# **MEMORANDUM**

TO: Board of Trustees

**FROM:** Indra Winquest

Interim General Manager

**SUBJECT:** General Manager's Status Report

Prepared for the meeting of January 22, 2020

**DATE:** January 10, 2020

# Capital Projects Update January 10, 2020

# Design

# **Tennis Center Renovation**

The Board approved on June 19 for staff to begin the design of the tennis center renovation. The architectural, design and permitting services scope of work was approved at the August 14 BOT meeting with the removal of Bocce Courts. The key project objectives are renovation of the pro-shop buildings and surrounding site to renovate aging restrooms, expand the pro-shop by enclosing outdoor kitchenette area, expand and enhance the deck area, improve wayfinding and flow of traffic through the Tennis Center. The Board selected a design development alternative on November 13. Engineering will complete design, submit for permits, and bring the final design back to the Board prior to advertising for bids.

# Construction

# WRRF Aeration System Improvements

The aeration process of wastewater treatment supplies oxygen to facilitate the biological activity that converts raw sewage into treated wastewater effluent. The plant has six-200,000-gallon aeration basins with two jet aeration clusters per basin. These clusters utilize pressurized air to mix and recirculate the wastewater and provide the necessary oxygen to the microorganisms. The pressurized air is delivered by multistage centrifugal blowers that are metered by electronically operated valves in order to keep the correct balance of oxygen in the aeration basins at all times. This project funds the design and replacement of the aeration system equipment at the WRRF. The Board awarded the construction contract to the lowest responsive bidder, KG Walters, on December 11. A preconstruction meeting is being scheduled for the middle of January.

# Water Reservoir Safety and Security Improvements

This project would replace the ladders that access the top of the water reservoirs, install intermediate access platforms, install protective railings and install new fall protection devices. The exterior access to the roof area is required to meet the needs of the District to monitor the water quality in the reservoirs and perform routine repairs to radio communication equipment. The ladders also need to be secured from access by the public. The reservoir ladders, fall protection, platforms, and protective railings will meet the current Occupational

General Manager's Status Report -2-Prepared for the meeting of January 22, 2020

Safety and Health Administration (OSHA) safety standards. The Board awarded the contract to Resource Development Company on April 10, 2019. Construction began this summer and is expected to be substantially complete by June 30, 2020.

# WPS 2-1 Incline – (Adjacent to Burnt Cedar Beach)

Water Pump Station 2-1 (WPS 2-1) is located at the Burnt Cedar Water Disinfection Plant (BCWDP) and pumps the disinfected potable water into the water distribution system to serve Incline Village and Crystal Bay. WPS 2-1 was largely constructed in 1972 with minor upgrades in 1995 and 2012. The electric motor control centers (MCCs) and switchgear at WPS 2-1 date to the original 1972 installation. This equipment does not meet modern OSHA requirements for Arc Flash safety and the MCCs and switchgear is at the end of its service life and no longer supported by the respective manufacturers. Jacobs Engineering completed the design. The Board awarded the contract on August 28, 2019 to San Joaquin Electric. Notice to proceed was issued on September 9 and project completion is April 2020. Site mobilization is scheduled for late January with a February construction period.

# Mountain Course Clubhouse Renovation

On August 11, 2018 a fire occurred in the Mountain Course Clubhouse which led to the closing of the kitchen area. The Board approved renovation plans include a revised allocation of floor space, changes to access and substantial change to customer flow. A new ADA accessibility to the lower level for food service and construction of a new and expanded deck and the installation of new windows and doors. The Board approved the design on May 22, 2019 and authorized advertising for bids which then occurred on June 21, 2019. The Board awarded the construction contract to Houston Smith Construction at the August 14 BOT meeting. Project is currently in construction with grading, utilities, decking and paving complete. Winter work will be the interior renovation.

# **Items of Note**

# Recruitment of New Director of Finance

The Director of Finance position was posted on Wednesday, October 23 with a three week response time. The deadline to apply was November 14. We received 29 total applications. Through a screening process, the list of applicants was reduced to 5 candidates who were all interviewed by two panels. Eventually second interviews took place with the top two candidates. Discussions are currently taking place with our top candidate. Staff hopes to have a more formal update at the January 22<sup>nd</sup> Board of Trustees meeting.

