

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Indra Winqest  
District General Manager

**SUBJECT:** General Manager's Status Report  
Prepared for the meeting of February 8, 2023

**DATE:** February 1, 2023

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

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Effluent Storage Tank Project  <i>*updated 2/1/23</i>		GM Winqest/Director of PW Underwood	90% design plans review is complete and specifications are currently under review by staff and Granite.
Effluent Pipeline Project  <i>*updated 2/1/23</i>		GM Winqest/ Director PW Underwood	Granite Construction is advertising the bid package for subcontractors for the work to be completed in 2023.
<b>Internal Controls Project(s)</b> Review of Internal Control Policies and Procedures	Ongoing	Director of Finance Navazio	Purchasing policies drafted and approved by BOT 7/27/22; initial re-write of Finance and Accounting procedures manual has been completed; currently being reviewed in conjunction with Tyler system implementation.
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)  <i>*updated 2/8/23</i>	Fall/Winter 2022	Director of Finance Navazio	New Capitalization and Reserve policies completed – approved by BOT 1/12/22. Draft updates to Capital Program Planning and Budgeting policies presented to BOT 11/9 – final review and adoption <i>Pending.</i>
Incline Beach House Project  <i>*updated 2/8/23</i>	TBD	Engineering Dept./GM Winqest/Trustee Dent	See Board Memo for this meeting 2/8/23

<p>Special Counsel to Review Beach Deed, potential revisions to Ordinance 7, Employee use of District Beaches, Policy 16.1.1, Commercial Operations on District Beaches</p> <p><i>*updated 2/1/23</i></p>	<p>Completed</p>	<p>GM Winquest/Legal Counsel Nelson</p>	<p>Completed.</p>
<p>USFS Parcel Acquisition – Potential Dog Park</p> <p><i>*updated 1/5/23</i></p>	<p>Ongoing</p>	<p>GM Winquest</p>	<p>The GM Advisory Committee on a Community Dog Park is now actively meeting and have held meeting on the following dates: 7/28/22, 8/10/22, 8/24/22, 9/21/22, 10/5/22, 10/19/22 and 11/2/22, 11/16/22, 11/30/22, and 1/4/23 Focus has been on historical background and site analysis as well as preparation of a community survey. Members of the committee presented a progress update to the board at the 11/9/22 meeting. Additionally a representative from the US Forest Service attended the meeting on 1/4/23 via zoom and provided information on the US Forest Service Parcel as well as the special use permit process while also answering questions from the committee members. Next step is to work on a developing a community survey.</p>
<p>USACE Grant Funding for Tank (Pond Lining)/Pipeline Projects</p> <p><i>*updated 1/5/23</i></p>	<p>TBD</p>	<p>GM Winquest/ Director PW Underwood</p>	<p>Collaboration with the Army Corp is ongoing with Army Corp working to finalize Model Agreement for Tank project funding.</p>
<p>Construction Contract Review (Silver State Law)</p> <p><i>*updated 12/6/22</i></p>	<p>Ongoing</p>	<p>Director of PW Underwood</p>	<p>CMAR contract has been sent to Granite for their review. Design/Build contract draft has been received and is under review by staff.</p>

COMPLETED ITEMS			
Ordinance 7 Amendments  <i>*updated 2/2/23</i>	Completed 5/26/22  Additional revisions Winter 2022/23	GM Winquest/Board Chairman Callicrate	Staff provided an end of season report on how the revisions to Ordinance 7 worked and any potential recommendation for further revisions and/or operational changes at the 11/9/22 meeting. Next steps will be to set a public hearing and work with the Board of Trustees on potential additional revisions to Ordinance 7. See agenda item included in the 2/8/23 Board Meeting Agenda.
Utility Rate Study  <i>*updated 12/6/22</i>	Year 1- Completed 4/22 Year 2 - Target April '23	Director of Finance Navazio/Director of PW Underwood	See Board Memo for this meeting 2/8/23

**Diamond Peak Ski Resort Update**

The ski venue operated for 31 days in January and completed a total of 60 days of operations for the season with a season 40,713 visits. The total skier visit count for the month was 19,825 compared to 25,790 in January of 2022, a 23% decline in visits for the month. Visits for the month were 9,216 visits below the 5-year average that include the 5-year high of 33,842 visits in January of 2019. We also saw a decrease in visitation for the Martin Luther King three day holiday weekend where the 5-year average includes 5,406 total visits compared to 2,029 visits during this year's holiday weekend. The all-time visit count high for MLK is 9,014, which occurred 2017.

