

**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Indra Winqest  
District General Manager

**SUBJECT:** General Manager’s Status Report  
Prepared for the meeting of April 29, 2021

**DATE:** April 22, 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 Request for Qualifications (RFQ) <i>*updated</i>	Findings Memorandum to BOT on 5/12	GM Winqest/Director PW Underwood/ Trustee Dent	CMAR reviewing background information and working to prepare Findings Memorandum.
Effluent Pipeline Project Request for Qualifications (RFQ)	See above	GM Winqest/ Director PW Underwood/ Trustee Dent	See above
Burnt Cedar Pool Project <i>*updated</i>	Guaranteed Maximum Price (GMP) will be presented for approval, 4/28/21	Engineering Manager Chorey/GM Winqest	Bid opening on 4/5. Submitted to Washoe County and TRPA for Permits.
<b>Internal Controls Project(s)</b> Review of Internal Control Policies and Procedures <i>*updated</i>	Winter/Spring	Director of Finance Navazio	I/C project update scheduled for 4/29 Audit Committee meeting. GM has implemented updates to delegated spending authority; draft updates to procurement and accounts payable processes under internal review.
Consultant review of four (4) Accounting Practices – Moss Adams 2	Completed	GM Winqest/Director of Finance Navazio/Audit Committee	Final Report by Moss Adams presented at the 1/28/21 BOT meeting. Next steps include updating Board capitalization policy (agendized for discussion at 4/29 BOT mtg.).
Project & Contract Consultant Review - Moss Adams 1 <i>*updated</i>	Completed	GM Winqest/Director of Finance Navazio	Final Moss Adams report presented at BOT meeting held on 1/13/21. Implementation plan for management responses presented at 3/10 BOT mtg.

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
RFP for Independent Audit Services / Financial Reporting  <i>*updated</i>	Completed	Audit Committee / Director of Finance Navazio	Board approved contract with new Independent Auditor at meeting of 3/24/21.
Ordinance 7 GM Advisory Committee  <i>*updated</i>	Winter/Spring 2020/21	GM Winqest/Board Chairman Callicrate	Meetings took place April 6 & 13. Next meeting is scheduled for 4/27/21. Community Forums will take place in May and a survey will be launched in late May.
Smith vs IVGID Litigation	Ongoing	Legal Counsel/Board of Trustees/GM Winqest	Updates provided to the board on 3/31/21 and 4/14/21.
Utilities Performance/Asset Management Review  <i>*updated</i>	Schedule for completion June 2021	GM Winqest/Board	Raftelis is continuing with their evaluation per the contract.
2021 - 2023 Strategic Plan  <i>*updated</i>	Spring 2021	Senior Management Team/Board of Trustees	Staff currently working a Draft Strategic Plan to serve as a starting point for discussions. Plan to present prelim draft in May.
USFS Parcel Acquisition – Potential Dog Park	Ongoing	GM Winqest	Have resumed discussions with the USFS regarding special use permit. Legislation did not pass.
Transition to Enterprise Fund Accounting for beginning 2021-22 Fiscal Year	Ongoing	GM Winqest/Director of Finance Navazio	State of Nevada, CLGF considered IVGID request in January. Staff filed Tentative Budget with Dept. of Taxation, initiating the District's transition to Enterprise Fund reporting beginning with the 2021-22 Fiscal Year.
Recreation Punch card accounting	Fall/Winter 2020	Director of Finance Navazio	Elimination of Punch Card contra-revenue accounts being implemented for current year as well as FY2021/22 budget.
USACE Grant Funding for Pond Lining/Pipeline Projects	TBD	GM Winqest/ Director PW Underwood	Laura Whitney (USACE) shared new model agreements on 11/23. New target for completion of agreements is 10/31/21
Ski Way Reconstruction Project  <i>*updated</i>	TBD	Engineering Manager Chorey	Ongoing conversations with Washoe County. Wood Rodgers preparing memo to document alternative construction techniques.

