

MEMORANDUM

TO: Board of Trustees

FROM: Mike Bandelin, Interim General Manager

SUBJECT: Interim General Manager's Monthly Status Report - January 2024.

DATE: February 14, 2024

Interim General Manager Update

Venue Status Reports

Venue status reports are attached for January 2024.

Policy 22.1.0 – External Entity Involvement

The quarterly reports for Q3 - October 1 to December 31, 2023, are attached to this report.

Public Records Log

Public Records Log for July 6, 2023 to February 8, 2024, is attached to this report.

| Public Records Request Log | |
|----------------------------|---|
| Friday, February 9, 2024 | |
| Due Today: | 1 |
| Overdue: | 1 |

| Log No. | Time Logged | Status | Date Requested | By Whom | Subject | Date Complete or Due by | Assigned to |
|---------|-------------|----------|----------------------------|------------------|--|-------------------------|-------------|
| | | Complete | Thursday, July 6, 2023 | Katz, Aaron | Project Manager Job Description | 7/12/2023 | |
| | | Complete | Monday, July 31, 2023 | Homan, Mick | Correspondence re Ord 7 and Beach legal opinions | 9/29/2023 | |
| | | Complete | Friday, August 4, 2023 | Paul, Gwen | Emails: Trustees & Mr. Dobler; Trustees and AC Chair Nolet starting 1/ | 8/4/2023 | |
| | | Complete | Tuesday, August 8, 2023 | Ashton, Don | Reports from Moss Adams | 8/23/2023 | |
| | | Complete | Monday, August 14, 2023 | Abel, Mike | Files on he and his wife | 8/14/2023 | |
| | | Complete | Monday, August 14, 2023 | Abel, Mike | Kaye Shackford and Mattford Group | 8/18/2023 | |
| | | Complete | Tuesday, August 22, 2023 | Wells, Kristie | Emails: Carey, etc and re: Dobler | 9/8/2023 | |
| | | Complete | Tuesday, August 22, 2023 | Wells, Kristie | Emails: GSG etc. 8/1/2016 to 8/22/2023 | 9/8/2023 | |
| | | Complete | Wednesday, August 23, 2023 | Krollick, Gail | Emails: Carey and Dobler re suspension | 9/8/2023 | |
| | | Complete | Thursday, August 24, 2023 | Solt, Jasen | S&W easement documents – Cal Neva | 9/5/2023 | |
| | | Complete | Monday, August 28, 2023 | Riner, Dr. Myles | Mick Homan's recent resignation letter | 8/28/2023 | |
| | | Complete | Friday, September 8, 2023 | Dobler, Cliff | Emails: Kahrs to BOT re ltr from Dee Carey | 9/13/2023 | |
| | | Complete | Monday, September 11, 2023 | Katz, Aaron | NVEnergy replacement – helicopter charges | 9/12/2023 | |

