

MEMORANDUM

TO: Board of Trustees

FROM: Mike Bandelin
Interim District General Manager

SUBJECT: General Manager's Status Report
Prepared for the meeting of September 13, 2023

DATE: September 13, 2023

I am in the process of revamping the General Manager's status report. As Phase I, I have asked Staff to provide venue status reports which are attached to this report. We have attached the Policy 22.1.0 – Disclosure of External Entity Involvement to this report as well. The contracts signed by the Interim District General Manager are now included in the Treasurer's Report section of the agenda. The public records report will be included in next month's report. I welcome your thoughts on this new formatting.

MEMORANDUM

TO: Mike Bandelin
Interim General Manager

FROM: Bobby Magee
Interim Director of Finance

SUBJECT: Status Report for August 2023 – Finance/Accounting

DATE: September 6, 2023

Finance and Accounting

Audit for the Year Ended June 30, 2023 The entire Finance team has taken an ‘all hands on deck’ approach to getting the Audit back on track for completion prior to the State deadline of January 31, 2024. Baker Tilly consultants have received the information they need to complete all bank reconciliations from the prior year, and their firm is also assisting with a number of more routine items related to the year-end close and the overall Audit process. With vacancies in the Controller, Senior Accountant, and Accounts Payable Technician positions, Consultant Pam Day has taken on a more active role in completing some of the more difficult reconciliations. In addition, a comprehensive End-of-Year checklist has been developed for use both this year and in future cycles. While the project is still currently behind schedule, the entire team is cautiously optimistic that the correct pieces are now in place to complete a timely Audit process.

Tyler Munis Implementation Project At a recent Board meeting, the Board identified the Tyler Munis Implementation as a priority. The IT Director then proactively scheduled time to talk with the Finance team on next steps, and offered any assistance needed. Both departments have been in contact with the Tyler Corporation, actively discussing the types of items that need to be addressed. In addition, the previous upload of information into the Tyler system is being actively researched and reconciled by both Baker Tilly and Pam Day. Once the Finance team can verify the accuracy of data imported, it will move on to Phase II and redesign the Workflow processes.

Treasurer's Report Redesign The team has been working on a more informative and transparent version of the current Treasurer's Report. It is anticipated that a draft version of this report will be shared with the Treasurer for his consideration during the week of September 11th, 2023. Pending any final changes, the Department anticipates providing the new report and related information to the Treasurer for the last Board meeting in October.

Vacant Controller Recruitment At the August 9, 2023 Board meeting the Board directed staff to make a needed adjustment to the Controller's salary range, and also directed staff to change some of the information on the job flyer related to telecommuting opportunities. The impact was immediate; Human Resources has received a large number of well-qualified applicants, and the process for finding a new Controller is now well underway and is expected to culminate imminently with a contingent offer to the highest rated candidate.

Forensic Audit Work has begun on developing a scope of work, as directed by the full Board, which will be considered by the Audit Committee during its regularly scheduled meeting of September 26, 2023. It is anticipated that the Audit Committee will make recommendations on this draft scope of work to the full Board at a future meeting. In the interim, Finance staff has begun to reach out to potentially interested firms in order to gain the correct contact information for individuals who may process a response to the IVGID Request for Proposals.

MEMORANDUM

TO: Mike Bandelin
Interim General Manager

FROM: Erin Feore
Director of Human Resources

SUBJECT: Status Report for August 2023 – Human Resources

DATE: September 13, 2023

The Human Resources team continues with recruitment efforts for ongoing seasonal staffing and our full-time/year-round staffing needs. Currently, the HR Department has ten full-time/year round positions posted. In the month of August, the following positions have been filled:

Filled

Sous Chef
Inspector I
Revenue Manager

Opened

Accounts Payable Technician
Buildings Maintenance II
Controller
Electrician/Instrumentation Technician
General Manager
HR/Recruitment Assistant
Meter Technician I/II
Safety Specialist
Senior Accountant
Water/Wastewater Operator In Training

As the spring/summer operations begin to wind down, the HR staff have increased their focus in working with recruiting/staffing teams at the various venues whose operations will increase during the winter. Over the next month, the Talent Acquisition Specialist will attend community job fairs in Reno, Carson City and Incline Village to ensure the District's job opportunities are advertised throughout the region.