**Sierra Nevada University use of IVGID Community Services Venues**

Area of Operation	Activity	1701	Narrative
Rec Center Gymnasium	Ski Team Dryland Training	No	Occasional use of the Recreation Center Gym. \$20 hr. ½ half of the gymnasium non peak hours.
Playing Fields	Lacrosse, Soccer	No	Minimal Seasonal Use. \$20 hr. non peak hours
Parks & Recreation Community Programming	Science Camp	No	UC Davis, which is house on the campus of SNU is a joint partner for the Youth Program Summer Science Camp. SNU provides teachers, curriculum and venue. Incline Parks & Rec provides marketing, admin and registration support. Revenue from the camp is split 50/50 between organizations.
Recreation Center	N/A	No	Students & Faculty pay the applicable rate. No Discounts.
Tennis & Pickleball Center	N/A	No	Students & Faculty pay the applicable rate. No Discounts
Community Events	Various	No	In 2020 and 2021, SNU has supported District sponsored events such as the Trail of Treats, Santa Stop and the Bunny Trail Egg Hunt as a community partner providing volunteers and event resources.
Beaches	NA	NO	SNU Pays four Parcel Fees that provide recreation privileges. SNU students and faculty do not have beach access unless they are IVGID Passholders

**Sierra Nevada University usage of the Golf Courses at Incline Village  
 2018-2020**

Each year, the Sierra Nevada University Golf Team purchase college passes for their play during each golfing season.

Date	Activity	Where	Amount paid per round	Number of Players	Total Paid	Comments
10/14-10/16/2018	Tournament	Championship Golf Course	\$50	30	\$1,500 per day Grand Total \$4,500	This was very late in the season and there was nothing else booked – yield management
10/6-10/8/2019	Tournament	Championship Golf Course	\$50	44	\$2,200 per day Grand Total \$6,600	This was very late in the season and there was nothing else booked – yield management

There was no tournament event in 2020 and the Golf Courses at Incline Village provided driving range balls (15 large buckets valued at \$15 per bucket and 8 medium buckets valued at \$10 per bucket) in a total value of \$305. in 2020.

## **Sierra Nevada University usage of the Diamond Peak Ski Resort 2018-2020**

At Diamond Peak Ski Resort, SNU does not use any of the building facilities. They do however pay in bulk for ski passes used by the SNU Alpine Ski Team. This season, SNU purchased 40 passes of which only 14 were resident passes for a total of \$11,100 in pass sales. The sale of the passes do not include any discounts to SNU.

The District has, in the past and will likely in the future, enter into an agreement for the Ski venue to use the SNU parking facility during peak periods when school is not in session.

Currently, the SNU Alpine Ski Team conducts race training exercises in conjunction with DPSEF at what Staff calls early loads. Early load is an in house name for after the Lakeview ski lift is cleared with pre-operational safety checks, we load the DPSEF and SNU ski teams on the lift for ski race training sessions. This occurs when possible from 7:30 am till 9:00 am and then the courses are cleared and we open the lift to the community.

### **Ordinance 7 General Manager Advisory Committee**

A page on the IVGID website has been created and that link is <https://www.yourtahoepace.com/ivgid/general-managers-committee-on-ordinance-7>.

Meeting minutes have been placed on the website. The committee have recently met on April 6<sup>th</sup> and 13<sup>th</sup>, 2021. The next scheduled meeting is Tuesday, April 27, 2021. There will be a verbal update at the Board of Trustees meeting on April 29, 2021. The Committee is in the process of finalizing recommendations to present to the community for feedback at upcoming virtual forums, as well as a community wide parcel owner survey. Recommendations will be related to areas including but not limited to Daily Beach Passes, Recreation Punch Card Exchange Passes, Recreation Punch Cards, guest access, definition of a guest, commercial operations, disciplinary action for abuse of recreation privileges, administrative clean up, and more.

