

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Indra Winqest  
District General Manager

**SUBJECT:** General Manager's Status Report  
Prepared for the meeting of October 26, 2021

**DATE:** October 19, 2021

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

<b>ACTION ITEM</b>	<b>TARGET DATE COMPLETION</b>	<b>RESPONSIBLE PARTY</b>	<b>STATUS</b>
Effluent Pond Lining Project	90% Design Documents anticipated end-January 2022	GM Winqest/Director PW Underwood/ Trustee Dent	30% Design documents received and forwarded to NDEP & TRPA to begin the permitting process. IVGID staff is working with RCI to prepare necessary environmental documentation that will be required by the Army Corps and TRPA.
Effluent Pipeline Project	Phase I ongoing	GM Winqest/ Director PW Underwood/ Trustee Dent	Evaluation of pipe material/construction method ongoing. HDR is performing the surge analysis on the pipeline to provide information to Granite Inliner.
Burnt Cedar Pool Project	Completion Date scheduled for May 2022	Engineering Manager Nelson/GM Winqest	Work continues on the landscaping, mechanical pit/mechanical room, CMU retaining walls west of the wading pool. Contractor is securing the site for winter. Concrete pool deck is being delayed to next spring due to weather and concrete availability. See additional detail information and updated schedule provided by CORE.

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
<p><b>Internal Controls Project(s)</b>                      Review of Internal Control Policies and Procedures</p>	<p>Ongoing</p>	<p>Director of Finance Navazio</p>	<p>Staff continues to make progress in implementing contract management and change order process improvements; procurement card authorizations updated; reviewing internal controls with new auditors. Update provide to Audit Committee (10/26/21).</p>
<p>Consultant review of four (4) Accounting Practices – Moss Adams 2</p>	<p>Completed</p>	<p>GM Winqest/Director of Finance Navazio/Audit Committee</p>	<p>Final Report by Moss Adams presented at the 1/28/21 BOT meeting. Next steps include updating Board capitalization policy – draft presented for discussion at 4/29 BOT mtg. Recommended Capitalization Policy scheduled for 9/30 BOT mtg. (pending Moss Adams review).</p>
<p>Project &amp; Contract Consultant Review - Moss Adams 1</p>	<p>Ongoing Implementation of Recommendations</p>	<p>GM Winqest/Director of Finance Navazio</p>	<p>Final Moss Adams report presented at BOT meeting held on 1/13/21. Implementation plan for management responses presented at 3/10 BOT mtg.</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>Moss Adams report due 11/21</p>	<p>Director of Finance Navazio</p>	<p>Draft updates to Capitalization and Reserve policies completed; engaged Moss Adams to review and update Capital Program Planning and Budgeting policies – as well as peer review of capitalization policy. BOT discussion was held on 9/30/21.</p>
<p>2020-21 Annual Audit</p>	<p>December 2021</p>	<p>Audit Committee / Director of Finance/Controller</p>	<p>Ongoing – per audit workplan schedule: Audit Report due Mid-November. Board review Deember.</p>

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Ordinance 7 GM Advisory Committee	Fall 2021	GM Winqest/Board Chairman Callicrate	Three Community Forums took place May 13 & 19, 2021. Parcel Owner Survey was active from July 1 – July 26 <sup>th</sup> , 2021. Over 2,300 completed surveys were received. Formal Recommendations currently being drafted. Next Scheduled meeting will be either 10/28/21 or 11/02/21.
Smith vs IVGID Litigation	Ongoing	Legal Counsel/Board of Trustees/GM Winqest	Update Pending
Utilities Performance/Asset Management Review	Final Report Received	GM Winqest/Board	Staff working on implementation plan based on priority recommendations.
2021 - 2023 Strategic Plan	Completed Fall 2021	Senior Management Team/Board of Trustees	2021 – 2023 Strategic Plan adopted by the BOT on 9/30/21
USFS Parcel Acquisition – Potential Dog Park	Ongoing	GM Winqest	USFS has transitioned the request to the formal review process. IVGID Staff is working to schedule community outreach to neighboring residents and larger community.
Recreation Punch card accounting	2021-22 Budget	Director of Finance Navazio	Punch Card accounting has been adjusted for the 2021-22 fiscal year. Additional changes will be evaluated based on any revisions to Ordinance 7.
USACE Grant Funding for Pond Lining/Pipeline Projects	TBD	GM Winqest/ Director PW Underwood	Laura Whitney (USACE) shared new model agreements. Agreements have been reviewed by legal. IVGID Staff is working closely with Laura Whitney to provide necessary input for the agreement and required documentation. Target for having agreement for Pond Lining in place by January 2022.

