

MEMORANDUM

TO: Board of Trustees
FROM: Paul Navazio
Director of Finance
SUBJECT: Fiscal Year 2020/2021 Second Quarter Budget Update: Popular CIP Status Report Through December 31, 2020
DATE: February 9, 2021

I. RECOMMENDATION

This is an informational report and therefore no Board action is required.

II. BACKGROUND AND DISCUSSION

This communication represents the FY2020/2021 2nd Quarter Popular CIP Status Report intended to provide an update for the District's Capital Improvement Program (CIP) Budget for activities for the period from July 1, 2020 through December 31, 2020. This report complies with Board Policy 13.1.0.2 relating to periodic reports on the status of the District's capital projects.

Overview

The District's FY2020/2021 approved capital budget adopted by the Board on May 27, 2020 provides for appropriations totaling \$14,377,677 in support of planned capital projects across all District activities, including Administration (\$650,150), Utilities (\$7,140,286), Community Services (\$6,127,741), Beaches (\$454,500) and Internal Services (\$5,000).

	FY2020/21 Appropriations	Prior Year Carryforward	FY2020/21 Approved Budget	Amendments	Amended Budget	Expenditures thru 12/31/20
General Fund	\$ 350,150	\$ 300,000	\$ 650,150	\$ -	\$ 650,150	\$ 280,313
Utility Fund	4,586,500	2,553,786	7,140,286	-	7,140,286	2,864,282
Internal Services	5,000	-	5,000	-	5,000	0
Community Services	3,627,040	2,500,701	6,127,741	-	6,127,741	1,938,756
Beach	454,500	-	454,500	258,289	712,789	150,542
<i>Total All Funds</i>	<i>\$ 9,023,190</i>	<i>\$ 5,354,487</i>	<i>\$ 14,377,677</i>	<i>\$ 258,289</i>	<i>\$ 14,635,966</i>	<i>\$ 5,233,893</i>

Overall, capital project expenditures through the second quarter of FY2020/2021 (December 31, 2020) totaled \$5,233,893, or 36.4% of the adopted CIP budget. This level of expenditures represents 35.8% of the amended capital budget (to include supplemental appropriations of \$258,289 authorized via Board Resolution 1882 related to the Burnt Cedar Pool project).

The Board received the FY2020/2021 1st Quarter Popular CIP Status report at its meeting of November 19, 2020. This agenda item, via attachment, provides the Board with the second quarterly Popular Report, reflecting financial results through the first six months of this fiscal year.

In addition to reporting actual expenditures for each approved capital improvement project through December 31, 2020, the report also includes specific modifications, per Board action, to the adopted FY2020/2021 CIP budget. The report also includes a brief "status" classification to assist in understanding the information contained in this report as well as to help track changes in individual project status from quarter to quarter.

Adjustments to Adopted FY2020/2021 Capital Budget Reflected in CIP Status Report

The following summarizes modifications to Capital Project budget reflected in the 2nd Quarter CIP Status Report per previous Board action:

Summary of Board Actions Impacting the FY2020/21 Capital Budget					
Board Agenda	Project Description	Project #	Action	Amount	Fund
6/23/2020	Watermain Replacement - Martis Peak Road vicinity	2299WS1704	Reduce Project Budget per Bid Award	(353,910)	Utility Fund
	Unallocated Capital Project Funding			353,910	Utility Fund
				-	
6/23/2020	Maintenance Building Drainage, Washpad and Pavement	3141GC1501	Reduce Project Budget per Bid Award	(121,567)	Golf Fund
	Unallocated Capital Project Funding			121,567	Golf Fund
				-	
8/12/2020	IT Infrastructure	1213CO1505	Re-allocaation of Project Budget	(33,700)	General Fund
	Microsoft Office Licenses	1213CO1803		(9,300)	General Fund
	Windows Server Operating System	1213CO1804		43,000	General Fund
				-	
12/9/2020	Watermain Replacement - Slott Pk Ct	2299WS1706	Advance Funding for Design of	45,000	Utility Fund
	Unallocated Capital Project Funding		FY2020/21 construction project	(45,000)	Utility Fund
				-	
12/9/2020	Burnt Cedar Swimming Pool Improvements	3970BD2601	Supplemental Appropriation from	258,289	Beach Fund
			Fund Balance		