Staff reported 102 inches of snowfall for the month, which included nine days of inclement weather as compared to 0 inches in January of 2022. We saw one day of a weather hold on Crystal Express and two days of late opening due to icing.

The installation on the RFID system that was approved by the Board of Trustees on September 14, 2022 is in the process of being completed for use. Staff has completed the installation of the lift station gantries and the vendor has completed all obligations of the purchase agreement to date. Staff is currently working towards a March 1 completion date of product building and set up including implementation and use of RFID media products. Staff will inform the District General Manager and the Board of Trustees on progress of the implementation.



The table below provides current (CY Actual) and prior year (PY Actual) performance indicators for the month of January.

<b>Diamond Peak Ski Resort</b>			
<b>Key Performance Indicators</b>			
<b>01/01/2023 - 01/31/2023</b>			
	January 2022	January 2023	
<b>Item</b>	<b>PY Actual</b>	<b>CY Actual</b>	<b>Variance</b>
Operating Days	31	31	-
Skier Visits	24,790	19,825	(4,965)
PPH Lift Tickets	3,300	3,340	40
Non-PPH Lift Tickets	10,116	9,015	(1,101)
PPH Season Passes YTD	4,334	4,299	(35)
Non-PPH Season Passes YTD	3,871	3,917	46
Food & Beverage Guest Checks	17,892	21,014	3,122
Food & Beverage Guest Check Average	\$21.62	\$20.73	(1)
Rental Equipment Units	4,919	4,135	(784)
Child Ski Center Lessons Taught	1,456	869	(587)
Ski and Ride Center Lessons Taught	2,487	1,601	(886)
Personnel Hours Worked	21,384	25,631	4,247
Snow Grooming Operating Hours	1,353	1,393	40
Snow Grooming Operating Miles	4,178	4,500	322

### Key Project Updates

*For more information on current district capital projects.*

Webpage Link:

<https://www.yourtahoeplace.com/ivgid/resources/construction-updates>

See attachments to this report that include updates provided by Director of Public Works Brad Underwood related to the **Effluent Pipeline** and **Effluent Storage Tank Projects**.

## **Financial Transparency**

The Finance Department has posted monthly financial reports to the District's website for the months of October and November 2022. Staff is working to finalize the accounting close for December with reports scheduled to be published by end of the week of February 6<sup>th</sup>. The Mid-Year Budget Update will be presented to the Board of Trustees at their meeting of February 22<sup>nd</sup>. The Mid-Year Budget Update will consist of budget-to-actual revenues and expenses through the first six months of the fiscal year along with updated projections for results the end of the fiscal year. In addition, the Mid-Year Update will include presentation of the Q2 Popular CIP Status Report.

The independent auditor was also engaged to perform two supplemental agreed-upon procedures, related to Purchasing/Contract Management, and Capitalization of fixed assets. The auditor's final report on Purchasing/Contracts was presented to the Audit Committee at their meeting of December 5<sup>th</sup>, and the report on Capitalization of fixed assets is being transmitted to the Audit Committee at their meeting of February 7<sup>th</sup>.

Update on significant projects currently underway include:

*Implementation of Tyler/Munis Financial System* – Staff has completed implementation of the fixed asset module in the new Tyler/Munis financial system, and continues to work on implementing the capital project and contract management modules. Another round of staff training is being scheduled in February to cover updates to procedures for processing procurement contracts and invoices. Due to issues encountered with transmitting positive paycheck files and electronic payments between Tyler and Wells Fargo, we were forced to delay January check runs by several days. The problems have been resolved and we are now able to resume regular weekly check runs.

*OpenGov Conversion to Tyler* – Staff has finalized a scope of work to include a full re-integration of the OpenGove software based on historical data imported into Tyler from the old Harris/Innoprise system. Board approval of the scope of work is being requested at the February 8<sup>th</sup> Board meeting. The project is expected to be completed by the end of March.

*Review and update of selected Board Policies and Practices* – Capital Planning and Budgeting Policies/Practices (Policy 12.1.0, 13.1.0 and Practice 13.2.0) – Pending/delayed.

