

MEMORANDUM

TO: Board of Trustees

FROM: Indra Winquest
General Manager

SUBJECT: General Manager's Status Report
Prepared for the meeting of October 27, 2020

DATE: October 20, 2020

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>	CMAR RFQ Posted 10/23/20	GM Winquest/Engineering Manager Chorey Trustees Wong/Dent	RFQ Posted 10/23/20. Interviews to take place in November.
Effluent Pipeline Project Request for Qualifications (RFQ)	See above	GM Winquest/DPW Pomroy Trustees Wong/Dent	See above
Burnt Cedar Pool Project <i>*updated</i>	Schematic Design Phase	Engineering Manager Chorey/GM Winquest	Schematic Design in progress. To be presented to Board 11/18.
<u>Internal Controls Project(s)</u>			Draft framework / project plan shared with Audit Committee; prioritizing procurement policy review
Review of Internal Control * Policies and Procedures	Winter/Spring	Director of Finance Navazio	
* Construction Contract Review	Winter 2020	GM Winquest/Director of Finance Navazio	Moss Adams contract audit underway; completed document review and stakeholder interviews; fact validation by 10/30; final report 11/16
Ordinance 7 Administrative Revisions <i>*updated</i>	Fall/Winter 2020	GM Winquest	GM Advisory Committee Kick off meeting was held on 9/29/20. Next meeting was held 10/27/20
Smith vs IVGID Litigation	Ongoing	Legal Counsel/Board of Trustees/GM Winquest	Update provided by Legal Counsel at the 9/9/20 BOT mtg

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Utilities Performance/Asset Management Review <i>*updated</i>	Hiring of Consultant Fall 2020	GM Winquest/Board	Draft RFP under final review; target date for RFP release late October
2020/2022 Strategic Plan <i>*updated</i>	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,
2020/2021 Budget Kick off Workshop <i>*updated</i>	December 2020	GM Winquest/Director of Finance Navazio	Long Range Calendar updated to reflect workshop 12/9/20
Recreation Punch card accounting	Fall 2020	Director of Finance Navazio	Board Workshop took place on 9/9/20.
USACE Grant Funding for Pond Lining/Pipeline Projects	TBD	GM Winquest/Engineering Manager Chorey	Meeting with Marcus Faust/Laura Whitney of the USACE early November

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

The Recreation Center is currently open with a limited capacity of 50% for current members only. Drop in use is being evaluated at this time. Reservations are required for Group Fitness Classes, Gymnasium, Pool, and Strength and Conditioning area. The Chateau Grille is currently open with limited capacity and reservations are required. Weddings, Banquets and Events are currently taking place with significant restrictions based on state and county guidelines and restrictions. A variety of Parks & Recreation programs are being offered with strict health and safety guidelines. The community parks remain open for drop in use and social/physical distancing is being closely monitored. The Tennis Center remains open until late October weather dependent. Tennis and Pickle Ball courts will remain open on a first come first serve basis once the Pro Shop operations cease for the season.

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. Currently the beach operational season is winding down. Food & Beverage and lifeguard operations ended on September 7th. Beach Host Staff will continue to staff the entrance gates and the boat ramp as weather and utilization allows through the end of October.

- All Beach Parking lots open 8am – 8pm daily
- Ski Beach Boat Ramp is available by appointment. All appointments must be made 24 hours in advance

Golf Courses Update

Championship Course Review

The Championship course opened May 18 for play and closed October 18 with no disruptions or closures for the season. The golf course was in great condition all season, thanks to the hard work by Jeff Clouthier and his team. The Golf staff lead by Head Professional Kyle Thornburg kept things safe for all golfers while checking-in and playing. As you will see below, Resident play was significantly up for the year and all of this was accomplished with incredibly low pace-of-play which made all golfers happy.

Overall Play Percentages Of Total Play	Residents	Play Pass	Resident's Guest	Non-Residents	Other
2019	26%	33%	9%	24%	8%
2020	36%	39%	10%	12%	3%
Difference in 2020	+10%	+6%	+1%	-12%	-5%

Mountain Course Review

The Mountain course opened May 25 for play and closed October 11, also with no disruptions or closures for the year thanks to the Mountain course staff headed by Head Professional Ashley Wood. Jeff Clouthier and his staff also had the Mountain course in great condition for the entire season.

Mountain Course	Residents	Play Pass	Resident's Guest	Non-Residents	Other
2019	5239	2788	1698	4846	875
2020	9212	2957	1962	3624	567
Difference in 2020	+43%	+6%	+14%	-25%	-35%

Overall Play Percentages of Total Play	Residents	Play Pass	Resident's Guest	Non-Residents	Other
2019	34%	18%	11%	31%	6%
2020	50%	16%	11%	20%	3%
Difference in 2020	+24%	-2%	0	-11%	-3%

Staff Recruitment

The Human Resources Team is very busy with multiple key recruitments - Controller, Parks and Recreation Superintendent, and the Director of Public Works. The District General Manager will keep the Board of Trustees up to date on these key recruitments as the process proceeds.

