

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Indra Winqest  
District General Manager

**SUBJECT:** General Manager's Status Report  
Prepared for the meeting of September 30, 2021

**DATE:** September 22, 2021

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

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Effluent Pond Lining Project	30% Design Documents anticipated mid-September 2021 to be submitted to NDEP & TRPA	GM Winqest/Director PW Underwood/ Trustee Dent	IVGID Staff received the draft basis of design memorandum in August. Jacobs is moving forward with preliminary design of Pond #2 and associated piping. 30% Design documents will be submitted mid-September 2021 to NDEP & TRPA to begin the permitting process.
Effluent Pipeline Project	Phase I ongoing	GM Winqest/ Director PW Underwood/ Trustee Dent	Evaluation of pipe material/construction method ongoing. HDR is performing the surge analysis on the pipeline to provide information to Granite Inliner.
Burnt Cedar Pool Project	Completion Date scheduled for May 2022	Engineering Manager Nelson/GM Winqest	Pool floor concrete and sidewall shotcrete have been completed. Wading pool underground piping and shotcrete has been completed. Underground contractor back on site to install new sewer line from restrooms to the CMU wall, start excavation for walking path and retaining walls, move existing forcemain and main electrical feed where they conflict with the walking path & retaining walls.

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
<p><b><u>Internal Controls Project(s)</u></b>                      Review of Internal Control Policies and Procedures</p>	Ongoing	Director of Finance Navazio	Staff continues to make progress in implementing contract management and change order process improvements; procurement card authorizations updated; reviewing internal controls with new auditors. Update provide to Audit Committee (8/10/21).
<p>Consultant review of four (4) Accounting Practices – Moss Adams 2</p>	Completed	GM Winqest/Director of Finance Navazio/Audit Committee	Final Report by Moss Adams presented at the 1/28/21 BOT meeting. Next steps include updating Board capitalization policy – draft presented for discussion at 4/29 BOT mtg. Recommended Capitalization Policy scheduled for 9/30 BOT mtg. (pending Moss Adams review).
<p>Project &amp; Contract Consultant Review - Moss Adams 1</p>	Ongoing Implementation of Recommendations	GM Winqest/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.
<p>Review of Board Policies re Budget and Fiscal Management</p> <p>Capitalization (8.1 / 9.1)                      Fund Balance / Reserves (7.1)                      Capital Program (12.1 / 13.1)</p>	Sept. 2021	Director of Finance Navazio	Draft updates to Capitalization and Reserve policies completed; engaged Moss Adams to review and update Capital Program Planning and Budgeting policies – as well as peer review of capitalization policy. Target date for BOT discussion 9/30/21.
<p>2020-21 Annual Audit</p>	December 2021	Audit Committee / Director of Finance/Controller	Ongoing – per audit workplan schedule: Trail balances (9/24) Auditors on site (9/27 – 10/15).

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Ordinance 7 GM Advisory Committee	Fall 2021	GM Winqest/Board Chairman Callicrate	Three Community Forums took place May 13 & 19, 2021. Parcel Owner Survey was active from July 1 – July 26 <sup>th</sup> , 2021. Over 2,300 completed surveys were received. Last meeting 9/7/2021. Next meeting 9/21/2021.
Smith vs IVGID Litigation	Ongoing	Legal Counsel/Board of Trustees/GM Winqest	Updates provided to the board on 4/14/21. Board of Trustees authorized payment to the court special master in the amount of \$12,500 at the 6/9/21 BOT meeting.
Utilities Performance/Asset Management Review	Schedule for completion July 2021	GM Winqest/Board	Raffelis Finalized the Report after taking into consideration Board of Trustees comments and feedback.
2021 - 2023 Strategic Plan	Summer 2021	Senior Management Team/Board of Trustees	Draft Plan was agendized on 6/9/2021 for Board discussion and potential feedback and direction. Staff has taken direction and presented an updated draft at the 7/13/21 meeting. Additional feedback was given and a final draft will be brought back at the 9/30 BOT Meeting.
USFS Parcel Acquisition – Potential Dog Park	Ongoing	GM Winqest	District has formally filed for a special use permit for utilization of the forest service parcel across from Incline High School on Village Blvd. USFS has requested additional information 7/30/21. USFS has transitioned the request to the formal review process. IVGID Staff is preparing the formal application.

