

MEMORANDUM

TO: Board of Trustees

FROM: Indra Winqest
General Manager

SUBJECT: General Manager's Status Report
Prepared for the meeting of December 9, 2020

DATE: December 2, 2020

General Manager & Board of Trustees Priority Projects & Tasks

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Effluent Pond Lining Project Request for Qualifications (RFQ) <i>*updated</i>	Authorize Agreement with CMAR – January BOT Meeting	GM Winqest/Engineering Manager Chorey Trustees Wong/Dent	The District received submittals from two (2) highly qualified firms. Interviews to take place on December 18 th .
Effluent Pipeline Project Request for Qualifications (RFQ)	See above	GM Winqest/DPW Pomroy Trustees Wong/Dent	See above
Burnt Cedar Pool Project	Schematic Design Phase Completed	Engineering Manager Chorey/GM Winqest	Schematic Design presented on 11/18/20 Core Construction has begun Pre-Construction Services
<u>Internal Controls Project(s)</u> Review of Internal Control Policies and Procedures <i>*updated</i>	Winter/Spring	Director of Finance Navazio	Draft framework / project plan shared with Audit Committee; prioritizing review of procurement policy and invoice processing
Construction Contract Review <i>*updated</i>	Winter 2020	GM Winqest/Director of Finance Navazio	Moss Adams contract management audit underway; fact validation completed; final report pending, BOT 1/13/21
RFP for Independent Audit Services / Financial Reporting	Spring 2021	Audit Committee / Director of Finance Navazio	RFP released on 11/10/20 Responses due 12/17/20
Ordinance 7 GM Advisory Committee <i>*updated</i>	Fall/Winter 2020	GM Winqest	GM Advisory Committee's second meeting was held on 11/10/20. Next meeting 12/7/20
Smith vs IVGID Litigation	Ongoing	Legal Counsel/Board of Trustees/GM Winqest	Update provided by Legal Counsel at the 9/9/20 BOT mtg

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Utilities Performance/Asset Management Review <i>*updated</i>	Hiring of Consultant Early Winter 2020	GM Winquest/Board	RFP Deadline was 12/2/20 The District received submittals from two (2) firms. Process to schedule interviews will be next step
2020/2022 Strategic Plan	February 2020/21	Senior Management Team/Board of Trustees	Will discuss in the future, during long range calendar. Will set a workshop date after election
USFS Parcel Acquisition – Potential Dog Park	Ongoing	GM Winquest	Have resumed discussions with the USFS regarding special use permit, Legislation in progress
2020/2021 Budget Kick off Workshop <i>*updated</i>	January 2020	GM Winquest/Director of Finance Navazio	Long Range Calendar updated to reflect first workshop January 2020
Recreation Punch card accounting <i>*updated</i>	Fall/Winter 2020	Director of Finance Navazio	Board Workshop took place on 9/9/20. Moss Adams Currently evaluating Punch Card Accounting
USACE Grant Funding for Pond Lining/Pipeline Projects <i>*updated</i>	TBD	GM Winquest/Engineering Manager Chorey	Laura Whitney (USACE) shared new model agreements on 11/23. New target for completion of agreements is 3/31/21
Ski Way Reconstruction Project	TBD	Engineering Manager Chorey	GM Winquest/ Engineering Manager Chorey met with Tyrolian Board Chairman/Vice Chairman on 10/21

COVID–19, Impacts to the District & update on closures and restrictions

The Recreation Center is currently open with a limited capacity of 25% in some areas and 50% in other areas for current members only. Drop in use is being evaluated at this time. Reservations are required for Group Fitness Classes, Gymnasium, Pool, and Strength and Conditioning area. Weddings, Banquets and Events are currently taking place with significant restrictions based on state and county guidelines and restrictions. A variety of Parks & Recreation programs are being offered with strict health and safety guidelines. The community parks remain open for drop in use and social/physical distancing is being closely monitored. The Tennis and Pickle Ball Center Pro Shop is closed for the season, however courts remains open first come first serve weather dependent.

