

MEMORANDUM

TO: Board of Trustees

FROM: Indra Winqest
District General Manager

SUBJECT: General Manager's Status Report
Prepared for the meeting of August 10, 2021

DATE: August 3, 2021

General Manager & Board of Trustees Priority Projects & Tasks

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Effluent Pond Lining Project	30% Design Documents anticipated 7/30/2021	GM Winqest/Director PW Underwood/Trustee Dent	Partnering meeting with all stakeholders June 16, 2021. Site field visit by Granite, Jacobs, NDEP, PW Staff 6/29/2021. Preliminary review of liner types ongoing. Review of pipeline alignment to pond #2.
Effluent Pipeline Project	Phase I ongoing	GM Winqest/ Director PW Underwood/Trustee Dent	Partnering meeting with all stakeholders June 14, 2021. Evaluation of pipe material/construction method ongoing.
Burnt Cedar Pool Project	Completion Date scheduled for May 2022	Engineering Manager Nelson/GM Winqest	Guaranteed Maximum Price (GMP) presented for approval, 4/28/21. CMAR Contractor mobilized to site on 5/3/2021. New pool piping, structural rebar and concrete floor pour 8/2/21. Wading pool piping installation in process.
<u>Internal Controls Project(s)</u> Review of Internal Control Policies and Procedures	Winter/Spring	Director of Finance Navazio	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 (8/10/21).

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Consultant review of four (4) Accounting Practices – Moss Adams 2	Completed	GM Winquest/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	Completed	GM Winquest/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.
Review of Board Policies re Budget and Fiscal Management Capitalization (8.1 / 9.1) Fund Balance / Reserves (7.1) Capital Program (12.1 / 13.1)	Sept. 2021	Director of Finance Navazio	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.
RFP for Independent Audit Services / Financial Reporting	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	Summer 2021	GM Winquest/Board Chairman Callicrate	Three Community Forums took place May 13 & 19, 2021. Parcel Owner Survey was active from July 1 – July 26 th , 2021. Over 2,300 completed surveys were received. Next meeting will be 8/3/21.
Smith vs IVGID Litigation	Ongoing	Legal Counsel/Board of Trustees/GM Winquest	Updates provided to the board on 4/14/21. Board of Trustees authorized payment to the court special master in the amount of \$12,500 at the 6/9/21 BOT meeting.
Utilities Performance/Asset Management Review	Schedule for completion June 2021	GM Winquest/Board	Final Draft Raftelis Report presented to the BOT at the 7/13/21 meeting. Report to be finalized pending feedback from Trustees.

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
2021 - 2023 Strategic Plan	Summer 2021	Senior Management Team/Board of Trustees	Draft Plan was agendized on 6/9/2021 for Board discussion and potential feedback and direction. Staff has taken direction and presented an updated draft at the 7/13/21 meeting. Additional feedback was given and a final draft will be brought back at the 8/25 BOT Meeting.
USFS Parcel Acquisition – Potential Dog Park	Ongoing	GM Winqest	District has formally filed for a special use permit for utilization of the forest service parcel across from Incline High School on Village Blvd. USFS has requested additional information 7/30/21. USFS internal team comments are due back 8/6/21.
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. FY2021/22 Budget is on Board agenda for May 26 th .
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 on 11/23. New target for completion of agreements is 10/31/21. Laura Whitney visited project site on 7/13/21.

IVGID Golf Courses Update

Two and half months into the golf season, both courses are enjoying higher than normal play. The Championship course is 16% higher than 2020 and the Mountain course is 20% higher (*Note: Last year was one of the highest play totals at both courses in the last 10 years*). For the Championship, the high number of rounds has equated to revenues being 18% higher than budget and the Mountain course is right at 6% ahead of budget revenue. Both courses combined are right at 13.5% ahead of budgeted revenue. Expenses have not been fully vetted yet, but year-to-date looks to be well below budget. Just as a reminder, the Mountain course will be closing the front-nine on September 16 for the start of the Mountain course cart path project and we will keep the back-nine open as long as the weather permits, which we hope will be one week longer than normal. Jeff Clouthier and his staff will use the early closure of the Mountain course to accomplish much needed tree and bunker work, as well as yearly aerification.

Season-to-Date Statistics

<u>STD Champ -Course Statistics</u>		
Avg. Rounds Per Day :		168
Avg. \$ Per Round:	\$	83.02
Merchandise \$ Per Round	\$	21.49
Total Golf Rev Per Round:	\$	120.32

<u>STD MT -Course Statistics</u>		
Avg. Rounds Per Day :		134
Avg. \$ Per Round:	\$	33.82
Merchandise \$ Per Round	\$	3.63
Total Golf Rev Per Round:	\$	40.22

<u>STD Championship Course Rounds by Type</u>		
Type	Rounds	% of Total Rounds
PPH	4,048	32%
Play Pass	4,663	37%
Guest	1,236	10%
Non PPH	2,298	18%
Other	372	3%
Total	12,617	100%

STD Mountain Course Rounds by Type		
Type	Rounds	% of Total Rounds
PPH	4,381	42%
Play Pass	2,230	22%
Guest	891	9%
Non PPH	2,635	25%
Other	235	2%
Total	10,372	100%

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 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.