Pending Adjustments to FY2020/2021 Capital Budget

The 2nd Quarter CIP Status Report includes expenditure activity relative to approved budget for several Capital Improvement Projects whose funding source is carry-forward appropriations from prior year approved capital budgets. The carry-forward amounts reflected in the original capital budget, approved by the Board on May 27, 2020 were based on estimates of project status and funding available for carry-over to the new fiscal year at that time.

Upon conclusion of the past fiscal year (FY2019/2020) and final audited financial results, actual amounts available for carry-over as of June 30, 2020 may differ from the estimates included in the adopted capital budget. In addition, several projects were assumed to have been completed in the prior fiscal year, however project delivery and/or payments may not have been completed until after the close of the FY2019/2020 fiscal year.

A separate agenda item appears on the Board agenda to approve recommended budget adjustments to address the discrepancy between estimated and actual carry-over amounts impacting FY2020/2021 CIP project budgets. These budget adjustments will be reflected in future Popular CIP Status reports, pending formal action by the Board of Trustees.

Attachment:

- Q2 Popular CIP Status Report - FY2020/2021, through December 2020

Incline Village General Improvement District		Capital Improvement Projects Report to the Board of Trustees			PROPOSED For the Year Ending June 30, 2021			Future Year	FY2020/21	Fiscal Year		
DESCRIPTION	PROJECT #	Original Budget	Prior Year	Current Year	Projects Cancelled	Adjustments	Reallocation	Reservation Fund Balance	Adjusted Budget	Expenditures As of 12/31/20	Variance	Status
			Carry Forward	Budgeted								
General Fund:												
IT Master Plan - IT Security Devices	1213CE1101	15,000		15,000					15,000	-	15,000	
District Wi-Fi Installation Update	1213CE1501	60,000		40,000					40,000	16,382	23,618	In Progress
District Communication Radios	1213CE1701	6,000		6,000					6,000	-	6,000	In Progress
District Wide Update to Voice Over Internet Phone System	1213CE1901	60,000		60,000					60,000	278	59,722	In Progress
IT Infrastructure	1213CO1505	91,800		91,800			(33,700)		58,100	49,120	8,980	Completed
District Wide PC, Laptops, Peripheral Equipment and Desk Top Printers	1213CO1703	97,050		97,050					97,050	31,648	65,402	In Progress
Microsoft Office Licenses	1213CO1803	9,300		9,300			(9,300)		-	-	-	Re-allocation
Windows Server Operating System	1213CO1804	14,000		14,000			43,000		57,000	56,547	453	In Progress
Admin Roof Repairs	1099BD1501	12,000		12,000					12,000	-	12,000	
Pavement Maintenance - Administration Building	1099L1705	5,000		5,000					5,000	-	5,000	In Progress
Human Resources Management and Payroll Processing	1315CO1801	300,000	300,000	-					300,000	126,338	173,662	
Total General Fund		\$ 670,150	\$ 300,000	\$ 350,150	\$ -	\$ -	\$ -	\$ -	\$ 650,150	\$ 280,313	\$ 369,837	
Utility Fund:												
