

MEMORANDUM

TO: Board of Trustees

THROUGH: Indra Winqest
District General Manager

FROM: Paul Navazio
Director of Finance

SUBJECT: Review, discuss and possibly approve two (2) new Board Policies as follows: 1) Policy 20.1.0 - Purchasing Policy for Goods and Services, and 2) Policy 21.1.0 - Purchasing Policy for Public Works Contracts

DATE: July 27, 2022

I. RECOMMENDATION

It is recommended that the Board of Trustees review, discuss and possibly approve two new Board Policies, as follows:

- 1) Policy 20.1.0 - Purchasing Policy for Goods and Services, and
- 2) Policy 21.1.0 - Purchasing Policy for Public Works Contracts Review

II. BACKGROUND

Currently, the District's procurement of goods and services is governed by provisions of Nevada Revised Statutes Chapter 332, cited as the Local Government Purchasing Act, while procurement of Public Works contracts (as defined) is governed by Nevada Revised Statutes Chapter 338 – Public Works Projects.

While conformity with applicable provisions of the NRS meets the legal procurement requirements imposed by the State of Nevada, best practices suggest that local government entities adopt formal agency-specific purchasing policies.

The benefits of the District adopting formal purchasing policies include:

- Improved clarity and transparency related to applicable provisions of the Nevada Revised Statutes (currently cited by reference in District’s internal Purchasing Procedure documents), and
- The ability of the District to establish procurement policies that are more stringent than certain provisions of the NRS, if doing so advances Board goals and objectives related to procurement of goods, services or Public Works contracts and, by extension, the expenditure of District resources.

As part of the District’s overall effort to review, update and enhance its internal controls related to management of fiscal resources and assets, in January of this year, Management Partners, Inc., was engaged on a project to assist with updating the District’s Finance and Accounting Procedures documents, to include existing purchasing procedures, last updated in January, 2015.

The scope of services for the Management Partners engagement included:

Review of Purchasing Policies and Procedures

- Interview District staff and selected Trustees to determine major areas of focus for updated policies and procedures.
 - Review existing purchasing policies and procedures to ensure they reflect industry best practices and compliance with Nevada Revised Statutes.
 - Prepare a PowerPoint of observations and preliminary recommendations for policy and procedural updates and review with District staff.
 - Using the existing purchasing and accounts payable procedural documentation, prepare a concise draft purchasing policy document and a purchasing procedures manual.
- *Reviewing Other Finance and Accounting Policies and Procedures (Finance and Accounting Manual)*
 - *Present Recommended Purchasing Policies and Procedures to Board of Trustees*

An agenda item was prepared at the Board meeting of June 29, 2022 that presented for Board review and feedback, draft policy documents to establish formal District purchasing policies for goods and services as well as public works contracts. The draft policy documents also incorporated recommendations from Management Partners aimed at aligning these policies with industry best practices.

At the June 29th meeting, the Board honored a request by Trustee Schmitz to review the draft policy documents with staff in order to offer suggested edits and revisions. The Board directed that such edits not include substantive revisions to the draft policies presented at the meeting. Additionally, information was requested related to the impact of the recommendation to increase the General Manager's spending authority from \$50,000 to \$100,000.

This agenda item has been prepared to request formal Board action to approve two new Board policies related to procurement of goods and services as well as procurement of public works contracts. The policies presented herein have been reviewed with management and legal counsel.

III. DISCUSSION

Management is recommending that the Board consider adopting formal District Purchasing Policies consistent with applicable provisions of the Nevada Revised Statutes and management best practices in this area.

While the District currently lacks a formal Board-approved Purchasing Policy, procurement activity is conducted pursuant to the provisions of NRS 332, the Local Government Procurement Act, and NRS 338, related to Public Works contracts. These statutory provisions are cited, by reference in internal purchasing procedures (most recently updated in January of 2015), and can be accessed via the following links:

<https://www.leg.state.nv.us/nrs/nrs-332.html>

<https://www.leg.state.nv.us/nrs/nrs-338.html>

In addition, there are provisions related to aspects of the procurement process found in selected existing Board Policies (for example Board Policy 3.1.0 – Conduct Meetings of the Board of Trustees, establishing the General Manager's contract award authority).

As part of the District's overall effort to review, update and enhance internal controls a review of existing purchasing procedures, in relation to management best practice, was conducted by the consulting firm of Management Partners and has led to the development of proposed District purchasing policies.

Presented herein, for Board review, discussion and feedback are a set of companion Purchasing Policies related to the procurement of a) goods and services and b) public works contracts.

Among the specific recommendations offered by Management Partners, and presented to the Board at the June 29th meeting are:

- Adopt formal Board-approved District Purchasing Policies, to include:
 - Board Policy 20.1.0 - Purchasing Policy for Goods and Services (Attachment 1)
 - Board Policy 21.1.0 - Purchasing Policy for Public Works Contracts (Attachment 2)
- Incorporate definitions to provide clarification on interpretation of NRS definitions and requirements and District procedures, where appropriate.
 - Example – defining and explaining the difference between contract amendments, contract change orders, and contract contingencies
- Increase the General Manager’s contract award authority to \$100,000 (*currently set at \$50,000 via Board Policy 3.1.0*).
- Specify roles and responsibilities of the GM and department directors.
- Provide clarity on contract award authority and delegation thereof.
- Limit flexibility provided by NRS 332
 - Example - establishing presumption of competitive solicitation for selected contracts that are exempted from competitive solicitation pursuant to NRS 332.115
- Establish requirements for entering into a District contract via a purchasing consortium or otherwise via a competitive solicitation undertaken by another public agency.
- Include budget appropriation requirements for contract awards.
- Update the District’s current internal Purchasing Procedures to a) ensure consistent application of the proposed Purchasing Policies, and b) incorporate process and workflow changes associated with the District’s implementation of the new Tyler-Munis Financial System (Attachment 3).

Requested Information Related to Recommendation to Increase the General Manager’s Contract Award Authority

At the June 29th Board meeting, in the context of considering the recommendation to increase the General Manager’s spending authority from \$50,000 to \$100,000, Trustee Dent requested that staff provide the Board with an analysis of past procurement-related Board agenda items that, under the proposed policies, would no longer require Board action

Staff has reviewed Board agenda items for the past fiscal year (July 2021 through June 2022), to assess the number of agenda items potentially impacted by the proposed policy relative to the General Manager’s contract authority. This analysis is summarized as follows (see Attachment 4):

Total number of agenda items requesting Board approval for purchases and/or contracts below \$100,000	28
Total number of agenda items requesting Board approval for purchases and/or contracts over \$50,000 and below \$100,000	19
<i>Items Approved by the Board</i>	19
<i>Items Approved unanimously by the Board (based on members present)</i>	18
Total number of agenda items requesting Board approval for purchases and/or contracts below \$50,000	9
<i>Items Approved by the Board</i>	8
<i>Items Approved unanimously by the Board (based on members present)</i>	7
Unbudgeted / Sole Source / Board-requested / GM discretion*	11

Note (*) – Several items were brought to the Board for review/approval regardless of the GM’s contract authority. These included “unbudgeted” items, sole source procurements, items requested by the Board of Trustees, and items determined by the General Manager to seek Board approval.

In addition, staff has reviewed the Final approved Budget for FY2022-23, and estimates (at a minimum) the following budgeted items potentially impacted by the proposed policy change (See Attachment 5):

- Purchases and contracts over \$50,000 and under \$100,000:
 - *Operating Budget* 12
 - *Capital Improvement Projects* 15
 - *Capital Repair and Maintenance (Expense)* 6

IV. CONCLUSION

It is recommended that the Board of Trustees review, discuss and possibly approve two new Board Policies, as follows:

- 1) Policy 20.1.0 - Purchasing Policy for Goods and Services, and
- 2) Policy 21.1.0 - Purchasing Policy for Public Works Contracts Review

Review, discuss and possibly approve two (2) new Board Policies as follows: 1) Policy 20.1.0 – Purchasing Policy for Goods and Services, and 2) Policy 21.1.0 – Purchasing Policy for Public Works Contracts

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July 27, 2022

If approved, the effective date for the two new Board Policies would be August 1, 2022.