# Burnt Cedar Pool Project Update

Staff is in the final stages of creating an advisory committee that will include staff, board and members of the community. There will be several meetings to discuss the future of the project as well as to determine a range of possibilities for replacement of the pool. Staff is planning to bring back recommendations over the winter with the hope to send out an RFQ for potential firms interested in the design process in the spring of 2020. Staff will continue to update the board and community.

# No Smoking Policy Development

In coordination with the North Lake Tahoe Fire Protection District, Staff is working on developing a potential "No Smoking" policy that could apply to all IVGID facilities and venues. There has been recent legislation that refers to smoking near vegetation and this has been a topic of discussion in the community for quite some time. Staff is planning to bring a formal resolution/policy to the Board of Trustees in March.

# Update on Mountain Golf Course Maintenance Building Electrical Evaluation

District Staff contracted with an MSA Engineering Consultants to perform a feasibility study for installation of improvements at the Mountain Golf Course to accommodate an electrical fleet of golf carts. The current fleet of golf carts are gasoline and are serviced from the Maintenance Building. Attached to this General Manager's report is the feasibility study describing the existing conditions and needed improvements to the NV Energy Electrical feed and the installation of an electrical charging system. It is not known at this time the extent of building modifications that may be required by Washoe County or North Lake Fire Protection District. This report was to determine the potential cost and feasibility of switching to an electrical charging system to support electrical golf carts; construction costs at this time are estimated at \$240,000.

# Update on Bar Services Contract at Burnt Cedar and Incline Beaches

As discussed at the December 11, 2019 BOT meeting, after much consideration and discussion, the district has decided to offer an extension to Incline Spirits to continue to operate the Incline and Burnt Cedar Bar concessions. Staff considered the anticipation of upcoming projects including the potential replacement of the Incline Beach House and the Burnt Cedar Pool, it would be challenge for any new private contractor to assume the contract at this point in time. Staff and the Board agree that a formal process needs to be developed in relation to the frequency that the Districts goes out to Request for Proposal (RFP) for contract services.

# Diamond Peak Ski Resort

I have attached the Diamond Peak Ski Resort Status Report for December 2019 to this report; it is also posted on our website under Monthly Status Reports.

# Financial Transparency

The Monthly District Financial reports are posted on the Financial Transparency page <a href="https://www.yourtahoeplace.com/ivgid/financial-transparency">https://www.yourtahoeplace.com/ivgid/financial-transparency</a>. The December 2019 financial reports are available online here. Record December Revenue from the Diamond Peak Ski Resort significantly exceeded budgeted levels and added to the increase in charges for services over budget. The internal services revenues are under due to Staff vacant positions causing reduced services. The extra miscellaneous revenue items are in large part of the insurance proceeds for the Mountain Course fire. The year to date Expenses for personnel are under budget including the effects of vacancies. Services and Supplies are under budget and due to temporary timing. Capital Expenditures noted are only for the General Fund and

General Manager's Status Report -4-Prepared for the meeting of January 22, 2020 January 10, 2020

budgeted evenly over the fiscal year. While extra was spent on the approved server replacement, other projects have not started causing the temporary timing variance for Capital Expenditures.



# Incline Village General Improvement District

# Mountain Club Golf Course Maintenance Building Electric Golf Carts

November 21, 2019

# Electrical Systems Feasibility Study

IVGID Project Number: 3241LV1899



IVGID Mountain Club Golf Course, Maintenance Building – Electric Golf Cart Electrical Systems Feasibility Study November 2019 Page 2 of 6

# **EXECUTIVE SUMMARY:**

The purpose of this document is to observe and describe the existing electrical system associated at the Incline Village General Improvement District's Mountain Club Golf Course Maintenance Building and its capability to electrically serve up to (58) electric golf carts. Our survey of this building is to become familiar and briefly describe the existing major electrical power system, including incoming local utility company fed infrastructure, serving this building as well determine its available capacity and necessary upgrades to support the added electric golf carts, replacing the current gas-power golf carts. This document is not intended to identify electrical code deficiencies or recommended electrical system upgrades within this building but rather electrical system modifications/upgrades necessary only related to the added electric golf carts.