Public Records Request Log

Friday, February 9, 2024

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1

| Log No. | Time Logged | Status | Date Requested | By Whom | Subject | Date Complete or Due by | Assigned to |
|---------|-------------|----------------------|-------------------------------|----------------------------|---|-------------------------|-------------------------|
| | | Complete | Monday, September 11, 2023 | Katz, Aaron | NVEnergy replacement – helicopter charges | 9/12/2023 | |
| | | Complete | Monday, September 11, 2023 | Barth, Megan | Banking information, reconciliations, salaries and benefits, general ledger | 9/12/2023 | |
| | | Complete | Monday, September 11, 2023 | Hicks, Joshua | Golf Genius emails | 10/24/2023 | |
| | | Complete | Tuesday, September 19, 2023 | Becker, Mary | Employment Contracts for Dobler, Schmitz, Dent and Tulloch | 9/19/2023 | |
| | | Complete | Wednesday, September 20, 2023 | Dobler, Cliff | 3 invoices: Granite Construction | 9/21/2023 | |
| | | Complete | Thursday, September 21, 2023 | Johnson, John | Vote Tally – Golf Advisory Committee | 9/21/2023 | |
| | | Complete | Friday, September 22, 2023 | Wright, Frank | Submittal by Trish McKowen read at the 09/19/2023 BOT meeting | 9/27/2023 | |
| | | Complete | Monday, September 25, 2023 | Dobler, Cliff | Invoices from Silver State Law | 10/4/2023 | |
| | | Complete | Tuesday, September 26, 2023 | Riner, Dr. Myles | Emails: Schmitz and Winquest during 09/1/2022 to 09/14/2022 | 9/26/2023 | |
| | | Complete | Tuesday, September 26, 2023 | Dobler, Cliff | Correspondence between Granite and Silver State Law from 9/1/2022 to | 9/26/2023 | |
| | | Complete | Wednesday, September 27, 2023 | Katz, Aaron | Travel to Natl's Recreation and Parks Ass'n Convention in Dallas, TX in | 10/2/2023 | |
| | | Complete | Monday, October 2, 2023 | Usinger, Carolyn | Complaint Documentation from 7/12/2023 BOT Meeting | | |
| | | Complete | Monday, October 2, 2023 | Usinger, Carolyn | Pricing Practice – Older Versions | 10/2/2023 | |
| | | Complete | Thursday, October 5, 2023 | Usinger, Carolyn | Personnel/HR Policies to include whistleblower, anti-discrimination and | 10/9/2023 | |
| | | Complete | Monday, October 9, 2023 | Dobler, Cliff | Emails from Carey to Dobler between 8/1/2020 to 1/31/21 | 10/9/2023 | |
| | | Complete | Monday, October 9, 2023 | Dobler, Cliff | Estimates – Engineering Department | 10/26/2023 | |
| | | Complete | Thursday, October 12, 2023 | Katz, Aaron | Senior Transportation | 10/12/2023 | |
| | | Complete | Monday, October 16, 2023 | Wells, Kristie | Emails – Schmitz to Golf Advisory Committee | 10/23/2023 | |
| | | Complete | Friday, October 20, 2023 | Katz, Aaron | TCF – Rockfest | 11/1/2023 | |
| | | Complete | Tuesday, October 24, 2023 | Becker, Mary | Emails – Schmitz and Krasner | 10/25/2023 | |
| | | Complete | Tuesday, October 24, 2023 | Courtney, Cindy | Agreement between IVGID and NVEnergy | 10/24/2023 | |
| | | Complete | Thursday, October 26, 2023 | Katz, Aaron | Lawn Mower service hours and service/maintenance records | 10/26/2023 | |
| | | Complete | Friday, October 27, 2023 | Homan, Mick | Emails on a variety of topics from 5/1/2023 to 8/1/2023 | | |
| | | Complete | Friday, October 27, 2023 | Dobler, Cliff | Listing of Kitchen Equipment from 8/9 Packet | 10/30/2023 | |
| | | Complete | Friday, October 27, 2023 | Katz, Aaron | P-Card: 1/1/2019 to present: Allen, Riley and Rau | 12/13/2023 | Accounting/ Finance |
| | | Complete | Saturday, October 28, 2023 | Dobler, Cliff | Brycon Contract and Amendment along with McCuen Construction bid | 11/10/2023 | |
