

MEMORANDUM

TO: Board of Trustees

FROM: Paul Navazio
Director of Finance

SUBJECT: Fiscal Year 2020/21 Fourth Quarter Budget Update:
Popular CIP Status Report Through June 30, 2021

DATE: September 7, 2021

I. RECOMMENDATION

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

II. BACKGROUND AND DISCUSSION

This communication represents the FY2020/21 4th 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 June 30, 2021. This report complies with Board Policy 13.1.0.2 relating to periodic reports on the status of the District's capital projects.

The Board received the FY202/21 1st Quarter Popular CIP Status report at its meeting of November 19, 2020, and 2nd quarter Popular CIP Status report at its meeting of February 24, 2021, and the 3rd quarter report at its meeting of May 12, 2021. This agenda item, via attachment, provides the Board with the fourth quarterly Popular Report, reflecting unaudited financial results for the fiscal year ending June 30, 2021.

Overview

The District's FY2020/21 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). Subsequent amendments to the capital budget, totaling \$1,313,677, were approved via separate action by the Board of Trustees, resulting in an amended budget of \$15,691,354.

	Prior Year Carryforward	FY2020/21 Approved Budget	Amendments	Amended Budget	Expenditures thru 12/31/20
General Fund	\$ 300,000	\$ 650,150	\$ -	\$ 650,150	\$ 429,458
Utility Fund	2,553,786	7,140,286	(10,069)	7,130,217	3,307,644
Internal Services	-	5,000	-	5,000	0
Community Services	2,500,701	6,127,741	65,457	6,193,198	2,907,253
Beach	-	454,500	1,258,289	1,712,789	1,245,205
<i>Total All Funds</i>	<i>\$ 5,354,487</i>	<i>\$ 14,377,677</i>	<i>\$ 1,313,677</i>	<i>\$ 15,691,354</i>	<i>\$ 7,889,560</i>

Overall, capital project expenditures through the fourth quarter of FY2020/21 (June 30, 2021) totaled \$7,889,560, or 50.5% of the amended CIP budget.

In addition to reporting actual expenditures for each approved capital improvement project through June 30, 2021, the report also includes specific modifications, per Board action, to the adopted FY2020/21 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 FY2020/21 Capital Budget Reflected in CIP Status Report

The following summarizes modifications to Capital Project budget reflected in the 4th 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 Unallocated Capital Project Funding	2299WS1704	Reduce Project Budget per Bid Award	(353,910) <u>353,910</u>	Utility Fund Utility Fund
6/23/2020	Maintenance Building Drainage, Washpad and Pavement Unallocated Capital Project Funding	3141GC1501	Reduce Project Budget per Bid Award	(121,567) <u>121,567</u>	Golf Fund Golf Fund
8/12/2020	IT infrastructure Microsoft Office Licenses Windows Server Operating System	1213CO1505 1213CO1803 1213CO1804	Re-allocation of Project Budget	(33,700) (9,300) <u>43,000</u>	General Fund General Fund General Fund
12/9/2020	Watermain Replacement - Slott Pk Ct Unallocated Capital Project Funding	2299WS1706	Advance Funding for Design of FY2020/21 construction project	45,000 <u>(45,000)</u>	Utility Fund Utility Fund
12/9/2020	Burnt Cedar Swimming Pool Improvements	3970BD2601	Supplemental Appropriation form Fund Balance	258,289	Beach Fund
2/24/2021	FY 2019/20 Carry-over Adjustments Utility Fund Community Services Fund(s)	various various	Adjust FY2019/20 Carry-over Adjust FY2019/20 Carry-over	(10,069) 65,457 <u>55,388</u>	Utility Fund Various
4/29/2021	Burnt Cedar Swimming Pool Improvements	3970BD2601	Supplemental Appropriation form Fund Balance	1,000,000	Beach Fund
			Total CIP Budget Amendments	<u>\$ 1,313,677</u>	

Board Actions Since Third Quarter Report - Adjustments to FY2020/21 Capital Budget

The Board of Trustees approved (via Resolution No. 1882, dated April 29, 2021) amending the capital budget to appropriate \$1.00 million for the Burnt Cedar Swimming Pool Improvement Project (CIP # 3970BD2601) to advance construction funding into the FY2020/21 fiscal year.

Pending Carry-over Appropriations

Expenditures charged to capital projects through the fourth quarter of FY2020/21 result in available unexpended appropriations of \$7.80 million. Of this amount, an estimated \$5.98 million is expected to be re-appropriated through carry-over to the FY2021/22 budget in support of ongoing capital projects and programs. Of this amount, \$1,875,000 in carry-over appropriations were approved with the adoption of the FY2021/22 budget, and an additional \$4.11 million in carry-over appropriation requests are pending Board action via a separate agenda item.