Attachments:

- 1) Board Policy 20.1.0 - Purchasing Policy: Goods and Services
- 2) Board Policy 21.1.0 - Purchasing Policy: Public Works Contracts

Informational Items:

- 3) *Analysis of Board Agenda Items (July 2021 – June 2022)*
- 4) *FY2022-23 Final Budget (Capital Project and Capital-related Expense)*



Purchasing Policy for Goods and Services Policy 20.1.0

1.0 Policy

This policy is cited as the “Incline Village General Improvement District Purchasing Policy” and is hereafter referred to as the “Purchasing Policy” or “policy.”

1.1 Purpose

The purposes of the Purchasing Policy (policy) are to define the purchasing system that is used for the procurement of goods and services (**general services and professional services, unless specified**) as authorized by the Nevada Revised Statutes; to provide for the fair and equitable treatment of all persons involved in the purchasing process; to obtain the highest possible value in exchange for public funds; to exercise positive financial control over purchases; and to safeguard the quality and integrity of the purchasing system.

1.2 Enabling Statute(s)

The Purchasing Policy is adopted pursuant to Chapter 332 of the Nevada Revised Statutes (NRS), cited as the Local Government Purchasing Act. Any purchase of goods and/or services as defined herein shall be made in compliance with the Local Government Purchasing Act or more restrictive requirements as may be adopted by the Incline Village General Improvement District Board of Trustees.

For goods and services purchases that utilize federal grant funding, the procurement standards required by Title 2, Subtitle A, Chapter II, Part 200, Subpart D, sections 200.318 to 327 (2 CFR 200.318 to 327) shall apply.

With the exception of Sections 1.3, 1.4, 1.5, and where specifically noted elsewhere, this policy shall not apply to the procurement of public works construction projects, which shall be governed by NRS Chapter 338.

1.3 Definitions

For the purposes of this policy and implementing administrative procedures, the following definitions shall apply:

- A. Authorized representative. Unless otherwise designated, the authorized representative is the person/position designated by the Board of Trustees (governing body) to be responsible for purchasing functions described or referenced herein. The



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- authorized representative of the District is the General Manager, who may delegate purchasing roles and responsibilities as allowed by and in accordance with this policy.
- B. Awarding body. The awarding body is the Board of Trustees or its authorized representative as defined and prescribed herein.
 - C. Competitive solicitation. A written statement that sets forth the requirements and specifications of a required purchase that can include an invitation to bid, request for proposals, request for statement of qualifications, request for quotations, or other acceptable methods in compliance with NRS Chapter 332.
 - D. Contract. A mutual, written understanding between two or more competent parties, whereby one party agrees to perform as defined in the contract and the other party agrees to compensation for the performance rendered in accordance with the contract conditions. Contract and agreement may be used synonymously, and a purchase order can be a legally binding contract if issued with the terms and conditions of a purchase transaction.
 - E. Contract amendment. An agreed upon modification to an existing and properly awarded contract. Contract amendments shall be approved by the appropriate awarding body based on the aggregate total of the contract, i.e., the initial contract plus each amendment.
 - F. Contract change order. A modification to an existing contract to add or deduct work or materials that does not increase the approved contract amount.
 - G. Contract contingency. A percentage amount, typically ten percent, which is recommended for approval to the awarding body at the time of contract award that is reserved for unforeseen conditions encountered during project delivery. A contract contingency cannot be used to increase the scope of a project (see contract amendment).
 - H. General services. Work performed or services rendered by independent contractors such as custodial services; building, equipment or other maintenance not classified as a public work; and machinery and equipment rental. General services are typically associated with operational work and involve physical skills.
 - I. Goods. Equipment, materials and supplies to be furnished or used by any department of the District, including items to be purchased by the District and furnished to contractors for use in public works projects.
 - J. Governing body. The governing body shall be the Board of Trustees.
 - K. Implementing administrative procedures. Written instructions and procedures approved by the General Manager that implement the prescriptions and requirements of this policy.
 - L. Lowest responsive and responsible bidder. A responsible bidder/proposer who submits a bid/proposal that is responsive to the solicitation requirements.



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- M. Professional services. Services performed by a person or firm engaged in a profession based on highly specialized and/or technical knowledge or skill such as accountants, attorneys, architects, engineers, and physicians. Professional services are most closely associated with consultants who produce reports, studies and plans/specifications.
- N. Sole Source. Sole source procurement means that only one source (vendor/supplier) exists to purchase the equipment, goods or supplies.
- O. State Contracts – Contracts entered into by the State of Nevada Purchasing Division which are located at <https://nevadaepro.com/bso/>. These contracts are eligible for use by the District pursuant to NRS §332 and §333.
- P. Surplus Personal Property. Equipment, materials and supplies that is no longer used or has become obsolete, to be sold, exchanged or donated in accordance with NRS Chapter 332.

1.4 Procurement Responsibilities

This section sets forth procurement responsibilities of Incline Village General Improvement District (IVGID or District) staff members.

1.4.1 General Manager

The General Manager, as the Board of Trustee's authorized representative, **or his/her designee**, is responsible for the following procurement activities and functions:

- A. Adopting and keeping current administrative procedures that implement this purchasing policy and subsequent updates for consistency with NRS Chapter 332, or other changes in the law or revisions desired by the Board of Trustees.
- B. Overseeing and facilitating compliance with this policy, including:
 - 1) Exercising positive financial control over purchase transactions.
 - 2) Conducting competitive bidding and other forms of solicitation in the manner prescribed by [Article 2, Competitive Solicitation Requirements](#) of this policy.
 - 3) Awarding, recommending the award, and executing contracts in the manner prescribed by [Section 1.5, Contract Award Authority](#) of this policy.
 - 4) Staying informed of public procurement and market trends for effective procurement management.
 - 5) Prescribing and maintaining such forms as are necessary to conduct procurement processes compliant with this policy.
 - 6) Recommending updates to the purchasing policy for Board approval, as needed.



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- 7) Maintaining purchasing records and tracking expenditures associated with centralized goods and services purchases.
- 8) Approve the sale, donation, or trade-in of surplus personal property as prescribed in NRS Chapter 332.

1.4.2 Department Directors

Each department director shall be responsible for ensuring that all departmental purchases are made in compliance with this policy and implementing administrative procedures, including:

- A. Preparing competitive solicitations appropriate to the procurement.
- B. Developing a good faith cost estimate of each procurement, planned or otherwise, to determine the appropriate solicitation procedure(s) whether competitively bid or sourced.
- C. Ensuring that the proper solicitation method is followed.
- D. Evaluating bids, proposals or price quotations received in accordance with the selection procedures appropriate to the method of solicitation.
- E. Ensuring that any contract or purchase order resulting from a solicitation process is approved and executed by the appropriate Awarding Body as defined herein.
- F. Ensuring that sufficient funds are appropriated to pay for a purchase.
- G. Ensuring that a contractor, consultant or vendor has met all District requirements pertinent to the purchase before goods are provided or services rendered. Such requirements may include, but are not limited to:
 - 1) Payment and/or performance bonds,
 - 2) Insurance certificates listing IVGID as an additional insured with incorporated endorsement pages, or
 - 3) Appropriate permits and/or licenses.
- H. Inspecting goods received to determine conformance with product specifications.
- I. Monitoring the performance of contractors, consultants and vendors to ensure compliance with contract requirements.
- J. Recommending and preparing contract amendments and change orders as necessary, and ensuring that such instruments are approved by the appropriate Awarding Body and that sufficient funds are appropriated to pay for the contract modification.
- K. Ensuring that due diligence is performed before determining that a purchase can proceed without a competitive solicitation process, provided that:
 - 1) The exception to a competitive solicitation is allowable under NRS Chapter 332 and is not otherwise excluded from exception by this policy.