Staff Recruitment

The Human Resources Team is very busy with multiple key recruitments - Controller, Parks and Recreation Superintendent, and the Director of Public Works. All three positions are in the candidate selection phase as the District is no longer taking applications for these positions. The District General Manager will keep the Board of Trustees and community up to date on these key recruitments as the process proceeds.

Ordinance 7 General Manager Advisory Committee

A page on the IVGID website has been created and that link is <https://www.yourtahoeplace.com/ivgid/general-managers-committee-on-ordinance-7>. The minutes from the first meeting are posted to this website. The next meeting of this committee is scheduled for Monday, December 7, 2020. There will be a verbal update at the Board of Trustees meeting on December 9, 2020.

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). IVGID has received a proposal from Farr West Engineering to complete the required work. Funding to support the proposed contract with Farr West Engineering in the amount of \$19,000 is available within the Utility Division's approved budget, via re-allocation of salary savings resulting from vacancy in the Director of Public Works position. However, due to the nature of this transaction it has been placed on the consent calendar for the 12/09/20 Board of Trustees Meeting.

Burnt Cedar Swimming Pool Improvements

A 2020/2021 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. On August 12, 2020, the Board of Trustees unanimously selected a preferred option. On September 9, 2020, the Board of Trustees unanimously authorized schematic design services. On September 30, 2020, the Board of Trustees provided feedback on project delivery with the majority supporting the Construction Manager-At-Risk (CMAR) project delivery method. Schematic Design is scheduled to be presented to the Board of Trustees at the November 18, 2020 Board Meeting. Assuming acceptance of the schematic design, the CMAR will prepare a construction cost estimate. The CMAR construction cost estimate and a proposal to complete design and permitting are tentatively scheduled to be reviewed and discussed at the December 9, 2020 Board Meeting.

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 has commenced and the project is scheduled to be substantially complete April 1, 2021.

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	\$32,720	\$741,720	\$371,801	\$369,919

Effluent Pipeline Project

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 February 26, 2020 Board of Trustees Meeting, a design services scope of work was presented to the Board to begin replacement of Segment 3, the scope of work was not approved. The Board has placed this project on hold pending the hiring of a Project Manager/Construction Manager-At-Risk (CMAR) to conduct a complete project review of the Effluent Export Project. IVGID staff has prepared a Request for Proposals (RFP) to solicit responses from potential CMARs and received responses from two (2) highly qualified firms. Interviews of both firms will occur in mid-December.

Effluent Pond Lining Project – 2599SS2010 (this is a new capital project #) – PO#

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 February 26, 2020 Board of Trustees Meeting, a design services scope of work was presented to the Board for lining the pond, the scope of work was not approved. The Board has placed this project on hold pending the hiring of a Project Manager/Construction Manager-At-Risk (CMAR) to conduct a complete project review of the Effluent Export Project. IVGID staff has prepared a Request for Proposals (RFP) to solicit responses from potential CMARs and received responses from two (2) highly qualified firms. Interviews of both firms will occur in mid-December.

Financial Transparency

Fiscal Year 2019/2020 Year-End Audit. Staff anticipates completion of audit work and publication of Comprehensive Annual Financial Report by end of December. Draft of financial statements to be reviewed by Audit Committee at meeting of November 19th. The District's request for a 30-day extension to file audit report with the state has been approved. This s extension will allow the Audit Committee and Board to consider the results of a third-party review of District financial reporting practices

The District's First Quarter Budget Update and Popular CIP Status Report were presented to the Board at their meeting of November 18th. Staff is still working to complete the October 2020 close by December 4th, and will be posting the monthly financial packet to the District website and OpenGov.

Last week, the District transmitted a letter to the Nevada Department of Taxation informing them of the District's intent to transition back to Enterprise Fund accounting for our Community Services and Beach activities, effective with the 2021/22 fiscal year.

Finally, staff has initiated the budget process for development of the District's FY2021/22 budget. An important component of the budget process will be the scheduling of a series of budget workshops with the Board of Trustees to provide opportunity for input prior to presentation of the District's Tentative Budget in March 2021 and approval of the Final Budget in May 2021.

