



NOTICE OF MEETING

The regular meeting of the Incline Village General Improvement District will be held starting at 3:00 p.m. on **Wednesday, April 1, 2020** in the Chateau, 955 Fairway Boulevard, Incline Village, Nevada.

In compliance with State of Nevada Executive Department, Declaration of Emergency Directive 006 (attached), this meeting is closed to the public and attendance is limited to members of the Board of Trustees and essential staff. Public comment is allowed and the public is welcome to make their public comment either via e-mail (please send your comments to info@ivgid.org by 1:30 p.m. on Wednesday, April 1, 2020) or via telephone (the telephone number will be posted to our website on the day of the meeting).

- A. PLEDGE OF ALLEGIANCE*
- B. ROLL CALL OF THE IVGID BOARD OF TRUSTEES*
- C. PUBLIC COMMENTS* - Limited to a maximum of three (3) minutes in duration.
- D. APPROVAL OF AGENDA (*for possible action*)

The Board of Trustees may make a motion for a flexible agenda which is defined as taking items on the agenda out of order; combining agenda items with other agenda items; removing items from the agenda; moving agenda items to an agenda of another meeting, or voting on items in a block.

-OR-

The Board of Trustees may make a motion to accept and follow the agenda as submitted/posted.

- E. DISTRICT STAFF UPDATE (*for discussion only*)
 - 1. Interim District General Manager Indra Winquest – **pages 7 - 14**
- F. REPORTS TO THE IVGID BOARD OF TRUSTEES (*for discussion only*)
 - 1. Audit Committee Chairman Matthew Dent
- G. CONSENT CALENDAR (*for possible action*)

Excerpt from Policy 3.1.0, Conduct Meetings of the Board of Trustees

0.15 Consent Calendar. In cooperation with the Chair, the General Manager may schedule matters for consideration on a Consent Calendar. The Consent Calendar may not include changes to user rates or taxes, adoption or amendment of ordinances, or any other action which is subject to a public hearing. Each consent item shall be separately listed on the agenda, under the heading of "Consent Calendar." A memorandum will be included in the packet materials for each Consent Calendar item. The memorandum should include the justification as a consent item in the Background Section. Any member of the Board may request the removal of a particular item from the consent calendar and that the matter shall be removed and addressed in the general business section of the meeting.

Incline Village General Improvement District

Incline Village General Improvement District is a fiscally responsible community partner which provides superior utility services and community oriented recreation programs and facilities with passion for the quality of life and our environment while investing in the Tahoe basin.

893 Southwood Boulevard, Incline Village, Nevada 89451 • (775) 832-1100 • FAX (775) 832-1122

www.yourtahoeplace.com

NOTICE OF MEETING

Agenda for the Board Meeting of April 1, 2020 - Page 2

1. Review, discuss, and possibly approve the designation of Audit Firm for Audit Services for Fiscal Year Ending June 30, 2020 – Eide Bailly, LLP at a cost of \$58,500 (the last year of a five-year contractual obligation) (Requesting Trustee: Audit Committee Chairman Matthew Dent) – **pages 15 - 18**

H. GENERAL BUSINESS (*for possible action*)

1. Review, discuss and possibly adopt the Audit Committee Charter that will supersede Policy 15.1.0 effective immediately (Requesting Trustee: Audit Committee Chairman Matthew Dent) – **pages 19 - 28**
2. Review, discuss and possibly approve Resolution Number 1876, Policy and Procedure Resolution Number 139, No Smoking, except in designated areas, at District Recreational Facilities (Requesting Staff Member: Interim District General Manager Indra Winquest) – **pages 29 - 32**
3. Review, discuss and possibly set direction for Capital Improvement Project Budget affecting fiscal year 2020-2021 and eventually the Five Year Capital Plan Summary to be adopted in July 2020 as part of the District's annual Indebtedness Report (Requesting Staff Member: Director of Finance Paul Navazio) – **pages 33 - 71**
4. **DISCUSSION ONLY** - Discuss consideration of initiating process to evaluate converting the District's existing Community Services and Beach Governmental Special Revenue Funds back to Proprietary Enterprise Funds for fund accounting and financial reporting as well as budgeting and long-range financial planning. (Presenting Staff Members: Interim District General Manager Indra Winquest and Director of Finance Paul Navazio) – **pages 72 - 101**

I. REPORTS TO THE IVGID BOARD OF TRUSTEES*

1. District General Counsel: Law Firm of Hutchison & Steffen

J. BOARD OF TRUSTEES UPDATE (**NO DISCUSSION OR ACTION**) ON ANY MATTER REGARDING THE DISTRICT AND/OR COMMUNITIES OF CRYSTAL BAY AND INCLINE VILLAGE, NEVADA*

K. PUBLIC COMMENTS* - Limited to a maximum of three (3) minutes in duration.

L. REVIEW WITH BOARD OF TRUSTEES, BY THE DISTRICT GENERAL MANAGER, THE LONG RANGE CALENDAR (*for possible action*) – **page 102**

NOTICE OF MEETING

Agenda for the Board Meeting of April 1, 2020 - Page 3

M. ADJOURNMENT (for possible action)

CERTIFICATION OF POSTING OF THIS AGENDA

I hereby certify that on or before Friday, March 27, 2020 at 9:00 a.m., a copy of this agenda (IVGID Board of Trustees Session of April 1, 2020) was delivered to the post office addressed to the people who have requested to receive copies of IVGID's agendas; copies were either faxed or e-mailed to those people who have requested; and a copy was posted at the following seven locations within Incline Village/Crystal Bay in accordance with NRS 241.020:

1. IVGID Anne Offices)
2. Incline Village
3. Crystal Bay Post
4. Raley's Shopping
5. Incline Village
6. IVGID's
7. The Chateau at

**SUSPENDED – STATE OF
NEVADA EXECUTIVE
DEPARTMENT, DECLARATION
OF EMERGENCY, DIRECTIVE
006 (SECTION 3)**

Vorderbruggen Building (Administrative
Post Office
Office
Center
Branch of Washoe County Library
Recreation Center
Incline Village

/s/ Susan A. Herron, CMC

Susan A. Herron, CMC

District Clerk (e-mail: sah@ivgid.org/phone # 775-832-1207)

Board of Trustees: *Tim Callicrate - Chairman, Matthew Dent, Sara Schmitz, Kendra Wong, and Peter Morris.*

Notes: *Items on the agenda may be taken out of order; combined with other items; removed from the agenda; moved to the agenda of another meeting; moved to or from the Consent Calendar section; or may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later. Those items followed by an asterisk (*) are items on the agenda upon which the Board of Trustees will take no action. Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to call IVGID at 832-1100 at least 24 hours prior to the meeting. Copies of the packets containing background information on agenda items are available for public inspection at the Incline Village Library.*

IVGID'S agenda packets are now available at IVGID's web site, www.yourtahoeplace.com; go to "Board Meetings and Agendas". A hard copy of the complete agenda packet is also available at IVGID's Administrative Offices located at 893 Southwood Boulevard, Incline Village, Nevada, 89451.

**NRS 241.020(2) and (10): 2. Except in an emergency, written notice of all meetings must be given at least 3 working days before the meeting ...10. As used in this section, "emergency" means an unforeseen circumstance which requires immediate action and includes, but is not limited to: (a) Disasters caused by fire, flood, earthquake or other natural causes; or (b) Any impairment of the health and safety of the public.*



DECLARATION OF EMERGENCY
DIRECTIVE 006

WHEREAS, on March 12, 2020, I, Steve Sisolak, Governor of the State of Nevada issued a Declaration of Emergency to facilitate the State's response to the COVID-19 pandemic; and

WHEREAS, on March 13, 2020, Donald J. Trump, President of the United States declared a nationwide emergency pursuant to Sec. 501(b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the "Stafford Act"); and

WHEREAS, the World Health Organization and United States Centers for Disease Control and Prevention have advised that there is a correlation between density of persons gathered and the risk of transmission of COVID-19; and

WHEREAS, close proximity to other persons is currently contraindicated by public health and medical best practices to combat COVID-19; and

WHEREAS, recreational social gatherings unnecessarily extend periods of interpersonal contact and promulgates spread of COVID-19; and

WHEREAS, certain non-essential activities result in the congregation of persons for extended periods of time; and

WHEREAS, NRS 414.060 outlines powers and duties delegated to the Governor during the existence of a state of emergency, including without limitation, directing and controlling the conduct of the general public and the movement and cessation of movement of pedestrians and vehicular traffic during, before and after exercises or an emergency or disaster, public meetings or gatherings; and

WHEREAS, Nevada Revised Statutes 414.060(3) states: "In performing his or her duties under this chapter and to effect its policy and purpose, the Governor may: (a) Make, amend and rescind the necessary orders and regulations to carry out the provisions of this chapter within the limits of the authority conferred upon the Governor in this chapter, with due consideration of the plans provided by the Federal Government;" and

WHEREAS, NRS 414.070 outlines additional powers delegated to the Governor during the existence of a state of emergency, including without limitation, enforcing all laws and regulations relating to emergency management and assuming direct operational control of any or all forces, including, without limitation, volunteers and auxiliary staff for emergency management in the State; providing

for and compelling the evacuation of all or part of the population from any stricken or threatened area or areas within the State and to take such steps as are necessary for the receipt and care of those persons; and performing and exercising such other functions, powers and duties as are necessary to promote and secure the safety and protection of the civilian population; and

WHEREAS, on March 15, 2020, I directed executive branch agencies to close state offices to the public and to wind down in-person public services and to the extent practicable, transition services to online and over-the-phone services; and

WHEREAS, Nevada Revised Statutes 241.010 provides that “[i]n enacting this chapter, the Legislature finds and declares that all public bodies exist to aid in the conduct of the people’s business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly;” and

WHEREAS, the continued operations of state public bodies are essential to the State of Nevada; and

WHEREAS, on March 20, 2020, I issued Declaration of Emergency Directive 003 that ordered the closure of all Non-Essential Businesses by 11:59 p.m. on March 20, 2020, authorized criminal and civil penalties for Non-Essential Businesses that continued to operate in violation of that order, and authorized all local, city, and county governments along with the Office of the Attorney General to enforce that Directive; and

WHEREAS, immediate enforcement of Declaration of Emergency Directive 003 is vital to protect the Health and Safety of the public:

NOW THEREFORE, by the authority vested in me as Governor by the Constitution and the laws of the State of Nevada and the United States, and pursuant to the March 12, 2020, Emergency Declaration,

IT IS HEREBY ORDERED THAT:

- SECTION 1: The requirement contained in NRS 241.023(1)(b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate is suspended.
- SECTION 2: If a public body holds a meeting by means of teleconference or videoconference and a physical location where members of the public can attend is not provided, the public body must provide a means for the public to provide public comment, and post that means on the public notice agenda posted in accordance with NRS 241.020. Public comment options may include, without limitation, telephonic or email comment.
- SECTION 3: The requirements contained in NRS 241.020(4)(a) that public notice agendas be posted at physical locations within the State of Nevada are suspended.
- SECTION 4: Public bodies must still comply with the requirements in NRS 241.020(4)(b) and NRS 241.020(4)(c) that public notice agendas be posted to Nevada’s notice website and the public body’s website, if it maintains one along with providing a copy to any person who has requested one via U.S. mail or electronic mail.
- SECTION 5: The requirement contained in NRS 241.020(3)(c) that physical locations be available for the public to receive supporting material for public meetings is suspended.

SECTION 6: If a public body holds a meeting and does not provide a physical location where supporting material is available to the public, the public body must provide on its public notice agenda the name and contact information for the person designated by the public body from whom a member of the public may request supporting material electronically and must post supporting material to the public body's website, if it maintains one.

SECTION 7: A public body that holds a meeting pursuant to this Executive Order must ensure that any party entitled to or required to appear before it shall be able to do so through remote means and fully able to participate in the agenda items that pertain to them.

SECTION 8: The requirements of NRS 241.033, NRS 241.034 are suspended for any actions necessary to enforce Declaration of Emergency Directive 003 against entities, owners, representatives, agents, or employees that continue to operate or assist in operation after 11:59 p.m. on March 2020. Public bodies enforcing Declaration of Emergency Directive 003 against entities, owners, agents, or employees pursuant to this section shall provide the responding party with at least 24 hours notice of a meeting to take action; and

SECTION 9: Public bodies may enforce Declaration of Emergency Directive 003 at an emergency meeting as authorized by NRS 241.020(11) and may make use of all other amendments to NRS chapter 241 included in this Executive Order.

SECTION 10: This Directive shall remain in effect until April 16, 2020, unless renewed by a subsequent Directive promulgated pursuant to the March 12, 2020 Declaration of Emergency to facilitate the State's response to the COVID-19 pandemic.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Nevada to be affixed at the State Capitol in Carson City, this 22nd day of March, in the year two thousand twenty.



Governor of the State of Nevada

Barbara K. Cegavske

Secretary of State

Scott M. Kuban

Deputy Secretary of State

MEMORANDUM

TO: Board of Trustees

FROM: Indra Winqest
Interim General Manager

SUBJECT: General Manager's Status Report
Prepared for the meeting of April 1, 2020

DATE: March 25, 2020

Interim General Manager & Board of Trustees Priority Projects & Tasks

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Filing of Preliminary Budget to Department of Taxation by 4/15/2020	4/15/2020	GM Winqest/Director of Finance Navazio/Board of Trustees	CIP Presentation on agenda for 4/1/2020. Operating Budgets presented 3/11/20
Effluent Pond Lining Project	TBD	GM Winqest/Director of PW Pomroy Trustees Wong/Dent	Scope of Services being developed for Project Review/Manager. Need USACE Partnership Agreement
Effluent Pipeline Project	TBD	GM Winqest/Director of PW Pomroy Trustees Wong/Dent	Scope of Services being developed for Project Review/Manager.
USFS Parcel Acquisition	Ongoing	GM Winqest	In discussions with USFS to begin process of filing a special use permit. Will be delayed as a result of COVID-19
Burnt Cedar Pool Project	10/31/2021	Engineering/GM Winqest	Will be going out to RFQ for a design team. Need to set up GM advisory committee meeting. May be slightly delayed as a result of COVID-19
Guest Access Ticket Revision	4/1/2020	GM Winqest	Will include details of new process in GM Report on 4/1
No Smoking/Vaping Policy	4/1/2020	GM Winqest	Will be on 4/1 Agenda
Internal Controls Audit/Questions regarding the 18-19 Audit/CAFR		Audit Committee/GM Winqest	In beginning Stage. Scope of Services Development
Audit Charter/Policy 15.1.0 Update	Ongoing	Audit Committee	Will be on 4/1 Agenda

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Ordinance 7 Administrative Revisions	TBD	GM Winquest	Public Hearing - Postponed due to COVID – 19 Virus impact
Smith vs IVGID Litigation	5/20/2020	Legal Counsel/Board of Trustees/GM Winquest	Will be meeting with third party Legal Counsel to review case. Court has set a hearing date of May 12, 2020
2020-22 Strategic Plan	7/1/2020	Senior Management Team/Board of Trustees	Planning for workshop in June 2020

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

Diamond Peak and The Recreation Center closed on Monday, March 16th. Additionally, all community programming has been cancelled or postponed until further notice. Public Works, Administration, and Chateau all closed to the public on Tuesday, March 17th. The beaches are available for walk in only and social/physical distancing is being monitored closely. The Parks remain open for drop in use and social/physical distancing is being monitored closely. Staff is working on an essential/critical employee basis.

Many full time staff are working from home and/or are working a combination of on site and home. Seasonal and hourly are currently working on a critical need basis only. Our Human Resources team is doing an outstanding job of working through the State and Federal guidelines for our workforce.

Our Finance, Accounting & Payroll team are working diligently to make sure the operations and business of the district keep moving. The team is currently and will continue to work on projections for a variety of different financial implications as a result of the COVID-19 outbreak.

The Community Services team are working on developing reopening strategies to make sure a healthy and safe environment is provided so that our residents and guests are comfortable visiting our venues and participating in activities. Additionally staff is working on digital and online resources to keep the community active and engaged. The golf courses, Tennis, and parks staff will continue with normal preparation for upcoming seasons although it is universally understood that there may be impacts as a result of COVID-19. The Recreation Center is closed until further notice, however, Recreation Staff is available to answer phone calls and respond to emails.

The Public Works & Utilities team continues to provide outstanding service while protecting the water and sewer infrastructure during this extremely crucial and challenging time. Engineering staff continues to work on project development and management, Public Works

Administration is closed to the public but staff is answering phones and responding to emails during normal business hours.

Capital Projects Update March 24th, 2020

Design

Championship Golf Maintenance Building Drainage and Washpad Improvements

A 2020 Capital Improvement Project, this project will improve surface and sub-surface drainage, construct a modern wash pad facility, and spot treat pavement failures at the Championship Golf Maintenance Building. An engineering consultant has been hired to complete the design and currently working with staff to develop construction documents for bidding in Spring 2020 and construction in Summer/Fall 2020.

Martis Peak Road - Water Main Replacement

A 2020 Capital Improvement Project, this project includes slip lining a 14-inch water main under State Route 28 and replacing aging steel water main in Martis Peak Road and Rifle Peak Court. IVGID Engineering staff is completing the design and is on schedule to bid in Spring 2020 and construction in Summer/Fall 2020.

Tennis Center Renovation

The Board approved on June 19 for staff to begin the design of the tennis center renovation. The architectural, design and permitting services scope of work was approved at the August 14 BOT meeting with the removal of Bocce Courts. The key project objectives are renovation of the pro-shop buildings and surrounding site to renovate aging restrooms, expand the pro-shop by enclosing outdoor kitchenette area, expand and enhance the deck area, improve wayfinding and flow of traffic through the Tennis Center. The Board selected a design development alternative on November 13th and authorized public advertisement for bids on March 11th. Project permitting and public bidding will occur in the coming months and the bid results are tentatively scheduled to be presented to the Board on June 10th.

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. The Board has placed this project on hold pending the hiring of a Project Manager to conduct a complete project review of the Effluent Export Project. A new project data sheet is being prepared as part of the 2020-21 Capital Improvement Budget. The annual CIP amount of \$2,000,000 will be allocated to this project. At the March 11, 2020 Board of Trustees meeting, the Board of Trustees unanimously approved to restrict \$9,656,890 to the Effluent Pipeline Project, Project #2524SS1010 from the Unrestricted Net Position in the Utility Fund effective March 12, 2020.

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

On February 27, 2020, Staff set up a new capital project for the Effluent Pond Lining and that project number is noted above. It has been set up as an unbudgeted project for the time being and until we allocate funding to it.

A component of the Water Resource Recovery Facility (WRRF) operation is a non-permitted 2.4 million gallon effluent storage basin located adjacent to the wastewater resource recovery facility (Plant). This storage basin was designed to provide automated and passive back-up effluent storage in the event the Plant’s 500,000 gallon effluent storage tank fills to capacity. 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. This design scope of work was on the agenda for the 2/26/2020 Board Meeting. The Board has placed this project on hold pending the hiring of a Project Manager to conduct a complete project review of the Effluent Export Project. A project data sheet is being prepared as part of the 2020-21 Capital Improvement Budget.

Construction

WRRF Aeration System Improvements

The aeration process of wastewater treatment supplies oxygen to facilitate the biological activity that converts raw sewage into treated wastewater effluent. The plant has six-200,000-gallon aeration basins with two jet aeration clusters per basin. These clusters utilize pressurized air to mix and recirculate the wastewater and provide the necessary oxygen to the microorganisms. The pressurized air is delivered by multistage centrifugal blowers that are metered by electronically operated valves in order to keep the correct balance of oxygen in the aeration basins at all times. This project funds the design and replacement of the aeration system equipment at the WRRF. The Board awarded the construction contract to the lowest responsive bidder, KG Walters, on December 11. A preconstruction meeting was held on January 15, 2020 and the Contractor is currently preparing submittals for all the required equipment. The project will continue until December 2020.

K. G. Walters 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)
\$1,508,500	\$0	\$1,508,500	\$0	\$1,508,500

Water Reservoir Safety and Security Improvements

This project would replace the ladders that access the top of the water reservoirs, install intermediate access platforms, install protective railings and install new fall protection

devices. The exterior access to the roof area is required to meet the needs of the District to monitor the water quality in the reservoirs and perform routine repairs to radio communication equipment. The ladders also need to be secured from access by the public. The reservoir ladders, fall protection, platforms, and protective railings will meet the current Occupational Safety and Health Administration (OSHA) safety standards. The Board awarded the contract to Resource Development Company on April 10, 2019 for 10 of 13 reservoirs. Construction begins this summer and is expected to be substantially complete by September 30, 2020.

Resource Development 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)
\$362,600	\$0	\$362,600	\$0	\$362,600

WPS 2-1 Incline – (Adjacent to Burnt Cedar Beach)

Water Pump Station 2-1 (WPS 2-1) is located at the Burnt Cedar Water Disinfection Plant (BCWDP) and pumps the disinfected potable water into the water distribution system to serve all customers. WPS 2-1 was largely constructed in 1972 with minor upgrades in 1995 and 2012. The electric motor control centers (MCCs) and switchgear at WPS 2-1 date to the original 1972 installation. This equipment does not meet modern OSHA requirements for Arc Flash safety and the MCCs and switchgear are at the end of its service life and no longer supported by the respective manufacturers. Jacobs Engineering completed the design. The Board awarded the contract on August 28, 2019 to San Joaquin Electric. Notice to proceed was issued on September 9, 2019 and project completion scheduled for April 2020. Equipment cut-over occurred the week of March 2nd and startup and testing occurred the week of March 9th. The project is nearly complete and in the process of project closeout.

San Joaquin 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)
\$291,000	\$0	\$291,000	\$276,450	\$14,550

Mountain Course Clubhouse Renovation

On August 11, 2018 a fire occurred in the Mountain Course Clubhouse which led to the closing of the kitchen area. The Board approved renovation plans include a revised allocation of floor space, changes to access and substantial change to customer flow. A new ADA accessibility to the lower level for food service and construction of a new and expanded deck and the installation of new windows and doors. The Board approved the design on May 22, 2019 and authorized advertising for bids which then occurred on June 21, 2019. The Board

awarded the construction contract to Houston Smith Construction at the August 14, 2019 BOT meeting. Project is currently in construction with grading, utilities, decking and paving complete. Framing, plumbing, mechanical and electrical work are substantially complete. Windows and interior doors have been installed. Exterior doors, flooring, and built in cabinetry is scheduled for the week of March 23rd.

Houston-Smith 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)
\$1,006,000	\$56,947	\$1,062,947	\$761,371	\$301,576

IVGID Recreation Center Paver Entrance

A 2020 Capital Improvement Project to replace the cracking concrete entrance at the IVGID Recreation Center with concrete pavers. Engineering staff has completed design and the project has been bid. Three (3) bids were received on Thursday, March 5, 2020.

- Eric's Concrete Pavers, Inc. - \$57,817
- Cruz Construction Co., Inc - \$72,970
- Bruce Purves Construction, Inc - \$99,950

This project has a CIP budget of \$82,500. Anticipated start of construction is May 4, 2020.

IVGID Recreation Center Site Lighting Replacement

A 2020 Capital Improvement Project to replace bollard and site lights with modern LED fixtures. An outside Electrical Engineering firm has completed design and the project has been bid. Two (2) bids were received on Thursday, March 5, 2020.

- Intermountain Electric, Inc. - \$84,856
- Bruce Purves Construction, Inc. - \$154,921

This project has a CIP budget of \$109,950 (includes carryforward from FY 18/19). Anticipated start of construction is May 4, 2020.

Incline Village Bocce Courts

At the August 14, 2019 Board of Trustees meeting, the Board prioritized construction of bocce courts. Two bocce courts were initially included in the Tennis Center remodel but were removed in favor of maintaining the existing hitting wall. At the November 13, 2019 Board of Trustees meeting a preferred site was selected adjacent to the IVGID Recreation Center. Engineering staff has completed design and the project has been bid. Four (4) bids were received on Thursday, March 5, 2020.

- RaPiD Construction, Inc. - \$68,860
- Cruz Construction Co., Inc - \$75,860
- FW Carson Co. - \$99,000
- Bruce Purves Construction, Inc - \$161,190

This project has a CIP budget of \$110,000 which was reallocated from the Tennis Center Renovation Project. Anticipated start of construction is June 1, 2020.

Priority Projects & Items

Beach Guest Access Ticket Revised Process

At the December 11, 2019 Board of Trustees meeting, Staff was directed to develop an alternative to the existing Beach Guest Access Ticket process. All the below key components will require no change to Ordinance 7. Staff has met with multiple property management agencies over the past few months explaining the reasoning for this change and gathering feedback to aid in the development of a new process. The goals of this change are to add more control of beach access, create efficiencies within the operations, and to provide improved data as it relates to guest access. The revised process transitions the guest access ticket to a pay to play model. The key components include:

- Guest must be authorized by parcel owner or property manager. All property managers must have a completed agent authorization form on file signed by the parcel owner.
 - Guest required to provide a Guest Authorization form signed by parcel owner or agent.
 - Guest required to provide rental agreement.
 - Guest must pre purchase daily passes at the Recreation Center. Guest cannot pay directly at the beach gates.*
 - Guest can only purchase a pass during the length of stay determined by required documentation
 - No refunds allowed
- *guest can pay at the beach gates only if IVGID Passholder is present

Diamond Peak Ski Season 2019/2020

On Sunday, March 15, at 4:00 pm the ski area joined several other Tahoe ski resorts in suspending operations through Friday, March 20 to support efforts to decrease the opportunity for COVID-19 transmissions. Staff evaluated the situation and on March 18 we announced the Diamond Peak ski resort would close for the remainder of the 2019/2020 ski season as the Nevada Governor Steve Sisolak announced the closure of non-essential businesses for no less than 30 days. As a District, the health and safety of our customers, our community, and our employee have to come first and given the recent recommendations from our local authorities to avoid non-essential gatherings we could not justify reopening the ski area this season. We would like to take this opportunity to thank our community and supporters. Without the generous support of the community, the Diamond Peak ski venue would not be what is today.

Financial Transparency

The February 2020 Monthly District Financial reports are posted on the Financial Transparency page <https://www.yourtahoeplace.com/ivgid/financial-transparency> and OpenGov has been updated.

District Net Operating sources over uses exceeded budget for February due timing of Defensible Space costs budgeted in February but expenditures not billed. In addition, despite the lack of February snowfall, Diamond Peak ancillary revenue continued to exceed budget from lessons, rentals, and Snowflake Lodge food & beverage. The internal services revenues continue to be under due to Staff vacancies causing reduced services. The extra miscellaneous revenue items are primarily due to insurance proceeds for the Mountain Course fire. Services and Supplies are under budget and due to temporary timing. Capital Expenditures noted are only for the General Fund and budgeted evenly over the fiscal year. While extra was spent on the approved server replacement, other projects have not started which is causing the temporary timing variance for Capital Expenditures.

As we write this update the District has closed all venues to the public due to the COVID-19 Nevada Stay at Home order. Staff is currently evaluating the effects on the current fiscal year budget ending June 30, 2020. Staff is reviewing operations, including business and service levels to minimize the effect and we are developing scenarios depending on the date venues can reopen. With the current year strong performance for the first three quarters, the current fiscal year should finish the year ahead of budget.

While the District current year budget should be within plan, Staff is reviewing the pandemic effects on the Fiscal Year 2020/21 Budget presented at the March 11, 2020 Board meeting. In just two weeks, our world quickly changed. The effects of the economic slowdown, social distancing, and the downturn in tourism will need to be evaluated to determine best and worst case scenarios. The Fiscal Year 2020/2021 tentative budget will need to be filed by April 15, 2020.

MEMORANDUM

TO: Board of Trustees

FROM: Audit Committee

SUBJECT: Review, discuss, and possibly approve the designation of Audit Firm for Audit Services for Fiscal Year Ending June 30, 2020 – Eide Bailly, LLP at a cost of \$58,500 (the last year of a five year contractual obligation)

DATE: February 28, 2019

I. RECOMMENDATION

The Audit Committee is recommending that the Board of Trustees designate Eide Bailly, LLP as the District's audit firm for the fiscal year ending June 30, 2020, under their multiyear contract as outlined under the financial section.

II. BACKGROUND

The Audit Committee met December 11, 2019 to ratify the selection of the District's auditor. On the assumption that meeting finds it in order to recommend Eide Bailly, LLP, this memo has been prepared to document the designation. The Engagement Letter, when provided by the auditor, will be sent to the Audit Committee Chair for signature.

District Staff will notify the State Department of Taxation of our designation before March 31, 2020. As required by Nevada Revised Statute 354.624 and Nevada Administrative Code 354.705, each local government is required to designate an auditor or firm annually, not later than three months before the close of the fiscal year for which the audit is to be made.

At the direction of the Audit Committee, staff prepared and sent out a request for audit services in 2016 that resulted in Eide Bailly, LLP's selection under a multiyear engagement plan to control fee increases. The Audit Committee agreed that the multiple year fee schedule presented in the Eide Bailly, LLP audit proposal presented an opportunity for cost savings over time and it would be prudent to consider this option and incorporate it into its award recommendation. The District has engaged Eide Bailly, LLP for four years under the multiyear proposal.