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- 2) The exception is properly documented and approved by the authorized representative.
- 3) A resultant contract or purchase order is appropriately funded and approved by the appropriate awarding body.
- L. Keeping sufficient records of all departmental procurement process documentation, contracts and expenditures thereof, and ensuring that documentation is properly stored and filed in accordance with required recordkeeping procedures.
- M. Recommend the disposal of surplus personal property in accordance with NRS Chapter 332.

1.5 Contract Award Authority

The authority to approve and execute contracts that legally bind IVGID to the purchase of goods and/or services shall be vested in the Board of Trustees, or its authorized representative, as prescribed in this policy, subject to mandatory requirements of NRS Chapter 332 that may be adopted and which supersede IVGID policy prescription.

1.5.1 Board of Trustees

The Board of Trustees shall be the awarding body for any purchase of goods and/or services. For operational effectiveness and efficiency, business necessity or other purpose, the Board of Trustees, in its capacity as the governing body, may delegate the authority to award and execute contracts of any amount to the authorized representative. Such authority shall only be delegated as prescribed by this policy.

Until such time that economic conditions or other factors require a modification, the Board of Trustees shall approve any purchase for which the single transaction as defined herein exceeds \$100,000.

1.5.2 Delegation of Contract Award Authority

The following subsections establish the dollar threshold amounts and other requirements associated with the delegation of contract award authority.

1.5.2.1 Delegation by the Board of Trustees to the General Manager

To ensure efficient and effective business operation of the District, the General Manager, as the authorized representative of governing body, may award and



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execute contracts for the purchase of goods and/or services for which a single transaction does not exceed \$100,000.

Nothing in this section shall preclude the General Manager from requesting Board approval for contracts below this amount if deemed to be in the best interest of the District.

1.5.2.2 Delegation by the General Manager to District Staff Members

To ensure the efficient and effective business operation of the District, the General Manager may delegate contract award and/or execution authority granted by the Board of Trustees to the authorized representative. Such delegation shall be in writing and shall be reported to the Board of Trustees as an information item at the next regularly scheduled Board meeting.

1.5.2.3 Award Authority Determined by Single Transaction

For the purpose of determining the appropriate award authority, contract amounts shall be defined by what constitutes a single, or one transaction, as follows:

- A. One-time Purchase. Each discrete, one-time purchase that will not be duplicated in a fiscal year or fiscal years is a single transaction.
- B. As-needed or On-call Contracts. The contract term of an as-needed or on-call contract that may be required for recurring goods or services throughout a fiscal year, coupled with the total estimated value to be spent during the contract term, shall be considered a single transaction.
- C. Contract Amendments. A single transaction associated with a contract amendment shall be the sum total of the original contract amount of the amendment.
- D. Multi-year Contracts. A single transaction associated with a contract awarded for more than one year shall be the estimated sum total of the contract term, subject to the annual budget appropriation required specified in subsection 1.5.2.4.

1.5.2.4 Annual Budget Appropriation Required

For the purpose of complying with this policy, no contract for goods and/or services needed shall be awarded unless there exists an underlying budget appropriation in



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the fiscal year in which the contract is awarded, **or an exception under NRS 354.626 or other law applies.**

Contracts awarded in a fiscal year that are anticipated to extend into a subsequent fiscal year or years may be awarded by the appropriate awarding authority but shall be subject to the appropriation requirement specified herein. The appropriation requirements specified herein shall be incorporated in District contract templates.

For construction projects adopted pursuant to IVGID's five-year capital improvement program (CIP), annual appropriations shall be presumed for the anticipated duration of a project.

2.0 Competitive Solicitation Requirements

2.1 Competitive Solicitation Requirements

Any competitive solicitation required by this policy shall follow the requirements contained and referenced in this section.

2.1.1 Required Contents

Each competitive solicitation issued by IVGID shall include the following content:

- A. The minimum requirements that a successful responding offeror must meet for contract award.
- B. The method by which a contract will be awarded, i.e., to the lowest responsive and responsible bidder or based on factors in addition to price.
- C. Notice of the written certification required pursuant to subsection 4 of NRS 332.065 (Boycott of Israel), if applicable (see [Subsection 2.2.6.1, Additional Solicitation Requirements When Using an Invitation to Bid](#)).
- D. The period during which a notice of protest of a contract award may be submitted, if applicable (see [Subsection 2.2.6.1, Additional Solicitation Requirements When Using an Invitation to Bid](#)).

2.1.2 Advertisement of Solicitation Opportunity

When required by this policy, the advertisement of a solicitation opportunity shall be published as follows:



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- A. In a newspaper of general circulation in Washoe County at least once and not less than 7 days before the due date and time of the solicitation response.
- B. Posted on a secure website every day for not less than 7 days before the due date and time of the solicitation response, as applicable and required.

The advertisement must state:

- A. The nature of the contract to be awarded.
- B. Where plans and specifications are available, if any.
- C. The date and time which responses must be received by and opened, as applicable.
- D. Whether the written certification required by subsection 4 of NRS 332.065 is applicable.
- E. Other information pertinent to a contract to be awarded.

2.2 Competitive Solicitation Methods

Competitive solicitation authorization and methods required by this policy are established as follows.

2.2.1 Authorization to Issue Competitive Solicitations

The General Manager, as the District's authorized representative, shall be responsible for conducting competitive solicitations and ensuring compliance with the procurement methods required by this policy.

To ensure efficient and effective business operations, the General Manager may assign responsibilities associated with competitive solicitations to subordinate staff members. Depending on the complexity and/or the sensitivity of the procurement, the General Manager may request approval of the solicitation by the Board of Trustees prior to issuance, when in the best interests of the District.

2.2.2 Competitive Solicitation Dollar Thresholds

The Local Government Purchasing Act does not establish competitive solicitation thresholds below \$50,000. As a matter of prudence and best practice, this policy establishes such requirements in subsections 2.2.3 and 2.2.4 below.



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2.2.3 Purchase of Goods and General Services Up To \$10,000

A competitive solicitation process is not required for the purchase of goods and/or general services estimated to cost \$10,000 or less in a single transaction. However, nothing shall preclude District staff members from conducting price comparisons to ensure the best overall value is obtained.

2.2.4 Purchase of Goods and General Services Between \$10,000.01 and \$50,000.00 (Informal Solicitation Methods)

The purchase of goods and/or general services estimated to cost between \$10,000.01 and \$50,000.00 in a single transaction may be procured by soliciting a minimum of two price quotations from sources capable of meeting the District's requirements under a resultant contract, unless a more formalized method such as the use of a standard bidding template is prescribed by the General Manager or designated authorized representative.

2.2.4.1 Less Than Two Price Quotations Received in Response to Informal Solicitation

If at least two price quotations are solicited, and only one is received, the authorized representative may recommend approval of the purchase to the awarding body provided that appropriate written documentation is presented with the purchase request that justifies the selection.

2.2.4.2 No Preclusion for Advertisement of Solicitation Opportunity

Nothing in this section shall preclude the authorized representative from advertising a competitive solicitation opportunity for a goods and/or **general** services purchase within the dollar thresholds specified in this section if in the best interest of the District to do so.

2.2.5 Purchase of Goods and/or General Services Between \$50,000.01 and \$100,000.00 (Formal Solicitation Methods)

A competitive solicitation for goods and/or **general** services anticipated to cost between \$50,000.01 and \$100,000.00 shall be solicited as follows:

- A. Responses must be solicited from two or more prospective sources capable of providing the required goods and/or **general** services under a resultant contract.



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- B. The solicitation may be advertised in the manner prescribed in [Section 2.1.2, Advertisement of Solicitation Opportunity](#).

2.2.6 Purchase of Goods and/or General Services Greater Than \$100,000 (Formal Solicitation Methods)

A competitive solicitation for goods and/or **general** services anticipated to cost more than \$100,000 shall be solicited as follows:

- A. The solicitation must be advertised in the manner prescribed in [Section 2.1.2, Advertisement of Solicitation Opportunity](#).
- B. Responses may be solicited from two or more prospective sources capable of providing the required goods and/or **general** services under a resultant contract.

2.2.6.1 Additional Solicitation Requirements When Using an Invitation to Bid

If an invitation to bid is the solicitation method used to procure goods and/or **general** services anticipated to cost more than \$100,000, the following requirements shall apply.

