

MEMORANDUM

TO: Board of Trustees

FROM: Indra Winqest
District General Manager

SUBJECT: General Manager’s Status Report
Prepared for the meeting of May 10, 2023

DATE: May 3, 2023

General Manager & Board of Trustees Priority Projects & Tasks

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Effluent Storage Tank Project <i>Updated 5/3/23</i>		GM Winqest/Director of PW Underwood	Jacobs is working to complete 100% plans and specifications, deliverables due May 2023. Pond 1 Dam Decommissioning Report has been submitted to the NDWR – DOD. PPA agreement with USACE has been fully executed. USACE environmental review has begun.
Effluent Pipeline Project <i>Updated 5/3/23</i>		GM Winqest/ Director PW Underwood	Granite Construction unloaded effluent pipe materials on 4/17-18. They began mobilizing equipment to the site and setting up BMPs the week of 4/24. Planned construction start of 4/30 was delayed to 5/7 due to weather.
Internal Controls Project(s) Review of Internal Control Processes, Policies and Procedures <i>Updated 4/5/23</i>	Ongoing	Director of Finance Navazio	Staff is currently transitioning to department procurement cards instead of individual cards. The Accounting Department is the first department to transition and are currently testing the process to ensure there are no issues that would provide any inefficiencies.

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Incline Beach House Project <i>Updated 5/3/23</i>	TBD	Engineering Dept/GM Winquest/Chairman Dent	PW Staff is awaiting direction from Board based on results of community survey (planned budget & scope). PW and Rec Staff are evaluating next steps for the access and safety improvements.
Community Dog Park Committee <i>Updated 5/3/23</i>	Ongoing	GM Winquest/Director of Parks & Recreation Leijon	The GM Advisory Committee on a Community Dog Park is now actively meeting and have most recently met on 5/3/23. At the 3/22/023 BOT meeting, the BOT gave direction to no longer pursue a special use permit for the USFS Site off Village Blvd. The Committee will be focus on conceptual design opportunities at Village Green and will be updating the survey to solicit feedback on potential design concepts.
USACE Grant Funding for Tank (Pond Lining)/Pipeline Projects <i>updated 5/3/23</i>	In Process	GM Winquest/ Director PW Underwood	Army Corp/IVGID have fully executed the Project Partnership Agreement for Tank project (Increment 1) 595 Grant funding. PW Staff is working closely with USACE Project Rep to prepare Amendment #1 (Increment 2) – Effluent Export Pipeline Replacement project.
Employee Privileges (ideas for replacement of recession of beach access) <i>Updated 5/3/23</i>	Spring 2023	GM Winquest with Senior Team	Staff brought an agenda item to the March 22, 2023 BOT Meeting and presented several concepts for review. Staff will be bringing back an updated Recreation Privileges document that reflects the removal of beach access at an upcoming meeting for BOT approval.

Ordinance 7 Amendments <i>Updated 4/5/23</i>	Additional revisions Spring 2023	GM Winquest/Director of Parks & Recreation Leijon.	Staff provided an end of season report on how the revisions to Ordinance 7 worked and any potential recommendation for further revisions and/or operational changes at the 11/9/22 meeting. Additional revisions are being evaluated and will be upcoming.
Utility Rate Study <i>Updated 5/3/23</i>	Year 1- Completed 4/22 Year 2 - Target April '23	Director of Finance Navazio/Director of PW Underwood	The Public Hearing for the rate increases is to be rescheduled for June 14, 2023. A request for this rescheduling is on the Board's Agenda for May 10, 2023.

Diamond Peak Ski Resort Update

The ski venue completed 148 days of operation at the end of April where last season the count was 109 days at the end of April. Through April, the year to date total daily visit count was 93,259 as compared to 91,489 visits through April 2022, noting that last season included 40 less operating days as the ski area opened on December 16, 2021 and closed on April 3, 2022. Visits for the month of April were 11,853, a substantial increase above the visit count for April 2022, an 82% increase over the April five year average visit count of 6,523. The largest skier count day for the month fell on April 1, with 748 visits, while we were hosting the annual Dummy Down Hill event. For the month, we recorded 10" of snowfall as compared to 0" in April 2022. The season to date total for the 2022/23 season is at 437" whereas last season we recorded 229" at the end of April.