On September 30, 2019, Nathan Chorey of IVGID and Tony Price of MSA Engineering Consultants conducted an initial on-site observation of the installed main electrical system related to this building including the utility metered main electrical service and lower level golf cart storage bay areas. A subsequent on-site observation was performed that included Nathan Chorey (IVGID), Tony Price (MSA) as well as Toni Powell and Connor Altenburg of NV Energy. Purpose of this observation was to review the incoming power infrastructure from NV Energy and briefly discuss potential electrical upgrades necessary to serve this building related to the added electric golf carts.

At both times of these observations, no available as-built/existing condition documents indicating the presently installed electrical systems were available. These observations were limited to visual observation of physical conditions only.

# **EXISTING MAINTENANCE BUILDING ELECTRICAL SYSTEM:**

### Observations:

The incoming underground electrical system serving the existing Maintenance Building is fed from a single existing NV Energy pad mounted 75 kVA 120/240-volt 1 phase 3 wire transformer; NVE #TS 873. This transformer is located adjacent to existing Clubhouse Building, approximately 50 yards from the Maintenance Building. This transformer also serves (4) other utility metered electrical services including the Clubhouse and (3) cellular carrier providers. NV Energy's underground secondary service infrastructure includes underground raceways with internal feeders to each metered electrical service.



IVGID Mountain Club Golf Course, Maintenance Building – Electric Golf Cart Electrical Systems Feasibility Study November 2019 Page 3 of 6

The existing incoming primary electrical infrastructure from NV Energy consists of an underground primary voltage duct (multiple 4" raceways), originating from Wilson Way. This primary duct system routes below grade, basically along the main entry road into this facility, to an existing underground N-48 style junction box with a manhole cover with lid and then ultimately underground to the existing 75 kVA transformer at the Clubhouse. This N-48 junction box is located approx. 25 yards north from the existing 75 kVA transformer and is within the sloped landscape area between existing parking spaces.

The existing metered electrical service at the Maintenance building consists of a 200-amp 120/240-volt, 1-phase 3-wire meter/main enclosure, as manufactured by Milbank Mfg. Company, and includes a 200 amp / 2-pole main circuit breaker. This meter/main enclosure is located on the east exterior wall, approximately 5 feet left of the existing man door entrance by stairs. This electrical service appears to feed downstream branch circuit type electrical panelboards related to the maintenance building as well as the lower yard fuel dispensing stations.

No existing branch circuit type electrical panels were observed within lower level cart storage bays.

# Electrical System Upgrades:

The Maintenance Building's main electrical service is rated for 200 amps. Based on the presumed existing electrical loads this building is using along with proposed (58) electric golf cart being added, new electrical load is calculated at 506 amps. Based on the proposed new added electrical loads, as well as the existing building electrical loads, there is not adequate electrical capacity from the existing 200 amp metered electrical service and will require an electrical upgrade that involves a new 600-amp 120/240-volt, 1-phase 3-wire single utility metered electrical service, 100% rated.

The existing exterior wall mounted 200-amp electrical service will remain as is. However, the NV Energy meter will be removed (by NV Energy) and become an electrical distribution enclosure that ultimately will be back-fed from the new 600-amp electrical service. The existing incoming (1) 3" conduit, routed underground to the existing NV Energy 75 kVA transformer, will be abandoned in place approximately 6" below existing finished grade; service feeders will be disconnected and removed by NV Energy.

This new free-standing metered electrical service location to be in the general vicinity of the Maintenance Building, preferably free-standing against the existing exterior east wall by the existing man door/stairs or if another location is desired by Ownership.