- A. The contract must be awarded to the lowest responsive and responsible bidder. Such determination shall be made in accordance with the determining factors specific in NRS 332.065(2).
- B. An awarded contract must include a notice of written certification required pursuant to and in the manner prescribed by subsection 4 of NRS 332.065 (Boycott of Israel).
- C. The District shall give preference to the use of recycled products, as applicable and as specified in NRS 332.066.

2.2.6.2 Use of Solicitation Methods Other Than an Invitation to Bid

A competitive solicitation method other than an invitation may be used so long as the minimum requirements for a responding offeror are met ([Subsection 2.1.1, Required Contents](#)) are met.

2.2.6.3 Protest of Contract Award

A person or company who has submitted a response to a solicitation may submit a notice of protest regarding the award of contract in accordance with the requirements



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prescribed in NRS 332.068 or a successor provision or provisions. The General Manager, as the District's authorized representative, shall develop procedures for evaluating and responding to the protest of a contract award.

2.2.6.4 Rejection of Response(s) Received

A response to a competitive solicitation may be rejected if it is determined that any of the following circumstances apply:

- A. A submittal is non-responsive, or a responding offeror is non-responsible.
- B. The quality of goods or services offered does not conform to District requirements.
- C. The public interest would be served by such rejection.

The General Manager, as the District's authorized representative, shall be responsible for determining whether to reject a response or responses to a competitive solicitation in accordance with NRS 332.075 or successor provision(s). Depending on the nature of the rejection(s), the General Manager, in consultation with District counsel, may request Board authorization to reject a submittal or submittals.

2.2.7 Purchase of Professional Services

Contracts for professional services where highly specialized knowledge or technical know-how is required are not always adapted to award by competitive solicitation. District staff shall evaluate each purchase of professional services to determine whether a competitive solicitation process would serve the best interests of IVGID or whether such a process would be impractical.

2.2.7.1 Professional Services Procured Through a Competitive Solicitation Process

Professional services procured through a competitive solicitation process may be conducted by request for proposals, request for statement of qualifications, or other method allowable by NRS Chapter 332, so long as responding offerors are evaluated on their qualifications, experience and demonstrated competence.

Competitive solicitations for professional services shall be conducted in a manner prescribed by the General Manager in the implementing administrative procedures. Such procedures shall be guided by the competitive solicitation and contract award thresholds prescribed in this policy.



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2.2.7.2 Professional Services Procures Without a Competitive Solicitation Process

Professional services procured without a competitive solicitation process shall follow the requirements set forth in [Subsection 3.2.1, Documentation and Approval Requirements for Purchases Excepted from Competitive Solicitation](#).

2.2.8 No Responses Received to Competitive Solicitation

If a competitive solicitation process is conducted and no responsible responses are received, the authorized representative may let a contract without a competitive solicitation provided that:

- A. A notice is published for not less than 7 days stating that no responses were received and that the contract may be awarded without further solicitation.
- B. The authorized representative considers any response received during the noticing period.
- C. The contract is awarded by the appropriate awarding authority.

3.0 Exceptions to Competitive Solicitation Requirements

3.1 Exceptions to Competitive Solicitation Requirements

As defined in NRS Chapter 332, certain contracts by their nature are not adapted to award by a competitive solicitation. Such contracts can only be exempted from a competitive solicitation in accordance with the requirements prescribed in this section.

Contracts that the District may exempt from a competitive solicitation include:

- A. Emergency contracts required to mitigate or prevent the imminent loss of life or property, or the imminent disruption of business operations.
- B. Sole source purchases, as defined.
- C. Contracts not adapted to award by competitive solicitation including:
 - 1) Professional services as prescribed herein.
 - 2) Repair and maintenance of equipment that may be more efficiently serviced by a certain person.
 - 3) Instances where compatibility with existing equipment is an overriding consideration.



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- 4) Perishable goods.
 - 5) Standardized computer hardware and peripheral devices and software, and the maintenance and support thereof.
 - 6) Insurance.
 - 7) Computer hardware and associated peripheral equipment and devices; and software.
 - 8) Goods or services available pursuant to an agreement between a vendor and the General Services Administration (GSA) or other federal government agency.
 - 9) Items for resale through a retail outlet operated in state by a local government or the State of Nevada.
- D. Contracts awarded pursuant to solicitation by other government entities or cooperative purchasing organizations.
 - E. Personal safety equipment as determined by the authorized representative.
 - F. Contracts with carriers.
 - G. Purchase or acquisition at auction, closeout and bankruptcy sales.
 - H. Failure to receive responses to a competitive solicitation as prescribed in [Subsection 2.2.8, No Responses Received to Competitive Solicitation](#).
 - I. Other exceptions authorized by NRS Chapter 332 with approval of the awarding body.

3.2 Presumption of Competitive Solicitation

In order to demonstrate the District's commitment to fair and open competition, it shall be presumed that competitive solicitations will be conducted whenever possible for goods or services that are otherwise exempt from bidding under NRS 332.

3.2.1 Documentation and Approval Requirements for Purchases Excepted from Competitive Solicitation

Pre-approval by the authorized representative is required before any goods or services can be procured without a competitive solicitation process. Such authorization shall be prescribed in the implementing administrative procedures.

4.0 Prohibitions and Associated Penalties



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4.1 Overview

To assure and maintain public confidence in the integrity of the IVGID purchasing system, the following prohibitions and associated penalties are adopted that apply to any District elected official or employee involved in procurement processes.

4.1.1 Prohibition on Financial Interest in Contracts

As included in Board of Trustees Policy 3.1.0, the District and its Board shall **avoid all prohibited personal financial interests in contracts.**

4.2 Prohibition on Splitting

Purchases of goods and services cannot, under any circumstances, be split or separated into smaller components to avoid the District's competitive solicitation or contract award requirements.



Purchasing Policy for Public Works Contracts Policy 21.1.0

1.1 Purpose

The purpose of this **Public Works Contracts policy** is to summarize IVGID policy requirements for competitively bidding and awarding **of** contracts solely for the purpose of constructing public works.

1.2 Enabling Statute(s)

This section of the Purchasing Policy is adopted pursuant to Chapter 338 of the Nevada Revised Statutes (NRS 338), cited as Public Works. All contracts awarded for the construction of public works shall be made in compliance with NRS 338 or more restrictive requirements as may be adopted by the Incline Village General Improvement District Board of Trustees.

1.3 Public Works Defined

Any project for the new construction, repair, or reconstruction of a project financed with public money in whole or in part for public:

- Buildings,
- Highways, roads, streets and alleys,
- Utilities, water mains and sewers,
- Parks and playgrounds,
- Convention facilities, and

All other publicly owned works and property.

1.4 Applicability of Purchasing Policy Provisions

The following sections of the District's Purchasing Policy shall apply to this Purchasing Policy for Public Works Construction:

- Applicable definitions contained in Section 1.3, Definitions.
- Referenced provisions in Section 1.4, Procurement Responsibilities.
- Section 1.5, Contract Award Authority.



Purchasing Policy for Public Works Contracts Policy 21.1.0

1.5 General Provisions

In addition to any other requirements established in NRS 338, the following general provisions apply to procurements related to public works construction.

1.5.1 Inapplicability of Policy to Contracts for Maintenance or Emergencies

The requirements of this section and NRS 338 do not apply to the following procurements:

- A. Contracts awarded in compliance with NRS 332 that are directly related to the normal operation of the District or the normal maintenance of IVGID property.
- B. Contracts awarded to meet an emergency which results from a natural or artificially created disaster that threatens the health, safety, or welfare of the public.

If the Board or its authorized representative determines that an emergency exists, a contract or contracts necessary to address the emergency may be let without complying with the competitive bidding requirements of NRS 338 unless otherwise required for federal or state reimbursement funding.

If such emergency action is taken by the authorized representative, the authorized representative shall report the contract or contracts to the Board at its next regularly scheduled meeting.

1.5.2 Prevailing Wage Required

The payment of prevailing wages, in the manner specified in NRS 338, is required for all contracts for public works construction that exceed \$100,000.

