

MEMORANDUM

TO: Board of Trustees

FROM: Indra Winqest
District General Manager

SUBJECT: General Manager's Status Report
Prepared for the meeting of April 13, 2022

DATE: April 6, 2022

General Manager & Board of Trustees Priority Projects & Tasks

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Effluent Pond Lining Project	90% Design Documents anticipated end-January 2022	GM Winqest/Director PW Underwood/ Trustee Dent	CMAR team is working on preparing 30% design alternatives for the permanent effluent Pond #1 storage. PW Staff has an on-site meeting to begin the coverage review process with TRPA and the Coverage Consultant 4/19/2022. CMAR Team will be meeting with NDOD and NDEP 4/20/2022 to review design alternatives.
Effluent Pipeline Project	Phase I ongoing	GM Winqest/ Director PW Underwood/ Trustee Dent	HDR is continuing work on the 30% design documents. CMAR team has a meeting with NDOT Permitting on 4/12/2022 to review proposed plans and discuss possible NDOT construction constraints.
Burnt Cedar Pool Project	Completion Date scheduled for June 2022	Engineering Manager Nelson/GM Winqest	Core has returned to the site. Work progressing this month includes de-winterizing the site, re-compacting the subgrade for the pool deck, re-installation of the rebar, landscaping, and fencing. The first of many scheduled concrete pours took place on 4/6/2022.

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<p><u>Internal Controls Project(s)</u> Review of Internal Control Policies and Procedures</p>	Ongoing	Director of Finance Navazio	Staff has engaged the services of Management Partners, LLC to assist in the review and update of the District's Purchasing policy and finance and accounting procedures manual.
Consultant review of four (4) Accounting Practices – Moss Adams 2	Completed	GM Winqest/Director of Finance Navazio/Audit Committee	Final Report by Moss Adams presented at the 1/28/21 BOT meeting. Board approved updated Capitalization policy on 1/12/21.
Project & Contract Consultant Review - Moss Adams 1	Ongoing Implementation of Recommendations	GM Winqest/Director of Finance Navazio	Final Moss Adams report presented at BOT meeting held on 1/13/21. Implementation plan for management responses presented at 3/10/21 BOT mtg.
<p>Review of Board Policies re Budget and Fiscal Management</p> <p>Capitalization (8.1 / 9.1) Fund Balance / Reserves (7.1) Capital Program (12.1 / 13.1)</p>	Fall/Winter 2021 Draft Moss Adams report due 11/21; final report to BOT 1/12/22.	Director of Finance Navazio	New Capitalization and Reserve policies completed – approved by BOT 1/12/22. Moss Adams presented final report re Capital Program Planning and Budgeting policies 1/12/22; staff is drafting updated policies, practices as well as updating Capital Project reporting informed my recommendations in Moss Adams report. Return to BOT in May/June.
2020-21 Annual Audit	Completed	Audit Committee / Director of Finance/Controller	Audit completed 12/3/21; Audit Committee (AC) reviewed draft report 12/8/21; Board received audit report on 12/14/21.

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Ordinance 7 GM Advisory Committee	Winter 2022	GM Winquest/Board Chairman Callicrate	Final scheduled meeting with the Committee was held on March 15 th to review the final draft recommendations. Special Counsel has completed his review of the draft recommendations. Committee recommendations will be delivered to the Board of Trustees at the April 13 BOT Meeting.
Special Counsel to Review Beach Deed, potential revisions to Ordinance 7, Employee use of District Beaches, Policy 16.1.1, Commercial Operations on District Beaches	Winter 2022	GM Winquest, Trustee Schmitz, Legal Counsel Nelson	Special Counsel has completed the review of the Committee's draft recommendations and has provided recommendations for revisions to Ordinance 7 including but not limited to the definition of a guest, commercial activities as well as a complete review of all recommendations. Special Counsel continues to review IVGID employee access as well as the issuance of Gold/Silver Cards to long tenured full time staff and trustees.
Smith vs IVGID Litigation	Ongoing	Legal Counsel/Board of Trustees/GM Winquest	Update given and action taken at the March 30 th BOT Meeting.
Utilities Performance/Asset Management Review	Final Report Received	GM Winquest/Board	Staff has made recommendations for staffing additions to the General Manager.
USFS Parcel Acquisition – Potential Dog Park	Ongoing	GM Winquest	USFS has transitioned the request to the formal review process. IVGID Staff is working to schedule community outreach to neighboring residents and larger community including development of a GM Advisory Committee.

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USACE Grant Funding for Pond Lining/Pipeline Projects	TBD	GM Winqest/ Director PW Underwood	USACE shared new model agreements. Agreements have been reviewed by legal. IVGID Staff will provide necessary documentation for the agreement upon determination of the chosen alternative for Pond #1.
Utility Rate Study	Winter 2021-22	Director of Finance Navazio/Director of PW Underwood	Public Hearing on 4/27/22.