Public Works

- 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. We expect to discontinue this by December 1.
- Solid waste violations and fines have been reinstated as of all new violations beginning August 31, 2020.

Ordinance 7 General Manager Advisory Committee

A page on the IVGID website has been created and that link is <https://www.yourtahoepace.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 Tuesday, October 27, 2020. The GM will give an update at the BOT meeting on 10/27/20.

Key Project Updates

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. Schematic Design is scheduled to be presented to the Board of Trustees at the November 18, 2020 Board Meeting. Assuming acceptance of the schematic design, the CMAR will prepare a construction cost estimate. The CMAR construction cost estimate and a proposal to complete design and permitting are tentatively scheduled to be reviewed and discussed at the December 9, 2020 Board Meeting. Attached to this memorandum is a memorandum sent to the Board of Trustees by the Engineering Manager which Staff wanted to make available to the community.

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	\$25,358	\$734,358	\$213,150	\$521,208

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 it will appear in the newspaper on October 23, 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 it will appear in the newspaper on October 23, 2020.

Financial Transparency

Fiscal Year 2019/2020 Year-End Audit. Auditor has provided review comments on preliminary draft of financial statements and notes to financial statements. Staff continues to respond to audit inquiries and is updating sections of the CAFR. Currently 11 audit adjustments that have been identified and posted. One audit adjustment is under review by staff and is not posted.

Staff has completed the September 2020 close and posted the financial packet to the District website and updated OpenGov.

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

From September 30, 2020 to October 21, 2020

PO Number	Vendor	Description	PO Amt
21-0090	EXL Media	EXL Media 2020-21 media buying services for Diamond Peak – Agency Fees	\$25,000.
21-0091	EXL Media	EXL Media 2020-21 media buying services for Diamond Peak Ski Resort – paid media spending	\$75,000
21-0092	Sierra Pacific Turf Supply Inc.	Fertilizer, adjuvants, construction amendment for root zone mixes	\$10,703
21-0094	Tate Snyder Kimsey Architects Ltd DBA TSK Architects	Burnt Cedar Swimming Pools Improvement Project; Schematic Design services per ASA 01 dated 9/11/2020	\$66,204
21-0098	Kassbohrer All Terrain Vehicles, Inc.	Parts and Labor for Snowcat Track rebuild \$645	\$16,000
21-0099	Halo Branded Solutions, Inc.	Diamond Peak Staff Uniforms	\$30,000
21-0101	Ward-Young Architecture and Planning	Recreation Center Locker Room Improvements; architectural services per SFA dated 8/20/2020	\$40,222
21-0102	Ward-Young Architecture and Planning	Recreation Center Lobby Restroom Improvements; architectural services per ASA dated 8/21/2020	\$16,237
		TOTAL	\$279,366



Memorandum

To: Board of Trustees
Through: Indra Winqest – General Manager
From: Nathan Chorey, PE – Engineering Manager
Date: October 19, 2020
RE: Burnt Cedar Pool – Design Status Update

We want to update you on how the Schematic Design of the Burnt Cedar Swimming Pool is progressing. As Mr. Dobler stated during public comment at the October 14th Board Meeting, the design team, staff, and the community group have been working together to advance the design. By confirming initial assumptions and refining details, we have been able to reduce the estimated cost while maintaining the overall design concept that the Board approved.

Attached to this memo are progress drawings for your reference but I also want to talk you through some of the initial assumptions that have been revised:

- The mechanical and electrical engineers confirmed that the existing utility service lines are adequate to meet the needs of the proposed pool (Conceptual Design Estimate included \$ for potential upgrades).
- The wading pool was changed to a skimmer filtration system instead of a rim system. After further discussions with the design team and IVGID pool staff, it was determined that a skimmer filtration system would provide the necessary filtration at a significant cost savings. The wading pool is only 18 inches deep, so the more robust rim system is not warranted on this pool. We are keeping the rim system on the main pool.
- The wading pool shape and size were studied further. Ultimately, we decided on a 565-SF oval shape pool. The existing wading pool is 481-SF, so expanding the wading pool to 800-SF seemed excessive, especially when you consider we are proposing full length entry stairs, which we believe parents and grandparents will use to sit and play with their children. The oval shape fits the site better, too, given the constraints of the pool mechanical room, upper deck columns, and raised pool deck.
- Site lighting has been removed from the project. Beaches are typically open to dusk and after discussing this as a group it was determined this improvement was not necessary for safety.
- The pool deck has been reduced in size in order to include landscape islands and soften the overall feel.
- The retaining wall between the two deck areas (just west of the main pool) was rotated to improve the lake views on the upper deck.
- A simple fence/barrier (think split rail fence) has been added at the top of the rock line slope above Lake Tahoe on the East/West connector path.

Based on the initial estimate these plan revisions will reduce the overall project cost by approximately \$550,000. We are continuing to work through the design processes and, as a group, are challenging assumptions and looking to reduce costs wherever possible. That being said, this will be a signature legacy project for the District so we want to make sure that we fully evaluate specific components as they may be important to the committee regardless of the overall costs.

