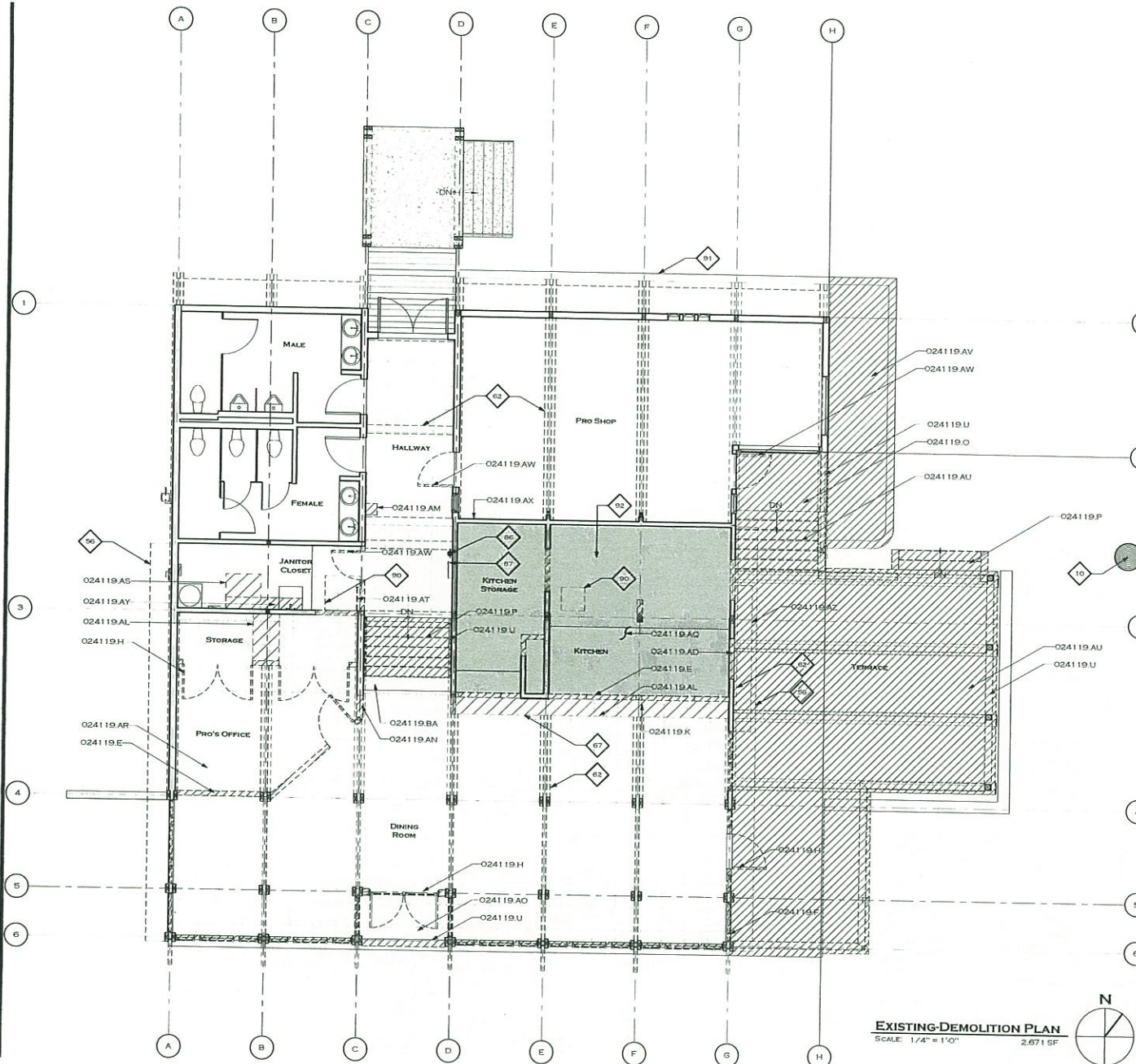
DATE OF ISSUE: 07 MAR 2019
ISSUED FOR: WCBD
DRAWN BY: SDG
CHECKED BY:
SCALE: AS INDICATED
PROJECT No.: 1825 OC

SHEET CONTENTS

COVER SHEET - ABBREVIATIONS, PROJECT CONTACTS, PROJECT DESCRIPTION, DISTRIBUTION JOURNAL, BUILDING AREA CALCULATIONS, GRAPHIC SYMBOLS, SHEET INDEX, DESIGN CRITERIA, VICINITY MAP AND GENERAL REQUIREMENTS

SHEET NUMBER

AO.1



EXISTING-DEMOLITION PLAN
SCALE: 1/4" = 1'-0" 2,671 SF

PROJECT KEYNOTES

- 024119.AD REMOVE IEI WALL, AS REQUIRED TO INSTALL NEW WINDOWS. SHOWN HATCHED
- 024119.AL REMOVE IEI SOFFIT. SHOWN HATCHED
- 024119.AM REMOVE IEI DRINKING FOUNTAIN. SHOWN HATCHED
- 024119.AN REMOVE IEI WALL, AS REQUIRED TO ALIGN WITH EXISTING WALL TO REMAIN
- 024119.AO REMOVE IEI EXTERIOR CARPET AS REQUIRED TO ACCOMMODATE NEW WORK
- 024119.AQ REMOVE AND RELOCATE IEI FLOOR DRAINS. SEE MECHANICAL PLANS, TYPICAL
- 024119.AR REMOVE IEI FLOOR FINISH, AS REQUIRED TO ACCOMMODATE NEW WORK. TYPICAL
- 024119.AS REMOVE IEI CEILING AS REQUIRED TO ACCOMMODATE NEW ATTIC ACCESS. 3'-0" X 3'-0"
- 024119.AT REMOVE AND SALVAGE IEI WOOD LADDER. SHOWN HATCHED
- 024119.AU REMOVE EXISTING DECK. COORDINATE DEMOLITION WITH STRUCTURAL PLANS TO DETERMINE EXTENT OF DECK FRAMING TO DEMOLISH
- 024119.AV REMOVE AND SALVAGE IEI KEYSTONE PLANTER AS REQUIRED TO ACCOMMODATE NEW WORK
- 024119.AW REMOVE AND SALVAGE IEI DOOR. SHOWN HATCHED
- 024119.AX REMOVE AND SALVAGE ALL IEI SLAT WALL PANELS. TYPICAL
- 024119.AY MODIFY IEI PLYWOOD SHELVES TO ACCOMMODATE NEW WORK
- 024119.AZ REMOVE AND SALVAGE IEI CLOTH AWNING AND HARDWARE. SHOWN HATCHED
- 024119.BA AS NEEDED TO ACCOMMODATE NEW WORK. REMOVE AND SALVAGE EXISTING CARPET TILE.
- 024119.BE REMOVE IEI WALLS. SHOWN HATCHED
- 024119.BF REMOVE IEI WINDOWS. SHOWN HATCHED
- 024119.BH REMOVE IEI DOORS. SHOWN HATCHED
- 024119.BK REMOVE IEI CASEWORK. SHOWN HATCHED
- 024119.BO REMOVE IEI DECK, ASSOCIATED FRAMING, AND COMPLETE FOUNDATION. SHOWN HATCHED. SALVAGE RAILING AND DECK BOARDS FOR REUSE
- 024119.P REMOVE IEI STAIRS AND ASSOCIATED FRAMING. SHOWN HATCHED.
- 024119.U REMOVE IEI RAILING. SHOWN HATCHED

SMITH
architects
DESIGN
GROUP
120 COUNTRY CLUB DRIVE No. 17
INCLINE VILLAGE, NEVADA 89451
TEL. 775.931.7158
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PROJECT
INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
A PROPOSED MOUNTAIN COURSE CLUBHOUSE RENOVATION FOR
PURCHASE ORDER NO: 190136
690 WILSON WAY
INCLINE VILLAGE, NEVADA 89451
WASHOE COUNTY, APN 128-352-01

REVISONS:

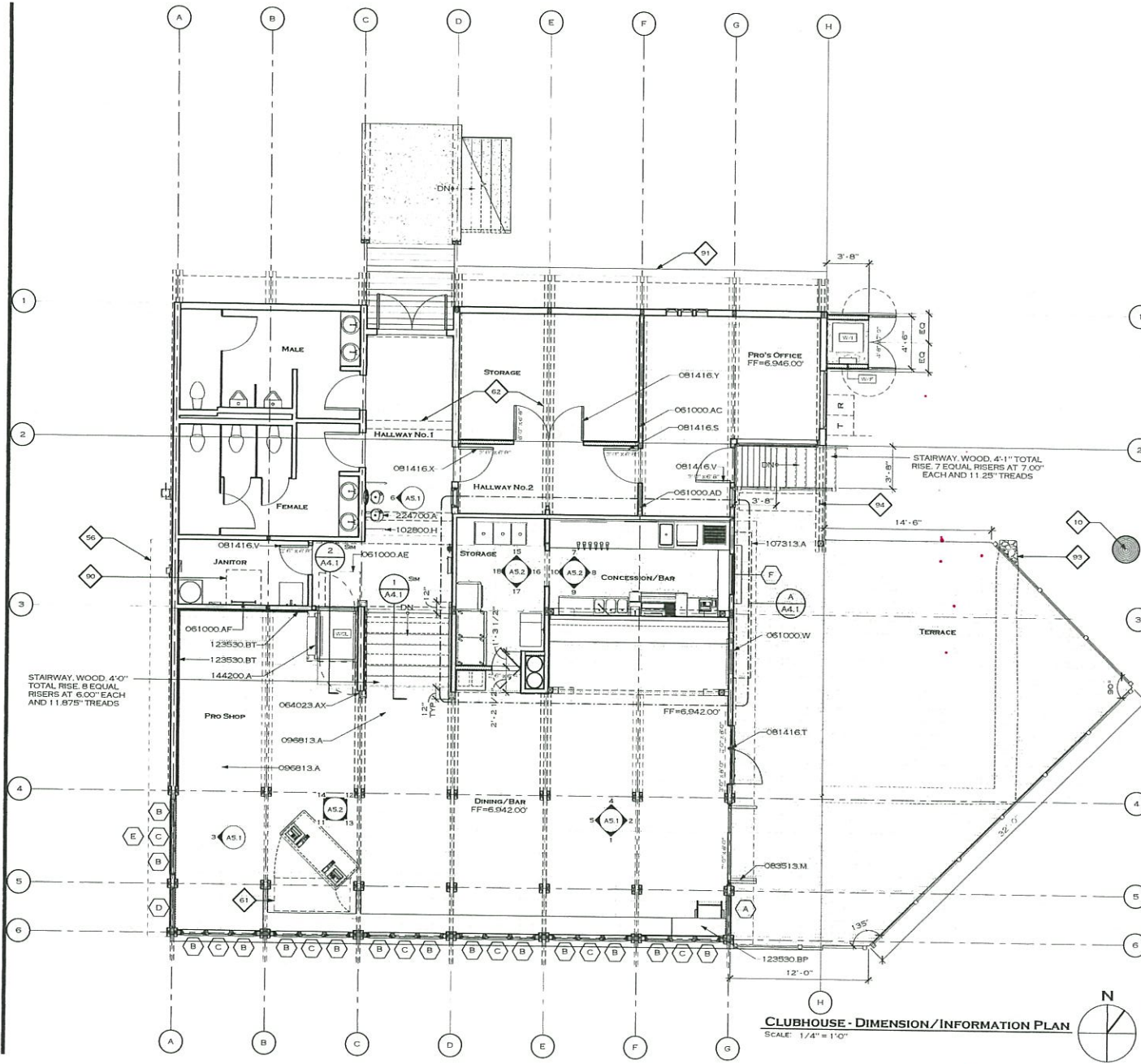
DATE OF ISSUE: 07 MAR 2019
ISSUED FOR: WCRD
DRAWN BY: SDG
CHECKED BY: SDG
SCALE: 1/4" = 1'-0"
PROJECT No.: 1825 00

SHEET CONTENTS
CLUBHOUSE - EXISTING/DEMOLITION PLAN
SHEET NUMBER

A1.1

REFERENCE NOTES

- 10 TREE EXISTING TO REMAIN
- 86 ROOF, ABOVE
- 61 CHECKIN DESK, PUSHED BACK LOCATION
- 62 BEAM, ABOVE
- 67 SOFFIT, ABOVE
- 86 FIRE EXTINGUISHER
- 87 EMERGENCY DEFIBRILLATOR
- 90 ATTIC ACCESS, ABOVE
- 91 KEYSTONE PLANTER
- 92 EQUIPMENT PLATFORM ABOVE, SHOWN SHADED
- 93 STONE RETAINING WALL, EXISTING TO REMAIN
- 94 CONDIMENT ISLAND, NIC



CLUBHOUSE - DIMENSION/INFORMATION PLAN
SCALE: 1/4" = 1'-0"

PROJECT KEYNOTES

- 061000.AC NON-LOAD-BEARING INTERIOR PARTITION, 8'-4" TALL AT STORAGE ROOM AND PRO'S OFFICE
- 061000.AD NON-LOAD-BEARING INTERIOR PARTITION, ALIGN WALL WITH EXISTING POST
- 061000.AE INFILL CEILING FRAMING, MATCH EXISTING CEILING THICKNESS
- 061000.AF REINSTALL SALVAGED ACCESS LADDER
- 061000.W INFILL WALL FRAMING, MATCH EXISTING WALL THICKNESS AND FINISHES
- 064023.AX STAIRWORK, HANDRAIL, 34" TO 36" ABOVE NOSING, TYPICAL EACH SIDE OF STAIR, EXTEND HANDRAIL HORIZONTAL 12" MIN BEYOND TOP RISER AND CONTINUE TO SLOPE THE DEPTH OF TREAD BEYOND THE BOTTOM RISER
- 081416.S WOOD DOOR WITH GLASS LITE, MATCH EXISTING
- 081416.T OUTSWING DOOR AND SIDELIGHT, PROVIDE ACCESSIBLE HARDWARE
- 081416.V REINSTALL SALVAGED WOOD DOOR
- 081416.X REINSTALL SALVAGED GLASS LITE DOOR
- 081416.Y WOOD DOUBLE DOOR, FLUSH, SOLID CORE, MATCH EXISTING
- 083513.M FOLDING WOOD DOOR, CLAD
- 095613.A MODULAR CARPET TILES, 2'-0" X 2'-0", REINSTALL SALVAGED OR NEW TO MATCH EXISTING
- 102800.H WALL AND FLOOR MOUNTED BARS AT DRINKING FOUNTAIN, 1-1/2" DIAMETER, 36" MAX TALL, AND 18" FROM WALL
- 107313.A REINSTALL SALVAGED CLOTH AWNING AND HARDWARE
- 123530.BP ZINC BAR TOP, BASIS OF DESIGN, COMMERCIAL HAND CRAFTED METAL INC. MODEL NO. 3374
- 123530.BT REINSTALL SALVAGED SLAT WALL PANELS
- 144200.A WHEELCHAIR LIFT, STANDARD STRAIGHT THROUGH CONFIGURATION, FLOOR MOUNTED, PLATFORM CLEARANCE: WIDTH 36" X LENGTH 48-7/8", PROVIDE STATIONARY ACCESSIBLE REQUIREMENTS
- 224700.A ACCESSIBLE DRINKING FOUNTAIN WITH WATER BOTTLE FILL-UP STATION

S M I T H
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PROJECT

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

A PROPOSED MOUNTAIN COURSE CLUBHOUSE RENOVATION FOR

690 WILSON WAY
INCLINE VILLAGE, NEVADA 89451
WASHOE COUNTY, APN 128-352-01

WUI CODE REQUIREMENTS

- IGNITION-RESISTANT CONSTRUCTION REQUIREMENTS**
- DEFENSIBLE SPACE: WILL BE CONFORMING TO THE PROPERTY LINE PRIOR TO PERMIT CLOSEOUT
- FIRE HAZARD SEVERITY: EXTREME HAZARD WITH CONFORMING WATER SUPPLY
- CONSTRUCTION REQUIREMENTS: IR1
- BUILDING CONSTRUCTION REQUIREMENTS**
- ROOFS: EXISTING TO REMAIN, NO CHANGE
- ROOF GUTTERS: ROOF GUTTERS AND DOWNSPOUTS SHALL BE CONSTRUCTED OF GALVANIZED MATERIAL. GUTTERS SHALL BE PROVIDED WITH APPROVED MEANS TO PREVENT THE ACCUMULATION OF LEAVES AND DEBRIS.
- EAVES & SOFFITS: EXISTING TO REMAIN, NO CHANGE
- VENTS: OPERABLE UNDER-FLOOR VENTS SHALL NOT EXCEED 144 SQUARE INCHES IN AREA AND SIXTYONE COVERED WITH NONCOMBUSTIBLE CORROSION-RESISTANT MESH WITH OPENINGS NOT TO EXCEED 1/4 INCH
- EXTERIOR WALLS: NEW EXTERIOR WALLS WILL BE PROTECTED ON THE EXTERIOR WITH LP FLAME BLOCK FIRE-RATED OSB SHEATHING (SEE E331.1365, INCLUDED)
- WINDOWS (GLAZING): EXTERIOR WINDOWS ARE DUAL GLAZED
- EXTERIOR DOORS: EXTERIOR DOORS ARE MINIMUM 1-3/4" SOLID CORE
- DECKS & BALCONIES: ARE PROPOSED HEAVY TIMBER CONSTRUCTION, MINIMUM 6X6 COLUMNS, 4X8 FLOOR JOISTS, 4X10 OR 6X8 BEAMS, 3X LEDGERS AND 2X DECKING.

REFERENCE NOTES

SEE REFERENCE NOTE SCHEDULE ON SHEET A.1.4

REVISIONS:

DATE OF ISSUE: 07 MAR 2019

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DRAWN BY: SDG

CHECKED BY: SDG

SCALE: AS INDICATED

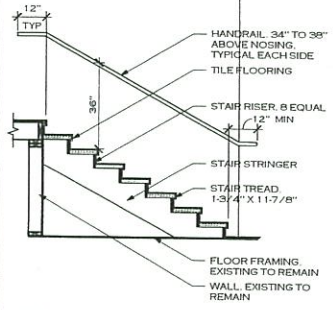
Project No.: 1825.00

SHEET CONTENTS

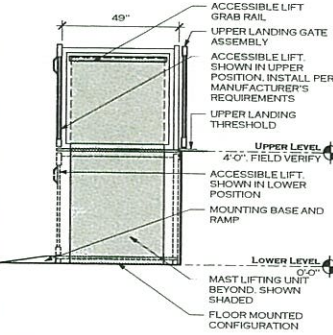
CLUBHOUSE - DIMENSION/INFORMATION PLAN

SHEET NUMBER

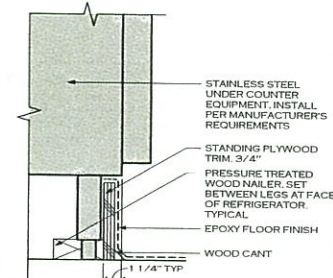
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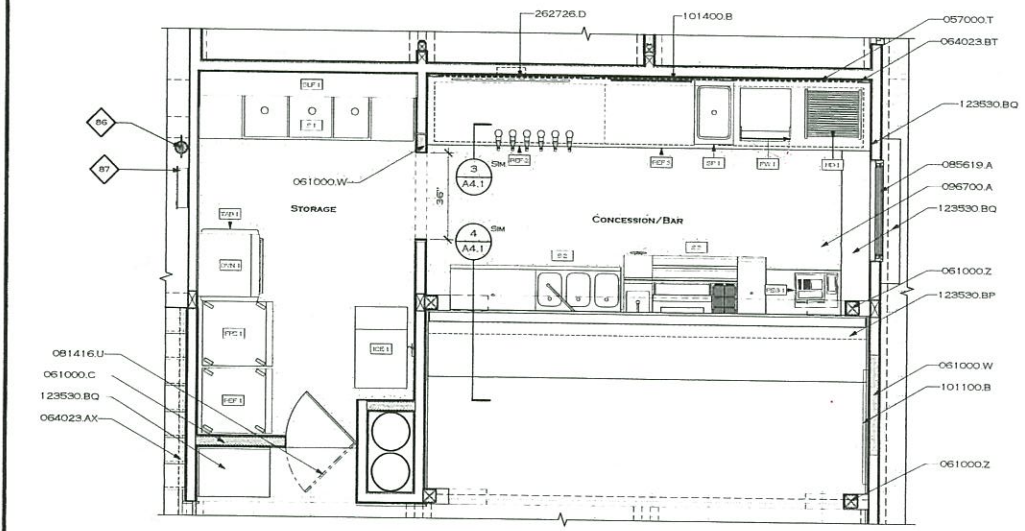
1 MAIN STAIR
SCALE 1/2" = 1'-0"



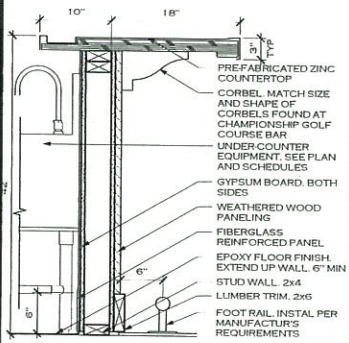
2 ACCESSIBLE LIFT
SCALE 1/2" = 1'-0"



3 FLOOR BASE AT STAINLESS STEEL CABINETS
SCALE 3" = 1'-0"



A ENLARGED PLAN - CONCESSION STAND/BAR AND STORAGE
SCALE 1/2" = 1'-0"



4 CONCESSION BAR FRAMING
SCALE 1 1/2" = 1'-0"

EQUIPMENT AND APPLIANCE SCHEDULE

ROOM NAME	SYMBOL	MANUFACTURER	MODEL	DESCRIPTION
	W/1	MANITOWOC	SFA291 & IY0450A-161	WATER/ICE DISPENSER
	W/F	EVERPURE	INSURICE TWIN 420002 SYSTEM- EVS92402	WATER FILTRATION SYSTEM
CONCESSION/BAR	REF-2	PERLICK	BBR72	REMOTE BACK BAR 3-DOOR REFRIGERATOR FOR KEGS
CONCESSION/BAR	REF-3	PERLICK	BBR48	REMOTE BACK BAR 2-DOOR REFRIGERATOR WITH GLASS DOORS
CONCESSION/BAR	HD-1	STAR MANUFACTURING	X30S AND XEW30	GRILLMAX EXPRESS ROLLER GRILLS AND BUN WARMER
CONCESSION/BAR	FW-1	NEMCO	6425	HOT FOODS, 3-TIER, ANGLED 19" SQUARE SHELVES
CONCESSION/BAR	SP-1	EAGLE GROUP		SOUP WARMER
CONCESSION/BAR	REG-1			CASH REGISTER
CONCESSION/BAR	S-2	EAGLE GROUP	BX-324	SPEC BAR THREE-COMPARTMENT SINKS
CONCESSION/BAR	S-3	EAGLE GROUP	CCS-60-2	SPEC BAR COMBINATION COCKTAIL STATIONS
HALLWAY No. 1	DF-1	ELKAY	LW5-EDFFBM117K	WATER COOLER
PRO SHOP	WCL	GARAVENTA LIFT	GARAVENTA GENESIS-OPAL-STANDARD UNIT W/GVL-60 MAST	VERTICAL WHEELCHAIR LIFT - UNENCLOSED VERTICAL PLATFORM LIFT
STORAGE	SLF-1	REGENCY	600WS1572	18 GAUGE STAINLESS STEEL SOLID WALL SHELVES
STORAGE	S-1	EAGLE GROUP	B5-3LR-24	SPEC BAR THREE-COMPARTMENT SINKS
STORAGE	ICE-1	MANITOWOC ICE	IDT0420A	ICE MAKER W/ BIN
STORAGE	TAB-1	CENTRAL	24X30 CHEFS TABLE	18 GAUGE GALVANIZED WORK TABLE
STORAGE	OVN-1	TURBO CHEF	VHSO205	24" HIGH SPEED CONVECTION OVEN-TORNADO 2
STORAGE	REF-1	TRUE FOOD SERVICE EQUIPMENT, INC	T-23HC	REACHIN SOLID SWINGS DOOR REFRIGERATOR
STORAGE	FRZ-1	TRUE FOOD SERVICE EQUIPMENT, INC	T-23FHC	HYDRO CARBON REFRIGERANT REACHIN SOLID SWINGS DOOR FREEZER
STORAGE	SLF-1	REGENCY	600WS1572	18 GAUGE STAINLESS STEEL SOLID WALL SHELVES

PROJECT KEYNOTES

- 057000.T CORRUGATED METAL PANELING, AGED
- 061000.C NON-LOAD-BEARING INTERIOR PARTITION
- 061000.W INFILL WALL FRAMING, MATCH EXISTING WALL THICKNESS AND FINISHES
- 061000.Z WOOD POST. SEE STRUCTURAL
- 064023.AX STAIRWORK, HANDRAIL, 34" TO 38" ABOVE NOSING, TYPICAL EACH SIDE OF STAIR, EXTEND HANDRAIL HORIZONTAL 12" MIN BEYOND TOP RISER AND CONTINUE TO SLOPE THE DEPTH OF TREAD BEYOND THE BOTTOM RISER
- 064023.BT WEATHERED WOOD TRIM, 2X6
- 081416.U CONCESSION STAND WINDOW
- 085619.A PIVOT DOOR
- 096700.A EPOXY FLOOR FINISH, KEY RESIN COMPANY KEY, MMA GHP 900, MATCH COLOR AND SURFACE TEXTURE AT CHATEAU BAR.
- 101100.B DRY ERASE BOARD
- 101400.B IVCO SIGNAGE, FROSTED GLASS AND ACRYLIC ZINC BAR TOP, BASIS OF DESIGN, COMMERCIAL HAND CRAFTED METAL INC. MODEL NO. 3374
- 123530.BP COUNTERTOP, RUBBED ZINC
- 123530.BQ RECESSED BOX FOR WALL MOUNTED FLAT PANEL TELEVISION, PROVIDE SOLID BLOCKING FOR SWING OUT TV MOUNT

REFERENCE NOTES

SEE REFERENCE NOTE SCHEDULE ON SHEET A1.4

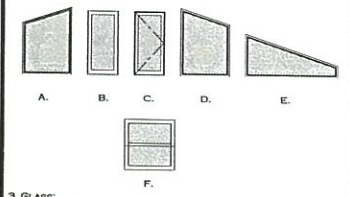
WINDOW SCHEDULE

MARK	TYPE	TYPE (D)	GLASS (D)	FRAME (G)	FINISH (B)	HEAD DETAIL	JAMB DETAIL	THRESHOLD DETAIL	REMARKS (R)
A	3'-5" x 4'-9"	A	-	-	5/AB.1	10/AB.1	15/AB.1		
B	2'-2" x 4'-6"	B	-	-	5/AB.1	10/AB.1	15/AB.1		
C	2'-2" x 4'-6"	C	-	-	5/AB.1	10/AB.1	15/AB.1		
D	3'-5" x 4'-9"	D	-	-	5/AB.1	10/AB.1	15/AB.1		
E	6'-0" x 3'-0"	E	-	-	5/AB.1	10/AB.1	15/AB.1		
F	3'-5" x 3'-6"	F	-	-	4/AB.1	9/AB.1	14/AB.1		

WINDOW SCHEDULE NOTES

1. "-" SHOWN ON SCHEDULE INDICATES TYPICAL

2. TYPE



3. GLASS: TYPICAL = DUAL GLAZED, LOW E
1. DUAL GLAZED, LOW E, TEMPERED OVER LAMINATED 2. 1/4" TEMPERED

NOTE: PROVIDE SAFETY GLAZING MATERIAL IN HAZARDOUS LOCATIONS AS DEFINED IN IBC, SECTION 2406.4.3 AND IRC, SECTION R308.4.3

4. FRAME: TYPICAL = VINYL CLAD, WOOD

5. FINISH: TYPICAL = MANUFACTURE'S STANDARD

NOTE: SEE EXTERIOR ELEVATIONS FOR OPERATION OF EACH INDIVIDUAL WINDOW

6. REMARKS: 1. NONE



120 COUNTRY CLUB DRIVE No. 17
INCLINE VILLAGE, NEVADA 89451
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PROJECT

A PROPOSED MOUNTAIN COURSE CLUBHOUSE RENOVATION FOR
INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
PURCHASE ORDER NO. 190136
650 WILSON WAY
INCLINE VILLAGE, NEVADA 89451
WASHOE COUNTY, APN 129-352-01

REVISIONS:

DATE OF ISSUE: 07 MAR 2019

ISSUED FOR: WCB

DRAWN BY: SDG

CHECKED BY: SDG

SCALE: AS INDICATED

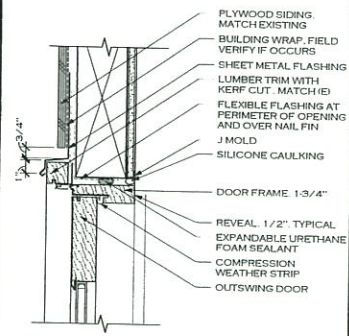
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SHEET CONTENTS

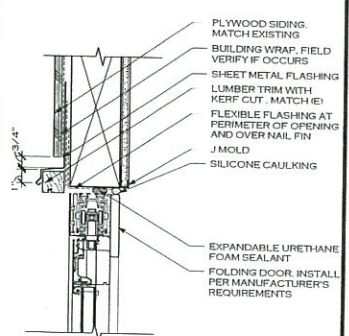
ENLARGED PLAN - CONCESSION STAND/BAR AND STORAGE WINDOW AND EQUIPMENT SCHEDULE

SHEET NUMBER

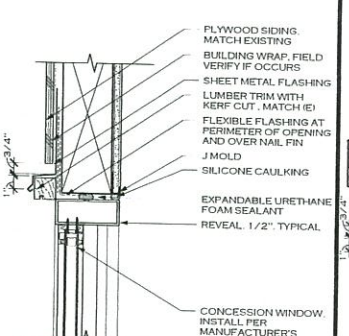
A4.1



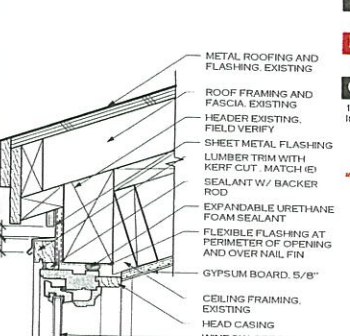
2 OUTSWING DOOR HEAD
SCALE: 3" = 1'-0"



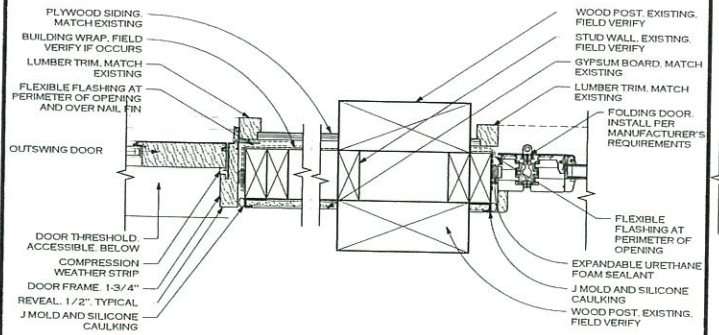
3 FOLDING DOOR HEAD
SCALE: 3" = 1'-0"



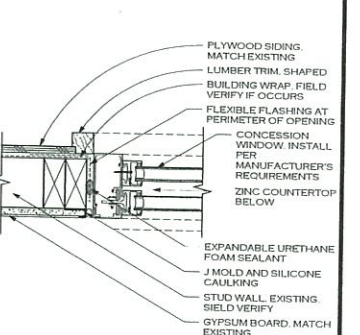
4 CONCESSION WINDOW HEAD
SCALE: 3" = 1'-0"



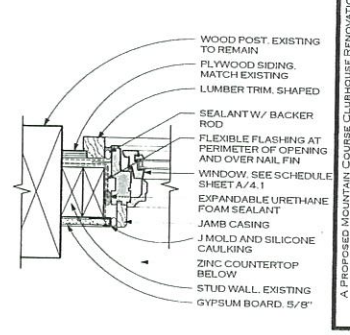
5 WINDOW HEAD
SCALE: 3" = 1'-0"



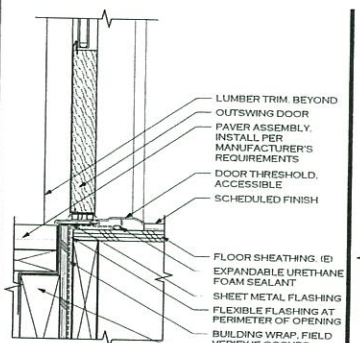
7 OUTSWING/FOLDING DOOR JAMB
SCALE: 3" = 1'-0"



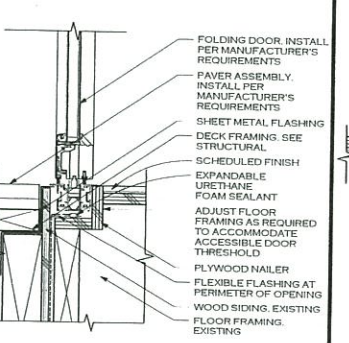
9 CONCESSION WINDOW JAMB
SCALE: 3" = 1'-0"



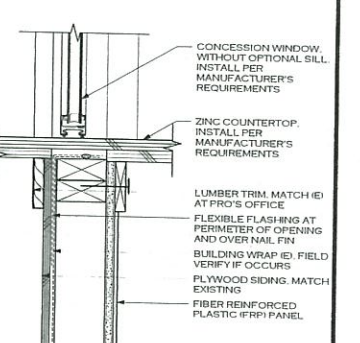
10 WINDOW JAMB
SCALE: 3" = 1'-0"



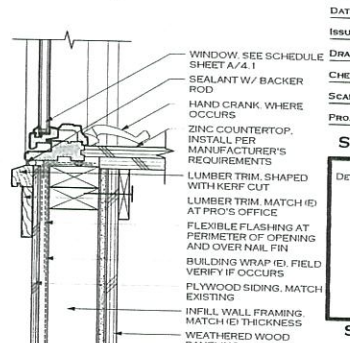
12 OUTSWING DOOR THRESHOLD
SCALE: 3" = 1'-0"



13 FOLDING DOOR THRESHOLD
SCALE: 3" = 1'-0"



14 CONCESSION WINDOW SILL
SCALE: 3" = 1'-0"



15 WINDOW SILL AT BAR COUNTERTOP
SCALE: 3" = 1'-0"

SMITH
architecture
DESIGN

GROUP
120 COUNTRY CLUB DRIVE NO. 17
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PROJECT

A PROPOSED MOUNTAIN COURSE CLUBHOUSE RENOVATION FOR
INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
PURCHASE ORDER NO. 190136
690 WILSON WAY
INCLINE VILLAGE, NEVADA 89451
WASHOE COUNTY, APN 128-352-01

REVISIONS:

DATE OF ISSUE: 07 MAR 2019
ISSUED FOR: WGBD
DRAWN BY: SDG
CHECKED BY: SDG
SCALE: 3" = 1'-0"
PROJECT NO.: 1825.00

SHEET CONTENTS

DETAILS
SHEET NUMBER

A8.1

PRELIMINARY COST ESTIMATE

**MOUNTAIN COURSE CLUBHOUSE RENOVATION
 INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
 PRELIMINARY COST ESTIMATE**

IVGID PURCHASE ORDER NO. 19-0136
 4/19/2019



Division Number	Division Title	Estimate
Division 02	Existing Conditions/Demolition	\$67,000
Division 03	Concrete	\$40,000
Division 04	Masonry	\$0
Division 05	Metals	\$35,000
Division 06	Wood, Plastic, and Composites	\$128,000
Division 07	Thermal and Moisture Protection	\$12,000
Division 08	Openings	\$45,000
Division 09	Finishes	\$130,000
Division 10	Specialties	\$10,000
Division 11	Equipment	\$55,000
Division 12	Furnishings	\$40,000
Division 13	Special Construction	\$0
Division 14	Conveying Equipment	\$30,000
Division 21	Fire Suppression	\$0
Division 22	Plumbing	\$25,000
Division 23	Heating, Ventilation, and Air Conditioning (HVAC)	\$20,000
Division 26	Electrical	\$50,000
Division 27	Communications	\$5,000
Division 28	Electronic Safety and Security	\$0
Division 31	Earthwork	\$25,000
Division 32	Exterior Improvements	<u>\$60,000</u>
Sub Total		\$710,000
General Conditions 15%		\$106,500
Overhead 10%		\$81,650
Profit 10%		<u>\$89,815</u>
Total		\$987,965
Contingency 20%		<u>\$197,593</u>
Total with Contingency		\$1,185,558

PRELIMINARY COST BACK UP

**MOUNTAIN COURSE CLUBHOUSE RENOVATION
INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
PRELIMINARY COST ESTIMATE**

IVGID PURCHASE ORDER No. 19-0136
19 APRIL 2019



DIVISION 02 - EXISTING CONDITIONS

Demolition of the storage wall in the existing pro shop, dressing room in the golf shop, pass-through wall in front of the kitchen, shoring/demolition of the HVAC equipment platform, wall at janitors closet to accommodate platform lift, interior stairway, walls and doors surrounding the exit alcove on the south side, removal of the windows, removal of the exterior wall to accommodate larger doors along the east side, and dumpster; \$40K

Demolition of the planter along the east side of the building, deck finish on the east side, exterior stairway at Golf Pro's Office, AC paving & curb, existing stair foundation, and concrete sidewalk at the northwest, tree removal, and dumpster; \$27K

DIVISION 03 - CONCRETE

Foundation for column head-out at bar; \$15K

Foundation for new terrace; \$25K

DIVISION 04 - MASONRY

Not Used

DIVISION 05 - METALS

Handrail at interior stairway, powder-coat finish, footrail at bar and counter; \$5K

Guardrail at new terrace; \$30K

DIVISION 06 - WOOD, PLASTIC, AND COMPOSITES

Framing at golf pro's office and storage, framing at janitors' closet, framing at the bar/storage, column head-out at bar, new interior stairway, wall frame out at South entry alcove, wall framing below new exterior windows; \$38K

Reconstruction of the HVAC equipment platform; \$15K

Framing at new terrace; \$75K

DIVISION 07 - THERMAL AND MOISTURE PROTECTION

Insulation at new walls below the windows; \$2K

Waterproofing coating for plywood at new terrace; \$10K

DIVISION 08 - OPENINGS

New exterior windows including pass through window; \$20K

Two new exterior doors at the terrace; \$25K

DIVISION 09 - FINISHES

New floor finish (2,300 SF), gypsum board, interior wall paint, exterior trim paint at new windows and doors; wood wainscot, trim at columns; \$85K

Terrace surface finish, stain/paint terrace; \$45K

DIVISION 10 - SPECIALTIES

**MOUNTAIN COURSE CLUBHOUSE RENOVATION
INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
PRELIMINARY COST ESTIMATE**

IVGID PURCHASE ORDER No. 19-0136

19 APRIL 2019

PAGE 2 OF 2



Interior and exterior signage and baby changing stations; \$10K

DIVISION 11 - EQUIPMENT

Kitchen equipment; \$50K

Exterior Water-fill station; \$5K

DIVISION 12 - FURNISHINGS

Casework for concession stand/bar, check-in counter and display case, dining counter at windows, exterior pass-through counter, and countertops; \$40K

Does Not Include Interior/Exterior Furniture

DIVISION 13 – SPECIAL CONSTRUCTION

Not Used

DIVISION 14 – CONVEYING EQUIPMENT

Platform Lift; \$30K

DIVISION 21 – FIRE SUPPRESSION

Not Used

DIVISION 22 – PLUMBING

Plumbing at concession stand/bar, hand wash sink, drinking fountain; and exterior water-fill station; \$25K

DIVISION 23 – HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)

HVAC modifications to accommodate new plan configuration; \$20K

DIVISION 26 – ELECTRICAL

Electrical system modifications to accommodate new plan configuration, electrical at the concession stand/bar, LED lighting at the reconfigured area (2,300 SF), and building mounted exterior lights for the terrace; \$40K

DIVISION 27 – COMMUNICATIONS

Point of sale (POS) connections; \$5K

DIVISION 28 – ELECTRONIC SAFETY AND SECURITY

Closed circuit TV cameras, alarm system, and audio/visual equipment by IVGID

DIVISION 31 – EARTHWORK

Excavation for column head out foundation; \$5K

Excavation for new terrace footings and backfill to catch grade at staging area; \$20K

DIVISION 32 – EXTERIOR IMPROVEMENTS

Asphalt Paving to catch grade, segmented retaining wall, raise drain inlet, accessibility path; \$60K

PROJECT DATA SHEET



Project Summary

Project Number:	3299BD1902
Title:	Mountain Clubhouse Improvements Project
Project Type:	B - Major Projects - Existing Facilities
Division:	41 - Mountain Operations
Budget Year:	2020
Finance Options:	
Asset Type:	BD - Buildings & Structures
Active:	Yes

Project Description					
Rebuild and rehabilitate the Mountain Golf Course Clubhouse resulting from the August 11, 2018 kitchen fire. The objective is to have a facility that provides good customer experiences for golf check-in, presentation of merchandise, supports a food and beverage service area, and has a social setting in support of both golf and non-golf users. Ancillary to these capacities, the facility also has to accommodate the administration and supervision of the operation for Management and front line staff through good sight lines and accessible storage. This project will also allow the District to address accessibility of the lower level.					
Project Internal Staff					
The Project will be managed by the Engineering staff with substantial cooperation and involvement by the District General Manager, Director of Finance, the Director of Golf, the Mountain Course Head Professional.					
Project Justification					
The August 11, 2018 fire rendered the kitchen area unusable. Smoke damage was incurred throughout the facility, which in turn affects walls, flooring and mechanical systems. The District's insurance coverage is for replacement. However, the evaluation of what is the best solution long term for the operations indicates a revised allocation of floor space, changes to access and ultimate serves food. A combination of insurance proceeds and District resources would be required to accomplish the full scope of the rehabilitation project. A design for the renovation of the mountain golf clubhouse has been completed to meet the objectives of future operation while staying within the existing footprint of the building.					
Forecast					
Budget Year	Total Expense	Total Revenue	Difference		
2020					
Construction Contingency for renovation/remodel @ 15%	178,000	0	178,000		
Construction Cost Estimate per architect	1,186,000	0	1,186,000		
Construction Management and Construction Engineering	100,000	0	100,000		
Year Total	1,464,000	0	1,464,000		
	1,464,000	0	1,464,000		
Year Identified	Start Date	Est. Completion Date	Manager	Project Partner	
2019	Nov 1, 2018	Mar 31, 2020	Engineering Manager		

**MTN GOLF
FACILITY STUDY –
FULL REPORT
AMENDED
FEBRUARY 2017**

EVALUATION AND RECOMMENDATIONS FOR REPLACEMENT OF THE MOUNTAIN GOLF COURSE CLUBHOUSE & MAINTENANCE BUILDING

April, 2014
Amended February 2017

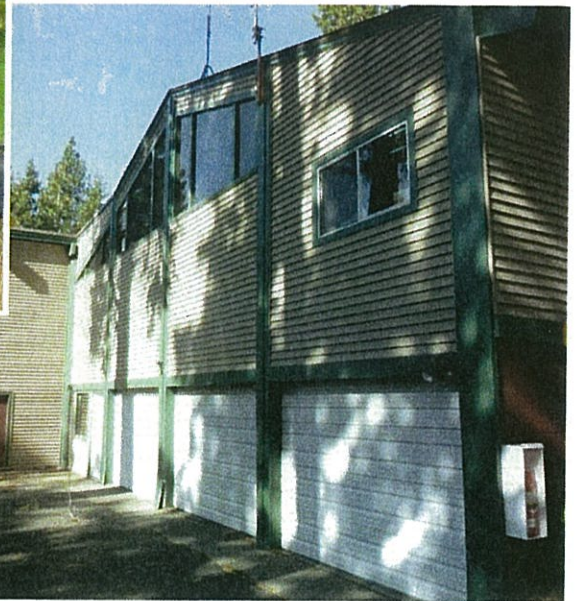
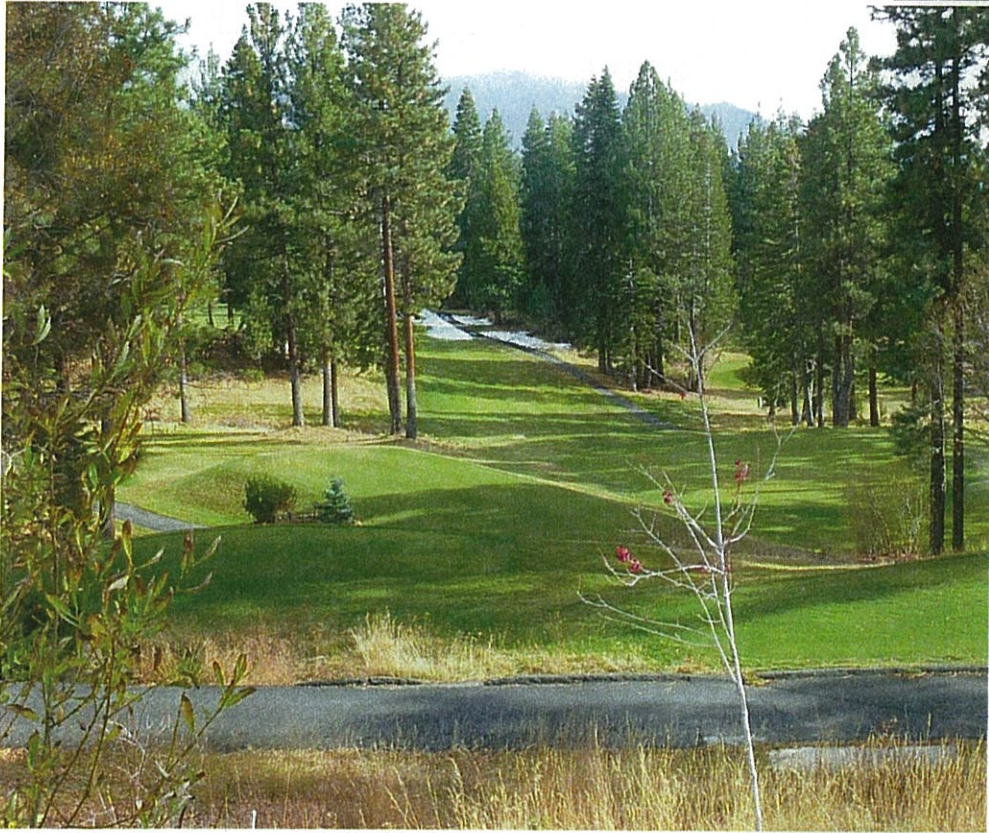


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NARRATIVE
ESTIMATE
DRAWINGS

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Renovate Maintenance Building**

NARRATIVE
ESTIMATE
DRAWINGS

**OPTION 3 Construct new Clubhouse- full basement &
Renovate Maintenance Building**

NARRATIVE
ESTIMATE
DRAWINGS

OPTION 4 Renovate existing Clubhouse & Renovate Maintenance Building

NARRATIVE
ESTIMATE
DRAWINGS

**OPTION 5 Construct New Clubhouse & Renovate Maintenance Building
Construct dedicated practice facility**

NARRATIVE
ESTIMATE
DRAWINGS

**OPTION 6 Clubhouse: ADA improvements only
Maintenance Building: ADA improvements & Structural floor and Golf
Cart ventilation upgrades**

NARRATIVE
ESTIMATE
DRAWINGS

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- **STRUCTURAL**
- **CIVIL**
- **MECHANICAL/PLUMBING**
- **ELECTRICAL**

PART A: PROJECT GOALS & PROGRAMMING

Introduction:

BJG was tasked to explore alternative building solutions for the replacement and improvement of the Mountain Golf Course clubhouse and maintenance facilities. The following outline describes the challenges and process BJB followed to evaluate these options using the Global Golf Associates report as a benchmark for performance. This outline was also used as an agenda for a series of meetings with IVGID administrative staff and golf course employees that further identified operational and 'hands-on' design issues that needed to be addressed with a new building.

A.1 Project Objectives

1. Evaluate the existing facilities
2. Provide an analysis of four (4) different approaches for improving the Mountain Golf Course clubhouse and maintenance building complex.
3. The approaches are broadly defined under C.
4. Review of the user parking, staff parking, golf cart circulation, & maintenance access by grounds staff accessing the Mountain Golf Course.
5. Each solution to be coordinated and reviewed with GGA.

A.2 Design Objectives: From the GGA Document

1. **Location: Views of Lake Tahoe: More non-golfers would use the MGC IF the clubhouse had better views of the Lake.**
 - a. IVGID staff indicated views of the golf course are very important to golfers; especially views of the major tee boxes and No.9 and No.18 greens.
 - b. When viewed from existing maintenance building 2nd Floor, the Lake Tahoe view site is distant and screened by the forest canopy.
 - c. The GCA report states that view opportunity could be a significant draw for non-golfers *if a restaurant function* were in place at the (old) maintenance building location.
 - d. The GGA report also discourages restaurant/kitchen operations at MGC as a means to reduce overhead and labor costs.
 - e. The clubhouse must be fully accessible: ADA compliant facilities and building access.
2. **Socialization: Clubhouse must be a good platform for socialization.**
Observations from golf staff:
 - a. Women's groups: seating options and semi-private sitting areas are needed for week day meetings. Most of these are golfer related meetings.
 - b. Exterior Patio: needs a covered patio area and inside-outside design theme.
 - c. Golfers: exterior deck is used extensively with views of primary tee boxes & No.9 and No.18 greens to watch friends start and finish up.
 - d. Dining area: few people sit in the dining area during a typical day for meals. Most patrons use the deck or leave the facility after finishing up. Consistent good weather makes this possible.
 - e. Historically very few golfers or non-golfers use the facility *only* for meals.
3. **Clubhouse building needs to be staffed by a single person or from a central point of control.**
 - a. Minimizing Staff Labor is critical to for the clubhouse to be cost effective.
 - b. Currently a single employee only works during off-peak time: Weekends after 9am and on slow week days.
 - c. Liquor service must come from an adult. Window service very popular.
 - d. Typical a foursome arrives for play, browses the golf shop while one person pays for tee times.
 - e. Golf shop proximity to starter/pro important for marketing and control of merchandise.
 - f. Pro-Shop: view to primary tee boxes and No.9 & No.18 greens needed to see golfer progress at starting and making the 'turn' at No. 9.
4. **Clubhouse should provide adequate services: but not excessive services.**
 - a. Most functions designed around an open plan with single operator control in mind.
 - b. Encourage women and family golfers to use the facility.
 - c. Provide enough restroom capacity for a foursome at one time.
 - d. Provide easy access to 'Grab and Go' food offerings.

- e. Limit built-in kitchen facilities: Provide warming equipment and minimal food preparation. Not a 'kitchen' in any building code sense.
- f. All solutions are based on the existing Chateau kitchen services supplying MGC with grab-n-go foods and with catered food for larger events; tournaments, holidays, private parties, etc.

A.3 Design Tools: Common to all design solutions:

1. Site / Civil / Golf course access circulation study.
2. Proposed Floor plan, site plan and building elevations.
3. Mechanical/Electrical system concepts adequate for estimating.
4. Cost summaries.
5. Comparative cost analysis for dollars /SF and total cost including owner costs

A.4 Existing Facilities

1. Operating season is Mid-May to Mid-October.
2. 18 Holes, 'Executive' layout with more par 3's and no par 5's.
3. Course is maintained differently than Championship course: Less refined, more 'natural'.
4. Course is a National Audubon Bird site.
5. Atmosphere on the course is more relaxed; dress code is relaxed, experience is focused on enjoying the course.
6. Families use the course; great atmosphere for learning.
7. A current topographical, boundary and utilities survey is needed to complete a final design project and construction cost estimate for the 'selected' option.
8. Summary of current clubhouse facilities: Areas, Functions, building ages, parking capacity.
9. Summary of current Maintenance Facilities: Areas, Functions, age, golf cart storage capacity, other storage uses.
10. Fuel Island Summary: Age, Capacity, current use and predicted future demand.
11. Current utilities locations and capacities servicing the site.
12. Assessment of the integrity of existing structural and mechanical condition of each building.
13. Estimate life-cycle cost of maintaining and improving the existing buildings over a 40 year 'future life'.

PART B: SPACE PROGRAM**B.1 CLUBHOUSE BUILDING:**

Total Existing: 3500 sf
Projected Size by GGA: 2500 sf

USECURRENT SIZE

Pro Shop: 410 sf (Currently adequate)

1. Access from main entry and cashier / commons area.
2. Keep (1) changing room
3. Move PGA handicap computer into Pro-Shop area.
4. Improve visibility to No.9 and 18 greens
5. Improve visibility to cart staging area for Pro to assess starting and cart availability for golfers
6. Clothing display adequate, needs improved slat-wall display system
7. Need more window space for clothing mannequin display.
8. Current selection of clothing and accessories is appropriate.
9. Desirable to draw people through the clothing to get to the cashier counter.
10. Currently has small cooler with drinks and candy bars for quick access

Kitchen: 336 sf

1. Currently too large and awkward arrangement to staff with dedicated 'cook'.
2. Liquor Bar does good business during the day including morning 'Bloody Mary's'
3. Provide a deck Bar BQ, (Hamburgers, & chicken sandwiches), condiments.
4. Grab and Go type sandwich foods in chilled cases (Starbucks model) preferred.
5. Exterior Service Window very popular.

Dining 2200 sf

1. Dining Room area is seldom used for dining.
2. Dining is used by a ladies group meeting once a week that need a gathering space that is part of the commons area.
3. More groups might use the dining area if comfortable.
4. BJJ would plan for a sit-down capacity of less than 30.

Storage 112 sf

1. Food and beverage

Toilets: 500 sf

1. 3 Fixtures + 2 Lavatories.
2. GGA requires 4 fixtures + 2 lavatories to serve a foursome.

Deck due to recent demolition: reduced to: 600 sf (was 1,200 sf)

1. Very popular after golfing.
2. Larger deck needed (GGA recommends 1,200sf), should overlook greens and tee boxes
3. Non-golfer groups would use if comfortable: with roof cover and quality furniture.
4. Currently all tables have awnings.
5. Setup for natural gas outlet & power.
6. Staff observed that once dusk approaches, people leave. No night time lighting other than exit lighting needed.

PART C: DESIGN OPTIONS

C.1 Design Options:

INTRODUCTION:

The Design Model:

For the purposes of estimating the various options on a 'apples to apples' basis, BJB chose to use the same 'design building' for each solution except Option 4 which is the renovation of the existing clubhouse building.

Option 4 does incorporate the durable nature of the other new building solutions with new roofing, siding, and complete door and window replacement.

Each variation of the design building is noted in the estimating: for example Option 2 includes a 1/3 cart storage basement development and Option 3 uses a full basement.

The design attempts to reflect the major issues GGA identified as priorities:

1. Central control of clubhouse operations by one employee: Scheduling and cashier for golf rounds, managing retail sales and cashier for food and beverage service.
2. Managing liquor sales
3. Large toilet space for 4 fixtures per sex (modified for Option 4)
4. Open Plan with views
5. Generous, covered deck. (except for Option 4)
6. Single Level (except for Option 4)

OPTIONS: EVALUATION OF STRENGTHS AND WEAKNESSES:

Conformance with GGA recommendations

Building Type and Design Features:

The design building is developed around the principles of a long life, low maintenance building envelope and an appropriate but conservative 'lodge' design theme. The theme of the proposed design could be described as 'timber residential' without an attempt to compete with the more upscale design of the Chateau clubhouse found at the Championship Course.

Natural materials would be found throughout the building but with an eye to low maintenance. Open wood ceilings, exposed interior timber framing and natural finishes drive the interior atmosphere while low maintenance, fire resistive concrete siding or stucco and composite asphalt shingles with low maintenance prefinished fascia metal would finish the exterior. Generous use of glass and decks connects the golfer and non-golfer to the course and to the National Audubon Site that defines the mountain golf course.

Interior finishes are appropriate to a golf clubhouse use: non-marking, durable flooring, good acoustic control of the rooms, and plenty of energy efficient vision glass. The proposed design is intended to be tasteful and inviting and reflect its mountain community location, yet not be opulent by any measure.

OPTION 1

Demo the existing Clubhouse & Maintenance Buildings. 'Swap' locations of Clubhouse to (E) Maintenance Building Locations. The Fuel Island may need to be relocated.

LOCATION

While this location is the recommended site per GGA's review, it runs counter to many issues Staff and GGA identify as important to the golfer and non-golfer experience and to golf operations.

1. The maintenance building site does not offer 'sweeping vistas' of Lake Tahoe. Based on site observations the lake view is limited and any vista that is available would need to be improved with dramatic timber clearing through the golf course and adjacent properties to enhance the distant view to the Lake.
2. The location is disconnected from the No. 1 Tee that golf staff needs to see in order to manage tee times and assess schedule and starting progress. Other golf courses manage this situation with a designated 'starter' located at the No.1 Tee who becomes another employee that increases the labor burden on the golf course.
3. The post-golf experience is limited to forest views, a distant view of Lake Tahoe and very brief views of the golf course. None of the tee boxes or greens is visible from the location.
4. Staff reports that golfers *currently* enjoy the connection between the deck area and No.1 and No.10 tee boxes and No.9 & No.18 greens. This connection to the golf course is a great socialization experience for golfers and non-golfers alike. The maintenance building location would not have any of these features.
5. The relocation of the maintenance building to the previous clubhouse location brings with it the busy and distracting operations of the maintenance of golf course equipment and greens keeping staff. Typically the maintenance operation of a golf course is kept well away from the golf course operations and out of sight and sound of the golfing public. The proposed maintenance operation location is nearly centered among major gathering points of the golfing public (tees and greens) and nearly impossible to conceal from golfers.
6. Moving the maintenance building to a new site also moves the bulk material bin storage. There is not a optimal location for this use where dump trucks can access the bins on a level approach. We have shown the bins relocated near the existing practice green since that location can be developed to become level for this use. The new bins would be concealed with a quality fencing system, but access to the bins would be another distraction referred to in item 5.
7. The replacement maintenance building could be a pre-engineered metal building (PEMB). Our estimate is based on this assumption. However to conceal the PEMB and adapt it to the sloping site, a number of enhancements have been allowed for in the estimate to reduce the PEMB exposure to the parking lot. The garage door side of the building would still be very evident from the golf course side of the building.

SOCIALIZATION

1. As mentioned in the Location section, improved socialization for golfers and non-golfers is likely not enhanced by this location given the issues with limited Tahoe views and very limited connection to the golf course.
2. Since there is no connection to the tee boxes, finishing greens, practice green or other practice facilities, the social aspect of the golf course experience for golfers is degraded by locating the clubhouse so distant from the primary functions of the golf course.

MINIMUM STAFFING

1. The building design addresses minimum staffing by centralizing the cashier/starter that has control and view of all the clubhouse functions. The starter does not have a connection with the No.1 & No. 10 Tee or either of the finishing greens. A camera system was suggested by staff as remedy to this problem. This would be a compromise solution. Cart staging has been moved to the new clubhouse so control of that process can be managed by the starter from the building.

ADEQUATE SERVICES

1. The clubhouse design should meet the intent of adequate services regardless of location. Access to the building is greatly improved from the current clubhouse location for the disabled public.
2. The large separation between the clubhouse and the golf course requires golfers to travel an excessive distance and to traverse parking area traffic *3 times* during a typical round of golf; (1) to start a round at 1st Tee, (2) return to the clubhouse for food and restrooms at 'the turn' and (3) at the end of a round. This could potentially discourage use of the clubhouse food and beverage offerings between 9 holes. The continuous back-and-forth flow of carts through the parking area is an added congestion created by the remote nature of the clubhouse relocation.

CONSTRUCTION AND OWNER ISSUES

1. The construction period for Option 1 would include (2) full golf season and would require significant expense for the rental of temporary clubhouse and golf cart storage facilities over a 2 season construction period. Disruption to the golfing public would be very likely because major construction occurs in 2 locations including substantial work in the parking areas. A single season construction period is not feasible if keeping the golf course open is a priority.
2. TRPA issues would be focused on two new buildings constructed on existing coverage locations and reconciling the final coverage with current coverage. A standard TRPA review is anticipated.
3. Parking count is reduced due to the need for a bag drop area and the necessary access aisles to be dedicated.
4. The material storage bins are shown to be relocated. IVGID may have another solution among their properties for this use.



ARCHITECTURE + ENGINEERING

OPTION 1 BUILDING PROGRAM					
Demo 2 buildings: Existing Clubhouse and Maintenance Building					
Construct 2 new buildings: Swap locations. Clubhouse at old Maint Bldg location, etc					
New Construction:					
Clubhouse					
2st Floor: 2500 sf		1st Floor: 8"cmu, uninsulated, 2nd Floor: 2x6 studs, cement siding sheathing, R21,			
1st Floor: 3000 sf		Clubhouse, dining, kitchen, toilets, storage			
Total 5500.00 sf		Cart Storage: 55 carts			
MAINTENANCE BUILDING:					
1st Floor: 5000 sf		Metal Building' system			
		Maintenance equipment storage, toilets, break area, lockers, office,			
MB= Maintenance Building (@ new location) CH = Clubhouse (@ new location)					
Description	Unit	Qty	cost/unit	Sub-Total	Division Sub-Total
DIV 0 OWNER EXPENSES (SEE END OF ESTIMATE)					
DIV 1 GENERAL CONDITIONS					
Mobilization, Supervision, Insurance, Temp Facilities,	ls	15%	\$ 1,943,000.00	\$ 291,450.00	
Office Overhead, Equipment,					
DIV 1 TOTAL					\$ 291,450.00
DIV 2 DEMOLITION					
Demolition- Maintenance Bldg	sf	8600	\$ 5.00	\$ 43,000.00	
Demolition- Clubhouse building	sf	3500	\$ 7.00	\$ 24,500.00	
DIV 2 DEMOLITION TOTAL					\$ 67,500.00
DIV 2 SITE WORK					
Site Grading-Relocate cut/fill	sf	29600	\$ 1.00	\$ 29,600.00	
3" AC over 6" A.B.	sf	12236	\$ 2.50	\$ 30,590.00	
Cut	cy	1725	\$ 20.00	\$ 34,500.00	
Relocate/Connect Utilities	ea	2	\$ 10,000.00	\$ 20,000.00	
Storm Drainage & BMP	ea	2	\$ 10,000.00	\$ 20,000.00	
Landscape Islands	ea	2	\$ 2,500.00	\$ 5,000.00	
New Ramp, Landing Slabs	sf	1800	\$ 4.50	\$ 8,100.00	
Sidewalk 160"x 5' wide=150	sf	800	\$ 9.00	\$ 7,200.00	
New Curbs	lf	200	\$ 2.50	\$ 500.00	
New Pads	sf	80	\$ 6.00	\$ 480.00	
CLUBHOUSE					
Backfill Retaining Walls	sf	400	\$ 20.00	\$ 8,000.00	
Site pavers- Entry plaza, ramps, walkways	sf	2500	\$ 12.50	\$ 31,250.00	
Site Retaining Wall 75' board formed	cy	18	\$ 350.00	\$ 6,300.00	
Site Footings & rebar	cy	30	\$ 220.00	\$ 6,600.00	
MAINT. BLDG					
Backfill at Retaining Walls	sf	1418	\$ 20.00	\$ 28,360.00	
Cart Staging: Pavers on A.B.	sf	2080	\$ 12.00	\$ 24,960.00	
Site Retaining Wall 50' board formed	sf	2500	\$ 15.00	\$ 37,500.00	N & E walls
Site Footings & rebar	cy	25	\$ 220.00	\$ 5,500.00	
DIV 2 TOTAL					\$ 261,440.00
DIV 3 CONCRETE					
Replace Material Bins	cy	30	\$ 300.00	\$ 9,000.00	*includes rebar/formwork/ex/
MAINT. BLDG					
SOG- 6"	sf	5000	\$ 8.00	\$ 40,000.00	
Bldg Perimeter Footings 2(65 + 76) x (1.2 x 2) / 27	cy	25	\$ 250.00	\$ 6,250.00	*includes rebar/formwork/ex/
Bldg Retaining Walls Walls (65 + 76) x 9' x 8' / 27	cy	32	\$ 400.00	\$ 12,800.00	
CLUBHOUSE					
1st Level: SOG- 5"	sf	3000	\$ 7.50	\$ 22,500.00	
2nd Level: 4" Slab on steel deck*	sf	4700	\$ 13.00	\$ 61,100.00	Included's Deck Area
Perimeter Footings 45 X 55 = 200'	cy	20.8	\$ 250.00	\$ 5,200.00	
Stem Walls (45 x 2) + (55 x 2) x 2 x 8' / 27	cy	10	\$ 300.00	\$ 3,000.00	
Basement Walls (45+55+45) x 9' high	cy	32	\$ 350.00	\$ 11,200.00	



ARCHITECTURE + ENGINEERING

Incline Village General Improvement District
 Mountain Golf Course Building Assessment
 OPTION 1 COST ESTIMATE
 2 of 5
 1/31/2017

Description	Unit	Qty	cost/unit	Sub-Total	Division Sub-Total
DIV 3 TOTAL					\$ 171,050.00
DIV 4 MASONRY					
CLUBHOUSE					
Masonry walls to 10 ft (4 sides)	sf	2500	\$ 12.00	\$ 30,000.00	
Add for split face CMU exposed areas	sf	1000	\$ 8.00	\$ 8,000.00	
Add for Stone Veneer, entry & starters shack	sf	150	\$ 16.00	\$ 2,400.00	
MAINT. BUILDING					
Masonry walls to 10 ft x 283ft (Typical wall: CMU walls, steel siding gable ends)	sf	3500	\$ 12.00	\$ 42,000.00	
DIV 4 TOTAL					\$ 40,400.00
DIV 5 STRUCT. STEEL / MISC STEEL					
CLUBHOUSE					
Struct Steel Framing (allow 5lbs /sf)	TN	12.5	\$ 4,200.00	\$ 52,500.00	
Misc. Steel	ls	1	\$ 2,500.00	\$ 2,500.00	
Rebar	sf	5500	\$ 2.25	\$ 12,375.00	
Railings: Steel & Wire Fabric /Polyurethane paint	lf	112	\$ 150.00	\$ 16,800.00	wire fabric for view
MAINT. BUILDING					
Metal Building Structure Framing and Members*	sf	5000	\$ 65.00	\$ 325,000.00	*Means Guide X 4 for Heavy Snow
Misc Bollards, angles, anchors	ls	1	\$ 2,500.00	\$ 2,500.00	
Misc rebar & intel steel	sf	5000	\$ 2.50	\$ 12,500.00	
DIV 5 TOTAL					\$ 424,175.00
DIV 6 WOOD & PLASTICS					
CLUBHOUSE					
Wood Roof joist framing/ exposed T&G Deck	sf	2500	\$ 6.50	\$ 16,250.00	
Glu-Lam Beams & Columns	lf	600	\$ 45.00	\$ 27,000.00	
Add for Plumbing Walls x 9'	lf	20	\$ 81.00	\$ 1,620.00	
Misc Framing & blocking	sf	2500	\$ 2.00	\$ 5,000.00	
Millwork: Misc Trim	lf	300	\$ 15.00	\$ 4,500.00	
Exterior Walls (See Div 7 wall assemblies)				\$ -	
MAINTENANCE BUILDING					
Misc Framing & blocking	sf	5000	\$ 1.50	\$ 7,500.00	
Shelving & Storage bin framing	lf	80	\$ 75.00	\$ 6,000.00	
Misc Hardware & supports	ls	1	\$ 3,000.00	\$ 3,000.00	
DIV 6 TOTAL					\$ 70,870.00
DIV 7 THERMAL & MOISTURE PROTECTION					
<i>Exterior Walls</i>					
CLUBHOUSE					
2nd Floor: 6" Wd Stud, insulated, / Cement Siding	sf	2300	\$ 14.00	\$ 32,200.00	
Add Trim & Detailing	sf	2300	\$ 4.00	\$ 9,200.00	
Add Roof Fasia 2x6 over 2x8	lf	320	\$ 8.00	\$ 2,560.00	
Add Prefinished Metal Fasia- 2 piece	lf	320	\$ 15.00	\$ 4,800.00	
Add Stone Veneer Detailing	sf	300	\$ 25.00	\$ 7,500.00	
Roof System					
Comp Shingles, Bituthene UL, Vented Roof	sf	4530	\$ 6.00	\$ 27,180.00	
Gutter & Downspout , with screens	lf	160	\$ 10.50	\$ 1,680.00	
R30 batt Insulation	sf	2684	\$ 1.25	\$ 3,355.00	
Ventilated Soffit-Metal	sf	450	\$ 4.50	\$ 2,025.00	
Exterior Deck Coatings	sf	1500	\$ 3.50	\$ 5,250.00	
MAINTENANCE BUILDING (all CMU walls)					
Roof System					
Comp Shingles, Bituthene UL, Vented Roof	sf	3000	\$ 8.00	\$ 24,000.00	
Gutter & Downspout , with screens	lf	100	\$ 35.00	\$ 3,500.00	
Snow Brakes-Heavy Duty	lf	125	\$ 25.00	\$ 3,125.00	
R30 batt Insulation	sf	3000	\$ 1.50	\$ 4,500.00	
Waterproofing-retaining walls	sf	1100	\$ 4.50	\$ 4,950.00	
Add Prefinished Metal Fasia- 2 piece	lf	320	\$ 12.00	\$ 3,840.00	
DIV 7 TOTAL					\$ 139,665.00



ARCHITECTURE + ENGINEERING

Description	Unit	Qty	cost/unit	Sub-Total	Division Sub-Total
DIV 8 DOORS AND WINDOWS					
CLUBHOUSE					
HM Doors & Frames, Schlage D Lever, IC Core	ea	2	\$ 1,200.00	\$ 2,400.00	
HM Door & Frame & Panic, Closer, Exterior Weatherstrip/g	ea	2	\$ 1,850.00	\$ 3,700.00	
SC Wd Doors & Hardware-Oak Veneer	ea	4	\$ 800.00	\$ 3,200.00	
SC Wd Doors & Hardware & Closer- Oak Veneer	ea	3	\$ 1,200.00	\$ 3,600.00	
Coiling Doors: 10'w x 10' h	ea	1	\$ 2,000.00	\$ 2,000.00	
Misc Hardware; Thresholds,Gaskets, Kickplates,Lock guards	ls	1	\$ 2,500.00	\$ 2,500.00	
Service Window: 5 x 3	ea	1	\$ 1,200.00	\$ 1,200.00	
Clad fibergalss windows: 1" glass, low E,	sf	650	\$ 16.50	\$ 10,725.00	
Alum Storefront System-Clubhouse	sf	25	\$ 25.00	\$ 625.00	
Painting Staining Windows & Doors & Frames	ea	50	\$ 75.00	\$ 3,750.00	
MAINTENANCE BUILDING					
HM Door & Frame- Pair 3x7, Lever, IC Core, Weather	ea	2	\$ 2,400.00	\$ 4,800.00	
HM Door & Frame, Interior, Lever Lockset	ea	2	\$ 900.00	\$ 1,800.00	
Painting Doors & Frames	ea	14	\$ 75.00	\$ 1,050.00	
HM Windows, 1" insull glass 3 x 6	ea	4	\$ 400.00	\$ 1,600.00	
Coiling Doors: 10'w x 10' h Uninsulated Slat	ea	4	\$ 2,000.00	\$ 8,000.00	
Misc Hardware; Thresholds,Gaskets, Kickplates,Lock guards	ls	1	\$ 1,200.00	\$ 1,200.00	
DIV 8 TOTAL					\$ 53,450.00
DIV 9 FINISHES					
CLUBHOUSE					
Interior Walls-22ga MS, 5/8" GWB, painted x 9'	sf	1100	\$ 6.00	\$ 6,600.00	
Ceramic Floor Tile	sf	400	\$ 12.00	\$ 4,800.00	
Carpet tile	sf	1500	\$ 4.00	\$ 6,000.00	
Vinyl Flooring	sf	600	\$ 12.00	\$ 7,200.00	
Acoustic Ceiling Tile	sf	300	\$ 3.00	\$ 900.00	
Drywall Ceilings- framing & drywall	sf	550	\$ 7.00	\$ 3,850.00	
Ceiling Paint or Stain	sf	2000	\$ 1.50	\$ 3,000.00	
Ext Wall Stain-concrete siding	sf	2085	\$ 0.75	\$ 1,563.75	
Int Wall Paint	sf	5000	\$ 1.20	\$ 6,000.00	
Wall Finish-FRP	sf	300	\$ 6.00	\$ 1,800.00	
MAINTENANCE BUILDING					
Interior Walls-22ga MS, 5/8" GWB, F&T x 9'	sf	300	\$ 6.00	\$ 1,800.00	
Concrete Floor Sealer	sf	5000	\$ 0.75	\$ 3,750.00	
Wall Painting	sf	3000	\$ 0.75	\$ 2,250.00	
Wall Finish-FRP	sf	300	\$ 6.00	\$ 1,800.00	
Drywall Ceilings: Framing 7 drywall	sf	200	\$ 7.00	\$ 1,400.00	
DIV 9 TOTAL					\$ 52,713.75
DIV 10 SPECIALTIES (TOTAL)					
Partitions (Stainless Steel) [2 men, 4 women,]	ea	6	\$ 800.00	\$ 4,800.00	
Toilet mirrors, grab bars, accessories	ls	1	\$ 3,200.00	\$ 3,200.00	
Urinals Screens	ea	2	\$ 200.00	\$ 400.00	
DIV 10 TOTAL					\$ 8,400.00
DIV 12 FURNISHINGS					
CLUBHOUSE					
Casework, PL finished upper and lower units	lf	20	\$ 250.00	\$ 5,000.00	
Stainless Steel Countertop at self serve	lf	20	\$ 200.00	\$ 4,000.00	
Solid Surface Vanity	lf	14	\$ 150.00	\$ 2,100.00	
Sink openings	ea	4	\$ 100.00	\$ 400.00	
Solid surface Sinks	ea	4	\$ 400.00	\$ 1,600.00	
Window Blinds	ls	1	\$ 3,000.00	\$ 3,000.00	
MAINTENANCE BUILDING					
Casework, PL finished upper and lower units	lf	20	\$ 250.00	\$ 5,000.00	
Countertop: PL Finished	lf	20	\$ 100.00	\$ 2,000.00	
DIV 10 TOTAL					\$ 21,100.00

Description	Unit	Qty	cost/unit	Sub-Total	Division Sub-Total
DIV 15 MECHANICAL/PLUMBING.				\$ -	
CLUBHOUSE					
Mechanical					
95% NG Furnace	ea	1	\$ 2,500.00	\$ 2,500.00	
Exhaust fans RR & Self Serve	ea	6	\$ 1,200.00	\$ 7,200.00	
Ductwork	sf	2500	\$ 6.00	\$ 15,000.00	
Flue & Combustion Air	ea	1	\$ 500.00	\$ 500.00	
Seismic Restraints	ls	1	\$ 1,500.00	\$ 1,500.00	
Test and Balance	ls	1	\$ 1,500.00	\$ 1,500.00	
Miscellaneous (10%)	ls	1	\$ 3,700.00	\$ 3,700.00	
Hydrogen Gas Detector	ea	1	\$ 2,000.00	\$ 2,000.00	
Ventilation- Golf Carts	ea	2	\$ 2,500.00	\$ 5,000.00	
Plumbing					
Lavatories	ea	6	\$ 1,600.00	\$ 9,600.00	
Urinals	ea	2	\$ 2,100.00	\$ 4,200.00	
Toilets (4 women, 2 men)	ea	6	\$ 2,200.00	\$ 13,200.00	
Kitchen Sink	ea	1	\$ 1,000.00	\$ 1,000.00	
Water Heater & Expanion Tank	ea	1	\$ 2,500.00	\$ 2,500.00	
HW Circ Pump	ea	1	\$ 500.00	\$ 500.00	
Floor Drain	ea	2	\$ 1,500.00	\$ 3,000.00	
Trap Primers	ea	2	\$ 500.00	\$ 1,000.00	
Hose Bibbs	ea	4	\$ 500.00	\$ 2,000.00	
Water Piping	lf	250	\$ 25.00	\$ 6,250.00	
Waste & Vent Piping	lf	125	\$ 25.00	\$ 3,125.00	
Nat. Gas Piping	lf	175	\$ 20.00	\$ 3,500.00	
Misc Piping and fittings	ls	1	\$ 5,000.00	\$ 5,000.00	
Trench Drain	lf	16	\$ 75.00	\$ 1,200.00	
Fire Protections					
Riser	ea	1	\$ 10,000.00	\$ 10,000.00	
Piping & Heads	sf	5000	\$ 3.00	\$ 15,000.00	
MAINTENANCE BULDING					
Mechanical					
General Heating: Reznor Heating	ea	2	\$ 3,000.00	\$ 6,000.00	
Flues	ea	2	\$ 1,000.00	\$ 2,000.00	
Vent fans	ea	2	\$ 750.00	\$ 1,500.00	
Thermostat & conduit controls wire'g	ls	2	\$ 500.00	\$ 1,000.00	
Misc Fittings & Connections	ls	1	\$ 1,000.00	\$ 1,000.00	
General Exhaust	ea	2	\$ 1,250.00	\$ 2,500.00	
Plumbing					
Lavatories	ea	2	\$ 1,600.00	\$ 3,200.00	
Toilets (1women, 1 men)	ea	2	\$ 2,200.00	\$ 4,400.00	
Floor Drains	ea	2	\$ 800.00	\$ 1,600.00	
Trap Primers	ea	2	\$ 1,100.00	\$ 2,200.00	
Mop sink	ea	1	\$ 2,000.00	\$ 2,000.00	
Kitchen Sink	ea	1	\$ 1,000.00	\$ 1,000.00	
Water Heater	ea	1	\$ 1,500.00	\$ 1,500.00	
Water Piping	lf	250	\$ 25.00	\$ 6,250.00	
Waste & Vent Piping	lf	125	\$ 25.00	\$ 3,125.00	
Nat. Gas Piping	lf	175	\$ 20.00	\$ 3,500.00	
Trench Drain	lf	32	\$ 75.00	\$ 2,400.00	
Hose Bibbs	ea	2	\$ 500.00	\$ 1,000.00	
Yard Hydrant	ea	2	\$ 1,000.00	\$ 2,000.00	
Fire Protections					
Riser	ea	1	\$ 7,500.00	\$ 7,500.00	
Piping & Heads	sf	5000	\$ 2.50	\$ 12,500.00	
DIV 15 TOTAL				\$ 168,152.00	
DIV 16 ELECTRICAL					
CLUBHOUSE					
Main Elect Service Upgrade	ls	1	\$ 15,000.00	\$ 15,000.00	
Main Power/MSB	ls	1	\$ 25,000.00	\$ 25,000.00	
Lights/Electrical	allow	2500	\$ 2.50	\$ 6,250.00	
Mech Connections	ls	1	\$ 1,500.00	\$ 1,500.00	
Fire alarm	sf	2500	\$ 0.50	\$ 1,250.00	
IT	sf	2500	\$ 0.50	\$ 1,250.00	
Security	sf	2500	\$ 0.50	\$ 1,250.00	

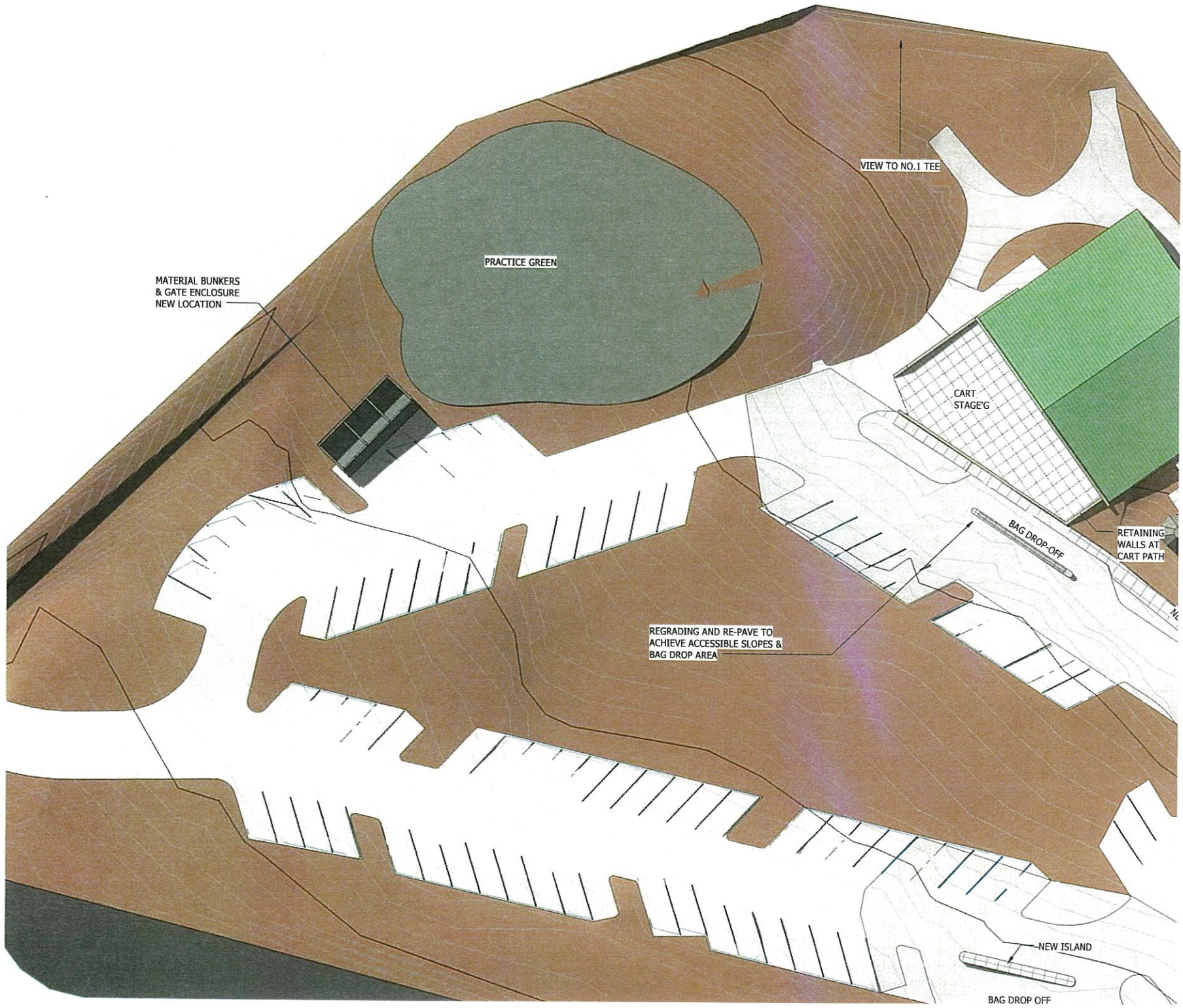


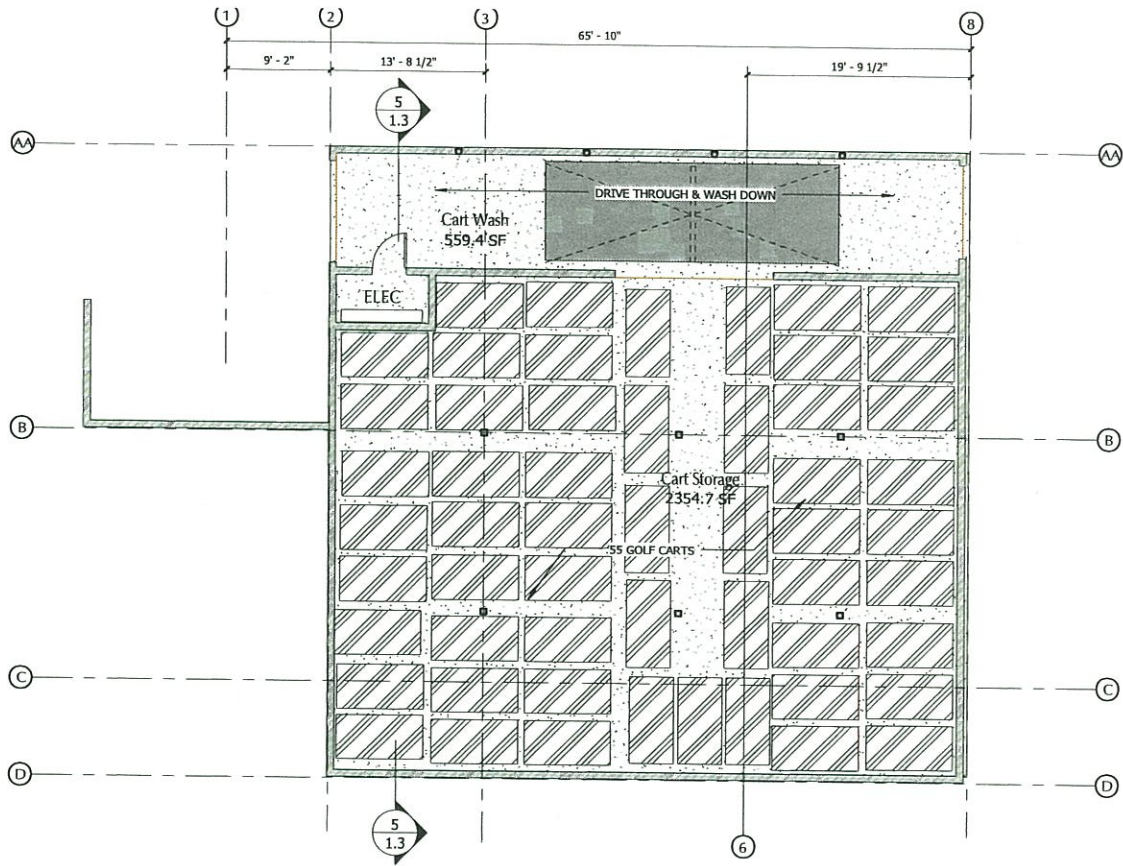
ARCHITECTURE + ENGINEERING

Incline Village General Improvement District
 Mountain Golf Course Building Assessment
 OPTION 1 COST ESTIMATE

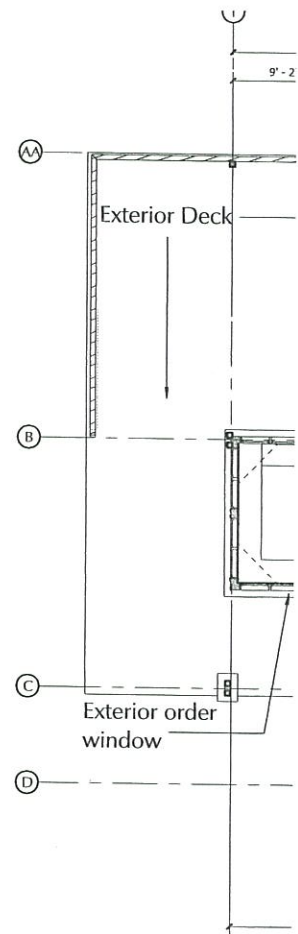
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 1/31/2017

Description	Unit	Qty	cost/unit	Sub-Total	Division Sub-Total
EXTERIOR					
Deck fixtures	ea	8	\$ 1,000.00	\$ 8,000.00	
Parking fixtures	ea	5	\$ 2,000.00	\$ 10,000.00	
Landscape and walkway fixtures	ea	10	\$ 1,000.00	\$ 10,000.00	
CART STORAGE					
Cart Charging Dist Equip	ls	1	\$ 50,000.00	\$ 50,000.00	
Cart Branch Circuits	ea	55	\$ 100.00	\$ 5,500.00	
Cart Stor: Hydrogen Sensing- Cart Equipment	ls	4200	\$ 0.50	\$ 2,100.00	
Fire alarm	sf	4200	\$ 0.50	\$ 2,100.00	
IT	sf	4200	\$ 0.25	\$ 1,050.00	
Security	sf	4200	\$ 0.25	\$ 1,050.00	
MAINTENANCE BUILDING					
Main Elect Service Upgrade	ls	1	\$ 15,000.00	\$ 15,000.00	
Main Power/MSB/	ls	1	\$ 35,000.00	\$ 35,000.00	
Lights/Electrical	allow	5000	\$ 0.65	\$ 3,250.00	
Mech Connections	ls	1	\$ 1,500.00	\$ 1,500.00	
DIV 16 TOTAL					\$ 196,050.00
SUMMARY					
NET TOTAL LINE ITEMS				\$ 2,053,415.75	
Inflation over 2 years (12%)				\$ 2,299,825.64	
Contingency Schematic Design (15%)				\$ 344,973.85	
Sub Total:				\$ 2,644,799.49	
O/H/P General Contractor (12%)				\$ 317,375.94	
GRAND TOTAL WITH CONTINGENCY				\$ 2,962,175.42	
		Area	Cost/SF		
GENERAL COST PER SF (2) BUILDINGS	sf	10500	\$ 282.00		
DIV 0 DIRECT OWNER EXPENSES					
Design Fees (10% of total cost) (A-S-MPE)	ls	1	\$ 205,341.58	\$ 205,341.58	
Civil Engineer (Including TRPA Submittal)	ls	1	\$ 60,000.00	\$ 60,000.00	
Temporary Facilities: Cart Storage- 1 season	ls	1	\$ 10,000.00	\$ 10,000.00	
Clubhouse Trailer: 2 seasons 10 months x 2000/mo	Mo	10	\$ 2,000.00	\$ 20,000.00	
Owner Supervision	ls	1	\$ 50,000.00	\$ 50,000.00	
Topo and boundary Survey	ls	1	\$ 6,000.00	\$ 6,000.00	
Geotechnical Investigation	ls	1	\$ 7,500.00	\$ 7,500.00	
Asbestos & Lead Paint Abatement Survey	ls	1	\$ 5,000.00	\$ 5,000.00	
County Bldg Dept Fees	ls	1	\$ 12,000.00	\$ 12,000.00	
TRPA Fees	ls	1	\$ 16,000.00	\$ 16,000.00	
Testing/Inspection	ls	1	\$ 16,000.00	\$ 16,000.00	
DIV 0 TOTAL					\$ 407,841.58
TOTAL PROJECT COST (not including FFE)				\$ 3,370,017.00	

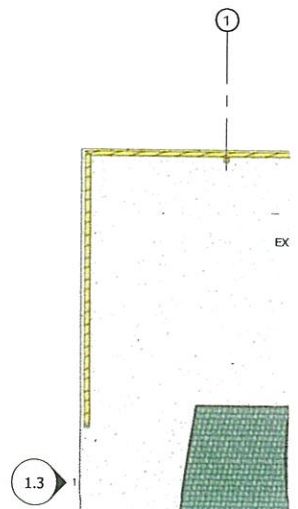


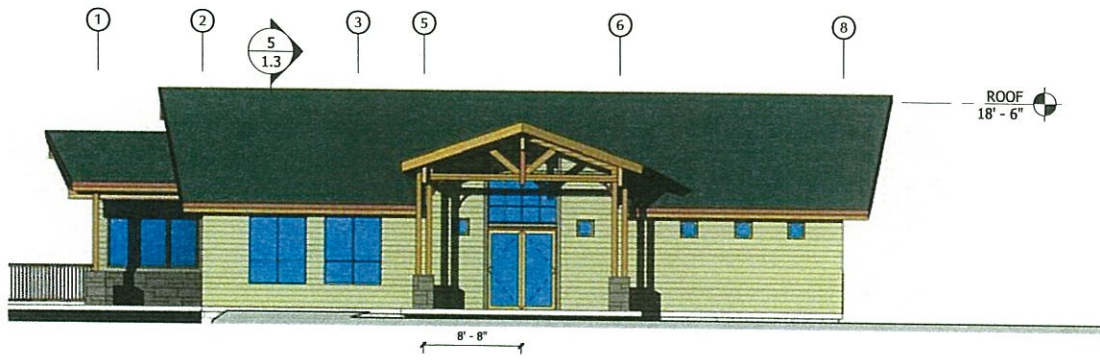


BASEMENT
SCALE: 1/8" = 1'-0"



ENTRY FLOOR
SCALE: 1/8" = 1'-0"





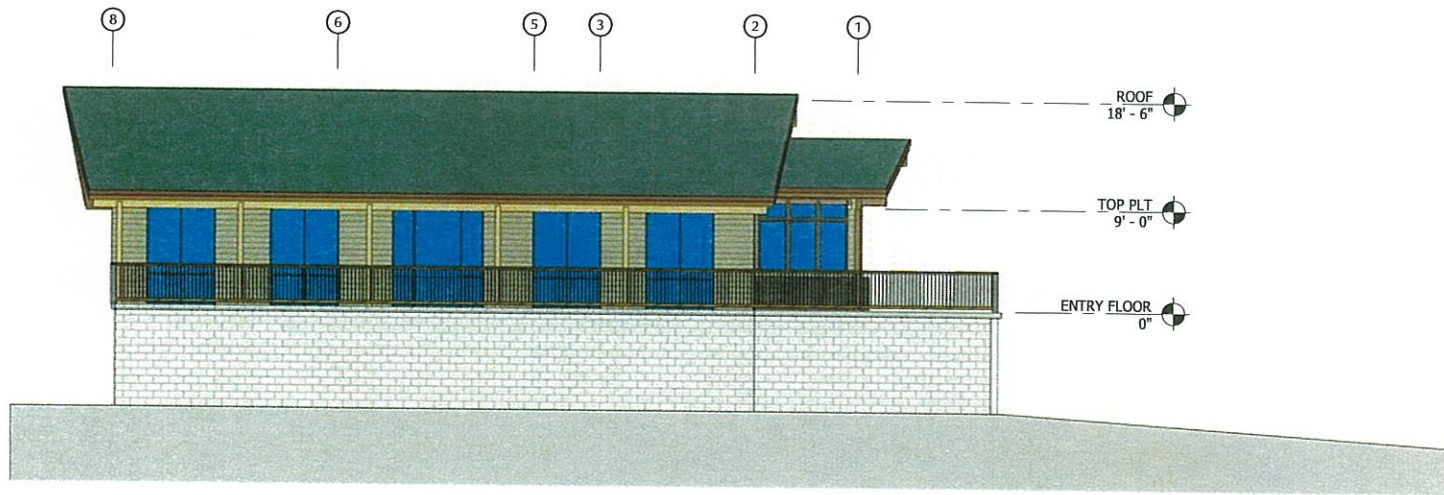
NORTH

SCALE: 1/8" = 1'-0"



EAST

SCALE: 1/8" = 1'-0"



SOUTH

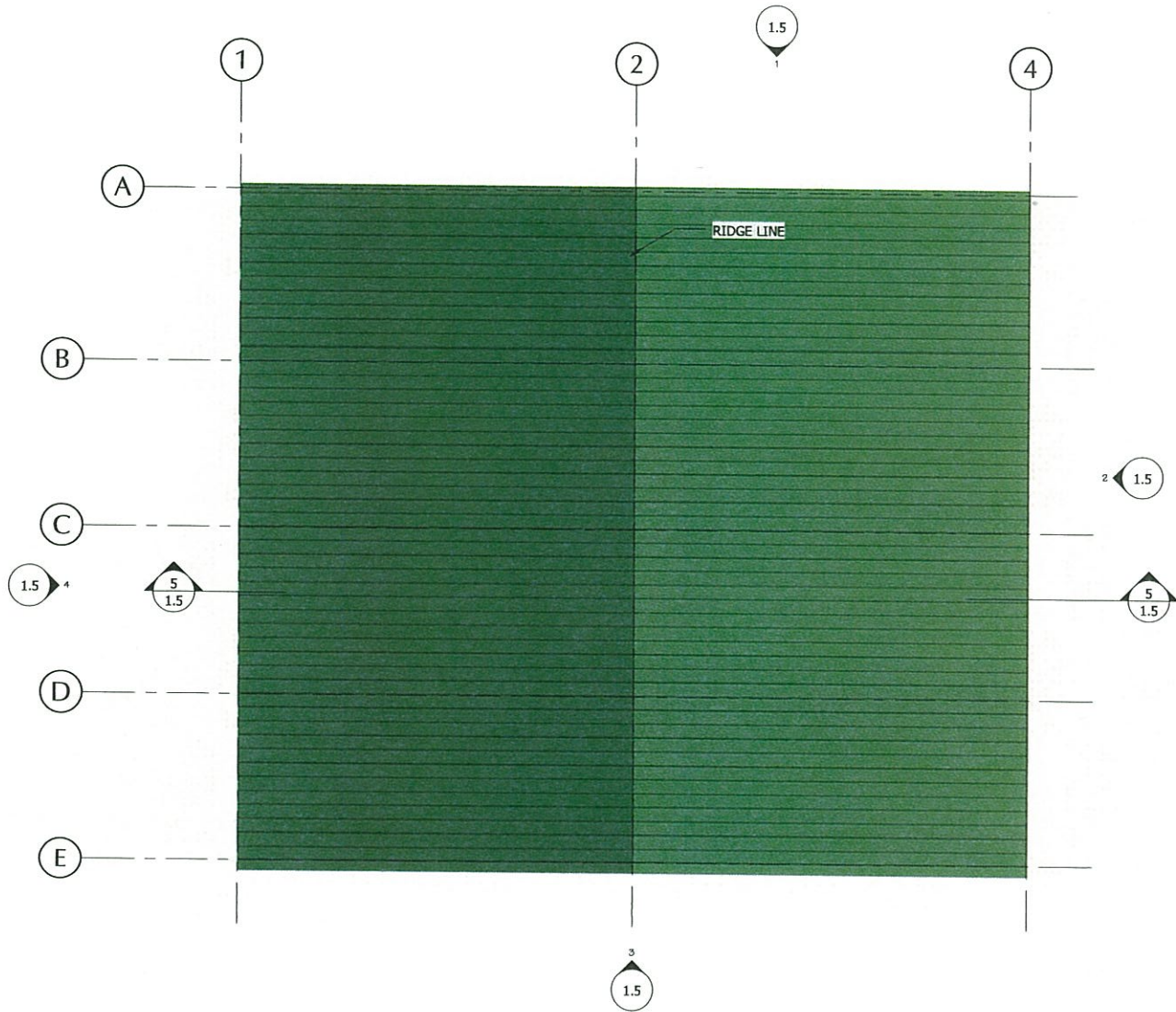
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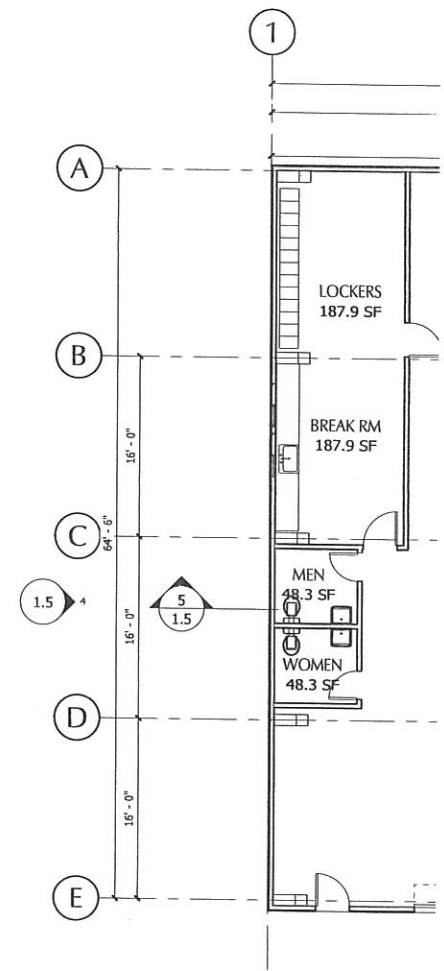
WEST

SCALE: 1/8" = 1'-0"

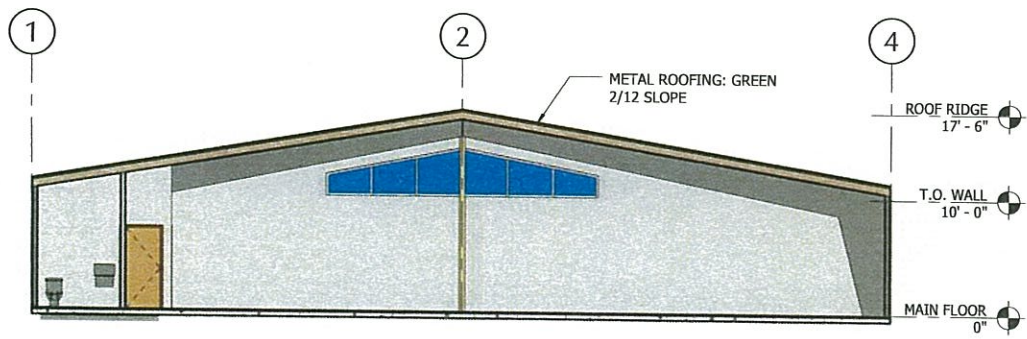




ROOF PLAN
SCALE: 1/8" = 1'-0"



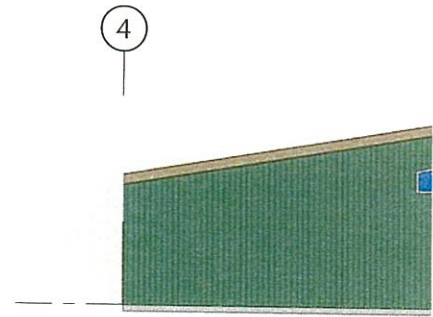
MAIN FLOOR
SCALE: 1/8" = 1'-0"



BUILDING SECTION

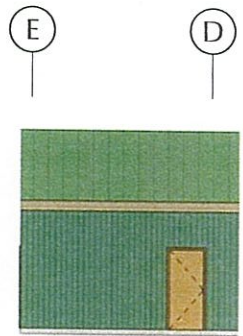
SCALE: 1/8" = 1'-0"

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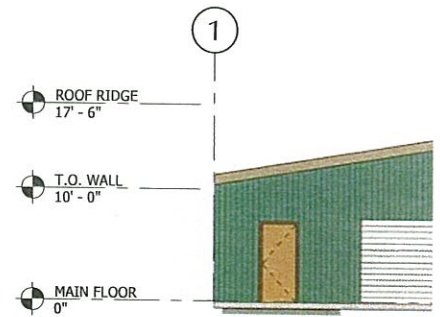
NORTH

SCALE: 1/8" = 1'-0"



EAST

SCALE: 1/8" = 1'-0"



SOUTH

SCALE: 1/8" = 1'-0"

OPTIONS 2 & 3

Demo Clubhouse building. Build new Clubhouse & Re-Purpose (E) Maintenance Building (EMB) to house battery golf cart storage (see options). Renovate the EMB. Improve maintenance crew quarters.

Option 2: 1/3 basement with Cart Storage **Option 3:** Full basement with Cart Storage

LOCATION

- Options 2 & 3 build new clubhouse buildings at the previous clubhouse site after demolition. New grading and retaining wall work plus raising the finished floor allow for full ADA accessibility and a single floor building.
- Option 2: Since the original clubhouse had approximately 1/3 of the lower level excavated, Option 2 takes advantage of this excavation and converts that space into 50% of the Cart storage. The remaining 1/2 of the carts are stored at the maintenance building. Staff considered this an advantage to have ready access to a typical golf day quantity of carts at the building. The disadvantage is the expense of providing duplicate battery exhaust sensing and fan systems and duplicate main power provisions for the battery charging equipment.
- Option 3: The entire basement is excavated and developed as golf cart storage. This solution removes all golf cart operations from the Maintenance Building and frees up the entire basement for other IVGID uses.
- The golfing public enjoys the current clubhouse location so these 2 Options improve upon the proximity to the key elements of practice green, No. 1 and No. 10 tee boxes and No.9 and No. 18 greens.
- The building is shadowed by the telephone cell tower 'tree' and adjacent switch buildings.

SOCIALIZATION

- Creating a single floor building enhances the use of the building and encourages golfers and non-golfers alike to use the building with greater ease. The social aspect of the deck area is enhanced a great deal by expanding the deck facilities with a grill and roof covering and improving views by moving the location up the hill. Use of the building is more flexible since it now a column-free space.
- The single floor 'great room' character of the building makes it easy to access food and beverages at the 'turn' and creates a comfortable open space for paying for golf, browsing the golf shop and enjoying the views of the course. The Commons area is large enough to accommodate groups of people for meetings without being interrupted by daily golf operations.
- The generous covered deck encourages views of the course in all weather and the use of the food and beverage services. The addition of a grille on the deck will further enhance the deck experience.

MINIMUM STAFFING

- The building design addresses minimum staffing by centralizing the cashier/starter and provides control and view of all the clubhouse functions. The starter also has a good connection with the No.1 Tee and cart staging as well as No.10 tee.

ADEQUATE SERVICES

- The building design should meet the intent of adequate services regardless of location. Access to the building is greatly improved from the current clubhouse location for the disabled public.
- The easy access of Options 2 & 3 from the golf course encourages use of the clubhouse at the 'turn' and encourages use of the clubhouse food and beverage offerings between 9 holes and after a round of golf.

MAINTENANCE BUILDING RENOVATION

- Renovation of the maintenance building involves improvements to 5 key areas of the building:
 - Replace crew areas with new dedicated locker, break area, and restroom facilities.
 - Replace doors and windows where needed to achieve 'new' condition for wearing parts.
 - Rebuild floor areas of the upper floor shop that are failing
 - Provide electrical service to accommodate golf cart charging
 - Provide mechanical exhaust and sensing for the battery charging equipment.

CONSTRUCTION AND OWNER ISSUES

1. The construction period for Options 2-3 would include (1) full golf season. Since the existing maintenance building is renovated in both solutions this structure could function as a temporary clubhouse. This approach would need to be measured against the construction schedule where using the maintenance building as a temporary clubhouse could lengthen or delay the construction period for both new and renovation projects. The temporary use concept could eventually cost the District more money than paying for a rental trailers similar to Option 1.
2. TRPA issues would be limited to evaluating a new building with the same 'coverage' area of the old clubhouse site.
3. Parking count is impacted due to the need for accessibility improvements to the bag drop area and adjacent sidewalks and cart paths. Parking stalls will likely be sacrificed to make reduce slopes.



