

**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Indra Winqest  
Interim General Manager

**SUBJECT:** General Manager’s Status Report  
Prepared for the meeting of June 23, 2020

**DATE:** June 17, 2020

**Interim General Manager & Board of Trustees Priority Projects & Tasks**

<b>ACTION ITEM</b>	<b>TARGET DATE COMPLETION</b>	<b>RESPONSIBLE PARTY</b>	<b>STATUS</b>
Effluent Pond Lining Project Request for Qualifications (RFQ)	Board award contract at early July BOT Meeting.	GM Winqest/Director of PW Pomroy Trustees Wong/Dent	Qualifications are under review.
Effluent Pipeline Project Request for Qualifications (RFQ)	Board award contract at early July BOT Meeting.	GM Winqest/Director of PW Pomroy Trustees Wong/Dent	Qualifications are under review.
USFS Parcel Acquisition – Potential Dog Park	Ongoing	GM Winqest	Met with USFS Staff 4/2/20 process of filing a special use permit. Will be delayed as a result of COVID-19
USACE Grant Funding for Pond Lining/Pipeline Projects	TBD	GM Winqest/Director of Public Works Pomroy	No Update
Burnt Cedar Pool Project	10/31/2021	Engineering/GM Winqest	Conceptual Design has commenced. Community Group and IVGID staff are providing input.
Internal Controls Audit	TBD	Audit Committee/GM Winqest/Director of Finance Navazio	In beginning stage; scope of services development. Internal Contract Audit will begin in early July.
Ordinance 7 Administrative Revisions	Fall 2020	GM Winqest	Public Hearing - postponed due to COVID – 19 Virus impact
Smith vs IVGID Litigation	7/31/20	Legal Counsel/Board of Trustees/GM Winqest	Update was provided on 6/10/20
Construction Project and Engineering Contract Audit	Kick off meeting in July 2020	GM Winqest/Director of Finance Navazio	Approved by the BOT on 6/10/2020

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Utility Reserve Fund/Rate Study	Fall 2020	GM Winquest/Board	Need to discuss a target date. Targeting start date mid-summer.
2020-22 Strategic Plan	9/1/2020	Senior Management Team/Board of Trustees	Planning for workshop in June 2020
2020-21 Budget Kick off Workshop	Fall 2020	GM Winquest/Director of Finance Navazio	Will discuss during long range calendar
Recreation Punch card accounting	TBD	Director of Finance Navazio	In progress – no date identified for a. Discussion with the Board to determine next steps

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

Diamond Peak and the Recreation Center closed on Monday, March 16<sup>th</sup>. 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 17<sup>th</sup>. The Parks remain open for drop in use and social/physical distancing is being monitored closely. Parks Staff is gradually being brought on to address needs to maintain and prepare the venues for seasonal operations.

As of June 17<sup>nd</sup>, the beaches are accessible. Key operational aspects:

- High Sierra Patrol is currently on site 12:00pm – 10:00pm
- All Beach Parking lots open 7am – 9pm Daily
- Incline & Burnt Cedar Beach Gates are currently Staffed 8am - 8pm Daily. (High Sierra Patrol locks gates at 9pm)
- Ski Beach Boat Ramp Gate will be staffed from 7am – 8pm daily. Launching is limited to Tahoe only watercraft with seal intact. TRPA is now providing inspections by appointment at the Truckee, Meyers, and Spooner Summit locations.
- Beaches are currently open to IVGID Picture Pass and Recreation Punch Card Holders only
- Physical/Social Distancing required
- No pop up tents

Beach operations are constantly changing and staff has and will remain flexible as restrictions are ready to either lifted or added dependent on impact of COVID – 19 and observed behavior at the beach properties.

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.

- *IVGID Public Works will temporarily suspend disconnections and penalty charges for delinquent accounts during this time. We will work with customers facing financial hardship to develop payment plans in order to assist with past due balances. We encourage any of our customers to contact us if they have concerns about their account balances.*

These venues will see a phased opening with safety and distancing requirements and measures in place. Group activities are currently being limited to 50 people or less or 50% of capacity depending on the facility/venue as part of a phase 2 opening. Staff will continue to provide information to the community as these plans further develop.

The Golf Courses at Incline Village

Both golf courses and practice facilities are now officially opened and seeing great success with social distancing measures in place. Once restrictions are lifted on golfers being allowed to ride together and we can move to ten minute intervals, we expect to be right on projected revenues. Below is a breakdown comparing May 2020 with May 2019 and both opening dates were very comparable.