Capital Improvement Charges Transferred to Operating Expenses

As part of the year-end close process for the fiscal year ended June 30, 2021, staff has identified a total of \$1.29 million in costs that were recorded as capital expenditures that do not meet the criteria for capital assets. While these costs are reflected in the attached Popular CIP Status Report as expenses charged to the projects where they were budgeted, these costs have been recorded as operating expenses and will not be capitalized.

Attachment:

- Popular CIP Status Report - FY2020/21, through June 30, 2021

Incline Village General Improvement District		Capital Improvement Projects Report to the Board of Trustees		For the Fourth Quarter - Fiscal Year Ending June 30, 2021								
DESCRIPTION	PROJECT #	Prior Year	Current Year	FY2020/21			Future Year	Fiscal Year	Fiscal Year Expenditures As of 6/30/21	Variance	Status	
		Carry Forward	Budgeted	Projects Cancelled	Adjustments	Reallocation	Reservation Fund Balance	Adjusted Budget				
General Fund:												
IT Master Plan - IT Security Devices	1213CE1101		15,000					15,000	-	15,000		
District Wi-Fi Installation Update	1213CE1501		40,000					40,000	16,382	23,618	Completed	
District Communication Radios	1213CE1701		6,000					6,000	5,827	173	Completed	
District Wide Update to Voice Over Internet Phone System	1213CE1901		60,000					60,000	55,596	4,404	Completed	
IT Infrastructure	1213CO1505		91,800			(33,700)		58,100	0	58,100	Completed	
District Wide PC, Laptops, Peripheral Equipment and Desk Top Printers	1213CO1703		97,050					97,050	57,053	39,997	On-going	
Microsoft Office Licenses	1213CO1803		9,300			(9,300)		-	-	-	Re-allocation	
Windows Server Operating System	1213CO1804		14,000			43,000		57,000	56,547	453	Completed	
Admin Roof Repairs	1099BD1501		12,000					12,000	-	12,000	Delayed	
Pavement Maintenance - Administration Building	1099LI1705		5,000					5,000	700	4,300	On-going	
Human Resources Management and Payroll Processing	1315CO1801		300,000					300,000	237,353	62,647	In Progress	
	Total General Fund		\$ 300,000		\$ 350,150		\$ -	\$ -	\$ -	\$ 650,150	\$ 429,458	\$ 220,692
Utility Fund:												
Arc Flash Study - Utilities	2097BD2001		60,000					60,000	44,839	15,161	Completed	
Public Works Billing Software Replacement	2097CO2101		10,000					10,000	-	10,000	Delayed	
Adjust Utility Facilities in NDOT/Washoe County Right of Way	2097DI1401		25,000					25,000	21,874	3,126	On-going	
Water Reservoir Safety and Security Improvements	2097DI1701	389,396	200,000		(3,505)			585,891	518,815	67,076	In Progress	
2011 Chevrolet Service Truck #647 Treatment	2097LV1749		45,000					45,000	43,036	1,964	Completed	
2004 9' Western Snow Plow #542A	2097LE1723				9,000			9,000	9,000	-	Completed	
2004 GMC 1-Ton Flatbed #542 Pipeline Dept.	2097LV1746				48,000			48,000	52,883	(4,883)	Completed	
1996 Peterbilt Dump Truck #299	2097HV1754				75,000			75,000	70,608	4,392	Completed	
Pavement Maintenance, Utility Facilities	2097LI1401				22,763			22,763	17,900	4,863	On-going	
	Utility Shared Projects	389,396	340,000		151,258			880,654	778,955	101,699		
Water Pumping Station Improvements	2299DI1102		70,000					70,000	46,999	23,001	In Progress	
Replace Commercial Water Meters, Vaults and Lids	2299DI1103		55,000					55,000	48,818	6,182	On-going	
Water Reservoir Coalings and Site Improvements	2299DI1204		85,000					85,000	85,000	0	Delayed	
Burnt Cedar Water Disinfection Plant Improvements	2299DI1204		25,000					25,000	7,347	17,653	In Progress	
Watermain Replacement - Martis Peak Road vicinity	2299WS1704		990,000			(353,910)		636,090	588,790	47,300	Completed	
Watermain Replacement - Slott Pk Cl	2299WS1706					45,000		45,000	28,575	16,425	In Progress	
Burnt Cedar Water Disinfection Plant Emergency Generator Fuel Tank Upgrades	2299DI1707	175,000			1,072			176,072	1,728	174,344	In Progress	
Unallocated Capital Project Funding						308,910		308,910	-	308,910		
	Water	175,000	1,225,000		1,072			1,401,072	722,257	678,815		