ARCHITECTURE + ENGINEERING

OPTION 2 BUILD NEW CLUBHOUSEat EXISTING SITE 1/3 BASEMENT					
PROGRAM BRIEF:					
Demo Old Clubhouse, Build New Proshop, Remodel Maintenance Building					
Build New Clubhouse: Partial Basement / Store 15-20 Carts					
Remodel Maintenance Building- Provide crew qtrs/ break area/ meeting space / remaining carts storage: 35 carts					
New Construction:					
1st Floor: 8"cmu, uninsulated, 2nd Floor; 2x6 studs, cement siding sheathing, R21,					
CLUBHOUSE:					
2st Floor:	2684	sf	NOTES		
1st Floor:	1500	sf	Clubhouse, dining, kitchen, toilets, storage		
Total	4184	sf	Cart Storage: 20 Carts		
MAINTENANCE BUILDING:					
Remodel & Repair : 1500 sf	1500	sf	New Crew Spaces AND Re construct damaged floors & water damaged structure		
Renovate: 6000 sf	6000	sf	New electrical service, Cart ventilation, upgrade finishes, etc		
Total 7500 sf	7500	sf			
PROJECT TOTAL SF	11684	sf			
ITEMIZED ESTIMATE					
MB= Maintenance Building (@ new location) CH = CLUBHOUSE(@ new location)					
Description	Unit	Qty	cost/unit	Sub-Total	Division Sub-Total
DIV 0 OWNER EXPENSES (SEE END OF ESTIMATE)					
DIV 1 GENERAL CONDITIONS					
Mobilization, Supervision, Insurance, Temp Facilities, Office Overhead, Equipment,	ls	15%	\$ 1,230,000.00	\$ 184,500.00	
DIV 1 TOTAL					\$ 184,500.00
DIV 2 DEMOLITION					
Demolition- Maintenance Bldg: Selected areas	sf	800	\$ 5.00	\$ 4,000.00	
Demolition- CLUBHOUSEbuilding	sf	3500	\$ 7.00	\$ 24,500.00	
DIV 2 DEMOLITION TOTAL					\$ 28,500.00
DIV 2 SITE WORK (see Div 3 for site conc)					
Site Grading & Relocate cut/fill	sf	13200	\$ 1.00	\$ 13,200.00	
3" AC over 6" AggBase	sf	6900	\$ 2.50	\$ 17,250.00	
Cut	cy	100	\$ 20.00	\$ 2,000.00	FCE
Fill	cy	500	\$ 15.00	\$ 7,500.00	FCE
Sidewalk 160"x 5 'wide=150	sf	800	\$ 9.00	\$ 7,200.00	
New Curbs	lf	200	\$ 2.50	\$ 500.00	
New Pads	sf	80	\$ 6.00	\$ 480.00	
NewRamps, Walk Slabs, Landings	sf	200	\$ 9.00	\$ 1,800.00	
CLUBHOUSERetaining Walls	sf	850	\$ 20.00	\$ 17,000.00	
Relocate & reconnect utilities	ls	1	\$ 10,000.00	\$ 10,000.00	
Stprm Drain / BMP'S	ls	1	\$ 10,000.00	\$ 10,000.00	
Civil Pavement Repair/ Restripe/Fog coating	ls	1	\$ 5,000.00	\$ 5,000.00	
Landscape Islands	ea	1	\$ 2,500.00	\$ 2,500.00	
Site pavers- Cart Staging Area	sf	2000	\$ 12.50	\$ 25,000.00	
DIV 2 TOTAL					\$ 119,430.00
DIV 3 CONCRETE					
Pump concrete	cy	125	\$ 40.00	\$ 5,000.00	
CLUBHOUSE					
Deck & Staging Area Board form conc retaining wall	sf	700	\$ 15.00	\$ 10,500.00	
Site Footings & rebar	cy	30	\$ 220.00	\$ 6,600.00	
1st Level: SOG- 5" 1400x.5/27 =	sf	1400	\$ 7.50	\$ 10,500.00	
2nd Level: 4" Slab on steel deck*	sf	4200	\$ 13.00	\$ 54,600.00	Includes Deck Area
Stem Walls (part of cmu takeoff)				\$ -	
Retaining wall at staging Area Board Form Conc	cy	32	\$ 350.00	\$ 11,200.00	
Perimeter Footings (45+55) *2= 200'	cy	25	\$ 250.00	\$ 6,250.00	take off
MAINT. BUILDING					
Replace concrete deck & slab at bay doors	sf	700	\$ 40.00	\$ 28,000.00	New beams,deck,conc slab,connctns
DIV 3 TOTAL					\$ 132,650.00



ARCHITECTURE + ENGINEERING

Description	Unit	Qty	cost/unit	Sub-Total	Division Sub-Total
DIV 4 MASONRY					
Masonry Basement walls to 10 ft (4 sides)	sf	1400	\$ 12.00	\$ 16,800.00	
Add for split face CMU exposed areas	sf	790	\$ 6.00	\$ 4,740.00	
Add for Stone Veneer, entry & starters shack	sf	350	\$ 16.00	\$ 5,600.00	
DIV 4 TOTAL					\$ 27,140.00
DIV 5 STRUCT. STEEL/MISC STEEL					
CLUBHOUSE					
Struct Steel Framing (allow 5lbs /sf)	TN	12.5	\$ 4,200.00	\$ 52,500.00	
Misc. Steel hold-downs & ties	ls	1	\$ 2,500.00	\$ 2,500.00	
Rebar	sf	4400	\$ 2.25	\$ 9,900.00	
Railings: Steel & Wire Fabric /Polyurethane paint	lf	112	\$ 150.00	\$ 16,800.00	wire fabric for view
MAINT. BUILDING					
Replacement deck, fasteners, angles, etc	ls	1	\$ 10,000.00	\$ 10,000.00	
DIV 5 TOTAL					\$ 91,700.00
DIV 6 WOOD & PLASTICS					
CLUBHOUSE					
Wood Roof joist framing/ exposed T&G Deck	sf	4400	\$ 6.50	\$ 28,600.00	
Glu-Lam Beams & Columns	lf	600	\$ 45.00	\$ 27,000.00	
Add for Plumbing Walls x 9'	lf	20	\$ 81.00	\$ 1,620.00	
Misc Framing & blocking	sf	3500	\$ 2.00	\$ 7,000.00	
Millwork: Misc Trim	lf	300	\$ 15.00	\$ 4,500.00	
Exterior Walls (See Div 7 wall assemblies)				\$ -	
MAINTENANCE BUILDING					
Misc Structural Repair Framing & blocking	sf	800	\$ 30.00	\$ 24,000.00	
Shelving & Storage bunker framing	lf	80	\$ 25.00	\$ 2,000.00	
Misc Hardware & supports	ls	1	\$ 3,000.00	\$ 3,000.00	
DIV 6 TOTAL					\$ 97,720.00
DIV 7 THERMAL & MOISTURE PROTECTION					
<i>Exterior Walls</i>					
CLUBHOUSE:					
2nd Floor: 6" Wd Stud, Insulated, / Cement Siding/GWB i	sf	2300	\$ 14.00	\$ 32,200.00	1/2" sheathing typ
Add Trim & Detailing	sf	2300	\$ 4.00	\$ 9,200.00	
Add Stone Veneer Detailing	sf	300	\$ 15.00	\$ 4,500.00	
Add Roof Fasia 2x6 over 2x8	lf	320	\$ 5.00	\$ 1,600.00	
Add Prefinished Metal Fasia- 2 piece	lf	320	\$ 12.00	\$ 3,840.00	
CMU wall water proofing 3 layer laminate	sf	1400	\$ 4.50	\$ 6,300.00	
Roof System					
Comp Shingles, Bituthane UL, Vented Roof	sf	4500	\$ 6.00	\$ 27,000.00	
Gutter & Downspout , with screens	lf	160	\$ 10.50	\$ 1,680.00	
R30 batt Insulation	sf	2684	\$ 1.25	\$ 3,355.00	
Ventilated Soffit-Metal	sf	450	\$ 4.50	\$ 2,025.00	
Exterior Wood Deck Coatings	sf	1500	\$ 3.50	\$ 5,250.00	
DIV 7 TOTAL					\$ 96,950.00
DIV 8 DOORS AND WINDOWS					
CLUBHOUSE					
HM Doors & Frames, Schlage D Lever, IC Core	ea	2	\$ 1,200.00	\$ 2,400.00	
HM Door & Frame & Panic, Closer, Exterior Weatherstrip	ea	2	\$ 1,850.00	\$ 3,700.00	
SC Wd Doors & Hardware-Oak Veneer	ea	4	\$ 800.00	\$ 3,200.00	
SC Wd Doors & Hardware & Closer- Oak Veneer	ea	3	\$ 1,200.00	\$ 3,600.00	
Coiling Doors: 10'w x 10' h	ea	2	\$ 2,000.00	\$ 4,000.00	
Misc Hardware; Thresholds,Gaskets, Kickplates,Lock gus	ls	1	\$ 2,500.00	\$ 2,500.00	
Service Window: 5 x 3	ea	1	\$ 1,200.00	\$ 1,200.00	
Clad fiberglass windows: 1" glass, low E,	sf	650	\$ 16.50	\$ 10,725.00	
Alum Storefront System-Clubhouse	sf	25	\$ 25.00	\$ 625.00	
Painting Staining Windows & Doors & Frames	ea	50	\$ 75.00	\$ 3,750.00	
MAINTENANCE BUILDING					
HM Door & Frame, Interior, Lever Lockset	ea	4	\$ 900.00	\$ 3,600.00	Upgrade/replace doors
Painting Doors & Frames	ea	8	\$ 75.00	\$ 600.00	
Coiling Doors: Replace 10'w x 10' h Uninsulated Slat	ea	4	\$ 2,500.00	\$ 10,000.00	
Coiling Doors: Replace 12wx16 tall	ea	1	\$ 4,200.00	\$ 4,200.00	
Misc Hardware; Thresholds,Gaskets, Kickplates,Lock gus	ls	1	\$ 1,200.00	\$ 1,200.00	
Painting Doors & Frames	ea	10	\$ 300.00	\$ 3,000.00	
DIV 8 TOTAL					\$ 58,300.00



ARCHITECTURE + ENGINEERING

Description	Unit	Qty	cost/unit	Sub-Total	Division Sub-Total
DIV 9 FINISHES					
CLUBHOUSE					
Interior Walls-22ga MS, 5/8" GWB, painted x 9', 2 sides	sf	1100	\$ 6.00	\$ 6,600.00	
Floor Tile	sf	400	\$ 12.00	\$ 4,800.00	
Carpet tile	sf	1500	\$ 4.00	\$ 6,000.00	
Vinyl Flooring	sf	600	\$ 8.00	\$ 4,800.00	
Acoustic Ceiling Grid & Tile	sf	300	\$ 4.50	\$ 1,350.00	
Drywall Ceilings- framing & drywall	sf	550	\$ 7.00	\$ 3,850.00	
Ceiling Paint or Stain	sf	2000	\$ 1.50	\$ 3,000.00	
Ext Wall Stain-concrete siding	sf	2085	\$ 1.50	\$ 3,127.50	
int Wall Paint	sf	3000	\$ 1.20	\$ 3,600.00	
int wall tile	sf	300	\$ 8.00	\$ 2,400.00	
Wall Finish-FRP	sf	300	\$ 4.00	\$ 1,200.00	
MAINTENANCE BUILDING					
Interior Walls-22ga MS, 5/8" GWB, F&T x 9'	sf	300	\$ 4.50	\$ 1,350.00	New RR & Break Area
Wall Painting 1CP, 1CF	sf	300	\$ 1.20	\$ 360.00	1coat primer/1coat finish
Wall Finish-FRP	sf	100	\$ 6.00	\$ 600.00	
Drywall Ceilings: Framing 7 drywall	sf	200	\$ 7.00	\$ 1,400.00	
int Wall Paint (existing walls) Heavy prep 1CP, 2CF	sf	2000	\$ 2.50	\$ 5,000.00	heavy prep, primer/2coat finish
DIV 9 TOTAL					\$ 49,437.50
DIV 10 SPECIALTIES (TOTAL)					
Partitions (Stainless Steel) [CH2 men, 4 women,]	ea	6	\$ 800.00	\$ 4,800.00	
Toilet mirrors, grab bars, accessories[CH] [MB]	ls	1	\$ 3,200.00	\$ 3,200.00	
Urinals Screens	ea	2	\$ 200.00	\$ 400.00	
DIV 10 TOTAL					\$ 8,400.00
DIV 12 FURNISHINGS					
CLUBHOUSE					
Casework, PL finished upper and lower units	lf	20	\$ 250.00	\$ 5,000.00	
Stainless Steel Countertop	lf	20	\$ 200.00	\$ 4,000.00	
Solid Surface Vanity	lf	14	\$ 150.00	\$ 2,100.00	
sink openings	ea	4	\$ 100.00	\$ 400.00	
solid surface Sinks	ea	4	\$ 400.00	\$ 1,600.00	
Window Blinds	ls	1	\$ 4,500.00	\$ 4,500.00	
MAINTENANCE BUILDING					
Casework, PL finished upper and lower units	lf	12	\$ 250.00	\$ 3,000.00	
Countertop: PL Finished	lf	12	\$ 100.00	\$ 1,200.00	
DIV 12 TOTAL					\$ 20,600.00
DIV 15 MECHANICAL/PLUMBING.					
CLUBHOUSE					
Mechanical					
95% NG Furnace	ea	1	\$ 2,500.00	\$ 2,500.00	
Exhaust fans RR & Self Serve	ea	6	\$ 1,200.00	\$ 7,200.00	
Ductwork	sf	2500	\$ 6.00	\$ 15,000.00	
Flue & Combustion Air	ea	1	\$ 500.00	\$ 500.00	
Ventilation- Golf Carts	ea	1	\$ 2,500.00	\$ 2,500.00	
Hydrogen Gas Detector	ea	1	\$ 2,000.00	\$ 2,000.00	
Seismic Restraints	ls	1	\$ 1,500.00	\$ 1,500.00	
Test and Balance	ls	1	\$ 1,500.00	\$ 1,500.00	
Miscellaneous (10%)	ls	1	\$ 3,700.00	\$ 3,700.00	
Mop Sink	ea	1	\$ 2,000.00	\$ 2,000.00	
Plumbing					
Lavatories	ea	6	\$ 1,600.00	\$ 9,600.00	
Urinals	ea	2	\$ 2,100.00	\$ 4,200.00	
Toilets (4 women, 2 men)	ea	6	\$ 2,200.00	\$ 13,200.00	
Kitchen Sink	ea	1	\$ 1,000.00	\$ 1,000.00	
Water Heater & Expansion Tank	ea	1	\$ 2,500.00	\$ 2,500.00	
HW Circ Pump	ea	1	\$ 500.00	\$ 500.00	
Floor Drain	ea	2	\$ 1,500.00	\$ 3,000.00	
Trap Primers	ea	2	\$ 500.00	\$ 1,000.00	
Hose Bibbs	ea	4	\$ 500.00	\$ 2,000.00	
Water Piping	lf	250	\$ 25.00	\$ 6,250.00	
Waste & Vent Piping	lf	125	\$ 25.00	\$ 3,125.00	
Nat. Gas Piping	lf	175	\$ 20.00	\$ 3,500.00	
Misc Piping and fittings	ls	1	\$ 5,000.00	\$ 5,000.00	
Trench Drain	lf	16	\$ 75.00	\$ 1,200.00	
Fire Protections					
Riser	ea	1	\$ 10,000.00	\$ 10,000.00	Sprinklers not included
Piping & Heads	sf	5500	\$ 3.00	\$ 16,500.00	FP over battery fire not advised



ARCHITECTURE + ENGINEERING

Incline Village General Improvement District
 Mountain Golf Course Building Assessment
 OPTION 2 COST ESTIMATE

4 of 5
 1/31/2017

Description	Unit	Qty	cost/unit	Sub-Total	Division Sub-Total
MAINTENANCE BUILDING					
					New RR & Break Area
Mechanical					
Heating: Unit heaters	ea	4	\$ 1,500.00	\$ 6,000.00	
Office Split System (heat only)	ea	1	\$ 1,500.00	\$ 1,500.00	
Flues	ea	2	\$ 1,000.00	\$ 2,000.00	
RR Exhaust fans	ea	2	\$ 750.00	\$ 1,500.00	
Thermostat & conduit controls wire'g	ls	2	\$ 500.00	\$ 1,000.00	
Misc Fittings & Connections	ls	1	\$ 1,000.00	\$ 1,000.00	
Cart Exhaust System	ea	1	\$ 3,500.00	\$ 3,500.00	Duplicate Exhaust System
Hydrogen Gas Detector	ea	1	\$ 2,000.00	\$ 2,000.00	
General Exhaust-maintenance side	ea	2	\$ 1,250.00	\$ 2,500.00	
Plumbing					
Lavatories	ea	2	\$ 1,600.00	\$ 3,200.00	
Toilets (1women, 1 men)	ea	2	\$ 2,200.00	\$ 4,400.00	
Floor Drains	ea	2	\$ 800.00	\$ 1,600.00	
Trap Primers	ea	2	\$ 1,100.00	\$ 2,200.00	
Kitchen Sink	ea	1	\$ 1,000.00	\$ 1,000.00	
Mop Sink	ea	1	\$ 1,200.00	\$ 1,200.00	
Water Heater	ea	1	\$ 1,500.00	\$ 1,500.00	
Water Piping	lf	75	\$ 25.00	\$ 1,875.00	Modify existing plumbing
Waste & Vent Piping	lf	75	\$ 25.00	\$ 1,875.00	sim
Nat. Gas Piping	lf	50	\$ 20.00	\$ 1,000.00	sim
Trench Drain	lf	24	\$ 110.00	\$ 2,640.00	
Fire Protections					
NA					
DIV 15 TOTAL					\$ 137,967.00
				\$ -	
DIV 16 ELECTRICAL					
CLUBHOUSE					
Service entrance feeder upgrade	lf	50	\$ 100.00	\$ 5,000.00	
Main Elect Service Upgrade	ls	1	\$ 15,000.00	\$ 15,000.00	
Main Power/MSB	ls	1	\$ 30,000.00	\$ 30,000.00	
Lights/Electrical	sf	2500	\$ 2.50	\$ 6,250.00	
Mech Connections	ls	1	\$ 1,500.00	\$ 1,500.00	
Fire alarm	sf	2500	\$ 0.50	\$ 1,250.00	
IT	sf	2500	\$ 0.50	\$ 1,250.00	
Security	sf	2500	\$ 0.50	\$ 1,250.00	
CART STORAGE					
Interior lighting	sf	1500	\$ 1.50	\$ 2,250.00	
General power	sf	1500	\$ 1.00	\$ 1,500.00	
Branch Circuits	ea	20	\$ 100.00	\$ 2,000.00	
Cart Charing Dist Equip	ls	1	\$ 30,000.00	\$ 30,000.00	Duplicate charging
Mechanical connections	sf	1500	\$ 1.00	\$ 1,500.00	
Fire alarm	sf	1500	\$ 0.50	\$ 750.00	
IT	sf	1500	\$ 0.25	\$ 375.00	
Security	sf	1500	\$ 0.25	\$ 375.00	
Hydrogen Sensing shunt Trip-Cart Equipment	sf	1500	\$ 0.50	\$ 750.00	
EXTERIOR					
Deck fixtures	ea	8	\$ 1,000.00	\$ 8,000.00	
Parking fixtures	ea	5	\$ 2,000.00	\$ 10,000.00	
Landscape and walkway fixtures	ea	10	\$ 1,000.00	\$ 10,000.00	
MAINTENANCE BUILDING					
Main Elect Service Upgrade	ls	1	\$ 15,000.00	\$ 15,000.00	
Main Power/MSB/	ls	1	\$ 15,000.00	\$ 15,000.00	
Lights/Electrical	allow	1500	\$ 1.50	\$ 2,250.00	
Cart Branch Circuits	ea	35	\$ 100.00	\$ 3,500.00	
Cart Charging Dist Equip	ls	1	\$ 30,000.00	\$ 30,000.00	
Mechanical connections	sf	1500	\$ 1.00	\$ 1,500.00	
Cart Stor: Hydrogen Sensing- Cart Equipment	ls	1	\$ 2,500.00	\$ 2,500.00	Duplicate Hydrogen Sensing
New Sub-Panels (Support Remodel)	ea	2	\$ 1,000.00	\$ 2,000.00	
DIV 16 TOTAL					\$ 200,750.00



ARCHITECTURE + ENGINEERING

Description	Unit	Qty	cost/unit	Sub-Total	Division Sub-Total
NET TOTAL LINE ITEMS				\$ 1,255,244.50	
2 Year Construction Inflation (12%)				\$ 1,405,873.84	
Contingency Schematic Design (15%)				\$ 210,881.08	
Sub Total:				\$ 1,616,754.92	
OH/P General Contractor (12%)				\$ 194,010.59	
GRAND TOTAL WITH CONTINGENCY				\$ 1,810,765.51	
GENERAL COST for 1 BUILDING & 1 REHAB (max cont	sf*	Area	Cost/SF		
		11684	\$ 154.00		*4168 sf + 7500 sf MB rehab
DIV 0 DIRECT OWNER EXPENSES					
Design Fees (10% of total cost)	ls	1	\$ 161,675.49	\$ 161,675.49	
Civil Engineer (Including TRPA)	ls	1	\$ 50,000.00	\$ 50,000.00	
Temporary Facilities: Maintenance Building/ Tent for	ls	1	\$ 2,000.00	\$ 2,000.00	
Clubhouse Trailer: 5 months x 2000/mo	Mo	5	\$ 2,000.00	\$ 10,000.00	
Owner Supervision	ls	1	\$ 24,000.00	\$ 24,000.00	
Topo and boundary Survey	ls	1	\$ 4,000.00	\$ 4,000.00	
Geotechnical Investigation	ls	1	\$ 3,500.00	\$ 3,500.00	
Asbestos & Lead Paint Abatement Survey	ls	1	\$ 1,500.00	\$ 1,500.00	
County Bldg Dept Fees	ls	1	\$ 6,500.00	\$ 6,500.00	
TRPA Fees	ls	1	\$ 10,000.00	\$ 10,000.00	
Testing/Inspection	ls	1	\$ 11,000.00	\$ 11,000.00	
DIV 0 TOTAL					\$ 284,175.49
TOTAL PROJECT COST (not including FFE)				\$ 2,094,941.00	



ARCHITECTURE + ENGINEERING

OPTION 3 BUILD NEW CLUBHOUSE FULL BASEMENT					
PROGRAM BRIEF:					
Demo Old CLUBHOUSE, Build New Proshop, Remodel Maintenance Building					
Build New CLUBHOUSE: Partial Basement / Store 55 Carts					
Remodel Maintenance Building- Provide crew qtrs/ break area/ meeting space					
New Construction:					
1st Floor: 8"cmu, uninsulated, 2nd Floor; 2x6 studs, cement siding sheathing, R21,					
CLUBHOUSE:					
2st Floor: 2684 sf	2,684	sf	Clubhouse, dining, kitchen, toilets, storage		
1st Floor : 1500 sf	4,400	sf	Cart Storage: 55 carts		
Total	7,084	sf			
MAINTENANCE BUILDING:					
Remodel & Repair :	1,500	sf	New Crew Spaces AND Re construct damaged floors & water damaged structure		
Renovate:	6,000	sf	New electrical service, upgrade finishes, etc		
Total	7,500	sf			
PROJECT TOTAL SF					
	14,584	sf			
ITEMIZED ESTIMATE					
Description	Unit	Qty	cost/unit	Sub-Total	Division Sub-Total
DIV 0 OWNER EXPENSES (SEE END OF ESTIMATE)					
DIV 1 GENERAL CONDITIONS					
Mobilization, Supervision, Insurance, Temp Facilities, Office Overhead, Equipment.	ls	15%	\$ 1,500,000.00	\$ 225,000.00	
DIV 1 TOTAL					\$ 225,000.00
DIV 2 DEMOLITION					
Demolition- Maintenance Bldg: Selected areas	sf	800	\$ 5.00	\$ 4,000.00	
Demolition- Clubhouse building	sf	3500	\$ 7.00	\$ 24,500.00	
Site Disposal-Trucking	ls	1	\$ 5,000.00	\$ 5,000.00	
DIV 2 DEMOLITION TOTAL					\$ 33,500.00
DIV 2 SITE WORK (see Div 3 for site conc)					
Site Grading & Relocate cut/fill	sf	13200	\$ 1.00	\$ 13,200.00	
3" AC over 6" AggBase	sf	6900	\$ 2.50	\$ 17,250.00	
Cut	cy	907	\$ 20.00	\$ 18,140.00	FCE
Fill	cy	100	\$ 15.00	\$ 1,500.00	FCE
NewRamps, Walk Slabs, Landings	sf	200	\$ 9.00	\$ 1,800.00	
Sidewalk 160"x 5' wide=150	sf	800	\$ 9.00	\$ 7,200.00	
New Curbs	lf	200	\$ 2.50	\$ 500.00	
New Pads	sf	80	\$ 6.00	\$ 480.00	
Clubhouse Retaining Walls	sf	850	\$ 20.00	\$ 17,000.00	
Relocate & reconnect utilities	ls	1	\$ 10,000.00	\$ 10,000.00	
Stprm Drain / BMP'S	ls	1	\$ 10,000.00	\$ 10,000.00	
Civil Pavement Repair/ Restripe/Fog coating	ls	1	\$ 5,000.00	\$ 5,000.00	
Landscape Islands	ea	1	\$ 2,500.00	\$ 2,500.00	
Site pavers- Cart Staging Area	sf	2000	\$ 12.50	\$ 25,000.00	
DIV 2 TOTAL					\$ 129,570.00
DIV 3 CONCRETE					
Pump concrete (\$40 per cy)	cy	110	\$ 40.00	\$ 4,400.00	
CLUBHOUSE					
Deck & Staging Area Board form conc retaining wall	sf	700	\$ 15.00	\$ 10,500.00	
Site Footings & rebar	cy	30	\$ 220.00	\$ 6,600.00	
1st Level (Basement) : SOG- 5" 2.80place+.65fin+2000pump	sf	4400	\$ 7.50	\$ 33,000.00	
2nd Level: 4" Slab on steel deck*	sf	4200	\$ 13.00	\$ 54,600.00	4" system inclds steel deck & conc, Ir
Stem Walls (part of cmu takeoff)				\$ -	
Retaining wall at staging Area Board Form Conc	cy	32	\$ 350.00	\$ 11,200.00	
Perimeter Footings (45+55) *2= 200'	cy	30	\$ 250.00	\$ 7,500.00	take off
Construct wash-down area: Includes drains/ fr drain/ slopes. Etc	sf	500	\$ 15.00	\$ 7,500.00	
MAINT. BUILDING					
Replace concrete deck & slab at bay doors	sf	700	\$ 40.00	\$ 28,000.00	New beams,deck,conc slab,connctns
DIV 3 TOTAL					\$ 242,780.00
DIV 4 MASONRY					
Masonry Basement walls to 10 ft (4 sides)	sf	1708	\$ 12.00	\$ 20,496.00	
Add for split face CMU exposed areas	sf	833	\$ 6.00	\$ 4,998.00	
Add for Stone Veneer, entry & starters shack	sf	350	\$ 16.00	\$ 5,600.00	
DIV 4 TOTAL					\$ 31,094.00



ARCHITECTURE + ENGINEERING

Description	Unit	Qty	cost/unit	Sub-Total	Division Sub-Total
DIV 5 STRUCT. STEEL/MISC STEEL					
CLUBHOUSE					
Struct Steel Framing (allow 5lbs /sf)	TN	12.5	\$ 4,200.00	\$ 52,500.00	
Misc. Steel hold-downs & ties	ls	1	\$ 2,500.00	\$ 2,500.00	
Rebar	sf	4400	\$ 2.25	\$ 9,900.00	
Railings: Steel & Wire Fabric /Polyurethane paint	lf	112	\$ 150.00	\$ 16,800.00	wire fabric for view
MAINT. BUILDING					
Replacement deck, fasteners, angles, etc	ls	1	\$ 10,000.00	\$ 10,000.00	
DIV 5 TOTAL					\$ 91,700.00
DIV 6 WOOD & PLASTICS					
CLUBHOUSE					
Wood Roof joist framing/ exposed T&G Deck	sf	4400	\$ 6.50	\$ 28,600.00	
Glu-Lam Beams & Columns	lf	600	\$ 45.00	\$ 27,000.00	
Add for Plumbing Walls x 9'	lf	20	\$ 81.00	\$ 1,620.00	
Misc Framing & blocking	sf	3500	\$ 2.00	\$ 7,000.00	
Millwork: Misc Trim	lf	300	\$ 15.00	\$ 4,500.00	
Exterior Walls (See Div 7 wall assemblies)				\$ -	
MAINTENANCE BUILDING					
Misc Structural Repair Framing & blocking	sf	1000	\$ 30.00	\$ 30,000.00	
Shelving & Storage bunker framing	lf	80	\$ 25.00	\$ 2,000.00	
Misc Hardware & supports	ls	1	\$ 3,000.00	\$ 3,000.00	
DIV 6 TOTAL					\$ 103,720.00
DIV 7 THERMAL & MOISTURE PROTECTION					
<i>Exterior Walls</i>					
CLUBHOUSE:					
2nd Floor: 6" Wd Stud, Insulated, / Cement Siding/GWB int finish	sf	2300	\$ 14.00	\$ 32,200.00	1/2" sheathing typ
Add Trim & Detailing	sf	2300	\$ 4.00	\$ 9,200.00	
Add Stone Veneer Detailing	sf	300	\$ 15.00	\$ 4,500.00	
Add Roof Fasia 2x6 over 2x8	lf	320	\$ 5.00	\$ 1,600.00	
Add Prefinished Metal Fasia- 2 piece	lf	320	\$ 12.00	\$ 3,840.00	
Roof System					
Comp Shingles, Bituthene UL, Vented Roof	sf	4500	\$ 6.00	\$ 27,000.00	
Gutter & Downspout , with screens	lf	160	\$ 10.50	\$ 1,680.00	
R30 batt Insulation	sf	2684	\$ 1.25	\$ 3,355.00	
Ventilated Soffit-Metal	sf	450	\$ 4.50	\$ 2,025.00	
CMU wall water proofing 3 layer laminate	sf	1708	\$ 4.50	\$ 7,686.00	
Exterior Wood Deck Coatings	sf	1500	\$ 3.50	\$ 5,250.00	
DIV 7 TOTAL					\$ 98,336.00
DIV 8 DOORS AND WINDOWS					
CLUBHOUSE					
HM Doors & Frames, Schlage D Lever, IC Core	ea	2	\$ 1,200.00	\$ 2,400.00	
HM Door & Frame & Panic, Closer, Exterior Weatherstrip'g	ea	2	\$ 1,850.00	\$ 3,700.00	
SC Wd Doors & Hardware-Oak Veneer	ea	4	\$ 800.00	\$ 3,200.00	
SC Wd Doors & Hardware & Closer- Oak Veneer	ea	3	\$ 1,200.00	\$ 3,600.00	
Coiling Doors: 10'w x 10' h	ea	2	\$ 2,000.00	\$ 4,000.00	
Misc Hardware; Thresholds,Gaskets, Kickplates,Lock guards	ls	1	\$ 2,500.00	\$ 2,500.00	
Service Window: 5 x 3	ea	1	\$ 1,200.00	\$ 1,200.00	
Clad fiberglass windows: 1" glass, low E,	sf	650	\$ 16.50	\$ 10,725.00	
Alum Storefront System-Clubhouse	sf	25	\$ 25.00	\$ 625.00	
Painting Staining Windows & Doors & Frames	ea	50	\$ 75.00	\$ 3,750.00	
MAINTENANCE BUILDING					
HM Door & Frame, Interior, Lever Lockset	ea	4	\$ 900.00	\$ 3,600.00	Upgrade/replace doors
Painting Doors & Frames	ea	8	\$ 75.00	\$ 600.00	
Coiling Doors: Replace 10'w x 10' h Uninsulated Slat	ea	4	\$ 2,500.00	\$ 10,000.00	
Coiling Doors: Replace 12wx16 tall	ea	1	\$ 4,200.00	\$ 4,200.00	
Misc Hardware; Thresholds,Gaskets, Kickplates,Lock guards	ls	1	\$ 1,200.00	\$ 1,200.00	
Painting Doors & Frames	ea	10	\$ 300.00	\$ 3,000.00	
DIV 8 TOTAL					\$ 58,300.00
DIV 9 FINISHES					
CLUBHOUSE					
Interior Walls-22ga MS, 5/8" GWB, painted x 9'	sf	1100	\$ 6.00	\$ 6,600.00	
Floor Tile	sf	400	\$ 12.00	\$ 4,800.00	
Carpet tile	sf	1500	\$ 4.00	\$ 6,000.00	
Vinyl Flooring	sf	600	\$ 8.00	\$ 4,800.00	
Acoustic Ceiling Tile	sf	300	\$ 3.00	\$ 900.00	
Drywall Ceilings- framing & drywall	sf	550	\$ 7.00	\$ 3,850.00	
Ceiling Paint or Stain	sf	2000	\$ 1.50	\$ 3,000.00	



ARCHITECTURE + ENGINEERING

Description	Unit	Qty	cost/unit	Sub-Total	Division	Sub-Total
Ext Wall Stain-concrete siding	sf	2085	\$ 1.50	\$ 3,127.50		
Int Wall Paint	sf	3000	\$ 1.20	\$ 3,600.00		
Int wall tile	sf	300	\$ 8.00	\$ 2,400.00		
Wall Finish-FRP	sf	300	\$ 4.00	\$ 1,200.00		
MAINTENANCE BUILDING				\$ -	New RR & Break Area	
Interior Walls-22ga MS, 5/8" GWB, F&T x 9'	sf	300	\$ 6.00	\$ 1,800.00		
Wall Painting 1CP, 1CF	sf	300	\$ 1.20	\$ 360.00	1coat primer/1coat finish	
Wall Finish-FRP	sf	100	\$ 6.00	\$ 600.00		
Drywall Ceilings: Framing 7 drywall	sf	200	\$ 7.00	\$ 1,400.00		
Int Wall Paint (existing walls) Heavy prep 1CP, 2CF	sf	2000	\$ 2.50	\$ 5,000.00	heavy prep, primer/2coat finish	
DIV 9 TOTAL					\$	49,437.50
DIV 10 SPECIALTIES (TOTAL)				\$ -		
Partitions (Stainless Steel) [PS2 men, 4 women,]	ea	6	\$ 800.00	\$ 4,800.00		
Toilet mirrors, grab bars, accessories[PS] [MB]	ls	1	\$ 3,200.00	\$ 3,200.00		
Urinals Screens	ea	2	\$ 200.00	\$ 400.00		
DIV 10 TOTAL					\$	8,400.00
DIV 12 FURNISHINGS				\$ -		
CLUBHOUSE						
Casework, PL finished upper and lower units	lf	20	\$ 250.00	\$ 5,000.00		
Stainless Steel Countertop	lf	20	\$ 200.00	\$ 4,000.00		
Solid Surface Vanity	lf	14	\$ 150.00	\$ 2,100.00		
sink openings	ea	4	\$ 100.00	\$ 400.00		
solid surface Sinks	ea	4	\$ 400.00	\$ 1,600.00		
Window Blinds	ls	1	\$ 4,500.00	\$ 4,500.00		
MAINTENANCE BUILDING						
Casework, PL finished upper and lower units	lf	12	\$ 250.00	\$ 3,000.00		
Countertop: PL Finished	lf	12	\$ 100.00	\$ 1,200.00		
DIV 10 TOTAL					\$	20,600.00
DIV 15 MECHANICAL/PLUMBING.						
CLUBHOUSE						
Mechanical						
95% NG Furnace	ea	1	\$ 2,500.00	\$ 2,500.00		
Exhaust fans RR & Self Serve	ea	6	\$ 1,200.00	\$ 7,200.00		
Ductwork	sf	2500	\$ 6.00	\$ 15,000.00		
Flue & Combustion Air	ea	1	\$ 500.00	\$ 500.00		
Ventilation- Golf Carts	ea	2	\$ 2,500.00	\$ 5,000.00		
Seismic Restraints	ls	1	\$ 1,500.00	\$ 1,500.00		
Hydrogen Gas Detector	ea	1	\$ 2,000.00	\$ 2,000.00		
Test and Balance	ls	1	\$ 1,500.00	\$ 1,500.00		
Miscellaneous (10%)	ls	1	\$ 3,700.00	\$ 3,700.00		
Plumbing						
Lavatories	ea	6	\$ 1,600.00	\$ 9,600.00		
Urinals	ea	2	\$ 2,100.00	\$ 4,200.00		
Toilets (4 women, 2 men)	ea	6	\$ 2,200.00	\$ 13,200.00		
Kitchen Sink	ea	1	\$ 1,000.00	\$ 1,000.00		
Mop Sink	ea	1	\$ 2,000.00	\$ 2,000.00		
Water Heater & Expansion Tank	ea	1	\$ 2,500.00	\$ 2,500.00		
HW Circ Pump	ea	1	\$ 500.00	\$ 500.00		
Floor Drain	ea	2	\$ 1,500.00	\$ 3,000.00		
Trap Primers	ea	2	\$ 500.00	\$ 1,000.00		
Hose Bibbs	ea	4	\$ 500.00	\$ 2,000.00		
Water Piping	lf	250	\$ 25.00	\$ 6,250.00		
Waste & Vent Piping	lf	125	\$ 25.00	\$ 3,125.00		
Nat. Gas Piping	lf	175	\$ 20.00	\$ 3,500.00		
Misc Piping and fittings	ls	1	\$ 5,000.00	\$ 5,000.00		
Trench Drain	lf	16	\$ 75.00	\$ 1,200.00		
Fire Protections						
Riser	ea	1	\$ 10,000.00	\$ 10,000.00		
Piping & Heads	sf	4400	\$ 3.00	\$ 13,200.00		
MAINTENANCE BUILDING					New RR & Break Area	
Mechanical						
Heating: Unit heaters	ea	4	\$ 1,500.00	\$ 6,000.00	Piping already in	
Office Split System (heat only)	ls	1	\$ 1,500.00	\$ 1,500.00		
Flues	ea	2	\$ 1,000.00	\$ 2,000.00		
RR Exhaust fans	ea	2	\$ 750.00	\$ 1,500.00		
Thermostat & conduit controls wire/g	ls	2	\$ 500.00	\$ 1,000.00		
Misc Fittings & Connections	ls	1	\$ 1,000.00	\$ 1,000.00		
Shop Area Exhaust	ea	2	\$ 1,250.00	\$ 2,500.00		

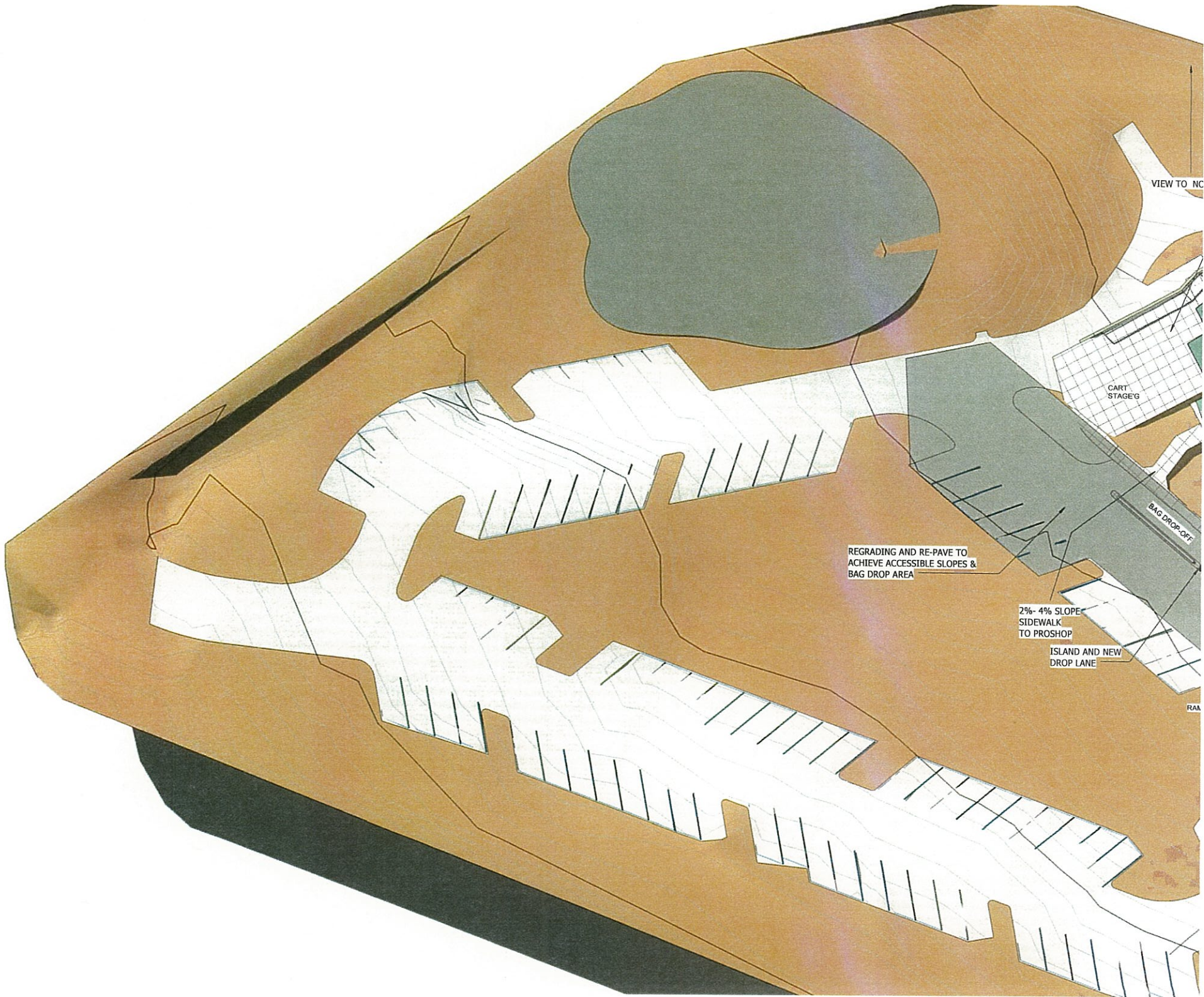


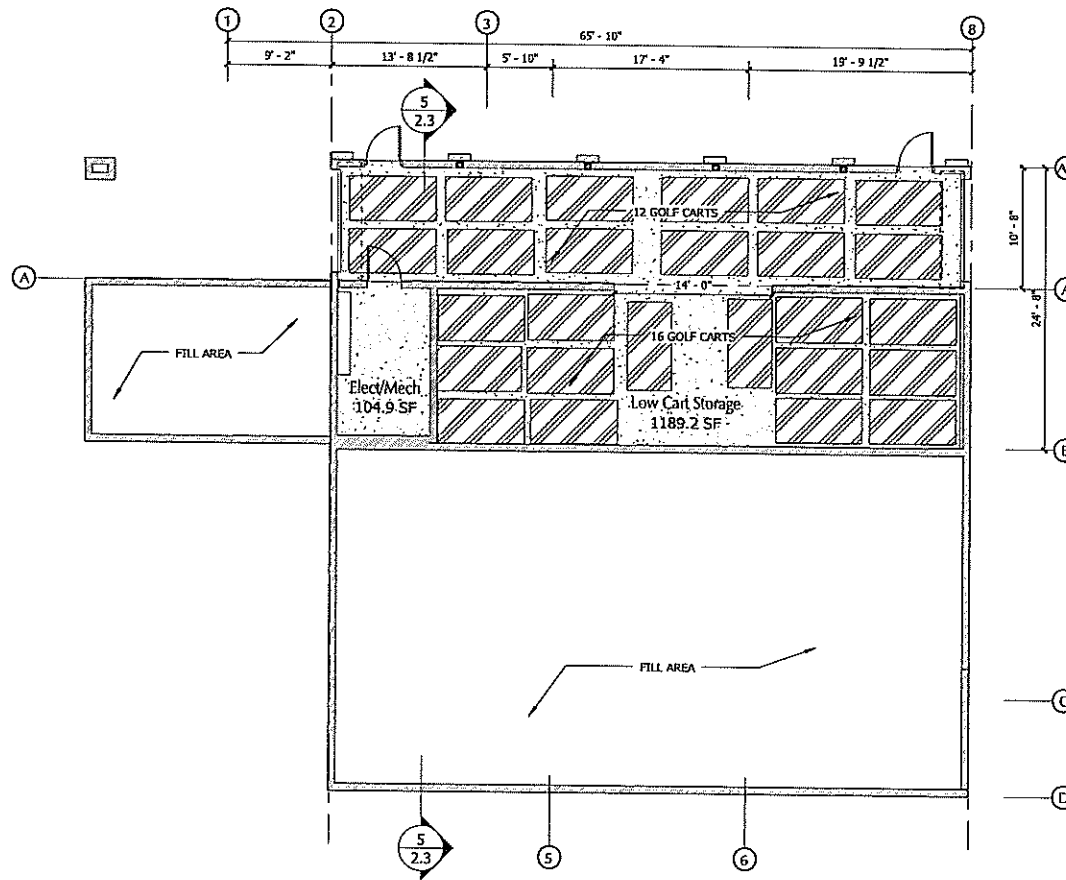
ARCHITECTURE + ENGINEERING

Incline Village General Improvement District
 Mountain Golf Course Building Assessment
 OPTION 3 COST ESTIMATE

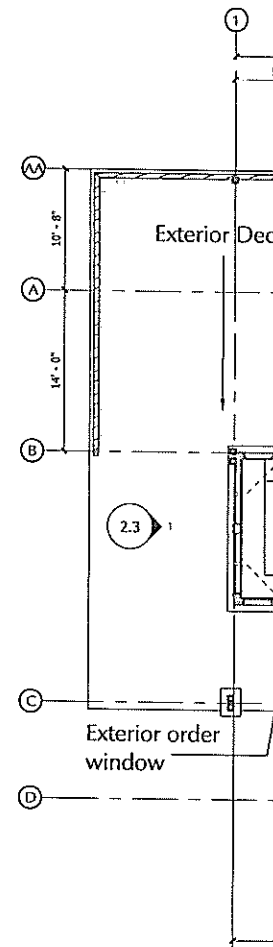
4 of 4
 1/31/2017

Description	Unit	Qty	cost/unit	Sub-Total	Division Sub-Total
Plumbing					
Lavatories	ea	2	\$ 1,600.00	\$ 3,200.00	
Toilets (1women, 1 men)	ea	2	\$ 2,200.00	\$ 4,400.00	
Floor Drains	ea	2	\$ 800.00	\$ 1,600.00	
Trap Primers	ea	2	\$ 1,100.00	\$ 2,200.00	
Kitchen Sink	ea	1	\$ 1,000.00	\$ 1,000.00	
Mop Sink	ea	1	\$ 1,200.00	\$ 1,200.00	
Water Heater	ea	1	\$ 1,500.00	\$ 1,500.00	
Water Piping	lf	75	\$ 25.00	\$ 1,875.00	
Waste & Vent Piping	lf	75	\$ 25.00	\$ 1,875.00	
Nat. Gas Piping	lf	50	\$ 20.00	\$ 1,000.00	
Trench Drain	lf	24	\$ 110.00	\$ 2,640.00	
Fire Protections					
NA					
DIV 15 TOTAL					\$ 132,327.00
DIV 16 ELECTRICAL					
CLUBHOUSE					
Service entrance feeder upgrade	lf	50	\$ 100.00	\$ 5,000.00	
Main Elect Service Upgrade	ls	1	\$ 15,000.00	\$ 15,000.00	
Main Power/MSB	ls	1	\$ 40,000.00	\$ 40,000.00	
Lights/Electrical	allow	2500	\$ 2.50	\$ 6,250.00	
Mech Connections	ls	1	\$ 1,500.00	\$ 1,500.00	
Fire alarm	sf	2500	\$ 0.50	\$ 1,250.00	
IT	sf	2500	\$ 0.50	\$ 1,250.00	
Security	sf	2500	\$ 0.50	\$ 1,250.00	
CART STORAGE					
Interior lighting	sf	4200	\$ 1.50	\$ 6,300.00	
General power	sf	4200	\$ 1.00	\$ 4,200.00	
Branch Circuits	ea	55	\$ 100.00	\$ 5,500.00	
Cart Charing Dist Equip	ls	1	\$ 50,000.00	\$ 50,000.00	
Mechanical connections	sf	4200	\$ 1.00	\$ 4,200.00	
Fire alarm	sf	4200	\$ 0.50	\$ 2,100.00	
IT	sf	4200	\$ 0.25	\$ 1,050.00	
Security	sf	4200	\$ 0.25	\$ 1,050.00	
Hydrogen Sensing shunt Trip-Cart Equipment	sf	4200	\$ 0.50	\$ 2,100.00	
EXTERIOR					
Deck fixtures	ea	8	\$ 1,000.00	\$ 8,000.00	
Parking fixtures	ea	5	\$ 2,000.00	\$ 10,000.00	
Landscape and walkway fixtures	ea	10	\$ 1,000.00	\$ 10,000.00	
MAINTENANCE BUILDING					
Reconnect Existing Service	ls	1	\$ 2,000.00	\$ 2,000.00	
Lights/Electrical/ Remodel	allow	1500	\$ 1.50	\$ 2,250.00	
Power /Remodel	allow	1500	\$ 1.50	\$ 2,250.00	
Mech Connections	ls	1	\$ 1,500.00	\$ 1,500.00	
New Sub-Panels (support Remodel)	ea	2	\$ 1,000.00	\$ 2,000.00	
DIV 16 TOTAL					\$ 186,000.00
NET TOTAL LINE ITEMS				\$ 1,335,124.50	
2 Year Construction Inflation (12%)				\$ 1,495,339.44	
Contingency Schematic Design (15%)				\$ 224,300.92	
Sub Total:				\$ 1,719,640.36	
O/H/P General Contractor (12%)				\$ 179,440.73	
GRAND TOTAL WITH CONTINGENCY				\$ 1,899,081.09	
GENERAL COST for 1 BUILDING & 1 REHAB		sf*	Area	Cost/SF	
2 Floor Clubhouse & 2 Floor Maintenance Building Remodel			14,584	\$ 130.00	
DIV 0 DIRECT OWNER EXPENSES					
Design Fees (10% of Sub-total)	ls	1	\$ 171,964.04	\$ 171,964.04	
Civil Engineer	ls	1	\$ 45,000.00	\$ 45,000.00	
Temporary Facilities: Maintenance Building/ Tent for Carts	ls	1	\$ 2,000.00	\$ 2,000.00	
Clubhouse Trailer: 5 months x 2000/mo	Mo	5	\$ 2,000.00	\$ 10,000.00	
Owner Supervision	ls	1	\$ 24,000.00	\$ 24,000.00	
Topo and boundary Survey	ls	1	\$ 4,000.00	\$ 4,000.00	
Geotechnical Investigation	ls	1	\$ 5,500.00	\$ 5,500.00	
Asbestos & Lead Paint Abatement Survey	ls	1	\$ 1,500.00	\$ 1,500.00	
County Bldg Dept Fees	ls	1	\$ 7,500.00	\$ 7,500.00	
TRPA Fees	ls	1	\$ 12,000.00	\$ 12,000.00	Slightly larger overall job Than option 2
Testing/Inspection	ls	1	\$ 14,000.00	\$ 14,000.00	
DIV 0 TOTAL					\$ 297,464.04
TOTAL PROJECT COST (not including FFE)				\$ 2,196,545.12	



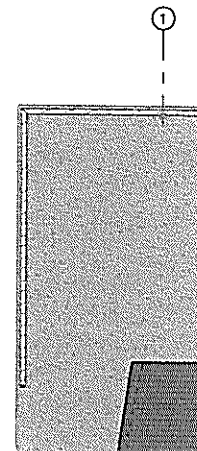


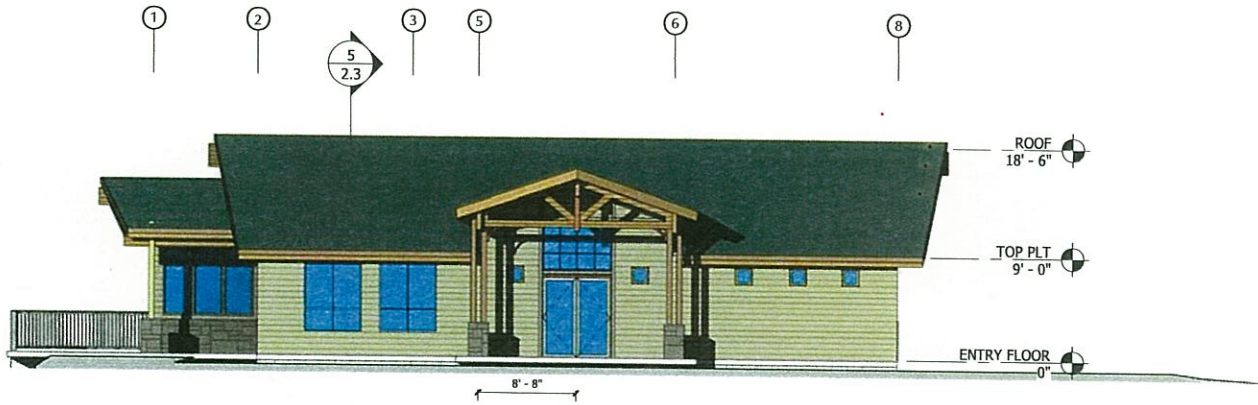
PARTIAL BASEMENT
SCALE: 1/8" = 1'-0"



ENTRY FLOOR
SCALE: 1/8" = 1'-0"

Room Schedule		
Number	Name	Area
02	Elect/Mech	104.9 SF
04	Low Cart Storage	1189.2 SF
101	Commons	876.9 SF
102	Pro Shop	381.2 SF
103	Office	91.8 SF
104	Chg	21.9 SF
105	Self Serve	156.9 SF
106	Scatter/ Bar	275.5 SF
107	Women	172.6 SF
108	Men	172.2 SF
109	Jan	37.7 SF
110	Stor	63.5 SF
111	Entry	184.2 SF
Grand total: 13		3708.3 SF





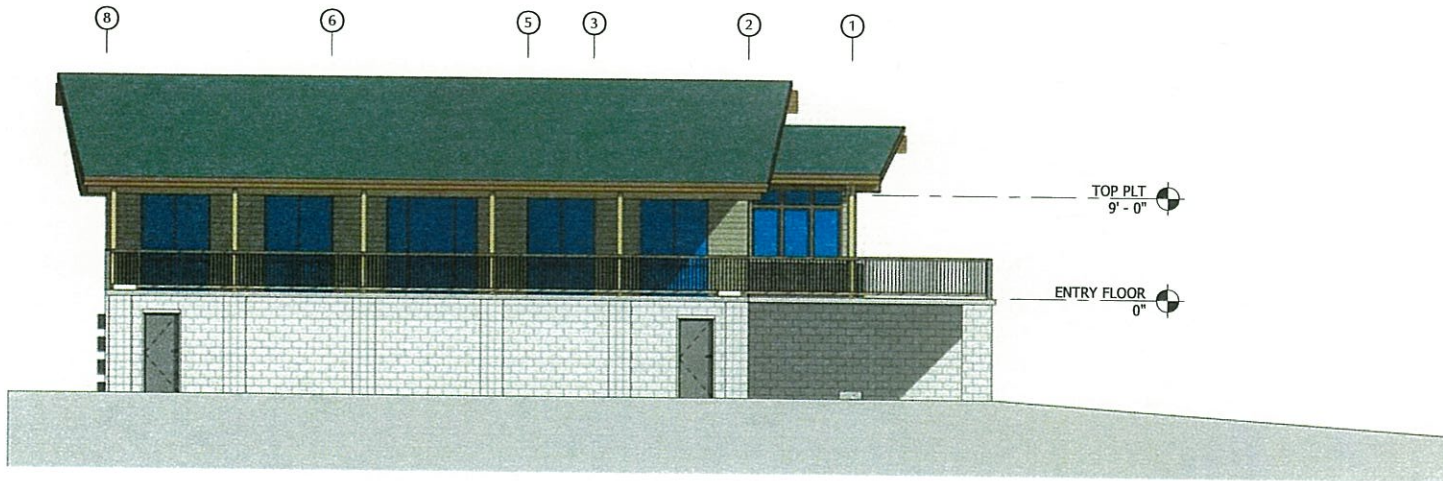
NORTH

SCALE: 1/8" = 1'-0"



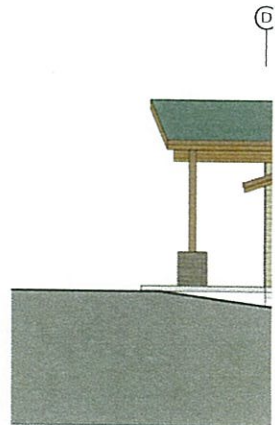
EAST

SCALE: 1/8" = 1'-0"



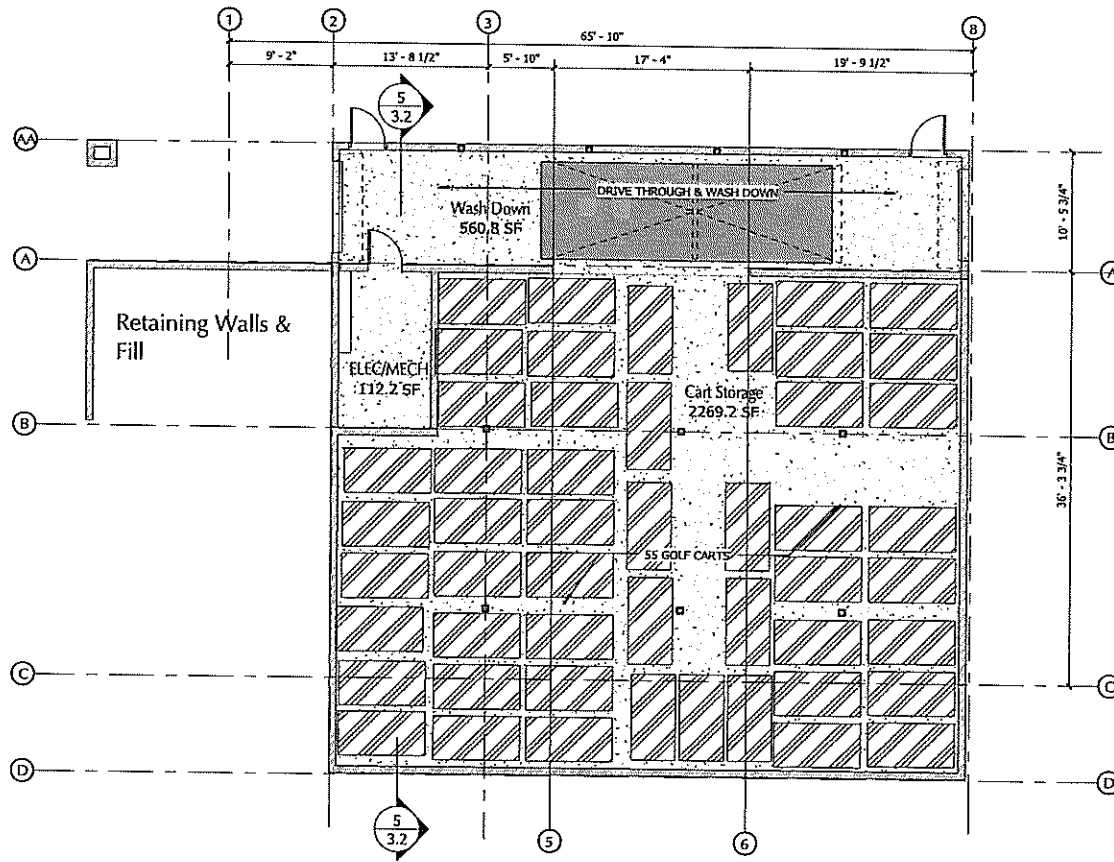
SOUTH

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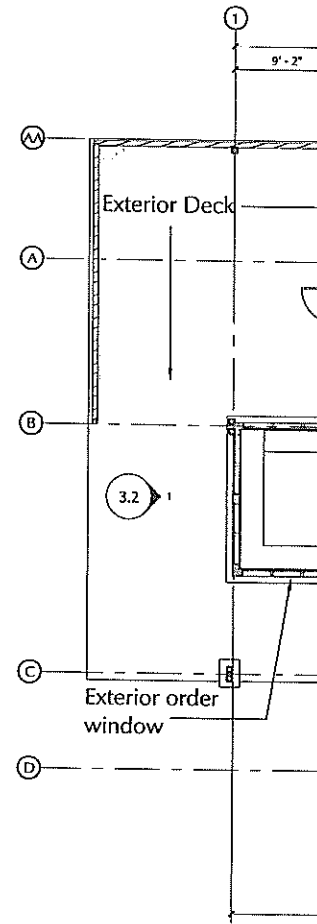


WEST

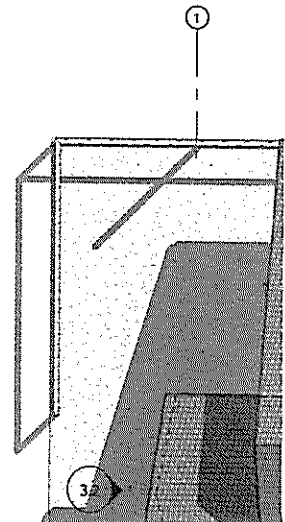
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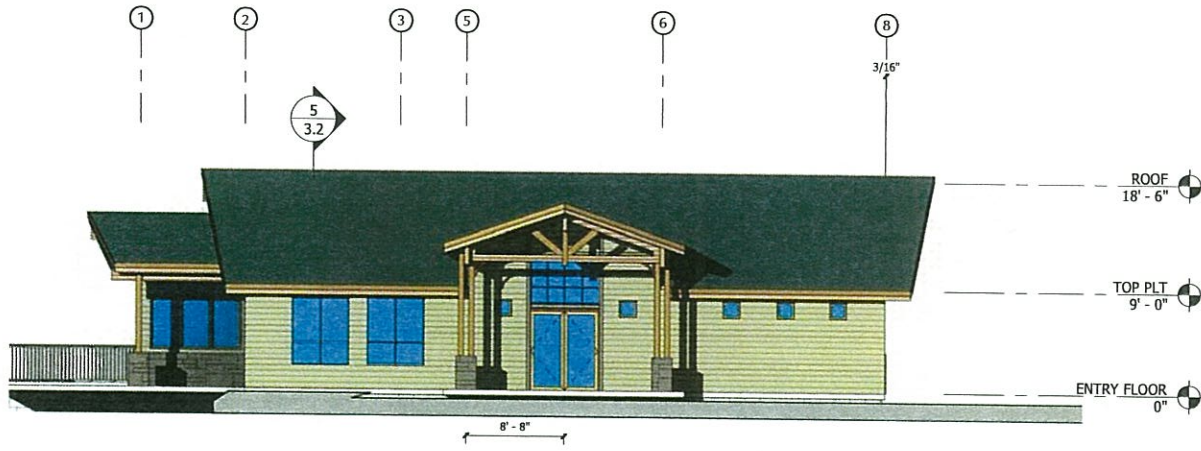


BASEMENT PLAN
SCALE: 1/8" = 1'-0"



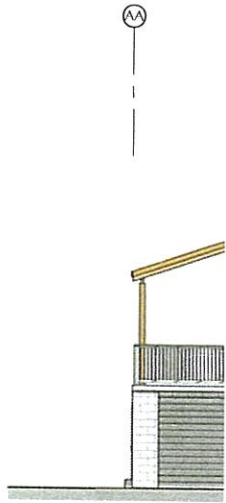
ENTRY FLOOR PLAN
SCALE: 1/8" = 1'-0"





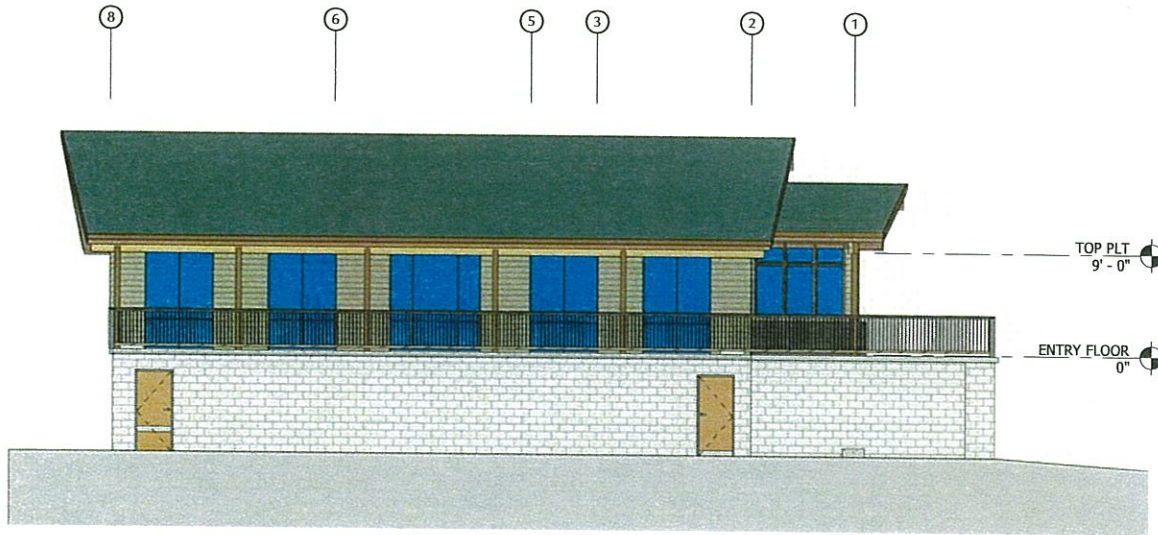
NORTH

SCALE: 1/8" = 1'-0"



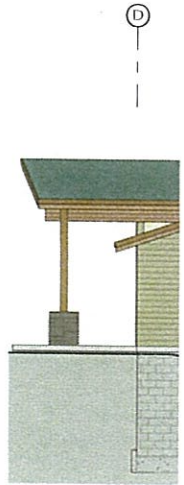
EAST

SCALE: 1/8" = 1'-0"



SOUTH

SCALE: 1/8" = 1'-0"



WEST

SCALE: 1/8" = 1'-0"

OPTION 4

Renovate the existing clubhouse and remodel existing maintenance building. Clubhouse renovation includes removal of the kitchen and storage room spaces and upgrading restroom facilities to meet GGA recommendations as well as meeting ADA requirements. Complete interior and exterior 'gut'. Provide a new heating system including new ductwork. Install new interior finishes including new windows & doors. Build a new entry roof element. A new deck, siding and roof complete the work.

LOCATION

1. The golfing public enjoys the current clubhouse location. The improved accessibility of the renovation improves the proximity to the key elements of practice green, No. 1 and No. 10 tee boxes and No.9 and No. 18 greens.

SOCIALIZATION

1. While creating a single floor building is the goal of options 1-3 and 5, Option 4 maintains the split-level of the existing clubhouse and adds accessible restrooms to the lower level. This compromise allows golfers and non-golfers alike to use the building with greater ease.
2. With the old kitchen removed, the resulting space is larger and more connected to the central desk, food options and commons area seating. The pro shop overlooks the new commons area. The pro shop is connected on both levels to the common area. The deck area is enhanced a great deal by a new design and a grill. Option 4 does not have a roof covering the deck due to structural design issues that would encompass the entire building envelope.

MINIMUM STAFFING

1. The building design addresses minimum staffing by centralizing the cashier/starter and provides control and view of all the clubhouse functions and has a good view to the deck and No. 1 Tee box. However the starter does not have good sight line to cart staging.
2. The clubhouse space is separated from the starter counter by a ½ stair.
3. The design continues to provide an outside window for ordering drinks at the cashier / starter area.

ADEQUATE SERVICES

1. Option 4 renovates the existing clubhouse building. It adds a set of accessible restrooms to the lower level and provides ADA ramp access to the top floor and parking area to meet accessibility codes.
2. The easy access to the building to the deck and clubhouse from the golf course encourages use of the clubhouse at the 'turn' and potentially encourages use of the clubhouse food and beverage offerings after golf. Non golfers should enjoy the more open nature of the clubhouse and the new deck.

MAINTENANCE BUILDING RENOVATION

1. Renovation of the maintenance building is the same narrative as for Option 2-3.

CONSTRUCTION AND OWNER ISSUES

4. The construction period for Option 4 would include (1) full golf season. Since the existing maintenance building is renovated, this structure could function as a temporary clubhouse. This usage would need to be measured against the construction schedule where using the MB as a temporary clubhouse could lengthen the construction period and eventually cost the District more money than paying for a rental building similar to Option 1.
5. The intent of Option 4 is to match the design of a new clubhouse as established by the other options to the greatest extent possible. As such a new deck is proposed. The new deck is constructed in the same unstable slope area as the previous deck, but with a substantial expense invested in slope stabilization using a technique known as 'soil nailing'. This cost is reflected in the estimate and causes the deck costs to be inordinately high.
6. TRPA issues would be limited to evaluating a new building with the same 'coverage' area of the old clubhouse site.
7. Parking count is impacted due to the need for accessibility improvements to the bag drop area and adjacent sidewalks and cart paths. Parking stalls will likely be sacrificed to make reduce slopes.



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OPTION 4 RENOVATE EXISTING CLUBHOUSE & MAINTENANCE BUILDING					
PROGRAM BRIEF: Renovate to resemble 'new' construction in other estimates					
Renovate existing Clubhouse, add accessible toilets on the lower level. Construct new Entry Canopy and Patio Deck					
Interior remodel: All new doors, partitions, finishes					
Exterior Remodel: New roof, siding, Add new Roof entry element					
New Deck-Build over slope stabilization area					
Improve vehicle and ramp access to Clubhouse building					
Remodel Maintenance Building- Provide crew qtrs/ break area/ meeting space/ storage for 55 carts					
New Construction:					
1st Floor;; 2x6 studs, cement siding , New Comp Shingle Roof					
CLUBHOUSE:			NOTES		
1st Floor: 2684 sf	2,684 sf		Clubhouse, dining, kitchen, toilets, storage		
	Total	2,684 sf			
MAINTENANCE BUILDING:					
Remodel & Repair :	1,500 sf		New Crew Spaces AND Re-construct damaged floors & water damaged structure		
Renovate:	6,000 sf		New electrical service, upgrade finishes, etc		
	Total	7,500 sf			
PROJECT TOTAL SF		10,184 sf			
ITEMIZED ESTIMATE					
Mobilization, Supervision, Insurance, Temp Facilities,	is	15%	\$ 900,000.00	\$	135,000.00
Office Overhead, Equipment,					
DIV 1 TOTAL					\$ 135,000.00
DIV 2 DEMOLITION					
Demolition- Maintenance Bldg: Selected areas	sf	800	\$ 5.00	\$	4,000.00 (e)
Demolition- Interior Kitchen, Entry Roof, Exterior Planters	sf	1500	\$ 7.00	\$	10,500.00
Mechanical /Electrical Demolition	sf	1500	\$ 3.00	\$	4,500.00
Demo Existing Deck & Upper Stairs & Platform	sf	800	\$ 4.00	\$	3,200.00
Window Removal	sf	400	\$ 7.00	\$	2,800.00
Exterior siding / Roof Demo/Tear-Off	sf	4500	\$ 0.75	\$	3,375.00
Potential Lead Paint Abatement	sf	4500	\$ 8.00	\$	36,000.00
DIV 2 DEMOLITION TOTAL					\$ 28,375.00
DIV 2 SITE WORK (see Div 3 for site conc)					
Site Grading & Relocate cut/fill	sf	13200	\$ 1.00	\$	13,200.00
3" AC over 6" AggBase	sf	6900	\$ 2.50	\$	17,250.00
Cut	cy	100	\$ 20.00	\$	2,000.00 FCE
Rebuild Cart path at Clubhouse (hand work)	sf	640	\$ 4.00	\$	2,560.00
CLUBHOUSE					
Soil Nailing Slope Stabilization	ls	1	\$ 50,000.00	\$	50,000.00
New Ramp- Grading & Fill	ls	1	\$ 2,500.00	\$	2,500.00
Relocate & reconnect utilities	ls	1	\$ 2,000.00	\$	2,000.00
Stprm Drain / BMP'S	ls	1	\$ 2,000.00	\$	2,000.00
Civil Pavement Repair/ Restripe/Fog coating	ls	1	\$ 5,000.00	\$	5,000.00
Landscape Islands	ea	1	\$ 2,500.00	\$	2,500.00
Practice Area:					
Driving Range Netting & Frame	sf	600	\$ 15.00	\$	9,000.00
DIV 2 TOTAL					\$ 108,010.00
DIV 3 CONCRETE					
				\$	-
CLUBHOUSE					
New Ramp from patio	sf	200	\$ 13.00	\$	2,600.00
New Deck Foundations: 12" conc. Sonotube+4x4 HSS	ea	12	\$ 600.00	\$	7,200.00
New entry foundation	ea	4	\$ 600.00	\$	2,400.00
New Pads	sf	80	\$ 6.00	\$	480.00
New concrete stem wall at ramp	lf	70	\$ 15.00	\$	1,050.00
Deck & Staging Area Board form conc retaining wall	cy	18	\$ 350.00	\$	6,300.00
Pump concrete	cy	25	\$ 40.00	\$	1,000.00
MAINT. BUILDING					
Replace concrete deck & slab at bay doors	sf	700	\$ 40.00	\$	28,000.00 New beams,deck,conc slab,connctns
DIV 3 TOTAL					\$ 49,030.00
DIV 4 MASONRY					
CLUBHOUSE					
Add for Stone Veneer, entry	sf	150	\$ 16.00	\$	2,400.00
DIV 4 TOTAL					\$ 2,400.00



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DIV 5 STRUCT. STEEL/MISC STEEL						
CLUBHOUSE						
Misc. Steel hold-downs & ties	ls	1	\$	4,500.00	\$	4,500.00
Rebar	sf	1500	\$	2.25	\$	3,375.00
Railings: Steel & Wire Fabric /Polyurethane paint @ Deck	lf	125	\$	150.00	\$	18,750.00
						wire fabric for view
MAINT. BUILDING						
Replacement deck, fasteners, angles, etc	ls	1	\$	10,000.00	\$	10,000.00
DIV 5 TOTAL						\$ 36,625.00
DIV 6 WOOD & PLASTICS						
CLUBHOUSE						
Wood Roof Joist framing/ exposed T&G Deck at Entry	sf	500	\$	15.00	\$	7,500.00
Glu-Lam Beams & Columns	lf	40	\$	45.00	\$	1,800.00
Misc Framing & blocking	sf	2000	\$	2.00	\$	4,000.00
Construct New Patio Deck	sf	1600	\$	25.00	\$	40,000.00
Construct New Mech Platform	sf	250	\$	10.00	\$	2,500.00
Millwork: Misc Trim	lf	300	\$	15.00	\$	4,500.00
Treks Decking on Patio Deck	sf	1500	\$	8.00	\$	12,000.00
Repair Trim & Detailing	sf	500	\$	4.00	\$	2,000.00
MAINTENANCE BUILDING						
Misc Structural Repair Framing & blocking	sf	1000	\$	30.00	\$	30,000.00
Shelving & Storage bunker framing	lf	80	\$	25.00	\$	2,000.00
Misc Hardware & supports	ls	1	\$	3,000.00	\$	3,000.00
DIV 6 TOTAL						\$ 109,300.00
DIV 7 THERMAL & MOISTURE PROTECTION						
<i>Exterior Walls</i>						
CLUBHOUSE:						
Repair Roof Fasia 2x6 over 2x8	lf	100	\$	25.00	\$	2,500.00
Add Prefinished Metal Fasia- 2 piece	lf	320	\$	25.00	\$	8,000.00
Add Stone Veneer Detailing	sf	80	\$	15.00	\$	1,200.00
New siding: Fiber Cement+Underlayment	sf	4000	\$	7.00	\$	28,000.00
Roof System						
New Comp Shingle Roof on bituthene underlayment	sf	4200	\$	6.00	\$	25,200.00
Gutter & Downspout , with screens	lf	160	\$	10.50	\$	1,680.00
DIV 7 TOTAL						\$ 66,580.00
DIV 8 DOORS AND WINDOWS						
CLUBHOUSE						
HM Doors & Frames, Schlage D Lever, IC Core (Front Entry)	ea	2	\$	1,200.00	\$	2,400.00
HM Door & Frame & Panic, Closer, Exterior Weatherstrip'g	ea	2	\$	1,850.00	\$	3,700.00
SC Wd Doors & Hardware-Oak Veneer	ea	4	\$	800.00	\$	3,200.00
SC Wd Doors & Hardware & Closer- Oak Veneer	ea	4	\$	1,200.00	\$	4,800.00
Misc Hardware; Thresholds,Gaskets, Kickplates,Lock guards	ls	1	\$	2,500.00	\$	2,500.00
Service Window: 5 x 3	ea	1	\$	1,200.00	\$	2,500.00
New Clad fiberglass windows: 1" glass, low E,	sf	375	\$	35.00	\$	13,125.00
Painting Staining Windows & Doors & Frames	ea	50	\$	75.00	\$	3,750.00
MAINTENANCE BUILDING						
HM Door & Frame, Interior, Lever Lockset	ea	4	\$	900.00	\$	3,600.00
Painting Doors & Frames	ea	8	\$	75.00	\$	600.00
Coiling Doors: Replace 10'w x 10' h Uninsulated Slat	ea	4	\$	2,500.00	\$	10,000.00
Coiling Doors: Replace 12wx16 tall	ea	1	\$	4,200.00	\$	4,200.00
Misc Hardware; Thresholds,Gaskets, Kickplates,Lock guards	ls	1	\$	1,200.00	\$	1,200.00
Painting Doors & Frames	ea	10	\$	300.00	\$	3,000.00
DIV 8 TOTAL						\$ 58,575.00
DIV 9 FINISHES						
CLUBHOUSE (New Toilet Rooms, new finishes throughout)						
Interior Walls-22ga MS, 5/8" GWB, painted x 9'	sf	1400	\$	6.00	\$	8,400.00
Ceramic Floor Tile	sf	100	\$	12.00	\$	1,200.00
Carpet tile	sf	1500	\$	4.00	\$	6,000.00
Vinyl Flooring	sf	600	\$	8.00	\$	4,800.00
Acoustic Ceiling Tile	sf	300	\$	3.00	\$	900.00
Drywall Ceilings- framing & drywall	sf	300	\$	7.00	\$	2,100.00
Ceiling Paint or Stain	sf	2000	\$	1.50	\$	3,000.00
Ext Wall Stain-Paint Job Prep/ Prime/ Paint	sf	4000	\$	1.75	\$	7,000.00
Prep Interior for new Painting	sf	4000	\$	1.50	\$	6,000.00
Int Wall Paint	sf	3000	\$	1.20	\$	3,600.00
Int wall tile	sf	150	\$	8.00	\$	1,200.00



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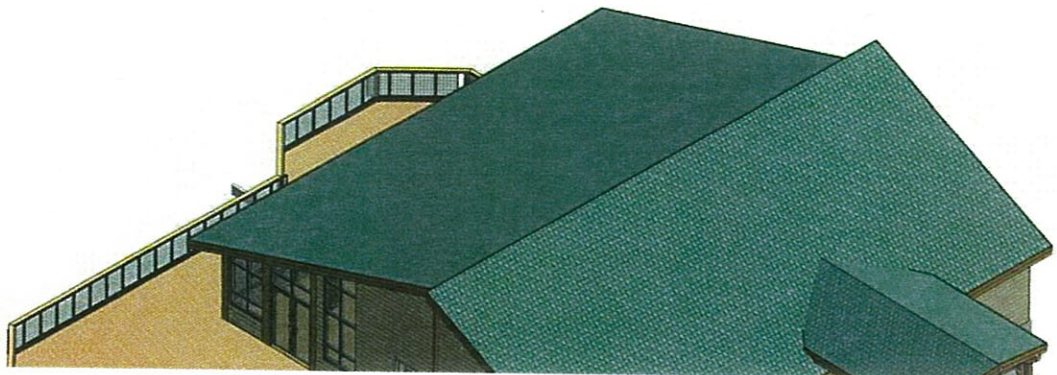
MAINTENANCE BUILDING						\$	-	New RR & Break Area
Interior Walls-22ga MS, 5/8" GWB, F&T x 9'	sf	300	\$	6.00	\$	1,800.00		
Wall Painting 1CP, 1CF	sf	300	\$	1.20	\$	360.00	1coat primer/1coat finish	
Wall Finish-FRP	sf	100	\$	6.00	\$	600.00		
Drywall Ceilings: Framing 7 drywall	sf	200	\$	7.00	\$	1,400.00		
Int Wall Paint (existing walls) Heavy prep 1CP, 2CF	sf	2000	\$	2.50	\$	5,000.00	heavy prep, primer/2coat finish	
DIV 9 TOTAL						\$	53,360.00	
DIV 10 SPECIALTIES (TOTAL)						\$	-	
Partitions (Stainless Steel) [PS2 men, 4 women,]	ea	6	\$	800.00	\$	4,800.00		
Toilet mirrors, grab bars, accessories[PS] [MB]	ls	1	\$	3,200.00	\$	3,200.00		
Urinals Screens	ea	2	\$	200.00	\$	400.00		
DIV 10 TOTAL						\$	8,400.00	
DIV 12 FURNISHINGS						\$	-	
CLUBHOUSE								
Starter Countertop & Glass Casework for retail	lf	20	\$	250.00	\$	5,000.00		
Casework, PL finished upper and lower units	lf	16	\$	250.00	\$	4,000.00		
Stainless Steel Countertop	lf	20	\$	200.00	\$	4,000.00		
Solid Surface Vanity	lf	8	\$	150.00	\$	1,200.00		
sink openings	ea	4	\$	100.00	\$	400.00		
solid surface Sinks	ea	4	\$	400.00	\$	1,600.00		
Window Blinds	ls	1	\$	4,500.00	\$	4,500.00		
MAINTENANCE BUILDING								
Casework, PL finished upper and lower units	lf	12	\$	250.00	\$	3,000.00		
Countertop: PL Finished	lf	12	\$	100.00	\$	1,200.00		
DIV 10 TOTAL						\$	18,700.00	
DIV 15 MECHANICAL/PLUMBING.						\$	-	
CLUBHOUSE								
Mechanical								
95% NG Furnace -NO Air Conditioning	ea	2	\$	2,500.00	\$	5,000.00	CR-All	
Exhaust fans RR & Self Serve	ea	6	\$	1,200.00	\$	7,200.00		
Ductwork	sf	2500	\$	9.00	\$	22,500.00		
Flue & Combustion Air	ea	1	\$	500.00	\$	500.00		
Seismic Restraints	ls	1	\$	1,500.00	\$	1,500.00		
Test and Balance	ls	1	\$	1,500.00	\$	1,500.00		
Miscellaneous (10%)	ls	1	\$	3,700.00	\$	3,700.00		
Plumbing								
Lavatories (see DIV 12 for vanity sinks)	ea	2	\$	1,600.00	\$	3,200.00	CR-All	
Urinals	ea	2	\$	800.00	\$	1,600.00		
Toilets (2 new) 4 women, 2 men)	ea	2	\$	2,200.00	\$	4,400.00		
Toilets Replace old with new	ea	4	\$	1,000.00	\$	4,000.00		
Kitchen Sink & Disposal	ea	1	\$	2,000.00	\$	2,000.00		
Water Heater & Expansion Tank (replace)	ea	1	\$	2,000.00	\$	2,000.00		
HW Circ Pump	ea	1	\$	500.00	\$	500.00		
Floor Drain	ea	2	\$	1,500.00	\$	3,000.00		
Trap Primers	ea	2	\$	500.00	\$	1,000.00		
Hose Bibbs	ea	4	\$	500.00	\$	2,000.00		
Water Piping	lf	40	\$	25.00	\$	1,000.00		
Waste & Vent Piping	lf	40	\$	25.00	\$	1,000.00		
Nat. Gas Piping	lf	100	\$	20.00	\$	2,000.00		
Misc Piping and fittings	ls	1	\$	5,000.00	\$	5,000.00		
Fire Protections								
Riser	ea	1	\$	10,000.00	\$	1.00		
Piping & Heads	sf	4400	\$	3.00	\$	1.00		
MAINTENANCE BUILDING								New RR & Break Area
Mechanical								
Heating: Unit heaters	ea	4	\$	1,500.00	\$	6,000.00	CR-All	
Office Split System (heat only)	ls	1	\$	3,500.00	\$	3,500.00		
Flues	ea	2	\$	750.00	\$	1,500.00		
RR Exhaust fans	ea	2	\$	750.00	\$	1,500.00		
Thermostat & conduit controls wire'g	ls	2	\$	500.00	\$	1,000.00		
Misc Fittings & Connections	ls	1	\$	1,000.00	\$	1,000.00		
Ventilation- Golf Carts	ea	2	\$	2,000.00	\$	4,000.00		
Hydrogen Gas Detector	ea	1	\$	2,000.00	\$	2,000.00		
General Exhaust-maintenance side	ea	2	\$	1,250.00	\$	2,500.00		



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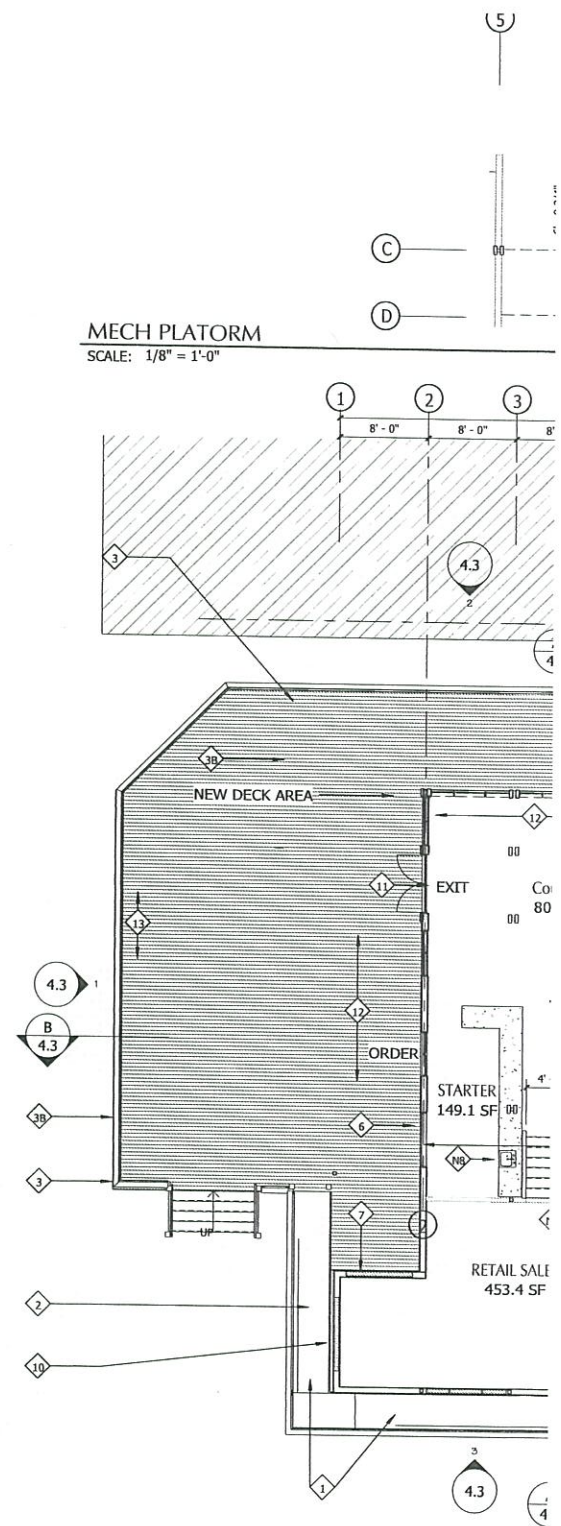
Plumbing						
Lavatories	ea	2	\$ 1,600.00	\$ 3,200.00	CR-All	
Toilets (1women, 1 men)	ea	2	\$ 2,200.00	\$ 4,400.00		
Floor Drains	ea	2	\$ 800.00	\$ 1,600.00		
Trap Primers	ea	2	\$ 1,100.00	\$ 2,200.00		
Mip Sink	ea	1	\$ 2,000.00	\$ 2,000.00		
Kitchen Sink	ea	1	\$ 1,800.00	\$ 1,800.00		
Water Heater	ea	1	\$ 1,500.00	\$ 1,500.00		
Water Piping	lf	75	\$ 25.00	\$ 1,875.00	Modify existing plumbing	
Waste & Vent Piping	lf	75	\$ 25.00	\$ 1,875.00	sim	
Nat. Gas Piping	lf	50	\$ 20.00	\$ 1,000.00	sim	
Trench Drain	lf	24	\$ 110.00	\$ 2,640.00		
Fire Protections						
NA						
DIV 15 TOTAL						\$ 121,692.00
DIV 16 ELECTRICAL				\$ -		
CLUBHOUSE						
Main Elect Service Upgrade	ls	1	\$ 1,000.00	\$ 1,000.00	MSA	
Main Power/MSB	ls	1	\$ 5,000.00	\$ 5,000.00		
Lights/Electrical	sf	2500	\$ 2.50	\$ 6,250.00		
Mech Connections	ls	1	\$ 1,500.00	\$ 1,500.00		
Fire alarm	sf	2500	\$ 0.50	\$ 1,250.00		
IT	sf	2500	\$ 0.50	\$ 1,250.00		
Security	sf	2500	\$ 0.50	\$ 1,250.00		
EXTERIOR						
Deck & Ramp fixtures	ea	14	\$ 1,000.00	\$ 14,000.00		
Parking fixtures	ea	5	\$ 2,000.00	\$ 10,000.00		
Landscape and walkway fixtures	ea	10	\$ 1,000.00	\$ 10,000.00		
MAINTENANCE BUILDING						
Main Elect Service Upgrade	ls	1	\$ 15,000.00	\$ 15,000.00		
Main Power/MSB/	ls	1	\$ 15,000.00	\$ 15,000.00		
Lights/Electrical	allow	1500	\$ 1.50	\$ 2,250.00		
Mech Connections	ls	1	\$ 1,500.00	\$ 1,500.00		
CART STORAGE						
Cart Charging Dist Equip	ls	1	\$ 50,000.00	\$ 50,000.00		
Cart Branch Circuits	ea	55	\$ 100.00	\$ 5,500.00		
Cart Stor: Hydrogen Sensing- Cart Equipment	ls	4200	\$ 0.50	\$ 2,100.00		
Fire alarm	sf	4200	\$ 0.50	\$ 2,100.00		
IT	sf	4200	\$ 0.25	\$ 1,050.00		
Security	sf	4200	\$ 0.25	\$ 1,050.00		
DIV 16 TOTAL						\$ 147,050.00
NET TOTAL LINE ITEMS					\$ 985,297.00	
2 Year Construction Inflation (12%)					\$ 1,103,532.64	
Contingency Schematic Design (15%)					\$ 165,529.90	
Sub Total:					\$ 1,269,062.54	
OHP General Contractor (12%)					\$ 152,287.50	
GRAND TOTAL WITH CONTINGENCY					\$ 1,421,350.04	
GRAND TOTAL WITH CONTINGENCY					\$ 1,421,350.04	
GENERAL COST (2) RENOVATIONS						
Renovate Clubhouse and Maintenance Building	sf	10,184	\$ 139.00			
DIV 0 DIRECT OWNER EXPENSES						
Design Fees (10% of Sub-total)	ls	1	\$ 126,906.25	\$ 126,906.25		
Civil Engineer (Includes TRPA)	ls	1	\$ 15,000.00	\$ 15,000.00		
Temporary Facilities: Maintenance Building/ Tent for Carts	ls	1	\$ 5,000.00	\$ 5,000.00		
Clubhouse Trailer: 5 months x 2000/mo	Mo	1	\$ 5,000.00	\$ 5,000.00		
Owner Supervision	ls	1	\$ 24,000.00	\$ 24,000.00		
Topo and boundary Survey	ls	1	\$ 2,000.00	\$ 2,000.00		
Geotechnical Investigation	ls	1	\$ 5,500.00	\$ 5,500.00		
Asbestos & Lead Paint Abatement Survey	ls	1	\$ 1,500.00	\$ 1,500.00		
County Bldg Dept Fees	ls	1	\$ 3,500.00	\$ 3,500.00		
TRPA Fees	ls	1	\$ 1,500.00	\$ 1,500.00	Fraction of other options	
Testing/Inspection	ls	1	\$ 5,000.00	\$ 5,000.00		
DIV 0 TOTAL						\$ 190,906.25
TOTAL PROJECT COST (not including FFE)					\$ 1,612,256.29	

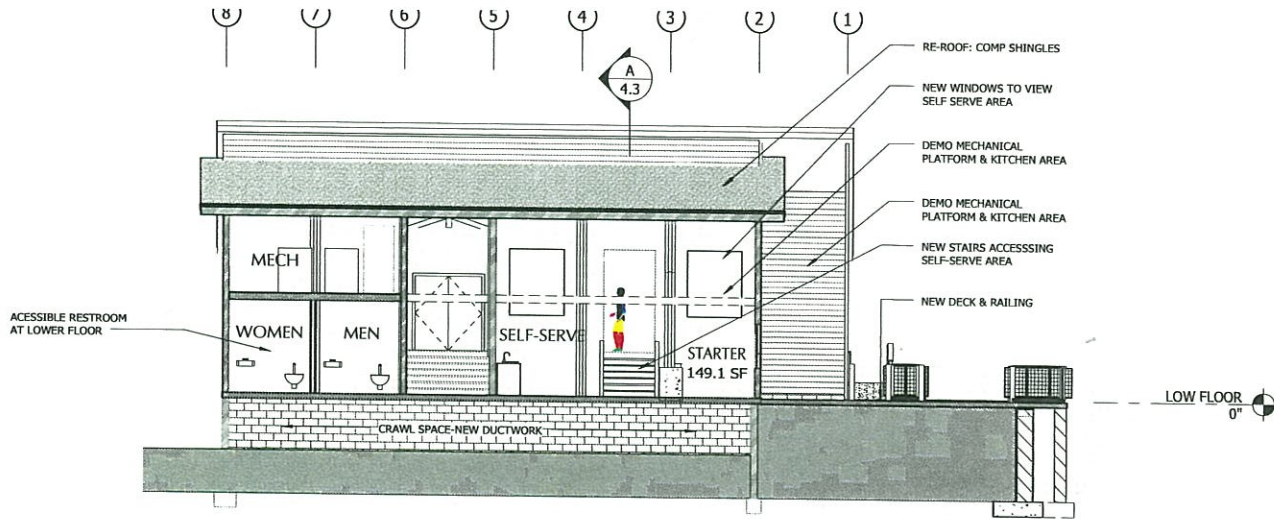




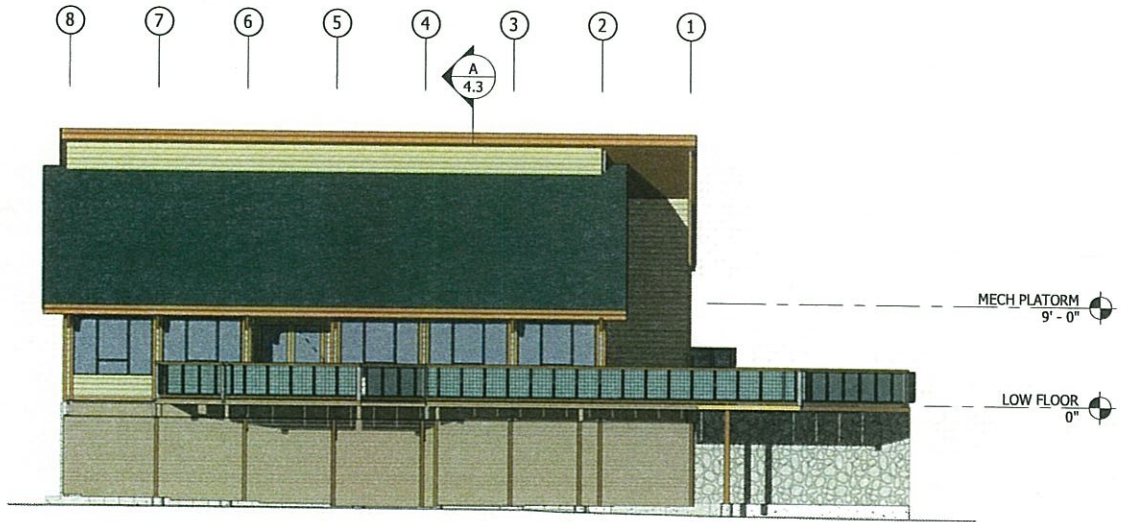
Room Schedule	
Name	Area
Chnge	26.0 SF
Commons	800.5 SF
Entry Hall	201.6 SF
Jan	84.1 SF
JANITOR	Not Placed
MECH	190.6 SF
MEN	52.5 SF
Men	141.0 SF
MENRR	Not Placed
OFFICE	112.3 SF
RETAIL SALES	453.4 SF
SELF-SERVE	237.0 SF
STARTER	149.1 SF
WOMEN	50.2 SF
Women	156.0 SF
WOMEN RR	Not Placed
Grand total: 16	2654.4 SF

MECH PLATFORM
SCALE: 1/8" = 1'-0"

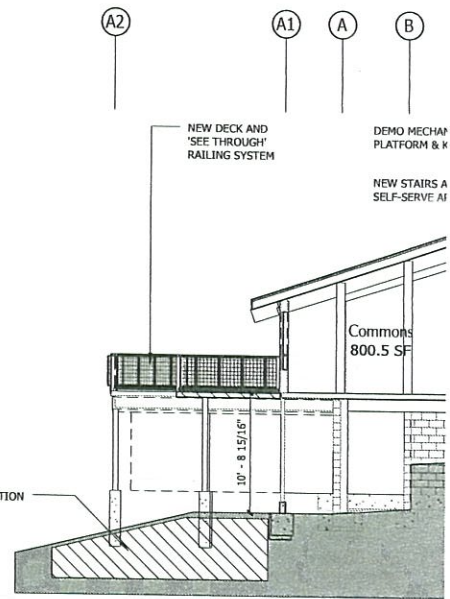




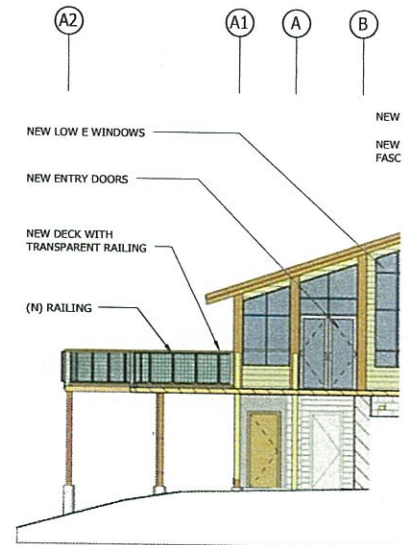
SECTION BB
SCALE: 1/8" = 1'-0"



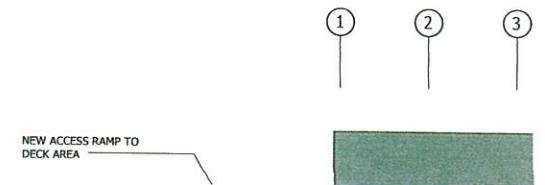
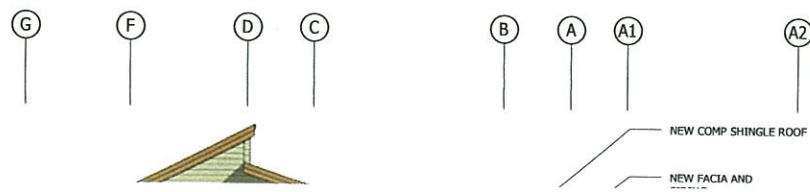
SOUTH
SCALE: 1/8" = 1'-0"



SECTION AA
SCALE: 1/8" = 1'-0"



EAST
SCALE: 1/8" = 1'-0"



OPTION 5

Construct new clubhouse similar to Options 1-3 at the existing practice green location. Demo the existing clubhouse. Construct a 2 tiered practice green and full swing & nets area at the old clubhouse location. Construct ADA parking area and entry sidewalk adjacent to new location. Remodel existing maintenance building.

LOCATION

1. The Option 5 location at the existing practice green location satisfies many of the GGA goals of a single level clubhouse building with great views and easy access. The location set at the south edge of the existing practice green manages to salvage a portion of the practice green, creating a great setting for entering the new clubhouse. Views from the south covered deck are outstanding looking down the No.1 fairway over the tee box. By using a portion of the demolished clubhouse cart staging area for golf cart staging, the clubhouse is free from the congestion of 20 golf carts at a time.
2. The location of this clubhouse is very clear as one drives into the golf course parking lot. With much parking near the entrance located at reasonable grades, this solution is one the most accessible.
3. The proposed practice facility is unique to this option. No other option has this opportunity for adjacent practice area. The facility includes an area for 'full swing' warm-up using catch nets along with chipping and putting on natural turf. The location blends nicely with the contours of the existing slope and gives golfers a connection to the golf course during warm-up. The location is separated (acoustically) from tee boxes and greens to teach lessons and give golfers privacy for warm-up.

SOCIALIZATION

1. Option 5 has all of the 'new building' advantages of 1, 2, & 3 with the added benefit of a stunning view of the golf course and a long view to the mountain range beyond.
2. Access to the clubhouse and practice green is very easy, with the least slope demand of any of the solutions for clubhouse access from the parking lot. Access to the upper practice green is from low slope sidewalks.
3. This location seems to 'make you want to play'. The clubhouse location presents a welcoming image of a golf course and clubhouse because of the great vistas to the golf course and mountains beyond. Drive in access is easy, a practice green introduces the clubhouse entrance and the social areas are focused on the golfing experience.

MINIMUM STAFFING

1. As with Options 1-3, the building design addresses minimum staffing by centralizing the cashier/starter and provides control and view of all the clubhouse functions and has a good view to the deck and No. 1 Tee box.
2. The design continues to provide an outside window for ordering drinks at the cashier / starter area.

ADEQUATE SERVICES

1. The building design should meet the intent of adequate services regardless of location. Access to the proposed building is a significant improvement over the current clubhouse location for both able and disabled patrons.
2. Easy access to the clubhouse and deck area from the golf course encourages golfers to use of the clubhouse including food and beverage at the 'turn' and after a round of golf. Non-golfers will enjoy the great views, access to practice areas, and will take advantage of the clubhouse food and beverage offerings as well.

MAINTENANCE BUILDING RENOVATION

1. Renovation of the maintenance building is the same narrative as for Option 2-3.

CONSTRUCTION AND OWNER ISSUES

1. The construction period for Option 5 could span (2) full golf seasons since the existing clubhouse would remain in use during season (1) and then be removed during season (2) to allow construction of the new practice area. The maintenance facility would be renovated in season (1). No temporary clubhouse trailers would be needed at substantial savings to the District.
2. If the facility were constructed in (1) season, costs for temporary clubhouse or maintenance space would be incurred. If the maintenance building is utilized as a temporary clubhouse facility, allowing the new clubhouse and practice facility to

be built simultaneously, then costs would be incurred to build a suitable temporary clubhouse within the maintenance building. Either solution under item (2) would disrupt golfers significantly.

3. TRPA issues would be focused on evaluating the new building coverage and potentially retiring coverage at the new practice area. Since the proposed clubhouse is adjacent to neighbors a more rigorous TRPA review is anticipated.
4. Parking count is impacted due to the need for accessibility improvements to the bag drop area and adjacent sidewalks and cart paths. Parking stalls will likely be sacrificed to make reduce slopes.



ARCHITECTURE + ENGINEERING

OPTION 5 BUILD NEW CLUBHOUSE at [E] PRACTICE GREEN					
PROGRAM BRIEF:					
Demo Old Clubhouse, Build New Proshop, Remodel Maintenance Building					
Construct 'tiered' practice green and driving range at 'old' Clubhouse location					
Remodel Maintenance Building- Provide crew qtrs/ break area/ meeting space / Cart Storage remodel for 55 Carts					
CLUBHOUSE:					
1st Floor: 2684 sf	2,684	sf			NOTES
Total	2,684	sf			
MAINTENANCE BUILDING:					
Remodel & Repair :	1,500	sf			New Crew Spaces AND Re construct damaged floors & water damaged structure
Renovate:	6,000	sf			New electrical service, upgrade finishes, etc. Cart Storage for 55 Carts
Total	7,500	sf			
PROJECT TOTAL SF	10,184	sf			
ITEMIZED ESTIMATE					
Description	Unit	Qty	cost/unit	Sub-Total	Division Sub-Total
DIV 1 GENERAL CONDITIONS					
Mobilization, Supervision, Insurance, Temp Facilities, Office Overhead, Equipment,	ls	15%	\$ 1,200,000.00	\$ 180,000.00	
DIV 1 TOTAL					\$ 180,000.00
DIV 2 DEMOLITION					
Demolition- Maintenance Bldg: Selected areas	sf	800	\$ 5.00	\$ 4,000.00	
Demolition- Clubhouse building	sf	3500	\$ 7.00	\$ 24,500.00	
DIV 2 DEMOLITION TOTAL					\$ 28,500.00
DIV 2 SITE WORK (see Div 3 for site conc)					
Site Grading & Relocate cut/fill	sf	13200	\$ 1.00	\$ 13,200.00	
3" AC over 6" AggBase	sf	6900	\$ 2.50	\$ 17,250.00	
Cut	cy	100	\$ 20.00	\$ 2,000.00	
Fill at Clubhouse	cy	340	\$ 20.00	\$ 6,800.00	Bjg FCE
Site pavers- Entry Walk, Circle	sf	1600	\$ 12.50	\$ 20,000.00	
Landscape Islands	ea	1	\$ 2,500.00	\$ 2,500.00	
Stprm Drain / BMP'S	ls	1	\$ 15,000.00	\$ 15,000.00	
Civil Pavement Repair/ Restripe/Fog coating	ls	1	\$ 5,000.00	\$ 5,000.00	
CLUBHOUSE					
Relocate & reconnect utilities	ls	1	\$ 15,000.00	\$ 15,000.00	
Practice Green:					
Fill at New Practice Green	cy	600	\$ 15.00	\$ 9,000.00	
Segmented Ret Walls (12" keystone wall)	sf	1000	\$ 22.00	\$ 22,000.00	
Site pavers- Cart Staging Area, Landings	sf	2420	\$ 12.50	\$ 30,250.00	May function as pervious surface
Ramps & Stairs	sf	250	\$ 25.00	\$ 6,250.00	
Driving Range Netting & Frame	sf	600	\$ 15.00	\$ 9,000.00	
Driving Range pads	ea	9	\$ 350.00	\$ 3,150.00	
Sod-Combine Putting Green and Standard grass	sf	4165	\$ 0.75	\$ 3,123.75	
Shaping and contour	sf	2600	\$ 1.00	\$ 2,600.00	
Irrigation	sf	4200	\$ 0.75	\$ 3,150.00	
DIV 2 TOTAL					\$ 185,273.75
DIV 3 CONCRETE					
CLUBHOUSE					
New Ramp from patio	sf	250	\$ 13.00	\$ 3,250.00	
Sidewalk 160"x 5' wide=150	sf	850	\$ 9.00	\$ 7,650.00	
New Curbs	lf	200	\$ 2.50	\$ 500.00	
New Pads	sf	80	\$ 6.00	\$ 480.00	
CLUBHOUSE Retaining Walls: Board formed concrete (at Patio)	cy	25	\$ 350.00	\$ 8,750.00	
Deck & Staging Area Board form conc retaining wall					
1st level: 4" Slab on Grade	sf	4600	\$ 7.50	\$ 34,500.00	Included's Deck Area
Pump concrete	cy	116	\$ 40.00	\$ 4,640.00	
Stem Walls 200lf x 5ft avg ht x 8"	cy	25	\$ 235.00	\$ 5,875.00	
Perimeter Footings (45+55) *2= 200'	cy	25	\$ 250.00	\$ 6,250.00	
Spot Footings & rebar	cy	15	\$ 220.00	\$ 3,300.00	
MAINT. BUILDING					
Replace concrete deck & slab at bay doors	sf	700	\$ 40.00	\$ 28,000.00	New beams,deck,conc slab,conctns



ARCHITECTURE + ENGINEERING

Description	Unit	Qty	cost/unit	Sub-Total	Division Sub-Total
DIV 3 TOTAL					\$ 109,495.00
DIV 4 MASONRY					
CLUBHOUSE					
Add for 4" split face CMU veneer, 52" high	sf	466	\$ 8.00	\$ 3,728.00	
Add for Stone Veneer, entry & starters shack	sf	150	\$ 16.00	\$ 2,400.00	
DIV 4 TOTAL					\$ 6,128.00
DIV 5 STRUCT. STEEL/MISC STEEL					
CLUBHOUSE					
Struct Steel Framing (allow 5lbs /sf)	TN	12.5	\$ 4,200.00	\$ 52,500.00	
Misc. Steel hold-downs & ties	ls	1	\$ 2,500.00	\$ 2,500.00	
Rebar	sf	4400	\$ 2.25	\$ 9,900.00	
Railings: Steel & Wire Fabric /Polyurethane paint	lf	112	\$ 150.00	\$ 16,800.00	wire fabric for view
Practice Green					
Railings: Steel Pipe and Pipe pickets/ Polyurethane Paint	lf	100	\$ 100.00	\$ 10,000.00	Steel Railings-Av 30" tall
MAINT. BUILDING					
Replacement deck, fasteners, angles, etc	ls	1	\$ 10,000.00	\$ 10,000.00	
DIV 5 TOTAL					\$ 101,700.00
DIV 6 WOOD & PLASTICS					
CLUBHOUSE					
Wood Roof joist framing/ exposed T&G Deck (includes patio)	sf	4400	\$ 6.50	\$ 28,600.00	
Glu-Lam Beams & Columns	lf	600	\$ 45.00	\$ 27,000.00	
Add for Plumbing Walls x 9'	lf	20	\$ 81.00	\$ 1,620.00	
Misc Framing & blocking	sf	3500	\$ 2.00	\$ 7,000.00	
Millwork: Misc Trim	lf	300	\$ 15.00	\$ 4,500.00	
Exterior Walls (See Div 7 wall assemblies)				\$ -	
MAINTENANCE BUILDING					
Misc Structural Repair Framing & blocking	sf	1000	\$ 30.00	\$ 30,000.00	
Shelving & Storage bunker framing	lf	80	\$ 25.00	\$ 2,000.00	
Misc Hardware & supports	ls	1	\$ 3,000.00	\$ 3,000.00	
DIV 6 TOTAL					\$ 103,720.00
DIV 7 THERMAL & MOISTURE PROTECTION					
Exterior Walls					
CLUBHOUSE:					
2nd Floor: 6" Wd Stud, Insulated, / Cement Siding/GWB int finish	sf	2300	\$ 14.00	\$ 32,200.00	1/2" sheathing typ
Add Trim & Detailing	sf	2300	\$ 4.00	\$ 9,200.00	
Add Roof Fasia 2x6 over 2x8	lf	320	\$ 5.00	\$ 1,600.00	
Add Prefinished Metal Fasia- 2 piece	lf	320	\$ 12.00	\$ 3,840.00	
Add Stone Veneer Detailing	sf	300	\$ 15.00	\$ 4,500.00	
Roof System					
Comp Shingles, Bituthene UL, Vented Roof	sf	4500	\$ 6.00	\$ 27,000.00	
Gutter & Downspout , with screens	lf	160	\$ 10.50	\$ 1,680.00	
R30 batt Insulation	sf	2684	\$ 1.25	\$ 3,355.00	
Ventilated Soffit-Metal	sf	450	\$ 4.50	\$ 2,025.00	
Exterior Traffic coating on Conc Deck: 3 color 'granite'	sf	1500	\$ 3.50	\$ 5,250.00	
DIV 7 TOTAL					\$ 90,650.00
DIV 8 DOORS AND WINDOWS					
CLUBHOUSE					
HM Doors & Frames, Schiage D Lever, IC Core	ea	2	\$ 1,200.00	\$ 2,400.00	
HM Door & Frame & Panic, Closer, Exterior Weatherstrip/g	ea	2	\$ 1,850.00	\$ 3,700.00	
SC Wd Doors & Hardware-Oak Veneer	ea	4	\$ 800.00	\$ 3,200.00	
SC Wd Doors & Hardware & Closer- Oak Veneer	ea	3	\$ 1,200.00	\$ 3,600.00	
Misc Hardware; Thresholds,Gaskets, Kickplates,Lock guards	ls	1	\$ 2,500.00	\$ 2,500.00	
Service Window: 5 x 3	ea	1	\$ 1,200.00	\$ 1,200.00	
Ciad fiberglass windows: 1" glass, low E,	sf	650	\$ 16.50	\$ 10,725.00	
Alum Storefront System	sf	25	\$ 25.00	\$ 625.00	
Painting Staining Windows & Doors & Frames	ea	50	\$ 75.00	\$ 3,750.00	
MAINTENANCE BUILDING					
HM Door & Frame, Interior, Lever Lockset	ea	4	\$ 900.00	\$ 3,600.00	
Painting Doors & Frames	ea	8	\$ 75.00	\$ 600.00	
Colling Doors: Replace 10'w x 10' h Uninsulated Slat	ea	4	\$ 2,500.00	\$ 10,000.00	Upgrade/replace doors
Colling Doors: Replace 12wx16 tall	ea	1	\$ 4,200.00	\$ 4,200.00	
Misc Hardware; Thresholds,Gaskets, Kickplates,Lock guards	ls	1	\$ 1,200.00	\$ 1,200.00	
Painting Doors & Frames	ea	10	\$ 300.00	\$ 3,000.00	



ARCHITECTURE + ENGINEERING

Incline Village General Improvement District
 Mountain Golf Course Building Assessment
 OPTION 5 COST ESTIMATE

3 of 5
 1/31/2017

Description	Unit	Qty	cost/unit	Sub-Total	Division Sub-Total
DIV 8 TOTAL					\$ 55,600.00
DIV 9 FINISHES					
CLUBHOUSE					
Interior Walls-22ga MS, 5/8" GWB, painted x 9'	sf	1100	\$ 6.00	\$ 6,600.00	
Ceramic Floor Tile	sf	400	\$ 12.00	\$ 4,800.00	
Carpet tile	sf	1500	\$ 4.00	\$ 6,000.00	
Vinyl Flooring	sf	600	\$ 8.00	\$ 4,800.00	
Acoustic Ceiling Tile	sf	300	\$ 3.00	\$ 900.00	
Drywall Ceilings- framing & drywall	sf	550	\$ 7.00	\$ 3,850.00	
Ceiling Paint or Stain	sf	2000	\$ 1.50	\$ 3,000.00	
Ext Wall Stain-concrete siding	sf	2085	\$ 1.50	\$ 3,127.50	
Int Wall Paint	sf	3000	\$ 1.20	\$ 3,600.00	
Int wall tile	sf	300	\$ 8.00	\$ 2,400.00	
Wall Finish-FRP	sf	300	\$ 4.00	\$ 1,200.00	
MAINTENANCE BUILDING					
Interior Walls-22ga MS, 5/8" GWB, F&T x 9'	sf	300	\$ 6.00	\$ 1,800.00	New RR & Break Area
Wall Painting 1CP, 1CF	sf	300	\$ 1.20	\$ 360.00	1coat primer/1coat finish
Wall Finish-FRP	sf	100	\$ 6.00	\$ 600.00	
Drywall Ceilings: Framing 7 drywall	sf	200	\$ 7.00	\$ 1,400.00	
Int Wall Paint (existing walls) Heavy prep 1CP, 2CF	sf	2000	\$ 2.50	\$ 5,000.00	heavy prep, primer/2coat finish
DIV 9 TOTAL					\$ 49,437.50
DIV 10 SPECIALTIES (TOTAL)					
Partitions (Stainless Steel) [PS2 men, 4 women,]	ea	6	\$ 800.00	\$ 4,800.00	
Toilet mirrors, grab bars, accessories[PS] [MB]	ls	1	\$ 3,200.00	\$ 3,200.00	
Urinals Screens	ea	2	\$ 200.00	\$ 400.00	
DIV 10 TOTAL					\$ 8,400.00
DIV 12 FURNISHINGS					
CLUBHOUSE					
Casework, PL finished upper and lower units	lf	20	\$ 250.00	\$ 5,000.00	
Stainless Steel Countertop	lf	20	\$ 200.00	\$ 4,000.00	
Solid Surface Vanity	lf	14	\$ 150.00	\$ 2,100.00	
sink openings	ea	4	\$ 100.00	\$ 400.00	
solid surface Sinks	ea	4	\$ 400.00	\$ 1,600.00	
Window Blinds	ls	1	\$ 4,500.00	\$ 4,500.00	
MAINTENANCE BUILDING					
Casework, PL finished upper and lower units	lf	12	\$ 250.00	\$ 3,000.00	
Countertop: PL Finished	lf	12	\$ 100.00	\$ 1,200.00	
DIV 10 TOTAL					\$ 20,600.00
DIV 15 MECHANICAL/PLUMBING.					
CLUBHOUSE					
Mechanical					
95% NG Furnace -NO Air Conditioning	ea	1	\$ 2,500.00	\$ 2,500.00	CR-All
Exhaust fans RR & Self Serve	ea	6	\$ 1,200.00	\$ 7,200.00	
Ductwork	sf	2500	\$ 6.00	\$ 15,000.00	
Flue & Combustion Air	ea	1	\$ 500.00	\$ 500.00	
Seismic Restraints	ls	1	\$ 1,500.00	\$ 1,500.00	
Test and Balance	ls	1	\$ 1,500.00	\$ 1,500.00	
Miscellaneous (10%)	ls	1	\$ 3,700.00	\$ 3,700.00	
Plumbing					
Lavatories	ea	6	\$ 1,600.00	\$ 9,600.00	CR-All
Urinals	ea	2	\$ 2,100.00	\$ 4,200.00	
Toilets (4 women, 2 men)	ea	6	\$ 2,200.00	\$ 13,200.00	
Kitchen Sink & Disposal	ea	1	\$ 2,000.00	\$ 2,000.00	
Mop Sink	ea	1	\$ 2,000.00	\$ 2,000.00	
Water Heater & Expansion Tank	ea	1	\$ 2,000.00	\$ 2,000.00	
HW Circ Pump	ea	1	\$ 500.00	\$ 500.00	
Floor Drain	ea	2	\$ 1,500.00	\$ 3,000.00	
Trap Primers	ea	2	\$ 500.00	\$ 1,000.00	
Hose Bibbs	ea	4	\$ 500.00	\$ 2,000.00	
Water Piping	lf	250	\$ 25.00	\$ 6,250.00	
Waste & Vent Piping	lf	150	\$ 25.00	\$ 3,750.00	
Nat. Gas Piping	lf	100	\$ 20.00	\$ 2,000.00	
Misc Piping and fittings	ls	1	\$ 5,000.00	\$ 5,000.00	



ARCHITECTURE + ENGINEERING

Incline Village General Improvement District
 Mountain Golf Course Building Assessment
 OPTION 5 COST ESTIMATE

4 of 5
 1/31/2017

Description	Unit	Qty	cost/unit	Sub-Total	Division Sub-Total
Fire Protections					
Riser	ea	1	\$ 10,000.00	\$ 1.00	
Piping & Heads	sf	4400	\$ 3.00	\$ 1.00	
MAINTENANCE BUILDING					
Mechanical					
New RR & Break Area					
Heating: Unit heaters	ea	4	\$ 1,500.00	\$ 6,000.00	CR-All
Office Split System (heat only)	ls	1	\$ 3,500.00	\$ 3,500.00	
Flues	ea	2	\$ 750.00	\$ 1,500.00	
RR Exhaust fans	ea	2	\$ 750.00	\$ 1,500.00	
Thermostat & conduit controls wire'g	ls	2	\$ 500.00	\$ 1,000.00	
Misc Fittings & Connections	ls	1	\$ 1,000.00	\$ 1,000.00	
Ventilation- Golf Carts	ea	2	\$ 2,000.00	\$ 4,000.00	
Hydrogen Gas Detector	ea	1	\$ 2,000.00	\$ 2,000.00	↓
General Exhaust Maintenance side	ea	2	\$ 1,250.00	\$ 2,500.00	
Plumbing					
Lavatories	ea	2	\$ 1,600.00	\$ 3,200.00	CR-All
Toilets (1women, 1 men)	ea	2	\$ 2,200.00	\$ 4,400.00	
Floor Drains	ea	2	\$ 800.00	\$ 1,600.00	
Trap Primers	ea	2	\$ 1,100.00	\$ 2,200.00	
Mjp Sink	ea	1	\$ 2,000.00	\$ 2,000.00	
Kitchen Sink	ea	1	\$ 1,800.00	\$ 1,800.00	
Water Heater	ea	1	\$ 1,500.00	\$ 1,500.00	
Water Piping	lf	75	\$ 25.00	\$ 1,875.00	Modify existing plumbing
Waste & Vent Piping	lf	75	\$ 25.00	\$ 1,875.00	sim
Nat. Gas Piping	lf	50	\$ 20.00	\$ 1,000.00	sim
Trench Drain	lf	24	\$ 110.00	\$ 2,640.00	
Fire Protections					
NA					
DIV 15 TOTAL					\$ 135,492.00
DIV 16 ELECTRICAL					
CLUBHOUSE					
Main Elect Service Upgrade	ls	1	\$ 5,000.00	\$ 5,000.00	MSA
Main Power/MSB	ls	1	\$ 15,000.00	\$ 15,000.00	
Lights/Electrical	allow	2500	\$ 2.50	\$ 6,250.00	
Mech Connections	ls	1	\$ 1,500.00	\$ 1,500.00	
Fire alarm	sf	2500	\$ 0.50	\$ 1,250.00	
IT	sf	2500	\$ 0.50	\$ 1,250.00	
Security	sf	2500	\$ 0.50	\$ 1,250.00	
EXTERIOR					
Deck fixtures	ea	8	\$ 1,000.00	\$ 8,000.00	
Parking fixtures	ea	5	\$ 2,000.00	\$ 10,000.00	
Landscape and walkway fixtures	ea	10	\$ 1,000.00	\$ 10,000.00	
New Sub-Panels (Support Remodel)	ea	2	\$ 1,000.00	\$ 2,000.00	
MAINTENANCE BUILDING					
Main Elect Service Upgrade	ls	1	\$ 15,000.00	\$ 15,000.00	
Main Power/MSB/	ls	1	\$ 15,000.00	\$ 15,000.00	
Lights/Electrical	allow	1500	\$ 1.50	\$ 2,250.00	
Mech Connections	ls	1	\$ 1,500.00	\$ 1,500.00	
CART STORAGE					
Cart Charging Dist Equip	ls	1	\$ 50,000.00	\$ 50,000.00	
Cart Branch Circuits	ea	55	\$ 100.00	\$ 5,500.00	
Cart Stor: Hydrogen Sensing- Cart Equipment	ls	4200	\$ 0.50	\$ 2,100.00	↓
Fire alarm	sf	4200	\$ 0.50	\$ 2,100.00	
IT	sf	4200	\$ 0.25	\$ 1,050.00	
Security	sf	4200	\$ 0.25	\$ 1,050.00	
DIV 16 TOTAL					\$ 157,050.00
NET TOTAL LINE ITEMS				\$ 1,233,246.25	
2 Year Construction Inflation (12%)				\$ 1,381,235.80	
Contingency Schematic Design (15%)				\$ 207,185.37	
Sub Total:				\$ 1,588,421.17	
OH/P General Contractor (12%)				\$ 165,748.30	
GRAND TOTAL WITH CONTINGENCY				\$ 1,754,169.47	
GENERAL COST for 1 BUILDING & 1 REHAB		Area	Cost/SF		
Including New Practice Green Complex		sf*	10,184	\$ 172.00	*2700 sf + 1500 sf MB rehab

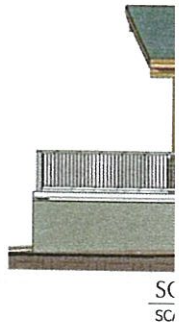
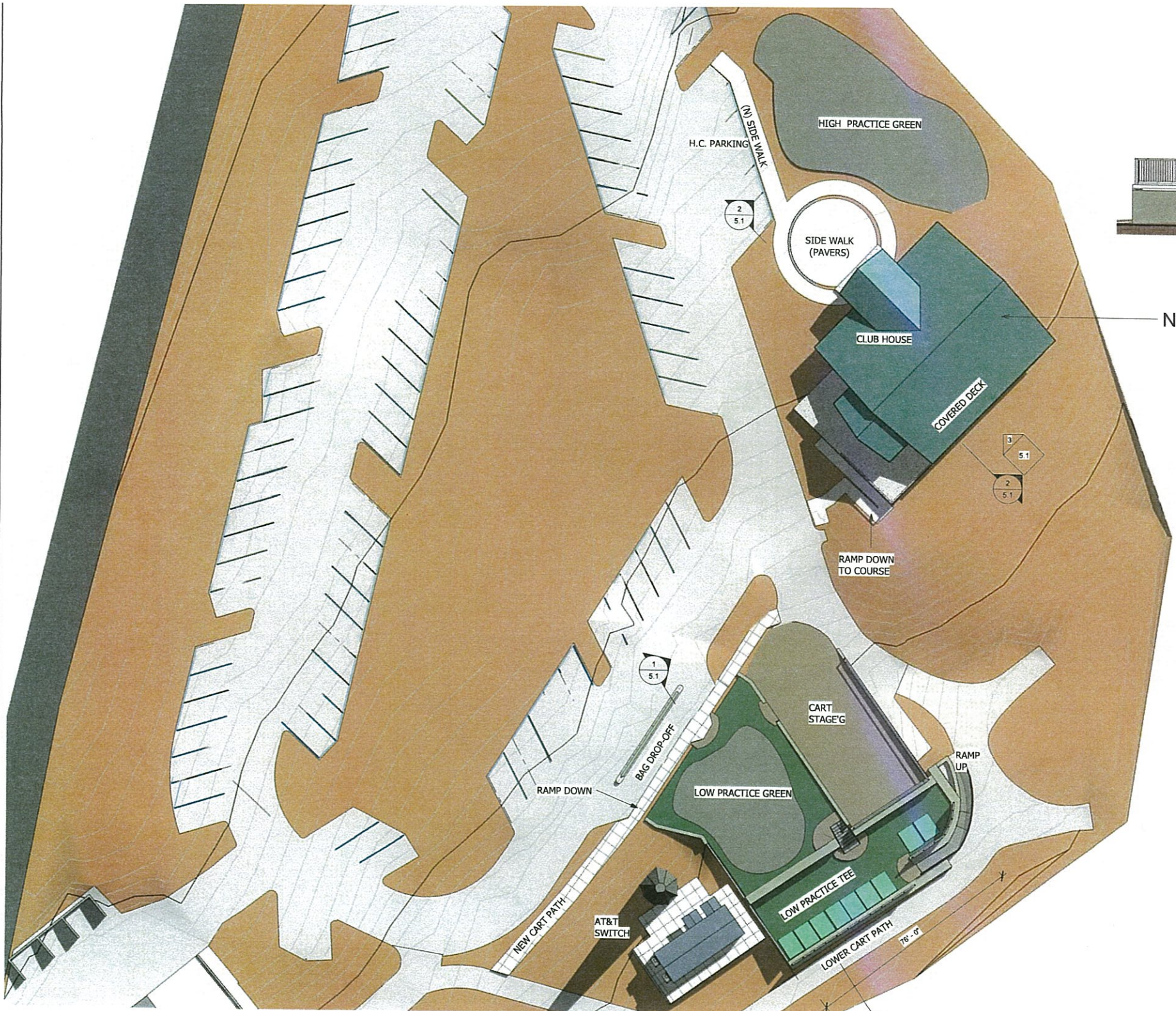


ARCHITECTURE + ENGINEERING

Incline Village General Improvement District
 Mountain Golf Course Building Assessment
 OPTION 5 COST ESTIMATE

5 of 5
 1/31/2017

Description	Unit	Qty	cost/unit	Sub-Total	Division Sub-Total
DIV 0 DIRECT OWNER EXPENSES					
Design Fees (10% of Sub-total)	ls	1	\$ 158,842.12	\$ 158,842.12	
Civil Engineer (Includes TRPA)	is	1	\$ 50,000.00	\$ 50,000.00	
Temporary Facilities: Maintenance Building/ Tent for Carts	ls	1	\$ 100.00	\$ 100.00	Not needed- Verify With Owner
CLUBHOUSE Trailer: 5 months x 2000/mo	Mo	1	\$ 100.00	\$ 100.00	Not needed- VWO
Owner Supervision	ls	1	\$ 24,000.00	\$ 24,000.00	
Topo and boundary Survey	ls	1	\$ 4,000.00	\$ 4,000.00	
Geotechnical Investigation	ls	1	\$ 5,500.00	\$ 5,500.00	
Asbestos & Lead Paint Abatement Survey	ls	1	\$ 1,500.00	\$ 1,500.00	
County Bldg Dept Fees	is	1	\$ 7,500.00	\$ 7,500.00	
TRPA Fees	ls	1	\$ 25,000.00	\$ 25,000.00	2X Option 3 cost due to added coverage
Testing/Inspection	ls	1	\$ 11,000.00	\$ 11,000.00	
DIV 0 TOTAL					\$ 287,542.12
TOTAL PROJECT COST (not including FFE)				\$ 2,041,711.58	

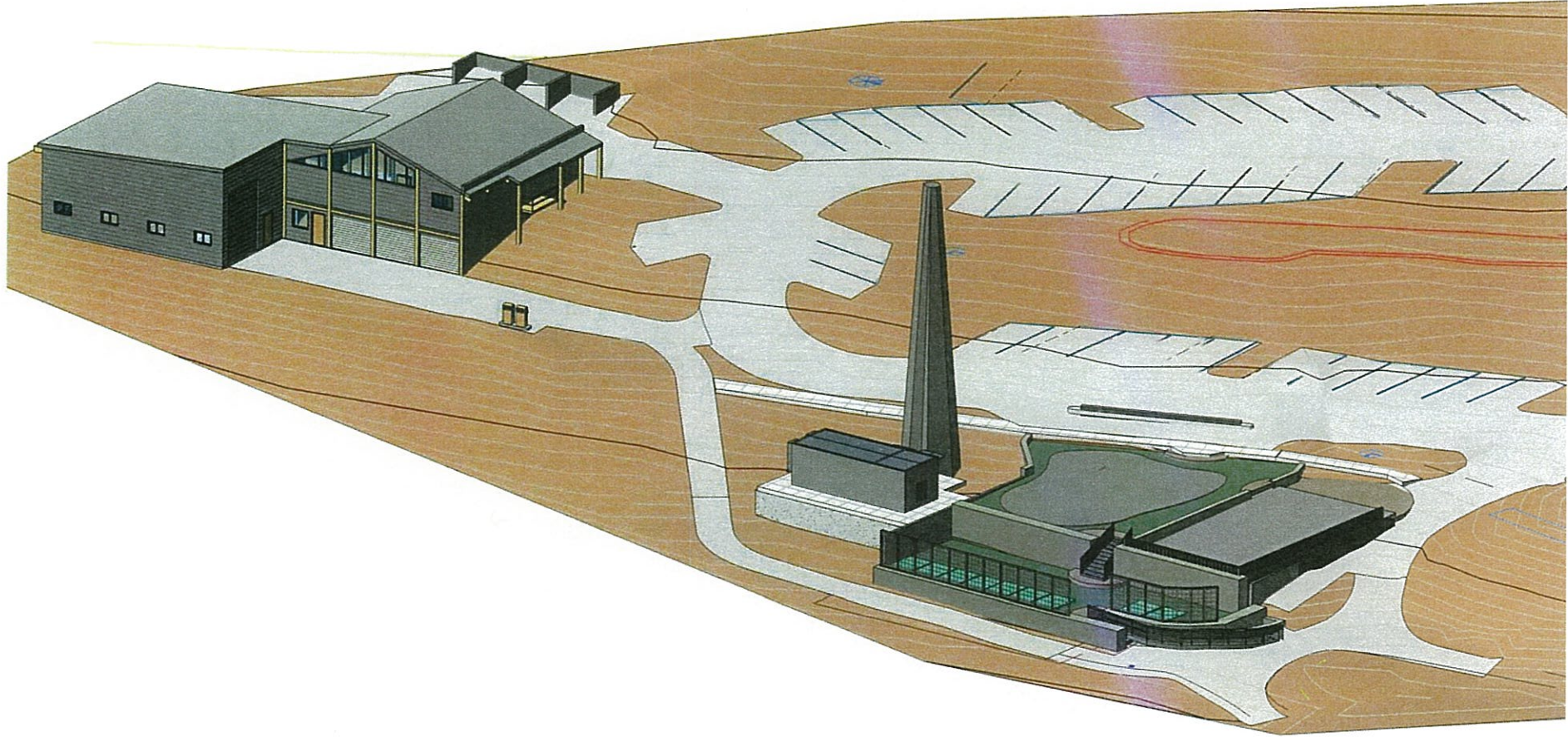


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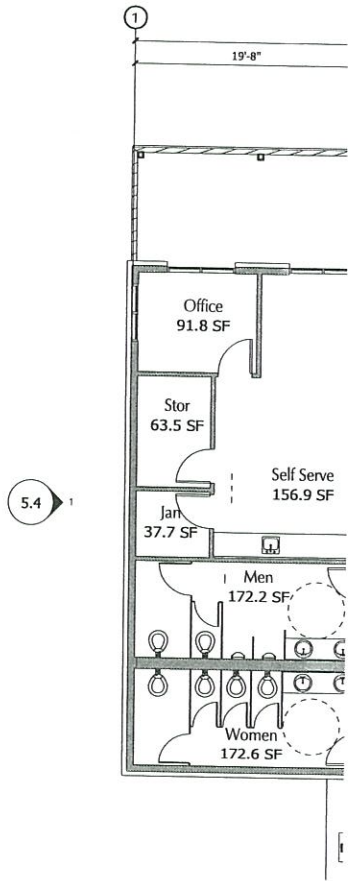
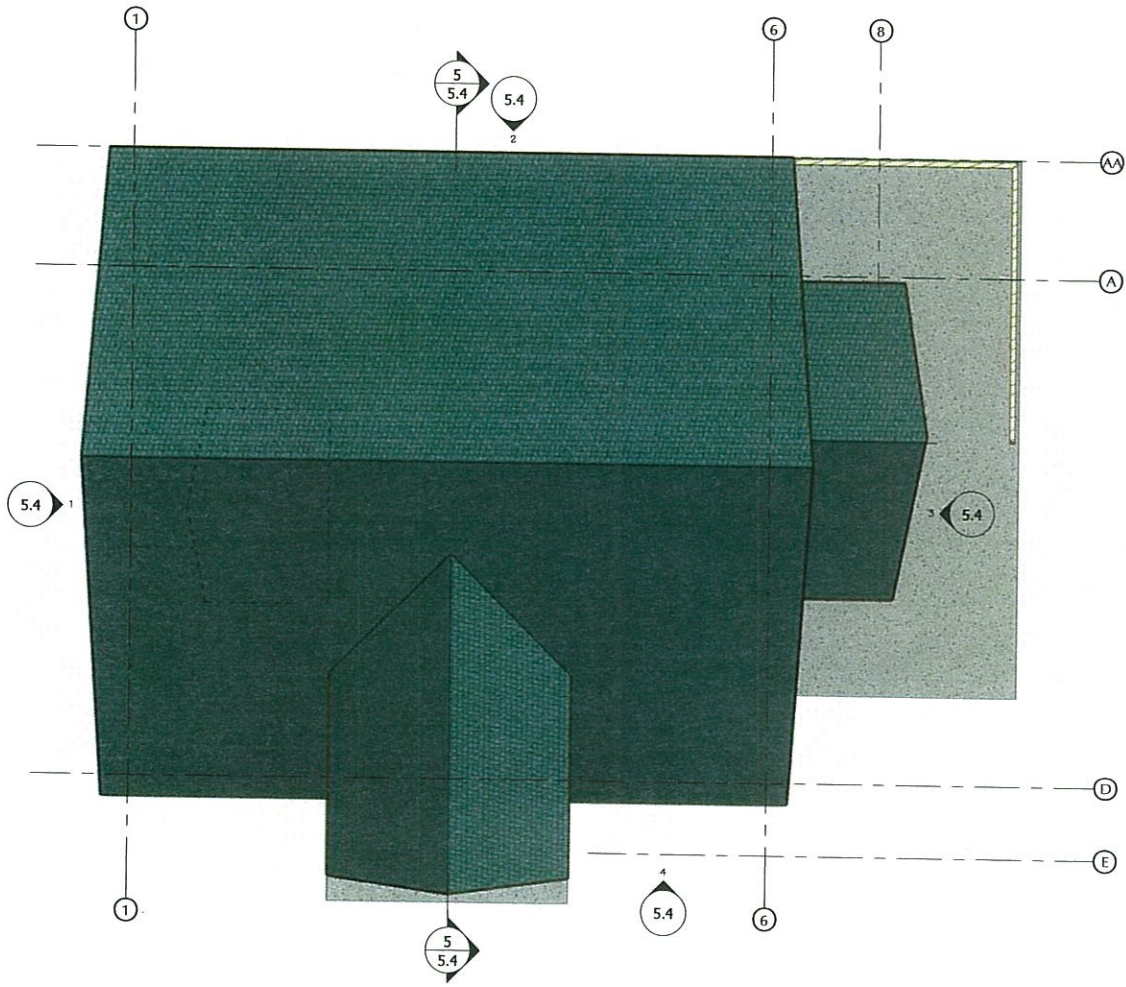
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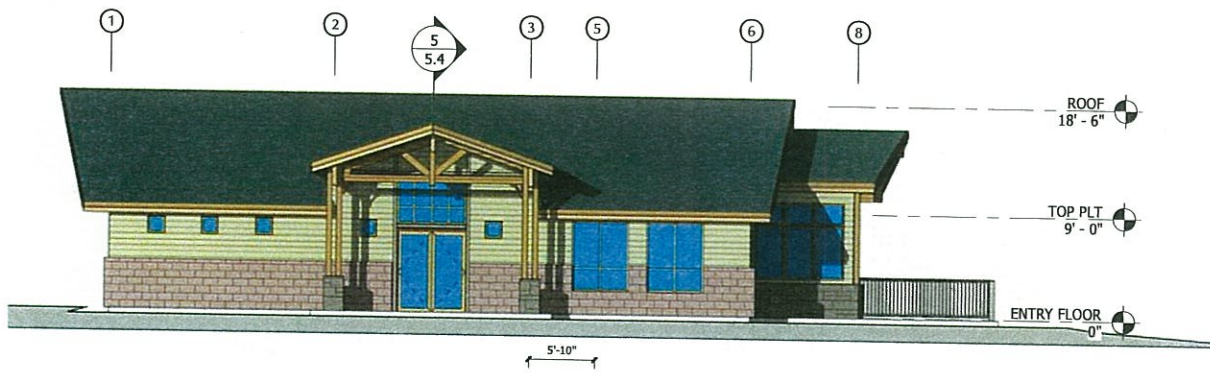


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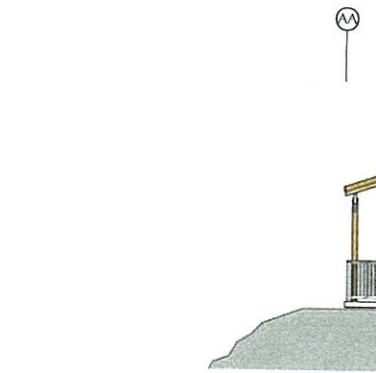
PERSPECTIVE FROM THE SOUTH
SCALE:





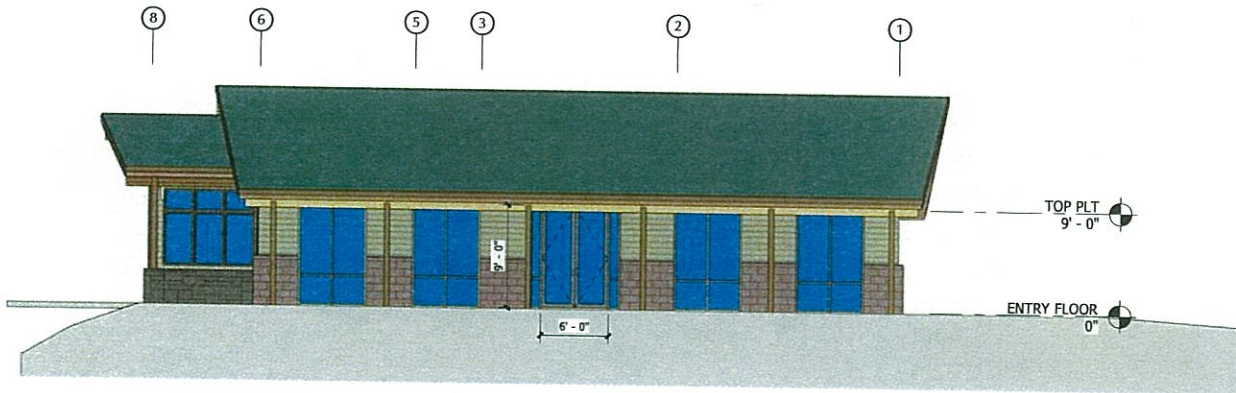
NORTH

SCALE: 1/8" = 1'-0"



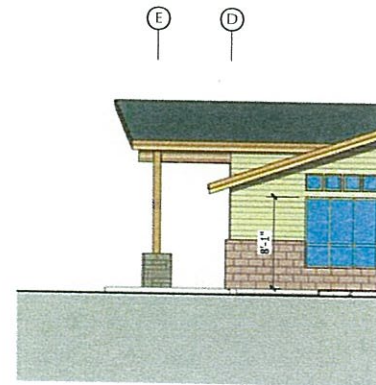
EAST

SCALE: 1/8" = 1'-0"



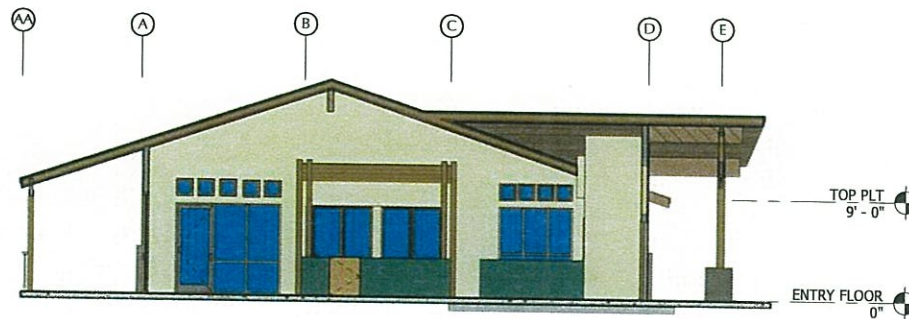
SOUTH

SCALE: 1/8" = 1'-0"



WEST

SCALE: 1/8" = 1'-0"



Section AA

SCALE: 1/8" = 1'-0"

OPTION 6

Option 6 addresses accessibility issues in both existing buildings. (1) Remodel the Club House for ADA accessibility on both floors with a minimum amount of work and (2) Remodel the Maintenance Building to accommodate 55 electric golf carts and to construct new accessible employee restrooms, break area and office spaces. Rebuilding badly deteriorated concrete equipment floors is included in this work.