Utility Rate Study	Winter 2021-22	Director of Finance Navazio/Director of PW Underwood	HDR currently performing their work. Initial board discussion on 11/10
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### IVGID Golf Courses Update

#### **General Managers Residents Golf Advisory Committee**

The Committee has officially started meeting and two meetings have been held discussing several topics, such as: sustainable financial and operations model, service levels, overall impact of golf to the community and how to communicate effectively the value of IVGID golf courses to property values in the community. At the next meeting, we will do a deep-dive into the Global Golf Report, and how this pertains to today's golf environment both nationally and here in our community. Other topics will include; providing data on the value that the Resident Golf Organizations bring to the golf courses, determining what the "operational costs" are for both golf courses, which will in turn help guide the committee through pricing and tee time availability recommendations for revisions. **Committee members are: Elyse Gut (Mountain Niners Representative), Jenny Uvira (Working Bears), Mona Smith (Teesters Representative), Mary Horsley (Teesters), Michael Briggs (stand-in for TIGC), Greg Flanders (stand-in for TIGC), Liam Nolan (Working Bears), Will Hale (TIGC), Mike Cornell (At-Large), Katherine Holland (IVGC Ladies), Scott Hill (IVGC), IVGID – Darren Howard – Director of Golf and Community Services, Indra Winqest – District General Manager, Kendra Wong – IVGID – Trustee.** The committee will be working together over the next several months to provide recommendations that may potentially get included in the 2022-23 budget.

### 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 America's Water Infrastructure Act (AWIA) requires preparation of Risk and Resilience Assessments (RRA) and emergency response plans (ERPs). Farr West Engineering's completed the RRA and it was submitted by the Director of Public Works to the EPA in early June 2021 to meet the required deadline. Farr West will begin the next phase of their work on the Emergency Response Plan (ERP) with a staff workshop in late July 2021. The ERP must be complete within 6 months of the RRA submittal. A contract to complete this work was authorized at the December 9, 2020 Board Meeting.

### Burnt Cedar Swimming Pool Improvements – 3970BD2601

A 2021 Capital Improvement and Board of Trustees Priority Project, this project will reconstruct the two (2) existing pools (full size and toddler) at Burnt Cedar Beach. The Guaranteed Maximum Price contract approved by the Board of Trustees on April 29, 2021. CORE Construction mobilized to the site May 3, 2021. Multiple subcontractors have been

working on-site throughout September and October. The CMU retaining wall separating the walking path and the pool deck has been completed. Aspen has also been working on the finish grading around the pool, walking path, and placing required rip-rap for slope stabilization. The walking path is planned to be paved October 20, 2021. They have excavated for the CMU foundation near the ADA access ramps along the west area of the wading pool. JW McClenahan has completed the plumbing relocation required due to conflicts with the new mechanical pit. The landscape irrigation has been installed, plants delivered and planting will occur throughout the month of October. Tahoe Fence has been on-site installing the fence posts around the pool area.

CORE and their concrete subcontractor have determined it will be best to not pour the concrete deck this fall and is working to secure the site for the winter. The proposed schedule for pouring the concrete deck has been delayed due to weather and availability of concrete. Please see attached detailed additional information and updated project schedule.

Construction will require complete closure of the pool and pool deck for the entire 2021 season.

