

MEMORANDUM

TO: Board of Trustees

FROM: Indra Winqest
District General Manager

SUBJECT: General Manager's Status Report
Prepared for the meeting of June 8, 2022

DATE: June 1, 2022

General Manager & Board of Trustees Priority Projects & Tasks

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Effluent Pond Lining Project	90% Design Documents anticipated end-January 2022	GM Winqest/Director PW Underwood/ Trustee Dent	The CMAR team has developed the 30% effluent storage facility options and fully vetted each option. It is the recommendation of the CMAR team that a prestressed concrete tank be utilized for the effluent storage facility mainly due to the proposed lower overall cost. Full details of the evaluation are included in the board packet. Jacobs will be providing a scope amendment to their contract to be brought back to the Board for approval to complete design and provide services through bidding.
Effluent Pipeline Project	Phase I ongoing	GM Winqest/ Director PW Underwood/ Trustee Dent	Regularly scheduled meetings are occurring with the CMAR team. The team has determined it best to phase the design of the project. The design is being advanced to 60% for the pipe leaving the Spooner Pump Station and extending south for 8,000 LF. The majority of this area of the project will be coated welded steel pipe to withstand the high pressures.

<p>Burnt Cedar Pool Project</p>	<p>Completion Date scheduled for June 2022</p>	<p>Engineering Manager Nelson/GM Winquest</p>	<p>The pool project is wrapping up quickly. All concrete and landscaping has been completed. Western Water Features is on site to begin plastering and filling the pool June 2, 2022. The slurry seal and crack filling was delayed due to temperatures and has been rescheduled for the week of June 6th. All final inspections are being completed the week of May 31st. The pool grand opening will be advertised soon.</p>
<p><u>Internal Controls Project(s)</u> Review of Internal Control Policies and Procedures</p>	<p>Ongoing</p>	<p>Director of Finance Navazio</p>	<p>Staff has engaged the services of Management Partners, LLC to assist in the review and update of the District's Purchasing policy and finance and accounting procedures manual. Target Completion Date June '22</p>
<p>Review of Board Policies re Budget and Fiscal Management</p> <p>Capitalization (8.1 / 9.1) Fund Balance / Reserves (7.1) Capital Program (12.1 / 13.1)</p>	<p>Fall/Winter 2021</p> <p>Draft Moss Adams report due 11/21; final report to BOT 1/12/22.</p>	<p>Director of Finance Navazio</p>	<p>New Capitalization and Reserve policies completed – approved by BOT 1/12/22. Moss Adams presented final report re Capital Program Planning and Budgeting policies 1/12/22; staff is drafting updated policies, practices as well as updating Capital Project reporting informed my recommendations in Moss Adams report. Return to BOT in June.</p>
<p>Ordinance 7 Amendments</p>	<p>Completed 5/26/22</p>	<p>GM Winquest/Board Chairman Callicrate</p>	<p>Recommendations for revisions were formally presented to the board of trustees on 4/13/22. The Board also set a public hearing for 5/26/22. Continued discussion and potential direction took place at the 4/27/22 and 5/11/22 Board of Trustees meetings. The Board of</p>

			Trustees took action on 5/26/22 to formally Amend Ordinance 7 and staff is in the process of implementing amendments.
Special Counsel to Review Beach Deed, potential revisions to Ordinance 7, Employee use of District Beaches, Policy 16.1.1, Commercial Operations on District Beaches	Winter 2022	GM Winquest, Trustee Schmitz, Legal Counsel Nelson	Special Counsel has completed the review of the Committee's draft recommendations and has provided recommendations for revisions to Ordinance 7 including but not limited to the definition of a guest, commercial activities as well as a complete review of all recommendations. Special Counsel continues to review IVGID employee access as well as the issuance of Gold/Silver Cards to long tenured full time staff and trustees.
Smith vs IVGID Litigation	Ongoing	Legal Counsel/Board of Trustees/GM Winquest	Update involving potential settlement pending.
Utilities Performance/Asset Management Review	Final Report Received	GM Winquest/Board	A portion of staff recommendations for staffing additions were approved in the FY 22-23 budget.
USFS Parcel Acquisition – Potential Dog Park	Ongoing	GM Winquest	USFS has transitioned the request to the formal review process. IVGID Staff is working to schedule community outreach to neighboring residents and larger community including development of a GM Advisory Committee.
USACE Grant Funding for Pond Lining/Pipeline Projects	TBD	GM Winquest/ Director PW Underwood	USACE shared new model agreements. Agreements have been reviewed by legal. IVGID Staff will provide necessary documentation for the agreement upon determination of the chosen alternative for Pond #1.

