

MEMORANDUM

TO: Board of Trustees

FROM: Indra Winquest
District General Manager

SUBJECT: General Manager's Status Report
Prepared for the meeting of March 9, 2022

DATE: March 2, 2022

General Manager & Board of Trustees Priority Projects & Tasks

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Effluent Pond Lining Project	90% Design Documents anticipated end-January 2022	GM Winquest/Director PW Underwood/ Trustee Dent	CMAR team is working on preparing 30% design alternatives for the permanent effluent Pond #1 storage. PW Staff has a meeting with TRPA, Coverage Consultant and Granite 3/9/2022.
Effluent Pipeline Project	Phase I ongoing	GM Winquest/ Director PW Underwood/ Trustee Dent	HDR is continuing work on the 30% design documents.
Burnt Cedar Pool Project	Completion Date scheduled for June 2022	Engineering Manager Nelson/GM Winquest	Core is returning to the site in March. Work to include finish piping in mechanical room, CMU walls, fencing, landscaping, pool embeds and concrete deck.
<u>Internal Controls Project(s)</u> Review of Internal Control Policies and Procedures	Ongoing	Director of Finance Navazio	Staff has engaged the services of Management Partners, LLC to assist in the review and update of the District's Purchasing policy and finance and accounting procedures manual.
Consultant review of four (4) Accounting Practices – Moss Adams 2	Completed	GM Winquest/Director of Finance Navazio/Audit Committee	Final Report by Moss Adams presented at the 1/28/21 BOT meeting. Board approved updated Capitalization policy on 1/12/21.
Project & Contract Consultant Review - Moss Adams 1	Ongoing Implementation of Recommendations	GM Winquest/Director of Finance Navazio	Final Moss Adams report presented at BOT meeting held on 1/13/21. Implementation plan for management responses presented at 3/10 BOT mtg.

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Review of Board Policies re Budget and Fiscal Management Capitalization (8.1 / 9.1) Fund Balance / Reserves (7.1) Capital Program (12.1 / 13.1)	Fall/Winter 2021 Draft Moss Adams report due 11/21; final report to BOT 1/12/22.	Director of Finance Navazio	New Capitalization and Reserve policies completed – approved by BOT 1/12/22. Moss Adams presented final report re Capital Program Planning and Budgeting policies 1/12/22; staff is drafting updated policies, practices as well as updating Capital Project reporting informed my recommendations in Moss Adams report. Return to BOT in March/April.
2020-21 Annual Audit	Completed	Audit Committee / Director of Finance/Controller	Audit completed 12/3/21; Audit Committee (AC) reviewed draft report 12/8/21; Board received audit report on 12/14/21.
Ordinance 7 GM Advisory Committee	Winter 2022	GM Winquest/Board Chairman Callicrate	Formal recommendations currently being reviewed by special counsel. Final scheduled meeting with the Committee will be mid-March. Special Meeting will need to be scheduled to deliver recommendations to the Board of Trustees targeted for Early April.
Special Counsel to Review Beach Deed, potential revisions to Ordinance 7, Employee use of District Beaches, Policy 16.1.1, Commercial Operations on District Beaches	Winter 2022	GM Winquest, Trustee Schmitz, Legal Counsel Nelson	Special Counsel Finalizing review of Ordinance 7 Committee Recommendations.
Smith vs IVGID Litigation	Ongoing	Legal Counsel/Board of Trustees/GM Winquest	Update pending
Utilities Performance/Asset Management Review	Final Report Received	GM Winquest/Board	Staff has made recommendations for staffing additions to the General Manager.

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USFS Parcel Acquisition – Potential Dog Park	Ongoing	GM Winqest	USFS has transitioned the request to the formal review process. IVGID Staff is working to schedule community outreach to neighboring residents and larger community including development of a GM Advisory Committee.
USACE Grant Funding for Pond Lining/Pipeline Projects	TBD	GM Winqest/ Director PW Underwood	USACE shared new model agreements. Agreements have been reviewed by legal. IVGID Staff will provide necessary documentation for the agreement upon determination of the chosen alternative for Pond #1.
Utility Rate Study	Winter 2021-22	Director of Finance Navazio/Director of PW Underwood	HDR has provided the Preliminary Draft Report. Returning to the Board for discussion, input and to set the Public Hearing on 4/27/22.