*Ongoing update of Internal Control policies and procedures* – The timing of project completion has been delayed as a result of ongoing refinement of workflow processes and procedures being implemented with the Tyler financial system.

*Prior update: Staff has largely completed its work with Management Partners, LLC, who was engaged to assist management in the review and update of the District's Purchasing Policy and Accounting/Finance Procedures Manual. Purchasing policies were presented and approved by the Board of Trustees on July 27, 2022. The consultant completed their review*

*and update of the Finance and Accounting Procedures Manual. This draft document is, in turn, being updated to reflect workflow and controls being instituted with the implementation of the District's new (Tyler/Munis) financial system. A contract amendment has been authorized to provide for additional consultant hours to complete project.*

**Ponderosa Athletics, LLC – Advanced Girls Gymnastic Program**

District Staff had a meeting with the representatives of Ponderosa Athletics, LLC and we have determined that there is no opportunity to collaborate on this effort at this time.

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

See the attached report for January 2023.

**Public Records Requests**

Following are the public records requests from **January 6, 2023 to February 1, 2023**

Date Requested	By Whom	Subject	Date Responded	Status/Comments
01/09/2023	Dobler, Cliff	Copy of LSC Contract	01/10/2023	Complete
01/09/2023	Dobler, Cliff	Information regarding 595 Funding	01/11/2023	Complete
01/09/2023	Gumz, Joy	Payroll Information – CY 2022		Requestor has been advised that Staff will fulfill by 2/28/2023
01/12/2023	Dobler, Cliff	Resending of CIP Report for FY 2021 and sending of CIP Report for FY 2022	01/17/2023 01/24/2023	Resent the FY 2021 report Sent the FY 2022 report
01/12/2023	Abel, Mike	Please provide by email: 1.unredacted invoices dated from Dec 2021 to Jan 10, 2023 from legal firm Thorndal Armstrong Delk Balkenbush Eisinger; 2. any emails, memorandum or other written materials related to the Scope of Services to be provided by Thorndal Armstrong Delk Balkenbush Eisinger per the engagement letter dated Dec 8, 2021 and accepted by General Manager Winquest Dec 20, 2021; 3. Any "work product" such as recommendations and/or opinion or report or legal definitions or other materials as the engagement letter dated Dec 9, 2021 stated opinion and recommendation were to be provided.		Requester has been notified of a date of 2/4 for a response.
01/19/2023	Gumz, Joy	Punch Card Information	01/31/2023	Complete
01/26/2023	Katz, Aaron	Ski Resort and Burnt Cedar Beach	02/02/2023	Burnt Cedar Beach items; Ski resort items remain outstanding.

01/26/2023	White, Lilly	E-Mails/Text Messages: All Trustees from 11/13 to present		Requester was advised that Staff is looking at a schedule to respond. 1/31/23: Trustees requested to provide information. 2/3/23: Trustee Noble's information sent and Requester advised of a 2/28 fulfillment.
01/27/2023	Wright, Frank	Balkenbush Invoices	2/2/2023	Notified of delay
01/27/2023	Martini, Margaret	Balkenbush invoices, salary range, job description, Chateau invoice	2/2/2023	Provided JD, salary range and Chateau invoice. Balkenbush invoices are outstanding.
01/30/2023	Katz, Aaron	Line Item Budget	2/1/2023	Complete
01/30/2023	Miller, Judith	Recreational Privilege Document	1/31/2023	Complete
01/30/2023	Wright, Frank	Same items that he requested on 11/15/2022 and that he was provided/responded to on 11/18/2022	2/2/2023	Complete

**Contract & Agreements**

Attached is the Contract & Agreements list that has been prepared in response to a request by Trustee Schmitz. Staff provides this document as a starting point and welcomes feedback, to the District General Manager, on its content.

## MEMORANDUM

**TO:** Board of Trustees

**THROUGH:** Indra Winqest  
District General Manager

**FROM:** Brad Underwood, PE  
Director of Public Works

**SUBJECT:** Effluent Pipeline Update

**DATE:** February 1, 2023

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The following information is to provide to apprise the Board on the latest information regarding the Effluent Pipeline Project.

### **PROJECT CONSTRUCTION PHASING**

The project phasing remains the same as presented and approved by the Board at the January 11, 2023 meeting. In 2023, approximately 3,500 LF of work will be completed in Segment 2 (including the NDOT work) during May and June, and an additional 2,000 LF of work will be completed in Segment 3 during September and October.