Utility Rate Study	May/June 2022	Director of Finance Navazio/Director of PW Underwood	Board of Trustees approved water and sewer rate adjustments, effective May 2022 and provided direction for completion of the Rate Study report.
Recreation Center Youth Expansion Project	Winter 2024	GM Winquest/DPM Waters	<p>The project is moving forward at a fast pace to meet the 30% design deadline at the end of June. The project team has had multiple meetings with various groups including Recreation Staff, Boys and Girls Club Staff, Vision Committee, H&K Architects, Shaw Engineering, Exline Consulting, and the Duffield Foundation Representative. PW Staff has engaged services for surveying, geotechnical investigation, civil site work, and the TRPA permitting consultant. This work will provide the necessary information to facilitate TRPA permitting which is a long lead item. PW Staff has met with the other engineering disciplines and toured the project site so the A&E team will be able to provide their proposals for design work through the bidding phase of the project. PW Staff has also advertised for the CMAR and held a mandatory site walk. Four (4) very qualified CMAR companies attended the site walk. The CMAR proposals are due June X, 2022. A short list will be developed and interviews will be held. Staff is planning to bring the 30% schematic design and associated information at the 6/29/22 BOT Meeting for approval to move forward with the project.</p>

IVGID Golf Courses Update

The Championship and Mountain course have both enjoyed higher the budgeted play and revenue for the month of May. This is mainly attributed to both courses opening earlier than normal and both courses being in excellent condition for this time of year. Jeff Clouthier and his staff have done an amazing job getting both courses in the condition they are in now and

expect to see great playing conditions throughout the season. Much of the condition of the courses can also be attributed to our golf course maintenance programs at both courses at the end of the year, such as: aerification, seeding, bunker work, tree and brush removal, etc. Fall golf course maintenance remains a top priority every year so that all of Incline Village's Residents and Guest's may enjoy a long golf season of great playing conditions. For the Championship, the high number of rounds has equated to Green Fee revenues being 34% higher than budget and the Mountain course is right at 45% ahead of budgeted revenue. **(Note: All Revenues have not been fully audited yet, so revenues should come in a little higher than what is currently projected)** Merchandise sales are 46% higher than budgeted net sales and Food and Beverage is 27% higher than budgeted sales. Expenses have not been fully-vetted yet, but year-to-date looks to be well on pace with budget, except for Cart Repair and Maintenance, due to the replacement battery order. All 80 golf carts are now in working condition thanks to the recent battery replacements, but staff would like to remind the board that there are still 21 carts that have some type of combination of new and old batteries. In the opinion of staff and the Fleet Department, it is not a matter of "if", but "when" these carts will need battery attention going forward until the end of the golf season or whenever the new fleet does arrive. We do expect to see more expenses due to the need for ongoing battery replacements.

Rounds report for May 2022		Championship Course	Budgeted	Actual
Type	Budgeted	Actual Rounds	% of Total Rounds	% of Total Rounds
Picture Pass Holder	600	744	39%	32%
Play Pass	500	804	33%	36%
Guest	150	133	10%	6%
Non Picture Pass	225	538	15%	23%
Other	75	71	3%	3%
Total	1,550	2,290		

Rounds report for May 2022		Mountain Course	Budgeted	
Type	Budgeted	Actual Rounds	% of Total Rounds	% of Total Rounds
Picture Pass Holder	210	412	42%	41%
Play Pass	90	203	18%	20%
Guest	50	187	10%	20%
Non Picture Pass	135	181	27%	17%
Other	15	17	3%	2%
Total	500	1,000		

Key Project Updates

For more information on current district capital projects.

Webpage Link:

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

Risk and Resilience Assessments and Emergency Response Plan

The Risk and Resilience Assessments (RRA) and emergency response plans (ERPs) for the sanitary sewer system are being completed by Farr West Engineering. A workshop was held with Staff to gather information on March 6, 2022. The draft RRA was received and reviewed by staff in May 2022.

Recreation Center Locker Room Project

The contractor was able to create a solid separate construction entry which has allowed the pool to stay open during the entire demolition phase. They have completed the demo of both the women's and men's locker rooms. This was a very laborious part of the project due to the weight of the existing lockers and the large amount of concrete removal required. We encountered existing drains that were in various stages of decay and authorized change order work to have those pipes replaced. Plumbing, framing and paint is being completed and the lockers are planned to be on-site in the next couple of weeks.

Burnt Cedar Swimming Pool Improvements – 3970BD2601

The pool project is wrapping up quickly. All concrete and landscaping has been completed. Western Water Features is on site to begin plastering and filling the pool June 2, 2022. The slurry seal and crack filling was delayed due to temperatures and has been rescheduled for the week of June 6th. All final inspections are being completed the week of May 31st. The pool grand opening will be advertised soon.

CORE Construction Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed to Date	Current Balance to Completion (including retainage)
\$3,845,864.00	\$100,896.04	\$3,946,760.04	\$3,370,552.44	\$744,735.27

Construction Budget Status:

Board Authorized Budget Item (04/29/2021)	Approved Budget	Costs Approved To Date	Budget Remaining
Construction	\$3,749,404.00	\$3,101,590.99	\$645,813.01
CMAR Contingency & Allowances	\$240,964.00	\$59,252.55	\$181,711.45*
Add Alternates (#1, #2, #3, #4)	\$96,461.00	\$76,589.00	\$19,872.00*
Owner Construction Reserves	\$160,000.00	\$100,896.04	\$59,103.96

*Alternate #4 (Colored Concrete) was not approved saving \$19,872; Allowance #2 Rock/Boulder Excavation was not used saving \$50,000; Allowance #3 Dewatering was not used saving \$25,000.