The July, 2023 Attrition Report is as follows:

<u>Month</u>	<u>Start Ttl # of EE's</u>	<u>Ttl Term EE's</u>	<u>End Ttl # of EE's</u>	<u>Avg # of EE's</u>	<u>Attrition Rate</u>
January, 2022	343	24	319	331	6.997
February, 2022	329	22	307	318	6.687
March, 2022	321	48	273	297	14.953
April, 2022	278	47	231	254.5	16.906
May, 2022	273	7	266	269.5	2.564
June, 2022	308	17	291	299.5	5.519
July, 2022	292	18	274	283	6.164
August, 2022	308	32	276	292	10.390
September, 2022	288	16	272	280	5.556
October, 2022	287	25	262	274.5	8.711
November, 2022	379	4	375	377	1.055
December, 2022	459	9	450	454.5	1.961
January, 2023	496	12	484	490	2.419
February, 2023	470	27	443	456.5	5.745
March, 2023	479	59	420	449.5	12.317
April, 2023	448	129	319	383.5	28.795
May, 2023	422	51	371	396.5	12.085
June, 2023	459	12	447	453	2.614
July, 2023	467	17	450	458.5	3.640

As approved by the Board of Trustees on August 30, 2023, IVGID has entered into an agreement for professional services with Bob Hall and Associates (BHA) for the recruitment of the General Manager position.

Over the next month, BHA will work with the HR staff to ensure the updated General Manager job description and advertising materials have been sent to their firm for marketing. Further, Bob Hall will be scheduling one-on-one meetings with each of the Trustees to identify important competencies and expectations of candidates. I will ensure continual updates are provided to the Board of Trustees on this important hiring initiative.

Lastly, and on a more somber note: September is the National Suicide Prevention Week. The District has lost more than a few employees to suicide and we take the mental health and safety of the District’s most important asset - our employees - very seriously. This year’s campaign to raise awareness is “Talk Away The Dark” and encourages people to initiate open conversations about mental health, provide more resources and information about research to help prevent suicide and provide comfortable and safe spaces for staff who are struggling with their mental health. Over the course of the month, the HR team will be providing suicide prevention information to staff and management with the hope that no one ever feels like a permanent solution to a temporary problem is the only answer.

MEMORANDUM

TO: Mike Bandelin
Interim General Manager

FROM: Darren Howard
Director of Golf & Community Services

SUBJECT: Status Report for August 2023 – Golf Operations

DATE: September 13, 2023

Golf Operations Update - (June through August)

Both golf courses are hitting the home stretch for the 2023 golf season and other than being short on staff, things are going well. Some items of note include:

- Golf Course Superintendent Jeff Clouthier and I have met with a few residents that have had trees fall from the golf course onto their property during the rain storm in late August. The Fire Department joined us in these on-site meetings to help determine how quickly we can get these trees cleaned up and removed as well as working on a plan to mark and cut down the trees that are of most concern or have a high safety priority, after the golf course closes for the season.
- Golf Cart Path Project for Mountain Course Schedule
 - The Mountain course will be completely closed September 5-9 for major cart repairs
 - The Mountain Course will remain open every weekend, all 18 holes, except September 30.
 - Hole #2 will be closed starting Monday, September 25 and reopening on Tuesday, October 4
 - During the time that hole #2 will be closed, there will be an alternate 18th hole so golfers can still enjoy an 18 hole round. There will be some rerouting with signs posted to guide the golfers around the course.
 - All other days the Mountain course will be open for the normal 18 holes until the closing date
 - These dates are subject to weather conditions affecting construction activities.

- Projected closing dates for each course unless weather conditions warrant closing early
 - Championship Course – October 20
 - Mountain Course – October 15
- Revenues are slightly under what was budgeted at the Championship Course and above budget for the Mountain course. The Championship course was on track to meet or exceed budgeted revenue numbers, but 9 days with some type of rain was a key factor in round reductions.

Championship Course		Budget		Actual		Difference	
June	2022	2023	2022	2023	2022	2023	
Green Fee	\$301,472	\$350,300	406,269	440,871	+\$104,797	+90,571	
Club Rentals	\$11,125	\$11,680	\$9,741	\$9,195	-\$1,384	-\$2,485	
Range Fees	\$36,340	\$40,910	\$30,066	\$34,938	-6,274	-\$5,972	
Rounds	4,330	4,480	4,515	4,711	+185	+231	
July							
Green Fee	\$503,564	\$648,242	\$533,295	\$635,241	+\$29,731	-\$13,001	
Club Rentals	\$19,590	\$20,000	\$8,867	\$10,035	-\$10,723	-\$9,965	
Range Fees	\$42,180	\$45,150	\$38,890	\$45,066	-\$3,290	-\$84	
Rounds	5,865	5,800	5,433	5,828	-432	+28	
August							
Green Fee	\$522,900	\$648,443	\$461,543	\$610,775	-\$61,357	-\$37,668	
Club Rentals	\$11,235	\$12,000	\$6,498	\$12,260	-\$4,737	+\$260	
Range fees	\$31,490	\$33,495	\$29,284	\$32,018	-\$2,206	-\$1,477	
Rounds	5,775	5,825	4,809	5,612	-966	-213	
June-August Totals			2022 Actuals	2023 Actuals	Compared to 2022		
Green Fee			\$1,401,107	1,686,887	+20%		
Range			\$98,240	\$112,022	+14%		
Club Rentals			\$25,106	\$31,490	+14%		
Rounds			14,757	16,151	+9%		