III. FINANCIAL IMPACT AND BUDGET

The following fee information was presented by Eide Bailly, LLP. and was accepted by the Audit Committee:

Fiscal Year Ending	Annual Fee
June 30, 2016	\$ 52,500
June 30, 2017	\$ 54,000
June 30, 2018	\$ 55,500
June 30, 2019	\$ 57,000
June 30, 2020	\$ 58,500

IV. COMMENTS

District staff expects an engagement letter will be received sometime in April each year. Staff has discussed a tentative set of dates. We anticipate interim work in May or June, while conducting fieldwork later in August and September with a delivery of the Audit Report in time to meet statutory requirements November 30. Acceptance by the Board of Trustees would follow in December. This item is placed on the Consent Calendar as it is a routine matter, within budget, and part of a long term contractual commitment.

there were no changes to the amounts of the transaction and it didn't change dollar amounts or which fund held them at different points in sequence. Trustee Morris asked about item 3, the Washoe County item, when will we pay that out ultimately. Director of Finance Eick said it will be paid for by the General Fund and that he believes that is appropriate for two reasons – one, general fund receives ad valorem taxes and two, the nature of the order and refund is about that tax and none of the other funds have received those monies as it should clearly be in the general funds. He will leave some notes for what we can do and that the General Fund will have to trade off some future items. Trustee Morris said, right now, in round numbers, is it around \$1.2 million dollars. Director of Finance Eick said the last time it was done, it took three (3) years to do it and cost us \$1.245 million dollars so his rough estimate, using the court order, and we will have to see where it is going and similar number to last time at \$1.25 million dollars, we have fund balance of three million dollars which we thought might go to a building. It will be noticeable but the General Fund has the best opportunity to do this payback. Trustee Morris said, referencing agenda packet page 8, item C, that he appreciates Staff setting that up e-mail and asked if it was well published. Director of Finance Eick said when it was created, we asked every one of the Senior Managers to announce it to their Staff. He made written notice, in the audit report, and on the Intranet; employees are aware that it exists.

Trustee Morris made a motion that the District's Audit Committee accept and recommend to the Board of Trustees approval and acceptance of the June 30, 2019 unmodified audit report, direct Staff to file the Comprehensive Annual Financial Report (CAFR) with the State of Nevada, and make it generally available for public use. Trustee Wong seconded the motion. Trustee Wong asked for any further comments, hearing none, she called the question - the motion was passed unanimously.

2. **Review, discuss, and possibly approve the designation of Audit Firm for Audit Services for Fiscal Year Ending June 30, 2020 – Eide Bailly, LLP at a cost of \$58,500 (the last year of a five year contractual obligation) (Requesting Trustee: Chairman of the Audit Committee Phil Horan)**

Director of Finance Eick went over the submitted materials.

Trustee Morris said that the current contract will end June 30, 2020, so during the first six months of next year, will we be considering services for audit. Director of Finance Eick said yes, you will look at going through that process and discuss that scope of services which could begin in advance of next June.

Trustee Wong asked what is the requirement for rotation government entities. Director of Finance Eick said that he didn't believe there is one and that in the course of ten years, the District has had three different partners. Trustee Morris said that this \$58,500 is what was in the contract so there are no price uplifts. Director of Finance Eick said yes, they have the assurance of the work and we have the assurance of the price.

Trustee Morris made a motion that the Audit Committee recommends to the Board of Trustees that they designate Eide Bailly, LLP as the District's audit firm for the fiscal year ending June 30, 2020, under their multiyear contract (covering 2016 through 2020) as outlined under the financial section. Trustee Wong seconded the motion. Trustee Wong asked for any further comments, hearing none, she called the question - the motion was passed unanimously.

3. **Open Meeting Law (OML) Opinion 13897-316 – Inclusion on the Audit Committee Agenda as requested by the Office of the Attorney General (OAG), State of Nevada – Findings of Fact and Conclusions of Law to be the result of the OAG investigation in the matter of the Attorney General File No. 13897-316 and as a requirement of NRS 241.0395**

Trustee Wong said that this was required to be put on the agenda so no action is required.

Trustee Morris, referencing agenda packet page 115, said that the memorandum indicates both cases and in reading through this he got a little confused. We are doing this as required, we missed publicizing this at the last meeting, and that is where there are two things referencing the same thing. District General Counsel Jason Guinasso said yes, that is correct. We put it on the regular Board meeting agenda and then a subsequent filing was

MEMORANDUM

TO: Board of Trustees
THROUGH: Matthew Dent
Audit Committee Chair
FROM: Sara Schmitz
SUBJECT: Review, discuss and possibly adopt the Audit Committee Charter

**STRATEGIC
PLAN REFERENCE(S):** Long Range Principles #2 and #6

DATE: March 13, 2020

I. RECOMMENDATION

That the Board of Trustees makes a motion to adopt the attached Audit Committee Charter to supersede the language contained in Policy 15.1.0. effective immediately.

II. BACKGROUND

Policy 15.1.0 Accounting, Auditing, and Financial Reporting – Audit Committee needs to be revised to more robustly define the oversight responsibilities.

III. ALTERNATIVES

As deemed appropriate during discuss of this topic.

IV. STRATEGIC PLAN REFERENCE(S)

Long Range Principle #2

The District will ensure fiscal responsibility and sustainability of service capacities by maintaining effective financial policies for operating budgets, fund balances, capital improvement and debt management.

Long Range Principle #6

The District will engage, interact and educate to promote understanding of the programs, activities, services, and ongoing affairs.

- Promote transparency in all areas including finance, operations and public meetings.
- Provide clear, concise and timely information in multiple, publicly accessible formats.
- Ensure that both internal and external communication is responsive, comprehensive and inclusive.

V. BUSINESS IMPACT

The Audit Committee, Board, and District leaders are enabling all of staff to become actively engaged with the oversight of the Districts finances.

AUDIT COMMITTEE CHARTER

Purpose

The primary function of the Audit Committee (“Committee”) is to assist the Board of Trustees in fulfilling its responsibilities in accordance with Nevada Revised Statutes, District Policies, Practices, Ordinances, and Resolutions by providing oversight over the District’s financial statements, the systems of internal controls, the internal audit plans and reports, and the independent external auditor’s assessment of financial statements. The Committee will provide open communication and maintain strong working relationships with the IVGID Board of Trustees, the General Manager, Director of Finance, independent Internal Auditor, and the independent external auditors.

Scope

The Committee shall provide independent oversight over the financial reporting process by being informed of all significant accounting policies and financial reporting matters by reviewing the annual financial statements and disclosures with management and the independent external auditors, by reviewing the auditors’ report of findings and recommendations with management and the auditors, and by evaluating the performance of the independent external auditor on an annual basis.

The Committee will review and make recommendations to the Board of Trustees on the External Auditors scope of work to audit the District’s Comprehensive Annual Financial Report, and upon Board approval of the engagement of the External Auditor, sign the engagement letter prior to the State’s March 31st engagement deadline. The Committee will be responsible for reviewing and approving Management’s Representation Letter to the External Auditor prior to submission to the External Auditor.

The Committee shall provide oversight over internal controls by assuring that systems of internal controls are being established by management and these systems are being reviewed on a regular and systematic basis for functionality and effectiveness by the independent Internal Auditor and/or by independent external auditors.

The Committee shall specify the purpose, authority, and responsibilities of the independent Internal Auditor. The Internal Auditor shall maintain independence, objectivity, professional proficiency, integrity, due professional care, and diligence in the performance of these responsibilities. To ensure independence, the Internal Auditor will be hired by and report to the Committee Chair.

The Committee shall review the work of the Internal Auditor by understanding how internal audits are conducted; by reviewing and approving the risk assessment and annual work plan of the Internal Auditor; by reviewing all audit reports; and by reviewing the annual report of audits completed, significant findings, and status of corrective actions.

AUDIT COMMITTEE CHARTER

Organization

The Committee shall consist of five (5) voting members to include a maximum of three Board appointed Trustees and a minimum of two qualified at-large members. Non-voting members will be designated by the Committee Chair as needed. The Committee can be expanded to an odd number. Recommendations for expanding the number of voting members will be approved by the Committee and submitted to the Board of Trustees for approval.

Committee members shall be independent. They shall not accept any consulting, advisory, or other compensatory fee from the District and shall not be an affiliated person with the District or any subsidiary thereof (applicable to at-large members only).

- Voting Trustee Members of the Committee shall be appointed by the Board of Trustees for a two year term. In the event a Trustee's term on the Board expires before the end of the two-year term, the Board will appoint another Trustee to complete the term on the Committee or request the Committee appoint an additional at-large member.
- Two other Voting Members: shall be appointed by the Committee from at-large with appropriate expertise with staggering two-year terms.
 - For the first appointment, one member will serve a one-year term and the second will serve a two-year term.
 - Each subsequent appointment will serve two-year terms.
- The Chair may request members of management or others to attend meetings in order to provide pertinent information or advice as necessary.
- The Independent Internal Auditor will provide assistance to the Audit Committee.

At least one member of the Committee should be a financial expert with understanding and experience in generally accepted accounting principles, financial statements, internal accounting controls, auditing of financial statements, and audit committee functions.

One voting member of the Committee shall be appointed by the Committee to be the Chair. The Chair will schedule all Committee meetings and provide Committee members with a written agenda for each meeting. Committee Members may request agenda items for the Chair's consideration and approval.

The Independent Internal Auditor will be responsible for ensuring the Committee members receive appropriate and necessary briefings and training relative to internal controls, preparation of financial reports, internal audit processes, governmental regulations, and other pertinent information relative to this appointment.

AUDIT COMMITTEE CHARTER

The Chair may request members of management or others to attend meetings in order to provide pertinent information or advice as necessary.

The voting Committee members are limited to two 2-year terms which may be extended in the event there are no interested and qualified applicants.

Responsibility

The members of the Audit Committee shall be responsible for the following:

1. Meet at least four times a year or more frequently as circumstances require.
2. Review monthly and quarterly financial reports.
3. Review the Board and Management's compliance with District Policies, Practices, Ordinances, and Resolutions.
4. Periodically review the District's code of conduct that promotes honest and ethical conduct; full, fair, accurate, timely, and understandable disclosure in periodic reports; and compliance with applicable governmental rules and regulations to ensure it is adequate and up-to-date.
5. Evaluate managements' identification of fraud risks, implementation of anti-fraud measures and provide the tone at the top that fraud will not be accepted in any form.
6. Review procedures for the receipt, retention, and treatment of complaints received by the District regarding accounting, internal accounting controls, or auditing matters and any confidential, anonymous submissions by employees of the District and the public regarding fraud and/or questionable accounting or auditing practices.
 - Ensure an anonymous method for concerns to be submitted. (link on website for submissions)
 - Publicize the ways for the public and employees to submit a complaint, both anonymously and directly to the Audit Committee.
 - Determine if any action is to be taken and communicate with the submitter, if known.
 - Review any complaints that might have been received, their current status, and resolution, if one has been reached.
 - Ensure proper steps to investigate and resolve complaints are timely.

AUDIT COMMITTEE CHARTER

7. Conduct an annual meeting with the independent external auditors, the General Manager, the Internal Auditor, the Director of Finance, legal counsel and anyone else as desired by the Committee.
 - Inquire about significant risks or exposures facing the District. Assess the steps management has taken or proposes to take to minimize such risk and periodically review compliance with such steps.
 - Inquire about critical estimates of revenues and expenditures.
 - Inquire about off-balance sheet transactions, if any.
 - Review the policies and procedures with respect to senior management and staff expense and travel accounts with management. Consider the review of these areas by the independent Internal Auditor or the independent external auditors.
 - Review with management and legal counsel any legal and regulatory matters that may have a material impact on the financial statements related to the District's compliance policies.

8. Participate in the selection, engagement, and dismissal of independent external auditors or auditing firms doing work for the District.
 - Ascertain that the Request for Proposal for the independent audit firm retained by the District for the annual financial audit is no more than five fiscal years with those directly supervising audit staff rotating at least every two years and audit engagement partners rotating at least every three years.

9. Review the audited annual financial statements including the Comprehensive Annual Financial Report with the General Manager, Finance Director, Comptroller, and the independent external auditor.
 - Review the Auditors' Management Letter of findings and recommendations and any schedule of unadjusted differences provided by the independent external auditors relative to the annual audit of the District's financial statements with the General Manager, Director of Finance and the independent external auditors.
 - Review the independent auditors' judgments about the quality, not just the acceptability, of the District's accounting principles as applied in its financial reporting.
 - Review any significant changes required in the independent auditor's audit plan.
 - Review any serious difficulties or disputes with management encountered during the audit.

AUDIT COMMITTEE CHARTER

- Review all matters required to be discussed by Statement on Auditing Standards (SAS) No. 61, *Communication with Audit Committees*) related to the conduct of the audit. (provide SAS 61 link)
- Review the adequacy of the District's internal controls including computerized information system controls and security.
- Review with management and the independent auditor, the effect of any regulatory and accounting initiatives. Also review all critical accounting Policies, Practices, Ordinances and Resolutions used by the District.
- Review all alternative treatments of financial information within generally accepted accounting principles that have been discussed with management of the District, the ramifications of each alternative, and the treatment preferred by the District.
- Ensure that the General Manager and the Director of Finance certify that financial reports are accurate and not misleading; and internal controls are sufficient and effective.
- Review interim financial reports with the General Manager and the financial staff to assure fair and accurate reporting.

10. Review the risk analysis and work plans of the Independent Internal Auditor including the three-year schedule of audits to be submitted to the Board of Trustees.

- Review with the Independent Internal Auditor and the Director of Finance the audit scope and plan of the Internal Auditor.
- Address the coordination of audit efforts to assure the completeness of coverage, reduction of redundant efforts, and the effective use of audit resources.

11. Evaluate the internal audit program and independent external audit program annually based on the annual report of audits performed, significant findings, recommendations, and implementation of corrective actions prior to submission of the annual report to the Board of Trustees and on any other observations and reports regarding the conduct of audits of District functions.

- Review all reports of audits, including responses by management (including implementation plans and timetable to correct weaknesses) prior to submission to the Board of Trustees.
- Any difficulties the audit teams encountered in the course of their audits including any restrictions on the scope of their work or access to required or requested information.
- Any changes required in the scope of their audits.
- Internal Audit's compliance with the Institute of Internal Auditors' (IIA) Standards for the Professional Practice of Internal Auditing.

AUDIT COMMITTEE CHARTER

12. Report Committee actions to the Board of Trustees with recommendations as deemed appropriate.
13. Hire outside consultants as necessary upon the request of the Audit Committee and subsequent approval of the Committee.
14. All legal invoices and independent internal and external auditors' invoices are to be approved by the Treasurer and the Board of Trustees Chair.
15. Review and update as needed the contract for Independent Internal Auditor services.
16. Review the Audit Committee Charter periodically and submit changes recommended by the Committee and/or the General Manager to the Board of Trustees for approval.



Accounting, Auditing, and Financial Reporting Audit Committee Policy 15.1.0

The Incline Village General Improvement District is committed to be proactive, informed, and providing the highest form of financial accountability to its parcel owners. Achieving this goal requires clear rules and procedures for making decisions and their impact on financial results. As required by Nevada Revised Statute (NRS) 354.624, each local government shall provide for an annual independent audit of all of its financial statements.

POLICY: Each year, the Board of Trustees may establish the need for an Audit Committee and appoint no less than three members to such committee. Members of the Committee shall remain in place until successors are appointed. Members of the Audit Committee should be current Board members. As a general rule, no one having managerial responsibilities that fall within the scope of the audit should serve as a committee member.

1.0 Independent auditor reports directly to the Audit Committee

The independent auditor reports directly to the Audit Committee. The Audit Committee is expected to maintain free and open communication with the independent auditor and District Staff. This communication may include periodic executive sessions with each of these parties. The independent auditor should not engage in any work that will result in billing a fee, unless authorized by the Audit Committee. This includes response to items brought forward by any internal or external source. This does not preclude the work they must perform to meet their professional responsibility.

2.0 Scope of Audit Committee's authority and responsibilities

The Audit Committee at a minimum shall have the following authority and responsibilities:

- 2.1 To select, evaluate and, if necessary, replace the District's independent auditor, and to approve all audit engagement fees and terms, subject to Board of Trustees approval.

Adopted November 15, 2017



**Accounting, Auditing, and Financial Reporting
Audit Committee
Policy 15.1.0**

- 2.2 To review, with management and the auditors, the District's annual auditor's planning, process and engagement decisions.
- 2.3 To review procedures for the receipt, retention, and treatment of complaints received by the District regarding accounting, internal accounting controls, auditing matters, or suspected fraud. Review any submissions that have been received, monitor their current status, and the document handling or disposition.
- 2.4 To review confidential and/or anonymous submission by the District's employees of concerns regarding questionable accounting or auditing matters, or suspected fraud that cannot be handled by other appropriate levels of management.
- 2.5 The Audit Committee must meet annually to consider the appointment of the District's Auditor, receive the Comprehensive Annual Audit Report and related communications. Also, if necessary to consider circumstances that arise beyond the scope of the Audit Engagement letter that could result in additional fees, and otherwise as determined the Audit Committee Chair. Meetings may be combined with regularly scheduled Board of Trustees meetings, or may be held more frequently as circumstances may require. The Audit Committee may ask members of management or others to attend the meetings and provide pertinent information as necessary.
- 2.6 To submit a written annual Audit Committee Report to the District's Board of Trustees in conjunction with the presentation of the annual audit.
- 2.7 To review and reassess, the adequacy of the Audit Committee responsibilities and recommend any proposed changes to the Board of Trustees for approval.
- 2.8 To appoint a Chair for the Audit Committee who will act as the primary contact with the independent auditor and District staff.

Adopted November 15, 2017



Accounting, Auditing, and Financial Reporting
Audit Committee
Policy 15.1.0

- 2.9 All members of the Audit Committee should possess or obtain a basic understanding of governmental financial reporting and auditing.
- 2.10 The Audit Committee will keep adequate minutes of its meetings and will report on its actions and activities at the next regular meeting of the District's Board of Trustees. Audit Committee members will be furnished with copies of the minutes of each Committee meeting.
- 2.11 The Audit Committee is governed by the same open meeting laws NRS 241 as long as three current District Board of Trustees members are on the Audit Committee and in attendance at the Audit Committee meetings.

MEMORANDUM

TO: Board of Trustees

FROM: Indra Winquest
Interim General Manger

Dee Carey
Director of Human Resources

SUBJECT: Review, discuss and possibly approve Resolution Number 1876, Policy and Procedure Resolution Number 139, No Smoking, except in designated areas, at District Recreational Facilities

STRATEGIC PLAN REFERENCE(S): Long Range Principle #1, Resources & Environment
Long Range Principle #4, Service

DATE: April 1, 2020

I. RECOMMENDATION

That the Board of Trustees make a motion to adopt Resolution Number 1876, Policy and Procedure Number 139, No Smoking, except in designated areas, at District Recreational Facilities.

II. BACKGROUND

In 2014, the Parks & Recreation District Venue Advisory Team (DVAT) met on multiple occasions regarding removal of smoking at District beach properties. Discussions were had between Staff and the Board of Trustees, however no action was taken. Since 2014, there continues to be smoking at the various District recreational facilities. Following NRS 202.2483.d, Nevada Clean Air Act, we have an obligation to revisit no smoking and enforcement at the District's public recreational facilities. In addition, the currently adopted version of the International Wildland-Urban Interface Code; A104.4 Smoking states: *Where required by the code official, signs shall be posted stating NO SMOKING. Persons shall not smoke within 15 feet (4572 mm) of combustible materials or nonfire-resistive vegetation. Exception: Places of habitation or in the boundaries of established smoking areas or campsites as designated by the code official.* An area of concern is also limiting the negative health impacts or second hand smoke in our recreational facilities where families and young children gather, and further within the Tahoe

environment where healthy living and environmental conscientiousness are major goals. There is an increasing concern with cigarette butts left in the parking lots, sand, grass, picnic areas, walkways and not finding their way to a trash receptacle. With the District investment in Waste Not and other trash handling efforts, to allow for this discrepancy does not sit well with some who value our recreational facilities venues and the healthy lifestyles the District offers. The Staff met with the North Lake Tahoe Fire District (NLTFPD) to discuss the possibilities of a No Smoking resolution and the avenues which the District can take for enforcement with outside agencies along with issues smoking brings to the District and the lake as a whole. If the resolution is adopted, Staff will work with the NLTFPD in designating the appropriate smoking areas, campaigning the change through various channels including but not limited to Recreation Passes, Quarterly, PW News, PIO at NLTFPD, posters, commercials, etc.

III. FINANCIAL IMPACT AND BUDGET

The financial impact will be minimal. Costs will include signage, potential marketing, and receptacles where designated smoking areas are created.

IV. ALTERNATIVES

1. Approve the No Smoking policy with required revisions.
2. Not approve the proposed resolution as submitted.

V. BUSINESS IMPACT

This item is not a "rule" within the meaning of Nevada Revised Statutes, Chapter 237, and does not require a Business Impact Statement.



POLICY AND PROCEDURE RESOLUTION 139

RESOLUTION 1876

A Resolution for No Smoking, except in designated areas, at all District Outdoor Recreational Facilities

Section 1: Rationale

WHEREAS, the Incline Village General Improvement District believes that tobacco and vaping use in the proximity of children and adults engaging in or watching outdoor recreational activities at District-owned or operated facilities is detrimental to their health and can be offensive to those using such facilities; and

WHEREAS, the Incline Village General Improvement District has a unique opportunity to create and sustain an environment that supports a non-tobacco norm through a tobacco-free policy, rule enforcement, and adult-peer role modeling on District-owned outdoor recreational facilities; and

WHEREAS, the Incline Village General Improvement District believes parents, leaders, and officials involved in recreation are role models for youth and can have a positive effect on the lifestyle choices they make; and

WHEREAS, the tobacco industry advertises at and sponsors recreational events to foster a connection between tobacco use and recreation; and

WHEREAS, cigarettes, once consumed in public spaces, are often discarded on the ground requiring additional maintenance expenses, diminish the beauty of the Incline Village General Improvement District's recreational facilities, and pose a risk to toddlers due to ingestion; and pose a serious risk to the quality of the of the environment and the risk of pollution to the source of the community potable water supply, Lake Tahoe.

WHEREAS, the Incline Village General Improvement District's Board of Trustees, determines that the prohibition of tobacco and vaping use at the Incline Village General Improvement District's recreational venues, except in designated areas, serves to protect the health, safety and welfare of the residents and guests of the Incline Village General Improvement District.

WHEREAS, with reference to the currently adopted version of the International Wildland Urban Interface Code section A104.4 Smoking, the District shall post signs stating **NO SMOKING OR VAPING EXCEPT IN DESIGNATED AREAS**. Additionally, the code official in cooperation with the District will identify the designated areas such that persons shall not smoke within fifteen (15) feet (4,572 mm) of combustible materials or nonfire-resistive vegetation. Exception: Places of habitation or in the boundaries of established smoking areas or campsites as designated by the code official in cooperation with the District. The reference to code official is the North Lake Tahoe Fire Protection District.

THEREFORE, be it resolved that tobacco use and vaping is prohibited in outdoor recreational facilities except in designated areas. No person shall use any form of tobacco or vape at or on any District-owned or operated outdoor recreational facilities, except in designated area, including the



POLICY AND PROCEDURE RESOLUTION 139

RESOLUTION 1876

A Resolution for No Smoking, except in designated areas, at all District Outdoor Recreational Facilities

restrooms, spectator and concession areas. These facilities include Incline Beach, Ski Beach, Burnt Cedar Beach, Aspen Grove Community Center, Village Green, Incline Skate Park, Incline Park Ball Fields (1, 2, & 3), Preston Field, Incline Disc Golf Facility, Incline Fitness Trail, Diamond Peak Ski Resort, Incline Village Golf Courses, and Incline Tennis Facility.

Section 2: Enforcement

1. Appropriate signs shall be posted in the above specified areas.
2. The community, especially facility users and Staff, will be notified about this policy.
3. Staff will make periodic observations of District recreational facilities to monitor for compliance. Additionally, the code official may make periodic observations that will be communicated to the District.
4. Any person found violating this policy may be subject to immediate suspension of recreational privileges in accordance with Ordinance 7.

Section 3: Marijuana Use

This resolution is silent on the use of marijuana because Nevada law prohibits a person from smoking or otherwise consuming marijuana in a public place. See Nevada Revised Statute Chapter 453D and related regulations; see also official state information about marijuana in Nevada here: <http://marijuana.nv.gov/Legal/PossessionAndConsumption/>

Section 4: Effective Date

This resolution is effective immediately on the date passed by the Incline Village General Improvement Board of Trustees which is April 1, 2020.

Passed by the following vote:
AYES, and in favor thereof, Trustees
NOES, Trustees
ABSENT, Trustees

Tim Callicrate, Chairman
IVGID Board of Trustees

Attested to:

Susan A. Herron
District Clerk

MEMORANDUM

TO: Board of Trustees

THROUGH: Indra S. Winqest
Interim General Manager

FROM: Paul C. Navazio
Director of Finance

SUBJECT: Review, discuss and provide Staff direction on the Preliminary Fiscal Year 2020-21 Capital Improvement Project Budget and Five-Year Capital Improvement Plan Summary

DATE: March 23, 2020

I. RECOMMENDATION

It is recommended that the Board of Trustees: 1) receive the draft 2020-21 Capital Budget and Five-Year Capital Improvement Plan, 2) provide feedback on proposed projects and funding plan(s), and 3) direct Staff to finalize the 2020-21 Capital Improvement Plan budget for inclusion in the tentative budget for submission to the State of Nevada in April and return to the Board of Trustees for final adoption of the budget in May. No motion is necessary by the Board of Trustees for this item.

II. BACKGROUND

Staff has updated the District's multi-year capital improvement plan consistent with existing policies, plans and assumptions relative to supporting the District operations. Each year, the five-year capital plan is updated to reflect changes project cost estimates for planned projects, consideration of new projects, and timing and phasing of projects based on Board priorities and funding constraints.

While the five-year capital plan is updated and approved concurrent with the District's annual budget process, *Board action is limited to approval of appropriations, through adoption of the annual budget, needed to implement "year one" of the multi-year capital improvement plan.* The updated Five-Year Capital Improvement Plan also informs the District's annual Statement of Indebtedness Report required to be filed with the State of Nevada each July.

The District's Strategic Plan calls for a five-year projection of funding requirements need to support capital improvement projects and debt service obligations. For a number of years, the District also sought to set-aside resources to support several "legacy" projects identified as priority needs in the coming years. These legacy projects have included: the District Administration Building, Mountain Golf Course Buildings, Diamond Peak Culvert, and Ski Way. Other venues have aging facilities including the Tennis Center, Incline Beach Building and the Burnt Cedar Pool. (The action for the Diamond Peak Culvert was completed in 2018. The Mountain Course Clubhouse is being completed for the 2020 season. The Tennis Center is planned for the fall of 2020). The Five Year Capital Plan Summary includes funding plans to address several of these "legacy" projects.

Since 2011, the District has planned and coordinated the timing of certain capital projects within Community Services and Beach Funds to allow resources previously needed for debt service to be applied to capital improvement projects on a pay-as-you go basis. This approach has contributed to the District's ability to maintain the annual Facility Fee at \$830. The stated objective has been to apply the similar total annually, first to scheduled debt service, then a resource for capital improvement, and the remainder to operations. The maturity of selected bond issues has allowed for more funding to be applied to capital projects without increasing the total fee.

Consideration of the Five-Year Capital Improvement Project Budget includes a review of the funding for projects planned for the upcoming budget year and those to follow. *Due to funding constraints, implementation of the Five-Year Capital Improvement Plan, as proposed, would likely require some level of financing (or borrowing) for facility improvements and/or replacement of capital assets.* As such, a separate Board discussion is warranted to review both financing options as well as implications for deferring selected investments.

The Board of Trustees has developed an updated reporting format to be used for the CIP budgeting process. It incorporates the proposed amounts for the 2020-2021 fiscal year, *along with the estimated carry over projects from the current fiscal year.* The costs and expectations presented are based on information as of March 13, 2020, and, as such, there will be changes in projected carry over estimates before final adoption in May.

The results of the Board review, discussion and direction will be used to formulate the 2020-21 Operating Budget and Capital Improvement Project Budget adopted in May, as well as the Five Year Capital Improvement Plan Summary for filing of the District's Indebtedness Reports in July.

III. FINANCIAL IMPACT AND BUDGET

The following table summarizes the proposed 2020-21 and Five-Year Capital Project Plan, by fund source. Ultimately, board approval will be requested as part of the adoption of the District's 2020-21 annual budget to authorize new appropriations totaling \$9,808,190 across all funds in support of the proposed Capital Improvement Project budget.