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Transition to Enterprise Fund Accounting for beginning 2021-22 Fiscal Year	Ongoing	GM Winqwest/Director of Finance Navazio	State of Nevada, CLGF considered IVGID request in January. Staff filed Tentative Budget with Dept. of Taxation, initiating the District's transition to Enterprise Fund reporting beginning with the 2021-22 Fiscal Year. FY2021/22 Budget is on Board agenda for May 26 <sup>th</sup> .
Recreation Punch card accounting	2021-22 Budget	Director of Finance Navazio	Punch Card accounting has been adjusted for the 2021-22 fiscal year. Additional changes will be evaluated based on any revisions to Ordinance 7.
USACE Grant Funding for Pond Lining/Pipeline Projects	TBD	GM Winqwest/ Director PW Underwood	Laura Whitney (USACE) shared new model agreements on 11/23. New target for completion of agreements is 10/31/21. Laura Whitney visited project site on 7/13/21. Staff is working closely with Laura Whitney to provide the required documents for funding the projects.

**IVGID Golf Courses Update**

Through August, both courses are staying on-course to meet budget for the 2021 Golf Season, even though August saw overall play decline due to the fires and smoke. The Championship Course through August is 1% higher than year-to-date play totals from the 2020 Golf Season (16,547 vs 16,438) and the Mountain Course is 3% higher (13,299 vs 12,882) than 2020 Golf Season year-to-date. Due to rounds at or slightly ahead of budget and the incremental increases for Golf fees, Revenue at the Championship Course is 8% ahead of budgeted Revenue and the Mountain Course is 12.5% behind budgeted Revenue. Both courses combined are 4.6% ahead of budgeted Revenue. Expenses are not fully vetted through August, but early indications are that both courses will be under expenses due to staffing and other expenses not needed. Both golf courses continue to get rave reviews by all golfers and this is because of the incredible job Jeff Clouthier and his crew are doing daily to provide a quality product. This was verified by a the USGA Greens representative who just finished his yearly examination of the courses. He had nothing but great things to say and once he has compiled his final report I will be providing this to the Board. Once again, as a

reminder the Mountain Course front-nine will be closing September 16 due to the much needed cart path repair project. Closing dates for the season for the Championship Course will be October 17<sup>th</sup> and October 14<sup>th</sup> for the Mountain Course, as long as the weather cooperates.

<b>STD Champ - Course Statistics</b>	
Avg. Rounds Per Day :	156
Avg. \$ Per Round:	\$ 84.16
Merchandise \$ Per Round	\$ 24.04
Total Golf Rev Per Round:	\$ 123.02

<b>STD MT - Course Statistics</b>	
Avg. Rounds Per Day:	133
Avg. \$ Per Round:	\$ 34.65
Merchandise \$ Per Round:	\$ 3.39
Total Golf Rev Per Round:	\$ 39.68

<b>STD Championship Course Rounds by Type</b>		
Type	Rounds	% of Total Rounds
PPH	5,315	32%
Play Pass	6,163	37%
Guest	1,662	10%
Non PPH	2,991	18%
Other	416	3%
<b>Total</b>	<b>16,547</b>	<b>100%</b>

<b>STD Mountain Course Rounds by Type</b>		
Type	Rounds	% of Total Rounds
PPH	5,588	42%
Play Pass	2,860	22%
Guest	1,189	9%
Non PPH	3,360	25%
Other	302	2%
<b>Total</b>	<b>13,299</b>	<b>100%</b>

- Championship Course Operating Costs -\$77.93 per round
- Mountain Course Operating Costs - \$40.19
  - These figures are from the February 2021 Budget Workshop

### General Managers Residents Golf Advisory Committee

The Committee has officially started meeting and two meetings have been held discussing several topics, such as: sustainable financial and operations model, service levels, overall impact of golf to the community and how to communicate effectively the value of IVGID golf courses to property values in the community. At the next meeting, we will do a deep-dive into the Global Golf Report, and how this pertains to today's golf environment both nationally and here in our community. Other topics will include; providing data on the value that the Resident Golf Organizations bring to the golf courses, determining what the "operational costs" are for both golf courses, which will in turn help guide the committee through pricing and tee time availability recommendations for revisions. **Committee members are: Sharon Heider (Teesters), Will Hale (TIGC), Katherine Holland (IVGC-L), Martha Marsh (Mountain Niners), Lonny Parsons (Polo Club), Mike Cornell (At-Large), Liam Nolan (At Large), Jenny Uvira (Working Bears), IVGID – Darren Howard - Director of Golf/Community Services, Indra Winquest - District General Manager, and Kendra Wong - IVGID Trustee.** The committee will be working together over the next several months to provide recommendations that may potentially get included in the 2022-23 budget.