IVGID Mountain Club Golf Course, Maintenance Building – Electric Golf Cart Electrical Systems Feasibility Study November 2019 Page 4 of 6

It is anticipated this new metered electrical service will encompass a single rain-tight outdoor rated enclosure with locking doors and will include (2) sections, each being approximately 38" wide, 36" deep and 90" tall (worse case) and will sit atop a 6" raised level concrete housekeeping pad. Section #1 will include a combination utility company pull section with landing lugs and utility metering. Section #2 will include 100% rated distribution type circuit breakers; (1) 200 amp 2-pole circuit breaker to back-feed the existing 200 amp 2-pole main circuit breaker at the electrical distribution enclosure as well as (2) 225 amp 2-pole circuit breakers to ultimately serve (2) new branch circuit panelboards at the lower level, ultimately to serve the added electric golf carts.

(2) new branch circuit electrical panelboards will be added and located centrally within the lower level golf cart storage bay areas. Location of the (2) panelboards are preferred to next each other. Each panel will be 225-amp 120/240-volt 1-phase 3-wire rated, (42) single pole capacity inclusive of (30) 20 amp 1-pole circuit breakers, and 100% rated.

Each of these (2) new branch circuit panelboards will be electrically fed from the new metered electrical service via new 225 amp 3-wire with ground feeders (cabling and raceway), routed overhead within the lower golf cart storage bay open ceiling area.

Additionally, a new pad mounted NV Energy service transformer will be required. This is due to the existing 75 kVA transformer being insufficient to serve the existing (4) metered electrical services (Clubhouse and cellular carriers) and the new loads being added to the Maintenance building including the electric vehicle golf carts; this total load of all facilities including added electric golf carts equals 156.1 kVA. Estimated kVA rating for this new transformer is 150 kVA however kVA rating is ultimately determined by NV Energy. New concrete pad, which new transformer will sit atop is required and is Customer provided/installed per NV Energy standards and installation methods. Transformer shall be provided and installed by NV Energy.

This new service transformer will be served from the existing N-48 style junction box location via new underground (1) 4" raceway and related trench/backfill. Approximately 50 feet of existing asphalt and concrete curbing sidewalk will need to be cut/patch and match to accommodate this new underground NV Energy service feeder. The existing N-48 junction box will need to be modified which includes removal of the existing manhole cover with lid and adding several N-48 type junction box extensions along with a new junction enclosure (junction enclosure by NV Energy) and concrete pad atop to accommodate a new junction enclosure. All underground raceways, trench/backfill, extension rings and junction enclosure concrete pad shall be Customer provided/installed per NV Energy standards and installation methods. Junction enclosure shall be provided and installed by NV Energy.



IVGID Mountain Club Golf Course, Maintenance Building – Electric Golf Cart Electrical Systems Feasibility Study November 2019 Page 5 of 6

This new transformer will serve the new 600-amp 120/240-volt 1-phase 3-wire metered electrical service only via new underground (3) 4" raceways and related trench/backfill.

The existing NV Energy 75 kVA transformer shall remain unchanged and will continue to serve the remaining (4) metered electrical services (Clubhouse and cellular carriers).

Refer to 'Electrical Service Exhibit', dated 11/06/2019 indicating both proposed new and existing electrical systems and equipment conditions related to this project.

# Additional Non-Electrical Items Required:

In addition to the electrical items described within, other upgrades may be required unrelated to the electrical upgrades; these include:

- Golf cart battery chargers; assumed quantity of (58).
- Overhead structural elements to support battery chargers.
- Exhaust fan(s) for battery charging ventilation; assumed quantity of (4).
- Automatic battery charger power shut off system (hydrogen sensors throughout). Exhaust fans are interlocked with this system and energize when sensors.
- Exterior wall openings and penetrations for added exhaust fan(s); assumed quantity of (4). Work would include new openings along with patch and match of existing interior and exterior wall surfaces.

These added items' costs are inclusive within the electrical opinion of probable costs. These costs are estimates only to establish budgets associated with these added items.



