

MEMORANDUM

TO: Board of Trustees

FROM: Indra Winqest
Interim General Manager

SUBJECT: General Manager's Status Report
Prepared for the meeting of November 13, 2019

DATE: November 6, 2019

Capital Projects Update November 6, 2019

Design

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 age of the equipment, the number of hours of operation, and condition assessment indicates the existing centrifugal blowers are at the end of their serviceable life. Additionally, the blowers are no longer supported by the manufacturer and replacement parts are difficult to acquire. Jacobs Engineering has completed the design. Bid opening was October 24, 2019 and Board action will be on December 11.

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 project will be brought back to the Board for design review and prioritization on November 13. 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.

Construction

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 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.

Incline Park Ballfields Renovations

The project was awarded to Rapid Construction at the March 18, 2019 District Board meeting. The project is substantially complete. All field and dugout work is complete. The scoreboard was modified by the donor and is being manufactured and will be installed at a later date. A new footing will need to be installed to support it.

- New Baseball-specific Turf Infield, Drainage, and Irrigation
- New outfield specific French Drain
- New Scoreboard with naming rights panel
- New Modular Batting Cages with retaining/seating wall
- New Foul Poles
- Expansion of outfield dimensions, fencing replacement, and renovated outfield warning track
- New Backer Board at Backstop/Includes padding
- New enclosed custom modular Dugouts with equipment storage
- Site Signage Improvements

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.

Mountain Course Clubhouse Renovation

On August 11, 2018 a fire occurred in the Mountain Course Clubhouse which completely decimated the kitchen area. The 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 being completed prior to the completed. Winter work will be the interior renovation.

Other Projects

The grant funded Incline Creek Restoration project located on the Hole 14 of the Championship Golf Course was awarded to Aspen Developers. Construction began on September 9, 2019. Construction is now complete. Invoices will be prepared and sent for reimbursement to the funding agency.

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. As of November 4th, there were 14 applicants. The deadline to apply is November 14th. Staff is developing an interview process that will include panels representing staff, community & professional peers. The job description includes duties and responsibilities related solely to managing the District's financial operations. It currently does not include any additional areas of responsibility. In 2016, IT operations were transitioned to management by a combination of the Director of Human Resources and the General Manager. Additionally, in July, 2019, Risk Management and Safety were also transitioned to management by the Director of Human Resources and the General Manager. Staff will provide an update on November 13.

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 NLTFPD, 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 hoping to bring this proposed policy to the Board of Trustees this winter.

Update on meeting with the Forest Service

The meeting with the United States Forest Service originally scheduled for September 30th, was rescheduled to November 13th. Staff will report back with an update after the meeting. This purpose of the meeting is to discuss the parcel located across from Incline High School IVGID is hoping to acquire the parcel for the purposes of public outdoor recreation (potential dog park) and fire prevention.

Congratulations to our Human Resources Team

Attached you will find a letter and a short report from the Nevada Department of Public Safety dated September 27, 2019 which finds that our agency is in full compliance with FBI and State policies. Congratulations to our Human Resources Team for their outstanding work!

Lake Tahoe Basin Management Unit OSV Proposal

As presented by a resident of our community, the USFS/LTBMU has a proposal regarding expansion of over snow vehicle use adjacent to the 5 acre Incline Lake parcel, near and above the Apollo Way neighborhood, and around Third Creek tributaries. I have written a letter to the USFS, which is attached, asking them to sit down and discuss alternatives. In addition, IVGID is allowing the use, under our agreement with the Parasol Tahoe Community Foundation, of a room at the D.W. Reynolds building on November 13, 2019 starting at 3 p.m. and ending at 5 p.m. for a public informational session put on by the USFS/LTBMU. Staff would appreciate as many Board members as possible showing up to this meeting as the period for comments closes on November 19, 2019 and several community members have asked IVGID to take a position on this proposal representing the best interest of the community. The letter is included in the board packet.

District Records Retention Schedule

The District Clerk has submitted the first draft of the District Records Retention Schedule to the State of Nevada Archives who is presently reviewing it. This document is not a public record at this time as it is a draft and will not be released until it is finalized with the State of Nevada which is the first step with the second step being it will be agendized for approval, by the Board of Trustees, once ready.

Financial Transparency

The Monthly District Financial reports are posted on the Financial Transparency page <https://www.yourtahoeplace.com/ivgid/financial-transparency>.

The October financial reports will be available online by November 20. Several items noted before remain. Our revenues are above budgeted levels of charges for services year to date, while internal services are under due to Staff vacant positions causing reduced services. The extra miscellaneous items are in large part of the insurance proceeds for the Mountain Course fire. Expenses for personnel are under budget including the effects of vacancies. Capital Expenditures noted are only for the General Fund and are over budget because of the extra spent on the approved server replacement.

Steve Sisolak
Governor



Nevada Department of
Public Safety
DEDICATION PRIDE SERVICE

George Togliatti
Director

Records, Communications and
Compliance Division

333 West Nye Lane, Suite 100
Carson City, Nevada 89706

Telephone (775) 684-6262 - Fax (775) 687-3289

Mindy McKay
Division Administrator

September 27, 2019

Incline Village General Improvement District
Attn: Lisa Hoopes
893 Southwood Blvd.
Incline Village, NV 89451

Dear Ms. Hoopes

Enclosed please find the 2019 Civil Applicant audit report for your agency. Your agency and you in particular are to be commended for your attention to detail and quality control. Your agency is in full compliance with FBI and State policies.