We interviewed two Construction Managers-At-Risk (CMAR) on October 15th, and were impressed with both companies. We will begin negotiations with the preferred company for pre-construction services the week of October 19th and hope to have them under contract by the end of the month. The CMAR will be able to provide additional clarity on costs and insight into design alternatives that may improve the overall project without adding costs.

Burnt Cedar

POOL DECK & PATH ALIGNMENT STUDIES

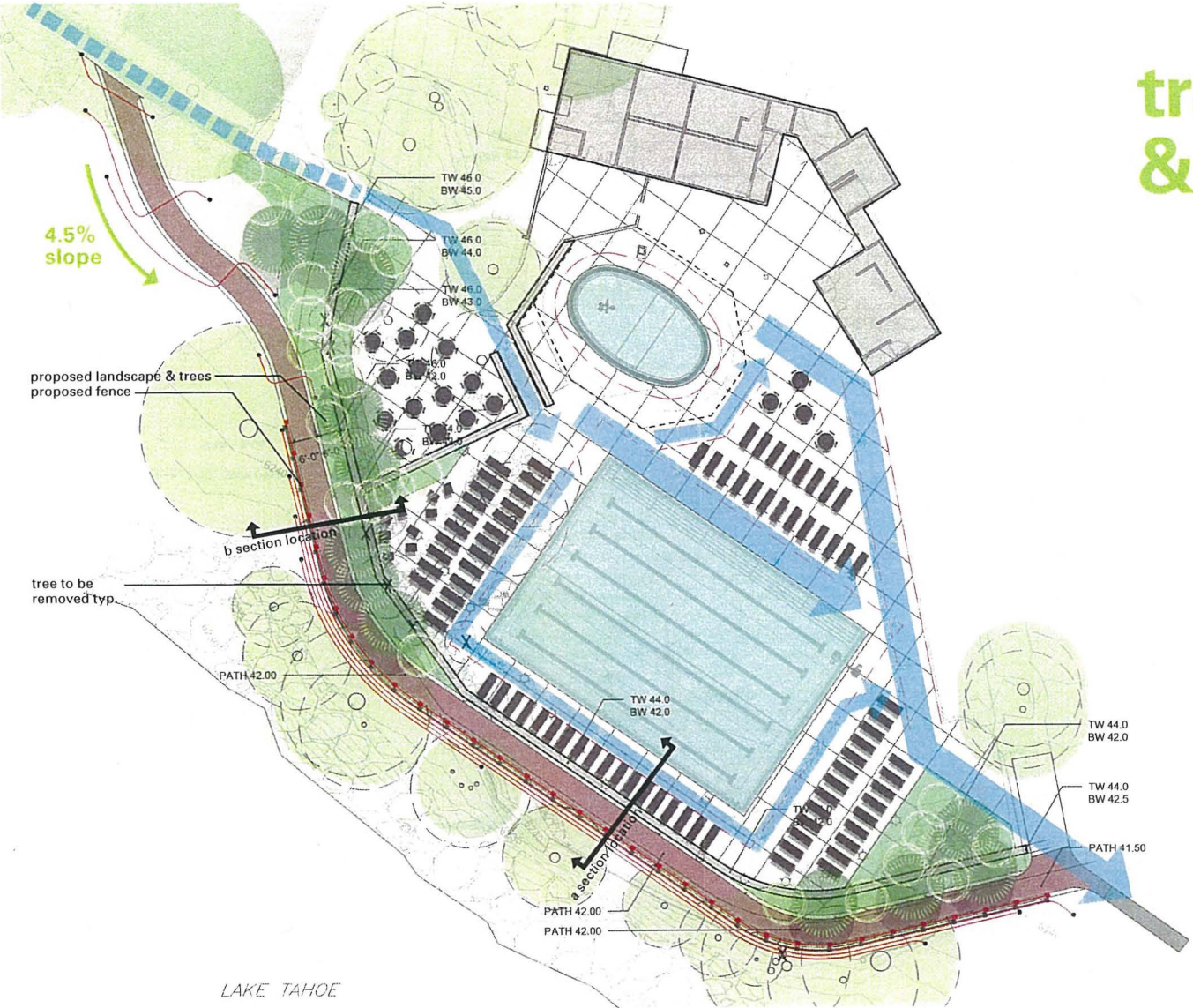
Prepared for Client
October, 2020

Prepared by

DESIGNWORKSHOP

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trail alignment & grading plan



approach

In order to reduce the size and number of walls required for the new trail alignment, the new path was pulled away from the pool deck retaining wall by a minimum of 6'-0". This allows the use of rip-rap and landscape treatments to grade from pool deck to path.

The plan alignment on the left represents a 6'-0" wide path and 6'-0" wide buffer between path and the pool deck. The following pages highlight different trail widths and buffer options available for the client to consider.

- legend
-  8'-0" clear major path circulation
 -  4'-0" - 6'-0" clear minor path circulation
 -  landscape planter
 -  6'-0" trail
 -  minimum clear path