IVGID Mountain Club Golf Course, Maintenance Building – Electric Golf Cart Electrical Systems Feasibility Study November 2019 Page 6 of 6

# **ELECTRICAL LOAD SUMMARY:**

# **NV Energy 75 kVA Service Transformer:**

# Existing Load:

(Per NV Energy representatives, 10/23/2019)=63.3 kVA40.5 kW x .8 power factor x 1.25% safety factor=63.3 kVAAt 120/240-volt, 1-phase 3-wire=264 amps

This noted kVA/amps is based on NV Energy provided load profile on this existing transformer. This includes all (5) metered electrical services fed from this single pad mounted transformer.

# Maintenance Building:

# Existing Electrical Load:

Assume 30% (worst case) of the NV Energy 75 kVA service transformer's existing load is generated from the Maintenance Building; actual load usage is not known based on present utility metering type.

12.2 kW x .8 power factor x 1.25% safety factor At 120/240-volt, 1-phase, 3-wire	= =	19.1 kVA 80 amps
New Branch Circuit Panelboard (Typical (2) Panelboards)		
(29) battery chargers at 13 amps each: 1.6 kVA x 29 x 100%	=	46.4 kVA
(2) exhaust fans at 16 amps each: 1.9 kVA x 2 x 125%	=	4.8 kVA
Total:	=	51.2 kVA
At 120/240-volt, 1-phase 3-wire	=	213 amps
New Main Electrical Service		
Existing Load:	=	19.1 kVA
New Added Load:	=	102.4 kVA
Total:	=	121.5 kVA
At 120/240-volt, 1-phase 3-wire	=	506 amps

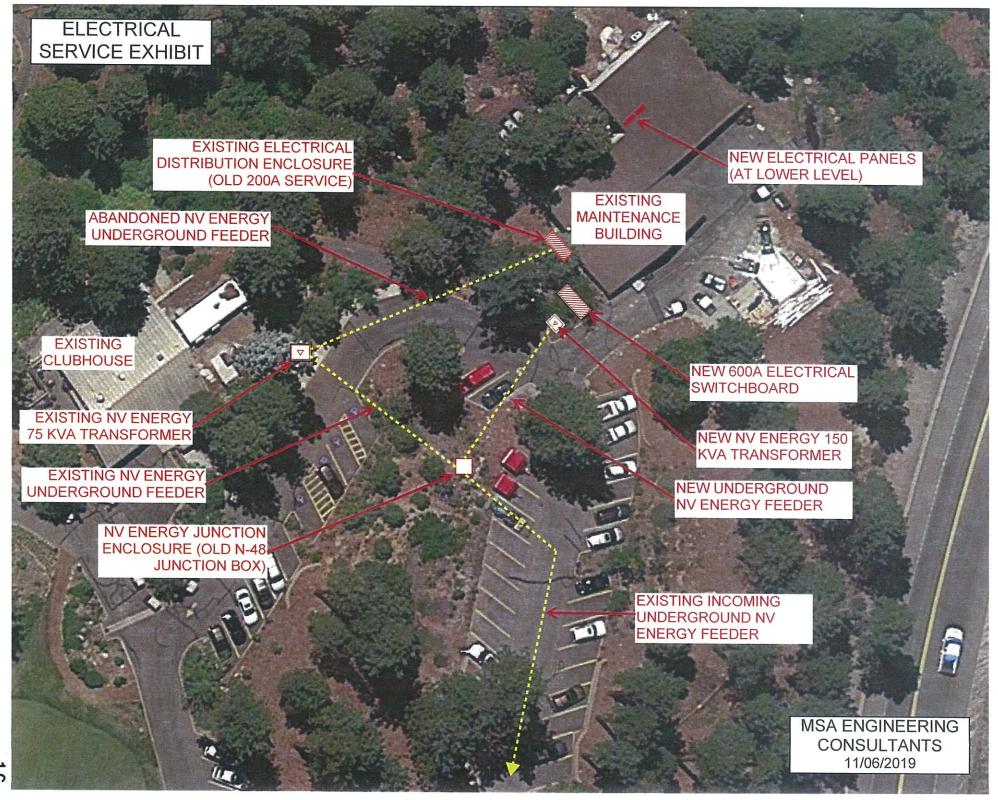
Electrical load for each electric golf cart based on E-Z Go Owner's Guide (657039-D Edition, January 01, 2017), Fleet RXV Elite Series, specifically Appendix A, Page A-2, identifying load as 13 amps minimum, 120 volts.