Diamond Peak Ski Resort Update

The ski venue completed its 75th day of operation at the end of February. We recorded the first .5” of a total of 6” of snowfall for the month on February 21st after 48 days of no snowfall since December 29, 2021. Through February, the year to date total daily visit count was 75,475 as compared to 96,254 visits through the end of February last season, noting that last season included 12 more operating days as the ski area opened in December 4th 2020.

Visits for the month of February were 31,313, 12% below 35,609 visit count for February 2021, the month included visits 7% below the 5 year average and 2% below the 10 year average. During the 9 day Saturday through Sunday period of Presidents week we saw 16,216 visits as compared to 15,467 in 2021, the 5 year average for Ski week includes 16,785 skier visits. Child and adult lessons taught for the month totaled 4,358 units as compared to 3,146 during February 2021. Equipment rental units provided for the month totaled 5,437 units nearly identical or 24% of the visitation for the month.

During February the ski venue also hosted our IVGID Community Appreciation week beginning Monday January 31st through February 6, 2022. Total complimentary daily lift tickets provided for the week were 1,623 as compared to 2,428 during the previous season appreciation week.

We have some events planned during March including the 20th annual Dummy Downhill on Sunday March 20th, please visit diamondpeak.com for details on events that are scheduled and as always please contact Mike Bandelin at mlb@ivgid.org for any questions you may have.

Key Project Updates

For more information on current district capital projects.

Webpage Link:

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

Risk and Resilience Assessments and Emergency Response Plan

The Risk and Resilience Assessments (RRA) and emergency response plans (ERPs) for the sanitary sewer system was kicked off with the consultant, Farr West Engineering, on February 24, 2022. PW Staff is gathering required information to provide the consultant.

Burnt Cedar Swimming Pool Improvements – 3970BD2601

A 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. CORE Construction has secured the site for winter. ADG is working on-site to complete piping and equipment work within the mechanical pit. Core is returning to the site in March.

CORE 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)
\$3,845,865.00	\$96,896.59	\$3,94,760.59	\$3,012,266.37	\$1,081,107.58

Effluent Pipeline Project – 2524SS2010

The project consists of replacing all of the remaining Segment 3 pipeline (12,385 linear feet) and all Segment 2 pipeline (17,314 linear feet) to mitigate a potential future leaks. The design team has completed the hydraulic analysis and are continuing to work with Granite Inliner to determine probable areas for pipelining. HDR delivered the final Basis of Design Report and is working on the 30% design documents. The Team provided a detailed update for the project at the Board of Trustees meeting on March 1, 2022.

Effluent Pond Lining Project – 2599SS2010

The Team provided an update to the Board on March 1, 2022. The Team is working on the 30% design alternatives identified in the update to the Board with a goal to finish the 30% design by mid-May 2022.

Recreation Center Upstairs Lobby Restroom Remodel – 4484BD1902

A 2021 Capital Improvement project has been completed and the final payment has been made to the contractor.

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed to Date	Current Balance to Completion (including retainage)
\$159,832.40	\$15,901.88	\$175,734.28	\$175,734.28	\$0

Financial Transparency

The District's finance and accounting staff has completed the close for the period ending January 31, 2021, and presented the Mid-Year Budget Update at the Board meeting of March 1st, to include updated projections through the end of the fiscal year. These projections will also significantly inform ongoing development of the District's FY2022/23 budget.

Other significant projects currently underway include:

Review and update of selected Board Policies and Practices – new Capitalization, Reserve and Central Services Overhead Allocation policies were approved by the Board on 1/12/22; Pricing Practice was approved by the Board on 3/1/22; Capital Planning and Budgeting Policies/Practices currently being updated, informed by recommendations from Moss Adams.

Ongoing update of Internal Control policies and procedures – staff has engaged the services of Management Partners, LLC to assist management in the review and update of the District's Purchasing Policy and Accounting/Finance Procedures Manual. Consultant completed interviews with Trustees and staff; reviewing existing procedures against best practices.

Implementation of Tyler/Munis Financial System - the transition to the District's new enterprise-wide financial system (Tyler/Munis) remains on track for a July 1, 2022 "go-live" date. Among the goal of the new financial system project is to streamline budgeting and accounting processes, improve financial reporting capabilities and strengthen internal controls. Recent activities focused on module and workflow set-up.

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

This will be updated in the next report.

Public Records Requests

This will be updated in the next report.