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. Raftelis has completed their draft report and presented the draft report, findings and recommendations to Board at their meeting of July 13, 2021 Board meeting. The report is being finalized pending feedback provided to Raftelis from Trustees. Target completion date: August 2021.

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. New pool piping and structural re-bar has been installed. Concrete floor was poured on 8/2/21. Western Water Features crew had to work two (2) Saturdays at their expense to maintain the schedule. Shotcrete for the sides of the pool is to be completed on 8/4/21. The wading pool has been excavated and piping installation is ongoing. Construction will require complete closure of the pool and pool deck for the entire 2021 season.

Tennis Center Renovation – 4588BD1604

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. Final project close-out has been received and final payment has been approved.

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	\$42,114.08	\$751,114.08	\$698,182.85	\$52,931.23*

*Final payment has been approved and is processing.

Effluent Pipeline Project – 2524SS2010

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. At the June 9, 2021 Board of Trustees Meeting, Trustees approved HDR to begin work on Phase I Critical Repairs investigation/design. Granite, HDR, NDEP, TRPA, and IVGID Staff attended the kick off partnering meeting which established open lines of communication between all stakeholders and developed milestone dates for the team to meet. The design team is working on a hydraulic analysis of the pipeline to assist in determining appropriate pipe material and installation method.

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. A key part of the Effluent Pipeline Project will be providing enough effluent storage capacity to allow Granite a full work week on the effluent pipeline repairs to optimize production, reduce construction time, and construction costs. Granite, Jacobs Engineering, NDEP, and IVGID Staff attended the kick off partnering meeting which established open lines of communication between all stakeholders and developed milestone dates for the team to meet. Jacobs has put together the scope of work for the design phase of the pond project utilizing Pond #2. They are reviewing the pipeline alignment from the effluent storage reservoir to Pond #2.

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 has provided submittals for approval and has staged the construction fencing and dumpster. Staff worked with the contractor to obtain a deductive change order to remove the penny tile, individual mirrors, and sconces. These items are to be replaced with wall to wall mirror, undercounter subway tile, general lighting, and a backsplash that matches the countertop material. The overall deductive change order is \$1,836.45. Some of the materials have a longer than normal lead time, which will result in extending the construction time. Staff requested that the contractor not begin demolition until all materials are in stock.

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

Championship Golf Maintenance Building Drainage, Wash Pad, and Pavement Improvements Project #3141GC1501

The Championship Golf Maintenance Building was constructed in 1992 and was in need of several improvements. The building houses a variety of services including offices for golf maintenance personnel, breakroom/kitchen, and a fleet garage that operates a year-round golf course equipment service area. The capital improvements project completed in the Spring 2021, included construction of drainage improvements, a recycled water wash pad, modern fertilizer loading system, ADA accessible sidewalk, a staircase, and reconstruction of pavement. Construction bids came in under budget and to take advantage of the favorable asphalt pricing, an additional 5,000 sf of pavement was included (Change Order 1 = \$50,000) with the contract award.

The drainage improvements included replacement of the existing foundation drainage system that was no longer functioning, replacement of curb and gutter to direct flows to new permanent BMPs, re-routing concentrated stormwater flows to spread the flow over the driving range to slow the flow and provide increased time for infiltration, reconstruction of a vegetated swale to replace an existing rock lined swale, and retrofitting the existing retention basin with a low flow outlet.

A new ClearWater Recycling System was installed to create a closed system that recycles, filters, and treats the water used to wash down the golf course equipment. Previously, the wash area was connected to the storm drain system. The new system is a closed loop that sequesters all vegetation and particulates and treats the water prior to re-use with microbes.

This system drastically reduces the potential for discharge of wash water laden with fertilizers to the stormwater system.

Due to the unique and sustainable nature of this project, the design engineer is submitting this project for the Best in the Basin Award.

From the beginning of this project a collaborative effort was made between Public Works, Golf Maintenance, and the design team. The collaborative effort, communication, and construction oversight resulted in a successful project that was under budget.

Task	Actual Project Costs
Base Construction Contract	\$425,433.00
Change Orders (1-6)	\$66,516.95
District Staff Time	\$26,300.00
Permit Fees	\$8,026.34
Materials Testing & Inspection (Holdrege & Kull)	\$1,783.00
PR Design & Engineering Construction Administration	\$13,962.50
Building Crack Repair	\$2,904.36
TOTAL	\$544,926.15
Maintenance Building Drainage, Wash Pad, and Pavement Improvements, 3141GC1501	\$700,000 budgeted

Financial Transparency

Staff continues to work on the June 2021/Year-end close with preliminary financial results expected by mid-August, following the year-end account payables cut-off and year-end account reconciliations.