Effluent Pipeline Project – 2524SS2010

Regularly scheduled meetings are occurring with the CMAR team. The team has determined it best to phase the design of the project. The design is being advanced to 60% for the pipe leaving the Spooner Pump Station and extending south for 8,000 LF. The majority of this area of the project will be coated welded steel pipe to withstand the high pressures.

Effluent Pond Lining Project – 2599SS2010

The CMAR team has developed the 30% effluent storage facility options and fully vetted each option. It is the recommendation of the CMAR team that a prestressed concrete tank be utilized for the effluent storage facility mainly due to the proposed lower overall cost. Full details of the evaluation are included in the board packet. Jacobs will be providing a scope amendment to their contract to be brought back to the Board for approval to complete design and provide services through bidding.

Financial Transparency

The District's finance and accounting staff have completed the close for the period ending April 31, 2022. The District's 3rd Quarter Budget Update was presented to the Board at the meeting of May 11th.

Other significant projects currently underway include:

Review and update of selected Board Policies and Practices – new Capitalization, Reserve and Central Services Overhead Allocation policies were approved by the Board on January 12, 2022; Pricing Practice was approved by the Board of Trustees on March 1, 2022; Capital Planning and Budgeting Policies/Practices currently being updated, informed by recommendations from Moss Adams report presented to the Board on January 12, 2022. Staff anticipates returning to the Board in June with draft revisions.

Ongoing update of Internal Control policies and procedures – Staff continues to work with Management Partners, LLC to assist management in the review and update of the District's Purchasing Policy and Accounting/Finance Procedures Manual. Consultant completed interviews with Trustees and Staff; reviewing existing procedures against best practices. Draft update of internal procedures document as well as new/updated Purchasing Policy is currently under review. Project completion targeted for this month (June).

Implementation of Tyler/Munis Financial System - the transition to the District's new enterprise-wide financial system (Tyler/Munis) remains on track for a July 1, 2022 "go-live" date. One of the goals of the new financial system project is to streamline budgeting and accounting processes, improve financial reporting capabilities and strengthen internal

controls. Recent activities focused on module and workflow set-up. Staff training is underway and will continue through late Spring/early Summer.

Lobbying Efforts

As Staff works on a more detailed report, I just wanted to update the Board on the following:

- Marcus Faust.....Federal Legislative Advocate ...Works with our Congressional Delegation in Washington D.C.
- Tri-Strategies.....State Legislative AdvocateWorks with our State of Nevada Delegation
- District General.....Local AdvocateWorks with Nevada League of Cities and Municipalities and Washoe County Manager

American Rescue Plan Act (ARPA) – Federal COVID–Relief Funding

Washoe County received \$91.6 million in American Rescue Plan Act (ARPA) monies from the Federal government. We are working closely with Washoe County to obtain some of this funding for eligible infrastructure projects; however, Washoe County has advised IVGID that they will not be allocating any of the County ARPA funding they received for infrastructure. Staff will continue to work with Washoe County Staff to update the Board and the community on this funding source and how it has been and will continue to be allocated. The District’s efforts to secure ARPA funding has shifted to the State of Nevada as the Governor’s Office will finalizing its recommendations for its federal funding allocation. Up to \$18 million is being requested to support our eligible critical infrastructure projects. Staff is also working with our Federal lobbyist to secure final commitments on funding through the U.S. Army Corps of Engineers for the Effluent Storage Project.

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

From May 4 to June 1, 2022

PO Number	Vendor	Description	PO Amount
22-0263	G&E Contracting dba G&E Painting	Paint Chateau exterior	\$24,500.
22-0266	Abigail Edwards dba Kaufman Edwards	TRPA permitting application: BCWDP Emergency Fuel Storage Tank	\$5,317.
22-0281	Environmental Inspections & Construction Inc.	Phase 2 of Radon mitigation	\$11,774.
22-0284	F.W. Carson Co.	Emergency Repairs: SPS5	\$22,959.89

Public Records Requests

Following are the public records requests from April 28, 2022 to May 30, 2022

04/29/2022	Barth, Megan	Punch Card Information by Parcel; employee contracts, payroll data, employee schedules, FY 2021 General Ledger		(NevadaGlobe – media)
05/02/2022	Gumz, Joy	Ord. 7 – 1988 Version	05/06/2022	Complete

05/02/2022	Katz, Aaron	Various memberships	05/25/2022	Complete
05/13/2022	Abel, Mike	Construction Schedule for Burnt Cedar Pool	05/18/2022	Complete
05/16/2022	Dobler, Cliff	Water and Sewer Pumping Stations – Invoices and PO's	05/25/2022	Complete
05/18/2022	Dobler, Cliff	WRRF Listing of Transactions	05/25/2022	Complete
05/18/2022	Dobler, Cliff	BCDF Listing of Transactions	05/25/2022	Complete
05/24/2022	Marelich, Susan	Correspondence received by the Board and GM re IBS	05/24/2022	Complete
05/28/2022	Dobler, Cliff	General Manager's Signature Authority	05/31/2022	Complete