### **PROJECT ENVIRONMENTAL DOCUMENTATION**

An Environmental Assessment (EA) was completed to comply with requirements of the Nevada State Revolving Loan Fund Program (SRF).

In consultation with the U.S. Army Corp of Engineers (USACE), it was determined that a separate EA is required to meet the requirements of the USACE Section 595 Grant Fund Program. The EA is currently being developed by a consultant and regular meetings are occurring with the USACE. A schedule has been developed for the necessary work and agency reviews. The Final EA is currently scheduled to be published on September 18, 2023. This work is being completed in anticipation of receiving USACE 595 Grant Funds for the project.

### **PROJECT FUNDING PLAN**

Funding for all the construction work to be completed in 2023 will be through the SRF loan program. Pre-approval by the State Treasurer's Office in the amount of approximately \$52 million has occurred. However, staff may request a lesser amount to fund the initial construction in 2023 construction as an initial loan request. This is due to the anticipation of receiving USACE 595 Grant Funds for



the project. The Final EA date of September 18, 2023 does not meet the initial planned construction timing to use USACE 595 Grant Funds.

A grant amount of \$1.6 million through the recently passed Federal Omnibus Spending Bill has been earmarked in the EPA Clean Water SRF Program for the project.

Public Works staff continues to work with USACE staff on a Model Project Partnership Agreement to provide 595 Grant Funds for the project. Funding must be secured by the USACE prior to moving forward with the Model Agreement. We anticipate 595 Grant Funds being available for construction activities beginning in 2024.

Staff continues to prioritize grant opportunities and remain flexible in developing the final funding approach. Decisions are being made with the goal of minimizing impact to ratepayers.

#### **GMP CONTRACT AWARD PLANNING SCHEDULE**

With the realization that USACE Grant Funds will not be available for the construction work scheduled for 2023, Staff is pursuing the following schedule:

- March 29, 2023 – GMP 1 – This contract will be for the work within the approximately 2,500 LF NDOT conflict area, an additional 1,000 LF all within Segment 2 and 2,000 LF in Segment 3. Awarding a contract on this date will allow construction to begin May 1, 2023 or potentially earlier.
- Fall 2023 – GMP 2 – Awarding this contract in the fall will allow pipe to be purchased in advance of the 2024 construction season. Staff is considering the potential for completing the remainder of the work for the Effluent Pipeline Project under this GMP.

## MEMORANDUM

**TO:** Board of Trustees

**THROUGH:** Indra Winqest  
District General Manager

**FROM:** Brad Underwood, PE  
Director of Public Works

**SUBJECT:** Effluent Tank Update

**DATE:** February 1, 2023

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The following information is provided to apprise the Board on the latest information regarding the Effluent Tank Project.

### **PROJECT ENVIRONMENTAL DOCUMENTATION**

In consultation with the U.S. Army Corp of Engineers (USACE), it was determined that an Environmental Assessment Document (EA) is required to meet the requirements of the USACE Section 595 Grant Fund Program. The EA is currently being developed by a consultant and regular meetings are occurring with the USACE. A schedule has been developed for the necessary work and agency reviews. The Final EA is currently scheduled to be published on October 2, 2023. This work is being completed in anticipation of receiving USACE 595 Grant Funds for the project.

### **PROJECT FUNDING PLAN**

Public Works staff continue to work with USACE staff to finalize the Model Project Partnership Agreement to receive USACE 595 Grant Funds. USACE staff have told PW staff that the funds have been secured for the Effluent Tank project. The 595 Program typically funds 75% of the project with the remaining 25% funded by the project sponsor (IVGID). We anticipate 595 Grant Funds being available for construction activities beginning in 2024.

Staff continues to prioritize grant opportunities and remain flexible in developing the final funding approach. Decisions are being made with the goal of minimizing impact to ratepayers.

### **PROJECT CONSTRUCTION**

The project construction start date is now planned for May 2024. This is due to the need to complete all necessary activities to secure USACE 595 Grant Funds

for the project. This includes presenting a Model Project Partnership Agreement to the Board for approval, and completion of the EA. It is estimated that the work will be completed in one construction season (2024).

