

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Indra Winqest  
General Manager

**SUBJECT:** General Manager's Status Report  
Prepared for the meeting of January 13, 2021

**DATE:** January 6, 2021

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

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Effluent Pond Lining Project Request for Qualifications (RFQ)  <i>*updated</i>	Authorize Agreement with CMAR – January BOT Meeting	GM Winqest/Engineering Manager Chorey/ Trustee Dent	The District received submittals from two (2) highly qualified firms. Interviews took place on December 18 <sup>th</sup> . Staff is in the process of finalizing a CMAR selection.
Effluent Pipeline Project Request for Qualifications (RFQ)	See above	GM Winqest/Engineering Manager Chorey/ Trustee Dent	See above
Burnt Cedar Pool Project	Schematic Design Phase Completed	Engineering Manager Chorey/GM Winqest	Final design contract approved on 12/9/20. CORE Construction has begun Pre-Construction Services
<b>Internal Controls Project(s)</b> Review of Internal Control Policies and Procedures  <i>*updated</i>	Winter/Spring	Director of Finance Navazio	Internal Control documents and discussion of project plan for updates planned for Audit Committee meeting of January 27 <sup>th</sup> .
Construction Contract Review  <i>*updated</i>	Winter 2020	GM Winqest/Director of Finance Navazio	Moss Adams contract management review completed; presentation to BOT on January 13 <sup>th</sup> .
RFP for Independent Audit Services / Financial Reporting	Spring 2021	Audit Committee / Director of Finance Navazio	RFP released on 11/10/20; Responses from firms received 12/17/20; Audit Committee recommendation in Feb. with Board approval in March
Ordinance 7 GM Advisory Committee  <i>*updated</i>	Fall/Winter 2020	GM Winqest	Members of the Committee updated the BOT at the 12/09/20 BOT meeting. Next meeting scheduled for 1/12/21

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Smith vs IVGID Litigation	Ongoing	Legal Counsel/Board of Trustees/GM Winquest	Update provided by Legal Counsel at the 9/9/20 BOT mtg
Utilities Performance/Asset Management Review  <i>*updated</i>	Hiring of Consultant January 2021	GM Winquest/Board	The District received submittals and have interviewed 2 firms. Currently on the agenda for the 1/13/21 BOT mtg for approval of contract for services.
2020/2022 Strategic Plan	February 2020/21	Senior Management Team/Board of Trustees	Will discuss in the future, during long range calendar. Will set a workshop date after election
USFS Parcel Acquisition – Potential Dog Park	Ongoing	GM Winquest	Have resumed discussions with the USFS regarding special use permit, Legislation in progress
2020/2021 Budget Kick off Workshop  <i>*updated</i>	January 20 2021	GM Winquest/Director of Finance Navazio	Long Range Calendar updated to reflect first workshop January 20, 2021
Recreation Punch card accounting	Fall/Winter 2020	Director of Finance Navazio	Board Workshop took place on 9/9/20. Moss Adams Currently evaluating Punch Card Accounting
USACE Grant Funding for Pond Lining/Pipeline Projects	TBD	GM Winquest/Engineering Manager Chorey	Laura Whitney (USACE) shared new model agreements on 11/23. New target for completion of agreements is 3/31/21
Ski Way Reconstruction Project	TBD	Engineering Manager Chorey	GM Winquest/ Engineering Manager Chorey met with Tyrolian Board Chairman/Vice Chairman on 10/21/20

Diamond Peak Update

Diamond Peak opened for the season on December 4<sup>th</sup> to IVGID pass holders and Season Pass Holders. On December 10<sup>th</sup>, our planned opening date the ski area opened to all guests. During the month we saw very good snowmaking weather along with natural snowfall to assist in the building and opening of trails.

- December 4<sup>th</sup> - open Crystal Ridge, Sunnyside, Lodgepole, Schoolyard, Ridge and Popular

- December 14<sup>th</sup> - open Lower Showoff, Diamondback, Battleborn, Spillway, Chute and Luggis
- December 17<sup>th</sup> - open Freeway
- December 19<sup>th</sup> - open Wiggle and Village South Terrain Park
- December 22<sup>nd</sup> - open Uphill access with AM routes
- December 29<sup>th</sup> - open Great Flume, Lightning and Thunder
- December 31<sup>st</sup> - open Lakeview
- January 1<sup>st</sup> - open Slalom Glade and FIS
- January 9<sup>th</sup> - open Village North Terrain Park

During the holiday period from Saturday December 19<sup>th</sup> through Sunday January 3<sup>rd</sup> snow conditions were excellent with mostly sunny days adding to the guest experience with a skier count of approximately 25,191 for the period, 26% below the five year average. The final skier visit count for December was 27,557 which is 4% below the ten year monthly average. Through the month of December our ski schools taught 1,602 lessons as compared to 3,891 lessons last December down 58%. For the month we taught lessons to 5.8% of our skier visits compared to 12% last December.