### **Tyler Technologies Implementation Update**

The Tyler project has been moving forward on a weekly basis with Staff working with the Tyler implementation team to setup, configure, and transition data and processes to the Tyler HR and Payroll platform. The IVGID finance team has structured and implemented the District's Chart of Accounts to allow the accounting of Payroll transactions to be processed within Tyler, to this point all finance transactions are still being processed in the current FMS.

It was determined with consultations from the Tyler implementation team and the District's payroll and HR team that the go-live date for Payroll should be moved from July 1<sup>st</sup> of 2021 to January 1<sup>st</sup> of 2022. This change was made to allow additional needed data export and translations from the currently used HRMS to Tyler as well allowing a simpler transition with 2021's W2s.

This change was documented through a \$0 change order executed by Tyler and the District. Staff are continuing to manage the project internally, with weekly progress meetings between the Tyler Project Manager and District implementation team. The Finance implementation is scheduled to begin November 8<sup>th</sup> 2021.

### **Key Project Updates**

*For more information on current district capital projects.*

Webpage Link:

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

### **Risk and Resilience Assessments and Emergency Response Plan**

The America's Water Infrastructure Act (AWIA) requires preparation of Risk and Resilience Assessments (RRA) and emergency response plans (ERPs). Farr West Engineering's completed the RRA and it was submitted by the Director of Public Works to the EPA in early June 2021 to meet the required deadline. Farr West will begin the next phase of their work on the Emergency Response Plan (ERP) with a staff workshop in late July 2021. The ERP must be complete within 6 months of the RRA submittal. A contract to complete this work was authorized at the December 9, 2020 Board Meeting.

### **Utilities Management Review and Asset Assessment**

The Utilities Management Review and Asset Assessment includes evaluation of IVGID Public Works' organizational structure and staffing, review of operational efficiency, and review of financial and capital investment. At the January 13, 2021 Board Meeting, Trustees authorized a professional services contract with Raftelis. Raftelis has completed their draft report and presented the draft report, findings and recommendations to Board at their meeting of July 13, 2021 Board meeting. The report is being finalized pending feedback provided to Raftelis from Trustees. Target completion date: August 2021.

### **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. The

Guaranteed Maximum Price contract approved by the Board of Trustees on April 29, 2021. CORE Construction mobilized to the site May 3, 2021. New pool concrete floor and shotcrete walls were completed in August. The wading pool underground piping and shotcrete was completed in August. The underground crew returned to the site and excavated the sewer line from the showers to the retaining wall. During construction it was discovered that the sewer line serving the building was not flowing correctly. IVGID Staff determined that the sewer line had been installed with a belly, and was causing backups in the restrooms during high use periods. New sewer pipe, laterals, and a floor drain for the swimsuit water extractor was installed from the restrooms to the concrete CMU wall. The underground crew is working on the excavation for the walking path, retaining walls, and the relocation of a sewer forcemain and main electrical feed that conflict with the proposed retaining wall location. Construction will require complete closure of the pool and pool deck for the entire 2021 season.

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	\$0	\$3,845,865.00	\$1,547,260.56	\$2,298,604.44

Tennis Center Renovation – 4588BD1604

The Tennis Center Renovation project was substantial complete on June 30, 2021. The project included providing a new single entry point to the tennis center via new concrete stairs and an ADA ramp, refresh and modernization to the restrooms (seasonal heating, ADA accessible, new finishes), remodel to the pro-shop (providing new retail displays, interior finishes, new layout), providing a new self-serve area (ice machine, vending, new finishes), remove and replace metal siding and trim, and redesign of the deck (expanded deck, landscaping, awning). The goal of the improvements was to make the venue more welcoming and user friendly, and we believe the design team (BJG Architects, Lloyd Engineering, MSA Engineering Consultants) and the contractor, Daniel Fraiman Construction, have delivered.