Arc Flash Study - Utilities	2097BD2001	60,000		60,000					60,000	1,750	58,250	In Progress
Public Works Billing Software Replacement	2097CO2101	10,000		10,000					10,000	-	10,000	Delayed
Adjust Utility Facilities in NDOT/Washoe County Right of Way	2097DI1401	145,000		25,000					25,000	16,224	8,776	In Progress
Water Reservoir Safety and Security Improvements	2097DI1701	250,000	389,396	200,000		CFWD Adj			589,396	491,165	98,231	Completed
2011 Chevrolet Service Truck #647 Treatment	2097LV1749	45,000		45,000					45,000	-	45,000	In Progress
2004 9' Western Snow Plow #542A	2097LE1723					CFWD Adj			-	9,000	-	Prior Year
2004 GMC 1-Ton Flatbed #542 Pipeline Dept.	2097LV1746					CFWD Adj			-	52,883	-	Prior Year
1996 Peterbilt Dump Truck #299	2097HV1754					CFWD Adj			-	70,608	-	Prior Year
Pavement Maintenance, Utility Facilities	2097LI1401					CFWD Adj			-	17,900	(17,900)	Prior Year
Utility Shared Projects		510,000	389,396	340,000	-	-	-	-	729,396	659,530	202,357	
Water Pumping Station Improvements	2299DI1102	70,000		70,000					70,000	46,349	23,651	In Progress
Replace Commercial Water Meters, Vaults and Lids	2299DI1103	55,000		55,000					55,000	15,757	39,243	In Progress
Water Reservoir Coalinas and Site Improvements	2299DI1204	85,000		85,000					85,000	-	85,000	In Progress
Burnt Cedar Water Disinfection Plant Improvements	2299DI1204	25,000		25,000					25,000	2,082	22,918	In Progress
Watermain Replacement - Martis Peak Road vicinity	2299WS1704	990,000		990,000			(353,910)		636,090	588,790	47,300	Completed
Watermain Replacement - Slot Pk Ct	2299WS1706						45,000		45,000	5,500	39,500	In Progress
Burnt Cedar Water Disinfection Plant Emergency Generator Fuel Tank Upgrades	2299DI1707	200,000	175,000	-		CFWD Adj			175,000	-	175,000	In Progress
Unallocated Capital Project Funding							308,910		308,910	-	-	
Water		1,425,000	175,000	1,225,000	-	-	-	-	1,400,000	658,477	432,613	
Effluent Export Pipeline Project	2524SS1010	2,000,000	11,586,890	2,000,000				(11,586,890)	2,000,000	15,297	1,984,703	Multi-Year
Effluent - Pond Lining	2599SS2010								-	-	-	
Building Upgrades Water Resource Recovery Facility	2599BD1105	80,000		80,000					80,000	29,850	50,150	In Progress
Sewer Pumping Station Improvements	2599DI1104	70,000		70,000					70,000	35,387	34,613	In Progress
Sewer Pump Station #1 Improvements	2599DI1703	650,000	390,866	650,000		CFWD Adj			1,040,866	-	1,040,866	In Progress
Water Resource Recovery Facility Improvements	2599SS1102	125,000		125,000					125,000	98,938	26,062	Completed
Wetlands Effluent Disposal Facility Improvements	2299DI1204	100,000		16,500					16,500	-	16,500	In Progress
Replace & Re-line Sewer Mains, Manholes and Appurtenances	2599SS1203	80,000		80,000					80,000	43,944	36,056	Ongoing
WRRF Aeration System Improvements	2599SS1707	1,766,500	1,598,524	-		CFWD Adj			1,598,524	1,322,858	275,666	In Progress
Sewer		4,871,500	13,576,280	3,021,500	-	-	-	(11,586,890)	5,010,890	1,546,274	3,188,950	