1.5.3 Use of Recycled Materials

Public works projects associated with the construction, reconstruction, improvement, maintenance or repair of a public road or public highway must provide for the use of recycled aggregate, recycled bituminous pavement and recycled rubber from tires. Such provision shall be included in the project bidding documents.



Purchasing Policy for Public Works Contracts Policy 21.1.0

The District must ensure that such recycled products are specified in the construction contract unless use of such products is scientifically proven to compromise the soundness of the project.

1.6 General Requirements by Dollar Threshold

The following requirements apply to all public works construction projects and contracts, unless otherwise specified.

1.6.1 Construction Projects Greater Than \$100,000

Construction projects estimated to be greater than \$100,000 shall adhere to all applicable provisions of NRS 338 and as specified below.

- A. Projects shall not be divided into segments to avoid competitive bidding or contract award requirements.
- B. Solicitations must be advertised in a newspaper of general circulation.
- C. Plans and specifications must be on file by the date of advertisement and available to all interested parties.
- D. The advertisement must indicate how to obtain the plans and specifications, and the date, place and time bids will due/opened.
- E. The advertisement must include a provision that sets forth contractor qualification requirements.
- F. Contracts up to \$250,000 must be awarded to the lowest responsive and responsible bidder.
- G. Contracts greater than \$250,000 shall be awarded to the contractor that submits the best bid.
- H. Contractors and subcontractors must be appropriately licensed by the State of Nevada.
- I. Bids shall be submitted with a 10% bid bond.
- J. Contracts shall be awarded by the Board of Trustees.
- K. NRS 338 quarterly reporting requirements must be followed.

1.6.2 Construction Projects \$100,000 or Less

Construction projects estimated to be \$100,000 or less shall adhere to all applicable provisions of NRS 338 and as specified below.

- A. Bids may be advertised in accordance with required procedures.



Purchasing Policy for Public Works Contracts Policy 21.1.0

- B. Bids must be solicited from at least three properly licensed contractors for projects estimated to be greater than \$25,000.
- C. If the estimated cost is \$25,000 or less, at least one bid from a properly licensed contractor must be solicited.
- D. Contracts must be awarded to the lowest responsive and responsible bidder.
- E. Contractors and subcontractors must be appropriately licensed by the State of Nevada.
- F. Bids shall be submitted with a 10% bid bond.
- G. Contracts shall be awarded by the General Manager.
- H. NRS 338 quarterly reporting requirements must be followed.

1.6.2.1 Construction Projects Performed by District Forces

Construction projects estimated to \$100,000 or less may be performed by District staff members under the following conditions:

- A. If bids were submitted and then rejected in accordance with Section 1.6.3 below, the District may proceed with constructing a public work itself.
- B. If constructing a public work itself, the District must adhere to the attestation requirements contained in NRS 338.

1.6.3 Bid Rejection

Any bids received in response to an advertisement or direct solicitation may be rejected by the Board of Trustees or its authorized representative if it is determined that:

- A bidder is not qualified pursuant to NRS 338.
- A bid is non-responsive.
- A bidder is not responsible.
- The quality of the services, materials, equipment, or labor offered does not conform to the approved plans or specifications.
- The public interest would be served by such a rejection.



Purchasing Policy for Public Works Contracts Policy 21.1.0

1.6.4 Bid Protests

A contractor that submits a bid in response to a solicitation may file a notice of protest of contract award in accordance with this section and applicable provisions of NRS 338.

1.6.4.1 Protest Submittal Requirements

A contractor that submits a bid in response to a solicitation who wishes to file a notice of protest must do so within five business days after the date of District issuance of the intent to award a contract.

The notice of protest must include a written statement setting forth the specific reasons for the protest, including the relevant provisions of NRS 338 or other provisions in law purported to be violated.

1.6.4.2 Authorized Representative to Consider Initial Bid Protest

The General Manager, as the authorized representative of the Board of Trustees, shall receive and evaluate a properly filed protest submitted by a bidding contractor.

To ensure the efficient and effective business operation of the District, the General Manager may delegate the authority to receive and evaluate bid protests to other IVGID staff members in accordance with the delegation procedures specified in Subsection 1.6.2.2 of the Purchasing Policy (Delegation by the General Manager to District Staff Members).

1.6.4.3 Final Determination of Bid Protest

The authorized representative shall evaluate the protest and make a recommendation to the awarding body to uphold or deny the protest. A contract cannot be awarded until the awarding body makes its determination.



Purchasing Policy for Public Works Contracts Policy 21.1.0

1.7 Contractor Qualification and Preference Requirements

In constructing any public work, the District must comply with all applicable contractor qualification and contractor preference requirements specified in NRS 338.

1.8 Alternative Bidding Methods

Pursuant to NRS 338, the District may use bidding methods to award construction contracts to qualified contractors based on best value rather than lowest responsive and responsible bid, including Construction Managers at Risk and Design-Build methods. These bidding methods are used for large construction projects that present unique and complex construction challenges.

1.8.1 Construction Managers At Risk

Use of the construction managers at risk method requires entering into separate contracts with the selected contractor for preconstruction services and for constructing the public work.

A construction manager at risk must meet the qualification requirements specified in NRS 338

1.8.1.1 Competitive Solicitation, Selection and Contracting Methods

Construction managers at risk contracts require the use of a request for proposals (RFP) process in strict accordance with the solicitation, evaluation, selection and contract award provisions specified in NRS 338.

1.8.2 Design-Build Teams

Contracts for construction projects where the estimated cost of design *and* construction exceeds \$5,000,000 may be let using the design-build method. Use of the design-build method requires a two-step RFP process in strict accordance with the solicitation, evaluation, selection and contract award provisions specified in NRS 338.

Board Agenda Items Authorizing Contracts Between \$50,000 and \$100,000
Excludes Authorization for Contract Amendments if Total Contract Amount over \$50,000

On Agenda Per:
Unbudgeted Sole GM
Item Source Discretion

7/13/2021

Consent	H.2.	Review, discuss and possibly award a professional services contract for the Lakeview ski lift gear reducer service and rebuild; 2021/2022 Capital Improvement Project; Fund: Community Services; Program: Ski; Project # 3462HE1702; Vendor: Artec Machine Systems, Inc. in the amount of \$72,617 (Requesting Staff Member: General Manager Diamond Peak Ski Resort Mike Bandelin)			
		Passed 5-0			
Consent	H.5	Review, discuss, and possibly authorize a Professional Services Agreement for the Sewer Pump Station No.1 Improvements Project – 2599DI1703 – Fund: Utility; Division: Sewer; Vendor: Jacobs Engineering, Inc., in the amount of \$49,660 for the Sewage Pump Station No.1 Electrical Improvements Bid Documents Revisions and Bid Phase Services (Requesting Staff Member: Director of Public Works Brad Underwood)			
		Passed 5-0			
Consent	H.6.	Review, discuss, and possibly authorize Staff to execute SHI Quote #20696904 for the one-time purchase of a Microsoft Windows Server Data Center License in the amount of \$56,546.64 to be expensed in approved FY21/22 budget (Requesting Staff Member: Director of Information Technology Mike Gove)			
		Passed 5-0			

8/10/2021

Consent	H.2.	Review, discuss and possibly approve a procurement contract for the manufacturing and delivery of a replacement Surface Lift; 2021/2022 Capital Improvement Project; Fund: Community Services; Program: Ski; Project #3467LE1703; Vendor: Star Lifts USA, in the amount of \$55,565.00 (Requesting Staff Member: General Manager Diamond Peak Ski Resort Mike Bandelin)			
		Passed 5-0			
General Business	I.1.B	Procurement Contract for a Replacement Ski Lift Haul Rope – 2021/2022 Capital Improvement Project; Fund: Community Services; Division: Ski; Project # 3462HE1711; Vendor: Fatzler LTD. in the amount of \$71,293.59	X	X	
		Passed 5-0			
General Business	I.1.C	Procurement Contract for a Replacement Ski Lift Haul Rope Services – 2021/2022 Capital Improvement Project; Fund: Community Services; Division: Ski; Project # 3462HE1711; Vendor: Wire Rope Services in the amount of \$24,600.	X	X	
		Passed 5-0			
General Business	I.2	Review, discuss and possibly approve a contract with Tri-Strategies, Ltd. to provide legislative advocacy services in the not to exceed amount of \$20,000.00 (Requesting Staff Member: District General Manager Indra Winquest)			X
		Passed 5-0			
General Business	I.3	Review, discuss, and possibly authorize Washoe County Roads Department to replace +/- 2,700 square feet of asphalt pavement damaged by a water line leak; Fund: Utility; Division: Water; Vendor: Washoe County Road Department in the amount of \$97,300. (Requesting Staff Member: Director of Public Works Brad Underwood)			
		Passed 5-0			