Virtual Community Forum Dates are set for:

Thursday, May 13<sup>th</sup> 5:30 – 7:30 PM

Wednesday, May 19<sup>th</sup> 12 – 2pm, and 5:30 – 7:30 PM

### **Diamond Peak Update**

Diamond Peak General Manager Mike Bandelin will provide a season ending report at the Board of Trustees Meeting on May 12<sup>th</sup>, 2021

### **IVGID Golf Courses Update**

Due to the unseasonably warm weather, the Practice Range was able to open on April 12<sup>th</sup> and continues to see high usage. Jeff Clouthier and his staff have been working hard to get the golf courses open as soon as possible and after driving the golf course with Jeff, we have set a potential opening date for the Championship course on May 17<sup>th</sup> and the Mountain course on May 24<sup>th</sup>. We would ask, and due to the enormous amount of pre-opening work being performed at both courses, all residents and their guests please refrain from walking

on the golf course grass as well as keeping dogs off the grass. Residents and their guests are welcome to walk and stay on the cart paths, but please stay off the grass due to fertilization, seeding and chemical treatments being applied. Too much unneeded traffic on the golf course grass could delay opening. Also, stay tuned and check our website for Fitting Days that we have already booked and for some companies that are in the final stages of being booked.

### **Key Project Updates**

*See 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 contract to complete this work was authorized at the December 9, 2020 Board Meeting. IVGID staff and Farr West participated in a RRA workshop, and work is scheduled to be complete in June 2021.

### **Utilities Management Review and Asset Assessment**

The Utilities Management Review and Asset Assessment includes evaluation of IVGID Public Works' organizational structure and staffing, review of operational efficiency, and review of financial and capital investment. At the January 13, 2021 Board Meeting, Trustees authorized a professional services contract with Raftelis, who has started reviewing requested documentation and conducting virtual interviews with select staff and Trustees. Raftelis was on site at the end of March to tour facilities and conduct additional interviews. Raftelis is currently completing; an organization structure and benchmark comparison against peers, draft operational efficiency recommendations, and reviewing financial and capital investment information.

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

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. A design consultant has been selected and worked with IVGID Staff and a community group to develop a preferred conceptual design and, on August 12, 2020, the Board of Trustees unanimously selected a preferred option. Construction documents are complete and the CMAR has publicly advertised the project for bids. The Guaranteed Maximum Price contract will be presented to the Board of Trustees for approval on April 29, 2021. The Project is tentatively scheduled to begin construction on May 3, 2021. Construction will require complete closure of the pool and pool deck for the entire 2021 season.

### **Tennis Center Renovation**

The project includes remodeling the pro-shop and restrooms, enclosing the existing kitchenette area, expanding and enhancing the deck area, and layout improvements to make

the venue more welcoming. The construction contract was awarded at the June 10, 2020 Board of Trustees meeting. Construction is substantially complete.

Daniel Fraiman Construction Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed to Date	Current Balance to Completion (including retainage)
\$709,000	\$36,362	\$745,362	\$646,497	\$98,865

Effluent Pipeline Project – 2524SS2010

District Staff provided a detailed Effluent Export Project update to the Board of Trustees on January 29, 2020. The immediate priority is to replace all of the remaining Segment 3 pipeline (12,385 linear feet) and to make immediate repairs to the Segment 2 pipeline (17,314 linear feet) to extend its life and mitigate a potential future leak site. At the January 28, 2021 Board of Trustees Meeting, Trustees approved a Construction Manager-At-Risk (CMAR) pre-construction contract to Granite Construction. A kick-off meeting was held on February 11<sup>th</sup> and Granite is currently reviewing available background material in advance of preparing a Findings Memorandum. This Memorandum will help inform the selection of a Design Engineer.

Effluent Pond Lining Project – 2599SS2010

A component of the Water Resource Recovery Facility (WRRF) operation is a 2.4-million-gallon effluent storage basin located adjacent to the wastewater resource recovery facility (Plant). The WRRF Effluent Storage Alternative Analysis Memorandum, September 2018, recommends a reinforced concrete, or the combination of concrete and shotcrete, lining that provides the best long term value, maximizes storage volume, and has low maintenance to keep in service. At the January 28, 2021 Board of Trustees Meeting, Trustees approved a Construction Manager-At-Risk (CMAR) pre-construction contract to Granite Construction. A kick-off meeting was held on February 11<sup>th</sup> and Granite is currently reviewing available background material in advance of preparing a Findings Memorandum. This Memorandum will help inform the selection of a Design Engineer.