Mountain Course		Budget		Actual		Difference	
June	2022	2023	2022	2023	2022	2023	
Green Fee	\$123,444	\$131,868	\$125,160	\$121,123	+\$1,716	-\$10,745	
Club Rentals	\$6,000	\$7,000	\$8,050	\$5,825	+\$2,050	-\$1,175	
Range Fees	NA	NA	NA	NA	NA	Na	
Rounds	3,500	3,900	3,441	2,651*	-59	-1,249	
July							
				*Opened June 9th			
Green Fee	\$190,089	\$223,829	\$189,375	\$242,198	-\$764	+\$18,369	
Club Rentals	\$11,550	\$11,500	\$7,530	\$8,980	-\$4,020	-\$2,520	
Range Fees	NA	NA	NA	NA	NA	NA	
Rounds	5,000	4,800	4,420	4,885	-580	+85	
August							
Green Fee	\$184,065	\$209,962	\$184,052	\$212,220	+\$13	+\$2,258	
Club Rentals	\$9,450	\$10,000	\$7,730	\$10,340	-\$1,720	+\$340	
Range fees	NA	NA	NA	NA	NA	NA	
Rounds	4,750	4,500	4,321	4,474	-429	-20	

June-August Totals			2022 Actuals	2023 Actuals	Compared to 2022	
Green Fee			\$498,537	\$575,541	+15%	
Range Fees	NA	NA	NA	NA	NA	NA
Club Rentals			\$23,310	\$25,145	+7%	
Rounds			12,182	12,010	-1%	

Round Percentage by

Play Type	2022	Percentage	2023	Percentage
Championship Course				
Picture Pass Holder	4295	29%	5624	35%
Non-Picture Pass	3009	20%	3228	20%
Guest	1480	10%	1740	11%
Play Pass	5466	37%	4752	29%
Other	507	3%	807	5%

Round Percentage by

Play Type	2022	Percentage	2023	Percentage
Mountain Course				
Picture Pass Holder	4886	40%	5272	44%
Non-Picture Pass	3096	25%	3327	28%
Guest	1474	12%	1405	12%
Play Pass	2350	19%	1531	13%
Other	396	3%	475	4%

Play Pass Sales

	<u>2022</u>		<u>2023</u>	<u>Difference</u>
Championship Course -	\$540,657	vs	\$507,673	<\$32,984>
Mountain Course -	\$91,319	vs	\$75,551	<\$15,768>

- Even with revenue slightly below budget, bottom-line should be good as expenses were held under budget. We do not have fully vetted expenses yet, but projections are very positive for expenses coming in under budget for all 3 months.
- Revenue is also up even with slightly lower budget rounds due to more rounds in the “Prime Times”, because of moving to 10 minute intervals, as well as more Daily Fee rounds and less Play Pass rounds.
- Reminder – Expenses and Revenues have NOT been fully vetted as of the date this was turned in.

MEMORANDUM

TO: Mike Bandelin
Interim General Manager

FROM: Shelia Leijon
Director of Parks and Recreation

SUBJECT: Status Report for August 2023 – Parks and Recreation

DATE: September 13, 2023

REC CENTER

Residents of the Second Creek area of Incline Village participated in an Evacuation Drill Simulation facilitated by local emergency repose teams, on Wednesday, August 16 from 9:30 a.m. to noon. As part of the event, the Recreation Center hosted an Emergency Preparedness Fair comprised of representatives from NLTFD, Red Cross, CERT, Team Rubicon, WCRAS, Sierra Avalanche Center, Belfor and Washoe County Regional Animal Services. Over 150 attendees participated. The event was televised by local newscasters.

Recreation Buildings Maintenance II

HR is actively recruiting for the Recreation Building Maintenance II position. This position will provide building maintenance services with a focus on the year-round projects at the Rec Center, seasonal projects at Tennis and Beach venues, and districtwide maintenance projects, as time permits.