Effluent Export Pipeline Project	2524SS1010	11,586,890	2,000,000				(11,586,890)	2,000,000	110,790	1,889,210	Multi-Year	
Effluent - Pond Lining	2599SS2010							-	-	-	In Progress	
Building Upgrades Water Resource Recovery Facility	2599BD1105		80,000					80,000	52,726	27,274	In Progress	
Sewer Pumping Station Improvements	2599DI1104		70,000					70,000	48,263	21,737	In Progress	
Sewer Pump Station #1 Improvements	2599DI1703	390,866	650,000		(616)			1,040,250	1,225	1,039,025	Delayed	
Water Resource Recovery Facility Improvements	2599SS1102		125,000					125,000	102,149	22,851	In Progress	
Wetlands Effluent Disposal Facility Improvements	2599SS1103		16,500					16,500	16,340	160	Completed	
Replace & Re-line Sewer Mains, Manholes and Appurtenances	2599SS1203		80,000					80,000	69,270	10,730	On-going	
WRRF Aeration System Improvements	2599SS1707	1,598,524			(161,783)			1,436,741	1,405,669	31,072	Completed	
	Sewer	13,576,280	3,021,500		(162,399)			(11,586,890)	4,848,491	1,806,432	3,042,059	
	Total Utility Fund	\$ 14,140,676	\$ 4,586,500		\$ (10,069)			\$ (11,586,890)	\$ 7,130,217	\$ 3,307,644	\$ 3,822,573	
Internal Service:												
Replace 2004 Pick-up Truck 4X4 (1/2-ton) #540 Used Internal	5394LV1722		5,000					5,000	-	5,000		
	Total Internal Service	\$ -	\$ 5,000		\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000		
Championship Golf Course:												
Champ Golf Exterior Ice-maker Replacement	3141FF1804		10,500					10,500	7,556	2,944		
Championship Golf Course Bear Boxes	3141FF1903		6,000					6,000	5,845	155	Completed	
Irrigation Improvements	3141GC1103	5,000	15,000		943			20,943	18,714	2,229	Completed	
Maintenance Building Drainage, Washpad and Pavement	3141GC1501		700,000			(121,567)		578,433	548,258	30,175	Completed	
Pavement Maintenance of Parking Lots - Champ Course & Chateau	3141LI1201		55,000					55,000	48,394	6,606	Completed	
Pavement Maintenance of Cart Paths - Champ Course	3141LI1202		62,500					62,500	2,525	59,975	In Progress	
Championship Golf Course Electric Cart Fleet and GPS	3141LV1898		378,000					378,000	-	378,000	Delayed	
2006 Carrvill Club Car #589	3142LE1737		13,000					13,000	-	13,000	In Progress	
2006 Carrvill Club Car #590	3142LE1738		13,000					13,000	-	13,000	In Progress	
2006 Carrvill Club Car #591	3142LE1739		13,000					13,000	-	13,000	In Progress	
2016 Bar Cart #724	3142LE1741		17,000					17,000	-	17,000	Delayed	
2016 Bar Cart #725	3142LE1742		17,000					17,000	-	17,000	Delayed	
Replacement of 2010 John Dere 8500 #641	3142LE1760	92,000						92,000	-	92,000	Delayed	
Driving Range Nets	3143GC1201		90,000					90,000	96,000	(6,000)	Completed	
2008 Planetair HD50 #616	3197LE1731		38,000					38,000	27,000	11,000	Completed	
2017 TORO Procore 864 Aerator #747	3197LE1735		28,000					28,000	28,596	(596)	Completed	
2017 Deep Tine Aerator #763	3197LE1752		27,000					27,000	27,102	(102)	Completed	
Graden Sand Injection Verticutter	3197LE1902		18,500					18,500	16,450	2,050	Completed	
2017 TORO Procore 864 Aerator #756	3197LE2004		33,500					33,500	34,453	(953)	Completed	
Maintenance Shop Crane and Equipment Lift	3197ME1710	21,827						21,827	-	21,827	Completed	
Unallocated Capital Project Funding						121,567		121,567	-	121,567		
	Total Championship Golf Course	\$ 118,827	\$ 1,535,000		\$ 943			\$ 1,654,770	\$ 860,893	\$ 793,877		
Mountain Golf Course:												
Mountain Course Greens, Tees and Bunkers	3241GC1101	15,000	8,000		(1,436)			21,564	19,513	2,051	Completed	
Irrigation Improvements	3241GC1404	18,000			47			18,047	17,806	241	Completed	
Mountain Course 58 Cart Fleet acquired by lease	3241LV1899	113,985						113,985	-	113,985	In Progress	
Mountain Golf Cart Path Replacement	3241LI1903	166,395						166,395	88,946	77,450	Multi-Year	
2016 Bar Cart #726	3242LE1726		20,000					20,000	-	20,000	Delayed	
Pavement Maintenance of Parking Lot - Mountain Golf Course	3242LI1204		6,000					6,000	1,100	4,900	On-going	
	Total Mountain Golf Course	\$ 313,380	\$ 34,000		\$ (1,389)			\$ 345,991	\$ 127,365	\$ 218,626		