We continue to operate using best practices and guidelines, practice physically distancing from one another, wear a face covering while visiting, do not visit if you are feeling unwell, plan ahead and please remember to visit [diamondpeak.com](http://diamondpeak.com) for the latest information about Diamond Peak.

### **Staffing Recruitment & Notification**

The Human Resources and Senior Management teams are very busy with multiple key recruitments. The District has formally hired a Controller who will be starting on January 11<sup>th</sup>. Recruitment for the Director of Public Works is in the final phase and staff expects to extend an offer to the top candidate in early January. Recruitment of the Parks & Recreation Superintendent has reached the final interview phase as four candidates have advanced to the interview process which will occur in early January. The District General Manager will keep the Board of Trustees and community up to date on these key recruitments.

Dee Carey has submitted her resignation as the District's Director of Human Resources as of January 20, 2021. Dee has served the District for twelve years and is a member of the Senior Management Team. Dee has been an outstanding member of the District team and we thank Dee for her tremendous commitment to the District and leading the Human Resources Department most recently through the current pandemic.

### **Ordinance 7 General Manager Advisory Committee**

A page on the IVGID website has been created and that link is <https://www.yourtahoeplace.com/ivgid/general-managers-committee-on-ordinance-7>. The minutes from the first meeting are posted to this website. The next meeting of this committee is scheduled for January 12, 2021. There will be a verbal update at the Board of Trustees meeting on January 13, 2020.

## **Key Project Updates**

*See 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 contract was authorized at the December 9, 2020 Board Meeting.

### **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 and worked with IVGID Staff and a community group to develop a preferred conceptual design. On August 12, 2020, the Board of Trustees unanimously selected a preferred option. On September 9, 2020, the Board of Trustees unanimously authorized schematic design services. On September 30, 2020, the Board of Trustees provided feedback on project delivery with the majority supporting the Construction Manager-At-Risk (CMAR) project delivery method. Final Design was authorized at the December 9, 2020 Board Meeting. The Project is tentatively scheduled to begin construction in May 2021. Construction will require complete closure of the pool and pool deck for an entire season.

### **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, 2020 Board of Trustees meeting. Construction has commenced and the project is scheduled to be substantially complete 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	\$32,720	\$741,720	\$426,907	\$314,813

### **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/Construction Manager-At-Risk (CMAR) to conduct a complete project review of the Effluent Export Project. IVGID staff has prepared a Request for Proposals (RFP) to solicit responses from potential CMARs and received responses from two (2) highly qualified firms. Interviews of both firms occurred on December 18, 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 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/Construction Manager-At-Risk (CMAR) to conduct a complete project review of the Effluent Export Project. IVGID staff has prepared a Request for Proposals (RFP) to solicit responses from potential CMARs and received responses from two (2) highly qualified firms. Interviews of both firms occurred on December 18, 2020.

**Financial Transparency**

Fiscal Year 2019/2020 Year-End Audit. We are nearing completion of the Comprehensive Annual Financial Report and related audit work. Final report anticipated in mid-January with review by the Audit Committee on January 20<sup>th</sup> and Board of Trustees on January 27<sup>th</sup>. Draft of financial statements was reviewed by Audit Committee at meeting of November 19<sup>th</sup>. The District's request for a 30-day extension to file audit report with the state has been approved. This extension will allow the Audit Committee and Board to consider the results of a third-party review of District financial reporting practices.

The Board was previously advised of correspondence (dated 12/1/20) transmitted to the Nevada Department of Taxation informing them of the District's intent to transition back to Enterprise Fund accounting for our Community Services and Beach activities, effective with the 2021/22 fiscal year. On December 23<sup>rd</sup>, the Department of Taxation provided the District's Board Chair and Director of Finance a notice of a hearing before the Committee on Local Government Finance, scheduled for January 28, 2021. (See attached Request for Appearance).

Staff completed the close for November 2020 and monthly financial reports are posted on the District's website and on our OpenGov platform. The close for the month of December is scheduled to be completed the week of January 18<sup>th</sup>.



Finally, Staff has initiated the budget process for development of the District's FY2021/22 budget. An important component of the budget process will be the scheduling of a series of budget workshops with the Board of Trustees to provide opportunity for input prior to presentation of the District's Tentative Budget in March 2021 and approval of the Final Budget in May 2021. There is a Budget Workshop, Wednesday, January 20, 2021, Time: 5 or 5:30 p.m.