| | | Complete | Tuesday, October 31, 2023 | Dobler, Cliff | Maintenance records for Championship Golf course equipment from 6/1/ | 11/7/2023 | |
| | | Complete | Saturday, November 4, 2023 | Katz, Aaron | Agreement for purchase/ sale of Sister Bay pool deck furniture. (Burnt C | 11/7/2023 | Parks, Rec. & Beaches |
| 23-099 | 4.5 hrs | Complete | Sunday, November 5, 2023 | Gunz, Joy | Fixes aset Physical Inventory and general ledger sheets for each depart | 11/6/2025 | Accounting/ Finance |
| 23-100 | 1.5 hrs | Complete | Sunday, November 5, 2023 | Dobler, Cliff | Statement of qualifications from Byron and McCuen Construction RE: D | 11/10/2023 | Public Works |
| 23-101 | 1.5 Hours | Complete | Thursday, November 9, 2023 | Dobler, Cliff | Correspondence regarding 2018 conversation with Dobler and IVGID Em | 1/25/2024 | Human Resources |
| 23-102 | 30 min | Complete | Saturday, December 23, 2023 | Dobler, Cliff | Emails from Dobler to Herron stated in 10-01-2020 draft letter Dee Carey | 1/25/2024 | Human Resources |
| 23-103 | 30 min | Complete | Thursday, November 9, 2023 | Dobler, Cliff | request 10-06-2023 Dee Carey e-mails | 1/25/2024 | Human Resources |
| 23-104 | 30 min | Complete | Thursday, November 9, 2023 | Dobler, Cliff | Request file on Cliff Dobler | 1/25/2024 | Human Resources |
| 23-105 | 1.5 hrs | Complete | Monday, November 13, 2023 | Gunz, Joy | 1) 12/15/2020 to 01/16/2022, fleet service records repair transaction cos | 1/25/2024 | Human Resources |
| 23-106 | | | Monday, November 13, 2023 | Gunz, Joy | 2) Attendance / timekeeping records for all employees for the calendar y | Extended | Human Resources |
| 23-107 | 30 Minute | Complete | Monday, November 13, 2023 | Gunz, Joy | 3) Labor distribution report for calendar year 2022 GL Detail | 11/17/2023 | Human Resources |
| 23-108 | 30 Minute | Complete | Wednesday, November 22, 2023 | Dobler, Cliff | IVGID Request for Qualifications DP Coolers and Prep Reconfiguration | 11/22/2023 | Public Works |
| 23-109 | | Complete withdrawn | Monday, November 27, 2023 | Wright, Frank | IVGID payments to IVCB Business Alliance (IVCBA) for the past three y | 11/28/2023 | Parks, Rec. & Beaches |
| 23-110 | 10 Minutes | Complete | Tuesday, November 28, 2023 | Van Miltenburg, Jan Willem | Do PGA Members/ Professional golfers receive Reduced Green Fee | 11/29/2023 | Golf Course |
| 23-111 | | Complete (withdrawn) | Wednesday, November 29, 2023 | Frank Wright | Who Authorized the use of IVGID logo | 12/05/2023 | Interim General Manager |
| 23-112 | | Complete (withdrawn) | Wednesday, November 29, 2023 | Wright, Frank | Who gave permission to IVCBA to use the parking lot for Job Fair, who | 12/5/2023 | Interim General Manager |
| 23-113 | | Complete (withdrawn) | Wednesday, November 29, 2023 | Wright, Frank | who authorized our involvement and how much did it cost IVGID | 12/5/2023 | Interim General Manager |
| 23-114 | | Complete (No record) | Wednesday, November 29, 2023 | Gunz, Joy | Provide the Date(s) the fixed Asset Physical Inventories were performed | 12/6/2023 | Accounting/ Finance |
| 23-115 | 1.5 hrs | Complete | Monday, December 4, 2023 | Miller, Judith | Table of Approved Positions for FY 22-23 including grade & class | 12/4/2023 | Human Resources |
| 23-116 | 1.0 hrs | Complete | Sunday, December 3, 2023 | Dobler, Cliff | Executed Agreement between IVGID and Diamond Peak Ski Education | 12/6/2023 | Clerk |
| 23-117 | 2.0 hrs | Complete | Sunday, December 3, 2023 | Dobler, Cliff | provide Opinion of Probable Construction Costs (OPPC)- July 2023 - E | 12/7/2023 | Public Works |