<b>Opening Dates</b>	<b>2019</b>	<b>2020</b>
Range	May 10	May 11
Championship Course	May 17	May 18
Mountain Course	May 28	May 25

<b>Round Totals</b>	<b>2019</b>	<b>2020</b>
Championship Course	773	1627
Mountain Course	149	701

<b>Revenues (Championship Course)</b>	<b>2019</b>	<b>2020</b>
Admissions & Fees	\$37,410	\$101,010
Play Passes	\$13,305	\$42,732
Range Fees	\$15,918	\$26,247

<b>Revenues (Mountain Course)</b>	<b>2019</b>	<b>2020</b>
Admissions	\$3,815	\$23,754
Play Passes	\$1,078	\$1,476

Although May 2020 far exceeded expectations, cautioned is urged as June, and especially July, might not have as much access, revenue and play totals. This is mainly due to restrictions we may still be under and not as much public play that produces a higher greens

fee. Golf Operations will continue to manage to the bottom-line and make the best decisions based on restrictions we are faced with.

### Recent Facility/Venue Openings

Incline Beaches and Boat Ramp – Open to IVGID Pass and Recreation Punch Card holders

Burnt Cedar Pool – June 15, 2020 (Lap Swimming, Lessons, Aqua Fitness, Private Groups)

Disc Golf Course – May 11, 2020

Championship Course Driving Range – May 11, 2020

Championship Golf Course – May 18, 2020

Incline Tennis & Pickleball Center – May 18, 2020

Incline Skate Park – May 21, 2020

Mountain Golf Course – May 25, 2020

Village Green & Incline Park Playing Fields – Open for limited drop in use

Incline Bike Park – May 23, 2020

Recreation Center & Community Programming – June 15, 2020

*\*all facilities/venues open with Covid-19 restrictions*

## **Capital Projects Update June 17<sup>th</sup>, 2020**

### **Design**

#### Burnt Cedar Swimming Pool Improvements

A 2020/2021 Capital Improvement and Board of Trustees Priority Project, this project will reconstruct the two (2) existing pools (full size and toddler) at Burnt Cedar Beach. A design consultant has been selected to work with IVGID staff and a community group to develop a preferred conceptual design. The project will proceed into final design this fall, construction is tentatively planned for summer 2021.

#### 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. Moving forward with this project will address health and safety issues and prevent future damage to this facility. A local engineering consultant has completed the design and project is currently being advertised for construction bids. Bid results will be presented at the June 23<sup>rd</sup> Board of Trustees meeting. Construction is anticipated to start in mid-August 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 completed the design. Bid results are currently under review and will be presented at the June 23<sup>rd</sup> Board of Trustees meeting. Construction is anticipated to start in mid-July 2020.

Effluent Pipeline Project

District Staff provided a detailed Effluent Export Project update to the Board of Trustees on January 29, 2020. The immediate priority is to replace all of the remaining Segment 3 pipeline (12,385 linear feet) and to make immediate repairs to the Segment 2 pipeline (17,314 linear feet) to extend its life and mitigate a potential future leak site. At the February 26, 2020 Board of Trustees Meeting, a design services scope of work was presented to the Board to begin replacement of Segment 3, the scope of work was not approved. The Board has placed this project on hold pending the hiring of a Project Manager to conduct a complete project review of the Effluent Export Project. 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#

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). The WRRF Effluent Storage Alternative Analysis Memorandum, September 2018, recommends a reinforced concrete or the combination of concrete and shotcrete lining that provides the best long term value, maximizes storage volume, and has low maintenance to keep in service. At the February 26, 2020 Board of Trustees Meeting, a design services scope of work was presented to the Board for lining the pond, the scope of work was not approved. The Board has placed this project on hold pending the hiring of a Project Manager to conduct a complete project review of the Effluent Export Project. On February 27, 2020, Staff set up a new capital project for the Effluent Pond Lining and that project number is noted above. It is also included as an unbudgeted project for the 2020-21 CIP Budget

**Construction**

Tennis Center Renovation

The project includes remodeling the pro-shop and restrooms, enclosing the existing kitchenette area, expanding and enhancing the deck area, and layout improvements to make the venue more welcoming. The construction contract was awarded at the June 10<sup>th</sup> Board of Trustees meeting. Construction is scheduled to begin mid-August and is expected to be substantially complete by April 1, 2021.

Daniel Fraiman Construction Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed to Date	Current Balance to Completion (including retainage)
\$709,000	\$0	\$709,000	\$0	\$709,000

Lakeview Ski Lift Maintenance and Improvements

This project includes electrical upgrades to the ski lift. Upgrades consist of the replacement of the Main Low Voltage Control Panel, DC Motor Drive Panel, Return Station Controls, Loading System Controls and Drive panel. The project also includes the replacement of the communication cable from the top terminal to the bottom terminal. There are three distinct components to the project including electrical engineering and design, bidding and procurement for the fabrication of the panels as well as bidding a contracted installation of the replacement panels. An electrical engineer has been hired to complete the design and is currently working with staff to develop the electrical design documents for bidding the panel fabrication and installation. Panel fabrication was awarded at the June 10<sup>th</sup> Board of Trustees meeting.