Daniel Fraiman Construction Contract Closeout:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed to Date	Current Balance to Completion (including retainage)
\$709,000	\$42,114.08	\$751,114.08	\$751,114.08	\$0

Effluent Pipeline Project – 2524SS2010

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 January 28, 2021 Board of Trustees

Meeting, Trustees approved a Construction Manager-At-Risk (CMAR) pre-construction contract to Granite Construction. At the June 9, 2021 Board of Trustees Meeting, Trustees approved HDR to begin work on Phase I Critical Repairs investigation/design. Granite, HDR, NDEP, TRPA, and IVGID Staff attended the kick off partnering meeting which established open lines of communication between all stakeholders and developed milestone dates for the team to meet. The design team is working on a hydraulic analysis of the pipeline to assist in determining appropriate pipe material and installation method.

Effluent Pond Lining Project – 2599SS2010

At the January 28, 2021 Board of Trustees Meeting, Trustees approved a Construction Manager-At-Risk (CMAR) pre-construction contract to Granite Construction. At the June 9, 2021 Board of Trustees Meeting, Trustees approved Jacobs Engineering to begin design work on the effluent pond lining project. A component of the Water Resource Recovery Facility (WRRF) operation and a key requirement in the NDEP permit is to have an emergency lined effluent storage basin. A key part of the Effluent Pipeline Project will be providing enough effluent storage capacity to allow Granite a full work week on the effluent pipeline repairs to optimize production, reduce construction time, and construction costs. Granite, Jacobs Engineering, NDEP, and IVGID Staff attended the kick off partnering meeting which established open lines of communication between all stakeholders and developed milestone dates for the team to meet. Jacobs has put together the scope of work for the design phase of the pond project utilizing Pond #2. They are reviewing the pipeline alignment from the effluent storage reservoir to Pond #2. The draft Basis of Design Report was provided for Staff review and comment in early August. Jacobs is preparing 30% design plans for submittal mid-September to NDEP and TRPA to begin the permitting process.

Rec Center Upstairs Lobby Restroom Remodel – 4484BD1902

A 2021 Capital Improvement project that will remodel the men's and women's upstairs lobby restrooms within the Recreation Center. The project includes ADA access, ADA restroom stall, new tile, fixtures and partitions. Ward Young Architecture designed the project and Avail Construction was the low responsive bidder. The Board of Trustees approved the construction project at the May 12, 2021 Board meeting. The contractor has provided submittals for approval and has staged the construction fencing and dumpster. Staff worked with the contractor to obtain a deductive change order to remove the penny tile, individual mirrors, and sconces. These items are to be replaced with wall to wall mirror, undercounter subway tile, general lighting, and a backsplash that matches the countertop material. The overall deductive change order is \$1,836.45. Some of the materials have a longer than normal lead time, which will result in extending the construction time. Staff requested that the contractor not begin demolition until all materials are in stock.

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	(\$1,836.45)	\$157,995.95	\$12,160.00	\$145,835.95



**Financial Transparency**

Staff continues to work on the June 2021/Year-end close with preliminary financial results expected by mid-September, following the year-end account payables cut-off and year-end account reconciliations.

The new fiscal year began on July 1. FY2021/22 budget guidelines have been issued to District staff and training are being prepared to inform District Staff of updates to accounting changes being implemented with the new fiscal year budget. These include transition to Enterprise Fund accounting for Community Services and Beach funds, changes in accounting treatment to expense items previously recorded as capital assets, as well as methodology for charges related to central services overhead cost recovery.

At the Board meeting of September 2, 2021, the Board approved establishing Blanket Purchase Orders estimated to exceed \$50,000 for FY2021/22.

A fourth quarter budget update presenting unaudited FY2020/21 year-end results is scheduled to come to the Board in September, the report will also include staff recommendation for Board action on carry-over of FY2020/21 appropriations required for capital projects continuing into the new fiscal year.

The District's Independent Auditor (Davis Farr) continues to perform work related to the audit of the District's financials for the fiscal year ended June 30, 2021. Staff continues to respond to information requests ranging from internal control documentation, back-up for invoice payments selected by the Auditor for testing, as well as status report on issued identified by the District's previous auditors in conjunction with the FY2019/20 year-end audit. The external auditors are scheduled to be on-site starting the week of September 27, 2021. At the present time, the audit remains on schedule per the audit work plan presented to and reviewed by the Audit Committee.