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|---------|-------------|----------|--------------------------------|-------------------|---|-------------------------|-----------------------|
| 23-118 | 1.0 hrs | Complete | ✓ Sunday, December 3, 2023 | Dobler, Cliff | Request - Agreement between IVGID and Federal Gov on the wetlands l | 12/6/2023 | Public Works |
| 23-119 | 1.0 hrs | Complete | ✓ Saturday, December 9, 2023 | Wright, Frank | Request - Offer Letter to Ms. Herron for her promotion, signed by then G | 12/15/2023 | Human Resources |
| 23-120 | 2.0 hrs | Complete | ✓ Sunday, December 17, 2023 | Wright, Frank | Request - S. Herron's Bi-monthly paystub's records for pay periods 09-1 | 12/18/2023 | Human Resources |
| 23-121 | 0.5 hrs | Complete | ✓ Monday, December 18, 2023 | Wright, Frank | Request - copy of all applications for Director of Administrative Services | 12/20/2023 | Human Resources |
| 23-122 | 2.5 hrs | Complete | ✓ Monday, December 18, 2023 | Wright, Frank | Names interview committee with time and date of interviews held for Adr | 12/20/2023 | Human Resources |
| 23-123 | 4.0 hrs | Complete | ✓ Tuesday, December 19, 2023 | Dobler, Cliff | NLTFPD - Amendment to cooperative Agreement with IVGID | 1/9/2024 | Accounting/ Finance |
| 23-124 | 2.5 hrs | Complete | ✓ Tuesday, December 26, 2023 | Tonking, Michaela | Provide all invoices from BBK Law - dates 01/01/2021 to present. | 12/26/2023 | Accounting/ Finance |
| 23-125 | 2.5 hrs | Complete | ✓ Tuesday, December 26, 2023 | Gumz, Joy | Attendance/ timekeeping records for All employees for CY 2023, 2021, 4 | 1/14/2024 | Human Resources |
| 23-126 | 30 minutes | Complete | ✓ Wednesday, December 27, 2023 | Wright, Frank | All payments made to IVCBA and MOU's; Who provided authorization, s | 1/5/2024 | Accounting/ Finance |
| 24-001 | 1.0 hrs | Complete | ✓ Sunday, December 31, 2023 | Dobler, Cliff | Please provide for my examination a listing of all charges to capital acco | 1/8/2024 | Parks, Rec. & Beaches |
| 24-002 | 30 minutes | Complete | ✓ Wednesday, January 3, 2024 | Kahrs, Linda | Please provide a copy of the contract an/or letter of agreement for whom | 1/10/2023 | Human Resources |
| 24-003 | 30 minutes | Complete | ✓ Thursday, January 4, 2024 | Kahrs, Linda | Please provide the Entity Involvement reports have not included the Aud | 1/15/2023 | Clerk |
| 24-004 | | | ✓ Friday, January 5, 2024 | Kahrs, Linda | I would like to receive the quarterly report prepared by the IGM on the V | 2/14/2024 | General Manager |
| 24-005 | 1.5 hrs | Complete | ✓ Friday, January 5, 2024 | Dobler, Cliff | According to sworn testimony by Kevin McKowen. an IVGID resident, in | 1/25/2025 | Human Resources |
| 24-006 | 1.0 hrs | Complete | ✓ Friday, January 5, 2024 | Dobler, Cliff | Please provide for my examination copies of the \$11,874 in charges an | 2/1/2024 | Human Resources |
| 24-007 | 1.0 hrs | Complete | ✓ Saturday, January 6, 2024 | Gumz, Joy | provide by email a copy of the General Ledger for July 1, 2022 - to date. | 1/22/2024 | Accounting/ Finance |
| 24-008 | | | ✓ Saturday, January 6, 2024 | Wells, Kristie | I would like to receive copies of all of the Director of Information Techno | 2/13/2024 | General Governance |
| 24-009 | 30 Minutes | Complete | ✓ Monday, January 8, 2024 | Katz, Aaron | 1. Billings from BB&K re: review/approval proposed HDR Engineering co | 1/12/2024 | Public Works |
| 24-010 | 30 Minutes | Complete | ✓ Monday, January 8, 2024 | Dobler, Cliff | Request Granite IVGID correspondence, Diamond Peak Walk in Cooler | 1/17/2024 | Public Works |
| 24-011 | 10 Minutes | Complete | ✓ Thursday, January 11, 2024 | Kahrs, Linda | Please send me pdf copy via email of the executed contract with RubinE | 1/19/2024 | Accounting/ Finance |
| 24-012 | | | ✓ Thursday, January 11, 2024 | Wells, Kristie | I would like copies of all of the Interim Director of Finance emails from 1 | 4/15/2024 | General Governance |
| 24-013 | | | ✓ Thursday, January 11, 2024 | Homan, Mick | Please provide all emails, texts and/or other documentation sent to/rece | 2/14/2024 | General Governance |
| 24-014 | 1.1 hrs | Complete | ✓ Friday, January 19, 2024 | Wright, Frank | Did Shelia lejon have the authority to make payments to IVCB/BA on be | 01/25/2024 | Accounting/ Finance |
| 24-015 | | | ✓ Friday, January 12, 2024 | Katz, Aaron | Kate Nelson's staff time billed to Public Works (to include date services | 2/9/2024 | Public Works |
| 24-016 | 10 Minutes | Complete | ✓ Tuesday, January 16, 2024 | Homan, Mick | Please provide me with the updated terms and conditions and/or scope | 1/23/2024 | Accounting/ Finance |
| 24-017 | 1.5 hrs | Complete | ✓ Tuesday, January 16, 2024 | Dobler, Cliff | Please provide for my examination any and all invoices and any and all e | 1/23/2024 | Accounting/ Finance |
| 24-018 | 10 Minutes | Complete | ✓ Tuesday, January 16, 2024 | Dobler, Cliff | Please provide for my examination the contract and scope of work with f | 1/23/2024 | Accounting/ Finance |
| 24-019 | | | ✓ Friday, January 19, 2024 | Dobler, Cliff | Please provide for my examination the Incident report filed by Darren Ho | 2/14/2024 | Human Resources |
| 24-020 | 10 Minutes | Complete | ✓ Sunday, January 21, 2024 | Cat | Please email me a PDF copy of the negotiated scope of work AND neg | 1/29/2024 | Accounting/ Finance |
| 24-021 | 15 Minutes | Complete | ✓ Friday, January 19, 2024 | Katz, Aaron | 1. Writings originating from IVGID offering Bobby Magee/his firm the pos | 1/26/2024 | Accounting/ Finance |
| 24-022 | 10 Minutes | Complete | ✓ Tuesday, January 23, 2024 | Cat | Please provide a PDF copy of the Notice to Proceed issued to RubinBro | 1/29/2024 | Accounting/ Finance |
| 24-023 | 10 Minutes | Complete | ✓ Monday, January 22, 2024 | Gumz, Joy | Update and Explain 8 digit expense organization G/L Code | 1/29/2024 | Accounting/ Finance |
| 24-024 | 15 Minutes | Complete | ✓ Wednesday, January 18, 2023 | Katz, Aaron | To Bobby Magee - What is your/your firm's compensation and benefits s | 1/25/2024 | Accounting/ Finance |
| 24-025 | | | ✓ Monday, January 29, 2024 | Gumz, Joy | 1. Audited Financial statements from fiscal year 1968, fiscal year 1969, | 2/29/2024 | Accounting/ Finance |
| 24-026 | 15 Minutes | Complete | ✓ Tuesday, January 30, 2024 | Bratcher, Becky | Copies of the Winning Statements of Qualification for the following 2 pro | 2/6/2024 | Public Works |
| 24-027 | 10 Minutes | Complete | ✓ Wednesday, January 31, 2024 | Cat | May I have the Baker Tilly invoice listed on the most recent Treasurers F | 2/1/2024 | Accounting/ Finance |
| 24-028 | 10 Minutes | Complete | ✓ Thursday, February 1, 2024 | McKowen, Patricia | Human Resources Cliff Dobler File which is now public Record. | 2/8/2024 | Human Resources |