9/2/2021

Consent	G.2	Review, discuss and possibly approve a Professional Services Contract for Public Utility Rate Study for Provision of Water and Sewer Services; Vendor: HDR Engineering, Inc.; Amount: \$74,935 ; Fund 200 (Utilities) (Requesting Staff Member: Director of Public Works Brad Underwood)			
		Passed 5-0			

Board Agenda Items Authorizing Contracts Between \$50,000 and \$100,000
Excludes Authorization for Contract Amendments if Total Contract Amount over \$50,000

On Agenda Per:
Unbudgeted Sole GM
Item Source Discretion

Consent	G.4	Authorization to Transact Under Blanket Purchase Orders for Fiscal Year 2021/22, Pursuant to NRS 332.115 and Board Policy 3.1.0 (Requesting Staff Member: Director of Finance Paul Navazio)		
	Passed 5-0	<i>Agenda item includes 10 (out of 19) Purchase Orders between \$50K and \$100K</i>		
Consent	G.5	Review, discuss, and possibly authorize a purchase contract in the amount of \$87,545.08 for the purchase of 40 Verkada Security Cameras and their associated licenses; FY2021/22 CIP Project – Security Cameras (CIP#1213CE2105); Vendor: SHI; Fund: General Fund; Division: Administration – Information Services (Requesting Staff Member: Director of Information Technology Mike Gove)		
	Passed 5-0			
General Business	H.3.	Review, discuss, and potentially approve a scope of work for special legal counsel related to the beach deed and authorize the General Manager to execute a contract with counsel not-to-exceed \$25,000 (Requesting Staff Member: District General Counsel Joshua Nelson)	X	
	FAILED 2-3			

9/30/2021

Consent	H.1.	Review, discuss and possibly approve the Mathis Group Pre-Contract Board and Executive Team Interviews Proposal in the total amount of \$8,000 (Requesting Trustee: Board Chairman Tim Callicrate)	X	X
	Passed 5-0			
General Business	I.3.	Review, discuss, and potentially approve a scope of work for special legal counsel related to the beach deed and authorize the General Manager to execute a contract with counsel not-to-exceed \$25,000 (Requesting Staff Member: District General Counsel Joshua Nelson)	X	
	Passed 4-1			

11/10/2021

Consent	I.1.	Award of Purchase Order for the purchase of one Toro Reelmaster 5010 Fairway Mower – 2019/2020 Capital Improvement Project (CIP): Fund: Community Service; Cost Center: Golf; Project # 3142LE1760; One Toro Reelmaster 5010 Fairway Mower – 2021/2022 Capital Improvement Project (CIP): Fund: Community Service; Cost Center: Golf; Project # 3142LE1746; One Toro Groundsmaster 4000 Rough Mower – 2021/2022 Capital Improvement Project (CIP): Fund: Community Service; Cost Center: Golf; Project # 3142LE1747; Vendor: Turf Star Inc.; GSA Contract Pricing (Requesting Staff Members: Director of Public Works Brad Underwood and Director of Golf/Community Services Darren Howard)								
	Passed 4-0	<table border="0"> <tr> <td>Reelmaster 5010 Fairway Mower</td> <td>\$ 93,486</td> </tr> <tr> <td>Reelmaster 5010 Fairway Mower</td> <td>\$ 93,486</td> </tr> <tr> <td>Groundsmaster 4000D</td> <td>\$ 66,211</td> </tr> </table>	Reelmaster 5010 Fairway Mower	\$ 93,486	Reelmaster 5010 Fairway Mower	\$ 93,486	Groundsmaster 4000D	\$ 66,211		
Reelmaster 5010 Fairway Mower	\$ 93,486									
Reelmaster 5010 Fairway Mower	\$ 93,486									
Groundsmaster 4000D	\$ 66,211									
Consent	I.2.C	Authorization of a janitorial contract with Alta Vista Janitorial in the amount of not-to-exceed \$95,000 for the period of July 1, 2021 to June 30, 2022								
	Passed 3-1									
General Business	J.3	Review, discuss and possibly approve a sole source finding and a Short Form Agreement including replacement parts and repairs for Diamond Peak C950 Snowmaking Air Compressor – 2021/2022 Operating Expense; Fund: Community Services; Division: Ski; Account# 340.34.630.7510 - Repairs and Maintenance; Vendor: Cisco Air Systems. in the amount of \$71,680.13 (Requesting Staff Member: General Manager Diamond Peak Ski Resort Mike Bandelin)		X						
	Passed 4-0									

Board Agenda Items Authorizing Contracts Between \$50,000 and \$100,000
Excludes Authorization for Contract Amendments if Total Contract Amount over \$50,000

On Agenda Per:
Unbudgeted **Sole** **GM**
Item **Source** **Discretion**

1/12/2022

General Business	G.6	Review, discuss and possibly approve spending \$48,700 to contract with the Mathis Group for a Board of Trustees Training and Leadership Program (Requesting Trustee: Board Chairman Tim Callicrate)	X		X
		Passed 4-0			

2/9/2022

Consent	H.1.	Review, discuss and possibly award a construction contract for the replacement of the main electrical breaker as part of the Water Resource Recovery Facility Improvements Project – 2021/2022 Capital Improvement Project: Fund: Utilities; Division: Sewer; Project 2599SS1102; Vendor: Merit Electric Company in the amount of \$50,117.00 plus \$5,000 for contingency (Requesting Staff Member: Director of Public Works Brad Underwood)			
		Passed 4-1			

3/1/2022 **Budget Workshop**

Consent	G.1.	PROFESSIONAL SERVICES AGREEMENT FOR ENGINEERING DESIGN SERVICES FOR THE WATERMAIN REPLACEMENT – CRYSTAL PEAK ROAD PROJECT – 2021/2022 CAPITAL IMPROVEMENT PROJECT; PROJECT; FUND: UTILITIES; DIVISION: SUPPLY & DISTRIBUTION; PROJECT: 2299WS1705; VENDOR: SHAW ENGINEERING, LTD. IN THE AMOUNT OF \$58,300. PLUS \$5,000 FOR CONTINGENCIES AND A BUDGET TRANSFER OF \$20,000. (Requesting Staff Member: Director of Public Works Brad Underwood)			
		Passed 5-0			

3/30/2022

Consent	F.1.	Approve a construction contract for the 2022 Water Reservoir Coatings and Site Improvements Project – 2299DI1204 - Fund: Utilities; Division: Water; Vendor: Olympus and Associates, Inc., in the amount of \$72,000.00; plus 10% contingency (Requesting Staff Member: Director of Public Works Brad Underwood)			
		Passed 5-0			
Consent	F.6	Approve Staff to execute Dell quote # 3000113905461.3 for the one-time purchase of 6 Dell Network Devices to be charged to the budgeted and approved Fiscal Year CIP Project#1213CE2102 for the not to exceed amount of \$70,472.06 (Requesting Staff Member: Director of Information Technology Mike Gove)			
		Passed 5-0			
General Business	G.1.	Review, discuss and approve Tri-Strategies Scope of Work for task order services to follow up on and advocate on behalf of Incline Village General Improvement District with respect to possibly receiving Federal, State and local funds for applicable District projects; not to exceed \$20,000			X
		Passed 5-0			