CONSTRUCTION AND OWNER ISSUES

1. As a stand-alone project the ADA upgrade to the Pro-shop would be expected to take 2 months. The work would impact use of the pro shop for most of the construction time period unless staff could operate the facility from the lower floor using alternative rest room facilities.
2. As a 'stand-alone' project, the renovation of the maintenance building would be expected to take 3 months. The work can be phased and scheduled to allow substantial use of the building during construction without the use of temporary facilities. The work could be accomplished prior to a golf season.
3. TRPA issues would be very minimal, essentially notifying the agency of the work with minimal BMP work involved and no coverage issues.
4. No site issues would be impacted other than minimal surface repair of existing asphalt and concrete surfaces and trench fill and surfacing where utilities are moved or added.

OPTION 6 ADA UPGRADE AT CLUBHOUSE						
PROGRAM BRIEF: IMPROVE CLUB HOUSE AND EXTERIOR ACCESS TO MEET CURRENT ACCESSIBILITY STANDARDS						
Renovate existing Restrooms, add an Incline platform lift for wheelchairs, Improve Pro Shop accessibility. Improve vehicle and sidewalk access to the Clubhouse.						
CLUBHOUSE:						
1st Floor: 2684 sf	2,684	sf	NOTES Clubhouse, dining, kitchen, toilets, storage			
Total	2,684	sf				
ITEMIZED ESTIMATE						
Mobilization, Supervision, Insurance, Temp Facilities, Office Overhead, Equipment,	ls	15%	\$ 120,000.00	\$	18,000.00	
DIV 1 TOTAL						\$ 18,000.00
DIV 2 SITE WORK						
Demolition Items						
Mechanical /Plumbing/Electrical Demolition	sf	1000	\$ 1.50	\$	1,500.00	
Potential Asbestos/Lead Paint Abatement	sf	1000	\$ 1.50	\$	1,500.00	
Demo AC paving & Removal	sf	300	\$ 2.00	\$	600.00	
DIV 2 DEMOLITION TOTAL						\$ 3,600.00
New Construction						
3" AC over 6" AggBase	sf	300	\$ 6.75	\$	2,025.00	
Cut/regrade as necessary at (2) HC Parking Stalls	sf	300	\$ 7.50	\$	2,250.00	
Rebuild Cart path at Clubhouse (hand work)	sf	640	\$ 4.00	\$	2,560.00	
Pour new cartpath: 4" X 40"wide concrete	sf	640	\$ 7.50	\$	4,800.00	
DIV 2 TOTAL						\$ 11,635.00
DIV 3 CONCRETE (SEE SITE WORK)						
Pour new conc retaining wall or rocker wall at new grades 30" H	lf	25	\$ 145.00	\$	3,625.00	
DIV 3 TOTAL						\$ 3,625.00
DIV 4 MASONRY						
DIV 4 TOTAL						\$ -
DIV 5 MISC STEEL						
Rebuild handrails and construct new handrails	ls	1	\$ 3,500.00	\$	3,500.00	
DIV 5 TOTAL						\$ 3,500.00
DIV 6 WOOD & PLASTICS						
Millwork: counter tops	lf	10	\$ 125.00	\$	1,250.00	
Woodwork, misc carpentry	ls	1	\$ 1,500.00	\$	1,500.00	
DIV 6 TOTAL						\$ 2,750.00
DIV 7 THERMAL & MOISTURE PROTECTION						
Repair Wall at Kitchen at Service Window	ls	1	\$ 500.00	\$	500.00	
DIV 7 TOTAL						\$ 500.00
DIV 8 DOORS AND WINDOWS						
SC Wd Doors & Hardware & Closer- Oak Veneer	ea	2	\$ 1,200.00	\$	2,400.00	
Painting Staining Windows & Doors & Frames	ea	4	\$ 150.00	\$	600.00	
DIV 8 TOTAL						\$ 3,000.00
DIV 9 FINISHES						
CLUBHOUSE (Renovate Toilet Rooms)						
Interior Walls-22ga MS, 5/8" GWB, 9'	sf	350	\$ 10.50	\$	3,675.00	
Ceramic Floor Tile- repair & screed to drain	sf	200	\$ 13.50	\$	2,700.00	
Stairs Rubber Treads & nosing	sf	40	\$ 12.75	\$	510.00	
Prep Interior for new Painting	sf	1000	\$ 1.50	\$	1,500.00	
Int Wall Paint	sf	1000	\$ 1.20	\$	1,200.00	
Int wall tile	sf	260	\$ 13.50	\$	3,510.00	
DIV 9 TOTAL						\$ 13,095.00
DIV 10 SPECIALTIES (TOTAL)						
Partitions (Stainless Steel)						
ADA Stalls	ea	2	\$ 1,325.00	\$	2,650.00	
Standard Stalls	ea	1	\$ 1,075.00	\$	1,075.00	
Urinals Screens-Stainless Steel	ea	1	\$ 300.00	\$	300.00	
Toilet mirrors, grab bars, accessories	ls	1	\$ 3,200.00	\$	3,200.00	
New Stair Railings (See Div 6)						
Wheel Chair Platform Lift (includes finishes repair)	ea	1	\$ 26,000.00	\$	26,000.00	
DIV 10 TOTAL						\$ 33,225.00
DIV 12 FURNISHINGS						
Solid Surface Vanity & steel supports	lf	8	\$ 175.00	\$	1,400.00	
Lavatory openings	ea	2	\$ 100.00	\$	200.00	
solid surface lavatories	ea	2	\$ 400.00	\$	800.00	
DIV 12 TOTAL						\$ 2,400.00

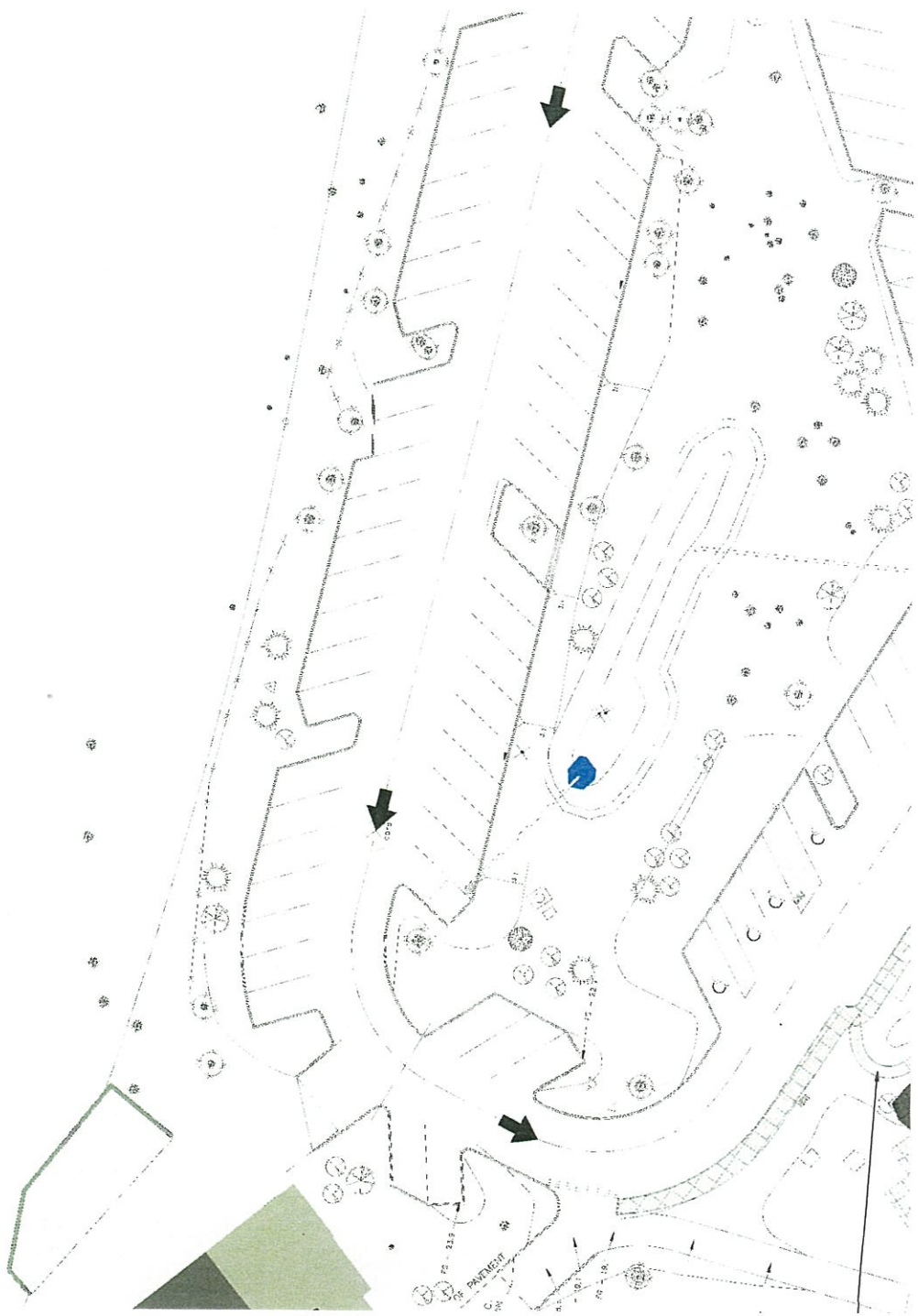


ARCHITECTURE + ENGINEERING

OPTION 6 ADA UPGRADE AT CLUBHOUSE					
DIV 15 MECHANICAL/PLUMBING.					\$ -
Mechanical					
Exhaust fans RR	ea	2	\$ 1,200.00	\$ 2,400.00	
Miscellaneous (10%)	ls	1	\$ 750.00	\$ 750.00	
Plumbing					
Lavatories (see DIV 12 for vanity lavatories) install	ea	4	\$ 300.00	\$ 1,200.00	
Urinals	ea	2	\$ 1,050.00	\$ 2,100.00	
Toilets Replace old with new	ea	2	\$ 1,000.00	\$ 2,000.00	
Rough-in at Fixtures					
Lavatories (see DIV 12 for vanity lavatories) install	ea	4	\$ 475.00	\$ 1,900.00	
Urinals	ea	2	\$ 550.00	\$ 1,100.00	
Toilets	ea	2	\$ 400.00	\$ 800.00	
DIV 15 TOTAL					\$ 12,250.00
DIV 16 ELECTRICAL					
Lights/Electrical/Switches(Restrooms, Lift, Finishes)	sf	500	\$ 6.00	\$ 3,000.00	
Mech Connections	ls	1	\$ 1,500.00	\$ 1,500.00	
Circuit for HC Lift	ea	1	\$ 900.00	\$ 900.00	
Fire alarm	ls	1	\$ 600.00	\$ 600.00	
IT	ls	1	\$ 600.00	\$ 600.00	
Security	ls	1	\$ 600.00	\$ 600.00	
DIV 16 TOTAL					\$ 7,200.00
NET TOTAL LINE ITEMS					\$ 114,780.00
Contingency Schematic Design (15%)					\$ 17,217.00
Sub Total:					\$ 131,997.00
O/H/P General Contractor (12%)					\$ 15,839.64
GRAND TOTAL WITH CONTINGENCY					\$ 147,836.64
GENERAL COST (2) RENOVATIONS					
Renovate Clubhouse	sf	2,684	\$ 55.00		
DIV 0 DIRECT OWNER EXPENSES					
Design Fees (13% of Sub-total)	ls	1	\$ 21,421.40	\$ 21,421.40	
Civil Engineer (includes TRPA)	ls	1	\$ 6,500.00	\$ 6,500.00	
Owner Supervision	ls	1	\$ 8,000.00	\$ 8,000.00	If parking lot is involved
Topo and boundary Survey	ls	1	\$ 2,000.00	\$ 2,000.00	
Asbestos & Lead Paint Abatement Survey	ls	1	\$ 1,500.00	\$ 1,500.00	
County Bldg Dept Fees	ls	1	\$ 1,500.00	\$ 1,500.00	
TRPA Fees	ls	1	\$ 1,500.00	\$ 1,500.00	Fraction of other options
Testing/Inspection	ls	1	\$ 1,500.00	\$ 1,500.00	
DIV 0 TOTAL					\$ 43,921.40
TOTAL PROJECT COST (not including FFE)					\$ 191,758.04

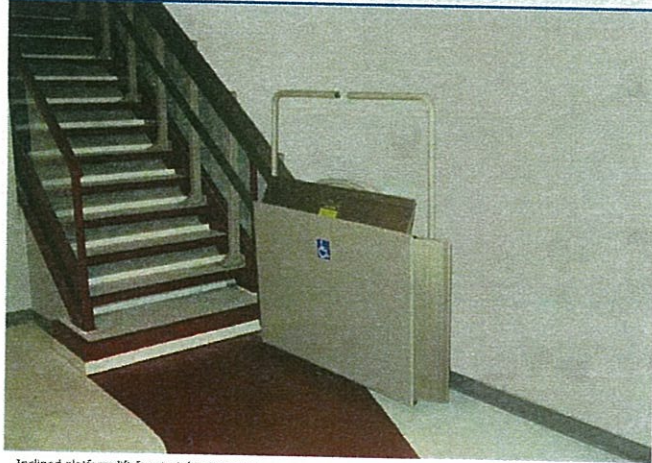
OPTION 6 ADA UPGRADE AT MAINTENANCE BLDG WITH GOLF CART CHARGING UPGRADE						
PROGRAM BRIEF: Renovate to resemble 'new' construction in other estimates						
Remodel Maintenance Building- Provide crew breakroom and restrooms, office, and meeting room.						
Provide improved ventilation for Cart Charging stations for 55 carts. Rebuild damaged concrete floor at equipment repair area. Replace garage doors						
New Construction:						
1st Floor:: Interior restroom remodel.						
MAINTENANCE BUILDING:						
Remodel & Repair :	1,500	sf				New Crew Spaces AND Re-construct damaged floors & water damaged structure
Renovate:	6,000	sf				New electrical service, upgrade finishes, etc
Total	7,500	sf				
ITEMIZED ESTIMATE						
Mobilization, Supervision, Insurance, Temp Facilities, Office Overhead, Equipment.	ls		15%	\$ 380,000.00	\$ 57,000.00	
DIV 1 TOTAL						\$ 57,000.00
DIV 2 DEMOLITION						
Demolition- Maintenance Bldg: Selected areas	sf	800	\$ 5.00	\$ 4,000.00	(e)	
Mechanical /Electrical Demolition	sf	1500	\$ 2.50	\$ 3,750.00		
Potential Lead Paint Abatement	sf	4000	\$ 0.50	\$ 2,000.00	minimal	
DIV 2 DEMOLITION TOTAL						\$ 9,750.00
DIV 2 SITE WORK (see Div 3 for site conc)						
DIV 2 TOTAL						\$ -
DIV 3 CONCRETE						
Interior Concrete Repair						
Replace concrete deck & slab at bay doors	sf	700	\$ 50.00	\$ 35,000.00		New beams,deck,conc slab,connctns
DIV 3 TOTAL						\$ 35,000.00
DIV 4 MASONRY						
DIV 4 TOTAL						\$ -
DIV 5 STRUCT. STEEL/MISC STEEL						
MAINT. BUILDING						
Replacement deck, fasteners, angles, etc	ls	0	\$ 15,000.00	\$ -		none
DIV 5 TOTAL						\$ -
DIV 6 WOOD & PLASTICS						
MAINTENANCE BUILDING						
Misc Structural Repair Framing & blocking	sf	1000	\$ 35.00	\$ 35,000.00		
Misc Carpentry	lf	80	\$ 25.00	\$ 2,000.00		
Misc Hardware & supports	ls	1	\$ 3,500.00	\$ 3,500.00		
DIV 6 TOTAL						\$ 40,500.00
DIV 7 THERMAL & MOISTURE PROTECTION						
Exterior Walls						
DIV 7 TOTAL						\$ -
DIV 8 DOORS AND WINDOWS						
MAINTENANCE BUILDING						
HM Door & Frame, Interior, Lever Lockset	ea	4	\$ 1,000.00	\$ 4,000.00		Upgrade/replace doors
Painting Doors & Frames new	ea	4	\$ 125.00	\$ 500.00		
Coiling Doors: Replace 10'w x 10' h Uninsulated Slat	ea	4	\$ 2,500.00	\$ 10,000.00		Prefinished
Coiling Doors: Replace 12wx16 tall	ea	1	\$ 4,200.00	\$ 4,200.00		Prefinished
Misc Hardware; Thresholds,Gaskets, Kickplates,Lock guards	ls	1	\$ 2,000.00	\$ 2,000.00		
Painting Doors & Frames-existing to match new	ea	10	\$ 150.00	\$ 1,500.00		
DIV 8 TOTAL						\$ 22,200.00
DIV 9 FINISHES						
CREW AREA ADA UPGRADES						
Interior Walls-22ga MS, 5/8" GWB, F&T x 9'	sf	300	\$ 10.00	\$ 3,000.00		
Wall Painting 1CP, 1CF	sf	600	\$ 1.25	\$ 750.00		1coat primer/1coat finish
Wall Finish-FRP	sf	100	\$ 6.00	\$ 600.00		
Drywall Ceilings: Framing 7 drywall	sf	200	\$ 8.50	\$ 1,700.00		
Floor finish: Epoxy Flakes	sf	800	\$ 11.50	\$ 9,200.00		
Int Wall Paint (existing walls) Heavy prep 1CP, 2CF	sf	2000	\$ 2.50	\$ 5,000.00		heavy prep, primer/2coat finish
DIV 9 TOTAL						\$ 20,250.00

OPTION 6 ADA UPGRADE AT MAINTENANCE BLDG WITH GOLF CART CHARGING UPGRADE						
DIV 10 SPECIALTIES (TOTAL)						
Toilet mirrors, grab bars, accessories	ls	1	\$ 800.00	\$	-	
DIV 10 TOTAL				\$	800.00	
DIV 12 FURNISHINGS						
Casework, PL finished upper and lower units	lf	12	\$ 550.00	\$	6,600.00	
Countertop: PL Finished	lf	12	\$ 100.00	\$	1,200.00	
DIV 12 TOTAL				\$	7,800.00	
DIV 15 MECHANICAL/PLUMBING.						
Mechanical						
Heating: Unit heaters	ea	4	\$ 1,800.00	\$	7,200.00	CR-All
Office Split System (heat only)	ls	1	\$ 3,500.00	\$	3,500.00	
Flues	ea	2	\$ 750.00	\$	1,500.00	
RR Exhaust fans	ea	2	\$ 750.00	\$	1,500.00	
Thermostat & conduit controls wire'g	ls	2	\$ 900.00	\$	1,800.00	
Misc Fittings & Connections	ls	1	\$ 1,500.00	\$	1,500.00	
Ventilation- Golf Carts	ea	2	\$ 3,500.00	\$	7,000.00	
Hydrogen Gas Detector	ea	1	\$ 2,500.00	\$	2,500.00	
General Exhaust-maintenance side	ea	2	\$ 1,250.00	\$	2,500.00	
Plumbing Fixtures						
Lavatories	ea	2	\$ 550.00	\$	1,100.00	CR-All
Toilets (1women, 1 men)	ea	2	\$ 1,000.00	\$	2,000.00	
Floor Drains	ea	2	\$ 395.00	\$	790.00	
Trap Primers	ea	2	\$ 1,100.00	\$	2,200.00	
Mop Sink	ea	1	\$ 750.00	\$	750.00	
Kitchen Sink	ea	1	\$ 700.00	\$	700.00	
Rough-In Plumbing						
Lavatories	ea	2	\$ 475.00	\$	950.00	
Toilets (1women, 1 men)	ea	2	\$ 400.00	\$	800.00	
Floor Drains	ea	2	\$ 150.00	\$	300.00	
Trap Primers	ea	1	\$ 450.00	\$	450.00	
Mop Sink	ea	1	\$ 475.00	\$	475.00	
Kitchen Sink	ea	1	\$ 350.00	\$	350.00	
Water Heater	ea	1	\$ 2,500.00	\$	2,500.00	
Water Piping-copper	lf	75	\$ 30.00	\$	2,250.00	Modify existing plumbing
Waste & Vent Piping-PVC	lf	75	\$ 35.00	\$	2,625.00	sim
Nat. Gas Piping-STEEL	lf	50	\$ 45.00	\$	2,250.00	sim
Trench Drain	lf	24	\$ 150.00	\$	3,600.00	
Fire Protection (NA)						
DIV 15 TOTAL				\$	53,090.00	
DIV 16 ELECTRICAL						
MAINTENANCE BUILDING						
Main Elect Service Upgrade	ls	1	\$ 21,000.00	\$	21,000.00	
Main Power/MSB/	ls	1	\$ 16,000.00	\$	16,000.00	
Lights/Electrical	allow	1500	\$ 6.00	\$	9,000.00	
Mech Connections	ls	1	\$ 2,500.00	\$	2,500.00	
CART STORAGE						
Cart Charging Dist Equip	ls	1	\$ 60,000.00	\$	60,000.00	
Cart Branch Circuits	ea	55	\$ 300.00	\$	16,500.00	
Cart Stor: Hydrogen Sensing- Cart Equipment	ls	4200	\$ 0.75	\$	3,150.00	
Fire alarm	sf	4200	\$ 3.25	\$	13,650.00	
IT	sf	4200	\$ 0.50	\$	2,100.00	
Security	sf	4200	\$ 0.50	\$	2,100.00	
DIV 16 TOTAL				\$	146,000.00	
NET TOTAL LINE ITEMS				\$	392,390.00	
Contingency Schematic Design (15%)				\$	58,858.50	
Sub Total:				\$	451,248.50	
OHP General Contractor (12%)				\$	54,149.82	
GRAND TOTAL WITH CONTINGENCY				\$	505,398.32	
GENERAL COST Renovate Maintenance Building						
	sf	Area	7,500	Cost/SF	\$ 67.00	
DIV 0 DIRECT OWNER EXPENSES						
Design Fees (12% of Sub-total)	ls	1	\$ 45,000.00	\$	45,000.00	
Owner Supervision	ls	1	\$ 8,000.00	\$	8,000.00	
Asbestos & Lead Paint Abatement Survey	ls	1	\$ 1,500.00	\$	1,500.00	
County Bldg Dept Fees	ls	1	\$ 1,500.00	\$	1,500.00	
TRPA Fees	ls	1	\$ 750.00	\$	750.00	
Testing/inspection	ls	1	\$ 1,500.00	\$	1,500.00	Fraction of other options
DIV 0 TOTAL				\$	58,250.00	
TOTAL PROJECT COST (not including FFE)				\$	563,648.32	

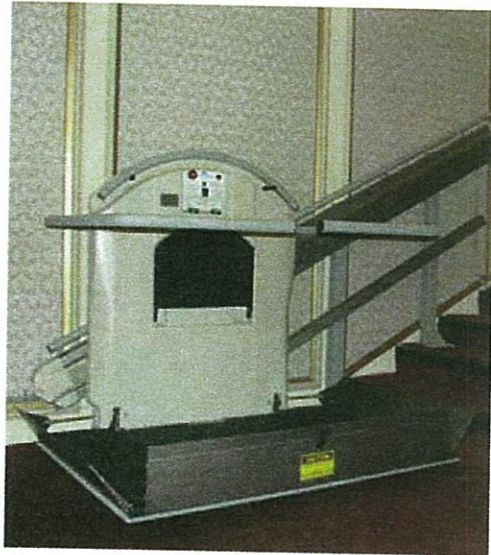


XPRESS II

DESIGN AND PLANNING GUIDE

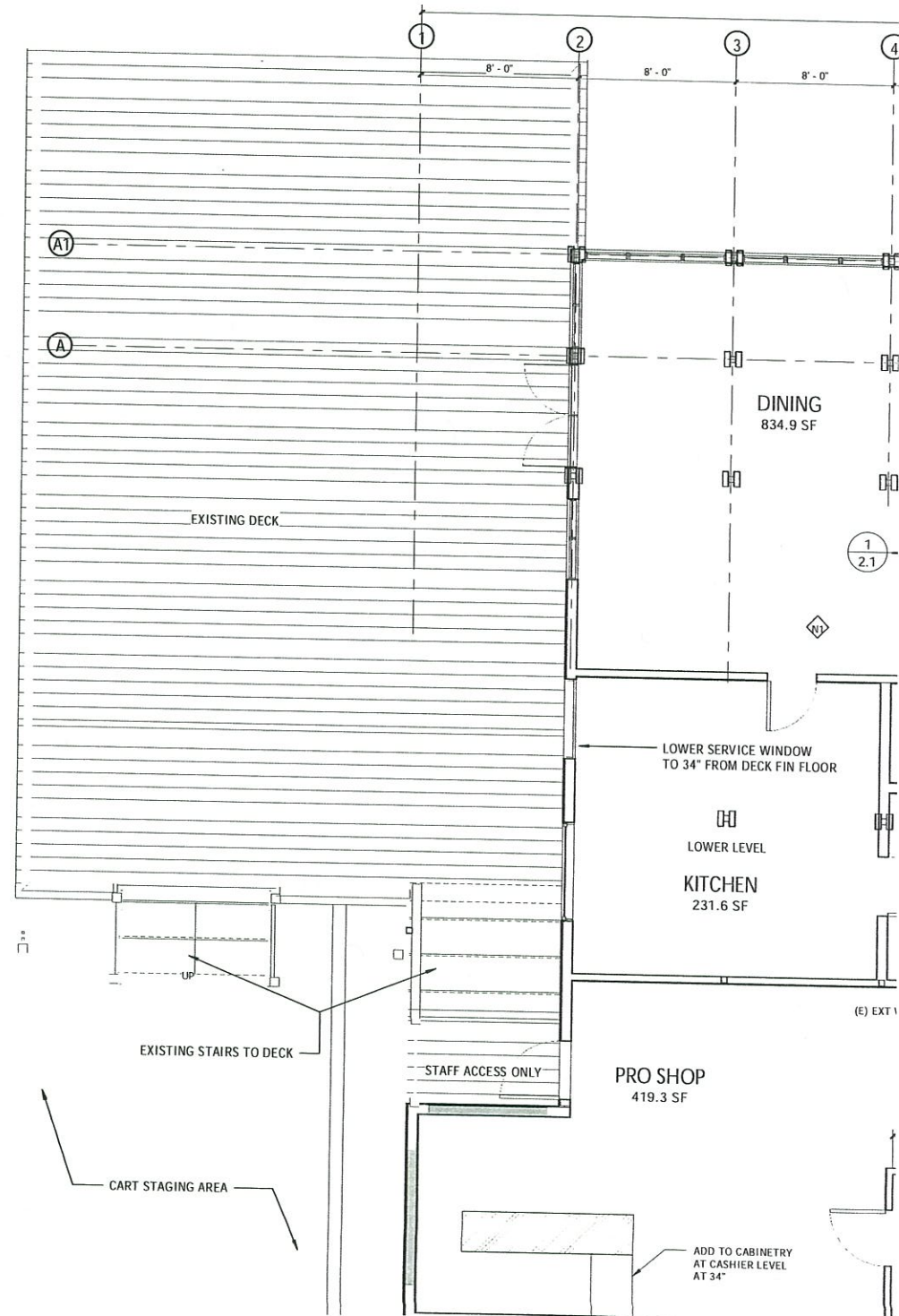
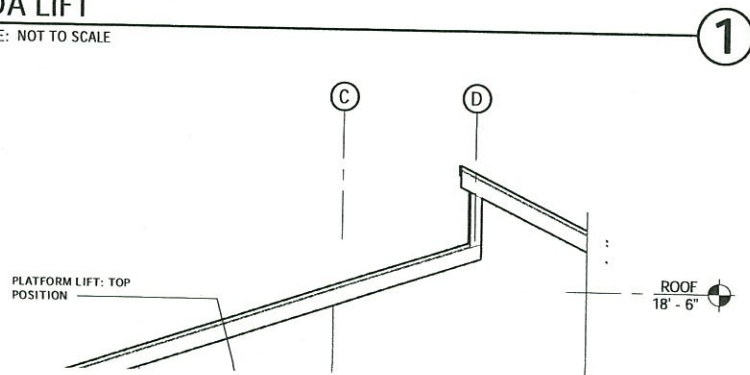


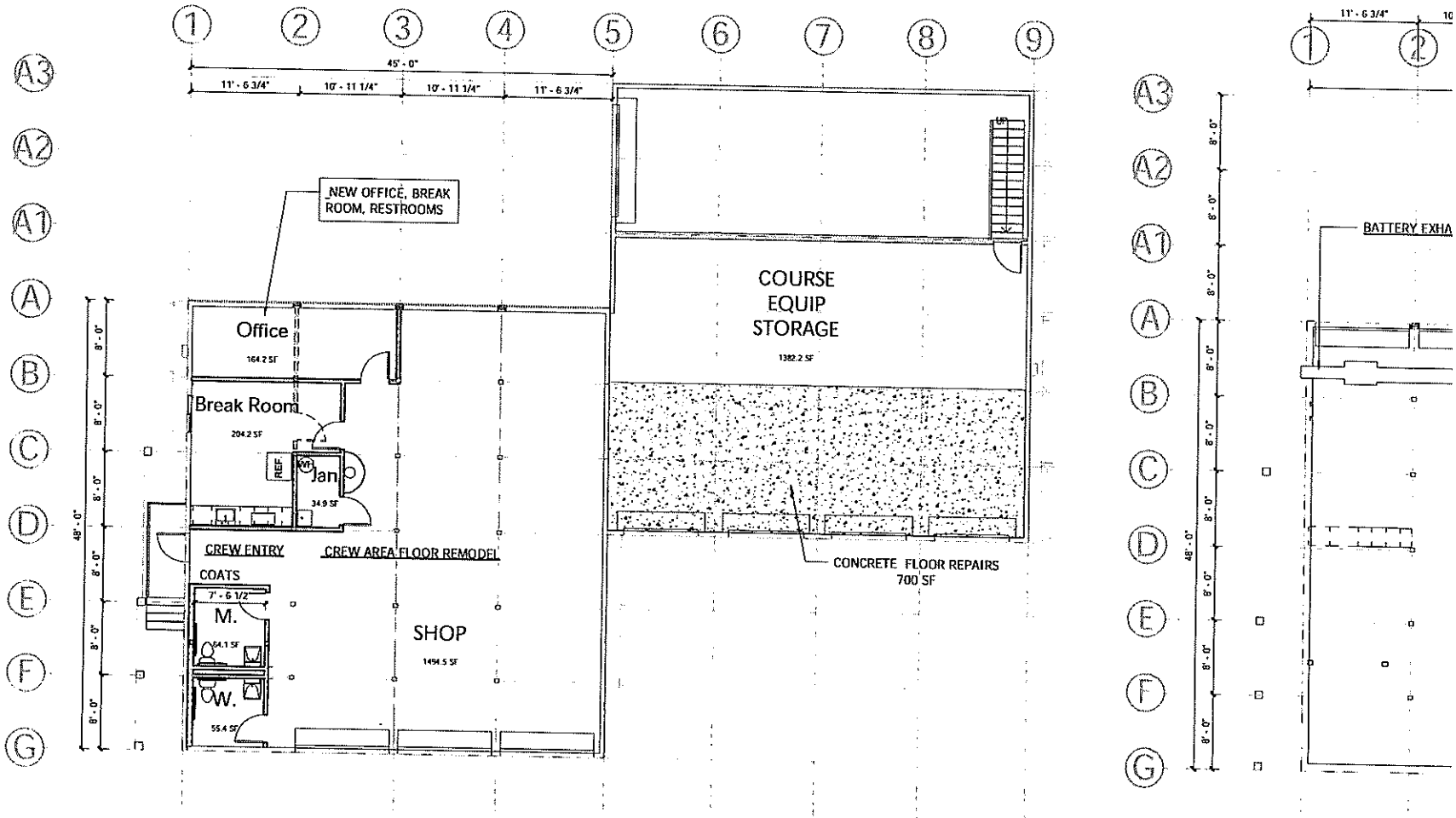
Inclined platform lift for straight stairways



ADA LIFT

SCALE: NOT TO SCALE





PART D: RECOMENDATIONS

NOTE: In all options, the total area of 'New Space' is the sum of new and renovated building area.

OPTION 1: Estimated \$251.00/sf 10,500 sf of new space. Total: +/- \$3.5 million

(2) New buildings are constructed. The total is calculated in the SF average.

COMMENTS:

This solution has many contradictory qualities as defined by GGA and introduces new operational challenges for golfers and for golf operations because of the separation of the clubhouse from the golf course proper. The location of the maintenance facility also poses conflicts with the experience of the golfer. The cell tower complex may appear more substantial than currently seen adjacent to the nearly 2 story size roof the clubhouse.

Option 1 would span 2 full years of construction

OPTION 2: Estimated \$138.00/ sf 11,684 sf of new & renovated space. Total: +/- \$2.15 million

(1) New clubhouse is built with a 1/3 cart storage basement. The Maintenance Building is renovated.

COMMENTS:

The solution benefits from the economy of an existing partial basement from the old clubhouse excavation. Golf course operations would benefit from having a number of golf carts easily available below the clubhouse. The maintenance building is still used for golf cart storage and would be limited to that use in the future. The new building carries over the same good relationship to the golf course as the existing clubhouse with improved staff control over the entire building and golf operations. Site access will be improved but remains awkward because of the existing slopes near the building.

Option 2 would span 1 year of construction

OPTION 3: Estimated \$116.00/sf 14,500 sf of new and renovated space Total: +/- \$2.25 million

Similar to Option (2): with a full basement for cart storage.

COMMENTS:

The solution benefits from the economy of a full basement in the new clubhouse. The daily 'back and forth' operation of the golf carts to and from of the clubhouse so near to the primary Tee boxes and greens need to be assessed by staff. The maintenance building would be free of golf carts and will better serve the crew quarter and maintenance 'only' functions of maintaining equipment. The new clubhouse has all the qualities noted in Option 2 above. This option represents the best 'value' to the district where maximum square footage and program compliance are both achieved at a high level.

Option 3 would span 1 year of construction

OPTION 4: Estimated \$124.00/sf 10,184sf of all renovated space Total: +/- \$1.62 million

(2) Buildings are renovated: the total of each is calculated in the SF average

COMMENTS:

The solution restores the existing clubhouse to a good, but not great condition. The existing building exterior and interior finishes are completely renovated however the interior continues to be hampered by columns in the useable commons space and a divided floor plate. Access to the renovated clubhouse is much improved but relies on ramps and divided functions to fulfill egress requirements. Considerable expense is needed to restore the deck built over unstable slope. The final deck is not covered as it is in the other design solutions. The final product may not meet the expectations for a '50 year' building.

Option 4 would span 1 year of construction

OPTION 5: Estimated \$156.00/sf 10,184sf of new and renovated space Total: +/- \$2.15million

(1) New building is built and the existing maintenance building is renovated

COMMENTS:

The placement of the clubhouse in Option 5 is superior to any other option and it benefits golfers and non-golfers alike with a connection to golf and the golf course that none of the other solutions offer. This option is the only one to provide an integrated practice facility for full swing warm-up. The design also produces a good practice facility that connects golfers to the golf course. The new practice facility may draw attention to the cell tower complex because it is less massive than the other solutions. Some added expense is anticipated due to TRPA compliance.

Option 5 would span 2 golf seasons, but would incur limited temporary facility costs *and* would be the least disruptive construction project for golfers.

OPTION 6: Club House only ADA renovation:

Estimated	35\$/sf with 750 sf renovated area within the building.	Total:	+/- \$190,000
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Maintenance Building only renovation:

Estimated	\$55.00/sf 7,500sf of new and renovated space	Total:	+/- \$500,000
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COMMENT: Club house ADA renovation: This solution improves the restrooms and internal access between floors to current ADA standards. The existing accessible sidewalk is also upgraded along with the accessible route from the parking lot into the building. The existing building exterior and interior finishes (except for hallway carpet and restroom finishes) are left as-is. The final product may not meet the expectations for a '50 year' building. The clubhouse ADA work would require 2 months of construction.

COMMENT: Maintenance Building Renovation: Work includes ADA quality employee restrooms and break area along with a reconstructed equipment floor and insulated garage doors. New electrical service is installed to feed the 55 golf cart charging stations. A new exhaust system is installed to exhaust battery fumes. The maintenance building work would require 4 months of construction.

PART F: APPENDIX

F.1 Structural Narrative

F.2 Civil Narrative

F.3 Mechanical & Plumbing Narrative

F.4 Electrical Narrative

F.1 Structural Narrative

Incline Village Mountain Golf Course Building Study
Structural Observations for existing pro shop and cart barn

EXISTING CLUBHOUSE

The existing clubhouse building was originally built in 1970-71. It is a wood frame structure that is a split level interior one-story building. The split level is 4'-0" of vertical elevation change at roughly the ½ point east-west. The original building had a deck on the east side. The deck was expanded at some point in the 1980's over the cart path. A remodel added an enclosed section on the upper floor portion in the NE corner in 1981 and expanded the building enclosed space onto the deck. The exterior deck expansion was removed in 2012 due to soil stability and rot problems. There are reports of a fire at some time in the past, but no visible evidence of this fire was observed.

The vertical load carrying system is 3x decking on the roof supported by beam lines spaced at 12' on-center. The beams are supported by combined posts made of (3) 4x members. Lateral forces are resisted by plywood shear walls and CMU walls below grade.

The building does not appear to have any obvious signs of decay or leakage based on visual review in the fall of 2013. The crawl space was dry and, as far as visible, no signs of recent water intrusion or any serious signs of water leakage were evident. Sill plates, where observed, were dry and appear solid.

The design roof snow load, reported on the record drawings is 175 psf. Today the roof snow load is 151 psf for the 6:12 portion of the roof and 180 psf for the 4:12 portion of the roof. The roof consists of metal panels with two, fairly steep, slopes that shed snow. Thus the snow load is similar enough that vertical design loads should not be a problem. The interior floor design load of 100 psf has not changed.

The building is no longer code complaint for lateral forces (seismic & wind) due to code changes over the years. Overall wind loads have increased but not as much as seismic loads. The seismic load factor has not changed significantly (0.133 to about 0.15 today) However, there are many requirements for details of the seismic system that will be missing because they were not in use in 1970. This will make the building non-complaint in many details which are difficult and expensive to remedy. A typical example of this issue is a lack of hold-downs for overturning of the walls that resist seismic forces; these were not a common design practice in the early 1970's. Diaphragm detailing such as collectors and chords is also missing in some areas and consideration of diaphragm discontinuities, such as the break in the roof slope, has no special detailing for the planer forces now recognized as problematic in current codes.

Methods of addressing the seismic shortcomings are the addition of chords and collector elements to the roof and floor diaphragms, adding shear nailing and straps at the roof break (these items would likely require removal of the metal roofing) addition of hold downs would require selective demolition of parts of the walls and installation of hold down hardware. The plywood wall nailing may need to be upgraded and would require re-nailing (and then re-painting of the walls).

As the floor plan is modified for a remodel, the current building code requires elements that are changed or have their loads changed to be upgraded to current code. With non-compliant seismic detailing, even relatively small changes to the walls or floors may trigger such an upgrade. This would be very labor intensive and therefore costly.

Although no water damage was noted it may be hidden. No signs of rot or deterioration were noted in the demolished deck until demolition proceeded. The rotten beam was completely hidden with no outward sign there was a problem. Therefore, there could be hidden problems without an outward indication of damage.

EXISTING MAINTENANCE BUILDING 'CART BARN'

The existing maintenance building is actually two nearly equal size buildings: one that was designed and built with the original pro shop in 1970-71 and a substantial addition built in 1979-80. The roof structure is 5/8" plywood over wood joists at 16" on center. The joists span to beam lines supported by wood columns typically on the interior and tube steel columns on the exterior walls between garage doors. The addition is framed similarly. The suspended main floor is 1-5/8" concrete topping on 5/8" plywood with joists and columns similar to the roof framing.

The roof on both portions of the building is asphalt shingle at 4:12 maximum slope. The building is two stories, with the lower story completely below grade on the uphill (northwest) side. The original building portion has garage bays on the uphill side accessed from the northwest and garage bays on the downhill side accessed from the southeast. The addition has a partial lower level on the south side of the addition which extends beyond the footprint of the original building. The garage section that opens to the uphill side appears to be slab on grade.

Both buildings used 175 psf snow load design values based on available information. The original building has a roof slope of 4:12 and an asphalt shingle ('non-slippery' in code classification) roofing. The addition has a roof slope of about 2:12 and also has asphalt shingles. The design load for this condition is 189 psf. Thus the snow load has increased on the building which would need to be addressed if a remodel modified the roof structure. The original building's snow load can be reduced to within the design limit if it was re-roofed with a metal roofing system. The addition roof slope is too flat for a reduced roof snow load.

The exterior appearance of the buildings is good because a metal over-siding job has been recently installed. There is no visual indication of what issues might lay behind the siding. Internally, the second floor of the original building appears to have been subjected to leaking water for some time. The drawings call for a barrier between the concrete and plywood but this must have failed locally based on the observation of water damage in the ceiling below the slab. No direct examination of the wood could be performed because of gypsum board ceilings. In several locations, the sill plate appears to be damaged / deteriorated.

The suspended garage floor feels "soft" when walking on several areas particularly adjacent to the largest of the coiling doors. The concrete topping exhibits cracking in many locations. Replacement of the concrete topping and repair of the sub-structure in these floor areas would be a priority should further use of the building be considered. Unlike the pro shop building, this building exhibits signs of ongoing water deterioration.

There are also signs of distress with some wood connections in the original construction. Wood splits at bolted connections may be indications of problems that occur with wood over time as it dries: splitting and checking. Cracks through bolts will significantly reduce the bolt's capacity in the wood. This was noted in a few connections in the original garage at the roof.

The same seismic issues that exist for the clubhouse building exist for the original building. The addition has slightly better detailing but was designed without consideration of sharing seismic load with the original building – a reality that cannot be avoided the way the two structures are built together. Resolution of these issues would involve strengthening of existing shear walls, adding shear walls, especially on the uphill garage door areas, adding chord and collector elements to the existing roof structure (which likely would involve removing the roofing) and adding proper tie elements between the two buildings.

We anticipate significant deterioration repair to the floors and walls of the garage areas, particularly in the original building garage floor. The concrete topping will need to be completely removed, the plywood and joists repaired and a new topping system installed. There may be additional work required beyond this scope as the exterior walls are hidden. In order to determine the extent of possible damage, a comprehensive series of test sites in the walls and floors would need to be exposed by demolition and reviewed.

F.2 Civil Narrative

OPTION 1

Demolition of the Existing Clubhouse and Maintenance Building, Construct New Clubhouse and Maintenance Building, The Location of the Buildings will be swapped:

DESCRIPTION:

This scenario will require extensive grading to both sites to accommodate the new buildings and golf patron access to the existing maintenance building site. At the existing maintenance building site we anticipate regrading the existing parking lot to incorporate a bag drop area. The bag drop will be located within the existing parking lot just north of the building. It will incorporate a landscape island to protect patrons in the process of unloading their golf bags from through traffic. For this site we will locate the ADA parking next to the building and ADA access to the building is not anticipated to be a problem. However due to the change of use we will need to relocate the material storage area. We have chosen a site for the new material storage area just north of the existing putting green. At this time our estimate does not include relocation of the fuel dispensing station.

Because of the proposed change in use to a pro shop building and appurtenances there will be regrading to the actual building site. We anticipated construction of retaining walls to level the site for patio's and allow cart storage below the building. We anticipate much of the material excavated for the cart storage will be usable as fill for the patio area.

The proposed maintenance building which will be located where the existing pro shop building exists will also require regrading for the new purpose. We anticipate modifications to the existing parking lot to allow an ADA parking space and an ADA access route to the maintenance building. A new cart path connecting the pro shop to the golf course will also be constructed. Because this building is located closer to the actual golf course we have also included an additional bag drop area and a cart staging area. We have included costs to install retaining walls which will allow leveling the site to accommodate these facilities. Please see Exhibit C1 for Option 1 overview.

For the Civil Construction Estimate we anticipated the following basic specifications for all scenarios:

- Pavement section will be 3" of asphalt over 6" of Type 2 aggregate base
- Concrete slabs will be 6" thick with both rebar and fiber reinforcing
- All existing water and sewer connections will need to be replaced and possibly enlarged for current requirements and fire safety.
- New BMP's and storm drains will be required for the new buildings.

OPTIONS 2 & 3

Demolition of Clubhouse Building and Construct New Clubhouse Building in Same Location:

DESCRIPTION:

These two scenarios are very similar with the exception being that Option 3 will contain twice the cart storage under the pro shop than Option 2. In regard to civil design and estimating they are similar enough that we have combined the narrative and exhibit.

For these scenarios we anticipate major regrading of the parking lot to accommodate two new ADA parking spaces and associated loading zone, new bag drop area with a landscape island and a new

sidewalk fronting the entire building and extending to the building for an ADA access route. We also will use retaining walls to level a cart staging area between the building and the existing parking lot. We anticipate using some or all of the cut under the building as fill for the cart staging area.

We have also included grading and retaining walls for the deck area. This will allow use of the area below for storage. Please see Exhibit C2 for Option 2 and 3 overview.

OPTION 4

Remodel Pro Shop and Maintenance Buildings, Ensure ADA Requirements are Attainable:

DESCRIPTION:

This scenario will require parking lot regrading similar to Options 2 and 3 because we will need to provide ADA parking and an access route to the remodeled pro shop. We anticipate the access route will require complete demolition and reconstruction of the existing walks accessing the pro shop. In addition we will pave a new cart path to allow access to the cart storage located below the pro shop. Similar to prior scenarios we intend to use the cut from excavating the cart storage to create a large cart staging area in front of the pro shop. Please see Exhibit C3 for Option 4 overview.

OPTION 5

Demo Clubhouse and Construct a New Clubhouse with Cart Storage Below at Putting Green Location:

DESCRIPTION:

In this scenario we want to take advantage of the topography around the large putting green to site a new pro shop with storage below. This site has excellent views of the golf course and we anticipate it will ease operation because staff can monitor the starting and staging better. This scenario also has the advantage that it can be constructed without interfering with the operation of the golf course.

This site is relatively flat on the north side where we will direct access for the pro shop. It will be ADA accessible with minor parking lot improvements and if we take advantage of the slope on the south we can create a daylight basement for cart storage and staging.

Accessing the site with utilities will require complete new services stubbed off existing mains within the parking lot. Sewer service will need to be extended from the existing pro shop. In addition this site may require the relocation of parking lot infiltration structures located within the slope of the putting green. Please see Exhibit C4 for Option 5 overview.

OPTION 6

No significant Civil work is expected other than re-grading the existing ADA sidewalk and possibly adjusting grades at the accessible path from the parking stalls.

F.3 Mechanical & Plumbing Narrative

GENERAL

1. The following codes will be used for the project:
 - a. 2012 International Building Code
 - b. 2012 Uniform Mechanical Code
 - c. 2012 Uniform Plumbing Code
 - d. 2009 International Energy Conservation Code
 - e. 2012 International Fire Code
2. Interior spaces (pro-shop, offices, restrooms, etc.) will be conditioned to 72°F occupied heating with the unoccupied space temperature setback being 55°F. No cooling will be provided.
3. Interior storage and maintenance spaces (cart storage, maintenance shop, lockers, etc.) will be conditioned to 55°F heating. No cooling will be provided.
4. Sources of energy will be natural gas and electrical power.
5. Sanitary sewer system will be provided to handle waste from the toilet rooms, sinks, etc. Waste will be stubbed out of the building for connection to site utilities. No-hub cast iron piping will be used above and below grade.
6. Domestic cold water will be stubbed out of the building for connection to site utilities. Type 'L' copper piping will be used above and below grade.
7. All plumbing fixtures will be commercial grade. Toilet fixtures will be constructed of vitreous china. Bar sinks will be stainless steel. Floor sinks will be enameled cast iron. Mop sinks shall be made of acrylic. Faucets will be chrome plated brass. Flush valves and lavatory faucets will have battery powered sensors for hands free operation and water conservation.

OPTION 1

Mechanical (clubhouse)

The mechanical system will consist of a high efficient, condensing, gas-fired furnace located above the restroom in the attic space. Ductwork will be routed over head with some concealed above ceilings and some potentially exposed in high ceiling areas. General exhaust will be provided for the restrooms and janitors closet. The furnaces will be controlled by a programmable wall mounted thermostat. The general exhaust fans will be operated by a manual switch.

Mechanical (Cart Storage under clubhouse)

The mechanical system will consist of standard efficient, gas-fired unit heaters suspended in the corner(s) of the cart storage area. General exhaust will be provided for the cart storage area. The unit heaters will be controlled by a programmable wall mounted thermostat. The general exhaust fan will operate continuously. A hydrogen gas detector and alarm will be provided in the cart storage area with a local and remote sending alarm and auto shut off connected to gas fired equipment.

Mechanical (maintenance shop)

The mechanical system will consist of standard efficient, gas-fired unit heaters suspended in the corner(s) of the shop area. A small gas fired furnace with ducted air will support the Crew Area. General exhaust will be provided for the maintenance shop area and restrooms. The unit heaters and furnace will be controlled by a programmable wall mounted thermostat. The general exhaust fans will be operated by a manual switch.

Plumbing (clubhouse)

Domestic Hot Water will be provided by an electric water heater located in the janitors closet.

Plumbing (cart storage)

A trench drain will be provided to handle cart wash down area waste. A hose bibb will be provided at the cart wash down area.

Plumbing (maintenance shop)

Domestic Hot Water will be provided by an electric water heater located above the restrooms. Hose bibbs will be provided on the exterior of the building.

OPTION 2 (Split Cart Storage)**Mechanical and Plumbing (clubhouse)**

The mechanical and plumbing systems will be very similar to Option 1.

Mechanical (maintenance shop)

General exhaust will be provided for the cart storage area. A small gas fired furnace with ducted air will support the Crew Area. General exhaust will be provided for the maintenance shop area and restrooms. The unit heaters and furnace will be controlled by a programmable wall mounted thermostat. The general exhaust fans will be operated by a manual switch. A hydrogen gas detector and alarm will be provided in the cart storage area with a local and remote sending alarm and auto shut off connected to gas fired equipment. General exhaust will be provided for the cart storage area.

OPTION 3 (All carts stored at clubhouse)**Mechanical and Plumbing (clubhouse)**

The mechanical and plumbing systems will be very similar to Option 1.

Mechanical (maintenance shop)

General exhaust will be provided for the cart storage area. A small gas fired furnace with ducted air will support the Crew Area. General exhaust will be provided for the maintenance shop area and restrooms. The unit heaters and furnace will be controlled by a programmable wall mounted thermostat. The general exhaust fans will be operated by a manual switch.

OPTION 4**Mechanical (clubhouse)**

The existing kitchen equipment and two (2) twined gas fired furnaces will be removed on the mechanical mezzanine. The mechanical system will consist of a high efficient, condensing, gas-fired furnace located above the restroom in the attic space. Ductwork will be routed down a duct chase and connected to the existing underfloor ductwork. General exhaust will be provided for the restrooms and janitors closet. The furnaces will be controlled by a programmable wall mounted thermostat. The general exhaust fans will be operated by a manual switch.

Mechanical (maintenance shop)

A small gas fired furnace with ducted air will support the Crew Area. General exhaust will be provided for the maintenance shop area and restrooms. The unit heaters and furnace will be controlled by a programmable wall mounted thermostat. The general exhaust fans will be operated by a manual switch for main shop and crew areas. A hydrogen gas detector and alarm will be provided in the cart storage area with a local and remote sending alarm and auto shut off connected to gas fired equipment. General exhaust will be provided for the cart storage areas.

OPTION 5**Mechanical (clubhouse)**

The mechanical system will consist of a high efficient, condensing, gas-fired furnace located above the restroom in the attic space. Ductwork will be routed over head with some concealed above ceilings and some potentially exposed in high ceiling areas. General exhaust will be provided for the restrooms and janitors closet. The furnaces will be controlled by a programmable wall mounted thermostat. The general exhaust fans will be operated by a manual switch.

Mechanical (cart storage)

The mechanical system will consist of standard efficient, gas-fired unit heaters suspended in the corner(s) of the cart storage area. General exhaust will be provided for the cart storage area. The unit heaters will be controlled by a programmable wall mounted thermostat. The general exhaust fan will operate continuously. A hydrogen gas detector and alarm will be provided in the cart storage area.

Mechanical (maintenance shop)

The mechanical systems in the maintenance shop will be refurbished or replaced as required. A small gas fired furnace with added with ducted air will support the Crew Area. General exhaust will be provided for the maintenance shop area and restrooms. A hydrogen gas detector and alarm will be provided in the cart storage area with a local and remote sending alarm and auto shut off connected to gas fired equipment. General exhaust will be provided for the cart storage areas.

Plumbing (clubhouse)

Domestic Hot Water will be provided by an electric water heater located in the janitors closet.

Plumbing (cart storage)

A trench drain will be provided to handle cart wash down area waste. A hose bib will be provided at the cart wash down area.

Plumbing (maintenance shop)

The plumbing systems in the maintenance shop will be refurbished or replaced as required.

OPTION 6**Mechanical (Club House)**

Exhaust fans will be replaced / upgraded at the remodeled restrooms. No other mechanical improvements are proposed

Mechanical (Maintenance Building)

The mechanical systems in the maintenance shop will be replaced to accommodate the new ADA improvements as required. A small gas fired furnace with added with ducted air will support the Crew Area. General exhaust will be provided for the maintenance shop area and restrooms. A hydrogen gas detector and alarm will be provided in the cart storage area with a local and remote sending alarm and auto shut off connected to gas fired equipment. General exhaust will be provided for the cart storage areas.

Plumbing (clubhouse)

New fixtures and associated plumbing will be required.

Plumbing (maintenance shop)

The plumbing system for the new ADA crew areas in the maintenance shop will be replaced as required.

F.4 Electrical Narrative

OPTION 1

1. Electrical Service: The electrical service must be upgraded to accommodate the addition load imposed by the cart charging.
 - New NV Energy service transformer.
 - New 800 amp underground service feeder.
 - New 800 amp meter enclosure.
 - New 600 amp fused switch to serve the Cart Charging.
 - New 200 amp fused switch to serve the Clubhouse.
 - Reuse existing underground feeder for Maintenance Building.
2. Clubhouse Cart Charging:
 - New 600 amp panelboard.
 - Branch Circuits for 55 cart chargers.
 - Hydrogen sensor and shunt trip control system.
3. Clubhouse: Provide the following systems for this new building.
 - New 200 amp panelboard.
 - Interior lighting.
 - General power.
 - Mechanical connections.
 - Fire alarm system.
 - IT systems.
 - Security system.
4. Maintenance Building: Provide the following systems for this new building.
 - New 100 amp panelboard fed from clubhouse panelboard via existing underground feeder.
 - Interior lighting.
 - General power.
 - Mechanical connections.
 - Fire alarm system.
 - IT systems.
 - Security system.
5. Exterior:
 - Deck lighting fixtures.
 - Parking lot lighting fixtures.
 - Landscape and walkway lighting fixtures.

OPTION 2

1. Electrical Service: The electrical service must be upgraded to accommodate the addition load imposed by the cart charging.
 - New NV Energy service transformer.
 - New 800 amp underground service feeder.
 - New 800 amp meter enclosure.
 - New 400 amp fused switch to serve cart charging at clubhouse.
 - New 200 amp fused switch to serve the clubhouse.

- New 400 amp fused switch to serve cart charging at maintenance building.
 - New 400 amp underground feeder to maintenance building.
2. Clubhouse Cart Charging:
 - New 400 amp panelboard.
 - Branch Circuits for 20 cart chargers.
 - Hydrogen sensor and shunt trip control system.
 3. Clubhouse: Provide the following systems for this new building.
 - New 200 amp panelboard.
 - Interior lighting.
 - General power.
 - Mechanical connections.
 - Fire alarm system.
 - IT systems.
 - Security system.
 4. Maintenance building cart charging:
 - New 400 amp panelboard.
 - Branch Circuits for 35 cart chargers.
 - Hydrogen sensor and shunt trip control system.
 5. Maintenance Building: The following systems will be remodeled.
 - Interior lighting.
 - General power.
 - Mechanical connections.
 - Fire alarm system.
 - IT systems.
 - Security system.
 6. Exterior:
 - Deck lighting fixtures.
 - Parking lot lighting fixtures.
 - Landscape and walkway lighting fixtures.

OPTION 3

1. 12. Electrical Service: The electrical service must be upgraded to accommodate the addition load imposed by the cart charging.
 - New NV Energy service transformer.
 - New 800 amp underground service feeder.
 - New 800 amp meter enclosure.
 - New 600 amp fused switch to serve the Cart Charging.
 - New 200 amp fused switch to serve the clubhouse.
 - Reuse existing underground feeder for maintenance building.
2. Clubhouse Cart Charging:
 - New 600 amp panelboard.
 - Branch Circuits for 55 cart chargers.
 - Hydrogen sensor and shunt trip control system.
3. Clubhouse: Provide the following systems for this new building.
 - New 200 amp panelboard.

- Interior lighting.
 - General power.
 - Mechanical connections.
 - Fire alarm system.
 - IT systems.
 - Security system.
4. Maintenance Building: The following systems will be remodeled.
- Interior lighting.
 - General power.
 - Mechanical connections.
 - Fire alarm system.
 - IT systems.
 - Security system.
 - Reuse existing underground feeder and panelboard.
16. Exterior:
- Deck lighting fixtures.
 - Parking lot lighting fixtures.
 - Landscape and walkway lighting fixtures.

OPTION 4

1. Electrical Service: The electrical service must be upgraded to accommodate the addition load imposed by the cart charging.
- New NV Energy service transformer.
 - New 800 amp underground service feeder.
 - New 800 amp meter enclosure.
 - Reuse existing 200 amp fused switch to serve the clubhouse.
 - New 600 amp fused switch to serve cart charging at maintenance building.
 - New 600 amp underground feeder to maintenance building.
2. Clubhouse: The following systems will be remodeled.
- Interior lighting.
 - General power.
 - Mechanical connections.
 - Fire alarm system.
 - IT systems.
 - Security system.
 - Reuse existing 200 amp panelboard.
3. Maintenance Building Cart Charging:
- New 600 amp panelboard.
 - Branch Circuits for 55 cart chargers.
 - Hydrogen sensor and shunt trip control system.
4. Maintenance Building: The following systems will be remodeled.
- Interior lighting.
 - General power.
 - Mechanical connections.
 - Fire alarm system.

- IT systems.
 - Security system.
5. Exterior:
- Deck lighting fixtures.
 - Parking lot lighting fixtures.
 - Landscape and walkway lighting fixtures.

OPTION 5

1. Electrical Service: The electrical service must be upgraded to accommodate the addition load imposed by the cart charging.
 - New NV Energy service transformer.
 - New 800 amp underground service feeder.
 - New 800 amp meter enclosure.
 - New 200 amp fused switch to serve the clubhouse.
 - New 200 amp underground feeder to Clubhouse.
 - New 600 amp fused switch to serve cart charging at maintenance building.
 - New 600 amp underground feeder to maintenance building.
2. Clubhouse: Provide the following systems for this new building.
 - New 200 amp panelboard.
 - Interior lighting.
 - General power.
 - Mechanical connections.
 - Fire alarm system.
 - IT systems.
 - Security system.
3. Maintenance building cart charging:
 - New 600 amp panelboard.
 - Branch Circuits for 55 cart chargers.
 - Hydrogen sensor and shunt trip control system.
4. Maintenance Building: The following systems will be remodeled.
 - Interior lighting.
 - General power.
 - Mechanical connections.
 - Fire alarm system.
 - IT systems.
 - Security system.
4. Exterior:
 5.
 - Deck lighting fixtures.
 - Parking lot lighting fixtures.
 - Landscape and walkway lighting fixtures.

OPTION 6

1. Electrical Service: The electrical service must be upgraded to accommodate the addition load imposed by the cart charging.
 - New NV Energy service transformer.
 - New 800 amp underground service feeder.
 - New 800 amp meter enclosure.
 - New 600 amp fused switch to serve cart charging at maintenance building.
 - New 600 amp underground feeder to maintenance building.
2. Clubhouse: No improvements are proposed for this new building.
3. Maintenance building cart charging:
 - New 600 amp panelboard.
 - Branch Circuits for 55 cart chargers.
 - Hydrogen sensor and shunt trip control system.
4. Maintenance Building: The following systems will be remodeled.
 - Interior lighting at the Crew ADA improved spaces.
 - General power.
 - Mechanical connections.
 - Fire alarm system.
 - IT systems.
 - Security system.

MEMORANDUM

TO: Board of Trustees

THROUGH: Steven J. Pinkerton
General Manager

FROM: Gerald W. Eick, CPA CGMA
Director of Finance

SUBJECT: Review, discuss and possibly adopt Resolution Number 1873:
A Resolution Approving the Residual Equity Transfer of
\$174,356 from the Workers Compensation Internal Services
Fund to the General Fund in the Fiscal Year 2018-2019

STRATEGIC PLAN: Long Range Principle #2 - Finance

DATE: May 14, 2019

I. RECOMMENDATION

That the Board of Trustees makes a motion to adopt Resolution Number 1873 to:

1. The Board of Trustees finds that the balance of \$174,356 remaining in the Worker's Compensation Internal Services Fund is deemed no longer required to provide self-insured worker's compensation benefits, and therefore in accordance with NRS 354.6215 authorizes a residual equity transfer to the General Fund effective June 30, 2019; and
2. The Board directs Staff to provide notice to the Nevada Department of Taxation Local Government Finance within the requisite 30 days from execution.

II. DISTRICT STRATEGIC PLAN

Long Range Principle #2 – Finance

Comply with State and Federal regulations –

Report results and demonstrate value- -

Develop and maintain a long term plan to sustain financial resources

III. BACKGROUND

An activity of the Internal Services Fund provided self-insured Workers Compensation Coverage from 1992 through June 30, 2013. The District is in a fully insured plan through the Nevada Public Agency Compensation Trust. The self-insurance retention from that

former coverage was held by the Internal Services Fund. The District completed an Absorption and Loss Transfer Agreement effective July 1, 2018 that removes all liability and risk from the self-insured activity. Over the course of two fiscal years the excess retention was returned to the operating funds. A transfer of \$800,000 occurred during 2017-2018 from the Internal Services Fund to return excess resources to operating funds. Another transfer of \$300,000 was completed in 2018-19. The Utility Fund, Community Services Special Revenue and Beach Special Revenue Funds receive the transfers. Since all self-insurance matters are closed, this function can cease as an Internal Service as of June 30, 2019, and \$174,356 will be transferred to the General Fund. The General Fund will account for the quarterly assessment for Workers Compensation coverage in the same manner as other benefits. The amount of the transfer is adequate to cover those assessments made in advance,

*The applicable **NRS 354.6215 Limitation on use of reserves or balances of funds created to insure risks.** Except as otherwise provided in [NRS 354.6241](#), if a local government provides a fund for self-insurance of property, for any form of insurance for the benefit of its employees, or for any other risk that it is permitted by law to assume, the reserves or balance of a fund thus provided must not be expended for any purpose other than that for which the fund was established, except that when the governing body deems the reserve or balance to be no longer required, either in whole or in part, it shall transfer the excess balance to the general fund of the local government. Any such transfer must be reported to the Department of Taxation within 30 days. Money so transferred is not available as a basis for augmentation of the local government's budget during the year of transfer.*

IV. COMMENTS

Staff conferred with the Nevada Department of Taxation on the proper approach to applying NRS 354.6215. The recommended that it be completed for the current fiscal year and reflected in the District's Estimated Actual results for June 30, 2019.

V. ALTERNATIVES

The Board could choose to delay this action to another time. However, there is no advantage as you will note under the NRS these funds cannot be used for an augmentation. Therefore recognition in the current year is preferred.



RESOLUTION NO. 1873

A RESOLUTION APPROVING THE RESIDUAL EQUITY TRANSFER OF \$174,356 FROM THE WORKERS COMPENSATION INTERNAL SERVICES FUND TO THE GENERAL FUND, BASED ON A FINDING THAT SUCH BALANCE IS NO LONGER REQUIRED TO PROVIDE SELF-INSURANCE WORKER'S COMPENSATIONS BENEFITS

RESOLVED by the Board of Trustees of the Incline Village General Improvement District, Washoe County, Nevada, that

WHEREAS, pursuant to Nevada Revised Statutes (NRS) 354.6215 this Board makes a finding that the balance of \$174,356 held by the Worker's Compensation Internal Services Fund is deemed no longer required to provide self-insured worker's compensation benefits, and;

WHEREAS, this Board has previously approved a Loss Portfolio Transfer and Assumption effective July 1, 2018, and;

WHEREAS, this Board has previously authorized the District seek release of the State of Nevada Division of Insurance Reserve account held by the State Treasurer, and;

WHEREAS, as of August 3, 2018 the District had fully executed the Loss Portfolio Transfer and Assumption and had gained the release of the reserve account, and;

WHEREAS, the District has provided and administered its worker's compensation benefit program since July 1, 2018 through the Public Agency Compensation Trust and has no evidence of the need to continue to account for this function under the Internal Services Fund;

NOW, THEREFORE, IT IS ORDERED as follows:

1. The Board of Trustees finds that the balance of \$174,356 remaining in the Worker's Compensation Internal Services Fund is deemed no longer required to provide self-insured worker's compensation benefits, and therefore in accordance with NRS 354.6215 authorizes a residual equity transfer to the General Fund effective June 30, 2019,



RESOLUTION NO. 1873

A RESOLUTION APPROVING THE RESIDUAL EQUITY TRANSFER OF \$174,356 FROM THE WORKERS COMPENSATION INTERNAL SERVICES FUND TO THE GENERAL FUND, BASED ON A FINDING THAT SUCH BALANCE IS NO LONGER REQUIRED TO PROVIDE SELF-INSURANCE WORKER'S COMPENSATIONS BENEFITS

Page 2 of 2

2. The Board directs staff to provide notice to the Nevada Department of Taxation Local Government Finance within the requisite 30 days from execution.

* * * * *

I hereby certify that the foregoing is a full, true and correct copy of a resolution duly passed and adopted at a regularly held meeting of the Board of Trustees of the Incline Village General Improvement District on the 22nd day of May, 2019, by the following vote:

AYES, and in favor thereof, Trustees Tim Callicrate, Matthew Dent, Phil Horan, Peter Morris, and Kendra Wong
NOES, Trustees: None
ABSENT, None: None

/s/ Tim Callicrate
Tim Callicrate
Secretary, IVGID Board of Trustees

MEMORANDUM

TO: Board of Trustees

THROUGH: Steven J. Pinkerton
General Manager

FROM: Gerald W. Eick CPA CGMA
Director of Finance

SUBJECT: Review, discuss and possibly adopt the Incline Village General Improvement District Final Budget, as prepared on Form 4404LGF, the related 2019-20 Capital Improvement Project Budget, Recreation Facility Fee and Beach Facility Fee, and the Central Service Cost Allocation for Fiscal Year 2019-2020

STRATEGIC PLAN: Long Range Principle #2 - Finance

DATE: May 13, 2019

I. RECOMMENDATION

That the Board of Trustees makes a motion to approve the District's Fiscal Year ending June 30, 2020 budget comprised of:

- a. Incline Village General Improvement District's Final Operating Budget for Fiscal Year 2019-2020 (Form 4404LGF as prescribed by the State of Nevada Department of Taxation);
- b. Incline Village General Improvement District's Capital Improvement Project Budget for Fiscal Year 2019-2020 (Year 2019-20 from the 5 Year Capital Improvement Plan Summary);
- c. The Capital Improvement Project Carryover to 2019-2020 from the Capital Project Report for Fiscal Year 2018-19
- d. 2019-2020 Recreation Facility Fee of \$705 and Beach Facility Fee of \$125.
- e. Approve the Central Services Cost Allocation Plan for Fiscal Year 2019-2020 indicating a total of \$1,367,400 in charges from the

General Fund to the Utility Fund, Community Services Special
Revenue Fund and Beach Special Revenue Fund.

II. DISTRICT STRATEGIC PLAN

Long Range Principle #2 – Finance

Comply with State and Federal regulations -

Report results and demonstrate value -

Develop and maintain a long term plan to sustain financial resources

*Comply with Nevada Revised Statutes and Administrative Code requirement
for the budget process ...*

*Maintain the allocation of Facility Fee components for operations, debt service
and capital expenditure, with prioritization for debt service, then capital asset
replacement and last operations.*

*Actively manage planning and financial reporting to inform decision makers to
sustain a strong financial base for operations, while increasing net assets, and
maintaining care and condition of capital assets and infrastructure.*

II. BACKGROUND

The Board of Trustees and District Staff have participated in an effort, starting in September 2018, to consider the direction of the operating budget for the year ending June 30, 2020. These efforts included numerous discussions on operations and capital expenditures. This process included efforts to assemble separate documentation for operations and the capital improvement projects. A further separation will occur for the adoption of the 5-Year Capital Improvement Plan Summary, when the District considers the Indebtedness Report in July 2019. The first year of the 5-Year Capital Improvement Plan Summary (covering 2020-2024) becomes the Capital Improvement Project Budget for the Fiscal Year ending June 30, 2020. The 5-Year Capital Improvement Plan Summary is included in the CIP budget document to put multi-year projects into the proper context. There is no authority to spend beyond June 2020 without further Board action. The published version of the CIP Budget Document does not include all Project Data Sheets; they are posted on the District website.

The State of Nevada Department of Taxation prescribed budget Form 4404LGF also include amounts for the governmental fund type capital projects to be carried over. The State considers the budget authority to lapse each June 30.

As identified in the Budget Message, the State provides for the unexpected to be covered by a contingency provision. This is a separately identified line item, which if used, would affect ending fund balance. Use of the contingency requires additional Board action.

III. COMMENTS

1. Our budget process considers many more details than can be included in the State Budget Forms. For that reason, we have emphasized the placement of details through our web posting on Opengov.com. This allows the Final Budget document to focus on the Form 4404LGF which is the District's legally adopted budget. This also avoids confusion over which point of reference to use. The form is not easy to navigate since it uses aggregation in many places. Therefore, we have included several summaries and reconciliations with critical information with the Staff memo to help general users understand the overall budget.
2. We have reported the carryover capital improvement projects as best as they can be estimated as of May 10. Utilities does not have to reauthorize budget for capital expenditure for previously approved projects under the State budget requirements. However, we have listed them separately in the carryover list.
3. All governmental fund types include a projected fund balance. These can be found for the General Fund, Community Services Fund and Beach Fund. The Capital Projects and Debt Service Fund will not be active as of July 1, 2019 and have no fund balance. They will be used in the future if a bond is issued that requires separate accounting.
4. District Staff has prepared the Personnel Section of the budget document for reference. This section includes Positions, full time equivalents (FTE's) and the pay matrix. The matrix is the basis for Salaries and Wages as presented in the budget. They are considered adopted along with the approval of the operating budget.
5. The approval of the 2019-2020 budgets; including operating, capital, capital carry forward, and debt service as well as the Recreation and Beach Facility Fees brings the budget process full circle. This process is led by the Board's adoption of the Strategic Plan and includes information reviewed through a series of workshops where the Board gave their direction and feedback to

District Staff. That Strategic Plan is the guidance by which the fiscal 2019-20 budget was proposed and is being adopted.

6. Part of the adoption of the 2019-20 Budget includes, holding the Recreation and Beach Facility Fee at the same total as the prior year, there is a shift in the allocation between Operations and Capital Projects.
7. As Director of Finance, I am required by the State to certify the computation for the Central Services Cost Allocation. I have attached that computation for review and approval in conjunction with the adoption of the budget. The computation is in accordance with District Board Policy 18.1.0 and NRS 354.613 Subsection 1c.
8. A final version of the 2019-2020 Budget Books will be prepared in electronic and paper form and will be distributed to the Board of Trustees and the general public before the new fiscal year begins July 1, 2019. The budget form set, once approved, will be available on our website www.yourtahoeplace.com and be incorporated to OpenGov.

District Staff, the Public, and the Board of Trustees all gave their input and feedback. On behalf of the District's constituency, I thank everyone for their participation and support of the process.

IV. OTHER ATTACHMENTS

Form 4404LFG for the fiscal year ending June 30, 2020

2019-2020 Capital Improvement Project Budget

5-Year Capital Improvement Project Summary

Estimated Capital Carry Over Capital Improvement Projects from 2018-19

Central Services Cost Allocation Plan

Executive Summary: Budgeted Operating Sources and Uses
 Budgeted Capital Projects and Debt Service

Reconciliation of Sources and Uses to Form 4404LGF

Personnel Section

State of Nevada Form 4404LGF



INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
 893 Southwood Boulevard
 Incline Village Nevada, 89451

IVGID.ORG

Serving the communities of Incline Village and Crystal Bay, Nevada

Nevada Department of Taxation
 1550 College Parkway, Suite 115
 Carson City, NV 89706-7937

Incline Village General Improvement District _____ herewith submits the **FINAL** budget for the fiscal year ending June 30, 2020

This budget contains 1 fund, including Debt Service, requiring property tax revenues totaling \$ 1,697,807

The property tax rates computed herein are based on preliminary data. If the final state computed revenue limitation permits, the tax rate will be increased by an amount not to exceed 0 If the final computation requires, the tax rate will be lowered.

This budget contains 3 governmental fund types with estimated expenditures of \$ 35,405,569 and 2 proprietary funds with estimated expenses of \$ 14,422,732

Copies of this budget have been filed for public record and inspection in the offices enumerated in NRS 354.596 (Local Government Budget and Finance Act).

CERTIFICATION

APPROVED BY THE GOVERNING BOARD

I Gerald W. EICK

 (Print Name)
Director of Finance

 (Title)

certify that all applicable funds and financial operations of this Local Government are listed herein

Signed: _____

Dated: _____

 SCHEDULED PUBLIC HEARING:

Date and Time: May 22, 2019 6:00 p.m.

Publication Date: May 10, 2019

Place: The Chateau, 955 Fairway Blvd., Incline Village, NV 89451

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
 FISCAL YEAR BUDGET FO THE YEAR ENDING JUNE 30, 2020
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INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
 FISCAL YEAR BUDGET FO THE YEAR ENDING JUNE 30, 2020
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May 22, 2019

**Board of Trustees and Citizens of Incline Village and Crystal Bay
Incline Village General Improvement District**

I, Gerald W. Eick, Director of Finance for the Incline Village General Improvement District, hereby respectfully submits the **FINAL** budget for the Incline Village General Improvement District for Fiscal Year 2019/2020.

The District's budget filing with the Nevada Department of Taxation, Local Government Division is completed on the Form 4404LGF. The form includes prescribed forms, content and terminology. During the deliberation and consideration of the budget, a variety of supporting schedules were used to aid understanding of the District's service levels and the flow of resources for the fiscal year. The District recognizes that the Form 4404LGF is the adopted budget, and is the basis for compliance for financial results compared to budget as determined by the State of Nevada, and in the audited Comprehensive Annual Financial Report.

Budget Environment

The Incline Village General Improvement District (the District or IVGID) budget requires the collaborative efforts of the Board of Trustees (the Board), the Incline Village and Crystal Bay community, and District Staff. This collaboration occurs through public budget work sessions and agenda items during meetings of the Board of Trustees. District Staff works throughout the year on the details supporting the budget process.

Economic and weather conditions can have a substantial effect on what ultimately is the District's operating volume. Though the range of possibilities can be wide, we must select a single data point for each department as a fundamental basis for our budgeting. Our District General Manager emphasizes budget fundamentals for customer service, Strategic Planning, and Performance Measurement and Management. While these do not drive to how the form set is assembled, they do influence the process of development and the direction taken for the budget form's content. As a service delivery organization, we reflect the proper magnitude of our operations and our ability to serve. We carefully consider personnel to be right sized, while considering scalable capacities for changes in volume, still reflecting what we anticipate delivering to our community. The District's true volume of activity is still subject to the effects of weather, and the discretion users have to participate. Our budgeted efforts are intended to select the data points, within the scope of services, we feel will be executed under normal operating conditions. We use a broader scale of metrics to help measure and thus manage performance. These points of reference allow for explanation of variances.

Strategic Budget Initiatives

The District's Strategic Plan for 2018 through 2020 was updated by the Board of Trustees on May 9, 2018. The Strategic Plan includes Long Range Principles, Multi-year Objectives and 2019-20 Budget Initiatives. It is available on the District's website – www.yourtahoeplace.com.

Tax Revenue

The District has budgeted for Ad Valorem Tax based on the figures released by the Nevada Department of Taxation in March 2019 and revised April 15. The District budget is based on the allowed 2019-20 tax rate, which went up to .1267 from .1224 for 2018-19. There is no change anticipated to that rate. Our assessed valuation went up 3%. The application of the abatement cap will determine what is really collectible. All of these factors resulted in an increase of revenue by \$86,069 budget to budget (2018-19 \$1,611,738 versus 2019-20 at \$1,697,807).

Other tax revenue is comprised of \$1,490,692 for Consolidated Taxes (CTX) as projected by the Nevada Department of Revenue, \$249,000 from Local Government Tax Act (LGTA) based on historical collections and \$12,000 for Personal Property Tax based on historical collections. Generally, the District sets these levels based on experience. The State has requested we use the CTX as projected in the release March 2019, as they feel it has a high probability of realization. Overall tax revenue is about 8% of the District's total resources.

Charges for Services, Facility Fees, and Other Revenue

Unlike many governments that rely on a majority of revenue from tax sources, the majority of the District's sources are Charges for Services. For the governmental funds this includes charges to users for Community Services of \$15,592,894 and Beach of \$1,488,800, and total Facility Fees to parcel owners for availability of services of about \$6,751,615. The Utility Fund has charges for services of \$12,506,569. Internal charges are about \$4,762,317, which are also in the functional expenses based on departmental use of these services. Some charges to users include an emphasis on realization of revenue through dynamic pricing, especially at the golf courses and our ski resort. Dynamic pricing considers both demand and competitive markets factors at the time of the transaction. Charges can be changed within the same day based on conditions and availability.

The Board of Trustees reviews the flow of resources for Community Services and the Beach Funds, and makes a determination of the amount set for the Facility Fee under NRS 318.197. These fees are a standby charge for the availability of services based on the need for operations, capital expenditure and debt service. Much of that availability of services is provided by capital improvement projects and debt service on past projects. The facility fee is committed to the purpose of each Special Revenue Fund.

At the time of adoption of the Final Budget a schedule is prepared outlining capital improvement projects as budgeted, and with expected results for 2018-19, and the related carry over amounts for 2019-20. While the schedule reflects only an estimate, it is prepared with the knowledge that this process is establishing the measure of resources committed to complete the projects in progress that cross fiscal years. The re-budgeting for carryover capital projects is necessary when the expenditure has not been incurred, but the source for that purchase have been received or is reasonably expected as available. The timing of this determination is complicated by the relationship of the prime purchase period is at the beginning and end of each fiscal period. The District feels it has sufficient resources for those projects that will be carried over. A good indicator of that situation is the positive Net Position of the Special

Revenue Funds at the end of the budget period. The 2019-20 Capital Improvement Project Budget and a separate detailed carryover project report is prepared for adopting the FINAL Budget for the governmental fund types. Capital expenditures for carryover projects are re-budgeted each year only for governmental funds. The Utility Fund incorporates its expenditures for new and carry over projects into its cash flow statement. A complete fiscal year report for all capital improvement projects is issued separately after the fiscal year has ended.

	General	Comm. Services	Beach
Capital New Projects Budget	\$485,445	\$7,184,800	\$882,000
Carry Over Projects	<u>201,000</u>	<u>1,701,702</u>	<u>108,050</u>
Schedule A Form 4404LGF	<u>\$686,445</u>	<u>\$8,886,502</u>	<u>\$990,050</u>

Expenditures

The State Form 4404LGF specifies the categories of Salaries & Wages, Employee Benefits, Services and Supplies, Capital Outlay and Debt Service. Services & Supplies covers all non-personnel and non-capital and non-debt service expenditures. Budgeted personnel costs are affected by cost of living increases which align with bargaining units. Hourly wage rates have been planned to compete in the Tahoe Basin for labor that has to compete with the California minimum wage. A bargained 1% increase to the retirement match has also been applied to all full time positions. The District has seen a reduced number of positions receiving health benefits under the Affordable Care Act. We have anticipated a 12% increase in health insurance at January 2020.

Contingencies and Items of Note

The District is allowed to identify a contingency of up to 3% for each governmental fund. For 2019-20, this is \$145,000 for the General Fund. Since experience has shown it unnecessary, no contingency is budgeted for the Community Service Special Revenue Fund or the Beach Special Revenue Fund. The District includes the possibility of a contingency as good financial management. However, there are no known items that have not already been provided for under the budget that could be applied to the contingency. Therefore, its placement in this budget is truly for the unexpected and unanticipated items should they arise. A separate Board action is required to apply the contingency.

The District has been notified that another round of possible Ad Valorem tax refunds to local property owners, through Washoe County, is back before the Court system. No determination can be made for the probability of such a refund being ordered. No provision has been made under the 2019-20 budget. Any ordered refund would presumably be covered by the General Fund Net Position.

The District was notified of a substantial sales tax refund in August 2017 affecting receipts of the CTX. The District's share of the estimated refund was charged to the fiscal 2016-17 results. The refund was approved in January 2018. The terms of the repayment apply to distributions for July 2018 through December 2019.

The District is expected to adopt the updated Community Services Master Plan during the budget year. Neither the operating nor capital budgets include any projects contemplated by this plan. Should any project's needs develop prior to June 30, 2020, they would have to follow the augmentation requirements to become authorized.

During the fiscal year 2016-2017 the District began the process of update and review of the Diamond Peak Master Plan by the Tahoe Regional Planning Agency (TRPA). This is a multi-year process that may not be completed until after June 30, 2020. A substantial portion of that capital project's budget will be carried over to 2019-20.

Governmental Fund Balance

The District Final Budget Summary reports the following select Fund Balances:

	Estimated Fund Balance <u>6/30/19</u>	Projected Minimum by Board <u>Policy</u>	Projected Fund Balance <u>6/30/20</u>
General Fund	\$ 3,093,112	\$ 199,000	\$ 2,304,242
Comm. Services SR	\$13,183,167	\$4,493,000	\$ 9,146,076
Beach Special Rev.	\$ 1,749,171	\$ 526,000	\$ 1,123,442

Comparison across Fiscal Years Presented in Form 4404LGF

A fundamental aspect of the Form 4404LGF is comparison of information across the audited results of the fiscal year ending June 30, 2018, an estimated result for the year ending June 30, 2019, along with a presentation of the Tentative and Final budgets for the year ending June 30, 2020. The form and content for those three periods utilizes the same accounting principles and methodologies. Comparisons can be made knowing that differences are the consequence of circumstances, not methodology.

One major variation year on year relates to the District's use of Capital Projects and Debt Service Funds for the Community Services and Beach activities from July 1, 2015 through June 30, 2019. The objective for using these funds was the expectation for the need to demonstrate the sources and uses of the facility fee for capital expenditure and debt service. Our experience has been expenditures are the most sought after information. This can be demonstrated effectively within the functional expenditure reporting in Special Revenue funds. Therefore the Capital Projects and Debt Service funds will become inactive as of July 1, 2019 and used only in the event the District issues bonds for a specific construction project.

Another variation is in the level of activity for food and beverage operations. The fiscal year 2017-18 saw increased activity. However, the greatest jump for 2018-19 relates to the Beach Fund taking on delivering food and beverage services at the two beaches. For many years, this was a concessionaire service. The respective revenues and expenditures increase, as well as the bottom line results. This also resulted in increases to FTE's with the addition of staff.

A change to food and beverage operations in 2019-20 is that banquets and events will be accounted for and managed year-round as a part of the Championship Golf Course operation.

For 2018-19 the Ski resort had exceptional conditions resulting in \$2,800,000 of extra revenue and about \$450,000 in additional expenses. The resort budgets for an average year.

An activity of the Internal Services Fund provided self-insured Workers Compensation Coverage from 1992 through June 30, 2013. The District is in a fully insured plan through the Nevada Public Agency Compensation Trust. The self-insurance retention from that former coverage was held by the Internal Services Fund. The District completed an Absorption and Loss Transfer Agreement effective July 1, 2018 that removes all liability and risk from the self-insured activity. Over the course of two fiscal years the excess retention was returned to the operating funds. A transfer of \$800,000 occurred during 2017-2018 from the Internal Services Fund to return excess resources to operating funds. Another transfer of \$300,000 was completed in 2018-19. The Utility Fund, Community Services Special Revenue and Beach Special Revenue Funds receive the transfers. Since all self-insurance matters are closed, this function will cease as an Internal Service as of June 30, 2019, and \$174,356 will be transferred to the General Fund.

Utility Rate Study

A Utility Rate Study was presented in January 2019 that planned to provide resources for water and sewer infrastructure improvements along with a five year analysis of operating conditions. Approval for the ordinance changes occurred on April 10, 2019, which results in an increase in rates of 4% effective with the May 2019 billing cycle.

Combined Recreation and Beach Facility Fee

The operating and capital budget plans plus scheduled debt service drive a total combined Facility Fee. For the last nine years, the District held the Facility Fee flat to position itself for a time of increasing needs for capital improvements by allowing debt service to reduce while increasing resources for capital expenditures. The mix of uses for all three components has changed over that timeframe. The Board of Trustees directed a plan to apply the debt service component from matured bond issues to the capital projects component. For 2019-20 this mix has changed from the prior year, while the total remains the same. The District plans its capital expenditure over time and addresses current needs while keeping watch for the next round of projects. The occasional use of fund balance aids in stabilizing the total facility fee while maintaining the care and condition of District capital assets.

Appreciation for the Effort and Support of Community and Staff

Thank you to the Department Directors and Managers and their Staff for their efforts over the many months it has taken to develop this Fiscal Year's budget. A special thanks to Accounting and the many Supervisors for their combined efforts to continually improve the process and final product. Thank you, to our General Manager Steven J. Pinkerton, for his encouragement, support, and his oversight. Last but not least, thank you to our Board of Trustees and the community for the commitment to making the District a financially sustainable government.

FULL TIME EQUIVALENT EMPLOYEES BY FUNCTION

	ACTUAL PRIOR YEAR ENDING 06/30/18	ESTIMATED CURRENT YEAR ENDING 06/30/19	BUDGET YEAR ENDING 06/30/20
General Government	39.9	41.9	42.4
Judicial			
Public Safety			
Public Works			
Sanitation			
Health			
Welfare			
Culture and Recreation	185.1	193.8	199.1
Community Support			
TOTAL GENERAL GOVERNMENT	225	235.7	241.5
Utilities	34.6	34.6	34.2
Hospitals			
Transit Systems			
Airports			
Other			
TOTAL	259.6	270.3	275.7

POPULATION (AS OF JULY 1)	9087	9087	9087
SOURCE OF POPULATION ESTIMATE*	2010 Census	2010 Census	2010 Census
Assessed Valuation (Secured and Unsecured Only)	\$ 1,623,315,601	\$ 1,666,387,475	\$ 1,717,224,973
Net Proceeds of Mines	\$ -	\$ -	\$ -
TOTAL ASSESSED VALUE	\$ 1,623,315,601	\$ 1,666,387,475	\$ 1,717,224,973
TAX RATE			
General Fund	0.1182	0.1224	0.1267
Special Revenue Funds			
Capital Projects Funds			
Debt Service Funds			
Enterprise Fund			
Other			
TOTAL TAX RATE	0.1182	0.1224	0.1267

* Use the population certified by the state in March each year. Small districts may use a number developed per the instructions (page 6) or the best information available.

Incline Village General Improvement District

SCHEDULE S-2 - STATISTICAL DATA

PROPERTY TAX RATE AND REVENUE RECONCILIATION

Fiscal Year 2019-2020

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	ALLOWED TAX RATE	ASSESSED VALUATION	ALLOWED AD VALOREM REVENUE [(1) X (2)/100]	TAX RATE LEVIED	TOTAL AD VALOREM REVENUE WITH NO CAP [(2, line A)X(4)/100]	AD VALOREM TAX ABATEMENT [(5) - (7)]	AD VALOREM REVENUE WITH CAP
OPERATING RATE:							
A. PROPERTY TAX Subject to Revenue Limitations	0.1156	1,717,224,973	1,985,112	0.1156	1,985,112	437,000	1,548,112
B. PROPERTY TAX Outside Revenue Limitations: Net Proceeds of Mines					XXXXXXXXXXXXXXXXXX		
VOTER APPROVED:							
C. Voter Approved Overrides							
LEGISLATIVE OVERRIDES							
D. Accident Indigent (NRS 428.185)							
E. Indigent (NRS 428.285)							
F. Capital Acquisition (NRS 354.59815)							
G. Youth Services Levy (NRS 62B.150, 62B.160)							
H. Legislative Overrides	0.0111		190,612	0.0111	190,612	40,917	149,695
I. SCCRT Loss (NRS 354.59813)							
J. Other:							
K. Other:							
L. SUBTOTAL LEGISLATIVE OVERRIDES							
M. SUBTOTAL A, C, L	0.1267		2,175,724	0.1267	2,175,724	477,917	1,697,807
N. Debt							
O. TOTAL M AND N	0.1267		2,175,724	0.1267	2,175,724	477,917	1,697,807

Incline Village General Improvement District

SCHEDULE S-3 - PROPERTY TAX RATE AND REVENUE RECONCILIATION

The Allowed Revenue required for column 3 can be obtained from the March 15 Final Revenue Projections or manually calculated. If an entity chooses to budget for an amount in column 5 which is lower or higher than the amount produced by the formula.

SCHEDULE A-1 ESTIMATED EXPENDITURES AND OTHER FINANCING USES

Budget For Fiscal Year Ending June 30, 2020

Budget Summary for Incline Village General Improvement District

GOVERNMENTAL FUNDS AND EXPENDABLE TRUST FUNDS		SALARIES AND WAGES (1)	EMPLOYEE BENEFITS (2)	SERVICES, SUPPLIES AND OTHER CHARGES ** (3)	CAPITAL OUTLAY *** (4)	CONTINGENCIES AND USES OTHER THAN OPERATING TRANSFERS OUT (5)	OPERATING TRANSFERS OUT (6)	ENDING FUND BALANCES (7)	TOTAL (8)
General	-	\$ 2,125,940	\$ 1,068,804	\$ 1,221,180	\$ 686,445	\$ 145,000	\$ 561,800	\$ 2,304,242	\$ 8,113,411
Community Services Special Revenue	R	\$ 6,857,057	\$ 2,203,842	\$ 9,250,270	\$ 8,886,502	\$ -	\$ -	\$ 9,146,076	\$ 36,343,747
Beach Special Revenue	R	\$ 932,898	\$ 240,804	\$ 941,777	\$ 990,050	\$ -	\$ -	\$ 1,123,442	\$ 4,228,971
Community Services Capital Projects	C	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Beach Capital Projects	C	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Community Services Debt Service	D	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Beach Debt Service	D	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS		\$ 9,915,895	\$ 3,513,450	\$ 11,413,227	\$ 10,562,997	\$ 145,000	\$ 561,800	\$ 12,573,760	\$ 48,686,129

* FUND TYPES: R - Special Revenue
 C - Capital Projects
 D - Debt Service
 T - Expendable Trust

Note: As of July 1, 2019 the Capital Projects and Debt Service Funds are inactive, all revenues and expenditures are reported within the respective Special Revenue Funds.

** Include Debt Service Requirements in this column

*** Capital Outlay must agree with CIP.

SCHEDULE A-2 PROPRIETARY AND NONEXPENDABLE TRUST FUNDS

Budget For Fiscal Year Ending June 30, 2020

Budget Summary for Incline Village General Improvement District

FUND NAME		OPERATING REVENUES (1)	OPERATING EXPENSES (2) **	NONOPERATING REVENUES (3)	NONOPERATING EXPENSES (4)	OPERATING TRANSFERS		NET INCOME (7)
						IN (5)	OUT(6)	
Utility Fund	E	12,647,969	11,155,217	193,500	111,838	-	-	1,574,414
Internal Services Fund	I	3,155,307	3,155,677	-	-	-	-	(370)
TOTAL		15,803,276	14,310,894	193,500	111,838	-	-	1,574,044

* FUND TYPES: E - Enterprise
I - Internal Service
N - Nonexpendable Trust

** Include Depreciation

REVENUES	(1)	(2)	(3) BUDGET YEAR ENDING 06/30/20	
	ACTUAL PRIOR YEAR ENDING 6/30/2018	ESTIMATED CURRENT YEAR ENDING 6/30/2019	TENTATIVE APPROVED	FINAL APPROVED
Taxes:				
Property Tax	1,524,623	1,598,000	1,697,807	1,697,807
Personal Property Tax	12,671	12,000	12,000	12,000
Subtotal Taxes	1,537,294	1,610,000	1,709,807	1,709,807
Intergovernmental:				
Consolidated Tax (CTX)	1,385,529	1,441,000	1,490,692	1,490,692
LGTA tax	248,721	244,000	249,000	249,000
State Grants	-	-	-	-
Subtotal Intergovernmental	1,637,250	1,685,000	1,739,692	1,739,692
Miscellaneous:				
Investment income	89,960	150,000	201,000	201,000
Other	2,033	2,600	2,400	2,400
Central Services Cost Allocation	1,094,000	1,169,400	1,367,900	1,367,400
Subtotal Other	1,185,993	1,322,000	1,571,300	1,570,800
SUBTOTAL REVENUE ALL SOURCES	4,360,537	4,617,000	5,020,799	5,020,299
OTHER FINANCING SOURCES				
Transfers in (Schedule T)				
Sale of capital assets	16	-	-	-
SUBTOTAL OTHER FINANCING SOURCES	16	-	-	-
BEGINNING FUND BALANCE				
Prior Period Adjustments				
Residual Equity Transfers	-	174,326		
TOTAL BEGINNING FUND BALANCE	1,862,249	2,522,786	2,838,162	3,093,112
TOTAL AVAILABLE RESOURCES	6,222,802	7,314,112	7,858,961	8,113,411

Incline Village General Improvement District

SCHEDULE B - GENERAL FUND

EXPENDITURES BY FUNCTION AND ACTIVITY	(1) ACTUAL PRIOR YEAR ENDING 6/30/2018	(2) ESTIMATED CURRENT YEAR ENDING 6/30/2019	(3) (4) BUDGET YEAR ENDING 06/30/20	
			TENTATIVE APPROVED	FINAL APPROVED
GENERAL GOVERNMENT				
General Administration				
Salaries and Wages	42,668	28,200	29,160	29,160
Employee Benefits	13,250	17,800	18,896	18,896
Services and Supplies	406,634	434,000	426,799	426,799
Subtotal General Administration	462,552	480,000	474,855	474,855
General Manager				
Salaries and Wages	237,500	247,500	270,144	270,144
Employee Benefits	104,419	114,000	125,205	125,205
Services and Supplies	13,093	50,000	60,940	60,940
Subtotal General Manager	355,012	411,500	456,289	456,289
Trustees				
Salaries and Wages	99,852	100,900	104,340	104,340
Employee Benefits	27,905	24,900	32,480	32,480
Services and Supplies	48,693	50,000	79,600	79,600
Subtotal Trustees	176,450	175,800	216,420	216,420
Accounting				
Salaries and Wages	537,564	566,000	592,315	592,315
Employee Benefits	240,003	268,000	286,686	286,686
Services and Supplies	55,781	68,000	79,296	79,296
Subtotal Accounting	833,348	902,000	958,297	958,297
Information Services & Technology				
Salaries and Wages	368,250	466,100	484,000	484,000
Employee Benefits	145,695	200,000	255,454	255,454
Services and Supplies	306,713	323,000	334,243	334,243
Subtotal Information Services	820,658	989,100	1,073,697	1,073,697
Risk Management				
Salaries and Wages	75,689	80,000	Included in Human Resources	
Employee Benefits	42,005	44,500	effective July 1, 2019	
Services and Supplies	9,338	20,000		
Subtotal Risk Management	127,032	144,500		
Human Resources				
Salaries and Wages	369,565	418,000	532,660	532,660
Employee Benefits	181,497	228,300	307,348	307,348
Services and Supplies	46,813	76,000	134,309	134,309
Subtotal Human Resources	597,875	722,300	974,317	974,317
Health & Wellness				
Salaries and Wages	13,786	14,000	16,983	16,983
Employee Benefits	4,800	5,500	6,918	6,918
Services and Supplies	6,008	20,000	21,475	21,475
Subtotal Health & Wellness	24,594	39,500	45,376	45,376
Communications				
Salaries and Wages	103,766	81,300	96,338	96,338
Employee Benefits	44,267	32,000	35,817	35,817
Services and Supplies	40,649	62,000	84,518	84,518
Subtotal Communications	188,682	175,300	216,673	216,673
Capital Outlay				
General Government	34,361	181,000	566,445	686,445
Information Services & Technology	79,452	-	-	-
Subtotal Capital Outlay	113,813	181,000	566,445	686,445
FUNCTION SUBTOTAL	3,700,016	4,221,000	4,982,369	5,102,369

Incline Village General Improvement District

SCHEDULE B - GENERAL FUND

FUNCTION General Government

REVENUES	(1)	(2)	(3) (4) BUDGET YEAR ENDING 06/30/20	
	ACTUAL PRIOR YEAR ENDING 6/30/2018	ESTIMATED CURRENT YEAR ENDING 6/30/2019	TENTATIVE APPROVED	FINAL APPROVED
Charges for Services				
Championship Golf Course	3,765,419	4,130,000	4,516,321	4,516,321
Mountain Golf Course	630,214	700,000	678,573	678,573
Facilities (Chateau & Aspen Grove)	355,696	410,000	420,793	420,793
Ski	9,155,646	11,700,000	9,222,320	9,222,320
Community Programming	1,289,953	1,305,000	1,285,209	1,285,209
Parks	48,910	55,000	62,178	62,178
Tennis	145,197	159,000	156,100	156,100
Recreation Administration	(758,481)	(725,000)	(748,600)	(748,600)
Subtotal Charges for Services	14,632,554	17,734,000	15,592,894	15,592,894
Facility Fee				
Championship Golf Course	795,437	804,000	976,157	976,157
Mountain Golf Course	505,878	517,000	689,052	689,052
Facilities (Chateau & Aspen Grove)	458,325	467,000	524,992	524,992
Ski	220,978	238,000	(336,323)	(336,323)
Community Programming	1,293,131	1,305,000	1,574,976	1,574,976
Parks	957,571	968,000	992,563	992,563
Tennis	163,687	164,000	196,872	196,872
Recreation Administration	1,374,975	1,321,000	1,164,826	1,164,826
Subtotal Facility Fees	5,769,982	5,784,000	5,783,115	5,783,115
Other miscellaneous				
Operating Grants	17,000	17,000	17,000	17,000
Investment Income	69,303	69,000	50,000	50,000
Sale of Assets	85,562	-	-	-
Interfund services (green spaces)	74,014	77,000	98,210	98,210
Intergovernmental (IV high school fields)	20,220	18,000	23,400	23,400
Miscellaneous other & Cell Tower Leases	109,462	118,000	110,361	110,361
Capital Grants	-	-	486,000	623,800
Insurance proceeds	-	-	300,000	300,000
Subtotal Other Miscellaneous	375,561	299,000	1,084,971	1,222,771
Subtotal	20,778,097	23,817,000	22,460,980	22,598,780
OTHER FINANCING SOURCES (specify)				
Transfers In (Schedule T)	645,000	241,875	561,800	561,800
BEGINNING FUND BALANCE				
Prior Period Adjustments				
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE	10,320,141	10,645,469	12,692,482	13,183,167
TOTAL AVAILABLE RESOURCES	31,743,238	34,704,344	35,715,262	36,343,747

Incline Village General Improvement District

Community Services Special Revenue Fund

EXPENDITURES	(1)	(2)	(3) (4) BUDGET YEAR ENDING 06/30/20	
	ACTUAL PRIOR YEAR ENDING 6/30/2018	ESTIMATED CURRENT YEAR ENDING 6/30/2019	TENTATIVE APPROVED	FINAL APPROVED
Championship Golf Course				
Salaries and Wages	1,450,745	1,495,000	1,592,508	1,592,508
Employee Benefits	378,678	425,000	512,154	512,154
Services and Supplies	2,226,279	2,301,600	2,587,477	2,598,977
Capital Outlay	-	-	613,782	653,200
Subtotal Championship Golf Course	4,055,702	4,221,600	5,305,921	5,356,839
Mountain Golf Course				
Salaries and Wages	327,821	380,000	372,113	372,113
Employee Benefits	88,958	110,000	115,629	115,629
Services and Supplies	555,392	510,800	540,035	540,135
Capital Outlay	-	-	1,541,238	2,420,700
Subtotal Mountain Golf Course	972,171	1,000,800	2,569,015	3,448,577
Facilities (Chateau and Aspen Grove)				
Salaries and Wages	80,096	86,000	89,488	89,488
Employee Benefits	38,460	43,000	47,157	47,157
Services and Supplies	330,241	394,600	412,290	412,390
Capital Outlay	-	-	180,400	180,400
Subtotal Facilities	448,797	523,600	729,335	729,435
Ski				
Salaries and Wages	2,767,963	3,043,000	2,970,495	2,970,495
Employee Benefits	847,817	950,000	985,297	985,297
Services and Supplies	3,408,547	3,762,000	3,662,826	3,609,576
Capital Outlay	-	-	2,482,166	2,770,850
Subtotal Ski	7,024,327	7,755,000	10,100,784	10,336,218
Community Programming (including Rec Center)				
Salaries and Wages	1,093,852	1,112,000	1,164,024	1,164,024
Employee Benefits	319,199	335,000	368,533	368,533
Services and Supplies	819,054	862,300	948,366	942,566
Capital Outlay	-	-	413,700	468,650
Subtotal Community Programming	2,232,105	2,309,300	2,894,623	2,943,773
Parks				
Salaries and Wages	332,157	327,000	345,389	345,389
Employee Benefits	71,527	80,000	85,289	85,289
Services and Supplies	414,614	429,600	459,201	460,601
Capital Outlay	-	-	880,252	1,028,752
Subtotal Parks	818,298	836,600	1,770,131	1,920,031
Tennis				
Salaries and Wages	120,151	139,000	139,281	139,281
Employee Benefits	19,854	27,500	29,131	29,131
Services and Supplies	88,525	99,200	102,011	102,011
Capital Outlay	-	-	793,500	1,363,950
Subtotal Tennis	228,530	265,700	1,063,923	1,634,373
Community Services Administration				
Salaries and Wages	144,815	135,000	183,759	183,759
Employee Benefits	41,518	43,000	60,652	60,652
Services and Supplies	171,165	189,000	199,660	199,660
Capital Outlay	-	-	-	-
Subtotal Comm. Serv. Administration	357,498	367,000	444,071	444,071
Debt Service - G.O. Revenue Supported Bond				
Principal	-	-	355,188	355,188
Interest	-	-	29,166	29,166
Subtotal Debt Service	-	-	384,354	384,354
Subtotal - Comm. Services Expenditures	16,137,428	17,279,600	25,262,157	27,197,671
Transfers Out	4,960,341	4,241,577	-	-
ENDING FUND BALANCE	10,645,469	13,183,167	10,453,105	9,146,076
TOTAL COMMITMENTS & FUND BALANCE	31,743,238	34,704,344	35,715,262	36,343,747

Incline Village General Improvement District

Community Services Special Revenue Fund

Note prior to July 1, 2019 Capital Outlay and Debt Service were reported under separate funds.

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Schedule B-13

REVENUES	(1)	(2)	(3) (4) BUDGET YEAR ENDING 06/30/20	
	ACTUAL PRIOR YEAR ENDING 6/30/2018	ESTIMATED CURRENT YEAR ENDING 6/30/2019	TENTATIVE APPROVED	FINAL APPROVED
Charges for Services	1,266,613	1,450,000	1,488,800	1,488,800
Facility Fees	967,414	969,500	968,500	968,500
Investment income	2,288	13,500	22,500	22,500
Sales of capital assets	857	-	-	-
Capital Grants	-	-	150,000	-
Subtotal	2,237,172	2,433,000	2,629,800	2,479,800
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)	35,000	13,125	-	-
BEGINNING FUND BALANCE				
Prior Period Adjustment(s)				
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE	1,070,237	1,413,091	1,729,521	1,749,171
TOTAL RESOURCES	3,342,409	3,859,216	4,359,321	4,228,971
EXPENDITURES				
Salaries and Wages	748,538	820,000	932,898	932,898
Employee Benefits	182,791	200,000	240,804	240,804
Services and Supplies	688,417	879,600	931,087	935,488
Capital Outlay	-	-	859,600	990,050
Debt Service - G.O. Revenue Supported Bond				
Principal	-	-	5,812	5,812
Interest	-	-	477	477
Subtotal	1,619,746	1,899,600	2,970,678	3,105,529
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)	-	-	-	-
Transfers Out (Schedule T)	309,572	210,445	-	-
ENDING FUND BALANCE	1,413,091	1,749,171	1,388,643	1,123,442
TOTAL COMMITMENTS & FUND BALANCE	3,342,409	3,859,216	4,359,321	4,228,971

Incline Village General Improvement District

Beach Special Revenue Fund

Note prior to July 1, 2019 Capital Outlay and Debt Service were reported under separate funds.