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)
\$3,845,865.00	\$0	\$3,845,865.00	\$2,035,519.01	\$1,810,345.99

Effluent Pipeline Project – 2524SS2010

The project consists of replacing all of the remaining Segment 3 pipeline (12,385 linear feet) and all Segment 2 pipeline (17,314 linear feet) to mitigate a potential future leaks. At the January 28, 2021 Board of Trustees Meeting, Trustees approved a Construction Manager-At-Risk (CMAR) pre-construction contract to Granite Construction. At the June 9, 2021 Board of Trustees Meeting, Trustees approved HDR to begin design work. The design team is working on a hydraulic analysis of the pipeline to assist in determining appropriate pipe material and installation method. The project team had a meeting with NDOT (all different divisions that will be reviewing the construction permit) on Tuesday October 19, 2021. The project team was able to determine some of the requirements/permit conditions that will impact the design of the pipeline. As HDR is working on the 30% plans this fall, they will work closely with the various divisions of NDOT to ensure the design will meet the requirements of NDOT. The design team will present the 30% plans to the NDOT team in January 2022.

Effluent Pond Lining Project – 2599SS2010

At the January 28, 2021 Board of Trustees Meeting, Trustees approved a Construction Manager-At-Risk (CMAR) pre-construction contract to Granite Construction. At the June 9, 2021 Board of Trustees Meeting, Trustees approved Jacobs Engineering to begin design work on the effluent pond lining project. A component of the Water Resource Recovery Facility (WRRF) operation and a key requirement in the NDEP permit is to have an emergency lined effluent storage basin. Granite, Jacobs Engineering, NDEP, and IVGID Staff attended another partnering meeting to ensure the project is keeping up with the proposed schedule, identify any risk items that need to be resolved to keep the project moving, and continue keeping open lines of communication between all stakeholders. Jacobs delivered the final Basis of Design Report and the 30% design plans have been submitted to NDEP and TRPA to begin the permitting process. Jacobs is currently working to get the design plans to 60%. IVGID has contracted with RCI to perform the environmental analysis that will be required for permitting and Army Corps 595 funding.

Rec Center Upstairs Lobby Restroom Remodel – 4484BD1902

A 2021 Capital Improvement project that will remodel the men’s and women’s upstairs lobby restrooms within the Recreation Center. The project includes ADA access, ADA restroom stall, new tile, fixtures and partitions. Ward Young Architecture designed the project and Avail Construction was the low responsive bidder. The Board of Trustees approved the construction project at the May 12, 2021 Board meeting. The contractor began construction on October 15, 2021. The demolition phase is complete.

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed to Date	Current Balance to Completion (including retainage)
\$159,832.40	(\$1,836.45)	\$157,995.95	\$12,160.00	\$145,835.95

**Financial Transparency**

The District’s Independent Auditor (Davis Farr, LLP) continues to perform work related to the audit of the District’s financials for the fiscal year ended June 30, 2021. The auditors were on site from 9/27 – 10/8 and a first draft of the financial statements were transmitted to the auditors on 10/18. The current audit schedule calls for preliminary audit reports to be completed by early-/mid-November, with final auditor reports and financial statements completed by December 1<sup>st</sup>.

Accounting Staff has delayed the formal close for the first accounting period of the new fiscal year due to the need to transition prior year-end balances from Special Revenue Funds to Enterprise Funds (for Community Services and Beach funds). These beginning balances are being finalized as part of the fiscal year 2020/21 audit. Staff anticipates closing both July and August financials during the week of October 25<sup>th</sup>, followed by the accounting close for September.

**FY2020/21 Q4 CIP Popular Status Report**

At the Board meeting of September 30, 2021, staff presented the FY2020/21 Fourth Quarter Budget Update, to include the Q4 CIP Popular Status Report. This report provides budget-to-actual results, through June 30, 2021, for all capital projects included the approved FY2020.21 capital budget. The report format also provides for a descriptive “status” for each of the projects listed.

At the Board meeting, Staff was requested to review the specific “status” descriptions presented in the report and, where appropriate, updated the status to align with the specific terms approved by the Board of Trustees (in March 2020) for this purpose. Included as an attachment to this GM report is an updated Q4 CIP Popular Status Report with updates to selected CIP project “status” designations. Staff recommends that the format of the quarterly CIP Popular Status Report be updated for the current fiscal year to provide for a more meaningful reporting of project status.