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

From August 2, 2021 to September 7, 2021

PO Number	Vendor	Description	PO Amount
22-0051	Vermont Systems	Annual Maintenance	\$24,744.72
22-0057	RCX Sports LLC	Flag Football Gear for Flag Football League	\$4,050.
22-0061	JM Squared Equipment	SPS Improvements: Pump/Motor	\$5,850.
22-0063	Bruce Purves Construction Inc.	Repairs to AG Picnic Area	\$23,638.
22-0064	Doppelmayr USA, Inc.	Lodgepole Ski Lift Maintenance & Imp.	\$20,061.25
22-0065	Doppelmayr USA, Inc.	Lodgepole Ski Lift Maintenance & Imp.	\$10,856.
22-0079	Club Car, LLC	30 Golf Cart Batteries	\$9,500.
22-0080	Tri-Strategies, Ltd.	Legislative Advocacy Services	\$20,000.

**Public Records Requests**

Following are the public records requests from August 3, 2021 through September 7, 2021

<b>Date Requested</b>	<b>By Whom</b>	<b>Subject</b>	<b>Date Responded</b>	<b>Status/Comments</b>
06/28/2021	Gumz, Joy	Salary Information for 2020 (plus other employee items)	08/25/2021	Complete
07/12/2021	Katz, Aaron	Raftelis Report Details		Due 09/31/2021
07/26/2021	Katz, Aaron	La Crosse Tournament, Taste of Incline and Unknown Fashion Show		La Crosse Tournament documents – COMPLETE (07/29/2021) Unknown Fashion Show is Republican Women – COMPLETE (09/07/2021)
07/31/2021	Gumz, Joy	Ordinance 7 Survey results	08/10/2021	Complete
08/11/2021	Katz, Aaron	Name and Contact Information for person at USFS that the GM is working with to acquire the parcel across the street from IHS	08/25/2021	Complete
08/12/2021	Katz, Aaron	NACE Membership Information	08/17/2021	Complete
08/16/2021	Katz, Aaron	TFS event at the Chateau	08/16/2021	Complete
08/16/2021	Katz, Aaron	Welcome Packets	08/25/2021	Complete
08/18/2021	Dobler, Cliff	Effluent Export Pipeline Engineering Charges 2012 to 2019	08/25/2021	Complete
08/18/2021	Dobler, Cliff	According to Trustee Schmitz, the District has a contract with outside legal firm to examine DPSEF contract and its relativity to Dillon's Rule	08/30/2021	Complete
08/19/2021	Dobler, Cliff	Expanded request: Percentage of allocations and methodology to the percentages (Parks, etc.)	09/07/2021	Complete
08/20/2021	Dobler, Cliff	E-Mails between Derrick Aaron and Director of Finance		Anticipate to complete NLT 09/17/2021
08/21/2021	Dobler, Cliff	Invoices for Task Order #37 and Invoices for Task Order #30, Amd #1 – CH2M Hill/Jacobs	09/02/2021	Complete
08/25/2021	Katz, Aaron	USFS Contact Information for parcel across the street from Incline High School	08/25/2021	Complete
08/25/2021	Dobler, Cliff	Effluent Export Pipeline Engineering Charges 2012 to 2019 – Detail	08/25/2021	Complete
08/25/2021	Dobler, Cliff	USFS Permit, etc. re: Dog Park	08/26/2021 09/07/2021	Complete Complete
08/25/2021	Dobler, Cliff	Note 15 of 2020 CAFR	08/30/2021	Complete
08/26/2021	Katz, Aaron	Hospital Auxiliary Event		Due date established at 9/30/2021
08/31/2021	Katz, Aaron	Republican Women's Club Fashion Show/Luncheon	09/07/2021	Complete
08/31/2021	Katz, Aaron	WM Trash Rate Increase	09/07/2021	Complete

Date Requested	By Whom	Subject	Date Responded	Status/Comments
09/03/2021	Dobler, Cliff	Two Purchase Orders and One Amendment	09/03/2021	Complete
09/03/2021	Dobler, Cliff	Draft Report mentioned by Brad Underwood at the 09/02 BOT Meeting (Lumos)	09/08/2021	Complete
09/03/2021	Dobler, Cliff	Jacobs draft report and contract amendment	09/07/2021	Complete – ASA only provided
09/06/2021	Dobler, Cliff	LGIP Statements		Due date established at 9/30/2021
09/07/2021	Katz, Aaron	Use of the Chateau by Toccata	09/07/2021	Complete