PARKS

Burnt Cedar Beach:

Poisoned Trees

The Tahoe Daily Tribune published a feature article on August 25, 2023 about six trees poisoned at Burnt Cedar Beach. Washoe County Sheriff Office has opened an investigation and has published the Washoe County Secret Witness phone number hoping community members with information related to the crime will provide anonymous clues for the investigation. In an effort to minimize the impact of the poison on the trees, Parks staff removed contaminated soil from the tree bases and added fresh soil in its place. A certified arborist from the International Society of Arboriculture is assisting in evaluating the trees, calculating the loss and determining ongoing expenses. TRPA is assisting WCSO in the investigation and IVGID in the damage evaluation. The IVGID Parks Team is monitoring the effects of the poisoning and diligently working to do all they can to save the trees. Secret Witness: 775.322.4900.

BMP'S

TRPA's Watersheds & Water Quality Program Manager, IVGID Engineering and Parks and Parks & Rec staff met to assess required Best Management Practices (BMPs) for the Burnt Cedar Pool project and Beach. TRPA will provide guidance and details regarding erosion control and compliance measures for BMP recertification at Burnt Cedar.

Village Green Dog Park Updates:

TRPA's Watersheds & Water Quality Program Manager, IVGID Engineering and Parks and Parks & Rec staff met to evaluate and assess the upper Village Green and the forested area to the west of the Green as a potential site for a dedicated dog park. The preliminary discussion with TRPA on the location was favorable. TRPA's Environmental Improvement Program Senior Planner and IVGID's Director of Parks & Recreation are in discussion regarding the potential for the dog park project to qualify as Environmental Improvement Project (EIP). Incorporating water quality and recreation improvements as well as restrooms and parking for the Incline Way Recreation Corridor may provide the elements needed for EIP qualification.

Chief Ryan Sommers, NLTFPD provided written documentation confirming public safety comments made at the July 26, 2023 Board of Trustees Meeting dog park update. The letter outlines the requirements for the use of the lower Village Green as a LZ for Care Flight in the transport of local critical patients. (Exhibit A).

The Dog Park Committee intends to host a community forum and a community survey to gather input on topics which will include:

- a) The continued community support for a dedicated dog park
- b) Opening Ski Beach to dogs and their humans from October 15 through April 15 each year
- c) Level of interest in various dog park features
- d) Pricing appetite and funding options for the dedicated dog park

TENNIS PICKLEBALL CENTER

Season Ends October 22, 2023

Tennis:

- Black Eagle Consulting is currently assessing the safety and court infrastructure at tennis. Upon conclusion of the assessment, recommendations for improving the tennis courts will be provided to the Board.

Pickleball:

- Tennis court #8 was recently converted to three Pickleball Courts - two practice courts and one exhibition court - to help accommodate the growth of Pickleball. On courts 8, 9, 10 & 11, safety modifications were completed. Staff is currently working with industry experts to determine the best/safest option for court divider nets.

AQUATICS

The Burnt Cedar Pool will be closed for maintenance from September 11 - September 17. The pool will reopen with modified operations until Oct. 1, pending weather and staffing. Due to staffing shortages, noon pool closures at the Rec Center pool may continue on the weekends until the Burnt Cedar pool is closed

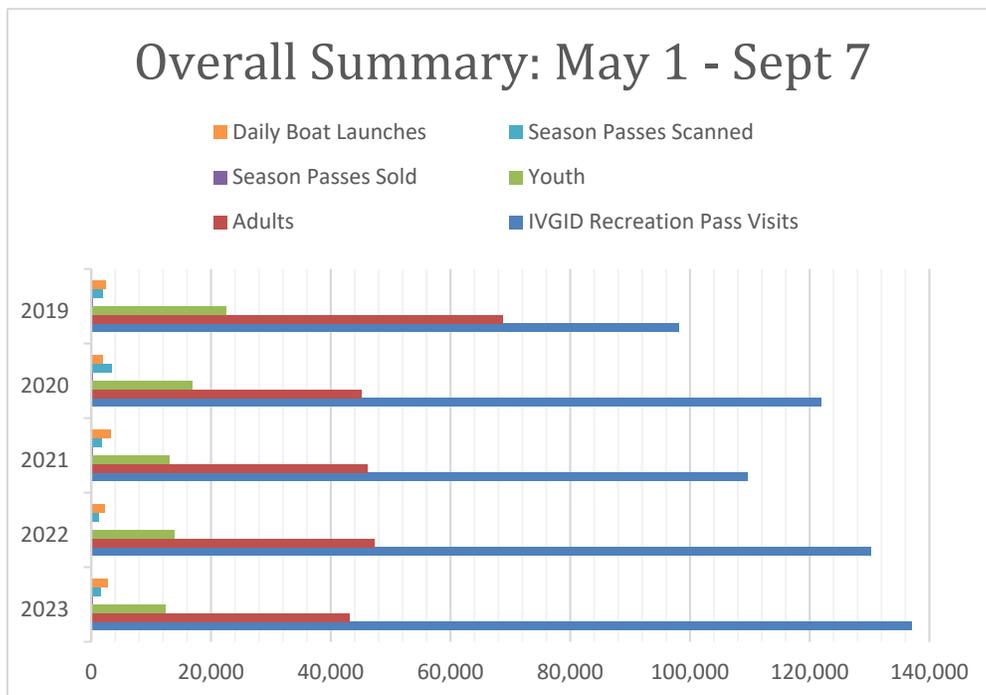
BEACHES

The close of summer operations will take place on October 15 with the Puppy Plunge Dog Days of Summer event kicking off access to dogs and their humans on Ski Beach.