During their meeting on March 22, the Board of Trustees approved Staff's recommendation for the FY2024 season pass pricing for Picture Pass Holders and Non Picture Pass Holders. Season passes went on sale to the customer on March 29, 2023 and the Early bird pricing for pass products has ended as of April 30, 2023.

Staff intends to provide an annual end of season report during a June Board of Trustees meeting.

The table below provides the service measure and key performance indicators for April 2023 as well as April 2022 noting the ski venue closed last season on April 3, 2022 due to lack of snow to provide a product.

Diamond Peak Ski Resort			
Key Performance Indicators			
04/01/2023 - 04/30/2023			
Item	April 2022 PY Actual	April 2023 CY Actual	Variance
Operating Days	3	30	27
Skier Visits	826	11,853	11,027
PPH Lift Tickets	53	1,125	1,072
Non-PPH Lift Tickets	558	3,592	3,034
PPH Season Passes YTD	4,335	4,356	21
Non-PPH Season Passes YTD	3,986	4,104	118
Food & Beverage Guest Checks	1,295	12,488	11,193
Food & Beverage Guest Check Average	\$15.55	\$20.28	\$4.73
Rental Equipment Units	214	2,667	2,453
Child Ski Center Lessons Taught	68	376	308
Ski and Ride Center Lessons Taught	125	970	845
Personnel Hours Worked	3,632	16,838	13,206
Snow Grooming Operating Hours	112	810	698
Snow Grooming Operating Miles	276	2,920	2,644

Key Project Updates

For more information on current district capital projects.

Webpage Link:

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

Financial Transparency

The Finance Department has completed the Period 9 (March) close, with reports posted to the District website. Financial results through March 31, 2023 will be provided to the Board through the Third Quarter Budget Update schedule for the meeting of May 25th. The update will also include the Q3 Popular CIP Status Report.

Update on significant projects currently underway include:

Implementation of Tyler/Munis Financial System – Staff is updating new procedures and training to facilitate timely approval and processing of invoices. Staff is also continuing to hold training sessions with Tyler on set-up of the contract management and capital projects module as well as desk-top (dashboard) financial reporting tools.

OpenGov Conversion to Tyler – This project is underway with, with Phase 1 (migrating new Tyler/Munis Chart of Accounts) having been completed in late April. Phase 2 is currently underway. This phase is the importing of historical and current-year financial data from Tyler/Munis into the OpenGov platform. Following data integration, staff will be testing the OpenGov tool for data integrity and functionality. The target go-live date of April 30th has been extended to the end of May due to staffing limitations and other work priorities.

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

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

There were no contracts signed by the District General Manager in April 2023.

Public Records Requests

Following are the public records requests from April 4, 2023 to May 2, 2023.