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

From November 07, 2020 to November 30, 2020

PO Number	Vendor	Description	PO Amt
21-0115	Active Networks LLC	RTP Maintenance	\$38,822.
		TOTAL	\$38,822.

Public Records Requests

Following are the public records requests from October 2020 to December 3, 2020; this document is incomplete and will be updated for the next General Manager's report.

Date Requested	By Whom	Subject	Date Responded	Status/Comments
09/10/2020	Katz, Aaron	Breakdown of 2018/19 charges for Admissions and Fees, Contra Revenue and Other Expenses for the Beaches		District General Manager handled this one with the requestor
09/29/2020	Abel, Mike	Check runs	10/06/2020	Complete
10/01/2020	Terry, Erron	Billing records - Beko	10/06/2020	Complete
10/02/2020	Katz, Aaron	Five Years of EXL Media Agency Fee Billings/Payments	10/28/2020	Complete
10/02/2020	Katz, Aaron	Howard and Thornburg Records	10/23/2020	Complete Extended to 10/23
10/07/2020	Martini, Margaret	BOT Meeting Minutes and policies	10/12/2020	Complete
10/12/2020	Katz, Aaron	Res. 1266	10/12/2020	Complete
10/12/2020	Katz, Aaron	Ski Way from the Intersections with First Green and Tirol Drive	10/12/2020	Provided the deed which was only document available
10/12/2020	Katz, Aaron	Resolution for 1983/84 Rec Fee (no #) – Res 1448	10/12/2020	Complete
10/12/2020	Katz, Aaron	Report for Res 1448	10/12/2020	Complete
10/12/2020	Katz, Aaron	Follow up on Res. 1266 – attachments	10/12/2020	Complete
10/14/2020	Schmitz, Sara	Outstanding bond agreements	10/20/2020	Complete
10/22/2020	Katz, Aaron	Billings from ETS	10/27/2020	Complete
10/23/2020	Schmitz, Sara	Resolution 1838	10/23/2020	Complete
11/09/2020	Schmitz, Sara	Payment from WC of \$31,584	11/19/2020	Complete
11/10/2020	Dobler, Cliff	Invoices and Contracts: Project # 1099LI1504	11/20/2020	Complete
11/12/2020	Gumz, Joy	All DELIVERABLES from the Moss Adams Engagement		11/19/2020 sent an e-mail stating more time is needed; new due date is December 11, 2020 11/20/2020 sent an e-mail with a couple of documents 11/24/2020 responded to an incorrect assumption

Date Requested	By Whom	Subject	Date Responded	Status/Comments
11/12/2020	Katz, Aaron	CWEA	11/18/2020	Complete
11/20/2020	Dobler, Cliff	Invoice, purchase order/ or contract and the corresponding report from Lynn Barnett and Topo Survey form Turner & Associates	11/30/2020	Complete; sent invoices only as PW was unable to locate any additional materials
11/20/2020	Schmitz, Sara	Resolution for Rec Fees - 2013	11/20/2020	Complete
11/27/2020	Katz, Aaron	Procurement card charges for all of PW		12/03/2020 – sent e-mail asking for clarification
11/29/2020	Katz, Aaron	All expense reimbursements by any PW employee from 7/1/2018 forward and evidence of approval or denial, evidence of payment, evidence of chart of accounts		12/03/2020 – sent e-mail asking for clarification
12/01/2020	Dobler, Cliff	All charges made to project #2523SS1701 titled WRRF Blower Replacement. Also provide info on capitalized or expensed and in what fiscal year.	12/02/2020	Complete
12/02/2020	Dobler, Cliff	Fiscal year 2020 charges in the amount of \$71,232.93 for the Effluent Pipeline Phase II project #2524SS1010	12/02/2020	Complete
12/02/2020	Dobler, Cliff	Invoices and purchase orders/contracts for the amounts for the three vendors listed in your response below (#2523SS1701 titled WRRF Blower Replacement)	12/03/2020	Complete