Beach Ambassadors will continue to monitor beach activities throughout the fall and winter. This summer, staff installed No Trespassing signage, in compliance with year-round beach access prima facie recommendations from Attorney Kathy Parks, at multiple beach locations. In addition, three of six No Public Access Signs were installed at the East and West Entrance Parks and at a mid-point of Lakeshore Blvd. Three additional signs will be installed at strategic locations along Lakeshore this fall, weather and staffing permitting.

Attorney Kathy Parks confirmed that along with the installation of the No Trespassing signage, current beach access controls provided sufficient protection of the beach deed. However, should the Board or Trustees desire to enhance year-round staffing for beach access monitoring, we are prepared to provide recommendations and options.

OVERALL BEACH VISIT SUMMARY (to date)



Five Year Beach Visit Comparison (to date)

	May 1 - Sept 7				
	2023	2022	2021	2020	2019
IVGID Recreation Pass Visits	137,056	130,305	109,657	121,958	98,126
Adults	43,070	47,291	46,089	45,189	68,680
Youth	12,305	13,857	13,053	16,838	22,569
Season Passes Sold	226	156	240	274	215
Season Passes Scanned	1,524	1,197	1,811	3,455	1,885
Daily Boat Launches	2,822	2,255	3,215	1,950	2,424

REC COUNTER

Communication regarding the consolidation and relocation of paddleboard racks on Ski Beach will begin in September. The ultimate goal is to relocate existing kayak racks away from the stream environmental zone in compliance with TRPA regulations.

The Recreation Pass audit continues ensuring all issuances are in compliance with Ordinance 7. Staff intends to provide Ordinance 7 recommendations to the Board of Trustees in November. These recommendations include a review of the family tree as it relates to grandchildren of the owner.

Exhibit A



August 1, 2023

Director Leijon,

After viewing the last Board of Trustee's Meeting from July 26th, 2023, I would like to address some questions that arose during that meeting, concerning the proposed dog park at Village Green. As you know, I attended a Dog Park Meeting on May 3rd, 2023, to educate myself on the proposed dimensions and exact location of the park. Once the Fire District learned more about the proposed park, we had major concerns as Village Green is the primary and safest landing zone for an EMS Helicopter within our Fire District.

Director Leijon, I would like to reiterate everything I stated to you during the dog park meeting, as you did an excellent job conveying that to Trustee's. The "lower" part of the field, referred to as the South End of the Green during the meeting, is the ideal place for a landing zone. The most important part of a landing zone are the dimensions and overhead obstacles. The zone needs to be 150'x150' allowing for a helicopter to land during the day and at night. This is important as EMS helicopters are utilized 24 hours a day and Village Green has been a crucial piece to meet those needs. Additionally, when helicopters are lifting off or taking off from the Green, they need a direct path out to and over the water for the best lift with a patient on board. The South end path not only has the best clearing, but it also limits obstacles or objects below the helicopter. Lastly, the lower part of the field provides the best transfer location for a patient and parking for our apparatus.

I would like to request that if the dog park moves forward, we have public safety and saving lives as a priority for our community.

Again, I would like to recognize the excellent job you did in explaining the Fire District's stance to the Trustees on this issue. Should you need anything else, please do not hesitate to ask.

Sincerely,


 Ryan E Sommers
 Fire Chief

North Lake Tahoe
 Fire Protection
 District

866 Oriole Way
 Incline Village, NV
 89451

775/831-0351
 Fax 775/831-2072
 www.nlfpd.org

Ryan Sommers
 Fire Chief

MEMORANDUM

TO: Mike Bandelin
Interim General Manager

FROM: Kate Nelson
Interim Director of Public Works

SUBJECT: Status Report for August 2023 – Public Works

DATE: September 7, 2023

Engineering Summary of Projects:

Please note that with the loss of DPW and associated staff shifts within PW, the Engineering Department only has 2 full time employees to manage all FY23/24 Capital Improvement and Capital Expense Projects (Effluent Pipeline & Storage Tank PM remains with HK) – as a result projects have been evaluated for priority and schedules have been adjusted.