Diamond Peak Ski Resort Update

The ski venue completed 107 days of operation at the end of March. Through March the year to date total daily visit count was 90,663 as compared to 120,228 visits through the end of March last season, noting that last season included 12 more operating days as the ski area opened in December 4th, 2020. Visits for the month of March were 15,188, 37% below the 23,974 visit count for March 2021. Skier visits for the month were 38% below the 5-year average and 28% below the 10-year average. Child and adult lessons taught for the month totaled 2,911 units. Equipment rental units provided for the month totaled 3,411 units or 22% of the total visitation for the month.

During March the ski venue hosted the 20th annual Dummy Downhill community event and the Luggi Foeger uphill/downhill festival. The ski venue closed for the season on Sunday April 3, 2022 as the minimal snow coverage for the season could not withstand the near record high temperatures that were present recently. As always please contact Mike Bandelin at mlb@ivgid.org for any questions you may have.

Key Project Updates

For more information on current district capital projects.

Webpage Link:

<https://www.yourtahoeplace.com/ivgid/resources/construction-updates>

Risk and Resilience Assessments and Emergency Response Plan

The Risk and Resilience Assessments (RRA) and emergency response plans (ERPs) for the sanitary sewer system is being completed by Farr West Engineering. A workshop was held with Staff to gather information on March 6, 2022. The draft RRA is expected in May 2022.

Burnt Cedar Swimming Pool Improvements – 3970BD2601

A 2021 Capital Improvement and Board of Trustees Priority Project, this project will reconstruct the two (2) existing pools (full size and toddler) at Burnt Cedar Beach. CORE

Construction re-mobilized to the site in March. The site has been de-winterized, the remaining CMU walls have been constructed, the subgrade material had been re-compacted and rebar is being re-installed. Work is continuing on the landscaping and fencing. Multiple concrete pours are planned for the month of April; the first pour took place on 4/6/2022. The week of May 2 – 6, 2022, vehicle access to the Burnt Cedar Beach will be closed for the contractor to remove the temporary pavement, restore the traffic patterns, and crack seal, slurry seal, and restripe the entire parking lot. Following the pavement work, ADG will return to the site to begin plastering of the pool. During this critical element, no irrigation, landscape maintenance, or street sweeping is to occur within the Beach property. Following the plastering of the pool, commissioning and training with IVGID Staff will take place. As long as we experience the favorable weather conditions we have enjoyed thus far, the project is on target for a full turn over by June 8, 2022.

CORE Construction Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed to Date	Current Balance to Completion (including retainage)
\$3,845,864.00	\$100,896.04	\$3,946,760.04	\$2,948,411.40	\$998,348.64

Construction Budget Status:

Board Authorized Budget Item (4/29/2021)	Approved Budget	Costs Approved To Date	Budget Remaining
Construction	\$3,749,404.00	\$3,101,590.99	\$645,813.01
CMAR Contingency & Allowances	\$240,964.00	\$59,252.55	\$181,711.45*
Add Alternates (#1, #2, #3, #4)	\$96,461.00	\$76,589.00	\$19,872.00*
Owner Construction Reserves	\$160,000.00	\$100,896.04	\$59,103.96

*Alternate #4 (Colored Concrete) was not approved saving \$19,872; Allowance #2 Rock/Boulder Excavation was not used saving \$50,000; Allowance #3 Dewatering was not used saving \$25,000.

Effluent Pipeline Project – 2524SS2010

The project consists of replacing all of the remaining Segment 3 pipeline (12,385 linear feet) and all Segment 2 pipeline (17,314 linear feet) to mitigate a potential future leaks. The Team provided a detailed update for the project at the Board of Trustees meeting on March 1, 2022. HDR will soon complete the 30% design plans and deliver them to the CMAR team. A CMAR Team meeting with NDOT Permitting is scheduled for April 12, 2022 to review the project approach and discuss NDOT project constraints.

Effluent Pond Lining Project – 2599SS2010

The Team provided an update to the Board on March 1, 2022. The Team is working on the 30% design alternatives identified in the update to the Board with a goal to finish the 30% design by mid-May 2022. The CMAR Team is working on identifying risk issues with the construction at Pond #1 including construction access, material storage, and logistics with each of the identified alternatives. The CMAR Team has a meeting scheduled with the Nevada Division of Dams and NDEP scheduled on April 20, 2022 to review the proposed alternatives and discuss any regulatory constraints. PW Staff, TRPA Coverage Consultant, and TRPA are meeting on-site April 19, 2022 to begin the land coverage verification process for the Pond #1 site and inspect Pond #2 to discuss TRPA needs for the proposed temporary lining.