III. ATTACHMENTS

January 2024 Venue Status Reports

Policy 22.1.0 –Reporting for October 1 to December 31, 2023

Venue Status Reports January 2024

MEMORANDUM

TO: Mike Bandelin
Interim General Manager

FROM: Brooke Smith La Fata
Sales and Events Coordinator

SUBJECT: Venue Status Report – Facilities and Events 2023 / 2024

DATE: February 5, 2024

The Facilities and Events venue is providing a fiscal year update related to events at the Chateau and Aspen grove facilities.

The table below illustrates the number and quantity of events held by month as well as by event type which also includes event numbers from previous fiscal years. Staff is also providing a narrative of the event type and data associated with the events.

| The Chateau 2023 - 2024 | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Total | 2022/23 | 2021/22 | 2020/21 |
|---------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|------------|------------|------------|
| Weddings | 2 | 2 | 7 | 7 | 1 | 2 | 1 | | | 2 | 2 | 5 | 31 | 43 | 58 | 47 |
| Golf | 16 | 16 | 11 | 3 | | | | | | | 5 | 22 | 73 | 85 | 71 | 52 |
| Community | 2 | 2 | | 1 | 3 | 2 | 1 | 2 | | 1 | 2 | | 16 | 10 | 11 | 10 |
| Corporate | 2 | 4 | 3 | 3 | 2 | 1 | 1 | 3 | 1 | 2 | 1 | 1 | 24 | 34 | 24 | 25 |
| Social | 1 | 1 | 2 | 1 | 1 | 2 | | | 2 | 2 | 4 | | 16 | 29 | 25 | 13 |
| IVGID Inter Co | 4 | 3 | 1 | 3 | 4 | 19 | 8 | 8 | 11 | 1 | 1 | 1 | 64 | 59 | 53 | 72 |
| Total | 27 | 28 | 24 | 18 | 11 | 26 | 11 | 13 | 14 | 8 | 15 | 29 | 224 | 260 | 242 | 219 |
| | | | | | | | | | | | | | | | | |
| Aspen Grove 2023 - 2024 | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Total | 2022/23 | 2021/22 | 2020/21 |
| Weddings | 2 | 1 | 2 | | | | | | | | | 2 | 7 | 11 | 25 | 11 |
| Golf | 4 | 4 | 3 | 1 | | | | | | | | 1 | 13 | 17 | 11 | 10 |
| Community | 2 | 1 | 2 | | | | | | | | | 1 | 6 | 4 | 6 | 4 |
| Corporate | | | | | | | | | | | | | 0 | | 1 | |
| Social | 2 | | 2 | | | | | | | | | 3 | 7 | 5 | 14 | 6 |
| IVGID Inter Co | 4 | 5 | 4 | 4 | 5 | 4 | 7 | 9 | 9 | 4 | 5 | 3 | 63 | 54 | 52 | 54 |
| Total | 14 | 11 | 13 | 5 | 5 | 4 | 7 | 9 | 9 | 4 | 5 | 10 | 96 | 91 | 109 | 85 |
| | | | | | | | | | | | | | | | | |
| Total Events CH & AG | 41 | 39 | 37 | 23 | 16 | 30 | 18 | 22 | 23 | 12 | 20 | 39 | 320 | 351 | 351 | 304 |

Weddings

The Chateau and Aspen Grove hosted 26 Weddings from July 2023 through January 2024, serving 2,480 guests, averaging \$161 per person in catered food & beverage. 11 more Weddings are scheduled for the remainder of this fiscal year.

Wedding Booking Trends:

2020 – Covid 19 caused events to be postponed to 2021/22. We executed many events with restricted guest counts.

2021 – Executed 2020 postponed events and picked up canceled events from other regions that were under more restrictions than NV in a short-term capacity.

2022 – Weddings were booked for those engaged during 2020/21 and couples seemed to be unaffected by upcoming inflation.

2023 – Inflation and years of consecutive smoke and unsafe air quality seemed to make July and August wedding dates unpopular.

2024 – Couples experiencing inflation and winter conditions in 2023 led to unpopular winter wedding dates although it appears July & August bookings are returning to normal in 2024.

2025 – Predicting continued covid 19 recovery and suspecting appropriate dating cycles of 3-5 years before engagement will lead to a full calendar in 2025.

Golf Events

Golf events are the largest user of the District's banquet facilities with 58 events completed thus far in the fiscal year, 48 of which were Golf Clubs and 10 Outside Golf Groups. 26 events are scheduled for May and June of 2024. Golf lunches and dinners vary anywhere from 20 to 150 guests and service styles include buffet, plated, boxed lunches, and hosted bars. A total of 3,082 guests were in attendance between July and October 2023 with an average catered food and beverage of \$43 per person.

Community Events

Community Events include ticketed events produced for the community like Brunch with Santa and Tastes of Incline along with community fundraisers and local social or civic club events. Thus far, staff have facilitated 16 events, 1 at another District venue, serving 1,954 guests averaging \$39 per person in catered food and beverage.

Corporate Events

Corporate Events include meetings and social gatherings of a business nature. A total of 16 events have been hosted so far serving 1,017 guests averaging \$65 per person in catered food and beverage.

Social Events

Social Events include celebrations of a personal nature such as Rehearsal Dinners, Anniversary Parties, and Celebrations of Life. We have completed 8 social events through January, serving 592 guests averaging \$54 per person in catered food and beverage.

IVGID Inter Co.