Incline Village General Improvement District		Capital Improvement Projects Report to the Board of Trustees		For the Fourth Quarter - Fiscal Year Ending June 30, 2021							
DESCRIPTION	PROJECT #	Prior Year	Current Year	Projects Cancelled	Adjustments	Reallocation	Future Year	FY2020/21	Fiscal Year Expenditures As of 6/30/21	Variance	Status
		Carry Forward	Budgeted				Reservation Fund Balance	Adjusted Budget			
Chateau:											
Resurface Patio Deck - Chateau	3350BD1302		36,000					36,000	17,300	18,700	Completed
Replace Air Walls Chateau	3350BD1704		56,500					56,500	3,150	53,350	Completed
Retrofit Chateau Ventilation Ducts	3350ME2001		7,500					7,500	6,600	900	Completed
Catering Kitchen Equipment	3350FF1204									(3,288)	Completed
		\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 23,762	\$ 76,238	
Diamond Peak Ski Resort:											
Base Lodge Walk in Cooler and Food Prep Reconfiguration	3453BD1806	25,000	15,000					40,000	-	40,000	Delayed
Crystal Express Ski Lift Maintenance and Improvements	3462HE1502		55,000					55,000	34,793	20,207	In Progress
Lakeview Ski Lift Maintenance and Improvements	3462HE1702	239,864	25,000		(9,680)			255,184	199,720	55,464	Completed
Ridge Ski Lift Maintenance and Improvements	3462HE1903		45,000					45,000	33,450	11,550	Completed
Ski Resort Snowmobile Fleet Replacement	3464LE1601		16,000					16,000	14,452	1,549	Completed
2013 Yamaha Rhino (ATV) #674	3464LV1732		21,000					21,000	-	21,000	In Progress
Replace Ski Rental Equipment	3468RE0002	335,000	200,000					535,000	-	535,000	In Progress
Replace 2010 Shuttle Bus #635	3469HE1739		140,000					140,000	-	140,000	Delayed
Replace 2010 Shuttle Bus #636	3469HE1740		140,000					140,000	-	140,000	Delayed
Pavement Maintenance, Diamond Peak and Ski Way	3469LI1105		25,000					25,000	21,335	3,665	On-going
Ski Way and Diamond Peak Parking Lot Reconstruction	3469LI1805	220,000	300,000		8,320			528,320	19,500	508,820	Delayed
Diamond Peak Facilities Flooring Material Replacement	3499BD1710		55,000					55,000	-	55,000	Delayed
Arc Flash Study - Ski	3499BD2002		20,000					20,000	13,600	6,400	Completed
Ecommerce/Middleware Software	3499CE1909	202,000	-					202,000	100,000	102,000	Completed
Replace Staff Uniforms	3499OE1205		135,000					135,000	-	135,000	In Progress
Ski Master Plan Implementation (Entitlements)	3653BD1501		450,000				(400,000)	50,000	2,760	47,240	Delayed
	Total Diamond Peak	\$ 1,471,864	\$ 1,192,000	\$ -	\$ (1,360)	\$ -	\$ (400,000)	\$ 2,262,504	\$ 439,610	\$ 1,822,895	
Parks:											
Resurface and Coat Incline Park Bathroom Floors	4378BD1603		13,940					13,940	4,730	9,210	Delayed
Rosewood Creek Foot Bridges	4378BD1705		8,000					8,000	11,068	(3,068)	Completed
Preston Field Retaining Wall Replacement	4378BD1801		10,000					10,000	6,573	3,427	On-going
2008 JD Pro-Gator #624	4378LE1731		36,000					36,000	35,170	830	Completed
2015 Ball Field Groomer #706	4378LE1742		24,000					24,000	-	24,000	Cancel
Maintenance, East & West End Parks	4378LI1207		7,000					7,000	3,110	3,890	In Progress
Pavement Maintenance, Village Green Parking	4378LI1303		7,500					7,500	100	7,400	Delayed
Pavement Maintenance, Preston Field	4378LI1403		5,000					5,000	1,630	3,370	In Progress
Pavement Maintenance, Overflow Parking Lot	4378LI1602		5,000					5,000	100	4,900	Delayed