Based on this load summary for the Maintenance Building (506 amps), it is recommended to add a new 600-amp 120/240-volt, 1-phase 3-wire metered electrical service.

# 20191121-R19063 IVGID Mtn Club Maint Bldg Elec Cart.Op Prob Cost.Final 11/21/2019

		OPINIC	OPINION OF PROBABLE COST	
		PROJECT:	IVGID Mountain Club Golf	
			Course, Maintenance Building	
		1	Electrical Golf Cart - Electrical	
	<b>3a</b> .		Systems Feasibility Study	
ENGINEERIN	NG CONSULTANTS			
		MSA#:	R19063	
		IVGID #:	3241LV1899	
4599 Longley Lane	(775) 828-4889	Phase:	Due Diligence	
Reno, NV 89502	Fax: (775) 828-4894	Estimator:	TP	
	mail: torice@msa_ec com	Date:	November 21, 2019	

1	ea	\$5,000	\$5,000
			\$5,000
	_		\$4,000
			\$4,500
			\$2,500
			\$1,200
			\$3,200
		73,233	
			\$25,400
30	If	\$210	\$6,300
60	If	\$235	\$14,100
	-"-	φ255	\$14,100
140	lf	\$225	\$31,500
120	If	\$100	\$12,000
50	If.	<b>\$75</b>	\$3,750
- 50	-11	\$75	\$3,730
1	lot	\$21,000	\$21,000
	-		\$14,500
4	ea	\$750	\$3,000
			\$106,150
1	lot	\$3.500	\$3,500
			\$2,000
			\$2,500
	iot	\$2,500	\$2,500
1	lot	\$7.500	\$7,500
	101	\$1,000	Ψήσσσ
20	If	\$75	\$1,500
29	ea	\$100	\$2,900
58	ea	\$450	\$26,100
1	lot	\$6,000	\$6,000
4	ea	\$4,000	\$16,000
1	lot	\$5,000	\$5,000
4	ea	\$3,500	\$14,000
	-		\$87,000
	-		\$218,550
	-		\$21,855
	_		\$240,405
	2 1 1 1 1 1 1 1 1 1 30 60 140 120 50 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2 ea 1 ea 1 ea 1 lot 1 ea 1 lot 1 ea 1 lot 1 lot 1 lot 1 lot 20 lf 1 lot 1 lot 1 lot 20 lf 29 ea 58 ea 1 lot 29 ea 58 ea 1 lot 4 ea 1 lot 1 lot 29 lf	2 ea \$2,500 1 ea \$4,000 1 ea \$4,000 1 lot \$2,500 1 ea \$1,200 1 lot \$3,200 1 lot \$3,200 20 lf \$75 29 ea \$100 58 ea \$4,500 1 lot \$5,000



# <u>MEMORANDUM</u>

TO: Indra

Indra Winquest

Interim General Manager

FROM:

Mike Bandelin

General Manager, Diamond Peak Ski Resort

SUBJECT:

Diamond Peak Ski Resort Status Report for December 2019

DATE:

January 7, 2020

Ski Season Passes Sold	2018/19 YTD	2019/20 YTD
Total Passes	4,650	6,102
Resident Passes	2,327	2,847
Non Resident Passes	2,323	3,255
	Dec 2018	Dec 2019
Skier Visits	26,646	31,548
Resident Tickets Sold	2,393	3,283
Ski and Snowboard Lessons	3,988	3,891
Equipment Rental Units Sold	7,591	7,984
Main Lodge Guest Checks	16,187	17,203
Snowflake Guest Checks	2,793	4,315

# The Mountain

Diamond Peak opened for its 54<sup>th</sup> season 5 days earlier than our planned date of December 12<sup>th</sup> with 4 lifts operating including Schoolhouse, Lodgepole, Lakeview and Crystal Express. Ski trails offered for opening day included Crystal Ridge, Luggis, Powder and Sunnyside on the Upper Mountain and Schoolyard, Lodgepole, Freeway, Ridge, Popular on the Lower Mountain.