**Purchase Orders Approved By the General Manager  
(January 2023)**

PO Number	Fiscal Year	Description	Status	Total Amount	Vendor Name	Department	Approved
22300167	2023	Golf / Parks - Parts	Printed	\$90,000.00	Turf Star, Inc.	General Government	01/12/23
22300168	2023	Food & Beverage	Printed	\$60,000.00	Swire Coca Cola USA	Facilities	01/12/23
22300169	2023	Food & Beverage	Printed	\$60,000.00	Sysco Food Services of Sacramento	Facilities	01/12/23
22300170	2023	Food & Beverage	Printed	\$55,000.00	New West Distributing, Inc.	Facilities	01/12/23
22300171	2023	Food & Beverage	Printed	\$55,000.00	L&C Cook Specialty Foods, Inc.	Facilities	01/12/23
22300172	2023	Tools / Supplies	Printed	\$67,500.00	Grainger, Inc.	General Government	01/12/23
22300173	2023	Janitorial Supply	Printed	\$51,000.00	Tahoe Supply Company LLC	General Government	01/12/23
22300174	2023	Dell Network Switches - Core and Access for Admin	Printed	\$70,472.06	Dell Marketing, L.P.(software-was ASAP)	Financial Administrations	01/12/23
22300178	2023	Operating Supply	Printed	\$50,000.00	Mountain Hardware and Sports Incline Village, INC	General Government	01/12/23
22300179	2023	Federal Legislative Advocate Services, BOT approve	Printed	\$67,044.00	Marcus G Faust, PC	Financial Administrations	01/13/23
22300180	2023	Verkada Cameras	Printed	\$65,313.36	SHI International Corp.	Financial Administrations	01/13/23
22300180	2023	Verkada Cameras	Printed	\$64,960.56	SHI International Corp.	Financial Administrations	01/13/23
22300187	2023	Bulk Fuel	Printed	\$100,000.00	Thomas Petroleum, LLC	Fleet	01/19/23
22300220	2023	General counsel with construction law related task	Printed	\$50,000.00	Silver State Law LLC	Engineering	01/25/23
22300221	2023	Design services, Crystal Peak Waterline project. B	Printed	\$58,300.00	Shaw Engineering, LTD	Sewer	01/25/23
22300222	2023	Environmental assessment for effluent storage tank	Printed	\$85,000.00	Resource Concepts, Inc.	Sewer	01/25/23
22300223	2023	Effluent Storage Tank Project; additional TRPA cov	Printed	\$53,787.50	Exline & Company Inc	Water	01/25/23
22300224	2023	Independent cost estimating services	Printed	\$77,349.00	Rock Solid Project Solutions, Inc	Water	01/25/23
22300225	2023	Sodium hypochlorite	Printed	\$62,000.00	Olin Finance Company LLC	Water	01/25/23
22300226	2023	Collection and processing costs, solid waste.	Printed	\$85,000.00	Clean Earth Environmental Solutions, Inc	Solid Waste	01/25/23
22300227	2023	Janitorial Services Contract Extension July 2023	Printed	\$72,400.00	CC Cleaning Service, LLC	Rec Center Administration	01/25/23
22300228	2023	Pavement maintenance, Diamond Peak and Ski Way.	Printed	\$67,206.00	Sierra Nevada Construction, Inc.	Financial Administrations	01/25/23
22300229	2023	Janitorial billing for district	Printed	\$95,000.00	Alta Vista Janitorial	Buildings	01/25/23