**Raftelis Report Recommendation(s)**

The recently completed “Utility Management Review and Asset Assessment Report” prepared by the Raftelis consulting firm included a series of recommendations in their Financial Policies and Procedures section (report pages 36-44). A Board Trustee has requested that Staff provide the Board with management’s response to one of these recommendations. The response is as follows:

*Recommendation 14: Review expenditures in the Employee Benefits, Legal/Audit/Professional Fees, and Central Services line items (page 38)*

Management Response:

These specific line items were reviewed with Raftelis during their engagement. Particular focus was placed on the “Legal/Audit/Professional Services” trend which have included significant one-time costs associated with a legal settlement (Legal) and one-time costs or budget associated with planned consultant contracts (ex. Utility Management Review and Asset Assessment (Raftelis) and Utility Rate Study (HDR). In developing future baseline budgets, staff routinely removes one-time funding provided in prior year(s) to as not to treat these as recurring costs in the budget process.

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

From September 8, 2021 to October 20, 2021

PO Number	Vendor	Description	PO Amount
22-0094	Resource Concepts, Inc.	Environmental scoping of TRPA and NEPA – Effluent Pond Lining Project	\$5,000

22-0095	Cisco Air Systems, Inc.	Annual start up service and vibration analysis of snowmaking air compressors	\$10,900.00
22-0096	Matthew L. Sharp, Ltd.	Legal Services – Special Master (Smith)	\$12,500.00
22-0100	Action Electric, Inc.	WRF Main electrical breaker replacement	\$6,950.00
22-0101	SILegacy Floor Finishing LLC	Chateau Grille carpet replacement	\$12,000.00
22-0105	Turf Star, Inc.	Replace 2000 Toro Spreader #462	\$13,355.25
22-0112	E-Z-Go Textron	Winter service and inspection of 58 gas carts	\$8,500.00
PO Number	Vendor	Description	PO Amount
22-0113	Silver State International	Replacement Radiator Standby Generator SPS#1	\$7,789.00
22-0114	LSC Transportation Consultants, Inc.	Effluent Export Pipeline Project – Initial traffic assistance impacting SR 28	\$2,640.00

**Public Records Requests**

Following are the public records requests from September 8, 2021 to October 21, 2021

Date Requested	By Whom	Subject	Date Responded	Status/Comments
07/12/2021	Katz, Aaron	Raftelis Report Details	09/30/2021	Complete – Final Raftelis Report in Board packet
07/26/2021	Katz, Aaron	La Crosse Tournament, Taste of Incline and Unknown Fashion Show	09/07/2021	La Crosse Tournament documents – COMPLETE (07/29/2021) Unknown Fashion Show is Republican Women – COMPLETE (09/07/2021)
08/20/2021	Dobler, Cliff	E-Mails between Derrick Aaron and Director of Finance		Anticipate to complete NLT 10/29/2021
09/06/2021	Dobler, Cliff	LGIP Statements	Unknown	Complete – sent by PN under separate cover
09/08/2021	Katz, Aaron	Sept. 2021 IVGID Quarterly	09/08/2021	Complete
09/09/2021	Katz, Aaron	Ad Valorem Exemptions	09/13/2021	Complete
09/12/2021	Schmitz, Sara	Change Orders (6) for the Tennis Center	09/13/2021	Complete
09/19/2021	Holderer, Gayle	Two documents – Resolution and another authority document (beaches)	09/20/2021	Complete
09/26/2021	Dobler, Cliff	Lumos and Associates (Mtn Golf Course Cart Paths)	10/04/2021	Complete
10/01/2021	Dobler, Cliff	Investment Earnings transactions – 07012018 to 06302020	10/06/2021	Complete
10/01/2021	Katz, Aaron	Champ Golf EVCS		Due 10/28/2021
10/02/2021	Katz, Aaron	Diamond Peak sponsorship in No. and So. California ski shows	10/04/2021	Complete
10/02/2021	Katz, Aaron	Use of the Chateau by Toccata (more)	10/04/2021	Event performance response
10/02/2021	Katz, Aaron	Taste of Incline		They have until 10/26 to submit their financials
10/02/2021	Katz, Aaron	Rotary's Best Ball for a Cause	10/20/2021	Complete
10/04/2021	Dobler, Cliff	Reno Tahoe Geo Associates Contract (Mtn Golf Course Cart Paths)	10/04/2021	Complete
10/04/2021	Schmitz, Sara	Geotechnical report for the Mountain Golf Cart Paths and the contract executed for contract management of the project	10/04/2021	Complete