Total Utility Fund		\$ 6,806,500	\$ 14,140,676	\$ 4,586,500	\$ -	\$ -	\$ -	\$ (11,586,890)	\$ 7,140,286	\$ 2,864,282	\$ 3,823,920	
Internal Service:												
Replace 2004 Pick-up Truck 4X4 (1/2-ton) #540 Used Internal	5394LV1722	5,000		5,000					5,000	-	5,000	
Total Internal Service		\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	
Championship Golf Course:												
Champ Golf Exterior Icemaker Replacement	3141FF1804	10,500		10,500					10,500	-	10,500	
Championship Golf Course Bear Boxes	3141FF1903	6,000		6,000					6,000	-	6,000	
Irrigation Improvements	3141GC1103	15,000	5,000	15,000		CFWD Adj			20,000	2,150	17,850	In Progress
Maintenance Building Drainage, Washpad and Pavement	3141GC1501	700,000		700,000			(121,567)		578,433	519,050	59,383	In Progress
Pavement Maintenance of Parking Lots - Champ Course & Chateau	3141LI1201	55,000		55,000					55,000	-	55,000	In Progress
Pavement Maintenance of Cart Paths - Champ Course	3141LI1202	62,500		62,500					62,500	400	62,100	In Progress
Championship Golf Course Electric Cart Fleet and GPS	3141LV1898	378,000		378,000					378,000	-	378,000	
2006 Carryall Club Car #589	3142LE1737	13,000		13,000					13,000	-	13,000	
2006 Carryall Club Car #590	3142LE1738	13,000		13,000					13,000	-	13,000	
2006 Carryall Club Car #591	3142LE1739	13,000		13,000					13,000	-	13,000	
2016 Bar Cart #724	3142LE1741	17,000		17,000					17,000	-	17,000	
2016 Bar Cart #725	3142LE1742	17,000		17,000					17,000	-	17,000	
Replacement of 2010 John Dere 8500 #641	3142LE1760		92,000						92,000	-	92,000	
Driving Range Nets	3143GC1201	90,000		90,000					90,000	-	90,000	In Progress
2008 Planetair HD50 #616	3197LE1731	38,000		38,000					38,000	-	38,000	
2017 TORO Procure 864 Aerator #747	3197LE1735	28,000		28,000					28,000	-	28,000	
2017 Deep Tine Aerator #763	3197LE1752	27,000		27,000					27,000	-	27,000	
Graden Sand Injection Verticutter	3197LE1902	18,500		18,500					18,500	16,450	2,050	
2017 TORO Procure 864 Aerator #756	3197E2004	33,500		33,500					33,500	-	33,500	
Maintenance Shop Crane and Equipment Lift	3197ME1710	30,000	21,827	-					21,827	-	21,827	
Unallocated Capital Project Funding							121,567		121,567	-	-	
Total Championship Golf Course		\$ 1,565,000	\$ 118,827	\$ 1,535,000	\$ -	\$ -	\$ -	\$ -	\$ 1,653,827	\$ 538,050	\$ 994,210	
Mountain Golf Course:												
Mountain Course Greens, Tees and Bunkers	3241GC1101	8,000	15,000	8,000		CFWD Adj			23,000	11,581	11,419	In Progress
Irrigation Improvements	3241GC1404	43,000	18,000			CFWD Adj			18,000	1,140	16,860	In Progress
Mountain Course 58 Cart Fleet acquired by lease	3241LV1899	288,000	113,985			CFWD Adj			113,985	-	113,985	
Mountain Golf Cart Path Replacement	3241LI1903	165,000	166,395						166,395	40,200	126,195	Multi-Year
2016 Bar Cart #726	3242E1726	20,000		20,000					20,000	-	20,000	
Pavement Maintenance of Parking Lot - Mountain Golf Course	3242LI1204	6,000		6,000					6,000	-	6,000	In Progress
Total Mountain Golf Course		\$ 530,000	\$ 313,380	\$ 34,000	\$ -	\$ -	\$ -	\$ -	\$ 347,380	\$ 52,921	\$ 294,459	