Fund	2021	2022	2023	2024	2025	Total
General Fund	\$ 370,150	\$ 390,100	\$ 288,950	\$ 3,310,900	\$ 260,150	\$ 4,620,250
Utilities	5,186,500	4,390,700	4,709,000	3,954,500	4,618,320	22,859,020
Internal Services	5,000	64,800	30,000	12,000	28,000	139,800
Community Services	3,792,040	7,723,080	3,052,900	3,314,020	3,492,820	21,374,860
Beaches	454,500	2,825,060	349,000	449,500	208,100	4,286,160
TOTAL	\$ 9,808,190	\$ 15,393,740	\$ 8,429,850	\$ 11,040,920	\$ 8,607,390	\$ 53,280,090

Of the total of \$9,808,190 proposed for the 2020-21 Capital Improvement Project budget, a total of \$8,539,190 is expected to be derived from current (2020-21) revenues and \$1,269,000 from fund balances expected to be available as of June 30, 2020, as follows:

Fund	Total	Fund Sources	
	Proposed 2020-21	Current Revenues	Fund Balance
General Fund	\$ 370,150	\$ 370,150	-
Utilities	5,186,500	4,707,500	\$ 479,000
Community Services	3,792,040	3,192,040	600,000
Beach	454,500	264,500	190,000
Internal Services	5,000	5,000	-
	\$ 9,808,190	\$ 8,539,190	1,269,000

In addition, it should be noted that all unexpended carry over funding for projects approved in fiscal year 2019-2020, will also be carried forward to the 2020-21 fiscal year, consistent with the Board's prior appropriations approval. These carry over amounts will be re-appropriated from fund balance, and have been updated for the April Tentative budget and will be re-evaluated prior to Board's May Final Adoption budget actions.

The Facility Fee total allocated to debt service and capital maintenance will not be increased within the five-year projection, as long as funding for expenditures can include using some form of time payments (leasing or bonding) and planned uses of fund balance.

IV. ALTERNATIVES

Alternatives for the scope, priorities or funding of projects can be discussed by the Board of Trustees.

V. COMMENTS

A summary of the capacity of both the Community Services Fund and Beach Fund to support existing debt, planned capital projects and operations has been prepared to assist the Board in providing staff direction relative to funding options to address priority needs.

Attachments:

- 1) Proposed Five-Year Capital Improvement Plan Summary By Fund and Department
- 2) Proposed 2020-21 One-Year Proposed Capital Improvement Project Budget
- 3) Adopted 2019-20 One-Year Capital Improvement Project Budget w/ Carry-Over Estimates for 2020-21
- 4) Proposed Five-Year Capital Improvement Plan Summary – Project List
- 5) Fund Balance Analysis – Community Services Fund and Beach Fund
- 6) 2020-21 Proposed Budget – District-wide Reconciliation by Fund / Function
- 7) 2020-21 Proposed Budget – District-wide Sources and Uses (updated from 3/11/20)
- 8) Budget Calendar - 2020-21 Budget Process



5 Year Capital Improvement Plan Summary

As of 3.13.2020

Fund	2021	2022	2023	2024	2025	Total
General Fund	\$ 370,150	\$ 390,100	\$ 288,950	\$ 3,310,900	\$ 260,150	\$ 4,620,250
Utilities	5,186,500	4,390,700	4,709,000	3,954,500	4,618,320	22,859,020
Internal Services	5,000	64,800	30,000	12,000	28,000	139,800
Community Services	3,792,040	7,723,080	3,052,900	3,314,020	3,492,820	21,374,860
Beaches	454,500	2,825,060	349,000	449,500	208,100	4,286,160
TOTAL	\$ 9,808,190	\$ 15,393,740	\$ 8,429,850	\$ 11,040,920	\$ 8,607,390	\$ 53,280,090

Fund / Department	2021	2022	2023	2024	2025	Total
General Fund						
Accounting / Information	353,150	277,600	133,950	105,900	255,150	1,125,750
General	17,000	112,500	155,000	3,205,000	5,000	3,494,500
Sub-Total	\$ 370,150	\$ 390,100	\$ 288,950	\$ 3,310,900	\$ 260,150	\$ 4,620,250
Utilities						
Public Works Shared	554,000	1,162,500	883,000	349,500	573,320	3,522,320
Water	1,515,000	666,000	1,511,000	930,000	1,105,000	5,727,000
Sewer	3,117,500	2,562,200	2,315,000	2,675,000	2,940,000	13,609,700
Sub-Total	\$ 5,186,500	\$ 4,390,700	\$ 4,709,000	\$ 3,954,500	\$ 4,618,320	\$ 22,859,020
Internal Services						
Fleet	-	-	30,000	12,000	28,000	70,000
Buildings	5,000	64,800	-	-	-	69,800
Sub-Total	\$ 5,000	\$ 64,800	\$ 30,000	\$ 12,000	\$ 28,000	\$ 139,800
Community Services						
Championship Golf	1,535,000	522,980	267,000	1,064,900	586,300	3,976,180
Mountain Golf	199,000	694,500	1,042,500	604,500	900,200	3,440,700
Facilities	100,000	174,400	138,500	104,000	91,620	608,520
Ski	1,192,000	5,088,950	538,400	601,900	1,320,500	8,741,750
Parks	172,440	267,200	655,000	295,000	197,000	1,586,640
Tennis	48,600	5,000	5,000	33,000	32,500	124,100
Recreation Center	455,000	917,050	406,500	610,720	364,700	2,753,970
Community Services	90,000	53,000	-	-	-	143,000
Sub-Total	\$ 3,792,040	\$ 7,723,080	\$ 3,052,900	\$ 3,314,020	\$ 3,492,820	\$ 21,374,860
Beaches	\$ 454,500	\$ 2,825,060	\$ 349,000	\$ 449,500	\$ 208,100	\$ 4,286,160
TOTAL	\$ 9,808,190	\$ 15,393,740	\$ 8,429,850	\$ 11,040,920	\$ 8,607,390	\$ 53,280,090

Incline Village General Improvement District		Capital Improvement Projects Report to the Board of Trustees			PROPOSED For the Year Ending June 30, 2021				3/13/2020
			Prior Year	Current Year					Form 4404
			Carry Forward	Proposed	Projects Cancelled	Adjustments	Reallocation	Carry Over to next year	Budgeted
DESCRIPTION	PROJECT #	Original Budget							Expenditures
General Fund:									
IT Master Plan - IT Security Devices	1213CE1101	15,000		15,000					15,000
District Wi-Fi Installation Update	1213CE1501	60,000		60,000					60,000
District Communication Radios	1213CE1701	6,000		6,000					6,000
District Wide Update to Voice Over Internet Phone System	1213CE1901	60,000		60,000					60,000
IT Infrastructure	1213CO1505	91,800		91,800					91,800
District Wide PC, Laptops, Peripheral Equipment and Desk Top Printers	1213CO1703	97,050		97,050					97,050
Microsoft Office Licenses	1213CO1803	9,300		9,300					9,300
Windows Server Operating System	1213CO1804	14,000		14,000					14,000
Admin Roof Repairs	1099BD1501	12,000		12,000					12,000
Pavement Maintenance - Administration Building	1099LI1705	5,000		5,000					5,000
Human Resources Management and Payroll Processing	1315CO1801	300,000	300,000	0				-300,000	0
Total General Fund	Total		300,000	370,150	0	0	0	-300,000	370,150
Utility Fund:									
Paint Interior Building #A	2097BD1202	49,000		49,000					49,000
Arc Flash Study - Utilities	2097BD2001	60,000		60,000					60,000
Public Works Billing Software Replacement	2097CO2101	10,000		10,000					10,000
Adjust Utility Facilities in NDOT/Washoe County Right of Way	2097DI1401	145,000		145,000					145,000
Pavement Maintenance, Utility Facilities	2097LI1401	220,000		220,000					220,000
Pavement Maintenance, Reservoir 3-1 WPS 4-2/5-1	2097LI1701	25,000		25,000					25,000
2011 Chevrolet Service Truck #647 Treatment	2097LV1749	45,000		45,000					45,000
Utility Shared Projects	Total		0	554,000	0	0	0	0	554,000
Water Pumping Station Improvements	2299DI1102	70,000		70,000					70,000
Replace Commercial Water Meters, Vaults and Lids	2299DI1103	55,000		55,000					55,000
Water Reservoir Coatings and Site Improvements	2299DI1204	85,000		85,000					85,000
Burnt Cedar Water Disinfection Plant Improvements	2299DI1401	25,000		25,000					25,000
Water Reservoir Safety and Security Improvements	2299DI1701	250,000		250,000					250,000
Watermain Replacement - Martis Peak Road vicinity	2299WS1704	990,000		990,000					990,000
Watermain Replacement - Slott Pk Ct	2299WS1706	25,000		25,000					25,000
R6-1 Tank Road Construction	2299WS1804	15,000		15,000					15,000
Water	Total		0	1,515,000	0	0	0	0	1,515,000
Effluent Export Project - Phase II	2524SS1010	2,000,000	11,586,890	2,000,000			-8,797,000	-4,789,890	0
Effluent Pipeline Segment 5,097 + 1,000 Feet	2524SS20XX	0		0			6,097,000		6,097,000
Effluent - Pond Lining Project	2599SS2010	0		0			2,700,000		2,700,000
Building Upgrades Water Resource Recovery Facility	2599BD1105	80,000		80,000					80,000
Sewer Pumping Station Improvements	2599DI1104	70,000		70,000					70,000
Sewer Pump Station #1 Improvements	2599DI1703	650,000	400,000	650,000					1,050,000
Water Resource Recovery Facility Improvements	2599SS1102	125,000		125,000					125,000
Wetlands Effluent Disposal Facility Improvements	2599SS1103	100,000		100,000					100,000
Replace & Reline Sewer Mains, Manholes and Appurtenances	2599SS1203	80,000		80,000					80,000
Wastewater Resource Recovery Facility (WRRF) Drainage Improvements	2599SS1901	12,500		12,500					12,500
Sewer	Total		11,986,890	3,117,500	0	0	0	-4,789,890	10,314,500
Total Utility Fund	Total		11,986,890	5,186,500	0	0	0	-4,789,890	12,383,500
Internal Service:									
Replace 2004 Pick-up Truck 4X4 (1/2-ton) #540 Used Internal	5394LV1722	5,000		5,000					5,000
Total Internal Service	Total		0	5,000	0	0	0	0	5,000

Incline Village General Improvement District	Capital Improvement Projects Report to the Board of Trustees		PROPOSED For the Year Ending June 30, 2021					3/13/2020	
	DESCRIPTION	PROJECT #	Original Budget	Prior Year Carry Forward	Current Year Proposed	Projects Cancelled	Adjustments	Reallocation	Carry Over to next year
Championship Golf Course:									0
Champ Golf Exterior Icemaker Replacement	3141FF1804	10,500		10,500					10,500
Championship Golf Course Bear Boxes	3141FF1903	6,000		6,000					6,000
Venue Signage Enhancement	3141BD1706	20,000	60,000	0				-60,000	0
Irrigation Improvements	3141GC1103	15,000		15,000					15,000
Maintenance Building Drainage, Washpad and Pavement	3141GC1501	700,000		700,000					700,000
Pavement Maintenance of Parking Lots - Champ Course & Chateau	3141LI1201	55,000		55,000					55,000
Pavement Maintenance of Cart Paths - Champ Course	3141LI1202	62,500		62,500					62,500
Championship Golf Course Electric Cart Fleet and GPS	3141LV1898	378,000		378,000					378,000
2006 Carryall Club Car #589	3142LE1737	13,000		13,000					13,000
2006 Carryall Club Car #590	3142LE1738	13,000		13,000					13,000
2006 Carryall Club Car #591	3142LE1739	13,000		13,000					13,000
2016 Bar Cart #724	3142LE1741	17,000		17,000					17,000
2016 Bar Cart #725	3142LE1742	17,000		17,000					17,000
Replacement of 2010 John Deere 8500 #641	3142LE1760	92,000	92,000	0					92,000
Driving Range Nets	3143GC1201	90,000		90,000					90,000
2008 Planetair HD50 #616	3197LE1731	38,000		38,000					38,000
2017 TORO Procore 864 Aerator #747	3197LE1735	28,000		28,000					28,000
2017 Deep Tine Aerator #763	3197LE1752	27,000		27,000					27,000
Graden Sand Injection Verticutter	3197LE1902	18,500		18,500					18,500
2017 TORO Procore 864 Aerator #756	3197LE2004	33,500		33,500					33,500
Championship Golf Printer Copier Replacement	3199OE1501	10,000	10,000	0					10,000
Total Championship Golf Course	Total		162,000	1,535,000	0	0	0	-60,000	1,637,000
Mountain Golf Course:									
Mountain Course Greens, Tees and Bunkers	3241GC1101	8,000		8,000					8,000
Mountain Course 58 Cart Fleet acquired by lease	3241LV1899	288,000	113,985	0				-83,589	30,396
Mountain Golf Cart Path Replacement	3241LI2001	165,000	166,395	165,000					331,395
2016 Bar Cart #726	3242LE1726	20,000		20,000					20,000
Pavement Maintenance of Parking Lot - Mountain Golf Course	3242LI1204	6,000		6,000					6,000
Total Mountain Golf Course	Total		280,380	199,000	0	0	0	-83,589	395,791
Chateau:									
Resurface Patio Deck - Chateau	3350BD1302	36,000		36,000					36,000
Replace Air Walls Chateau	3350BD1704	56,500		56,500					56,500
Retrofit Chateau Ventilation Ducts	3350ME2001	7,500		7,500					7,500
Total Chateau and Aspen Grove	Total		0	100,000	0	0	0	0	100,000

Incline Village General Improvement District	Capital Improvement Projects Report to the Board of Trustees				PROPOSED For the Year Ending June 30, 2021				3/13/2020 Budgeted Expendi- tures
	DESCRIPTION	PROJECT #	Original Budget	Prior Year Carry Forward	Current Year Proposed	Projects Cancelled	Adjustments	Reallocation	
Diamond Peak Ski Resort:									
Base Lodge Walk In Cooler and Food Prep Reconfiguration	3453BD1806	15,000		15,000					15,000
Crystal Express Ski Lift Maintenance and Improvements	3462HE1502	55,000		55,000					55,000
Lakeview Ski Lift Maintenance and Improvements	3462HE1702	25,000		25,000					25,000
Ridge Ski Lift Maintenance and Improvements	3462HE1903	45,000		45,000					45,000
Ski Resort Snowmobile Fleet Replacement	3464LE1601	16,000		16,000					16,000
2013 Yamaha Rhino (ATV) #674	3464LV1732	21,000		21,000					21,000
Replace Ski Rental Equipment	3468RE0002	200,000		200,000					200,000
Replace 2010 Shuttle Bus #635	3469HE1739	140,000		140,000					140,000
Replace 2010 Shuttle Bus #636	3469HE1740	140,000		140,000					140,000
Pavement Maintenance, Diamond Peak and Ski Way	3469LI1105	25,000		25,000					25,000
Ski Way and Diamond Peak Parking Lot Reconstruction	3469LI1805	300,000	220,000	300,000					520,000
Diamond Peak Way Finding Signage Evaluation	3469RS1709	40,000	15,000	0				-15,000	0
Diamond Peak Facilities Flooring Material Replacement	3499BD1710	55,000		55,000					55,000
Storage Building Replacement Design Evaluation (grants)	3499BD1804	40,000	40,000	0				-40,000	0
Arc Flash Study - Ski	3499BD2002	20,000		20,000					20,000
Ecommerce/Middleware Software	3499CE1909	202,000	202,000	0					202,000
Replace Staff Uniforms	3499OE1205	135,000		135,000					135,000
Ski Master Plan Implementation (Entitlements)	3653BD1501	750,000	663,000	0				-663,000	0
Total Diamond Peak	Total		1,140,000	1,192,000	0	0	0	-718,000	1,614,000
Parks:									
Resurface and Coat Incline Park Bathroom Floors	4378BD1603	13,940		13,940					13,940
Rosewood Creek Foot Bridges	4378BD1705	8,000		8,000					8,000
Preston Field Retaining Wall Replacement	4378BD1801	10,000		10,000					10,000
2008 JD Pro-Gator #624	4378LE1731	36,000		36,000					36,000
2015 Ball Field Groomer #706	4378LE1742	24,000		24,000					24,000
Maintenance, East & West End Parks	4378LI1207	7,000		7,000					7,000
Pavement Maintenance, Village Green Parking	4378LI1303	7,500		7,500					7,500
Pavement Maintenance, Preston Field	4378LI1403	5,000		5,000					5,000
Pavement Maintenance, Overflow Parking Lot	4378LI1602	5,000		5,000					5,000
Pump Track as funded by Grants	4378LI1604	300,000	300,000	0				-300,000	0
Pavement Maintenance - Incline Park	4378LI1802	3,500		3,500					3,500
2004 Pick-up Truck 4x4 (1-Ton) #541	4378LV1737	45,000		45,000					45,000
Replace Playgrounds - Preston	4378RS1601	7,500		7,500					7,500
Total Parks	Total		300,000	172,440	0	0	0	-300,000	172,440
Tennis:									
Paint All Court Fences and Light Poles, Replace Wind Screens	4588BD1602	26,000		26,000					26,000
Tennis Center Renovation	4588BD1604	0	1,162,000	0					1,162,000
Pavement Maintenance, Tennis Facility	4588LI1201	5,000		5,000					5,000
Resurface Tennis Courts 8-9-10-11	4588RS1401	17,600		17,600					17,600
Total Tennis	Total		1,162,000	48,600	0	0	0	0	1,210,600

Incline Village General Improvement District		Capital Improvement Projects Report to the Board of Trustees					0				3/13/2020
		Original Budget	Prior Year Carry Forward	Current Year Proposed	Projects Cancelled	Adjustments	Reallocation	Carry Over to next year	Expenditures	Budgeted	
DESCRIPTION		PROJECT #									
Recreation Center:											
Pool Facility Deck/Floor Re-coat	4885BD1606	0	34,000	0						34,000	
Recreation Center Upstairs Lobby Restrooms Remodel	4884BD1902	170,000		170,000						170,000	
Pavement Maintenance, Recreation Center Area	4884LI1102	62,500		62,500						62,500	
Fitness Equipment	4886LE0001	45,000		45,000						45,000	
Rec Center Locker Room Improvements	4899FF1202	60,000		60,000						60,000	
Recreation Center Elevator Modernization	4899ME2001	97,500		97,500						97,500	
Recreation Center Printer Copier Replacement 980 Incline Way	4899OE1607	20,000		20,000						20,000	
Total Recreation Center	Total		34,000	455,000	0	0	0	0	0	489,000	
Community Services Administration:											
Arc Flash Study - Community Services	4999BD2001	10,000		10,000						10,000	
Web Site Redesign and Upgrade	4999OE1399	80,000		80,000						80,000	
Total Community Services Administration	Total		0	90,000	0	0	0	0	0	90,000	
Community Services Fund Total			3,078,380	3,792,040	0	0	0	-1,161,589		5,708,831	
Beach:										0	
Burnt Cedar Swimming Pool Improvements	3970BD2601	225,000		225,000						225,000	
Pavement Maintenance, Ski Beach	3972BD1301	6,000		6,000						6,000	
Beaches Flatscape and Retaining Wall Enhancement and Replacement	3972BD1501	55,000		55,000						55,000	
Burnt Cedar Dumpster enclosure	3972BD1707	35,000		35,000						35,000	
Beach Furnishings	3972FF1704	7,000		7,000						7,000	
Pavement Maintenance, Incline Beach	3972LI1201	6,500		6,500						6,500	
Pavement Maintenance, Burnt Cedar Beach	3972LI1202	12,500		12,500						12,500	
Replace Playgrounds - Beaches	3972RS1701	7,500		7,500						7,500	
Incline Beach Facility Replacement	3973LI1302	100,000	20,000	100,000						120,000	
Total Beach	Total		20,000	454,500	0	0	0	0	0	474,500	
District-wide Total			\$15,385,270	\$9,808,190	\$0	\$0	\$0	(\$6,251,479)		\$18,941,981	

Incline Village General Improvement District

Capital Improvement Projects Report to the Board of Trustees

For the Year Ending June 30, 2020

As of 2/29/20 plus PO's

DESCRIPTION	PROJECT #	Prior Year						Current Year		Adjusted Budgeted Expenditures	Fiscal Year		Status
		Original Budget	Carry Forward	Budgeted	Projects Cancelled	Adjustments	Reallocations	Carry Over to next year	Expenditures		Variance		
General Fund:													
Administration Fire Panel Replacement	1099BD1803	18,000	-	-	-	-	-	-	-	-	9,467	(9,467)	
Digital Records Management System	1099CO1802	75,000	75,000	-	(75,000)	-	-	-	-	-	-	-	Cancelled
Pavement Maintenance - Administration Building	1099LI1705	5,000	-	5,000	-	-	-	-	5,000	-	-	5,000	
Check Writer Printer Replacement - 893 Southwood Administration Building	1212OE1601	6,000	6,000	-	(6,000)	-	-	-	-	-	-	-	Cancelled
IT Master Plan - IT Security Devices	1213CE1101	15,000	-	15,000	-	-	-	-	15,000	-	-	15,000	
District Communication Radios	1213CE1701	6,000	-	6,000	-	-	-	-	6,000	-	-	6,000	
IT Infrastructure	1213CO1505	132,800	-	132,800	-	-	-	-	132,800	201,357	(68,557)		
District Wide PC, Laptops, Peripheral Equipment and Desk Top Printers	1213CO1703	95,000	-	95,000	-	-	-	-	95,000	46,803	48,197		
Microsoft Exchange Server	1213CO1802	28,600	-	28,600	-	-	-	-	28,600	-	28,600		
Microsoft Office Licenses	1213CO1803	9,045	-	9,045	-	-	-	-	9,045	-	9,045		
Windows Server Operating System	1213CO1804	14,000	-	14,000	-	-	-	-	14,000	-	14,000		
Human Resource Management and Payroll Processing Software	1315CO1801	120,000	120,000	180,000	-	-	-	(300,000)	-	-	-	-	Multi-Year
Total General Fund		\$ 524,445	\$ 201,000	\$ 485,445	\$ (81,000)	\$ -	\$ -	\$ (300,000)	\$ 305,445	\$ 257,627	\$ 47,818		
Beach Fund:													
Burnt Cedar Food & Beverage Customer Improvements	3939BD1803	10,000	8,650	-	-	-	-	-	8,650	600	8,050		
Burnt Cedar Swimming and Toddler Pool Resurface and Mechanical Improvements	3970BD2601	800,000	-	800,000	(700,000)	-	-	-	100,000	1,400	98,600		
Pavement Maintenance, Ski Beach	3972BD1301	11,000	-	11,000	-	-	-	-	11,000	1,180	9,820		
Beaches Flatscape and Retaining Wall Enhancement and Replacement	3972BD1501	55,000	-	55,000	-	-	-	-	55,000	700	54,300		
Burnt Cedar Dumpster enclosure	3972BD1707	10,000	-	10,000	-	-	-	-	10,000	-	10,000		
	3972FF1704	58,400	20,000	-	-	-	-	-	20,000	-	20,000		
Pavement Maintenance, Burnt Cedar Beach	3972LI1202	78,500	50,000	6,000	-	-	-	-	56,000	2,742	53,258		
Incline Beach Facility Study	3973LI1302	50,000	29,400	-	-	-	-	(20,000)	9,400	5,500	3,900		Multi-Year
Total Beach Fund		\$ 1,072,900	\$ 108,050	\$ 882,000	\$ (700,000)	\$ -	\$ -	\$ (20,000)	\$ 270,050	\$ 12,122	\$ 257,928		
Total Internal Services Fund	Total Internal Services Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Championship Golf Fund:													
Venue Signage Enhancement	3141BD1706	20,000	20,000	40,000	-	-	-	(60,000)	-	-	-	-	Multi-Year
Champ. Golf Fuel Tank Epoxy Coating - Unbudgeted	3141BD2001	-	-	-	-	-	-	-	-	8,500	(8,500)		
Championship Golf Course Bear Boxes	3141FF1903	7,000	-	7,000	-	-	-	-	7,000	7,000	-		
Irrigation Improvements	3141GC1103	30,000	-	30,000	-	-	-	-	30,000	15,503	14,497		
Championship Course Greens, Tees and Bunkers	3141GC1202	80,000	25,000	-	-	-	-	-	25,000	11,829	13,171		
Maintenance Building Drainage, Washpad and Pavement Improvements	3141GC1501	30,000	-	30,000	-	-	-	-	30,000	5,180	24,820		
Championship Course Greens and Surrounds	3141GC1802	15,000	-	15,000	-	-	-	-	15,000	-	15,000		
Championship Course Tees	3141GC1803	15,000	-	15,000	-	-	-	-	15,000	3,357	11,643		
Pavement Maintenance of Parking Lots - Champ Course & Chateau	3141LI1201	17,500	-	17,500	-	-	-	-	17,500	300	17,200		
Pavement Maintenance of Cart Paths - Champ Course	3141LI1202	60,000	-	60,000	-	-	-	-	60,000	54,234	5,766		
2005 Carryall Club Car #564	3142LE1733	11,000	-	11,000	-	-	-	-	11,000	11,468	(468)		
2005 Carryall Club Car #565	3142LE1734	11,000	-	11,000	-	-	-	-	11,000	11,468	(468)		
2005 Carryall Club Car #566	3142LE1735	11,000	-	11,000	-	-	-	-	11,000	11,468	(468)		
2005 Carryall Club Car #567	3142LE1736	11,000	-	11,000	-	-	-	-	11,000	11,468	(468)		
Replacement of 2010 John Deere 8500 #641	3142LE1760	92,000	-	92,000	-	-	-	(92,000)	-	-	-	-	Delayed
Driving Range Improvements	3143GC1202	31,000	-	31,000	-	-	-	-	31,000	15,683	15,317		
Champ Grille Kitchen Equipment	3153FF1204	46,200	-	46,200	-	-	-	-	46,200	51,612	(5,412)		
1997 1-Ton Dump Truck #419	3197HV1749	5,000	-	5,000	(5,000)	-	-	-	-	-	-	-	Cancelled
2015 John Deere 1500 Fairway Aerator #716	3197LE1732	27,000	-	27,000	-	-	-	-	27,000	28,446	(1,446)		
2005 John Deere Pro Gator #569	3197LE1740	34,500	-	34,500	-	-	-	-	34,500	34,508	(8)		
2015 Greens Roller #715	3197LE1741	17,000	-	17,000	-	-	-	-	17,000	12,600	4,400		
2014 Vibratory Greens Roller #696	3197LE1742	17,000	-	17,000	-	-	-	-	17,000	12,600	4,400		
2004 John Deere 4410 Tractor #548	3197LE1746	40,000	-	40,000	-	-	-	-	40,000	25,491	14,509		
Maintenance Shop Crane and Equipment Lift	3197ME1710	30,000	-	30,000	-	-	-	-	30,000	8,173	21,827		
Championship Golf Printer Copier Replacement 955 Fairway	3199OE1501	10,000	-	10,000	-	-	-	(10,000)	-	-	-	-	Delayed
Total Championship Golf		\$ 668,200	\$ 45,000	\$ 608,200	\$ (5,000)	\$ -	\$ -	\$ (162,000)	\$ 486,200	\$ 340,888	\$ 145,312		