Financial Transparency

The District's finance and accounting staff has completed the close for the period ending February 28, 2022, and presented the Mid-Year Budget Update at the Board meeting of March 1st, to include updated projections through the end of the fiscal year. These projections will also significantly inform ongoing development of the District's FY2022/23 budget.

Other significant projects currently underway include:

Review and update of selected Board Policies and Practices – new Capitalization, Reserve and Central Services Overhead Allocation policies were approved by the Board on 1/12/22; Pricing Practice was approved by the Board on 3/1/22; Capital Planning and Budgeting Policies/Practices currently being updated, informed by recommendations from Moss Adams report presented to the Board on January 12, 2022.

Ongoing update of Internal Control policies and procedures – staff has engaged the services of Management Partners, LLC to assist management in the review and update of the District's Purchasing Policy and Accounting/Finance Procedures Manual. Consultant completed interviews with Trustees and staff; reviewing existing procedures against best practices. Draft update of internal procedures document under review. Consultant drafting proposed Purchasing Policy based on review of NRS, Board Policies and best practices.

Implementation of Tyler/Munis Financial System - the transition to the District's new enterprise-wide financial system (Tyler/Munis) remains on track for a July 1, 2022 "go-live" date. Among the goal of the new financial system project is to streamline budgeting and accounting processes, improve financial reporting capabilities and strengthen internal controls. Recent activities focused on module and workflow set-up. Planning for staff training in late Spring / early Summer.

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

From February 1, 2022 to March 21, 2021

PO Number	Vendor	Description	PO Amount
22-0174	Badger Meter, Inc.	Meters	\$13,138.
22-0176	Farr West Engineering	Assessment and ERP for Wastewater	\$20,400.
22-0178	Western Nevada Supply	Various parts	\$10,516.06
22-0183	Croft-Beck Floors, Inc.	RC Gym Floor – refinish	\$12,500.
22-0187	Jacobs Engineering	Effluent Pond Lining Project	\$18,800.
22-0189	Nevada Energy Systems Inc.	Power Infrastructure Improvements	\$16,351.
22-0193	Marker Volk USA	DP Marker Helmets	\$10,560.37
22-0202	State of NV – Conservation	Annual Easement Fee	\$14,497.
22-0203	Enerspect Medical Solutions	First response kits	\$20,432.16

Public Records Requests

Following are the public records requests from February 1, 2022 to March 21, 2021

02/02/2022	Gumz, Joy	Payroll Information for 2021		Advised Ms. Gumz that she will receive her records by 04/29/2022.
02/10/2022	Dobler, Cliff	Dept. of Tax Opinion Letter	02/10/2022	Complete
02/11/2022	Flehood, Shelia	Payroll Records – 2020 (NPRI)		Advised Ms. Flehood that she will receive her records by 04/29/2022
02/16/2022	Gumz, Joy	Payroll – Kyle Thornberg	03/01/2022	Complete
02/18/2022	Dobler, Cliff	General Ledger – 2020 and 2021	02/28/2022	Complete
02/20/2022	Dobler, Cliff	Summary of CIP Activity by project for the fiscal year ending 6-30-2021		Staff is working on this request (PN)
03/10/2022		Second request made for this report		Requested answer from PN – report wasn't prepared per DR
02/23/2022	Paul, Gwen	E-mails – Audit Committee members		Staff is working on this request
02/25/2022	Martini, Margaret	Information regarding outside attorney hired to do beach deed review		Responded to Ms. Martini on 2/28 with contact information; Staff is working on the balance of the request – due 3/31
03/03/2022	Katz, Aaron	Charges for Dog Park Project	03/03/2022	Complete
03/03/2022	Dobler, Cliff	Charges for Mountain Golf Course Cart Path Project	03/09/2022	Complete
03/03/2022	Dobler, Cliff	Capital Project Data Sheet# 341LI1903 titled Mountain Golf Course Cart Path Replacement	03/09/2022	Complete
03/03/2022	Dobler, Cliff	Capital Project Data Sheet# 324LI2001 titled Mountain Golf Course Cart Path Replacement	03/09/2022	Complete
03/08/2022	Gumz, Joy	Agreements – Commissions	03/22/2022	Complete
03/11/2022	Dobler, Cliff	Capital Project #324LI1903 titled Mountain Golf Course Cart Path Replacement – 2022 Charges	03/15/2022	Complete

03/11/2022	Katz, Aaron	Irrigation and energy bills for Entrance Parks	03/17/2022	Complete
03/22/2022	Katz, Aaron	Waste Management's Solid Waste Adjustments	03/22/2022	Complete – confirmed nothing received as of the date of his request.