With over a foot of snow falling on December 8<sup>th</sup> and continuous snowmaking efforts, the Great Flume trail was opened for skiing on December 20<sup>th</sup> (one of the earliest opening of the trail since it was built in 1987) followed by Lakeview trail on December 25<sup>th</sup>, Village and Wiggle opened on the 28<sup>th</sup> and that day we were able to report 100% of the mountain open to our community. Last season, it wasn't until January 7<sup>th</sup> that we announced 100% of the mountain open.

Season to date snowmaking operations included a startup run at the end of October for 92 hours. Beginning on November 20<sup>th</sup> we had a successful 9 day run for 226 operating hours. Operations were back online beginning on December 14<sup>th</sup> through December 26<sup>th</sup> for 172 hours, for a total year to date snowmaking run time of 490 hours and a season to date total of 25 days of snowmaking operations. Very good snowmaking conditions, natural snow and the addition of the 4 new fan guns to the fleet, allowed Staff to provide an excellent product to our guests for the Holiday Season.

# Visitation

The ski area operated for 25 days in December for a total visit count of 31,548, an 18% increase over the December 2018 visit count and just over the 5 year average of 30,360. During the Holiday period beginning on December 21<sup>st</sup> through January 5<sup>th</sup> skier visits totaled 32,962 nearly identical to last year's Holiday visit count of 32,635.

# Season Passes

Ski Season pass sales year to date total 6,102 with 2,847 of those being Resident Ski Passes. Over a 30% increase in total Ski pass sales for the year to date period.

# **Ski & Snowboard Centers**

Lessons taught for the month of December were 3,891, down slightly as compared to last December. During the Peak period we taught 1,359 Sierra Scout lessons which is our most popular lesson product. Our Adult group lesson package including rentals and a lift ticket is also popular with our guests and, for the month of December, 848 lessons were taught. During December, 12% of the customers were taught in our Ski and Snowboard Centers.

# **Equipment Rental**

Customer Rental units used for the month were nearly 5% better than December last season, with 25% of the total skier visit count using our rental equipment.

# Safety

The ski area focuses on the safety of our staff members as well as our guests. We begin the season and practice through the season with management staff conducting regularly scheduled employee safety talks each and every Saturday morning. Topics may include Kids on Lifts, Slips and falls, Hydration, Lids on Kids, Situational Awareness, Food Safety and Skier Responsibility to name a few.

### Food and Beverage

With Lakeview lift operating on opening day we were able to begin Snowflake lodge food and beverage offerings on December 7<sup>th</sup>. During December, the Main Lodge Provisions outlet operated with addition of new digital menu boards, providing a new look to the operation. Wild Bills BBQ is open on weekends and during peak periods throughout the season and the Loft Bar and sun deck are open daily.

# **Event Calendar Summary**

Jan 8 <sup>th</sup>	55+ Ski Clinics Wednesdays through Apr 10 (excluding some Wednesdays)
Jan 10 <sup>th</sup>	Moonlight Snowshoe Hike to Snowflake Lodge
Jan 17 <sup>th</sup>	20 <sup>th</sup> – Martin Luther King Peak Days
Jan 24 <sup>th</sup>	10th Annual UllrFest
Jan 25 <sup>th</sup>	Ski Safety Day
Feb 1 <sup>st</sup>	Last Tracks Wine & Beer Tasting begin
Feb 8 <sup>th</sup>	Interpretive Ski Tour at 10:30am
Feb 3 <sup>rd</sup> – 9 <sup>th</sup>	IVGID Community Appreciation Week
Feb 7 <sup>th</sup>	Moonlight Snowshoe Hike to Snowflake Lodge
You can view our	full calendar of events and details at DiamondPeak com /events