Incline Village General Improvement District

Capital Improvement Projects Report to the Board of Trustees

For the Year Ending June 30, 2020

As of 2/29/20

DESCRIPTION	PROJECT #	Original Budget	Prior Year		Current Year				Adjusted Budgeted	Fiscal Year		Variance	Status
			Carry Forward	Budgeted	Cancelled	Adjustments	Reallocations	Carry Over to next year	Expenditures	Expenditures			
ADA Access to On-course Restrooms	3241BD1402	115,000	-	-	-	-	-	-	-	27,358	(27,358)	Completed	
Mtn. Golf Course Remodel On Course Bathrooms, #6 & #13/14	3241BD1503	124,500	-	60,000	(60,000)	-	-	-	-	-	-	Cancelled	
Mountain Course Greens, Tees and Bunkers	3241GC1101	43,000	-	43,000	-	-	-	43,000	21,905	21,095			
Irrigation Improvements	3241GC1404	39,000	-	39,000	-	-	-	39,000	8,218	30,782			
Mountain Course Clubhouse and Maintenance Building Water Service Line Replacement	3241GC1802	65,000	-	65,000	-	(65,000)	-	-	-	-	-	Completed	
Mountain Golf Course Cart Path Retaining Walls	3241U1704	17,500	-	17,500	-	-	-	17,500	2,650	14,850			
Mountain Course 58 Cart Fleet acquired by lease	3241LV1899	288,000	-	288,000	-	-	(166,395)	7,620	(113,985)	7,620	-	Multi-Year	
Mountain Golf Cart Path Replacement	3241U1903	-	-	-	-	-	166,395	(166,395)	-	-	-	Multi-Year	
Mountain Golf Fuel Storage Facility	3241ME1804	200,000	-	200,000	(200,000)	-	-	-	-	-	-	Cancelled	
2005 Carryall Club Car #568	3242LE1725	11,000	-	11,000	-	-	-	11,000	11,468	(468)			
Pavement Maintenance of Parking Lot - Mountain Golf Course	3242U1204	22,500	-	22,500	-	-	-	22,500	200	22,300			
Pavement Maintenance of Cart Paths - Mountain Golf Course	3242U1205	40,000	-	40,000	-	-	-	40,000	24,578	15,422			
Repair/Replace Roof - Mountain Golf Club House	3299BD1702	12,620	76,400	25,000	-	-	-	101,400	114,666	(13,266)			
Paint Exterior of Mountain Golf Clubhouse	3299BD1705	27,800	27,800	41,500	-	-	-	69,300	-	69,300			
Mountain Clubhouse Improvements Project	3299BD1902	1,464,000	-	1,464,000	-	65,000	-	1,529,000	667,348	861,652			
Total Mountain Golf		\$ 2,469,920	\$ 104,200	\$ 2,316,500	\$ (260,000)	\$ -	\$ -	\$ (280,380)	\$ 1,880,320	\$ 878,391	\$ 1,001,929		
Chateau and Aspen Grove:													
Chateau - Replace Carpet	3350BD1103	62,000	-	62,000	-	-	-	62,000	-	62,000			
Replace Hallway Tile at Chateau	3350BD1804	65,000	-	65,000	-	-	-	65,000	-	65,000			
Repair and Refinish Wood Walls Upstairs at Chateau	3350BD1805	10,000	-	10,000	-	-	-	10,000	9,275	725			
Catering Kitchen Equipment	3350FF1204	18,900	-	18,900	-	-	-	18,900	-	18,900			
Enclose Chateau Exterior Storage Area	3350FF1601	6,500	6,500	-	-	-	-	6,500	(3,875)	10,375			
Replacement Sod at Aspen Grove	3351U1807	18,000	-	18,000	-	-	-	18,000	-	18,000			
Total Chateau and Aspen Grove		\$ 180,400	\$ 6,500	\$ 173,900	\$ -	\$ -	\$ -	\$ 180,400	\$ 5,400	\$ 175,000			
Diamond Peak Ski Resort:													
Base Lodge Walk In Cooler and Food Prep Reconfiguration	3453BD1806	25,000	-	25,000	-	-	-	25,000	-	25,000			
Replace Main Lodge/Snowflake Lodge Dining Furniture and Fixtures	3453FF1706	38,000	-	38,000	-	-	-	38,000	37,270	730			
Lakeview Ski Lift Maintenance and Improvements	3462HE1702	250,000	-	250,000	-	-	-	250,000	-	250,000			
Red Fox Ski Lift Maintenance and Improvements	3462HE1712	30,000	-	30,000	-	-	-	30,000	4,992	25,008			
Replacement of 2008 Grooming vehicle # 628	3463HE1727	390,000	-	390,000	-	-	-	390,000	374,500	15,500			
Resurface Main Lodge Decks	3464BD1403	75,200	-	75,200	-	-	-	75,200	55,338	19,862			
Replace Snowmaking Air Compressor Microprocessor Control Units	3464HE1902	100,000	-	100,000	-	-	-	100,000	73,120	26,880			
Ski Resort Snowmobile Fleet Replacement	3464LE1601	15,500	-	15,500	-	-	-	15,500	14,518	982			
2012 Yamaha ATV #683	3464LV1731	18,000	-	18,000	-	-	-	18,000	17,883	117			
Diesel Exhaust Fluid Storage/Dispenser	3464ME1907	20,000	-	20,000	-	-	-	20,000	12,823	7,177			
Fan Guns Purchase and Refurbishment	3464SI1002	130,000	-	130,000	-	-	-	130,000	117,814	12,186			
Snowmaking Infrastructure Evaluation and Enhancement	3464SI1104	31,500	-	-	-	-	-	-	-	-			
Upgrade Popular Snowmaking Power Alignment	3464SI1708	37,500	24,000	-	-	-	-	24,000	5,649	18,351			
Replace Ski Rental Equipment	3468RE0002	335,000	135,000	200,000	-	-	-	335,000	-	335,000			
Pavement Maintenance, Diamond Peak and Ski Way	3469U1105	55,000	-	55,000	-	-	-	55,000	20,810	34,190			
Ski Way and Diamond Peak Parking Lot Reconstruction	3469U1805	225,000	-	225,000	-	-	-	(220,000)	5,000	3,700	-	Multi-Year	
Diamond Peak Way Finding Signage Evaluation and Enhancement	3469RS1709	40,000	16,550	-	-	-	-	(15,000)	1,550	-	1,550	Multi-Year	
Diamond Peak Facilities Flooring Material Replacement	3499BD1710	43,000	-	43,000	-	-	-	43,000	39,055	3,945			
Snowflake Lodge Facilities Maintenance and Improvements	3499BD1803	27,000	-	-	-	-	-	-	-	-			
Storage Building Replacement Design Evaluation (Net of Grants)	3499BD1804	40,000	40,000	-	-	-	-	(40,000)	-	-	-	Delayed	
Ski Rental Shop Doors	3499BD1904	13,000	-	13,000	-	-	-	13,000	9,362	3,638			
HVAC Control Changeout	3499BD1905	21,000	-	21,000	-	-	-	21,000	-	21,000			
Ecommerce / Middleware Software	3499CE1909	202,000	-	202,000	-	-	-	(202,000)	-	-	-	Delayed	
Skier Services Building Customer Service Counter	3499FF1607	19,700	-	12,000	-	-	-	12,000	800	11,200			
Skier Services Administration Printer Copier Replacement 1210 Ski Way	3499OE1502	10,000	-	10,000	-	-	-	10,000	-	10,000			
Ski Area Master Plan Implementation - Phase 1	3653BD1501	750,000	682,600	-	-	-	-	(663,000)	19,600	19,320	280	Multi-Year	
Total Diamond Peak		\$ 2,941,400	\$ 898,150	\$ 1,872,700	\$ -	\$ -	\$ -	\$ (1,140,000)	\$ 1,630,850	\$ 804,554	\$ 826,296		

Incline Village General Improvement District

Capital Improvement Projects Report to the Board of Trustees

For the Year Ending June 30, 2020

As of 2/29/20

DESCRIPTION	PROJECT #	Original Budget	Prior Year		Current Year				Adjusted Budgeted	Fiscal Year		Variance	Status
			Carry Forward	Budgeted	Projects Cancelled	Adjustments	Reallocations	Carry Over to next year	Expenditures	Expenditures			
Recreation Center:													
Recreation Center Natatorium Mezzanine Safety Enhancements	4884BD1601	90,000	-	90,000	(90,000)				-	-	-	-	Cancelled
Replace Walkway Bollard Lights	4884BD1703	57,500	54,950	55,000				109,950	4,300	105,650			
External Surveillance Security Cameras for Recreation Center	4884CE1903	15,000	-	15,000				15,000	-	15,000			
Repair Deck Stairs and Powder Coat All Patio Deck Railings	4884FF1502	20,000	-	20,000				20,000	5,670	14,330			
Pavement Maintenance, Recreation Center Area	4884LI1102	57,500	-	57,500				57,500	1,870	55,630			
Pool Facility Deck/Floor Re-coat	4885BD1606	34,000	-	34,000				(34,000)	-	-			Delayed
Fitness Equipment	4886LE0001	44,200	-	44,200				44,200	-	44,200			
Paint Interior of Recreation Center	4899BD1305	15,500	-	15,500				15,500	-	15,500			
Paver install Front Walkway at Recreation Center	4899BD1801	82,500	-	82,500				82,500	-	82,500			
Total Recreation Center		\$ 416,200	\$ 54,950	\$ 413,700	\$ (90,000)	\$ -	\$ -	\$ (34,000)	\$ 344,650	\$ 73,457	\$ 271,193		
Community Services Administration:													
Total Comm. Services Admin.		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Parks:													
Aspen Grove Flatscape and Retaining Wall Enhancement and Replacement	4378BD1605	55,000	-	55,000				55,000	1,800	53,200			
Rosewood Creek Foot Bridges	4378BD1705	8,000	-	8,000				8,000	-	8,000			
Incline Park Fencing Refurbishment	4378BD1707	18,000	18,000	-				18,000	-	18,000			
Incline Park Improvements	4378BD1801	-	-	-				-	-	-			
Village Green Restroom drainage improvements	4378BD1901	25,000	-	25,000				25,000	2,564	22,436			
Incline Park Backflow Device Replacement	4378DI1702	20,000	18,800	32,000				50,800	42,180	8,620			
2005 Shattertine Aerifier	4378LE1724	8,100	-	8,100				8,100	8,515	(415)			
2008 JD Pro-Gator #623	4378LE1730	35,000	-	35,000				35,000	34,677	323			
2013 Ball Field Groomer #681	4378LE1739	17,100	-	17,100				17,100	21,000	(3,900)			
2013 Ball Field Mower / Toro 3500D Groundsmaster #682	4378LE1740	35,400	-	35,400				35,400	33,822	1,578			
Pavement Maintenance, East & West End Parks	4378LI1207	15,000	-	-				-	-	-			
Pavement Maintenance, Village Green Parking	4378LI1303	5,000	-	5,000				5,000	-	5,000			
Pavement Maintenance, Preston Field	4378LI1403	5,000	-	5,000				5,000	-	5,000			
Incline Creek Restoration Project - Upstream of SR-28 (Net of Grants)	4378LI1504	300,000	178,800	163,200				342,000	346,454	(4,454)			
Restoration Project - Upstream of SR28	4378LI1504B	-	36,000	-				36,000	-	36,000			
Pavement Maintenance, Overflow Parking Lot	4378LI1602	5,000	-	5,000				5,000	-	5,000			
Pump Track Demonstration	4378LI1604	300,000	300,000	-				(300,000)	-	-			Multi-Year
Pump Track Demonstration	4378LI1604	70,000	17,852	-				17,852	800	17,052			
Pavement Maintenance - Incline Park	4378LI1802	7,500	-	7,500				7,500	-	7,500			
Incline Park Facility Renovations (Net of Grants)	4378LI1803	1,208,071	-	-				-	1,431,128	(1,431,128)			
Bocce Courts at Recreation Center Property Design	4378LI1804A	15,000	15,000	-				15,000	12,269	2,731			
Bocce Ball Courts, previously part of Tennis Renovation	4378LI1804B	-	-	-		115,000		115,000	68,860	46,140			
2003 1-Ton Service Truck #520	4378LV1736	43,000	-	43,000				43,000	43,063	(63)			
Total Parks		\$ 2,195,171	\$ -584,452	\$ 444,300	\$ -	\$ -	\$ 115,000	\$ (300,000)	\$ 843,752	\$ 2,047,132	\$ (1,203,380)		
Tennis:													
Tennis Center Renovation	4588BD1604	1,285,000	8,450	1,285,000			(115,000)	(1,162,000)	16,450	79,349	(62,899)		Multi-Year
Pavement Maintenance, Tennis Facility	4588LI1201	23,500	-	23,500				23,500	-	23,500			
Resurface Tennis Courts 3 thru 7	4588RS1402	75,000	-	-				-	(1,690)	1,690			
Resurface Tennis Courts 1 and 2	4588RS1501	47,000	-	47,000				47,000	-	47,000			
Tennis Facility Study	4588RS1605	5,000	-	-				-	-	-			
Total Tennis		\$ 1,435,500	\$ 8,450	\$ 1,355,500	\$ -	\$ -	\$ (115,000)	\$ (1,162,000)	\$ 86,950	\$ 77,659	\$ 9,291		
Community Services Fund Total			\$ 1,701,702	\$ 7,184,800	\$ (355,000)	\$ -	\$ -	\$ (3,078,380)	\$ 5,453,122	\$ 4,227,481	\$ 1,225,641		

Incline Village General Improvement District

Capital Improvement Projects Report to the Board of Trustees

For the Year Ending June 30, 2020

As of 2/29/20

DESCRIPTION	PROJECT #	Prior Year		Current Year				Carry Over to next year	Adjusted	As of 2/29/20		Status	
		Original Budget	Carry Forward	Budgeted	Projects Cancelled	Adjustments	Reallocations		Budgeted	Fiscal Year	Variance		
Utility Fund:													
Household Hazardous Waste Building Improvements	2097BD1802	15,000	-	15,000	(15,000)				-	-	-	Cancelled	
Adjust Utility Facilities in NDOT/Washoe County Right of Way	2097D11401	60,000	-	60,000					60,000	19,931	40,069		
2010 International Vactor Truck #638	2097HV1732	430,000	-	-					-	416,564	(416,564)		
1996 Peterbilt Dump Truck #299	2097HV1754	75,000	-	75,000					75,000	70,608	4,392		
2004 9' Western Snow Plow #542A	2097LE1723A	9,000	-	9,000					9,000	8,968	32		
1 Ton Flatbed #542, Snow Plow added box	2097LE1723B	-	-	-					-	12,949	(12,949)		
2015 Sander/Spreader #710	2097LE1724	20,000	-	20,000					20,000	7,829	12,171		
Pavement Maintenance, Utility Facilities	2097LI1401	45,000	-	45,000					45,000	1,180	43,820		
2004 GMC 1-Ton Flatbed #542 Pipeline Dept.	2097LV1746	48,000	-	48,000					48,000	39,966	8,034		
2008 Chevrolet Service Truck #609 Meter Truck	2097LV1747	36,000	-	36,000					36,000	27,717	8,283		
Water Pumping Station Improvements	2299D11102	45,000	-	45,000					45,000	21,105	23,895		
Replace Commercial Water Meters, Vaults and Lids	2299D11103	20,000	-	20,000					20,000	5,836	14,164		
Water Reservoir Coatings and Site Improvements	2299D1204	85,000	-	85,000					85,000	29,786	55,214		
Burnt Cedar Water Disinfection Plant Improvements	2299D11401	50,000	-	50,000					50,000	-	50,000		
Water Reservoir Safety and Security Improvements	2299D11701	375,000	386,600	10,000					396,600	-	396,600		
Water Pump Station 2-1 Improvements	2299D11702	800,000	791,800	-					791,800	219,835	571,965		
Burnt Cedar Water Disinfection Plant Emergency Generator Fuel Tank Upgrades	2299D11707	200,000	-	200,000					200,000	200	199,800		
Watermain Replacement - Martis Peak Road	2299WS1704	50,000	-	50,000					50,000	21,200	28,800		
Leak Study R2-1 14inch Steel	2299WS1801	65,000	-	-					-	350	(350)		
Effluent Export Line - Phase II	2524SS1010	2,000,000	9,656,890	2,000,000				(11,586,890)	70,000	79,733	(9,733)	Multi-Year	
Building Upgrades Water Resource Recovery Facility	2599BD1105	10,000	-	10,000					10,000	-	10,000		
Treatment Plant Fire Panel Replacement	2599BD1802	65,000	-	-					-	1,496	(1,496)		
Sewer Pumping Station Improvements	2599D11104	55,000	-	15,000					15,000	17,265	(2,265)		
Sewer Pump Station #1 Improvements	2599D11703	155,000	220,000	250,000				(400,000)	70,000	61,650	8,350	Multi-Year	
Water Resource Recovery Facility Improvements	2599SS1102	100,000	-	100,000					100,000	38,201	61,799		
Wetlands Effluent Disposal Facility Improvements	2599SS1103	10,000	-	10,000					10,000	7,546	2,454		
Replace & Reline Sewer Mains, Manholes and Appertenances	2599SS1203	10,000	-	10,000					10,000	18,500	(8,500)		
WRRF Aeration System Improvements	2599SS1707	1,300,000	100,000	1,200,000					-	1,300,000	1,628,001	(328,001)	Multi-Year
Total Utility Fund		\$ 6,133,000	\$ 11,155,290	\$ 4,363,000	\$ (15,000)	\$ -	\$ -	\$ (11,986,890)	\$ 3,516,400	\$ 2,756,416	\$ 759,984		
District Total		\$ 18,037,136	\$ 13,166,042	\$ 12,915,245	\$ (1,151,000)	\$ -	\$ -	\$ (15,385,270)	\$ 9,545,017	\$ 7,253,646	\$ 2,291,371		



5 Year Capital Improvement Plan Summary - As of 3.13.2020

Department	Project Number	Project Title	Project Manager	2021	2022	2023	2024	2025	Total
General Fund									
Accounting/Information Systems	1213CE1101	IT Master Plan - IT Security Devices	Director of IT	15,000	-	-	-	-	15,000
	1213CE1501	District Wi-fi Installation Update	Director of IT	60,000	-	-	-	-	60,000
	1213CE1701	District Communication Radios	Network Administrator	6,000	10,000	-	-	-	16,000
	1213CE1901	District Wide Update to Voice Over Internet Phone System	Director of IT	60,000	66,000	-	-	-	126,000
	1213CO1505	IT Infrastructure	Director of IT	91,800	92,000	-	-	145,200	329,000
	1213CO1703	District Wide PC, Laptops, Peripheral Equipment and Desk Top Printers	IT Technician	97,050	100,000	102,950	105,900	109,950	515,850
	1213CO1803	Microsoft Office Licenses	Director of IT	9,300	9,600	-	-	-	18,900
	1213CO1804	Windows Server Operating System	Director of IT	14,000	-	-	-	-	14,000
	1213LV1721	IS&T Pick-up Truck and Cargo Unit	Fleet Superintendent	-	-	31,000	-	-	31,000
	Total			353,150	277,600	133,950	105,900	255,150	1,125,750
General	1099BD1501	Admin Roof Repairs	Buildings Superintendent	12,000	-	-	-	-	12,000
	1099BD1502	Upgrade Public Bathrooms at Administration for ADA Compliance	Buildings Superintendent	-	75,000	-	-	-	75,000
	1099BD1701	Administration Services Building	Engineering Manager	-	-	150,000	3,200,000	-	3,350,000
	1099LI1705	Pavement Maintenance - Administration Building	Senior Engineer	5,000	5,000	5,000	5,000	5,000	25,000
	1099OE1401	Admin Printer Copier Replacement - 893 Southwood Administration Building	District Clerk	-	32,500	-	-	-	32,500
	Total			17,000	112,500	155,000	3,205,000	5,000	3,494,500
		Total General Fund		370,150	390,100	288,950	3,310,900	260,150	4,620,250
Utilities									
Public Works Shared	2097BD1202	Paint Interior Building #A	Buildings Superintendent	49,000	-	-	-	-	49,000
	2097BD1204	New Carpet Building #A	Buildings Superintendent	-	47,000	-	-	-	47,000
	2097BD1702	Replace Public Works Front Security Gate	Buildings Superintendent	-	-	-	-	79,320	79,320
	2097BD1704	Replace Roof Public Works #B	Buildings Superintendent	-	105,000	-	-	-	105,000
	2097BD2001	Arc Flash Study - Utilities	Director of Public Works	60,000	-	-	-	-	60,000
	2097CO2101	Public Works Billing Software Replacement	Public Works Administrative Manager	10,000	100,000	100,000	50,000	-	260,000
	2097DI1401	Adjust Utility Facilities in NDOT/Washoe County Right of Way	Senior Engineer	145,000	60,000	60,000	60,000	60,000	385,000
	2097HE1725	Loader Tire Chains	Fleet Superintendent	-	20,000	-	-	-	20,000
	2097HE1729	2002 Caterpillar 950G Loader #523	Fleet Superintendent	-	265,000	-	-	-	265,000
	2097HE1730	2002 Caterpillar 950G Loader #525	Fleet Superintendent	-	-	270,000	-	-	270,000
	2097HE1750	1997 Forklift #315	Fleet Superintendent	-	-	-	36,000	-	36,000
	2097HE1751	2013 Trackless Snowblower #687	Fleet Superintendent	-	-	175,000	-	-	175,000
	2097HE1752	2001 105KW Mobile Generator #313	Fleet Superintendent	-	-	50,000	-	-	50,000
	2097HV1755	2001 Peterbilt Bin Truck #468	Fleet Superintendent	-	190,000	-	-	-	190,000
	2097LE1720	Snowplow #300A	Fleet Superintendent	-	18,000	-	-	-	18,000
	2097LE1721	Snowplow #307A	Fleet Superintendent	-	-	18,000	-	-	18,000
	2097LE1722	Slurry Liquidator #326	Fleet Superintendent	-	41,000	-	-	-	41,000
	2097LE1724	2019 Sander/Spreader #808	Fleet Superintendent	-	-	-	-	10,000	10,000
	2097LE1727	2012 Snowplow #669B	Fleet Superintendent	-	-	-	-	72,000	72,000
	2097LI1401	Pavement Maintenance, Utility Facilities	Senior Engineer	220,000	27,500	90,000	12,500	260,000	610,000
	2097LI1701	Pavement Maintenance, Reservoir 3-1 WPS 4-2/5-1	Senior Engineer	25,000	195,000	-	-	-	220,000
	2097LV1710	2013 Chevy Equinox	Fleet Superintendent	-	-	-	37,000	-	37,000
	2097LV1734	2013 1/2 Ton Pick-Up #677 Treatment	Fleet Superintendent	-	-	-	37,000	-	37,000
	2097LV1735	2003 GMC 3/4-Ton Pick-up #702	Fleet Superintendent	-	-	-	-	34,000	34,000
	2097LV1736	2005 Chevy 1/2-Ton Pick-up #553	Fleet Superintendent	-	32,000	-	-	-	32,000



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Department	Project Number	Project Title	Project Manager	2021	2022	2023	2024	2025	Total
	2097LV1738	2009 Chevrolet 1/2 Ton Pick-up Truck #631	Fleet Superintendent	-	30,000	-	-	-	30,000
	2097LV1739	2009 Chevrolet 1/2 Ton Pick-up Truck #632 Engineering Dept.	Fleet Superintendent	-	32,000	-	-	-	32,000
	2097LV1740	2012 Extend-A-Cab Pick-up #678 Pipeline Dept.	Fleet Superintendent	-	-	32,000	-	-	32,000
	2097LV1741	2004 3/4-Ton Service Truck w/liftgate & crane #703	Fleet Superintendent	-	-	-	-	58,000	58,000
	2097LV1743	2013 1-Ton Flatbed #679 Pipeline Dept.	Fleet Superintendent	-	-	-	44,000	-	44,000
	2097LV1744	2012 1-Ton Service Truck w/ Liftgate #668 Treatment	Fleet Superintendent	-	-	43,000	-	-	43,000
	2097LV1745	2013 1-Ton Service Truck #680 Utilities Electrician	Fleet Superintendent	-	-	-	44,000	-	44,000
	2097LV1748	2008 Chevrolet Service Truck #680	Fleet Superintendent	-	-	45,000	-	-	45,000
	2097LV1749	2011 Chevrolet Service Truck #647 Treatment	Fleet Superintendent	45,000	-	-	-	-	45,000
	2097OE1205	Large Format Printer Replacement	Public Works Contract Administrator	-	-	-	29,000	-	29,000
	Total			554,000	1,162,500	883,000	349,500	573,320	3,522,320
Water	2299DI1102	Water Pumping Station Improvements	Engineering Manager	70,000	70,000	50,000	50,000	50,000	290,000
	2299DI1103	Replace Commercial Water Meters, Vaults and Lids	Collection/Distribution Supervisor	55,000	40,000	40,000	40,000	-	175,000
	2299DI1204	Water Reservoir Coatings and Site Improvements	Utility Maintenance Specialist	85,000	85,000	60,000	80,000	55,000	365,000
	2299DI1401	Burnt Cedar Water Disinfection Plant Improvements	Engineering Manager	25,000	55,000	25,000	25,000	150,000	280,000
	2299DI1701	Water Reservoir Safety and Security Improvements	Engineering Manager	250,000	-	-	-	-	250,000
	2299DI1702	Water Pump Station 2-1 Improvements	Engineering Manager	-	-	300,000	-	-	300,000
	2299DI2603	Residential meter and electronics replacement	Collection/Distribution Supervisor	-	-	-	150,000	250,000	400,000
	2299LV1720	2013 Mid Size Truck #630 Compliance	Fleet Superintendent	-	31,000	-	-	-	31,000
	2299WS1704	Watermain Replacement - Martis Peak Road vicinity	Senior Engineer	990,000	-	-	-	-	990,000
	2299WS1705	Watermain Replacement - Crystal Peak Road	Senior Engineer	-	50,000	986,000	-	-	1,036,000
	2299WS1706	Watermain Replacement - Slott Pk Ct	Senior Engineer	25,000	225,000	-	-	-	250,000
	2299WS1802	Watermain Replacement - Alder Avenue	Senior Engineer	-	-	50,000	535,000	-	585,000
	2299WS1803	Watermain Replacement - Future	Senior Engineer	-	-	-	50,000	600,000	650,000
	2299WS1804	R6-1 Tank Road Construction	Senior Engineer	15,000	110,000	-	-	-	125,000
	Total			1,515,000	666,000	1,511,000	930,000	1,105,000	5,727,000
Sewer	2523HE1723	2001 Sellick Forklift #499	Fleet Superintendent	-	-	-	65,000	-	65,000
	2523HV1721	2006 Kenworth T800 Bin truck #587	Fleet Superintendent	-	197,200	-	-	-	197,200
	2523LE1720	2018 Flail Mower #784	Fleet Superintendent	-	-	-	15,000	-	15,000
	2524HE1725	2008 Chevrolet Camera Truck #615	Fleet Superintendent	-	-	-	85,000	-	85,000
	2524SS1010	Effluent Pipeline Project	Engineering Manager	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000
	2599BD1105	Building Upgrades Water Resource Recovery Facility	Utility Superintendent	80,000	40,000	30,000	50,000	275,000	475,000
	2599DI1104	Sewer Pumping Station Improvements	Engineering Manager	70,000	30,000	30,000	50,000	50,000	230,000
	2599DI1701	Sewer Pumping Station 14 Improvements	Engineering Manager	-	-	-	30,000	85,000	115,000
	2599DI1703	Sewer Pump Station #1 Improvements	Engineering Manager	650,000	-	-	-	-	650,000
	2599SS1102	Water Resource Recovery Facility Improvements	Utility Superintendent	125,000	75,000	100,000	175,000	475,000	950,000
	2599SS1103	Wetlands Effluent Disposal Facility Improvements	Utility Maintenance Specialist	100,000	100,000	100,000	100,000	-	400,000
	2599SS1203	Replace & Reline Sewer Mains, Manholes and Appurtenances	Senior Engineer	80,000	60,000	55,000	105,000	55,000	355,000
	2599SS1901	Wastewater Resource Recovery Facility (WRRF) Drainage Improvements	Senior Engineer	12,500	-	-	-	-	12,500
	2599SS2010	Effluent Pond Lining	Director of Public Works	-	-	-	-	-	-
	2599SS2107	Update Camera Equipment	Collection/Distribution Supervisor	-	60,000	-	-	-	60,000
	Total			3,117,500	2,562,200	2,315,000	2,675,000	2,940,000	13,609,700