IVGID events include District trainings and meetings, recruitment events, public information forums, Board of Trustee meetings, and senior programming. Very few events in this category are catered and charged to another District department. 75 events were hosted at the Districts banquet

facilities through January of this fiscal year, less 5 at other venues. 15 of the 75 were catered. IVGID events are scheduled short term avoiding prime dates and prioritized appropriately.

The Events Department continues to field leads for 2024 short-term business while bookings continue to increase. Staff will note that engagement season is fully underway and we are experiencing increases in leads to book events in 2025.

MEMORANDUM

TO: Mike Bandelin
Interim General Manager

FROM: Bobby Magee
Interim Director of Finance

SUBJECT: Status Report for January 2024 – Finance/Accounting

DATE: February 14, 2024

Finance and Accounting

Audit for the Year Ended June 30, 2023 The Accounting team continues to work daily with providing additional documents and supporting information to Davis Farr. While Davis Farr estimates the Audit is approximately 60% complete, staff has prioritized this item and continues to provide documents and information as expediently as possible in order to complete the project.

Tyler Enterprise (Formerly Known as Munis) Implementation Project This item was identified by the Board on August 24, 2023 as the Finance Department's top priority of special projects.

- Enterprise/Munis Budget Module – The internal budget team within the Finance Department has completed all of the demonstration and training sessions with departments. Budget Entry for fiscal year 2024-25 was opened in the Production Environment and departments will have access to make budget entries pending final updates to user profiles based on level of access.
- ERP System Internal Controls – The team continues to evaluate proper controls within the system and work with departments on appropriate levels of access for varying positions within the organization.

Internal Controls Project Baker Tilly staff has been asked to review the current state of internal controls throughout IVGID operations with the expectation of making recommendations regarding these controls at a policy level, based on industry standards and best practices. Actions to be taken in order to complete this task will include, interviews with staff along with an in-depth review of current policies in place with the District.

Day-to-day Accounting A component of the calendar year-end procedures is the processing of IRS 1099 forms. The team was able to get the 1099 forms out to vendors, meeting IRS deadlines.

Quarterly Economic Surveys, which are State required reports due to the Department of Taxation, are caught up and are now being submitted on-time. The most recent QES was submitted on February 7th, in advance of the State deadline, for the period ending December 31, 2023.

Finally, the Finance team, working with Human Resources has opened a recruitment for the vacant Revenue Technician position. In addition, the vacant Payroll Generalist is currently under recruitment.

MEMORANDUM

TO: Mike Bandelin, Interim General Manager
FROM: Erin Feore, Director of Human Resources
SUBJECT: Monthly Venue Manager Status Report
DATE: February 8, 2024

The Human Resources team continues with recruitment efforts for ongoing seasonal staffing and full-time/year-round staffing needs. Our Talent Acquisition Specialist continues to manage the recruitment efforts for the District and has reported the following Open/Filled positions:

Filled

Collections/Distribution Operator

Openings

General Manager

HR/Recruitment Assistant

Senior Accountant

General Manager – Golf Operations

Facilities Operations – Lead

Our Senior HR Analyst conducted ten trainings throughout the month of January. These included District Orientation, Customer Service Training, Customer Service Refresher Training and Harassment trainings. Additionally, HR staff continue to receive invaluable training from our Pool/Pact partners.

Our Safety Specialist has been partnering with District management staff to evaluate ongoing safety concerns and requested initiatives. In January, he partnered with the Treatment Lab staff to implement a Job Hazard Analysis program. This program has since been rolled out District-wide.

The January Attrition Report is as follows:

| Month | Start Ttl # of EE's | Hired* | Ttl Term EE's | End Ttl # of EE's | Avg # of EE's | Attrition Rate |
|-----------------|--------------------------------|---------------|--------------------------|------------------------------|----------------------|-----------------------|
| January, 2022 | 343 | | 24 | 319 | 331 | 6.997 |
| February, 2022 | 329 | | 22 | 307 | 318 | 6.687 |
| March, 2022 | 321 | | 48 | 273 | 297 | 14.953 |
| April, 2022 | 278 | | 47 | 231 | 254.5 | 16.906 |
| May, 2022 | 273 | | 7 | 266 | 269.5 | 2.564 |
| June, 2022 | 308 | | 17 | 291 | 299.5 | 5.519 |
| July, 2022 | 292 | | 18 | 274 | 283 | 6.164 |
| August, 2022 | 308 | | 32 | 276 | 292 | 10.390 |
| September, 2022 | 288 | | 16 | 272 | 280 | 5.556 |
| October, 2022 | 287 | | 25 | 262 | 274.5 | 8.711 |
| November, 2022 | 379 | | 4 | 375 | 377 | 1.055 |
| December, 2022 | 459 | | 9 | 450 | 454.5 | 1.961 |
| January, 2023 | 496 | | 12 | 484 | 490 | 2.419 |
| February, 2023 | 470 | | 27 | 443 | 456.5 | 5.745 |
| March, 2023 | 479 | | 59 | 420 | 449.5 | 12.317 |
| April, 2023 | 448 | | 129 | 319 | 383.5 | 28.795 |
| May, 2023 | 422 | | 51 | 371 | 396.5 | 12.085 |
| June, 2023 | 459 | | 12 | 447 | 453 | 2.614 |
| July, 2023 | 467 | | 17 | 450 | 458.5 | 3.640 |
| August, 2023 | 462 | | 64 | 398 | 430 | 13.853 |
| September, 2023 | 408 | 11 | 46 | 373 | 390.5 | 11.275 |
| October, 2023 | 373 | 32 | 51 | 354 | 363.5 | 13.673 |
| November, 2023 | 354 | 168 | 10 | 512 | 433 | 2.825 |
| December, 2023 | 512 | 80 | 19 | 573 | 542.5 | 3.711 |
| January, 2024 | 573 | 27 | 25 | 575 | 574 | 4.363 |