Date Requested	By Whom	Subject	Date Responded	Status/Comments
10/04/2021	Holderer, Gayle	Following up to 09/19/2021 Request	10/05/2021	Complete
10/04/2021	Schmitz, Sara	Daily Field Reports and Material Test Reports (Reno Tahoe Geo Associates)	10/05/2021 10/05/2021	Daily field reports sent Material test reports sent
10/09/2021	Katz, Aaron	Job Description: Public Works Contract Administrator	10/12/2021	Complete
10/10/2021	Katz, Aaron	Underwood Time Records, etc.		Due 10/28/2021
10/11/2021	Heirschberg, Stan	Mountain Golf Course Cart Paths	10/19/2021	Complete
10/11/2021	Schmitz, Sara	Payments made to FW Carson on Mountain Golf Course Cart Path, Phase 1	10/12/2021	Complete
10/11/2021	Schmitz, Sara	EZGo Proposal	10/12/2021	Complete
10/11/2021	Katz, Aaron	Labor Costs for Champ Golf Carts	10/20/2021	Complete
10/12/2021	Alexander Jr., Mark	Project 3241LI2001  Project 2299DI1702	10/19/2021	In progress – having trouble accessing via iPad  Due 10/28/2021
10/12/2021	Abel, Mike	TSK Architectural		Due 10/18/2021
10/13/2021	Abel, Mike	Compaction Reports – Reno Tahoe Geo Associates	10/13/2021	Complete
10/13/2021	Dobler, Cliff	Lumos Reports	10/20/2021	Complete
10/13/2021	Dobler, Cliff	Invoices for parts for maintenance of golf carts at Champ	10/20/2021	Complete
10/14/2021	Abel, Michael	Emails: Winquest, Underwood, Nelson (Carson, Cruz, Lumos)		Due date 10/29/2021
10/15/2021	Katz, Aaron	Follow Up on Ski Shows	10/15/2021	Complete
10/19/2021	Dobler, Cliff	Note 15 of 2020 CAFR	10/21/2021	Complete
10/20/2021	Katz, Aaron	Rotary's Best Ball event – Donations and F&B Information	10/20/2021	Complete
10/21/2021	Dobler, Cliff	Burnt Cedar Pool Costs		Due date 10/28/2021





## IVGID Capital Improvement Project Reporting

### Definitions for Status Terms

- **Added** - An unbudgeted project that meets capital improvement criteria and established after the start of the fiscal year.
  - **Cancelled** - A project that was scheduled, but is no longer being considered for construction or acquisition.
  - **Carried Over** - A project re-scheduled to another fiscal year, and has had its remaining budget updated.
  - **Completed** - A project that has finished all phases and is set up as a capital asset.
  - **Delayed** - A project timeline extended for either for a change in scope of work or the conditions, without adjustment to its budget.
  - **In Progress** – A project which is not completed, and may incur additional costs.
  - **Multi-Year** - A project scheduled to be executed over multiple fiscal years to facilitate each phase (pre-design, design and construction or acquisition).
  - **Ongoing** - A project that represents a continuous flow of rehabilitation or renewal of an operating system with added revenues and costs over time.
  - **Opened Early**- A scheduled project that starts ahead of plan due to a change in conditions or assumptions.
  - **Postponed** - A project with some reason to not be active, but is still intended to be executed at some future time.
  - **Reallocation** - A project added or altered by the addition of spending authority from a specified completed or cancelled project from the same fiscal year.
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