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Department	Project Number	Project Title	Project Manager	2021	2022	2023	2024	2025	Total
Total Utilities				5,186,500	4,390,700	4,709,000	3,954,500	4,618,320	22,859,020
Internal Service									
Fleet	5190ME1201	Replacement Shop Tools and Equipment	Fleet Superintendent	-	-	16,000	-	-	16,000
	5197CO1501	Fuel Management Program	Fleet Superintendent	-	-	-	-	28,000	28,000
	5197CO1801	Fleet Software upgrade - manages rolling stock/equip	Fleet Superintendent	-	-	14,000	-	-	14,000
	5197LE1720	Replace 2007 Vehicle/Equipment Trailer #629	Fleet Superintendent	-	-	-	12,000	-	12,000
	Total			-	-	30,000	12,000	28,000	70,000
Buildings	5394LE1723	2003 Genie Scissor Lift	Fleet Superintendent	-	16,000	-	-	-	16,000
	5394LE1724	2004 Equipment Trailer (Tilt)	Fleet Superintendent	-	5,200	-	-	-	5,200
	5394LV1720	Replace 2005 Service Truck 4X4 (1-ton) #555	Fleet Superintendent	-	43,600	-	-	-	43,600
	5394LV1722	Replace 2004 Pick-up Truck 4X4 (1/2-ton) #540	Fleet Superintendent	5,000	-	-	-	-	5,000
	Total			5,000	64,800	-	-	-	69,800
Total Internal Service				5,000	64,800	30,000	12,000	28,000	139,800
Community Services									
Championship Golf	3141FF1804	Champ Golf Exterior Icemaker Replacement	Buildings Superintendent	10,500	-	-	-	-	10,500
	3141FF1903	Championship Golf Course Bear Boxes	Grounds Superintendent	6,000	-	-	-	-	6,000
	3141GC1103	Irrigation Improvements	Golf Courses	15,000	26,000	15,000	30,000	27,000	113,000
	3141GC1501	Maintenance Building Drainage, Washpad and Pavement improvements	Engineering Manager	700,000	-	-	-	-	700,000
	3141GC1803	Championship Course Tees	Grounds Superintendent	-	12,000	-	-	-	12,000
	3141GC1901	Practice Green Expansion	Grounds Superintendent	-	-	-	-	150,000	150,000
	3141LI1201	Pavement Maintenance of Parking Lots - Champ Course & Chateau	Senior Engineer	55,000	17,500	65,000	615,000	5,000	757,500
	3141LI1202	Pavement Maintenance of Cart Paths - Champ Course	Senior Engineer	62,500	55,000	55,000	55,000	195,000	422,500
	3141LV1898	Championship Golf Course Electric Cart Fleet and GPS	Director of Golf	378,000	-	-	-	-	378,000
	3142LE1722	2001 Shattertine Aerifier #500	Fleet Superintendent	-	-	-	8,000	-	8,000
	3142LE1723	2017 Toro Force Debris Blower #742	Fleet Superintendent	-	-	10,000	-	-	10,000
	3142LE1725	2015 Carryall Club Car #720	Fleet Superintendent	-	-	-	-	15,000	15,000
	3142LE1726	2015 Carryall Club Car #721	Fleet Superintendent	-	-	-	-	15,000	15,000
	3142LE1737	2006 Carryall Club Car #589	Fleet Superintendent	13,000	-	-	-	-	13,000
	3142LE1738	2006 Carryall Club Car #590	Fleet Superintendent	13,000	-	-	-	-	13,000
	3142LE1739	2006 Carryall Club Car #591	Fleet Superintendent	13,000	-	-	-	-	13,000
	3142LE1741	2016 Bar Cart #724	Fleet Superintendent	17,000	-	-	-	-	17,000
	3142LE1742	2016 Bar Cart #725	Fleet Superintendent	17,000	-	-	-	-	17,000
	3142LE1743	2017 Toro Sand Pro 3020 #744	Fleet Superintendent	-	-	-	22,000	-	22,000
	3142LE1744	2014 Toro Tri-Plex Mower 3250D #694	Fleet Superintendent	-	48,800	-	-	-	48,800
	3142LE1745	2017 Toro 3500D Mower #743	Fleet Superintendent	-	38,000	-	-	-	38,000
	3142LE1746	2012 JD 8500 Fairway Mower #670	Fleet Superintendent	-	92,000	-	-	-	92,000
	3142LE1747	2011 Toro Groundsmaster 4000D #650	Fleet Superintendent	-	69,000	-	-	-	69,000
	3142LE1748	2015 Toro Greensmaster 1600 #711	Fleet Superintendent	-	-	-	11,300	-	11,300
	3142LE1749	2015 Toro Greensmaster 1600 #712	Fleet Superintendent	-	-	-	11,300	-	11,300
	3142LE1750	2013 JD 3235 Fairway Mower #685	Fleet Superintendent	-	-	92,000	-	-	92,000
	3142LE1753	2019 Toro Greensmaster 2120 #797	Fleet Superintendent	-	-	-	17,000	-	17,000
	3142LE1754	2019 Toro Greensmaster 2120 #798	Fleet Superintendent	-	-	-	17,000	-	17,000
	3142LE1755	2019 Toro Greensmaster 2120 #799	Fleet Superintendent	-	-	-	17,000	-	17,000



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Department	Project Number	Project Title	Project Manager	2021	2022	2023	2024	2025	Total
	3142LE1756	2019 Toro Greensmaster 2120 #800	Fleet Superintendent	-	-	-	17,000	-	17,000
	3142LE1757	2019 Toro Greensmaster 2120 #801	Fleet Superintendent	-	-	-	17,000	-	17,000
	3142LE1758	2019 Toro Greensmaster 2120 #802	Fleet Superintendent	-	-	-	17,000	-	17,000
	3142LE1759	2014 3500D Toro Rotary Mower #693	Fleet Superintendent	-	38,000	-	-	-	38,000
	3142LE1861	Toro Greensmaster 1600 #796	Fleet Superintendent	-	-	-	11,300	-	11,300
	3143GC1201	Driving Range Nets	Engineering Technician	90,000	-	-	-	-	90,000
	3143GC1202	Driving Range Improvements	Grounds Superintendent	-	-	-	34,000	-	34,000
		Golf Courses							
	3143GC2002	Range Ball Machine Replacement	Director of Golf	-	-	20,000	-	-	20,000
	3144FF1702	Replace Icemaker Championship Golf Course Cart Barn	Buildings Superintendent	-	10,980	-	-	-	10,980
	3153BD2001	Recoat Chateau F&B Grill and Catering Kitchen Floors	Buildings Superintendent	-	39,700	-	-	-	39,700
	3197HV1749	1997 1-Ton Dump Truck #419	Fleet Superintendent	-	44,000	-	-	-	44,000
	3197LE1721	2017 Toro Aerator #754	Fleet Superintendent	-	-	-	-	28,000	28,000
	3197LE1722	2018 Toro Multi-Pro Sprayer #781	Fleet Superintendent	-	-	-	75,000	-	75,000
	3197LE1729	2017 Toro Multi-Pro Spray Rig #746	Fleet Superintendent	-	-	-	41,000	-	41,000
	3197LE1731	2008 Planetair HD50 #616	Fleet Superintendent	38,000	-	-	-	-	38,000
	3197LE1732	2015 John Deere 1500 Fairway Aerator #716	Fleet Superintendent	-	-	-	-	32,500	32,500
	3197LE1735	2017 TORO Procore 864 Aerator #747	Fleet Superintendent	28,000	-	-	-	32,500	60,500
	3197LE1748	Replace Blade Grinding Equipment	Fleet Superintendent	-	-	-	49,000	-	49,000
	3197LE1752	2017 Deep Tine Aerator #763	Fleet Superintendent	27,000	-	-	-	27,800	54,800
	3197LE1902	Graden Sand Injection Verticutter	Fleet Superintendent	18,500	-	-	-	-	18,500
	3197LE2004	2017 TORO PROCORE 864 AERATOR #756	Fleet Superintendent	33,500	-	-	-	32,500	66,000
	3197LE2020	2010 JD 4120 Tractor #643	Fleet Superintendent	-	32,000	-	-	-	32,000
	3197LE2022	2017 Toro Core Processor #758	Fleet Superintendent	-	-	-	-	26,000	26,000
	3199OE1501	Championship Golf Printer Copier Replacement 955 Fairway	Director of IT	-	-	10,000	-	-	10,000
	Total			1,535,000	522,980	267,000	1,064,900	586,300	3,976,180
Mountain Golf	3241GC1101	Mountain Course Greens, Tees and Bunkers	Grounds Superintendent	8,000	8,000	-	-	40,000	56,000
		Golf Courses							
	3241GC1404	Irrigation Improvements	Grounds Superintendent	-	-	30,000	10,000	12,000	52,000
		Golf Courses							
	3241GC1502	Wash Pad Improvements	Engineering Manager	-	5,000	65,000	-	-	70,000
	3241LI2001	Mountain Golf Cart Path Replacement	Director of Golf/Community Services	165,000	550,000	550,000	550,000	-	1,815,000
	3241LV1899	Mountain Course 58 Cart Fleet	Director of Golf	-	-	-	-	491,200	491,200
	3242LE1720	2018 Toro Force Blower #777	Fleet Superintendent	-	-	10,000	-	-	10,000
	3242LE1721	2015 Carryall Club Car #713	Fleet Superintendent	-	-	-	-	15,000	15,000
	3242LE1722	2015 Carryall Club Car #714	Fleet Superintendent	-	-	-	-	15,000	15,000
	3242LE1723	2015 Carryall Club Car #718	Fleet Superintendent	-	-	-	-	15,000	15,000
	3242LE1724	2015 Carryall Club Car #719	Fleet Superintendent	-	-	-	-	15,000	15,000
	3242LE1726	2016 Bar Cart #726	Fleet Superintendent	20,000	-	-	-	-	20,000
	3242LE1728	2015 Toro 4000D Rough Mower #709	Fleet Superintendent	-	69,000	-	-	-	69,000
	3242LE1729	2015 JD 3235 Fairway Mower #717	Fleet Superintendent	-	-	-	-	93,000	93,000
	3242LE1730	2018 Toro Tri-Plex 3250D Mower #779	Fleet Superintendent	-	-	-	-	45,500	45,500
	3242LE1731	2017 Toro Sand Pro #745	Fleet Superintendent	-	-	-	22,000	-	22,000
	3242LE1732	2018 Toro Tri-Plex Mower #780	Fleet Superintendent	-	-	-	-	60,000	60,000
	3242LE2002	2019 Toro Tri-Plex Mower #795	Fleet Superintendent	-	-	-	-	40,000	40,000
	3242LI1204	Pavement Maintenance of Parking Lot - Mountain Golf Course	Senior Engineer	6,000	12,500	12,500	22,500	27,500	81,000
	3299BD1403	Mountain Course Maintenance Building - Electrical Improvements	Engineering Technician	-	50,000	375,000	-	-	425,000

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Department	Project Number	Project Title	Project Manager	2021	2022	2023	2024	2025	Total
Facilities	3299BD1705	Paint Exterior of Mountain Golf Clubhouse	Buildings Superintendent	-	-	-	-	31,000	31,000
	Total			199,000	694,500	1,042,500	604,500	900,200	3,440,700
	3350BD1103	Chateau - Replace Carpet	Buildings Superintendent	-	-	49,500	68,000	-	117,500
	3350BD1302	Resurface Patio Deck - Chateau	Buildings Superintendent	36,000	-	-	-	-	36,000
	3350BD1505	Paint Interior of Chateau	Buildings Superintendent	-	-	40,500	-	-	40,500
	3350BD1506	Paint Exterior of Chateau	Buildings Superintendent	-	47,000	-	-	-	47,000
	3350BD1702	Upgrade Chateau Community Room Lighting Control Module	Buildings Superintendent	-	-	-	-	25,620	25,620
	3350BD1704	Replace Air Walls Chateau	Buildings Superintendent	56,500	-	-	-	-	56,500
	3350BD1803	Replace Carpet in Chateau Grill	Buildings Superintendent	-	30,000	-	-	-	30,000
	3350BD1808	Chateau Community Room Ceiling and Beam Refurbishing	Buildings Superintendent	-	-	-	25,000	-	25,000
	3350ME2001	Retrofit Chateau Ventilation Ducts	Engineering Technician	7,500	-	-	-	-	7,500
	3351BD1501	Aspen Grove - Replace Carpet	Buildings Superintendent	-	11,000	-	-	-	11,000
	3351BD1703	Aspen Grove Outdoor Seating BBQ and Landscaping	Parks Superintendent	-	41,400	10,000	-	-	51,400
	3351BD2101	Dumpster enclosure - Village Green/Aspen Grove	Parks Superintendent	-	45,000	-	-	-	45,000
	3352FF1104	Replace Banquet Serviceware	Sales and Events Coordinator	-	-	-	11,000	66,000	77,000
3352LV1720	Replace 2013 Cargo Truck #690	Fleet Superintendent	-	-	38,500	-	-	38,500	
Total			100,000	174,400	138,500	104,000	91,620	608,520	
Ski	3453BD1806	Base Lodge Walk In Cooler and Food Prep Reconfiguration	Engineering Manager	15,000	200,000	-	-	-	215,000
	3453FF1706	Replace Main Lodge/Snowflake Lodge Dining Furniture and Fixtures	Food and Beverage Director	-	-	49,000	-	-	49,000
	3453FF1707	Replacement of Main and Snowflake Lodge Kitchen Equipment	Food and Beverage Director	-	-	53,000	-	11,000	64,000
	3462HE1502	Crystal Express Ski Lift Maintenance and Improvements	Mountain Operations Manager	55,000	30,000	145,000	-	-	230,000
	3462HE1702	Lakeview Ski Lift Maintenance and Improvements	Mountain Operations Manager	25,000	65,000	17,000	-	39,000	146,000
	3462HE1711	Lodgepole Ski Lift Maintenance and Improvements	Mountain Operations Manager	-	60,000	65,000	-	120,000	245,000
	3462HE1712	Red Fox Ski Lift Maintenance and Improvements	Ski Resort General Manager	-	-	-	20,000	-	20,000
	3462HE1903	Ridge Ski Lift Maintenance and Improvements	Mountain Operations Manager	45,000	-	-	-	-	45,000
	3462LE1720	2016 Polaris Ranger Crew #728	Fleet Superintendent	-	-	-	19,000	-	19,000
	3463HE1721	2013 Snow blower #689	Fleet Superintendent	-	-	-	165,900	-	165,900
	3463HE1722	Loader Tire Chains (1-Set)	Fleet Superintendent	-	9,750	-	-	-	9,750
	3463HE1723	2002 Caterpillar 950G Loader #524	Fleet Superintendent	-	265,000	-	-	-	265,000
	3463HE1724	Replace 2014 Winch Cat Grooming vehicle # 699	Fleet Superintendent	-	-	-	-	415,000	415,000
	3463HE1725	Replace 2014 Grooming vehicle # 700	Fleet Superintendent	-	-	-	-	415,000	415,000
	3463HE1728	Replacement of 2011 Grooming Vehicle # 645	Fleet Superintendent	-	400,000	-	-	-	400,000
	3464BD1403	Resurface Main Lodge Decks	Buildings Superintendent	-	-	-	-	65,000	65,000
	3464LE1601	Ski Resort Snowmobile Fleet Replacement	Fleet Superintendent	16,000	16,500	17,000	17,000	17,500	84,000
	3464LE1729	Snowplow #304A	Fleet Superintendent	-	19,000	-	-	-	19,000
	3464LE1734	2016 Polaris Ranger Crew #723	Fleet Superintendent	-	-	19,000	-	-	19,000
3464LV1730	2014 Yamaha ATV #695	Fleet Superintendent	-	19,000	-	-	-	19,000	
3464LV1732	2013 Yamaha Rhino (ATV) #674	Fleet Superintendent	21,000	-	-	-	-	21,000	
3464ME1802	Diamond Peak Fuel Storage Facility	Fleet Superintendent	-	-	-	-	20,000	20,000	
3464SI1002	Fan Guns Purchase and Replacement	Mountain Operations Manager	-	160,000	120,000	-	-	280,000	



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Department	Project Number	Project Title	Project Manager	2021	2022	2023	2024	2025	Total
	3467LE1703	Replace Child Ski Center Surface Lift	Ski Resort General Manager	-	72,000	-	-	-	72,000
	3468RE0002	Replace Ski Rental Equipment	Director of Skier Services	200,000	-	-	360,000	210,000	770,000
	3468RE1609	Replace Ski Rental Machinery	Director of Skier Services	-	36,000	-	-	-	36,000
	3469HE1739	Replace 2010 Shuttle Bus #635	Fleet Superintendent	140,000	-	-	-	-	140,000
	3469HE1740	Replace 2010 Shuttle Bus #636	Fleet Superintendent	140,000	-	-	-	-	140,000
	3469LI1105	Pavement Maintenance, Diamond Peak and Ski Way	Senior Engineer	25,000	-	-	-	-	25,000
	3469LI1805	Ski Way and Diamond Peak Parking Lot Reconstruction	Engineering Manager	300,000	3,600,000	-	-	-	3,900,000
	3469LV1735	2007 Chevy 1-Ton Pick-Up #596	Fleet Superintendent	-	40,000	-	-	-	40,000
	3469LV1736	2007 Chevy 1-Ton Pick-Up #597	Fleet Superintendent	-	40,000	-	-	-	40,000
	3469LV1737	1991 Ski Passenger Tram #267	Fleet Superintendent	-	22,700	-	-	-	22,700
	3469LV1738	1993 Ski Passenger Tram #283	Fleet Superintendent	-	-	23,400	-	-	23,400
	3499BD1710	Diamond Peak Facilities Flooring Material Replacement	Mountain Operations Manager	55,000	34,000	20,000	20,000	8,000	137,000
	3499BD2002	Arc Flash Study - Ski	Director of Public Works	20,000	-	-	-	-	20,000
	3499OE1205	Replace Staff Uniforms	Ski Resort General Manager	135,000	-	-	-	-	135,000
	3499OE1502	Skier Services Administration Printer Copier Replacement 1210 Ski Way	Director of IT	-	-	10,000	-	-	10,000
	Total			1,192,000	5,088,950	538,400	601,900	1,320,500	8,741,750
Parks	4378BD1603	Resurface and Coat Incline Park Bathroom Floors	Buildings Superintendent	13,940	-	-	-	14,500	28,440
	4378BD1604	Resurface and Coat Preston Park Bathroom, Mechanical Room, and Bleacher Floors	Buildings Superintendent	-	53,200	-	-	-	53,200
	4378BD1605	Aspen Grove Flatscape and Retaining Wall Enhancement and Replacement	Senior Engineer	-	-	145,000	105,000	-	250,000
	4378BD1701	Dumpster enclosure – Incline Park	Parks Superintendent	-	45,000	-	-	-	45,000
	4378BD1705	Rosewood Creek Foot Bridges	Parks Superintendent	8,000	-	-	-	-	8,000
	4378BD1801	Preston Field Retaining Wall Replacement	Engineering Manager	10,000	22,000	264,000	-	-	296,000
	4378BD2001	Grout Repair Upstairs Parks Office & Tile Replacement	Buildings Superintendent	-	10,000	-	-	-	10,000
	4378HV1738	2013 1-Ton Dump Truck #692	Fleet Superintendent	-	-	-	-	43,000	43,000
	4378LE1720	2013 Surf Rake #684	Fleet Superintendent	-	-	-	26,500	-	26,500
	4378LE1725	2008 Landpride Overseeder #622	Fleet Superintendent	-	-	-	-	17,000	17,000
	4378LE1726	2018 John Deere UTV #771	Fleet Superintendent	-	-	-	-	20,000	20,000
	4378LE1727	2015 John Deere Pro Gator #722	Fleet Superintendent	-	-	-	-	32,000	32,000
	4378LE1731	2008 JD Pro-Gator #624	Fleet Superintendent	36,000	-	-	-	-	36,000
	4378LE1742	2015 Ball Field Groomer #706	Fleet Superintendent	24,000	-	-	-	-	24,000
	4378LE1743	2019 Toro 3500D Rotary Mower #792	Fleet Superintendent	-	-	-	-	37,000	37,000
	4378LI1207	Maintenance, East & West End Parks	Senior Engineer	7,000	39,500	3,000	41,500	5,000	96,000
	4378LI1303	Pavement Maintenance, Village Green Parking	Senior Engineer	7,500	5,000	32,500	5,000	5,000	55,000
	4378LI1403	Pavement Maintenance, Preston Field	Senior Engineer	5,000	7,500	27,500	6,000	7,500	53,500
	4378LI1602	Pavement Maintenance, Overflow Parking Lot	Senior Engineer	5,000	5,000	27,500	5,000	10,000	52,500
	4378LI1802	Pavement Maintenance - Incline Park	Senior Engineer	3,500	7,500	3,500	6,000	6,000	26,500
	4378LV1734	2011 Pick-Up with Lift gate #646	Fleet Superintendent	-	-	44,500	-	-	44,500
	4378LV1735	2005 Pick-up Truck 4x4 (1-Ton) #554	Fleet Superintendent	-	45,000	-	-	-	45,000
	4378LV1737	2004 Pick-up Truck 4x4 (1-Ton) #541	Fleet Superintendent	45,000	-	-	-	-	45,000
	4378RS1501	Replace Playground - Incline Park	Senior Engineer	-	20,000	100,000	-	-	120,000
	4378RS1601	Replace Playgrounds - Preston	Senior Engineer	7,500	7,500	7,500	100,000	-	122,500
	Total			172,440	267,200	655,000	295,000	197,000	1,586,640
Tennis	4588BD1602	Paint All Court Fences and Light Poles	Buildings Superintendent	26,000	-	-	-	-	26,000



5 Year Capital Improvement Plan Summary - As of 3.13.2020

Department	Project Number	Project Title	Project Manager	2021	2022	2023	2024	2025	Total
Recreation Center	4588LI1201	Pavement Maintenance, Tennis Facility	Senior Engineer	5,000	5,000	5,000	10,000	22,500	47,500
	4588RS1401	Resurface Tennis Courts 8-9-10-11	Director of Parks and Recreation	17,600	-	-	-	-	17,600
	4588RS1402	Resurface Tennis Courts 3 thru 7	Director of Parks and Recreation	-	-	-	23,000	-	23,000
	4588RS1501	Resurface Tennis Courts 1 and 2	Director of Parks and Recreation	-	-	-	-	10,000	10,000
	Total			48,600	5,000	5,000	33,000	32,500	124,100
	4884BD1702	Replace Bird Netting	Buildings Superintendent	-	-	-	17,720	-	17,720
	4884BD1705	Upgrade Lights for I.P. Pathway	Buildings Superintendent	-	27,000	-	-	-	27,000
	4884BD1804	Chemtrol System for Recreation Center Pool	Director of Parks and Recreation	-	22,000	-	-	-	22,000
	4884BD1902	Recreation Center Upstairs Lobby Restrooms Remodel	Engineering Technician	170,000	-	-	-	-	170,000
	4884LI1102	Pavement Maintenance, Recreation Center Area	Senior Engineer	62,500	7,500	357,500	307,500	307,500	1,042,500
4884RS1503	Replaster Recreation Center Pool	Buildings Superintendent	-	-	-	200,000	-	200,000	
4886LE0001	Fitness Equipment	Recreation Center Manager	45,000	47,250	49,000	70,000	57,200	268,450	
4899BD1305	Paint Interior of Recreation Center	Buildings Superintendent	-	15,500	-	15,500	-	31,000	
4899FF1202	Rec Center Locker Room Improvements	Engineering Manager	60,000	720,000	-	-	-	780,000	
4899LV1721	2012 15-Passenger Van #667	Fleet Superintendent	-	45,800	-	-	-	45,800	
4899LV1723	2017 Chevy Compact SUV #751	Fleet Superintendent	-	32,000	-	-	-	32,000	
4899ME2001	Recreation Center Elevator Modernization	Engineering Technician	97,500	-	-	-	-	97,500	
4899OE1607	Recreation Center Printer Copier Replacement 980 Incline Way	Director of IT	20,000	-	-	-	-	20,000	
Total			455,000	917,050	406,500	610,720	364,700	2,753,970	
Community Services Shared	4999BD2001	Arc Flash Study - Community Services	Director of Public Works	10,000	-	-	-	-	10,000
	4999LV1802	2017 Dodge Caravan ADA #769	Fleet Superintendent	-	53,000	-	-	-	53,000
	4999OE1399	Web Site Redesign and Upgrade	Marketing Manager	80,000	-	-	-	-	80,000
Total			90,000	53,000	-	-	-	-	143,000
		Total Community Services		3,792,040	7,723,080	3,052,900	3,314,020	3,492,820	21,374,860
Beaches	3970BD2601	Burnt Cedar Swimming Pool Improvements	Engineering Manager	225,000	2,700,000	-	-	-	2,925,000
	3972BD1301	Pavement Maintenance, Ski Beach	Senior Engineer	6,000	8,500	15,000	256,000	6,000	291,500
	3972BD1501	Beaches Flatscape and Retaining Wall Enhancement and Replacement	Senior Engineer	55,000	55,000	55,000	55,000	-	220,000
	3972BD1707	Burnt Cedar Dumpster enclosure	Senior Engineer	35,000	-	-	-	-	35,000
	3972FF1704	Beach Furnishings	Parks Superintendent	7,000	21,000	-	-	-	28,000
	3972LE1720	2014 John Deere 5075E Tractor #698	Fleet Superintendent	-	-	-	-	54,000	54,000
	3972LI1201	Pavement Maintenance, Incline Beach	Senior Engineer	6,500	6,500	31,500	6,500	6,500	57,500
	3972LI1202	Pavement Maintenance, Burnt Cedar Beach	Senior Engineer	12,500	12,500	67,500	12,500	12,500	117,500
	3972RS1701	Replace Playgrounds - Beaches	Senior Engineer	7,500	7,500	15,000	100,000	100,000	230,000
	3973FF1204	Incline Beach Kitchen	Food and Beverage Director	-	7,260	-	-	-	7,260
	3973LI1302	Incline Beach Facility Replacement	Engineering Manager	100,000	-	-	-	-	100,000
	3974FF1101	Burnt Cedar Beach Kitchen	Food and Beverage Director	-	6,800	-	-	-	6,800
	3999BD1702	Resurface Burnt Cedar Pool Patio Deck	Buildings Superintendent	-	-	-	-	29,100	29,100
	3999BD1703	Replace Ski Beach Entrance Gate	Buildings Superintendent	-	-	-	19,500	-	19,500
	3999BD1708	Ski Beach Bridge Replacement	Senior Engineer	-	-	120,000	-	-	120,000



5 Year Capital Improvement Plan Summary - As of 3.13.2020

Department	Project Number	Project Title	Project Manager	2021	2022	2023	2024	2025	Total
	3999DI1706	Burnt Cedar Beach Backflow Device Replacement	Engineering Manager	-	-	45,000	-	-	45,000
	Total			454,500	2,825,060	349,000	449,500	208,100	4,286,160
Total				9,808,190	15,393,740	8,429,850	11,040,920	8,607,390	53,280,090

IVGID
Fund Balance Stress Test
Audited Fund Balance versus Planned Capital Project Transfers
Presented to Board of Trustees April 1, 2020

	<u>Community Services</u> <u>Fund</u>	<u>Beach</u> <u>Fund</u>
Audited Assigned Fund Balance June 30, 2019	\$ 12,261,649	\$ 1,774,846
Projected Operating Sources FYE 6/30/20	18,830,497	2,226,580
Projected Operating Uses FYE 6/30/20	(17,735,730)	(1,994,500)
Projected Capital Sources 6/30/20	3,322,215	302,172
Projected Capital Grants and Insurance	1,625,000	-
Projected Capital Uses 6/30/20	(6,981,122)	(270,050)
Projected Debt Service Sources 6/30/20	410,150	7,748
Projected Debt Service Uses 6/30/20	(384,354)	(6,289)
Transfer of Work Comp residual	241,875	13,125
Projected Assigned Fund Balance June 30, 2020	\$ 11,590,180	\$ 2,053,632
Proposed Affects for 2020-2021:		
Proposed Operating Sources FYE 6/30/21	19,595,090	2,341,670
Proposed Operating Uses FYE 6/30/21	(19,117,811)	(2,162,207)
Proposed Capital Sources 6/30/21	3,608,880	302,133
Proposed Capital New Project Uses 6/30/21	(3,792,400)	(483,600)
Projected Carry over CIP Grants from 6/30/20	340,000	-
Projected Carry over CIP Projects from 6/30/20	(3,078,380)	(20,000)
Proposed Debt Service Sources 6/30/21	410,100	7,747
Proposed Debt Service Uses 6/30/21	(383,172)	(6,270)
Projected Fund Balance June 30, 2021	\$ 9,172,487	\$ 2,033,105
Planned to meet Asset Replacement Funding:		
Bond Issue (Or Other Funding)		1,500,000
Burnt Cedar Pool Replacement Project 2021-22		(2,700,000)
Ski Way Pavement Replacement Project 2021-22	(3,600,000)	
Recreation Center Lockers from fund balance 2021-22	(515,000)	
Completion of Diamond Peak Entitlements	(663,000)	
Incline Beach House (TBD)		TBD
Sources (Uses) for fund balance from CIP 2022-23	555,980	(60,000)
Sources (Uses) for fund balance from CIP 2023-24	704,960	(120,000)
Projected Fund Balance (6/30/20) less planned items	\$ 5,655,427	\$ 653,105
Possible Fund Balance Target by Policy	\$ 4,500,000	\$ 525,000
Remainder	\$ 1,155,427	\$ 128,105

**IVGID Executive Summary based on Form 4404LGF
As of 3/16/2020**

FYE June 30, 2021

Fund and Function Budgeted Sources and Uses

IVGID	General Fund	Community Services	Beach Fund	Total Governmental	Utilities Fund	Internal Services	Total Proprietary	Budgeted	
								2020-21 All Funds Summary	2019-20 All Funds Summary
Operating Activities:									
Revenues:									
Ad Valorem & Property Tax	\$ 1,770,000	\$ -	\$ -	\$ 1,770,000	\$ -	\$ -	\$ -	\$ 1,770,000	\$ 1,697,807
Consolidated Tax	1,755,000			1,755,000				1,755,000	1,751,692
Charges for Services		17,522,204	1,596,800	19,119,004	13,072,588		13,072,588	32,191,592	29,588,263
Recreation Facility Fees		1,763,430	658,495	2,421,925				2,421,925	2,709,330
Intergovernmental & Grants		38,700		38,700	31,000		31,000	69,700	40,400
Interfund	1,471,440	99,911		1,571,351	241,400	3,321,636	3,563,036	5,134,387	4,762,317
Miscellaneous	2,400	118,130		120,530				120,530	112,761
Investments	131,400	52,500	11,250	195,150	148,500		148,500	343,650	467,000
Total Operating Sources	5,130,240	19,594,875	2,266,545	26,991,660	13,493,488	3,321,636	16,815,124	43,806,784	41,129,570
Expenditures by Function:									
General Government									
Operations	4,606,336			4,606,336		3,329,097	3,329,097	7,935,433	7,558,041
Utilities									
Operations				-	8,114,145		8,114,145	8,114,145	7,845,217
Recreation:									
Championship Golf		5,099,456		5,099,456			-	5,099,456	4,703,639
Mountain Golf		1,181,086		1,181,086			-	1,181,086	1,027,877
Facilities		565,991		565,991			-	565,991	549,035
Ski		8,054,900		8,054,900			-	8,054,900	7,565,368
Recreation Center		2,604,032		2,604,032			-	2,604,032	2,475,123
Recreation Admin		460,950		460,950			-	460,950	444,071
Parks		888,119		888,119			-	888,119	891,279
Tennis		263,277		263,277			-	263,277	270,423
Beach			2,162,207	2,162,207			-	2,162,207	2,109,190
Total Operating Expenditures	4,606,336	19,117,811	2,162,207	25,886,354	8,114,145	3,329,097	11,443,242	37,329,596	35,439,263
Net Operating Sources & Uses	\$ 523,904	\$ 477,064	\$ 104,338	\$ 1,105,306	\$ 5,379,343	\$ (7,461)	\$ 5,371,882	\$ 6,477,188	\$ 5,690,307
Non-Operating Activities:									
Capital Grants & Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 923,800
Facility Fees - Capital Projects		3,608,880	302,133	3,911,013				3,911,013	3,624,387
Facility Fees - Debt Service		410,100	7,747	417,847				417,847	417,898
Use of Fund Balance for Projects		200,000	50,000	250,000	450,000		450,000	700,000	7,027,765
Capital Project Expenditures	(370,150)	(3,792,040)	(454,500)	(4,616,690)	(5,186,500)	(5,000)	(5,191,500)	(9,808,190)	(16,424,397)
Debt Service Payments		(383,172)	(6,270)	(389,442)	(643,134)		(643,134)	(1,032,576)	(1,033,777)
Net Non-Operating Sources & Uses	(370,150)	43,768	(100,890)	(427,272)	(5,379,634)	(5,000)	(5,384,634)	(5,811,906)	(5,464,324)
Overall Net Sources & Uses	\$ 153,754	\$ 520,832	\$ 3,448	\$ 678,034	\$ (291)	\$ (12,461)	\$ (12,752)	\$ 665,282	\$ 225,983