<u>REVENUES</u>	(1)	(2)	(3) (4) BUDGET YEAR ENDING 06/30/20	
	ACTUAL PRIOR YEAR ENDING 6/30/2018	ESTIMATED CURRENT YEAR ENDING 6/30/2019	TENTATIVE APPROVED	FINAL APPROVED
Sale of assets	1,980	-	-	-
Capital Grants	156,775	1,409,201	-	-
Subtotal	158,755	1,409,201	-	-
OTHER FINANCING SOURCES:				
Operating Transfers In (Schedule T)				
Transfers designated from Facility Fees	2,700,842	1,682,129	-	-
Transfers from operating resources	950,000	2,229,600	-	-
BEGINNING FUND BALANCE				
Prior Period Adjustment(s)				
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE	2,423,806	2,327,477	-	-
TOTAL RESOURCES	6,233,403	7,648,407	-	-
EXPENDITURES				
Championship Golf - New Projects	538,138	500,435	-	-
- Carryover Projects	125,983	-	-	-
Mountain Golf - New Projects	312,024	406,975	-	-
- Carryover Projects	90,931	-	-	-
Facilities - New Projects	105,273	35,500	-	-
- Carryover Projects	93,331	-	-	-
Ski - New Projects	1,525,333	4,612,698	-	-
- Master Plan	7,422	-	-	-
- Carryover Projects	281,266	-	-	-
Comm. Programming - New Projects	71,100	271,100	-	-
- Carryover Projects	-	-	-	-
Parks - New Projects	498,206	1,537,869	-	-
- Carryover Projects	103,107	-	-	-
Tennis - New Projects	5,000	135,350	-	-
- Carryover Projects	-	-	-	-
Comm. Services Admin - New Projects	76,926	148,480	-	-
- Carryover Projects	71,886	-	-	-
Subtotal	3,905,926	7,648,407	-	-
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)				
Transfers Out (Schedule T)	-	-	-	-
ENDING FUND BALANCE	2,327,477	-	-	-
TOTAL COMMITMENTS & FUND BALANCE	6,233,403	7,648,407	-	-

Incline Village General Improvement District

Community Services Capital Projects Fund

EXPENDITURES AND RESERVES	(1)	(2)	(3) (4) BUDGET YEAR ENDING 06/30/20	
	ACTUAL PRIOR YEAR ENDING 6/30/2018	ESTIMATED CURRENT YEAR ENDING 6/30/2019	TENTATIVE APPROVED	FINAL APPROVED
Type: G.O. Revenue Supported				
Principal	336,494	344,365	-	-
Interest	44,696	37,036	-	-
Fiscal Agent Charges				
Reserves - increase or (decrease)				
Other (Specify)				
Subtotal	381,190	381,401	-	-
TOTAL RESERVED (MEMO ONLY)				
Type: Medium Term				
Principal	845,000	-	-	-
Interest	59,150	-	-	-
Fiscal Agent Charges				
Reserves - increase or (decrease)				
Other (Specify)				
Subtotal	904,150	-	-	-
TOTAL RESERVED (MEMO ONLY)				
Type:				
Principal				
Interest				
Fiscal Agent Charges				
Reserves - increase or (decrease)				
Other (Specify)				
Subtotal				
TOTAL RESERVED (MEMO ONLY)				
Type:				
Principal				
Interest				
Fiscal Agent Charges				
Reserves - increase or (decrease)				
Other (Specify)				
Subtotal				
TOTAL RESERVED (MEMO ONLY)				
ENDING FUND BALANCE	51,553	-	-	-
TOTAL COMMITMENTS & FUND BALANCE	1,336,893	381,401	-	-

Incline Village General Improvement District

SCHEDULE C - COMMUNITY SERVICES DEBT SERVICE FUND

THE ABOVE DEBT IS REPAYED BY OPERATING RESOURCES

EXPENDITURES AND RESERVES	(1)	(2)	(3) (4) BUDGET YEAR ENDING 06/30/20	
	ACTUAL PRIOR YEAR ENDING 6/30/2018	ESTIMATED CURRENT YEAR ENDING 6/30/2019	TENTATIVE APPROVED	FINAL APPROVED
Type: G.O. Revenue Supported				
Principal	5,506	5,635	-	-
Interest	731	606	-	-
Fiscal Agent Charges				
Reserves - increase or (decrease)				
Other (Specify)				
Subtotal	6,237	6,241	-	-
TOTAL RESERVED (MEMO ONLY)				
Type:				
Principal				
Interest				
Fiscal Agent Charges				
Reserves - increase or (decrease)				
Other (Specify)				
Subtotal				
TOTAL RESERVED (MEMO ONLY)				
Type:				
Principal				
Interest				
Fiscal Agent Charges				
Reserves - increase or (decrease)				
Other (Specify)				
Subtotal				
TOTAL RESERVED (MEMO ONLY)				
Type:				
Principal				
Interest				
Fiscal Agent Charges				
Reserves - increase or (decrease)				
Other (Specify)				
Subtotal				
TOTAL RESERVED (MEMO ONLY)				
ENDING FUND BALANCE	4,606	-	-	-
TOTAL COMMITMENTS & FUND BALANCE	10,843	6,241	-	-

Incline Village General Improvement District

SCHEDULE C - BEACH DEBT SERVICE FUND

THE ABOVE DEBT IS REPAYED BY OPERATING RESOURCES

PROPRIETARY FUND	(1)	(2)	(3) BUDGET YEAR ENDING 06/30/20	
	ACTUAL PRIOR YEAR ENDING 6/30/2018	ESTIMATED CURRENT YEAR ENDING 6/30/2019	TENTATIVE APPROVED	FINAL APPROVED
OPERATING REVENUE				
Charges for Services	11,597,653	12,005,000	12,307,369	12,307,369
Operating Grants	-	-	-	-
Intergovernmental (Tahoe Water Suppliers Assoc)	150,356	145,000	199,200	199,200
Interfund (snow removal & work orders)	177,548	220,000	141,400	141,400
Total Operating Revenue	11,925,557	12,370,000	12,647,969	12,647,969
OPERATING EXPENSE				
Salaries & Wages	2,505,990	2,665,000	2,799,411	2,799,411
Employee Benefits	1,116,230	1,240,000	1,407,335	1,407,335
Services & Supplies	2,179,628	2,045,000	2,106,672	2,106,672
Utilities	842,777	880,000	929,499	929,499
Legal & Audit/Professional Fees	102,886	92,000	148,600	148,600
Central Services Cost	297,000	308,600	353,000	353,700
Defensible Space	95,229	100,000	100,000	100,000
Depreciation/Amortization	2,973,631	3,150,000	3,310,000	3,310,000
Total Operating Expense	10,113,371	10,480,600	11,154,517	11,155,217
Operating Income or (Loss)	1,812,186	1,889,400	1,493,452	1,492,752
NONOPERATING REVENUES				
Interest Earned	77,280	125,000	193,500	193,500
Property Taxes				
Subsidies				
Consolidated Tax				
Capital Grants	199,934	-	-	-
Sales of capital assets	50,020	5,000	-	-
Total Nonoperating Revenues	327,234	130,000	193,500	193,500
NONOPERATING EXPENSES				
Interest Expense	140,463	133,450	111,838	111,838
Total Nonoperating Expenses	140,463	133,450	111,838	111,838
Net Income before Operating Transfers				
Transfers (Schedule T)				
In	120,000	45,000	-	-
Out				
Net Operating Transfers	120,000	45,000	-	-
CHANGE IN NET POSITION	2,118,957	1,930,950	1,575,114	1,574,414

Incline Village General Improvement District

SCHEDULE F-1 REVENUES, EXPENSES AND NET POSITION

Utility Fund

PROPRIETARY FUND	(1)	(2)	(3) BUDGET YEAR ENDING 06/30/20	
	ACTUAL PRIOR YEAR ENDING 6/30/2018	ESTIMATED CURRENT YEAR ENDING 6/30/2019	TENTATIVE APPROVED	FINAL APPROVED
A. CASH FLOWS FROM OPERATING ACTIVITIES:				
Receipts from customers and users	11,635,957	12,005,000	12,307,369	12,307,369
Receipts from intergovernmental services		145,000	199,200	199,200
Receipts from interfund services	177,548	220,000	141,400	141,400
Payments to and for employees	(3,516,146)	(3,905,000)	(4,206,746)	(4,206,746)
Payments to vendors	(3,196,345)	(3,117,000)	(3,284,771)	(3,284,771)
Payments for interfund services		(308,600)	(353,000)	(353,700)
a. Net cash provided by (or used for) operating activities	5,001,014	5,039,400	4,803,452	4,802,752
B. CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:				
Transfer in from Internal Services	120,000	45,000	-	-
b. Net cash provided by (or used for) noncapital financing activities	120,000	45,000	-	-
C. CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:				
Acquisition of capital assets	(7,037,423)	(3,117,814)	(5,698,400)	(5,861,000)
Proceeds from sale of assets	50,020	5,000	-	-
Payments of capital related debt	(495,761)	(509,678)	(523,988)	(523,988)
Capital contributions	72,266	-	-	-
Payment of interest	(147,372)	(133,457)	(119,146)	(119,146)
c. Net cash provided by (or used for) capital and related financing activities	(7,558,270)	(3,755,949)	(6,341,534)	(6,504,134)
D. CASH FLOWS FROM INVESTING ACTIVITIES:				
Restricted investments released (increased)	(4,322)	-	-	-
Investments purchased	(2,750,000)	(7,500,000)	(6,500,000)	(6,500,000)
Investments sold or matured	6,050,000	4,000,000	6,000,000	6,000,000
Investment earnings	115,650	125,000	193,500	193,500
d. Net cash provided by (or used in) investing activities	3,411,328	(3,375,000)	(306,500)	(306,500)
NET INCREASE (DECREASE) in cash and cash equivalents (a+b+c+d)	974,072	(2,046,549)	(1,844,582)	(2,007,882)
CASH AND CASH EQUIVALENTS AT JULY 1, 20xx	5,790,344	6,764,416	4,529,588	4,717,867
CASH AND CASH EQUIVALENTS AT JUNE 30, 20xx	6,764,416	4,717,867	2,685,006	2,709,985

___ Incline Village General Improvement District

SCHEDULE F-2 STATEMENT OF CASH FLOWS

Utility Fund

PROPRIETARY FUND	(1)	(2)	(3) BUDGET YEAR ENDING 06/30/20	
	ACTUAL PRIOR YEAR ENDING 6/30/2018	ESTIMATED CURRENT YEAR ENDING 6/30/2019	TENTATIVE APPROVED	FINAL APPROVED
OPERATING REVENUE				
Charges for services				
Interfund:				
Fleet Services	1,059,405	1,060,000	1,148,605	1,148,605
Engineering	754,258	780,000	912,000	912,000
Building Services	912,635	1,050,000	1,094,702	1,094,702
Workers Compensation	464,551	510,000	Closed 6/30/19	Closed 6/30/19
Total Operating Revenue	3,190,849	3,400,000	3,155,307	3,155,307
OPERATING EXPENSE				
Salaries & Wages	1,309,713	1,370,000	1,544,270	1,544,270
Employee Benefits	616,674	700,000	799,470	799,470
Services & Supplies	1,102,921	1,288,000	777,857	777,857
Utilities	10,173	11,000	11,520	11,520
Professional Fees	9,600	5,000	9,000	9,000
Depreciation	10,319	10,300	13,560	13,560
Total Operating Expense	3,059,400	3,884,300	3,155,677	3,155,677
Operating Income or (Loss)	131,449	15,700	(370)	(370)
NONOPERATING REVENUES				
Interest Earned	13,571	2,500	-	-
Property Taxes				
Subsidies				
Consolidated Tax				
Sales of assets	3,182	-	-	-
Total Nonoperating Revenues	16,753	2,500	-	-
NONOPERATING EXPENSES				
Interest Expense				
Total Nonoperating Expenses	-	-	-	-
Net Income before Operating Transfers	148,202	18,200	(370)	(370)
Transfers (Schedule T)				
In				
Residual Equity Transfer	-	(174,326)	-	-
Out	(800,000)	(300,000)	-	-
Net Operating Transfers	(800,000)	(474,326)	-	-
CHANGE IN NET POSITION	(651,798)	(456,126)	(370)	(370)

Incline Village General Improvement District

SCHEDULE F-1 REVENUES, EXPENSES AND NET POSITION

Internal Services Fund

PROPRIETARY FUND	(1)	(2)	(3) BUDGET YEAR ENDING 06/30/20	
	ACTUAL PRIOR YEAR ENDING 6/30/2018	ESTIMATED CURRENT YEAR ENDING 6/30/2019	TENTATIVE APPROVED	FINAL APPROVED
A. CASH FLOWS FROM OPERATING ACTIVITIES:				
Receipts from customers and users	-	-	-	-
Receipts from Interfund services provided	3,190,849	3,400,000	3,155,307	3,155,307
Payment to and for employees	(2,025,871)	(2,070,000)	(2,343,740)	(2,343,740)
Payments to vendors	(1,139,596)	(1,304,000)	(798,377)	(798,377)
Final payments on Work Comp Liabilities	-	(305,746)	-	-
a. Net cash provided by (or used for) operating activities	25,382	(279,746)	13,190	13,190
B. CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:				
Operating Transfers from Work Comp	(800,000)	(300,000)	-	-
Residual Equity Transfer - close Work Comp	-	(174,326)	-	-
b. Net cash provided by (or used for) noncapital financing activities	(800,000)	(474,326)	-	-
C. CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:				
Acquisition of capital assets	(26,719)	-	-	-
Sale of capital assets	3,182	-	-	-
c. Net cash provided by (or used for) capital and related financing activities	(23,537)	-	-	-
D. CASH FLOWS FROM INVESTING ACTIVITIES:				
Restricted investments released (increased)	(1,452)	103,880	-	-
Investments Purchased	-	-	-	-
Investments matured or sold	999,367	-	-	-
Investment earnings	11,992	2,500	-	-
d. Net cash provided by (or used in) investing activities	1,009,907	106,380	-	-
NET INCREASE (DECREASE) in cash and cash equivalents (a+b+c+d)	211,752	(647,692)	13,190	13,190
CASH AND CASH EQUIVALENTS AT JULY 1, 20xx	606,060	817,812	170,120	170,120
CASH AND CASH EQUIVALENTS AT JUNE 30, 20xx	817,812	170,120	183,310	183,310

___ Incline Village General Improvement District

SCHEDULE F-2 STATEMENT OF CASH FLOWS

Internal Services Fund

ALL EXISTING OR PROPOSED
GENERAL OBLIGATION BONDS, REVENUE BONDS,
MEDIUM-TERM FINANCING, CAPITAL LEASES AND
SPECIAL ASSESSMENT BONDS

* - Type

- 1 - General Obligation Bonds
- 2 - G.O. Revenue Supported Bonds
- 3 - G.O. Special Assessment Bonds
- 4 - Revenue Bonds
- 5 - Medium-Term Financing

- 6 - Medium-Term Financing - Lease Purchase
- 7 - Capital Leases
- 8 - Special Assessment Bonds
- 9 - Mortgages
- 10 - Other (Specify Type)
- 11 - Proposed (Specify Type)

(1) NAME OF BOND OR LOAN List and Subtotal By Fund	(2) *	(3) TERM	(4) ORIGINAL AMOUNT OF ISSUE	(5) ISSUE DATE	(6) FINAL PAYMENT DATE	(7) INTEREST RATE	(8) BEGINNING OUTSTANDING BALANCE 7/1/2019	(9) REQUIREMENTS FOR FISCAL YEAR ENDING 06/30/20		(11) (9)+(10) TOTAL
								(9) INTEREST PAYABLE	(10) PRINCIPAL PAYABLE	
COMMUNITY SERVICES & BEACH FUNDS							\$	\$	\$	\$
Recreation Facilities and Recreation Refunding - 2012	2	10	\$ 3,475,000	7/18/2012	9/1/2022	2.25%	\$	\$	\$	\$
2012 Bond - 98.39% Community Services Fund	2						\$ 1,473,882	\$ 29,166	\$ 355,188	\$ 384,354
							\$	\$	\$	\$
2012 Bond - 1.61% Beach Fund	2						\$ 24,118	\$ 477	\$ 5,812	\$ 6,289
							\$	\$	\$	\$
UTILITY FUND							\$	\$	\$	\$
St of NV Sewer C32-0204	4	20	\$ 1,720,380	10/28/2002	1/1/2023	3.14375%	\$ 479,758	\$ 14,190	\$ 114,388	\$ 128,578
St of NV Water IVGID-1	4	20	\$ 1,687,282	9/9/2004	7/1/2025	3.082%	\$ 664,807	\$ 19,772	\$ 93,876	\$ 113,648
St of NV Sewer CS32-0404	2	20	\$ 3,000,000	8/1/2006	1/1/2026	2.725%	\$ 1,314,494	\$ 34,650	\$ 172,886	\$ 207,536
St of NV Water DW-1201	2	20	\$ 3,000,000	3/16/2012	1/1/2032	2.39%	\$ 2,149,867	\$ 50,534	\$ 142,838	\$ 193,372
Total for the Utility Fund							\$ 4,608,926	\$ 119,146	\$ 523,988	\$ 643,134
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
TOTAL ALL DEBT SERVICE							\$ 6,106,926	\$ 148,789	\$ 884,988	\$ 1,033,777

Incline Village General Improvement District

Budget Fiscal Year 2019-2020

SCHEDULE C-1 - INDEBTEDNESS

TRANSFERS IN				TRANSFERS OUT		
FUND TYPE	FROM FUND	PAGE	AMOUNT	TO FUND	PAGE	AMOUNT
GENERAL FUND				Comm. Services Spec. Rev.		\$ 561,800
SUBTOTAL						\$ 561,800
SPECIAL REVENUE FUNDS						
Community Services	General Fund		\$ 561,800			
SUBTOTAL			\$ 561,800			

Incline Village General Improvement District

SCHEDULE T - TRANSFER RECONCILIATION

SCHEDULE OF EXISTING CONTRACTS

Budget Year 2019 - 2020

Local Government: Incline Village General Improvement District

Contact: Gerald W. Eick

E-mail Address: gwe@ivgid.org

Daytime Telephone: 775-832-1365

Total Number of Existing Contracts: _____

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Proposed Expenditure FY 2019-20	Proposed Expenditure FY 2020-21	Reason or need for contract:
1	Eide Bailly, LLP	7/1/2015	6/30/2020	58,500	-	Annual Financial Audit
2	Hutchison & Steffen	3/1/2019	2/28/2022	144,000	144,000	Legal Counsel
3	Marcus G. Faust, PC	5/1/2019	4/30/2022	65,000	65,000	Federal Legislative Advocate
4	Tri-Strategies Ltd	12/13/2018	6/30/2019	24,000	-	Local Government Legislative Advocate
5	EON Cleaning	10/1/2016	10/31/2019	44,233	-	Cleaning Services for District venues
6	Wells Fargo Banking Services	7/1/2018	6/30/2021	36,000	36,000	Bank account fees before earnings allowance
7	Provider yet TBD	One time contract		50,000	-	Tahoe Water Suppliers' Water Quality Treatment Services Analysis
8	High Sierra Patrol	10/1/2017	9/30/2019	60,000	TBD	Security Services
9	Sierra Office Solutions	4/1/2018	Annual Renewal	27,840	TBD	LAN, Network, and Desktop Copier Supplies and Maintenance
10	EXL Media Corporation	7/1/2019	6/30/2020	65,500	TBD	Advertising Media Buyer Services
11	AT&T Ethernet	6/29/2015	12/31/2020	57,120	28,560	Ethernet Provider
12	Xerox	1/1/2018	12/31/2020	12,450	6,225	Contract Support for Admin Copier
13	Sierra Office Solutions	1/1/2018	12/31/2020	4,476	2,238	Contract Support for PW Copier
14	ALSCO	7/7/2018	6/30/2022	63,000	63,000	Joinder Contract to St of NV for linen services
15	AT&T High Volume Long Distance	4/1/2019	3/31/2021	3,000	3,000	Long Distance calls
16						
17						
18						
19						
20	Total Proposed Expenditures			715,119	348,023	

Additional Explanations (Reference Line Number and Vendor):

SCHEDULE OF PRIVATIZATION CONTRACTS

Budget Year 2019 - 2020

Local Government: Incline Village General Improvement District

Contact: Gerald W. Eick

E-mail Address: gwe@ivgid.org

Daytime Telephone: 775-832-1365

Total Number of Privatization Contracts: _____

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Duration (Months/ Years)	Proposed Expenditure FY 2019-20	Proposed Expenditure FY 2020-21	Position Class or Grade	Number of FTEs employed by Position Class or Grade	Equivalent hourly wage of FTEs by Position Class or Grade	Reason or need for contract:
1	Incline Spirits, Inc.	5/11/2011	9/30/2019	101 mo.	\$ -	\$ -		2	\$12	District is paid a fee to operate concession
2	Sand Harbor Water Sports LLC	5/15/2019	9/3/2021		\$ -	\$ -		No Staff displaced		District is paid a fee to operate concession
3	Massage Therapist		Fiscal Year		\$ 13,870			0.5		Licensed Prof.
4	Umpires		Fiscal Year		\$ 2,715			0.09		Contract with Assoc.
5	Art Instructor		Fiscal Year		\$ 1,600			0.06		Infrequent schedule
6	Karate Instructor		Fiscal Year		\$ 1,400			0.05		Infrequent schedule
7										
8	Total				\$ 19,585	\$ -		2.7		

Attach additional sheets if necessary.

Capital Improvement Project Budget



5 Year Capital Improvement Plan Summary - As of 5.22.19

Department	Project Number	Project Title	Project Manager	2020	2021	2022	2023	2024	Total	
General Fund										
Accounting/ Information Systems	1213CE1101	IT Master Plan - IT Security Devices	Director of IT	15,000	15,000	-	-	-	30,000	
	1213CE1501	District Wi-fi Installation Update	Director of IT	-	60,000	-	-	-	60,000	
	1213CE1701	District Communication Radios	Network Administrator	6,000	6,000	10,000	-	-	22,000	
	1213CE1901	District Wide Update to Voice Over iPhone System	IT Analyst	-	60,000	66,000	-	-	126,000	
	1213CO1505	IT Infrastructure	Director of IT	132,800	91,800	92,000	-	-	316,600	
	1213CO1703	District Wide PC, Laptops, Peripheral Equipment and Desk Top	IT Technician	95,000	97,050	100,000	102,950	105,900	500,900	
	1213CO1802	Microsoft Exchange Server	Director of IT	28,600	-	-	-	-	28,600	
	1213CO1803	Microsoft Office Licenses	Director of IT	9,045	9,300	9,600	-	-	27,945	
	1213CO1804	Windows Server Operating System	Director of IT	14,000	14,000	-	-	-	28,000	
	1213LV1721	IS&T Pick-up Truck and Cargo Unit	Fleet Superintendent	-	-	-	12,000	-	12,000	
	Total				300,445	353,150	277,600	114,950	105,900	1,152,045
	General	1099BD1501	Admin Roof Replacement	Buildings Superintendent	-	85,000	-	-	-	85,000
		1099BD1502	Upgrade Public Bathrooms at Administration for ADA Compliance	Buildings Superintendent	-	-	75,000	-	-	75,000
1099BD1701		Administration Services Building	Engineering Manager	-	-	-	150,000	3,200,000	3,350,000	
1099LI1705		Pavement Maintenance - Administration Building	Senior Engineer	5,000	5,000	5,000	5,000	5,000	25,000	
1099OE1401		Admin Printer Copier Replacement - 893 Southwood Administration Building	District Clerk	-	-	32,500	-	-	32,500	
1315CO1801		Human Resource Management and Payroll Processing Software	Director of Human Resources	180,000	-	-	-	-	180,000	
Total					185,000	90,000	112,500	155,000	3,205,000	3,747,500
Total General Fund				485,445	443,150	390,100	269,950	3,310,900	4,899,545	
Utilities										
Public Works Shared	2097BD1202	Paint Interior Building #A	Buildings Superintendent	-	-	-	49,000	-	49,000	
	2097BD1204	New Carpet Building #A	Buildings Superintendent	-	47,000	-	-	-	47,000	
	2097BD1704	Replace Roof Public Works #B	Buildings Superintendent	-	-	105,000	-	-	105,000	
	2097BD1802	Household Hazardous Waste Building Improvements	Principal Engineer	15,000	150,000	-	-	-	165,000	
	2097CO2101	Public Works Billing Software Replacement	Public Works Administrative Manager	-	10,000	100,000	100,000	50,000	260,000	
	2097DI1401	Adjust Utility Facilities in NDOT/Washoe County Right of Way	Senior Engineer	60,000	60,000	60,000	60,000	60,000	300,000	
	2097HE1725	Loader Tire Chains	Fleet Superintendent	-	-	9,900	9,900	-	19,800	
	2097HE1729	2002 Caterpillar 950G Loader #523	Fleet Superintendent	-	-	265,000	-	-	265,000	
	2097HE1730	2002 Caterpillar 950G Loader #525	Fleet Superintendent	-	-	-	265,000	-	265,000	
	2097HE1750	1997 Forklift #315	Fleet Superintendent	-	-	-	-	36,000	36,000	
	2097HE1751	2013 Trackless Snowblower #687	Fleet Superintendent	-	-	-	-	165,000	165,000	
	2097HE1752	2001 105KW Mobile Generator #313	Fleet Superintendent	-	-	-	50,000	-	50,000	
	2097HV1754	1996 Peterbilt Dump Truck #299	Fleet Superintendent	75,000	-	-	-	-	75,000	
	2097HV1755	2001 Peterbilt Bin Truck #468	Fleet Superintendent	-	-	190,000	-	-	190,000	
	2097LE1720	Snowplow #300A	Fleet Superintendent	-	-	18,000	-	-	18,000	
	2097LE1721	Snowplow #307A	Fleet Superintendent	-	-	-	18,000	-	18,000	
	2097LE1722	Slurry Liquidator #326	Fleet Superintendent	-	-	-	18,000	-	18,000	
	2097LE1723	2004 9' Western Snow Plow #542A	Fleet Superintendent	-	-	41,000	-	-	41,000	
	2097LE1724	2015 Sander/Spreader #710	Fleet Superintendent	9,000	-	-	-	-	9,000	
	2097LI1401	Pavement Maintenance, Utility Facilities	Senior Engineer	20,000	-	-	-	-	20,000	
	2097LI1701	Pavement Maintenance, Reservoir 3-1 WPS 4-2/5-1	Senior Engineer	45,000	299,000	12,500	12,500	12,500	381,500	
					-	10,000	165,000	-	-	175,000



5 Year Capital Improvement Plan Summary - As of 5.22.19

Department	Project Number	Project Title	Project Manager	2020	2021	2022	2023	2024	Total
	2097LV1710	2013 Chevy Equinox	Fleet Superintendent	-	-	-	-	37,000	37,000
	2097LV1734	2013 1/2 Ton Pick-Up #677 Treatment	Fleet Superintendent	-	-	-	-	37,000	37,000
	2097LV1738	2009 Chevrolet 1/2 Ton Pick-up Truck #631	Fleet Superintendent	-	-	30,000	-	-	30,000
	2097LV1739	2009 Chevrolet 1/2 Ton Pick-up Truck #632 Engineering Dept.	Fleet Superintendent	-	-	32,000	-	-	32,000
	2097LV1740	2012 Extend-A-Cab Pick-up #678 Pipeline Dept.	Fleet Superintendent	-	-	-	32,000	-	32,000
	2097LV1743	2013 1-Ton Flatbed #679 Pipeline Dept.	Fleet Superintendent	-	-	-	-	44,000	44,000
	2097LV1744	2012 1-Ton Service Truck w/ Liftgate #668 Treatment	Fleet Superintendent	-	-	-	43,000	-	43,000
	2097LV1745	2013 1-Ton Service Truck #680 Utilities Electrician	Fleet Superintendent	-	-	-	-	44,000	44,000
	2097LV1746	2004 GMC 1-Ton Flatbed #542 Pipeline Dept.	Fleet Superintendent	48,000	-	-	-	-	48,000
	2097LV1747	2008 Chevrolet Service Truck #609 Meter Truck	Fleet Superintendent	36,000	-	-	-	-	36,000
	2097LV1749	2011 Chevrolet Service Truck #647 Treatment	Fleet Superintendent	-	45,000	-	-	-	45,000
	2097OE1205	Large Format Printer Replacement	Public Works Contract Administrator	-	-	-	-	29,000	29,000
	Total			308,000	621,000	1,028,400	804,400	349,500	3,111,300
Water	2299DI1102	Water Pumping Station Improvements	Principal Engineer	45,000	50,000	50,000	50,000	50,000	245,000
	2299DI1103	Replace Commercial Water Meters, Vaults and Lids	Collection/Distribution Supervisor	20,000	40,000	40,000	40,000	40,000	180,000
	2299DI1204	Water Reservoir Coatings and Site Improvements	Utility Maintenance Specialist	85,000	85,000	85,000	60,000	80,000	395,000
	2299DI1401	Burnt Cedar Water Disinfection Plant Improvements	Engineering Manager	50,000	55,000	25,000	25,000	25,000	180,000
	2299DI1701	Water Reservoir Safety and Security Improvements	Engineering Manager	10,000	250,000	-	-	-	260,000
	2299DI1702	Water Pump Station 2-1 Improvements	Engineering Manager	-	-	-	300,000	-	300,000
	2299DI1707	Burnt Cedar Water Disinfection Plant Emergency Generator Fuel Tank Upgrades	Engineering Manager	200,000	-	-	-	-	200,000
	2299DI2603	Residential meter and electronics replacement	Collection/Distribution Supervisor	-	-	-	-	150,000	150,000
	2299LV1720	2013 Mid Size Truck #675 Compliance	Fleet Superintendent	-	-	31,000	-	-	31,000
	2299WS1704	Watermain Replacement - Martis Peak Road	Senior Engineer	50,000	625,000	-	-	-	675,000
	2299WS1705	Watermain Replacement - Crystal Peak Road	Senior Engineer	-	-	50,000	845,000	-	895,000
	2299WS1706	Watermain Replacement - Rifle Pk Ct, Slott Pk Ct	Senior Engineer	-	50,000	325,000	-	-	375,000
	2299WS1802	Watermain Replacement - Alder Avenue	Senior Engineer	-	-	-	-	535,000	535,000
	2299WS1803	Watermain Replacement - Future	Senior Engineer	-	-	-	-	50,000	50,000
	2299WS1804	R6-1 Tank Road Construction	Senior Engineer	-	15,000	110,000	-	-	125,000
	Total			460,000	1,170,000	716,000	1,320,000	930,000	4,596,000
Sewer	2523HE1723	2001 Sellick Forklift #499	Fleet Superintendent	-	-	-	-	65,000	65,000
	2523HV1721	2006 Kenworth T800 Bin truck #587	Fleet Superintendent	-	-	197,200	-	-	197,200
	2524HE1725	2008 Chevrolet Camera Truck #615	Fleet Superintendent	-	-	-	-	85,000	85,000
	2524SS1010	Effluent Export Project - Phase II	Engineering Manager	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000
	2599BD1105	Building Upgrades Water Resource Recovery Facility	Utility Superintendent	10,000	80,000	40,000	30,000	50,000	210,000
	2599DI1104	Sewer Pumping Station Improvements	Engineering Manager	15,000	60,000	30,000	30,000	50,000	185,000
	2599DI1701	Sewer Pumping Station 14 Improvements	Engineering Manager	-	-	-	-	30,000	30,000
	2599DI1703	Sewer Pump Station #1 Improvements	Principal Engineer	250,000	-	-	-	-	250,000
	2599SS1102	Water Resource Recovery Facility Improvements	Utility Superintendent	100,000	75,000	75,000	100,000	175,000	525,000
	2599SS1103	Wetlands Effluent Disposal Facility Improvements	Utility Maintenance Specialist	10,000	75,000	100,000	100,000	100,000	385,000
	2599SS1203	Replace & Reline Sewer Mains, Manholes and Appurtenances	Senior Engineer	10,000	55,000	110,000	55,000	105,000	335,000



5 Year Capital Improvement Plan Summary - As of 5.22.19

Department	Project Number	Project Title	Project Manager	2020	2021	2022	2023	2024	Total
	2599SS1702	WRRF Biosolids Bins	Utility Superintendent	-	-	-	-	45,000	45,000
	2599SS1707	WRRF Aeration System Improvements	Engineering Manager	1,200,000	-	-	-	-	1,200,000
	2599SS1901	Wastewater Resource Recovery Facility (WRRF) Drainage Improvements	Senior Engineer	-	12,500	-	-	-	12,500
	2599SS2107	Update Camera Equipment	Collection/Distribution Supervisor	-	60,000	-	-	-	60,000
	Total			3,595,000	2,417,500	2,552,200	2,315,000	2,705,000	13,584,700
		Total Utilities		4,363,000	4,208,500	4,296,600	4,439,400	3,984,500	21,292,000
Internal Service									
Fleet	5190ME1201	Replacement Shop Tools and Equipment	Fleet Superintendent	-	-	-	16,000	-	16,000
	5197CO1801	Fleet Software upgrade - manages rolling stock/equip	Fleet Superintendent	-	14,000	-	-	-	14,000
	5197LE1720	Replace 2007 Vehicle/Equipment Trailer	Fleet Superintendent	-	-	-	-	10,850	10,850
	Total			-	14,000	-	16,000	10,850	40,850
Buildings	5394LE1723	2003 Genie Scissor Lift	Fleet Superintendent	-	-	16,000	-	-	16,000
	5394LE1724	2004 Equipment Trailer (Tilt)	Fleet Superintendent	-	-	5,200	-	-	5,200
	5394LV1720	Replace 2005 Service Truck 4X4 (1-ton) #555	Fleet Superintendent	-	-	43,600	-	-	43,600
	5394LV1722	Replace 2004 Pick-up Truck 4X4 (1/2-ton) #540	Fleet Superintendent	-	5,000	-	-	-	5,000
	Total			-	5,000	64,800	-	-	69,800
		Total Internal Service		-	19,000	64,800	16,000	10,850	110,650
Community Services									
Championship Golf	3141BD1706	Venue Signage Enhancement	Director of Golf	40,000	-	-	-	-	40,000
	3141FF1804	Champ Golf Exterior Icemaker Replacement	Buildings Superintendent	-	10,500	-	-	-	10,500
	3141FF1903	Championship Golf Course Bear Boxes	Grounds Superintendent Golf Courses	7,000	6,000	-	-	-	13,000
	3141GC1103	Irrigation Improvements	Grounds Superintendent Golf Courses	30,000	15,000	26,000	15,000	15,000	101,000
	3141GC1501	Maintenance Building Drainage, Washpad and Pavement improvements	Principal Engineer	30,000	700,000	-	-	-	730,000
	3141GC1802	Championship Course Greens and Surrounds	Grounds Superintendent Golf Courses	15,000	-	-	-	-	15,000
	3141GC1803	Championship Course Tees	Grounds Superintendent Golf Courses	15,000	-	-	-	45,000	60,000
	3141LI1201	Pavement Maintenance of Parking Lots - Champ Course & Chateau	Senior Engineer	17,500	52,500	45,000	10,000	515,000	640,000
	3141LI1202	Pavement Maintenance of Cart Paths - Champ Course	Senior Engineer	60,000	62,500	55,000	55,000	55,000	287,500
	3141LV1898	Championship Golf Course Electric Cart Fleet and GPS	Director of Golf	-	378,000	-	-	-	378,000
	3142LE1722	2001 Shattertine Aerifier #500	Fleet Superintendent	-	-	-	-	8,000	8,000
	3142LE1733	2005 Carryall Club Car #564	Fleet Superintendent	11,000	-	-	-	-	11,000
	3142LE1734	2005 Carryall Club Car #565	Fleet Superintendent	11,000	-	-	-	-	11,000
	3142LE1735	2005 Carryall Club Car #566	Fleet Superintendent	11,000	-	-	-	-	11,000
	3142LE1736	2005 Carryall Club Car #567	Fleet Superintendent	11,000	-	-	-	-	11,000
	3142LE1737	2006 Carryall Club Car #589	Fleet Superintendent	-	12,000	-	-	-	12,000
	3142LE1738	2006 Carryall Club Car #590	Fleet Superintendent	-	12,000	-	-	-	12,000
	3142LE1739	2006 Carryall Club Car #591	Fleet Superintendent	-	12,000	-	-	-	12,000
	3142LE1741	2016 Bar Cart #724	Fleet Superintendent	-	29,000	-	-	-	29,000
	3142LE1742	2016 Bar Cart #725	Fleet Superintendent	-	29,000	-	-	-	29,000
	3142LE1743	2017 Toro Sand Pro 3020 #744	Fleet Superintendent	-	-	-	-	22,000	22,000



5 Year Capital Improvement Plan Summary - As of 5.22.19

Department	Project Number	Project Title	Project Manager	2020	2021	2022	2023	2024	Total
	3142LE1745	2011 Toro 3500D Mower #649	Fleet Superintendent	-	-	-	-	43,500	43,500
	3142LE1746	2012 JD 8500 Fairway Mower #670	Fleet Superintendent	-	92,000	-	-	-	92,000
	3142LE1747	2011 Toro Groundsmaster 4000D #650	Fleet Superintendent	-	50,000	-	-	-	50,000
	3142LE1748	2015 Toro Greensmaster 1600 #711	Fleet Superintendent	-	-	-	10,000	11,300	21,300
	3142LE1749	2015 Toro Greensmaster 1600 #712	Fleet Superintendent	-	-	-	10,000	11,300	21,300
	3142LE1750	2013 JD 3235 Fairway Mower #685	Fleet Superintendent	-	-	92,000	-	-	92,000
	3142LE1751	2004 Toro Greensmaster 1600 #549	Fleet Superintendent	-	-	-	-	11,300	11,300
	3142LE1752	2005 Toro Greensmaster 1600 #574	Fleet Superintendent	-	-	-	-	11,300	11,300
	3142LE1753	2011 Toro Greensmaster 1000 #652	Fleet Superintendent	-	-	-	-	10,400	10,400
	3142LE1754	2011 Toro Greensmaster 1000 #653	Fleet Superintendent	-	-	-	-	10,400	10,400
	3142LE1755	2011 Toro Greensmaster 1000 #654	Fleet Superintendent	-	-	-	-	10,400	10,400
	3142LE1756	2011 Toro Greensmaster 1000 #655	Fleet Superintendent	-	-	-	-	10,400	10,400
	3142LE1757	2011 Toro Greensmaster 1000 #656	Fleet Superintendent	-	-	-	-	10,400	10,400
	3142LE1758	2011 Toro Greensmaster 1000 #657	Fleet Superintendent	-	-	-	-	10,400	10,400
	3142LE1759	2014 3500D Toro Rotary Mower #693	Fleet Superintendent	-	-	38,000	-	-	38,000
	3142LE1760	Replacement of 2010 John Deere 8500 #641	Fleet Superintendent	92,000	-	-	-	-	92,000
	3143GC1202	Driving Range Improvements	Grounds Superintendent	31,000	-	-	-	34,000	65,000
			Golf Courses						
	3144FF1702	Replace Icemaker Championship Golf Course Cart Barn	Buildings Superintendent	-	-	10,980	-	-	10,980
	3153BD2001	Recoat Chateau F&B Grill and Catering Kitchen Floors	Buildings Superintendent	-	-	37,200	-	-	37,200
	3153FF1204	Champ Grille Kitchen Equipment	Food and Beverage Director	46,200	-	-	-	-	46,200
	3197HV1749	1997 1-Ton Dump Truck #419	Fleet Superintendent	5,000	-	-	-	44,000	49,000
	3197LE1724	2000 Toro Spreader #462	Fleet Superintendent	-	-	-	13,700	-	13,700
	3197LE1726	2001 Spiker/Seeder #477	Fleet Superintendent	-	-	-	12,000	-	12,000
	3197LE1728	2013 Toro Top Dresser #686	Fleet Superintendent	-	-	13,000	-	-	13,000
	3197LE1729	2006 Toro 1250 Spray Rig #586	Fleet Superintendent	-	-	-	-	35,000	35,000
	3197LE1731	2008 Planetair HD50 #616	Fleet Superintendent	-	35,000	-	-	35,000	70,000
	3197LE1732	2015 John Deere 1500 Fairway Aerator #716	Fleet Superintendent	27,000	-	-	-	-	27,000
	3197LE1733	2008 JD TC125 Core Harvester #621	Fleet Superintendent	-	-	12,400	-	-	12,400
	3197LE1734	2008 Bandit Brush Chipper #625	Fleet Superintendent	-	-	42,000	-	-	42,000
	3197LE1735	2017 TORO PROCORE 864 AERATOR #747	Fleet Superintendent	-	-	-	15,400	-	15,400
	3197LE1740	2005 John Deere Pro Gator #569	Fleet Superintendent	34,500	-	-	-	-	34,500
	3197LE1741	2015 Greens Roller #715	Fleet Superintendent	17,000	-	-	-	-	17,000
	3197LE1742	2014 Vibratory Greens Roller #696	Fleet Superintendent	17,000	-	-	-	-	17,000
	3197LE1746	2004 John Deere 4410 Tractor #548	Fleet Superintendent	40,000	-	-	-	-	40,000
	3197LE1748	Replace Blade Grinding Equipment	Fleet Superintendent	-	41,200	-	-	-	41,200
	3197LE1902	Graden Sand Injection Verticutter	Fleet Superintendent	-	18,500	-	-	-	18,500
	3197ME1710	Maintenance Shop Crane and Equipment Lift	Fleet Superintendent	30,000	-	-	-	-	30,000
	3199OE1501	Championship Golf Printer Copier Replacement 955 Fairway	Director of Golf	10,000	-	-	-	-	10,000
	Total			608,200	1,555,200	371,580	141,100	959,100	3,635,180



5 Year Capital Improvement Plan Summary - As of 5.22.19

Department	Project Number	Project Title	Project Manager	2020	2021	2022	2023	2024	Total	
Mountain Golf	3241BD1503	Mtn. Golf Course Remodel On Course Bathrooms, #6 & #13/14	Principal Engineer	60,000	-	-	-	-	60,000	
	3241GC1101	Mountain Course Greens, Tees and Bunkers	Grounds Superintendent	43,000	18,000	-	-	-	61,000	
	3241GC1404	Irrigation Improvements	Grounds Superintendent	39,000	-	-	30,000	-	69,000	
	3241GC1502	Wash Pad Improvements	Golf Courses	-	-	-	-	-	-	
	3241GC1802	Mountain Course Clubhouse and Maintenance Building Water Service Line Replacement	Principal Engineer	-	-	70,000	-	-	70,000	
	3241LI1704	Mountain Golf Course Cart Path Retaining Walls	Senior Engineer	17,500	37,500	12,500	12,500	10,000	90,000	
	3241LV1899	Mountain Course 58 Cart Fleet	Director of Golf	288,000	-	-	-	-	288,000	
	3241ME1804	Mountain Golf Fuel Storage Facility	Fleet Superintendent	200,000	-	-	-	-	200,000	
	3242LE1725	2005 Carryall Club Car #568	Fleet Superintendent	11,000	-	-	-	-	11,000	
	3242LE1726	2016 Bar Cart #726	Fleet Superintendent	-	29,000	-	-	-	29,000	
	3242LE1728	2015 Toro 4000D Rough Mower #709	Fleet Superintendent	-	-	-	61,000	-	61,000	
	3242LE1731	2017 Toro Sand Pro #745	Fleet Superintendent	-	-	-	-	22,000	22,000	
	3242LE1732	2016 Toro Tri-Plex Mower #614	Fleet Superintendent	-	-	-	43,400	-	43,400	
	3242LI1204	Pavement Maintenance of Parking Lot - Mountain Golf Course	Senior Engineer	22,500	6,000	12,500	12,500	25,000	78,500	
	3242LI1205	Pavement Maintenance of Cart Paths - Mountain Golf Course	Senior Engineer	40,000	45,000	45,000	45,000	45,000	220,000	
	3299BD1403	Mountain Course Clubhouse and Maintenance Building Renovation and ADA Upgrades	Engineering Manager	-	-	-	95,000	600,000	695,000	
	3299BD1702	Replace Roof - Mountain Golf Clubhouse	Buildings Superintendent	25,000	-	-	-	-	25,000	
	3299BD1705	Paint Exterior of Mountain Golf Clubhouse	Buildings Superintendent	41,500	-	-	-	-	41,500	
	3299BD1902	Mountain Clubhouse Improvements Project	Engineering Manager	1,464,000	-	-	-	-	1,464,000	
		Total			2,316,500	135,500	140,000	299,400	702,000	3,593,400
	Facilities	3350BD1103	Chateau - Replace Carpet	Buildings Superintendent	62,000	-	-	49,500	68,000	179,500
		3350BD1302	Resurface Patio Deck - Chateau	Buildings Superintendent	-	36,000	-	-	-	36,000
		3350BD1505	Paint Interior of Chateau	Buildings Superintendent	-	-	-	-	40,500	40,500
3350BD1506		Paint Exterior of Chateau	Buildings Superintendent	-	-	47,000	-	-	47,000	
3350BD1704		Replace Air Walls Chateau	Buildings Superintendent	-	31,360	-	-	-	31,360	
3350BD1804		Replace Hallway Tile at Chateau	Buildings Superintendent	65,000	-	-	-	-	65,000	
3350BD1805		Repair and Refinish Wood Walls Upstairs at Chateau	Buildings Superintendent	10,000	-	-	-	-	10,000	
3350BD1808		Chateau Community Room Ceiling and Beam Refurbishing	Buildings Superintendent	-	-	-	-	25,000	25,000	
3350FF1204		Catering Kitchen Equipment	Food and Beverage Director	18,900	-	-	-	-	18,900	
3350FF1601		Enclose Chateau Exterior Storage Area	Engineering Technician	-	85,000	-	-	-	85,000	
3351BD1501		Aspen Grove - Replace Carpet	Buildings Superintendent	-	-	11,000	-	-	11,000	
3351BD1703		Aspen Grove Outdoor Seating BBQ and Landscaping	Parks Superintendent	-	-	41,400	10,000	-	51,400	
3351BD2101		Dumpster enclosure - Village Green/Aspen Grove	Parks Superintendent	-	-	45,000	-	-	45,000	
3351LI1807		Replacement Sod at Aspen Grove	Sales and Events Coordinator	18,000	-	-	-	-	18,000	
3352FF1104		Replace Banquet Serviceware	Sales and Events Coordinator	-	-	-	-	11,000	11,000	
3352LV1720		Replace 2013 Cargo Truck #690	Fleet Superintendent	-	-	-	38,500	-	38,500	
		Total			173,900	152,360	144,400	98,000	144,500	713,160
Ski	3453BD1806	Base Lodge Walk In Cooler and Food Prep Reconfiguration	Engineering Manager	25,000	150,000	-	-	-	175,000	



5 Year Capital Improvement Plan Summary - As of 5.22.19

Department	Project Number	Project Title	Project Manager	2020	2021	2022	2023	2024	Total
	3453FF1706	Replace Main Lodge/Snowflake Lodge Dinning Furniture and Fixtures	Food and Beverage Director	38,000	52,000	-	-	-	90,000
	3453FF1707	Replacement of Main and Snowflake Lodge Kitchen Equipment	Food and Beverage Director	-	53,000	-	-	-	53,000
	3462CE1902	Diamond Peak Fiber Network to Lifts	IT Analyst	-	-	-	68,000	-	68,000
	3462HE1502	Crystal Express Ski Lift Maintenance and Improvements	Ski Resort General Manager	-	55,000	25,000	345,000	-	425,000
	3462HE1702	Lakeview Ski Lift Maintenance and Improvements	Ski Resort General Manager	250,000	30,000	192,000	-	-	472,000
	3462HE1711	Lodgepole Ski Lift Maintenance and Improvements	Ski Resort General Manager	-	-	60,000	-	320,000	380,000
	3462HE1712	Red Fox Ski Lift Maintenance and Improvements	Ski Resort General Manager	30,000	20,000	-	-	-	50,000
	3462HE1903	Ridge Ski Lift Maintenance and Improvements	Mountain Operations Manager	-	62,000	-	-	-	62,000
	3462LE1720	2016 Polaris Ranger Crew #728	Fleet Superintendent	-	-	-	-	19,000	19,000
	3463HE1721	2013 Snow blower #689	Fleet Superintendent	-	-	-	-	165,900	165,900
	3463HE1722	Loader Tire Chains (1-Set)	Fleet Superintendent	-	-	9,750	-	-	9,750
	3463HE1723	2002 Caterpillar 950G Loader #524	Fleet Superintendent	-	-	265,000	-	-	265,000
	3463HE1727	Replacement of 2008 Grooming vehicle # 628	Fleet Superintendent	390,000	-	-	-	-	390,000
	3463HE1728	Replacement of 2011 Grooming Vehicle # 645	Fleet Superintendent	-	-	400,000	-	-	400,000
	3464BD1403	Resurface Main Lodge Decks	Buildings Superintendent	75,200	-	-	-	-	75,200
	3464HE1902	Replace Snowmaking Air Compressor Microprocessor Control Units	Mountain Operations Manager	100,000	-	-	-	-	100,000
	3464HE1908	1983 CASE 855C TRACK BACKHOE # 348	Fleet Superintendent	-	-	-	250,000	-	250,000
	3464LE1601	Ski Resort Snowmobile Fleet Replacement	Fleet Superintendent	15,500	16,000	16,500	17,000	17,000	82,000
	3464LE1729	Snowplow #304A	Fleet Superintendent	-	-	19,000	-	-	19,000
	3464LE1734	2016 Polaris Ranger Crew #723	Fleet Superintendent	-	-	-	19,000	-	19,000
	3464LV1730	2014 Yamaha ATV #695	Fleet Superintendent	-	-	19,000	-	-	19,000
	3464LV1731	2012 Yamaha ATV #683	Fleet Superintendent	18,000	-	-	-	-	18,000
	3464LV1732	2013 Yamaha Rhino (ATV) #674	Fleet Superintendent	-	21,000	-	-	-	21,000
	3464ME1802	Diamond Peak Fuel Storage Facility	Fleet Superintendent	-	20,000	-	400,000	-	420,000
	3464ME1907	Diesel Exhaust Fluid Storage/Dispenser	Fleet Superintendent	20,000	-	-	-	-	20,000
	3464SI1002	Fan Guns Purchase and Refurbishment	Mountain Operations Manager	130,000	-	-	-	-	130,000
	3467LE1703	Child Ski Center Surface Lift	Ski Resort General Manager	-	-	65,000	-	-	65,000
	3468RE0002	Replace Ski Rental Equipment	Director of Skier Services	200,000	185,000	-	150,000	-	535,000
	3468RE1609	Replace Ski Rental Machinery	Director of Skier Services	-	-	36,000	-	-	36,000
	3469HE1739	Replace 2010 Shuttle Bus #635	Fleet Superintendent	-	130,000	-	-	-	130,000
	3469HE1740	Replace 2010 Shuttle Bus #636	Fleet Superintendent	-	130,000	-	-	-	130,000
	3469LI1105	Pavement Maintenance, Diamond Peak and Ski Way	Senior Engineer	55,000	220,000	105,000	105,000	100,000	585,000
	3469LI1805	Ski Way and Diamond Peak Parking Lot Reconstruction	Engineering Manager	225,000	300,000	2,750,000	-	-	3,275,000
	3469LI1805B	Roundabout Alternative for Ski Way Timing to be coordinated with summer operations	Engineering Manager	-	-	-	2,100,000	-	2,100,000



5 Year Capital Improvement Plan Summary - As of 5.22.19

Department	Project Number	Project Title	Project Manager	2020	2021	2022	2023	2024	Total
	3469LV1735	2007 Chevy 1-Ton Pick-Up #596	Fleet Superintendent	-	-	40,000	-	-	40,000
	3469LV1736	2007 Chevy 1-Ton Pick-Up #597	Fleet Superintendent	-	-	40,000	-	-	40,000
	3469LV1737	1991 Ski Passenger Tram #267	Fleet Superintendent	-	-	22,700	-	-	22,700
	3469LV1738	1993 Ski Passenger Tram #283	Fleet Superintendent	-	-	-	23,400	-	23,400
	3499BD1710	Diamond Peak Facilities Flooring Material Replacement	Mountain Operations Manager	43,000	40,000	62,000	-	-	145,000
	3499BD1904	Ski Rental Shop Doors	Assistant Buildings Superintendent	13,000	-	-	-	-	13,000
	3499BD1905	HVAC Control Changeout	Assistant Buildings Superintendent	21,000	-	-	-	-	21,000
	3499CE1909	Ecommerce / Middleware Software	IT Analyst	202,000	-	-	-	-	202,000
	3499FF1607	Skier Services Building Customer Service Counter	Principal Engineer	12,000	-	-	-	-	12,000
	3499OE1205	Replace Staff Uniforms	Ski Resort General Manager	-	130,000	-	-	-	130,000
	3499OE1502	Skier Services Administration Printer Copier Replacement 1210 Ski Way	Director of IT	10,000	-	-	-	-	10,000
	Total			1,872,700	1,614,000	4,126,950	3,477,400	621,900	11,712,950
Ski Master Plan Implementation	3653BD1501	2015 Ski Area Master Plan Implementation - Entitlements and Pre-Design	Engineering Manager	-	-	160,000	-	-	160,000
	3653BD1501A	2015 Ski Area Master Plan Implementation - Phase 1 A Listed Activities	Engineering Manager	-	-	1,103,000	1,103,000	-	2,206,000
	3653BD1501B	2015 Ski Area Master Plan Implementation - Phase 1 B Activities - Alpine Coaster	Engineering Manager	-	-	-	-	878,887	878,887
	Total			-	-	1,263,000	1,103,000	878,887	3,244,887
Parks	4378BD1603	Resurface and Coat Incline Park Bathroom Floors	Buildings Superintendent	-	13,940	-	-	-	13,940
	4378BD1604	Resurface and Coat Preston Park Bathroom, Mechanical Room, and Bleacher Floors	Buildings Superintendent	-	-	53,200	-	-	53,200
	4378BD1605	Aspen Grove Flatscape and Retaining Wall Enhancement and Replacement	Senior Engineer	55,000	-	-	145,000	105,000	305,000
	4378BD1701	Dumpster enclosure – Incline Park	Parks Superintendent	-	-	45,000	-	-	45,000
	4378BD1705	Rosewood Creek Foot Bridges	Parks Superintendent	8,000	8,000	-	-	-	16,000
	4378BD1801	Preston Field Retaining Wall Replacement	Principal Engineer	-	64,750	225,000	-	-	289,750
	4378BD1901	Village Green Restroom drainage improvements	Senior Engineer	25,000	-	-	-	-	25,000
	4378DI1702	Incline Park Backflow Device Replacement	Engineering Manager	32,000	-	-	-	-	32,000
	4378LE1720	2013 Surf Rake #684	Fleet Superintendent	-	-	-	-	26,500	26,500
	4378LE1724	2005 Shattertine Aerifier	Fleet Superintendent	8,100	-	-	-	-	8,100
	4378LE1725	2008 Landpride Overseeder #622	Fleet Superintendent	-	17,000	-	-	-	17,000
	4378LE1730	2008 JD Pro-Gator #623	Fleet Superintendent	35,000	-	-	-	-	35,000
	4378LE1731	2008 JD Pro-Gator #624	Fleet Superintendent	-	36,000	-	-	-	36,000
	4378LE1739	2013 Ball Field Groomer #681	Fleet Superintendent	17,100	-	-	-	-	17,100
	4378LE1740	2013 Ball Field Mower / Toro 3500D Groundsmaster #682	Fleet Superintendent	35,400	-	-	-	-	35,400
	4378LE1742	2015 Ball Field Groomer #706	Fleet Superintendent	-	17,500	-	20,000	-	37,500
	4378LI1207	Pavement Maintenance, East & West End Parks	Senior Engineer	-	-	-	17,500	37,500	55,000
	4378LI1303	Pavement Maintenance, Village Green Parking	Senior Engineer	5,000	12,500	5,000	22,500	-	45,000
	4378LI1403	Pavement Maintenance, Preston Field	Senior Engineer	5,000	5,000	27,500	6,000	6,000	49,500



5 Year Capital Improvement Plan Summary - As of 5.22.19

Department	Project Number	Project Title	Project Manager	2020	2021	2022	2023	2024	Total	
Tennis	4378LI1504	Incline Creek Restoration Project - Upstream of SR-28 (Net of Grants)	Principal Engineer	163,200	-	-	-	-	163,200	
	4378LI1602	Pavement Maintenance, Overflow Parking Lot	Senior Engineer	5,000	5,000	5,000	27,500	5,000	47,500	
	4378LI1802	Pavement Maintenance - Incline Park	Senior Engineer	7,500	3,500	7,500	3,500	-	22,000	
	4378LV1734	2011 Pick-Up with Lift gate (1-ton) #646	Fleet Superintendent	-	-	-	42,500	-	42,500	
	4378LV1735	2005 Pick-up Truck 4x4 (1-Ton) #554	Fleet Superintendent	-	-	43,000	-	-	43,000	
	4378LV1736	2003 1-Ton Service Truck #520	Fleet Superintendent	43,000	-	-	-	-	43,000	
	4378LV1737	2004 Pick-up Truck 4x4 (1-Ton) #541	Fleet Superintendent	-	43,000	-	-	-	43,000	
	4378RS1501	Replace Previous Incline Park Playground	Principal Engineer	-	-	20,000	100,000	-	120,000	
	4378RS1601	Replace Preston Park Playgrounds	Principal Engineer	-	15,000	100,000	-	-	115,000	
	Total			444,300	241,190	531,200	384,500	180,000	1,781,190	
	Tennis	4588BD1602	Paint All Court Fences and Light Poles, Replace Wind Screens	Buildings Superintendent	-	51,000	-	-	-	51,000
		4588BD1604	Tennis Center Renovation	Engineering Manager	1,285,000	-	-	-	-	1,285,000
		4588LI1201	Pavement Maintenance, Tennis Facility	Senior Engineer	23,500	5,000	5,000	5,000	10,000	48,500
		4588RS1401	Resurface Tennis Courts 8-9-10-11	Director of Parks and Recreation	-	17,600	-	-	-	17,600
		4588RS1402	Resurface Tennis Courts 3 thru 7	Director of Parks and Recreation	-	-	-	-	23,000	23,000
4588RS1501		Resurface Tennis Courts 1 and 2	Director of Parks and Recreation	47,000	-	-	-	-	47,000	
Total			1,355,500	73,600	5,000	5,000	33,000	1,472,100		
Recreation Center	4884BD1601	Recreation Center Natatorium Mezzanine Safety Enhancements	Buildings Superintendent	90,000	-	-	-	-	90,000	
	4884BD1702	Replace Bird Netting	Buildings Superintendent	-	-	-	-	17,720	17,720	
	4884BD1703	Replace Walkway Bollard Lights	Buildings Superintendent	55,000	-	-	-	-	55,000	
	4884BD1705	Upgrade Lights for I.P. Pathway	Buildings Superintendent	-	-	27,000	-	-	27,000	
	4884BD1804	Chemtrol System for Recreation Center Pool	Director of Parks and Recreation	-	-	22,000	-	-	22,000	
	4884BD1902	Recreation Center Upstairs Lobby Restrooms Remodel	Recreation Center Manager	-	31,504	-	-	-	31,504	
	4884CE1903	External Surveillance Security Cameras for Recreation Center	Director of Parks and Recreation	15,000	-	-	-	-	15,000	
	4884FF1501	Resurface Recreation Center Patio Deck	Buildings Superintendent	-	-	-	-	28,620	28,620	
	4884FF1502	Repair Deck Stairs and Powder Coat All Patio Deck Railings	Buildings Superintendent	20,000	-	-	-	-	20,000	
	4884LI1102	Pavement Maintenance, Recreation Center Area	Senior Engineer	57,500	62,500	5,000	357,500	307,500	790,000	
	4884RS1503	Replaster Recreation Center Pool	Buildings Superintendent	-	-	200,000	-	-	200,000	
	4885BD1606	Pool Facility Deck/Floor Re-coat	Recreation Center Manager	34,000	-	-	-	35,500	69,500	
	4886LE0001	Fitness Equipment	Recreation Center Manager	44,200	45,000	47,250	49,000	-	185,450	
	4899BD1305	Paint Interior of Recreation Center	Buildings Superintendent	15,500	-	15,500	-	15,500	46,500	
	4899BD1801	Paver install Front Walkway at Recreation Center	Buildings Superintendent	82,500	-	-	-	-	82,500	
4899LV1721	2012 15-Passenger Van #667	Fleet Superintendent	-	-	45,800	-	-	45,800		
4899OE1607	Recreation Center Printer Copier Replacement 980 Incline Way	IT Analyst	-	20,000	-	-	-	20,000		
Total			413,700	159,004	362,550	406,500	404,840	1,746,594		
Community Services Shared	4999OE1399	Web Site Redesign and Upgrade	Marketing Manager	-	80,000	-	-	-	80,000	



5 Year Capital Improvement Plan Summary - As of 5.22.19

Department	Project Number	Project Title	Project Manager	2020	2021	2022	2023	2024	Total
	Total			-	80,000	-	-	-	80,000
	Total Community Services Less Master Plan Implementation			7,184,800	4,010,854	5,681,680	4,811,900	3,045,340	24,734,574
	Total Community Services With Master Plan Implementation			7,184,800	4,010,854	6,944,680	5,914,900	3,924,227	27,979,461
Beaches	3970BD2601	Burnt Cedar Swimming and Toddler Pool Improvements	Engineering Manager	800,000	1,450,000	-	-	-	2,250,000
Beaches	3972BD1301	Pavement Maintenance, Ski Beach	Senior Engineer	11,000	6,000	8,500	15,000	256,000	296,500
	3972BD1501	Beaches Flatscape and Retaining Wall Enhancement and Replacement	Senior Engineer	55,000	55,000	55,000	55,000	55,000	275,000
	3972BD1707	Burnt Cedar Dumpster enclosure	Senior Engineer	10,000	35,000	-	-	-	45,000
	3972FF1704	Beach Furnishings	Parks Superintendent	-	7,000	21,000	-	-	28,000
	3972LI1201	Pavement Maintenance, Incline Beach	Senior Engineer	-	6,500	5,000	7,500	16,500	35,500
	3972LI1202	Pavement Maintenance, Burnt Cedar Beach	Senior Engineer	6,000	6,000	17,500	7,500	310,000	347,000
	3972RS1701	Replace Playgrounds	Principal Engineer	-	30,000	100,000	100,000	-	230,000
	3973FF1204	Incline Beach Kitchen	Food and Beverage Director	-	-	7,260	-	-	7,260
	3974FF1101	Burnt Cedar Beach Kitchen	Food and Beverage Director	-	-	6,800	-	-	6,800
	3999BD1702	Resurface Burnt Cedar Pool Patio Deck	Buildings Superintendent	-	29,100	-	-	-	29,100
	3999BD1703	Replace Ski Beach Entrance Gate	Buildings Superintendent	-	-	-	-	19,500	19,500
	3999BD1708	Ski Beach Bridge Replacement	Senior Engineer	-	-	-	120,000	-	120,000
	3999DI1706	Burnt Cedar Beach Backflow Device Replacement	Engineering Manager	-	-	-	45,000	-	45,000
	Total			882,000	1,624,600	221,060	350,000	657,000	3,734,660
	Total w/o DP Master Plan			12,915,245	10,306,104	10,654,240	9,887,250	11,008,590	54,771,429
	Total w/ DP Master Plan			12,915,245	10,306,104	11,917,240	10,990,250	11,887,477	58,016,316

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

CAPITAL PROJECT REPORT

TOTAL

BUDGET

FUND

DESCRIPTION

PROJECT #

BUDGET

Expended

Carry Over

2018-2019

Est. 5/10/19

2019-2020

General	A.V. Building Immediate Term Maintenance	1099BD1704	\$ 43,700	\$ 41,837	\$ -	
	Administration Fire Panel Replacement	1099BD1803	18,000	18,000	-	
	Digital Records Management System	1099CO1802	75,000	-	75,000	
	Replace Carpeting 893 Southwood Admin Building	1099FF1503	51,500	-	-	
	Pavement Maintenance - Administration Building	1099LI1705	5,000	5,000	-	
	Check Writer Printer Replacement	1212OE1601	6,000	-	6,000	
	IT Master Plan - IT Security Devices	1213CE1101	15,000	15,000	-	
	District Communication Radios	1213CE1701	6,000	7,350	-	
	District Wide PC, Laptops, Peripheral Eq. and Desk Top Printers	1213CO1703	82,750	80,000	-	
	Email Security Gateway	1213CO1801	13,000	13,174	-	
	Human Resource Management and Payroll Processing Software	1315CO1801	120,000	-	120,000	
Total General Fund			\$ 435,950	\$ 180,361	\$ 201,000	
Beach	Burnt Cedar Food & Beverage Customer Improvements	3939BD1803	\$ 10,000	\$ 1,350	\$ 8,650	
	Burnt Cedar Swimming and Toddler Pool Resurface and Mech. Improv.	3970BD2601	75,000	75,000	-	
	Pavement Maintenance, Ski Beach	3972BD1301	33,500	33,500	-	
	Beaches Flatscape and Retaining Wall Enhancement and Replacement	3972BD1501	55,000	55,000	-	
	Beach Furnishings	3972FF1704	58,400	38,400	20,000	
	Pavement Maintenance, Incline Beach	3972LI1201	26,500	26,500	-	
	Pavement Maintenance, Burnt Cedar Beach	3972LI1202	72,500	22,500	50,000	
	Kayak and Paddle Board Rack Enhancements	3972LI1801	30,000	30,000	-	
	Fall protection for Beach Venues	3999BD1802	12,000	11,700	-	
Incline Beach Facility Study	3973LI1302	30,000	600	29,400		
Total Beach Fund			\$ 402,900	\$ 294,550	\$ 108,050	
Internal Services	Total Internal Services Fund			\$ -	\$ -	\$ -

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

CAPITAL PROJECT REPORT

FUND	DESCRIPTION	PROJECT #	TOTAL BUDGET 2018-2019	Expended Est. 5/10/19	BUDGET Carry Over 2019-2020
Combined All Community Services			\$ 9,431,733	\$ 7,648,407	\$ 1,701,702
Championship Golf	Demolition of #10 Starter Shack	3141BD1703	\$ 10,000	\$ 10,389	\$ -
	Venue Signage Enhancement	3141BD1706	20,000	-	20,000
	Champ Golf Exterior Icemaker Replacement	3141FF1804	7,500	7,500	-
	Irrigation Improvements	3141GC1103	25,000	25,000	-
	Championship Course Greens, Tees and Bunkers	3141GC1202	62,000	37,000	25,000
	Champ Course #17 Tee Rebuild	3141GC1704	15,000	16,001	-
	Championship Course Greens and Surrounds	3141GC1802	15,000	15,000	-
	Championship Course Tees	3141GC1803	13,000	13,000	-
	Pavement Maintenance of Parking Lots - Champ Course & Chateau	3141LI1201	25,000	25,000	-
	Pavement Maintenance of Cart Paths - Champ Course	3141LI1202	55,000	55,000	-
	Champ Grille Kitchen Equipment	3153FF1204	39,000	-	-
	1999 Ty-Crop Spreader #429	3142LE1720	36,400	32,777	-
	2007 Club Car Carryall Ball Picker #600	3142LE1740	25,000	23,451	-
	2011 Toro Greensmaster 1000 #652	3142LE1753	14,500	14,400	-
	2011 Toro Greensmaster 1000 #653	3142LE1754	14,500	14,400	-
	2011 Toro Greensmaster 1000 #654	3142LE1755	14,500	14,400	-
	2011 Toro Greensmaster 1000 #655	3142LE1756	14,500	14,400	-
	2011 Toro Greensmaster 1000 #656	3142LE1757	14,500	14,400	-
	2011 Toro Greensmaster 1000 #657	3142LE1758	14,500	14,400	-
	Toro Greensmaster 1600	3142LE1861	10,000	9,859	-
	1989 Lely Fertilizer Spreader #365	3197LE1720	7,000	6,445	-
	2004 John Deere Pro Gator #546	3197LE1738	34,000	31,111	-
	2000 John Deere 5310 Tractor #464	3197LE1743	47,000	42,665	-
	Replace Blade Grinding Equipment	3197LE1748	25,000	24,375	-
	2011 Toro Tri-Plex 3250D Mower #664	3197LE1753	40,500	39,062	-
	Championship Maintenance Building Roof - Unbudgeted	3199BD1901	-	400	-
Total Championship Golf			\$ 598,400	\$ 500,435	\$ 45,000

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

CAPITAL PROJECT REPORT

TOTAL

BUDGET

BUDGET

Expended

Carry Over

2018-2019

Est. 5/10/19

2019-2020

FUND

DESCRIPTION

PROJECT #

Mountain Golf

Mountain Course Greens, Tees and Bunkers

3241GC1101

\$ 23,000

\$ 23,000

\$ -

Mountain Golf Course Cart Path Retaining Walls

3241LI1704

19,668

19,600

-

ADA Access to On-course Restrooms

3241BD1402

95,000

95,000

-

Mtn. Golf Course Remodel On Course Bathrooms, #6 & #13/14

3241BD1503

71,395

71,395

-

Pavement Maintenance of Parking Lot - Mountain Golf Course

3242LI1204

6,000

6,000

-

Pavement Maintenance of Cart Paths - Mountain Golf Course

3242LI1205

45,000

45,000

-

Paint Exterior of Mountain Golf Clubhouse

3299BD1705

27,800

-

27,800

Replace Carpet in Mountain Golf Clubhouse

3299BD1801

24,000

-

-

Mountain Golf Roll Up Shop Doors

3299BD1803

12,000

12,000

-

Repair Roof - Mountain Golf Club House

3299BD1702

82,400

6,000

76,400

Mountain Clubhouse Fire Repairs - Unbudgeted

3299BD1902

-

120,000

-

Mountain Golf Cart Barn Concrete Floor - Unbudgeted

3299BD1903

-

8,980

-

Total Mountain Golf

\$ 406,263

\$ 406,975

\$ 104,200

Facilities

Replace Air Walls Chateau

3350BD1704

\$ 7,500

\$ -

\$ -

Replace Carpet in Chateau Grill

3350BD1803

12,000

12,000

-

Paint Both Food & Beverage Kitchens and Storage Areas

3350BD1806

12,000

12,000

-

Enclose Chateau Exterior Storage Area

3350FF1601

6,500

-

6,500

Aspen Grove - Replace Carpet

3351BD1501

11,500

11,500

-

Total Chateau and Aspen Grove

\$ 49,500

\$ 35,500

\$ 6,500

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

CAPITAL PROJECT REPORT

FUND	DESCRIPTION	PROJECT #	TOTAL	Expended	BUDGET
			BUDGET	Est. 5/10/19	Carry Over
			2018-2019		2019-2020
Ski	Replacement of Main and Snowflake Lodge Kitchen Equipment	3453FF1707	\$ 33,000	\$ 35,242	\$ -
	Vehicle Shop/Snowmaking Pumphouse Roof	3464BD1302	20,000	20,000	-
	Fuel Management Program	3464CO1701	41,885	43,310	-
	Ski Resort Snowmobile Fleet Replacement	3464LE1601	15,000	14,082	-
	Diamond Peak Base Facilities Maintenance and Improvements	3464LI1501	70,000	73,010	-
	2008 Yamaha Rhino (ATV) #639	3464LV1733	22,000	14,795	-
	Fan Guns Purchase and Refurbishment	3464SI1002	27,750	19,800	-
	Snowmaking Infrastructure Evaluation and Enhancement	3464SI1104	31,500	31,500	-
	Upgrade Popular Snowmaking Power Alignment	3464SI1708	37,080	12,864	24,000
	Replace Ski Rental Equipment	3468RE0002	135,000	-	135,000
	Pavement Maintenance, Diamond Peak and Ski Way	3469LI1105	85,000	85,000	-
	Ski Way and Diamond Peak Parking Lot Reconstruction	3469LI1805	50,000	50,000	-
	Diamond Peak Way Finding Signage Evaluation and Enhancement	3469RS1709	40,000	23,450	16,550
	Ski Fleet Fire Panel Replacement	3499BD1801	25,000	25,000	-
	Snowflake Lodge Facilities Maintenance and Improvements	3499BD1803	27,000	27,000	-
	Storage Building Replacement Design Evaluation (Funded by Grants)	3499BD1804	40,000	-	40,000
	Skier Services Building Customer Service Counter	3499FF1607	19,700	19,700	-
	Final costs on prior year lift improvements		-	4,923	-
	Incline Creek Culvert Rehabilitation at Diamond Peak	3499LI1101	4,389,600	4,113,022	-
Ski Area Master Plan Implementation - Phase 1a and 1b	3653BD1501	682,600	-	682,600	
	Total Diamond Peak		\$ 5,792,115	\$ 4,612,698	\$ 898,150
Recreation	Replace Walkway Bollard Lights	4884BD1703	\$ 56,500	\$ 1,550	\$ 54,950
	Replace Condensing Unit 2 and 4	4884BD1901	89,430	71,680	-
	Resurface Recreation Center Patio Deck	4884FF1501	36,600	36,600	-
	Repair Deck Stairs and Powder Coat All Patio Deck Railings	4884FF1502	88,500	88,500	-
	Pavement Maintenance, Recreation Center Area	4884LI1102	12,500	12,500	-
	Fitness Equipment	4886LE0001	43,500	40,000	-
	Paint Interior of Recreation Center	4899BD1305	20,500	20,270	-
	Total Recreation Center		\$ 347,530	\$ 271,100	\$ 54,950

As of May 10, 2019

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

CAPITAL PROJECT REPORT

FUND	DESCRIPTION	PROJECT #	TOTAL		BUDGET Carry Over 2019-2020
			BUDGET 2018-2019	Expended Est. 5/10/19	
Comm. Serv. Admin.	Fall protection for District Venues	4999BD1803	\$ 27,500	\$ 10,480	\$ -
	Parks and Recreation Master Plan Update	4999RS1603	138,000	138,000	-
	Total Community Services Administration		\$ 165,500	\$ 148,480	\$ -
Parks	Dumpster Enclosure - Incline Park	4378BD1701	\$ 7,500	\$ -	\$ -
	Incline Park Fencing Refurbishment	4378BD1707	18,000	-	18,000
	Skate Park Enhancement Study	4378BD1711	5,000	5,000	-
	Incline Park Backflow Device Replacement	4378DI1702	18,802	-	18,800
	1996 Lely Fertilizer Spreader #498	4378LE1723	12,000	6,791	-
	2007 John Deere Pro Gator #604	4378LE1729	34,000	31,111	-
	2007 Toro 3500D Rotary Mower #605	4378LE1743	33,700	32,761	-
	Pavement Maintenance, East & West End Parks	4378LI1207	15,000	15,000	-
	Pavement Maintenance, Village Green Parking	4378LI1303	5,000	5,000	-
	Pavement Maintenance, Preston Field	4378LI1403	5,000	5,000	-
	Restoration Project - Upstream of SR-28 (funded by grants)	4378LI1504	186,000	7,200	178,800
	Restoration Project - Upstream of SR28	4378LI1504B	37,000	305	36,000
	Pavement Maintenance, Overflow Parking Lot	4378LI1602	5,000	5,000	-
	Pump Track Demonstration (funded by grants)	4378LI1604	300,000	-	300,000
	Pump Track Demonstration	4378LI1604	17,852	-	17,852
	Incline Park Improvements - Unbudgeted	4378BC1801	-	14,000	-
	Pavement Maintenance - Incline Park	4378LI1802	1,500	1,500	-
	Incline Park Facility Renovations (funded by grants)	4378LI1803	1,208,071	1,409,201	-
	Bocce Courts at Recreation Center Property Design	4378LI1804	15,000	-	15,000
		Total Parks		\$ 1,924,425	\$ 1,537,869
Tennis	Tennis Center Renovation	4588BD1604	\$ 50,000	\$ 41,550	\$ 8,450
	Pavement Maintenance, Tennis Facility	4588LI1201	5,000	5,000	-
	Resurface Tennis Courts 3 thru 7	4588RS1402	75,000	75,000	-
	Tennis Center Pickle Ball Court Conversion	4588RS1801	18,000	13,800	-
	Total Tennis		\$ 148,000	\$ 135,350	\$ 8,450

As of May 10, 2019

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

FUND	DESCRIPTION	CAPITAL PROJECT REPORT	TOTAL	BUDGET	BUDGET
		PROJECT #	2018-2019	Expended Est. 5/10/19	Carry Over 2019-2020
Utility Fund	Adjust Utility Facilities in NDOT/Washoe County Right of Way	2097DI1401	\$ 60,000	\$ 24,000	\$ -
	Public Works Office Space Reconfiguration	2097FF1602	61,500	61,830	-
	2010 International Vactor Truck #638	2097HV1732	430,000	419,594	-
	Pavement Maintenance, Utility Facilities	2097LI1401	12,500	12,500	-
	2009 Chevrolet Mid Size Pick-up #630 Compliance Dept.	2097LV1733	30,000	29,452	-
	WRRF Crew Quarters	2097SS1708	218,994	211,166	-
	Water Pumping Station Improvements	2299DI1102	115,000	115,000	-
	Replace Commercial Water Meters, Vaults and Lids	2299DI1103	40,000	22,443	-
	Water Reservoir Coatings and Site Improvements	2299DI1204	40,000	34,776	-
	Burnt Cedar Water Disinfection Plant Improvements	2299DI1401	245,497	245,000	-
	Water Reservoir Safety and Security Improvements	2299DI1701	418,600	32,000	386,600
	Water Pump Station 2-1 Improvements	2299DI1702	800,000	8,200	791,800
	Leak Study R2-1 14 inch Steel	2299WS1801	65,000	65,000	-
	Watermain Replacement - Alder Avenue	2299WS1802	50,000	18,000	-
	Effluent Export Line - Phase II - 2018-2019 budget	2524SS1010	2,000,000	-	2,000,000
	Effluent Line - Phase II - use from carryover (\$294,631 + \$1,057,000)	2524SS1010	1,351,631	1,099,713	251,918
	Treatment Plant Fire Panel Replacement	2599BD1802	65,000	65,000	-
	Sewer Pumping Station Improvements	2599DI1104	55,000	59,140	-
	Sewer Pump Station #1 Improvements	2599DI1703	255,000	35,000	220,000
	Sewer Pump Station #11 Replacement	2599DI1705	125,000	125,000	-
	Water Resource Recovery Facility Improvements	2599SS1102	145,000	145,000	-
	Wetlands Effluent Disposal Facility Improvements	2599SS1103	100,000	100,000	-
	Replace & Reline Sewer Mains, Manholes and Appertenances	2599SS1203	80,000	80,000	-
	WRRF Biosolids Bins	2599SS1702	60,000	60,000	-
WRRF Aeration System Improvements	2599SS1707	150,000	50,000	100,000	
	Total Utility Fund		\$ 6,973,722	\$ 3,117,814	\$ 3,750,318
	District Total		\$ 17,244,305	\$ 11,241,132	\$ 5,761,070

As of May 10, 2019

**Incline Village General Improvement District
Central Services Cost Allocation Plan
For the Fiscal Year Ending June 30, 2020**

	General	Utility	Championship Golf	Mountain Golf	Facilities	Ski	Recreation Center	Parks	Tennis	Comm. Services Admin	Beach	Internal Services	Total District	
Base Cost														
Budgeted FTE by Fund Allocation	23.8 8.63%	34.2 12.41%	43.9 15.92%	11.6 4.21%	2.5 0.92%	78.5 28.48%	25.0 9.07%	7.1 2.58%	2.5 0.90%	2.5 0.89%	25.5 9.25%	18.6 6.75%	275.7 100%	
Budgeted Wages by Fund Allocation	\$ 2,125,940 14.91%	\$ 2,799,411 19.63%	\$ 1,592,508 11.17%	\$ 372,113 2.61%	\$ 89,488 0.63%	\$ 2,970,495 20.83%	\$ 1,164,024 8.16%	\$ 345,389 2.42%	\$ 139,281 0.98%	\$ 183,759 1.29%	\$ 932,898 6.54%	\$ 1,544,270 10.83%	\$ 14,259,576 100%	
Budgeted Benefits by Fund Allocation	\$ 1,068,804 18.68%	\$ 1,407,335 24.60%	\$ 512,154 8.95%	\$ 115,629 2.02%	\$ 47,157 0.82%	\$ 985,297 17.22%	\$ 368,533 6.44%	\$ 85,289 1.49%	\$ 29,131 0.51%	\$ 60,652 1.06%	\$ 240,804 4.21%	\$ 799,470 13.98%	\$ 5,720,255 100%	
Budgeted Services & Supplies by Fund Allocation	\$ 1,221,180 8.67%	\$ 3,284,771 23.31%	\$ 2,362,177 16.76%	\$ 486,135 3.45%	\$ 386,890 2.75%	\$ 3,221,476 22.86%	\$ 818,566 5.81%	\$ 418,301 2.97%	\$ 89,311 0.63%	\$ 179,860 1.28%	\$ 824,987 5.85%	\$ 798,377 5.67%	\$ 14,092,031 100%	
Budgeted Accounting - Invest. Int.	<table border="1"> <tr> <td>\$ 757,297</td> </tr> </table>													\$ 757,297
\$ 757,297														
Percentage of Costs Allocated	80%													
Allocation based on Services & Supplies	52,500	141,217	101,554	20,900	16,633	138,496	35,191	17,983	3,840	7,732	35,467	34,323	\$ 605,838	
Blended Allocation	14%	19%	12%	3%	1%	22%	8%	2%	1%	1%	7%	11%		
Budgeted Human Resources	<table border="1"> <tr> <td>\$ 974,317</td> </tr> </table>													\$ 974,317
\$ 974,317														
HR + 20% Accounting	<table border="1"> <tr> <td>\$ 1,125,776</td> </tr> </table>													\$ 1,125,776
\$ 1,125,776														
Based on Wages, Benefits & FTE	158,460	212,548	135,265	33,168	8,906	249,667	88,840	24,349	8,952	12,157	75,059	118,405	\$ 1,125,776	
Central Services Cost Allocation	\$ 363,688	\$ 353,765	\$ 236,819	\$ 54,068	\$ 25,539	\$ 388,163	\$ 124,031	\$ 42,333	\$ 12,792	\$ 19,889	\$ 110,527		\$ 1,731,614	
Annual Billing for Adopted Budget		\$ 353,700	\$ 236,800	\$ 54,000	\$ 25,500	\$ 388,100	\$ 124,000	\$ 42,300	\$ 12,700	\$ 19,800	\$ 110,500		\$ 1,367,400	

Prepared and calculated in accordance with NRS 354.613 Subsection 1c and IVGID Board Policy 18.1.0

Note: The basis for Services & Supplies for the Central Services Cost Allocation differs from the Budgeted Services & Supplies by excluding costs for the allocation itself.

By: Gerald W. Eick, Director of Finance _____

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
COMMUNITY SERVICES COMBINED
PROPOSED OPERATING SOURCES AND USES
FOR THE FISCAL YEAR ENDING JUNE 30, 2020

	Actual FYE - 17	Actual FYE - 18	Estimated Actual FYE - 19	Approved Budget FYE - 19	Proposed Budget FYE - 20
Sources:					
Ad Valorem Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -
Consolidated Taxes	-	-	-	-	-
Charges for Services	16,801,932	14,629,054	16,734,000	15,011,324	15,592,894
Facility Fee	2,045,905	1,788,865	1,764,530	1,765,150	2,050,750
Investment income	23,608	69,303	69,000	30,000	50,000
Miscellaneous Revenues	153,161	186,317	118,000	106,480	110,361
Intergovernmental	39,233	37,220	35,000	38,000	40,400
Interfund	87,711	74,014	77,000	94,120	98,210
Central Services	-	-	-	-	-
Total Sources	19,151,550	16,784,773	18,797,530	17,045,074	17,942,615
Uses:					
Salaries & Wages	6,094,426	6,317,600	6,524,000	6,509,155	6,857,057
Employee Benefits	1,748,861	1,806,011	2,013,500	2,088,462	2,203,842
Total Personnel	7,843,287	8,123,611	8,537,500	8,597,617	9,060,899
Professional Services	25,780	61,859	40,000	41,075	43,950
Services & Supplies	4,501,552	4,216,621	4,446,000	4,597,054	4,680,852
Insurance	328,485	320,870	331,000	328,845	370,360
Utilities	934,424	1,177,267	1,169,400	1,181,829	1,214,079
Cost of Goods Sold	1,429,389	1,422,068	1,466,000	1,315,595	1,553,475
Central Services	760,000	719,900	768,200	768,200	903,200
Defensible Space	97,046	95,228	100,000	100,000	100,000
Total Services & Supplies	8,076,676	8,013,813	8,320,600	8,332,598	8,865,916
General Fund Cap. Exp.	-	-	-	-	-
Total Uses	15,919,963	16,137,424	16,858,100	16,930,215	17,926,815
Net Sources (Uses)	\$ 3,231,587	\$ 647,349	\$ 1,939,430	\$ 114,859	\$ 15,800

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
 RECONCILIATION OF SOURCES AND USE TO FORM 4404LGF
 TENTATIVE BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2020

	<u>General Fund</u>	<u>Community Services</u>	<u>Beach</u>	<u>Utilities</u>	<u>Internal Services</u>
Net Sources & Uses	\$ 118,930	\$ 41,596	\$ 62,149	\$ (9,882)	\$ 13,190
Deduct Fund Balance for Capital	(201,000)	(4,640,487)	(687,878)	(1,498,400)	-
Interfund Transfer	(561,800)	561,800	-	-	-
Budgeted Contingency	(145,000)				
Add back Capital Expend.				5,861,400	-
Add back Debt Service				643,134	-
Deduct Depreciation				(3,310,000)	(13,560)
Deduct Interest expense				(111,838)	
Net change per Budget Form	(788,870)	(4,037,091)	(625,729)	<u>\$ 1,574,414</u>	<u>\$ (370)</u>
Fund Balance, Beginning	<u>3,093,112</u>	<u>13,183,167</u>	<u>1,749,171</u>		
Fund Balance, Ending	<u>\$ 2,304,242</u>	<u>\$ 9,146,076</u>	<u>\$ 1,123,442</u>		

Form 4404LGF Sch. A-1

Form 4404LGF Sch. F-1

Form 4404LGF - Final - May 22, 2019

2019-2020 PERSONNEL HIGHLIGHTS

The employees of the District continue to be our most important and valued asset. Investing and valuing our employees is investing in the future of the District. Each employee pledges their commitment to providing excellent customer service to the District's parcel owners and users of our services. We continue to provide competitive wages and benefits as the District is committed to provide a workplace environment that allows our employees to work together and excel.

The District's Value Statement focuses on this commitment:

"We are dedicated people providing quality service, for our community and environment, with integrity and teamwork"

The District offers its benefited position employees a competitive and comprehensive benefit package. This includes employer paid health insurance that provides coverage for medical, dental, vision, life, short term and long term disability. There is also a retirement defined contribution plan including deferred compensation, employee assistance program, as well as vacation, sick leave and eleven paid holidays. We also offered medical insurance to employees who qualified under the Federally-mandated Affordable Health Care Act. They worked 1,560 hours or more during the sustainable period that we identified. These employees are long term employees with tenure dating as far back as 1994.

Recreation privileges such as golfing, skiing, tennis, and use of the Recreation Center facility continue to be available, at no cost, to District's employees. These privileges continue to be a great recruitment and retention tool for our workforce.

Our culture shift with Gung Ho! over the last five years has been successful to date with a variety of new initiatives that have been implemented. So far, we have seen success as our employees are working together, talking about our core values, and aligning themselves with the District's purpose, values and goals. The shift of the culture change is a slow one since the emphasis is on frontline, not top-down, decision making, responsibility, and celebrating, no matter how small, workforce successes. We are starting to see success with culture shift in improving employee morale and productivity, reducing employee turnover, and reinvigorating a sense of purpose throughout our entire District Staff. The three central principles around Gung Ho! are doing worthwhile work, putting your workers in control of achieving their goals, and cheering each other on. The Customer Care Council (C2) composed of select individuals who have been identified as up and coming leaders within the organization have been working hard on improvements for employees. They have developed deeper trainings, team building, rewards and exercises focused around our values. We are currently on our second round of individuals asked to sit on the C2 to gain new perspective as they work on new goals. It is fun to see this Gung Ho! culture take on a new evolution of positive management.

The District continues to use the Gallup 12 Employee Engagement program to measure and track engagement. Gallup is a global analytics and advice firm that provides insight and benchmarking data on employee engagement. We were fortunate enough to upgrade our Gallup 12 services to the more robust Gallup Access platform at no additional cost to the District.

Gallup Access provides for a more customizable product allowing us to look at our engagement at different points in time throughout the year. In addition, we can now customize questions for specific areas of concern within departments or for managers. Historically our survey data was

measured against the entire Gallup database of customers. We now can measure our data against industry, location and size. This level of granularity within our District will allow us to make more informed decisions and create successful initiatives for improvement. Each year the Gallup survey will be launched within each department at IVGID, Full-Time Year-Round staff, summer seasonal and winter seasonal. Where appropriate we will also launch specialized short surveys, through Gallup, called Pulse Surveys. A Pulse Survey is completely customizable and allows us to ask short pointed questions to help us with the end goal of improved employee engagement.

We continue to work on improving employee engagement, which is bringing communication that basic workplace needs are met, employees have a chance to contribute to the District, experience a sense of belonging, and enjoy opportunities to learn and grow. The Gallup 12 survey research proves that when employees are engaged, they exert additional effort on the job, going above and beyond what their role typically requires. Engaged employees are more productive, profitable, and customer focused. The Human Resources Department in conjunction with the venues, work to ensure we have well defined roles, employees have the ability to make strong contributions, and are actively connected to the District as a whole.

We continue to hold fun semi-annual "All Employee" meetings bringing employees from all venues together to share information, ask questions, and recognize longevity milestones. We had another successful holiday lunch with over 180 employees in attendance. This past year, the theme was "Winter Hawaiian Holiday". This year, we had fun candy bar scramble and the top ten people who answered correctly in the shortest amount of time won the chance to win a prize from our PLANKO game. This seemed to be a big hit. We also had the C2 present a big check to show to date the rewards and recognition for our seasonal employees. Again, this year at the holiday party, we distributed thanks to all of our active employees in the form of a \$10 in IVGID bucks as a small thank you for their service and an IVGID color-changing cup. Our beta testing for electronic distribution through RTP and Vermont for IVGID bucks from the previous year did not work so well. However, we have colorful vouchers for each employee that were personally distributed to each venue. At our summer picnic BBQ, "Show us your Best Patriotic Spirit", the Senior and Field Management Teams cooked and served Staff, along with a couple of Trustees. We recognized employees on their participation in Safety Week with rewards being handed out. We also had a variety of games for employees to play and music to listen too; it was a great time had by all.

Our revamp of the HERO (Hardworking Employee Recognition Opportunity) retention program was rolled out and tweaks were made and it is running smoothly. Employees are feeling the positive recognition for their time working with IVGID. The C2 also made changes to the Gift of the Goose Recognition and the Economic Bonus. The Goose Recognition rewards employees who exhibit and emulate the District's Values: Teamwork, Integrity, Service, Responsibility, and Excellence. The Economic Bonus rewards employees who have saved the District money by reducing expenses/capital expenditures. The team worked very hard on the changes to offer a fair and variety of rewards. IVGID appreciates the value our returning employees bring to its facilities, parks programs and community venues.

Human Resources, along with the Senior Team, worked to revamp the current Annual Performance Reviews and create/integrate the Accountability Matrix into the process. The intent of this initiative is to create linkage between individual goals, their department goals and their manager.

The diversity of departments throughout IVGID can be a challenge. Many departments work and support other departments throughout the District. This can lead to confusion of workload

prioritizations, teamwork and a supportive environment. The Matrix allows managers and leaders from other departments to have clear communication between venues on how their staff is functioning throughout the District. In addition, any issue that formally is added to the Matrix will directly affect the employee in questions overall Performance Review Score.

The Matrix is a visibility tool into how staff perform and interact with other departments within the District and open the lines of communication.

The Human Resources department has also organized Quarterly Management Trainings. These are hosted by a variety of speakers based on input of needs of employees and management. Topics to date have been: Hiring Steps & Tools, Procurement & Project Delivery, Accounting Processes and Authorizations, Gung HO Refresher, Payroll FAQ, FMLA, IT In's and Outs, and Safety and Incident Procedures. Each training created lots of dialogue and each presentation has been posted on the intranet for manager reference. The Safety and Incident procedures has been recorded and uploaded as well.

We have launched a Learning Management System (LMS), called TORCH, through our Safety committee, which allows for a hands-on, interactive way for employees to learn. More economical for both time and money than conventional trainings. Using a Learning Management System allows users to track not only learning courses, but also offline instructor led training and on the job training and virtual seminars. TORCH allows tracking for compliance based training and includes a variety of standard reports for administrative needs. This is the 2nd generation of the LMS and much more user friendly and intuitive than the previous platform. Torch has been rolled out throughout the District in its previous version and we are in process of training managers and supervisors on how to assign trainings to their employee group. We have been provided this service through the District's membership in POOL/PACT.

The District's employee population is made up of non-union and union employees who are employed in full and part time positions. The District considers all of our employees to be critical operational assets who significantly contribute and will continue to make a difference in the future success of the District.

Specific Matters for the 2019-20 Fiscal Year

Changes in benefited positions for this fiscal year include:

*Re-classify/Title Changes

- Reclassify – Assistant Mechanic to Salary Grade G5
- Reclassify – Waste Not Sustainability Intern to Public Works Technician FTYR Salary Grade G21
- Reclassify - Resource Conservationist to Salary Grade G29
- Reclassify - CDL Driver from PT to Part Time Year Round Benefitted
- Reclassify – Parks & Recreation Clerk II from PTYRB to FTYR
- Reclassify – Assistant Slope Maintenance Manager to Salary Grade 24
- Reclassify – Engineering Manager to Salary Grade 41
- Reclassify – District Merchandiser from 10 Seasonal Manager to FTYR
- Reclassify – Executive Chef to Salary Grade 25
- Reclassify – Director of Golf/Community Services to Salary Grade 36
- Reclassify – Head Golf Professional to Salary Grade 24

- Reclassify – Ski Patrol Director from 6 month seasonal manager to 7 month seasonal manager
- Title Change – Parks & Recreation Administrative Assistant to Parks & Recreation Coordinator – Operations
- Title Change – Parks & Recreation Supervisor – Programs to Parks & Recreation Supervisor – Marketing, Administration & Community Programming
- New Seasonal Manager position – Recreation Manager – Beaches 7 month seasonal manager
- New Seasonal Manager position – Assistant Ski Patrol Director 5 month seasonal manager position
- Position Re-instated – Parks & Recreation Superintendent - Position only no headcount for funds
- Eliminate - Brush Crew Supervisor position
- Eliminate – Director of Community Services Position

- Created full-time year round position:
 - Assistant General Manager – Salary Grade 42
 - Revenue Safe Clerk Lead Salary Grade TBD

- Changes in Salary Ranges, Wages and Benefits for this fiscal year:
 - Year round employees in benefitted positions will receive an increase to their base rate of pay based on performance. COLA is determined on CPI-W all items for March 2019. The District continues to survey the comparable markets of our different venues to monitor competitive compensation levels.
 - A variety of seasonal employees throughout the District will receive an increase to their minimum rate of pay to \$13.00 per hour to remain competitive with California's increasing minimum wage.
 - Goal and Accountability Driven Evaluations have been implemented.
 - We continue to evaluate salary ranges for their competitiveness within the competitive market, including union positions, for all year round positions. All of these relationships are evaluated and contribute to the decisions about Staff growth, working within classification, and the relationship in the competitive market to meet the long range principle for our workforce. Internal equity is also evaluated and is important to the District.
 - Another great benefit renewal is for medical and dental benefits with a 4.8percent increase for health for 2019. This was 10percent lower than budgeted. We attribute this to the District having excellent claims experience. Our Health & Wellness initiatives help with receiving low claims experience and equals a healthier workforce.
 - Deferred Compensation match increase from 3 percent to 4 percent for non-supervisory and non-union FTYR employees.
 - Deferred Compensation match increase from 4 percent to 5 percent for Supervisory and Superintendent union employees.
 - Deferred Compensation match increase from 3 percent to 4 percent for the Superintendent union employee.
 - The Superintendent Union unit contract expires June 30, 2020.
 - The Non-Supervisory Union Unit expires June 30, 2020.
 - The Supervisory Union Unit expires June 30, 2020.

- Long term seasonal employees were offered medical insurance as required by the Federal Affordable Health Care Act. This was a slight increase from the previous year of twenty-two offerings. District Staff continues to monitor employee's hours for fluxuations in the number of employees that would qualify in our next fiscal year. Human Resources continue to monitor the long term perspectives of the seasonal and variable hour employees to ensure that the District continues to be in compliance with the Federal Affordable Health Care Act and the Employer Shared Responsibilities.

Challenges and opportunities for this fiscal year include:

- Continuing to provide the high level of customer service excellence that our residents and customers have to come to expect while holding staffing accountable to a high level of service and training.
- District Wide Customer Care Card, at all venues, so all employees will have a tool to support being able to build a stronger level of Customer Service. This Customer Care Card works for all venues and can be distributed whether they are off or on the clock.
- Employee personal engagement and managers tapping into the human interaction side of management not just skills.
- Continuing to work with our current HRMIS provider on their new HR and Payroll systems for the future. We are also researching other agencies on their HR/Payroll systems for us to reach the best possible functioning system for the District. This process and decision are not to be taken lightly so the Human Resources and payroll departments need to continue to evaluate the efficiency and effectiveness.
- Culture and employee engagement change.
- State law passing Medical and Recreational Marijuana and communicating business as usual. The District will keep its zero tolerance due to the fact we receive Federal funding and to continue receiving funds we must keep the zero tolerance.

The following personnel schedules contain information on Full time Equivalents (FTE) Budget on Budget Changes for the current and prior two budget plans, a list of position Classifications, FTYR Authorized Positions, Part-time, Temporary and Seasonal Positions, and COLA adjusted Salary Grade Ranges.

Incline Village General Improvement District
2019-2020 Budget

Full-Time Equivalent (FTE) Personnel Summary Community Services ar

Activity:	2017-2018	2018-2019	2019-2020
	Budget	Budget	Budget
	Total FTE	Total FTE	Total FTE
Golf - Championship	39	41.2	43.9
Golf - Mountain	10.9	11.3	11.6
Facilities	1.4	1.4	2.5
Ski	70.9	74.4	78.5
Recreation	25.6	25.1	25.0
Parks	9.3	9.7	7.1
Tennis	2	1.5	2.5
Other Recreation	3.2	3.2	2.5
Subtotal Community Svc	162.5	168	173.6
Beach	22.6	25.9	25.5
General Fund	23.3	23.3	23.8
Engineering	4.1	5.1	5.1
Fleet	7	7	7.0
Buildings	5.5	6.5	6.5
Utilities	34.6	34.6	34.2
	74.6	76.5	76.6
Total	259.6	270.3	275.7

Supplemental Breakdowns for informational purposes only.

Marketing	3.1	3.2	3.3
Food and Beverage	24.8	26.6	26.3

Legend

SM = Seasonal Management

S = Seasonal

PT = Part-time

PTYR = Part-time Year-Round

FTYR = Full-Time Year-Round

FTE = Full-Time Equivalent

AUTHORIZED POSITIONS
2019-2020 Budget
FTYR, MSYR, PTYR(B)

Salary Range Grade	Department	Position	FLSA Class
Administrative Services:			
Executive Office:			
Contract		General Manager	Exempt
42		Assistant General Manager	Exempt
32		Executive Assistant/District Clerk	Exempt
18		Receptionist/Sr. Administrative Clerk (Admin/HR)	Non-Exempt
Administration:			
36		Director of Human Resources	Exempt
28		Sr. Human Resources Analyst/Risk Management	Exempt
25		Human Resources Analysts	Exempt
18		Receptionist/Sr. Administrative Clerk	Non-Exempt
40		Director of Finance	Exempt
32		Controller	Exempt
27		Senior Accountant	Exempt
25		Accountant	Exempt
22		Payroll Coordinator	Exempt
18		Accounts Payable Technician	Non-Exempt
16		Administrative Technician	Non-Exempt
25		Safety Specialist	Exempt
29		Communications Coordinator	Exempt
Information Technology:			
36		Director of Information Systems and Technology	Exempt
28		Senior IT Analyst	Exempt
26		IT Network Administrator	Exempt
24		Software Specialist	Exempt
22		IT Technician	Non-Exempt
20		Webmaster	Non-Exempt
Public Works:			
Administration:			
44		Director of Public Works	Exempt
32		Public Works Administration Manager	Exempt
24		Public Works Contracts Administrator I	Non-Exempt

AUTHORIZED POSITIONS
2019-2020 Budget
FTYR, MSYR, PTYR(B)

Salary Range				
Grade	Department	Position		FLSA Class
25		Public Works Contracts Administrator II		Non-Exempt
G3		Customer Service Representative I		Non-Exempt
G4		Customer Service Representative II		Non-Exempt
N/A		Customer Service Clerk (PTYR-B)		Non-Exempt
G7		Meter Technician I		Non-Exempt
G8		Meter Technician II		Non-Exempt
29		Resource Conservationist		Exempt
21		Public Works Program Coordinator I		Non-Exempt
23		Public Works Program Coordinator II		Non-Exempt
21		Public Works Technician		Non-Exempt
N/A		Solid Waste Enforcement & Regulatory Compliance Tech PTYRB		Non-Exempt
N/A		District Public Works Driver PTYRB		Non-Exempt
Engineering:				
41		Engineering Manager		Exempt
38		Principal Engineer ^c		Exempt
36		Senior Engineer		Exempt
29		Engineering Technician		Exempt
Fleet Maintenance:				
32		Fleet Superintendent		Exempt
G8		Mechanic I		Non-Exempt
G9		Mechanic II		Non-Exempt
G10		Lead Mechanic III (Golf)		Non-Exempt
G10		Lead Mechanic III (Public Works)		Non-Exempt
G10		Lead Mechanic III (Ski)		Non-Exempt
G5		Assistant Mechanic		Non-Exempt
Building Maintenance:				
29		Buildings Superintendent		Exempt
26		Buildings Assistant Superintendent		Exempt
G5		Buildings Maintenance I		Non-Exempt
G6		Buildings Maintenance II		Non-Exempt
G7		Buildings Maintenance III - Electrical		Non-Exempt
G7		Buildings Maintenance III - Finish Carpenter		Non-Exempt
G7		Buildings Maintenance III - Mechanical Technician		Non-Exempt
Utilities:				
36		Utilities Superintendent		Exempt
32		Utilities Maintenance Specialist		Exempt
G9		Utilities Asset Management Technician		Non-Exempt
Compliance:				
30		Compliance Supervisor/Chief Inspector		Exempt

AUTHORIZED POSITIONS
2019-2020 Budget
FTYR, MSYR, PTYR(B)

Salary Range				
Grade	Department	Position		FLSA Class
G10		Senior Inspector		Non-Exempt
G9		Inspector II		Non-Exempt
G8		Inspector I		Non-Exempt

AUTHORIZED POSITIONS
2019-2020 Budget
FTYR, MSYR, PTYR(B)

Salary Range	Grade	Department	Position	FLSA Class
		Pipeline:		
	31		Collection/Distribution Supervisor	Exempt
	G11		Collection/Distribution Operator III Assistant Supervisor	Non-Exempt
	G6		Collection/Distribution Operator Trainee	Non-Exempt
	G8		Collection/Distribution Operator I	Non-Exempt
	G9		Collection/Distribution Operator II	Non-Exempt
	G10		Collection/Distribution Operator III	Non-Exempt
		Water/Wastewater:		
	31		Water/Wastewater Supervisor	Exempt
	31		Chief Chemist	Exempt
	G8		Laboratory Analyst I	Non-Exempt
			Laboratory Analyst II	Non-Exempt
	G6		Water/Wastewater Operator Trainee	Non-Exempt
	G8		Water/Wastewater Operator I	Non-Exempt
	G9		Water/Wastewater Operator II	Non-Exempt
	G10		Water/Wastewater Operator III	Non-Exempt
	G11		Assistant Water/Wastewater Operator III Supervisor(Water)	Non-Exempt
	G11		Assistant Water/Wastewater Operator III Supervisor (WW)	Non-Exempt
	G11		Sr. Electrician/Instrumentation Technician	Non-Exempt
	G9		Electrician/Instrumentation Technician I/II	Non-Exempt
	G6		Building Maintenance II	Non-Exempt
		Community Services:		
		Golf:		
	36		Director of Golf Operations/Community Services	Exempt
	24		Head Golf Professional Championship Course	Exempt
8 Mo SM			Head Golf Professional Mountain Course	Exempt
	20		District Merchandiser	Exempt
	24		Revenue Office Manager	Exempt
	20		Assistant Revenue Office Manager	Exempt
	16		Revenue Safe Clerk	Non-Exempt
	33		Grounds Superintendent Golf Courses	Exempt
	23		Assistant Superintendent Mountain Course	Exempt
	30		Maintenance Crew Foreman	Exempt
	24		Assistant Superintendent Championship Golf	Exempt
		Facilities:		
	24		Sales & Event Coordinator	Exempt
	20		Event Coordinator	Exempt

AUTHORIZED POSITIONS
2019-2020 Budget
FTYR, MSYR, PTYR(B)

Salary Range	Department	Position	FLSA Class
Grade			
Recreation/Beach:			
36		Director of Parks & Recreation	Exempt
32		Superintendent of Parks & Recreation	Exempt
28		Park Superintendent	Exempt
25		Parks & Recreation Manager - Operations	Exempt
24		Parks and Rec Center Manager	Exempt
24		Recreation Manager - Fitness, Health & Wellness	Exempt
7 Mo SM		Recreation Manager - Beaches	Exempt
22		Recreation Supervisor - Aquatics	Exempt
22		Recreation Supervisor - Mktg, Admin & Community Progra	Exempt
22		Recreation Supervisor - Senior Programs	Exempt
22		Recreation Supervisor - Sports	Exempt
N/A		Recreation Coordinator - Programs (PTYR-B)	Non-Exempt
18		Senior Parks & Recreation Clerk	Exempt
16		Parks & Recreation Clerk II	Non-Exempt
17		Aquatics Maintenance Specialist	Non-Exempt
N/A		Aquatics Assistant (PTYR-B)	Non-Exempt
20		Parks Supervisor	Exempt
18		Parks Crew Supervisor	Exempt
G6		Buildings Maintenance II	Non-Exempt
18		Parks & Rec Admin. Coodinator - Operations	Non-Exempt
Ski:			
37		Ski Resort General Manager	Exempt
31		Mountain Operations Manager	Exempt
26		Lift Manager	Exempt
26		Slope Maintenance Manager	Exempt
21		Lift Maintenance Technician	Non-Exempt
24		Assistant Lift Manager	Exempt
24		Assistant Slope Maintenance Manager	Exempt
18		Receptionist/Sr. Administrative Clerk (Ski)	Non-Exempt
7 Mo SM		Ski Patrol Director	Exempt
5 Mo SM		Assistant Ski Patrol Director	Exempt
24		Revenue Office Manager	Exempt
20		Assistant Revenue Office Manager	Exempt
SM		Director of Skier Services	Exempt
26		Base Operations Manager	Exempt
7 Mo SM		Rental Shop Manager	Exempt
7 Mo SM		Child Ski Center Manager	Exempt

Marketing:

AUTHORIZED POSITIONS
2019-2020 Budget
FTYR, MSYR, PTYR(B)

Salary Range Grade	Department	Position	FLSA Class
27		Marketing Manager	Exempt
24		Sales Manager	Exempt
19		Marketing Coordinator	Exempt
	Food & Beverage		
25		Executive Chef	Exempt
21		Assistant F&B Manager	Exempt
21		Sous Chef	Exempt
21		Banquet Chef	Non-Exempt
	Other Recreation		
28		Community Services Budget Analyst	Exempt

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
2019-2020 BUDGET

PART-TIME, TEMPORARY AND SEASONAL PERSONNEL

AREA	DEPT	DIV	POSITION	TYPE
Admin Svc	General	Acct	SPECIAL PROJECTS	T
Admin Svc	General	Admin	WEEKEND BOARDROOM SUPERVISOR	OC
Community Svs	Golf	Champ Maint	IRRIGATION TECHNICIAN GOLF	S
Community Svs	Golf	Champ Maint	MAINTENANCE GROUNDS WORKER	S
Community Svs	Golf	Champ Maint	HORTICULTURIST	SP
Community Svs	Golf	Champ Maint	OUTSIDE SERVICES SUPERVISOR	S
Community Svs	Golf	Champ Opns	GOLF SHOP STAFF	S
Community Svs	Golf	Champ Opns	JR. GOLF ASST. INSTRUCTOR	SP
Community Svs	Golf	Champ Opns	LEAD GOLF SHOP STAFF	S
Community Svs	Golf	Champ Opns	MERCHANDISE SALES STAFF	S
Community Svs	Golf	Champ Opns	OUTSIDE SERVICES STAFF	S
Community Svs	Golf	Champ Opns	STARTER/RANGER	S
Community Svs	Golf	Champ Opns	TEACHING PROFESSIONAL	S
Community Svs	Golf	F&B	BANQUET COOK	OC
Community Svs	Golf	F&B	BANQUET DISHWASHER	OC
Community Svs	Golf	F&B	BANQUET SERVER	OC
Community Svs	Golf	F&B	BANQUET BUSSER	OC
Community Svs	Golf	F&B	BUSSER	S
Community Svs	Golf	F&B	BUSSER	SP
Community Svs	Golf	F&B	COOK	S
Community Svs	Golf	F&B	DISHWASHER	S
Community Svs	Golf	F&B	FOOD & BEV ON DUTY SUPERVISOR	S
Community Svs	Golf	F&B	GRILLE HOST	S
Community Svs	Golf	F&B	JR. PREP COOK	S
Community Svs	Golf	F&B Champ	PREP COOK	S
Community Svs	Golf	F&B Champ	SERVER	S
Community Svs	Golf	F&B Champ	SNACK BAR ATTENDANT	S
Community Svs	Golf	F&B	LEAD GRILLE SUPERVISOR	S
Community Svs	Facilities	Chateau	FACILITIES OPERATIONS ASSISTANT	OC
Community Svs	Facilities	Chateau	FACILITIES OPERATIONS STAFF	P
Community Svs	Facilities	Chateau	CHATEAU RECEPTIONIST/CLERK	LP
Community Svs	Golf	F&B Champ	BARTENDER	S
Community Svs	Golf	F&B Mtn	SNACK BAR ATTENDANT	S
Community Svs	Golf	F&B	BANQUET BAR CAPTAIN	OC
Community Svs	Golf	F&B	BANQUET BARTENDER	OC
Community Svs	Golf	F&B	BANQUET CAPTAIN	OC
Community Svs	Golf	F&B	BAR CART ATTENDANT	S
Community Svs	Golf	Golf-Mtn	MTN COURSE LEAD GOLF SHOP STAFF	S
Community Svs	Golf	Golf-Mtn	MTN COURSE STARTER	S
Community Svs	Golf	Golf-Mtn	MTN COURSE RANGER	S
Community Svs	Golf	Mtn Maint	MAINTENANCE GROUNDS WORKER	S
Community Svs	Golf	Golf Mtn	MTN COURSE GOLF SHOP STAFF	S
Community Svs	Golf	Mtn Opns	GOLF SHOP STAFF	S
Community Svs	Golf	Mtn Opns	MAINTENANCE GROUNDS WORKER	S
Community Svs	Golf	Mtn Opns	MERCHANDISE SALES STAFF	S
Community Svs	Golf	Mtn Opns	MTN COURSE LEAD GOLF SHOP STAFF	S
Community Svs	Golf	Mtn Opns	OUTSIDE SERVICES STAFF	S
Community Svs	Golf/Ski		HYATT SHOP STAFF	P
Community Svs	Golf/Ski		LEAD HYATT SHOP STAFF	P
Public Works	Internal Svc	Buildings	SIGN MAKER	P
Community Svs	Parks	Parks	IRRIGATION TECHNICIAN	SA
Community Svs	Parks	Parks	PARKS ADMINISTRATIVE ASSISTANT	P
Community Svs	Parks	Parks/Beaches	MAINTENANCE WORKER	SA
Community Svs	Parks	Parks/Beaches	MAINTENANCE WORKER	S
Community Svs	Parks	Parks/Beaches	SENIOR MAINTENANCE WORKER	S
Community Svs	Parks	Parks/Beaches	SENIOR MAINTENANCE WORKER	SA
Community Svs	Recreation	Beaches	ASSISTANT BEACH HOST	S

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
2019-2020 BUDGET

PART-TIME, TEMPORARY AND SEASONAL PERSONNEL

Community Svcs	Recreation	Beaches	BEACH HOST	S
Community Svcs	Recreation	Beaches	LEAD BEACH HOST	S
Community Svcs	Recreation	Beaches	PARKING & BOAT RAMP ATTENDANT	S
Community Svcs	Recreation	Recreation	CHILD CARE LEADER	P
Community Svcs	Recreation	Recreation	FITNESS FACILITY ATTENDANT	OC
Community Svcs	Recreation	Recreation	FITNESS FACILITY ROVER	P
Community Svcs	Recreation	Recreation	FITNESS INSTRUCTOR	LP
Community Svcs	Recreation	Recreation	LEAD LIFEGUARD	S
Community Svcs	Recreation	Recreation	LIFEGUARD	S
Community Svcs	Recreation	Recreation	LIFEGUARD	P
Community Svcs	Recreation	Recreation	PARKS & RECREATION CLERK	P
Community Svcs	Recreation	Recreation	PERSONAL TRAINER	LP
Community Svcs	Recreation	Recreation	RECREATION LEADER	P
Community Svcs	Recreation	Recreation	SENIOR CHILD CARE LEADER	P
Community Svcs	Recreation	Recreation	SENIOR RECREATION LEADER	LP
Community Svcs	Recreation	Recreation	SPORTS OFFICIALS	LP
Community Svcs	Recreation	Recreation	SPORTS SITE SUPERVISOR	LP
Community Svcs	Recreation	Recreation	RECREATION SPECIALIST	LP
Community Svcs	Recreation	Recreation	SR. AQUACIZE INSTRUCTOR	LP
Community Svcs	Recreation	Recreation	SR. FITNESS INSTRUCTOR	LP
Community Svcs	Recreation	Recreation	SWIM COACH	P
Community Svcs	Recreation	Recreation	SWIM COACH	S
Community Svcs	Recreation	Recreation	SWIM INSTRUCTOR	P
Community Svcs	Recreation	Recreation	SWIM INSTRUCTOR	S
Community Svcs	Recreation	Recreation	YOUTH RECREATION LEADER	P
Community Svcs	Recreation	Tennis	HEAD TENNIS PRO	S
Community Svcs	Recreation	Tennis	INDOOR TENNIS PRO	LP
Community Svcs	Recreation	Tennis	JR.TENNIS COACH	S
Community Svcs	Recreation	Tennis	SENIOR TENNIS HOST	S
Community Svcs	Recreation	Tennis	TENNIS COURT WASHER	S
Community Svcs	Recreation	Tennis	TENNIS HOST	S
Community Svcs	Recreation	Tennis	TENNIS PRO	S
Community Svcs	Ski	Child Ski	CSC GUEST SERVICES	S
Community Svcs	Ski	Child Ski	CSC INSTRUCTOR	S
Community Svcs	Ski	Child Ski	CSC LEAD GUEST SERVICES	S
Community Svcs	Ski	Child Ski	CSC RENTAL TECHNICIAN	S
Community Svcs	Ski	Child Ski	CSC SUPERVISOR	S
Community Svcs	Ski	Child Ski	JR. CSC INSTRUCTOR	S
Community Svcs	Ski	F&B	FOOD & BEVERAGE CASHIER	S
Community Svcs	Ski	F&B	REVENUE OFFICE CLERK	SA
Community Svcs	Ski	F&B	REVENUE OFFICE CLERK	P
Community Svcs	Ski	F&B	REVENUE OFFICE CLERK	S
Community Svcs	Ski	F&B	SNOWFLAKE SUPERVISOR	S
Community Svcs	Ski	General Admin	RECEPTIONIST/SNOW REPORTER	S
Community Svcs	Ski	Lifts	LEAD LIFT OPERATOR	S
Community Svcs	Ski	Lifts	LIFT MAINTENANCE LABORER	S
Community Svcs	Ski	Lifts	LIFT OPERATOR/TICKET CHECKER	S
Community Svcs	Ski	Parking/Trans	PARKING ATTENDANT	S
Community Svcs	Ski	Parking/Trans	SHUTTLE/TRAM DRIVER	S
Community Svcs	Ski	Parking/Trans	TRAM DRIVER	S
Community Svcs	Ski	Property Ops	BASE OPERATIONS SUPERVISOR	S
Community Svcs	Ski	Property Ops	MAINTENANCE - PROPERTY OPS	S
Community Svcs	Ski	Property Ops	MT.MAINTENANCE WORKER	S
Community Svcs	Ski	Rental	RENTAL TECHNICIAN	S
Community Svcs	Ski	Rentals	ASST. RENTAL SHOP MANAGER	S
Community Svcs	Ski	Rentals	LEAD RENTAL TECHNICIAN	S
Community Svcs	Ski	Ski	RENTAL TECHNICIAN	S
Community Svcs	Ski	Ski Patrol	DISPATCHER	SA

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
2019-2020 BUDGET

PART-TIME, TEMPORARY AND SEASONAL PERSONNEL

Community Svs	Ski	Ski Patrol	MOUNTAIN CAPTAIN	S
Community Svs	Ski	Ski Patrol	SKI PATROLLER	S
Community Svs	Ski	Ski School	SKI/SNOWBOARD INSTRUCTOR	S
Community Svs	Ski	Slope Maint	GROOMER	S
Community Svs	Ski	Slope Maint	GROOMING CREW LEADER	S
Community Svs	Ski	Slope Maint	PUMPS & COMPRESSOR OPERATOR	S
Community Svs	Ski	Slope Maint	SENIOR GROOMER	S
Community Svs	Ski	Slope Maint	SNOWMAKER	S
Community Svs	Ski	Slope Maint	SNOWMAKING CREW LEADER	S
Community Svs	Ski	Slope Maint	TERRAIN PARK ATTENDANT	S
Community Svs	Ski	Slope Maint	WINCH CAT OPERATOR	S
Community Svs	Ski	Tickets	LEAD CASHIER	S
Community Svs	Ski	Tickets	CASHIER	S
Community Svs	Ski	Tickets	MOUNTAIN HOST	S
Community Svs	Ski	Tickets	TICKET OFFICE SUPERVISOR	S
Public Works	Utilities	Plant	SPECIAL PROJECTS	T
Public Works	Utilities	WasteNot	SPECIAL PROJECTS	T
Public Works	Utility	Plant	WETLANDS HUNT COORDINATOR	OC

Legend

- P - Part-Time Year-Round
- LP - Limited Part-Time Year-Round
- S - Seasonal
- SA - Seasonal ACA
- SP - Seasonal Part-Time
- T - Temporary
- OC - On-Call

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

Standard Salary Ranges

Effective July 1, 2019

*Top of Ranges Increased 1.8%
from previous year.
Min to Max 40%*

GRADE	HOURLY			BI-WEEKLY			ANNUAL		
	Minimum	Mid	Max	Minimum	Mid	Max	Minimum	Mid	Max
16	\$18.38	\$22.05	\$25.73	\$1,470	\$1,764	\$2,058	\$38,225	\$45,870	\$53,515
17	\$19.30	\$23.16	\$27.01	\$1,544	\$1,852	\$2,161	\$40,136	\$48,163	\$56,190
18	\$20.26	\$24.31	\$28.37	\$1,621	\$1,945	\$2,269	\$42,143	\$50,571	\$59,000
19	\$21.27	\$25.53	\$29.78	\$1,702	\$2,042	\$2,383	\$44,250	\$53,100	\$61,950
20	\$22.34	\$26.81	\$31.27	\$1,787	\$2,144	\$2,502	\$46,462	\$55,755	\$65,047
21	\$23.45	\$28.15	\$32.84	\$1,876	\$2,252	\$2,627	\$48,786	\$58,543	\$68,300
22	\$24.63	\$29.55	\$34.48	\$1,970	\$2,364	\$2,758	\$51,225	\$61,470	\$71,715
23	\$25.86	\$31.03	\$36.20	\$2,069	\$2,482	\$2,896	\$53,786	\$64,543	\$75,301
24	\$27.15	\$32.58	\$38.01	\$2,172	\$2,607	\$3,041	\$56,475	\$67,770	\$79,066
25	\$28.51	\$34.21	\$39.91	\$2,281	\$2,737	\$3,193	\$59,299	\$71,159	\$83,019
26	\$29.93	\$35.92	\$41.91	\$2,395	\$2,874	\$3,353	\$62,264	\$74,717	\$87,170
27	\$31.43	\$37.72	\$44.00	\$2,515	\$3,017	\$3,520	\$65,377	\$78,453	\$91,528
28	\$33.00	\$39.60	\$46.20	\$2,640	\$3,168	\$3,696	\$68,646	\$82,375	\$96,105
29	\$34.65	\$41.58	\$48.51	\$2,772	\$3,327	\$3,881	\$72,078	\$86,494	\$100,910
30	\$36.39	\$43.66	\$50.94	\$2,911	\$3,493	\$4,075	\$75,682	\$90,819	\$105,955
31	\$38.21	\$45.85	\$53.49	\$3,056	\$3,668	\$4,279	\$79,467	\$95,360	\$111,253
32	\$40.12	\$48.14	\$56.16	\$3,209	\$3,851	\$4,493	\$83,440	\$100,128	\$116,816
33	\$42.12	\$50.55	\$58.97	\$3,370	\$4,044	\$4,718	\$87,612	\$105,134	\$122,657
34	\$44.23	\$53.07	\$61.92	\$3,538	\$4,246	\$4,953	\$91,992	\$110,391	\$128,789
35	\$46.44	\$55.73	\$65.01	\$3,715	\$4,458	\$5,201	\$96,592	\$115,910	\$135,229
36	\$48.76	\$58.51	\$68.26	\$3,901	\$4,681	\$5,461	\$101,422	\$121,706	\$141,990
37	\$51.20	\$61.44	\$71.68	\$4,096	\$4,915	\$5,734	\$106,493	\$127,791	\$149,090
38	\$53.76	\$64.51	\$75.26	\$4,301	\$5,161	\$6,021	\$111,817	\$134,181	\$156,544
39	\$56.45	\$67.74	\$79.02	\$4,516	\$5,419	\$6,322	\$117,408	\$140,890	\$164,372
40	\$59.27	\$71.12	\$82.98	\$4,741	\$5,690	\$6,638	\$123,279	\$147,934	\$172,590
41	\$62.23	\$74.68	\$87.12	\$4,979	\$5,974	\$6,970	\$129,443	\$155,331	\$181,220
42	\$65.34	\$78.41	\$91.48	\$5,227	\$6,273	\$7,318	\$135,915	\$163,098	\$190,281
43	\$68.61	\$82.33	\$96.06	\$5,489	\$6,587	\$7,684	\$142,710	\$171,253	\$199,795
44	\$72.04	\$86.45	\$100.86	\$5,763	\$6,916	\$8,069	\$149,846	\$179,815	\$209,784
45	\$75.64	\$90.77	\$105.90	\$6,051	\$7,262	\$8,472	\$157,338	\$188,806	\$220,274

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

Union Salary Ranges
Effective July 1, 2019

Uncertified Scale

*Top of Ranges Increased 1.8%
from previous year.
Min to Max 40%*

GRADE	HOURLY			BI-WEEKLY			ANNUAL		
	Minimum	Mid	Max	Minimum	Mid	Max	Minimum	Mid	Max
G3	\$19.61	\$23.53	\$27.46	\$1,569	\$1,883	\$2,197	\$40,792	\$48,951	\$57,109
G4	\$20.61	\$24.74	\$28.86	\$1,649	\$1,979	\$2,309	\$42,875	\$51,450	\$60,025
G5	\$21.64	\$25.97	\$30.30	\$1,731	\$2,077	\$2,424	\$45,012	\$54,014	\$63,016
G6	\$22.39	\$26.87	\$31.34	\$1,791	\$2,149	\$2,508	\$46,568	\$55,882	\$65,195
G7	\$24.85	\$29.82	\$34.79	\$1,988	\$2,386	\$2,783	\$51,691	\$62,029	\$72,367
G8	\$27.24	\$32.69	\$38.13	\$2,179	\$2,615	\$3,051	\$56,655	\$67,986	\$79,317
G9	\$29.72	\$35.66	\$41.60	\$2,377	\$2,853	\$3,328	\$61,811	\$74,174	\$86,536
G10	\$32.13	\$38.56	\$44.99	\$2,571	\$3,085	\$3,599	\$66,837	\$80,204	\$93,571
G11	\$34.57	\$41.48	\$48.39	\$2,765	\$3,318	\$3,871	\$71,898	\$86,278	\$100,657
G12	\$37.02	\$44.42	\$51.82	\$2,961	\$3,554	\$4,146	\$76,997	\$92,397	\$107,796

Note: Each Grade has been set at amount relative to the Position assigned to that Grade.