- Capital Investment Committee – Snowflake Lodge Needs Assessment
- Hold for Funding/Permitting/Contract – Bike Park, Effluent Storage Tank
- RFP/RFQ – Skate Park Enhancement, SPS#5 Wetwell & Manhole Coating, Incline Beach House, Rec Center HVAC Evaluation
- Planning – Boat Ramp Evaluation, Fire Hydrant Replacement, Ski Way Pavement Rehabilitation
- Design – Alder Ave Waterline Replacement, Reservoir 3-1 WPS 4-2/5-1 Pavement & Slope Stabilization, Burnt Cedar Emergency Fuel Tank Replacement, DP Electrical Service Entrance/Grease Interceptor/Fuel Tank/Upper Parking Lot Pavement, Burnt Cedar RFID Ped Gate Access
- Bidding – SPS #1(9/28/23)
- Construction – Effluent Export Pipeline, DP Kitchen, Reservoir Coating R5-3A R5-3B (early summer 2024), Mountain Golf Cart Path Phase II & III, Utility Adjustment in NDOT ROW, Wetlands Improvements, Fall Pavement Maintenance, Meter Register & Transponder Installation, Snowmaking/Pump Station Improvements
- Construction Complete – Crystal Peak Waterline Replacement

Water/Wastewater Treatment: NDEP is on-site 9/7 to perform the Sanitary Survey

- Water Production – IR Module on Parity Meter is being changed out week of 9/5 so total reads are unavailable at the time of this report
- Wastewater Processed - 28.994 MG, 1.000 MGD Daily Avg., 1.125 MGD Daily Max
- Total Call Outs – 43

Pipeline:

- Water Leak Repairs – 3
- After Hour Service Calls – 14 (30 hours OT)
- Change out 23 meter transponders
- Water Sample Stations Installed - 1

*Pipeline crew continues to cover the meter reader duties impacting preventative maintenance work.

Compliance:

- Backflow tests – 437
- Plan Checking – 23

Waste Not:

- HHW & E-Waste – 100
- Provided water bottles, educational material, and water stations at the 27th annual Tahoe Summit

Fleet:

- Preventative Maintenance Work Orders – 48.26%
- Corrective Maintenance Work Orders – 20.72%
- CIP Projects – 0.38%

Laboratory: NDEP will be on-site 9/11 & 9/12 for biennial audit to maintain lab certification

- Potable Water Testing
 - System Samples Taken – 15
 - Total Coliform (#CFU/100mL) – 0
 - Avg. Total Res CL2 (mg/L) – 0.98
 - Outside Samples Taken – 2
 - WasteNot Water Quality Samples Taken – 2
- Wastewater Testing
 - Bacteriological Samples (Spooner Pump Station) – 5
 - Monthly Avg. Total Res CL2 (Spooner Pump Station) – 2.61 mg/L
 - Total Monthly TSS Analysis – 9
 - Total Monthly BOD Analysis – 4
 - Total Phosphorus Analysis - 1
- Wetlands Testing
 - Quarterly Sampling Completed – 7 wells tested across the property for depth of water, temperature, total dissolved solids, total dissolved nitrogen, and chloride
 - All results will be submitted with the Q3 DMR report to NDEP
 - Biological Testing performed on the potable water system – 0

Major Capital Improvement Project Status

- Effluent Pipeline Replacement Project
 - Granite has returned to the site (8/25/23) to complete the remainder of GMP#1 work. Fall work includes installation of 2,200 LF of effluent pipe, subsurface investigation, pavement restoration, and securing the site for winter.
 - USACE has issued the Finding of No Significant Impact (FONSI) for the pipeline project.
 - GMP #2 update - Granite issued (9/7/23) RFP documents for all work to be subcontracted. Bidding period will be 21 days.
- Effluent Storage Tank Project
 - USACE continues to work on the environmental assessment. It is anticipated that the final determination will be completed by USACE by the end of October/beginning of November.
 - Following USACE’s environmental clearance, Granite will be able to advertise for subcontractors to develop the GMP.
- Incline Beach House
 - Staff is working on preparing package for design build RFP documents to be advertised
 - Goal - bring to Board for Award November 8, 2023
- Skate Park Enhancement
 - Staff is working on preparing package for design build RFP documents to be advertised
 - Goal - bring to Board for Award November 8, 2023
- Crystal Peak Waterline Replacement Project – Complete

Awarded Construction Contract	\$1,111,111.00
Total Authorized Change Orders	\$21,020.81
Final Construction Contract	\$1,132,131.81



Disclosure of External Entity Involvement Policy 22.1.0

POLICY. The Incline Village General Improvement District emphasizes transparency and understands that state law creates minimum standards. In some instances it may be appropriate to impose stricter requirements than those set forth in the Nevada Revised Statutes (NRS). While IVGID encourages Trustees and employees to be involved in local community groups, this involvement may result in real or perceived conflicts of interest. Various provisions of the NRS, including NRS 281A, prohibit IVGID officials from participating in decisions affecting their “commitments in a private capacity” and otherwise impose disclosure or recusal requirements on decisions impacting officials’ organizations.