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
DISTRICT OVERALL

As of 3/16/20

SOURCES AND USES BY OBJECT FOR THE FISCAL YEAR ENDING JUNE 30, 2021

	Actual FYE - 18	Actual FYE - 19	Estimated Actual FYE- 20	Approved Budget FYE - 20	Proposed Budget FYE - 21
Sources:					
Ad Valorem Property Tax	\$ 1,533,905	\$ 1,604,615	\$ 1,690,000	\$ 1,697,807	\$ 1,770,000
Consolidated Taxes	1,649,920	1,708,093	1,750,000	1,751,692	1,755,000
Charges for Services	27,643,676	31,814,592	30,489,000	29,588,263	32,191,592
Facility Fee - Operations	2,451,609	3,613,583	2,709,067	2,709,330	2,421,925
Facility Fee - Capital	3,002,675	2,811,012	3,624,387	3,624,387	3,911,013
Facility Fee - Debt Service	1,317,238	337,604	417,748	417,898	417,847
Investment income	252,402	846,169	537,000	467,000	343,650
Miscellaneous Revenues	242,424	164,855	141,000	112,761	120,530
Intergovernmental	37,220	31,570	40,000	40,400	69,700
Interfund	3,442,411	3,502,773	3,338,000	3,394,917	3,662,947
Central Services	1,094,000	1,169,400	1,367,400	1,367,400	1,471,440
Capital Grants & Insurance	356,709	31,958	1,625,000	923,800	-
Use of Fund Balance	950,000	1,169,945	2,335,000	7,027,765	700,000
Total Sources	43,974,189	48,806,169	50,063,602	53,123,420	48,835,644
Uses:					
Salaries & Wages	12,730,481	13,678,439	14,123,000	14,259,576	14,833,302
Employee Benefits	4,525,545	4,799,600	5,395,000	5,720,255	5,981,796
Total Personnel	17,256,026	18,478,039	19,518,000	19,979,831	20,815,098
Professional Services	403,464	447,968	531,470	513,000	551,500
Services & Supplies	7,957,119	8,311,481	8,587,000	8,671,369	9,209,207
Insurance	925,881	1,138,930	667,760	665,980	700,020
Utilities	2,249,442	2,242,251	2,303,800	2,388,308	2,435,197
Cost of Goods Sold	1,452,803	1,708,396	1,677,000	1,653,375	1,947,134
Central Services	1,094,000	1,169,400	1,367,400	1,367,400	1,471,440
Defensible Space	190,457	200,000	200,000	200,000	200,000
Total Services & Supplies	14,273,166	15,218,426	15,334,430	15,459,432	16,514,498
General Fund Cap. Exp.	113,813	121,257	340,000	686,445	370,150
Int. Serv. Cap. Exp.	26,719	-	-	-	5,000
Utility Fund Cap. Exp.	7,037,423	2,816,092	3,900,000	5,861,400	5,186,500
Comm. Services Cap. Exp.	3,905,926	6,043,500	7,283,002	8,886,502	3,792,040
Beach Cap. Exp.	221,248	284,298	200,000	990,050	454,500
Utility Debt Service	643,133	643,134	643,135	643,134	643,134
Comm. Serv. Debt Service	1,285,340	381,401	384,354	384,354	383,172
Beach Debt Service	6,237	6,241	6,241	6,289	6,270
Total Capital & Debt Serv.	13,239,839	10,295,923	12,756,732	17,458,174	10,840,766
Total Uses	44,769,031	43,992,388	47,609,162	52,897,437	48,170,362
Net Sources (Uses)	\$ (794,842)	\$ 4,813,781	\$ 2,454,440	\$ 225,983	\$ 665,282

IVGID 2020-2021 District Budget Calendar

(all dates are subject to change)

8-27-19	Strategic Plan for 2020-2022 started by Senior Team
9-6-19	Working 2020-2021 Budget is Open in Innoprise
9-12-19	Capital Projects Data Sheets and Process Started
10-24-19	Staff Budget kickoff
11-1-19	Target substantially completed with Ski Operating Budget
10-19 to 1-20	Staff prepares draft operating budget
10-19 to 2-20	Staff prepares updated Capital Improvement Project Summary for first 5 Years of proposed Data Sheets
11-7-19	Managers' report progress to date to GM
12-5-19	Managers' report progress to date to GM
Potential Workshop.....	Potential Board of Trustees approval of Strategic Plan Item in April/May 2020
12-13-19	Cutoff for identifying new CIP or Personnel Requests to the GM
1-28-20	Senior Team previews Long Term Capital Funding
2-12-20	Trustees set Budget and Rec Roll Hearing date as May 27, 2020
2-26-20	IVGID Utility Rate Study
2-26-20	Overall Operating Budget Preview and Strategy Introduction
3-6-20	2020/2021 preliminary operating information released on OpenGov.com
3-11-20	Board overview of Operating Budget
3-13-20	Release CIP 5 Year Summary Online (with Data Sheets)
By Appointment	Capital Improvement Projects Tour
4-1-20	Board review of 2020-2021 Capital Improvement Proposed Budget & Funding
4-14-20	Consider and Approve "Tentative" Budget Filing and Preliminary Rec Roll
4-14-20	Utility Rates (Ordinances 2 and 4) Public Hearing and Approval of Revised Ordinances
4-15-20	File "Tentative" Budget Form 4404LGF with State of NV
5-27-20	Public Hearing on final proposed Rec Roll and 2020-2021 Fiscal Year Budget
6-1-20	File Final Budget Form 4404LGF with State of NV
6-30-20	Distribute Operating and CIP Budget Books
7-29-20	Review and Approve District Indebtedness Report including the Five Year Capital Improvement Project Summary and State Forms
8-15-20	Deadline to publish Form 4409 Summary Budget

Preliminary FY2020-21 Capital Improvement Program Budget & Updated Five Year Capital Plan

Board of Trustees Meeting – April 1, 2020
Presented by Director of Finance Paul C. Navazio



Overview and Objective

- 1) Receive DRAFT 2020-21 Capital Improvement Plan Budget
 - 2) Provide Board Feedback on Proposed projects and Funding Plan
 - 3) Direct Staff to finalize 2020-21 Capital Improvement Plan
 - For Inclusion in District's Tentative Budget Submittal (April)
 - Pending Final Adoption of District Budget (May)
-

Following final budget adoption, Approved Five-Year Capital Improvement Plan required to be filed with State of Nevada:

- *Statement of Indebtedness Report due in July*

Presentation Outline

- Background / Introduction
- Preliminary Capital Improvement Plan (CIP) Summary
 - Five-Year CIP
 - Proposed FY2020-21 Capital Budget Appropriations
- Carry-over Appropriations in Support of FY2020-21 CIP Budget
- Capital Budget Highlights / Priority Projects
- Fund Balance Analysis
 - Community Services Fund
 - Beach Enterprise Fund
- Recap / Update to FY2020-21 Preliminary Budget
- FY2020-21 Budget Calendar



5 Year Capital Improvement Plan Summary - As of 3.13.2020

Fund	2021	2022	2023	2024	2025	Total
General Fund	\$ 370,150	\$ 390,100	\$ 288,950	\$ 3,310,900	\$ 260,150	\$ 4,620,250
Utilities	5,186,500	4,390,700	4,709,000	3,954,500	4,618,320	22,859,020
Internal Services	5,000	64,800	30,000	12,000	28,000	139,800
Community Services	3,792,040	7,723,080	3,052,900	3,314,020	3,492,820	21,374,860
Beaches	454,500	2,825,060	349,000	449,500	208,100	4,286,160
TOTAL	\$ 9,808,190	\$ 15,393,740	\$ 8,429,850	\$ 11,040,920	\$ 8,607,390	\$ 53,280,090

Fund / Department	2021	2022	2023	2024	2025	Total
General Fund						
Accounting / Information	353,150	277,600	133,950	105,900	255,150	1,125,750
General	17,000	112,500	155,000	3,205,000	5,000	3,494,500
<i>Sub-Total</i>	<i>\$ 370,150</i>	<i>\$ 390,100</i>	<i>\$ 288,950</i>	<i>\$ 3,310,900</i>	<i>\$ 260,150</i>	<i>\$ 4,620,250</i>
Utilities						
Public Works Shared	554,000	1,162,500	883,000	349,500	573,320	3,522,320
Water	1,515,000	666,000	1,511,000	930,000	1,105,000	5,727,000
Sewer	3,117,500	2,562,200	2,315,000	2,675,000	2,940,000	13,609,700
<i>Sub-Total</i>	<i>\$ 5,186,500</i>	<i>\$ 4,390,700</i>	<i>\$ 4,709,000</i>	<i>\$ 3,954,500</i>	<i>\$ 4,618,320</i>	<i>\$ 22,859,020</i>
Internal Services						
Fleet	-	-	30,000	12,000	28,000	70,000
Buildings	5,000	64,800	-	-	-	69,800
<i>Sub-Total</i>	<i>\$ 5,000</i>	<i>\$ 64,800</i>	<i>\$ 30,000</i>	<i>\$ 12,000</i>	<i>\$ 28,000</i>	<i>\$ 139,800</i>
Community Services						
Championship Golf	1,535,000	522,980	267,000	1,064,900	586,300	3,976,180
Mountain Golf	199,000	694,500	1,042,500	604,500	900,200	3,440,700
Facilities	100,000	174,400	138,500	104,000	91,620	608,520
Ski	1,192,000	5,088,950	538,400	601,900	1,320,500	8,741,750
Parks	172,440	267,200	655,000	295,000	197,000	1,586,640
Tennis	48,600	5,000	5,000	33,000	32,500	124,100
Recreation Center	455,000	917,050	406,500	610,720	364,700	2,753,970
Community Services Shared	90,000	53,000	-	-	-	143,000
<i>Sub-Total</i>	<i>\$ 3,792,040</i>	<i>\$ 7,723,080</i>	<i>\$ 3,052,900</i>	<i>\$ 3,314,020</i>	<i>\$ 3,492,820</i>	<i>\$ 21,374,860</i>
Beaches	<i>\$ 454,500</i>	<i>\$ 2,825,060</i>	<i>\$ 349,000</i>	<i>\$ 449,500</i>	<i>\$ 208,100</i>	<i>\$ 4,286,160</i>
TOTAL	\$ 9,808,190	\$ 15,393,740	\$ 8,429,850	\$ 11,040,920	\$ 8,607,390	\$ 53,280,090

FY2020-21 Budget Appropriations

Fund	Total		Fund Sources	
	Proposed 2020-21		Current Revenues	Fund Balance
General Fund	\$ 370.150		\$ 370.150	-
Utilities	5,188.500		4,707.500	\$ 479,000
Community Services	3,792.040		3,192.040	600,000
Beach	454.500		264.500	190,000
Internal Services	5.000		5.000	-
	\$ 9,808,190		\$ 8,539,190	1,269,000

CARRY-OVER APPROPRIATIONS

Incline Village General Improvement District		Capital Improvement Projects Report to the Board of Trustees PROPOSED For the Year Ending June 30, 2021					3/13/2020 Form 4404 Budgeted Expenditures	
DESCRIPTION	PROJECT #	Prior Year	Current Year	Projects Cancelled	Adjustments	Reallocation	Carry Over to next year	
		Carry Forward	Proposed					
General Fund:								
Human Resources Management and Payroll Processing	1315CO1801	300,000	0				-300,000	0
Total General Fund	Total	300,000	370,150	0	0	0	-300,000	370,150
Utility Fund:								
Utility Shared Projects								
Water	Total	0	554,000	0	0	0	0	554,000
Effluent Export Project - Phase II	2524SS1010	11,586,890	2,000,000			-8,797,000	-4,789,890	0
Effluent Pipeline Segment 5,097 Feet	2524SS20XX		0			6,097,000		6,097,000
Effluent - Pond Lining	2599SS2010		0			2,700,000		2,700,000
Building Upgrades Water Resource Recovery Facility	2599BD1105		80,000					80,000
Sewer Pumping Station Improvements	2599DI1104		70,000					70,000
Sewer Pump Station #1 Improvements	2599DI1703	400,000	650,000					1,050,000
Sewer	Total	11,986,890	3,117,500	0	0	0	-4,789,890	10,314,500
Total Utility Fund	Total	11,986,890	5,186,500	0	0	0	-4,789,890	12,383,500
Total Internal Service	Total	0	5,000	0	0	0	0	5,000
Championship Golf Course:								
Venue Signage Enhancement	3141BD1706	60,000	0				-60,000	0
Replacement of 2010 John Dere 8500 #641	3142LE1760	92,000						92,000
Championship Golf Printer Copier Replacement	3199OE1501	10,000	0					10,000
Total Championship Golf Course	Total	162,000	1,535,000	0	0	0	-60,000	1,637,000
Mountain Golf Course:								
Mountain Course 58 Cart Fleet acquired by lease	3241LV1899	113,985	0				-83,589	30,396
Mountain Golf Cart Path Replacement	3241LI2001	166,395	165,000					331,395
Total Mountain Golf Course	Total	280,380	199,000	0	0	0	-83,589	395,791
Total Chateau and Aspen Grove	Total	0	100,000	0	0	0	0	100,000

CARRY-OVER APPROPRIATIONS

Incline Village General Improvement District		Capital Improvement Projects Report to the Board of Trustees PROPOSED For the Year Ending June 30, 2021					3/13/2020	
DESCRIPTION	PROJECT #	Prior Year	Current Year	Projects Canceled	Adjustments	Reallocation	Carry Over to next year	Budgeted Expenditures
		Carry Forward	Proposed					
Diamond Peak Ski Resort:								
Ski Way and Diamond Peak Parking Lot Reconstruction	3469LI1805	220,000	300,000					520,000
Diamond Peak Way Finding Signage Evaluation	3469RS1709	15,000	0				-15,000	0
Storage Building Replacement Design Evaluation (grants)	3499BD1804	40,000	0				-40,000	0
Ecommerce/Middleware Software	3499CE1909	202,000	0					202,000
Ski Master Plan Implementation (Entitlements)	3653BD1501	663,000	0				-663,000	0
Total Diamond Peak	Total	1,140,000	1,192,000	0	0	0	-718,000	1,614,000
Parks:								
Pump Track as funded by Grants	4378LI1604	300,000	0				-300,000	0
Total Parks	Total	300,000	172,440	0	0	0	-300,000	172,440
Tennis:								
Tennis Center Renovation	4588BD1604	1,162,000	0					1,162,000
Total Tennis	Total	1,162,000	48,600	0	0	0	0	1,210,600
Recreation Center:								
Pool Facility Deck/Floor Re-coat	4885BD1606	34,000	0					34,000
Total Recreation Center	Total	34,000	455,000	0	0	0	0	489,000
Community Services Administration:								
Total Community Services Administration	Total	0	90,000	0	0	0	0	90,000
Beach:								
Incline Beach Facility Replacement	3973LI1302	20,000	100,000					120,000
Total Beach	Total	20,000	454,500	0	0	0	0	474,500
District-wide Total		\$15,385,270	\$9,808,190	\$0	\$0	\$0	(\$6,251,479)	\$18,941,981

Fund Balance Analysis *Community Services and Beach Funds*

	Community Services Fund	Beach Fund
Audited Assigned Fund Balance June 30, 2019	\$ 12,261,649	\$ 1,774,846
Projected Operating Sources FYE 6/30/20	18,830,497	2,226,580
Projected Operating Uses FYE 6/30/20	(17,735,730)	(1,994,500)
Projected Capital Sources 6/30/20	3,322,215	302,172
Projected Capital Grants and Insurance	1,625,050	.
Projected Capital Uses 6/30/20	(6,981,122)	(270,050)
Projected Debt Service Sources 6/30/20	410,150	7,748
Projected Debt Service Uses 6/30/20	(384,354)	(6,289)
Transfer of Work Comp residual	241,875	13,125
Projected Assigned Fund Balance June 30, 2020	\$ 11,590,180	\$ 2,053,632
Proposed Affects for 2020-2021:		
Proposed Operating Sources FYE 6/30/21	19,595,090	2,341,670
Proposed Operating Uses FYE 6/30/21	(19,117,811)	(2,162,207)
Proposed Capital Sources 6/30/21	3,608,880	352,133
Proposed Capital New Project Uses 6/30/21	(3,792,400)	(483,600)
Projected Carry over CIP Grants from 6/30/20	340,000	.
Projected Carry over CIP Projects from 6/30/20	(3,078,380)	(20,000)
Proposed Debt Service Sources 6/30/21	410,100	7,747
Proposed Debt Service Uses 6/30/21	(383,172)	(6,270)
Projected Fund Balance June 30, 2021	\$ 9,172,487	\$ 2,033,105
Planned to meet Asset Replacement Funding:		
Bond Issue (Or Other Funding)	.	1,500,000
Burnt Cedar Pool Replacement Project 2021-22	.	(2,700,000)
5k/3Way Pavement Replacement Project 2021-22	(3,600,000)	.
Recreation Center Lockers from fund balance 2021-22	(515,000)	.
Completion of Diamond Peak Entitlements	(603,000)	.
Incline Beach House (THD)	.	TBD
Sources (Uses) for fund balance from CIP 2022-23	555,980	(60,000)
Sources (Uses) for fund balance from CIP 2023-24	704,960	(120,000)
Projected Fund Balance (6/30/20) less planned items	\$ 5,655,427	\$ 653,105
Possible Fund Balance Target by Policy	\$ 4,500,000	\$ 925,000
Remainder	\$ 1,155,427	\$ 228,105

IVGID Executive Summary based on Form 4404LGF
As of 3/16/2020

FYE June 30, 2021

Fund and Function Budgeted Sources and Uses

IVGID	General Fund	Community Services	Beach Fund	Total Governmental	Utilities Fund	Internal Services	Total Proprietary	Budgeted	
								2020-21 All Funds Summary	2019-20 All Funds Summary
Operating Activities:									
Revenues:									
Ad Valorem & Property Tax	\$ 1,770,000	\$ -	\$ -	\$ 1,770,000	\$ -	\$ -	\$ -	\$ 1,770,000	\$ 1,697,807
Consolidated Tax	1,755,000	-	-	1,755,000	-	-	-	1,755,000	1,751,692
Charges for Services	-	17,522,204	1,596,800	19,119,004	13,072,588	-	13,072,588	32,191,592	29,588,263
Recreation Facility Fees	-	1,763,430	658,495	2,421,925	-	-	-	2,421,925	2,709,330
Intergovernmental & Grants	-	38,700	-	38,700	31,000	-	31,000	69,700	40,400
Interfund	1,471,440	99,911	-	1,571,351	241,400	3,321,636	3,563,036	5,134,387	4,762,317
Miscellaneous	2,400	118,130	-	120,530	-	-	-	120,530	112,761
Investments	131,400	52,500	11,250	195,150	148,500	-	148,500	343,650	467,000
Total Operating Sources	5,130,240	19,594,875	2,266,545	26,991,660	13,493,488	3,321,636	16,815,124	43,806,784	41,129,570
Expenditures by Function:									
General Government									
Operations	4,606,336	-	-	4,606,336	-	3,329,097	3,329,097	7,935,433	7,558,041
Utilities									
Operations	-	-	-	-	8,114,145	-	8,114,145	8,114,145	7,845,217
Recreation:									
Championship Golf	-	5,099,456	-	5,099,456	-	-	-	5,099,456	4,703,639
Mountain Golf	-	1,181,086	-	1,181,086	-	-	-	1,181,086	1,027,877
Facilities	-	565,991	-	565,991	-	-	-	565,991	549,035
Ski	-	8,054,900	-	8,054,900	-	-	-	8,054,900	7,565,368
Recreation Center	-	2,604,032	-	2,604,032	-	-	-	2,604,032	2,475,123
Recreation Admin	-	460,950	-	460,950	-	-	-	460,950	444,071
Parks	-	888,119	-	888,119	-	-	-	888,119	891,279
Tennis	-	263,277	-	263,277	-	-	-	263,277	270,423
Beach	-	-	2,162,207	2,162,207	-	-	-	2,162,207	2,109,190
Total Operating Expenditures	4,606,336	19,117,811	2,162,207	25,886,354	8,114,145	3,329,097	11,443,242	37,329,596	35,439,263
Net Operating Sources & Uses	\$ 523,904	\$ 477,064	\$ 104,338	\$ 1,105,306	\$ 5,379,343	\$ (7,461)	\$ 5,371,882	\$ 6,477,188	\$ 5,690,307
Non-Operating Activities:									
Capital Grants & Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 923,800
Facility Fees - Capital Projects	-	3,608,880	302,133	3,911,013	-	-	-	3,911,013	3,624,387
Facility Fees - Debt Service	-	410,100	7,747	417,847	-	-	-	417,847	417,898
Use of Fund Balance for Projects	-	200,000	50,000	250,000	450,000	-	450,000	700,000	7,027,765
Capital Project Expenditures	(370,150)	(3,792,040)	(454,500)	(4,616,690)	(5,186,500)	(5,000)	(5,191,500)	(9,808,190)	(16,424,397)
Debt Service Payments	-	(383,172)	(6,270)	(389,442)	(643,134)	-	(643,134)	(1,032,576)	(1,033,777)
Net Non-Operating Sources & Uses	(370,150)	43,768	(100,890)	(427,272)	(5,379,634)	(5,000)	(5,384,634)	(5,811,906)	(5,464,324)
Overall Net Sources & Uses	\$ 153,754	\$ 520,832	\$ 3,448	\$ 678,034	\$ (291)	\$ (12,461)	(12,752)	\$ 665,282	\$ 225,983

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
DISTRICT OVERALL

As of 3/16/20

SOURCES AND USES BY OBJECT FOR THE FISCAL YEAR ENDING JUNE 30, 2021

	Actual FYE - 18	Actual FYE - 19	Estimated Actual FYE- 20	Approved Budget FYE - 20	Proposed Budget FYE - 21
Sources:					
Ad Valorem Property Tax	\$ 1,533,805	\$ 1,604,615	\$ 1,690,000	\$ 1,697,807	\$ 1,770,000
Consolidated Taxes	1,649,920	1,708,093	1,750,000	1,751,692	1,755,000
Charges for Services	27,643,676	31,814,592	30,489,000	29,588,263	32,191,592
Facility Fee - Operations	2,451,609	3,813,583	2,709,087	2,709,330	2,421,925
Facility Fee - Capital	3,002,675	2,811,012	3,624,387	3,624,387	3,911,013
Facility Fee - Debt Service	1,317,238	337,604	417,748	417,898	417,847
Investment income	252,402	846,169	537,000	467,000	343,650
Miscellaneous Revenues	242,424	164,855	141,000	112,781	120,530
Intergovernmental	37,220	31,570	40,000	40,400	69,700
Interfund	3,442,411	3,502,773	3,338,000	3,394,917	3,862,947
Central Services	1,094,000	1,169,400	1,367,400	1,367,400	1,471,440
Capital Grants & Insurance	356,709	31,958	1,625,000	923,800	-
Use of Fund Balance	950,000	1,169,945	2,335,000	7,027,785	700,000
Total Sources	43,974,189	48,806,169	50,063,602	53,123,420	48,835,644

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
DISTRICT OVERALL

As of 3/16/20

SOURCES AND USES BY OBJECT FOR THE FISCAL YEAR ENDING JUNE 30, 2021

	Actual FYE - 18	Actual FYE - 19	Estimated Actual FYE- 20	Approved Budget FYE - 20	Proposed Budget FYE - 21
Uses:					
Salaries & Wages	12,730,481	13,678,439	14,123,000	14,259,576	14,833,302
Employee Benefits	4,525,545	4,799,600	5,395,000	5,720,255	5,981,796
Total Personnel	17,256,026	18,478,039	19,518,000	19,979,831	20,815,098
Professional Services	403,484	447,988	531,470	513,000	551,500
Services & Supplies	7,957,119	8,311,481	8,587,000	8,671,389	9,209,207
Insurance	925,881	1,138,930	867,780	865,980	700,020
Utilities	2,249,442	2,242,251	2,303,800	2,388,308	2,435,197
Cost of Goods Sold	1,452,803	1,708,396	1,677,000	1,653,375	1,947,134
Central Services	1,094,000	1,169,400	1,367,400	1,367,400	1,471,440
Defensible Space	190,457	200,000	200,000	200,000	200,000
Total Services & Supplies	14,273,166	15,218,426	15,334,430	15,459,432	16,514,498
General Fund Cap. Exp.	113,813	121,257	340,000	688,445	370,150
Int. Serv. Cap. Exp.	26,719	-	-	-	5,000
Utility Fund Cap. Exp.	7,037,423	2,816,092	3,900,000	5,861,400	5,188,500
Comm. Services Cap. Exp.	3,905,926	6,043,500	7,283,002	8,888,502	3,792,040
Beach Cap. Exp.	221,248	284,298	200,000	990,050	454,500
Utility Debt Service	643,133	643,134	643,135	643,134	643,134
Comm. Serv. Debt Service	1,285,340	381,401	384,354	384,354	383,172
Beach Debt Service	6,237	6,241	6,241	6,289	6,270
Total Capital & Debt Serv.	13,239,839	10,295,923	12,758,732	17,458,174	10,840,766
Total Uses	44,769,031	43,992,388	47,609,162	52,897,437	48,170,362
Net Sources (Uses)	\$ (794,842)	\$ 4,813,781	\$ 2,454,440	\$ 225,983	\$ 865,282

Overview and Objective

- 1) Receive DRAFT 2020-21 Capital Improvement Plan Budget
 - 2) Provide Board Feedback on Proposed projects and Funding Plan
 - 3) Direct Staff to finalize 2020-21 Capital Improvement Plan
 - For Inclusion in District's Tentative Budget Submittal (April)
 - Pending Final Adoption of District Budget (May)
-

Following final budget adoption, Approved Five-Year Capital Improvement Plan required to be filed with State of Nevada:

- *Statement of Indebtedness Report due in July*

Budget Calendar

3-11-20	Board overview of Operating Budget
3-13-20	Release CIP 5 Year Summary Online (with Data Sheets)
By Appointment	Capital Improvement Projects Tour
4-1-20	Board review of 2020-2021 Capital Improvement Proposed Budget & Funding
4-14-20	Consider and Approve "Tentative" Budget Filing and Preliminary Rec Roll
4-14-20	Utility Rates (Ordinances 2 and 4) Public Hearing and Approval of Revised Ordinances
4-15-20	File "Tentative" Budget Form 4404LGF with State of NV
5-27-20	Public Hearing on final proposed Rec Roll and 2020-2021 Fiscal Year Budget
6-1-20	File Final Budget Form 4404LGF with State of NV
6-30-20	Distribute Operating and CIP Budget Books
7-29-20	Review and Approve District Indebtedness Report including the Five Year Capital Improvement Project Summary and State Forms
8-15-20	Deadline to publish Form 4409 Summary Budget

MEMORANDUM

TO: Board of Trustees

FROM: Indra Winquest
Interim General Manager

Paul C. Navazio
Director of Finance

SUBJECT: **DISCUSSION ONLY** - Discuss consideration of initiating process to evaluate converting the District's existing Community Services and Beach Governmental Special Revenue Funds back to Proprietary Enterprise Funds for fund accounting and financial reporting as well as budgeting and long-range financial planning.