**Financial Transparency**

Staff is anticipates completing the close for March 2021 accounting period by April 23<sup>rd</sup>. A third quarter budget update is scheduled for the Board meeting of May 12<sup>th</sup>, and will include updated estimates for year-end revenue and expenditures through June 30, 2021. Staff will continue to augment the reporting of monthly financial information to include detailed, line item reports reflecting budget vs actual results for each of the District's major funds.

At their meeting of April 14<sup>th</sup>, the Board of Trustees received the Tentative Budget for FY2021/22, which was filed with the State of Nevada, Department of Taxation on April 15<sup>th</sup>,



consistent with NRS filing requirements. The Board has scheduled a fourth Budget Workshop on May 5<sup>th</sup> to continue discussion and refinement of the FY2021/22 budget, including setting direction for the rate(s) and allocation of the District's Recreation and Beach Facility Fees for FY2021/22. The District has schedule a series of public hearings related to the FY2021/22 Facility Fees and annual budget on May 26<sup>th</sup>, prior to actions required to adopt the annual budget.

**Federal Legislative Efforts**

Attached is a report submitted by Marcus Faust

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

From March 4, 2021 to March 23, 2021

PO Number	Vendor	Description	PO Amt
21-0205	Pacific Water Resources	SPS#2 Improvements	\$5,540.
21-0201	Marker Volkl USA, Inc.	Ski rental equipment helmets	\$10,028.
21-0200	Reno Tahoe Geo Associates, Inc.	BCP Special Inspection & Testing Svcs.*	\$21,000.
21-0196	SILegacy Floor Finishing	Recoat Chateau exterior deck	\$18,000.
21-0192	Jensen Precast	Replace commercial water meters	\$6,664.
21-0188	Commercial Fitness Equipment	Treadmill & Recum Bike with TVs	\$11,503.
21-0184	JP Engineering	Arc Flash Analysis – Diamond Peak	\$15,000.
21-0183	JP Engineering	Arc Flash Analysis – Comm. Svcs.	\$6,000.
21-0181	Ozonias North America, Inc.	Cleaning & servicing of BCWDP ozone gen.	\$12,000.
21-0175	Johnson Controls	Fire Sprinkler System – District Wide	\$18,000.

\*Created early so we could get the purchase order onto the contractor's documents – no payment paid, no services begun

**Public Records Requests**

Following are the public records requests from March 5, 2021 through April 9, 2021.

Date Requested	By Whom	Subject	Date Responded	Status/Comments
03/05/2021	Katz, Aaron	1975 AG Opinion	03/26/2021	Complete
03/05/2021	Dobler, Cliff	Granite Construction Contract – Effluent Pipeline	03/05/2021	Complete
03/05/2021	Dobler, Cliff	Effluent Pipeline Repairs		Staff continues to work on this request – targeting mid-May
03/05/2021	Richards, Sandra	Signage	03/10/2021	Complete
03/08/2021	Abel, Mike & Helen	OpenGov tool – Budget Detail Information	03/08/2021 03/10/2021	Complete Complete – more questions
03/13/2021	Katz, Aaron	Allocated General Fund Expenses		Staff continues to work on this request – targeting mid-May
03/15/2021	Dobler, Cliff	All 1701 requests since 11-6-2018 to present		Staff continues to work on this request – targeting mid-May
03/15/2021	Dobler, Cliff	Invoices on CIP 1213CO1703 (also requested 1213CO1505 but that was already requested and responded to – see 12/29/2020 entry – IT Infrastructure)	03/16/2021	Complete