Please accept this letter as notification that your 2019 audit cycle is complete.

We appreciate your cooperation during this audit. If you have any questions, please do not hesitate to contact me at 775-684-6246 or jsparks@dps.state.nv.us.

Sincerely

A handwritten signature in blue ink, appearing to read "Jeff Sparks".

Jeff Sparks, Civil Applicant Auditor
NCJIS Compliance Unit

cc: 880166



Civil Applicant Auditor: Jeff Sparks
Auditor Contact Information: 333 W. Nye Lane, Suite 100 Carson City, NV 89706 Phone: (775) 684-6246 Email: jsparks@dps.state.nv.us
Audit Date: 09/26/2019

Agency: Incline Village General Improvement District

Point of Contact: Lisa Hoopes

Agency Administrator: Dee Carey

AREAS REVIEWED – Checked off Areas Show in Compliance

- | | |
|---|--|
| <input checked="" type="checkbox"/> User Agreement | <input checked="" type="checkbox"/> Account Usage |
| <input checked="" type="checkbox"/> Supporting Documentation | <input type="checkbox"/> Dissemination |
| <input checked="" type="checkbox"/> Fingerprint Background Waiver | <input checked="" type="checkbox"/> Security |
| <input checked="" type="checkbox"/> Notice to Applicant Waiver | <input checked="" type="checkbox"/> Personnel Training |
| <input checked="" type="checkbox"/> Authorized Personnel List | <input type="checkbox"/> Outsourcing |
| <input checked="" type="checkbox"/> Internal Written Procedures | <input type="checkbox"/> Other: |

I = IN COMPLIANCE
 O = OUT OF COMPLIANCE
 N = NOT APPLICABLE
 R = REVIEWED
 A = AREA OF CONCERN

1.0 ADMINISTRATIVE

User Agreement: In Compliance

Supporting Documentation: In Compliance

Fingerprint Background Waiver: In Compliance

Authorized Personnel List: In Compliance

Internal Written Procedures: In Compliance

Account Usage: In Compliance

2.0 DISSEMINATION

Not Applicable

3.0 SECURITY

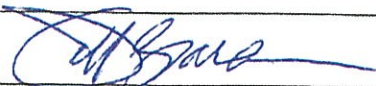
In Compliance

4.0 TRAINING

Training Acknowledgements: In Compliance

5.0 OUTSOURCING

Not applicable

Civil Applicant Auditor: 		Date: 9/27/19
Please refer to the Audit Findings to determine what actions are required by your agency and submit a response to NCJIS Compliance Unit within 30 days of receipt of this report.		
Response Received: N/A	Audit Closed: 09/27/2019	
NCU Supervisor Review: Laura English		Date:



November 4, 2019

United States Forest Service
35 College Drive
South Lake Tahoe, California 96150

Attention of Ms. Ashley Sibr

Subject: Lake Tahoe Basin Management Unit Winter Recreation and Over Snow Vehicle (OSV) Travel Management Proposal.

Dear Ms. Sibr,

Incline Village General Improvement District owns five (5) acres adjacent to Incline Lake area in this proposal, and we are a partner agency with several other agencies, such as the United States Army Corps of Engineers, who through significant grant funding have worked diligently on creek restoration in the Third Creek areas throughout Incline Village. We have also worked collaboratively for years with the North Lake Tahoe Fire Protection District on a defensible space halo in this area, and surrounding our community. We are concerned that the United States Forest Service would like to open up more access to snowmobilers in sensitive environmental zones within and around our community.

Our fundamental concerns include: the beltway adjacent to the five (5) acre parcel near Incline Lake; the Third Creek area above and including Incline Lake; and the section above the Apollo Way neighborhood.

As an agency, we provide a variety of recreational activities for our community. We value and recognize the desire for more open space for motorized recreation and we welcome the opportunity to meet with you and your team to discuss alternatives for your current proposal.



While reviewing your proposal, for our community, safety is our number one goal, and so the area above Apollo Way is of concern. Linking the preexisting OSV above Incline Lake, through the addition of new OSV use at the Incline Lake Property, to the preexisting Apollo area will increase usage in that Apollo area, which is a well known and active avalanche area. Previously, this area was not used much, if at all, because of its history of avalanches, and its relative isolation. Increased use near Apollo increases the avalanche probability, which is dangerous for OSV users and our residential community. In addition, this will subject those residences to OSV noise.

Incline Village General Improvement District is committed to our environment as our Long Range Principle #1, within our District Strategic Plan, is about the environment and reads as follows:

LONG RANGE PRINCIPLE #1
Resources and Environment

Initiating and maintaining effective practices of environmental sustainability for a healthy environment, a strong community and a lasting legacy.

- *Promote and protect Lake Tahoe and other water sources in the Basin as viable sources of drinking water. Promote responsible use of water as a valuable natural resource.*
- *Develop, implement and maintain an effective watershed control program in order to satisfy recommendations in watershed sanitary surveys, advocate for the protection of Lake Tahoe as a viable source of drinking water and to satisfy additional State and Federal requirements*
- *Encourage integrated regional strategies for the planning, design, construction and implementation of water system infrastructure for fire suppression*

To better serve our two agencies' combined goals and find a more consistent approach for our sensitive environment, communities, and recreation, we appreciate the opportunity to comment on your plan and look forward to meeting with you very soon to discuss alternatives.

Regards,


Indra S. Winquest
Interim District General Manager