STRATEGIC PLAN

REFERENCE(S): Long Range Principle #2 - Finance

DATE: March 25, 2020

I. RECOMMENDATION

At the request of Board of Trustees Chairman Callicrate, it is recommended that the Board of Trustees consider whether to initiate a process to evaluate converting the accounting and financial reporting of the District's Community Services and Beach activities currently accounted for on the bases of Governmental Special Revenue funds back to Proprietary Enterprise Funds, in accordance with Generally Accepted Accounting Principles and relevant state statutes applicable to each fund type.

II. BACKGROUND

Prior to June 30, 2015, the activities of the Community Services and the Beaches had historically been budgeted, accounted for and reported as Proprietary Enterprise Funds in accordance with accounting principles established by the Governmental Accounting Standards Board (GASB) and in compliance with applicable state statutes.

Beginning with the 2015-16 Fiscal Year commencing on July 1, 2015 (based on Board Resolution #1838, adopted on May 21, 2015), the District's Community

Services activities and Beach activities were transitioned to accounting and financial reporting on the basis of Governmental Special Revenue Funds for operations, capital expenditures and debt service.

Under applicable Nevada Administrative Code, the District's transition from Proprietary Enterprise fund accounting to Governmental Special Revenue Fund accounting required approval by the Nevada Department of Taxation to ensure compliance with applicable Nevada Revised Statutes. District Staff informed the Nevada Department of Taxation of its intent to recommend the proposed change in accounting principles in January of 2015, and following the process outlined by the Department of Taxation, the District ultimately received concurrence that its filing of the 2015-16 Tentative Budget utilizing Governmental Special Revenue accounting principles.

Starting in Fiscal Year 2015-16, the District's Community Services and Beach activities have consistently been budgeted and accounted for using Governmental Special Revenue Fund accounting principles. This includes accounting for all activities within the current (2019-20) Fiscal Year, as well as the preparation of the District's Fiscal Year 2020-21 budget.

At the request of Board of Trustees Chairman Callicrate, Staff has initiated a preliminary review of implications for transitioning the District's Community Services and Beach activities back to Proprietary Enterprise Fund accounting. Staff's initial review suggests that while the District's accounting and financial reporting system could, more than likely, readily accommodate a transition back to proprietary fund accounting, there are potentially significant implementation considerations that warrant thorough discussion by the Board.

Moreover, based on recent discussions with both Staff and the Chairperson of the Local Government Finance Committee of the Nevada Department of Taxation (as recently as Thursday, March 19, 2020), staff was advised that any consideration by the Department of a request from the District to change its basis of accounting would again require approval by the state agency, pursuant to its established process that would extend beyond the timeframe required for submittal of the District's preliminary and final budgets for Fiscal Year 2020-21.

Absent the urgency for the Board to consider taking formal action on this matter so as to inform submittal of either the Fiscal Year 2020-21 tentative or final budgets (due to be filed April and May, respectively), should the Board wish to entertain transitioning accounting practices, it would be appropriate to schedule one or more meetings or workshops to thoroughly discuss a) transition process, b) accounting

implications, and, importantly, c) optimal alignment of accounting principles with the District's business practices.

Staff is prepared to support the Board's consideration of transitioning the Community Services activities and Beach activities from Governmental Special Revenue fund accounting back to Proprietary Enterprise Fund accounting, based on direction provided by the Board of Trustees.

III. FINANCIAL IMPACT AND BUDGET

As an informational item, there is no direct financial impact of the Staff recommendation; nor does Staff believe there would be significant costs to the District to prepare and present an analysis of options, should the Board of Trustees so direct.

IV. ALTERNATIVES

The Board of Trustees could choose to:

- 1) Refer this issue to the Board's Audit Committee for review and discussion, and direct the committee to return to the Board with a recommendation, or
- 2) Not consider the possibility of transitioning Community Services activities and the Beach activities from Governmental Special Revenue Funds to Proprietary Enterprise Funds.

ATTACHMENTS:

1. Opinion Letter, dated December 8, 2014, from District's Independent Auditor (Kafoury, Armstrong & Co.) related to proposed transition from Enterprise Funds accounting to Special Revenue Funds accounting.
2. Resolution #1838 (dated May 21, 2015) establishing Governmental Special Revenue funds for the District's Community Services and Beach activities.
3. Nevada Department of Taxation Guidance Letter 15-002 dated October 27, 2015
4. Note 19 - Subsequent Events (from IVGID CAFR for Year Ending June 30, 2014).



KAFOURY, ARMSTRONG & CO.
A PROFESSIONAL CORPORATION
CERTIFIED PUBLIC ACCOUNTANTS

Serving our clients since 1941.

December 8, 2014

To Gerald Eick, Director of Finance,
Accounting, Risk Management
and Information Technology
Incline Village General Improvement District

We have reviewed the information provided by you regarding the Community Services Fund and the Beach Fund.

We understand the planned action is to utilize Special Revenue, Capital Project and Debt Service Fund accounting for these funds versus the prior utilization of Enterprise Fund accounting. Based on our understanding of the facts and circumstances obtained from your memorandum dated November 14, 2014 as well as our verbal discussions, we believe that the activities of the Community Services Fund and the Beach Fund, while appropriately accounted for as Enterprise funds in the past, could qualify for the use of Special Revenue, Capital Project and Debt Service Fund accounting in accordance with Statement of Governmental Accounting Standards Board (GASB Statement) No. 34 - *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments* and GASB Statement No 54. - *Fund Balance Reporting and Governmental Fund Type Definitions*. We understand you plan to make the changes identified above on July 1, 2015.

Very Truly Yours,

Kafoury, Armstrong & Co.

ELKO
FALLON
LAS VEGAS
RENO

5441 KIETZKE LANE, SUITE 150 • RENO, NEVADA 89511
775.689.9100 FAX: 775.689.9299 www.kafoury.com

The District has committed to these capital improvement projects through contractual arrangements:

	<u>Contract Award</u>	<u>Completed at June 30, 2015</u>	<u>Remaining Commitment</u>
Utility Fund			
Water main Replacement			
Q&D Construction, Inc.	\$596,560	\$267,848	\$328,712
Community Services Fund			
Creek Restoration			
Cardno, Inc.	\$227,000	\$197,773	\$ 29,227
Ski Resort Point of Sales System			
Active Network	\$313,449	\$132,400	\$181,049

18. EXTRAORDINARY EXPENSE FOR UTILITY FUND

In April 2014, a leak occurred in the District's effluent pipeline that results in damage to an area highway. Leaks of this magnitude and consequence are not expected in the normal course of operations and thus the repairs costs have been reported as an extraordinary expense. In July 2014 the District incurred \$26,906 of repair costs to complete the paving of the State highway affected by the leak.

19. SUBSEQUENT EVENT

Effective July 1, 2015, with its new fiscal and budget year, the District began utilizing Special Revenue, Capital Projects and Debt Service governmental fund accounting for the Community Services Fund and the Beach Fund, which have to date been accounted for as enterprise funds. The District has changed its approach to the pricing of services and in particular recognizes that the use of the facility fee to provide resources for capital expenditure and debt service cannot be displayed in a readily understandable fashion for its constituents.

The Board of Trustees has approved a budget, which has been filed with the State of Nevada Department of Taxation, which reflects this change. The remaining action will be to have the Board of Trustees approve the transfer of the Net Position of the Community Services Fund and the Beach Fund upon conclusion of the audit process and the acceptance of that report. The budget document filed with the State estimated that amount to be \$5,294,138 for the Community Services Fund, and \$1,302,486, for the Beach Fund. The District presented a template for calculating the transfer amount to the Nevada Department of Taxation Committee on Local Government Finance and outlined its intended method to convert from accrual based accounting under an enterprise fund, to modified accrual accounting for the Special Revenue governmental funds, which would go forward. No Net Position is considered directly related to either the capital projects funds or debt service funds at July 1, 2015.

Based on the audit as of June 30, 2015 the Net Position of the Community Services Fund is \$44,762,511. The Net Position for the Beach Fund is \$5,701,288. These amounts are adequate to satisfy their role in supporting the budget for the fiscal year ending June 30, 2016. The amount of capital project carryover \$1,115,576 (See Note 17) was known and set as a part of the approval of the operating and capital budget.

As of October 28, 2015 the District agreed to a settlement of the suit, described in Note 12, that will result in collecting \$245,000.



RESOLUTION NO. 1838

A RESOLUTION TO CREATE GOVERNMENTAL FUND TYPE; SPECIAL REVENUE, CAPITAL PROJECTS AND DEBTS SERVICE FUNDS FOR THE INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT FOR COMMUNITY SERVICES AND BEACH FUNDS AS REQUIRED BY NEVADA ADMINISTRATIVE CODE 354.241, EFFECTIVE AS OF JULY 1, 2015

RESOLVED, by the Board of Trustees of the Incline Village General Improvement District, Washoe County, Nevada, that

WHEREAS, pursuant to Nevada Administrative Code (NAC) Section 354.241, a local government is required to adopt a Resolution to create a fund types covered by Nevada Revised Statute 354.624 5 (a); and

WHEREAS, the District Community Services and Beach Funds provides services as defined under Nevada Revised Statute (NRS) 318, which in effect requires the use of those Fund's fund balance for a specific purpose; and

WHEREAS, on December 10, 2014, the Board of Trustees directed staff to apply for approval of the District's 2015-16 budget by the Nevada Department of Taxation utilizing Special Revenue, Capital Projects and Debt Service Fund accounting for Community Services and the Beach Funds; and

WHEREAS, the District expects to receive notice that its budget is found to be in compliance with NRS 354.598 by the Nevada Department of Taxation.

NOW, THEREFORE, IT IS ORDERED, as follows:

1. Effective July 1, 2015 the Incline Village General Improvement District, Nevada shall establish the governmental fund type Special Revenue, Capital Projects and Debt Service Funds for use by its Community Services and Beach Funds.
2. The table on the last page of this Resolution contains the required elements 1-4 and 6-7 under NAC 354.241, element 5 is met by the existing fund balance of the affected funds.



RESOLUTION NO. 1838

A RESOLUTION TO CREATE GOVERNMENTAL FUND TYPE; SPECIAL REVENUE, CAPITAL PROJECTS AND DEBTS SERVICE FUNDS FOR THE INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT FOR COMMUNITY SERVICES AND BEACH FUNDS AS REQUIRED BY NEVADA ADMINISTRATIVE CODE 354.241, EFFECTIVE AS OF JULY 1, 2015

* * * * *

I hereby certify that the foregoing is a full, true and correct copy of a resolution duly passed and adopted at a regularly held meeting of the Board of Trustees of the Incline Village General Improvement District on the 21st day of May, 2015, by the following vote:

AYES, and in favor thereof, Trustees: Jim Smith, Kendra Wong, Bill Devine, and Jim Hammerel

NOES, Trustees: Trustee Callicrate

ABSENT, Trustees: None

/s/ Jim Hammerel

Jim Hammerel
Secretary, IVGID Board of Trustees



RESOLUTION NO. 1838

A RESOLUTION TO CREATE GOVERNMENTAL FUND TYPE; SPECIAL REVENUE, CAPITAL PROJECTS AND DEBTS SERVICE FUNDS FOR THE INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT FOR COMMUNITY SERVICES AND BEACH FUNDS AS REQUIRED BY NEVADA ADMINISTRATIVE CODE 354.241, EFFECTIVE AS OF JULY 1, 2015

Fund Name	Purpose	Source of Revenues	Short-term Expenditures	Long-term Expenditures	Plan for Fund Balance	Adequacy of Fund Balance
Community Services – Special Revenue	Recreational activities conducted by the District under NRS 318, other than Beach locations	User fees, stand by charges, rents, grant, investment earnings and other income	Operating expenditures to provide recreational activities	Transfers out to capital purchases and debt service to support recreational activities	Meet the minimum necessary to maintain District recreational activities	Consider the District's Board Policy on Appropriate Level of Fund Balance
Community Services – Capital Expenditure	Capital expenditures related to recreational activities conducted by the District under NRS 318, other than Beach locations	Sales of coverage and capital assets and transfers from the Community Services Special Revenue Fund	Operating expenditures related to Community Services capital expenditures	Capital purchases to support Community Services recreational activities	Meet the minimum necessary to execute Community Services capital purchases	Consider the District's Board Policy on Appropriate Level of Fund Balance
Community Services – Debt Service	Debt service expenditures related to recreational activities conducted by the District under NRS 318, other than Beach locations	Transfer from the Community Services Special Revenue Fund	Operating expenditures related to Community Services debt service expenditures	Debt service expenditures to support Community Services recreational activities	Meet the minimum necessary to execute Community Services debt service expenditures	Consider the District's Board Policy on Appropriate Level of Fund Balance
Beach – Special Revenue	Recreational activities conducted by the District under NRS 318 for Beach locations	User fees, stand by charges, rents, grant, investment earnings and other income	Operating expenditures to provide Beach recreational activities	Transfers out to capital purchases and debt service to support Beach recreational activities	Meet the minimum necessary to maintain District Beach recreational activities	Consider the District's Board Policy on Appropriate Level of Fund Balance
Beach – Capital Expenditure	Capital expenditures related to recreational activities conducted by the District under NRS 318 for Beach locations	Sales of coverage and capital assets and transfers from the Beach Special Revenue Fund	Operating expenditures related to Beach capital expenditures	Capital purchases to support Beach recreational activities	Meet the minimum necessary to execute Beach capital purchases	Consider the District's Board Policy on Appropriate Level of Fund Balance
Beach – Debt Service	Debt service expenditures related to recreational activities conducted by the District under NRS 318 for Beach locations	Transfer from the Beach Special Revenue Fund	Operating expenditures related to Beach debt service expenditures	Debt service expenditures to support Beach recreational activities	Meet the minimum necessary to execute Beach debt service expenditures	Consider the District's Board Policy on Appropriate Level of Fund Balance



STATE OF NEVADA
DEPARTMENT OF TAXATION

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Guidance Letter 15-002

Date: October 27, 2015

To: County Finance Officers

From: Terry E. Rubald, Deputy Executive Director, Department of Taxation

CC: Committee on Local Government Finance, Marvin Leavitt, Chairman
Deonne Contine, Executive Director, Department of Taxation
Kelly Langley, Supervisor, Local Government Finance, Division of Local Government Services

Subject: Special Revenue Funds and Enterprise Funds

SUMMARY:

This Guidance Letter recognizes Governmental Accounting Standards Board (“GASB”) Statements, including but not limited to, No. 33, “Accounting and Financial Reporting for Nonexchange Transactions;” No. 34, “Basic Accounting Standards and Management’s Discussion and Analysis” and No. 54, “Fund Balance Reporting and Governmental Fund Type Definitions” are appropriate standards for the preparation of financial statements for all funds and comply with the requirements of NRS 354.612(2) as generally accepted accounting principles. In addition, this Guidance Letter discusses the nature and use of special revenue funds and enterprise funds, and provides examples.

This Guidance Letter does not change any interpretations of any existing general accounting principles followed by a local government. The purpose in issuing this Guidance Letter is to raise awareness about differences between using special revenue fund and enterprise fund accounting, by highlighting and discussing certain GASB statements in relation to Nevada law.

AUTHORITY FOR THIS LETTER:

NRS 354.472(1)(d): One of the purposes of the Local Government Budget and Finance Act is to provide for the control of revenues, expenditures and expenses in order to promote prudence and efficiency in the expenditure of public money. NRS 354.612(2) requires fund financial statements and other schedules to be prepared in accordance with generally accepted accounting principles.

Guidance Letter 15-002 was approved by the Committee on Local Government Finance on October 27, 2015.

APPLICATION:

The Department finds that Governmental Accounting Standards Board (“GASB”) Statements, including but not limited to, No. 33, “Accounting and Financial Reporting for Nonexchange Transactions;” No. 34,

“Basic Accounting Standards and Management’s Discussion and Analysis” and No. 54, “Fund Balance Reporting and Governmental Fund Type Definitions” are appropriate standards for the preparation of financial statements for all funds and comply with the requirements of NRS 354.612(2) as generally accepted accounting principles.

Based on the definitions of proprietary fund and special revenue fund found in NRS 354.553 and 354.570, as well as GASB No. 34, a special revenue fund is a type of governmental fund, whereas an enterprise fund is a type of proprietary fund.¹ In either case, the level of financial reporting must be based on a determination of whether the special revenue fund or the enterprise fund is a major or non-major fund.² The criteria for designation as a major fund is measured by whether the total assets, liabilities, revenues, or expenditures/expenses of the individual special revenue fund or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type. In addition, the total assets, liabilities, revenues, or expenditures/expenses of the individual special revenue fund or enterprise fund must be at least 5 percent of the corresponding total for all governmental and enterprise funds combined.³

When establishing a new fund, it is important to examine the activities that meet the criteria for using a particular kind of fund. For example, a governmental fund, such as a special revenue fund, generally has activities which are financed through taxes, intergovernmental revenues, and other non-exchange revenues. In a *nonexchange* transaction, a government gives (or receives) value without directly receiving (or giving) equal value in return, as opposed to an *exchange* transaction, in which each party receives and gives up essentially equal values.⁴ Business-type activities financed in whole or in part by fees charged to external parties for goods or services are usually, but not always, reported in enterprise funds.⁵ An enterprise fund essentially reports exchange transactions.

GASB No. 34, ¶78 outlines the financial statements required for governmental funds, including a balance sheet and statement of revenues, expenditures, and changes in fund balances. GASB No. 34, ¶91 indicates the required financial statements for a proprietary fund include a statement of net assets or balance sheet; a statement of revenues, expenses, and changes in fund net assets or fund equity; and a statement of cash flows.

Enterprise Funds

NRS 354.517 defines an enterprise fund as a fund established to account for operations (1) which are financed and conducted in a manner similar to the operations of private business enterprises, where the intent of the governing body is to have the expenses (including depreciation) of providing goods or services on a continuing basis to the general public, financed or recovered primarily through charges to the users; or (2) for which the governing body has decided that a periodic determination of revenues earned, expenses incurred and net income is consistent with public policy and is appropriate for capital maintenance, management control, accountability or other purposes.

Similarly, ¶67 of GASB Statement No. 34 states that an enterprise fund may be used to report any activity for which a fee is charged to external users for goods or services. In addition:

Activities are *required* to be reported as enterprise funds if any one of the following criteria is met. Governments should apply each of these criteria in the context of the activity’s *principal revenue sources*.

¹See complete statutory reference for NRS 354.553 and 354.570 at the end of this Guidance Letter. *See also*, ¶63, ¶64, ¶66, ¶67, GASB Statement No. 34 (June 1999), pp. 25-26.

²¶75, GASB Statement No. 34 (June 1999), p. 28.

³¶76, GASB Statement No. 34 (June, 1999), p. 28.

⁴¶7, **GASB Statement No. 33 (December, 1998)**, p. 3.

⁵¶15, GASB Statement No. 34 (June, 1999), p. 9.

- a. The activity is financed with debt that is secured solely by a pledge of the net revenues from fees and charges of the activity. Debt that is secured by a pledge of net revenues from fees and charges *and* the full faith and credit of a related primary government or component unit—even if that government is not expected to make any payments—is not payable solely from fees and charges of the activity. (Some debt may be secured, in part, by a portion of its own proceeds but should be considered as payable “solely” from the revenues of the activity.)⁶
- b. Laws or regulations require that the activity’s costs of providing services, including capital costs (such as depreciation debt service), be recovered with fees and charges, rather than with taxes or similar revenues.
- c. The pricing policies of the activity establish fees and charges designed to recover its costs, including capital costs (such as depreciation or debt service).

Footnote 33 to ¶67 states that:

These criteria do not require insignificant activities of governments to be reported as enterprise funds. For example, state law may require a county’s small claims court to assess plaintiffs a fee to cover the cost of frivolous claims. However, taxes, not fees, are the principal revenue source of the county’s court system, and the fees in question cover only the cost of frivolous small claims court cases. In this case, the county would not be required to remove its court system or the small claims court activity from its general fund and report it in an enterprise fund. Conversely, a state department of environmental protection regulation may require a water utility to recover the costs of operating its water plant, including debt service costs, through charges to its customers—the utility’s principal revenue source. Because these charges are the activity’s principal revenue source and because the water utility is required to recover its costs, the utility should be reported as an enterprise fund.

In explaining enterprise fund reporting requirements, GASB 34, ¶387 states that:

Perhaps most significantly, this Statement makes clear that enterprise fund reporting should be used for any activity that is financed with *debt secured solely by net revenue* from its fees and charges to external users. Enterprise fund reporting is also required for any activity that operates under *laws or regulations* requiring that its costs of providing services, including capital costs (depreciation or debt service), be recovered with fees and charges. The final criterion—requiring enterprise fund reporting for any activity for which management establishes fees and charges, pursuant to its *pricing policies*, designed to recover its costs of providing services, including capital costs—is similar to the existing criterion. However, it adds an element of objectivity by basing the standard on established policies rather than management’s intent. Further, this Statement makes clear that all criteria for required use of enterprise fund reporting should be applied only in the context of an activity’s principal revenue sources. For example, paragraph 67a requires an activity to be reported as an enterprise fund if the activity is financed by debt secured solely by a pledge of the net revenue from fees and charges of the activity. To apply the principal revenue source test in relation to this criterion, a government should compare an activity’s pledged revenues to its total revenues.

⁶ In practice, there are exceptions. For example, sometimes general obligation (GO) backing is needed for enterprise funds in small rural communities so a lower interest rate can be obtained from the state bond bank. Using GO backed revenue bonds does not automatically require a change from an enterprise fund to a special revenue fund.

Examples of an Enterprise Fund

Background

A general power of a county is acquire, improve, equip, operate and maintain a variety of projects, including sewerage and water projects. *NRS 244A.057*. The Board of County Commissioners may issue special obligation bonds to acquire, improve and equip any sewerage or water project. *NRS 244A.0587*. A county may charge license fees or other excise taxes to acquire, operate and maintain a project, and ensure that revenue obligation bonds are paid. *NRS 244A.063*.⁷

For example, the Douglas County Board of County Commissioners established the Carson Valley Water Utility Fund by resolution adopted May 3, 2012. See *Appendix for Exhibit 1, Resolution No. 2012R-037*. The Board resolved to use the existing working capital from four individual water utility funds to establish a consolidated water utility fund and further resolved to recover the costs of operation of the water system, including overhead, through user charges, without producing any significant amount of profit in the long run. The new Water Utility Fund is designed to account for all revenues and all charges related to the consolidated operations, management and rate setting of four legacy utilities.

Analysis

In this example the Douglas County Board of County Commissioners has the authority to establish an enterprise fund pursuant to *NRS 354.612*. The resolution meets the conditions in *NRS 354.612* for an enterprise fund. For instance, subparagraph 4 requires the local government to furnish working capital for the fund which the resolution addressed by transferring the working capital from four legacy utilities to the current fund. In addition, *NRS 354.612(4)* requires the recovery of the costs of operation, including overhead, without “producing any significant amount of profit in the long run.” This objective was also included in the resolution and specifically referenced “user charges” as the means by which operation costs would be recovered. The resolution was consistent with the authority provided in *NRS Chapter 244A*.

“User charges” take the form of water usage fees and connection charges. Payment by water users of usage fees and connection charges are exchange transactions because each party gives up and receives something of equal value. Rates are typically set to recover costs of operation and maintenance. This meets the definition of *GASB 34 ¶ 67(c)* requiring the use of an enterprise fund when pricing policies for fees and charges are designed to recover costs.

Special Revenue Funds

GASB Statement No. 54 “Fund Balance Reporting and Governmental Fund Type Definitions,” updates the definitions of governmental fund types, with the most significant changes related to special revenue funds. The nature of a special revenue fund is discussed at Paragraph 30:

30. Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The term “*proceeds of specific revenue sources*” establishes that one

⁷ Cities have similar authority. A general power of a city is to acquire, improve, equip, operate and maintain a variety of projects including sewerage and water projects. *NRS 268.730*. A city may defray the cost of acquisition, improvement and equipment through general obligation bonds, which may be payable from taxes and further secured by a pledge of other revenues derived from any other income-producing project of the city. *NRS 268.732*. A city may charge license fees or other excise taxes to acquire, operate and maintain a project, and ensure that revenue obligation bonds are paid. *NRS 268.738*.

or more specific restricted or committed revenues should be the foundation for a special revenue fund. Those specific restricted or committed revenues may be initially received in another fund and subsequently distributed to a special revenue fund. Those amounts should not be recognized as revenue in the fund initially receiving them; however, those inflows should be recognized as revenue in the special revenue fund in which they will be expended in accordance with specified purposes. Special revenue funds should not be used to account for resources held in trust for individuals, private organizations, or other governments.

GASB Statement No. 54 abandons the reserved and unreserved classifications of fund balance and replaces them with five new classifications: non-spendable, restricted, committed, assigned and unassigned. These classifications will indicate the level of constraints placed upon how resources can be spent and identify the sources of those constraints.

The terms “restricted” or “committed” are references to constraints placed on the use of the revenue source. For example, a fund balance is “restricted” when the constraints are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or imposed by law through constitutional provisions or enabling legislation.⁸ A “committed” fund balance includes amounts that can be used only for the specific purposes determined by a formal action of the government’s highest level of decision-making authority. “Committed” amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action, such as legislation, resolution, or ordinance, which was employed to previously commit those amounts. A committed fund balance also should incorporate contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.⁹

In the past, special revenue funds were reported in instances where there was a specific spending purpose, but not necessarily a specific revenue source. The new definition of a special revenue fund means that local governments need to evaluate resources *received* to determine if they qualify for reporting in a special revenue fund. An activity may no longer be reported as a special revenue fund based only on management’s desire to account for it separately. For all major special revenue funds reported, local governments will need to disclose the purpose of the fund and the revenues and other resources reported in the funds in the notes to the financial statements.

Please note that the change in classifications of fund balance and special revenue fund financial statement reporting requirements detailed in Statement No. 54 does not require changes in the way a local government budgets and internally accounts for special revenue funds; and the Department has not changed the budget reporting forms to reflect the new classifications.

In addition, GASB Statement No. 54 states at Paragraph 31:

The restricted or committed proceeds of specific revenue sources should be expected to continue to comprise a *substantial portion* of the inflows reported in the fund. Other resources (investment earnings and transfers from other funds, for example) also may be reported in the fund if those resources are restricted, committed, or assigned to the specified purpose of the fund. Governments should discontinue reporting a special revenue fund, and instead report the fund’s remaining resources in the general fund, if the government no longer expects that a substantial portion of the inflows will derive from restricted or committed revenue sources.

Local governments may use the following calculation to determine whether an activity would qualify for reporting as a special revenue fund:

$$\text{Substantial portion of inflows} = \frac{\text{restricted revenues} + \text{committed revenues}}{\text{total revenues}}$$

⁸ ¶34, GASB Statement No. 34 (June 1999), p. 16. See also ¶8, GASB Statement No. 8 (February 2009), p. 4.

⁹ ¶10, GASB Statement No. 10 (February 2009), p. 5.

Total Inflows reported in the fund

In the calculation, restricted revenues are defined as resources externally restricted or having restrictions imposed by internal enabling legislation (same definition as restricted net assets used in government-wide reporting). The committed revenues are resources with constraints imposed by the highest level of the government, where the constraints can be removed only by a similar action of the same governing body. Total Inflows are defined as the inflows of all financial resources. Total inflows will include transfers and other financing sources such as debt issuances.¹⁰

“Substantial portion” of inflows is not defined in Statement No. 54, however, the Government Finance Officers Association has indicated “around 20 percent” is reasonable for justifying a special revenue fund; and it is a commonly used threshold. Local governments also need to consider factors such as past resource history, future resource expectations and unusual current year inflows such as debt proceeds.¹¹

An example of how to analyze or “prove up” whether the total revenue sources are substantially restricted, committed or assigned to the specified purpose of the fund is attached as Exhibit 2 from Churchill County. If the analysis shows that the restricted and committed resources are less than 20%, then the local government can take action to remedy the situation by going through the process of formally committing additional resources so that the inflow of restricted and committed resources represent a substantial component of the total inflow.

Examples of Special Revenue Funds

Two examples of a special revenue fund may be found in the Appendix of this Guidance Letter. The first example is a special revenue fund for a landscape maintenance district created by resolution adopted by the Douglas County Board of Commissioners. See *Exhibit 3 in the Appendix*. In this case, the initial financing source is a developer funded security deposit and subsequent revenue will be annual assessments levied on benefiting property owners. The revenue will be restricted to expenditures for improvements or maintenance of parcels within the district.

A second example of a special revenue fund is the “Infrastructure Fund” created by resolution adopted by the Carson City Board of Supervisors. See *Exhibit 4 in the Appendix*. The revenue source is a sales tax of one-eighth of one percent (0.125%). The proceeds of the tax may only be used to fund certain public infrastructure projects identified in the Plan of Expenditure adopted by the Board of Supervisors on April 17, 2014.

In both examples, the revenue source meets the definition of a “committed” fund source because the governing board took formal action to restrict the use of the revenue. However, we would need more information to determine whether those committed funds represent a “substantial” portion – at least 20% - of the total revenue inflow.