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 supplied by computer controlled multistage centrifugal aeration blowers. 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. Construction has commenced and is anticipated to continue until December 2020. Progress meetings are held every two weeks.

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	\$384	\$1,508,884	\$151,804	\$1,357,080

Water Reservoir Safety and Security Improvements – Phase 1

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 15, 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

Water Reservoir Safety and Security Improvements – Phase 2

The second phase of 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 for the remaining 3 reservoirs. The construction contract was awarded at the June 10<sup>th</sup> Board of Trustees meeting. Construction is scheduled to begin this summer and is to be completed by the end of the year.

Paso Robles Tank, Inc Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed to Date	Current Balance to Completion (including retainage)
\$109,000	\$0	\$109,000	\$0	\$109,000

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 awarded the construction contract to Houston Smith Construction at the August 14, 2019 BOT meeting. A notice of substantial completion was filed on April 29<sup>th</sup>, only punchlist items remain. IVGID staff is very pleased with the outcome of the project and has received several compliments from the public on the renovated venue.

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	\$87,893	\$1,093,893	\$1,072,015	\$21,878

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 awarded to Intermountain Electric, Inc. Construction started on June 1<sup>st</sup> and is scheduled to be substantially complete on or before July 3<sup>rd</sup>.

Intermountain Electric, Inc. Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed to Date	Current Balance to Completion (including retainage)
\$84,856	\$0	\$84,856	\$0	\$84,856

Incline Village Bocce Courts

At the August 14, 2019 Board of Trustees meeting, the Board prioritized construction of bocce courts. Engineering staff has completed design and at the May 6<sup>th</sup> Board of Trustees meeting, the Board approved the Notice to Proceed. Rapid Construction has started construction and is scheduled to be substantially complete on or before July 17<sup>th</sup>.

Rapid 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)
\$68,860	\$0	\$68,860	\$0	\$68,860

Repair Deck Stairs and Powder Coat All Patio Deck Railings

This is 2020 Capital Improvement Project to make several improvements to the exterior patio deck at the Recreation Center. A failing concrete staircase has been replaced and the deck railing has been powder coated. There is \$14,330 remaining in the budget. IVGID solicited and received a proposal to address the spalling concrete on the patio deck but the bid exceeds the available funds. To proceed with the project and prolong the life of this asset excess funds (\$14,190) from completed CIP#4885BD1606, *Pool Facility Deck/Floor Re-coat* will be reallocated to this project. SI Legacy Coating is scheduled to seal the deck patio later this month.



**Financial Transparency**

As communicated in previous reports, with the strong financial performance through the first three quarters of the fiscal year, we continue to anticipate both the Community Services and Beach funds ending the year ahead of budget.

The Accounting staff has closed the Month of May and the financials will be posted to the Financial Transparency page June 18, 2020. Along with completing the year-end close, the Accounting staff had its kickoff meeting with the Auditors from Eide Bailly and are assisting auditors with walk-throughs this week. Golf merchandise inventory was observed by the Auditors and passed with zero exceptions.

**Capital Project Being Evaluated because of COVID-19 Economic Impacts**

The following table has the projects in the 2019-2020 Capital Improvement Project Budget that are being evaluated for deferral or re-budgeting, or cancellation.

Department	Project Title	2019-20 Budgeted Amount	Note
Public Works	Household Hazardous Waste Building Improvements	\$15,000	Cancelled
Facilities	Replace Hallway Tile at Chateau	\$65,000	Deferred
Parks	Aspen Grove Flatscape and Retaining Wall Enhancement and Replacement	\$55,000	Deferred
Beaches	Flatscape and Retaining Wall Enhancement and Replacement	\$55,000	Only proceeding with safety improvements, appx \$15,000
Recreation Center	Replace Fitness Equipment	\$45,000	Reduced to appx \$20,000
Tennis Center	Resurfacing of Courts 1-2/Drainage Improvements	\$47,000	Recommended to proceed with court resurfacing. Drainage improvement no longer needed. Partial remaining project funds re-allocated to conversion of court 10 to dedicated Pickle Ball courts. Estimated reduction of \$15k from 19-20 Capital Budget
Champ Golf	Printer Copier Replacement	\$10,000	Deferred
Champ Golf	Venue Signage Enhancements	\$40,000	Being evaluated

**Popular Report**

With the new fiscal year just fourteen days away from the date of this memorandum, I wanted to remind the Board that we agreed to the publishing of the Popular Report starting in the new fiscal year. The first report will be published to the District's website no later than October 31, 2020 and it will continue the information for the months of July, August, and September of 2020.