MEMORANDUM

TO: Board of Trustees

THROUGH: Steven J. Pinkerton
General Manager

FROM: Gerald W. Eick, CPA CGMA
Director of Finance

SUBJECT: Review, discuss and possibly adopt Resolution Number 1871: A Resolution Approving the Report for Collection of Recreation Standby and Service Charges, Fiscal Year 2019-2020

STRATEGIC PLAN: Long Range Principle #2 - Finance

DATE: May 14, 2019

I. RECOMMENDATION

That the Board of Trustees makes a motion to adopt Resolution Number 1871 to include consideration of any comments or protests made at the hearing held May 22, 2019, a finding of the equity of the report, a finding on the completeness of the report including any actions that might revise, change, reduce or modify any charge therein, and sets for the collection of recreation standby and services charges (also known as the Recreation Facility Fee and Beach Facility Fee). It further states a finding of benefit to the parcels covered there under as a part of the action considering the public hearing date of Wednesday, May 22, 2019 at 6:00 p.m. at the Chateau located at 955 Fairway Boulevard, Incline Village, Nevada.

II. DISTRICT STRATEGIC PLAN

Long Range Principle #2 – Finance

Comply with State and Federal regulations –

Report results and demonstrate value- -

Develop and maintain a long term plan to sustain financial resources

Comply with Nevada Revised Statutes and Administrative Code requirement for the budget process...

Maintain the allocation of Facility Fee components for operations, debt service and capital expenditure...

Actively manage planning and financial reporting to inform decision makers to sustain a strong financial base for operations, while increasing net assets, and maintaining care and condition of capital assets and infrastructure

III. BACKGROUND

As part of the annual budget process, the Board traditionally preliminarily approves the resolution presented by Staff, which outlines the billing and collection process set forth in Nevada Revised Statutes 318.197 (establishing standby service charges for the availability of services and facilities furnished by the District) and 318.201 (establishing the method of collection), as well as the amount of the Recreation Facility Fee (RFF) and Beach Facility Fee (BFF). The Board reviewed the report and took that action on April 10, 2019.

Staff has prepared the Report for Collection on the Washoe County Tax Roll for the Recreation Standby and Service Charges (also known as the Recreation Facility Fee and the Beach Facility Fee). The method of collections refers to a process that is rooted in historical references. The report includes a table to establish those major events which link the current fee to those past events. Other sections cover budgetary and collection processes.

IV. FINANCIAL IMPACT AND BUDGET

Staff has prepared an operating budget consistent with direction from the Board of Trustees which results in a combined Recreation Facility Fee and Beach Facility Fee of \$830. We are recommending the Recreation Facility Fee of \$705 and Beach Facility Fee of \$125, as presented in the 2019-2020 preliminary Recreation Roll Report on April 10, 2019, now be approved as final by the Board of Trustees.

Staff's recommendation is (per dwelling, unit or parcel):

Recreation Facility Fee without beach access.....	\$705.
Beach Facility Fee with beach access.....	<u>125.</u>
Total Combined Fee	<u>\$830.</u>

The preliminary total revenue from these Facility Fees is:

Recreation Facility Fee without beach access	\$5,783,115
Beach Facility Fee with beach access	<u>968,500</u>
Total for the Combined Facility Fees.....	<u>\$6,751,615</u>

V. ALTERNATIVES

The Board can direct Staff to revise, change, reduce or modify the Recreation Facility Fee and Beach Facility Fee at the May 22, 2019 Board of Trustees' Business Meeting.

VI. BUSINESS IMPACT

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

Resolution Number 1871



RESOLUTION NO. 1871

A RESOLUTION APPROVING THE REPORT FOR COLLECTION ON THE WASHOE COUNTY TAX ROLL OF RECREATION STANDBY AND SERVICE CHARGES (ALSO KNOWN AS RECREATION FACILITY FEE AND BEACH FACILITY FEE)

RESOLVED by the Board of Trustees of the Incline Village General Improvement District, Washoe County, Nevada, that

WHEREAS, pursuant to Resolutions No. 419 and 420, as amended, and the order of this Board, a report entitled "Report for Collection on the County Tax Roll of Recreation Standby and Service Charges" has been prepared and filed with this Board, a report on recreation fees to be collected for the fiscal year 2019-20 for the use of Burnt Cedar and Incline Beaches and for the availability of use of the Incline Village Championship and Mountain Golf Courses, Diamond Peak, tennis courts, and other recreational properties and facilities for the District and its people;

WHEREAS, this Board has examined said report and finds the same to be sufficient for further proceedings in relation thereto;

WHEREAS, it is proposed that the charges contained in said report be collected on the general County tax roll on (*in two separate and distinct lines items identified as Recreation Facility Fee and Beach Facility Fee*) which general District taxes are to be collected for said year;

WHEREAS, on April 10, 2019, this Board adopted its Resolution No. 1870, A Resolution Preliminarily Approving The Report For Collection Of Recreation Standby And Service Charges, wherein it fixed May 22, 2019, at 6:00 p.m. at the Chateau, 955 Fairway Boulevard, Incline Village, Nevada, as the time and place when and where the Board would hear said report and all objections and protests, if any, to the report, and might revise, change, reduce or modify any charge therein, and finally approve and adopt same.

WHEREAS, notice of said hearing has been given by publication once a week for two weeks prior to the date of hearing, in the *Tahoe Daily Tribune*, a newspaper of general circulation printed and published within the District.



RESOLUTION NO. 1871

A RESOLUTION APPROVING THE REPORT
FOR COLLECTION ON THE COUNTY TAX ROLL
OF RECREATION STANDBY AND SERVICE CHARGES
(ALSO KNOWN AS RECREATION FACILITY FEE AND BEACH FACILITY FEE)

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WHEREAS, said Board met at said time and place and _____ (XX) person(s) appeared and _____ (X) person(s) protested against the charges made on their property and against said report, and the Board fully heard all persons and considered all matters and was fully advised in the premises, and did by motion revise, change, reduce or modify any of the charges therein which, in its opinion, were so required in order that said charges be equitably distributed among the several parcels of property contained in the report;

NOW, THEREFORE, IT IS ORDERED as follows:

1. That protests were not made at or before said hearing by the owners of a majority of separate parcels of property described in said report, and that said Board has jurisdiction to take further proceedings in relation thereto;

2. That all revisions, changes, reductions or modifications required, be made in said report that are, in the opinion of the Board, required to be made in order that said charges be equitably distributed among the parcels of property contained therein, and all other protests are overruled.

3. That said report contains all of the properties within the District that will be benefited by being charged for the costs of the acquisition, administration, operation, maintenance and improvement of the recreational facilities, including the improvements thereon, and of the servicing of bonds issued or to be issued therefor.

4. The Board of Trustees finds that each parcel assessed pursuant to this Resolution and in its report for the collection on the Washoe County tax roll of standby and service charges for the fiscal year 2019-20 is specifically benefited as follows:

- (a) Ordinance No. 7 sets forth in detail the specifics of the benefits available to property owners of all properties, whether improved or unimproved.



RESOLUTION NO. 1871

A RESOLUTION APPROVING THE REPORT
FOR COLLECTION ON THE COUNTY TAX ROLL
OF RECREATION STANDBY AND SERVICE CHARGES
(ALSO KNOWN AS RECREATION FACILITY FEE AND BEACH FACILITY FEE)

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- (b) 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, including reduced rates for season passes and reduced daily rates, are all benefits which inure to the owners of properties assessed hereunder. The Board also finds that such benefits are provided to said properties whether or not they are developed.
- (c) In conclusion, the Trustees find that the owners of the parcels set forth herein are directly benefited in a fair and reasonable way for the sums which they are charged.

5. That the rates charged for natural, intrinsic and fundamental distinctions are reasonable in their relation to the object of the charges imposed in said report, and that said charges have been apportioned in relation to said natural, intrinsic, fundamental and reasonable distinctions among said rates.

6. That said report, as revised, changed, reduced or modified, if any, is hereby adopted and that all of the charges herein constitute a perpetual lien on and against each of the parcels of property in the amount set opposite their description in said report, which lien is effective as of the date on which general taxes for the fiscal year 2019/2020 become a lien.

7. The Secretary shall file with the Washoe County Treasurer a copy of the report with a statement endorsed thereon over his signature that it has been finally adopted by the Board, and the Washoe County Treasurer shall enter the amounts of the charges (*in two separate and distinct lines items identified as Recreation Facility Fee and Beach Facility Fee*) against the respective lots or parcels of land as they appear on the current Washoe County tax roll, (including children parcels if the parent is closed as defined by the Washoe County Assessor).

8. The Washoe County Treasurer shall include the amount of the charges (*in two separate and distinct lines items identified as Recreation Facility Fee and*



RESOLUTION NO. 1871

A RESOLUTION APPROVING THE REPORT
FOR COLLECTION ON THE COUNTY TAX ROLL
OF RECREATION STANDBY AND SERVICE CHARGES
(ALSO KNOWN AS RECREATION FACILITY FEE AND BEACH FACILITY FEE)

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Beach Facility Fee) on the bills for taxes levied against respective lots or parcels of land in said report, or, in his discretion, issue separate bills therefor and separate receipts for collection on account thereof; and said amounts shall be collected at the same time and in the same manner and by the same persons as, together with and not separately from the general taxes for the District, and shall be delinquent at the same time and thereafter be subject to the same delinquent penalties; and all laws applicable to the levy, collection, and enforcement of general taxes of the District, including, but not limited to, those pertaining to the matters of delinquency, correction, cancellation, refund, redemption and sale, are applicable to such charges.

* * * * *

I hereby certify that the foregoing is a full, true and correct copy of a resolution duly passed and adopted at a regularly held meeting of the Board of Trustees of the Incline Village General Improvement District on the 22nd day of May, 2019, by the following vote:

- AYES, and in favor thereof, Trustees
- NOES, Trustees
- ABSENT, Trustees

Tim Callicrate
Secretary, IVGID Board of Trustees

Facility Fee Reconciliation by Parcel

Incline Village General Improvement District Facility Fee Reconciliation by Parcel

<u>Budget for 2019-2020</u>		<u>Historical Recreation Fee Per Parcel</u>				
Recreation Facility Fee charged to 8,203 Parcels			Operating	Capital Projects	Debt Service	Total Fee
Golf - Championship	\$ 21	2019-20	\$ 250	\$ 405	\$ 50	\$ 705
Golf - Mountain	40	2018-19	215	440	50	705
Facilities	16	2017-18	215	330	160	705
Diamond Peak Ski	(200)	2016-17	250	320	160	730
Youth & Family Programming	25	2015-16	266	308	156	730
Senior Programming	21	2014-15	211	303	216	730
Recreation Center	97	2013-14	239	277	214	730
Comm. Services Administration	127	2012-13	258	199	273	730
Parks	89	2011-12	199	242	274	715
Tennis	14	2010-11	128	304	298	730
Per Parcel Operating Component	250					
Per Parcel Capital Exp. Component	405					
Per Parcel Debt Service Component	50					
Total Recreation Fee Per Parcel	\$ 705					

<u>Budget for 2019-2020</u>		<u>Historical Beach Fee Per Parcel</u>				
Beach Facility Fee charged to 7,748 Parcels			Operating	Capital Projects	Debt Service	Total Fee
Per Parcel Operating Component	\$ 85	2019-20	\$ 85	\$ 39	\$ 1	\$ 125
Per Parcel Capital Exp. Component	39	2018-19	85	39	1	125
Per Parcel Debt Service Component	1	2017-18	85	39	1	125
Total Beach Fee Per Parcel	\$ 125	2016-17	75	24	1	100
		2015-16	75	24	1	100
		2014-15	65	-	35	100
		2013-14	63	-	37	100
		2012-13	66	17	17	100
		2011-12	98	-	17	115
		2010-11	69	-	31	100

The combined Facility Fee for 2019-2020 would represent the tenth year held at the total of \$830.

Recreation Roll Report



GENERAL IMPROVEMENT DISTRICT
ONE DISTRICT ~ ONE TEAM

REPORT
FOR COLLECTION ON THE COUNTY TAX ROLL OF
RECREATION STANDBY AND SERVICE CHARGES
(ALSO KNOWN AS THE RECREATION FACILITY FEE AND BEACH FACILITY FEE)

PROCEDURE FOR COLLECTION
UNDER NRS 318.201

FOR THE
INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
WASHOE COUNTY, NEVADA

FISCAL YEAR ENDING
JUNE 30, 2020



Report

**FOR COLLECTION ON THE COUNTY TAX ROLL OF
RECREATION STANDBY AND SERVICE CHARGES**

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

This report has been prepared pursuant to the order of the Board of Trustees (herein called "Board") of the Incline Village General Improvement District (herein called "District"), Washoe County (herein called "County"), Nevada, for the purpose of having recreation standby and service charges, herein called ("charges"), for the fiscal year 2019-2020, collected on the general tax roll for said year of the County, and is based on the following facts, determinations and orders, the Board has adopted charges pursuant to NRS 318.201 through prior annual reports and other actions including:

Resolution Number	Date Approved	Venue Affected	Related Bond Maturity Date
419	10/5/1967	Burnt Cedar and Incline Beach	N/A
420	10/5/1967	Burnt Cedar and Incline Beach	N/A
450	4/16/1968	Burnt Cedar and Incline Beach	N/A
1261	7/13/1976	Golf Courses, Ski Area, Beaches	N/A
1262	7/29/1976	Golf Courses, Ski Area, Beaches, Tennis and Recreation Parcels	2022**
1750	1/14/2004	Golf Courses, Ski Area, Parks, Tennis and Facilities	2014
1785	5/28/2008	Ski Area	2018

** Resolution 1262 related bond issue was part of refunding in 1991, 2002 and 2012.



I. The following annual charges are for the availability of use of the recreational facilities above described, and such charges (excepting those charges collected directly by the District) shall be collected by the Washoe County Treasurer at the same time and in the same manner and by the same persons as, together with and not separately from, the general taxes for the District.

A. **Dwelling Unit Included in the District Prior to June 1, 1968.** \$705 annual base Recreation Facility Fee for each dwelling unit, whether such unit stands alone or is part of a multiple unit residential structure and whether or not such unit is separately assessed by the County Assessor; and an additional \$125 annual Beach Facility Fee pertaining to the use of the beaches or boat launching area. (For purposes hereof, a dwelling unit shall be placed on the roll at the earlier of the commencement of construction, site preparation, or utility meter installation on any portion of the lot on which the dwelling unit is located.)

B. **Other Parcels in the District Prior to June 1, 1968.** For each parcel separately assessed by the County Assessor, which parcel does not contain any dwelling units, \$705 annual base Recreation Facility Fee and an additional \$125 annual Beach Facility Fee pertaining to the use of the beaches or boat launching area.

C. **Properties Annexed After June 1, 1968.** Properties annexed to the District after June 1, 1968, shall have an annual base Recreation Facility Fee of \$705. Properties annexed after June 1, 1968, are not entitled to the use of the beaches or boat launching area and pay no Beach Facility Fee.

D. **Exceptions.** Lots, parcels and areas of land used, or the portions thereof used, or intended to be used, for religious purposes or educational purposes; common areas without occupied structures appurtenant to a condominium or townhouse cluster; and publicly owned lands, are excepted and excluded from the charges imposed by subsections A through C of this section. In addition, any parcel which is (1) undeveloped, and (2) subject to a deed restriction, acceptable to IVGID staff, preventing any and all development of the parcel in perpetuity, which deed restriction is recorded in the Washoe County Recorder's Office, and (3) whose owner agrees to waive in perpetuity on his own behalf as well as on behalf of his successors and assigns any right to demand in the future any recreation privileges arising from or associated with said parcel is also excepted and excluded from the charges imposed by subsections A through C of this section.

Any exception granted pursuant to paragraph I. D shall operate prospectively only from and after the date subsequent to which such exception is approved by *the Board of Trustees* of the Incline Village General Improvement District and no exception as created by the paragraph I. D shall have any retroactive application.

E. **Recreation Privileges.** Each parcel which is charged a Recreation and/or Beach Facility Fee is entitled to recreation privileges, as described in IVGID Ordinance No.



7, an Ordinance Establishing Recreation Privileges by the Incline Village General Improvement District.

- F. 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 privileges upon payment of a sum for a guest fee, the amount to be determined at the time of application.
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 *or his representatives of the Incline Village General Improvement District* 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.
- II. The amount of moneys required for the fiscal year extending from July 1, 2019, to June 30, 2020, has been determined by this Board to be about \$5,783,115 for the Recreation Facility Fee and \$968,500 for Beach Facility Fee for the proper servicing of said identified bonds and for the administration, operation, maintenance and improvement of said real properties, equipment and facilities.
- III. Said sum has been apportioned among the several lots, pieces or parcels of real property, and dwelling units within the District in accordance with the applicable rates and charges prescribed and established therefore as set forth in this report.
- IV. The lots and parcels of real property so charged have been described by their parcel numbers used by the County Assessor in the County Tax Roll for the fiscal year 2019-2020, which are by reference to maps prepared by and on file in the office of the County Assessor for said County.
- V. The Board has, by resolution, elected and determined to have such charges for the forthcoming fiscal year collected on the general tax roll of the County of Washoe for said year, on which general District taxes are collected, in the same manner, by the same persons and at the same time, together with and not separately from its general District taxes.

The District has agreed to pay the Washoe County Treasurer an annual fee of \$1,000 for the processing of these fees.



- VI. The amounts of the charges shall constitute a lien against the lot or parcel of real property against which the charge has been imposed as of the time when the lien of taxes on the roll attaches, and all laws applicable to the levy, collection and enforcement of general taxes of the District, including, but not limited to, those pertaining to the matters of delinquency, correction, cancellation, refund, redemption and sale, are applicable to such charges.

- VII. The County Treasurer shall include the amount of the charges on the bills for taxes levied against the respective lots and parcels of land, and thereafter the amounts of the charges shall be collected at the same time and in the same manner and by the same persons as, together with and not separately from, the general taxes for the District, and shall be delinquent at the same time and thereafter be subject to the same delinquency penalties, provided that the County Treasurer may, in his discretion, issue separate bills for such charges and separate receipts for collections on account of such charges.

Dated: May 22, 2019

By Order of the Board of
Trustees of the Incline Village
General Improvement District

Secretary



I hereby certify that the report to which this certification is attached was filed with the Board of Trustees of the Incline Village General Improvement District, and set to be heard by it on May 22, 2019, and that I caused notice of said hearing to be published on May 10 and May 17, 2019, in the *Tahoe Daily Tribune*.

Susan A. Herron
District Clerk

I hereby certify that on May 22, 2019, the report to which this certification is attached came on regularly for hearing by the Board of Trustees of the Incline Village General Improvement District, being the time and place set therefore and that said Board heard and considered the report and all objections and protests thereto; that it found by resolution, that protests have not been made by the owners of a majority of the separate parcels of property described in the report, that consideration was given by it to the accuracy of each charge therein, and that where such charge was found to be inaccurate, if any, it was revised, changed, reduced or modified to make it accurate, and was finally approved and adopted.

Susan A. Herron
District Clerk

Received and filed on:

Washoe County Treasurer

MEMORANDUM

TO: Board of Trustees

THROUGH: Steven J. Pinkerton
General Manager

FROM: Paul Raymore
Marketing Manager

SUBJECT: Review, discuss and possibly approve an item for the 2019/20 Fiscal Year allowing the District to enter into an agreement for media buying services for 2019/20; Venues: Diamond Peak, Championship Golf Course, Mountain Golf Course, Facilities, Recreation Center and Tennis Center; Vendor: EXL Media; Contract Amount: \$272,500 in paid media spending, \$87,100 in trade media spending and \$65,000 in agency fees – a grand total of \$424,600

STRATEGIC PLAN: Long Range Principle #6 - Communication

DATE: May 22, 2019

I. RECOMMENDATION

That the Board of Trustees make a motion to authorize Staff to enter into an agreement (prior to the start of the Fiscal Year 2019/2020) with EXL Media for 2019/2020 Fiscal Year media buying services for Diamond Peak Ski Resort, the Incline Village Golf Courses, Facilities and the Recreation and Tennis Centers for a total amount of \$424,600 consisting of \$272,500 in paid media spending, \$87,100 in trade media spending and \$65,000 in agency fees.

II. STRATEGIC PLAN REFERENCE(S)

Long Range Principle #6 – Communication – The District will engage, interact and educate to promote understanding of the programs, activities, services, and ongoing affairs.

- Provide clear, concise and timely information in multiple, publicly accessible formats.

Review, discuss and possibly approve an item for the District to enter into an agreement for media buying services for 2019/20; Venues: Diamond Peak, Championship Golf Course, Mountain Golf Course, Facilities, Recreation Center and Tennis Center; Vendor: EXL Media; Contract Amount: \$272,500 in paid media spending, \$87,100 in trade media spending and \$65,000 in agency fees – a grand total of \$424,600.

-2-

May 9, 2018

- Ensure that both internal and external communication is responsive, comprehensive and inclusive.

III. BACKGROUND

As a component of IVGID's Diamond Peak, Golf Courses, Facilities, Recreation Center and Tennis Center annual marketing and advertising campaigns, the District contracts with a media buying agency to help plan, place, and negotiate rates for advertising placement. This includes, but is not limited to, print ads, digital ads, billboards, radio spots, television spots, and paid search campaigns. This is an essential service for the District's Marketing Staff as the research, documentation, reporting, and support received from the third party provider significantly exceeds in-house capabilities.

Since the 2013/14 Fiscal Year, the IVGID Marketing department has utilized Incline Village-based media buying agency EXL Media for the District's media buying services. This stretch follows the one-year period (Fiscal Year 2012/13) in which the District utilized another agency for media buying, ultimately returning to EXL Media after being unsatisfied with the other agency's services and results.

At the May 23, 2018 Board meeting the Board of Trustees authorized awarding the District's 2018/19 media buying services contract to EXL Media with a cost of \$419,500. At the May 24, 2017 Board meeting the Board of Trustees authorized awarding the District's 2017/18 media buying services contract to EXL Media with a cost of \$401,000.

To allow for proper planning and seamless execution of IVGID's advertising campaigns, we are requesting to execute the contract prior to the start of Fiscal 2019/20 so that District Staff and EXL Media have adequate time to plan for the 2019/20 Fiscal Year advertising placements. **No funds from this authorization will be spent before the 2019/20 Fiscal Year begins on July 1, 2019.**

IV. BID RESULTS

At the May 23, 2018 Board meeting, the Board of Trustees asked the Marketing Department to go to bid for the District's media buying services contract for the

Review, discuss and possibly approve an -3-
item for the District to enter into an agreement
for media buying services for
2019/20; Venues: Diamond Peak, Championship
Golf Course, Mountain Golf Course, Facilities,
Recreation Center and Tennis Center; Vendor:
EXL Media; Contract Amount: \$272,500 in paid
media spending, \$87,100 in trade media spending
and \$65,000 in agency fees – a grand total of \$424,600.

May 9, 2018

2019/20 Fiscal Year in order to see if there might be other agencies that could offer better service or cost savings to the District.

Starting in June of 2018, the Marketing team began planning our media buying agency selection process, with advice from the District's Senior Team and Public Works Contract Administrator. We put together a Request for Proposals (included in the Board packet) as well as an Information for Bidders packet (also included in the Board packet) and published both on the District's website beginning on Dec. 13, 2018. At the same time, the RFP was advertised in the Tahoe Daily Tribune newspaper and sent out to seven known media buying agencies in the Lake Tahoe and Reno area.

The timeline for the RFP process is described below.

TIMELINE

- Oct. 2018: Final Draft of RFP document ready
- Nov. 2018: RFP document approved by Admin.
- Dec. 13, 2018: Advertise RFP in local newspaper and to local agencies
- Jan. 28, 2019: Submissions due by 3 p.m.
- Jan. 28, 2019: Bid Opening at 3 p.m.
- Feb. 4, 2019: Notification of short-listed agencies
- Feb. 4-28, 2019: Interviews with short-listed agencies
- March 2019: Selection of agency and contract finalized
- May 2019: BOT Approval of agency & contract (after budget is approved)

As of Jan. 28, 2019 at 3 p.m. when the bid opening took place, the District had received five bids from agencies including:

- CC Media (Reno, NV)
- EXL Media (Incline Village, NV)
- Foundry (Reno, NV)
- JNS Next (La Quinta, CA)
- KPS3 (Reno, NV)

The bid packets from these five agencies were shared with the District's Media Buying Selection Committee which included:

Review, discuss and possibly approve an -4-
item for the District to enter into an agreement
for media buying services for
2019/20; Venues: Diamond Peak, Championship
Golf Course, Mountain Golf Course, Facilities,
Recreation Center and Tennis Center; Vendor:
EXL Media; Contract Amount: \$272,500 in paid
media spending, \$87,100 in trade media spending
and \$65,000 in agency fees – a grand total of \$424,600.

May 9, 2018

- Diamond Peak General Manager Mike Bandelin
- Director of Parks & Recreation Indra Winquest
- Facilities & Catering Manager Cathy Becker
- Interim Director of Golf Kyle Thornburg
- Marketing Manager Paul Raymore
- Marketing Coordinator Jaclyn Ream

The Selection Committee was asked to rank the five bidding agencies from 1 (best) to 5 (worst) based on the selection criteria listed in the RFP document, with the goal of selecting the top three agencies to bring in for in-person interviews with the Selection Committee.

Based on this initial scoring, the agencies were ranked in this order:

1. EXL Media
2. CC Media
3. KPS3
4. Foundry
5. JNS Next

The top three agencies – EXL Media, CC Media, and KPS3 – were invited to come present more information about their qualifications to the Selection Committee on Feb. 26, 2019. *(Note: Due to scheduling conflicts, the Director of Parks and Recreation was unable to make the Feb. 26 presentation and sent the Recreation Center Youth & Family Programs Manager as his substitute.)*

During the in-person presentations, the agencies were scored based on the Criteria for Evaluation (included in the Board packet) across four main categories:

- Experience of Firm (20 points possible)
- Experience of Project Team (40 points possible)
- Cost (20 points possible)
- Availability of Project Team (20 points possible)

Review, discuss and possibly approve an item for the District to enter into an agreement for media buying services for 2019/20; Venues: Diamond Peak, Championship Golf Course, Mountain Golf Course, Facilities, Recreation Center and Tennis Center; Vendor: EXL Media; Contract Amount: \$272,500 in paid media spending, \$87,100 in trade media spending and \$65,000 in agency fees – a grand total of \$424,600.

A note on criteria weighting: The Selection Committee and Marketing Department agreed that while cost is certainly an important factor in choosing a media buying agency, other factors deserved equal if not additional weight. In order to work efficiently with our internal team and ensure the District is receiving the very best media buying advice and service, the experience of the agency and the specific staff who will be working on the District's account were paramount, and the availability of the project team to meet with District staff as needed for planning and reporting purposes was also key. All of these factors help ensure that the District receives a positive ROI from the paid advertising dollars it spends to promote the Community Services venues.

In regard to cost, the total estimated project cost (including paid media costs and agency fees) for each of the semi-finalist agencies was as follows:

Cost Type	CC Media	EXL Media	KPS3
Media Buying Budget	\$359,600	\$359,600	\$359,600
Agency Fees	\$54,000	\$65,000	\$103,450
Total Estimated Project Cost	\$413,600	\$424,600	\$463,050

After the in-person agency presentations, the Selection Committee scored each of the three agencies against the criteria for evaluation.

The results from the selection process are as follows:

Evaluation Criteria	CC Media	EXL Media	KPS3	Total Section Points
Experience of Firm	18	19	17	20
Experience of Project Team	32	38	34	40

Review, discuss and possibly approve an -6-
 item for the District to enter into an agreement
 for media buying services for
 2019/20; Venues: Diamond Peak, Championship
 Golf Course, Mountain Golf Course, Facilities,
 Recreation Center and Tennis Center; Vendor:
 EXL Media; Contract Amount: \$272,500 in paid
 media spending, \$87,100 in trade media spending
 and \$65,000 in agency fees – a grand total of \$424,600.

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Evaluation Criteria (continued)	CC Media	EXL Media	KPS3	Total Section Points
Cost	20	16	10	20
Availability	16	20	15	20
Overall Evaluation Score	86	93	76	100

Based upon these results, the Selection Committee recommends awarding the District's 2019/20 media buying services contract to EXL Media. The proposed contract for 2019/20 is included in the Board packet, as is the Board-approved contract for the 2018/19 Fiscal Year.

EXL Media is an Incline Village, Nevada based firm and has over 21 years of experience successfully handling media buys for the District. EXL Media has vast knowledge of the competitive landscape of the Lake Tahoe recreation market. They are the best qualified and capable media agency to support the District in meeting its budget objectives and will provide the level of attention, detail, and reporting that is required to ensure successful media campaigns.

V. FINANCIAL IMPACT AND BUDGET

The budgets for the proposed media buying services contract is included in the Board-approved Fiscal Year 2019/20 Diamond Peak, Championship Course, Mountain Course, Facilities, Recreation Center and Tennis Center Operating Budgets allocated to Marketing.

A total of \$424,600 is included in the proposed 2019/2020 District Operating Budget for Media Buying Services.

The estimated media buying project budget is in the following table:

Review, discuss and possibly approve an item for the District to enter into an agreement for media buying services for 2019/20; Venues: Diamond Peak, Championship Golf Course, Mountain Golf Course, Facilities, Recreation Center and Tennis Center; Vendor: EXL Media; Contract Amount: \$272,500 in paid media spending, \$87,100 in trade media spending and \$65,000 in agency fees – a grand total of \$424,600.

Description	2018/2019 Actual	2019/2020 Budget	Contract Amount
Cash Media	\$266,500	\$272,500	\$272,500
Trade Media	\$88,000	\$87,100	\$87,100
Agency Fees	\$65,000	\$65,000	\$65,000
Total	\$419,500	\$424,600	\$424,600

Year-over-year differences in the EXL Media budgets from 2018/19 to the proposed 2019/20 budget are as follows:

1. **Total contract: + \$5,100**
 - a. Cash Media: + \$6,000
 - i. Diamond Peak: + \$6,000
 - ii. Golf: no change
 - iii. Facilities: no change
 - iv. Recreation Center: no change
 - v. Tennis Center: no change
 - b. Trade Media: (\$900) (Golf)
 - c. Agency Fees: no change

A breakdown of District venue costs for 2019/2020 media buying is included in the following table:

Venue	Cash Media	Trade Media	Total
Diamond Peak	\$166,000	\$80,000	\$246,000
Golf	\$58,500	\$7,100	\$65,600
Facilities	\$32,000		\$32,000
Recreation	\$11,000		\$11,000
Tennis	\$5,000		\$5,000
Agency Fees	\$65,000		\$65,000
Total	\$337,500	\$87,100	\$424,600

Review, discuss and possibly approve an -8-
item for the District to enter into an agreement
for media buying services for
2019/20; Venues: Diamond Peak, Championship
Golf Course, Mountain Golf Course, Facilities,
Recreation Center and Tennis Center; Vendor:
EXL Media; Contract Amount: \$272,500 in paid
media spending, \$87,100 in trade media spending
and \$65,000 in agency fees – a grand total of \$424,600.

May 9, 2018

The Trade Media component is budgeted assuming up to \$87,100 in 1:1 retail value trade to cover various ad buys. One of the advantages to including a trade component in the contract is that the traded amount typically sees significant breakage (i.e. unredeemed value) relative to the actual redeemed amount.

V. ALTERNATIVE

Not authorize the proposed media buying agreement and direct Staff not to enter into a media buying agreement during the Fiscal Year 2019/20 understanding that doing so will leave the District's Marketing plan for Fiscal Year 2019/2020 as presented to the Board of Trustees in March of 2019 vulnerable as the Media Buying Contract is a key component to the overall annual Marketing plan.



REQUEST FOR PROPOSALS (RFP) for **Media Buying Services** December 2018

INTRODUCTION

Located on the North Shore of beautiful Lake Tahoe, the Incline Village General Improvement District (IVGID or District) provides utility and recreation services for the communities of Incline Village and Crystal Bay, Nevada. IVGID has an annual operating budget of approximately \$40 million and a staff of over 240 full time equivalent positions. Various venues/departments within the District engage in paid advertising campaigns in accordance with the venue marketing budgets approved by the District's Board of Trustees each fiscal year. As part of these advertising campaigns, the District contracts with a media buying agency to help plan, negotiate, place, reconcile and report on advertising opportunities for the District. These opportunities include, but are not limited to, print ads, billboards, digital ads, radio spots, television ads, paid search campaigns, etc.

This RFP describes the project as currently conceived and includes an outline of the agency's expected Scope of Services. It is the District's goal to select a media buying agency for the District's fiscal 2019-20 budget cycle by May 2019. The RFP submittal requirements and selection process is described below.

The District anticipates this relationship lasting for a three to five (3-5) year term, with new contract spending authorizations on an annual basis to coincide with budget approvals.

SCOPE OF SERVICES

The selected media buying agency will provide District with media buying services for the District's community services venues including, but not limited to:

1. Strategy and planning of media buying campaigns for Diamond Peak Ski Resort, The Golf Courses at Incline Village, Incline Village Recreation Center, Incline Village Tennis Center, Incline Village Weddings & Facilities in conjunction with District's marketing staff and venue managers.
2. Media buying of Radio, Outdoor, Television/Cable, Digital/Internet/Mobile, Print, Promotions, Specialty Media
3. Coordination of Outdoor production as necessary
4. Reconciliation of all media placements
5. Advertising performance analytics and tracking (ongoing)
6. Reporting on media buying campaigns (mid-campaign and post-campaign reports at a minimum)



REQUEST FOR PROPOSALS (RFP) for Media Buying Services December 2018

Media buying agency will be compensated for their work on a professional fee basis (not via commissions on total media spending), with an agreed upon fee structure split up and paid on a monthly basis.

Media buying agency will pay all invoices from media/vendors on behalf of District within thirty (30) days of receipt of payment from District for the same invoices. Media buying agency will submit their invoices monthly to the District.

Media buying agency will coordinate with and provide creative agencies selected by District marketing department with all creative deadlines and make sure media deadlines are met.

LIST OF VENUES

Agency chosen shall provide media buying services described in the Scope of Services above for the following venues/departments within the Incline Village General Improvement District:

Championship Golf Course – This is an 18-hole Par 72 golf course designed by Robert Trent Jones Sr. The current clubhouse, which also serves as a community center known as the “Chateau”, includes approximately 22,840 square feet on two levels with outdoor decks and terraces.

Mountain Golf Course – This 18-hole Par 58 executive course designed by Robert Trent Jones Jr. is a challenging narrow course with old growth trees. The Mountain course clubhouse contains approximately 3,000 square feet plus outdoor deck area.

Diamond Peak Ski Resort – This 655 acre ski area with 1,840 feet of vertical has six chairlifts and 30 trails. Base facilities include a 20,000 square foot Base Lodge, a 11,000 square foot Skier Services Building, and a 1,500 square foot mid-mountain Snowflake Lodge.

Recreation Center – This community recreation facility includes a 25 yard by eight lane swimming pool with a one-meter diving board, a gymnasium, cardio vascular and strength training fitness room, aerobics/dance studio, childcare room, co-ed sauna, locker rooms, pro shop/snack bar, and offices for the Recreation Department. The District’s Skateboard Park, Ball Fields, Disc Golf Course, and Bike Pump Track are adjacent to this complex.

Tennis Center – The tennis complex includes 10 asphalt tennis courts, four permanently lined Pickleball courts (with four additional overflow courts), practice wall, pro-shop, office, viewing deck and restrooms.

The Chateau – Serving as the clubhouse for the Championship Golf Course, The Chateau includes approximately 22,840 square feet on two levels with outdoor decks and terraces. As a wedding/special event/meeting venue, The Chateau is capable of hosting weddings of up to 200 people and meetings of up to 300 people.



REQUEST FOR PROPOSALS (RFP) for Media Buying Services December 2018

Aspen Grove – This facility includes a 920 square feet meeting facility with a small kitchen and restrooms as well as a private fenced picnic area with a group BBQ area capable of hosting wedding/special events of up to 150 people.

ADVERTISING BUDGETS

The paid advertising budgets from the 2018-19 fiscal year (not including fees) for each of the venues are below. We expect 2019-20 fiscal year advertising budgets to be similar dollar amounts.

- Diamond Peak Ski Resort: \$160,000 (cash) & \$80,000 (trade)
- Incline Village Championship Golf Course*: \$42,000 (cash) & \$5,000 (trade)
- Incline Village Mountain Golf Course*: \$16,500 (cash) & \$3,000 (trade)
- Incline Village Recreation Center: \$11,000 (cash)
- Incline Village Tennis Center: \$5,000 (cash)
- Incline Village Weddings & Facilities: \$32,000 (cash)

* Note: Typically the two golf budgets have been combined and the golf course advertising done collectively for both courses.

TARGET DEMOGRAPHICS & REGIONS

- Diamond Peak Ski Resort
 - Families with children
 - Skiers/snowboarders while in the basin or planning their trip to Lake Tahoe
 - Season Pass Holders from other resorts
 - Bay Area skiers/snowboarders
 - Sacramento skiers/snowboarders
 - Reno skiers/snowboarders
 - Carson City skiers/snowboarders
 - South Lake Tahoe skiers/snowboarders (residents and visitors)
 - Bay Area Groups (15+ skiers/snowboarders)
 - Bay Area Asian & Indian beginner skiers/snowboarders
- The Golf Courses at Incline Village – Championship & Mountain Courses
 - Families with children (Mt. Course)
 - Golfers while in the basin or planning their trip to Lake Tahoe
 - Golfers who frequent other courses in the area including Edgewood
 - Golfers staying at the Hyatt and other vacation properties
 - Corporate Groups or Tournaments
 - New Golfers (Mt. Course)
- Incline Village Recreation Center
 - Families with children
 - Visitors while in the basin or planning their trip to Lake Tahoe
 - Incline Village Residents (full- and part-time) and Picture Pass holders



REQUEST FOR PROPOSALS (RFP) for **Media Buying Services** December 2018

- Residents, 2nd Homeowners and visitors in Kings Beach-Tahoe Vista
- Visitors staying at the Hyatt and other vacation properties
- Incline Village Tennis Center
 - Families with children
 - Visitors while in the basin or planning their trip to Lake Tahoe
 - Incline Village Residents (full- and part-time) and Picture Pass holders
 - Residents, 2nd Homeowners and visitors in Kings Beach-Tahoe Vista
 - Visitors staying at the Hyatt and other vacation properties
- Incline Village Weddings & Facilities
 - Engaged couples looking for a destination wedding/event
 - Wedding planners active in Tahoe region
 - Incline Village Residents (full- and part-time)

ADVERTISING GOALS & METRICS

The Incline Village General Improvement District's goals for its paid advertising campaigns are to drive revenue and yield for the District venue in question, and to produce a positive ROI that is measurable. The media buying agency selected will work closely with the District's Marketing staff and senior management to understand the various venues' operations and products/services before strategizing on which advertising placements will best achieve these goals.

Specific metrics that will be utilized in evaluating the success of the District's paid advertising campaigns include, but are not limited to, the following (separated by venue):

- Diamond Peak Ski Resort
 - Total online revenue
 - Total # online orders
 - Total clicks
 - Cost per click
 - ROI of digital spend
- The Golf Courses at Incline Village – Championship & Mountain Courses
 - Total clicks
 - Cost per click
- Incline Village Recreation Center
 - Total clicks
 - Cost per click
- Incline Village Tennis Center
 - Total clicks
 - Cost per click
- Incline Village Weddings & Facilities
 - Total # online leads generated
 - Cost per online lead



REQUEST FOR PROPOSALS (RFP) for Media Buying Services December 2018

SUBMITTAL REQUIREMENTS

Media buying agencies interested in submitting a proposal should include, at a minimum, the following:

1. Agency name, address, principle-in-charge, project manager, total employees, and years in professional service at that location.
2. A description of the agency's qualifications and resources for providing the referenced services.
3. A project team organizational chart and resumes of key account team members that will be managing and assigned to the account.
4. Project descriptions with references of at least three (3) media buying experiences for clients similar to the District's venues listed above completed within the last five (5) years.
5. Demonstrated ability to work with public agencies.
6. Detailed scope of work and the fees to be charged to the District by task and a total proposed project cost for fiscal year 2019-20 (based upon supplied expected media budgets).
7. Proposals shall not exceed ten (10) pages in length using a minimum 11-point font size type. Resumes and project descriptions should be included as attachments and will not be counted within the 10-page proposal limit.
8. Proof of, or a representation that all will be in place in time for a contract, that the Agency is properly licensed to do business in the State of Nevada and Washoe County.

SELECTION PROCESS

IVGID intends to short-list the media buying agencies that submit proposals based on review and evaluation of the proposals and anticipates notifying three short-listed agencies, based on respondents, on or before February 4, 2019.

Final selection of the successful agency may entail one or more of the following activities:

1. Submittal of a detailed project approach
2. Interview and presentation to the selection committee.

SELECTION CRITERIA

The IVGID selection committee will take the following criteria into account when evaluating proposals. A total of 100 points are possible.

Experience of Firm (20 points)

- Experience providing media buying services for ski resorts, golf courses, and wedding/meeting venues.



REQUEST FOR PROPOSALS (RFP) for Media Buying Services December 2018

- Experience with media buying in the San Francisco Bay Area DMA, Sacramento DMA and Reno-Tahoe DMA.
- Experience providing media buying services for a governmental agency.
- Subscriptions to relevant audience research tools.
- Access to preferred pricing/discounts & relationships with relevant advertising partners in key markets.

Experience of Project Team (40 points)

- Experience providing media buying services for ski resorts, golf courses, and wedding/meeting venues.
- Experience with media buying in the San Francisco Bay Area DMA, Sacramento DMA and Reno-Tahoe DMA.
- Experience utilizing trade value to secure advertising.
- Experience integrating Google Analytics and other digital analytics tools into media buying campaigns.
- Access to preferred pricing/discounts & relationships with relevant advertising partners in key markets.

Cost (20 points)

- Total anticipated fees for the requested media buying services.

Availability of Project Team (20 points)

- Ability to meet in-person for pre-campaign planning and post-campaign analysis of media buying activities for each venue: Diamond Peak, Golf Courses, Recreation & Tennis Centers, Weddings & Facilities (at least 8 meetings per year).
- Ability to respond to requests to make changes to media buying plans within 48 hours.

INTERVIEW PROCESS

Short-listed agencies will be required to take part in an interview with the District's selection committee that shall include

- A 20-minute presentation by the agency on the agency's experience and the experience of the project team that would be assigned to District's account.
- A 10-minute Q&A session on the above.
- A 10-minute presentation by the agency about how it would approach the District's media buying needs.
- A final 20-minute Q&A session.



REQUEST FOR PROPOSALS (RFP) for Media Buying Services December 2018

SCHEDULE

- Dec. 2018: RFP opens
- Jan. 28, 2019: Submissions due by 3 p.m.
- Feb. 4, 2019: Short-list notification
- Feb. 4 – 28, 2019: Interviews with short-listed agencies
- March 2019: Selection of agency and contract finalized
- May 2019: IVGID Board Approval of agency & contract

RESERVATION OF RIGHTS

The District reserves the right to accept or reject any or all Proposals, to alter the selection process in any way, to postpone the selection process, to waive any defects, informalities or irregularities in Proposals, and to re-advertise for this work. The District also reserves the right to accept or reject any individual sub-consultants that a team proposes to use.

This Request and the interview process shall in no way be deemed to create a binding contract or agreement of any kind between IVGID and any Agency. If the District selects an Agency to provide the services described above, it is expected that the District's standard short form agreement for professional services will form the basis of the contract between the parties.

Each Agency submitting a Proposal in response to this Request acknowledges and agrees that the preparation of all materials for submittal to IVGID and all presentations are at the Agency's sole cost and expense. Any information submitted that is considered proprietary and therefore not subject to public inspection, must be clearly marked. All documentation and/or materials submitted with a Proposal shall remain the property of IVGID.

SUBMITTAL

Interested parties shall submit one electronic copy and six (6) hard copies of their Proposal by no later than 3:00 p.m., Monday, January 28, 2019. The Proposal shall be presented in a sealed envelope labeled "IVGID Media Buying Services" and addressed as follows:

Incline Village General Improvement District
Attn: Ronnie Rector
Public Works Contracts Administrator
1220 Sweetwater Road
Incline Village, Nevada 89451
775-832-1267



REQUEST FOR PROPOSALS (RFP) for
Media Buying Services
December 2018

All inquiries for additional information and clarification for the RFP should be directed to the IVGID Marketing Department, 775-832-1120.

IVGID reserves the right to reject any or all proposals, to award a portion of the professional services work, and/or to waive any irregularities or formalities in evaluating and awarding the work, in accordance with the Nevada Revised Statutes.



Fiscal Year 2019/2020 Media Buying Services Request for Proposal (RFP)

INFORMATION FOR BIDDERS

INFORMATION CONTAINED BELOW

- List of venues
- Advertising budgets for each venue
- Target demographics & regions
- Advertising goals/metrics
- Overview of criteria agencies will be judged on

LIST OF VENUES

Agency chosen shall provide media buying services described in the Scope of Services above for the following departments/venues within the Incline Village General Improvement District:

- Diamond Peak Ski Resort
- The Golf Courses at Incline Village – Championship & Mountain Courses
- Incline Village Recreation Center
- Incline Village Tennis Center
- Incline Village Weddings & Facilities

ADVERTISING BUDGETS

The paid advertising budgets from the 2018-19 fiscal year (not including commissions/fees) for each of the venues are below. We expect 2019-20 fiscal year advertising budgets to be similar dollar amounts.

- Diamond Peak Ski Resort: \$160,000 (cash) & \$80,000 (trade)
- Incline Village Championship Golf Course*: \$42,000 (cash) & \$5,000 (trade)
- Incline Village Mountain Golf Course*: \$16,500 (cash) & \$3,000 (trade)
- Incline Village Recreation Center: \$11,000 (cash)
- Incline Village Tennis Center: \$5,000 (cash)
- Incline Village Weddings & Facilities: \$32,000 (cash)

* Note: Typically the two golf budgets have been combined and the golf course advertising done collectively for both courses.



Fiscal Year 2019/2020 Media Buying Services Request for Proposal (RFP)

INFORMATION FOR BIDDERS

TARGET DEMOGRAPHICS & REGIONS

- Diamond Peak Ski Resort
 - Families with children
 - Skiers/snowboarders while in the basin or planning their trip to Lake Tahoe
 - Season Pass Holders from other resorts
 - Bay Area skiers/snowboarders
 - Sacramento skiers/snowboarders
 - Reno skiers/snowboarders
 - Carson City skiers/snowboarders
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 - Bay Area Asian & Indian beginner skiers/snowboarders
- The Golf Courses at Incline Village – Championship & Mountain Courses
 - Families with children (Mt. Course)
 - Golfers while in the basin or planning their trip to Lake Tahoe
 - Golfers who frequent other courses in the area including Edgewood
 - Golfers staying at the Hyatt and other vacation properties
 - Corporate Groups or Tournaments
 - New Golfers (Mt. Course)
- Incline Village Recreation Center
 - Families with children
 - Visitors while in the basin or planning their trip to Lake Tahoe
 - Incline Village Residents (full- and part-time) and Picture Pass holders
 - Residents, 2nd Homeowners and visitors in Kings Beach-Tahoe Vista
 - Visitors staying at the Hyatt and other vacation properties
- Incline Village Tennis Center
 - Families with children
 - Visitors while in the basin or planning their trip to Lake Tahoe
 - Incline Village Residents (full- and part-time) and Picture Pass holders
 - Residents, 2nd Homeowners and visitors in Kings Beach-Tahoe Vista
 - Visitors staying at the Hyatt and other vacation properties
- Incline Village Weddings & Facilities
 - Engaged couples looking for a destination wedding/event
 - Wedding planners active in Tahoe region
 - Incline Village Residents (full- and part-time)



Fiscal Year 2019/2020 Media Buying Services Request for Proposal (RFP)

INFORMATION FOR BIDDERS

ADVERTISING GOALS & METRICS

The Incline Village General Improvement District's goals for its paid advertising campaigns are to drive revenue and yield for the District venue in question, and to produce a positive ROI that is measurable. The media buying agency selected will work closely with the District's Marketing staff and senior management to understand the various venues' operations and products/services before strategizing on which advertising placements will best achieve these goals.

Specific metrics that will be utilized in evaluating the success of the District's paid advertising campaigns include, but are not limited to, the following (separated by venue):

- Diamond Peak Ski Resort
 - Total online revenue
 - Total # online orders
 - Total clicks
 - Cost per click
 - ROI of digital spend
- The Golf Courses at Incline Village – Championship & Mountain Courses
 - Total clicks
 - Cost per click
 - ROI of digital spend
- Incline Village Recreation Center
 - Total clicks
 - Cost per click
- Incline Village Tennis Center
 - Total clicks
 - Cost per click
- Incline Village Weddings & Facilities
 - Total # online leads generated
 - Cost per online lead



Fiscal Year 2019/2020 Media Buying Services Request for Proposal (RFP)

INFORMATION FOR BIDDERS

CRITERIA AGENCIES WILL BE JUDGED ON (Total of 100 points possible)

Experience of Firm (20 points)

- Experience providing media buying services for ski resorts, golf courses, and wedding/meeting venues.
- Experience with media buying in the San Francisco Bay Area DMA, Sacramento DMA and Reno-Tahoe DMA.
- Experience providing media buying services for a governmental agency.
- Subscriptions to relevant audience research tools.
- Access to preferred pricing/discounts & relationships with relevant advertising partners in key markets.

Experience of Project Team (40 points)

- Experience providing media buying services for ski resorts, golf courses, and wedding/meeting venues.
- Experience with media buying in the San Francisco Bay Area DMA, Sacramento DMA and Reno-Tahoe DMA.
- Experience utilizing trade value to secure advertising.
- Experience integrating Google Analytics and other digital analytics tools into media buying campaigns.
- Access to preferred pricing/discounts & relationships with relevant advertising partners in key markets.

Cost (20 points)

- Total anticipated fees for the requested media buying services.

Availability of Project Team (20 points)

- Ability to meet in-person for pre-campaign planning and post-campaign analysis of media buying activities for each venue: Diamond Peak, Golf Courses, Recreation & Tennis Centers, Weddings & Facilities (at least 8 meetings per year).

Criteria for Evaluation

INTRODUCTION

As a component of each venue's strategic marketing plan, the District engages in paid advertising campaigns in accordance with the venue marketing budgets approved by the District's Board of Trustees each fiscal year. As part of these advertising campaigns, the District contracts with a media buying agency to help plan, negotiate, place, reconcile and report on advertising opportunities for the District. These opportunities include, but are not limited to, print ads, billboards, digital ads, radio spots, television ads, paid search campaigns, etc.

This is an essential professional service for the District's marketing staff as the research, reconciliation, analytics and reporting provided by a qualified media buying agency goes well above and beyond what we could do in-house, and provides tremendous added value to the District.

SCOPE OF SERVICES

Selected media buying agency will provide District with a selection of media buying services for the District's community services venues including, but not limited to:

- Strategy and planning of media buying campaigns for Diamond Peak, Incline Village Golf Courses, Incline Village Recreation Center, Incline Village Tennis Center, Incline Village Weddings & Facilities in conjunction with District's marketing staff and venue managers.
- Media buying of Radio, Outdoor, Television/Cable, Digital/Internet/Mobile, Print, Promotions, Specialty Media
- Coordination of Outdoor production as necessary
- Reconciliation of all media placements
- Advertising performance analytics and tracking (ongoing)
- Reporting on media buying campaigns (mid-campaign and post-campaign reports)

Media buying agency will pay all invoices from media/vendors on behalf of District within thirty (30) days of receipt of payment from District for the same invoices.

Media buying agency will coordinate with and provide creative agencies selected by District marketing department with all creative deadlines and make sure media deadlines are met.

CRITERIA (Total of 100 points possible)

Experience of Firm (20 points)

- Experience providing media buying services for ski resorts, golf courses, and wedding/meeting venues.
- Experience with media buying in the San Francisco Bay Area DMA, Sacramento DMA and Reno-Tahoe DMA.
- Experience providing media buying services for a governmental agency.
- Subscriptions to relevant audience research tools.
- Access to preferred pricing/discounts & relationships with relevant advertising partners in key markets.

Experience of Project Team (40 points)

- Experience providing media buying services for ski resorts, golf courses, and wedding/meeting venues.
- Experience with media buying in the San Francisco Bay Area DMA, Sacramento DMA and Reno-Tahoe DMA.
- Experience utilizing trade value to secure advertising.
- Experience integrating Google Analytics and other digital analytics tools into media buying campaigns.
- Access to preferred pricing/discounts & relationships with relevant advertising partners in key markets.

Cost (20 points)

- Total anticipated fees for media buying services.

Availability of Project Team (20 points)

- Ability to meet in-person for pre-campaign planning and post-campaign analysis of media buying activities for each venue: Diamond Peak, Golf Courses, Recreation & Tennis Centers, Weddings & Facilities (at least 8 meetings per year).
- Ability to respond to requests to make changes to media buying plans within 48 hours.

Current Contract

AGREEMENT FOR SERVICES

THIS AGREEMENT ("Agreement") is entered into between Incline Village General Improvement District, a political subdivision of the State of Nevada (hereinafter referred to as "District"), on the one hand; and EXL Media Corporation, a corporation (hereinafter referred to as "EXL"), on the other hand.

WITNESSETH

- a) District is the owner and operator under Special Use Permit of Diamond Peak Ski Resort, the Championship and Mountain Golf Courses, The Chateau and Aspen Grove, and the Recreation Center and Tennis Center in Incline Village, Nevada.
- b) EXL is a media buying and placement agency, located in Incline Village, Nevada, with experience in media services.
- c) District desires to retain the services of EXL to provide media services.

NOW THEREFORE, for valuable consideration, it is agreed as follows:

SECTION 1. Agreement.

- (a) District hereby hires EXL to provide media services described herein (the "Media Services"), and EXL agrees to provide the Media Services to District. EXL will provide the Media Services to District within the timeline set between the IVGID Marketing Department and EXL. The IVGID General Manager or the IVGID Marketing Manager shall approve the final form of the Media Services for the ski resort, tennis, golf and facilities. No media services contracts will be finalized without the prior written approval by the General Manager or the IVGID Marketing Manager
- (b) District shall pay EXL a separate amount for each media service. The breakdown and total amount for the fiscal year of July 1, 2018 – June 30, 2019 is as follows:

Total contract: \$331,500 cash plus \$88,000 trade value

- Cash Media: \$266,500
 - Diamond Peak: \$160,000
 - Golf: \$58,500
 - Facilities: \$32,000
 - Recreation Center: \$11,000
 - Tennis Center: \$5,000
- Trade Media: \$88,000
 - Diamond Peak: \$80,000
 - Golf: \$8,000
- Agency Fees: \$65,000

Cash and trade budgets cover funds for media purchases from third parties. When trade is issued to a third party, IVGID services and products will be taken at full rack rate. EXL doesn't

have any autonomy in discounting IVGID's services and products. Trade is to be used when possible in exchange for cash to help contribute to the overall value of the media buy.

In case additional needs arise, District will pay EXL an additional fee as agreed by both parties prior to executing the additional project. The amount will be separated in individual invoices for different District recreational facilities and shall be due upon EXL's delivery and District's acceptance of the finished Media Services. EXL will charge a fee of \$100 per hour for the development of each media plan. This fee will not surpass \$5,000 for each campaign and will only be charged if the media plan is not placed.

- (c) The individual obligations of District and EXL in performing this Agreement are set forth below.

SECTION 2. EXL's Obligations.

- (a) EXL will provide District with a selection of Media Services for use by District recreational facilities for the July 1, 2018 - June 30, 2019 fiscal year. The Media Services will include, but are not limited to, at least the following:
- 1) Radio
 - 2) Outdoor
 - 3) Television/Cable
 - 4) Digital/Internet/Mobile
 - 5) Print
 - 6) Promotions
 - 7) Specialty Media
 - 8) Outdoor Production Coordination
 - 9) Advertising Performance Analytics & Tracking
- (b) EXL shall consult with District to provide District the opportunity for input on the selected Media Services. District will have final approval on all media buying and placement.
- (c) EXL shall not exceed the total amount budgeted for media for the services described above and will not incur any costs above and beyond set budget unless additional costs are authorized by District in writing.
- (d) EXL will consider performing additional projects from the District not stated in this contract on as-needed basis and will provide estimates for each project prior to execution.
- (e) EXL will provide copies of original invoices from third party vendors attached to EXL invoice.
- (f) EXL will pay all invoices from media/vendors on behalf of District within thirty (30) days of receipt of payment from District for the same invoices. EXL agrees that any and all media/vendors shall look to EXL for payment upon proof of payment by District to EXL for invoices in question.

- (g) EXL will coordinate with and provide creative agencies selected by District Marketing Department with all creative deadlines and make sure media deadlines are met.

SECTION 3. District's Obligations.

- (a) District will provide EXL with customer research and will assist with information and strategy to complete media services.
- (b) District reserves the right to modify, reject, cancel or stop any and all plans, schedules or work in progress, and in such event, EXL shall immediately take proper steps to carry out District's instructions. In turn, District agrees to assume liability for all such commitments and to pay EXL, in accordance with the provisions of this agreement, any and all proper charges earned and incurred by EXL in connection with such work up to the time of its discontinuance, cancellation or modification. District agrees to indemnify, defend and hold harmless EXL for any claim or liability incurred by EXL under any agreement entered into by EXL for the benefit of District and which is modified by the District and pursuant to the terms hereof. IVGID understands that outdoor contracts are non cancelable once approved. The agency fee is based upon an hourly rate and if the contract is cancelled by IVGID, the agency fee will be reduced based on the amount of time spent at an hourly rate \$100 as documented by EXL Media.
- (c) District will pay EXL for the Media Services as set forth in Section 1 (b) above.

SECTION 4. Relationship and Responsibility.

- (a) This Agreement is for the provision of services, and is limited to the services described herein. District and EXL agree that EXL is an independent contractor providing services to District, and neither EXL nor any employee or agent hired by EXL is or shall be considered an employee or agent of District.
- (b) EXL shall be responsible for all required licenses and permits for the services as specified. EXL shall be solely responsible for all agents and employees used by EXL and for all matters relating thereto, including payment for services.
- (c) EXL shall defend, indemnify and hold District harmless from any and all matters relating to or arising from the performance of the services described herein, and from any claims against District by any agents or employees of EXL, except those claims which are determined to be the direct result of separate and independent negligence by District or its employees.
- (d) This Agreement is cancelable upon thirty (30) days notice by either party. In such event, District shall only pay EXL for media services actually performed and completed. This agreement is for a time period of one (1) year and may be renewed upon agreement.
- (e) District agrees to indemnify, defend and hold EXL harmless against any loss and expense, including reasonable attorney's fees and court costs incurred as the result of any claim, suit or proceeding made or brought based upon the content of any advertising material prepared or placed for District by EXL, notwithstanding the fact that any such material may have been approved by District. District will have the right to defend or settle any such claim, suit, or

proceeding at its own expense. District's obligation to indemnify EXL shall include any claims by third parties based upon trademark, copyright or other infringements of intellectual property rights.


- (f) EXL agrees to indemnify, defend and hold the District, its officers, directors, employees and representatives harmless, against any loss, damage, claim or expense in connection with or arising out of the breach or negligence or fault of EXL pursuant to the performance of services under this agreement or as a result of EXL's representations to third parties contrary to the scope of EXL's responsibilities hereunder.

SECTION 5. Miscellaneous.

- (a) This Agreement is entered into and shall be performed in Washoe County, Nevada, and venue for any action arising from this Agreement shall be limited to Washoe County, Nevada.
- (b) This Agreement and the rights and obligations of the parties hereunder may not be assigned by either party without the express prior written consent of the other party.
- (c) No provision of this agreement shall be deemed a waiver of District's sovereign immunity beyond that presently provided by Nevada law.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date set forth opposite each signature below.

EXL MEDIA CORPORATION

By: 
Name: Wendy Hummer
Title: President

Date 5/10/2018

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

By: 
Name: Steve Pinkerton
Title: General Manager

Date 5/9/2018

Reviewed as to form:

By: 
Name: Jason Guinasso
Title: General Counsel

Date 5/9/2018

Proposed Contract

**AGREEMENT FOR SERVICES
INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT AND EXL MEDIA
CORPORATION**

THIS AGREEMENT ("Agreement") is entered into between Incline Village General Improvement District, a political subdivision of the State of Nevada (hereinafter referred to as "District"), on the one hand; and EXL Media Corporation, a corporation (hereinafter referred to as "EXL"), on the other hand and is effective on July 1, 2019.

WITNESSETH

- a) District is the owner and operator under Special Use Permit of Diamond Peak Ski Resort, the Championship and Mountain Golf Courses, The Chateau and Aspen Grove, and the Recreation Center and Tennis Center in Incline Village, Nevada.
- b) EXL is a media buying and placement agency, located in Incline Village, Nevada, with experience in media services.
- c) District desires to retain the services of EXL to provide media services.

NOW THEREFORE, for valuable consideration, it is agreed as follows:

SECTION 1. Agreement.

- (a) District hereby hires EXL to provide media services described herein (the "Media Services"), and EXL agrees to provide the Media Services to District. EXL will provide the Media Services to District within the timeline set between the IVGID Marketing Department and EXL. The IVGID General Manager or the IVGID Marketing Manager shall approve the final form of the Media Services for the ski resort, tennis, golf and facilities. No media services contracts will be finalized without the prior written approval by the General Manager or the IVGID Marketing Manager
- (b) District shall pay EXL a separate amount for each media service. The breakdown and total amount for the fiscal year of July 1, 2019 – June 30, 2020 is as follows:

Total contract: \$424,600 (\$337,500 cash plus \$87,100 trade value)

- Cash Media: \$272,500
 - Diamond Peak: \$166,000
 - Golf: \$58,500
 - Facilities: \$32,000
 - Recreation Center: \$11,000

**AGREEMENT FOR SERVICES
INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT AND EXL MEDIA
CORPORATION**

- Tennis Center: \$5,000
- Trade Media: \$87,100
 - Diamond Peak: \$80,000
 - Golf: \$7,100
- Agency Fees: \$65,000

Cash and trade budgets cover funds for media purchases from third parties. When trade is issued to a third party, IVGID services and products will be taken at full rack rate. EXL doesn't have any autonomy in discounting IVGID's services and products. Trade is to be used when possible in exchange for cash to help contribute to the overall value of the media buy.

In case additional needs arise, District will pay EXL an additional fee as agreed by both parties prior to executing the additional project. The amount will be separated in individual invoices for different District recreational facilities and shall be due upon EXL's delivery and District's acceptance of the finished Media Services. EXL will charge a fee of \$125 per hour for the development of each media plan. This fee will not surpass 40 hours or \$5,000 for each campaign and will only be charged if the media plan is not placed.

- (c) The individual obligations of District and EXL in performing this Agreement are set forth below.

SECTION 2. EXL's Obligations.

- (a) EXL will provide District with a selection of Media Services for use by District recreational facilities for the July 1, 2019 - June 30, 2020 fiscal year. The Media Services will include, but are not limited to, at least the following:
- 1) Radio
 - 2) Outdoor
 - 3) Television/Cable
 - 4) Digital/Internet/Mobile
 - 5) Print
 - 6) Promotions
 - 7) Specialty Media
 - 8) Outdoor Production Coordination

**AGREEMENT FOR SERVICES
INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT AND EXL MEDIA
CORPORATION**

9) Advertising Performance Analytics & Tracking

- (b) EXL shall consult with District to provide District the opportunity for input on the selected Media Services. District will have final approval on all media buying and placement.
- (c) EXL shall not exceed the total amount budgeted for media for the services described above and will not incur any costs above and beyond set budget unless additional costs are authorized by District in writing.
- (d) EXL will consider performing additional projects from the District not stated in this contract on as-needed basis and will provide estimates for each project prior to execution.
- (e) EXL will provide copies of original invoices from third party vendors attached to EXL invoice.
- (f) EXL will pay all invoices from media/vendors on behalf of District within thirty (30) days of receipt of payment from District for the same invoices. EXL agrees that any and all media/vendors shall look to EXL for payment upon proof of payment by District to EXL for invoices in question.
- (g) EXL will coordinate with and provide creative agencies selected by District Marketing Department with all creative deadlines and make sure media deadlines are met.

SECTION 3. District's Obligations.

- (a) District will provide EXL with customer research and will assist with information and strategy to complete media services.
- (b) District reserves the right to modify, reject, cancel or stop any and all plans, schedules or work in progress, and in such event, EXL shall immediately take proper steps to carry out District's instructions. In turn, District agrees to assume liability for all such commitments and to pay EXL, in accordance with the provisions of this agreement, any and all proper charges earned and incurred by EXL in connection with such work up to the time of its discontinuance, cancellation or modification. District agrees to indemnify, defend and hold harmless EXL for any claim or liability incurred by EXL under any agreement entered into by EXL for the benefit of District and which is modified by the District and pursuant to the terms hereof. IVGID understands that outdoor contracts are non-cancelable once approved. The

**AGREEMENT FOR SERVICES
INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT AND EXL MEDIA
CORPORATION**

agency fee is based upon an hourly rate and if the contract is cancelled by IVGID, the agency fee will be reduced based on the amount of time spent at an hourly rate \$125 as documented by EXL Media.

- (c) District will pay EXL for the Media Services as set forth in Section 1.(b) above.

SECTION 4. Relationship and Responsibility.

- (a) This Agreement is for the provision of services, and is limited to the services described herein. District and EXL agree that EXL is an independent contractor providing services to District, and neither EXL nor any employee or agent hired by EXL is or shall be considered an employee or agent of District.
- (b) EXL shall be responsible for all required licenses and permits for the services as specified. EXL shall be solely responsible for all agents and employees used by EXL and for all matters relating thereto, including payment for services.
- (c) EXL shall defend, indemnify and hold District harmless from any and all matters relating to or arising from the performance of the services described herein, and from any claims against District by any agents or employees of EXL, except those claims which are determined to be the direct result of separate and independent negligence by District or its employees.
- (d) This Agreement is cancelable upon thirty (60) days' notice by either party. In such event, District shall only pay EXL for media services actually performed and completed. This agreement is for a time period of one (1) year and may be renewed upon agreement.
- (e) District agrees to indemnify, defend and hold EXL harmless against any loss and expense, including reasonable attorney's fees and court costs incurred as the result of any claim, suit or proceeding made or brought based upon the content of any advertising material prepared or placed for District by EXL, notwithstanding the fact that any such material may have been approved by District. District will have the right to defend or settle any such claim, suit, or proceeding at its own expense. District's obligation to indemnify EXL shall include any claims by third parties based upon trademark, copyright or other infringements of intellectual property rights.

**AGREEMENT FOR SERVICES
INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT AND EXL MEDIA
CORPORATION**

- (f) EXL agrees to indemnify, defend and hold the District, its officers, directors, employees and representatives harmless, against any loss, damage, claim or expense in connection with or arising out of the breach or negligence or fault of EXL pursuant to the performance of services under this agreement or as a result of EXL's representations to third parties contrary to the scope of EXL's responsibilities hereunder.

SECTION 5. Miscellaneous.

- (a) This Agreement is entered into and shall be performed in Washoe County, Nevada, and venue for any action arising from this Agreement shall be limited to Washoe County, Nevada.
- (b) This Agreement and the rights and obligations of the parties hereunder may not be assigned by either party without the express prior written consent of the other party.
- (c) No provision of this agreement shall be deemed a waiver of District's sovereign immunity beyond that presently provided by Nevada law.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date set forth opposite each signature below.

EXL MEDIA CORPORATION

By: _____ Date _____
Name: Wendy Hummer
Title: President

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

By: _____ Date _____
Name: Steve Pinkerton
Title: General Manager

Reviewed as to form:

By: _____ Date _____
Name: Jason D. Guinasso
Title: District General Counsel

M E M O R A N D U M

TO: Board of Trustees

THROUGH: Steven J. Pinkerton
General Manager

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

SUBJECT: Review, discuss and possibly authorize an amended cost share funding agreement with the State of Nevada – Division of Environmental Protection (NDEP) to provide assistance and funding of up to an additional \$65,000 for the Incline Creek Restoration Project – Upstream of SR-28

STRATEGIC PLAN: Long Range Principle 5 – Assets and Infrastructure

DATE: May 14, 2019

I. RECOMMENDATION

That the Board of Trustees makes a motion to:

1. Authorize an amendment to the cost share funding agreement with the State of Nevada – Division of Environmental Protection (NDEP) to provide assistance and funding of up to an additional \$65,000 for the Incline Creek Restoration Project – Upstream of SR-28.
2. Authorize **Staff** to execute the amendment.

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 District has a long history of partnering to restore the creeks in Incline Village with the goals of reducing bank erosion, improving lake clarity, creating fish habitat, and improving fish passage. Restoration work on the District owned portions of Third and Incline Creeks has long been identified as an Environmental Improvement Project with the Tahoe Regional Planning Agency (TRPA) again with the goals of restoring the stream environment zone and improving fish passage on both creeks.

During completion of the fifth phase of restoration work on Incline Creek in 2015, Staff from IVGID and State of Nevada – Division of State Lands (NDSL) identified an opportunity to continue the successful work to restore the valuable aquatic habitat in Incline Village and address a piece of failing District infrastructure. Between the fourteenth and fifteenth holes on the Championship Golf Course the District maintains a crossing to facilitate customers as well as maintenance staff and equipment movement across Incline Creek. This crossing consists of an earthen fill with two corrugated metal pipe culverts to allow creek flow passage. The outfalls of the culverts are perched above the flow line of the creek which prevents fish passage and there is substantial bank erosion occurring. The culverts themselves have become undermined and are showing deterioration.

At the May 18, 2016 meeting, the Board of Trustees voted to authorize a cost sharing agreement with the NDSL to replace the failing culverts, install a new bridge consistent with the others constructed during the multiple phases of restoration projects, restore stream banks and fish habitat in the vicinity of the culvert, and restore fish passage to upstream habitat. This project included preparation of project plans and specifications, completion of the necessary environmental documentation and permitting. The total anticipated cost to complete this project was \$170,000. The District was awarded an \$114,207 grant by the NDSL via the Lake Tahoe License Plate (LTLP) Program.

During the design of the project, District Staff identified and pursued additional grants to ensure adequate funding was secured to address the project goals of restoring the function and processes of Incline Creek, while providing a buffer against the escalating construction costs seen in the current bidding environment.

In October 2017 the District was awarded a 319(h) grant through the State of Nevada – Division of Environmental Protection (NDEP) in the amount of \$114,000. This grant requires a 50/50 match of funding. The NDSL/LTLP grant, when coupled with the previously allocated District funds, will provide the necessary 50/50 match requirement.

At the February 21, 2018 Board of Trustees meeting, the Board of Trustees authorized a cost share funding agreement with NDEP via the 319(h) Grant Program to provide assistance and funding of \$114,000 for the design and construction of culvert removal, bridge installation, and creek restoration on Incline Creek at the Championship Golf Course, also known as the Incline Creek Restoration Project – Upstream of SR 28. That agreement follows this memo.

The Incline Creek Restoration Project Construction Contract award is included in this Board Packet under a separate agenda item. The memo for that Agenda item has identified a \$163,000 budget shortfall to complete the construction phase of the project. The District does not have designated CIP funding to complete the construction phase of the project.

District staff immediately reached out to our Project Partners to request additional support for this important Environmental Improvement Project. NDSL and NDEP both immediately stated their desire to complete this project and were able to identify additional sources of funding. The additional cost sharing is shown in the following table to meet the needed project shortfall of \$163,305. This preserves the cost sharing percentage for all three project partners. The District is currently contributing approximately 20% of the project costs.

Project Partner	Funding Commitment
NDEP	\$65,000
NDSL	\$65,000
District	\$32,468
Total Funding Commitment	\$162,468

NDEP has submitted a letter requesting that \$65,000 in funds be transferred from an existing 2018 Nonpoint Source Pollution 319(h) Grant that was made available for the District's Burnt Cedar Water Quality Improvement Project. The District has applied and not received additional grant funding to allow that project to go proceed. District staff agrees that transferring these funds to this shovel ready project will further the goals of the Environmental Improvement Program at Lake

Tahoe and Staff supports this recommendation to transfer funds. The letter from NDEP follows this memo.

IV. BID RESULTS

Not applicable.

V. FINANCIAL IMPACT AND BUDGET

At the February 21, 2018 Board of Trustees meeting, the Board of Trustees authorized a cost share funding agreement with the State of Nevada – Division of Environmental Protection (NDEP) via the 319(h) Grant Program to provide assistance and funding of \$114,000 for the design and construction of culvert removal, bridge installation, and creek restoration on Incline Creek at the Championship Golf Course.

The transfer of \$65,000 from the Burnt Cedar Water Quality Improvement Project to the Incline Creek Restoration Project – Upstream of SR-28 will increase the amended funding agreement to \$179,000. All funds are part of the Nonpoint Source Pollution 319(h) Grant Funding Program

VI. ALTERNATIVES

None proposed.

VII. COMMENTS

None at this time.

VIII. BUSINESS IMPACT

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



NEVADA DIVISION OF
**ENVIRONMENTAL
PROTECTION**

STATE OF NEVADA
Department of Conservation & Natural Resources

Steve Sisolak, *Governor*
Bradley Crowell, *Director*
Greg Lovato, *Administrator*

May 13, 2019

Mr. Joseph J. Pomroy P.E.
Director of Public Works
Incline Village General Improvement District
1220 Sweetwater Rd
Incline Village, NV

Dear Mr. Pomroy,

This letter is in response to your inquiry regarding additional funding to complete the Incline Creek Phase V Restoration Project, for which construction bids came back \$163,000 over available funding remaining for the project. I am happy to report that the Nevada Division of Environmental Protection (NDEP) is able to provide an additional \$65,000 for this purpose. It is my understanding that Nevada Division of State Lands (NDSL) and the Incline Village General Improvement District will contribute an additional \$65,000 and \$33,000, respectively, for this project.

NDEP funds will be redirected from the Burnt Cedar water quality improvement project, which was earmarked for 2018 Nonpoint Source Pollution §319(h) Grant funding. The original amount earmarked for the Burnt Cedar project was \$81,500, leaving \$16,500 available to the project. IVGID may apply for supplemental project funding through the 2019 grant round, for which the request for proposals will be released this summer.

Note that existing subgrant DEPS 18-014 must be amended to add these additional monies to the agreement. Please email me a revised budget at your earliest convenience. At that time, we will update the subgrant agreement and send to you for signature.

Sincerely,

Jason Kuchnicki
Lake Tahoe Watershed Branch Supervisor



NEVADA DIVISION OF
**ENVIRONMENTAL
PROTECTION**

STATE OF NEVADA
Department of Conservation & Natural Resources
Brian Sandayal, Governor
Bradley Crowell, Director
Greg Lovato, Administrator

March 27, 2018

Charley Miller
Incline Village General Improvement District
1220 Sweetwater Road
Incline Village, NV 89421

Re: Incline Creek Restoration Project
Sub-grant agreement # DEPS 18-014

Dear Charlie,

Please find enclosed the fully executed sub-grant agreement between the Incline Village General Improvement District and the Nevada Division of Environmental Protection as referenced above.

The total amount of the sub-grant is \$114,000.00 with match amount of \$152,276.00. The sub-grant is effective on March 23, 2018 and will expire on October 31, 2019.

This letter also serves as the BWQP official "Notice to Proceed" on the scope of work tasks for the project identified above with an effective date of March 23, 2018. All approved work performed in accordance with the sub-grant during the sub-grant period is eligible for payment.

Should you have any questions, please do not hesitate to contact Ed Skudlarek at 775-687-9451 or myself at 775-687-9444 or via email at mhilke@ndep.nv.gov.

Best Regards,

Marjorie Hilke
Contract Manager

Enclosures: One fully executed original sub-grant agreement

cc: Ed Skudlarek, Project Coordinator
Stephanie Wilson, EPA
Contract Manager File

SUB-GRANT AGREEMENT

A Sub-grant awarded by:

Department of Conservation and Natural Resources, Division of Environmental Protection
901 S. Stewart Street, Carson City, NV 89701-5249
Phone: (775) 687-4670 Fax: (775) 687-5856

and awarded to Sub-grantee:

Incline Village General Improvement District
1220 Sweetwater Road Incline Village, NV 89451
Phone (775) 832-1372
hereinafter the "Sub-grantee"

WHEREAS, 40 CFR Part 31.37, NRS 445A.265 and NRS 445A.450 authorize the Division of Environmental Protection to award sub-grants of federal financial assistance to local governments for the purposes set forth in authorizing statutes; and

WHEREAS, it is deemed that the project purposes hereinafter set forth are consistent with the federal grant agreement that provides support of the sub-grant;

NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as follows:

1. **REQUIRED APPROVAL.** This Sub-grant shall not become effective until and unless approved by appropriate official action of the governing body of each party.
2. **DEFINITIONS.** "State" means the State of Nevada and any state agency identified herein, its officers, employees and immune contractors as defined in NRS 41.0307.
3. **SUB-GRANT TERM.** This Sub-grant shall be effective from Nevada Division of Environmental Protection Administrator's Approval to October 31, 2019, unless sooner terminated by either party as set forth in this Sub-grant.
4. **TERMINATION.** This Sub-grant may be terminated by either party prior to the date set forth in paragraph (3), provided that a termination shall not be effective until **30** days after a party has served written notice upon the other party. This Sub-grant may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Sub-grant shall be terminated immediately if for any reason federal and/or State Legislature funding ability to satisfy this Sub-grant is withdrawn, limited, or impaired.
5. **NOTICE.** All notices or other communications required or permitted to be given under this Sub-grant shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by telephonic facsimile with simultaneous regular mail, or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address set forth above.
6. **INCORPORATED DOCUMENTS.** The parties agree that the services to be performed shall be specifically described; this Sub-grant incorporates the following attachments in descending order of constructive precedence:

ATTACHMENT: SCOPE OF WORK (consisting of 9 pages)

ATTACHMENT: ADDITIONAL AGENCY TERMS & CONDITIONS (consisting of 3 pages)

ATTACHMENT: THIRD PARTY MATCH (consisting of 1 page)

7. **CONSIDERATION.** Public Agency agrees to provide the services set forth in paragraph (6) at a cost of \$N/A per N/A with the total Sub-grant or installments payable: quarterly, not exceeding \$114,000.00. Any intervening end to a biennial appropriation period shall be deemed an automatic renewal (not changing the overall Sub-grant term) or a termination as the results of legislative appropriation may require.

8. **ASSENT.** The parties agree that the terms and conditions listed on incorporated attachments of this Sub-grant are also specifically a part of this Sub-grant and are limited only by their respective order of precedence and any limitations expressly provided.

9. **INSPECTION & AUDIT.**

a. **Books and Records.** Each party agrees to keep and maintain under general accepted accounting principles full, true and complete records, agreements, books, and documents as are necessary to fully disclose to the State or United States Government, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with all state and federal regulations and statutes.

b. **Inspection & Audit.** Each party agrees that the relevant books, records (written, electronic, computer related or otherwise), including but not limited to relevant accounting procedures and practices of the party, financial statements and supporting documentation, and documentation related to the work product shall be subject, at any reasonable time, to inspection, examination, review, audit, and copying at any office or location where such records may be found, with or without notice by the State Auditor, Employment Security, the Department of Administration, Budget Division, the Nevada State Attorney General's Office or its Fraud Control Units, the State Legislative Auditor, and with regard to any federal funding, the relevant federal agency, the Comptroller General, the General Accounting Office, the Office of the Inspector General, or any of their authorized representatives.

c. **Period of Retention.** All books, records, reports, and statements relevant to this Sub-grant must be retained a minimum three years from the date of final payment by the State to the Public Agency, and all other pending matters are closed. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.

10. **BREACH; REMEDIES.** Failure of either party to perform any obligation of this Sub-grant shall be deemed a breach. Except as otherwise provided for by law or this Sub-grant, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including but not limited to actual damages. If the court awards reasonable attorney's fees to the prevailing party, reasonable shall be deemed \$125 per hour.

11. **LIMITED LIABILITY.** The parties will not waive and intend to assert available NRS chapter 41 liability limitations in all cases. Sub-grant liability of both parties shall not be subject to punitive damages. Actual damages for any State breach shall never exceed the amount of funds which have been appropriated for payment under this Sub-grant, but not yet paid, for the fiscal year budget in existence at the time of the breach.

12. **FORCE MAJEURE.** Neither party shall be deemed to be in violation of this Sub-grant if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Sub-grant after the intervening cause ceases.

13. **INDEMNIFICATION.**

a. To the fullest extent of limited liability as set forth in paragraph (11) of this Sub-grant, each party shall indemnify, hold harmless and defend, not excluding the other's right to participate, the other from and against all liability, claims, actions, damages, losses, and expenses, including but not limited to reasonable attorneys' fees and costs, arising out of any alleged negligent or

willful acts or omissions of the party, its officers, employees and agents. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph.

- b. The indemnification obligation under this paragraph is conditioned upon receipt of written notice by the indemnifying party within 30 days of the indemnified party's actual notice of any actual or pending claim or cause of action. The indemnifying party shall not be liable to hold harmless any attorneys' fees and costs for the indemnified party's chosen right to participate with legal counsel.

14. **INDEPENDENT PUBLIC AGENCIES.** The parties are associated with each other only for the purposes and to the extent set forth in this Sub-grant, and in respect to performance of services pursuant to this Sub-grant, each party is and shall be a public agency separate and distinct from the other party and, subject only to the terms of this Sub-grant, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Sub-grant. Nothing contained in this Sub-grant shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for one agency whatsoever with respect to the indebtedness, liabilities, and obligations of the other agency or any other party.

15. **WAIVER OF BREACH.** Failure to declare a breach or the actual waiver of any particular breach of the Sub-grant or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

16. **SEVERABILITY.** If any provision contained in this Sub-grant is held to be unenforceable by a court of law or equity, this Sub-grant shall be construed as if such provision did not exist and the nonenforceability of such provision shall not be held to render any other provision or provisions of this Sub-grant unenforceable.

17. **ASSIGNMENT.** Neither party shall assign, transfer or delegate any rights, obligations or duties under this Sub-grant without the prior written consent of the other party.

18. **OWNERSHIP OF PROPRIETARY INFORMATION.** Unless otherwise provided by law any reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer code (which is intended to be consideration under this Sub-grant), or any other documents or drawings, prepared or in the course of preparation by either party in performance of its obligations under this Sub-grant shall be the joint property of both parties.

19. **PUBLIC RECORDS.** Pursuant to NRS 239.010, information or documents may be open to public inspection and copying. The parties will have the duty to disclose unless a particular record is made confidential by law or a common law balancing of interests.

20. **CONFIDENTIALITY.** Each party shall keep confidential all information, in whatever form, produced, prepared, observed or received by that party to the extent that such information is confidential by law or otherwise required by this Sub-grant.


21. **PROPER AUTHORITY.** The parties hereto represent and warrant that the person executing this Sub-grant on behalf of each party has full power and authority to enter into this Sub-grant and that the parties are authorized by law to perform the services set forth in paragraph (6).

22. **GOVERNING LAW; JURISDICTION.** This Sub-grant and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada. The parties consent to the jurisdiction of the Nevada district courts for enforcement of this Sub-grant.

23. **ENTIRE AGREEMENT AND MODIFICATION.** This Sub-grant and its integrated attachment(s) constitute the entire agreement of the parties and such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Sub-grant specifically displays a mutual intent to amend a particular part of this Sub-grant, general conflicts in language between any such attachment and this Sub-grant shall be construed consistent with the terms of this Sub-grant. Unless otherwise expressly authorized by the terms of


this Sub-grant, no modification or amendment to this Sub-grant shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto.
IN WITNESS WHEREOF, the parties hereto have caused this Sub-grant to be signed and intend to be legally bound thereby.

SUB-GRANTEE

By: 
Signature

Name: Hendra Wong

Title: Chairwoman, IVEID Board of Trustees Date: 3/13/2018

DIVISION
By: 
Signature

Name: Greg Lovato

Title: Administrator Date: 3/23/18

**Scope of Work
And
Budget Attachment**

ATTACHMENT "A"

WORK PLAN

A. COVER PAGE

Project Title: Incline Creek Restoration Project - above SR 28

Lead Agency: Incline Village General Improvement District (IVGID)

Primary Contact: Charley Miller
1220 Sweetwater Road
Incline Village, NV 89451
Charley_miller@ivgid.org
Ph: (775) 832-1372

NDEP Contract Coordinator: Ed Skudlarek
901 S. Stewart St., Suite 4001
Carson City, NV 89701
skudlarek@ndep.nv.gov
Ph: (775) 687-9451

Project Location: Lake Tahoe, HUC 16050101

Project Summary: The project will implement stream restoration and enhancement measures to improve water quality, mitigate existing and future fine sediment generation, enhance riparian community and SEZ fluctuations, and improve fish passage in Incline Creek. Project will implement stream bank stabilization methods to prevent future erosion and sediment transport within the waterway.

Duration: NDEP Approval Date to October 2019

Fiscal Summary:

Total Project Cost:	\$ 266,276
NDEP 319(h):	\$ 114,000
Match - NDSL LT License Plate	\$ 114,207
Match - IVGID	\$ 38,069

Project Partners: Nevada Division of State Lands
Nevada Division of Environmental Protection
US Army Corps of Engineers
Tahoe Regional Planning Agency

B. SCOPE OF WORK

1. Background

The Project is considered an extension of Phase V of the Third and Incline Creek Restoration Project and extends the restoration of Phase V upstream (Figure A – Location Map). These drainages have been designated as a “high priority” by the Tahoe Regional Planning Agency’s (TRPA) Lake Tahoe Environmental Improvement Program (EIP #562). The Lake Tahoe EIP (#562) identifies SEZ restoration and sediment source reduction as being goals.

2. Project Description, Goals and Objectives

The goal of this particular Incline Creek Restoration Project is to improve water quality and reduce non-point source pollution through implementation of stream stabilization techniques. The project will protect and enhance water quality by: installation of temporary dewatering bypass during construction; upstream rock stabilization of the channel; removal of a degraded culvert and installation of a single span pedestrian bridge; and revegetation/riparian enhancement to improve stability of eroded banks.

The lower portions of the watersheds near the project area are densely urbanized and include a mix of residential and commercial development. Within the project area between SR 28 and upstream from the Incline Creek path crossing there are several areas where the streambanks are unstable and would fail if untreated. In addition, the presence of the adjacent recreation facilities in this area, with limited riparian vegetation on the streambanks, has resulted in erosion along the stream corridor and limited vegetative cover for fish. Restoration of SEZ areas between SR28 to a point approximately 80’ upstream from the path crossing is needed to improve fish habitat and productivity, reduce sedimentation, and enhance wildlife habitat. Within the Project area, the existing culvert is grossly undersized and lacks an open bottom channel. This existing culvert on Incline Creek impedes adult and juvenile fish passage and limit their use of aquatic habitat due to depth and leap barriers. Culvert replacement is required to more effectively improve fish habitat and passage which is restricted due to the culvert size and condition and lack of an open bottom channel.

Objectives and target specific construction tasks:

- 1. Restoration of hydraulic function to impacted areas of Incline Creek including improved flood conveyance during large storms.**
Achieved through removal and replacement of the existing grossly undersized and severely damaged dual arch 22” High x 36” Wide culverts with an open bottom path bridge.
- 2. Reduction of erosion rates of banks in Incline Creek.**
Achieved through more stable hydrologic regime as provided by the proposed open bottom bridge, expanded channel with flatter side slopes, and vegetation establishment.
- 3. Improvement of stream-side and in-stream fish habitat.**
Achieved through re-grading, rock step pool structures, and revegetation.

4. Improved habitat quality and riparian corridor for wildlife use.
Achieved through planting of rose, currant, and other vegetation to reduce human disturbance and provide a riparian corridor for wildlife use.
5. Improvement of fish habitat and connectivity with the downstream reaches of Incline Creek.
Achieved through "tying-into" and continuing upstream from the recently completed Phase 5 project efforts.
6. Improvement of fish passage to allow for fish access to portions of Incline Creek upstream from SR28.
Achieved through improvement to fish passage conditions through replacement of the existing severely damaged dual arch 22" high x 36" wide culverts with an open bottom bridge and re-grading and stabilization of the channel thalweg to eliminate the nearly 3-foot drop which prohibits fish passage.
7. General improvement of in-stream and lake water quality by reduction of erosion fine sediment transport through Incline Creeks.
Achieved by providing a more stable channel through regrading to remove inconsistency in channel width, culvert removal, and bank stabilization through revegetation and cobble protection.
8. Restoration of low-flow channels within and downstream of existing blockage features in Incline Creek to improve fish passage and habitat.
Achieved through carefully designated rock step pool structures.

3. Tasks

At the time of contract execution, the Design Plans are at a 75% level. Cultural surveys have been completed. The Sierra Nevada Yellow Legged Frogs have been surveyed. Both the Cultural survey and SNYLF surveys are required for consultation with the Army Corps of Engineers. The plans are currently ready for submittal to the Army Corps of Engineers. Following submittal of the permit plans the technical specification will be prepared with an expected public bid to begin in March with construction in late summer.

Task 1: Project Management and Quality Control—Invoicing, Progress Reports, TAC Meetings, and Quality Control.

This task includes the labor and expenses associated with scheduling, coordination, and quality control services for this work. For activities covered by this scope of work, the Consultant shall work closely with IVGID throughout the process to meet the goals and objectives of the work assignment. For the purposes of this scope of work, it is assumed the duration of the project will be one year.

Project management will include all efforts associated with budgeting, invoicing, and other such efforts related to the financial aspects of the project. Additionally, this effort will include updates to the project schedule, as necessary, or as directed by the District. In order to assure a smooth process, the Consultant will assign one Project Coordinator to lead these efforts. Quarterly progress reports will be sent to NDEP contract coordinator that will serve as the basis for expense reimbursement.

A Technical Advisory Committee (TAC) comprised of the Consultant, the District, the NDSL, NDEP, the USACE, and the TRPA will be held during the course of the Project to assure proper progress of the Project, review stream restoration and bridge design, permitting considerations, and provide general coordination. For the purposes of this scope and budget, the Consultant will allocate time for approximately four (4) formal meetings for the Project.

For the purposes of this Work Plan, IVGID assumes that there will be a team meeting following the 75% and 90% design stages. Two additional TAC meetings are included in this scope and associated budget to be used as needed. Cardno will coordinate the TAC meetings with the TAC members, develop the agenda, and prepare the minutes for all TAC meetings.

Deliverables: Quarterly invoices; Work Plan; Coordination; TAC meeting agendas and minutes

Task 2: Permitting

The Consultant will develop permit applications and secure all required permits prior to the onset of channel construction activities:

Tahoe Regional Planning Agency

- EIP Application (Ongoing)
- Initial Environmental Checklist (Ongoing)
- Grading Permit (Ongoing)
- Development of SWPPP and Dewatering plan (Included in Task 3)(Ongoing)

Nevada Division of Environmental Protection

- Temporary Permit for Working in Waterways (Ongoing)
- Section 401 Water Quality Certification Application (Ongoing)

United States Army Corps of Engineers

- Nationwide Permit 27 (To be submitted at the end of January)

Deliverables: Final permits from referenced Agencies.

Task 3: Stream Restoration Design, SWPPP, Dewatering Plan, & Inspections

This task involves design of stream restoration and enhancement measures, including rock stabilization and regrading for rock step pools; replacement of existing CMPs with an open channel bridge; temporary stream dewatering bypass design; revegetation plans; and development of a Stormwater Pollution Prevention Plan (SWPPP). Cost estimate also includes routine site inspections by a project engineer. The dewatering plan will be designed utilizing the hydraulic analysis conducted in an earlier phase of work to develop a dewatering plan for the construction of the rehabilitation work within Incline Creek that ties into up- and downstream areas. The hydraulic analysis will be used to develop appropriate BMP's for the duration of the construction period which is anticipated to be approximately 2 months. The dewatering plan will include BMP's to address the upstream interception of Incline Creek to create a dry in-stream work area within the drainage. BMP's will be designed to minimize disturbance to the existing natural features of the outfall and

allow the flow to re-enter the system with minimal and permissible changes in water quality. Design iterations will be developed at the 75%, 90% and Final phases.

a. **Design Plans**

Generate 75% design plans with input from TAC, USACE, TRPA, NDEP, NDSL, and IVGID. Develop Engineer's estimates at each design stage to determine costs of selected BMPs at each location. The proposed design documents will be developed to a level of detail sufficient to provide IVGID, USACE, TRPA and TAC with a general overview of the proposed project in order for each reviewing entity to determine if the project can be permitted and/or funded based on each entity's regulations. The plan set will be comprised of no more than a 17 sheet plan set to illustrate the proposed improvements, and associated work, at a 75% level. The plan set shall consist of graphic representations reviewed by Charley Miller, P.E. of IVGID showing all necessary design aspects of the project. The plan set will be used by the appropriate regulatory agencies, funding agencies, and planning departments for permit application review. All drawings shall be black ink on paper to facilitate photocopying.

- b. Generate 90% design plans, specification, and engineers' estimate for review and approval. 90% design plans will be based on comments from the TAC on the 75% plans, environmental review process, and the HEC-RAS modeling refinements. The proposed 90% design documents will be developed to a level of detail sufficient to provide the regulatory agencies with final permit applications. Technical specifications will also be prepared that are to be included with the 90% design plans. Specifications will be based on construction activities and BMPs used in the project as they relate to the proposed channel activities. The specifications will be based on Washoe County's Orange book for standard specifications. The 75% design engineers cost estimate will be refined to reflect a 90% design level of detail for the Incline Creek improvements. All of the elements identified in the previous estimate will be included in this estimate, along with any additional changes based on plan/specification modifications and comments received from the TAC.

c. **Final Design Package**

100% design plans, specifications, and engineers estimate (construction documents) will be refined for review and approval. Resolution of TAC comments received on the 90% design plans, specifications, and engineers estimate, along with permit conditions, will be incorporated into this submittal. No work, or efforts, will commence on this subtask until all permit conditions have been received by all entities having jurisdiction over the project.

Deliverables:

- Stormwater Pollution Prevention Plan
- 75% Design/Dewatering Plan, Basis of Design letter report, outline specifications and cost estimate
- 90% Design/Dewatering Plan, Basis of Design letter report, outline specifications and cost estimate
- Final Design/Dewatering Plan, Final Basis of Design letter report, outline specifications and cost estimate

Task 4: Bid Support and Construction Inspection

a. Bid Project

The project will be publically bid.

Deliverables: Bid Documents

b. Bid Support

Provide bid support to technical and process questions from potential bidders including issuing any necessary addendums and clarifications.

Deliverables: Addendums and clarifications as necessary.

c. Award

Open bids at specified time and place and award construction contract to the best value qualified, responsive bidder. Notice of bid opening will be sent to TAC.

Deliverables: IVGID Board will award the construction contract.

d. Construction Oversight

Provide engineering oversight in coordination with IVGID for the construction of the project.

IVGID Engineer will visit the site daily and be present at all official construction meetings.

Deliverables: Successfully constructed project per design plans and specifications. Notify funders of changes that could exceed grant budgets or project term dates.

e. Construction

Oversee construction of Project to ensure construction per plans and specs.

Deliverables: Successfully constructed project per design plans and specifications. Daily log sheets of construction activities.

f. As-built Plans

Generate as-built plans to show change orders and field fitting.

Deliverables: Engineer stamped as-built plans.

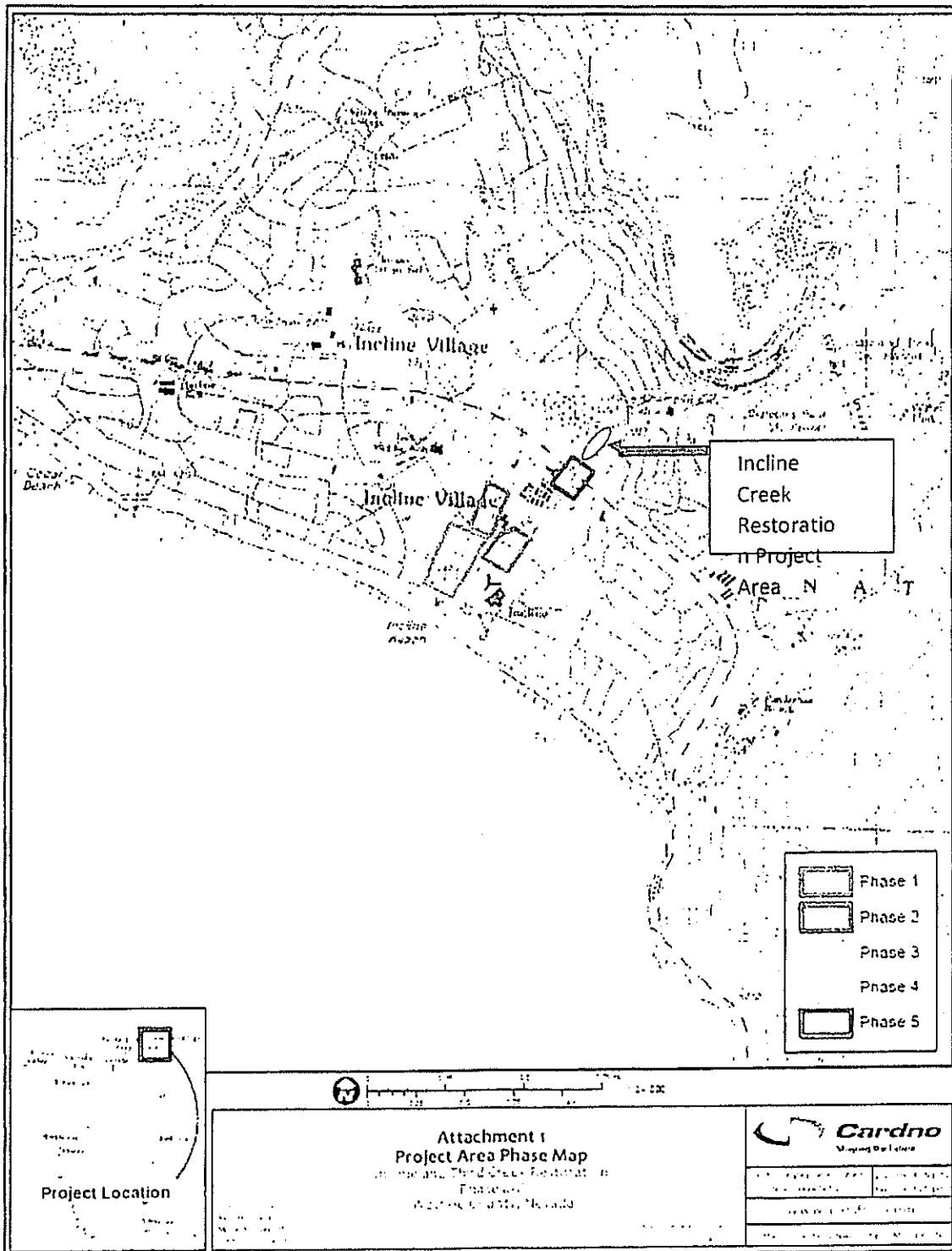
B. SCHEDULE OF DELIVERABLES AND ASSOCIATED TARGET MEASURES OF SUCCESS

Deliverable	Schedule or Due Date	Target
Task 1 Project Management & Quality Control		
1.1 Invoicing	Quarterly	Life of project, anticipated 1 year
1.2 TAC Meetings	4 meetings	Meeting following 75% & 90%. 2 additional as needed
Task 2 Permitting		
2.1 Biological, hydrologic, cultural baseline assessments	December 2017	Completed prior to permit application submittals
2.2 TRPA, NDEP, USACE, County Permit applications	January 2017	Applications submitted by January 2018. Secured by construction
Task 3 Stream Restoration/Enhancement Design		
3.1 75%, 90%, and 100% Design Plans and Engineer's estimates	75% January 2018 90% - May 2018 100% - June 2018	TAC comments incorporated
3.2 SWPPP and Dewatering Plan	December 2017	Prepared, performed per regulation
3.2 Special Technical Specifications, Final Basis-of-Design Report, Bid Schedule and Final Design Package	June 2018	Engineer stamped
Task 4 Bid Support, Construction, Inspection		
4.1 Bid Project	July 2018	Public bid, Qualified Contractors
4.2 Bid Support	July 2018	
4.3 Construction Award	August 2018	Notify funders
4.4 Construction & Oversight/Inspection	August to October 2018	Per design plans
4.5 Revegetation	May 2019	acceptable timing and per plan
4.6 As-built plans	November 2018	

C. BUDGET

Incline Creek Restoration Project above SR 28					
Budget Category	Rate	NDEP 319 Funds	NDSL Match	IVGID Match	Total
IVGID Salaries and Fringe	actual cost			\$38,069	
IVGID Operating	actual cost				
Direct Cost SUBTOTAL				\$38,069	
IVGID Overhead & Administration	% direct cost				
Planning/Design - Cardno	actual cost	\$24,547.50	\$32,730	\$8,182.50	\$65,460
Construction - TBD	actual cost	\$89,452.50	\$81,477	\$29,886.50	\$200,816
TOTAL		\$114,000.00	\$114,207	\$38,069.00	\$266,276

A. Map of Project Location



Incline Creek Restoration Project above SR 28
 DEP-S 18-014
 Attachment A
 Page 9 of 9

**Additional Agency
Terms & Conditions
Attachment**

**NDEP ADDITIONAL AGENCY TERMS & CONDITIONS
ATTACHMENT TO SUB-GRANT
SUB-GRANT CONTROL #DEP-S 18-014**

1. The Nevada Division of Environmental Protection shall pay no more compensation than the federal Executive Service Level 4 (U.S. Code) daily rate (exclusive of fringe benefits) for individual consultants retained by the Sub-grantee or by the Sub-grantee's contractors or subcontractors. This limitation applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. The current Level 4 rate is \$77.84 per hour.
2. ***NDEP shall only reimburse the Sub-grantee for actual cash disbursed.*** Original invoices (facsimiles are not acceptable) must be received by NDEP no later than forty (40) calendar days after the end of a month or quarter except at the end of the fiscal year of the State of Nevada (June 30th), at the expiration date of the grant, or the effective date of the revocation of the Sub-grant, at which times original invoices must be received by NDEP no later than thirty-five (35) calendar days after this date. Failure of the Sub-grantee to submit billings according to the prescribed timeframes authorizes NDEP, in its sole discretion, to collect or withhold a penalty of ten percent (10%) of the amount being requested for each week or portion of a week that the billing is late. The Sub-grantee shall provide with each invoice a detailed fiscal summary that includes the approved Sub-grant budget, expenditures for the current period, cumulative expenditures to date, and balance remaining for each budget category. If match is required pursuant to paragraph 3 below, a similar fiscal summary of match expenditures must accompany each invoice. The Sub-grantee shall obtain prior approval to transfer funds between budget categories if the funds to be transferred are greater than ten percent (10%) cumulative of the total Sub-grant amount.
3. The Sub-grantee shall, as part of its approved scope of work and budget under this Sub-grant, provide third party match funds of not less than: \$152,276.00. If match funds are required, the Sub-grantee shall comply with additional record-keeping requirements as specified in 40 CFR 31.24 and the Third party Match Record-Keeping Requirements attachment, which is attached hereto and by this reference is incorporated herein and made part of this Sub-grant.
4. Unless otherwise provided in Scope of work attachment, the Sub-grantee shall submit quarterly reports or other deliverables within ten (10) calendar days after the end of each quarter.
5. All payments under this Sub-grant are contingent upon the receipt by NDEP of sufficient funds, necessary to carry out the purposes of this Sub-grant, from either the Nevada Legislature or an agency of the United States. NDEP shall determine if it has received the specific funding necessary for this Sub-grant. If funds are not received from either source for the specific purposes of this Sub-grant, NDEP is under no obligation to supply funding for this Sub-grant. The receipt of sufficient funds as determined by NDEP is a condition precedent to NDEP's obligation to make payments under this Sub-grant. Nothing in this Sub-grant shall be construed to provide the Sub-grantee with a right of payment over any other entity. If any payments that are otherwise due to the Sub-grantee under this Sub-grant are deferred because of the unavailability of sufficient funds, such payments will promptly be made to the Sub-grantee if sufficient funds later become available.
6. Notwithstanding the terms of paragraph 5, at the sole discretion of NDEP, payments will not be made by NDEP unless all required reports or deliverables have been submitted to and approved by NDEP within the schedule stated in Attachment A.
7. Any funds obligated by NDEP under this Sub-grant that are not expended by the Sub-grantee shall automatically revert back to NDEP upon the completion, termination or cancellation of this Sub-grant. NDEP shall not have any obligation to re-award or to provide, in any manner, such unexpended funds to the Sub-grantee. The Sub-grantee shall have no claim of any sort to such unexpended funds.
8. The Sub-grantee shall ensure, to the fullest extent possible, that at least the "fair share" percentages as stated below for prime contracts for construction, services, supplies or equipment are made available to organizations owned or controlled by socially and economically disadvantaged individuals (Minority Business Enterprise (MBE) or Small Business Enterprise (SBE)), women (Women Business Enterprise (WBE)) and historically black colleges and universities.

	MBE/SBE	WBE
Construction	2%	2%
Services	1%	2%
Supplies	1%	1%
Equipment	1%	1%

The Sub-grantee agrees and is required to utilize the following seven affirmative steps:

- a. Include in its bid documents applicable "fair share" percentages as stated above and require all of its prime contractors to include in their bid documents for subcontracts the "fair share" percentages;
- b. Include qualified Small Business Enterprises (SBEs) Minority Business Enterprises (MBEs), and Women Business Enterprises (WBEs) on solicitation lists;
- c. Assure that SBEs, MBEs, and WBEs are solicited whenever they are potential sources;
- d. Divide total requirements, when economically feasible, into small tasks or quantities to e. permit maximum participation of SBEs, MBEs, and WBEs;
- e. Establish delivery schedules, where the requirements of the work permit, which will encourage participation by SBEs, MBEs, and WBEs;
- f. Use the services and assistance of the Small Business Administration and the Minority Business Development Agency, U.S. Department of commerce as appropriate; and
- g. If a subcontractor awards contracts/procurements, require the subcontractor to take the affirmative steps in subparagraphs a. through e. of this condition.

9. The Sub-grantee shall complete and submit to NDEP a Minority Business Enterprise/Woman Business Enterprise (MBE/WBE) Utilization Report (Standard Form 334) within fifteen (15) calendar days after the end of each federal fiscal year (September 30th) for each year this Sub-grant is in effect and within fifteen (15) calendar days after the termination date of this Sub-grant.

10. The books, records, documents and accounting procedures and practices of the Sub-grantee or any subcontractor relevant to this Sub-grant shall be subject to inspection, examination and audit by the State of Nevada, the Division of Environmental Protection, the Attorney General of Nevada, the Nevada State Legislative Auditor, the federal or other funding agency, the Comptroller General of the United States or any authorized representative of those entities.

11. All books, reports, studies, photographs, negatives, annual reports or other documents, data, materials or drawings prepared by or supplied to the Sub-grantee in the performance of its obligations under this Sub-grant shall be the joint property of both parties. Such items must be retained by the Sub-grantee for a minimum of three years from the date of final payment by NDEP to the Sub-grantee, and all other pending matters are closed. If requested by NDEP at any time within the retention period, any such materials shall be remitted and delivered by the Sub-grantee, at the Sub-grantee's expense, to NDEP. NDEP does not warrant or assume any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, report or product of any kind that the Sub-grantee may disclose or use for purposes other than the performance of the Sub-grantee's obligations under this Sub-grant. For any work outside the obligations of this Sub-grant, the Sub-grantee must include a disclaimer that the information, report or products are the views and opinions of the Sub-grantee and do not necessarily state or reflect those of NDEP nor bind NDEP.

12. Unless otherwise provided in Attachment A, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with funds provided under this Sub-grant, the Sub-grantee shall clearly state that funding for the project or program was provided by the Nevada Division of Environmental Protection and, if applicable, the U.S. Environmental Protection Agency. The Sub-grantee will insure that NDEP is given credit in all official publications relative to this specific project and that the content of such publications will be coordinated with NDEP prior to being published.

13. Unless otherwise provided in Attachment A, all property purchased with funds provided pursuant to this Sub-grant is the property of NDEP and shall, if NDEP elects within four (4) years after the completion, termination or cancellation of this Sub-grant or after the conclusion of the use of the property for the purposes of this Sub-grant during its term, be returned to NDEP at the Sub-grantee's expense.

Such property includes but is not limited to vehicles, computers, software, modems, calculators, radios, and analytical and safety equipment. The Sub-grantee shall use all purchased property in accordance with local, state and federal law, and shall use the property only for Sub-grant purposes unless otherwise agreed to in writing by NDEP.

For any unauthorized use of such property by the Sub-grantee, NDEP may elect to terminate the Sub-grant and to have the property immediately returned to NDEP by the Sub-grantee at the Sub-grantee's expense. To the extent authorized by law, the Sub-grantee shall indemnify and save and hold the State of Nevada and NDEP harmless from any and all claims, causes of action or liability arising from any use or custody of the property by the Sub-grantee or the Sub-grantee's agents or employees or any subcontractor or their agents or employees.

14. The Sub-grantee shall use recycled paper for all reports that are prepared as part of this Sub-grant and delivered to NDEP. This requirement does not apply to standard forms.

15. The Sub-grantee, to the extent provided by Nevada law, shall indemnify and save and hold the State of Nevada, its agents and employees harmless from any and all claims, causes of action or liability arising from the performance of this Sub-grant by the Sub-grantee or the Sub-grantee's agents or employees or any subcontractor or their agents or employees. NDEP, to the extent provided by Nevada law, shall indemnify and save and hold the Sub-grantee, its agents and employees harmless from any and all claims, causes of action or liability arising from the performance of this Sub-grant by NDEP or NDEP's agents or employees.

16. The Sub-grantee and its subcontractors shall obtain any necessary permission needed, before entering private or public property, to conduct activities related to the work plan (Attachment A). The property owner will be informed of the program, the type of data to be gathered, and the reason for the requested access to the property.

17. This Sub-grant shall be construed and interpreted according to the laws of the State of Nevada and conditions established in OMB Circular A-102. Nothing in this Sub-grant shall be construed as a waiver of sovereign immunity by the State of Nevada. Any action brought to enforce this Sub-grant shall be brought in the First Judicial District Court of the State of Nevada. The Sub-grantee and any of its subcontractors shall comply with all applicable local, state and federal laws in carrying out the obligations of this Sub-grant, including all federal and state accounting procedures and requirements established in OMB Circular A-87 and A-133. The Sub-grantee and any of its subcontractors shall also comply with the following:

- a. 40 CFR Part 7 - Nondiscrimination In Programs Receiving Federal Assistance From EPA
- b. 40 CFR Part 29 - Intergovernmental Review Of EPA Programs And Activities.
- c. 40 CFR Part 31 - Uniform Administrative Requirements For Grants And Cooperative Agreements To State and Local Governments;
- d. 40 CFR Part 32 - Government-wide Debarment And Suspension (Non-procurement) And Government-wide Requirements For Drug-Free Workplace (Grants);
- e. 40 CFR Part 34 - Lobbying Activities;
- f. 40 CFR Part 35, Subpart O - Cooperative Agreements And Superfund State Contracts For Superfund Response Actions (Superfund Only); and
- g. The Hotel and Motel Fire Safety Act of 1990.

18. The Sub-grantee shall neither assign, transfer nor delegate any rights, obligations or duties under this Sub-grant without the prior written consent of NDEP.