Note: per recommendations for clarity in reporting, we have outlined both hired and terminated employee counts. It should be understood that these numbers may change based on the timing of this report.

MEMORANDUM

TO: Mike Bandelin

FROM: Kate Nelson

SUBJECT: Public Works January 2024 Monthly Report

DATE: February 1, 2024

Special Projects:

Public Works is working on developing the Lead Service Line Inventory as required by NDEP/EPA Lead and Copper Rule. PW is currently asking all homeowners to fill out the survey found using the following link. There is also a video and information to help guide the homeowner on how to find their water service line pipe material type.

Use this link for more information, view an informational video, and to get to the survey:

[Public Works Lead & Copper Rule Survey | Incline Village General Improvement District - IVGID - Incline Village, Crystal Bay, Lake Tahoe \(yourtahoeplace.com\)](#)

Engineering Summary of Projects:

Note the Engineering Department only has 2 full time employees to manage all FY23/24 Capital Improvement and Capital Expense Projects (Effluent Pipeline & Storage Tank PM remains with HK) – as a result projects have been evaluated for priority and schedules have been adjusted

- Capital Investment Committee – Snowflake Lodge Needs Assessment
- Hold for Funding/Permitting/Contract – Bike Park
- RFP/RFQ – Skate Park Enhancement, Rec Center HVAC Evaluation
- Planning – Boat Ramp Evaluation, Fire Hydrant Replacement, Ski Way Pavement Rehabilitation, Incline Beach House
- Design – Alder Ave Waterline Replacement, Burnt Cedar Emergency Fuel Tank Replacement, DP Electrical Service Entrance/Grease Interceptor/Fuel Tank/Upper Parking Lot Pavement,
- Bidding – Effluent Storage Tank, SPS#5 Wetwell & Manhole Coating,
- Construction – Reservoir Coating R5-3A R5-3B (early summer 2024), Mountain Golf Cart Path Phase II (spring 2023), Meter Register & Transponder Installation (meters on order), Snowmaking/Pump Station Improvements, Burnt Cedar RFID Ped Gate Access, SPS #1
- Construction Complete – Crystal Peak Waterline Replacement, Fall Pavement Maintenance, Effluent Export Pipeline (GMP 1), Utility Adjustment in NDOT ROW, Wetlands Improvements, Mountain Golf Cart Path Phase II (fall 2023 work) and Phase III, Diamond Peak Kitchen

Water/Wastewater Treatment:

- Water Production – Total 45.775 MG, Daily Avg 1.526 MGD, Daily Max 3.746 MGD
- Wastewater Processed - 31.005 MG, 1.000 MGD Daily Avg., 1.235 MGD Daily Max
- Total Call Outs – 26

Pipeline:

- Water Leak Repairs – 4
- Fire Hydrant Repair - 2
- Export Line – Repair 2 Leaking ARVs
- After Hour Service Calls – 11 (42.5 hrs OT)
- Change out 65 meter transponders – work being done by meter reader with assistance as needed by pipeline
- Snow Removal at District Venues

Compliance:

- Backflow tests – 67
- Plan Checking – 23

Waste Not:

- HHW & E-Waste – Closed for Season – Preparation of RFQ for collection and removal of waste for each collection event
- Holiday Tree Chipping Program – estimated 16 tons
- Solid Waste Ordinance 1 Violations January: 9 warnings, 2 fines, 1 change in service level (8 commercial; 4 residential)

Fleet:

- Preventative Maintenance Hours – 532
- Corrective Maintenance Hours – 277
- CIP Projects Hours – 0

Laboratory:

- Potable Water Testing
 - System Samples Taken – 15
 - Total Coliform (#CFU/100mL) – 0
 - Avg. Total Res CL2 (mg/L) – 0.86
 - Outside Samples Taken – 1
 - WasteNot Water Quality Samples Taken – 1
- Wastewater Testing
 - Bacteriological Samples (Spooners Pump Station) – 5
 - Monthly Avg. Total Res CL2 (Spooners Pump Station) – 2.4 mg/L
 - Total Monthly TSS Analysis – 5
 - Total Monthly BOD Analysis – 4
 - Total Phosphorus Analysis - 1