While these requirements impose important minimum standards that avoid actual conflicts of interest, they do not provide transparency regarding potential conflicts of interest or otherwise ensure that officials are proactively disclosing potential conflicts of interest.

As defined in this Policy, “Qualifying Groups” shall be for profit, not-for-profit, and non-profit corporations, limited liability companies, partnerships, sole proprietorships and community liaison that are located in, operating or intending to operate in, or own or lease property within the Nevada counties of Douglas and Washoe, Carson City, or the California counties of El Dorado, Nevada, Placer, and Sierra.

To provide additional transparency beyond state minimum requirements, IVGID Trustees, Audit Committee Members, and senior management employees shall report on a quarterly basis any Qualifying Groups to which they are an owner, employee, or officer. Senior employees shall include the General Manager, department heads, and any supervisors with signature authority under Policies 20.1.0 or 21.1.0 as identified by the General Manager.

Reports shall be made quarterly due by January 15th, April 15th, July 15th, and October 15th. The report required to be filed for July 15, 2023 shall be due July 31, 2023.

RESPONSIBILITY. The District Clerk shall be responsible for developing reporting forms, notifying officials of their obligation to file reports, and maintaining such reports. All forms shall be public records.

The General Manager shall adopt and enforce personnel policies to ensure compliance with this Policy. The Board of Trustees shall enforce this Policy against Trustees, Audit Committee Members, and the General Manager.

Disclosure of External Entity Involvement – Policy 22.1.0

Reporting Form

This reporting form is to be completed by IVGID Trustees, Audit Committee Members, and Senior Management employees and shall be done on a quarterly basis (see the reporting schedule below). Senior employees shall include the General Manager, Department Heads, and any supervisors with signature authority under Policies 20.1.0 or 21.1.0 as identified by the General Manager. As defined in this Policy, "Qualifying Groups" shall be for profit, not-for-profit, and non-profit corporations, limited liability companies, partnerships, sole proprietorships and community liaison that are located in, operating or intending to operate in, or own or lease property within the Nevada counties of Douglas and Washoe, Carson City, or the California counties of El Dorado, Nevada, Placer, and Sierra. Member of a Qualifying Group does not include simply listing a part affiliation as part of a voter registration or being a parishioner or regular attendee of a church, synagogue, mosque, or other religious group.

Employee Name: Matthew Dent

Reporting Period: 4/1 to 6/30 & 7/1 - to 9/30

Name of External Entity, Group or Organization:

P and P consulting, Dent organization, Dent capital, Academic freedom

<p>Reporting Schedule</p> <p>Period from 7-1 to 9-30; due to District Clerk or designee by 10-15</p> <p>Period from 10-1 to 12-31; due to District Clerk or designee by 1-15</p> <p>Period 1-1 to 3-31; due to District Clerk or designee by 4-15</p> <p>Period 4-1 to 6-30; due to District Clerk or designee by 7-15</p>

Disclosure of External Entity Involvement – Policy 22.1.0

Reporting Form

This reporting form is to be completed by IVGID Trustees, Audit Committee Members, and Senior Management employees and shall be done on a quarterly basis (see the reporting schedule below). Senior employees shall include the General Manager, Department Heads, and any supervisors with signature authority under Policies 20.1.0 or 21.1.0 as identified by the General Manager. The requirements are to report any Qualifying Group to which they are an employee, member of officer. Member of a Qualifying Group does not include simply listing a part affiliation as part of a voter registration or being a parishioner or regular attendee of a church, synagogue, mosque, or other religious group. Qualifying Group, as defined in Policy 22.1.0, is a for profit, not-for-profit, and non-profit associations, businesses, or entities, however organized.