The new fiscal year began on July 1. FY2021/22 budget guidelines have been issued to District staff and training are being prepared to inform District Staff of updates to accounting changes being implemented with the new fiscal year budget. These include transition to Enterprise Fund accounting for Community Services and Beach funds, changes in accounting treatment to expense items previously recorded as capital assets, as well as methodology for charges related to central services overhead cost recovery.

Staff is preparing an agenda item for the Board meeting of August 25th seeking Board approval for Blanket Purchase Orders estimated to exceed \$50,000 for FY2021/22.

A fourth quarter budget update presenting unaudited FY2020/21 year-end results is scheduled to come to the Board in early September, the report will also include staff recommendation for Board action on carry-over of FY2020/21 appropriations required for capital projects continuing into the new fiscal year.

The District's Independent Auditor (DavisFarr) continues to perform work related to the audit of the District's financials for the fiscal year ended June 30, 2021. Staff continues to respond to information requests ranging from internal control documentation, back-up for invoice

payments selected by the Auditor for testing, as well as status report on issued identified by the District's previous auditors in conjunction with the FY2019/20 year-end audit.

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

From July 1, 2021 to August 1, 2021

PO Number	Vendor	Description	PO Amount
21-0262	Abigail Edwards dba Kaufman Edwards Planning & Con	Burnt Cedar Water Disinfection Plant Emergency Generator Fuel Tank Upgrades; permitting assistance	\$8,250
22-0008	Air Products and Chemicals, Inc.	LOX	\$24,000.
22-0013	Douglas County Parks and Weed Control	Wetlands, various sites	\$5,000.
22-0015	Waste Mgmt Lockwood (refuse)	Grit removal	\$3,000.
22-0016	Praxair	Nitrogen dewar cleanser	\$7,000.
22-0017	Full Circle Compost, LLC.	Compost	\$4,000.
22-0018	GS O3 Services, LLC	Annual calibration of ozone analyzers at Burnt Cedar WDP	\$8,000.
22-0019	USRelay Corp.	Video streaming – webcams – Ski Beach & DP	\$11,988.
22-0014	Integrity Pest Management, LLC	Wetlands, various sites	\$5,000.
22-0027	Abigail Edwards dba Kaufman Edwards Planning & Con	Burnt Cedar Water Disinfection Plant Emergency Generator Fuel Tank Upgrades; permitting services	\$8,250.
22-0031	Harris Enterprise Resource Planning	Financials: July 2021 to June 2022	\$19,717.50
22-0033	Kassbohrer All Terrain Vehicles, Inc.	Track belts and bolts	\$12,000.
22-0034	FARR Construction Corp dba Resources Development Co.	Sewer Pump Station Improvements, SPS 1, Influent Channel Repairs	\$24,300.
22-0040	Polaris Sales Inc.	Snowmobile	\$14,218.
22-0041	SILegacy Floor Finishing, LLC	Sewer Pump Station Improvements SPS 2 Roof Repairs	\$9,220.
22-0042	Polaris Sales Inc.	Replacing 2014 Yamaha ATV	\$17,896.20
22-0052	Capital Glass Inc.	WRRF Bldg Upgrades, Window Replacement	\$23,775.

Public Records Requests

Following are the public records requests from July 7, 2021 through August 2, 2021.

Date Requested	By Whom	Subject	Date Responded	Status/Comments
06/28/2021	Gumz, Joy	Salary Information for 2020 (plus other employee items)		Established a due date of 8/13 or before
07/11/2021	Katz, Aaron	Community Event	07/12/2021	Complete
07/12/2021	Katz, Aaron	Raftelis Report Details		Due 08/13/2021
07/13/2021	Gumz, Joy	Two Receipts – Rector and Gibbs	07/20/2021	Complete
07/14/2021	Martini, Margaret	FY 2021/2022 Rec Roll	07/26/2021	Complete

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 Prepared for the meeting of August 10, 2021

August 3, 2021

Date Requested	By Whom	Subject	Date Responded	Status/Comments
07/16/2021	Dobler, Cliff	Senior Transportation Van Purchase	07/29/2021	Complete
07/16/2021	Dobler, Cliff	Lacrosse Tournaments – 07/2021	07/29/2021	Complete
07/16/2021	Dobler, Cliff	CO#9 – Ballfields	07/20/2021	Complete
07/16/2021	Dobler, Cliff	Parks Fund again	07/29/2021	Complete
07/19/2021	Wright, Frank	E-Mails between Trustee Schmitz and Margaret Martini	07/22/2021	Complete
07/22/2021	Dobler, Cliff	PICA E-Mails	07/22/2021	Complete – think it is a duplicate to a record request of 11/7/2019 that was fulfilled on 1/14/2020; Mr. Dobler replied that he really wanted the reports – I sent him the dates he received all reports.
07/26/2021	Katz, Aaron	La Crosse Tournament, Taste of Incline and Unknown Fashion Show		La Crosse Tournament documents – COMPLETE (07/29/2021)
07/29/2021	Katz, Aaron	La Crosse Tournament – approved application, copy of payment check and info about IHS athletic fields		IHS athletic fields – Complete (7/30/2021)