Incline Village General Improvement District	Capital Improvement Projects Report to the Board of Trustees				PROPOSED For the Year Ending June 30, 2021				Future Year Reservation Fund Balance	FY2020/21 Adjusted Budget	Fiscal Year Expenditures As of 12/31/20	Variance	Status
	DESCRIPTION	PROJECT #	Original Budget	Prior Year Carry Forward	Current Year Budgeted	Projects Cancelled	Adjustments	Reallocation					
Chateau:													
Resurface Patio Deck - Chateau	3350BD1302	36,000		36,000						36,000	-	36,000	
Replace Air Walls Chateau	3350BD1704	56,500		56,500						56,500	700	55,800	
Retrofit Chateau Ventilation Ducts	3350ME2001	7,500		7,500						7,500	6,600	900	
Catering Kitchen Equipment	3350FF1204										(3,288)	3,288	
		\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 4,012	\$ 95,988	
Diamond Peak Ski Resort:													
Base Lodge Walk In Cooler and Food Prep Reconfiguration	3453BD1806	15,000	25,000	15,000						40,000	-	40,000	
Crystal Express Ski Lift Maintenance and Improvements	3462HE1502	55,000		55,000						55,000	34,793	20,207	
Lakeview Ski Lift Maintenance and Improvements	3462HE1702	25,000	239,864	25,000		CFWD Adj				264,864	199,720	65,144	
Ridge Ski Lift Maintenance and Improvements	3462HE1903	45,000		45,000						45,000	27,850	17,150	
Ski Resort Snowmobile Fleet Replacement	3464LE1601	16,000		16,000						16,000	14,452	1,549	
2013 Yamaha Rhino (ATV) #674	3464LV1732	21,000		21,000						21,000	-	21,000	
Replace Ski Rental Equipment	3468RE0002	200,000	335,000	200,000						535,000	-	535,000	
Replace 2010 Shuttle Bus #635	3469HE1739	140,000		140,000						140,000	-	140,000	
Replace 2010 Shuttle Bus #636	3469HE1740	140,000		140,000						140,000	-	140,000	
Pavement Maintenance, Diamond Peak and Ski Way	3469LI1105	25,000		25,000						25,000	1,300	23,700	
Ski Way and Diamond Peak Parking Lot Reconstruction	3469LI1805	300,000	220,000	300,000		CFWD Adj				520,000	8,000	512,000	
Diamond Peak Facilities Flooring Material Replacement	3499BD1710	55,000		55,000						55,000	-	55,000	
Arc Flash Study - Ski	3499BD2002	20,000		20,000						20,000	-	20,000	
Ecommerce/Middleware Software	3499OE1909	202,000	202,000							202,000	120,000	82,000	
Replace Staff Uniforms	3499OE1205	135,000		135,000						135,000	-	135,000	
Ski Master Plan Implementation (Entitlements)	3653BD1501	750,000	450,000							1,200,000	2,760	119,740	
		\$ 2,144,000	\$ 1,471,864	\$ 1,192,000	\$ -	\$ -	\$ -	\$ -	\$ (400,000)	\$ 2,263,864	\$ 408,875	\$ 1,854,990	
Parks:													
Resurface and Coat Incline Park Bathroom Floors	4378BD1603	13,940		13,940						13,940	-	13,940	
Rosewood Creek Foot Bridges	4378BD1705	8,000		8,000						8,000	8,000	-	
Preston Field Retaining Wall Replacement	4378BD1801	10,000		10,000						10,000	2,438	7,563	
2008 JD Pro-Gator #624	4378LE1731	36,000		36,000						36,000	-	36,000	
2015 Ball Field Groomer #706	4378LE1742	24,000		24,000						24,000	-	24,000	
Maintenance, East & West End Parks	4378LI1207	7,000		7,000						7,000	3,110	3,890	
Pavement Maintenance, Village Green Parking	4378LI1303	7,500		7,500						7,500	-	7,500	
Pavement Maintenance, Preston Field	4378LI1403	5,000		5,000						5,000	700	4,300	
Pavement Maintenance, Overflow Parking Lot	4378LI1602	5,000		5,000						5,000	-	5,000	