**Third Party Match
Record-Keeping Requirements
Attachment**

**THIRD PARTY MATCH RECORD-KEEPING REQUIREMENTS ATTACHMENT
TO CONTRACT/SUB-GRANT AGREEMENT
CONTROL #DEP S 18-014**

THIRD PARTY MATCH RECORD-KEEPING REQUIREMENTS

- A. If not included in the scope of work / budget attachment of the contract, the Public Agency, Contractor or Sub-grantee shall provide to the Nevada Division of Environmental Protection (NDEP) a detailed match budget clearly distinguishing between cash and non-cash (in-kind) contributions, prior to submittal of the first invoice.
- B. With each invoice, the Public Agency, Contractor or Sub-grantee shall submit a detailed match schedule that includes: (1) the total match budget; (2) match expenditures for the current period; (3) cumulative match expenditures; and (4) balance remaining. Cash and in-kind expenditures must be identified separately
- C. The Public Agency or Independent Contractor shall establish a file dedicated to this contract that includes the following:
1. For any declared in-kind contributions:
 - (a) An itemized listing of each employee's hourly rate, including the justification for the rate such as the current "Prevailing Wage Rates for Nevada Counties", NRCS cost-share rates, etc.
 - (b) A Fringe Benefit detail and explanation.
 - (c) A copy of an approved Overhead/Indirect Cost Allocation Plan.
 - (d) An itemization of per diem rates, equipment rental/usage rates, etc.
 - (e) Copies (or originals) of timesheets, with employee's and supervisor's signature, noting dates, hours, and projects worked.
 - (f) Copies (or originals) of logs/schedules for equipment usage.
 - (g) Signed statements noting fair market value for in-kind donations of materials or supplies.
 2. For any declared cash contributions:
 - (a) An itemization of each employee's hourly rate including fringe benefits, overhead, and indirect cost.
 - (b) An itemization of per diem rates, equipment rental/usage rates, etc.
 - (c) Copies (or originals) of timesheets, with employee's and supervisor's signature, noting dates, hours, and projects worked.
 - (d) Copies (or originals) of logs/schedules for equipment usage.
 - (e) Copies (or originals) of invoices for materials, supplies, equipment, etc.
- D. The Public Agency, Contractor or Sub-grantee agrees and acknowledges that:
1. Neither the costs nor the values of third party match contributions being used to satisfy the match requirements of the attached contract have been or will be used to satisfy a cost share or match requirement of another federal grant agreement, federal procurement contract, or any other award of federal funds.
 2. Third-party match contributions or expenditures must be made within the effective dates of: 10/1/2016 through 9/30/2021.
 3. All financial records, including match documentation, relevant to this project shall be retained by the Public Agency, Contractor or Sub-grantee for three years from the date of final payment by NDEP to the Public Agency, Contractor or Sub-grantee, and all other pending matters are closed.
 4. Reported match contributions deemed inappropriate or unreasonable during the invoice review process may be disallowed.
 5. NDEP may, at any time, audit the Public Agency, Contractor or Sub-grantee contract files to ensure compliance with the Third Party Match Record-Keeping Requirements. Reported match contributions deemed inappropriate or unreasonable during an audit may be disallowed.
 6. NDEP may require the Public Agency, Contractor or Sub-grantee to repay any funds provided to the Public Agency, Contractor or Sub-grantee under the attached contract that the Public Agency, Contractor or Sub-grantee is unable to match or provide adequate documentation for the reported match.

MEMORANDUM

TO: Board of Trustees

THROUGH: Steven J. Pinkerton
General Manager

FROM: Joseph Pomroy, P.E.
Director of Public Works

SUBJECT: Review, Discuss, and Possibly Authorize Multiple Contracts for the Incline Creek Restoration Project – Upstream of SR-28 – 2018/2019 Capital Improvement Project: Fund: Community Services; Division: Parks; Project # 4378LI1504B; Vendors: Aspen Developers in the amount of \$273,000 and Cardno in the amount of \$37,000

STRATEGIC PLAN: Long Range Principle 5 – Assets and Infrastructure

DATE: May 14, 2019

I. RECOMMENDATION

That the Board of Trustees makes a motion to:

1. Award a construction contract to Aspen Developers in the amount of \$273,000 for construction of the Incline Creek Restoration Project – Upstream of SR-28.
2. Authorize Chair and Secretary to execute the contract with Aspen Developers based on a review by General Counsel and Staff.
3. Authorize Staff to approve change orders to the construction contract for additional work not anticipated at this time of up to 20% of the project bid – \$55,000
4. Authorize Staff to enter into an Additional Services Addendum with Cardno totaling \$37,000 for services during construction of the project.

II. DISTRICT STRATEGIC PLAN

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

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

III. BACKGROUND

The District has a long history of successfully partnering to restore the creeks in Incline Village with the goals of reducing bank erosion, improving lake clarity, creating fish habitat, and improving fish passage. Restoration work on the District owned portions of Third and Incline Creeks has long been identified as an Environmental Improvement Project with the Tahoe Regional Planning Agency (TRPA) again with the goals of restoring the stream environment zone and improving fish passage on both creeks.

Between 2008 and 2015, five phases of restoration work were completed on Third and Incline Creeks between Lake Tahoe and State Route 28 in partnership with the United States Army Corps of Engineers (USACE) and State of Nevada – Division of State Lands (NDSL). These projects were recognized in 2009 and 2012 by TRPA with a Best in the Basin Award.

During completion of the fifth phase of restoration work on Incline Creek in 2015, Staff from IVGID and NDSL identified an opportunity to continue the successful work to restore the valuable aquatic habitat in Incline Village and address a piece of failing District infrastructure. Between the fourteenth and fifteenth holes on the Championship Golf Course the District maintains a crossing to facilitate customers as well as maintenance staff and equipment movement across Incline Creek. This crossing consists of an earthen fill with two corrugated metal pipe culverts to allow creek flow passage. The outfalls of the culverts are perched above flowline of the creek which prevents fish passage and there is substantial bank erosion occurring. The culverts themselves have become undermined and are showing deterioration.

At the May 18th, 2016 meeting, the Board of Trustees voted to authorize a cost sharing agreement with to the NDSL to replace the failing culverts, install a new bridge consistent with the others constructed during the multiple phases of restoration projects, restore stream banks and fish habitat in the vicinity of the culvert, and restore fish passage to upstream habitat. This project includes preparation of project plans and specifications, completion of the necessary environmental documentation and permitting. The total anticipated cost to complete this project was \$170,000. The District was awarded an \$114,207 grant by the NDSL via the Lake Tahoe License Plate (LTLP) Program. The District match for the project totaled \$55,793.

During the design of the project, District Staff identified and pursued additional grants to ensure adequate funding was secured to address the project goals of restoring the function and processes of Incline Creek, while providing a buffer against the escalating construction costs seen in the current bidding environment. In October 2017 the District was awarded a 319(h) grant through the Nevada Department of Environmental Protection (NDEP) in the amount of \$114,000. This grant requires a 50/50 match of funding. The NDSL/LTLP grant, when coupled with the previously allocated District funds, will provide the necessary 50/50 match requirement. As a result of the pursuit and receipt of the NDEP grant, a new NDSL/LTLP grant agreement has been issued and was authorized by the Board of Trustees to extend the project timeline and agreement duration.

IV. BID RESULTS

The District publicly advertised this project for bidding and plan sets were acquired by interested bidders. Three bids were received and opened on April 25, 2019. The bid results are as follows.

Contractor	Bid Amount
Aspen Developers	\$273,400
Burdick Excavating	\$290,874
F.W. Carson	\$496,528

The lowest responsive bidder is Aspen Developers. If awarded, the project is scheduled to be substantially complete by October 15, 2019. The objective is to perform the work in the fall when the Incline Creek flows are lower, the impacts to golf are lessened and there is also a long lead time to procure the new bridge.

V. FINANCIAL IMPACT AND BUDGET

The Incline Creek Restoration Project – Upstream of SR-28 is included in the 2018/2019 Capital Improvement Plan with \$186,000 in grant funds and \$37,000 was carried over from the 2017/2018 Capital Improvement Plan.

The following table summarizes the District, NDSL and NDEP funding commitments and expenditures to date through April 2019. This table was first presented to the Board of Trustees in February 2018 when the two cost sharing agreements were approved by the Board. There is currently \$215,532 in available funds for the project in the current CIP and with the two grant funding agreements.

	IVGID	NDSL	NDEP	Total
Funds	\$55,793	\$114,207	\$114,000	\$284,000
Expended To Date	\$15,950	\$47,853	\$1,517	\$65,320
Remaining	\$36,695*	\$66,354	\$112,483	\$215,532*

*Adjusted to project actuals.

The following Table presents the Total Construction Phase Project budget. There is currently a need for \$163,000 to complete this project.

Total Construction Phase Project Budget

Construction Phase	Cost
Construction Contract	\$273,000
20% Construction Contingency	\$55,000
Construction Management and Engineering	\$50,000
Subtotal	\$378,000
NDEP and NDSL Grant Remaining	\$178,837
IVGID CIP Budget Remaining	\$36,695
IVGID Budget Needed to Complete Project.	\$162,468

District staff immediately reached out to our Project Partners to request additional support for this important Environmental Improvement Project. NDSL and NDEP both immediately stated their desire to complete this project and were able to identify additional sources of funding. The additional cost sharing is shown in the following table to meet the needed project shortfall of \$162,468. This preserves the cost sharing percentage for all three project partners. The District is currently contributing approximately 20% of the project costs.

Project Partner	Funding Commitment
NDEP	\$65,000
NDSL	\$65,000
District	\$32,468
Total Funding Commitment	\$162,468

The new funding commitments meet the projected budget shortfall. If the project comes in below the new funding commitment, all parties will proportionately share in the savings, which is consistent with the project cost sharing agreements. The budget summary is presented below when all new funding commitments are included.

Project Partner	Funding Commitment
Construction Phase Expenditures	\$378,000
NDSL and NDEP Funding	\$308,837
District CIP Funding (see below)	\$69,163

The NDEP and NDSL have committed up to an additional \$130,000 of funding for this project. Under a previous agenda item, Staff requested authorization to enter into an amended funding agreement with NDEP for an additional \$65,000. The amendment for the NDSL Funding agreement will not be available until June at the earliest. The District has added \$163,200 to the CIP and the data sheet follows this memo. At this time, the District has a liability of \$97,468 to complete this Project. The additional funding commitment from NDSL will reduce the District's liability to \$32,468 for this Project when it is brought to the Board for approval.

VI. ALTERNATIVES

Not award the contract and notify the funding partners that the project has insufficient funds to proceed.

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

Project Number:	4378LI1504
Title:	Incline Creek Restoration Project - Upstream of SR-28 (Net of Grants)
Project Type:	D - Capital Improvement - Existing Facilities
Division:	78 - Parks Services
Budget Year:	2020
Finance Options:	
Asset Type:	LI - Land Improvements
Active:	No

Project Description					
This grant funded project will replace two failing culverts on the Championship Golf Course with a new prefabricated bridge consistent with other bridges installed on previous phases of creek restoration work on District owned property. Additional goals of the project include restoring the steam banks and improving fish passage to upstream habitat.					
Project Internal Staff					
IVGID Engineering will manage all phases of this project.					
Project Justification					
IVGID has partnered with the NDSL and NDEP to fund design and construction of this project. NDSL is providing \$114,207 (of which \$74,817 remains as of February 21, 2018) and NDEP is providing \$114,000. NDSL and NDEP have indicated a probability that additional funds can be made available to meet the May 7, 2019 disclosure of additional costs; now that the bidding process has been completed. The end objective would be a 25% match from the District.					
Forecast					
Budget Year	Total Expense	Total Revenue	Difference		
2020					
Construction	163,200	0	163,200		
Year Total	163,200	0	163,200		
	163,200	0	163,200		
Year Identified	Start Date	Est. Completion Date	Manager	Project Partner	
2015			Principal Engineer		

MEMORANDUM

TO: Board of Trustees

THROUGH: Steven J. Pinkerton
General Manager

FROM: Indra Winqest
Director of Parks and Recreation

SUBJECT: Review, Discuss and Possibly Receive Input from the Board of Trustees on the 2019 Final Draft of the Community Services Master Plan

STRATEGIC PLAN: Long Range Principle #6 - Communication

DATE: May 16, 2019

I. RECOMMENDATION

No recommendation as this is a discussion item only.

II. STRATEGIC PLAN REFERENCE(S)

Long Range Principle #6 – Communication – The District will engage, interact and educate to promote understanding of the programs, activities, services, and ongoing affairs.

- Provide clear, concise and timely information in multiple, publicly accessible formats.
- Ensure that both internal and external communication is responsive, comprehensive and inclusive.

III. BACKGROUND

On May 1, 2019, Staff presented the Final Draft of the Community Services Master Plan and at that time requested that the Board of Trustees discuss this document with the community. This is the first check in of two (the next one will be on June 19, 2019) before final approval and acceptance of the Community Services Master Plan at the July 17, 2019 Board of Trustees meeting.

EXISTING MASTER PLAN SUMMARY

Incline Village Golf Courses -- Facilities Assessment and Future Needs Recommendations -- December 2012 *Findings presented to the Board on March 13, 2013*

Recommendations

- Programs and Services at each Course should be unique and supportive of each unique brand proposition.
- Deferred maintenance at Mountain Course, most notably the clubhouse must be addresses and a new clubhouse built.
- Mountain Course must be more user-friendly and aligned with user expectations and made attractive to women and families.
- Championship Course must adjust pricing and packaging to market conditions and work with user groups to improve the salability of peak times to outside users.
- Championship Course must implement an efficient yield management program, improve overall turf conditions and moderate expenses.

Diamond Peak Master Plan -- August 2015 *Approved by Board on October 21, 2015*

Recommendations

- Focus on mountain recreation that supports an active lifestyle
- Maintain and enhance the community use of the facility
- Preserve the scenic beauty of Diamond Peak
- Balance community use and additional tourism visitation that will provide the necessary revenue for the continued financial viability of the operation.

IVGID Beaches - - Recreation Enhancement Opportunities Plan -- February 2016 *Approved by Board on February 24, 2016*

Recommendations

- Improve beach entries and pedestrian access
- Replace restroom/concession buildings
- Enhance groups areas
- Enhance beach access and pedestrian connectivity
- Develop a consistent design aesthetic

Incline Village Tennis Center --Facilities Assessment and Master Plan -- August 2016 *Approved by Board on August 24, 2016*

Recommendations

- Launch Planning for a Major Renovation to the Pro-Shop Buildings and Surrounding Site
- Formalize Pickleball Program
- Affirm Funding for Maintenance and Repair
- Fine Tune Operations
- Evaluate Adjustments to Programs and Services

Community Services Master Plan – April 2019 *Scheduled for Approval – Summer 2019*

Recommendations

IVGID should focus improvements in five areas in order to meet community needs:

- Trails
- Parks, Open Space and Snow Play
- Fields
- Built Facilities
- Programs

Master Plan Capital Project List
Summary of Projects identified in Master Plan Documents

Golf:

Mountain Course Clubhouse: \$3 million (recent estimate)

Mountain Course Maintenance Building: \$750,000 (recent estimate)

Diamond Peak:

Summer Activities Phase 1a: \$2.4 million

Summer Activities Phase 1b: \$1.7 million

Summer Activities Phase 2: \$250,000

Snowflake Lodge: \$6.2 million

Winter Improvements Phase 3/4: \$6 million

Incline Beaches:

Incline Beach House: \$3 million

Burnt Cedar Restroom Replacement: \$750,000

Burnt Cedar Concession Improvements: \$450,000

Beach Group Picnic Areas Improvements: \$600,000

Burnt Cedar Individual Picnic Areas: \$350,000

Burnt Cedar Pedestrian Circulation: \$600,000

Burnt Cedar Entry and Pedestrian Access: \$540,000

Incline Beach Entry and Pedestrian Access: \$200,000

Tennis:

Pro Shop Renovation: \$1.25 million (recently updated)

Community Services Master Plan (not yet approved by Board of Trustees)

Upper High School Fields: \$350,000 to \$1.7 million

Dog Park: \$3.4 million

Bocce Courts: \$250,000 - \$450,000

Bike Park, Phase 2: \$600,000

Skate Park - Phase 2: \$500,000 - \$1 million

Village Green Enhancements: \$2.6 million

Old Elementary School Park Development: \$7.5 million

Crystal Bay - Sierra Park Improvements: \$250,000 to \$500,000

Rec Center Expansion/Admin Building: \$7.5 million

Rec Center Expansion/Gym/Fitness/Exercise Rooms: \$7.725 million

Rec Center Aquatics Expansion: \$4.4 million

Sprung Structure Fieldhouse: \$2.25 million

Please note: Estimated costs have all been established at different points in time, and many have not yet included a detailed scope of work. These estimates are included solely to provide an order of magnitude of cost when considering capital project priorities.

IVGID Consideration of Proposed Shift in Allocation of Facility Fee for 2021 & 2022

Board of Trustees Discussion

May 22, 2019

Projection for Shift in Facility Fee for Community Services Operation to Beach Capital Expenditure

- Utilize Operations as budgeted for 2019-20 increased by 3% per year
- In each of 2020-21 and 2021-22, reduce the Community Services Facility Fee for operations by \$250 and increase the Beach Facility Fee by \$250 for Capital Expenditure
- Execute the 5 Year Capital Plan, providing for the replacement of the Burnt Cedar Pool and the building for the Incline Beach House
- Use debt to replace Ski Way and build roundabouts, but no other time payments on any other projects – that new debt service charged against CIP resources

Incline Village General Improvement District Consideration of Shift of Facility Fee to Beach Projects

Facility Fee History and Projected

	Community Services				Beach				Overall Total
	Operation	CIP	Debt Service	Total	Operation	CIP	Debt Service	Total	
2011	\$ 128	\$ 304	\$ 298	\$ 730	\$ 69	\$ -	\$ 31	\$ 100	\$ 830
2012	199	242	274	715	98	-	17	115	830
2013	258	199	273	730	66	17	17	100	830
2014	239	277	214	730	63	-	37	100	830
2015	211	303	216	730	65	-	35	100	830
2016	266	308	156	730	75	24	1	100	830
2017	250	320	160	730	75	24	1	100	830
2018	215	330	160	705	85	39	1	125	830
2019	215	440	50	705	85	39	1	125	830
2020	250	405	50	705	85	39	1	125	830
2021	-	405	50	455	85	289	1	375	830
2022	-	405	50	455	85	289	1	375	830
2023	250	405	50	705	85	39	1	125	830
2024	250	455	-	705	85	40	-	125	830

Incline Village General Improvement District Consideration of Shift of Facility Fee to Beach Projects

	Fund Balance					May 22, 2019
	2018-19 Estimated	Projected 2019-20	2020-21	2021-22	2022-23	Prep 5/13/19 2023-24
Community Services						
Community Service Operating Revenues		\$ 15,891,865	\$ 16,368,621	\$ 16,859,680	\$ 17,365,470	\$ 17,886,434
Facility Fee						
Operations		2,050,750	-	-	2,050,750	2,050,750
Capital Projects		3,322,215	3,322,215	3,322,215	3,322,215	3,732,365
Debt Service		410,150	410,150	410,150	410,150	-
Other CIP Sources & Adjustments		923,800	-	4,850,000	(603,176)	(603,176)
One-time Transfer from General Fund		561,800	-	-	-	-
Total Sources		23,160,580	20,100,986	25,442,045	22,545,409	23,066,373
Comm. Services Expenditure other than CIP & DS		(17,926,815)	(18,464,619)	(19,018,558)	(19,589,115)	(20,176,788)
Planned CIP		(8,886,502)	(4,010,854)	(7,781,680)	(2,711,900)	(3,045,340)
Scheduled Debt Service on 2012 Bond		(384,354)	(383,172)	(384,754)	(389,033)	-
Total Uses		(27,197,671)	(22,858,645)	(27,184,992)	(22,690,048)	(23,222,128)
Change to Fund Balance		(4,037,091)	(2,757,660)	(1,742,947)	(144,639)	(155,755)
Community Services Cumulative						
Fund Balance		\$ 13,183,167	\$ 9,146,076	\$ 6,388,417	\$ 4,645,469	\$ 4,500,830
Projected Policy Target Fund Balance		\$ 4,232,000	\$ 4,493,000	\$ 4,627,790	\$ 4,766,624	\$ 5,056,911

Incline Village General Improvement District Consideration of Shift of Facility Fee to Beach Projects

	Fund Balance					May 22, 2019
	2018-19 Estimated	Projected 2019-20	2020-21	2021-22	2022-23	Prep 5/13/19 2023-24
Beach						
Beach Operating Revenues		\$ 1,511,300	\$ 1,556,639	\$ 1,603,338	\$ 1,651,438	\$ 1,700,981
Facility Fee						
Operations		658,580	658,580	658,580	658,580	658,580
Capital Projects		302,172	2,239,172	2,239,172	302,172	309,920
Debt Service		7,748	7,748	7,748	7,748	-
Other CIP Sources & Adjustments		-	-	-	-	-
Total Sources		2,479,800	4,462,139	4,508,838	2,619,938	2,669,481
Beach Expenditure other than CIP & DS		(2,109,190)	(2,172,466)	(2,237,640)	(2,304,769)	(2,373,912)
Planned CIP		(990,050)	(3,124,600)	(1,721,060)	(350,000)	(657,000)
Scheduled Debt Service on 2012 Bond		(6,289)	(6,270)	(6,296)	(6,366)	-
Total Uses		(3,105,529)	(5,303,336)	(3,964,996)	(2,661,135)	(3,030,912)
Change to Fund Balance		(625,729)	(841,197)	543,842	(41,197)	(361,430)
Beach Cumulative Sources vs Uses	\$ 1,749,171	\$ 1,123,442	\$ 282,245	\$ 826,088	\$ 784,891	\$ 423,461
Projected Policy Target Fund Balance	\$ 481,000	\$ 526,000	\$ 541,780	\$ 558,033	\$ 574,774	\$ 592,018

Incline Village General Improvement District Consideration of Shift of Facility Fee to Beach Projects

	Fund Balance	Projected					May 22, 2019
							Prep 5/13/19
		2019-20	2020-21	2021-22	2022-23	2023-24	
Major Replacements:							
Champ. Maintenance Bldg.		-	700,000	-	-	-	
Chateau Pavement Replacement		-	-	-	-	515,000	
Mountain Clubhouse		1,464,000	-	-	-	-	
Mtn Course Gas System		200,000	-	-	-	-	
Mountain Course Maintenance Bldg.		-	-	-	-	600,000	
K Rail and Ski Way		225,000	300,000	2,750,000	-	-	
Ski Way Roundabouts		-	-	2,100,000	-	-	
Tennis Facility		1,285,000	-	-	-	-	
BC Pool Resurface & Mechanical/Replace Fall 2020		800,000	1,450,000	-	-	-	
Incline Beach House CIP in Summer/Fall of 2021		-	1,500,000	1,500,000	-	-	
		\$ 3,974,000	\$ 3,950,000	\$ 6,350,000	\$ -	\$ 1,115,000	

Board of Trustees Discussion

- Community Services Special Revenue Fund Balance is below target in 2021-22 and after
- Beach Special Revenue Fund Balance is below target in 2020-21 and 2023-24
- Substantial progress is made addressing Legacy Projects
- No provision has been made in the 5 Year Plan for study or implementation of the Community Services Master Plan, Diamond Peak Master Plan (other than Entitlements) or the Beach Study (other than the Burnt Cedar Pool and the Incline Beach House)
- ***What is the direction of the Board of Trustees?***

MEMORANDUM

TO: Board of Trustees

FROM: Steven J. Pinkerton
General Manager

SUBJECT: General Manager's Status Report
Prepared for the meeting of May 22, 2019

DATE: May 14, 2019

Financial Transparency

The Monthly District Financials are posted on the Financial Transparency page <https://www.yourtahoeplace.com/ivgid/financial-transparency>.

Through the first ten months of the Fiscal Year, District-wide revenues are \$3,484,561 ahead of projected budget and District-wide operating uses are \$701,049 below projected budget. In total, we are \$4.2 million to the good for year to date budget. For the month of April, we were \$566,369 to the good due to the extended season at Diamond Peak. Skier visits continued to trend above average, and yield per skier continued to exceed expectations.

With record activity at Diamond Peak, a Budget Augmentation is scheduled for consideration at the May 22, 2019 Board of Trustees Meeting.

The Diamond Peak General Manager will be providing an update at the Board of Trustees Meeting on May 22, 2019 to provide more information on the final financial results for the 2018-19 season at Diamond Peak.

The Capital Improvement Report for the third quarter of the Fiscal Year is now available on the Financial Transparency page.

Also a reminder that the Month and Year Ending June 30, 2018 (Pre-Audit) is now posted as well. As June 30 is the end of the Fiscal Year, these financials provide the final pre-audit numbers for the 2017-18 Fiscal Year. In addition, annual and quarterly reports are also posted for previous fiscal years.

Venue Status Reports

Venue Status reports are available on a monthly basis for key venues and operations. Reports are prepared for Public Works, Parks & Recreation, Finance/Accounting, Risk Management, Human Resources along with Ski and Golf when they are in season.

These reports are used to provide the Board of Trustees and the community with a summary of the activities for each venue, including significant expenditures performed under the General Manager's authority. For example, the Public Works status report for March notes that three new construction contracts were issued that month valued between \$56,775.50 and \$1,456,654.00 (Incline Ballfields).

This report also includes monthly updates on Public Works benchmarks. For example, customer service requests in March numbered 46, slightly below the three-year average for March of 49. For the Fiscal Year-to-Date, customer service requests are two below the three-year average of 789.

There were only two Trash Complaints (actual call-outs) in March. For the Fiscal Year-to-Date, complaints are 26 versus 329 the previous year.

Wastewater flow was at 34 million in March, just below the 36 million for the three-year average. For the Fiscal Year-to-Date, total flows are at 257 million, below the three-year average of 271 million.

Additionally, the March report notes that with seventeen more days of snow it required staff to perform another 218 hours of snow removal. The crew had to replace the chains and cutting edges on all three of the loaders used for plowing.

The Finance/Accounting and Risk Management Status Report for April provides an update on the Sales Tax Refund by the State of Nevada, Cash Investment Status and a number of other timely issues. It also outlined the District's latest Risk Management and Safety Initiatives.

The Human Resources Status Report included updates on employee recruitment, training, community relations and worker's compensation.

The Venue Status reports are typically posted by the middle of each month and can be accessed on the District's "Resources" web page.

Bidding Opportunities

The District's "Resources" web page also includes a Bidding Opportunities link for businesses and the community.

Invitations to Bid, a quarterly update of projects awarded in excess of \$25,000 in value since April 30, 2015 along with a link to pertinent Nevada Revised Statutes (NRS) code sections related to procurement and contracts are included in this section of the web page.

In addition, it includes a link to planetbids.com, which is where interested parties can search for District bid opportunities and review all bid documents. For recent bidding opportunities, it includes a list of prospective bidders and bid results.

Capital Projects Update

Design

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. These clusters utilize pressurized air to mix and recirculate the wastewater and provide the necessary oxygen to the microorganisms. The pressurized air is delivered by multistage centrifugal blowers that are metered by electronically operated valves in order to keep the correct balance of oxygen in the aeration basins at all times. This project funds the design and replacement of the aeration system equipment at the WRRF. The age of the equipment, the number of hours of operation, and condition assessment indicates the existing centrifugal blowers are at the end of their serviceable life. Additionally, the blowers are no longer supported by the manufacturer and replacement parts are difficult to acquire. Jacobs Engineering is working on the designs documents and final bid level documents are scheduled to be completed in the June 2019 to replace aeration blowers and associated piping, valves and control system. The Engineering staff will then bid the construction project in July 2019, with construction beginning in September 2019 and substantial completion in May 2020.

SPS #1 – (Overflow Parking Lot)

The District owns 18 sewer pumping stations in Incline Village and Crystal Bay. Sewer Pump Station #1 collects and transports 50 percent of the raw sewage and transport to the wastewater treatment plant on Sweetwater Road. If something were to happen to Sewer Pump Station #8 there is a direct bypass that would send

all of the raw sewage to Sewer Pump Station #1, thus accounting for 75 percent of the raw sewage in the District. Constructed in the early 1970s this station has provided reliable service. The station contains the mechanical and electrical equipment to pump sewage to the wastewater treatment plant. The equipment in the station to be replaced as a part of this project are the variable frequency drives for the three pumps. Jacobs Engineering is working on the design for the replacement of the three variable frequency drives (VFD's) and replacement of the motor control center (MCC). Final bid level documents are expected in June 2019. The Engineering staff will then bid the construction project in July 2019, with Construction anticipated for the fall/winter 2019-20.

WPS 2-1 Incline – (Burnt Cedar Beach)

Water Pump Station 2-1 (WPS 2-1) is located at the Burnt Cedar Water Disinfection Plant (BCWDP) and pumps the disinfected potable water into the water distribution system to serve Incline Village and Crystal Bay. WPS 2-1 was largely constructed in 1972 with minor upgrades in 1995 and 2012. The electric motor control centers (MCCs) and switchgear at WPS 2-1 date to the original 1972 installation. This equipment does not meet modern OSHA requirements for Arc Flash safety and the MCCs and switchgear is at the end of its service life and no longer supported by the respective manufacturers. Jacobs Engineering is working on the design for the replacement of the three water pump motor soft starts and replacement of the motor control center (MCC). Final bid level documents are expected in May 2019. The Engineering staff will then bid the construction project in May 2019, with construction beginning in August 2019 and substantial completion in April 2020.

Construction

Repair Deck, Stairs, and Powder Coat all Patio Deck Railings

This project will replace the railings and southern stairway on the eastside deck at the Recreation Center. The Board awarded the contract to Bruce Purves Construction on April 10, 2019. Notice to Proceed will be issued on or about April 25, 2019. The Project is expected to be substantially complete by June 24, 2019

Water Reservoir Safety and Security Improvements

This project would 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. Construction will begin this summer and is expected to be substantially complete by June 30, 2020.

ADA Access to Golf Course Bathrooms (Mountain Course)

The Mountain Golf Course on-course bathrooms at holes #6 and #13, and the site surrounding the restrooms are not in compliance with current American Disabilities Act (ADA) requirements for access due to excessive cross slopes between the golf cart parking and the restrooms entryway. This project will re-construct the cross slopes and pave access from the golf cart parking to the restrooms entryway. The project was awarded to Colbre Grading and Paving at the January 23, 2019 Board Meeting. Construction will begin as weather permits and is expected to be substantially completed in July 2019.

Incline Park Ballfields Renovations

The project was awarded to Rapid Construction at the March 18, 2019 District Board meeting. The project was reduced in scope to only improvements at Field #3 to include:

- New Baseball specific Turf Infield, Drainage, and Irrigation
- New outfield specific French Drain
- New Scoreboard with naming rights panel
- New Modular Batting Cages with retaining/seating wall
- New Foul Poles
- Expansion of outfield dimensions, fencing replacement, and renovated outfield warning track
- New Backer Board at Backstop/Includes padding
- New enclosed custom modular Dugouts with equipment storage
- Site Signage Improvements

The project will begin this spring as the weather allows and will be substantially completed by August 30, 2019.

Burnt Cedar Pool

The Burnt Cedar Pool, constructed in the 1970's, features a skimmer type recirculation system. The piping system and turnover times are undersized and problematic for pool clarity. This project will replace the pipes from the Mechanical room to the edge of the Burnt Cedar Pool, where the old diving board was located. Piping replacement is complete. Additional spot repairs are being made to the skimmer piping around the pool based on additional issue noted during start-up of the pool and is expected to be complete by May 17.

Other Projects

The Grant funded Incline Creek Restoration project located on the Hole 14 of the Championship Golf Course was recently publically bid with construction slated for post-Labor Day 2019.

IVGID Quarterly

The April edition has now been distributed. This Quarterly includes the Spring-Summer Recreation Guide along with features on the Incline Village Library and the IVGID Appreciation Days.

Washoe County Federal Lands Bill

On September 12, 2018 I sent you a letter from the Chair of the Washoe County Board of County Commissioners regarding the status of the Washoe County Economic Development and Conservation Act (also referred to as the Washoe County Federal Lands Bill).

The letter informed IVGID that they would not be able to include any of our parcels in their request for federal legislation.

In each case, the land was removed in part, due to opposition from the U.S. Forest Service. Washoe County did indicate that the U.S. Forest Service would be willing to entertain proposals for potential lease of the parcels by IVGID, which has always been our understanding.

On October 5, 2018, Washoe County Commissioner Berkbigler and Jamie Rodriguez, Washoe County Government Affairs Manager toured the Forest Service Parcel across from Incline High School. This is one of the parcels included in IVGID's December 2016 request for inclusion in the Washoe County Lands Bill.

Washoe County Commissioner Berkbigler and Ms. Rodriguez were educated about the benefits that could accrue to both the U.S. Forest Service and IVGID from a potential transfer of this property.

Ms. Rodriguez volunteered to facilitate a meeting between IVGID and the U.S. Forest Service to discuss the potential benefits in more detail. The U.S. Forest Service has not yet provided a time for a potential meeting.

In the meantime, based on Board input, staff is reviewing alternate means for securing use of the property.

MINUTES

REGULAR MEETING OF APRIL 10, 2019 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 Chairwoman Kendra Wong on Wednesday, April 10, 2019 at 6:00 p.m. at the Chateau located at 955 Fairway Boulevard, Incline Village, Nevada.

A. PLEDGE OF ALLEGIANCE*

The pledge of allegiance was recited.

B. ROLL CALL OF THE IVGID BOARD OF TRUSTEES*

On roll call, present were Trustees Tim Callicrate, Matthew Dent, Phil Horan, Peter Morris, and Kendra Wong.

Also present were District Staff Members Director of Finance Gerry Eick, Director of Public Works Joe Pomroy, Diamond Peak Ski Resort General Manager Mike Bandelin, Communications Coordinator Misty Moga, and Director of Parks and Recreation Indra Winquest.

Members of the public present were Victor Salcido, Steve Dolan, Pete Todoroff, Claudia Andersen, Cari Gitchell, Denise Davis, Sara Schmitz, Aaron Katz, Judith Miller, Jack Dalton, Juliet Ashton, Jacquie Chandler, and others.

(36 individuals in attendance at the start of the meeting which includes Trustees, Staff, and members of the public.)

C. PUBLIC HEARING (TIME CERTAIN FOR 6 P.M.) – Proposed Amendments to Sewer Ordinance #2 “An Ordinance Establishing Rates, Rules and Regulations for Sewer Service by the Incline Village General Improvement District” and Water Ordinance #4 “An Ordinance Establishing Rates, Rules and Regulations for Water Service by the Incline Village General Improvement District” and the Schedule of Service Charges and Fee Schedule

Trustee Horan made a motion to open the public hearing; Trustee Morris seconded the motion. Chairwoman Wong asked for any comments, receiving none, called the question and the motion was passed unanimously.

Director of Public Works Pomroy acknowledged that the District has complied with the required notices.

Director of Public Works Pomroy gave the presentation included the Board packet.

Aaron Katz said he had a procedural request. Chairwoman Wong said there will be no procedural request. Mr. Katz said that the Board is in violation of Nevada Revised Statute 318.199(4) which specifically states that the public shall be given a reasonable time period. This Board gave Staff ninety minutes at a previous meeting and tonight gave him ten and a half more minutes so is it reasonable to give the public three minutes, he doesn't think so. Mr. Katz continued that he has discovered wrongdoing with our water rates as Staff has entered into contracts to sell wastewater for their purposes. There are two clients – Clear Creek and Schneider Ranch and the agreement haven't been approved by the Board rather Staff has negotiated them on their own. To get wastewater over to Clear Creek, we are spending twenty three million dollars or more for that pipeline and what are they paying – Staff won't tell me yet. Did the Board know about these contracts? The difference between the customers and Schneider Ranch is that they don't have to pay any access fees and neither does IVGID who is using over a hundred million gallons of water. Mr. Katz asked the Board to suspend this hearing, make Staff come forward, submit the facts, discuss it, and then do what is right. Nevada Revised Statutes 318.140(1)(b) specifically says that the Board has the right to sell any byproduct. Mr. Katz concluded by stating he has a written statement to submit.

Sara Schmitz said that she has a couple of questions that she is hoping the Board will answer during its discussion; is the water that is used to irrigate or to make snow treated drinking water as that is very expensive. Ms. Schmitz said that she opposes this rate schedule and rate hike because, based on a financial analysis, there isn't appropriate working capital for the Utility Fund and that it is \$3.5 million to \$4.5 million dollars short and that this conversation hasn't come before this Board however it should before approval as clarification needs to be provided.

Hearing no further comments, Chairwoman closed public comments.

Trustee Horan made a motion to close the public hearing and Trustee Morris seconded the motion. Chairwoman Wong called the question and the motion was passed unanimously.

D. PUBLIC COMMENTS*

Aaron Katz said we have a common problem at all these meetings and that is that the ends justify the means and that you don't care about statutes, facts, or laws. All we care about is three of you acting as a rubber stamp and you do it and you are going to do it again for the utility rate. District General Counsel prepared the Schneider Ranch document and approved Staff to sign it. District General Counsel did not realize the need for a public hearing and he didn't think the Board should decide it - you have a really problem. He has already gave written statements and they demonstrate that the law requires just and reasonable rates that cover our costs and are allocated over the customer base. It doesn't grant discrimination, doesn't allow transfer to other funds, rather just what is necessary to bring the service to the customer. A median customer uses three thousand gallons per month, Diamond Peak uses twelve million gallons in less than one month and he gets charged twice the rate. IVGID pays no excess fees, he pays capital improvement costs based on the size of his meter as if he uses all the water. IVGID pays CIP costs 5.333 times what he pays and for using twelve million gallons of water for snowmaking which is unfair yet you won't raise the rates to IVGID so you will continue to lose more money and you can't handle that so you are giving them a pass which is unfair. Mr. Katz concluded by stating that he has another written statement on the punch passes.

Judith Miller said a couple of topics, one you have probably heard at least something along these lines from her before but she can't help it when she sees items on the agenda where Trustee Horan is talking about the IVGID code and ways to move the process along and another item where we note the lack of progress on revising Ordinance 7 which has been out there for years thus you can probably guess what she is going to suggest. There is no way a Board of five people with all the responsibilities that you have can effectively address these not unless you quit your day jobs, night job, families and everything else to devote to that so what she is suggesting, once more, is that a Citizen Advisory Committee, much like those used in many other public organizations but that for whatever reason you choose not to use. By the way, she doesn't know if he is still working for free but the most productive sessions ever on Ordinance 7 were the ones facilitated by Mr. Lyons. Other thing that she has noticed more often than not is that official IVGID documents, in PDF format like the minutes and agenda packets are not entirely searchable. Searchable documents, you know where you can type in the word and it finds it as many times as it is in the document. She doesn't know what system we use but when she looks at County records she can search the entire document. Ms. Miller said that she would like to request that all official Board documents be captured as searchable PDF documents to the greatest extent

possible. Most monitors and commercial scanners have settings that enable OCR, optical character recognition, without sacrificing any efficiency. She notices that IVGID replaces office equipment on a regular basis and they don't scrimp on the costs so she is sure the feature is readily available. Sometimes the source documents can be the problem as you may not have the ability to control the formatted document sent to you by outside agencies but Staff should certainly be directed to prepare all their reports in a format that can be easily converted to searchable PDF's. She is sure the District's IT Director can provide Staff with appropriate guidelines and please bear in mind that this would not only help the public, it would help IVGID Staff especially when you get involved in litigation and you have to search for documents this would make your life much easier so she hopes you will consider it.

Steve Dolan said he is providing a public service comment. He hears a lot of people asking the Board to include public opinion on the items you are voting on and that almost everyone that speaks has asked for it. He wants everyone to know that they can get it and what you do is you get one of these forms [Request to Speak/Public Comment Form] and you fill it out and then mark the item you would like to speak on such as I would like to speak on agenda item H.7. You then walk over and hand to the Clerk and it gets to the Chair and she gets to decide. It is her right to decide on if you can make your comment. That is how you do it. You have to ask for that which you have the right to, and you should, but understand it is up to them. The Board can put it up to a vote. He wanted to let the public know as it hasn't been publicly addressed thus this public service comment. Your request can be ignored and tabled by the Trustees, then you have the right to practice civil disobedience, after they have ignored the paperwork, and that is to stand up and give your public comment. They will ask to sit down and if you don't, they can call the Sheriff, and you can sit down or not.

Gary Scott said he would like to request that the Board reconsider the contract you let for water sports at Ski and Incline beach. He has been here for twenty five years and he is a local business. His business rescues tow barges and is part of the community so they try to give back. Mr. Scott than gave a list of charitable contributions which were the same as in his letter. The contract went to a friend who doesn't live here and operates a wave runner business off of Ski Beach from a bright yellow boat so you are condoning that behavior with this award. His company is the biggest account at the gas station, we buy hamburgers on the weekends, work hard and stay safe, and has letters from various agencies about his service. They try and help where we can and give back to the community. Mr. Scott said he went to the Tahoe Regional Planning Agency (TRPA) and nineteen thousand dollars for his permits and now the contract has been given to someone

else so we need to resolve that problem and he asked that the Board look into this matter and why the decision was made the way it was.

Pete Todoroff said he has a meeting every other Friday where the community has a chance to speak to our elected officials face to face. He just had a meeting on the cell tower and he is a little concerned with Tahoe Prosperity Center (TPC) as they solicited votes for the cell tower. He represents the community, or rather the majority of it, and there were twenty people who came to oppose. He has a problem with TPC soliciting as they are not representing the entire community which is what he is doing. TPC should be providing housing, etc. instead of soliciting friends, etc. to sign on in support of the cell tower. He has a computer full of e-mails who are opposed to this tower for several reasons. TPC could put their time to better use with housing etc. instead of this eyesore. The cell tower will be thirty seven feet above the tree line, there will be an ugly fence, etc. There is a nice, clear field now and they will have an aboveground generator. He doesn't know about noise of this generator. He represents the community who is opposed to this. Maybe TPC should concentrate on what they should be doing which is they should be helping the community instead of opposing it.

Jamie Donovan said he came to meeting to speak about the watercraft concession. He took a crack at it and didn't get it either. He enjoyed being part of the process as his company are also participating members of the community as well. He has worked at Diamond Peak, golf course, IVGID engineering, all the beaches and parks and recreation so he has been around. He also worked at Sand Harbor and he teaches lifeguard classes and issues first aid certifications. It was competitive and all were qualified. He took a fair whack at it and he too got shot down; thank you for letting us be part of it.

E. APPROVAL OF AGENDA (for possible action)

Trustee Callicrate said he had questions on all three of the items on the Consent Calendar; Chairwoman Wong said that as requested, all three of the Consent Calendar items are moved to the start of General Business.

F. REPORTS TO THE BOARD OF TRUSTEES*

F.1. Parasol Tahoe Community Foundation Annual Report

Claudia Andersen, Chief Executive Officer of the Parasol Tahoe Community Foundation, read a prepared statement which is attached hereto.

Chairwoman Wong asked for an update on PTFC's Strategic Plan; where you are at and when do you expect the full report. Ms. Andersen said that it is a three part process – they have executed a full community assessment which is going to her Board tomorrow and will be made available shortly. On the Strategic Plan, they are mid-way through that process and hopefully it will be approved mid-May. The third part is the service mapping which was released and it is a searchable database that was made available a week or two ago and is available on their website.

Trustee Morris said continued thanks for all that Parasol does in this community and wider across the country. It was great to hear that you are one of the top performed in the country and he highly commends you and your Board and particularly your donors; thank you.

Trustee Horan said he would echo Trustee Morris and noted that Parasol is a valuable asset to the community and helps make us better.

Chairwoman Wong thanked Ms. Andersen for the update as they really appreciate it.

F.2. Verbal follow up on beaches and verbal update on watercraft concession by Director of Parks and Recreation Indra Winquest

Director of Parks and Recreation Indra Winquest said for beaches that Staff is going to do preferred parking again at Burnt Cedar Beach and that it will be the same dates as Incline Beach and that Staff, as a team, decided that we are going to proceed as we did last year and that is to allow Staff to have the discretion if a parking lot doesn't fill up with preferred parking that they will be allowed to let anyone park there. We will go through a full season with this effort and make some tweaks along the way and that this will give us a very good sample size. We are also adding a dedicated security patrol during peak weekends and paying \$5,500 for this service with the remaining \$3,500 for enhanced security services during off season. This patrol is additional to the one that we already have and this additional patrol will be dedicated to beaches and Staff is excited to have that extra layer of support. We are also having a Beach Manager to oversee the daily operations and this individual will be reporting directly to him. We are confident that this individual, who has worked with us for several years, understands those operations and will do a fantastic job; this position is a seven month seasonal manager position. Regarding pop-up tents, Staff is discussing options and they like the idea of a pilot program so they are exploring that and will try

some things out. It is important to offer some sort of shade and noted that this is becoming a problem all over the country. Staff is taking the issue seriously. Staff will also be using the tags on the chairs again and will continue to report back on that. Staff is also exploring several different options on dynamic pricing; the history of pricing was reviewed including holiday pricing. Staff is proposing a peak summer fee starting June 29 and running through August 10 and proposing going to \$15 for adults and keeping the youth fee flat.

For the 4th of July, he attending a meeting with Washoe County this morning and there is now an Incline Village Crystal Bay Fireworks Coalition which just started fundraising as they have two thirds of the funds for the fireworks already. That effort is moving forward and they are well ahead of last year with very few looming issues; IVGID's responsibility is for the traffic plan and he is meeting with the vendor and NLTFPD on Friday and then it will go through Washoe County Commissioners for approval. The events are being permitted by the different partners and while most events will occur, not happening this year is the parade and wine and cheese.

Trustee Morris said thank you for the update and with regarding to the 4th of July there continues to be a misunderstanding about what is where so more communication would be good for us and the community. Specifically, with the fireworks, is IVGID contributing financially to those fireworks other than services. Director of Parks and Recreation Winquest said IVGID is only contribution the cost of the traffic and safety plan which is sixteen thousand dollars and even if there were no fireworks we would need to do that plan anyway so that is IVGID's contribution in addition to his time spent. District General Manager Pinkerton said and that is more than covered by the peak day pricing. Trustee Morris said so we have got to do the traffic study anyway because of the crowds. Commendations to you and your team for all you do for this community.

Trustee Callicrate said thank you and asked if there was going to be any additional signage for resident entrances and/or extra gates. Director of Parks and Recreation Winquest said that Staff has added other options for ingress and egress and they did add some signage. The busiest time is between 8:30 and 9:00 p.m. and Staff will delineate lines and be adding signage to the gates. Staff started doing that last year and will be putting up sandwich boards a little further down on Lakeshore. Staff is also working on ideas to help with the notification process.

Trustee Dent said four budget cycles ago, we decided in October or after Labor Day, regarding manning the beaches, to expand the time. In the past, you have asked for recommendations and in looking at the numbers that you sent to him in October, it appears that no one goes there so does it make sense to keep people out of the beaches or should we shrink the perimeter to only allow for the swimming pool which would be a savings to us. Director of Parks and Recreation Winquest said we have done it a couple of different way over the years and that for years we have been getting requests to keep the Burnt Cedar pool open longer. Incline Beach is staffed because of boat launching so Staff is trying to be fair at all our beaches. It is not necessarily about the financial gain rather it is about service level. We have a lot of people ask us why we don't staff the gates all year round; that just doesn't make any sense. There is no additional cost for Parks as they are cleaning the restrooms. In September, when we didn't staff the beaches, there were probably more because some shouldn't be there. Staff believes it has found the sweet spot but of course the Board can revisit. Trustee Dent said he appreciates the feedback and please keep us posted as that does change.

Trustee Horan said that he is really pleased about having a full time manager at the beaches and we are lucky to get that individual to do that job as he is really experienced which is really going to improve that experience. Director of Parks and Recreation Winquest said it should also free up some of his time to focus on other issues and that he is very comfortable with this member of the team and his ability as he is positive he can handle ninety percent of the situations.

Director of Parks and Recreation Winquest said that the Board has heard from some of the non-motorized watercraft participants and noted that requests for proposals for localized services are never easy however Staff provided a very fair and consistent process which he then described and noted that it had the IVGID pass holder requirement included. Why did we go out to bid; we were getting a lot of pressure from other locations and no one had anything negative to say about the current provider which has held the business for the past nine years. There was a mandatory meeting held in March and four vendors showed up and all were very clear on the process. Submittals were due on a particular date/time and three submittals were received. All three were very qualified, capable, and met the qualifications. They all went through an interview process with Staff who understands beach operations and it was a very professional and well experienced panel. He was confident that all three firms could do the job and that this selection

was about who was the right choice for IVGID. All three firms interviewed well, questions were about service, experience in the basin and knowledge of regulations, etc. In the end, as a panel, it was decided that Sand Harbor was the top choice followed by Action Watersports and then Mr. Donovan's firm. This decision was unanimous by the panel. This is a twenty-two thousand dollar revenue concession contract and it is about providing service to our customers. That was the process and he is happy to bring it back to the Board if they want to approve this contract and he is happy to offer all three submittals as well as written statements from the panel members.

Chairwoman Wong said to clarify this watercraft is nothing that is motorized; Director of Parks and Recreation Winqest said that is correct; it is non-motorized watercraft. He is sure that minor issues will arise and that they will be worked through as a team. This was not an easy decision and he will assure the Board that when Staff goes out for a request for proposal for alcohol sales at our beaches, it will be extremely political.

Trustee Horan said his personal opinion is that you have the right firm and that he would add no value to the process as the Director of Parks and Recreation is a good manager thus he will support his decision.

Trustee Callicrate said didn't envy the team in making their decision and he is not looking forward to alcohol. He knows all three vendors and they are great folks. Mr. Scott has done a tremendous job with Action Watersports. He was caught by surprise as he didn't know that IVGID was going out to bid so please give the Board a heads up next time as he was unaware of this process happening. He doesn't want to get involved in the process and while he understands that he has been out of town he wants to go on the record to thank Mr. Scott for the past nine years of service as he has created a good program. When we do the work at the beaches, it would be a good time to reassess the situation in a broader context as we go forward. He felt a little blindsided. Director of Parks and Recreation Winqest said he has given an update at the last two meetings where he provided an update on this process as he would never blindside the Board. Staff has a top choice but has no signed contract as of today as we still have some homework to do. As to the permitting of the sites, Action Watersports was informed last year that the District was going out to bid and we have reached out to TRPA about this and that they did know we were going out to request for proposals. It was Action Watersports choice to get that permitting. Trustee Callicrate followed up by asking what has to happen with the permits now that they

have already been issued; he wants to make sure we are doing the right thing. Director of Parks and Recreation Winquest said he has spoken with TRPA and they don't give refunds. There are some potential options to work through as the sites still need to be permitted which will be at the cost of the selected vendor and it is about four thousand dollars per site. Assuming we move forward with our selection, he will work with TRPA to see if a transfer is possible. TRPA has said they don't give refunds per their planner; he will do his best to work through that and to assist.

Trustee Morris said he would echo Trustee Horan's comments; Staff put together the right team and he is more than happy to take the team's recommendations on whatever happens. He knows that Staff will do all it can to help but it was a business decision to do what they did prior to the award of a contract so we have to recognize that. He knows there are I's to dot and T's to cross but that this is about a good customer experience at our beaches and asked if there are any service level agreements such as staffed during certain hours, etc. Director of Parks and Recreation Winquest said yes, there are stipulations about timeframes, season, daily hours, etc. We did discuss staging and all three could do the job. This was a panel decision and all can provide great service.

Trustee Morris asked if this needed to come back to the Board for a vote; Chairwoman Wong said no.

Trustee Dent asked what Staff was thinking for contract duration. Director of Parks and Recreation Winquest said three years with one (1) two (2) year option and that we would go out for proposals every five years and that the agreement will include options to terminate. This is the same type of model we would use for anything at the beaches in the future.

Chairwoman Wong said that setting that standard would be helpful for the Board, public, community, and vendors. Thanks to you and your Staff as the process sounded very open and collaborative especially with our Staff and those involved with the beaches. We do open our IVGID customer service training sessions to our vendors which helps establish that consistency. She wished Staff the best of luck this summer as it will be a crazy summer with the lake level.

Trustee Callicrate said that he knows that there have been discussions about getting some professional assistance at the boat ramp which is a standalone situation from this so what is the status as this is a critically

important situation and it is going to be a nightmare down there this summer. Is there an opportunity to work with a well-qualified vendor? Director of Parks and Recreation Winqest said that he and the current vendor has been discussing this issue for the last couple of years and the entry point is the concern as well as the increased insurance concern. Staff would love to have someone down there launching boats and we are definitely open to that which would take someone with a robust amount of experience. Opportunities are out there but timing is an issue.

At 7:30 p.m., Chairwoman Wong called for a break; the Board reconvened at 7:40 p.m.

Chairwoman Wong asked the Board if it would be agreeable to have the representative from Tri-Strategies go next.

H.0. Review, discuss, and possibly provide input and guidance on legislative matters for the 2019 State of Nevada Legislative Session following a verbal presentation on legislative matters provided by Tri-Strategies representative(s) (*was General Business H.2.*)

Victor Salcido of Tri-Strategies gave an overview/update of the report included in the Board packet. Senate Bill 279 had a work session last week which was an opportunity to have the Legislators discuss and vote. The bill passed out of committee and is now going to Senate floor for an up or down vote. The next important deadline is April 23. Assuming it passes that, this bill will have to go through the Assembly and the exact same process. Tri-Strategies is following a handful of bills and there is another deadline of midnight this Friday for their survival.

G. CONSENT CALENDAR (*for possible action*)

G.1. Review, Discuss, and Possibly Award a Construction Contract for the Repair of the Deck, Stairs, and Powder Coat all Patio Deck Railings (Recreation Center) Project – 2017/2018 Capital Improvement Project: Fund: Community Services; Division: Recreation Center; Project # 4884FF1502; Vendor: Bruce Purves Construction in the amount of \$111,673 (*moved to General Business Item H.0.*)

G.2. Review, Discuss, and Possibly Award a Construction Contract for the Water Reservoir Safety and Security Improvements Project – 2018/2019 Capital Improvement Project: Fund: Utilities; Division: Water; Project # 2299DI1701; Vendor: Resource Development Company in the amount of \$362,600 (*moved to General Business Item H.0A.*)

G.3. Review, discuss, and possibly authorize a contract for the Leak Study R2-1 14-inch water transmission steel pipeline; 2018/2019 Capital Improvement Project (CIP): Fund: Utilities; Division: Water; Project #2299WS1801; Vendor: Pure Technologies in the amount of \$52,500 (*moved to General Business Item H.0B.*)

H. GENERAL BUSINESS (for possible action)

H.0. Review, Discuss, and Possibly Award a Construction Contract for the Repair of the Deck, Stairs, and Powder Coat all Patio Deck Railings (Recreation Center) Project – 2017/2018 Capital Improvement Project: Fund: Community Services; Division: Recreation Center; Project # 4884FF1502; Vendor: Bruce Purves Construction in the amount of \$111,673 (*was Consent Calendar Item G.1.*)

Chairwoman Wong asked Trustee Callicrate, who asked for this item to be removed from the Consent Calendar, to begin the discussion.

Trustee Callicrate said when you start looking at the budget for this item, it exceeded the original budget and we are doing less work with this scope so how come that changed. Director of Public Works Pomroy said that Engineering Manager Charley Miller is on vacation; Staff is seeing lots of increased costs especially in vertical construction and that bids are coming in higher and higher so Staff is scaling the scope of work and doing what they can to be under that budget by reducing the scope to fix the most critical parts of the scope. We will not accomplish as much due to increasing prices.

Trustee Dent said if we are doing a project however the budget for the project far exceeds the actual budget then we are getting less which is something that we should at least discuss instead of putting it on the Consent Calendar moving forward and that this being that far over budget, it shouldn't be on the Consent Calendar.

Trustee Callicrate said that one thing we should know is if it is over or under the budget and can we amend the budget or do something else so it can come back once rebudgeted so that it makes sense. When Staff starts dropping this and/or have carryover, it gets really confusing. He is sure there will be others like this due to construction costs.

Chairwoman Wong said that generally items that are on the Consent Calendar are approved in the budget and that she is not sure how you are calculating this to be over budget because agenda packet page 136 clearly detailed that there are funds and that is explained. It is within our management's expertise to change the scope of the projects and that she thinks that when something needs to be discussed, you will pull it off the Consent Calendar like you did tonight. If our Staff needed more money, they you say it is over budget and that we need to reallocate. With the rising costs of construction, we have a couple of options – do the project or scale back the project. While she is not an engineering expert, she thinks that our Staff does an excellent job with maintenance and if they feel they can come in with the budgeted funds and it meets critical needs, she is supportive of that approach.

Trustee Dent said so there was \$36,300 to resurface the patio deck and Staff is not contracting for that work but they are using that budget. Director of Public Works Pomroy said that is correct. Trustee Dent said he would like Staff to save up that money for another project and that he stands by his number of being 191% over budget.

Trustee Horan said that the Board did pull this item off the Consent Calendar and that perhaps it could have been clearer and it might have been better to have it as General Business but that he had a discussion with Staff about it and he understood it – there is where we have an established budget and we aren't completing all the work. District General Manager Pinkerton said we are completing the work. Trustee Horan said it would have been clearer if it had not been on the Consent Calendar. District General Manager Pinkerton said Staff will try and make it really clear. We have a finite amount of time for our meetings so it was put on the Consent Calendar.

Trustee Morris said he will support a motion to get this work done while Staff continues to work on clarity so that there is not a misunderstanding and we can see what is happening and why decisions are being made.

Trustee Morris made a motion to award a lump sum construction contract to Bruce Purves Construction in the amount of \$111,673 for the construction of the Repair Deck, Stairs, and Powder Coat all Patio Deck Railings Project and authorize Chair and Secretary to execute the contract with Bruce Purves Construction based on a review by General Counsel and Staff. Trustee Horan seconded the motion. Chairwoman Wong asked for Board comments.

Trustee Dent said that he knows that we need to do projects and make improvements but he thinks there needs to be a better system and evaluating what our costs are going to be as Staff is way over budget in capital improvement projects. He has asked for a reserve study, we should do a reserve study and that the consultant could help us. Trustee Dent closed by stating he will not be supporting this motion.

Trustee Callicrate said that it is not about the work but rather it is the process. He knows about the costs being higher and he can't support this motion based on the fact that we are so over budget and we are not getting projects done.

Hearing no further comments, Chairwoman Wong called the question – Trustees Wong, Horan and Morris voted in favor of the motion and Trustees Dent and Callicrate voted opposed; the motion passed.

H.0A. Review, Discuss, and Possibly Award a Construction Contract for the Water Reservoir Safety and Security Improvements Project – 2018/2019 Capital Improvement Project: Fund: Utilities; Division: Water; Project # 2299DI1701; Vendor: Resource Development Company in the amount of \$362,600 (*was Consent Calendar Item G.2.*)

Chairwoman Wong asked Trustee Callicrate, who asked for this item to be removed from the Consent Calendar, to begin the discussion.

Trustee Callicrate said that in looking through this item we have fourteen water tanks and this contract is for ten so the original estimate has been reduced to ten tanks so again this is grossly under the budget that we are being asked to move forward. There are safety concerns but this is way out of whack with the budget and that it gives the wrong impression or whatever to the community like we don't know how to manage our monies. The

impression is that we are not managing our monies nor how we are budgeting therefore he can't support this.

Trustee Dent asked how we can do a better job. Director of Public Works Pomroy said put a whole gap year in the project process which he then explained and/or add years to projects. District General Manager Pinkerton said neither makes sense as costs go up.

Chairwoman Wong said that we will still be off as a budget is an estimate. Our Staff uses the best available information and when they go to do a project, they get the bid and identify the actual cost so you will never have a budget that equals your costs.

Trustee Callicrate said \$260,000 has been estimated for the three tanks and what else is included; he said he agrees with the Chairwoman that we can't get a perfect budget but a ten to twenty thousand dollars discrepancy versus a two hundred to three hundred thousand dollar one is a sizeable difference and that is his concern. This District has so much deferred maintenance that we need to do a better job overall in addressing critical infrastructure that hasn't been addressed. We need an aggressive schedule which is his concern as he is not doubting ability rather it is the process that isn't working like it should with the gaps in the costs and how these projects go out for several years.

District General Manager said when you look at our projects over a ten year period, construction goes against and then goes with you. If you look at it over that time, we will be within one or two percent. Staff is doing an outstanding job in getting bids for special purpose construction.

Trustee Horan said Staff could do a better job in their presentation and that he disagrees with Trustee Callicrate about Staff doing a poor job with the management of monies. Whether the presentation could be improved upon, he would agree but he takes exception to the comment about managing monies.

Chairwoman Wong asked Trustee Horan if he would be willing to work with Staff to add more information; Trustee Horan said he would be happy to do that.

Trustee Morris said this is a financial and budgeting discussion and that he has nothing more to add. By not supporting this project, as this is a safety

and security project, sounds like one is saying no and continue to have deteriorating and safety issues with these reservoirs which is voting against the safety of our Staff.

Trustee Callicrate said he is not voting against the safety of our Staff but rather to look at again the variance, etc. It is the process we go through so please don't characterize it as safety, just don't. Look at the entirety, amend it and then take care of the balance in the future. Based on the information presented in the manner that it is, he can't support it.

Trustee Morris said Staff is telling us why this is the way it is and that it is important to this work for the safety of our Staff. Staff has got to be done and we come can come back and have that discussion. For him, he will support this because we have to have safe environments.

Trustee Dent asked if there will be \$260,000 in the future budget or are we doing something else there. Director of Public Works Pomroy said that next year we have \$10,000 budgeted to create a new project that will then be designed and bid and then budget construction dollars so that is the money that will be in new funds for approval. Trustee Dent asked of the \$260,000 in new funds, we will be getting anything other than the three remaining tanks and if the cost is that much higher. Director of Public Works Pomroy said that this goes back to the budget. We put out \$260,000 because we didn't know about the costs and took our best estimate. Prices will continue to rise so as we are working into next year's budget, we may drop the pricing. Trustee Dent said he appreciates Staff being conservative in moving forward with the budget.

Trustee Morris made a motion to award a construction contract to Resource Development Company in the amount of \$362,600 for the construction of the Water Reservoir Safety and Security Improvements Project and authorize Chair and Secretary to execute the contract with Resource Development Company based on a review by General Counsel and Staff. Trustee Horan seconded the motion. Chairwoman Wong asked for any further comments.

Trustee Dent said he will not be supporting this motion and that it has nothing to do with safety rather it has to do with principle. Staff needs to do a better job and can do a better job as we shouldn't have such a big swing. Hire a consultant to get more accurate budgets going forth.

Trustee Morris said that he didn't understand how reserves are affected.

Chairwoman Wong, hearing no further comments, called the question – Trustees Horan, Morris, and Wong voted in favor of the motion and Trustees Callicrate and Dent voted opposed; the motion passed.

H.0B. Review, discuss, and possibly authorize a contract for the Leak Study R2-1 14-inch water transmission steel pipeline; 2018/2019 Capital Improvement Project (CIP): Fund: Utilities; Division: Water; Project #2299WS1801; Vendor: Pure Technologies in the amount of \$52,500 (*was Consent Calendar Item G.3.*)

Chairwoman Wong asked Trustee Callicrate, who asked for this item to be removed from the Consent Calendar, to begin the discussion.

Trustee Callicrate asked if this was about adding redundancy to pumping capacities uphill and to allow another line, built in 1961 that has been shut down, to be reactivated. Director of Public Works Pomroy said yes, that is correct and it is about doing condition assessment. Trustee Callicrate said so this is about inspecting 2,200 feet of pipe. Director of Public Works Pomroy said that is correct and it is working on the first section of pipe with other watermains. Trustee Callicrate asked why Staff is not check the entire line. Director of Public Works Pomroy said that Staff knows that line is in a fully deteriorated condition and that we have watermains in place in other places to tie in. Trustee Callicrate said he appreciates the clarity and that the verbal explanation is much better than what is included in the Board packet.

Trustee Morris made a motion to authorize Staff to enter into a professional services contract with Pure Technologies in the amount of \$52,500 for condition assessment of the 14-inch water transmission steel pipeline and authorize Staff to execute the contract documents based on a review by District Counsel and Staff. Trustee Horan seconded the motion. Chairwoman Wong asked for further comment, hearing none, called the question – the motion was unanimously passed.

H.1. Review, discuss, and possibly approve Resolution No. 1866 for Proposed Amendments to Sewer Ordinance No. 2 and Review, discuss, and possibly approve Resolution No. 1867 for Proposed Amendments to Water Ordinance No. 4 and Review, discuss, and

possibly approve Resolution No. 1868 for schedule of service charges and fee schedule that includes a utility rate increase (Requesting Staff Member: Director of Public Works Joe Pomroy)

Director of Public Works Pomroy gave an overview of the submitted memorandum.

Trustee Morris made a motion to approve Resolution 1866 amending Sewer Ordinance No. 2 “An Ordinance Establishing Rates, Rules and Regulations for Sewer Service by the Incline Village General Improvement District”. Trustee Horan seconded the motion.

Trustee Dent said, back in January, when Staff proposed a budget and there was a capital improvement project budget that included twenty six projects, we are now two months further along, and twenty two of the twenty six projects have changed in value. Some have been pushed off to the future and eight have lower estimates with three having increased by almost a million dollars and four new projects being added and it has been two months that we have been talking about this rate study. The Board voted to move forward with the proposed rate study and now the information that was presented to the Board has changed so how do we do better and only have a ten to twenty percent changes in the projects. Director of Public Works Pomroy said that when the rate study is presented, it was being prepared in September or October so when it comes to the Board, Staff is dealing with capital improvements projects which is going to become year one and it is twelve month old data. Staff doesn't have great ideas on how to alleviate that issue. Staff makes a lot of adjustments after the rate study is complete and align them with the project cost estimates, etc. An example is the aeration project – Staff put in an amount, it went through design and came in a one million dollars. Staff then changes projects around to find the money for the most important project. The District will always have that struggle and that over five years, the spend matches or stays within one to one and half percent of the estimates. It is a constantly evolving process and Staff is trying the best they can but the rate study is about one year behind. District General Manager Pinkerton added that Staff can't have a static process and that what is provided to the Board is a snapshot for that point in time and that Staff always has a rolling one year and a five year look. We are doing this the same way as others do it and in looking back and looking forward, Staff is doing the best they can with their estimates.

Trustee Dent said he gets changes but usually up to fifteen percent and we have had others that are higher so how do we improve. District General Manager Pinkerton said that fifteen percent is not bad as we have always changing numbers.

Chairwoman Wong gave kudos to our Staff for taking historical knowledge and looking at current information and for not being stuck on what they planned but their willingness to make the changes. She would be more worried if Staff was one hundred percent correct because they are always learning more and more. Our Director of Public Works did a really good job of explaining the capital improvement project process especially on capital and effluent. This is all part of the estimation process which is revise and keep moving forward. In terms of getting better, keep trying to get better estimates every year. District General Manager Pinkerton said that Staff meets on a regular basis and we go into a deep dive. We had a meeting today as we decided this year to start early on the rate study so we have plenty of iterations. Each year, Staff is doing everything they can to maximize checks and balances. On all of these projects, until final design, you don't have a good idea of costs. Staff attempts to do that by the time we give the capital improvement projects presentation along with staying within resource and staffing allocations. The Board is getting the amount accomplished that we can get accomplished and that Staff is always looking at three to five years which we have tried to explain.

Trustee Dent said we can get better at this process and his question is how we do it. Are other agencies this far off? We need to have a consultant do a rate study for us as well as a reserve study. Maybe they will come up with the same numbers. District General Manager Pinkerton said that a lot of agencies have two, three or five year rates. Staff gives the Board a lot more precision than those who go with a five year plan. He is not sure if any other agency does a one year rate study as it is usually done over a longer time period. Director of Public Works Pomroy said that South Tahoe just noticed a five year rate. Staff has to look at all the projects and do a balancing act and that sometimes that has to do with working with other agencies. Staff works within the existing rate study and balances that against our workload and we move things out and then some things we move up based on priorities and opportunities. It is always balanced against a fair and reasonable rate to our customers. District General Manager Pinkerton said that the proof is in the pudding as our method has yielded the lowest rates in the region.

Trustee Callicrate said if we were able to perhaps have an outside consultant, which frees up our Staff to do day-to-day operations, we could do a closer estimation of what we need and perhaps we need to raise our rates more. That is not what he wants to do. As to the selling of treated effluent, he knew nothing about Clear Creek or Schneider; if that is money coming into the District, where is it coming into as he doesn't see anything about the sale of treated effluent. In March of last year, all of us got, in our Utility mailer, for the month of March, that our water hadn't been treated – why did it take eleven months to get that alert. Director of Public Works Pomroy said that the Schneider agreement was approved in 1970 and has been in effect over forty years. Trustee Callicrate asked if it was allocated in our utility fund and does it say we make x amount per year because this is the first he has heard about it. The Trustees need an update. Director of Public Works Pomroy said for Clear Creek that was approved by the Board in 2008. Both contracts generate revenue and that it is not in the rates rather it is done by contract so it goes into the Sewer Fund and can the public can see that by looking at effluent sales in opengov as it goes straight into the Sewer Fund. On the monitoring violation, Staff pulls fifteen samples per month and those are sent to the State. One of the samples had an unusual reading and when Staff checked three other sinks nearby, they all came back at zero. Staff didn't write down the chlorine number; it was not a treatment violation and Staff has twelve months to notice. Trustee Callicrate said that the flyer gave the impression of no explanation thus his only concern was about timeliness and that he now understands the process; he appreciates learning something. On the Effluent pipeline, he thinks we can do a more accurate job in forecasting where we are going and making it known about the lag in our numbers. When we send something out, as a government agency, we have to be spot on and make sure it is complete. He appreciates the job Staff is doing as it is critically important but he is being asked and people are concerned. Director of Public Works Pomroy said he has nothing new of the Effluent pipeline.

Hearing no further comments, Chairwoman Wong called the question – Trustee Callicrate and Dent voted opposed to the motion and Trustees Horan, Morris, and Wong voted in favor – the motion passed.

Trustee Morris made a motion to approve Resolution 1867 amending Water Ordinance No. 4 “An Ordinance Establishing Rates, Rules and Regulations for Water Service by the Incline Village General Improvement District”. Trustee Morris seconded the motion.

Trustee Dent said he has said this several times – since the rate study came to the Board in January, it has been flawed and he thinks Staff can do better and that there is room for improvement thus he would like to hire a consultant and do a rate study and do a reserve study. Perhaps Staff will be right twenty or thirty percent of the time and he has brought this up a couple times before and that is that the rate study is replenishing the restricted portion and that fails to meet Board policies 19.1 and 19.2 therefore he will not supporting this motion.

Hearing no further comments, Chairwoman Wong called the question – Trustee Callicrate and Dent voted opposed to the motion and Trustees Horan, Morris, and Wong voted in favor – the motion passed.

Trustee Morris made a motion to approve Resolution 1868 for the Proposed Sewer Schedule of Service Charges, Water Schedule of Service Charges and Fee Schedule. Trustee Horan seconded the motion.

Trustee Dent made a request, pursuant to Policy 3.1.0, that the Chair place on the agenda for discussion the Board potentially hiring or engaging a consultant for a rate study and reserve study. He will not be supporting this motion as he thinks Staff can put better documents in front of the Board.

Hearing no further comments, Chairwoman Wong called the question – Trustee Callicrate and Dent voted opposed to the motion and Trustees Horan, Morris, and Wong voted in favor – the motion passed.

- H.2. Review, discuss, and possibly provide input and guidance on legislative matters for the 2019 State of Nevada Legislative Session following a verbal presentation on legislative matters provided by Tri-Strategies representative(s) *(moved up to General Business Item H.0.)***
- H.3. Review, discuss, and possibly approve Golf Play Pass rate structure for the Incline Village Golf Courses 2019 golf season and special promotion for the Mountain Golf Course and Incline Village Tennis Center (Requesting Staff Member: Interim Director of Golf Kyle Thornburg and Director of Parks and Recreation Indra Winquest)**

District General Manager Pinkerton gave an overview of the submitted memorandum.

Trustee Callicrate asked will the unused portion of the punch cards be used by the resident. District General Manager Pinkerton said that is the only type we have. Trustee Callicrate asked how the portion of the punch cards is going to be recorded because there is concern by some folks about giving a fair and accurate determination of what the impact is to our golf courses which already receive a \$1.5 million dollar to \$1.6 million dollar subsidy and that this probably needs to put out to the community. District General Manager Pinkerton said each year, in the budget, Staff shows that allocation. In the audit, there is a page in there that for a number of years has shown how much went to where and that has been in there for at least four years. The Mountain golf passes went from 36 to 298 which is directly attributable to this promotion.

Trustee Dent said, regarding the unlimited play pass, that it remained the same so does that add more to the subsidy and what is the logic behind it. District General Manager Pinkerton said that there is a lot of price sensitivity at the golf courses. Staff is anticipating early conditions and with the raise in non-resident rates, we decided not to do it and this is because of the weather impact. Finding that it is more of an art than a science, if we get too aggressive with the rates, we will get less revenue so we have to be careful with the golf industry however it is fully up to the Board of what you want to do. Where we have seen the greatest increase in revenue is in the non-resident area and we did approve increases in those rates.

Trustee Dent said so if we are trying to incentivize, what other areas can we do a trial run and are we hoping that this moves the needle a little bit because if you aren't here for two or three months, it is hard to get full value out of a pass. We got a lot of comments from the tennis players and by extending it out, that would give us more data as we are getting feedback. He has heard about more value to the punch cards and there has been discussion for using it in other areas but we need more data. Beaches is a different fund so we need to sort through some things. By doing it methodically, the impact on Tennis wouldn't be as significant as this is a really good service level move and opportunity for our tennis players. District General Manager Pinkerton said that the other concern is we don't want to create capacity problems in other areas so we are proposing it where we want to generate more activity and Staff hasn't heard any Board member say we want to generate more activity at the beaches. Director of Parks and Recreation

Winquest added that we can explore doing it at the Recreation Center as there are times, during the day, where we have capacity issues but we can explore daily issues. Trustee Dent said that he appreciates the feedback and that what he has heard is why we can't use it at the Championship Golf Course or to launch a boat. Anything we can do to increase the value, we need to do. He would like to get a sample or trial run at the beaches, paddle boarding, or launching of your boat because people want to see change now.

Trustee Callicrate said just to make certain that we aren't violating Ordinance 7, as this is a touchy area, as we go into Ordinance 7, we need to clarify as our current ordinance stands right on the edge. District General Manager Pinkerton said that is why we are calling it a promotion; a one-time promotion. Trustee Callicrate said he wants to make sure we are following our own ordinance. District General Manager Pinkerton said Staff is comfortable with how we are handling it and that the goal is to have punch card reform as Staff would like to see it go to admissions and not costs. The only value to a punch card is to an owner's guests so there is a lot of validity to make it more valuable to the property owner. Trustee Callicrate said for golf, we need to keep it just for golf so as to make sure we are okay to do that as he doesn't want the District to create more consternation. District General Manager Pinkerton said, as proposed, Staff is very comfortable. Director of Parks and Recreation Winquest added that the punch card can be used for the daily boat launch fee and agrees we need to look at other areas and that Staff is very comfortable moving forward.

Trustee Dent said this is a really easy thing for us to discuss, giving folks more value, so let's prioritize having this on our list.

Trustee Horan said it is only being offered at Golf and Tennis right now; District General Manager Pinkerton answered yes, that is right.

Chairwoman Wong thanked Staff for listening to our community members as we heard from the Tennis community loud and clear and we will start to hear from other people which is good as it helps us to inform our decision. Thank you to Staff for being responsive to those requests.

Trustee Callicrate said that there is an audience member that wants to make a comment; Chairwoman Wong asked if any Board member was opposed – Trustee Morris said he was opposed. Chairwoman Wong called on Sara Schmitz to make her public comment.

Sara Schmitz said that when she moved here, she spent a great deal of time in learning about the punch cards. She was told that the Recreation Fee was like a tax and that if you don't use it, you lose it. Now, Staff is implementing another way to get value out of the punch cards and you need to be fair to all constituents in this community and if you are giving Golf and Tennis thirty cents then you should do that for all residents so we can take advantage of that offer. Right now, you are giving preferential treatment so give it to all and give them refunds.

Trustee Morris made a motion to approve the provided Golf Play Pass rate structure for the Incline Village Golf Courses 2019 season **and** the special promotions at the Mountain Golf Course and Incline Village Tennis Center. Trustee Horan seconded the motion. Chairwoman Wong called for additional comments.

Trustee Callicrate said that this is a great opportunity to move forward and that he is glad we are able to keep fees stable. To the public comment made, when we get into Ordinance 7, we will look at all the venues. He feels comfortable supporting this motion.

Chairwoman Wong said that every resident does have the ability to use this as long as you have punch cards as this is open to every resident to use at the Mountain Golf Course or the Tennis Center.

Trustee Dent said that he likes where this is going, knows that this is something that a lot of Board members have talked about, we need to find ways to create value, we need to move swiftly, and have discussion. To not have more promotions next year and take an action that allows us to add more value to our residents is what he wants to do; he will support this motion.

Hearing no further comments, Chairwoman Wong called the question and the motion was unanimously passed.

Chairwoman Wong called for a break at 9:13 p.m., the Board reconvened at 9:22 p.m.

H.4. Review, discuss, and possibly approve Resolution Number 1870: A Resolution Preliminarily Approving the Report for Collection of Recreation Standby and Service Charges, Fiscal Year 2019-

2020 (Requesting Staff Members: District General Manager Steve Pinkerton and Director of Finance Gerry Eick)

Director of Finance Eick gave an overview of the submitted memorandum.

Trustee Callicrate said that he has brought this up before; there are opportunities to adjust collection at the beaches up or down for the Recreation Fee to address the whole beach situation. The District has a lot of money available to do something at the Mountain Golf Course and he has proposed \$583 for Recreation and \$247 for the Beaches as this would allow us to do stuff without going out for bonding. He would like it to be considered such that we draw down our reserves in the Community Services Fund and still keep the total Recreation Fee at \$830. District General Manager Pinkerton said that from an agenda standpoint, it is better requested during the next agenda item. Trustee Callicrate said right but that he wants to modify these and doesn't want it to get lost in the shuffle as there is merit to it while not having to raise the yearly per parcel assessment and not borrow any money. He wants to allocate it appropriately and legally so we can do the Mountain Golf Course clubhouse, Burnt Cedar pool, and the Incline Beach House and not be put in a precarious situation. Trustee Callicrate said that he does have a narrative that he can share which still keeps us in a good financial situation so he wanted to put that out there.

Trustee Dent said by approving this item and approving this resolution are we just saying we are going to charge fees without a value associated. Director of Finance Eick said that it is essentially a notice we are going to adopt something and that based on the work, done to date, it shows the amounts but that the Board can change it but the people should know so this resolution is only addressing one side.

Trustee Morris made a motion to adopt Resolution Number 1870 which preliminarily approves the report for collection of recreation standby and services charges (also known as the Recreation Facility Fee and Beach Facility Fee) and sets forth the public hearing date of Wednesday, May 22, 2019 at 6:00 p.m. at 955 Fairway Boulevard, Incline Village, Nevada. Trustee Callicrate seconded the motion. Chairwoman Wong asked for any further comments.

Trustee Dent said that he looks forward to further discussing what the proposed Recreation and Beach fees would be as he is in favor of the

alternative however he will be supporting this motion to move it along and that he looks forward to the next discussion item.

Hearing no further comments, Chairwoman Wong called the question – the motion was passed unanimously.

H.5. Review, discuss, and possibly authorize Form 4404LGF as the IVGID 2019-2020 “TENTATIVE” Budget for filing with the Nevada Department of Taxation by April 16, 2019 (Requesting Staff Member: District General Manager Steve Pinkerton and Director of Finance Gerry Eick)

Director of Finance Eick gave an overview of the submitted memorandum.

Trustee Callicrate said this Board has an opportunity, with the Recreation Fee, to draw down the Recreation portion to \$583 and to \$247 for beach which would allow us to move forward with the Burnt Cedar pool replacement which takes out the five hundred thousand dollar stop gap which Terracon said is \$1.6m and to do this project in the fall and then utilizing the beach monies and not doing a stop gap measure rather it becomes all about do it right the first time. We will have a spectacular facility the first time while not spending a whole bunch of money and paying interest. For the Mountain Golf Course Clubhouse, we have enough reserves, about \$7.5 million dollars, to put forth a new clubhouse. We can build new and not do any stop gaps and have a real kitchen, tear existing building down, and have a trailer up there for two summers. As to the cart barn and tanks, roll them into one project, do it right off the bat and do it right the first time. Those are two opportunities and then there is the beach building. We have an opportunity on how we allocate and that we don't have to bond at this time. We have an opportunity to move forward on projects that the community wants us to do without lowering the level of operations and we don't have to borrow.

District General Manager Pinkerton said that one of the things he wants to do, on May 1, as it might be better than, is that Staff is getting some good information on the Burnt Cedar pool which may have a far less expensive fix dependent on the Terracon work being done right now. We have spent about two hundred and fifty thousand dollars on the Community Services Master Plan (CSMP) and another two hundred and fifty thousand dollars on the beach studies and when you take all of these projects, you have competing projects thus it is really important before we make a decision to

shift dollars around, and given the planning monies spent, that we spend the next three months not touching that money and have a lot healthier discussion about the CSMP.

Trustee Callicrate said that the reason he brought it up is because he doesn't want to do a piece meal project rather it be brand new. The beach house should have broken ground last year and Staff hasn't done that and that is at the most used facilities. The pool at Burnt Cedar is the most popular facility and these are all stop gaps. He understands about the five hundred thousand dollars spent on plans but he doesn't want to waste time and get locked into a combined fee rather he wants to be proactive on collecting the beach fees for new facilities. He understands about melding all these things and committing all this money to a stop gap measure is something that he is totally against. He wants to commit to something new and something that the community wants. We have folks who want to move forward on the dog park and then we can plan for the future. Our beaches are our number one visited assets and they have been neglected for seventeen to twenty years. He wants to make sure we have a funding mechanism in place now and that we don't drag our feet. Let's start moving ahead as this is the opportunity to do that and that by not raising the Recreation Fee we will still have an opportunity to bond for things like Ski Way and other projects of that nature thus nothing is off the table because we have \$7.95 million dollars.

Director of Finance Eick said that the specific numbers are on agenda packet page 308. District General Manager Pinkerton said so essentially what Trustee Callicrate is proposing is making the determination to put considerable resources towards the beaches and the potential projects at the beaches as the priority. The significant change is to put another one million dollars or so towards the beaches and that would have to occur for multiple years. The Board needs to have a bigger picture discussion because that is well beyond capacity.

Trustee Callicrate said it is about collecting monies for the beaches and that if we don't begin now, as they have been depleted, that this is an opportunity for us and maybe it should be more for the course of three years and lower amounts on the other part. He doesn't want to lower our operations/service levels but this is a great opportunity to put this into place. Draw down our excess reserves and address the items in need as this shows the community we are listening. It shows us being proactive on the beaches that have not had the proper attention they deserve. It is a great opportunity to have the Board members consider it while not raising fees because we have the

reserves and we will still have the bonding capabilities so we are using the monies prudently and following our Board policies over and above. Let's do a good portion of the work sooner rather than later while the consultants work is credible.

Trustee Morris said that he has been receiving a bit different feedback and that taking a huge chunk of money and spending it at the beaches isn't going to pay for very much and not get very much else. He would like to try and get a full approach as to him it is extremely unwise to spend these monies. Also, if we are building something that is a twenty or thirty year facility, why would you want the people to pay now when the people who will use it are in the future and they are who should be paying for it. Against this idea as it is totally hypocritical.

Chairwoman Wong said that she appreciates what Trustee Callicrate is trying to say and that it is a different way to solve this problem. The idea is maybe six months too early because one of the things, and you have to go back to two weeks ago, is that this Board talked about its work plan and that one of the things we were to figure out was how all of our community services fit together and then work that out. We have done a good job of monitoring our top priority projects however what we haven't done is to check back in with the community and she is talking about the Board Work Plan. We all need to be on the same page and start looking at the plans and have community conversations to make sure we are prioritizing the projects correctly. She does agree with Trustee Morris that what Trustee Callicrate thinks are the top five, aren't to her. This Board needs to be get back in touch with our community and identify the probably top ten projects and then narrow that down. The other piece that is missing is that nowhere have we talked about alternative financing. The Recreation Fee is a piece of the puzzle but that we need to take a step back and look at all the pieces and all the different funding sources. Very early on in this budget process, it was suggested that we may need to have an increase in the Recreation Fee. She couldn't support that because of the potential funding options, which are similar to your proposal. While she likes the idea and thought, there isn't enough information to support it.

Trustee Callicrate said that he would like to back as he takes slight umbrage to what was said as it is not hypocritical at all. He has been here for thirty four years and he listed to people and the beaches are always last. We have a pool at Burnt Cedar that is leaking and there is an opportunity to do that work sooner rather than later. Don't want to see the District do a series of

Band-Aids and then have to start collecting money because not everyone has access. It is a disservice to the community to hang on to the monies we have. We need to start collecting monies for the beach improvements as we still have plenty of money for these projects to be done on a smaller scale and still have the monies based on our policy. To go out and borrow begs the question of why are we borrowing when we have the money sitting there. While he understands what Chairwoman Wong is saying about having alternative forms of funding, we need to utilize the reserves. We need to start the ball rolling with the community priorities, make a dent, and get a down payment instead of waiting and he thinks this is a great opportunity without denigrating the process of the consultant.

Trustee Dent said he talked to Staff about raising the Beach Fee and lowering the Recreation Fee and funding some of these projects. He likes this approach and the details. It is an interesting approach that will save a lot of money in the short term. Take one project, the Burnt Cedar pool, we have five hundred thousand dollars as a Band-Aid with costs being \$2.5 million dollars and the consultant says eight hundred thousand dollars so why spend five hundred thousand dollars on a Band-Aid and then start over with spending another million dollars; this is a creative approach for one legacy project. Regarding spending this money and needing to wait to have the dialogue in a few months, we are already a few months too late. Using that same logic, we should not approve a budget with any capital projects as we are talking about spending this money next year. The following, it is two million dollars on the pool so there is time. We have \$682,000 in carryover projects for the Diamond Peak Master Plan and he doesn't hear a lot of people coming forward to talk about that but he is looking forward to hearing about that so maybe that money goes away. He likes this proactive approach and would like to discuss it a little bit more as it is saving five hundred thousand dollars. We need to fix a pool that has been leaking for several years.

Trustee Morris said there is clearly a misunderstanding between us regarding the pool. Having attended the CIP tour, when Trustee Callicrate was out of town and Trustee Dent didn't show for, this isn't a Band-Aid rather this was something we were going to do this year anyway. Knowing how information gets turned into disinformation, he wants clarity on what this a phase for this year or is it a Band-Aid or not.

District General Manager Pinkerton said it is less of a Band-Aid as Staff thinks we have a solution that is long term that we have to look at a little bit

more and it is a fairly genius solution. The problem with the budget is that it shows the worst case scenario. It created a lot of dialogue which started due diligence and Staff found a better solution. The Board typically hears about when costs go up and here is when the costs have gone down. Staff is doing everything they can to bring in all the costs as best we can. On the Beach House, sticker shock occurred. At the Staff level, we like to see as good amenities as possible so Staff would like to spend more time seeking a quality solution. Maybe we address the restrooms and upgrade the kitchen but we still need to have the discussion because of having so many busy days at the beaches. We do have resources to get things done and the challenge is what the rational way to allocate those resources is. It is a great problem to have as there are others that would gladly trade places with us. At the Staff level, our job is to present what is best for the next five, ten, or twenty years and then prioritize followed by doing real proper due diligence.

Chairwoman Wong asked what the timeframe for a long term solution is. District General Manager Pinkerton said ten years is the relining timing so this is possibly a permanent solution.

Trustee Morris said that just knowing the information that we have been given today and without any new information is the money to do this year's project feeding into a longer term solution; District General Manager Pinkerton replied yes.

Trustee Dent said that the consultant, Terracon, is saying to replace the pool in one to three years so this would be a Band-Aid. District General Manager Pinkerton said that Staff thinks it may have found a ten year solution and at the worst moment, a couple of years. We put into the budget the worst case scenario. Trustee Dent said doesn't it make sense to budget for a new pool and maybe keep the Beach fee higher because of the Beach House and go after the low hanging fruit and knock off one of these legacy projects. District General Manager Pinkerton said that he is pretty comfortable with the excess fund balance and it taking care of the pool however we have until May 22 to make that decision. Trustee Dent asked when the Board can get an updated project data sheet. District General Manager Pinkerton said that Staff is working on it. Trustee Dent asked if the Board can have it; District General Manager Pinkerton replied yes.

Trustee Horan said that this is a great discussion and that he too would like to get some of these projects done. He supports some of what the Chairwoman said and he wants to say it again – if we are saving money for

Diamond Peak, he would like to see us spend it. If we are not saving money for Diamond Peak, then longer term projects should be financed. He is not opposed to switching money around but he is not quite ready to do that right now. He would like to find out more information on the pool and like the Board to continue the conversation to make that adjustment on the Recreation Fee but that he isn't prepared to do that tonight.

Trustee Dent asked if the \$51,500 for the Southwood Building was now being cancelled. Director of Finance Eick said that was for carpeting and we have a replacement in the five year window thus we need to have that conversation about replacement and we can't skip the fire panel project.

Trustee Dent asked why the thirty nine thousand dollars for the Championship Golf Course Grille equipment is not being carried forward. Director of Finance Eick said that it was carried over for a number of years and Staff discovered that the number is not realistic so we have cancelled it and told Staff to come back with better numbers.

Trustee Dent said that for the Mountain Golf Course Clubhouse that we have spent around forty two thousand dollars with the design firm and we are showing ninety six thousand spent. Director of Finance Eick said that some of that is our own design work as there is an outside vendor that helped us with the new design of the deck as well as the fire cleanup costs of at least five thousand dollars.

Trustee Dent said for the Diamond Peak culvert, we should that as completed so did we save plus or minus three hundred thousand dollars; Director of Finance Eick said it appears at this point that we did.

Trustee Dent said the export line – what is that. Director of Finance Eick said that is the entire project and we are going back to one line item.

Trustee Dent asked about the four hundred eighty thousand dollars in FEMA money. Director of Finance Eick said that one hundred eighty six thousand is State grants for the creek restoration and three hundred thousand is for Phase Two of the bike park.

Trustee Dent asked what the status of the FEMA money is. Director of Finance Eick said it is still on their desk awaiting their next step which is physical inspection of the actual work.

Trustee Dent said there is a significant amount of money if we don't lease the golf carts, tractor, or groomer as we are talking about a little over seven hundred thousand dollars to purchase and then when you count the interest alone, which is one hundred thousand dollars, this is a way to save money and something we should consider as we move forward with the budget process. Trustee Horan said he agreed that we should discuss it. District General Manager Pinkerton said that the next Board meeting would be the appropriate time for that discussion.

Trustee Horan made a motion to authorize Staff to execute and file the Form 4404LGF (Exhibit B) as the Incline Village General Improvement District's "Tentative" budget for fiscal 2019-2020, including the Budget Message therein, and order it filed by April 15, 2019 to meet Nevada Revised Statutes 354.596 requirements. Trustee Morris seconded the motion. Chairwoman Wong asked for comments.

Trustee Dent said that he will not be supporting this budget, knows this is a preliminary budget and that he would love to be saying yes to one of these budgets and hopefully Staff will make some changes.

Hearing no further comments, Chairwoman Wong called the question – Trustees Callicrate and Dent voted opposed to the motion and Trustees Horan, Morris and Wong voted in favor of the motion; the motion passed.

H.6. Review, discuss, and possibly provide direction, to Staff, on the IVGID Code (Requesting Trustee: Vice Chairman Phil Horan)

Trustee Horan said that the Board talked about this and letting Staff do a little more work on this item and that he talked to Staff some more and what the Board received was a compilation of all our policies, procedures, etc. and that it was put into a more organized fashion than before and that document didn't contain any changes. Therefore, he would like to discuss adopting it as is as we now have it gathered into one place and adopt them as our policies with the caveat that we haven't changed anything. Then Staff can organize and present the changes and see if we can make some progress as we have a lot on our plate. If we could possibly take this route, it would make progress faster. There is no conspiracy here rather it is about adopting what we already have in the way it is organized.

Trustee Callicrate said that he is taking a different tact as there has been a great amount of work that has been done and that this Board needs a standalone workshop on this and that we commit to going over this in a public arena. This is the governing code for everything we do. From everything that we have spoken about, he sees it as a six month to one year project and then going to adoption. There is a tremendous amount of information in this document and we need to be very, very careful with it. While it is a noble idea, we owe it to ourselves and the community to take more time and have a summer or winter workshop. He would be more prone to doing something like that rather than have Staff work on it as this is going to be the document that we abide by and it deserves a lot more time or to be put on hold.

Chairwoman Wong said so she sees three options; (1) adopt as is and work on making changes and adopt them as made; (2) revise certain sections and adopt as revisions are made; and (3) make all revisions and adopt at the end. The third option is not really a good one so she is in favor of the first one with existing policy, resolution, etc. prevailing thus we revise sections and adopt them.

Trustee Morris said we have been talking about this for a long time and we have tried to do it in simple sessions. He would love for the Board to get something that is consolidated and so it is his desire that the Board move forward somehow. At first, he was concerned about accepting the draft as our golden rule in case there was something wrong with that. He would be okay with a caveat that the code that we are adopting is still relevant on the previous ordinances, policies, procedures, etc. and that if there is any conflict or confusion, the prior orders rule. If that could get us going and have it in one code with Staff working with us, he thinks that would be a reasonable way to go forward. He doesn't want to wait until we have everything ready because he doesn't know how long that would take.

Trustee Callicrate said that adopt as we go, for him, seems to still be moving it along. We would not be boiling the ocean rather taking it in sections would be a good methodical way and giving due diligence which would show that we are making progress. It might be imperfect but it will show the community that we are taking the time necessary so he would be in favor of that – adopt as we go.

Trustee Dent said that adopting a preliminary IVGID Code as we go would be a better approach because until we are done with everything we don't

know it ties back. Every time a policy comes to the Board, Staff should say here is the policy, here is the red line copy, and here is what it will be. He doesn't care and it doesn't have to be perfect. It would save us, as Board members, to not connect the dots. He would like to get a Word document with a comment that tells the Board what was changed, etc. as that gets us closer and a road map on how to get there.

Chairwoman Wong said that this solidified the argument and then to make changes, we don't have to go back to the old because now there is a policy which has been created which may have just convinced her to adopt it.

Trustee Dent asked why can't the Board get a road map as that is all he is asking for is a little bit of a road map or are we completely nixing the whole red line idea. Chairwoman Wong said that is there at the end of every chapter. Trustee Dent said can Staff tell us where they came from.

District General Counsel Jason Guinasso said that we have gotten contradictory information because in October, it was done the way it was done because of the Board's direction. After that there was some confusion on how to get to places so he created different short cuts. We could create a binder like this one with the new code in the front and the old documents in the back as there are a lot of ways to skin the cat. Staff needs all of you to decide how to get the work done as it is hard to do so with conflicting direction. If he was king for a day, he would have one Board member be responsible for Governance and then work with an assigned Staff member on it. It might be a way to cut up the elephant and trust those people to get the work done. Having a baseline might be the way to get it done and make it a preliminary code.

Trustee Dent asked how he gets the binder as it might be a step in the right direction. Trustee Horan said that he was just trying to move the ball forward. Trustee Morris said he understands that this was an effort to get some sort of direction to help us move forward and that he is concerned about not coming to a conclusion. Chairwoman Wong asked each Trustee if they wanted a binder with the following responses:

Dent – Yes
Callicrate – Yes
Horan – No
Morris – No
Wong - No

[**Post Meeting Notation:** Binders were prepared by Staff and distributed to those Trustees who requested them on April 16, 2019.]

H.7. Board Work Plan – Ordinance 7 – Review, discuss, and possibly provide direction on an outline a schedule for workshops, public meetings, communications, etc. (Requesting Trustee: Chairwoman Kendra Wong)

Chairwoman Wong gave an overview of the submitted memorandum and distributed a summary from citizen forums and asked each Trustee to read through them and talk to people and then come back with the top three or four items that you are getting feedback on.

Trustee Horan asked about the schedule for community outreach. District General Manager Pinkerton said that we have July 24 scheduled as a public forum and that maybe we would have some outposts around the community to gather information.

Trustee Dent asked if this was going to be on the next meeting agenda; Chairwoman Wong said yes. Trustee Dent asked if we can include this handout in that Board packet; Chairwoman Wong said yes.

Trustee Morris said that the handout is helpful and that getting it to the community is also important. Ordinance 7 covers a whole bunch of stuff and our ability to split it into different components/parts without breaking the seal he wants to make sure we are good with it. District General Manager Pinkerton said that he met with Mr. Balkenbush and we know what paragraphs matter; paragraph 62 is the most important. Trustee Morris said that he appreciates that the original lawyer is involved and that the other thing is that we have clarity on communication and that we are right now still trying to figure things out and we don't want people to think we are blowing it up.

I. DISTRICT STAFF UPDATE (for possible action)

I.1. General Manager Steve Pinkerton

District General Manager Pinkerton said that he had nothing further to add to his written report and noted that, at Ski, yesterday we broke our revenue record.

Trustee Morris said that he wanted to check in with Staff as he has been hearing several people having challenges with the Crystal Quad chairlift. District General Manager Pinkerton said that the person who expressed that opinion had the opportunity to spend a couple of hours with them and that it is not a long term issue related to that chair rather it is an object that moves all the time and there were parts that were tough to get. Trustee Dent said that he received an e-mail about the chair not working and not knowing about it when they were purchasing their lift ticket. District General Manager Pinkerton said Staff has talked about it and they are implementing solutions.

Trustee Horan asked if the added Last Tracks event was sold out; District General Manager Pinkerton said he thought there were some tickets still available.

J. APPROVAL OF MINUTES (for possible action)

J.1. Regular Meeting of March 13, 2019

Chairwoman Wong asked for any changes, none were submitted therefore the minutes were approved as submitted.

J.2. Regular Meeting of March 18, 2019

Chairwoman Wong said during the meeting of March 18, 2019, she forgot to disclose, as she has done before, that her husband is a Board member for the Incline Tahoe Foundation; she is correcting that fact now.

Chairwoman Wong asked for any further changes, none were submitted therefore the minutes were approved, as amended.

K. REPORTS TO THE IVGID BOARD OF TRUSTEES*

K.1. District General Counsel Jason Guinasso

District General Counsel Guinasso said, regarding the Mark Smith v IVGID litigation, that there was recent action as of last Friday. This litigation is about public records request for e-mails and he gave an overview of the request. Our litigation counsel has informed us that we will object to the fifty cent fee as we think the judge may have misapplied the law. Additionally, nowhere

in the public records act is there a requirement for a privilege log. What we have received wasn't significantly disappointing except for the fifty cents.

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

Trustee Callicrate thanked his colleagues and Staff for patience and understanding for the past couple of months and stated that it will be nice to be here for a while.

Chairwoman Wong said that she, Director of Parks and Recreation, and the District General Manager went to Washington D.C. to meet with our delegation. We continued the discussion we have been having for the past four years about a variety of grant funds. We also talked about parcels and our needs for them and some options about doing defensible space activities. The delegation was very receptive to our discussions and we had really good meetings. Chairwoman Wong gave a huge thanks to our lobbyist and his team and the work they do for us in Washington D.C.

Trustee Morris said that Star Follies is this weekend and it is a fundraiser for the schools so please attend.

M. PUBLIC COMMENTS*

Denise Davis said, since the Crystal Express was discussed, that she was there last Wednesday when it stopped working. She e-mailed Staff about it and she is very much in agreement with how it was handled. The residents get far crankier than the visitors. Things happen and Staff does a really great job 99.99% the time however residents are crankier than our visitors. Another point to make is that our Staff does a great job of keeping people safe. She has mentioned to Staff that she is seeing a lot of chairs where the safety bars are up. Staff is advising people to put it down, even though they think are too cool to do so, we should do this every time.

N. REVIEW WITH BOARD OF TRUSTEES, BY THE DISTRICT GENERAL MANAGER, THE LONG RANGE CALENDAR (for possible action)

District General Manager Pinkerton said that Ordinance 7 and the IVGID code have been added for the next meeting.

O. ADJOURNMENT (for possible action)

The meeting was adjourned at 11:18 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 (27 pages): Written Statement to be included in the written minutes of this April 10, 2019 regular IVGID Board Meeting – Agenda Items C and H(1) – Staff’s proposed revised Water/Sewer Ordinances/Rates

Submitted by Aaron Katz (4 pages): Written Statement to be included in the written minutes of this April 10, 2019 regular IVGID Board Meeting – Agenda Item H(3) – Use of punch cards for special promotions at the Mountain Golf Course and Tennis Center

Submitted by Claudia Andersen (7 pages): IVGID Board Presentation: Wednesday, April 10, 2019

**WRITTEN STATEMENT TO BE INCLUDED IN THE WRITTEN MINUTES OF THIS
APRIL 10, 2019 REGULAR IVGID BOARD MEETING – AGENDA ITEMS C AND
H(1) – STAFF’S PROPOSED REVISED WATER/SEWER ORDINANCES/RATES**

Introduction: Here staff, *rather than the IVGID Board*, propose increasing water and sewer rates *again*¹. They have scheduled a public hearing because NRS 318.199(2) mandates² that “whenever the board of trustees proposes to change any individual or joint...sanitary sewer...or... water...rate, toll, charge, service or product, or any individual or joint practice which will affect any (such) rate, toll, charge, service or product, the board of trustees *shall* hold public hearings.” And here *again*, staff have proposed unjust and unreasonable increased rates³. For this reason I protest and object. And that’s the purpose of this written statement.

This Hearing is Not a True Public Hearing Because the Outcome Has Been *Pre-Ordained*: So what constitutes a “public hearing” for NRS 318.199(2) purposes? Let’s start with staff’s notice. As NRS 318.199(3) instructs⁴, “notice shall be given by publication in a newspaper published in the county.” A copy of the notice which was actually published in the Tahoe Daily Tribune is attached as Exhibit “A” to this written statement.

Let’s look at the first sentence of the notice: “IVGID is proposing a sewer and water rate increase.” When exactly did the IVGID Board propose such a rate increase? It turns out on January 23, 2019. Page 9 of the minutes of the Board’s January 23, 2019 meeting⁵ evidence the fact that a split Board (3 to 1⁶) adopted a resolution instructing staff to:

¹ “The Public Works Department conducts an annual rate study to calculate the appropriate rates for water and sewer service(s)” [see page 19 of the packet of materials prepared by staff in anticipation of the Board’s January 23, 2019 meeting {https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT_Packet_Regular_1-23-19.pdf (“the 1/23/2019 Board packet”)}].

² See ¶12 at page 12 of the packet of materials prepared by staff in anticipation of the Board’s February 6, 2019 meeting [https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT_Packet_Regular_2-6-19.pdf (“the 2/6/2019 Board packet”)].

³ NRS 704.040(1) instructs that “the charges made for any...public utility...service rendered or to be rendered, or for any service in connection therewith or incidental thereto, *must be just and reasonable*.” In fact, NRS 704.040(2) instructs that “every unjust and unreasonable charge for service of a public utility is unlawful.”

⁴ See ¶13 at page 12 of the 2/6/2019 Board packet.

⁵ See page 454 of the 2/6/2019 Board packet.

⁶ Trustee Callicrate was absent from the meeting because of illness (see page 446 of the 2/6/2019 Board packet).

“prepare documents and...schedules (*approving*)...a one year average 4.0% utility rate increase in accordance with in accordance with (staff’s January 23, 2019)...Utility Rate Study⁷.”

But NRS 318.199(5) instructs⁸ that “the board shall adopt a resolution establishing...new or changed...sanitary sewer...or...water...rates, tolls, charges, services to be performed or products to be furnished (*only*)...after public hearing.” If three members of the Board have already approved staff’s proposed water and sewer rate increases, then why hold a public hearing?

Because these three Board members *do not care*! We should all understand that the only reason we’re conducting a public hearing, is to “go through the motions.” Thank you Board members.

This Hearing is Not a True Public Hearing Because Our GM Mis-Informed the Board That Staff Was Not Requesting Approval of an Average 4.0% Increase in Sewer and Water Rates But Rather, Nothing More Than the Setting of a Public Hearing Date to Consider Those Proposed Rates: At the Board’s January 23, 2019 meeting Trustee Dent voiced his objection to staff’s proposed rate increases without evidence of the District’s position insofar as working capital was concerned:

“I really think we should have that (an overview of working capital) before we...say 4% is the rate we need to get.”⁹

In response to Trustee Dent’s concerns, GM Pinkerton stated the following:

“All we’re asking tonight is to set the item to set the date” for the public hearing. “All we’re asking for is to get to the next meeting so we can bring that (an overview of working capital) back to you and recommend a date set”¹⁰ for the public hearing¹¹.

But based upon this “clarification,” which we now see was untrue, three members of the Board voted in favor of approving staff’s proposed sewer and water rate increases. At no time did anyone vote to set a public hearing date.

At the Board’s Next Meeting on February 6, 2019 Staff Did Not Adequately Respond to Either Trustee Dent’s or Trustee Callicrate’s Concerns: At the Board’s February 6, 2019 meeting agenda

⁷ See pages 12-67 of the 1/23/2019 Board packet.

⁸ See ¶5 at page 12 of the 2/6/2019 Board packet.

⁹ The Board livestreams its meetings (see <https://livestream.com/accounts/3411104>). The livestream of the Board’s January 23, 2019 meeting can be viewed at: <https://livestream.com/IVGID/events/8537200> (“the 1/23/2019 livestream”). And Trustee Dent’s comments which I have quoted can be viewed at 1:36:07-1:36:18 of the 1/23/2019 livestream.

¹⁰ See 1:36:23-1:36:33 of the 1/23/2019 livestream.

¹¹ See 1:36:19-1:36:21 of the 1/23/2019 livestream.

item F(1)(b)¹², on the Consent Calendar no less¹³, staff proposed setting April 10, 2019 at 6:00 P.M. as the date and time for the public hearing¹⁴ mandated by NRS 318.199(2). Trustee Callicrate asked that this agenda item be transferred to the general business portion of the meeting so it could be discussed¹⁵. His concern, in part, was that “the calculation...Trustee Dent (had) asked for” at the Board’s January 23, 2019 meeting had not been provided”¹⁶ as staff had represented at the Board’s February 6, 2019 meeting¹⁰ it would.

And it turns out Trustee Callicrate’s concerns were well founded. Listen to Trustee Dent’s comments:

“I would just like to see a calculation that’s compliant with Board Policy 19.1.0 and also with Practice 19.2.0 when we do...come back in March ...*(be)cause* I asked for that at the last meeting and we were supposed to have it today. *We still don’t have it.*”¹⁷

Based upon all the “double talk” which has been forthcoming from staff, Trustee Callicrate objected to the setting of any date for a public hearing because,

“We don’t know if we need to do 4%. Maybe it’s 2%. Maybe it’s 6%... But the 4% we’ve been doing right along...towards a project we don’t know how much...is going to cost or when we’re going to start into it...(i)s ridiculous...When you get charged \$50 a month...per parcel ...for capital improvements, and it has been going on for the last nine years...that’s a lot of money the District has collected. And people want to know...exactly where it’s going and for what ...This is why I’m bringing up these issues in this meeting, *(because it)...is the only opportunity I have.*”¹⁸

¹² See page 2 of the 2/6/2019 Board packet.

¹³ Where there could be no “review (nor) discuss(ion)” as represented because according to Policy No. 3.1.0.15 (see page 5 at <https://www.yourtahoeplace.com/uploads/pdf-ivgid/IVGID-Board-Policies.pdf>), should a Trustee wish to discuss a matter placed on the Consent Calendar, he/she “request removal... from the consent calendar...and addressed in the general business section of the meeting.”

¹⁴ See page 8 of the 2/6/2019 Board packet.

¹⁵ See page 203 of the packet of materials prepared by staff in anticipation of the Board’s February 27, 2019 meeting [https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT_Packet_Regular_2-27-19.pdf (“the 2/27/2019 Board packet”)].

¹⁶ See page 204 of the 2/27/2019 Board packet.

¹⁷ See 1:36:35-1:37:01 of the 2/6/2019 livestream.

¹⁸ See 1:26:20-1:28:08 of the 2/6/2019 livestream.

Instead, See How GM Pinkerton and Three Members of the Board Disingenuously Responded, While Charging Full Speed Ahead by Setting April 10, 2019 as the Public Hearing Date For Their Pre-Determined Sewer and Water Rate Increases:

First let's start with GM Pinkerton:

"We will have another bite at the apple on March 13 and March 18(, 2019) when we bring the budget back and certainly we can talk about it more at the April 10(, 2019) hearing."¹⁹

Now listen to Trustee Morris:

"I want to check first of all with General Manager Pinkerton. You made a comment...I want to confirm...That the Board has an opportunity to still review this. This is not our final say. And if there is something different we still have an opportunity to address it. Is that correct?"²⁰

GM Pinkerton's answer:

"Right. The subject of tonight is to have the hearing on the rates, and then you have that ultimate authority on April 10th, or whatever other date you choose to select"²¹

And Trustee Morris' follow up:

"Okay thank you for that clarification because what I'm wondering Trustee Callicrate is...whether it would be worth...you(r) work(ing) with the (staff) team to come back and tell us what you think the number should be?...Do some work with them, come back and say I believe the number should be 'x,' and to get to 'x' we need to increase our utility rates by 'y.'"²²

Trustee Callicrate was amenable to the suggestions as long as the Board scheduled:

¹⁹ See 1:21:50-1:22:13 of the 2/6/2019 livestream.

²⁰ See 1:30:12-1:30:29 of the 2/6/2019 livestream.

²¹ See 1:30:29-1:30:38 of the 2/6/2019 livestream.

²² See 1:30:39-1:31:55 of the 2/6/2019 livestream.

“another...discussion...maybe at the March meeting (and) before the April meeting because (he didn’t) want it to get like it always seems to get; right up against the wire and then we...have to...vote because we’re up against a deadline. And that pressure...does a disservice to all of us on the Board, (and) especially...the community because it just creates tension where there doesn’t need to be any...So I’m hoping we can...have this meeting in March...(and) set the (public) hearing date at that meeting)...That way it doesn’t feel like pushing me up against a wall.”²³

Without derailing the intended April 10, 2019 public hearing date, Chairperson Wong suggested that:

“We...agendize another discussion relating to the rates for the next... March meeting...Let’s put this specific item on the 13th (of March)... and that way if we also need to talk about it with capital at the 18th we can also bring it back again.”²⁴

Meanwhile she reminded the Board that:

“We need to get back on track because the agenda item relates to setting a date for hearing. We are going to have several more opportunities to discuss rates, potential rates going forward...if we would like to discuss this more .”²⁵

Ms. Wong then entertained a motion “to set the hearing date for April 10th, 2019,”²⁶ and it carried 3 to 2.

Trustee Dent’s opposition was telling.

“I will be voting no on this. We are not following board policy. We’re not following Board Policy 19.1 and we’re not following Board Practice 19.2. Instead we’ve slipped in Board Policy 7.1.0 which does not apply because (the Utility Fund)...is an enterprise fund.”²⁷

Trustee Callicrate voted no to the motion as well²⁸.

²³ See 1:32:17-1:34:07 of the 2/6/2019 livestream.

²⁴ See 1:34:40-1:35:28 of the 2/6/2019 livestream.

²⁵ See 1:21:32-1:21:50 of the 2/6/2019 livestream.

²⁶ See 1:36:11-1:36:24 of the 2/6/2019 livestream.

²⁷ See 1:39:37-1:39:53 of the 2/6/2019 livestream.

At the Board's Next Meeting on March 13, 2019 Staff Did *Not* Adequately Respond to Either Trustee Dent's or Trustee Callicrate's Concerns:

At the Board's Next Meeting on March 18, 2019 Staff Did *Not* Adequately Respond to Either Trustee Dent's or Trustee Callicrate's Concerns:

This Hearing is Not a True Public Hearing Because Members of the Public Have Not Been Given a Reasonable Opportunity to Submit Data, Views or Arguments Insofar as Staff's Proposed Increased Sewer and Water Rates, and Modification to Ordinance Nos. 2 and 4: NRS 318.199(4) instructs that...at the place, date and time specified in the notice...all users of the service or product (proposed to be increased) shall be afforded a reasonable opportunity to submit data, views or arguments orally or in writing.

On January 23, 2019 Joseph Pomroy, Director of Public Works, was afforded almost one hour and ten minutes (70 minutes) to make his presentation to the Board in support of staff's request that the District's sewer and water rates be increased²⁹. And again at this evening's public hearing the Board's chairperson proposes giving Mr. Pomroy how much additional time to "provide an overview, including a PowerPoint presentation, of the proposed ordinances...fees and their details."³⁰ Yet here the Board's chairperson has determined that members of the public will be afforded a scant three minutes to submit their data, views or arguments³¹. Does this represent "a reasonable opportunity?" Or does this represent nothing more than "going through the motions?"

Three Members of the Board Are *Not* Interested in Adopting Just and Reasonable Sewer and Water Rates Because When I Asked For the Opportunity to Present Relevant Facts Intentionally Omitted From Mr. Pomroy's Rate Study Presentation to Demonstrate to the Board and the Public That Staff's Proposed Rates Were Unjust and Unreasonable, I Was Ignored: After Mr. Pomroy's sewer and water Rate Study presentation, I e-mailed the Board asking that "I be given the opportunity

²⁸ See 1:39:59 of the 2/6/2019 livestream.

²⁹ The Board livestreams its meetings (see <https://livestream.com/accounts/3411104>). The livestream of the Board's January 23, 2019 meeting can be viewed at: <https://livestream.com/IVGID/events/8537200> ("the 1/23/2019 livestream"). Mr. Pomroy's rate study presentation can be viewed at 28:00-1:37:09 of the 1/23/2019 livestream.

³⁰ See ¶15 at page 5 of the packet of materials prepared by staff in anticipation of the Board's April 10, 2019 meeting ["the 4/10/2019 Board packet" (https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT_Packet_Regular_4-10-19.pdf)].

³¹ ¶16 at page 5 of the 4/10/2019 Board packet instructs the public that "Chairman Wong will state (that) the comments made during the public hearing are governed by the Chair and (she will)...state the rules she wants to use." From past experience I predict she will offer members of the public wishing to speak no more than three minutes. If this occurs, I intend to object inasmuch as this is not a reasonable opportunity, and it demonstrates pre-determined deference to Mr. Pomroy. And I predict from past experience that Ms. Wong will deny my request.

to present material facts (concerning staff's proposed sewer and water rate increases) omitted by staff³². Because three members of the Board are *not* interested in setting just and reasonable rates, but rather, "rubber stamping" whatever staff present, my request was ignored and I was not given the opportunity. Thank you Board members.

This Hearing Should Not Go Forward Inasmuch as Evidence of Staff Wrongdoing Insofar as Sewer and Water Service Rate Making Has Recently Been Discovered: Only recently has it been discovered that for some number of years, staff have been selling treated wastewater to at least two major purchasers in Douglas County; Clear Creek and Schneider Ranch. I have discovered written agreements between IVGID staff and both of these customers, and staff have been unable or unwilling to provide evidence that the IVGID Board have ever approved these agreements, notwithstanding I have made written request.

So that the public knows we're talking about substantial amounts of water, the Clear Creek agreement calls for the purchase of over 114 million gallons annually, and the Schneider Ranch agreement calls for the purchase of 400 gallons/minutes. Whereas the average IVGID residential customer pays \$1.50/1,000 gallons of water, even for irrigation purposes, with substantial excess charges kicking in after 20,000 gallons of use within a monthly billing period, Clear Creek pays \$1.14/1,000 gallons of wastewater for irrigation purposes, and Schneider Ranch pays \$0.25/1,000 gallons of wastewater for irrigation purposes.

I can't tell you whatever other charges these two customers pay, how much water they actually consume in a monthly billing period, how much money they've paid since the beginning of 2018, in what fund/sub-fund IVGID reports this revenue and expenses associated therewith, what Chart of Account Number IVGID staff has assigned to this revenue (so the public can track it), etc.

But I can tell you this. Wastewater is clearly a by product of sewer effluent treatment [see NRS 318.140(1)(b); the rates a GID is authorized to charge are governed by NRS 318.199 public hearings and the resolutions adopted thereat by the Board rather than staff; the water and sewer utility rate hearings staff put on year after year don't even mention revenues from wastewater sales; *attorney Jason Guinasso knows all of this because he drafted and approved the latest agreement with Schneider in September of 2016 and didn't think it was important enough to go to the Board for approval*; and for us to go forward with rate adjustments without learning the truth and all the facts would be IRRESPONSIBLE! For these reasons, this afternoon I sent an e-mail to the Board asking that tonight's public hearing be suspended, and for the reasons stated³³. If three members of the Board

³² See pages 252-254 of the packet of materials prepared by staff in anticipation of the Board's February 27, 2019 meeting [https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT_Packet_Regular_2-27-19.pdf ("the 2/27/2019 Board packet")]. A copy of that e-mail with an asterisk next to the portion where I requested that opportunity is attached as Exhibit "B" to this written statement.

³³ A copy of this e-mail and staff's follow up responses which demonstrate they are continuing to hide the truth, are attached as Exhibit "C" to this written statement.

refuse to suspend this public hearing, as I expect they will, then let the record be clear *they don't care about the residential sewer and water customers in our community!*

This Hearing is Not a True Public Hearing Because it is Not Being Presided Over by an Impartial Tribunal: Due Process mandates that fair public hearings be presided over by fair/impartial decision makers [*Goldberg v. Kelly* (1970) 397 U.S. 254, 255, 90 S.Ct. 1011]. When as here consumers are placed in the position of “depend(ing) entirely upon...municipalities³⁴ to be kept free from the effects of...discriminat(ory)...and unjust exorbitant rates...there...(is) reason for concern” [*Springfield Gas & Electric Co. v. City of Springfield*³⁵, 292 Ill. 236, 126 N.E. 739, 746 (1920) (affirmed at 257 U.S. 66, 42 S.Ct. 24)]. There is reason for concern.

“Rate making endeavors to assign costs to classes of customers in a nondiscriminatory, cost responsive manner so...rates can be designed to closely meet the cost of providing service to such customer classes.”³⁶ Here the Board cannot impartially set such rates inasmuch as members have an inherent conflict of interest. On one hand they are committed to the interests of the District’s money-losing commercial recreation businesses. If the Board makes the District’s recreational venues actually pay for what they use, in comparison to what the average residential customer pays for what he/she/it uses, the former’s losses will be even greater than what they are. On the other hand, Board members must be committed to the interests of residential homeowners because a public utility’s “first duty is to its own inhabitants.”³⁷

For these reasons, the IVGID Board should recuse itself.

My Response to Trustee Morris’ Comment That He “Do(es)n’t Honestly Know What Other Analysis (Staff) Would Do to Come Up With Some Other (Utility Rate Study) Recommendation:”³⁸ Either Trustee Morris doesn’t know how to read, or he just doesn’t care. At the Board’s February 6, 2019 meeting I submitted a written statement³⁹ which identified everything that’s wrong with the District’s water and sewer rates, and what the Board needs to do to make those rates, just, reasonable, non-preferential, and non-discriminatory. On the chance Trustee Morris may have forgotten, let me repeat myself.

³⁴ Sewer and solid waste customers are forced to purchase these services from IVGID [see NRS 318.170(1)(b)].

³⁵ Cited with approval by the Nevada Attorney General at A.G.O. 53-231 (February 9, 1953).

³⁶ See Page 75 of The American Water Works Association’s (“AWWA’s”) Manual on Principles of Water Rates, Fees, and Charges, 6th Ed. (“the AWWA Manual”).

³⁷ See page 298 of the AWWA Manual.

³⁸ See 1:29:58-1:30:08 of the 2/6/2019 livestream.