Employee Name: _____ Erin Feore _____

Reporting Period: _____ 4/1/23 – 6/30/23 _____

Name of External Entity, Group or Organization:

Society of Human Resources (SHRM), 9/2022 – 9/2023

Northern Nevada Human Resources Association (ongoing)

American Payroll Association (ongoing)

Various retail programs: Raley's, Costco, etc. Receive coupons for purchases

Reporting Schedule

Period from 7-1 to 9-30; due to District Clerk or designee by 10-14

Period from 10-1 to 12-31; due to District Clerk or designee by 1-14

Period 1-1 to 3-31; due to District Clerk or designee by 4-14

Period 4-1 to 6-30; due to District Clerk or designee by 7-14

Susan A. Herron

From: Mike Gove
Sent: Monday, July 31, 2023 2:07 PM
To: Susan A. Herron
Cc: Mike L. Bandelin
Subject: Re: Policy 22.1.0 - Form in case you need it

Susan,

For the record, per policy 22.1.0 I do not have any affiliations that require disclosure.

Thanks,

Mike

From: Susan A. Herron
Sent: Monday, July 31, 2023 1:53 PM
To: Group - Senior Team
Subject: Policy 22.1.0 - Form in case you need it

Just in case you need the Word version to complete.....due today.

Thanks,
S

Susan A. Herron, CMC
Director of Administrative Services
IVGID
893 Southwood Boulevard
Incline Village, NV 89451
sah@ivgid.org
775-832-1207 (Office Ph#)

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Employee Name: Susan A. Herron

Reporting Period: April 1, 2023 to June 30, 2023

Name of External Entity, Group or Organization:

North Lake Tahoe Fire Protection District - Director, paid

Reporting Schedule

Period from 7-1 to 9-30; due to District Clerk or designee by 10-14
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Disclosure of External Entity Involvement – Policy 22.1.0

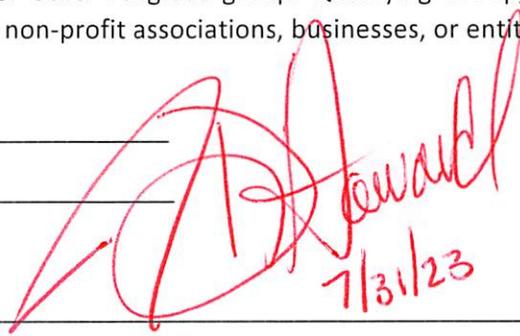
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Employee Name: DARREN HOWARD

Reporting Period: _____

Name of External Entity, Group or Organization:



ROTARY OF INCLINE

Reporting Schedule

- Period from 7-1 to 9-30; due to District Clerk or designee by 10-14
- Period from 10-1 to 12-31; due to District Clerk or designee by 1-14
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Employee Name: Shelia Leijon

Reporting Period: 4/1 - 6/30

Name of External Entity, Group or Organization:

ITF -Founder, ex-officio, non-voting liasion for IVGID projects, emeritus president

Rotary Club of Tahoe Incline - co-president (term ending June 30) member

IVCBA - Founder, Human Resources and Community Representative

<p><u>Reporting Schedule</u> Period from 7-1 to 9-30; due to District Clerk or designee by 10-14 Period from 10-1 to 12-31; due to District Clerk or designee by 1-14 Period 1-1 to 3-31; due to District Clerk or designee by 4-14 Period 4-1 to 6-30; due to District Clerk or designee by 7-14</p>
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Employee Name: Kate S. Nelson

Reporting Period: April 30, 2023 - June 30, 2023

Name of External Entity, Group or Organization:

Washoe County Planning Commissioner - District 2

Truckee Meadows Regional Planning Agency Commissioner - Washoe County

<p>Reporting Schedule</p> <p>Period from 7-1 to 9-30; due to District Clerk or designee by 10-14</p> <p>Period from 10-1 to 12-31; due to District Clerk or designee by 1-14</p> <p>Period 1-1 to 3-31; due to District Clerk or designee by 4-14</p> <p>Period 4-1 to 6-30; due to District Clerk or designee by 7-14</p>

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Employee Name: Raymond Tulloch

Reporting Period: Period 4-1 to 6-30; , 2023

Name of External Entity, Group or Organization:

Mt Rose Ski Tahoe, Ski Team Head Coach, (Seasonal position)

Far West Masters Ski Racing (501c3) – Past President and Board Member

Munro Tulloch, Inc.- President and CEO

<p style="text-align: center;">Reporting Schedule</p> <p style="text-align: center;">Period from 7-1 to 9-30; due to District Clerk or designee by 10-14 Period from 10-1 to 12-31; due to District Clerk or designee by 1-14 Period 1-1 to 3-31; due to District Clerk or designee by 4-14 Period 4-1 to 6-30; due to District Clerk or designee by 7-14</p>
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Employee Name: Jim Youngblood

Reporting Period: 7-1 → 9-30-2023

Name of External Entity, Group or Organization:

AWWA

Capital Village HOA

<u>Reporting Schedule</u>
Period from 7-1 to 9-30; due to District Clerk or designee by 10-14
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