Pavement Maintenance - Incline Park	4378LI1802	3,500		3,500						3,500	550	2,950	
2004 Pick-up Truck 4x4 (1-Ton) #541	4378LV1737	45,000		45,000						45,000	-	45,000	
Replace Playgrounds - Preston	4378RS1601	7,500		7,500						7,500	-	7,500	
Incline Park Facility Renovations (Net of Grants)	4378LI1803					CFWD Adj					81,855	(81,855)	
2003 1-Ton Service Truck #520	4378LV1736					CFWD Adj					(43,063)	43,063	
		\$ 172,440	\$ -	\$ 172,440	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 172,440	\$ 139,715	\$ 32,725	
Tennis:													
Paint All Court Fences and Light Poles, Replace Wind Screens	4588BD1602	26,000		26,000						26,000	-	26,000	
Tennis Center Renovation	4588BD1604		996,630			CFWD Adj				996,630	561,660	434,970	
Pavement Maintenance, Tennis Facility	4588LI1201	5,000		5,000						5,000	-	5,000	
Resurface Tennis Courts 8-9-10-11	4588RS1401	17,600		17,600						17,600	-	17,600	
		\$ 48,600	\$ 996,630	\$ 48,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,045,230	\$ 561,660	\$ 483,570	
Recreation Center:													
Recreation Center Upstairs Lobby Restrooms Remodel	4884BD1902	170,000		170,000						170,000	13,937	156,063	
Pavement Maintenance, Recreation Center Area	4884LI1102	62,500		62,500						62,500	63,006	(506)	
Fitness Equipment	4886LE0001	45,000		45,000						45,000	20,176	24,824	
Rec Center Locker Room Improvements	4899FF1202	60,000		60,000						60,000	24,523	35,477	
Recreation Center Elevator Modernization	4899ME2001	97,500		97,500						97,500	87,681	9,819	
Recreation Center Printer Copier Replacement 980 Incline Way	4899OE1607	20,000		20,000						20,000	-	20,000	
Repair Deck Stairs and Powder Coat All Patio Deck Railings	4884FF1502					CFWD Adj					24,200	(24,200)	
		\$ 455,000	\$ -	\$ 455,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 455,000	\$ 233,523	\$ 221,477	
Community Services Administration:													
Arc Flash Study - Community Services	4999BD2001	10,000		10,000						10,000	-	10,000	
Web Site Redesign and Upgrade	4999OE1399	80,000		80,000						80,000	-	80,000	
		\$ 90,000	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000	\$ -	\$ 90,000	
Beach:													
Burnt Cedar Swimming Pool Improvements	3970BD2601	225,000		225,000			258,289			483,289	140,011	343,278	
Pavement Maintenance, Ski Beach	3972BD1301	6,000		6,000						6,000	-	6,000	
Beaches Flatscape and Retaining Wall Enhancement and Replacement	3972BD1501	55,000		55,000						55,000	1,720	53,280	
Burnt Cedar Dumpster enclosure	3972BD1707	35,000		35,000						35,000	2,810	32,190	
Beach Furnishings	3972FF1704	7,000		7,000						7,000	-	7,000	
Pavement Maintenance, Incline Beach	3972LI1201	6,500		6,500						6,500	-	6,500	
Pavement Maintenance, Burnt Cedar Beach	3972LI1202	12,500		12,500						12,500	-	12,500	
Replace Playgrounds - Beaches	3972RS1701	7,500		7,500						7,500	-	7,500	
Incline Beach Facility Replacement	3973LI1302	100,000		100,000						100,000	-	100,000	
Resurface Burnt Cedar Pool Patio Deck	3999BD1702										-	-	
		\$ 454,500	\$ -	\$ 454,500	\$ -	\$ 258,289	\$ -	\$ -	\$ -	\$ 712,789	\$ 150,542	\$ 562,247	
District-wide Total		\$ 13,041,190	\$ 17,341,377	\$ 9,023,190	\$ -	\$ 258,289	\$ -	\$ -	\$ (11,986,890)	\$ 14,635,966	\$ 5,233,893	\$ 8,828,422	