Pump Track	4378LI1604		-					-	250	(250)	
Pavement Maintenance - Incline Park	4378LI1802		3,500					3,500	1,050	2,450	Delayed
2004 Pick-up Truck 4x4 (1-Ton) #541	4378LV1737		45,000					45,000	43,623	1,377	Completed
Replace Playgrounds - Preston	4378RS1601		7,500					7,500	-	7,500	Delayed
Incline Park Facility Renovations (Net of Grants)	4378LI1803		-					-	86,005	(86,005)	Prior Year
2003 1-Ton Service Truck #520	4378LV1736		-			43,063		43,063	43,063	(0)	Prior Year
	Total Parks	\$ -	\$ 172,440	\$ -	\$ 43,063	\$ -	\$ -	\$ 215,503	\$ 236,472	\$ (20,969)	
Tennis:											
Paint All Court Fences and Light Poles, Replace Wind Screens	4588BD1602		26,000					26,000	-	26,000	Delayed
Tennis Center Renovation	4588BD1604	996,630	-					996,630	854,440	142,190	Completed
Pavement Maintenance, Tennis Facility	4588LI1201		5,000					5,000	-	5,000	Delayed
Resurface Tennis Courts 8-9-10-11	4588RS1401		17,600			(17,600)		-	-	-	
Tennis Center Pickle Ball Court Conversion	4588RS2101		-			17,600		17,600	17,600	-	Completed
	Total Tennis	\$ 996,630	\$ 48,600	\$ -	\$ -	\$ -	\$ -	\$ 1,045,230	\$ 872,040	\$ 173,190	
Recreation Center:											
Recreation Center Upstairs Lobby Restrooms Remodel	4884BD1902		170,000					170,000	45,067	124,933	In Progress
Pavement Maintenance, Recreation Center Area	4884LI1102		62,500					62,500	63,006	(506)	Completed
Fitness Equipment	4886LE0001		45,000					45,000	45,481	(481)	Completed
Rec Center Locker Room Improvements	4899FF1202		60,000					60,000	65,807	(5,807)	In Progress
Recreation Center Elevator Modernization	4899ME2001		97,500					97,500	87,681	9,819	Completed
Recreation Center Printer Copier Replacement 980 Incline Way	4899OE1607		20,000					20,000	8,870	11,130	Completed
Repair Deck Stairs and Powder Coat All Patio Deck Railings	4884FF1502		-		24,200			24,200	24,200	-	Completed
	Total Recreation Center	\$ -	\$ 455,000	\$ -	\$ 24,200	\$ -	\$ -	\$ 479,200	\$ 340,112	\$ 139,088	
Community Services Administration:											
Arc Flash Study - Community Services	4999BD2001		10,000					10,000	7,000	3,000	In Progress
Web Site Redesign and Upgrade	4999OE1399		80,000					80,000	-	80,000	Delayed
	Total Community Services Administration	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000	\$ 7,000	\$ 83,000	
Beach:											
Burnt Cedar Swimming Pool Improvements	3970BD2601		225,000		1,258,289			1,483,289	1,226,710	256,579	In Progress
Pavement Maintenance, Ski Beach	3972BD1301		6,000					6,000	1,200	4,800	On-going
Beaches Flatscape and Retaining Wall Enhancement and Replacement	3972BD1501		55,000					55,000	-	55,000	Delayed
Burnt Cedar Dumpster enclosure	3972BD1707		35,000					35,000	5,860	29,140	Delayed
Beach Furnishings	3972FF1704		7,000					7,000	6,535	465	Completed
Pavement Maintenance, Incline Beach	3972LI1201		6,500					6,500	4,700	1,800	On-going
Pavement Maintenance, Burnt Cedar Beach	3972LI1202		12,500					12,500	200	12,300	On-going
Replace Playgrounds - Beaches	3972RS1701		7,500					7,500	-	7,500	On-going
Incline Beach Facility Replacement	3973LI1302		100,000					100,000	-	100,000	Delayed
	Total Beach	\$ -	\$ 454,500	\$ -	\$ 1,258,289	\$ -	\$ -	\$ 1,712,789	\$ 1,245,205	\$ 467,584	
District-wide Total		\$ 17,341,377	\$ 9,023,190	\$ -	\$ 1,313,677	\$ -	\$ (11,986,890)	\$ 15,691,354	\$ 7,889,560	\$ 7,801,795	