Date Requested	By Whom	Subject	Date Responded	Status/Comments
03/16/2021	Schmitz, Sara	Tree Removal Costs at Rosewood Creek Bridge	03/19/2021	Complete
03/17/2021	Katz, Aaron	North Lake Tahoe Little League athletic field usage	03/17/2021	Complete
03/18/2021	Dobler, Cliff	Back up Memo and Minutes – IT Infrastructure	03/18/2021	Complete
03/23/2021	Schmitz, Sara	Silver and Gold Card Holder List	03/23/2021	Complete
03/23/2021	Katz, Aaron	EXL Media Invoices since 07/08/2020	03/24/2021	Complete
03/23/2021	Katz, Aaron	EXL Media Contract (current)	03/26/2021	Complete
03/25/2021	Katz, Aaron	Question regarding August-October EXL Media Invoices	03/26/2021	Complete
03/25/2021	Katz, Aaron	Rocky Mountain Lift expenses	04/05/2021	Complete
03/27/2021	Katz, Aaron	Letter re: Tyrolian Village	04/05/2021	Complete
03/31/2021	Katz, Aaron	Costs to ship old ski uniforms to NSAA	04/05/2021	Complete
04/09/2021	Katz, Aaron	IVCBA Membership (reference 01/18/2021 entry)	04/14/2021	Complete



## **Federal Affairs Report for the Incline Village General Improvement District March 23, 2021**

### Congressional Activity Related to Incline Village Fire Protection Act

January marked the start of a new Congress, which means all legislation from the two previous years needs to be reintroduced. In January, Marcus G. Faust, P.C. met with the office of Sen. Jacky Rosen and Cong. Mark Amodei regarding the reintroduction of the Incline Village Fire Protection Act. This legislation will enable the Incline Village General Improvement District (IVGID) to continue to protect its residents and the Incline Village High School from the threat of wildfire in the Lake Tahoe basin. The bill conveys 13 acres to IVGID for the primary purpose of conducting fire risk reduction activities and other public purposes. The bill enjoys the support of the Nevada Delegation.

With Cong. Amodei and Senators Cortez Masto and Rosen being in the minority for each chamber, Nevada had few opportunities to advance the numerous public land priorities in the 116<sup>th</sup> Congress. Thus, Cong. Amodei packaged the IVGID bill along with other Northern county lands priorities into one package. As opportunities arose, we ensured that the Incline Village Fire Protection Act could be included in all possible vehicles. In the House of Representatives, the bill was included in two legislative vehicles:

- 1) Northern Nevada Economic Development and Conservation Act of 2020 (H.R. 6228)
- 2) Northern Nevada Economic Development, Conservation and Military Modernization Act of 2020 (H.R. 6889)

The difference between these two bills is that H.R. 6889 proposed a legislative solution for the expansion of Fallon Naval Air Base. Cong. Amodei and Senators Cortez Masto and Rosen worked with the surrounding communities, environmental groups, the state, and tribal governments all of which opposed the military's solution for expansion. The benefit of attaching the Incline Village Fire Protection Act and other county bills to H.R. 6889 was that, if approved, the bill could be incorporated into the National Defense Authorization Act (NDAA).

The NDAA is considered a "must pass" bill every year providing a great opportunity for the Incline Village Fire Protection Act to become law along with these other bills. This was especially crucial in an election year. MGFPC also coordinated with the public lands subcommittee on the House Natural Resources Committee to support both H.R. 6228 and H.R. 6889, allowing each bill package to advance if given the opportunity. Cong. Amodei worked with the Committee to include a "placeholder" amendment in the House NDAA bill by extending the status quo for Fallon Naval Air Base.

In order to garner additional tribal and environmental support, Senator Cortez Masto proposed a much narrower draft bill to expand the Fallon Naval Air Station. The Cortez Masto bill dropped most of the provisions of H.R. 6889, including the IVGID, Carson City County and Washoe County parcels. The bill focused on adding 156,000 acres of national conservation areas, designating more than 331,000 acres of wilderness and it banned oil and gas in the Ruby Mountains. The bill required the Navy to hire three full-time tribal liaisons. It also included language to preserve about 79,000 acres of federally managed land for the Fallon Paiute Shoshone Tribe and required that 11,000 acres be held in trust including the tribe's

origin site within the Stillwater Range. The Walker River Paiute Tribe would receive a \$20 million upfront payment from the Navy for contamination from ordinance activities and convey about 9,000 acres of public land to the tribe. Despite these efforts, the Fallon Tribe remained opposed to any expansion.