CURRENT CONTRACT ENDS	TYPE	ENTITY	WHAT FOR	WHO OWNS	WHERE IT LIVES
1/30/2023	Annual	North Lake Tahoe High School	Usage of Recreation Center Pool	Director of Parks and Recreation	2022
4/30/2023	Annual	Tahoe Forest Hospital District	Diamond Peak Ski Area First Aid Station	General Manager, Diamond Peak Ski Resort	2022
6/30/2023	3-year contract	Operating Engineers Local Union No. 3	Superintendent's Bargaining Unit	Director of Human Resources	2022
6/30/2023	3-year contract	Operating Engineers Local Union No. 3	Supervisor's Bargaining Unit	Director of Human Resources	2021
6/30/2023	3-year contract	Operating Engineers Local Union No. 3	Non-Supervisor's Bargaining Unit	Director of Human Resources	2020
6/30/2023	Every 2 years	Nevada Division of State Lands	Coverage transfers, sales	Director of Public Works	2021
6/30/2023	Annual	Clean Tahoe, Inc.		Director of Public Works	2022
6/30/2023	Annual	EXL Media	Media buying services	Marketing Manager	2022
6/30/2023		Wells Fargo	Banking Services	Director of Finance	2018
9/30/2023	2-year contract	Sand Harbor Water Sports	Watercraft Services at the beaches	Director of Parks and Recreation	2022
9/30/2023	2-year contract	Incline Spirits	Bar Concession	Director of Parks and Recreation	2022
10/31/2023	Annual renewal; has 2 years left	Alta Vista Cleaning Services	Janitorial Services	Director of Public Works and Director of Finance	2021
11/30/2023	3-year contract	OpenGov	Financial Transparency on Website	Director of Finance	2021
12/31/2023	Annual	Parasol Tahoe Community Foundation	Storage Space Grant Agreement	Director of Administrative Services	2022
12/31/2023	Annual	First Non-Profit	Unemployment Claims Processing	Director of Human Resources	2022
12/31/2023	10-year contract	USFS	DP Special Use Permit	General Manager, Diamond Peak Ski Resort	2014 NBA
12/31/2023	3-year contract	Best Best & Krieger LLP	Attorney Services	Board of Trustees	2020
12/31/2023	Annual	TRPA	Watercraft Inspection Services	Director of Parks and Recreation	2022
12/31/2024	3-year contract	CCMedia	IVGID Magazine	Marketing Manager	2021
5/1/2025	3-year contract	Marcus Faust	Federal Legislative Advocacy	Director of Public Works	2022
6/30/2025	3-year contract	Village Ski Loft, Inc.	Retail shop at Diamond Peak Ski Resort	General Manager, Diamond Peak Ski Resort	2022
6/30/2025	5 years	UNR	Pack Internship Grant Program	Director of Human Resources	2020
9/30/2025	3-year contract	High Sierra Patrol	Security Services	Director of Human Resources	2017
2/28/2026	5-year agreement	Davis Farr	Auditing Services	Director of Finance along with Audit Committee	2021
6/30/2026	10-year contract	Waste Management	Solid Waste Franchise Agreement	Director of Public Works	2016
7/11/2026	Has 1 more 5-year term (expires in 2031)	Washoe County	Lease of space on Crystal Bay Water Tower for emergency antenna	District General Manager	2001

CURRENT CONTRACT ENDS	TYPE	ENTITY	WHAT FOR	WHO OWNS	WHERE IT LIVES
7/31/2026	5-year contract	Pitney Bowes	Admin Postage Meter	Director of Administrative Services	2021
6/30/2027	5-year contract	Diamond Peak Ski Education Foundation	Use of Diamond Peak Ski Resort	General Manager, Diamond Peak Ski Resort	2022
1/8/2028	5 year term	University of Nevada Reno	Fire Camera	Director of Public Works	2023
6/30/2028	5-year contract (in process; presently with KUNR)	KUNR	Antenna at Diamond Peak	General Manager, Diamond Peak Ski Resort	2022
1/12/2030	30 year term + 23 yr renewals	Parasol Tahoe Community Foundation	Lease of premises	District General Manager	2000
7/16/2031		Washoe County	800MHZ Tower		2001
7/17/2054		RSCVA	Lease of 969 Tahoe Blvd. (Visitors Center)	District General Manager	2018
In effect indefinitely		Wells Fargo	Procurement Card Services	Director of Finance	2018
In effect indefinitely	Month-to-month	GolfNow	Booking Service	Director of Golf/Community Services	2019
In effect indefinitely		NV Energy	Public Safety Outage Management	Director of Human Resources	2021
In effect indefinitely		Prominence Health Plan	Health Insurance	Director of Human Resources	2019
In effect indefinitely	Annual renewals	ZERORISK Hiring System	ZERORISK Hiring System Software	Director of Human Resources	2018
In effect indefinitely	Annual renewals	CivicClerk	Board Packet Management Software	Director of Information Technology	2021
In effect indefinitely	Annual renewals	Active Networks	RTP Software	Director of Information Technology	2016
In effect indefinitely	Updated 8/31/2022	Washoe County	East and West Park Maintenance	Director of Parks and Recreation	2022
In effect indefinitely		North Lake Tahoe Fire Protection District	Defensible Space services on IVGID lands	Director of Public Works	2021 (LTR)
In effect indefinitely		Nevada Department of Transportation	Cooperative Agreement	Director of Public Works	2015 BA
In effect indefinitely		North Lake Tahoe Fire Protection District	Technical Rescues (Confined Space, High/Low Angle and Trench)	District General Manager	2021