Date Requested	By Whom	Subject	Date Responded	Status/Comments
01/26/2023	White, Lilly	E-Mails/Text Messages: All Trustees from 11/13 to present		This request is scheduled to be completed, by Legal, on May 3, 2023
02/28/2023	Wright, Frank	Beach House Project – multiple items	02/28/2023 03/03/2023 03/17/2023	Responded on 2/28 and requester had follow up questions. Advised requester of response date of 3/31
03/12/2023	Dobler, Cliff	Effluent Pipeline & Lining Charges		
03/14/2023	Katz, Aaron	Procurement Card Purchases		
03/16/2023	Abel, Mike	PW Emails		Complete
03/23/2023	Gumz, Joy	Employee Benefit Plan	04/07/2023	Complete
04/03/2023	Katz, Aaron	Summaries of all revenues and expenses assigned by staff to the following functions [Champ course range; bar cart sales; lessons, club rentals, pro shop merchandise sales; food, beer, wine and liquor sales at each golf course (in other words, NOT including those sales at the Grille Restaurant nor reported under facility sales); and, the Grille Restaurant] for the following fiscal years [July 1, 2018-June 30, 2019; July 1, 2019-June 30, 2020; July 1, 2020-June 30, 2021; July 1, 2021-June 30, 2022; and July 1, 2022-June 30, 2023 (at least to date)] separately for the District's Champ and Mountain golf courses		
04/15/2023	McCombie, Paula	Records on golf group tee times for 2022 in regard to numbers of picture holders within the groups and rates paid by the groups in 2022 that are continuing to hold tee times on the 2023calendar	04/17/2023	Complete
04/17/2023	Dobler, Cliff	Please provide for my examination the bids for the Pump Track expansion #4378LI1604 which were not deemed acceptable	04/17/2023	Complete
04/17/2023	Dobler, Cliff	Please provide for my examination a listing of all charges to the Water Reservoir Coatings and Improvements (Capital Acct #2299DI1204) for the period from fiscal year ending June 30, 2017 to June 30, 2021		
04/17/2023	Dobler, Cliff	Please provide for my examination a listing of all charges to the following Diamond Peak capital accounts (Lifts) for the fiscal years June 30, 2017 to June 30, 2022 Crystal Express - 3462HE1502 Lakeview - 3462HE1702 Lodge Pool - 3462HE1702 School House - 3462HE1602 Red Fox - 3462HE1712 Ridge - 3462HE1603		

04/18/2023	Dobler, Cliff	Pump Track: Please provide for my examination the proposed contract documents and the request for bids.	04/19/2023	Complete
04/19/2023	Kahrs, Linda	The operating costs and operating revenues from 2017 to 2022 for the entire community service fund with and without depreciation.	04/19/2023	Complete
04/28/2023	Katz, Aaron	1. All requests from Darren Howard to whomever else at the District for help with this snow removal since January 1, 2023; 2. Whatever Darren Howard agreed to pay or transfer to DP on behalf of both golf courses for the snow removal help he requested since January 1, 2023; 3. All snow removal work performed by non-golf personnel at both golf courses since January 1, 2023; 4. All billings to golf for the snow removal work performed since January 1, 2023; 5. All evidence of transfers or payments from golf to wherever for snow removal work performed since January 1, 2023; 6. All chart of account nos assigned by staff for each of the payments referenced in paragraph 5 above; 7. Where in the current year's budget for both golf courses the costs associated with this snow removal were budgeted.		
04/28/2023	Wright, Frank	I would like all the records relating to payments made by Incline Village General Improvement district to the Northern California golf Association on behalf of our golf club members, members' dues. Or any other payments to NCGA Or other golf associations, such as PGA for the last five years, including this year. Also the financial accounting and payments made by golf club members paying reimbursement or other such payments for these fees for the last 5 years.		
04/29/2023	Dobler, Cliff	A listing of each and all equipment and vehicles as stated in the 2022 audited annual report. The total amount is \$529,561.		
05/02/2023	Dobler, Cliff	Provide for my examination or provide an explanation of the \$145,903 of "Interfund Charges" and the \$50,360 of "Sales and Fees" as Revenues in Schedule B-GENERAL FUND as stated in form 4404LGF (page 975 of 1020) of the April 12, 2023 Board Packet.		
05/02/2023	White, Lilly	I want to know how much IVGID's lawyer, or Firm, has charged IVGID since this new Board has come on. This is what I want to know: BBK's Invoices to IVGID from Jan. 1, 2023 through June 1, 2023 (or later depending on when they can seem to get this information together - my last request was extended because no one can get any answers). Descriptions of the invoices are requested. And as comparison, I want to see BBK's invoices to IVGID for everything pertaining to the past Board from Jan. 1, 2022 through Dec. 31, 2022. Descriptions of the invoices are requested.		