During the Lame Duck Session, Cong. Amodei worked with the hope that Northern package could achieve the necessary community and tribal support for the House Democrat majority to include H.R. 6889 in the NDAA bill. Due to the continued tribal opposition, neither the House nor Senate legislative alternatives for the Fallon military expansion obtained the necessary support to be added to the NDAA bill.

### Congressional and Agency Outreach on Effluent Export Pond Lining and Pipeline Projects

Marcus G. Faust, P.C. (MGFPC) has been working with Incline Village General Improvement District to ensure that U.S. Army Corps of Engineers (Corps) continues to be an active partner and fund the Effluent Export Pond Lining Project and the remaining phase of the Effluent Export Pipeline Project at Incline Village.

#### *Status of Agreement for Effluent Export Pond Lining Project - \$2.7 million*

MGFPC has been in continued communication with Laura Whitney, Project Manager for the Sacramento District, which oversees the Section 595 Rural Nevada Program. The Corps was able to allocate funds from another wastewater infrastructure project in Washoe County that was closed out to the pond lining activities. That require IVGID to enter into a project partnership agreement with the Corps. The Pond Lining Project has the federal funding in place to proceed with construction once the agreement is finalized. On December 4, MGFPC received the draft model agreement. IVGID has provided the USACE the scope of work and updates to the agreement. Unfortunately, the Corps is still “reviewing” the agreements and we understand may not finalize them for a few months. Some of the reasons given have been the change in Administration and COVID-19 has delayed agency review.

#### *Status of Agreement to Construct Remaining Phase Effluent Export Pipeline Project*

Laura Whitney coupled the pipeline project agreement with the pond lining agreement, which is experiencing ongoing delays in agency review. Last year, we learned IVGID could begin preconstruction activities on Phase 3 and be reimbursed later from the Corps by amending the current PPA. It will be up to IVGID to document all activities to submit for reimbursement. In addition, MGFPC identified Section 595 Rural Nevada funds that could be allocated to Phase 3. The unspent federal funds come from projects in Nevada that were appropriated funding through the Rural Nevada program, but are being closed out in 2020. This was confirmed with the Corps and could provide up to \$10 million for the pipeline project. Additional funding has also now become available. While this initial federal funding does not cover the entire federal share needed for the project, MGFPC’s work to with the Corps to identify unspent monies on closed projects within Nevada is very promising. The recent changes made by the Corps to the Model Section 595 Agreement have been reviewed by IVGID and the Corps has requested additional details on the Scope of Work statement and other sections. These revisions to the agreement have pushed back its execution by 90 days. MGFPC will continue to advocate for ongoing funding of the Section 595 program in the annual appropriations process for fiscal year 2022.

### Federal Funding for Water Infrastructure

Congress authorized funding through the Lake Tahoe Restoration Act (LTRA) for municipal water infrastructure upgrades to help with firefighting around the Lake Tahoe Basin. Since LTRA passed in 2016,

Congress has yet to appropriate money to water infrastructure through that specific program authorization. In partnership with the Tahoe Water for Fire Suppression Partnership led by South Tahoe PUD and the Tahoe Regional Planning Authority (TRPA), IVGID joined these partners in supporting \$9 million for water infrastructure for fiscal year 2021. In its final bill, Congress appropriated \$16 million to the Tahoe basin for LTRA activities overall. The Committee report was clear that the USFS needs to prioritize resilient water infrastructure investment and protect the basin from the threat of wildfire.

Congress has begun its appropriations process for fiscal year 2022. MGFPC will advocate and pursue robust funding for those water infrastructure projects contained in the LTRA 2021 environmental improvement list that includes water infrastructure projects in Incline Village. We are coordinating a joint strategy with TRPA and STPUD. MGFPC will also advocate for additional funding for the Section 595 Rural Western Water program through the U.S. Army Corps' construction budget.