CURRENT CONTRACT ENDS	TYPE	ENTITY	WHAT FOR	WHO OWNS	WHERE IT LIVES
In effect indefinitely		Tahoe Truckee Area Agreement for Mutual Emergency Aid (Agencies are Alpine Springs County Water District, Edgewood Water Company, Douglas County Lake Tahoe Sewer Authority, Glenbrook Water Cooperative, Douglas County Utilities, Kingsbury GID, Olympic Valley PUD, Lakeside Park Assoc., Round Hill GID, NTPUD, Sierra Lake County Water District, Northstar Community Services District (Area No. 21), STPUD, TCPUD, Truckee Sanitary District, Tahoe Douglas Sewer District	Mutual Aid in the event of a disaster	District General Manager	2021
In effect indefinitely		Washoe County School District	Joint Use Agreement (includes Lake Tahoe School)	District General Manager	1975
In effect indefinitely		Lake Tahoe Basin Management Unit, US Dept. of Agriculture Forest Service	Incline Flume Trail Maintenance	General Manager, Diamond Peak Ski Resort	2019
In effect indefinitely		Bullwheel Group (need to check the official entity name as Ms. Buck is deceased)	Bullwheel parking easement	General Manager, Diamond Peak Ski Resort	1977
In effect indefinitely		Washoe County Roads	Snow plowing above SR28 and continuing to where Ski Way joins Tirol Drive at the Tyrolian Village gates.	General Manager, Diamond Peak Ski Resort	1978
In effect indefinitely		Incline Village Homeowners Association	Parking at Champ Course	Director of Golf/Community Services	6/24/2009
The two year (2) term shall be extended by an additional year effective July 1, 2021 and July 1, 2022 if the General Manager receives a satisfactory performance evaluation as determined by the Board of Trustees		Indra S. Winquest	Employment Contract - District General Manager	Board of Trustees	2021
Until low water levels require it to be moved to the Thunderbird Lodge	Indefinite	North Lake Tahoe Fire Protection District	Storage and Launching of a Roll and Go Emergency Response Vessel at Ski Beach	Director of Parks and Recreation	2022

CURRENT CONTRACT ENDS	TYPE	ENTITY	WHAT FOR	WHO OWNS	WHERE IT LIVES
		Loomis	Cash Pick Up Services	Director of Finance	2018
Active		CardConnect	Merchant Services at Golf Courses	Director of Golf/Community Services	2017
Active		FirstData	Merchant Services at Golf Courses	Director of Golf/Community Services	2017
Active		TRI Processing	Merchant Services at Golf Courses	Director of Golf/Community Services	2017
		Utility Telephone, Inc.	International Voice Services	Director of Information Technology	2021
		AT&T	High Volume Calling Plan	Director of Information Technology	2017
		Washoe County School District	IHS Stadium Field Maintenance	Director of Parks and Recreation	
		<i>Slated for competitive bidding process this year?</i>	Food and Beverage Concession at Beaches	Director of Golf/Community Services and Director Parks and Recreation	2022
					<b>Next Review Date</b>
POLICY #		TITLE	Last Review Date	Who Owns	
1.1.0		Strategic Plan	Effective January 1, 2014	District General Manager	2023
2.1.0		Budgeting and Fiscal Management, Financial Standards	Effective July 1, 2014	Director of Finance	As needed
3.1.0		Conduct Meetings of the Board of Trustees	Effective January 11, 2023	Board Chairperson	As needed
4.1.0		Budgeting and Fiscal Management, Performance Measurement for Decision Making	Effective January 1, 2014	Director of Finance	As needed
5.1.0		Budgeting and Fiscal Management, Budgeting for Results and Outcomes	Effective July 1, 2016	Director of Finance	As needed
6.1.0		Budgeting and Fiscal Management, Adoption of Financial Practices	Effective July 1, 2014	Director of Finance	Results of review should be shared with BOT during the review of the proposed budget.
7.1.0	Includes Measurements	Budgeting and Fiscal Management, Appropriate Level of Reserves	Effective Fiscal Year Ending June 30, 2022	Director of Finance	As needed
8.1.0	Schedule of Useful Life	Accounting, Auditing and Financial Reporting, Capitalization of Fixed Asset	Effective January 1, 2022	Director of Finance	As needed
9.1.0		SUPERCEDED			
10.1.0	Ref. District's Investment Management Policy	Cash Management, Use of Local Government Investment Pools	Effective July 1, 2008	Director of Finance	As needed