³⁹ See pages 236-267 of the 2/6/2019 Board packet.

1. **Variable Water Charges Should be Eliminated Altogether Because it is Unfair to Charge Approximately 120 Residential Customers a Surcharge For Their Consumption of More Than 20,000 Gallons of Water in a Monthly Billing Period, Yet to *Not* Charge Commercial Customers the Same Surcharge When They Consume Many Times What is Consumed by the Average Residential Customer;**
2. **Alternatively, Variable Water Charges Should be Applied Uniformly to All Customer Classes at the Same Tier 1 and Tier 2 Rates Assessed to Residential Customers;**
3. **Defensible Space Charges Should be Removed From Customers' Water Bills Altogether Inasmuch as They Have Zero to Do With the Cost IVGID Incurs to Provide Water Services;**
4. **The Water Public Service Recreation Exemption Should be Eliminated Altogether Because it Represents an Unreasonable Preference Which Primarily Benefits IVGID – the Entity Which Has Adopted It;**
5. **Variable Sewer Charges Should be Eliminated Altogether Because IVGID Has No Means of Measuring Any Customer's Discharge Into the Public's Sewer System;**
6. **A New Customer Class (IVGID Recreational Venues) Should be Created Which More Fairly Apportions the Public's Costs to This Class of Users;**
7. **Another New Customer Class (Treated Wastewater Users) Should be Created Which More Fairly Apportions the Public's Costs to This Class of Users;**
8. **Commercial Customer's Fixed Water/Sewer Charges Should be Increased Based Upon Their Actual Water Consumption Rather Than the Diameter of Their Water Meters; and,**
9. **Commercial Customer's Water/Sewer CICs Should be Increased Based Upon Their Actual Water Consumption Rather Than the Diameter of Their Water Meters;**
10. **Backflow Prevention Device Inspection/Testing⁴⁰ Fees Should be Reduced to the District's Actual Cost Rather Than as a Profit Center, Compared to Charges Private Business Counterparts Assess; and,**
11. **Designating Sewer CICs Assessed/Collected Expressly For the Effluent Export Pipeline Project, Phase II, as Restricted Reserves.**

Only by making the structural changes suggested, can the Board make its water/sewer rates just, fair, non-discriminatory and non-preferential.

So have I answered your question Trustee Morris? Or are you just so committed to "rubber stamping" the recommendations of staff that you're unwilling to do the right thing?

⁴⁰ Which is mandatory under the sewer ordinance.

Staffs' Proposed Sewer and/or Water Ordinances, and the Rate Schedules Contained Therein, Should be Rejected Because They Fail to Grant Preferred Equity to Local Residents and For This Reason, Are Not in Compliance With Law: "A city's first duty (insofar as public utilities are concerned) is to its own inhabitants who...therefore have a preferred claim to the benefits resulting from public ownership."³⁶ But here we have the exact opposite. At the Board's March 13, 2019 meeting I provided evidence that the Board has granted massive preferences and exemptions *to itself* at the expense of its residential customers⁴¹. If that's the case, how about making we residents priority number one, and IVGID's disproportionate use for its commercial recreational businesses second?

Staffs' Proposed Sewer and/or Water Ordinances, and the Rate Schedules Contained Therein, Fail to Address Sewer Effluent Wastewater and For This Reason, They Should be Rejected Because They Are Not in Compliance With Law: NRS 318.199(1), (5) and (2) instruct that "the (IVGID) board...*shall* establish schedules showing *all* rates, tolls or charges for...sanitary sewer...or...water... services performed or products furnished...(and) adopt...resolution(s) establishing...new or changed rates, tolls, charges, services to be performed or products to be furnished...after public hearing... whenever the board of trustees proposes to change any individual or joint rate, toll, charge, service or product, or any individual or joint practice which will affect any rate, toll, charge, service or product."

As indicated above, recently I have learned that for some period of time IVGID staff have been selling sewer effluent wastewater to at least two private customers; Clear Creek Tahoe (<https://clearcreektahoe.com/>) including Clear Creek Golf Course, and Schneider Ranch in Clear Creek Valley, Carson City. Given NRS 318.140(1)(b) gives the Board the power to "sell any...sewer...product or by-product thereof and acquire the appropriate outlets within or without the district and extend the sewer lines of the district thereto," I have learned that IVGID is selling wastewater to the developers of Clear Creek/their successors/assigns, NRS 318.199 prevents IVGID from adopting or changing wastewater rates, tolls and charges without first providing notice and conducting public hearings, and existing and proposed sewer and water ordinances provide no provisions nor rates therefore, IVGID is in noncompliance. And since it is not in compliance, staff's proposed sewer and water ordinances are flawed.

Read the proposed new water ordinance (see pages 76-126 of the 4/10/2019 Board packet) for yourself. Look at ¶1.04 (see page 82 of the 4/10/2019 Board packet) which defines the public's water system: "the District will furnish a system...used for and useful in obtaining, conserving *and disposing of water* for public and private uses." Is not wastewater a product of the public's water system?

Read the proposed new sewer ordinance (see pages 34-75 of the 4/10/2019 Board packet) for yourself. Look at ¶1.04 (see page 35 of the 4/10/2019 Board packet) which defines the public's sewer system: "the District will furnish a system...used for and useful in the collection, treatment...including *all parts of the enterprise*." Is not wastewater a product of the public's sewer system?

⁴¹ See pages 468-531 of the 4/10/2019 Board packet.

Staffs' Proposed Sewer and/or Water Ordinances, and the Rate Schedules Contained Therein, Should be Rejected Because They Are Unjust and Unreasonable, And For This Reason They Should be Rejected Because They Are Not in Compliance With Law: According to *Springfield Gas & Electric Co. v. City of Springfield*, *supra*, at 126 N.E. 744, just and reasonable public utility rates are those those that are neither preferential, "discriminat(ory nor)...exorbitant" but rather, "simply high enough to produce revenue sufficient to bear all costs of maintenance...operation...interest charges on bonds and...accumulation of a surplus...sufficient to (service) all outstanding bonds." At the Board's March 13, 2019 meeting I submitted a comprehensive written statement which made the case our water and sewer rates are unjust and unreasonable because they grant preferential treatment to commercial users and IVGID in particular⁴¹. I restate and incorporate that March 13, 2019 written statement as though set forth more particularly herein.

Staffs' Proposed Sewer Ordinance, and the Rate Schedules Contained Therein, Should be Rejected Because They Rely Upon Water Usage Rather Than Sewer Effluent Disposal, And For This Reason They Should be Rejected Because They Are Not in Compliance With Law: Not only did I make this argument in that written statement I submitted to the Board at its February 6, 2019 meeting⁴², but it turns out staff has not supported its sewer rate study with industry practices the way it has with industry water practices. On February 12, 2019 I made a public records request for "any written materials used by staff(, similar to the AWWA Manual,) to justify (their) proposed sewer rate" increases. Unbelievably, staffs' February 14, 2019 response was: "there are no public records to provide." Given capital improvement charge ("CIC") sewer rates are created the same way CIC water rates are created⁴³ under the current rate structure, the Board and the public now have evidence that staff have created preferential, disproportional and discriminatory sewer rates which benefit the District's money losing commercially operated recreation business enterprises at the expense of IVGID's residential customers. Moreover, this methodology has been created *out of thin air!*

Conclusion: If the Board doesn't take charge to ensure that local parcel/dwelling unit owners don't pay more than what is necessary to make the public's water and sewer systems for their demands, all its members will be doing is giving GM Pinkerton more money to waste on the garbage he has been wasting it on ever since he came to Incline Village⁴⁴. That's not the purpose of our water

⁴² See pages 236-267 of the 2/6/2019 Board packet. I restate and incorporate that February 6, 2019 written statement as though set forth more particularly herein.

⁴³ In other words, using a CAF system based upon water usage [see page 45 of Ordinance No. 2 {https://www.yourtahoepace.com/uploads/pdf-public-works/Ordinance_2_-_2018_-_Approved_Resolution_1861.pdf} ("the sewer ordinance")].

⁴⁴ Let me provide two examples of that garbage. Do you realize that IVGID spends nearly \$50,000 annually on a lobbyist in Washington, D.C? Do you realize the justification is to obtain federal grants to repair our effluent pipeline when no grant moneys have been generated in more than five years? Do you realize that IVGID spends roughly \$10,000 annually for Chairperson Kendra Wong, GM Pinkerton and either Joe Pomroy or Director of Recreation Indra Winquest to lobby our Congressional representatives for these same federal grants? Or maybe excess federal lands which will expand

and sewer rates. And for those parcel/dwelling unit owners who may be reading this written statement, now you know where your water/sewer rates *really go* because they don't go to pay for the actual costs IVGID incurs to make the public's water and sewer systems available to be used by you.

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

IVGID's footprint and at the same time the subsidies local property owners/water/sewer customers are compelled to pay.

EXHIBIT "A"

of the highway behind a snowbank.

While the scene was hidden from most drivers, the students riding in

was "totally disturbing."

The Tribune was unable to speak with school officials.

April 2, 2019
District C
Prosecutor

NOTICE OF PUBLIC HEARING

IVGID is proposing a sewer and water rate increase, with an average increase on water rates of 4.0% and sewer rates of 4.0%, for a total average utility rate increase of 4.0%; as well as amendments to its Sewer and Water Ordinances (IVGID Ordinance 2 and 4, respectively), including:

The key changes to the Sewer Ordinance #2 are:

- Ordinance language changes include update to the leak relief policy to better account for sewer volume credits and updates to language to comply with plumbing and building codes.
- Exhibit A – New schedule of Sewer Service Charges.
- Exhibit B – New schedule of Connection Charges.
- Exhibit C – New Miscellaneous Fee Schedule.

The key changes to the Water Ordinance #4 are:

- Ordinance language changes include update to the leak relief policy to better account for sewer volume credits and updates to language to comply with plumbing and building codes.
- Exhibit A – New schedule of Water Service Charges.
- Exhibit B – New schedule of Connection Charges.
- Exhibit C – New Miscellaneous Fee Schedule.

Copies of the proposed ordinances are available at 893 Southwood Blvd., 1220 Sweetwater Road, and on our website at: www.yourtahoeplace.com/ivgid/resources/ivgid-ordinances

The public hearing will be held:

Wednesday, April 10, 2019 not earlier than 6:00 pm and as soon thereafter as practicable at The Chateau, 955 Fairway Boulevard, Incline Village, Nevada

The 2019 Rate Study and Presentation, which were presented to the Board of Trustees on January 23, 2019, are available on our website: www.yourtahoeplace.com/public-works/rates-billing/about-rates-billing. The documents detail our rate structure and why the rate increase is being proposed.

If you have comments about the proposed changes to the Sewer or Water Ordinance, please contact us. You may:

Write us a letter: 893 Southwood Boulevard
Incline Village, Nevada 89451

Attn: Utility Ordinance Amendments

Give us a call: (775) 832-1100

Send us a fax: (775) 832-1331

Send us an e-mail: utilityordinancecomments@ivgid.org



EXHIBIT "B"

Request to Remove Agenda Item F(1)(b) [Review, Discuss and Possible Set Water/Sewer Rate Change Public Hearing] From Consent Calendar, and Permit Aaron Katz to Present Water/Sewer Rate Presentation at the Board's Next Meeting to Provide Factual Materials Staff Have Intentionally Omitted

From: "s4s@ix.netcom.com" <s4s@ix.netcom.com>
 To: Wong Kendra Trustee
 Cc: Callicrate Tim Trustee <callicrate_trustee@ivgid.org>, Horan Phil <horan_trustee@ivgid.org>, Dent Matthew <dent_trustee@ivgid.org>, Morris Peter <morris_trustee@ivgid.org>, Herron Susan <Susan_Herron@ivgid.org>
 Subject: Request to Remove Agenda Item F(1)(b) [Review, Discuss and Possible Set Water/Sewer Rate Change Public Hearing] From Consent Calendar, and Permit Aaron Katz to Present Water/Sewer Rate Presentation at the Board's Next Meeting to Provide Factual Materials Staff Have Intentionally Omitted
 Date: Feb 6, 2019 2:14 PM

Dear Chairperson Wong and Other Honorable Members of the IVGID Board:

I ask item F(1)(b) on the Consent Calendar be transferred to the General Business Calendar. Here's why:

1. This item is described as "review, discuss and possibly set the date/time for a Public Hearing to consider proposed water/sewer rate increases. However, as staff know, there can be no discussion of items on the Consent Calendar. If there is to be a discussion, it must take place on the General Business Calendar.
2. Moreover, Policy No. 3.1.0.15 states that "any member of the Board may request the removal of a particular item from the consent calendar and that the matter shall be removed and addressed in the general business section of the meeting." Therefore it only takes one member of the Board.
3. Stated differently, Policy No. 3.1.0.15 states that "a unanimous affirmative vote shall be (required) as a favorable motion and approval of each individual item included on the Consent Calendar." Therefore it only takes one member of the Board to NOT vote in favor of this item being on the Consent Calendar.
4. Have any of you read the AWWA Manual on Principles of Water Rates and Charges upon which staff allegedly rely? Well I have, and I have some additional facts to present to the Board that Mr. Pomroy has been less than forthright in sharing. In other words, he has presented "cherry picked" facts which support his agenda.
5. Have any of you read the AWWA Manual on Principles of Sewer Rates and Charges ("the Manual")? Guess what? THERE IS NO SUCH MANUAL. I don't know upon what Mr. Pomroy relies to support his sewer rate study, but I suspect it's nothing other than his subjective justification.
6. And to add to the unfairness, staff is again ACTIVELY CONCEALING PUBLIC RECORDS which reveal the deficiencies in its rate structure. Without these records, how can the Board possibly understand these deficiencies. The Board needs to step in and force staff to share the truth with the public. Because right now, Mr. Pomroy DOES NOT SPEAK THE ENTIRE TRUTH.
7. As I shared with the Board at its last meeting, there are a number of structural deficiencies in the methodology relied upon by staff in support of its rate study. Mr. he Board and the public need to learn all the facts. And for this reason, I ask I be given the same opportunity to present those facts that Mr. Pomroy was given to cherry pick.
8. "Water rates are considered fair and equitable when each customer class pays the costs allocated to the class and...cross-class subsidies are avoided. While recovery of the full revenue requirement in a fair and equitable manner is a key objective of a utility using a cost-of-service rate making process, it is often not the only objective...Promoti(ng)...fairness in... apportion(ing)...total costs of service among the different rate payers" are also key objectives. So is "avoid(ing)...undue discrimination (subsidies) within...rates." [1].
9. As I pointed out in my written statement to the last meetings' minutes (see pages 459-467 of the Board packet), Diamond Peak uses over 1,500 times the water the median residential customer uses, just for snowmaking. Yet Diamond Peak is not assessed any excess water charges whereas about 120 residential customers are. This is manifestly unfair.
10. Notwithstanding Diamond Peak uses over 1,500 times the water the median residential customer uses, just for snowmaking, Yet it only pays 76.65 times the capital improvement costs the residential customer pays. Given the residential

customer doesn't need the water infrastructure Diamond Peak needs, and he/she actually uses a pittance of the water Diamond Peak does, just on snowmaking, staff's rate structure is manifestly unfair.

11. To eliminate the unfairness staff proposes, here is my list of proposed structural changes that staff don't even talk about:

- I. Eliminate Variable Water Charges Altogether Because it is Unfair to Charge Approximately 120 Residential Customers a Surcharge For Their Consumption of More Than 20,000 Gallons of Water in a Billing Period, Yet to Not Charge Commercial Customers the Same Surcharge When They Consume Many Times That Consumed by the Residential Customer;
- II. Alternatively, Apply Variable Water Charges Uniformly to All Customer Classes at the Same Tier 1 and Tier 2 Rates Assessed Residential Customers;
- III. Eliminate Defensible Space Charges Assigned to Customers' Water Bills as They Have Zero to Do With the Cost IVGID Incurs to Provide Water Services;
- IV. Eliminate the Water Public Service Recreation Exemption Altogether Because it is an Unreasonable Preference Which Primarily Benefits IVGID – the Entity Which Adopts Rates;
- V. Eliminate Variable Sewer Charges Altogether Because IVGID Has No Means of Measuring Any Customer's Discharge Into the Public's Sewer System;
- VI. Create a New Customer Class (IVGID Recreational Venues) Which More Fairly Apportions the Public's Costs to This Class of Users;
- VII. Increase Commercial Customer's Fixed Water/Sewer Charges Based Upon Their Actual Water Consumption Rather Than the Diameter of Their Water Meters; and,
- VIII. Increase Commercial Customer's Water/Sewer CICs Based Upon Their Actual Water Consumption Rather Than the Diameter of Their Water Meters.

12. The Manual makes clear that "a utility is presented with a major challenge when it sets out to select a rate structure that is responsive to the philosophy and objectives of both the utility and its community...The process of selecting the most appropriate rate structure for a particular utility and its customers *is not simple*. (Rather,) the selection is complex because there are so many types of rate structures...Even within a single utility, because of these objectives, each customer class may not use the same rate structure...For these reasons, a 'one size fits all' approach to rate structures may not be appropriate within a utility (like Incline Village/Crystal Bay) that has...diverse...usage patterns." [2] Only "when diverse and competing objectives are well understood and evaluated, (does) a utility ha(ve) the opportunity to design a rate structure that does more than simply recover its costs." [3]

13. I suspect few if any on the Board are sufficiently familiar with staffs' existing rate structure and how it is manifestly unfair. This is another reason why a formal public hearing should not be set and I should be given the opportunity to present facts Mr. Pomroy has intentionally chosen to omit.

14. "Beneficiaries of a service should pay for that service...(Thus) the level of service charges should be related to the cost of providing (that) service...services provided for the benefit of a specific individual, group, or business should not be paid from general utility revenues;" [4] and, "unjust or unreasonable discrimination...renders a rate or charge unreasonable." [5]

15. "Water rates are considered fair and equitable when each customer class pays the costs allocated to the class and... *cross-class subsidies* are avoided. While recovery of the full revenue requirement in a fair and equitable manner is a key objective of a utility using a cost-of-service rate making process, it is often not the only objective...Promoti(ng)...efficient resource use (and)...fairness in...apportion(ing)...total costs of service among the different rate payers" are also key objectives. So is "avoid(ing)...undue discrimination (subsidies) within...rates." [6]

16. "The ideal solution to developing rates for water utility customers is to assign cost responsibility to each individual customer served and to develop rates that reflect that cost. Unfortunately, it is neither economically practical nor often possible...(Notwithstanding,) the cost of providing service can reasonably be determined for groups or classes of customers that have similar water-use characteristics and for special customers having unusual or unique water-use or service requirements. *Rate making endeavors to assign costs to classes of customers in a nondiscriminatory, cost responsive manner so that rates can be designed to closely meet the cost of providing service to such customer classes.*" [7]

17. "It is common for water utilities to have three principal customer classes: (1) residential, (2) commercial, and (3) industrial...*Many systems...have customers with individual water-use characteristics, service requirements, or other factors that differentiate them from other customers with regard to cost responsibility. These customers should have a separate class designation.*" [8] "Irrigation is characterized by the relatively high demands it places on the water system...*Establishment of a separate class designation is warranted* when separate metering for...irrigation is available, as is often the case for...parks, fields, and golf courses...where such loads are significant in the system...The significant demands caused by irrigation can be recognized and reflected in the cost to provide this service." [9] Staff have not created a separate customer class for IVGID's recreational venues. And because those venues place a disproportionate demand on the public's water/sewer systems, they need to be treated differently.

18. "There is often the need to establish a minimum threshold or base level of cost or demand for service against which the costs or demands of larger customers can be measured. *A convenient and readily available parameter for this purpose is the size of the customer's water meter...* There are different methodologies for measuring or computing equivalent ratios for larger meters as compared to a...standard base size meter as equivalent ratios. The two most commonly used ratios in the water rate-making industry are (1) equivalent meter-and-service cost ratios and (2) equivalent meter capacity ratios...Meter capacity ratios...are most often used when estimating potential capacity or demand requirements for customers on the basis of the size of the water meter. The determination of system development charges or impact fees for meters greater than the base size, where potential customer demand is assumed to be proportional to meter size, is an example of the use of meter capacity ratios. Meter capacity ratios may also be appropriate in the design of the service charge portion of the general rate schedule when such charges include some recovery of fixed-capacity related costs or readiness-to-service related costs." [10] This is the type of rate methodology staff utilizes. It is called "Capacity Adjustment Factor" or "CAF."

19. "One of the disadvantages of the meter size approach is that for larger meters, the meter capacity may not be a reasonable indicator for the actual capacity use of the customer...Customer(s) with a larger connection size...may use far more capacity...Some utilities...provide for the ability to review capacity use of customers with larger connections after a specified period of time after which a baseline of historical usage has been established. With this review comes the opportunity to true-up (charges)...based on the baseline consumption data" [11]. IVGID's use of Equivalent Meter Capacity Ratios is manifestly unfair to single family residential customers in general, and IVGID's single family residential customers in particular (because 2/3 are vacation or second homeowners).

20. For all these reasons I ask a date not be set for a public hearing pertaining to changed water/sewer rates, and I be given the opportunity to present material facts omitted by staff.



Thank you for your cooperation. Aaron Katz

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- [1] Page 4 of the Manual.
 - [2] Page 325 of the Manual.
 - [3] Page 91 of the Manual.
 - [4] Page 290 of the Manual.
 - [5] Page 296 of the Manual.
 - [6] Page 4 of the Manual.
 - [7] Page 75 of the Manual.
 - [8] Page 77 of the Manual.
 - [9] Page 76 of the Manual.
 - [10] Pages 323-324 of the Manual.
 - [11] Pages 274-275 of the Manual..

EXHIBIT "C"

RE: Records Request - Agreements Between IVGID and Clear Creek/the Clear Creek Golf Course re Wastewater - Follow Up to in Part Request Suspension of Tonight's Public Hearing re Water/Sewer Rates/Ordinances

From: "s4s@ix.netcom.com" <s4s@ix.netcom.com>
To: Susan_Herron@ivgid.org, "Wong,Kendra"
Cc: Tim Callicrate <tim_callicrate2@ivgid.org>, Matthew Dent <dent_trustee@ivgid.org>, "Horan,Phil" <Horan_Trustee@ivgid.org>, Peter Morris <Peter_Morris@ivgid.org>
Subject: RE: Records Request - Agreements Between IVGID and Clear Creek/the Clear Creek Golf Course re Wastewater - Follow Up to in Part Request Suspension of Tonight's Public Hearing re Water/Sewer Rates/Ordinances
Date: Apr 10, 2019 3:50 PM

As you know Ms. Herron, your response is not in the format required by Nevada's Public Records Act.

You are required to respond "yes" you have a requested public record, or "no" you do not have a requested public record. Here you have done neither. Instead, you want to send another citizen on a "wild goose chase" searching through mounds of records only to learn that the requested public records do not exist.

I never asked to examine minutes of Board of Trustees meetings. I only asked to examine Board resolutions where the agreements in question were formally approved by the Board. And assuming there are NONE, how would I already have in my possession all records asked for in items 3. through 7. and 9? I wouldn't. And I don't. But you know this.

And just because an agreement is entered into on such and such a date, doesn't tell anyone when the agreement was ever approved by the Board, assuming ever. So how would anyone know where to look in the minutes of meetings? But again, you know this

So that we all know the answers to my requests for public records, I HAVE NO RECORD THAT ANY OF THE REFERENCED AGREEMENTS FOR WHICH I ASKED FOR EVIDENCE OF BOARD APPROVAL HAVE EVER BEEN APPROVED BY THE BOARD.

If this statement is error, then I expect you to come forward and tell the Board and the public where it is error. And I also expect you to make available for my examination the records of Board meetings where those agreements were formally approved, if ever.

Moreover, why wouldn't you have already done this? BECAUSE YOU KNOW NO MINUTES OF BOARD APPROVAL EXIST and you want to HIDE the fact they DO NOT EXIST. Classic Susan Herron concealment.

So again I request you either produce the requested records, or respond as the NPRA instructs; there are none.

1. And where are IVGID's requested financial records which evidence the amount of revenue received from Clear Creek as well as Schneider Ranch, on a monthly as well as fiscal year basis, from January 1, 2018 to the present?
2. And where are the requested records which evidence the chart of account number(s) assigned by IVGID for the revenues received from Clear Creek and Schneider Ranch during the above-period?
3. And where are the requested records which evidence the IVGID sub-fund(s) (i.e., water or sewer or something else) in which IVGID assigns revenue received from Clear Creek and Schneider Ranch?
4. And where is the agreement with Harry Schneider for wastewater dated March 25, 1970? Instead of appropriately responding, you have sent me a series of meeting minutes "around that time." But minutes of meetings are not what I requested. I requested the agreement itself. Do you intend to make the agreement itself available for my examination?

BTW, and as you know, none of the minutes you provided reference the Board's approval of the March 25, 1970 agreement. So are you telling me you have no records that the Board ever approved that agreement? Or are you telling me something else and if so what?

13. And with respect to any other IVGID wastewater customers other than Clear Creek and Schneider, where are:

The requested agreements between IVGID and those customers, and if they do not exist, other records evidencing the existence of any agreements (even oral) between those customers and IVGID?

Where are the requested records of Board meetings which evidence Board approval for each such agreement?

14. And to the extent not included in the above-request, where are IVGID's requested financial records which evidence the amount of revenue received from each of these customers, on a monthly as well as fiscal year basis, from January 1, 2018 to the present?

15. And where are the requested records which evidence the chart of account number(s) assigned by IVGID for the revenues received from each of these customers during the above-period?

16. And where are the requested records which evidence the IVGID sub-fund(s) [i.e., water or sewer or whatever else (like wastewater)] in which IVGID assigns revenue received and expenses incurred associated with the wastewater supplied to those customers?

Do you intend to make those records available for my examination? If so when? And if not, why not?

And please included this augmented e-mail string in the packet of materials prepared in anticipation of the next IVGID Board meeting so the public can see what you and I see.

Thank you for your cooperation. Aaron Katz

-----Original Message-----

From: "Herron, Susan"

Sent: Apr 10, 2019 2:14 PM

To: "s4s@ix.netcom.com" , "Wong, Kendra"

Cc: Tim Callicrate , Matthew Dent , "Horan, Phil" , Peter Morris

Subject: RE: Records Request - Agreements Between IVGID and Clear Creek/the Clear Creek Golf Course re Wastewater - Follow Up to in Part Request Suspension of Tonight's Public Hearing re Water/Sewer Rates/Ordinances

Dear Mr. Katz,

The documents you have asked me to provide are Board of Trustees meetings. My records reflect that on August 3, 2017, I provided you all Board minutes from 1/1/2001 to 12/31/2010 and then on August 22, 2017, I provided you all Board minutes from 1/1/2011 to 8/22/2017 therefore you already have in your possession all records asked for in items 3. through 7. and 9. As for 8., attached are the minutes around the requested meeting.

Susan A. Herron, CMC

Executive Assistant/District Clerk/Public Records Officer

Incline Village General Improvement District

893 Southwood Boulevard, Incline Village, NV 89451

P: 775-832-1207

F: 775-832-1122

M: 775-846-6158

sah@ivgid.org

<http://ivgid.org>

From: s4s@ix.netcom.com <s4s@ix.netcom.com>

Sent: Wednesday, April 10, 2019 12:53 PM

To: Wong, Kendra <Kendra_Wong@ivgid.org>

Cc: Herron, Susan <Susan_Herron@ivgid.org>; Tim Callicrate <tim_callicrate2@ivgid.org>; Matthew Dent <dent_trustee@ivgid.org>; Horan, Phil <Horan_Trustee@ivgid.org>; Peter Morris <Peter_Morris@ivgid.org>

Subject: Records Request - Agreements Between IVGID and Clear Creek/the Clear Creek Golf Course re Wastewater - Follow Up to in Part Request Suspension of Tonight's Public Hearing re Water/Sewer Rates/Ordinances

Thank you.

But AGAIN, you have not made requested records available for my examination notwithstanding you have declared that you have completed my records request in its entirety.

Not that I should have to identify where you haven't complied with my records request, I will make an attempt.

1. I asked that you make available for my examination financial records which evidence the amount of revenue received from Clear Creek as well as Schneider Ranch, on a monthly as well as fiscal year basis, from January 1, 2018 to the present. I did not ask for copies of bills to these customers but rather, IVGID's financial records. And you have provided none. I want to examine IVGID's financial records.

2. I asked to examine records which evidence the chart of account number(s) assigned by IVGID for the revenues received from Clear Creek and Schneider Ranch during the above-period. Again you have provided none. I want to examine those records.

3. I asked to examine records which evidence the IVGID sub-fund(s) (i.e., water or sewer or something else) in which IVGID assigns revenue received from Clear Creek and Schneider Ranch. And again you have provided none. I want to examine those records.

And now I am asking the Board to SUSPEND tonight's water/sewer ordinance/rate hearing for the following reasons:

1. Given wastewater is a product or service encompassed within a GID's water and sewer services, and IVGID is proposing amendments to ordinances impacting both, a noticed public hearing is required expressly for wastewater. And here there is NONE.

2. Joe Pomroy's rate study on water and sewer rates made no mention of sales of wastewater. Nor was the Board given the option of regulating those rates. This is a subject Mr. Pomroy was well aware of and his failure was INTENTIONAL. That is grounds enough to stop the process until all the truth comes out.

3. IVGID has apparently entered into a July 1, 2008 agreement with the successors to Clear Creek Ranch. It appears that agreement was NEVER approved by the Board. I am expressly asking Ms. Herron to provide me with written evidence the IVGID Board at the time, approved entrance into that agreement on or about July 9, 2008.

4. Staff apparently approved entrance into an assignment of that agreement sometime afterwards, but effective March 26, 2008. It appears that assignment agreement was NEVER approved by the Board. I am expressly asking Ms. Herron to provide me with written evidence the IVGID Board at the time, approved entrance into that assignment agreement.

5. IVGID has apparently entered into an October 29, 2008 Consent to Collateral Assignment of the above-water agreement. It appears that assignment agreement was NEVER approved by the Board. I am expressly asking Ms. Herron to provide me with written evidence the IVGID Board at the time, approved entrance into that assignment agreement on or about October 29, 2008.

6. IVGID has apparently entered into another assignment agreement of the agreement above-referenced on or about July 23, 2013. What bothers me most about this agreement is that it was entered into by Mr. Pomroy on behalf of the IVGID Board, apparently without Board approval. I am expressly asking Ms. Herron to provide me with written evidence the IVGID Board at the time, approved entrance into this assignment agreement on or about July 23, 2013.

7. Mr. Pomroy has apparently entered into another agreement with the assignees of the subject original written agreement on July 1, 2017. And this one amends water fees without public hearing or Board approval. I am expressly asking Ms. Herron to provide me with written evidence the IVGID Board at the time, approved entrance into this amended agreement on or about July 1, 2017.

8. But it's not just Clear Creek. It's Schneider Ranch as well. Apparently IVGID entered into an agreement with Harry Schneider for wastewater on March 25, 1970. But Ms. Herron has not provided me with a copy. I am expressly asking Ms. Herron make that agreement available for my examination, and that she provide written evidence the IVGID Board at the time, approved entrance into that agreement on or about March 25, 1970.

9. Apparently on September 8, 2016 IVGID entered into a new agreement with the Schneider Family Trust which superseded the original agreement with Harry Schneider. And what's interesting about this agreement is that it was apparently drafted by Jason Guinasso. And what bothers me most about this agreement is that it was entered into by Mr. Pomroy on behalf of the IVGID Board, apparently without Board approval. I am expressly asking Ms. Herron to provide me with written evidence the IVGID Board at the time, approved entrance into this agreement on or about September 8, 2016.

10. Another thing that bothers me greatly about the last agreement is that Jason Guinasso KNEW there could be no such agreement without first coming to the Board and having it notice a public hearing for this purpose. But he didn't. Inadvertent? Intentional? Or are you going to start calling names again Mr. Guinasso?

11. Another thing that bothers me greatly about tonight's meeting is that there's now evidence that at the very least, Mr. Pomroy should have suggested the creating of a new customer class YEARS AGO. But he didn't. In other words, he hid the truth from the Board just the way he hid the truth that the AWWA Manual instructs that when you have a user who consumes considerably more water than other users (here IVGID), you create a new customer class for that user because the rules that apply to the typical residential customer, oftentimes are unfair when applied to the user who consumes considerably more.

12. And remember, unlike the AWWA Manual, staff admits that it has NOT relied on any other industry resources to come up with its proposed sewer rate schedules which disingenuously base sewer rates on the amount of water a user consumes.

For all these reasons we need to stop the process in its tracks RIGHT NOW. We need to get to the truth and get all the facts on the table so that when we do modify our water and sewer ordinances and the rates included therein, they are truly just, reasonable, non-preferential, and non-discriminatory (the "just and reasonable" standard NRS 704.040 mandates).

13. Now back to Ms. Herron. If there are any other IVGID wastewater customers than Clear Creek and Schneider, I would like to examine:

All agreements between IVGID and those customers, and if they do not exist, other records evidencing the existence of any agreements (even oral) between those customers and IVGID. And this request would include evidence of Board approval for each such agreement.

14. And to the extent not included in the above-request, I would like to examine financial records which evidence the amount of revenue received from each of these customers, on a monthly as well as fiscal year basis, from January 1, 2018 to the present.

15. I would also like to examine records which evidence the chart of account number(s) assigned by IVGID for the revenues received from each of these customers during the above-period.

16. I would also like to examine records which evidence the IVGID sub-fund(s) [i.e., water or sewer or whatever else (like wastewater)] in which IVGID assigns revenue received and expenses incurred associated with the wastewater supplied to those customers.

17. I also request Ms. Herron include a copy of this e-mail string and any response from the Board in the packet of materials prepared by staff in preparation for the Board's next meeting.

Thank you for your cooperation. Aaron Katz

-----Original Message-----

>From: "Herron, Susan"

>Sent: Apr 10, 2019 9:23 AM

>To: "s4s@ix.netcom.com"

>Subject: RE: Records Request - Agreements Between IVGID and Clear Creek/the Clear Creek Golf Course

>

>Dear Mr. Katz,

>

>Attached are the contract documents as requested.

>

>Clear Creek is a customer of IVGID and receives a bill similar to yours which we do not release just like upon request, we would not release yours.

>

>This completes your records request in its entirety.

>

>Susan A. Herron, CMC

>Executive Assistant/District Clerk/Public Records Officer

>Incline Village General Improvement District

>893 Southwood Boulevard, Incline Village, NV 89451

>P: 775-832-1207

>F: 775-832-1122

>M: 775-846-6158

>sah@ivgid.org

><http://ivgid.org>

>

>-----Original Message-----

>From: s4s@ix.netcom.com

>Sent: Tuesday, April 02, 2019 12:49 PM

>To: Herron, Susan

>Subject: Records Request - Agreements Between IVGID and Clear Creek/the Clear Creek Golf Course

>

>Another records request.

>

>I would like to examine all agreements and if they do not exist, other records evidencing the existence of any agreements (even oral) between the developers/owners of the Clear Creek and Schneider Ranch and/or Clear Creek real estate development(s), in Douglas County and IVGID, specifically including but not limited to any agreements pertaining to Clear Creek Golf Course's and Schneider Ranch's use of IVGID supplied water and treated waste water.

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Records Request - Agreements Between IVGID and Clear Creek/the Clear Creek Golf Course re Wastewater - Follow Up to in Part Request Suspension of Tonight's Public Hearing re Water/Sewer Rates/Ordinances

From: "s4s@ix.netcom.com" <s4s@ix.netcom.com>
To: Wong Kendra Trustee
Cc: Herron Susan <Susan_Herron@ivgid.org>, Callicrate Tim <tim_callicrate2@ivgid.org>, Dent Matthew <dent_trustee@ivgid.org>, Horan Phil <horan_trustee@ivgid.org>, Morris Peter <morris_trustee@ivgid.org>
Subject: Records Request - Agreements Between IVGID and Clear Creek/the Clear Creek Golf Course re Wastewater - Follow Up to in Part Request Suspension of Tonight's Public Hearing re Water/Sewer Rates/Ordinances
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For all these reasons we need to stop the process in its tracks RIGHT NOW. We need to get to the truth and get all the facts on the table so that when we do modify our water and sewer ordinances and the rates included therein, they are truly just, reasonable, non-preferential, and non-discriminatory (the "just and reasonable" standard NRS 704.040 mandates).

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Thank you for your cooperation. Aaron Katz

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>Sent: Apr 10, 2019 9:23 AM

>To: "s4s@ix.netcom.com"

>Subject: RE: Records Request - Agreements Between IVGID and Clear Creek/the Clear Creek Golf Course

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>Dear Mr. Katz,

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>893 Southwood Boulevard, Incline Village, NV 89451
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>Thank you for your cooperation. Aaron Katz

**WRITTEN STATEMENT TO BE INCLUDED IN THE WRITTEN MINUTES OF THIS
APRIL 10, 2019 REGULAR IVGID BOARD MEETING – AGENDA ITEM H(3)
– USE OF PUNCH CARDS FOR SPECIAL PROMOTIONS AT THE
MOUNTAIN GOLF COURSE AND TENNIS CENTER**

Introduction: Here staff are proposing selective promotional use of punch cards at the Mountain Golf course and Tennis Center. Because this proposal does not extend to all of the District’s recreational facilities, and does not apply to all the services offered thereat, and because it modifies Ordinance No. 7¹ which can only be modified after thirty (30) days’ notice and public hearing², I object. And that’s the purpose of this written statement.

What Are Punch Cards? To those new to our community, listen to what the District’s Director of Finance tells us punch cards are: “each eligible parcel that pays the Recreation Facility Fee (‘RFF’) can have five cards issued in the form of picture passes...and/or punch cards...A punch card holder receives the opportunity, at designated venues, to reduce their user fees from the Rack Rate to the Picture Passholder (‘PPH’) Rate, as a form of payment.”³

Ordinance No. 7 Establishes the Rules Applicable to Punch Cards: Ordinance No. 7 is labeled “an ordinance establishing rates, rules and regulations for recreation passes and punch cards.” Those rules and regulations are set forth at Article VII, ¶¶54-59 of Ordinance No. 7⁴.

The Cardholder’s Use of a Punch Card to Reduce the User Fee Assessed at “District-Owned Golf...and Tennis Facilities” in Particular: ¶54 of Ordinance No. 7 describes the recreation privileges available to punch card holders. Specifically, “a Recreation Punch Card provides the cardholder with a face value of recreation privileges, determined by the Board⁵, which may be applied toward:

- a. *The difference between the resident rate and the guest rate for daily beach access, daily boat and jet ski launching;*
- b. *The difference between the resident rate and the retail or nonresident rate for daily access to the District-owned golf, ski, recreation center, and tennis facilities; and,*

¹ Go to https://www.yourtahoeplace.com/uploads/pdf-ivgid/rec_ordinance_7_1998.pdf.

² See pages 381-390 of the packet of materials prepared by staff in anticipation of the Board’s April 10, 2019 meeting [“the 4/10/2019 Board packet” (https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT_Packet_Regular_4-10-19.pdf)]. This is an example of the type of process the District needs to adhere to before making modifications to punch card use.

³ See page 10 at https://www.yourtahoeplace.com/uploads/pdf-ivgid/IVGID_Annual_Budget_FY2018-19_03122019.pdf.

⁴ See pages 10-11 of Ordinance No. 7.

⁵ Currently \$166.

c. *The difference between the resident rate and the retail or nonresident rate for any other recreation use fee or rental fee as may be determined by the Board.*"

The commonality of all three provisions is *"the difference between the resident rate and..."*

This Agenda Item is Proposing Recreation Privileges For Punch Card Holders Far Beyond Those Permitted by ¶54 of Ordinance No. 7: Rather, it is proposing there be some *reduction from the resident rate*. Staff's proposal **is in conflict with Ordinance No. 7**. Listen to pages 283-284 of the 4/10/2019 Board packet:

"This proposed...promotion permits...punch card" holders, expressly *including* RESIDENT holders, "to purchase a Mountain Course Pass" and/or a "Tennis Membership Pass" using their punch cards' remaining value calculated at \$0.35 on the dollar. In other words, "that value can be used towards the purchase of a Mountain Course All You Can Play Season" or a "Tennis Membership Pass."

Moreover, nothing in staff's proposed promotion limits a punch card holder to the number of cards he/she may use to reduce the resident rate on Mountain Course and Tennis Membership Passes. Since ¶56 of Ordinance No. 7 instructs that because "punch cards are issued against...parcel(s) and are transferable *to anyone*," nothing stops parcel owners with punch cards having a remaining value from transferring them to anyone. And if that "anyone" bundles multiple punch cards together, does the Board and the public see how the promotion can so easily be abused? And if so, does anyone care because obviously, *staff do not*?

The Rules Applicable to Punch Cards *Cannot* be Modified Absent Formally Amending Ordinance No. 7: At ¶72 of Ordinance No. 7's rules⁶, we see that "the recreation privileges issued under this ordinance *shall (only)* be modified by...amendment...to this ordinance...adopted by the Board."

The Way the Board Amends Ordinance No. 7 is By Resolution Adopted After Public Hearings Preceded by Thirty (30) Days' Notice: NRS 318.199(2) mandates⁷ that "whenever the board of trustees proposes to change any individual or joint rate, toll, charge, service or product, *or any individual or joint practice which will affect any (such) rate, toll, charge, service or product*, the board of trustees *shall* hold public hearings after 30 days' notice has been given to all users of the service or product within the district." Does this agenda item propose "chang(ing)...an...individual or joint

⁶ See page 14 of Ordinance No. 7.

⁷ See ¶2 at page 12 of the packet of materials prepared by staff in anticipation of the Board's February 6, 2019 meeting [https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT_Packet_Regular_2-6-19.pdf ("the 2/6/2019 Board packet")].

practice which will affect any rate, toll, charge, service or product?" Have staff scheduled "public hearings after 30 days' notice?" If not, *why is this agenda item even before the Board?*

Independent of Staff's Proposed Violation of NRS 318.199(2) and Ordinance No. 7, I Object to the Proposed Promotion's Non-Uniform Application: In other words, the proposed promotion should apply uniformly to all of the District's recreational venues as well as the services offered thereat, or it should apply to *NONE*. This parsing out of benefits to limited special interest groups, rather than all PPHs and punch card holders as a whole, *simply must end*. The reason being that it creates a segment of our population which is patently or latently beholden to Indra Winqest and his team.

I Object to Staff Using the Public's Money-Losing Recreational Facilities as a Tool to Advance Their Personal Agendas of Justification For Their Own Over Compensated and Over Benefited Public Jobs: Don't you remember this occurred when former Diamond Peak venue manager Brad Wilson sent out an e-mail encouraging targeted members of the community beholden to him to show up at a Board meeting to voice their support for the Diamond Peak Master Plan ("DPMP")? What about when Shane Goodard, under the direction of Indra Winqest, sent out a similar e-mail encouraging targeted members of the community beholden to him and Indra to show up at a Board meeting and voice their support for a new contract between IVGID and the Diamond Peak Ski & Education Foundation ("DPSEF")? And what about when Indra himself sent out a similar e-mail asking parents to show up at a Board meeting, with their children, dressed in sports uniforms no less, to voice their support for the continuation of the current 100 or more money-losing programs marketed through the Recreation Center? Or when he sent out a similar e-mail asking the handful of residents in our community who ever use the Tennis Facility to show up at a Board meeting and voice their support for the expenditure of \$700,000 or more in Tennis Center improvements?

Conclusion: And this is what we have here. Throw the Mountain Course golfers and Tennis Center users "a bone" which comes at the expense of the rest of us (the Championship golfers were thrown this bone decades ago) so when the public's support is necessary⁸, our un-elected staff will be able to "cash in their chips." I keep hearing how professional and knowledgeable our wonderful senior staff are. Well if they were, don't you think they would be adhering to Board policy? Now that you know the complete picture, are you the reader convinced staff is adhering to Board policy by proposing this agenda item? Do you the reader understand how this and so many other staff initiatives end up costing all local property owners⁹ because whenever there is a reduction in budgeted revenues, the shortfall ends up getting subsidized by the RFF all of us pay?

⁸ Such as when we elect trustees and staff covet candidates like Trustees Horan, Morris and Wong who will "keep the gravy flowing."

⁹ Because staff deceitfully, incompletely and misleadingly report the public's financials, there is no way the Board and the public know if promotions such as these actually increase or decrease revenues. For instance, how many passes were sold at the Mountain Course for the 2017 season (before this promotion was introduced) which were less than "All You Can Play Season" passes, and what was the revenue realized? Similarly, how many "All You Can Play Season" passes were sold, and

You Board members can stick your collective heads in the sand and pretend you don't know what's going on around you. But how about doing your job instead by admonishing staff for having proposed such an irresponsible agenda item which intentionally discriminates against the resident users of the public's recreational facilities, and does not comply with Board policy?

And to those who may be reading this written statement and asking where their RFF/BFF really go, now I've provided more answers.

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

what was the revenue realized? Now compare these answers to the same questions for last season at the Mountain Course (when this promotion was introduced). And when answering these questions for last season, make sure you deduct the value of the punch card credits redeemed. I predict that you will discover that we've generated no additional revenue as a result of this exercise. In fact, I predict that once you factor in the allocated staff and other costs associated therewith, you will discover that we've actually lost money! Care to prove me wrong Mr. Pinkerton?

IVGID Board Presentation: Wednesday, April 10, 2019

Madame Chair, members of the Board, Mr. Pinkerton, and IVGID Staff:

Good Evening, my name is Claudia Andersen. I am the CEO of the Parasol Tahoe Community Foundation and I have had the privilege of working at the community foundation for more than 13 years. I want to thank you for making room on your very busy agenda tonight for me to speak with you regarding our annual usage report for the Donald W. Reynolds Community Non-Profit Center, affectionately know as the DWR Center.

The DWR Center has been open for over 16 years now. And this report represents our 18th annual report submitted to the IVGID Board. Since our operation of the DWR Center has not changed over the years, much of this report will be very familiar.

The purpose of the DWR Center is to provide an economical and collaborative environment for non-profit organizations. And every square inch of the center is dedicated to that non-profit purpose.

In fact, Parasol has steadfastly adhered to that original purpose and has operated the DWR Center as an innovative grant program since opening in 2002. DWR Center grants provide non-profit organizations with furnished office space, secure storage space and access to professional meeting rooms and event space. Operational support through the DWR Center Grant Program, which now totals more than \$10.5M, has allowed local organizations to focus their fundraising efforts on supporting people and programs and therefore has increased the quantity and quality of services available in our community. In partnership with our non-profit community, the DWR Center has always been, and continues to be, completely dedicated to public benefit.

Here are few quick facts regarding DWR Center usage during calendar year 2018:

- 10 non-profit organizations, 11 including Parasol, called the DWR Center home
- 19 non-profit organizations utilized the benefit of secure storage space
- 45 non-profit organizations used meeting rooms and event space for regularly scheduled meetings – such as board, staff, committee and donor meetings – as well as other events, trainings and workshops.
- Additionally, Parasol took advantage of advancement in technologies and upgraded its audio-visual equipment in the three main meeting rooms. This made using the technology simple, resulting in a better user experience.

As important as the DWR Center is to our work and our community, it represents only 6% of our total grantmaking – which rose to \$66.5M in

2018. Last year alone, through the generosity of our donors, Parasol awarded \$5.8M in grants to support charitable cause; double the amount awarded in 2017. Charitable causes supported were in the areas of Arts, Culture & Heritage; Community Support & Engagement; Education & Youth Development; Environment; and Social Services.

Included in that grant funding, through Parasol's Community Fund, we provided the remaining funding needed to complete the Alert Tahoe fire camera system. The installation of the last two fire cameras is scheduled for June which means that, this summer, the entire Tahoe Basin will now benefit from early fire detection and fire fighters will be provided with valuable and complete information when determining resource deployment should a fire strike. Parasol also established a fire camera maintenance fund, helping to ensure that these cameras will stay operational far into the future. With the threat of wildfire being a true danger here at Tahoe, Parasol is committed to helping to keep our community safe.

On another note, in 2018, Parasol once again received the highest possible rating from Charity Navigator, America's largest charity evaluator. In their award letter they state, and I quote: "We are proud to announce Parasol Tahoe Community Foundation has earned our seventh consecutive 4-star rating. This is our highest possible rating and indicates that your organization adheres to sector best practices and executes its mission in a financially efficient way. Attaining a 4-star rating verifies that Parasol Tahoe Community Foundation exceeds industry standards and outperforms most charities in your area of work. Only 5% of the charities we evaluate have received at least 7 consecutive 4-star evaluations, indicating that Parasol Tahoe Community Foundation outperforms most other charities in America. This exceptional designation from Charity Navigator sets Parasol Tahoe Community Foundation apart from its peers and demonstrates to the public its trustworthiness."

Also, in 2018, the Parasol Tahoe Community Foundation was once again accredited by the Community Foundations National Standards Board which represents Parasol's, and I quote: "commitment to go above and beyond federal and state law requirements to demonstrate accountability and excellence to communities, policymakers, and the public."

At Parasol, we are proud of these independent endorsements, and believe they confirm our commitment to financial and operational excellence as well as our dedication to the community.

Before I wrap up I want to mention the two funds we hold that support the DWR Center: The Carla Hanson Memorial Endowment Fund, our operating endowment, had an approximate balance of \$8.7M as of December 31, 2018. And our Capital Replacement Fund, dedicated to building maintenance and repair, had an approximate balance of \$2.3M as of December 31, 2018. These are not finalized audit numbers. Our

2018 audited financial statements and Form 990 tax filing are scheduled to be available to the public next month and, as always, will be submitted to the IVGID Board of Trustees and posted on our website as soon as these documents are approved by our Board of Directors at their May meeting. Please note that Parasol has always been prompt in filing these documents and will have them available on or before the legally required filing date of May 15th.

On behalf of everyone at The Parasol Tahoe Community Foundation – our Board, our Staff, our Donors and our Grantees - I want to thank you, the IVGID Board of Trustees and your Staff, for your ongoing support and friendship in our efforts to strengthen the community we mutually serve.

Thank you for your time.

MINUTES

REGULAR MEETING OF MAY 1, 2019 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 Chairwoman Kendra Wong on Wednesday, May 1, 2019 at 6:00 p.m. at the Chateau located at 955 Fairway Boulevard, Incline Village, Nevada.

RECOGNITION OF INCLINE HIGH SCHOOL BASKETBALL TEAMS (BOYS AND GIRLS) AND THEIR COACHES

Chairwoman Wong thanked all the basketball players for all their involvement in a variety of programs and thanked them for being such great athletes. Coach Indra Winquest then brought up the Girls' Basketball Team followed by Coach Tim Kelly who brought up the Boys' Basketball Team. The audience showed their appreciation to each team with a thunderous round of applause.

A. PLEDGE OF ALLEGIANCE*

The pledge of allegiance was recited.

B. ROLL CALL OF THE IVGID BOARD OF TRUSTEES*

On roll call, present were Trustees Tim Callicrate, Matthew Dent, Phil Horan, Peter Morris, and Kendra Wong.

Also present were District Staff Members Director of Finance Gerry Eick, Director of Public Works Joe Pomroy, Director of Human Resources Dee Carey, and Director of Parks and Recreation Indra Winquest.

Members of the public present were Pete Todoroff, Wayne Ford, Steve Dolan, Kaye Shackford, Mike Menath, Lisa Menath, Aaron Katz, Judith Miller, Denise Davis, Mike Abel, Lynette Cardinale, Tom Cardinale, Sara Schmitz, and others.

(33 individuals in attendance at the start of the meeting which includes Trustees, Staff, and members of the public.)

C. PUBLIC HEARING (TIME CERTAIN FOR 6 P.M.) – Medium-Term Installment Purchase plans for fairway mower for the Championship Golf Course (\$92,000), golf carts for the Mountain Golf Course

(\$288,000), and snow cat for Diamond Peak Ski Resort (\$390,000) and general contingency of \$30,000 in the total amount of \$800,000

Trustee Horan made a motion to open the public hearing. Trustee Morris seconded the motion. Chairwoman Wong called the question and the motion was passed unanimously.

Chairwoman Wong asked Staff if the District had complied with the public notice; Director of Finance Eick confirmed compliance with public noticing.

Director of Finance Eick gave an overview of the subject matter and submitted five written comments to be attached to the minutes.

Chairwoman Wong reminded the public that the comments should be related to the topic of the public hearing and that the public comment rules apply to this hearing.

Aaron Katz said that he opposes this proposal as the District has thirteen million dollars in the fund balance so the cash is there. The District doesn't need to buy this equipment as the plow is one hundred thousand dollars less without GPS and we can't afford the one hundred thousand dollars for the GPS. The costs to maintain are going to be miniscule so we can afford to keep it for another five years. All the capital projects total between one hundred and one hundred and ten thousand dollars and then there is the undisclosed Staff costs. Go to the property owners and ask them what they think. Next, and this is specifically to Trustee Morris, you said we need to increase the Recreation Fee by ninety five dollars; so increase the Recreation Fee and do so by two hundred and fifty dollars to three hundred dollars as there is no way we can afford this without that raise and do so if you want to hear the outcry. He truly hopes that two Board members vote no because then you have a choice either raise the Recreation Fee or go home; he has a written statement.

Judith Miller said in the March 18, 2019 Board packet, Staff explained how we have been accumulating millions of dollars over and above what is required of a minimum fund balance to be used for legacy projects yet this 5-year capital plan includes millions for the Diamond Peak Master Plan which is yet unapproved for expenditures. From time to time or from the time the Board first accepted the Diamond Peak Master Plan the concept was that Phases 1 and 1B were to be funded by bonds not by smoothing so there is no reason to borrow or lease in the coming fiscal year. We have more than enough resources to pay for all of the capital projects in the 2019/2020 budget. Furthermore, we have not yet even

begun the task of prioritizing the myriad of projects and plans. Now that we have this huge array of projects before us, with the combined price tag in excess of one hundred million dollars it is ridiculous to worry about spending eight hundred thousand dollars in fund balance. There needs to be a very organized and informed approach to prioritization since IVGID now consumes most of the Rec Fee on increased operational costs and repair/replacement of existing assets and we recognize that any new amenity or expansion of an existing amenity will likely result in an increase in the Recreation Fee. Although tourists have an interest in which projects are selected, the ultimate decision should rest entirely with the property owners who pay the fee. Recreation Fee payers as the renters realize that any increase in the Rec Fees will have to be passed along to them in the form of higher rents. Interest in this proposed items is a waste of our money and she objects. Also, since she has a little time, she is so looking forward to the opening of the Championship Golf Course and she wishes that the basketball team had been next week as she is beginning to understand why so many people will come in here with drinks. Staff presentations are so filled with propaganda about how wonderful their venues are doing and how happy we ought to be that the Rec Fee doesn't go up yet or down ever; it is enough to drive one to drink. And let's make sure we bring lots of salty snacks such as the popcorn and the chips so we sell plenty of booze and cut our losses on catering but seriously you don't have to wait for a new IVGID Code to prohibit alcohol at IVGID Board meetings. These are supposed to be business meetings not cocktail parties. IVGID is a government agency and not a homeowners association. If you want to create a respectful environment start by banning alcohol at this meeting. Please ask the sign shop to make a sign – no alcoholic beverages during Board meetings as it really wouldn't cost a lot and she thinks it would go a long ways to improving the perception of meetings.

Mike Abel read from a prepared statement which is attached hereto.

Tony Lillos thanked the Board for the opportunity to make public comment and thanked the Board for its service. We live in an incredible place and thank you for your dedication. Your service is evidenced by the conversation on complex topics. If I took a survey, everyone carries some level of debt. We have a variety of people and all have some level of debt thus this is the right thing to do. Unhealthy debt is wrong but to have no debt is going the other way. Why burn short term cash when you can finance over the long term. It is irresponsible to use cash this way. Why are we suffocating IVGID? Don't lose sight of the place that we live in. He loves Incline and thanks the Board for handling this; this one isn't complex – do responsible debt.

Sara Schmitz said that she just wanted to read a letter that was sent to each of the Trustees and that was signed by eighteen individuals; she will provide a copy of this letter. On a similar note, some of you know that she has tried to obtain information about investment accounts. They are supposed to be reviewed openly at a quarterly meeting and she has never seen them at this meeting as they are marked confidential and privileged. Her question is are they performing at a higher rate than this is. Please look at the rate of return on your investments as she is not sure any of the Board have an idea what our rates of return is.

Hearing no further public comments, Chairwoman Wong asked for a motion to close the public hearing. Trustee Horan made a motion to close the public hearing. Trustee Morris seconded the motion. Chairwoman Wong called the question – the motion was passed unanimously.

D. PUBLIC COMMENTS*

Lynette Cardinale thanked the Board and then read to them from the McClatchy report which was about Kings Beach and its susceptibility to wildfires. Ms. Cardinale said that she is bringing this to the Board's attention because we are right next door and we are a very heavily visited place even though it has been said that we are not a destination place, we are. This is a very serious issue and there was a unanimous vote on signage that said "no smoking" on our beaches and if we don't respect ourselves then no one else will. There is so much trash and cigarette butts; the community has voted but it hasn't been applied and it needs to be done. If you can do no dogs, you can do no cigarettes. To say thank you for not smoking is like telling someone they are a little bit pregnant. There is no teeth in what we currently have so she is imploring this Board to think about this and the area that is right next door.

Judith Miller read from a submitted written statement which is attached hereto.

Aaron Katz said he wanted to speak about the Community Services Master Plan. It is an absolute waste to go down this road as the District can't afford any of this. You have spent \$425,000 when you include everything and the Staff time has cost us a fortune. This shows two hundred million dollars over five, seven or ten years – where is that money going to come from as you can't do it without increasing the Recreation Fee. Surveys – do you want this bright new Jaguar in your driveway? They are done all in a vacuum and never, never, never do you ask people that this is going to result in an increase in the Recreation Fee of X. You never do that because you are afraid of the results and you are afraid of the truth. You shouldn't

be here if you are not for the truth. He is requesting that this Board not receive this plan as it is a precursor to adoption and once that happen, when you accept it, Staff will do the pre-design and you will be in for another \$250,000 so you will have put in \$1.25 million dollars and you can't waste that so you will move forward. He knows the MO of Staff to kill it now. Mr. Katz concluded by stating he has a written statement to submit.

Mike Abel said there are red flags all over - major turnover in the IVGID senior staff. When Pinkerton arrived in 2014, IVGID had 14 senior staff positions. The outside attorney reported to the Board of Trustees and the organization chart had been constant for many years. So as all thing go, when your Board of Trustees are out to lunch, senior staff positions began to grow, with 20 positions in 2016, then 23 positions in 2017, and currently 25 positions effective July 1, 2019. At the same time the outside attorney no longer reports to the Board of Trustees and in fact all senior staff positions now report to the outside attorney. Over the past year, the Director of Asset Management, the Director of Community Services, the Director of Golf, the Principal Engineer, the Communications Coordinator, the head of Caterings and the Mountain Course Golf pro have all abandoned the ship. Pinkerton decided he needs an assistant manager and got one. The new Director of Golf is now in charge of IVGID's entire marketing and food and beverage operations. He came from Florida with a stopover in Houston. The majority of marketing is for Diamond Peak so it is only "natural" to have a golf pro be in charge. Information Technology, which was a senior position, now reports to the Director of Human Resources. So what's going on? Do not know for sure, but turnover in high salaried jobs should be a cause of concern. After all, who likes working for an attorney?

Pete Todoroff said that today is a special day as he has been here for thirty nine years. Washoe County's Eric Young contacted him about the Community Area Plan and he would like to know where we are as he has no idea where we are. He has heard that TRPA rejected it in its entirety so he would like to know that information. The community is having a parking problem without the bike trail and he would like to know what Washoe County is doing. The residents in Mill Creek and at the end of Lakeshore have a problem; he would like to get the answers to these questions.

E. APPROVAL OF AGENDA (for possible action)

Chairwoman Wong asked for any changes to the agenda. Trustee Callicrate asked that the Consent Calendar item be moved to the first item of General Business.

Chairwoman Wong asked for any further changes; hearing none, approved the agenda as amended.

F. REPORTS TO THE BOARD OF TRUSTEES*

F.1. Washoe County Update from Washoe County's Assistant County Manager Dave Solaro

Washoe County Assistant County Manager Dave Solaro said that he appreciates the ability to speak. The Community Area Plan was presented to the Citizen Advisory Board and a resolution was adopted to move forward to initiate the area plan process. It has to be brought back within one hundred and eighty days and Washoe County has hired a consultant to do the environmental work. There will be an opportunity, beginning on May 3, for the public to review and noted that it has taken awhile to get to here. TRPA does want it done a certain way and Washoe County is working hand in hand with TRPA. Once the environmental review has been finalized, it will go back to the Citizen Advisory Board and then Washoe County will want to get on this Board's agenda followed by TRPA Staff review. Refinement will occur with final editing thereafter. There is then a period of public review, then it goes to the Planning Commission, then to the Washoe County Commissioners, and finally to TRPA; Washoe County is targeting the July 2 Planning Commission meeting for presentation.

Trustee Morris said with all the work that has to be done do you think that schedule will happen. Mr. Solaro said it does have to have two hearings at the Washoe County Commission and then get into TRPA's hand in September. It is fairly aggressive but he has two full time Staff members working on it and now we understand the format and graphics. Our GIS Department is working on new maps and we hope to have it on the website by the end of this week. Trustee Morris said so it sounds like it is late Fall when it will go to TRPA who has to bless it; is that the final step and when do you realistically think the plan will be adopted. Mr. Solaro said that is up to TRPA and that he doesn't know what their time frame is. He has been working with TRPA to get a favorable review.

Chairwoman Wong asked if, after July 2, will community members have a chance to provide comment. Mr. Solaro said on July 2 it will go to the Planning Commission and at every public meeting, community members have the ability to weigh in. On May 3, the public review and comments will go to the Planning Commission.

Trustee Horan said when it comes back to the Citizen Advisory Board will the focus be on public comment. Mr. Solaro said yes as it goes back to the Citizen Advisory Board before it goes to the Planning Commission and then Washoe County will give a presentation to the IVGID Board; the next Citizen Advisory Board meeting is May 6.

Mr. Solaro said that the Staff from IVGID has been great to work with in permitting the fireworks show. Red, White and Tahoe Blue is not hosting the community events this year and all the permits are in place. Some will go before the Board of Adjustments on June 6 to finalize the larger events. On May 28, there will be a public hearing for the fireworks show and everything is on track with all the pieces being in place to not have any of the drama that we experienced last year.

Mr. Solaro said that the Incline Community Center has been received very well and stated that it is open Monday, Wednesday, and Friday with limited hours and that volunteers are manning the facility. The facility sees between fifteen and twenty people with a variety of use. Later this summer, it will be used for immunization and a blood pressure clinic. Chairwoman Wong asked if this was a partnership with the local hospital. Mr. Solaro said yes that he believes so.

Trustee Horan asked who was doing the programming. Mr. Solaro said that Washoe County's Human Services along with the library in a partnership. Trustee Horan asked if it was being coordinated with Senior Services. Mr. Solaro said yes and that he would look into the coordination with IVGID's Senior Services.

Mr. Solaro said that he had a chance to speak with the Sheriff and we have Commander Barboza in Incline Village and that the best way to get ahold of her is via e-mail – sbarboza@washoecounty.us. Trustee Horan asked if the Nevada Highway Patrol still had someone up here; Mr. Solaro said yes, they do.

Mr. Solaro said that Washoe County is working on post winter clean up and that the sign crews are busy working through the re-manufacturing of street signs and getting ready for the spring run-up. We do ask for citizens' help and they can report matters to the Longley office. Mr. Solaro then gave a shout out to the Washoe County Roads Crew who, especially in January, did a very good job of keeping up with snow removal. Their main focus is on

the traveling public and thanked the citizenry for their patience and noted that Washoe County does have a priority system which he verbally reviewed.

Trustee Morris asked what the plan was for fixing all the winter damage i.e. potholes, etc. Mr. Solaro said that cold patches are being applied to Washoe County roads and noted that the State has a real issue on Mt. Rose and State Route 28 but that hasn't spoken with them but does understand there is a concern. He will try and get a plan from the Nevada Department of Transportation and get that sent up through the District General Manager. Trustee Morris said that he appreciates that information and that coupled with that, there has been quite a bit of damage by the snowplows to the road curbs, etc. and is wondering if that will be taken care at the same time. Mr. Solaro said yes, it will be done at the same time. Trustee Morris said he has noticed some new yellow striping and asked about the white striping. Mr. Solaro said that will be taken care of and that Washoe County Staff is assessing it right now and then will get ready to fulfill those work orders.

Mr. Solaro said that the Washoe County Commissioners has given Staff the authority to work on short term rentals (STRs) and Staff is trying to understand the best practices and will be kicking that off shortly and working full steam ahead. Washoe County is working on a consultant agreement to identify the quantity in this area and then will be working through that process and reaching out to stakeholders. We need to identify the long term problems as in an earlier meeting today, which was about trash, etc., it is about changing behavior so we are going to work through that process as we are hoping to work on an ordinance that will work for all.

Mr. Solaro said that Washoe County is very concerned with what is going to occur with the opening of the bike path because we have an issue with parking. There are ninety spaces associated with the first piece and that one of the issues we face with Washoe County is the right of way and that this is how we deal with some of the parking is to use that right of way. It is a big issue up here and the reality, up here, is that street parking is what we have. Washoe County is working with the Tahoe Transportation District to try and identify a long term, sustainable parking solution. Parking is just an issue up here and Staff is reviewing best practices for parking ordinances and are trying to keep it specific to Incline Village. There is a fear but we need the data and that this first summer use will be used as a testing time and he knows that there will be problems in some of the neighborhoods. Staff wants to make thoughtful decisions especially up here. We are also looking at boat

parking and working through that as that requires a change to the Washoe County code. He knows that this is not what the Board and community wanted to hear but Washoe County doesn't have enough data to make good decisions and we would hate to go too far and cause a different problem therefore we are asking for patience.

Trustee Horan said that it is an interesting problem and it sounds like, given the pace, that we will not be seeing anything change this summer as we are already in May. Mr. Solaro said that Washoe County may be able to change a few things and that they are working with the Sheriff about illegal parking and how we are going to get through this summer. Trustee Horan said it would be helpful if Washoe County would come forward with a statement by June and what can be done and enforced so that we can tell people what has been done to help. Mr. Solaro said absolutely and that he is looking forward to developing a handout that can be distributed.

Trustee Morris asked if roadway parking will be prohibited from Tunnel Creek to well past Sand Harbor. Mr. Solaro said that he thought there were a couple of pull outs and noted that it is more restrictive. Trustee Morris asked if it was well signed; Mr. Solaro said yes.

Chairwoman Wong asked about the status of the Incline Way footpath. Mr. Solaro said he is trying to get information on that project as they are down Staff and a lot of his resources have gone to Swan Lake. While it is on his task list, it is not the most pressing item but he will commit to getting the information to the District General Manager.

Chairwoman Wong asked the proposed cellular tower and what other avenues our community members have to voice their opinions or is it done. Mr. Solaro said that there are two proposed cellular towers and that one has gone through the Board of Adjustments and it was appealed. Staff is still trying to determine which meeting it will go before the Washoe County Commissioners which is an opportunity to speak. There is a Federal guideline and Washoe County requires a special use permit however there is a question about the legality of doing that so Staff is working through that issue. There will be one more opportunity that will be noticed and he thinks that is for May 28; the other cellular tower is at Tunnel Creek.

Trustee Horan said that the noticing requirements have been criticized and he knows that they are set by regulation to go out so many feet and asked when it goes out a little further and if there was no ability to adapt and get

public comment as Washoe County ought to take a look at that as it has been a challenge all along. Mr. Solaro said that Staff follows the law on noticing and that there are two schools of thought because when you try and expand the question becomes where do you stop. With the Citizen Advisory Board, it is another way to notice these items and noted that this debate has been going on for a long time. There are lots of different thoughts about noticing and that we must be mindful of appropriateness. Trustee Horan asked if the rules were Washoe County rules or others. Mr. Solaro said it is within State law and transferred to our development; we have to get at least thirty property owners.

Chairwoman Wong thanked Mr. Solaro for his time and his report and the Board and the community appreciates it.

At 7:20 p.m., Chairwoman Wong called for a break; at 7:35 p.m. the Board reconvened.

F.2. Federal Legislative Advocacy Report from Federal Legislative Advocate Marcus G. Faust, P.C.

Marcus Faust recognized and thanked Olivia Sanford for her work. Mr. Faust said that the Legislative process is torturous and in an election year, very little gets done. He understands the general frustration with the lack of speed that Congress does its work. Incline Village generally receives its funding through a two-step process - Congress authorizes funds and then, on an annual basis, there is an appropriation process to get Federal monies. Our efforts have been successful as the U.S. Army Corps of Engineers (USACE) has given us \$15.5 million dollars for our export project. Congress is no longer able to earmark specific funding thus there is a new strategy and a new approach. IVGID did receive money, six million dollars, for environmental work which was matched by two million dollars from the State of Nevada. We stay in close contact with the USACE as well as Congressman Amodei who we hosted here at IVGID. IVGID has also received United States Forest Service (USFS) funding which comes from a variety of sources with most of it coming from the Lake Tahoe Restoration Act (LTRA) which is now expired and all funds have been expended. In the 115th Congress, we were able to resurrect this Act and we did it because we cooperated with the State of California. There is four hundred and fifteen million dollars that has been authorized for additional monies and one hundred and fifty million dollars is going to be spent on fire activities with some money going towards water systems for fire flows. Eighty million

dollars is for the environmental improvement program and one hundred and thirteen million dollars has been authorized for future storm water protection, etc. There have been two amendments for Section 595 Funding as Nevada ran out of its authorization but we requested that the USACE be able to move funding from other projects that have not performed and transfer those funds to other projects that are performing and authorized those funds be transferred to occur across State lines as we want to leverage the dollars that are appropriated to our projects that are ready to go. We are having those discussions with USACE and he helped organize a meeting of the representatives who come to the Lake Tahoe Summit as well as California and South Tahoe, etc. Looked at all the things the LTRA has going forward and sought to prioritize. We all agreed to submit unitedly the same request - #1 hazardous fuels and #2 water infrastructure for fire suppression in the Tahoe basin. For the Export Effluent Pipeline Project – there is a project within Nevada that the USACE went to that agency as their project is complete and asked them to certify and transfer that additional surplus to IVGID. This should result in a new project agreement which will provide \$2.3 million dollars for the Export Effluent Pipeline Project. As a bonus, we are going to build in to the work plan an additional one million dollars for Phase II. Additionally, it has been identified that there is eight to ten million dollars of a project that has been completed and all we need is for the project sponsor to declare it complete. The agreement has been drafted and it is pending USACE review in Sacramento. He is very optimistic that we will have a Project Partnership Agreement for \$2.3 million dollars for the Export Effluent Pipeline Project and then a smaller project and hopefully the reallocation of the others which will get us three fourths of the way through. Finally, he wants to mention another effort and that is on obtaining the USFS parcels. There are two parcels near the schools and the Northern Nevada delegation was briefed on these lands and they are in favor of this action and it is an ongoing priority for them. Mr. Faust closed by thanking the Board in recognition of the reality that this Board understands the twenty five percent local match and that it is important for them to stand behind that commitment. There have been others who have had some problems and the USACE knows that IVGID performs and performs well.

Trustee Callicrate thanked Mr. Faust for some potentially great news but the question is when – are we looking at six months, a year, etc. Mr. Faust said that six months to a year is reasonable. Trustee Callicrate said for the eight to ten million dollars. Mr. Faust said that he hopes to wrap it up by the end of this year but it is a complex project and not under the jurisdiction of the Sacramento but in Los Angeles so we have to involve the San Francisco

office and we working through all of that. On the third phase, Congressman Amodei has called the USACE for a report as he wants to know where all the 595 funding is outside of Nevada and he is looking for reallocation of that money which is a sensitive issue. To date, Congressman Amodei hasn't received the response. Trustee Callicrate asked about the USFS lots and that time frame. Mr. Faust said that we are all familiar with the complexities of the lands bills and that it has a lot of attention. We have pursued the fast track process and there is a general commitment on the part of the Nevada delegation but we have no forecast of time. Trustee Callicrate asked about a special use permit in the meantime; Mr. Faust said that those take ten years and Congress is faster.

Trustee Morris said that you bring us exciting news even though nothing is certain. We appreciate you coming here and talking to us as the return on investment is incredible so thank you for making something happen. Mr. Faust said it is a great pleasure to represent IVGID.

Chairwoman Wong said that she too appreciates the time taken to come up here and thanked Mr. Faust and Ms. Sanford.

Trustee Horan said he is appreciative as well as our ability to deliver is a mainstay and it is a credit to our Staff that they can make it happen. There is a distinct value in going back to Washington D.C. and breaking break with the Nevada Delegation as well as having that breakfast here was really important and a credit to our Staff; thank you Mr. Faust and Ms. Sanford.

Trustee Morris thanked Trustee Horan for saying that and for reminding the Board of that and he would second what Trustee Horan said about our team as they have done and are doing an incredible job.

G. CONSENT CALENDAR (for possible action)

G.1. Review, discuss, and possibly authorize a three year contract for Federal Legislative Advocacy Services with Marcus G. Faust, P.C. in the amount of \$65,000 per year for three years for a grand total of \$195,000 (moved to General Business H.0.)

H. GENERAL BUSINESS (for possible action)

H.0. Review, discuss, and possibly authorize a three year contract for Federal Legislative Advocacy Services with Marcus G. Faust,

P.C. in the amount of \$65,000 per year for three years for a grand total of \$195,000 (*was Consent Calendar Item G.1.*)

District General Manager Pinkerton gave a brief overview of the submitted material.

Trustee Callicrate said that the question he has, and he has asked for it in the past, is to have last year's contract in our materials. This was his concern as he thought our representation was on a year to year basis so he would appreciate an explanation on that and seeing the memorandum of understanding from last year. District General Manager Pinkerton apologized for not putting that with the submitted materials and noted that we have done a variety of time frames. Trustee Morris suggested looking at agenda packet page 10.

Trustee Morris made a motion to authorize a three year contract with Marcus G. Faust P.C. in the amount of \$65,000 per year for three years for a grand total of \$195,000 for Federal Legislative Advocacy Services **and** authorize Staff to execute the necessary contract documents. Trustee Callicrate seconded the motion. Chairwoman Wong asked for comments, receiving none, called the question – the motion was passed unanimously.

H.1. Review, discuss, and possibly provide input and guidance on legislative matters for the 2019 State of Nevada Legislative Session following a verbal presentation on legislative matters provided by Tri-Strategies representative(s)

Victor Salcido gave an overview of the report in the packet.

Trustee Horan said, regarding Senate Bill 279, that he has become aware that there is also a possibility of making a statement about a fiscal impact as there could be some unintended consequences in the disposal of a parcel and the potential to cost us. He is not opposing the bill but rather would like to suggest that there is a potential fiscal impact to the District and that he didn't know if it was too late to add something to that bill about the fiscal impact and whether or not the other Board members had any interest in doing so.

Mr. Salcido said that yes, we can attach fiscal notes to bills and that it goes through its applicable divisions. Local governments have the opportunity to analyze the bill and then identify possible fiscal impacts. The key part is that this is a mechanism of providing the full picture of what they are voting on. There was a solicitation for fiscal impact and most responded no impact. Lincoln County submitted a fiscal note which Mr. Salcido read aloud. The timing is to provide input ten days after the solicitation however this is also a mechanism for a late fiscal note and that would be forwarded to the Chair, Mr. Edgar Flores, in the Assembly and the Fiscal Division of the Legislative Counsel Bureau.

Chairwoman Wong said that it sounds reasonable and does apply to our general improvement district. Mr. Salcido said that Tri-Strategies has presented IVGID as neutral and that IVGID can provide a fiscal note.

Trustee Horan asked the District General Manager to weigh in a little bit on the potential problems. District General Manager Pinkerton said that we have a risky/in-depth entitlement process and the value is with negotiation versus auction because of entitlements. It is highly likely we will need to replace the Administration Building and repurpose that land. If you have land that is not deed restricted, it is easier to sell and build new on deed restricted land. If the sale were to go through a negotiated process, the buyer will pay more. It could have disastrous consequences and looking into the future, two years from now, we would probably need to get this legislation modified. Staff has no problem with it except for the selling of land in Lake Tahoe as we don't see a lot of auctions up here.

Trustee Horan said it is his feeling that it is worth noting.

Trustee Morris agreed that it is important to note that because number 1 it is not going to be free and number 2 we know we are going to have do something about the Administration Building and to be able to realize the true value, whilst he doesn't know the details, it concerns him greatly and believes we should submit a note similar to Lincoln County and add something about a negotiated sale.

District General Manager Pinkerton said that he concurs with Lincoln County and is concerned about not having the ability to make a sale, without entitlements, that could cost the District anywhere from one to two million dollars on a specific property.

Trustee Callicrate said that he doesn't have the same concerns that others have that we aren't going to be able to dispose of our land because it is a finite resource that is zoned and not deed restricted and that as long as they follow all the rules, we will get top dollar. He doesn't see a need to add a fiscal note as the pluses outweigh the negatives because all the general improvements district are the same but that is his own personal feeling.

Trustee Dent said he doesn't see a cost concern and doesn't see a need for a fiscal note.

District General Manager Pinkerton said that the property is zoned commercial and not residential.

Chairwoman Wong said if there is no concern with adding a fiscal note then we don't want to be short sided and miss the boat and have to address this in another legislative session. She doesn't see the harm in it and kudos to Lincoln County.

Trustee Morris made a motion to have IVGID do a fiscal note of our own that supports Lincoln County and incorporates those comments made by District General Manager Pinkerton tonight. Trustee Horan seconded the motion. Chairwoman Wong called for comments.

Trustee Horan said that he recognizes the comments made by everyone and while it may be marginal there is no risk so why not do it; he will support the motion.

Hearing no further comments, Chairwoman Wong called the question – Trustees Callicrate and Dent voted opposed and Trustees Horan, Morris and Wong voted in favor; the motion passed.

Trustee Horan asked the fiscal note be provided to the Trustees; District General Manager said he will work with Mr. Salcido and provide as requested.

H.2. Review, discuss, and possibly receive the Final Draft 2019 Community Services Master Plan as developed by Design Workshop and included in this May 1, 2019 Board meeting packet and direct Staff to bring back the Community Services Master for adoption on July 17, 2019 which will be included in the July 17,

2019 Board meeting packet (Requesting Staff Member: Director of Parks and Recreation Indra Winquest)

Director of Parks and Recreation Indra Winquest gave an overview of the submitted materials.

Chairman Wong asked what has changed between the plan we saw last year and this one presented today. Director of Parks and Recreation Winquest said that we got a lot of comment cards, e-mails, phone calls, etc. and had a couple of days at the beaches and got some really great input such as the one about aquacise using a warm water pool. We asked the consultants to add the piece about Boulder Bay as well as snow play and the ice skating rink and that the final plan will include the conceptual information about the ice skating rink. In conclusion, there are not that many significant changes since the last plan.

Trustee Callicrate said you mentioned a high return on investment and/or maximizes public records. Other than Ski, most of our facilities are operating below breakeven and require subsidies from the Recreation Fee. We are built out and the only growth we are going to get is tourism and increasing tourism was at the bottom. A lot of work has gone into this document. Setting priorities should have come in a lot sooner. We need to sit down, as a Board, and do what we haven't done yet. We have plans in the amount of \$2.5 million dollars that we don't know if the community wants. He is a huge supporter of Parks and Recreation but we have done somewhat of a disservice by not having the priorities done first. The return on investment will be pretty difficult to assess if we need to have more tourists.

Trustee Morris said that he couldn't disagree more with what Trustee Callicrate just said. Until we know what they need how do we prioritize? We all knew it was a long range plan and that the growth may come with more families moving back into the District with potentially more to come. Our duty, as a Board of Trustees, is to look at the assets and provide recreation for that community and then figure out how we do that and then it is the Board of Trustees job to prioritize. We don't know who might come forward as a donor so he thinks we are doing very well on this and have absolutely done the right thing in this process even though he would have liked to have it sooner.

Chairwoman Wong said she is not sure it is up to us to set the priorities because with all those items they are all of the touch points where you had

community input and this is the community telling us what they want and need. When you start reading the demographics that we interviewed, etc., those are our parcel owners and the ones we are serving and they are telling us what we want. We are starting the vetting process and starting the priority setting as a community for another round. The next step is to look at the dollars and if correct, start setting priorities. Some of the numbers are high, such as the parking lot, in her gut and they need proving. The next step is that we have the project, what do they cost and what can we get accomplished.

Trustee Callicrate said that there is a lot of information in here and we did a survey which was the first scientific survey and most are willing to go with a one hundred dollar increase in the Recreation Fee. We need to look at this in its entirety of twenty to twenty five million dollars. We need a dog park and we have someone that wants to fund it. The Mountain Golf Course Clubhouse – he disagrees with his colleagues. He didn't see the Beach Master Plan not the Ski or Golf Master Plans being referred to so this Master Plan needs to be comprehensive. There is a lot of money in here, the community has spoken, and the setting of priorities should have come in earlier thus we got the steps reversed.

Director of Parks and Recreation Winquest said that this is all great feedback and that he did speak to the consultants working on this project and that the setting of priorities does come in afterwards. He has been here multiple times and he was hoping to get discussion but you can't force discussions. While it is hard not to get hung up on the numbers, he needs to remind everyone that the feedback was from our residents not tourists. Their primary concern was to take care of existing infrastructure and that will be our primary focus as this plan is focused on existing infrastructure. We have a lack of rectangular fields and as you go through the process, everything needs to be vetted. This is the communities' master plan and we do need to work together. We should take a deep breath, understand where we are, and know that we can push it out. This is the opportunity to have a robust discussion about this timing as it is a very important thing for the District.

District General Manager Pinkerton said that Staff will continue with the best practices on this process and we have looked at all our facilities with the other master plans incorporated and this is the catch all that ties all of them together as we now have an inventory for everything we do in the District. We now have the ability to get this entire menu and now have an intelligent discussion about weighing one project against the other project. We had a

robust discussion with the community and there is a less than zero chance that we will do all of this work however there are opportunities for others to participate and to pull their checkbooks out as that is the reason that this plan is so heavy with graphics, etc. The first check that will come in will far outweigh the cost of this process. Now, we have something to have a robust discussion and we wouldn't have done it any other way but now we are in a great position and the difficult part is how we incorporate it into our financial plan. This plan doesn't solve that question but it is the end of the beginning of the process and something we can refer to over the next decade.

Trustee Morris said he commends the entire team and as it is a fabulous plan to really get an idea. He does ask the community and the Board of Trustees to read the entire plan as it is an easy and enlightening read. It will give us, in conjunction with the other plans, the opportunity to now do our job and make decisions which he is ready to accept; a fabulous job has been done.

Trustee Horan said this is the process that you have to go through. You get the input and we talked a lot about this at our meeting and he thinks that several of us have already prioritized, as part of this, the pool, beach house, dog park, etc. and the need to keep our venues fresh. This document gives us a map to say this is out there and help us do it. He thinks this plan is good and there are limits on what we can do and it is a good base to work off of; the projects are pretty easy to prioritize.

Trustee Callicrate said that some of the concerns that he has, and this is a thorough and in depth document, is that perhaps an addendum can be provided, is the need for a projected timeline of some sort and integration from what is in here to what that original survey indicated as this is more like the master wish list. Some of these projects need to be broken out in a little clearer manner in terms of cost. What are we trying to tell the community and this is the potential for public/private partnerships, an increase in the Recreation Fee, etc. sort of the if thens and what have yous – we need to have a couple of those bullet points. He knows that we can't do all of this but we have addressed it and will have brought it down to the basic with some possibilities. Chairwoman Wong said that the Board will be addressing a lot of that in the last agenda item as that is on us. Trustee Callicrate said right and that he wanted to have that tied into this. Chairwoman Wong said that is correct as we are going to set that.

Director of Parks and Recreation Winqest said that is a valid request on the survey and exactly the kind of feedback Staff wants to get. With the Recreation Center, in particular, there are modular opportunities and maybe some of it never gets done. Staff thinks it is a good idea because we interact with the community and we know what we hear. Staff understands we need to listen and notes that feedback does come from a small group and that maybe this needs to be tagged for a possible public/private partnership opportunity. We do have an opportunity to make changes and can go back to the consultant with that request. Staff did ask the consultant, Design Workshop, what percentage gets accomplished and it is somewhere between fifty percent and sixty five percent; every community member deserves to be heard.

Trustee Morris said that he loves the idea of getting the community priorities as well as those scales with X people being in favor of Y project and to understand that scale; that would be excellent if Staff could get that. On agenda packet page 212, your pyramid is called out and that it where can we deliver the greatest good for the community and where we should look to the private partnership; just another lens to look through.

District General Manager Pinkerton said that the survey is just one data point and that Staff has others. There is clearly a consensus on some items and it is ultimately the Board's decision. The Board has to take in all the information and weigh it along with our resources and that it is ultimately up to the Board to come up with the mix and blend of the opportunities we offer.

Trustee Dent asked if the Board could get the top five priorities and get the starting list. Chairwoman Wong said that she thinks that is the Board job to go through the plan. Trustee Dent said can the Board do that before acceptance. Chairwoman Wong said yes and that is the last agenda item. Director of Parks and Recreation Winqest added that this will be on every agenda before July. Trustee Dent said so the Board can change it if we want to. Trustee Horan said we need to start with a timeline and get our finances; he is glad we are doing this and getting something done.

Director of Parks and Recreation Winqest said that we have said that we would wait until the CSMP is done as it is something that is extremely important to work on and hopefully we will get the parcel that is across the street from the high school. The perception is that we are all trying to be patient but at some point in time it is time to move on this stuff. A big part of this process is knowing what the top three to five items/projects are that

through this process we should absolutely know. We do have to get focused on this and get moving. When looking back at the old plan, we were able to get about sixty percent of that one done. If it doesn't make sense, we don't move forward. We need to listen to the community to make an educated decision.

District General Manager Pinkerton said it is Staff job to make sure that there is no more inventory to be included and that really it is just semantics at this point so we need to get this adopted and then start implementation. Staff is ready for the Board to set priorities and that this is the necessary one last look by the Board and that the community can comment at any of these meetings.

Chairwoman Wong said that we have a request for public comment; is that acceptable to the Board? The Board approved the request. Chairwoman Wong called upon Steve Dolan.

Steve Dolan said that the priorities are already set as 81% of the people want a bike path which is almost done. The number two project is a dog park and Design Workshop isn't listening to the community. He has seen what they showed up and it is the upper ball field while ignoring the use by the high school of any sort. Their concept of a dog park in the most sensitive area is where there is a creek. Everybody is outraged and right now you have the greatest consequences for this project. Don't start spreading it out, just do it. If you delay it, everything changes. The private community is willing to fund it and our Washoe County Commissioner offered to help. So two more seeds for your consideration – direct the District General Manager to go after these lands with Washoe County Commissioner Berkbigler and put the dog park project up first.

Trustee Morris made a motion to receive the Final Draft 2019 Community Services Master Plan as developed by Design Workshop and included in this May 1, 2019 Board Meeting packet and direct Staff to bring back the Community Services Master Plan for adoption on July 17, 2019 which will be included in the July 17, 2019 Board Meeting packet. Trustee Horan seconded. Chairwoman Wong asked for comments.

Trustee Horan suggested that the requests made today be included; Trustee Dent suggested that the required revisions made today be included in the motion.

Trustee Morris amended his motion to receive the Final Draft 2019 Community Services Master Plan as developed by Design Workshop and included in this May 1, 2019 Board Meeting packet and direct Staff to bring back the Community Services Master Plan for adoption on July 17, 2019 which will be included in the July 17, 2019 Board Meeting packet and includes the direction given to Staff at this meeting. Trustee Horan seconded the amended motion. Chairwoman Wong asked for further comments; no comments were received. Chairwoman Wong called the question and the motion was passed unanimously.

Chairwoman Wong called for a break at 9:25 p.m., the Board reconvened at 9:39 p.m.

H.3. Review, discuss, and possibly approve Resolution No. 1869 for a Medium-Term Installment Purchase plans for fairway mower for the Championship Golf Course (\$92,000), golf carts for the Mountain Golf Course (\$288,000), and snow cat for Diamond Peak Ski Resort (\$390,000) and general contingency of \$30,000 in the total amount of \$800,000 (Requesting Staff Member: Director of Finance Gerry Eick)

Director of Finance Eick gave an overview of the submitted memorandum.

Trustee Morris said, referencing agenda packet page 233, if we buy the equipment outright we would pay \$288,000 today and if we do the operating lease it would be \$5,000 cheaper over five years; that's awesome. Director of Finance Eick said for a number of years, we did lease our golf carts. Trustee Morris said that it is costing us less money is fabulous. Director of Finance Eick said that for the mower it is very likely that we may make the residual payment and keep it. The turnover on the snow cats is eight to ten years and when they are closing in on six thousand hours which is the sweet spot for this process.

Director of Finance Eick returned to his presentation.

Chairwoman Wong said except for the golf carts, which have a less of a life of the five years, what would be the replacement strategy. Director of Finance Eick said one month of the five years before the residual payment is due. Chairwoman Wong asked if it was the same for the others. Director

of Finance Eick said that we are stating it as such and in talking to the lease providers, they prefer a master lease. The State of Nevada is most comfortable with a Master Lease and they asked why weren't having a multi-year agreement. We have talked to venue managers who know about the golf carts and we have had conversations with Kassbohrer about the snow cats and they want to go with five year leases and they will give us a guaranteed trade in value. The fairway mower is speculative but Staff is confident with the five year plan.

Chairwoman Wong asked, under the accounting standards, when are we subject to the new leasing standards. Director of Finance Eick said GASB 87 goes into effect in 2020 but in anticipation of that most are following after December 2018. It is account for it as a purchase without caring about how it is paid for.

Trustee Callicrate said, referencing agenda packet page 235, it shows the projected Community Services Fund balance at twelve million dollars and if you take out the amount for reserves as stated in the Board policy then it gives us eight million dollars in projected excesses. Director of Finance said that is correct and that this is before taking into account the things we are talking about in 2019. Trustee Callicrate said if we lease the golf carts, we are talking about \$95,000 in interest. What are the costs to administer the loan and residual payment and does that put it over. Director of Finance Eick said he doesn't have a document fee yet but it is his recollection that it would be somewhere between three and four hundred dollars times three sets for one thousand dollars.

Trustee Dent said, referencing agenda packet page 235, for the comparison between the two – what is the reason why for all the CSMP design money and not in the top one. Director of Finance Eick said during the April 18 meeting, he mentioned that one of his concerns was that he didn't know the consequences. We are not budgeting anything in 2019/2020 for the CSMP. Based on the Board saying looking ahead, if you start to look at what some of those items might be, this is eight percent and is a discussion point for pre-design. Until the Board says you want a project, Staff doesn't know about pre-design. Pre-design is hard to fund by a donor or partner and that timing is just setting an example. All Staff knows is that the dog park is going to make the top two projects and pre-design would be \$272,000 for that project so for discussion purposes, you have to consider it. Staff wants to totally acknowledge the Board is doing a budget for one year and that we do

planning within the context of five years. Think about the other possibilities and again it is the Board's choice about how we use those resources.

Chairwoman Wong said that she wants to make sure she understand this – just based on a few projects, this is the targeted fund balance while the actual fund balance will decrease and if we do any major projects it will cause it to go down. Director of Finance Eick said that is correct and he has left in the assumption that we would still characterize the Ski project as a bond; Staff has found a way to do the current plan within the resources we have.

Chairwoman Wong said that this leasing option is a fair cost to have the options for the future and make decisions related to all of these master plans.

Trustee Callicrate said that he semi-agrees with what Chairwoman Wong has said. We need \$4.5 million dollars in reserves and taking that out of the projected balance leaves \$8.5 million dollars which leaves us \$7.3 million dollars and that is just sitting there. To him, this is an alarming situation with the accrual of all of this money and while it is not to the point of in excess, collecting this money and putting it toward something and keep on collecting it in the hopes of putting it aside well the optics just don't look right. While that isn't the point, we should have specific earmarked projects to spend the money on. He is shocked to see this amount of money and he thinks we need to be drawing down reserves towards specific projects and down the road do a bond; this is not the right way to move forward.

Chairwoman Wong said that she partially agrees but that the fund balance is available for things like the dog park which is a perfect way to use that fund balance to further that project. The concern she has is that the dog park is not revenue generating thus it is exactly what we are saving for. She is concerned about the Beach Fund. Right now, we have an ability to really accomplish some of these projects that we are about to start prioritizing and if we draw this down it will potentially not be there in the future.

Trustee Morris asked Trustee Callicrate if his overall goal is to reduce the fund balance so we can't do anything.

Trustee Callicrate said absolutely not. That we have accrued without prioritization in mind is what was shocking to him and he is shocked that we have this much money. To spend one hundred thousand dollars on leasing when we could save that and buy the products we need with a small draw

down in that amount should force us to prioritize that money. We will still have money coming in from the Recreation Fee and we won't be drawing it down to a dangerous level and then by extending the life of these products, we will only be using them for half of their life. It doesn't make sense to him in the collecting in and then putting it into a slush fund.

Trustee Morris said he is surprised about Trustee Callicrate's reaction to the numbers as it is not a surprise to him and he is concerned about him not being able to track those numbers. During public comments, Mr. Abel talked about direct leasing from the manufacturer and saving one hundred thousand dollars; reference in agenda packet page 233. Is doing an operating lease less expensive than going through the manufacturer?

Director of Finance Eick said looking at agenda packet page 233, it is about twelve percent on the total of eight hundred thousand dollars and he believes that is where that is coming from. Staff met with the manufacturers and they offered their leasing options at the commercial leasing rate which is prime plus and that by going with the recommended leasing option, it is less than prime and actually about 4.5% in interest. The commercial lease is going to be 6.5% or 7%. Similar to what is offered on cars because they want to move cars. Kassbohrer and Toro asked us to get our own leases and Textron is in the business of doing financing.

Chairwoman Wong said by putting the numbers in context, our District budget is around \$40 million dollars, we are talking about \$100,000 over five years so that is \$20,000 each year which is .05% of the District's budget. In the context of the overall operations of IVGID, it is minuscule. District General Manager Pinkerton said that what Staff likes about a lease is that it puts them in the operations budget and that with this residual opportunity, you have the option because with the golf cars, we have disposed them and then we have done the numbers and not disposed of them thus it gives Staff the flexibility to go either way.

Trustee Dent said, referencing agenda packet page 233, if these are sold when we are done we will be at \$230,000 and if we pay cash. Director of Finance Eick said it isn't about costs rather it is about matching the flows and matching to what comes in and what goes back. Trustee Dent asked if the 2% interest rate was fixed. Director of Finance Eick said no, it is a floating rate and tied to agenda packet page 229. It has bounced around from 227 to 232 so it could go up and thus the rate would go up. The rate he used was 4.5% in March and it is fixed once the transaction is done. Trustee Dent

asked about insurance costs. Director of Finance said no as it is automatically covered under the POOL. Trustee Dent said there is one schedule for the golf carts and one for the mower and then one for the snow cat. Director of Finance Eick said no, only making one example as they are all relative. District General Manager Pinkerton added that start at the beginning of the fiscal year so they are a little different. Director of Finance Eick noted that they were done on a monthly basis so we pay less interest.

Trustee Morris asked how we got the interest calculations; Director of Finance Eick explained agenda packet page 230. Chairwoman Wong recapped the total annual cost.

Trustee Morris made a motion to adopt Resolution 1869 authorizing a Medium-Term Installment Purchase Agreement with a principal amount not to exceed \$800,000.00, with an annual interest rate not to exceed an adjustable interest rate formulated at 220 basis points plus an index tied to the Federal Reserve Statistical Release H - 15 and repaid over five years, for the acquisition of three individual equipment items, with each having its own payment scheduled based on date of delivery, with the final purchase option or residual value paid at the conclusion of the five year period for each equipment item and authorize Staff to execute all documents based on a review by General Counsel and Staff, and after determining compliance with the State of Nevada Department of Taxation Guidance Letter 16-004 relative to leasing and installment purchase agreements. Trustee Horan seconded the motion.

Trustee Horan said philosophically he understands the discussion points about paying cash instead of leasing. These items are more in line with being the type of thing you should finance and that twelve months from now, he could have a different take but that right now there are too many unknowns so he would like to reserve our cash thus he is in support of this motion.

Trustee Callicrate said that this is a philosophical item. The Board has procedures and policies that we follow sometimes and sometimes we don't. We need to follow baseline issues. He has been aware of how much we have been taking in but he wasn't paying as close of attention which is incumbent upon him to do that. Having such a tremendous amount of money and because it doesn't comply means we have a lot of flexibility with prioritization so this should be an outright purchase therefore he will be voting against this motion.

Trustee Horan asked what policies the Board are violating. Trustee Callicrate said by having excess monies in our reserves over the \$4.5 million dollars that we are supposed to have and he can't remember what it is for utilities. We have \$12.1 million dollars and take out the \$4.5 million dollars and we still have \$8 million dollars. Trustee Horan said while he understands Trustee Callicrate's concern, to say it is a violation of the policy when it is a minimum and not a maximum. Trustee Callicrate said what we have to have as a minimum is what we should have and not have it un earmarked. To just have it there isn't great as folks have been asking him what do our Recreation Fees go for and it is sending the wrong message to the community. Trustee Horan said he isn't disagreeing rather just asking where the violation of the policy is. Trustee Callicrate said in having \$8.1 million dollars more. Trustee Horan said the policy sets a minimum therefore he doesn't think it is a violation. Trustee Callicrate said we are borrowing money and asked why we are borrowing more money.

Trustee Morris said that he agrees with Trustee Horan as he too is failing to see a violation of the policy. A vote against this motion is a vote against doing too much for the community. The reason for the balance is because we knew all about these plans (golf, beach, etc.) and now we need to know what you want. We could have spent it so he doesn't think it is irresponsible rather it is absolutely judicious as we now have all the plans and that based upon what we have such as doing a public/private partnership, etc. here is what this Board is going to do. To not do the leasing means we can't do a major project. We all have to vote our conscience and his is a fiscally responsible way to move forward. He is sure that other entities would have had this lengthy discussion.

Trustee Dent said going back to the public interest and how does it benefit the public, there is thirty thousand dollars included for contingency and that moving forward with saying no to leasing and purchasing is out well there are plenty of ways to finance projects as we can adjust the Recreation Fee to put monies towards the beach, pool, etc. therefore he sees this leasing as a waste of money.

Trustee Morris said he wants to understand what he is hearing from Trustee Dent and that is to pay cash for everything and if not then it is a waste of money – he thinks that is the wrong thing to do.

Trustee Callicrate said that the Board has funded targeted balances and that anything about that should be earmarked. We are collecting it year and year and we have excess monies. We are collecting money for sunsetted bonds and he doesn't think that is fiscally prudent. We have a fundamental difference. He is not against doing anything for the community because since being elected he has been talking about doing things and he is moving forward. To Trustee Dent, spending \$100,000 is small so purchase it outright and move forward and then start being more diligent about how we prioritize things. He respects his colleagues and how they are going to vote. We are going to disagree and that is just how it is going to be.

Chairwoman Wong said that the policy states a minimum fund balance and doesn't talk about earmarks. We have a project either the beach house or the dog park. Trustee Callicrate said we collect \$830 and \$705 and we can bump up how much we allocate to the beaches and reduce the other part. We have the flexibility with the \$8.5 million dollars and we are going to have a public/private partnership on the dog park so he is not against service. Chairwoman Wong said that suppose the Board does make that shift then that is going to draw down the Community Services Fund balance because it is already at breakeven so it will draw it down to the minimum then how are we doing to pay for the dog park, etc. if there is no fund balance. Trustee Callicrate said there will be monies. Chairwoman Wong said no there won't if you want to shift the Recreation Fee and allocate most of it to the beaches. Trustee Callicrate suggested four hundred dollars going to the beaches with the balance going to Community Services. Chairwoman Wong said that the balance is to pay for operations so when you draw down that fund balance it will go a lot quicker and we will be at our minimum. Trustee Callicrate said we should still build those projects. Chairwoman Wong said we won't because it has to go to operations. Trustee Callicrate said \$6.5 million dollars goes to operations. Chairwoman Wong said it will go really quickly and probably go within two years so this is spending the money twice. Trustee Callicrate said no. Chairwoman Wong said we will be drawing it down to its minimum level and we will be in trouble. Trustee Callicrate said if we are spending \$8.1 million dollars in operations we have a serious problem. Trustee Morris said that is not what he is hearing from the Chair rather that if we spend \$7 million dollars, we have got to maintain a minimum of \$4.5 million dollars with money coming in next year.

District General Manager Pinkerton said there is not enough for maintenance and to pay off the bonds if we shifted that money to capital. The whole goal is to continue to have an \$830 Recreation Fee so we would

have the dollars today. Staff has spent the last eight years getting to now and at some point in the future there will be a more restrictive cash flow which will make it harder to keep the Recreation Fee at \$830 so this leasing lets you have steady, predictable payments. This is all this goal has been and Design Workshop has been getting to more and more realistic costs. Construction is a very tight market and the way to keep a steady and predictable Recreation Fee is do this leasing. It is a philosophical decision by the Board but the Board should keep in mind that we could have two bad winter years therefore Staff is just trying to keep all the options open to do what you want to do.

Trustee Callicrate said we get \$6.7 million dollars in Recreation Fees. District General Manager Pinkerton said \$335 in beaches and recreation and \$50 in debt. Trustee Callicrate said we have plenty of money to do put into our projects and still have the money left over to do the legacy projects while bonding for Ski Way and then for some of the larger items to do a long term bond. District General Manager Pinkerton said we need four out of five Board members to vote in favor of doing that and Staff can't predict that outcome. Staff is attempting to follow our policies and for the large ticket items to do a bond and to pay for our operations while leasing others to put the least pressure on the Recreation Fee.

Hearing no further comments, Chairwoman Wong called the question – Trustees Callicrate and Dent voted opposed and Trustees Horan, Morris and Wong voted in favor. The motion did not pass.

Director of Finance Eick said to be clear, on the May 22 meeting, Staff will put these items in the budget as paying for cash.

H.4. Board Work Plan – Ordinance 7 – Follow up review, discussion and possible direction to Staff (Requesting Trustee: Chairwoman Kendra Wong)

Chairwoman Wong said we have on our calendar, for July 24, a community forum. She would like the Board to take our top items and then group them and ask our community to give us feedback; Chairwoman Wong then asked each Trustee for their three items.

Trustee Morris – top two – split Ordinance 7 between beach and everything else and cleanup of the administrative challenges.

Trustee Horan said that he agrees on splitting of the ordinance and cleanup of the administrative issues and he would like to add review of the utilization of the punch cards to create more value through expansion or not and regarding beach access, without jeopardizing the status quo, look at nannies, etc. without changing the family tree.

Trustee Callicrate said he concurs with his two colleagues about split out and punch cards and would add guest tickets and tightening that up while giving our Staff the best tools. Trustee Callicrate thanked the folks who work the beaches and the counters as we have a great team.

Trustee Dent said he has the same items – modernizing the family tree, splitting up the ordinance, and making sure we are creating value with the punch cards.

Trustee Horan said that he knows that there is a lot of angst over the access to the beaches and those that live here feel better and those that don't, don't so anything we do there has to be equal to the property owners.

Chairwoman Wong said that she agrees with what has been mentioned – modern family tree, etc. One of the ideas that really stuck with her was the concept of a permanent guest card that kind of stemmed from parcel owners that she sees as an inner circle – picture pass holders, then guest. With a guest of a guest – how do you manage to keep it to those two circles and not the third?

Trustee Morris said that there is angst about the beaches and that he was surprised to see the number that the District General Manager analyzed hence we get a lot of California license plates and then the suggestion that they don't have equal rights. He wants to build upon Trustee Dent's comment and that is delivering value – what is the value of the pass and/or punch card and that he sees that as developing a nice list of the benefits.

At 10:51 p.m. Trustee Callicrate departed the meeting.

Chairwoman Wong said that if the Senior Staff have any ideas to please add them to that list and then we will discuss this list at the next Board meeting. District General Manager Pinkerton said would it be acceptable to that at the June 19 Board meeting. Chairwoman Wong said sure.

Chairwoman Wong asked if all the Board members were fine with the July 24 Board meeting; all were fine with that scheduling.

H.5. Board Work Plan – Master Plan/Capital Plan – Review, discuss, and possibly provide direction on an outline a schedule for workshops, public meetings, communications, etc. (Requesting Trustee: Chairwoman Kendra Wong)

Chairwoman Wong said that she would like a one page, high level summary of all the components of all the plans that says here are the costs with a range being acceptable and then show the projects that have been completed and/or include a project status. Sitting behind that any key survey results for any of those master plans so that this can be used to help us prioritize.

District General Manager Pinkerton said that Staff can do that as long as we can use both sides of the piece of paper.

Trustee Morris said that he agrees with bullet points and that basically it will be a spreadsheet of what we have done and that he likes the laundry list as well. Regarding the CSMP, Staff has got that coming back to finalize it in July. After July, then the Board will have the meaty prioritization discussions we need to have. District General Manager Pinkerton said Staff will bring it back in June.

Chairwoman Wong said, referencing the schedule on agenda packet page 235, mock that schedule up with the \$830 Beach and Recreation Fee and increase the Beach Fee while decreasing the Recreation Fee and she wants everyone to see when we run out of fund balance and that it would only be for discussion. District General Manager Pinkerton said assuming no financing whatsoever; Chairwoman Wong said yes. Trustee Dent said would it show bonding for Ski Way. District General Manager Pinkerton said that the roundabout has no financing. Chairwoman Wong said yes, let's see what it looks like with one with bonding for Ski Way and one without bonding for Ski Way. Trustee Dent asked if we could add in the beach house to the beach portion. District General Manager Pinkerton said we can adjust it to make the beach house work with the project spread out over the next three years; Chairwoman Wong said that was okay. Chairwoman Wong said please set goals and timelines and noted that it would have been great to have had Trustee Callicrate here so let's hold it over to the next meeting.

District General Manager Pinkerton said Staff can give the Board the proposals.

I. **DISTRICT STAFF UPDATE** *(for possible action)*

I.1. **General Manager Steve Pinkerton**

District General Manager Pinkerton said he had nothing to add to his submitted report and asked if there were any questions. Trustee Dent said we heard earlier, from Mr. Faust, about potentially acquiring the land across from the high school so can the District General Manager move forward with reaching out to Washoe County Commissioner Berkbigler, in our best interest, and try and work that. District General Manager Pinkerton said that the direction is very clear and we will start that clock today. Trustee Horan said that the politics of that are the politics of that and that whatever we can do to fast track it, he agrees we should go down that road. District General Manager Pinkerton said no stone will be left unturned.

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

J.1. **Regular Meeting of March 28, 2019**

Chairwoman Wong asked for any changes, no changes were requested therefore the minutes were approved as submitted.

K. **REPORTS TO THE IVGID BOARD OF TRUSTEES***

K.1. **District General Counsel Jason Guinasso**

District General Counsel Guinasso said that Litigation Counsel let us know they have filed their answering brief, brief exceeds the page limits required by Nevada Supreme Court, asked for relief to those page counts, and that appeal is percolating through the process. Once determined, Mr. Katz will have thirty days to reply. All of this might necessitate some oral arguments in July with decision in fourth quarter of this year.

L. **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.1. Follow up on the IVGID Code – Check in with the Trustees to see how well they are working with their binders, etc. by Chairwoman Kendra Wong

Trustee Dent said that he picked up his binder on Monday and that he has not opened it. Trustee Horan said he is waiting for Staff. Trustee Morris said he is fine with what he has.

M. PUBLIC COMMENTS*

Steve Dolan thanked Trustees Dent and Horan and District General Manager Pinkerton for expediting the efforts on the land. He has been on the board for non-profits and having too much money in reserve can jeopardize the non-profits status and while he doesn't know how that applies here, he thinks it has potential. He completely agrees with Chairwoman Wong on the price of \$3.4 million dollars for a dog park; he doesn't get it. When Preston Field was going to be renovated at a cost of nine hundred thousand dollars, he helped the District save twenty percent. If you want him to help with saving the money on the dog park, he would do so for ten percent of the savings. Some people think you have to have a toilet, well, just have a one holer. While there is some infrastructure, he just doesn't see it so he is more than happy to help save the money as he has done it before. Thank you for all the work and appreciate all you are doing.

N. REVIEW WITH BOARD OF TRUSTEES, BY THE DISTRICT GENERAL MANAGER, THE LONG RANGE CALENDAR (for possible action)

District General Manager Pinkerton went over the calendar and add an item for the June 18 meeting for Ordinance 7.

Trustee Dent said that he has a conflict with the meeting scheduled for October 9.

Trustee Dent asked to add to the long range calendar consideration of hiring a consultant to look at the Utility Fund and to do a rate study. Trustee Morris said he was not in favor of that addition. Chairwoman Wong said no. Trustee Dent said he had already made the request and asked what the Board policy is. District General Counsel Guinasso said that a Trustee can make a request and then the Chair and the District General Manager will determine when that request comes on and that the requesting Board member helps to prepare the material and then when the agenda comes forward, the Board can determine, during the agenda vote, if they want that item or not. District General Manager Pinkerton asked that Trustee Dent give him a summary of what he wants included on the agenda.

O. ADJOURNMENT (for possible action)

The meeting was adjourned at 11:14 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 Director of Finance Eick (5 pages)

Submitted by Mike Abel (1 page): Bonds and Borrowing

Submitted by Tony Lillios (2 pages)

Submitted by Aaron Katz (11 pages): Written statement to be included in the written minutes of this May 1, 2019 regular IVGID Board meeting – Agenda Items C & H(3) – Purchase of personal property on an installment basis rather than for cash on hand

Submitted by Judith Miller (1 page): Public Comment IVGID Board of Trustees Meeting 5/1/2019

Submitted by Aaron Katz (16 pages): Written statement to be included in the written minutes of this May 1, 2019 regular IVGID Board meeting – Agenda Item H(2) – Review and receive the proffered Community Services Master Plan Final Draft 2019 (“The CSMP”)

Eick, Gerald W.

From: Herron, Susan
Sent: Wednesday, May 01, 2019 2:29 PM
To: Pinkerton, Steve J.; Eick, Gerald W.
Subject: Fwd: Comment re: May 1st Regular Meeting, Agenda item C

Begin forwarded message:

From: Kirk Hardie <krhardie@yahoo.com>
Date: May 1, 2019 at 1:09:18 PM PDT
To: horan_trustee@ivgid.org, wong_trustee@ivgid.org, callicrate_trustee@ivgid.org, morris_trustee@ivgid.org, dent_trustee@ivgid.org
Cc: "Herron, Susan" <Susan_Herron@ivgid.org>
Subject: Comment re: May 1st Regular Meeting, Agenda item C

Dear Trustees,

I strongly recommend and encourage you to approve the proposed leases for golf carts, mowers and a grooming machine. Especially with such a low interest rate available to IVGID, it is prudent and financially responsible to spread the cost of these assets over their service life. Thanks to the IVGID staff for managing our money well enough to have one of the best credit ratings in NV. The lease vs. buy decision has been a staple of business leaders forever; and overwhelmingly businesses decide to lease. The golf and ski operations are more similar to business than to government. Unless you are aware of specific facts unique to IVGID, it would be foolish and irresponsible to purchase instead of lease.

Additionally, reducing our cash has a cost: it limits our ability to do additional work. For example, the community has voiced strong opinions about making improvements to Incline Village, both rehabbing existing assets, and developing new services. In order to make sound decisions about any improvements, assessments are required (e.g., architectural work, design analysis, etc. necessary to develop a real cost estimate). That takes cash. By voting against the leases you are essentially saying "I don't want to make improvements." If you vote no, please be up front and tell the residents who you represent and that you are not interested in moving Incline Village forward.

Thank you for being open to input and listening,

Kirk Hardie

"Not everything that counts can be counted, and not everything that can be counted counts."
-Sign hanging in Einstein's office at Princeton

Eick, Gerald W.

From: Herron, Susan
Sent: Wednesday, May 01, 2019 8:56 AM
To: Eick, Gerald W.; Pinkerton, Steve J.
Subject: Fwd: Comment re: May 1st Regular Meeting, Agenda item C

Begin forwarded message:

From: Lindsay Fletcher Hardie <lindsaybfletcher@gmail.com>
Date: May 1, 2019 at 8:55:41 AM PDT
To: horan_trustee@ivgid.org, wong_trustee@ivgid.org, callicrate_trustee@ivgid.org,
morris_trustee@ivgid.org, dent_trustee@ivgid.org
Cc: "Herron, Susan" <Susan_Herron@ivgid.org>
Subject: Comment re: May 1st Regular Meeting, Agenda item C

Dear Trustees:

I strongly recommend and encourage you to approve the proposed leases for golf carts, mowers and a grooming machine. Especially with such a low interest rate available to IVGID, it is prudent and financially responsible to spread the cost of these assets over their service life. Thanks to the IVGID staff for managing our money well enough to have one of the best credit ratings in NV. The lease vs. buy decision has been a staple of business leaders forever; and overwhelmingly businesses decide to lease. The golf and ski operations are more similar to business than to government. Unless you are aware of specific facts unique to IVGID, it would be foolish and irresponsible to purchase instead of lease.

Additionally, reducing our cash has a cost: it limits our ability to do additional work. For example, the community has voiced strong opinions about making improvements to Incline Village, both rehabbing existing assets, and developing new services. In order to make sound decisions about any improvements, assessments are required (e.g., architectural work, design analysis, etc. necessary to develop a real cost estimate). That takes cash. By voting against the leases you are essentially saying "I don't want to make improvements." If you vote no, please be up front and tell the residents who you represent and that you are not interested in moving Incline Village forward.

Thank you for being open to input and listening.

Eick, Gerald W.

From: Herron, Susan
Sent: Tuesday, April 30, 2019 8:54 PM
To: Pinkerton, Steve J.; Eick, Gerald W.
Subject: Fwd: Objection to the District's Issuance of an \$800,000 Medium-Term Installment Purchase Plan and Proposed Resolution 1869

Begin forwarded message:

From: cfdobler@aol.com
Date: April 30, 2019 at 8:50:29 PM PDT
To: linda@marknewman.net, wong_trustee@ivgid.org, horan_trustee@ivgid.org, callicrate_trustee@ivgid.org,
dent_trustee@ivgid.org, [Peter Morris@ivgid.org](mailto:Peter_Morris@ivgid.org)
Cc: [Susan Herron@ivgid.org](mailto:Susan_Herron@ivgid.org)
Subject: **Re: Objection to the District's Issuance of an \$800,000 Medium-Term Installment Purchase Plan and Proposed Resolution 1869**

While I oppose borrowing any money to purchase operating equipment, it should be noted that on page 235 of the Board Packet for tomorrows meeting, the Community Services Fund balance at the end of this fiscal year is expected to be \$12,692,482. Subtracting the targeted fund balance of \$4,493,000 there is \$8,199,482 in excess fund balance which is far in excess of the \$6,000,000 you indicated in the e mail below. Also according to page 235 at the end of fiscal year 2023/2024 the excess funds over the targeted fund balance would be over \$4,000,000. To compare an apple with an apple and see actual consequences I have excluded \$2,279,800 which Staff, being disingenuous, added expenditures for design of Community Services projects to the "ALTERNATIVE - NO LEASING scenario but did not include them in the LEASING scenario . Therefore the IVGID staff apparently cannot even find a need to borrow money over the next five years. Borrowing should only be required if no money is available.

The reality is that assuming this Board approves the borrowing they do not want to comply with their own Board Policy for an appropriate level of fund balance and want to waste money on interest. Does this in anyway seem APPROPRIATE.

Thanks for sending me this e mail

Clifford F. Dobler

April 30, 2019

Dear Trustees Wong, Horan, Callicrate, Dent and Morris;

We oppose the District's issuance of an \$800,000 Medium-Term Installment Purchase Plan for the mower, Mountain Course Golf Carts and Snow Cat.

As the Community Services Fund has a surplus of \$6 million over and above the \$4.7 million targeted fund balance, there is more than adequate cash available to fund these purchases. It is a waste of our taxpayer money to incur \$30,000 for contingencies above the \$770,000 needed for this purchase and imprudent to unnecessarily pay close to \$100,000 of interest expense.

We request that you vote against Resolution 1869 and exercise proper financial management of our public money by paying cash for these purchases.

Very Truly Yours,

**Mark and Carolyn Alexander
Jack Dalton
Cliff and Iljosa Dobler
Wayne Ford
Mike Hess
Karen Hovorka
Gail Krolick
Sara and Leonard Lafrance
Thomas M. Lahey
David and Margaret Martini
Linda and L. Mark Newman
Sara Schmitz
Dick Warren**

Eick, Gerald W.

From: Herron, Susan
Sent: Tuesday, April 30, 2019 9:57 AM
To: Eick, Gerald W.; Pinkerton, Steve J.
Subject: FW: Recommendation for lease vs. cash

FYI

Susan A. Herron, CMC

Executive Assistant/District Clerk/Public Records Officer
Incline Village General Improvement District
893 Southwood Boulevard, Incline Village, NV 89451
P: 775-832-1207
F: 775-832-1122
M: 775-846-6158
sah@ivgid.org
<http://ivgid.org>

From: jim croley <jim.a.croley@gmail.com>
Sent: Tuesday, April 30, 2019 9:55 AM
To: Kendra Wong <Kwong.ivgid@gmail.com>; Matthew Dent <matthew.ivgid@gmail.com>; Tim Callicrate <tim_callicrate2@ivgid.org>; Horan, Phil <Horan_Trustee@ivgid.org>; Peter Morris <Peter_Morris@ivgid.org>
Cc: Herron, Susan <Susan_Herron@ivgid.org>
Subject: Recommendation for lease vs. cash

Dear Trustees:

I strongly recommend and encourage you to approve the proposed leases for golf carts, mowers and a grooming machine. Especially with such a low interest rate available to IVGID, it is prudent and financially responsible to spread the cost of these assets over their service life. Thanks to the IVGID staff for managing our money well enough to have one of the best credit ratings in NV. The lease vs. buy decision has been a staple of business leaders forever; and overwhelmingly businesses decide to lease. The golf and ski operations are more similar to business than to government. Unless you are aware of specific facts unique to IVGID, it would be foolish and irresponsible to purchase instead of lease.

Additionally, reducing our cash has a cost: it limits our ability to do additional work. For example, the community has voiced strong opinions about making improvements to our existing assets. In order to make sound decisions about any improvements, assessments are required (e.g., architectural work, design

Bonds and Borrowing

Since Mr. Pinkerton's arrival in 2014, IVGID's finances have been massaged, manipulated and obscured from the clear public view.