Board Agenda Items Authorizing Contracts Between \$50,000 and \$100,000
Excludes Authorization for Contract Amendments if Total Contract Amount over \$50,000

On Agenda Per:
Unbudgeted **Sole** **GM**
Item **Source** **Discretion**

4/27/2022			
General Business	I.1.	Review discuss and possibly approve the 30% Schematic Design Contract, for the Recreation Center Expansion Project 30% Schematic Design; Vendor: H&K Architect in the amount not to exceed of \$72,000 ; under Memorandum of Understanding with the David and Cheryl Duffield Foundation; authorize \$29,000 of Public Works Staff support through the 30% Schematic design phase, and authorize an FY2021/22 budget augmentation of \$101,000, within the Community Services – Recreation Center Fund (350) to support this work (Requesting Staff Member: Engineering Manager Kate Nelson)	X
		Passed 5-0	X
5/11/2022			
Consent	G.1.	Approve the District’s General Manager to execute a contract with KPS3 to redesign and redevelop the District’s online content management system platform and the DiamondPeak.com website (CIP Project # 4999OE1399), for a one-time cost of \$79,990 .	
		Passed 5-0	
5/26/2022			
Consent	H.3.	Approve a purchase order for the 2022 Update Camera Equipment Project – 2599SS2107 - Fund: Utilities; Division: Sewer; Vendor: WECO Industries, in the amount of \$50,386.26 (Requesting Staff Member: Director of Public Works Brad Underwood)	
		Passed 5-0	
6/8/2022			
Consent	G.1.	Award a Procurement Contract for Replacement Flooring Material – 2021/2022 Capital Improvement Project: Fund: Community Services; Division: Ski; Project # 3499BD1710; Vendor: Town and Country Flooring in the amount of \$71,207 (Requesting Staff Member: General Manager Diamond Peak Ski Resort Mike Bandelin)	
		Passed 5-0	
6/29/2022			
General Business	H.2.	That the Board of Trustees makes a motion to approve a Reimbursement Agreement for replacement of a section of waterline within Ponderosa Ranch Road; Fund: 200 Utility; Vendor: Nevada Pacific Consulting, in the amount of \$47,702.50, plus a \$2,000 contingency; authorize amending the current FY 21-22 CIP budget, establishment of a new project within Fund: 200 Utility in the amount of \$49,702.50 ; and authorize Staff to execute the Reimbursement Agreement based on a review by General Counsel.	X
		Passed 5-0	

FY2022/23 CAPITAL IMPROVEMENT PROJECT BUDGET (w/ Carry-Forward Estimates)

Department Description	Project #	Project Title	New Appropriations FY2022/23	Requested Carry-Forward	FY2022/23 Final Budget	(May) Estimated Carry-Forward	(June 30) Actual Carry-Forward	(September) Approved Carry-Forward	FY2022/23 Amended Budget
General Fund									
Accounting/Information	1213BD2106	Network Closet Updates (HVAC)	15,000		15,000				
	1213CE2101	Power Infrastructure Improvements	38,000	40,000	78,000				
	1213CE2102	Network Upgrades - Switches, Controllers, WAP	210,000	75,000	285,000				
	1213CE2104	Fiber Installation/Replacement	25,000		25,000				
	1213CE2105	Security Cameras	100,000		100,000				
		Total	388,000	115,000	503,000	-			
General	4378LI2104	IVGID Community Dog Park	100,000		100,000				
	1099CE2201	Board Meeting - Technology Upgrades	30,000		30,000				
		Total	130,000	-	130,000	-			
		Total General Fund	518,000	115,000	633,000	-			
Utilities									
Public Works Shared	2097CO2101	Public Works Billing Software Replacement			-	20,000			
	209HE1725	Loader Tire Chains - 2 sets			-	20,000			
	2097HE1729	2002 Caterpillar 950G Loader #523			-	265,000			
	2097HE1730	2003 Caterpillar 950G Loader #525			-	265,000			
	2097LE1720	Snowplow #300A			-	19,000			
	2097LE1721	Snowplow #307A			-	19,000			
	2097LI1701	Pavement Maintenance, Reservoir 3-1 WPS 4-2/5-1	90,000		90,000	125,000			
	2097LE2221	Medium Duty Truck Plow	16,500		16,500				
	2097LV2220	Chevy 1/2-Ton Pick-up Truck	37,200		37,200				
		Total	143,700		143,700	733,000			
Water	2299DI1707	Burnt Cedar Water Disinfection Plant Emergency Generator Fuel Tank			-	140,018			
	2299WS1705	Watermain Replacement - Crystal Peak Road	1,500,000		1,500,000				
	2299WS1802	Watermain Replacement - Alder Avenue	65,000		65,000				
	2299DI1102	Water Pumping Station Improvements	50,000		50,000				
	2299DI1401	Burnt Cedar Water Disinfection Plant Improvements	25,000		25,000				
	2299CO2203	LIMSs Software	55,000		55,000				
		Total	1,695,000		1,695,000	140,018			
Sewer	2524SS1010	Effluent Pipeline Project	10,000,000		10,000,000	500,000			
	2599SS2010	Effluent Pond Lining	3,000,000		3,000,000	1,053,419			
	2599DI1703	Sewer Pump Station #1 Improvements	500,000		500,000	1,033,370			
	2599DI1104	Sewer Pumping Station Improvements	50,000		50,000				
	2599SS1102	Water Resource Recovery Facility Improvements	100,000		100,000				
	2599SS1103	Wetlands Effluent Disposal Facility Improvements	100,000		100,000	170,266			
		Total	13,750,000		13,750,000	2,757,055			
		Total Utilities	15,588,700		15,588,700	3,630,073			

FY2022/23 CAPITAL IMPROVEMENT PROJECT BUDGET (w/ Carry-Forward Estimates)

Department Description	Project #	Project Title	New Appropriations FY2022/23	Requested Carry-Forward	FY2022/23 Final Budget	(May) Estimated Carry-Forward	(June 30) Actual Carry-Forward	(September) Approved Carry-Forward	FY2022/23 Amended Budget
Community Services Funds									
Championship Golf	3141LI1202	Cart Path Replacement - Champ Course	55,000		55,000	114,804			
	3141LV1898	Championship Golf Course Electric Cart Fleet and GPS				533,360			
	3153BD2001	Recoat Chateau F&B Grill and Catering Kitchen Floors	39,700		39,700				
	3142LE1741	2016 Bar Cart #724	20,000		20,000				
	3142LE1742	2016 Bar Cart #725	20,000		20,000				
	3142LE1744	2014 Toro Tri-Plex Mower 3250D #694				42,781			
	3142LE1745	2017 Toro 3500D Mower #743				36,184			
	3142LE1746	2012 JD 8500 Fairway Mower #670				93,486			
	3142LE1750	2013 JD 3235 Fairway Mower #685	98,000		98,000				
	3142LE1759	2014 3500D Toro Rotary Mower #693				37,000			
	3142LE1760	Replacement of 2010 John Deere 8500 #641	92,000		92,000				
	3143GC2002	Replace IceMaker Championship Golf Course Cart Barn				20,000			
	3199OE1501	Championship Golf Printer Copier Replacement 955 Fairway	10,000		10,000				
		Total	334,700		334,700	877,615			
					-				
Mountain Golf	3241LI2001	Mountain Golf Cart Path Replacement - Phase II	1,100,000		1,100,000	86,122			
	3241GC1404	Irrigation Improvements	18,000		18,000				
	3242LE1726	2016 Bar Cart #726	20,000		20,000				
		Total	1,138,000		1,138,000	86,122			
					-				
Facilities	3351BD1703	Aspen Grove Outdoor Seating BBQ and Landscaping	10,000		10,000				
		Total	10,000		10,000				
					-				
Ski	3453BD1806	Base Lodge Walk In Cooler and Food Prep (Kitchen) Reconfiguration	110,000		110,000	32,407			
	3462HE1711	Lodgepole Ski Lift Maintenance and Improvements	18,000		18,000				
	3462HE1712	Red Fox Ski Lift Maintenance and Improvements	75,000		75,000				
	3463HE1722	Loader Tire Chains (1-Set)				9,750			
	3463HE1723	2002 Caterpillar 950G Loader #524				265,000			
	3464LE1601	Ski Resort Snowmobile Fleet Replacement	17,000		17,000				
	3464LE1729	Snowplow #304A				19,000			
	3464LE1734	2016 Polaris Ranger Crew #723	19,000		19,000				
	3468RE0002	Replace Ski Rental Equipment				259,000			
	3469HE1740	14-passenger Van	125,000		125,000				
	3453FF1706	Replace Main Lodge/Snowflake Lodge Dining Furniture and Fixtures	49,000		49,000				
	3499CE2201	Installation RFID - Software and Gantries	410,000		410,000				
		Total	823,000		823,000	585,157			