Example of a Special Revenue Fund – Or is it? – Fire Districts

Background

A fire protection district formed pursuant to NRS Chapter 474 may sue and be sued; arbitrate claims; and contract and be contracted with. *NRS 474.125*. In addition, a fire protection district may impose a property tax rate not to exceed 1 percent of the assessed value within the district, including net proceeds, to cover the costs of establishing, equipping and maintaining the district with fire-fighting facilities. *NRS 474.190*. Under *NRS 474.200(3)*, two separate funds must be created for the district,

¹⁰ Washington State Auditor’s Office, “GASB Statement 54 – Focusing on Special Revenue Funds,” page 37, accessed 4-17-15 at <http://digitalarchives.wa.gov/WA.Media/do/BE1679E72F5484784D2834ACA64AE00E.pdf>

¹¹ Ibid, p. 37 and New York Division of Local Government and School Accountability, “Fund Balance Reporting and Governmental Fund Type Definitions,” p. 5, accessed 4-17-15 at <https://osc.state.ny.us/localgov/pubs/releases/gasb54.pdf>

an operating fund and a district emergency fund. The district emergency fund must be used solely for emergencies and must not be used for regular operating expenses. In addition, the district may issue bonds for purchase of equipment and acquisition of property; and may levy a tax sufficient to pay for the bonds. Under NRS 474.300(4), proceeds of the tax levied for debt service must be placed in a special fund to pay the principal and interest on the bonds.

Analysis

Clearly the property taxes in this example are imposed non-exchange revenues resulting from an assessment on property. This is a characteristic of a governmental fund rather than a business-entity type fund.

Next, the analysis should consider whether the governmental fund is a special purpose fund. As discussed in GASB No. 54, ¶ 30, a special revenue fund is used to account for and report the proceeds of specific revenue sources which are restricted or committed to expenditure for specified purposes other than debt service or capital projects. In this example, the district may levy a tax to pay for bonds for equipment and property, so the revenue received for debt service does not necessarily mean the fund is a special revenue fund.

NRS 474.200(3) requires a portion of the property tax to be deposited in the district emergency fund, and the fund must be used solely for emergencies. In this case, the property tax revenue source appears to be restricted for a specified purpose other than debt service or capital projects. "Money collected to meet unforeseen emergencies" appears to be a restriction.

Further analysis is needed, however, because the emergency fund may still not qualify as a special revenue fund. This is so because the uses which may be made from the emergency fund need to be defined in order to determine whether the fund balance should be reported as restricted or committed.

Some governments formally set aside amounts in governmental funds under formal stabilization-type policies that can be expended only when certain specific non-routine circumstances exist. For example, typical purposes for which stabilization funds are set aside include emergency situations; unanticipated significant revenue shortages or budgetary imbalances; working capital needs; contingencies; and others. The authority for such funds generally is derived from statute, ordinance, resolution, charter, or constitution¹², as in this example.

For purposes of reporting fund balance, stabilization amounts should be reported in the general fund as restricted or committed if they meet the criteria set forth in GASB Statement No. 54, as amended, based on the source of the constraint on their use. Stabilization arrangements that do not meet the criteria to be reported within the restricted or committed fund balance classifications should be reported as unassigned in the general fund.

In this example, the source of the emergency fund is a portion of the property tax rate and is restricted. However, GASB 54 states that "a stabilization amount that can be accessed in an emergency would not qualify to be classified within the committed category because the circumstances or conditions that constitute an emergency are not sufficiently detailed. If the revenue from the property tax is restricted or committed, then the emergency fund qualifies as a special revenue fund. If the source is not restricted or committed, then the stabilization arrangement discussed above applies.

Example of Application of Criteria to determine whether Fund is an Enterprise Fund or a Special Revenue Fund

Nevada General Improvement District

¹² ¶20, GASB Statement No. 54 (February 2009), p. 9.

NRS 318.197 permits a governing board of a general improvement district to fix rates, tolls or charges other than special assessments, including but not limited to, service charges and standby service charges, for services or facilities furnished by the district. NRS 318.197 is permissive rather than mandatory in that the governing board “may” fix rates, tolls or charges to cover the costs of services or facilities furnished.

The board may “pledge the revenue for the payment of any indebtedness or special obligations of the district.” Such rates and tolls constitute a perpetual lien on and against the property served, and may be collected on the tax roll together with the county’s general taxes (NRS 318.201). In addition, NRS 318.225 grants the governing board the power and authority to levy ad valorem taxes. NRS 318.275 permits the district to borrow money and issue GO bonds, revenue bonds, and special assessment bonds. Revenue bonds issued for the purpose of acquiring or improving facilities appertaining to the basic purpose of the district must be made payable solely out of the net revenues for any and all of the income-producing facilities and services provided by the district (NRS 318.320). General obligation bonds and other general obligation securities payable from general property taxes may be additionally secured by a pledge of and lien on net revenues. (NRS 318.325).

Applying GASB Statement 34, ¶67(a-c) to the Nevada statutory framework for general improvement districts, since a general improvement district is not required to recover costs through rates, tolls, or charges under NRS 318.197, an enterprise fund is not required to be used. However, if the general improvement district’s activity is financed with debt that is secured solely by a pledge of the net revenues from fees and charges of the activity, then it would be required to use the enterprise fund accounting. This would be the case if the district issued revenue bonds pursuant to NRS 318.320. If the district’s activity is financed with debt secured by both taxes and user fees, then it is not required to use enterprise fund accounting, as would be the case under NRS 318.325 for GO bonds secured by taxes or a combination of taxes and fees. Finally, under ¶67(c), if the pricing policies of the district for the fees and charges are designed to recover its costs, including capital costs (such as depreciation or debt service), then enterprise fund accounting must be used.

If the general improvement district did not meet the conditions requiring the use of enterprise fund accounting pursuant to GASB Statement No. 34, ¶67, then standard governmental fund reporting must be used. If the general improvement district contemplated creating a major special revenue fund, then at least 20% of the total inflows reported in the fund must be restricted and/or committed to the purpose for which the fund was created. The restricted and committed revenue must be recognized as revenue of the special revenue fund rather than the general fund. Total inflows include restricted revenues, committed revenues, transfers in and any other financing sources.

If you have any questions about this guidance letter, please call the Local Government Finance Section of the Division of Local Government Services, Department of Taxation at (775) 684-2100.

WEBSITE LOCATIONS:

Nevada Revised Statutes (NRS): <http://www.leg.state.nv.us/NRS/>

Nevada Administrative Code: <http://www.leg.state.nv.us/NAC/CHAPTERS.html>

Department of Taxation Guidance letters: <http://www.tax.state.nv.us>; then select “Publications;” then select Assessment Standards Publications and “Guidance letters.”

Appendix

Exhibit 1: Douglas County Board of County Commissioners, *Resolution No. 2012R-037,*

Carson Valley Water Utility Fund

Exhibit 2: Churchill County Comptroller's Office, *Fund Balance Analysis GASB #54*

Exhibit 3: Douglas County Board of County Commissioners, *Resolution 2014R-056,*

Landscape Maintenance Districts Fund

Exhibit 4: Carson City Board of Supervisors, *Resolution No. 2014-R-24, Infrastructure Fund*

Exhibit 5: Selected Nevada Statutes and Regulations

RESOLUTION NO. 2012R-037

A RESOLUTION ESTABLISHING THE
CARSON VALLEY WATER UTILITY FUND

WHEREAS, NRS 354.612 requires the establishment of funds by resolution, and

WHEREAS, NRS 354.517 defines an enterprise fund as a fund established to account for operations which are financed and conducted in a manner similar to the operations of private business enterprises, where the intent of the governing body is to have the expenses (including depreciation) of providing goods or services on a continuing basis to the general public, financed or recovered primarily through charges to the users, and

WHEREAS, Douglas County previously established the East Valley Water Utility, the West Valley Water Utility, the Foothill Water Utility (Job's Peak), and the Sheridan Acres Water Utility funds, to account for the operations of these separate systems, and

WHEREAS, the purpose of this fund is to consolidate the accounting, budgeting, capital planning, operations, management and rate setting of the East Valley Water Utility, West Valley Water Utility, the Foothill Water Utility (Job's Peak) and the Sheridan Acres Water Utility, and

WHEREAS, existing working capital from the four individual water utility funds will be used to establish the fund, and one of the financial objectives of the fund is to recover the costs of operation of the water system, including overhead, through user charges, without producing any significant amount of profit in the long run, and

WHEREAS, the Carson Valley Water Utility Fund will account for all revenues and all charges properly related to the purpose of the fund, including, without limitation, debt service, capital outlay, and operating expenses,

NOW, THEREFORE, BE IT RESOLVED by the Douglas County Board of Commissioners that the Carson Valley Water Utility Fund is hereby established, and will be used for all transactions beginning July 1, 2012.

ADOPTED this 3rd day of May, 2012 by the following Vote:

Ayes:

Commissioners: MICHAEL A. OLSON

DOUG N. JOHNSON

LEE BONNER

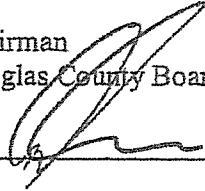
GREG LYNN

NANCY MCDERMID


Nayes:

NONE

Chairman
Douglas County Board of Commissioners



ATTEST:


Ted Thran, Douglas County Clerk

By:


Clerk to the Board

Churchill County, Nevada
Fund Balance Analysis GASB #54
Social Services Fund

Exhibit 2

Description	FY 2009		FY 2010		FY 2011		FY 2012		FY 2013		FY 2014	
	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%
Revenues & Transfers												
Restricted	652,628	47%	1,189,394	62%	883,900	56%	910,903	55%	958,286	58%	819,232	53%
Committed	22,982	2%	8,986	0%	604,971	38%	716,910	43%	685,047	41%	697,919	45%
Assigned	711,337	51%	710,139	37%	95,366	6%	35,487	2%	21,915	1%	17,199	1%
Total Revenues & Transfers	1,386,947	100%	1,908,519	100%	1,584,237	100%	1,663,300	100%	1,665,247	100%	1,534,350	100%
Total Expenditures	959,467		1,540,945		1,346,525		1,472,634		1,672,141		1,547,753	
Change in Fund Balance	427,480		367,574		237,712		190,665		(6,893)		(13,403)	
Fund Balance Classifications	959,775	BFB										
Restricted	144,783		(206,768)	0	0	(561,731)	0	(713,855)	0	(728,520)		
Committed	38,886		(158,896)	0	1,525,462	0	2,242,372	1,680,641	2,365,687	1,651,833	2,349,751	1,621,231
Assigned	1,203,586.14		1,754,829	1,754,829	467,080	502,567	502,567	524,481	524,481	541,680	541,680	
Total Fund Balance	\$ 1,387,255		\$ 1,754,829	\$ 1,992,542		\$ 2,183,207		\$ 2,176,314		\$ 2,162,911		

Notes:

Due to expenditure levels, it appears the entire EFB is Assigned. No further analysis is necessary.

Resolution 06-12 Specifically Committed Revenues at a baseline in accordance with GASB #54. CTX \$50,000 PILT \$50,000

Churchill County, Nevada
Fund Balance Analysis GASB #54
Parks & Recreation Fund

Exhibit 2

Description	FY 2009		FY 2010		FY 2011		FY 2012		FY 2013		FY 2014	
	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%
Revenues & Transfers												
Restricted	322,729	22%	341,272	28%	294,292	26%	262,972	23%	274,833	22%	298,173	25%
Committed	7,603	1%	4,190	0%	3,481	0%	262,628	23%	262,751	21%	263,246	22%
Assigned	1,134,956	77%	868,187	72%	843,222	74%	638,618	55%	706,288	57%	653,334	54%
Total Revenues & Transfers	1,465,288	100%	1,213,649	100%	1,140,995	100%	1,164,218	100%	1,243,872	100%	1,214,753	100%
Total Expenditures	1,094,511		1,128,681		1,104,340		1,131,566		1,182,885		1,148,025	
Change in Fund Balance	370,777		84,968		36,655		32,652		60,986		66,728	
Fund Balance Classifications	381,428	BFB										
Restricted	(687,772.66)	0	(787,409)	0	(810,048)	0	(868,594)	0	(908,052)	0	(849,852)	0
Committed	(678,190.53)	0	(783,219)	0	(806,567)	0	(605,966)	0	(645,302)	0	(586,606)	0
Assigned	752,205		837,173		873,828		906,480		967,466		1,034,194	
Total Fund Balance	\$752,205		\$837,173		\$873,828		\$906,479.65		\$967,466.09		\$1,034,194.27	

Notes:

Due to expenditure levels, it appears the entire EFB is Assigned. No further analysis is necessary.

Resolution 06-12 Specifically Committed Revenues at a baseline in accordance with GASB #54. Fed PILT \$200,000 CTX \$60,000

Churchill County, Nevada
Fund Balance Analysis GASB #54
Regional Streets & Highways Fund

Exhibit 2

Description	FY 2009		FY 2010		FY 2011		FY 2012		FY 2013		FY 2014	
	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%
Revenues & Transfers												
Restricted	768,759	100%	823,009	100%	916,339	100%	840,852	100%	768,481	100%	746,667	100%
Committed	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%
Assigned	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%
Total Revenues & Transfers	768,759	100%	823,009	100%	916,339	100%	840,852	100%	768,481	100%	746,667	100%
Total Expenditures	724,325		671,816		750,088		711,441		946,275		1,215,708	
Change in Fund Balance	44,434		151,193		166,251		129,411		(177,794)		(469,041)	
Fund Balance Classifications	771,141	BFB										
Restricted	815,575.00	100%	966,768	100%	1,133,019	100%	1,262,430	100%	1,084,636	100%	615,596	100%
Committed	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%
Assigned	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%
Total Fund Balance	\$ 815,575	100%	\$ 966,768	100%	\$ 1,133,019	100%	\$ 1,262,430	100%	\$ 1,084,636	100%	\$ 615,596	100%

Statutorial interest earned on this fund is restricted as it must be spent on RTC projects.

Churchill County, Nevada
Fund Balance Analysis GASB #54
Technology Fund

Exhibit 2

Description	FY 2009		FY 2010		FY 2011		FY 2012		FY 2013		FY 2014	
	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%
Revenues & Transfers												
Restricted	105,638	95%	142,034	98%	180,595	99%	149,157	99%	148,294	98%	100,662	98%
Committed	5,901	5%	2,276	2%	1,920	1%	1,689	1%	3,194	2%	1,546	2%
Assigned	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%
Total Revenues & Transfers	111,539	100%	144,310	100%	182,515	100%	150,846	100%	151,488	100%	102,208	100%
Total Expenditures	31,540		116,307		50,336		91,506		234,521		136,180	
Change in Fund Balance	79,999		28,003		132,179		59,340		(83,032)		(33,972)	
Fund Balance Classifications	253,760	BFB										
Restricted	314,432.76	94%	340,159.76	94%	470,419	95%	528,070	95%	441,843	94%	406,325	86%
Committed	19,326.24	6%	21,602	6%	23,522	5%	25,212	5%	28,406	6%	29,952	6%
Assigned	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%
Total Fund Balance	\$ 333,759	100%	\$ 361,762	100%	\$ 493,941	100%	\$ 553,281	100%	\$ 470,249	100%	\$ 436,277	93%

Notes:

15 year history of Committed Revenues: Interest Income												
Fund Balance Classifications	FY 2009		FY 2010		FY 2011		FY 2012		FY 2013		FY 2014	
	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%
Restricted			\$ 326,011	90%	\$ 456,270	92%	\$ 513,921	93%	\$ 427,694	91%	\$ 392,176	90%
Committed	-		\$ 35,751	10%	\$ 37,671	8%	\$ 39,361	7%	\$ 42,555	9%	\$ 44,101	10%
Assigned	-		-	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
Total Fund Balance	\$ 333,759		\$ 361,762	100%	\$ 493,941	100%	\$ 553,281	100%	\$ 470,249	100%	\$ 436,277	100%
15 year history of Committed Revenues: Interest Income												

RESOLUTION 2014R-056

A RESOLUTION ESTABLISHING THE
LANDSCAPE MAINTENANCE DISTRICTS FUND
(A Special Revenue Fund)

WHEREAS, NRS 354.612 allows for the establishment of funds by resolution, and

WHEREAS, NRS 354.570 defines a special revenue fund as a fund used to account for
specific revenue sources, other than sources for major capital projects, which are restricted by
law to expenditure for specified purposes, and

WHEREAS, the purpose of this fund is to separately account for special assessments
levied for small maintenance districts, that are restricted for expenditures for improvements or
maintenance, that specifically benefit the parcels within the districts, and

WHEREAS, the resources used to initially establish the fund will be a developer funded
security deposit, and

WHEREAS, the financing sources to be used to continue the fund will be annual
assessments levied on benefiting property owners and collected in installments through property
tax bills, and

WHEREAS, the method for controlling expenditures and establishing revenues of this
fund, as well as determining whether the reserve of the fund is reasonable and necessary to carry
out the purpose of the fund, will be a periodic rate setting review of the adequacy of the
assessments to cover expenditures, and provide a reserve adequate for cash flow purposes.


NOW, THEREFORE, BE IT RESOLVED by the Douglas County Board of
Commissioners that the "Landscape Maintenance Districts Fund" is hereby established.

ADOPTED this 3rd day of July, 2014 by the following Vote:

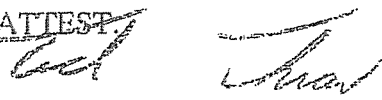
Ayes: Commissioners: BARRY PENZEL
DOUG N. JOHNSON
LEE BONNER
GREG LYNN
NANCY MCDERMID

Nays: Commissioners: NONE

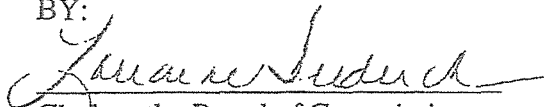
Absent: Commissioners: NONE



Doug N. Johnson, Chairman
Douglas County Board of Commissioners

~~ATTEST~~


Theodore Thran,
Douglas County Clerk

BY:


Clerk to the Board of Commissioners

Explanation of Impact: FY 15 revenue is expected to be approximately \$787,133 based on a collection start date of October 1, 2014. The annualized amount is approximately \$1,049,511.

Funding Source: One-eighth of one percent (0.125%) of the gross receipts of any retailer from the sale of all tangible personal property sold at retail, or stored, used or otherwise consumed in Carson City.

Alternatives: Amend resolution

Supporting Material: Resolution

Prepared By: Nick Providenti *Nick Providenti* Date: 8/12/14
 Reviewed By: *Nick Providenti* (Department Head) Date: 8/12/14
Nicholas Marano (City Manager) Date: 8/12/14
Randy Allen (District Attorney) Date: 8/12/14
Nick Providenti (Finance Director) Date: 8/12/14

Board Action Taken:

Motion: 2014-R-24 1) BB 5 Aye/Nay
 2) JM 0

AD

 (Vote Recorded By)

Selected Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC)

NRS 354.472 Purposes of Local Government Budget and Finance Act.

1. The purposes of NRS 354.470 to 354.626, inclusive, are:
 - (a) To establish standard methods and procedures for the preparation, presentation, adoption and administration of budgets of all local governments.
 - (b) To enable local governments to make financial plans for programs of both current and capital expenditures and to formulate fiscal policies to accomplish these programs.
 - (c) To provide for estimation and determination of revenues, expenditures and tax levies.
 - (d) To provide for the control of revenues, expenditures and expenses in order to promote prudence and efficiency in the expenditure of public money.
 - (e) To provide specific methods enabling the public, taxpayers and investors to be apprised of the financial preparations, plans, policies and administration of all local governments.
2. For the accomplishment of these purposes, the provisions of NRS 354.470 to 354.626, inclusive, must be broadly and liberally construed.

NRS 354.517 "Enterprise fund" defined. "Enterprise fund" means a fund established to account for operations:

1. Which are financed and conducted in a manner similar to the operations of private business enterprises, where the intent of the governing body is to have the expenses (including depreciation) of providing goods or services on a continuing basis to the general public, financed or recovered primarily through charges to the users; or
 2. For which the governing body has decided that a periodic determination of revenues earned, expenses incurred and net income is consistent with public policy and is appropriate for capital maintenance, management control, accountability or other purposes.
- (Added to NRS by 1971, 200; A 1981, 1761)

NRS 354.553 "Proprietary fund" defined. "Proprietary fund" means an internal service fund or enterprise fund.

(Added to NRS by 2001, 1793)

NRS 354.570 "Special revenue fund" defined. "Special revenue fund" means a fund used to account for specific revenue sources, other than sources for major capital projects, which are restricted by law to expenditure for specified purposes.

(Added to NRS by 1965, 729; A 1971, 200; 1981, 1763; 2001, 1798)

NRS 354.612 Establishment of one or more funds by resolution required; contents of resolution; accounting requirements; copy of resolution to be provided to Department of Taxation; proprietary funds; enterprise funds.

1. A local government shall establish by resolution one or more funds. The resolution establishing the fund must set forth in detail:
 - (a) The object or purpose of the fund;
 - (b) The resources to be used to establish the fund;
 - (c) The source or sources from which the fund will be replenished;
 - (d) The method for controlling expenses and establishing revenues of the fund; and
 - (e) The method by which a determination will be made as to whether the balance, reserve or retained earnings of the fund are reasonable and necessary to carry out the purpose of the fund.
 2. Financial statements and other schedules required for funds must be prepared in accordance with generally accepted accounting principles.
 3. Upon adoption of a resolution establishing a fund, a local government shall provide an executed copy of the resolution to the Department of Taxation.
 4. In establishing a proprietary fund, a local government shall, besides furnishing working capital for the fund, provide that one of its financial objectives is to recover the complete costs of operation of the activity being financed, including overhead, without producing any significant amount of profit in the long run.
 5. Each enterprise fund established must account for all charges properly related to the purpose of the enterprise fund, including, without limitation, debt service, capital outlay and operating expenses. Upon dissolution of the enterprise fund, no transfer of equity that may be made available to other funds or functions may be declared until after all proper obligations have been charged against the enterprise fund.
- (Added to NRS by 1965, 734; A 1971, 201; 1981, 1767; 1991, 390; 2001, 1810; 2005, 579)

Other statutes and regulations referenced may be found at <https://www.leg.state.nv.us/law1.cfm> or <https://www.leg.state.nv.us/NAC/>

The District has committed to these capital improvement projects through contractual arrangements:

	<u>Contract Award</u>	<u>Completed at June 30, 2015</u>	<u>Remaining Commitment</u>
Utility Fund			
Water main Replacement			
Q&D Construction, Inc.	\$596,560	\$267,848	\$328,712
Community Services Fund			
Creek Restoration			
Cardno, Inc.	\$227,000	\$197,773	\$ 29,227
Ski Resort Point of Sales System			
Active Network	\$313,449	\$132,400	\$181,049

18. EXTRAORDINARY EXPENSE FOR UTILITY FUND

In April 2014, a leak occurred in the District’s effluent pipeline that results in damage to an area highway. Leaks of this magnitude and consequence are not expected in the normal course of operations and thus the repairs costs have been reported as an extraordinary expense. In July 2014 the District incurred \$26,906 of repair costs to complete the paving of the State highway affected by the leak.

19. SUBSEQUENT EVENT

Effective July 1, 2015, with its new fiscal and budget year, the District began utilizing Special Revenue, Capital Projects and Debt Service governmental fund accounting for the Community Services Fund and the Beach Fund, which have to date been accounted for as enterprise funds. The District has changed its approach to the pricing of services and in particular recognizes that the use of the facility fee to provide resources for capital expenditure and debt service cannot be displayed in a readily understandable fashion for its constituents.

The Board of Trustees has approved a budget, which has been filed with the State of Nevada Department of Taxation, which reflects this change. The remaining action will be to have the Board of Trustees approve the transfer of the Net Position of the Community Services Fund and the Beach Fund upon conclusion of the audit process and the acceptance of that report. The budget document filed with the State estimated that amount to be \$5,294,138 for the Community Services Fund, and \$1,302,486, for the Beach Fund. The District presented a template for calculating the transfer amount to the Nevada Department of Taxation Committee on Local Government Finance and outlined its intended method to convert from accrual based accounting under an enterprise fund, to modified accrual accounting for the Special Revenue governmental funds, which would go forward. No Net Position is considered directly related to either the capital projects funds or debt service funds at July 1, 2015.

Based on the audit as of June 30, 2015 the Net Position of the Community Services Fund is \$44,762,511. The Net Position for the Beach Fund is \$5,701,288. These amounts are adequate to satisfy their role in supporting the budget for the fiscal year ending June 30, 2016. The amount of capital project carryover \$1,115,576 (See Note 17) was known and set as a part of the approval of the operating and capital budget.

As of October 28, 2015 the District agreed to a settlement of the suit, described in Note 12, that will result in collecting \$245,000.

DATE	DAY OF THE WEEK	TIME	LOCATION	TYPE OF MEETING - 2020	COMPLETED MEMORANDUMS WITH ALL BACK UP MATERIALS FOR AGENDA ITEMS FROM BOARD MEMBERS DUE DATES	ITEMS SLATED FOR CONSIDERATION
04/14	Tuesday	6 p.m.	Chateau	Regular Board Meeting	04/03/2020 8 a.m.	Consider and approve "tentative" budget filing and preliminary Rec Roll (must happen before 04/15) Utility Rates (Ordinances 2 and 4) Public Hearing and Approval of Revised Ordinances Board of Trustees Handbook Guest Access Ticket (in GM Report) Ski Rental Equipment (General Business)
05/06	Wednesday	6 p.m.	Chateau	Regular Board Meeting	04/27/2020 8 a.m.	Water Reservoir Safety Construction Contract Award
05/27	Wednesday	6 p.m.	Chateau	Regular Board Meeting	05/18/2020 8 a.m.	Public Hearing on final proposed Rec Roll and 2020/2021 Fiscal Year Budget*
06/10	Wednesday	6 p.m.	Chateau	Regular Board Meeting	06/01/2020 8 a.m.	Contract Award for Tennis Center Renovation
06/24	Wednesday	6 p.m.	Chateau	Regular Board Meeting	06/15/2020 8 a.m.	
07/08	Wednesday	6 p.m.	Chateau - CONFLICT	Regular Board Meeting	06/29/2020 8 a.m.	7/15 or 7/22 are available at the Chateau
07/29	Wednesday	6 p.m.	Chateau	Regular Board Meeting	07/20/2020 8 a.m.	Review and approve District Indebtedness Report including the Five Year Capital Improvement Project Summary and State Forms Arc Flash Project
08/12	Wednesday	6 p.m.	Chateau	Regular Board Meeting	08/03/2020 8 a.m.	
08/26	Wednesday	6 p.m.	Chateau	Regular Board Meeting	08/17/2020 8 a.m.	
09/09	Wednesday	6 p.m.	Chateau - CONFLICT	Regular Board Meeting	08/31/2020 8 a.m.	09/23 is available at the Chateau
09/30	Wednesday	6 p.m.	Chateau - CONFLICT	Regular Board Meeting	09/21/2020 8 a.m.	09/23 is available at the Chateau
10/14	Wednesday	6 p.m.	Chateau	Regular Board Meeting	10/05/2020 8 a.m.	
10/28	Wednesday	6 p.m.	Chateau	Regular Board Meeting	10/19/2020 8 a.m.	
11/11	Wednesday	6 p.m.	Chateau	Regular Board Meeting	11/02/2020 8 a.m.	
11/25	Wednesday	6 p.m.	Chateau	Regular Board Meeting	11/16/2020 8 a.m.	Typically cancelled
12/09	Wednesday	6 p.m.	Chateau	Regular Board Meeting	11/30/2020 8 a.m.	
12/30	Wednesday	6 p.m.	Chateau	Regular Board Meeting	12/21/2020 8 a.m.	Typically cancelled

DATE	DAY OF THE WEEK	TIME	LOCATION	TYPE OF MEETING - 2021	COMPLETED MEMORANDUMS WITH ALL BACK UP MATERIALS FOR AGENDA ITEMS FROM BOARD MEMBERS DUE DATES	ITEMS SLATED FOR CONSIDERATION
01/13	Wednesday	6 p.m.		Regular Board Meeting		
01/27	Wednesday	6 p.m.		Regular Board Meeting		
02/10	Wednesday	6 p.m.		Regular Board Meeting		
02/24	Wednesday	6 p.m.		Regular Board Meeting		
03/10	Wednesday	6 p.m.		Regular Board Meeting		
03/24	Wednesday	6 p.m.		Regular Board Meeting		
04/14	Wednesday	6 p.m.		Regular Board Meeting		
04/28	Wednesday	6 p.m.		Regular Board Meeting		
05/12	Wednesday	6 p.m.		Regular Board Meeting		

Items sitting in the parking lot (to be discussed but (a) not yet scheduled for a specific Regular Board Meeting) or (b) a future Board not on this calendar
RFID Picture Passes – Item for next Strategic Plan or three years from now – software not available nor is infrastructure/hardware
TRPA EIS Contract at Diamond Peak
WCSD Joint Agreement
Split Ordinance (allow 45 days ahead of action)

*Budget approval is required after the third Monday however whatever date is selected, a 10-day notice must be given. Must accomplished no later than June 1, 2020.