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

From December 1, 2020 to December 31, 2020

PO Number	Vendor	Description	PO Amt
21-0127	GS O3 Services, LLC	Calibration of ozone analyzers at BC WDP	\$7,800.
21-0129	Jacobs Eng'g	WRRF Aeration Systems Imp.	\$18,000.
21-0134	Farr West Eng'g	Risk & Residence Assessments & Emergency Response Plan	\$19,000.
21-0135	Western Nevada Supply	Various parts	\$6,309.12
21-0138	G3 Eng'g	Mechanical Seal for Pump	\$7,775.
		<b>TOTAL</b>	<b>\$58,884.12</b>

**Public Records Requests**

Following are the public records requests from December 4, 2020 through December 29, 2020.

Date Requested	By Whom	Subject	Date Responded	Status/Comments
12/05/2020	Dobler, Cliff	Resend of information sent back in January 2020	12/14/2020	Complete
12/16/2020	Gumz, Joy	USDA Forest Service Payment Information	12/22/2020	Complete
12/17/2020	Katz, Aaron	Secret IVGID Quarterly	12/17/2020	Complete
12/17/2020	Dobler, Cliff	Rapid Construction Bid and Complete Bid Documents for Ballfield Project	12/17/2020	Complete
12/17/2020	Katz, Aaron	\$875 Charges to NPRS		Calendared for 01/31/2021
12/17/2020	Katz, Aaron	Multiple Items re: Tree City		Partial response sent 12/17/2020; Balance calendared for 01/31/2021
12/17/2020	Dobler, Cliff	Ballfield 3 Renovation		Rec'd 1/5/2021 – due 1/12/2021
12/17/2020	Dobler, Cliff	RFP for Incline Park Facility Renovation Project between 5/23/2018 and 12/20/2020	01/05/2021	Rec'd 1/5/2021 – due 1/12/2021 Complete
12/22/2020	Gumz, Joy	EFT Question and backup to USFS payment of \$11,800		Rec'd 1/5/2021 – due 1/12/2021
12/24/2020	Dobler, Cliff	Cell Tower Leases (4)	01/05/2021	Rec'd 1/5/2021 – due 1/12/2021 Complete
12/24/2020	Dobler, Cliff	Executed copy of PNC Equipment Finance LLC agreement (golf carts – Mountain) and minutes of approval	01/06/2021	Rec'd 1/5/2021 – due 1/12/2021
12/29/2020	Dobler, Cliff	IT Infrastructure	01/05/2021	Rec'd 1/5/2021 – due 1/12/2021 Complete



STATE OF NEVADA  
DEPARTMENT OF TAXATION

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December 23, 2020

COMMITTEE ON LOCAL GOVERNMENT FINANCE  
REQUEST FOR APPEARANCE

CERTIFIED MAIL: 9171 9690 0935 0010 7740 59

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT  
ATTN: PAUL NAVAZIO, DIRECTOR OF FINANCE  
893 SOUTHWOOD BOULEVARD  
INCLINE VILLAGE, NV 89451

ZOOM MEETING

Date and Time of Meeting: January 28, 2021, 9:00 a.m.

In compliance with the Governor's Emergency Directive #006 (dated March 22, 2020) and Emergency Directive #026 (dated June 29, 2020), the meeting may be conducted by electronic communications. You may participate by using Zoom or by telephone:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84764421320>

Or iPhone one-tap:

US: +13462487799,84764421320# or +16699009128,84764421320#

Or Telephone: Dial (for higher quality, dial a number based on your current location):

US: +1 346 248 7799 or +1 669 900 9128 or +1 253 215 8782 or +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592

Webinar ID: 847 6442 1320

International numbers available: <https://us02web.zoom.us/j/84764421320>

A representative from Incline Village General Improvement District is requested to appear by teleconference before the Committee on Local Government Finance (Committee) at the date and time above regarding the following:

1. Discussion and review of IVGID's request to transition from Special Revenue accounting, back to Enterprise Fund accounting for the District's Community Service and Beach Funds as reversed beginning in 2015/16 Budget
2. Discussion regarding required valuation of Capital Assets, prior to any proposed transition starting FY 21/22 Budget
3. Discussion from current Independent Auditor regarding proposed transition back to Enterprise accounting from Special Revenue Fund accounting for the Community Service and Beach Funds

The Committee requests that any additional materials regarding this agenda item be received in the office of the Department at least 5 working days prior to the scheduled meeting to allow the Department and Committee Members an opportunity for review.

If you have any questions, please feel free to call Kelly Langley at 775-684-2073.

  
Jeffrey Mitchel, Deputy Director  
Department of Taxation