FY2022/23 CAPITAL IMPROVEMENT PROJECT BUDGET (w/ Carry-Forward Estimates)

Department Description	Project #	Project Title	New Appropriations FY2022/23	Requested Carry-Forward	FY2022/23 Final Budget	(May) Estimated Carry-Forward	(June 30) Actual Carry-Forward	(September) Approved Carry-Forward	FY2022/23 Amended Budget
Parks	4378LI2104	IVGID Community Dog Park	-		-				
	4378LI1604	Pump Track				78,504			
	4378BD2202	Skate Park Enhancement	10,000		10,000				
	4378LE1742	2015 Ball Field Groomer #706				24,000			
	4378LE2220	Toolcat with Bucket and Snowblower	70,000		70,000				
	4378LV1734	2011 Pick-Up with Lift gate #646	50,000		50,000				
		Total	130,000		130,000	102,504			
Recreation Center	4884BD2201	Recreation Center Expansion Project	25,435,000		25,435,000				
	4884BD2202	Rec Center Exterior Wall Waterproofing & French Drain	100,000		100,000				
	4899FF1202	Rec Center Locker Room Improvements				750,000			
	4884BD1804	Chemtrol System for Recreation Center Pool	22,000		22,000				
	4886LE0001	Fitness Equipment	49,000		49,000				
		Total	25,606,000		25,606,000	750,000			
		Total Community Services	28,041,700		28,041,700	2,401,398			
Beaches	3972BD1501	Beaches Flatscape and Retaining Wall Enhancement and Replacement	55,000		55,000	110,000			
	3972BD2101	Ski Beach Boat Ramp Improvement Project	100,000		100,000				
	3999BD1708	Ski Beach Bridge Replacement	120,000		120,000				
	3999FF2201	Beach Furnishings	10,000		10,000				
	3972BD2102	Beach Access Improvements	200,000		200,000				
		Total Beaches	485,000		485,000	110,000			
					-				
Grand Total			\$ 44,633,400	\$ 115,000	\$ 44,748,400	\$ 6,141,471			

FY2022/23 CAPITAL PLAN EXPENSE ITEMS BUDGET (w/ Carry-Forward Estimates)

Department Description	Project #	Project Title	New Appropriations FY2022/23	Requested Carry-Forward	FY2022/23 Final Budget	(May) Estimated Carry-Forward	(June 30) Actual Carry-Forward	(September) Approved Carry-Forward	FY2022/23 Amended Budget
General Fund									
	1212OE1701	Accounting Printer Replacement	8,400		8,400				
	1213CO1703	District Wide PC, Laptops, Peripheral Equipment and	75,000		75,000				
		Total	83,400	-	83,400				
	499OE1399	Web Site Redesign and Upgrade	10,000		10,000				
	1099LI1705	Pavement Maintenance - Administration Building	5,000	9,300	14,300				
		Total	15,000	9,300	24,300				
		Total General Fund	98,400	9,300	107,700				
Utilities									
Shared	2097DI1401	Adjust Utility Facilities in NDOT/Washoe County Right	60,000		60,000	183,000			
	2097LI1401	Pavement Maintenance, Utility Facilities	180,000		180,000	139,886			
	499OE1399	Web Site Redesign and Upgrade	10,000		10,000				
	NEW	Rain Gutters, Garage Door Openers, Drainage, Heat	100,000		100,000				
	NEW	Utility Infrastructure Masterplan	500,000		500,000				
		Total	850,000	-	850,000	322,886			
Water	2299DI1103	Replace Commercial Water Meters, Vaults and Lids	40,000		40,000				
	2299DI1204	Water Reservoir Coatings and Site Improvements	60,000		60,000				
		Total	100,000	-	100,000				
Sewer	2599BD1105X	Building Upgrades Water Resource Recovery Facility	30,000		30,000				
	2599SS1203X	Replace & Reline Sewer Mains, Manholes and	55,000		55,000	32,730			
	NEW	Effluent Pipeline Repairs	100,000		100,000				
		Total	185,000	-	185,000	32,730			
		Total Utilities	1,135,000	-	1,135,000	355,616			
Internal Service									
		Total Internal Service	-						
Community Services									
Championship	3141GC1103	Irrigation Improvements	15,000		15,000				
	3141LI1201	Pavement Maintenance of Parking Lots - Champ	25,000		25,000	14,000			
		Total	40,000	-	40,000	14,000			
Mountaing	3241GC1101	Mountain Course Greens, Tees and Bunkers	8,000		8,000				
	3242LI1204	Pavement Maintenance of Parking Lot - Mountain Golf	12,500		12,500	15,900			
		Total	20,500	-	20,500	15,900			
Facilities	3350BD1103	Chateau - Replace Carpet	49,500		49,500				
	3350BD1505	Paint Interior of Chateau	40,500		40,500				
		Total	90,000	-	90,000				

FY2022/23 CAPITAL PLAN EXPENSE ITEMS BUDGET (w/ Carry-Forward Estimates)

Department Description	Project #	Project Title	New	Requested	FY2022/23	(May)	(June 30) Actual	(September)	FY2022/23
			Appropriations	Carry-Forward	Final	Estimated	Carry-Forward	Approved	Amended
			FY2022/23		Budget	Carry-Forward	Carry-Forward	Carry-Forward	Budget
Ski	3469LI1105	Pavement Maintenance, Diamond Peak and Ski Way	75,000		75,000	25,000			
	3499BD1710	Diamond Peak Facilities Flooring Material	20,000		20,000				
	Total		95,000	-	95,000	25,000			
Parks	4378LI1303	Pavement Maintenance, Village Green Parking	5,000		5,000				
	4378LI1403	Pavement Maintenance, Preston Field	5,000		5,000	7,500			
	4378LI1602	Pavement Maintenance, Overflow Parking Lot	5,000		5,000	5,000			
	4378LI1802	Pavement Maintenance - Incline Park	6,000		6,000	7,500			
	4378RS1601X	Playground Repairs - Preston	7,500		7,500				
	Total		28,500	-	28,500	20,000			
Tennis	4588LI1201	Pavement Maintenance, Tennis Facility	5,000		5,000	5,000			
	Total		5,000	-	5,000	5,000			
Rec Center	4884LI1102x	Pavement Maintenance, Recreation Center Area	7,500		7,500	7,500			
	Total		7,500	-	7,500	7,500			
CS Admin	4990E1399	Web Site Redesign and Upgrade	20,000		20,000				
	Total		20,000	-	20,000				
		Total Community Services	306,500	-	306,500	87,400			
Beaches									
	3972BD1301X	Pavement Maintenance, Ski Beach	15,000		15,000	8,500			
	3972BD1707	Burnt Cedar Dumpster enclosure				27,922			
	3972BD2102	Beach Access Improvement Project				45,000			
	3972LI1201	Pavement Maintenance, Incline Beach	6,500		6,500	6,500			
	3972LI1202X	Pavement Maintenance, Burnt Cedar Beach			-				
	3972RS1701X	Playground Repairs - Beaches	7,500		7,500				
	3973LI1302	Incline Beach Facility Replacement			-	100,000			
	3999DI1706	Burnt Cedar Beach Backflow Device Replacement	55,000		55,000				
	Total		84,000	-	84,000	187,922			
Grand Total			\$ 1,623,900	\$ 9,300	\$ 1,633,200	\$ 630,938			