CURRENT CONTRACT ENDS	TYPE	ENTITY	WHAT FOR	WHO OWNS	WHERE IT LIVES
11.1.0		Cash Management, Investment Management	Effective July 1, 2008	Director of Finance	As needed
12.1.0		Capital Planning, Multi-Year Capital Planning	<i>Effective July 1, 2016 (went to the Board on 11/9/2022)</i>	Director of Finance and Director of Public Works	As needed
13.1.0	Paragraph 2.0 specifies Reporting	Capital Planning, Capital Project Budgeting	Effective July 1, 2015	Director of Finance and Director of Public Works	As needed
14.1.0		Debt Management, Debt Management and Limits	Effective July 1, 2015	District General Manager	As needed
15.1.0		Accounting, Auditing and Financial Reporting, Audit Committee Charter	Effective June 29, 2022	Board Chairperson and Audit Committee	As needed
16.1.1		Recreation Roll Policy	Effective October 28, 2009	District General Manager	As needed
17.1.0		Personnel Policies	Effective July 1, 2008	Director of Human Resources	As needed
18.1.0		Budgeting and Fiscal Management, Adoption of Central Service Cost Allocation Plan	Effective Fiscal Year Ending June 30, 2022	Director of Finance	As needed
20.1.0		Correspondence to the Board of Trustees	Effective August 11, 2021	Board Chairperson	As needed
20.1.0		Purchasing Policy for Goods and Services	Effective August 1, 2022	District General Manager	As needed
21.1.0		Purchasing Policy for Public Works Contracts	Effective August 1, 2022	Director of Public Works	As needed
					Next Review Date
ORDINANCE #	TITLE		Last Review Date	Who Owns	
1	Resolution 1852	Solid Waste Ordinance	Adopted on December 14, 2016	Director of Public Works	
2	Resolution 1866	Sewer Ordinance	Adopted on April 10, 2019	Director of Public Works	
3	Resolution 1867	Water Ordinance	Adopted on April 10, 2019	Director of Public Works	
7	Resolution 1894	Recreation Passes and Recreation Punch Cards	Adopted May 26, 2022	Director of Parks and Recreation	
					Next Review Date
POLICY RESOLUTION #	RESOLUTION #	SUBJECT	Adopted	Who Owns	
98	495	Indemifying Trustees and Officers	06-13-1968		
103	1475	Granting of Easements	08-30-1984		
105	1480	Personnel Management Policy	11-29-1984		
111	1494	Collection of Delinquent Special Assessments	05-30-1985		
113	1517	Use of Trademark by Private Businesses	04-24-1986		
116	1538	Penalty and Interest Charges	05-28-1987		

CURRENT CONTRACT					WHERE IT
ENDS	TYPE	ENTITY	WHAT FOR	WHO OWNS	LIVES
120	1575	Group Use of the Beaches	05-25-1989		
121	1581	Settlement of Lawsuits and Claims	05-08-1991		
129	1632	Relinquishment and Acquisition of Utility...	11-12-1992		
134	---	Service of Alcoholic Beverages at IVGID...	02-09-2005		
135	1780	Temporary Dog Park at Village Green	07-28-2004		
136	---	Access to District Property and the use of..	04-30-2008		
137	1801	Provision of Records and Information to...	06-29-2011		
138	1849	Naming	09-28-2016		
139	1876	No Smoking	04-01-2020		
141	1895	Complimentary and Discounted Use...	07-27-2022	Has annual reporting requirement (GM)	
					<b>Next Review Date</b>
<b>Last Review Date</b>	<b>SUBJECT</b>		<b>Note</b>		
4/28/2004	Zero Tolerance				
9/28/2022	Code of Conduct		See also Policy 15.1.0 for a review	Board of Trustees	