About 30 years ago when the Exxon Valdez oil spill occurred, Exxon ramped up a giant Public Relations advertising campaign to tell the public what a kind and environmentally gentle company it was. Like Exxon the IVGID PR machine continually tells us how great it is and how transparent its finances are, when like crude oil on the beaches of Alaska – the ugly mess of IVGID's finances are obvious to those who actually look closely.

Tonight's proposal is just that more crude oil in the faces of IVGID area residents.

While I do not have an inside track on the critical need or lack thereof to procure the new Golf Carts, the snow cat and the Groomer. Let me assume that more intelligent minds than mine say that we critically need these things – and NOW.

Although the Community Services Fund has more than \$6 million of surplus funds over and above the \$4.7 million targeted fund balance and can easily pay cash for these purchases, Staff and three Trustees want us to incur about \$100,000 of unnecessary interest expense, plus borrowing and an extra \$30K for our GM's slush fund. Then, Wong and Morris hold a hammer over the head of the taxpayers and two trustees by saying that we will have to raise the Recce by \$95 if they do not buy into this lease agreement. As they say on the street WTF ?

Let us assume that I am a financial idiot, my numbers are wrong, and IVGID needs a few extra dollars to procure this equipment. I find it extremely difficult to believe that IVGID cannot find convenient factory financing on most if not all of these purchases. Most manufacturers of almost any product nowadays have a finance unit to arrange convenient financing and purchase options. Why did our staff and trustees not look in that direction? Is it laziness, stupidity, or maybe California First National is providing some kinds of inducements to our esteemed staff not mentioned at this hearing. Furthermore, the lease instrument in the Board packet has a cryptic reference to a 4.52% interest rate and another cryptic reference in section 23 to an "initial administrative fee" which is again not shown in the associated material. Nowhere do I see this information clearly stated in the packet or contract. In other words, the real costs and fees are unknown.

I urge our two non-kool-aid-drinking trustees to quash this foolish waste of taxpayers money by denying chair the 2/3 necessary vote on this matter.

*Mike
Abel* 459

Tony Lillios
930 Tahoe Blvd.
802-511

Trustees and IVGID staff I want to thank you for the opportunity to make a public comment. I first wanted to thank you all for the incredible service you all provide to the community individually and collectively. We live in an incredible place that most of us have chosen to live here on purpose and I want to thank for your dedication to keeping what we love here thriving and continuously improving the district.

Your service is evidenced by the thoughtful and thorough discussions on the complex and widely varied topics that are brought forth.

My comment today is regarding a topic that is not complex and it is in regards to basic financial practices.

If I took a survey of the room here, I am certain that nearly everyone here carries some level of financing. Most commonly we take out mortgages to live in our homes and spread the cost over the long term. In this room we have a wide variety of folks that go from living on fixed incomes to those with two commas in their bank accounts. And despite that spread, most every single person carries some level of debt. It's because it is the right thing to do. Do some people have unhealthy levels of debt? Absolutely. I would firmly say that no debt is at other end of the spectrum and is unhealthy as well.

Our Community Services and Beach Fund are nearly debt free.

We are looking at several capital equipment purchases including golf carts, a mower and a snow cat. There is a plan to purchase these items in CASH over the next few years! For \$800,000! That comes out to \$95 per parcel.

Why would you burn our short-term cash for something that you can finance over much longer terms over useful life over these items? Or even lease them.

It is irresponsible to use free cash this way. This approach moves us closer to a situation of where we may either unnecessarily and prematurely raise our rec fees or that future planned programs, like items in the Master Plan, go unfunded. In the worst case, our existing facilities, teams and infrastructure get starved for the cash that they need to operate. Free cash is the oxygen that allows an entity to breathe. Why are we suffocating IVGID?

I know sometimes issues here are discussed with such passion you would think we are talking about lead in our water or horrific crime rates. I hope we don't lose sight what an amazing place it is and how well run it is. A place that we chose to come to. A place that we choose to stay.

I love Incline like so many of us do. I want to thank you for handling incredibly complex decisions week over week. This isn't complex.

You absolutely need to start issuing responsible debt to move us back on track.

Thank you for your time and for your service.

-Tony Lillios

**WRITTEN STATEMENT TO BE INCLUDED IN THE WRITTEN MINUTES OF THIS
MAY 1, 2019 REGULAR IVGID BOARD MEETING – AGENDA ITEMS C & H(3)
– PURCHASE OF PERSONAL PROPERTY ON AN INSTALLMENT BASIS
RATHER THAN FOR CASH ON HAND**

Introduction: Here staff proposes having the Board enter into a creatively financed purchase agreement for nearly \$800,000 of wasteful and unnecessary personal property (a \$92,000 mower for the Championship Golf Course, a \$390,000 snow grooming machine for Diamond Peak, and \$288,000 for 58 golf carts for the Mountain Golf Course¹). The financing vehicle staff proposes the Board implement is identified as a five year “Master Equipment Lease/Purchase Agreement” with California First National Bank.”² Although staff admit “there (will be) an interest cost,”³ they never share exactly what that cost will be. And notwithstanding, they unbelievably assert that “overall the (cost) savings (will) cover it”³ (from where will these cost “savings” come?).

Although the District has nearly \$12,700,000 in reserves, it would rather retain them for a slew of new capital expenditures associated with Community Services⁴ (“CSMP”) and Diamond Peak⁵ (“DPMP”) Master Plans (neither of which has been approved), and a Beach Recreation Enhancement Plan⁶ which does nothing more than “guide...(possible) major capital improvements...at the beach properties over the next 10 to 15 years,”⁷ that propose shackling local property owners with an unbelievable possible \$81.5 million or more in new indebtedness⁸ (and this assumes staff’s estimates

¹ See page 221 of the packet of materials prepared by staff in anticipation of this May 1, 2019 meeting [https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT_Packet_Regular_5-1-19.pdf (“the 5/1/2019 Board packet”).]

² See pages 223-227 of the 5/1/2019 Board packet.

³ See page 219 of the 5/1/2019 Board packet.

⁴ Go to https://www.yourtahoeplace.com/uploads/pdf-ivgid/IVGID_Draft_CS_Master_Plan_180716-1.pdf.

⁵ Go to [https://www.diamondpeak.com/uploads/pages/Diamond_Peak_Master_Plan_August2015_reduced_\(1\).pdf](https://www.diamondpeak.com/uploads/pages/Diamond_Peak_Master_Plan_August2015_reduced_(1).pdf).

⁶ Go to https://www.yourtahoeplace.com/uploads/pdg-ivgid/Final_IVGID_Beach_Enhancement_Opportunities_Plan.pdf.

⁷ See ¶III at page 63 at https://www.yourtahoeplace.com/uploads/pdf-ivgid/General_Business_Item_F.5._-_Beach_Plan_2-24-16_1.pdf.

⁸ Between \$6.1-\$7.325 million of beach expenditures [see https://www.yourtahoeplace.com/uploads/pdg-ivgid/Final_IVGID_Beach_Enhancement_Opportunities_Plan.pdf] including the \$1 million estimate for repairing the Burnt Cedar swimming pool, \$16,408,462 of DPMP expenditures [see page 55 at [https://www.diamondpeak.com/uploads/pages/Diamond_Peak_Master_Plan_August2015_reduced_\(1\).pdf](https://www.diamondpeak.com/uploads/pages/Diamond_Peak_Master_Plan_August2015_reduced_(1).pdf)], and between \$48.85-\$57.75 million of recreation expenditures [see pages 264-270 at https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT_Packet_Regular_8-27-18.pdf].

are accurate which rarely turn out to be true)! As a consequence, staff wants the District to pay many tens of thousands of unnecessary public funds in interest costs now which sets the stage for its real agenda coming to a theater near you.

Although there can be “smart” borrowing, this isn’t an example of the principle. And for these reasons, I and others I know are *AGAINST* subjecting the public to this unnecessary indebtedness. And that’s the purpose of this written statement.

The Subject Proposed Financing Vehicle Represents an Installment Purchase Agreement: NRS 350.0055 defines an “installment purchase agreement” as “an agreement for the purchase of real or personal property by installment or lease.” Take a look at the proposed “Master Equipment Lease/Purchase Agreement². It fits the definition to a “T.”

This Hearing is Not a True Public Hearing Because Members of the Public Have Not Been Given a Reasonable Opportunity to Submit Data, Views or Arguments Against Entrance Into This Agreement: Although NAC 350.110(1) instructs that a public hearing shall take place before a resolution which approves entry into an installment purchase agreement is “voted on by (a) governing body,” nowhere does it instruct exactly what represents a “public hearing,” nor how it is to be conducted. Given NRS 318.199(4) instructs “that...at the place, date and time specified in the notice (proposing increases in water or sewer rates)...all users of the service or product (proposed to be increased) shall be afforded a *reasonable opportunity* to submit data, views or arguments orally or in writing,” I submit same *reasonable opportunity* requirement is applicable to the subject public hearing.

Look at the 22 pages of material staff have placed into the Board packet for this meeting which argues the case for entry into the subject agreement⁹. Look at the amount of time (nearly 15 minutes) given to Mr. Eick and GM Pinkerton to make their case for entry into the subject proposed agreement¹⁰. And at this meeting on May 1, 2019, look at the additional time which will be afforded to Mr. Eick to “provide an overview, which may include a PowerPoint presentation, (in support) of the proposed installation purchase plans”¹¹ (i.e., the agreement). Yet here I predict the Board’s chairperson will determine that members of the public will be afforded a scant three minutes to submit their data, views or arguments¹². Does this represent “a reasonable opportunity” for the public to submit their data, views or argument? Or is this evidence of doing nothing more than “going through the motions?”

⁹ See pages 218-239 of the 5/1/2019 Board packet.

¹⁰ See 2:19:30-2:34:09 of the livestream of the Board’s March 18, 2019 meeting [“the 3/18/2019 livestream” (<https://livestream.com/IVGID/events/8606692/videos/188880510>)].

¹¹ See ¶5 at page 5 of the 5/1/2019 Board packet.

¹² ¶6 at page 5 of the 5/1/2019 Board packet states “Chairwoman Wong will state (that) the comments made during the public hearing (will be)...governed by the Chair and Chairwoman Wong (will) state the rules she wants to use.” When it comes to the time afforded to members of the public, I predict she will state “3 minutes.”

This Hearing is Not a True Public Hearing Because the Outcome Has Been *Pre-Ordained*: So again, what constitutes a “public hearing” for NAC 350.110(1) purposes? Let’s start with staff’s notice¹³. Let’s look at the title: “Notice of *Intention* to Authorize a Medium-Term Installment Purchase Agreement.” Look at page 219 of the 5/1/2019 Board packet: “during that meeting it was agreed to consider the use of time payments for three items scheduled for that fiscal year.” If the outcome of this public hearing has already been determined, is the purpose anything more than “going through the motions?” If so, so much for public hearings

Notwithstanding, the Subject Proposed Financing Vehicle Requires an Affirmative Vote From Four Trustees: Look at NRS 350.087(1): “If the public interest requires a medium-term obligation or installment-purchase agreement, the governing body of any local government...may authorize a medium-term obligation or installment-purchase agreement...by a resolution *adopted by two-thirds of its members.*” For the reasons herein, hopefully at least two of our trustees will vote *NO*.

Our Cash Position: On April 10, 2019 the District’s Finance Director, Gerry Eick, submitted staff’s tentative 2019-20 budget. In a cover letter to “the Board of Trustees and Citizens of Incline Village and Crystal Bay,” Mr. Eick represented that as of June 30, 2019 the District will have a Fund balance in the Community Services (recreation) Fund of \$12,692,482¹⁴. Actually I and others I know expect the number to be quite a bit higher given Diamond Peak realized considerably more revenue than budgeted, and in fact, the highest revenue in its history! Even if we maintain \$4.3 million in Community Services reserves as a “base” as the Board has determined it wants to maintain¹⁵, we still have an additional \$ million in reserves.

And for those of you who don’t know what “Fund Balance” means, NRS 354.533 instructs: the “excess of assets over liabilities in a governmental fund.” Or as IVGID staff represented to the IVGID Board at its February 6, 2019 meeting¹⁶, the term is synonymous with unrestricted “reserves.”

Therefore if the Expenditure of \$800,000 is warranted for the Personal Property the Subject of This Agenda We Can Readily Afford to Pay Cash Rather Than Finance:

¹³ See page 6 of the 5/1/2019 Board packet.

¹⁴ See page 308 of the packet of materials prepared by staff in anticipation of the Board’s April 10, 2019 meeting [https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT_Packet_Regular_4-10-19.pdf (“the 4/10/2019 Board packet”)]. That page with an asterisk next to this representation is attached as Exhibit “A.”

¹⁵ See 4:14:47-51 of the 4/10/2019 livestream.

¹⁶ The Board livestreams its meetings (see <https://livestream.com/accounts/3411104>). The livestream of the Board’s February 6, 2019 meeting can be viewed at: <https://livestream.com/IVGID/events/8554858/videos/186962551> (“the 2/6/2019 livestream”). For evidence of Mr. Eick’s representation to the Board, go to 1:05:29-1:08:16 of the 2/6/2019 livestream.

But Staff Doesn't Want to Draw Down Community Services Reserves: Because it wants to use those reserves to spend *more* "for a broader schedule of (new) purchases."¹⁷ What purchases? For starters, they're set forth at pages 235-236 of the 5/1/2019 Board packet and not only include millions of dollars of wasteful spending on new projects (which expand IVGID's footprint rather than maintaining and improving our existing footprint¹⁸), but \$4.85 million of new bonds to boot!

Moreover, staff admit it doesn't want to use reserves to balance the proposed 2019-20 budget so they are available to be used "once the Community Services Master Plan is adopted" so these monies can be used for "pre-design or design work ahead of any actions for (actual) implementation."¹⁷

Yet When the Board Began Assessing Local Parcel/Dwelling Unit Owners a RFF/BFF Totaling More Than the Amounts Actually Necessary to Subsidize Staff's Overspending Assigned to Recreation/the Beaches (i.e., "Smoothing"), Didn't it Tell the Public That the Reason Was to Build Reserves So That When Major Capital Expenditures Were Required, as They Are Supposedly Now Required, We Wouldn't Have to Incur General Obligations Such as the Subject Proposed Installment Purchase Agreement? Why then isn't staff proposing that we spend down reserves rather than finance the acquisition of this \$800,000 of personal property? And if we're not going to do what the Board told the public it would do because of smoothing, for what purpose is smoothing?

If the Public Will Actually Realize Cost Savings by Financing Rather Than Outright Purchasing This Equipment, Why Not Reduce Everyone's Recreation Facility Fee ("RFF")?

In Fact, Since the District Has Accumulated Nearly \$13 Million in Community Services Reserves, Why Isn't There a Reduction or Elimination of the RFF?

What's the Real Cost of This Proposed Financing? Mr. Eick really *doesn't* tell us. At page 219 of the 5/1/2019 Board packet he admits "there is an interest cost" and that "overall, the savings can cover it," but he never tells us what that cost actually is.

1. **Interest Costs:** Take a look at ¶19 of the proposed lease agreement¹⁹. It states that "lessee shall...pay Rental payments as described in Exhibit A-1 to each lease." But *no exhibits* are attached to the proffered lease, and in particular, Exhibit A-1 is *not* attached. Which means *there's no way for the Board and the public to know the true cost of this alternative financing arrangement*. Was this omission an oversight Mr. Eick? Or was it intentional? So what's the interest cost Mr. Eick? Why is Exhibit A-1 missing? And why haven't you shared the true interest cost with the Board and the public?

¹⁷ See page 220 of the 5/1/2019 Board packet.

¹⁸ Didn't the Board survey local parcel/dwelling unit owners to learn whether they were in favor of growing bigger and bigger, or staying where we are? And didn't 2/3rds of those who responded vote that they did not want IVGID to grow bigger and bigger? Given the CSMP and the DPMP propose tens of millions of dollars in new, bigger footprint capital projects, why do you refuse to listen to your constituents?

¹⁹ See page 224 of the 5/1/2019 Board packet.

2. Adjustments to the Interest Cost: Since Mr. Eick has omitted exhibits and schedules to the proposed lease agreement, but for his buried “statement in passing,”²⁰ the Board and the public do not realize that the interest rate is *variable*. This means that although the *initial* rate may be “220 basis points plus an index tied to the Federal Reserve Statistical Release H-15”²⁰ or 4.52%²¹ (assuming this lease were executed in April of 2019 as opposed to May of 2019 *or later*), what is it going to be a year from now? Or three years? Or four years? Because you *don’t know, there’s no way for the Board and the public to know the true cost of this alternative financing arrangement.*

3. Administrative Fees: Take a look at ¶23 of the proposed lease agreement²². It states that “upon lessee’s execution of the (proposed lease agreement,) lessee shall pay to lessor ‘an initial administrative fee’ in the amount set forth in the related schedule.” But this “schedule” is not attached to the proffered lease. Which again means *there’s no way for the Board and the public to know the true cost of this alternative financing arrangement.* Was this omission an oversight by Mr. Eick? Or was it intentional? So what’s the administrative fee Mr. Eick? Why is this schedule missing? And why haven’t you shared this “add on” cost with the Board and the public?

4. Applicable Purchase Price: Although the proposed lease agreement gives IVGID an option to purchase the equipment the subject thereof, *nowhere* does Mr. Eick share the option price. Take a look at ¶22 of the proposed lease agreement²². It states that “lessee shall have the option to purchase lessor’s interest in all of the equipment listed in any lease...(however,) upon payment in full of the rental payments then due...*plus the then applicable purchase price as referenced in Exhibit A-1.*” Again, why is this exhibit not attached to the proffered lease? Was this omission an oversight Mr. Eick? Or was it intentional? So what’s the price Mr. Eick? And why haven’t you shared this “add on” cost with the Board and the public? The answers to these questions mean *there’s no way for the Board and the public to know the true cost of this alternative financing arrangement.*

5. Pre-Payment Penalties: Although the applicable purchase price is contingent “upon payment in full of the rental payments then due,” Mr. Eick doesn’t tell us whether a pre-payment penalty applies should there be pre-payment before the five year term of the proposed lease agreement matures. Which again means *there’s no way for the Board and the public to know the true cost of this alternative financing arrangement.*

6. Summary: Although Mr. Eick has done a cash flow comparison for the purchase versus lease of 58 golf carts²³, these carts only represent 37% of the total nearly \$800,000 equipment cost. If the financing costs for only 37% of the proposed equipment cost = \$34,309 or \$38,926 with a residual²³, the financing costs for 100% of the proposed equipment cost must total in excess of

²⁰ See ¶1.1 on page 218 of the 5/1/2019 Board packet under “Recommendation” where Mr. Eick tells us the applicable interest rate (whatever it will be) shall “not...exceed *an adjustable interest rate.*”

²¹ See page 230 of the 5/1/2019 Board packet.

²² See page 226 of the 5/1/2019 Board packet.

²³ See page 233 of the 5/1/2019 Board packet.

\$110,000 *PLUS* applicable administrative fees and any increased cost as a result of interest rate adjustments and pre-payment penalties. But this is just an educated guess. The more pertinent question is that if the Board and the public do not know the true cost of this alternative financing arrangement, how can any member intelligently decide whether to enter into it? And why believe the recommendations of a staff who go out of their way to deceive (once a deceiver, always a deceiver)?

Red Flags: Mr. Eick tells us that there is no requirement the District go out to public bid for this alternative financing arrangement¹⁷. He also tells us “the District has previously worked with California First National Bank” (the lessor under the proposed lease agreement)¹⁷. Notwithstanding, he tells us “staff did contact four entities who have previously indicated (an) interest in leasing(, however,) only California First National Bank is” allegedly qualified¹⁷. These are all “red flags.”

California First National Bank is Eager to Provide Alternative Means of Financing For IVGID’s Future Equipment Purchases: At page 220 of the 5/1/2019 Board packet Mr. Eick tells us that California First National Bank is “willing to consider (the financing of) additional (equipment) purchases in future years, however, staff is reluctant” at the present time¹⁷. This is another “red flag” because what is to stop IVGID in the future? After all, a close inspection of the proposed lease agreement² reveals it is open-ended. In other words, there’s nothing to stop staff from adding new equipment purchases to new schedules attached to the subject agreement. This sets a very dangerous precedent.

Regardless of the Alternative Financing Costs, We Don’t Need a New State of the Art \$400,000 Snow Plow: Does the Board realize that the snowplow for Diamond Peak staff is proposing costs \$100,000 *LESS* without the GPS option? So why are we spending the additional \$100,000? Is it because of the belief we always have to spend the most because we’re Incline Village and we deserve it? We’re *NOT* Squaw Valley, Northstar nor Heavenly. Since we don’t have nearly the revenue nor skier visits that these ski areas do, it makes no financial sense to spend this kind of money on snowplows.

Moreover, what’s wrong with the current snowplow staff proposes replacing? Why can’t we extend its useful life? And assuming we can’t, why not purchase used snowplows from Squaw Valley, Northstar, Heavenly or whomever? If you’re looking to save money here’s a simple way to save several hundred thousand dollars or more.

And We Don’t Need 58 New Golf Carts for the Mountain Course: Since we use our carts one-third as much most year round golf courses, their remaining useful life is *many years*. Why the need to recycle our fleet every five years?²⁴ And by-the-way, \$288,000 for 58 carts = nearly \$5,000/cart. And remember, these aren’t the “super-duper” GPS enabled carts that are used at the Championship Course. They’re basic “entry level.”

Moreover, what’s wrong with our current carts staff proposes replacing? Why can’t we extend their useful lives? Even if we’re looking at increased maintenance costs, we need to incur nearly \$300,000 of those costs before we reach the cost staff now proposes. If you’re looking to save money here’s a simple way to save nearly one hundred thousand dollars.

And We Don't Need Another Nearly \$100,000 Lawn Mower: Are you out of your mind? For a lawn mower? What's wrong with our current mower which staff has earmarked for replacement? . If you're looking to save money here's a simple way to save several hundred thousand dollars or more.

Doesn't the Board Recall Trustee Morris' Announcement at the Board's March 18, 2019 Meeting That We're at a Crossroads and Either We Finance Capital Improvement Recreation Projects, We Massively Increase the RFF, or We All Go Home?²⁴ Well it's time for you to go home Trustee Morris. If this initiative fails, I DARE YOU AND YOUR TWO RUBBER STAMPS (Trustees Horan and Chairperson Wong) to increase the RFF by the approximate \$95/parcel/dwelling unit staff estimates will be required "to provide resources for the outright purchase of these three items."¹

It's Time to Massively Increase the RFF/BFF Because There's No Way We Can Afford the Massive New Spending Required for the Diamond Peak and Community Services Master Plans, the Plan For Enhancement of Beach Facilities, and the \$27.3M Staff Projects Spending on its Other Capital Improvement Projects? Listen to staff's proposed spending:

1. **Diamond Peak Master Plan:** Notwithstanding this "Plan" has never been adopted (it was only "accepted"), its cost *in 2015 dollars* is a whopping \$16,408,462²⁵;

2. **IVGID Beaches Recreation Enhancement Opportunities Plan:** This "Plan," which was approved on February 24, 2016²⁶, proposes spending anywhere from \$6.13 - \$7.330 million²⁷ or possibly more²⁸, *in 2016 dollars*;

3. **Community Services (Recreation) Master Plan:** Although this "Plan" has not yet been approved²⁹, Design Workshop (the District's consultant) has submitted a "Final Draft 2019" of the Plan."³⁰ On July 24, 2018 I submitted a written statement to the Board which summarized in some

²⁴ See page 310 of the 5/1/2019 Board packet.

²⁵ See page 55 of the Plan at https://www.yourtahoeplace.com/uploads/pdf-ivgid/DPMP_August_2015_10-21-2015.pdf.

²⁶ See item F(5) at pages 445-447 of the packet of materials prepared by staff in anticipation of the Board's April 27, 2016 meeting [https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT_Regular_Packet_4-27-16.pdf ("the 4/27/2016 Board packet")].

²⁷ Go to https://www.yourtahoeplace.com/uploads/pdf-ivgid/Final_IVGID_Beach_Enhancement_Opportunities_Plan.pdf.

²⁸ I say "possibly more" because at this stage we don't know whether repairs to the Burnt Cedar Pool are going to total \$500,000 or \$2,000,000.

²⁹ The final draft is scheduled to be "received" by the Board at this May 1, 2019 meeting [see agenda item H(2)], and formally approved on July 17, 2019 (see page 29 of the 5/1/2019 Board packet).

³⁰ See pages 93-217 of the 5/1/2019 Board packet.

detail the proposed Plan’s estimated costs as determined by its consultant, Design Workshop³¹. That summary concluded that its cost, *in 2018 dollars*, would total anywhere from \$48.85 - \$57.75 million³². Although it is difficult to compare these costs in the Final Draft 2019 Plan, they appear to be fairly consistent³³.

4. Five Year Capital Improvement Plan: Although the Board has not yet approved an updated five year capital plan, at its March 18, 2019 meeting it tentatively approved a plan which calls for \$23,120,715 of Community Services (recreation) capital expenditures, and \$4,173,860 of Beach capital expenditures³⁴. That’s a total of \$27,294,575 of short term future capital expenditures.

5. Allocated Staff Time: GM Pinkerton has told us that for every capital project, allocated staff costs are assigned because if we didn’t have to pay our staff, we’d have to pay someone else to assist/administer these projects, and allegedly at a higher cost. So what are the additional costs Mr. Pinkerton?

6. Summary: All told, that’s between roughly between \$99 - \$109 million of capital expenditures three members of the Board have signed onto. From where exactly do these Board members propose this money come from? There’s only one source. Massive increases to the RFF/BFF.

And if You the Reader Were Surveyed as to Your Support For Any of This, if You Had to Massively Increase the RFF/BFF Your Parcel/Dwelling Unit is Assessed, How Exactly Would You Respond? Given none of us has been asked the question, whatever local property owner support the District claims for any aspect of the CSMP is flawed.

³¹ See pages 264-270 of the packet of materials prepared by staff in anticipation of the Board’s August 27, 2018 meeting [https://www.yourtahoepace.com/uploads/pdf-ivgid/BOT_Packet_Regular_8-27-18.pdf (“the 8/27/2018 Board packet”).]

³² According to Phase III, Task ¶3.3(b) of the Design Workshop’s scope of work states that “cost estimating at the master plan level can be inaccurate due to the limited amount of detail of material quantities and future material costs” (see page 79 of the 5/1/2019 Board packet). For this reason, I have every reason to believe that these estimated numbers are woefully inaccurate.

³³ Upper High School Athletic Field Needs of \$350,000 - \$1.7 million (page 164 of the 5/1/2019 Board packet); Old Elementary School Needs of \$7.25 - \$7.6 million (page 180 of the 5/1/2019 Board packet); U.S. Forest Service Property Needs of \$2 million (page 167 of the 5/1/2019 Board packet); Incline Park & Field Needs of \$15.9 - \$16.6 million (page 184 of the 5/1/2019 Board packet); Sierra Park (Crystal Bay) Needs of \$260,000 (page 182 of 5/1/2019 Board packet); Recreation Center Expansion/Renovation Needs of \$19.625 million (page 205 of the 5/1/2019 Board packet); and, Spring Structure/Fieldhouse Needs of \$2.25 million (page 203 of the 5/1/2019 Board packet).

³⁴ See page 63 of the packet of materials prepared by staff in anticipation of the Board’s March 18, 2019 meeting [https://www.yourtahoepace.com/uploads/pdf-ivgid/BOT_Packet_Regular_3-18-19.pdf (“the 3/18/2019 Board packet”).]

Conclusion: The Board needs to learn to live within its financial means. We don't need to purchase top of the line, we don't need to purchase new, and we don't need to systematically refresh our fleet of "whatever" every five years, when there's nothing wrong with the fleet. If the Board disagrees, it needs to learn to *not* spend more than the sources it actually has available for those purposes. But here staff have come up with a creative financing alternative which allows the Board to spend more than the estimated revenues available for this purpose. This sets a dangerous precedent, and opens the door to \$100 million or more of new capital "pet" purchases the community has told the Board is *not* a priority. For these reasons I urge at least two trustees to vote "no" which effectively kills staff's stupid initiative and sets the stage for the showdown Trustee Morris covets.

You Board members can stick your collective heads in the sand and pretend you don't know what's going on around you. But how about doing your jobs instead by praising staff for having proposed such an irresponsible agenda item which needlessly wastes public moneys when we already have nearly \$13 million in reserves.

And to those who may be reading this written statement and asking where your RFF/BFF really go, do you now realize why they can never go down and under the tutelage of trustees Wong, Horan and Morris, are poised to massively increase? And why? Because they're more committed to building Taj Mahals to attract the world's tourists rather than advancing the interests of local property owners.

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

EXHIBIT "A"

The District is expected to adopt the updated Community Services Master Plan. Neither the operating nor capital budgets include any projects contemplated by this plan. Should any projects needs develop prior to June 30, 2020, they would have to follow the augmentation requirements to become authorized.

During the fiscal year 2016-2017 the District began the process of update and review of the Diamond Peak Master Plan by the Tahoe Regional Planning Agency (TRPA). This is a multi-year process that may not be completed until after June 30, 2020. A substantial portion of that capital project's budget will be carried over to 2019-20.

Governmental Fund Balance

The District Final Budget Summary reports the following select Fund Balances:

	Estimated Fund Balance <u>6/30/19</u>	Projected Minimum by Board <u>Policy</u>	Projected Fund Balance <u>6/30/20</u>
General Fund	\$ 2,838,162	\$ 199,000	\$ 2,169,792
Comm. Services SR	\$12,692,482	\$4,493,000	\$10,453,105
★ Beach Special Rev.	\$ 1,729,521	\$ 526,000	\$ 1,388,643

Comparison across Fiscal Years Presented in Form 4404LGF

A fundamental aspect of the Form 4404LGF is comparison of information across the audited results of the fiscal year ending June 30, 2018, an estimated result for the year ending June 30, 2019, along with a presentation of the Tentative and Final budget for the year ending June 30, 2020. The form and content for those three periods utilizes the same accounting principles and methodologies. Comparisons can be made knowing that differences are the consequence of circumstances, not methodology.

One major variation year on year relates to the District's use of Capital Projects and Debt Service Funds for the Community Services and Beach activities from July 1, 2015 through June 30, 2019. The objective for using these funds was the expectation of the need to demonstrate the sources and uses of the facility fee for capital expenditure and debt service. Our experience has been expenditures are the most sought after information. This can be demonstrated effectively within the functional expenditure reporting in Special Revenue funds. Therefore the Capital Projects and Debt Service funds will become inactive as of July 1, 2019 and used only in the event the District issues bonds for a specific construction project.

Another variation is in the level of activity for food and beverage operations. The fiscal year 2017-18 saw increased activity. However, the greatest jump for 2018-19 relates to the Beach Fund taking on delivering food and beverage services at the two beaches. For many years, this was a concessionaire service. The respective revenues and expenditures increase, as well as the bottom line results. This also resulted in increases to FTE's with the addition of staff.

Although there are 336 pages in tonight's packet, the information for this Board to make informed decisions is absent. There is a new three year contract for our Federal lobbyist without a copy of his previous contract, an independent analysis of his past performance and any standards by which to measure the expected return on our new investment of \$195,000 for his services. Over the past 15 years, we have paid over three quarters of a million dollars –perhaps it has been money well spent. Yet, over the past three years, I am unaware of the District receiving any new Federal grants and haven't heard the actual amount of funding available for our \$23 million pipeline replacement or the \$2 million lining for our emergency storage pond. Shouldn't we all know what we are paying for?

The Draft Community Services Master Plan presents a similar problem. There is no sheet identifying the costs for the entire plan, how each of the projects will be financed and the cost to operate and maintain these new or expanded facilities. What is even worse, is the plan doesn't reflect what our community wants and is willing to pay for. According to the District's own surveys, about 2/3 of our citizens want to maintain and improve our current facilities and are only willing to pay a maximum of \$100 more in Rec fees for NEW facilities. Despite the omissions and the disregard for our community's priorities, you are being asked to fast-track acceptance and approve this plan in July. Why?

If you asked our citizens their priorities, they would point you to a number of issues that aren't on tonight's agenda or most other public meetings. We have a \$1 billion infrastructure, NO Director of Asset Management or Chief Engineer and NO capital reserve plan that identifies the physical condition of all of our facilities and infrastructure. There is no time table for repair and replacement and the funds we will need to implement. Isn't it time for you to address this, before you expend millions of dollars of design fees for \$50 million or more for new projects –that is neither right sized for our community or within our personal budgets to finance?

Judith Miller

*To Be Included With the Minutes of the Meeting

**WRITTEN STATEMENT TO BE INCLUDED IN THE WRITTEN MINUTES OF THIS
MAY 1, 2019 REGULAR IVGID BOARD MEETING – AGENDA ITEM H(2) –
REVIEW AND RECEIVE THE PROFERRED COMMUNITY SERVICES
MASTER PLAN FINAL DRAFT 2019 (“THE CSMP”)**

Introduction: Here staff proposes reviewing and “receiving” the CSMP with the intent of formally *adopting* it on July 17, 2019¹. Since I don’t know any reason why the CSMP must be “received” prior to an up or down vote on “adoption,” and receipt sets the stage for over \$100 million of capital improvement plan (“CIP”) expenditures over the next several to ten years (see discussion below) which force the Recreation (“RFF”) and Beach (“BFF”) Facility Fees to be their *involuntary* funding source², I am opposed and urge a resounding *NO* vote. And that’s the purpose of this written statement.

The CSMP is an INCREDIBLE WASTE of Effort Given its Conclusions Are Flawed: Regardless of its stated purposes, the CSMP is nothing more than a staff pie-in-the-sky laundry/wish list of possible recreational facility renovations/improvements/additions intended to insure our over compensated, over benefited and overblown³ staff have jobs for the next 10 or more years. It needlessly assumes the building of facilities on lands IVGID does not own, and is likely never to own; assumes facilities which are not recreational can be constructed upon lands subject to use restrictions which mandate use for recreation purposes *only*; it fails to determine whether the construction/improvement of any of these facilities will be “economically sound and feasible” as NRS 318.055(4)(c)(2) mandates; and, it disregards the promises IVGID made to the County Board of Commissioners (“County Board”) and the public on October 25, 1965⁴ which convinced the County Board to confer upon IVGID the basic power to furnish facilities for public recreation. Although the CSMP’s consultant, Design Workshop, surveyed a fraction of local property owners who will be involuntarily compelled to pay the Plan’s enormous costs, those surveys were *artfully crafted by staff* to skew the results and ensure staff’s pre-ordained answers. Design Workshop calls these surveys “statistically valid.”⁵ Although statistically that may be true, in the real world such surveys are fundamentally flawed. In other words, garbage-in, garbage-out.

For instance, although the CSMP surveys what types of facilities and improvements are important to survey takers, *never* does it ask the question whether responders are willing to pay the

¹ See pages 29 and 31 of the packet of materials prepared by staff in anticipation of this May 1, 2019 meeting [https://www.yourtahoepace.com/uploads/pdf-ivgid/BOT_Packet_Regular_5-1-19.pdf (“the 5/1/2019 Board packet”)].

² Because according to Director of Finance Gerry Eick, there is essentially no other “user fee process to generate a source” of revenue to provide goods, services or CIPs on a continuing basis.

³ See <https://transparentnevada.com/salaries/2018/incline-village-general-improvement-district/> which lists an unbelievable 980 employees for 2018. Today’s number is likely 1,000 or more.

⁴ See pages 326-327 of the 5/1/2019 Board packet.

⁵ See ¶4 at page 31 of the 5/1/2019 Board packet.

costs associated with their acquisition/improvement/operation with a commensurate increase in the RFF/BFF by a specific disclosed amount. Without asking such questions, the survey's results are worthless because without knowing whether local property owners are willing to pay, and if so how much, who does Design Workshop expect to pay for "pie-in-the-sky" facilities and improvements?

The CSMP is an *INCREDIBLE FINANCIAL WASTE* Given its Enormous Cost: Simply stated, in a perfect world, the CSMP addresses recreational facility upgrades/improvements which a group of concerned citizens could have come up at a community meeting lasting two hours or less. Yet the Board has commissioned a "consultant" at a minimum cost of close to if not in excess of \$250,000⁶!

Moreover, what about the cost of the hundreds and hundreds if not thousands of hours of staff time? Don't we remember how on December 12, 2018 GM Pinkerton told us that since staff "spend...the vast majority of its time working on CIP projects, our staffing costs are allocated to (CIP) projects based on the amount of time spent on...specific projects?"⁷ And that \$272,500 of staff time had allegedly been advanced on \$325,489 of engineering and other costs incurred with outside vendors associated with the alleged Effluent Pond Liner project⁸? In other words, for every \$1 spent on direct costs with outside vendors, GM Pinkerton told the Board and the public that an *additional* \$0.84 was spent on their own compensation and benefit costs. If this surcharge for staff time is emblematic of staff time typically spend on a CIP, then it means \$197,433 in allocated staff time should be *added* to the \$235,040 of consultant costs for the CSMP bringing the total cost up to a *totally unacceptable* \$432,483! In fact, since staff time devoted to this project was considerably greater than what is typically advanced on your typical CIP, actual allocated staff time for this project should total *considerably more than* \$197,433.

In fact just to get to the truth, on April 29, 2019 I made a public records request precisely to discover that cost⁹. Now what do you think is going to be IVGID's Public Records Officer's ("PRO's")

⁶ See page 82 of the 5/1/2019 Board packet which documents a cost of nearly \$250,000 broken down \$215,835 for professional fees, \$6,480 for reimbursable hard costs, and \$12,725 for other reimbursable expenses.

⁷ I have attached pages 183-184 of the 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 ("the 12/18/2018 Board packet")] as Exhibit "A" to this written statement, where at page 184 GM Pinkerton made the quoted statement.

⁸ Although another \$190,148 was paid towards Tahoe Transportation District's Environmental Impact Statement ("EIS"), IVGID staff are not required to devote any management nor other costs to this expenditure. An outside firm is creating an EIS, and IVGID is paying its agreed upon portion pursuant to the Interlocal Agreement referenced above.

⁹ Evidence of my request is attached as Exhibit "B" to this written statement.

response? Given my experience with Ms. Herron¹⁰, I predict it will be misleading, deceitful and in the end will not yield the truth¹¹. But let's see how she responds and I'll be sure to update the Board and the public with this eagerly awaited response.

Now Are You Ready For the CSMP's Estimated Cost? On July 24, 2018 I submitted a written statement to the Board which summarized in some detail the proposed Plan's estimated costs as determined by its consultant, Design Workshop¹². That summary concluded that the CSMP's cost, *in 2018 dollars*, would total anywhere from \$48.85 - \$57.75 million¹³. Although it is difficult to compare these costs to those in the Final Draft 2019 Plan, they appear to be fairly consistent¹⁴.

Let's Put These Estimated Costs Into Perspective Insofar as *Other* Estimated CIP Costs Targeted to be Expended in the Immediate Future: Consider,

1. **The Diamond Peak Master Plan ("DPMP"):** Notwithstanding this "Plan" has never been adopted (it was only "accepted"), its estimated cost *in 2015 dollars* is a whopping \$16,408,462¹⁵;

2. **IVGID Beaches Recreation Enhancement Opportunities Plan:** This "Plan," which was approved on February 24, 2016¹⁶, proposes spending anywhere from \$6.13 - \$7.330 million¹⁷ or possibly more¹⁸, *in 2016 dollars*;

¹⁰ I have attached the string of e-mails between Ms. Herron and me concerning allocated staff costs alleged to have been part of the effluent pond project as Exhibit "C" to this written statement.

¹¹ I made a similar request to Ms. Herron insofar as the allocated staff costs expended on the sewer effluent pond liner project that we all recall was never a project because the pond liner was never lined. Ms. Herron *never* provided the records requested which I predict is going to happen here.

¹² See pages 264-270 of the packet of materials prepared by staff in anticipation of the Board's August 27, 2018 meeting [https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT_Packet_Regular_8-27-18.pdf ("the 8/27/2018 Board packet")].

¹³ Moreover, according to Phase III, Task ¶13.3(b) of the Design Workshop's scope of work, the "cost estimating at the master plan level *can be inaccurate* due to the limited amount of detail of material quantities and future material costs" (see page 79 of the 5/1/2019 Board packet). For this reason, I have every reason to believe that these estimated numbers are *woefully inaccurate*.

¹⁴ Upper High School Athletic Field Needs of \$350,000 - \$1.7 million (page 164 of the 5/1/2019 Board packet); Old Elementary School Needs of \$7.25 - \$7.6 million (page 180 of the 5/1/2019 Board packet); U.S. Forest Service Property Needs of \$2 million (page 167 of the 5/1/2019 Board packet); Incline Park & Field Needs of \$15.9 - \$16.6 million (page 184 of the 5/1/2019 Board packet); Sierra Park (Crystal Bay) Needs of \$260,000 (page 182 of 5/1/2019 Board packet); Recreation Center Expansion/Renovation Needs of \$19.625 million (page 205 of the 5/1/2019 Board packet); and, Spring Structure/Fieldhouse Needs of \$2.25 million (page 203 of the 5/1/2019 Board packet).

¹⁵ See page 55 of the Plan at https://www.yourtahoeplace.com/uploads/pdf-ivgid/DPMP_August_2015_10-21-2015.pdf.

3. **IVGID's Five Year Capital Improvement Plan:** Although the Board has not yet approved an updated five year capital plan, at its March 18, 2019 meeting it tentatively approved a plan which calls for \$23,120,715 of Community Services (recreation) capital expenditures, and \$4,173,860 of Beach capital expenditures¹⁹. That's a total of \$27,294,575 of short term future capital expenditures having nothing to do with the Beach Recreation Enhancement Opportunities, Tennis and Community Services Master Plans.

4. **Don't Forget About Allocated Staff Time:** GM Pinkerton has told us that for every capital project, allocated staff costs are assigned because if we didn't have to pay our staff, we'd have to pay someone else to assist/administer these projects (and allegedly at a higher cost none of us believe). Given IVGID staff "has been working with...the Design Workshop team...and the community to meet the goals and expectations as approved in the (CSMP's) scope of services,"²⁰ what are the additional costs for these four additional CIP Plans (expressly including the CSMP) Mr. Pinkerton? Using the 184% adjustment factor applied to the Effluent Pond Liner project (see discussion above), anywhere from \$84 million - \$92.4 million!

6. **Summary:** All told, that's between roughly \$183 million - \$202.4 million of capital expenditures three members of the Board have signed onto. *And from where exactly do these Board members propose this money come from?* There's only one source. Massive increases to the RFF/BFF.

So Now That You Know the Truth, When IVGID Asks You if You Are in Favor of New Recreational/Beach CIPs Together With Their Associated Many Millions of Dollars Cost, Which Translates to an \$X.00 Increase in Your RFF/BFF, What Exactly is Going to be Your Answer²¹? Is there really any doubt?

So Why Did Staff Ever Start Down This Road Knowing That at the End, Essentially None of the CSMP's Proposed CIPs Would Ever be Prosecuted? Why don't you ask past Board members Kendra Wong, Joe Wolfe, Bruce Simonian, Jim Hammerel and Bill Devine? They are ALL to blame! And why

¹⁶ See item F(5) at pages 445-447 of the packet of materials prepared by staff in anticipation of the Board's April 27, 2016 meeting [https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT_Regular_Packet_4-27-16.pdf ("the 4/27/2016 Board packet")].

¹⁷ Go to https://www.yourtahoeplace.com/uploads/pdf-ivgid/Final_IVGID_Beach_Enhancement_Opportunities_Plan.pdf.

¹⁸ I say "possibly more" because at this stage we don't know whether repairs to the Burnt Cedar Pool are going to total \$500,000 or \$2,000,000.

¹⁹ See page 63 of the packet of materials prepared by staff in anticipation of the Board's March 18, 2019 meeting [https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT_Packet_Regular_3-18-19.pdf ("the 3/18/2019 Board packet")].

²⁰ See page 31 of the 5/1/2019 Board packet.

²¹ Does anyone really expect IVGID will ever ask such a question given its fear insofar as the results?

don't you ask current Board members Kendra Wong, Phil Horan and Peter Morris given they share the views of past Board members?

Oh, But it Would be Such a Waste of Money to Not Move Forward After Having Spent the Hundreds of Thousands of Dollars in Consultant/Allocated Staff Costs: You're wrong Mr. Pinkerton notwithstanding this was your observation at the Board's March 18, 2018 meeting. I and others believe the opposite given the *incredible waste of money!*

And just so the reader knows of the amount of money we're talking about, at the Board's March 18, 2018 meeting GM Pinkerton stated that a combined \$500,000 has *already* been spent on consultants just for the IVGID Beach Recreation Enhancement Opportunities, Tennis and Community Services Master Plans. Since I stopped counting on the cost of the DPMP after \$225,000, this now takes us to over \$725,000. And once we add in hidden allocated staff costs, we're looking at well over \$1.3 million! Who spends this kind of money on consultants and staff for pie-in-the-sky plans such as these? Who's to blame? Since past Boards should have *NEVER* have gone down this road in the first place, *it's time to put a stop to the bleeding by "just saying no."*

This Analysis Reveals Staff's Modus Operandi; Get So Deep Into an Irresponsible Project So its Costs Become Impossible to Throw Away: Now you're hopefully beginning to understand. First staff comes up with a "Plan." Of course, we're told the Board never has to go forward with it because all we're doing is "planning." Then staff comes to the Board seeking formal "receipt" (like now) and then "adoption" of the Plan. Again we're told the Board never has to go forward with funding because all we're doing is "adopting." Then staff ask the Board for funding, but only for pre-design work they claim. And after spending hundreds and hundreds of thousands of dollars on pre-design and planning, we discover we're so deep into the project to now cut our losses and put a halt to something we should have never initiated in the first place.

This is exactly what has taken place with the DPMP. Notwithstanding the Board told the public that financially, the DPMP would never be reliant upon the RFF, \$800,000 of the RFF has already been appropriated for the Plan. And this number doesn't include the hundreds and hundreds of dollars of staff time our PRO told us staff doesn't keep track of. Staff has come to the Board seeking preliminary entitlement approval only, and after five years, we haven't even gotten to the selection of another consultant phase to prepare an EIS. And although entitlements were originally estimated at \$160,000, in addition to the \$800,000 which has already been appropriated, according to Brad Johnson before he left his employ with IVGID, EIS preparation is going to cost at least another \$700,000. Then the public will be into this project to the tune of \$1.5 million or more and we won't even have spent a penny on actual construction. In other words, it will be too late to simply turn our backs on the project. Ladies and gentlemen, don't you see we're on the same course here with the CSMP?

Conclusion: Again I ask if the reader is familiar with the Bugatti automobile? It is one of the most expensive automobiles in the world selling for several millions of dollars. If I asked you the prudence of purchasing a number of Bugatti automobiles pursuant to a comprehensive "Plan," how would you respond? Probably that you knew you couldn't afford a vehicle like this right from the beginning, so why undertake the effort or expense for a Plan which in the end suggested you

purchase multiple Bugattis? Here it's the same thing. Local property owners are not going to stand still for plans which call for the expenditure of roughly \$183 million - \$202.4 million or more in new CIPs²² over the next five to ten years. *So why go down this road? Why only ask the question where is the "existing funding source or potential identified funding sources" only after formal adoption of the CSMP?*²³ Why spend anything more on a plan that ultimately is going to go absolutely nowhere? Why vote to "receive" the current CSMP? Why schedule a hearing on July 17, 2019 to adopt the plan?

Again, the Board needs to learn to live within its financial means. You Board members can stick your collective heads in the sand and pretend you don't know what's going on around you. But how about doing your jobs instead by admonishing staff for having ever, ever proposed such an irresponsible project (the CSMP) which needlessly wastes public moneys? Had staff been more prudent, it wouldn't be coming to the Board asking for permission to enter into an alternative financing arrangement for acquisition of three pieces of equipment rather than purchasing them outright for approximately \$800,000²⁴. For these reasons I urge the Board to vote NO for receipt of the CSMP. After all, staff informs us that one of the alternatives before the Board is to "not receive" the CSMP²⁵.

And to those who may be reading this written statement and asking where their RFF/BFF really go, do you now realize why they can never go down and under the tutelage of trustees Wong, Horan and Morris, they are poised to massively increase. And why? Because three of our current Board members are more committed to building Taj Mahals to attract the world's tourists rather than advancing the interests of local property owners.

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

²² Didn't the CSMP reveal that 2/3 of local parcel owners were against spending the RFF/BFF on *new* recreation/beach facilities?

²³ At page 32 of the 5/1/2019 Board packet staff tells us that *only* after "formally adopt(ing)...the CSMP...the next critical step will be to begin identifying...an existing funding source or potential identified funding sources."

²⁴ See agenda item H(3) at page 3 of the 5/1/2019 Board packet.

²⁵ See 1 at page 33 of the 5/1/2019 Board packet.

EXHIBIT "A"

IV. COMMENT

Effluent Export Line – Phase II

There has been a great deal of interest in the expenditures for the Effluent Export Line – Phase II. This project has two lines in the Project Report. The 2017-18 \$1,000,000 project was for the continuing pre-design, along with study of pond lining, and other improvements.

However, after the budget was adopted, the District had the opportunity to make Effluent Pipeline Repairs by joining a State Contract for work on State Route 28. The Board of Trustees approved a \$1,152,000 contract and of that amount \$955,028 was expended in 2017-2018 and applied to the multi-year carryover for the project.

The multi-year carryover arises from the Board of Trustees approved funding towards the eventual replacement project.

Of the \$1,000,000 approved for 2017-18, \$788,137 was expended. This number is higher than the \$705,369 that was estimated to be expended when the District Budget was adopted in May. This type of variance is not unusual since estimated expenditures have to be done well advance of the end of the fiscal year.

The narrative for the line item which estimated the carryover referenced “Pond Lining”. This descriptor was not meant to indicate that the current year expenditures were focused on the pond lining element of the overall project. It was merely to note that pond lining is a component of the overall project. ☆

The \$788,137 in expenditures was focused in four key areas:

Costs incurred with outside vendors: \$244,028. ☆

District staff has been leading small construction, repair and rehabilitation projects to the Effluent Export System from Incline Village to the disposal site at the Wetlands. The District has hired outside contractors, purchased pipe materials, vaults, air relief valves, pumps, rented equipment, and performed construction work to improve and replace aging infrastructure.

Reimbursements to Tahoe Transportation District (TTD): \$190,148.

As you are aware, IVGID is one of 13 project partners for the State Route 28 Shared Use Pathway. IVGID is providing \$300,000 in funding, via a January 2013 Interlocal Agreement with TTD (amended October 2014), for the current Environmental Analysis which is on track to be completed this year.

Direct Charges by CIP Staff..... \$272,500

The District's CIP Staff spends the vast majority of its time working on CIP projects. Their staffing costs are allocated to projects based on the amount of time spent on the specific project.

Third Party Costs Associated with Repair Contract..... \$81,461.

Engineering, construction management, construction inspection and special inspection costs associated with the SR 28 repair contract.

V. CONCLUSION

The full year end Fiscal Year report is attached. It is also available on the District's website via the Capital Improvement Projects Section of the Financial Transparency page. Quarterly Reports are available for the three most recent fiscal years as are the annual reports for the past four years.

EXHIBIT "B"

Records Request - Staff/Other Costs Allocated to the Community Services Master Plan

From: "s4s@ix.netcom.com" <s4s@ix.netcom.com>
To: Herron Susan
Subject: Records Request - Staff/Other Costs Allocated to the Community Services Master Plan
Date: Apr 29, 2019 2:16 PM

Hello Ms. Herron -

I would like to examine source records which evidence all IVGID staff costs allocated to the Community Services Master Plan, to date.

I want to examine records which:

1. Identify each IVGID employee who has devoted any time, effort or out of pocket cost associated with this plan;
2. The date(s) when each such effort(s) was advanced;
3. The time spent for each such effort(s) advanced;
4. The out of pocket cost for each such cost advanced.

I also want to examine records evidencing all payments to Design Workshop associated with the Community Services Master Plan. Invoices and evidences of payment would be sufficient.

I also want to examine food and beverage records or food and beverage reimbursement records which evidence all such costs expended since January 1, 2016 associated in any manner whatsoever with the Community Services Master Plan.

I also want to examine records which evidence all free or discounted user fees given at any IVGID owned recreational venue and/or the beach, associated in any manner whatsoever with the Community Services Master Plan. These records should:

1. Identify each non-IVGID employee who has been given free or discounted user fees;
2. The date(s) when each such free/discounted recreational venue access was advanced;
3. The retail value for each such free/discounted recreational venue access advanced.

Thank you for your cooperation. Aaron Katz

EXHIBIT "C"

RE: Records Request - Direct Charges by CIP Staff to Time Spent Working on CIP Projects

From: "Herron, Susan" <Susan_Herron@ivgid.org>
To: "s4s@ix.netcom.com"
Cc: Wright Frank <alpinesportss@gmail.com>, Newman Linda <linda@marknewman.net>
Subject: RE: Records Request - Direct Charges by CIP Staff to Time Spent Working on CIP Projects
Date: Jan 22, 2019 3:41 PM

Dear Mr. Katz,

This e-mail is IVGID's response to Item 4. of your December 11, 2018 records request which reads as follows:

4. Records which evidence each staff member whose cost was allocated to the effluent pipeline project, phase II, for 2017-18, his/her total time and cost so allocated, a breakdown as to how that total time and cost was computed per such staff member, all of which total the \$272,500 represented

✶ Following is a table of the amounts charged to CIP Number 2524SS1010 for Staff:

July 2017	\$25,000
August 2017	\$15,000
September 2017	\$20,000
October 2017	\$30,000
November 2017	\$45,000
December 2017	\$25,000
January 2018	\$25,000
February 2018	\$25,000
March 2018	\$27,500
April 2018	\$25,000
May 2018	0
June 2018	\$10,000

This completes your records request in its entirety.

Susan A. Herron, CMC

Executive Assistant/District Clerk/Public Records Officer
 Incline Village General Improvement District
 893 Southwood Boulevard, Incline Village, NV 89451
 P: 775-832-1207
 F: 775-832-1122
 M: 775-846-6158
 sah@ivgid.org
<http://ivgid.org>

From: s4s@ix.netcom.com <s4s@ix.netcom.com>
Sent: Monday, January 14, 2019 2:58 PM
To: Herron, Susan <Susan_Herron@ivgid.org>
Cc: Wright Frank <alpinesportss@gmail.com>; Newman Linda <linda@marknewman.net>
Subject: RE: Records Request - Direct Charges by CIP Staff to Time Spent Working on CIP Projects

Thank you Ms. Herron -

So we're clear, staff has no records which evidence:

1. When this policy of allocating staffing costs was first implemented by staff to any CIP project;
2. The allocation of such costs for the first such CIP project where staffing costs were so allocated (which means up until now, they've never been assigned to a CIP);
3. The Board's approval of the policy identified in question 1 above.

Correct? If not correct, please advise where those records are because they haven't been provided nor made available for my examination.

Insofar as request 5 below, I would like to examine the project summary for that project; #2299WS1703. It's not part of the approved 2017-18 CIP budget. Please consider this a follow up records request.

Insofar as request 4 below, when are those records going to be made available for my examination? After all, GM Pinkerton reported that \$272K of these staffing costs were allegedly assigned to the effluent pond liner project. How could he make the statement he did if he didn't have access to the precise allocated staff costs which were allegedly assigned? And how come it has already taken more than a month for those records to be made available for examination and still nothing.

Thank you for your cooperation. Aaron Katz

-----Original Message-----

>From: "Herron, Susan"

>Sent: Jan 14, 2019 1:40 PM

>To: "s4s@ix.netcom.com"

>Cc: Wright Frank , Newman Linda

>Subject: RE: Records Request - Direct Charges by CIP Staff to Time Spent Working on CIP Projects

>

>Dear Mr. Katz,

>

>This e-mail shall serve as IVGID's response to your records request of December 11, 2018 which reads as follows:

>

>On page 187 of the Board packet for tomorrow evening's Board meeting, Mr. Pinkerton states that "staffing costs are allocated to projects based on the amount of time spent on (a) specific project."

>

>I would like to examine records which evidence:

>

>1. When this policy of allocating staffing costs was first implemented by staff to any CIP project because that did not used to be the case.

>

>2. The allocation of such costs for the first such CIP project where staffing costs were allocated, by identifying the individuals whose costs were allocated, and their total allocated cost.

>

>3. The Board's approval of the policy identified in question 1 above;

>

>4. Records which evidence each staff member whose cost was allocated to the effluent pipeline project, phase II, for 2017-18, his/her total time and cost so allocated, a breakdown as to how that total time and cost was computed per such staff member, all of which total the \$272,500 represented;

>

>5. For 2017-18 the Board budgeted \$1,222,000 for selective watermain replacement as a CIP. I would like to examine records for this specific project which evidence allocated staffing time to this project.

>

>For Item 5., here is the link to the item that came before the Board

>

>https://www.yourtahoepplace.com/uploads/pdf-ivgid/Item_E.4._-Watermain_3-23-17.pdf

>

>This completes this item with the only remaining item in your request being item 4. which Staff is working on.

>

>Susan A. Herron, CMC

>Executive Assistant/District Clerk/Public Records Officer

>Incline Village General Improvement District

>893 Southwood Boulevard, Incline Village, NV 89451

>P: 775-832-1207

>F: 775-832-1122

>M: 775-846-6158

>sah@ivgid.org
>http://ivgid.org

>
>

>-----Original Message-----

>From: Herron, Susan
>Sent: Tuesday, December 18, 2018 11:10 AM
>To: 's4s@ix.netcom.com'
>Cc: Wright Frank ; Newman Linda
>Subject: RE: Records Request - Direct Charges by CIP Staff to Time Spent Working on CIP Projects

>Dear Mr. Katz,

>This e-mail shall serve as IVGID's response to your records request of December 11, 2018 which reads as follows:

>On page 187 of the Board packet for tomorrow evening's Board meeting, Mr. Pinkerton states that "staffing costs are allocated to projects based on the amount of time spent on (a) specific project."

>I would like to examine records which evidence:

>1. When this policy of allocating staffing costs was first implemented by staff to any CIP project because that did not used to be the case.

>2. The allocation of such costs for the first such CIP project where staffing costs were allocated, by identifying the individuals whose costs were allocated, and their total allocated cost.

>3. The Board's approval of the policy identified in question 1 above;

>4. Records which evidence each staff member whose cost was allocated to the effluent pipeline project, phase II, for 2017-18, his/her total time and cost so allocated, a breakdown as to how that total time and cost was computed per such staff member, all of which total the \$272,500 represented;

>5. For 2017-18 the Board budgeted \$1,222,000 for selective watermain replacement as a CIP. I would like to examine records for this specific project which evidence allocated staffing time to this project.

* >For Items 1 - 3 - there is no public record responsive to your request and for Items 4 and 5, Staff is working on these items and I anticipate providing them to you or an update thereto no later than Friday, January 11, 2019.

>Susan A. Herron, CMC
>Executive Assistant/District Clerk/Public Records Officer Incline Village General Improvement District
>893 Southwood Boulevard, Incline Village, NV 89451
>P: 775-832-1207
>F: 775-832-1122
>M: 775-846-6158
>sah@ivgid.org
>http://ivgid.org

>-----Original Message-----

>From: s4s@ix.netcom.com
>Sent: Tuesday, December 11, 2018 4:41 PM
>To: Herron, Susan
>Cc: Wright Frank ; Newman Linda
>Subject: Records Request - Direct Charges by CIP Staff to Time Spent Working on CIP Projects

>Hello Ms. Herron -

>A records request.

>On page 187 of the Board packet for tomorrow evening's Board meeting, Mr. Pinkerton states that "staffing costs are allocated to projects based on the amount of time spent on (a) specific project."

>I would like to examine records which evidence:

>1. When this policy of allocating staffing costs was first implemented by staff to any CIP project because that did not used to be the case.

>

>2. The allocation of such costs for the first such CIP project where staffing costs were allocated, by identifying the individuals whose costs were allocated, and their total allocated cost.

>

>3. The Board's approval of the policy identified in question 1 above;

>

>4. Records which evidence each staff member whose cost was allocated to the effluent pipeline project, phase II, for 2017-18, his/her total time and cost so allocated, a breakdown as to how that total time and cost was computed per such staff member, all of which total the \$272,500 represented;

>

>5. For 2017-18 the Board budgeted \$1,222,000 for selective watermain replacement as a CIP. I would like to examine records for this specific project which evidence allocated staffing time to this project.

>

>Thank you for your cooperation. Aaron Katz

>

OPINION

AARON D. FORD
Attorney General

CAROLINE BATEMAN
First Assistant Attorney General

CHRISTINE JONES BRADY
Second Assistant Attorney General



JESSICA L. ADAIR
Chief of Staff

RACHEL J. ANDERSON
General Counsel

HEIDI PARRY STERN
Solicitor General

STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

555 E. Washington Ave. Suite 3900
Las Vegas, Nevada 89101

May 7, 2019

Via U.S. Mail

Jim Smith
P.O. Box 3671
Incline Village, NV 89450



**Re: Open Meeting Law Complaint, O.A.G. File No. 13897-313
Incline Village General Improvement District**

Dear Mr. Smith:

You filed a complaint on October 28, 2018, (Complaint) with the Office of the Attorney General (OAG) alleging violations of the Nevada Open Meeting Law (OML) by the Incline Village General Improvement District (IVGID) Board of Trustees (Board). The Complaint alleges that the Board violated the OML by conducting a meeting without public notice or participation.

The OAG has statutory enforcement powers under the OML and the authority to investigate and prosecute violations of the OML. NRS 241.037; NRS 241.039; NRS 241.040. The investigation of the Complaint included OAG review of the Complaint and supporting materials, and the response to the Complaint from the Board's counsel, Jason Guinasso, and attachments thereto. The OAG attempted to contact a witness listed in the Complaint, but failed to elicit a response.

FACTUAL BACKGROUND

The Board is a "public body" as defined in NRS 241.015(4) and is subject to the OML. The Board is comprised of five trustees, who are elected voting members. On the evening of October 15, 2018, three trustees attended a gathering at Crosby's Tavern & Gaming in Incline Village, Nevada. IVGID staff members and other individuals were also present at the gathering.

The Complaint alleges that the trustees discussed the Board's upcoming meeting agenda, and strategies regarding the upcoming election of Board trustees. The three trustees who attended the gathering, as well as one IVGID staff member who was present at the gathering, provided sworn affidavits with the Board's response affirmatively stating that the trustees did not deliberate toward a decision or take action on any matter over which the Board has supervision, control, jurisdiction, or advisory power during the gathering.

Jim Smith
Page 2
May 8, 2019

DISCUSSION AND LEGAL ANALYSIS

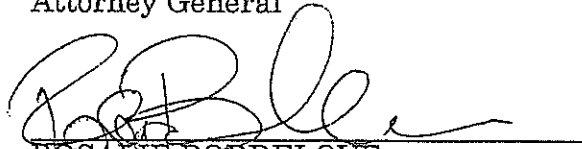
The OML requires that "all meetings of public bodies must be open and public, and all persons must be permitted to attend any meeting of these public bodies" unless otherwise provided by specific statute. NRS 241.020(1). A "meeting" generally requires a "gathering of members of a public body at which quorum is present, whether in person or by means of electronic communication, to deliberate toward a decision or to take action on any matter over which the public body has supervision, control, jurisdiction or advisory power." NRS 241.015(3). The OML provides an exception for a gathering which occurs at a social function if the members do not deliberate or take action. *Id.* A quorum of members of the Board attended the gathering in question. However, the OAG does not possess sufficient evidence that deliberation or action occurred at the gathering, and thus does not find that a meeting occurred in violation of the OML.

CONCLUSION

The OAG has reviewed the available evidence and determined that no violation of the OML has occurred. The OAG will close the file regarding this matter.

Sincerely,

AARON D. FORD
Attorney General



ROSALIE BORDELOVE
Chief Deputy Attorney General

cc: Jason D. Guinasso, Counsel for the Board

RESPONSE

January 25, 2019

*Via Electronic Mail- RBordelove@ag.nv.gov
& Hand Delivery to:*

Ms. Rosalie Bordelove, Deputy Attorney General
State of Nevada Office of The Attorney General
Boards and Open Government Division
555 E. Washington Ave., Suite 3900
Las Vegas, NV 89101

Re: RESPONSE OF INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT BOARD OF TRUSTEES - OPEN MEETING LAW COMPLAINT, SMITH, JIM - O.A.G. FILE NO. 13897-313

Dear Ms. Bordelove:

We received your November 19, 2018 correspondence on January 11, 2019 notifying the Incline Village General Improvement District (herein referenced as "IVGID" or "District") of the above referenced complaint by Jim Smith alleging that IVGID has violated the Nevada Open Meeting Law ("OML"). Please accept this correspondence and the referenced enclosures as IVGID's response.

Issue Presented

1. Whether IVGID Board of Trustees Chairwoman Kendra Wong, Trustee Phil Horan, Trustee Peter Morris, and Board Clerk Susan Herron violated Nevada Open Meeting Law by gathering for the purpose of social function, and not to conduct District business, on October 15, 2018 at Crosby's Tavern & Gaming.

IVGID's Position

IVGID will not respond to each and every assertion submitted in Mr. Smith's narrative. IVGID's response will focus on whether there was a violation of the Nevada Open Meeting Law.

Mr. Smith alleges the IVGID Board of Trustees Chairwoman Kendra Wong, Trustee Phil Horan, Trustee Peter Morris, and Board Clerk Susan Herron violated Nevada Open Meeting Law by gathering at Crosby's Restaurant on the night of October 15, 2018 for a social gathering.

NRS 214.015 (b)(1) provides as follows:

"Meeting":

....

(b) Does not include a gathering or series of gatherings of members of a public body, as described in paragraph (a), at which a quorum is actually or collectively present, whether in person or by means of electronic communication:

(1) Which occurs at a social function if the members do not deliberate toward a decision or take action on any matter over which the public body has supervision, control, jurisdiction or advisory power.

The Nevada Open Meeting Law further explains the exclusion of gatherings which occur at social functions in the definition of “meeting” and their subjectivity to the OML:

Nothing in the Open Meeting Law purports to regulate or restrict the attendance of members of public bodies at purely social functions. A social function only would be reached under the law if it is scheduled or designed, at least in part, for the purpose of having a majority of the members of the public body deliberate toward a decision or take action on any matter over which the public body has supervision, control, jurisdiction, or advisory power.

Nevada Open Meeting Law Manual, (12th ed. 2016) § 4.03

Here there was no violation of the Open Meeting law following the community forum at Sierra Nevada College on October 15, 2018. After the forum concluded on October 15, 2018, former Director of Human Resources of IVGID, Susan Johnson, District Clerk Susan Herron, Chairwoman Kendra Wong, IVGID Trustee Phil Horan, and Trustee Peter Morris decided to meet for a social gathering and arrived at Crosby’s Tavern & Gaming at approximately 8:00 p.m. See Exhibit 1 at ¶¶ 1-7 (Affidavit of Susan Johnson). See also Exhibit 2 at ¶¶5-6 (Affidavit of Kendra Wong). See also Exhibit 3 at ¶¶5-6 (Affidavit of Philip Horan). See also Exhibit 4 at ¶¶5-6 (Affidavit of Peter Morris).

At no time during the social function did any of the members of the Board deliberate toward a decision or take action on any matter over which the Board has supervision, control, jurisdiction or advisory power. See Exhibit 1 at ¶¶13; Exhibit 2 at ¶¶7; Exhibit 3 at ¶¶7; Exhibit 4 at ¶¶7.

Incline Village is a very small town with only approximately 9,000 residents. It is not uncommon for Board members and IVGID staff to gather, see, and/or socialize with each other at social functions and restaurants. Mr. Smith asserts that those present engaged in discussions regarding upcoming IVGID Board meetings, Trustee Callicrate and Dent’s Agenda requests, and the responses made at the Candidate Forum; however, Complainant has thus far failed to satisfy the burden to provide substantial evidence to support his accusations. Though complainant has provided pictures of the individuals named in this Open Meeting Law complaint See Exhibit 1 at ¶¶5-12, his pictures are not evidence enough to support his allegations. He did not provide recordings of conversations substantiating his allegations because no such evidence exists. **Id.**

Whether Mr. Smith misheard the discussions of those present or is attempting to misrepresent the events thereby disparaging Board and Staff is unknown.

Conclusion

As evidenced by the supporting affidavits included in this response, and since there is no evidence contradicting these sworn statements, there was no deliberation or action taken toward any matter subject to the Board’s supervision, control, jurisdiction, or advisory power, this recreational gathering supporting by the aforementioned facts does not constitute.

Scope of Response

IVGID has not responded to each and every assertion submitted in Mr. Smith's narrative. IVGID's response has focused on whether there was a violation of the Nevada Open Meeting Law.

IVGID Did Not Violate the Open Meeting Law

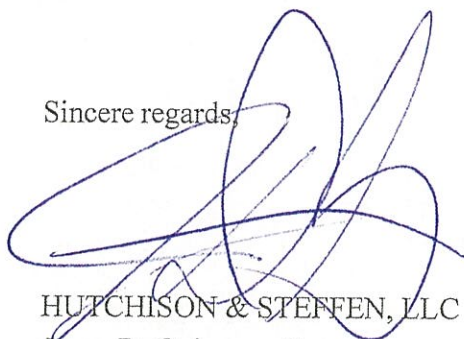
In the event that this memorandum has failed to address an alleged violation of the Nevada Open Meeting Law due to the vagueness and ambiguity of Mr. Smith's Complaint, IVGID denies that any such violation has occurred. IVGID has a record of abiding by the provisions of NRS Chapter 241 and has worked diligently over the years to make sure that District business is conducted with openness and transparency.

Concluding Remarks

In accordance with the foregoing, IVGID respectfully requests that the Attorney General conclude that there has been no violation of the Nevada Open Meeting Law.

Thank you for the opportunity to respond to the Open Meeting Law Complaint of Jim Smith, A.G. File No. 13897-313.

Sincere regards,



HUTCHISON & STEFFEN, LLC
Jason D. Guinasso, Esq.

cc: Chairwoman Kendra Wong
General Manager Steve Pinkerton
District Clerk Susan Herron

JDG:ts

EXHIBIT 1

EXHIBIT 1

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coily as he turned his hips and legs to the right, as if he was walking towards the bar area, but his upper body was turned towards our table. I realized then he had an iPad or large iPhone in his hands, on his left hip, and was taking pictures of our group.

10. I pointed Mr. Smith's actions out to Ms. Herron, and simultaneously heard the other members of our group noticing the same.

11. Mr. Smith left quickly after taking the pictures and we could see him through the windows again taking pictures from his vehicle as the flash was very evident. Susan and I left soon after, negatively impacted by Jim Smith's devious picture taking.

12. Mr. Smith's behavior was inappropriate and unwarranted.

13. At no time during this function did any of the members of Board deliberate toward a decision or take action on any matter over which the Board has supervision, control, jurisdiction or advisory power.

DATED: This 25 day of January, 2019.

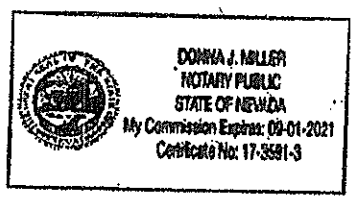
Susan Johnson

SUSAN JOHNSON

SUBSCRIBED and SWORN to before me
This 25 day of January, 2019.

Donna J. Miller

NOTARY PUBLIC



State of Nevada
County of Carson City
Subscribed and sworn before me on 25th of January 2019
Susan L Johnson
By *Donna J. Miller*
(Public Notary)

EXHIBIT 2

EXHIBIT 2

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AFFIDAVIT OF KENDRA WONG

STATE OF NEVADA)
) ss.
COUNTY OF WASHOE)

Under penalty of perjury, I, Kendra Wong, hereby swear that the information contained in this Affidavit is true and accurate:

1. My name is Kendra Wong.
2. I am a resident of the State of Nevada.
3. I am over 18 years of age.
4. I serve as Chairwoman for the Board of Trustees ("Board") for the Incline Village General Improvement District ("IVGID"), a Nevada quasi-public agency.
5. On October 15th, 2018, at or about 8:00pm, I attended a social gathering at Crosby's Tavern & Gaming, located at 868 Tahoe Blvd., #4, Incline Village, NV 89451.
6. In addition to myself, IVGID Trustee Phil Horan and Trustee Peter Morris were in attendance.
7. During this function, members of Board did not deliberate toward a decision or take action on any matter over which the Board has supervision, control, jurisdiction or advisory power.

DATED: This 23rd day of January 2019.

Kendra Wong
KENDRA WONG

SUBSCRIBED and SWORN to before me
This 23rd day of January 2019.

Susan A Herron
NOTARY PUBLIC



EXHIBIT 3

EXHIBIT 3

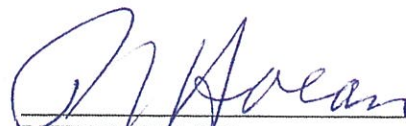
1 AFFIDAVIT OF PHILIP HORAN

2 STATE OF NEVADA)
3) ss.
4 COUNTY OF WASHOE)

5 Under penalty of perjury, I, Philip Horan, hereby swear that the information contained in this
6 Affidavit is true and accurate:

- 7 1. My name is Philip Horan.
- 8 2. I am a resident of the State of Nevada.
- 9 3. I am over 18 years of age.
- 10 4. I serve as Trustee for the Board of Trustees ("Board") for the Incline Village General
11 Improvement District ("IVGID"), a Nevada quasi-public agency.
- 12 5. On October 15th, 2018, at or about 8:00pm, I attended a social gathering at Crosby's
13 Tavern & Gaming, located at 868 Tahoe Blvd., #4, Incline Village, NV 89451.
- 14 6. In addition to myself, IVGID Board of Trustees Chairwoman Kendra Wong and Trustee
15 Peter Morris were in attendance.
- 16 7. During this function, members of Board did not deliberate toward a decision or take
17 action on any matter over which the Board has supervision, control, jurisdiction or
18 advisory power.

19 DATED: This 23rd day of January 2019.


PHILIP HORAN

20 **SUBSCRIBED and SWORN to before me**
21 **This 23rd day of January 2019.**

22 
23 **NOTARY PUBLIC**



EXHIBIT 4

EXHIBIT 4

1 AFFIDAVIT OF PETER MORRIS

2 STATE OF NEVADA)
3) ss.
4 COUNTY OF WASHOE)

5 Under penalty of perjury, I, Peter Morris, hereby swear that the information contained in this
6 Affidavit is true and accurate:

- 7 1. My name is Peter Morris.
- 8 2. I am a resident of the State of Nevada.
- 9 3. I am over 18 years of age.
- 10 4. I serve as Trustee for the Board of Trustees ("Board") for the Incline Village General
11 Improvement District ("IVGID"), a Nevada quasi-public agency.
- 12 5. On October 15th, 2018, at or about 8:00pm, I attended a social gathering at Crosby's
13 Tavern & Gaming, located at 868 Tahoe Blvd., #4, Incline Village, NV 89451.
- 14 6. In addition to myself, IVGID Board of Trustees Chairwoman Kendra Wong and Trustee
15 Phil Horan were in attendance.
- 16 7. During this function, members of Board did not deliberate toward a decision or take
17 action on any matter over which the Board has supervision, control, jurisdiction or
18 advisory power.

19 DATED: This 22nd day of January 2019.


PETER MORRIS

20 **SUBSCRIBED and SWORN to before me**
21 **This 22nd day of January 2019.**

22 
23 **NOTARY PUBLIC**



COMPLAINT

ADAM PAUL LAXALT
Attorney General



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL
555 East Washington Avenue, Ste. 3900
Las Vegas, Nevada 89101

J. BRIN GIBSON
First Assistant Attorney General

NICHOLAS A. TRUTANICH
Chief of Staff

KETAN D. BHIRUD
General Counsel

November 19, 2018

Via U.S. Mail

Incline Village General Improvement District – Board of Trustees
Kendra Wong, Chair
895 Southwood Boulevard
Incline Village, NV 89451

Re: **Incline Village General Improvement District –
Open Meeting Law Complaint, OAG File No. 13897-313**

Dear Chair Wong:

The Office of the Attorney General (OAG) has the authority to investigate and prosecute alleged violations of the Open Meeting Law (OML). NRS 241.039. The OAG is in receipt of a Complaint alleging OML violations by the Incline Village General Improvement District (District).

The OAG requests that the District, by and through its legal counsel, prepare a response and/or defense to the allegations contained in the attached Complaints. Please include any records or documentation that support the response.

Due to the time limitations set forth in NRS 241, the OAG asks that you respond on or before December 7, 2018.

Should you have any questions, please contact Althea Zayas at (702) 486-3224 or via email at azayas@ag.nv.gov.

Sincerely,

ADAM PAUL LAXALT
Attorney General

By: /s/ Rosalie Bordelove
ROSALIE BORDELOVE
Deputy Attorney General

RB:arz
Enclosures

**STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL**

100 N. CARSON ST., CARSON CITY, NV 89701 – TEL# 775-684-1100 – FAX# 775-684-1108
555 E. WASHINGTON AVE., STE 3900, LAS VEGAS, NV 89101 – TEL# 702-486-3420 – FAX# 702-486-3768



COMPLAINT FORM

*The information you provide on this form may be used to help us investigate violations of state laws. **Please be sure to complete all required fields.** The length of this process can vary depending on the circumstances and information you provide. The Attorney General's office may contact you if additional information is needed. Supplemental materials can be attached to Section 6 of this complaint form, and if additional supplemental materials are acquired after submitting this form, please email them to AGINFO@ag.nv.gov with COMPLAINT in the subject line.*

*****ONLY COMPLAINTS THAT ARE SIGNED WILL BE PROCESSED*****

HAVE YOU PREVIOUSLY FILED A COMPLAINT WITH OUR OFFICE? YES NO

If so, what are the approximate dates of previously filed complaint(s)?

SECTION 1: COMPLAINANT INFORMATION

LAST NAME: Smith		FIRST NAME: Jim		M.I.N
ORGANIZATION:				
ADDRESS: PO BOX 3671		CITY: Incline Village	STATE: NV	ZIP: 89450
PHONE/MOBILE: 9169559705		EMAIL: JSmith@ServiceScouts.com		
AGE GROUP	<input type="checkbox"/> UNDER 21	<input type="checkbox"/> 21-39	<input checked="" type="checkbox"/> 40-65	<input type="checkbox"/> OVER 65
PRIMARY LANGUAGE:				

SECTION 2: TYPE OF COMPLAINT

<input type="checkbox"/> GENERAL INVESTIGATIONS	<input checked="" type="checkbox"/> OPEN MEETING LAW – skip to section 4
<input type="checkbox"/> HIGH TECH CRIME	<input checked="" type="checkbox"/> PUBLIC INTEGRITY – against public officials or employees – skip to section 5
<input type="checkbox"/> INSURANCE FRAUD	<input type="checkbox"/> WORKERS COMP FRAUD
<input type="checkbox"/> MEDICAID FRAUD	<input type="checkbox"/> TICKET SALES
<input type="checkbox"/> MORTGAGE FRAUD	<input type="checkbox"/> OTHER

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Complaint Form: Rev. 10/2018rw

1 | Page

SECTION 3: BUSINESS OR INDIVIDUAL COMPLAINT IS AGAINST

NAME OF BUSINESS OR PROVIDER:
INDIVIDUAL CONTACT NAME AND TITLE :
INDIVIDUAL/BUSINESS ADDRESS:
CONTACT TELEPHONE NUMBER:
INDIVIDUAL OR BUSINESS EMAIL:
INDIVIDUAL OR BUSINESS WEBSITE:
HAVE YOU CONTACTED AN ATTORNEY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF SO, PROVIDE ATTORNEY'S CONTACT INFORMATION:
DETAIL THE FULL NATURE OF YOUR COMPLAINT, PROVIDE IDENTIFYING SPECIFICS:

DETAILS OF YOUR COMPLAINT

DID YOU MAKE ANY PAYMENTS TO THIS INDIVIDUAL OR BUSINESS?	<input type="checkbox"/> YES-Continue to Next Question	<input checked="" type="checkbox"/> NO-Skip to Section 6
HOW MUCH DID THE INDIVIDUAL OR BUSINESS ASK YOU TO PAY?	\$	DATE OF PAYMENT:
HOW MUCH DID YOU ACTUALLY PAY?	\$	PAYMENT METHOD:
WAS A CONTRACT SIGNED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF SO, DATE SIGNED:		
IS A COURT ACTION PENDING? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
HAVE YOU LOST A LAWSUIT IN THIS MATTER? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
HAVE YOU CONTACTED ANOTHER AGENCY FOR ASSISTANCE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF SO, WHICH AGENCY:		
EXPLAIN YOUR ATTEMPTS TO RESOLVE THE ISSUE:		

Facebook: [/NVAttorneyGeneral](#) Twitter: [@NevadaAG](#) YouTube: [NevadaAG](#)

SECTION 4: ALLEGED OPEN MEETING LAW VIOLATION IS AGAINST

<p>NAME OF PUBLIC BODY: (SPECIFIC BOARD, COMMISSION, AGENCY OR PERSON, ETC.) IVGID Board of Trustees: Chair Kendra Wong, Vice Chair Phil Horan, Treasurer Peter Morris and Board Clerk Susan Herron</p>
<p>DATE OF MEETING WHERE ALLEGED VIOLATION OCCURRED: October 15, 2018</p>
<p>HAVE YOU CONTACTED ANOTHER AGENCY FOR ASSISTANCE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF SO, WHICH AGENCY?</p>
<p>HAVE YOU CONTACTED AN ATTORNEY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF SO, PROVIDE ATTORNEY'S CONTACT INFORMATION:</p>
<p>MY COMPLAINT IS: See Attachment A_ Complaint_IVGIDTrusteesWongHoranMorris_Herron10152018.pdf</p>

SECTION 5: PUBLIC OFFICIAL'S INFORMATION (WHOM YOUR COMPLAINT IS AGAINST)

<p>OFFICIAL'S NAME AND TITLE: Chair Kendra Wong, Vice Chair Phil Horan, Treasurer Peter Morris and Board Clerk Susan Herron</p>
<p>GOVERNMENT AGENCY: Incline Village General Improvement District</p>
<p>ADDRESS, CITY, STATE, ZIP: 893 Southwood Boulevard, Incline Village, NV 89451</p>
<p>OFFICIAL'S TELEPHONE NUMBER: Wong 9162519664; Horan 7755446561; Morris 4156135664; Herron 7758466158</p>
<p>HAVE YOU CONTACTED ANOTHER AGENCY FOR ASSISTANCE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF SO, WHICH AGENCY?</p>
<p>HAVE YOU CONTACTED AN ATTORNEY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF SO, PROVIDE ATTORNEY'S CONTACT INFORMATION:</p>
<p>MY COMPLAINT IS: See Attachment A_ Complaint_IVGIDTrusteesWongHoranMorris_Herron10152018.pdf</p>

Facebook: [/NVAttorneyGeneral](#) Twitter: [@NevadaAG](#) YouTube: [NevadaAG](#)

SECTION 6: EVIDENCE

List and attach photocopies of any relevant documents, agreements, correspondence or receipts that support your complaint. Copy both sides of any canceled checks that pertain to this complaint.

See Attachment A _ Complaint_IVGIDTrusteesWongHoranMorris_Herron10152018.pdf

SECTION 7: WITNESSES

List any other known witnesses or victims. Please provide names, addresses, phone numbers, email address and website information.

Swarn Singh, P.O. Box 5195 Incline Village, NV 89450 (775) 846-2244

SECTION 8: SIGN AND DATE THIS FORM

(The Attorney General's Office will not process any unsigned, incomplete or illegible complaint forms)

I understand that the Attorney General is **not my private attorney**, but rather represents the public by enforcing laws prohibiting fraudulent, deceptive or unfair business practices. I understand that the Attorney General does **not** represent private citizens seeking refunds or other legal remedies. I am filing this complaint to notify the Attorney General's Office of the activities of a particular business or individual. I understand that the information contained in this complaint may be used to establish violations of Nevada law in both private and public enforcement actions. In order to resolve your complaint, we may send a copy of this form to the person or firm about whom you are complaining. I authorize the Attorney General's Office to send my complaint and supporting documents to the individual or business identified in this complaint. I also understand that the Attorney General may need to refer my complaint to a more appropriate agency.

I certify under penalty of perjury that the information provided on this form is true and correct to the best of my knowledge.

******ONLY COMPLAINTS THAT ARE SIGNED WILL BE PROCESSED******

SIGNATURE: *Jim Smith*

PRINT NAME: Jim Smith

DATE: October 28, 2018

Facebook: [/NVAttorneyGeneral](#) Twitter: [@NevadaAG](#) YouTube: [NevadaAG](#)

➤ OPTIONAL INFORMATION

GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> OTHER
ETHNICITY: <input type="checkbox"/> WHITE/CAUCASIAN <input type="checkbox"/> BLACK/AFRICAN AMERICAN <input type="checkbox"/> HISPANIC/LATINO <input type="checkbox"/> NATIVE AMERICAN/ALASKAN NATIVE <input type="checkbox"/> ASIAN/PACIFIC ISLANDER <input type="checkbox"/> OTHER
MAY WE PROVIDE YOUR NAME AND TELEPHONE NUMBER TO THE MEDIA IN THE EVENT OF AN INQUIRY ABOUT THIS MATTER? <input type="checkbox"/> YES <input type="checkbox"/> NO
HOW DID YOU HEAR ABOUT OUR COMPLAINT FORM (CHOOSE ONE): <input type="checkbox"/> Called/Visited Carson City office <input type="checkbox"/> Called/Visited Las Vegas office <input type="checkbox"/> Called/Visited our Reno office. <input type="checkbox"/> Attended an AG Presentation/Event. <input type="checkbox"/> Another Nevada State Agency/Elected Official. <input type="checkbox"/> Search Engine. <input type="checkbox"/> AG Website. <input type="checkbox"/> AG Social Media Sites. <input type="checkbox"/> Media/Newspaper/Radio/TV. <input type="checkbox"/> Other
MARK ALL THAT APPLY: <input type="checkbox"/> Income below federal poverty guideline. <input type="checkbox"/> Disaster victim. <input type="checkbox"/> Person with disability. <input type="checkbox"/> Medicaid recipient. <input type="checkbox"/> Military service member. <input type="checkbox"/> Veteran. <input type="checkbox"/> Immediate family of service member/veteran.

Facebook: [/NVAttorneyGeneral](#) Twitter: [@NevadaAG](#) YouTube: [NevadaAG](#)

EMAIL AGINFO@ag.nv.gov to submit any additional information.

Attachment A: Complaint Open Meeting Law and Public Integrity

In violation of the Open Meeting Law three IVGID Board Trustees convened a quorum without public notice to deliberate and decide upon matters over which the public body has supervision, control, jurisdiction or advisory power. These matters included discussion of the Board's upcoming October 24th, 2018 meeting agenda. In addition, these three Trustees consisting of IVGID Board Chair Kendra Wong, IVGID Board Vice Chair Phil Horan and IVGID Board Treasurer Peter Morris discussed strategy to discredit a current Trustee's bid for re-election along with his running mate, Sara Schmitz using IVGID and other resources to ensure the re-election of current Chair Wong and her running mate, former Trustee Bruce Simonian. There are two open IVGID Board seats in the upcoming General Election.

As a former IVGID Trustee (2013-2015) and Chairman of the Board of Trustees in 2015, I know this is an Open Meeting Law Violation. Crosby's restaurant staff and many Incline Village residents came to me at the restaurant to voice their concerns that a quorum of our public body and IVGID senior management were meeting in this manner. Crosby's staff said, "This meeting is wrong and to hear what they are saying is upsetting." Crosby's staff along with many concerned citizens requested I report this to the Office of the Attorney General. I followed up with each of these individuals in the following days(s) and they asked me to file this report and notify the community. Crosby's staff as well as other Incline Village residents (except a Witness on the Complaint Form) asked not to be named in this complaint as they feared retaliation by Trustees Wong, Horan, and Morris, Candidate Simonian, Board Clerk Susan Herron, IVGID and TrueBlueFacts. I'm a Licensed Private Investigator (NV License#2604) with the best interests of the community in mind and I feel it's my duty to report this.

Here are the details:

On the evening of Monday, October 15th, 2018 between the hours of 5:30 pm to 7:45 pm the Tahoe Daily Tribune held an IVGID Trustee Candidate Forum at Sierra Nevada College. Current Chair Wong, current Trustee Callicrate, Sara Schmitz and a former IVGID Board Chair Bruce Simonian presented their campaign positions and answered questions from the moderator. Over 100 Incline Village/Crystal Bay citizens were in attendance. In addition to current Trustees Morris and Horan, there were many IVGID employees present, including Susan Herron, IVGID Board Clerk and Executive Assistant to the IVGID General Manager.

At about 8:10 pm, I noticed IVGID Trustees Kendra Wong, Phil Horan, Peter Morris, Board Clerk Susan Herron, and former IVGID Trustee and Trustee Candidate Bruce Simonian arriving at Crosby's Restaurant within a few minutes of each other. I observed tables being pushed together and a gathering of additional chairs to accommodate them and others arriving for this meeting. I recognized Susan Johnson, former IVGID Human Resource Director and IVGID Consultant seated with them. Other folks arrived and joined them in what appeared to be a meeting of 12 people. (Crosby's Restaurant is located in Incline Village at 868 Tahoe Blvd. #4.)

Trustees Kendra Wong, Peter Morris and Phil Horan could be overheard talking about the Board agenda for the upcoming monthly IVGID October 24th Board Meeting. Concerns were raised about holding the upcoming meeting before the General Election as Peter Morris would be out of the country and would not be present to support their Agenda as well as counter any unwelcome comments from the public and other Trustees. It was overheard they should cancel the Board of Trustee Meeting for October 24. Ever since Peter Morris was seated on the Board in 2017 through the present, there is strong evidence of a "majority voting block" as Wong, Horan and

Morris have voted together on every single Board Action except one. (Please note, on Friday, October 19th, Trustees Dent and Callicrate were notified by the Board Clerk via email that the October 24th Board meeting was cancelled. There was no explanation provided.)

Trustees Callicrate and Dent's written requests to put FlashVote, Public Records Conduct, and Wong Letter for \$7.5 million in matching funds on the October 24th Meeting Agenda was discussed. Concerns could be overheard by Trustee Wong regarding emails sent to the Board from Kevin Lyons and Trustee Callicrate's and Trustee Dent's email correspondence requesting Board Action Agenda items as attached herein and how this might negatively effect her re-election if presented and discussed at the October 24th Board of Trustee Public Meeting.

Trustees Wong, Horan, Morris, Herron, Simonian and others could be overheard discussing the responses made by Trustee Callicrate and Sara Schmitz at the Candidate Forum along with comments on how IVGID resources and TrueBlueFacts could be used to discredit them. TrueBlueFacts ("TBF") is an unregistered Political Action Committee. TBF has specifically designed its website, mass emails, postal and newspaper ads to manufacture false and misleading information to malign the professional and personal integrity of Candidates Callicrate and Schmitz in order to influence the General Election. This organization has also sent out threatening emails to citizens in our community for disclosing Chair Wong's unlawful actions as IVGID Board Chair. Almost all of TBF's members are financial supporters of Chair Wong and Former Chair Simonian's election campaigns. A few of the individuals associated with TrueBlueFacts who post on social media material obtained from TrueBlueFacts website, emails and postal mailers were seated at this table.

This meeting of IVGID Board Chair Wong, Board Vice Chair Horan and Board Treasurer Morris was a quorum as the Incline Village Board of Trustees consists of 5 Trustees. Trustees Matthew Dent and Tim Callicrate were not present and were not in the restaurant. Callicrate and Dent informed me that they were not invited to the meeting held at Crosby's.

This meeting was not publicly noticed.

I departed at about 9 pm and they were all still seated; many were consuming food and alcoholic beverages as depicted in the photos. Crosby's staff informed me that this meeting lasted until closing (about 11pm) and they continued to consume alcoholic beverages.

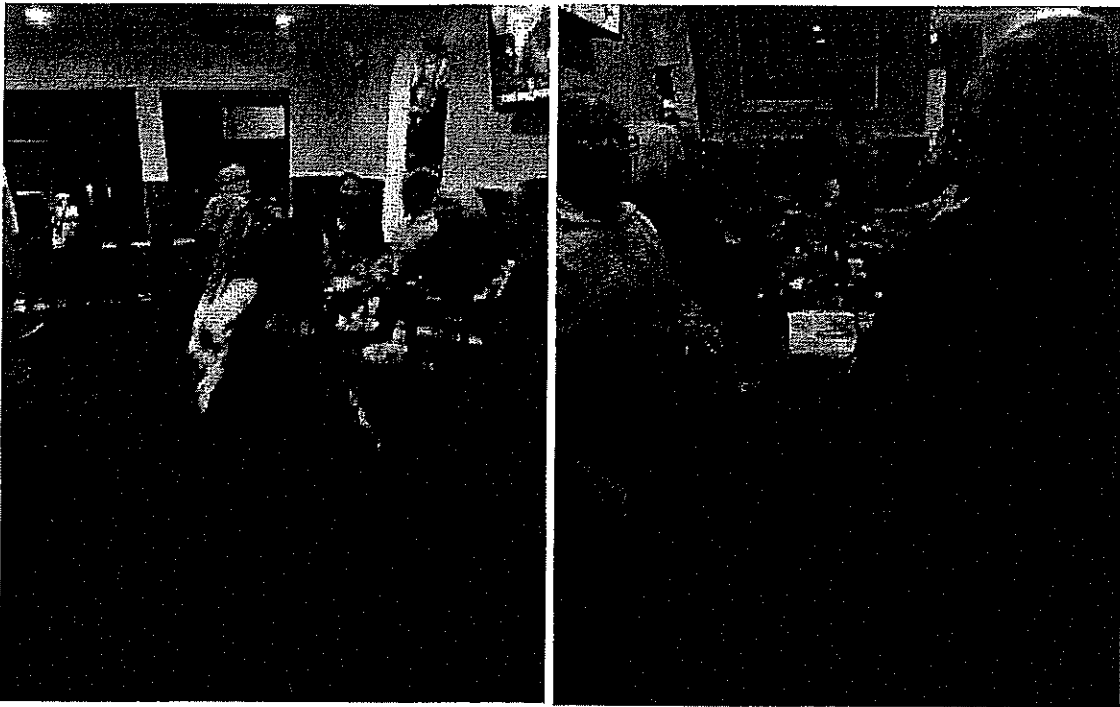
I'm aware that IVGID Trustee Kendra Wong's actions as Board Chair has resulted in many Open Meeting Law Complaints filed against IVGID as a consequence of her disrespect for the law. As a result, IVGID has been cited for more than 16 violations. In addition, IVGID and its legal counsel have been cited for violating the intent and the spirit of the Open Meeting Law. I feel strongly that it is time to hold Chair Wong accountable along with those Trustees who are intentionally violating the Open Meeting Law. The Office of the Attorney General should take action to protect the rights of our citizens and not permit further abuse of Nevada law to continue. If these Trustees all feel that they can meet in a public place as a quorum without proper notice, what are they doing in private?

*I am requesting that this Complaint along with all the Attachments be shared with the Public Integrity Unit. I am extremely concerned that these three Trustees have been working with IVGID Staff and TrueBlueFacts to influence the General Election. Trustee Morris has been particularly active on social media posting information from the TBF website and viral emails that are bullying in nature. At the Candidate Forum Trustee Wong stated specifically that she

along with members of IVGID staff had provided one of TBF's Officers, Jim Croley, with information he posted on the TBF website and blast emails as well as his postings on other social media. Mr. Croley is a seasonal part-time IVGID ski instructor and his wife is also employed by IVGID as a receptionist.

Further concern about IVGID Trustee election interference occurred after Trustee Horan had volunteered as a poll worker in Incline Village during the primary elections and I was informed he fired by Washoe County for his inappropriate behavior as a poll worker and his attempts to influence the Primary Election by suggesting our residents vote for Simonian and Wong. It is my understanding that several Incline Village/Crystal Bay voters filed complaints with the Secretary of State as well as corresponding with Washoe County Commissioner Chair Marsha Berkgigler. Trustee Horan was fired as a poll worker shortly thereafter on or about May 7, 2018. An Election Integrity Violation regarding IVGID Vice Chair trustee Phil Horan was filed to the Secretary of State Office on May 6, 2018.

These photos were taken on October 15, 2018 at Crosby's Restaurant at approximately 8:40 pm. Seated together at the meeting: Chair Kendra Wong, Vice Chair Phil Horan, Treasurer Peter Morris, IVGID Board Clerk/Executive Secretary to the General Manager Susan Herron, former IVGID Human Resource Director and Consultant Susan Johnson, and former IVGID Trustee/IVGID Trustee Candidate Bruce Simonian:



Email from IVGID Trustee Mathew Dent requesting three (3) Business items for "Possible Action" to be placed on the October 24, 2018 Agenda and correspondence:

10/25/2018

Gmail - Agenda Items



Matthew Dent <matthew.ivgid@gmail.com>

Agenda Items

Kendra Wong <kwong.ivgid@gmail.com> Wed, Oct 17, 2018 at 10:11 PM
Reply-To: kwong.ivgid@gmail.com
To: Matthew Dent <matthew.ivgid@gmail.com>
Cc: Steve Pinkerton <steve_pinkerton@ivgid.org>, "Herron, Susan" <susan_herron@ivgid.org>, "Jason D. Guinasso" <jguinasso@hutchlegal.com>

Matt,

The first two items were not prepared in accordance with Policy 3.1.0.

From Policy 3.1.0

0.5 Item(s) of Business. The item(s) of business at the regular meetings of said Board may include, but are not limited to:

- Roll call of the Trustees
- Initial Public Comment
- Public Hearings (if any)
- Approval of minutes
- Approval of agenda
- Approval of bills
- Reports
- Consent Calendar*
- General Business*
- Final Public Comment
- Adjournment

* Unless otherwise approved by the Board Chair, no matter shall be heard, or acted upon unless all relevant materials have been included in the Board of Trustees Meeting Packet.

As I said last time you requested agenda items, you need to prepare request agenda items, prepare memorandums, and submit the necessary materials to myself and the Board Clerk before they can be considered for an agenda item.

The third item is not an agenda item at this point because it is a litigation non-meeting matter. I am working with Jason and Steve to schedule a litigation non-meeting.

Best,
Kendra

On Mon, Oct 15, 2018 at 3:33 PM Matthew Dent <matthew.ivgid@gmail.com> wrote:
As discussed, I would like to add the following items to the agenda for next weeks meeting:

1. (For Possible Action) Public Records Conduct: Discussion of the ongoing IVGID public records fulfillment conduct with citizen and staff, to include presentation of

<https://mail.google.com/mail/u/1/?ik=dac0345b5f&view=pt&search=all&permmsgid=msg-f%3A1614638719234005587&seq=1&siml=msg-f%3A16146...> 1/2

10/25/2018

Gmail - Agenda Items

material evidence by citizens, as available, and to include review and discussion of material evidence for staff compliance, with possible direction to staff.

- o I request this item be placed at the front of the agenda to ensure maximum public participation.

2. (For Possible Action) Review and discuss the \$7.6M matching funds letter sent by Board Chair Wong for the Tahoe Transportation District's BUILD application.

And... I just noticed an email regarding violating the GSGI settlement please include the following agenda item:

3. (For Possible Action) Remedy of breach of GSGI settlement agreement by Trustee Wong acting without authorization or approval of the Board of Trustees. Issue a statement directing Ms. Wong to comply with the GSGI settlement agreement going forward. Issue a statement directing Ms. Wong to immediately and materially comply with the standard remedies for breach proposed by GSGI

If you have any questions, please call me. Thank you, Matthew

Trustee Matthew Dent
Incline Village GID Board of Trustees
(775) 530-1345 | www.matthewdent.com
893 Southwood Blvd. Incline Village, NV 89451



<https://mail.google.com/mail/u/1/?ik=dac0045b3f&view=pt&search=all&permmsgid=msg-f%3A1614636719234605667&dsqt=1&siml=msg-f%3A16146...> 2/2

Email from IVGID Trustee Tim Callicrate requesting a Business item to be placed on the October 24, 2018 Agenda and correspondence:

From: tim callicrate <tim2tahoe@msn.com>
Sent: Monday, October 15, 2018 3:06 PM
To: Kevin Lyons <kevin@flashvote.com>; Pinkerton, Steve J. <steve_pinkerton@ivgid.org>
Cc: Herron, Susan <Susan_Herron@ivgid.org>
Subject: Re: Ms. Wong's recent defamation against GSGI and breach of the settlement agreement between IVGID and GSGI

Dear Steve,

Please put this item on our next meeting's (October 24) agenda. Thank you.

Tim

From: Kevin Lyons <kevin@flashvote.com>
Sent: Monday, October 15, 2018 2:58 PM
To: horan_trustee@ivgid.org; morris_trustee@ivgid.org; dent_trustee@ivgid.org; callicrate_trustee@ivgid.org
Cc: 'Kendra Wong'; kwong.ivgid@gmail.com
Subject: Ms. Wong's recent defamation against GSGI and breach of the settlement agreement between IVGID and GSGI

Dear Mr. Horan, Mr. Morris, Mr. Dent and Mr. Callicrate-

This email is to inform you that one of your colleagues, Kendra Wong, has violated the settlement agreement with GSGI on behalf of IVGID by making false and disparaging statements about "protecting resident's personal data from misuse by FlashVote".

Despite our repeated notices and patience (emails below) Ms. Wong has to yet to respond or inform us that she will be taking the standard corrective action we have outlined.

As you know, a core provision of the settlement agreement between IVGID and GSGI was that IVGID officers and employees would cease making false and disparaging statements pertaining to FlashVote and GSGI. We allowed IVGID to settle its fraudulent and unauthorized lawsuit against GSGI for a payment of only \$10,000 because the settlement also included this important "non-disparagement" covenant.

We trust that the actions of Ms. Wong were not authorized by the board or any of you individually and that each of you condemn those actions. To confirm that this is true, and to ensure that this breach is cured promptly and amicably, we request

that you place the following item (or a substantially similar item) on the agenda for the next public meeting to hasten corrective action:

“For possible action – Remedy of breach of GSGI settlement agreement by Trustee Wong acting without authorization or approval of the Board of Trustees. Issue a statement directing Ms. Wong to comply with the GSGI settlement agreement going forward. Issue a statement directing Ms. Wong to immediately and materially comply with the standard remedies for breach proposed by GSGI.”

To confirm that none of you condone this misconduct, feel free to cc me (kevin@flashvote.com) on your individual email(s) making your demand for this agenda item and action.

Compliance with this request and corresponding immediate corrective action by Ms. Wong will cure this breach as to IVGID. Noncompliance will result in GSGI taking additional actions, including aggressive self-help, and IVGID incurring additional liability.

Thank you for your prompt attention to this matter and do not hesitate to contact me with any questions.

Best,

-Kevin

510-593-4901

CEO, Governance Sciences Group, Inc.

From: Kevin Lyons [mailto:kevin@flashvote.com]
Sent: Tuesday, October 2, 2018 4:20 PM
To: 'Kendra Wong'; 'kwong.ivgid@gmail.com'
Subject: RE: your recent defamation against GSGI and breach of the settlement agreement between IVGID and GSGI

Hi Kendra-

We are now aware of a third defamatory print advertisement in the Tahoe Daily Tribune on or about September 28, 2018 stating that you:

“Led legal action protecting resident’s personal data from misuse by FlashVote”

Your continued defamatory misconduct is outrageous and another breach of the non-disparagement clause of the settlement agreement. Our demands remain as follows, with an extra (third) print advertisement retraction required now of course:

-Our first demand is that you provide a full accounting of all publications or media, print or digital of any kind, within which these or similar advertisements or messaging have been placed or appeared.

-Our second demand is that you cease and desist any similar advertisements or messaging.

-Our third demand is that you publish a full retraction and apology of equal prominence, size and frequency as the defamatory advertisements or messages, in the same publications and media in which they have been placed or appeared.

If you do not confirm or wish to confirm that you will be complying with these very reasonable demands by noon this Friday October 5th, 2018, we will be escalating this matter with a mix of corrections, legal action and other self-help remedies for which we will hold you liable for all costs, in addition to defamation damages.

We look forward to your prompt reply and agreement to remedy this matter.

Best,

-Kevin

From: Kevin Lyons [mailto:kevin@flashvote.com]

Sent: Tuesday, September 25, 2018 8:08 PM

To: 'Kendra Wong'

Subject: your recent defamation against GSGI and breach of the settlement agreement between IVGID and GSGI

Hi Kendra-

It has come to the attention of Governance Sciences Group, Inc. (GSGI) that you recently ran a print advertisement in the Tahoe Daily Tribune on or about September 14, 2018 stating that you:

“Led legal action protecting resident's personal data from misuse by FlashVote”

We are also aware of a previous print advertisement in the same publication on or about May 31, 2018 in which you similarly stated that you:

“Spearheaded legal action protecting resident's personal data from misuse by FlashVote”

These are false and disparaging statements.

As you know, a core provision of the settlement agreement between IVGID and GSGI was that you and other IVGID officers and employees would cease making false and disparaging statements pertaining to FlashVote and GSGI. We allowed IVGID to settle its fraudulent and unauthorized lawsuit against GSGI for a payment of only \$10,000 because the settlement also included this important covenant.

Each of your statements clearly violate the settlement provision with IVGID, and constitute acts of defamation by you against GSGI.

Based on your known and stated involvement in this matter you are fully aware of the settlement agreement and its terms. You know (and have seen proof) that IVGID never provided any resident data of any kind to FlashVote. You know that FlashVote has never misused any resident data or user data of any kind. You know that there has never been any possibility of misuse of personal data by FlashVote because people who signed up for FlashVote (including you) are governed by their ongoing decisions to participate and by the FlashVote terms of service.

You know that IVGID's legal action had nothing to do with "*protecting resident's personal data from misuse by FlashVote*" because there was nothing for IVGID to protect. You know that IVGID's legal action was actually a misguided and illegal attempt to steal residents data from FlashVote and to interfere with the rights of residents and other FlashVote users to provide feedback to IVGID. You know there has never been any basis for your recent false statement and accusation that FlashVote would misuse resident data.

You even know that the referenced legal action was so totally and obviously fraudulent that it could never be authorized in a public meeting with public oversight, or filed by any disinterested counsel, so you conspired with staff to "spearhead" the filing of the legal action in secret and without the legally required approvals to take action and spend public money.

And finally, to reiterate, you know that for all the above reasons and more, IVGID wrote a \$10,000 check to settle the legal action that it initiated.

Your statements are serious misconduct for which GSGI demands an immediate and appropriate remedy.

Our first demand is that you provide a full accounting of all publications or media, print or digital of any kind, within which these or similar advertisements or messaging have been placed or appeared.

Our second demand is that you cease and desist any similar advertisements or messaging.

Our third demand is that you publish a full retraction and apology of equal prominence, size and frequency as the defamatory advertisements or messages, in the same publications and media in which they have been placed or appeared.

We will give you the opportunity to propose language for the retraction and apology by 3pm tomorrow (3pm on Wednesday September 26, 2018). If you do not wish to provide proposed language by that time we will be happy to provide acceptable language to you.

We trust you will agree to cure your breach of agreement and defamation against GSGI in the reasonable manner we have specified so that we are not required to take legal action against you as an individual for defamation, and against IVGID and you (as an IVGID official) for breach of the settlement agreement.

We thank you in advance for your full and prompt cooperation in resolving this matter. Do not hesitate to contact me with any questions.

Best,

-Kevin

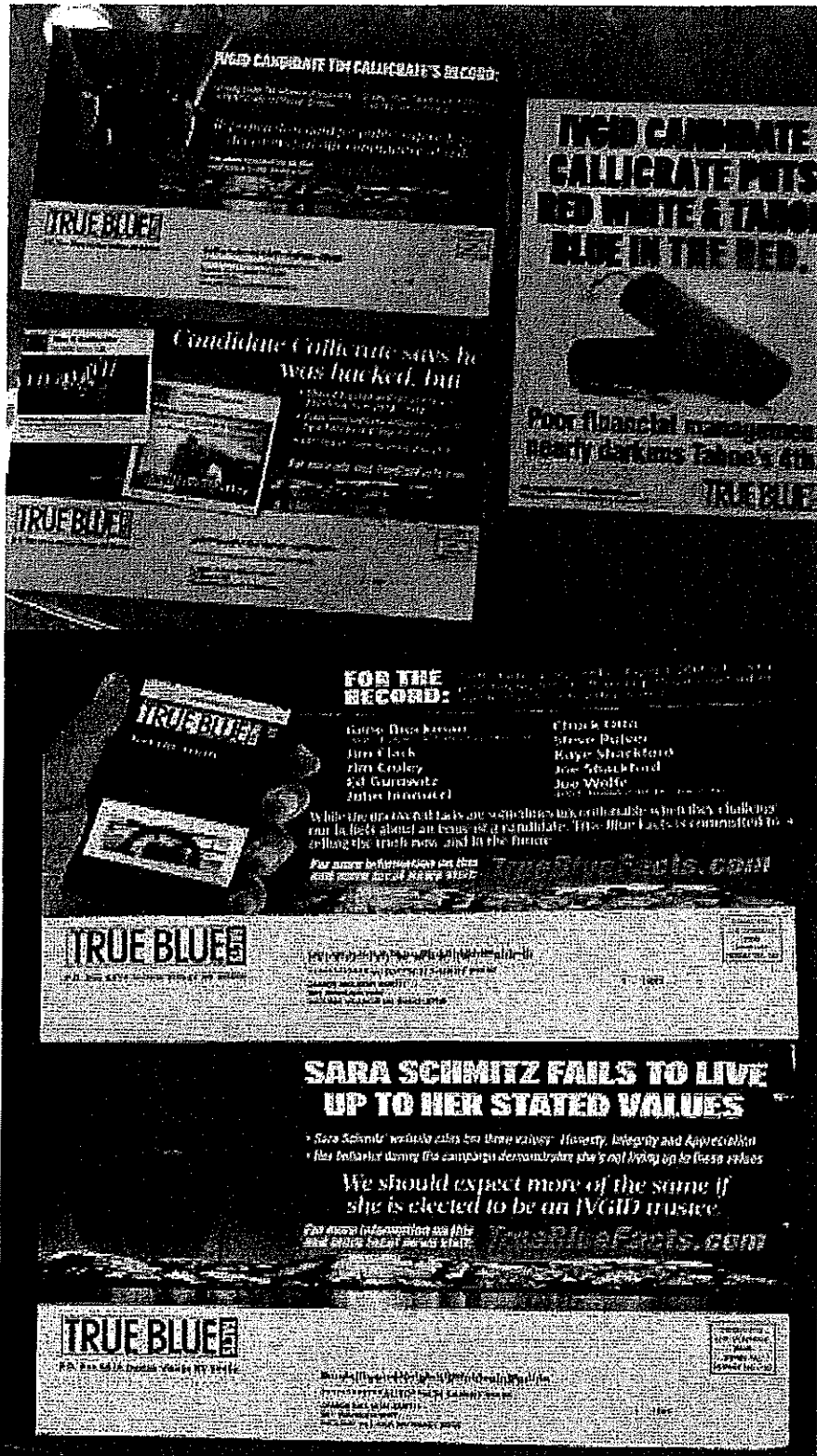
510-593-4901

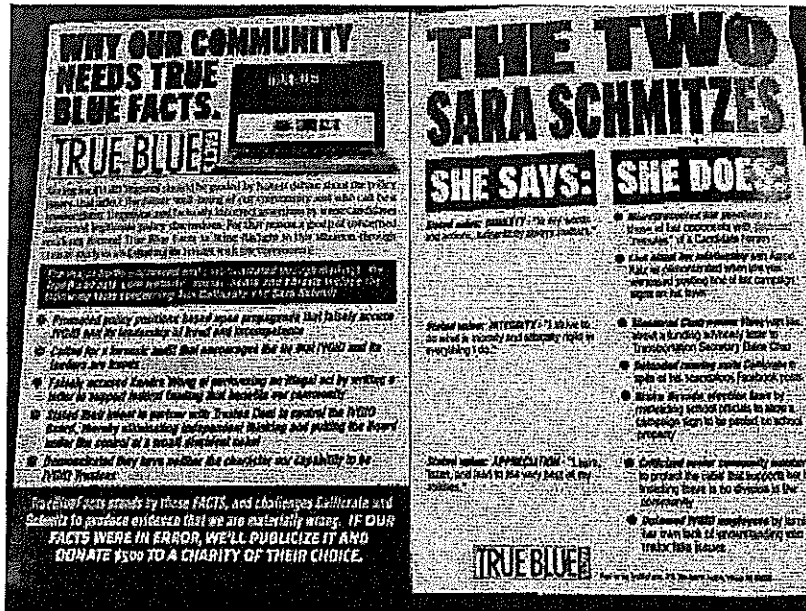
CEO, Governance Sciences Group, Inc.

This photo taken on May 6, 2018 at Raley's Supermarket, Incline Village, NV - Washoe County Polling Place. IVGID Vice Chair Phil Horan at the podium on the phone in the photo and a complaint was filed as he was suggesting voters to vote for Wong and Simonian:



TrueBlueFacts Postcards received in Direct Mail and one blast Email of many sent out to Incline Village/Crystal Bay voters:





From: TrueBlueFacts <info@truebluefacts.com>
 Sent: Thursday, October 11, 2018 10:09:22 PM
 To:
 Subject: IVGID Financial Transparency is There for All to See

[View this email in your browser](#)

Callicrate and Schmitz Claim TrueBlueFacts Tells Lies Instead of Facts

The mission of TrueBlueFacts is to educate our residents with fact-based information to inform their decisions in the upcoming election for the IVGID Board of Trustees

Through objective research, TrueBlueFacts analyzes candidate policy positions and identifies facts that may indicate their fitness to hold office

It is Callicrate and Schmitz who have repeatedly demonstrated character flaws and lack of capability to be IVGID trustees

Key findings by TrueBlueFacts shared through various media include:

Callicrate:

Character:

Forensic analysis and statements by two eye witnesses confirm he lied that his Facebook account was hacked, and that 45 vile, bigoted posts in 2014-2018 are his

DUI convictions demonstrate repeated disregard for public safety and poor decisions

Capability: Financial performance while a leader of Red White and Tahoe Blue demonstrates he lacks the ability to deliver on his highest priority of fiscal responsibility

Schmitz

Character: Her behavior during the campaign demonstrates she's not living up to her stated values of Honesty, Integrity and Appreciation

Capability: Participation at Board of Trustee meetings demonstrates her Inability to move beyond minutia to address strategy matters

Callicrate and Schmitz policy positions are based upon propoganda that falsely accuse IVGID and its leadership of fraud and incompetence, including:

Demands for a forensic audit, that presumes fraudulent accounting

Accusations that IVGID financial data lacks transparency based on their own lack of understanding

Claims that IVGID project management is deeply flawed when external reviews and publicly available data say just the opposite.

Most disturbingly, Callicrate and Schmitz have stated their intent to partner with Trustee Dent to control the IVGID Board, putting it under the control of Cliff Dobler, who loaned Dent \$400,000 and contributed to both Callicrate and Schmitz's campaigns.

TrueBlueFacts stands by these FACTS, and challenges Callicrate and Schmitz to produce evidence that we are materially wrong. If our facts were in error, we'll publicize it and donate \$500 to a charity of their choice.

TrueBlueFacts was registered on August 1, 2018 and is not a political organization. Its officers are publicly disclosed and are supported by many community volunteers.

Gene Brockman

(IVGID Trustee 2002–10, Chair 2005, 2010)

Jim Clark

Jim Croley

Ed Gurowitz

John Iannucci

Chuck Otto

Steve Pulver

Kaye Shackford

Joe Shackford

Joe Wolfe

(IVGID Trustee 2010–14, Chair 2014)

Paid for True Blue Facts Image

Want to change how you receive these emails?

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True Blue Facts Officers Campaign Contributions:

Kendra Wong Campaign Contributions from officers of TrueBlueFacts (Jim Clark, Joe Wolfe, John Iannucci, Steve Pulver, Joe Shackford.

Source: www.nvsos.gov/SOSCandidateServices

Bruce Simonian Campaign Contributions from officers of TrueBlueFacts: (Joe Wolfe, Jim Clark, Joe and Kaye Shackford.

source <https://www.nvsos.gov/SOSCandidateServices>

DATE	DAY OF THE WEEK	TIME	LOCATION	MEETING	ITEMS SLATED FOR CONSIDERATION
05/29	Wednesday	3 p.m. to 5 p.m.	Chateau	2019 Thank You Event and Happy Retirement to Washoe County Manager John Slaughter	All are welcome to attend – please RSVP by Monday, Monday 27 to info@ivgid.org
06/19	Wednesday	6 p.m.	Chateau	Regular Board Meeting <i>Trustee Callicrate out of country 06/04 to 06/30</i>	Board Feedback on CSMP Snow Cat Grooming Machine acquisition (no need for an early open – MB) Discussion on Ord. 7 Tennis Center Project update Presentation of the 2018 Community Survey by Finn’ Consulting Accept NDSL Amended Agreement for Incline Creek Restoration Solid Waste Franchise Agreement Changes as requested by Waste Management
07/17	Wednesday	6 p.m.	Chateau	Regular Board Meeting	GM Employment Agreement Review and approve District Indebtedness Report including the Five Year Capital Project Summary Construction Contract Award: WPS 2-1 Improvement Project Final Approval of CSMP
07/24	Wednesday	TBD	TBD	Workshop/Community Forum	Beaches Workshop/Community Forum on Ordinance 7
08/14	Wednesday	6 p.m.	Chateau	Regular Board Meeting	
08/28	Wednesday	6 p.m.	Chateau	Regular Board Meeting	
09/11	Wednesday	6 p.m.	Chateau	Regular Board Meeting	Financial Reporting – Board Work Plan – get Staff’s idea (September/October) – see minutes from March 28, 2019
09/25	Wednesday	6 p.m.	Chateau	Regular Board Meeting	
10/09	Wednesday	6 p.m.	Chateau	Regular Board Meeting	
10/30	Wednesday	6 p.m.	Chateau	Regular Board Meeting	<i>Trustee Dent is unable to attend this meeting</i>
11/13	Wednesday	6 p.m.	Chateau	Regular Board Meeting	
12/11	Wednesday	6 p.m.	Chateau	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
WCSD Joint Agreement
Contract Award – Championship Golf Course Creek Restoration
Contract Award – Mountain Golf Course Restrooms