Major Capital Improvement Project Status

- Effluent Pipeline Replacement Project GMP 2
 - CMAR Contract approved by Board 12/13/23
 - RFQ for Inspection and Testing Services is currently being advertised
- Effluent Storage Tank Project
 - Subcontractor bidding process closed.
 - Project Risk Workshop was attended by PW Staff and Trustee Tulloch
 - GMP Review attended by PW Staff and Trustee Tulloch
- Incline Beach House
 - Selection committee short listed 3 qualified design build firms and held interviews on 2/1/2024
- Skate Park Enhancement
 - RFP is currently being advertised on PlanetBids – ending February 23, 2024

M E M O R A N D U M

TO: Mike Bandelin
Interim General Manager

FROM: Mike Bandelin
Diamond Peak General Manager

SUBJECT: Venue Status Report – Ski Venue – January 2024

DATE: February 14, 2024

Season to Date Update

December 7th - Opening day – 3 lifts with 4 trails
December 16th - Opened Lakeview ski lift including Ridge and Popular trails
December 23rd - Peak period begins. Opened Penguin, Freeway and Dusty's trails added Redfox ski lift
January 6th - Opened Wiggle trail
January 7th - Peak period ends, opened Luggis and Powder trails
January 13th – Opened Lightning, Diamond Back, Battle Born and Showoff trails
January 13th – Crystal lift delayed opening 11:30 am (icing), opened Flume and Spillway trails
January 14th – Crystal lift delayed opening 11:00 am (icing)
January 17th – Opened lakeview and FIS trails
January 17th – 100% of the developed terrain open

Staff will remind the Board that through the installation and operating of the RFID system at the ski lifts, staff is recording an increase in skier visits as each pass and ticket for access is recorded unlike the previous seasons where the equipment to record access and verification was outdated and performed inadequately.

The YTD skier visit count through January totals 63,817 as compared to 40,713 for the same period last season. The January visit count for this season is 37,007 compared to 19,825.

For the MLK holiday weekend the visit count was 6,629 as compared to the previous holiday weekend of 2,029 (weather related) and 5,250 during the 2021/2022 season. The ten year average for the three weekend include 5,454 visits with high being 9,014 visits in 2017.

Snowmaking operations continued through the month building trails including Show Off, Great Flume, Spillway and Lakeview.

The replacement of the Winch grooming snow cat has been delivered, tested and used to push and groom snowmaking snow on the lower part of Crystal Ridge and been used to maintain the Sunnyside and lower Crystal ridge trails.

The replacement of the rental snowboard equipment that was approved by the District’s Board of Trustees in March of 2023 has been delivered and assembled for service and currently in service for customers.

The District Board of Trustees approved a capital improvement project which included a reconfiguration of the Main Lodge kitchen as well as replacing the walk-in cooler and freezer unit. The project has been completed and is currently in use.

The Board of Trustees also approved a planned project of painting the exterior of the base facility buildings. The exterior painting of the Main Lodge and the Skier Services building has been completed.

The Diamond Peak Special Use Permit application with USFS has been fully executed by the Regional Office as well as the Lake Tahoe Basin Management Unit Forest Supervisor. There are 361 acres of National Forest System lands that the District operates under the Special Use Permit and 367 of District owned private lands within the ski area boundary.

Throughout the operating season staff will provide monthly information related service measures and KPI’s. The table below provides results of the Ski Venue Service Measures for the month of January.

| Diamond Peak Ski Venue | | | | | | | |
|------------------------------------|------------------|------------------|------------------|------------------|---------------|---------------|-----------------|
| Service Measure Units | Forecast | PY Actual | CY Actual | Variance | PY YTD | CY YTD | % of |
| | FY2023-24 | Jan. 2023 | Jan. 2024 | PY vs. CY | Actual | Actual | Forecast |
| 01/01/2024 - 01/31/2024 | | | | | | | |
| Opening Date | 12/7/2023 | | | | | | |
| Closing Date | 4/14/2024 | | | | | | |
| Operating Days | 130 | 31 | 31 | - | 60 | 56 | 43% |
| Skier Visits | 130,000 | 19,825 | 37,007 | 17,182 | 40,713 | 63,817 | 49% |
| PPH Lift Tickets | 9,000 | 3,340 | 2,370 | (970) | 6,151 | 4,031 | 45% |
| Non PPH Lift Tickets | 42,517 | 9,015 | 11,156 | 2,141 | 20,533 | 17,583 | 41% |
| PPH Season Passes YTD | 3,900 | 4,299 | 3,918 | (381) | 4,299 | 3,918 | 100% |
| Non PPH Season Passes YTD | 4,195 | 3,917 | 4,111 | 194 | 3,917 | 4,111 | 98% |
| Food & Beverage Guest Checks | 93,700 | 21,014 | 20,600 | (414) | 37,496 | 34,889 | 37% |
| Rental Equipment Units | 28,300 | 4,135 | 3,912 | (223) | 8,599 | 7,830 | 28% |
| Child Ski Center Lessons Taught | 5,450 | 869 | 1,029 | 160 | 1,524 | 1,728 | 32% |
| Ski and Ride Center Lessons Taught | 10,850 | 1,601 | 1,686 | 85 | 1,702 | 3,194 | 29% |

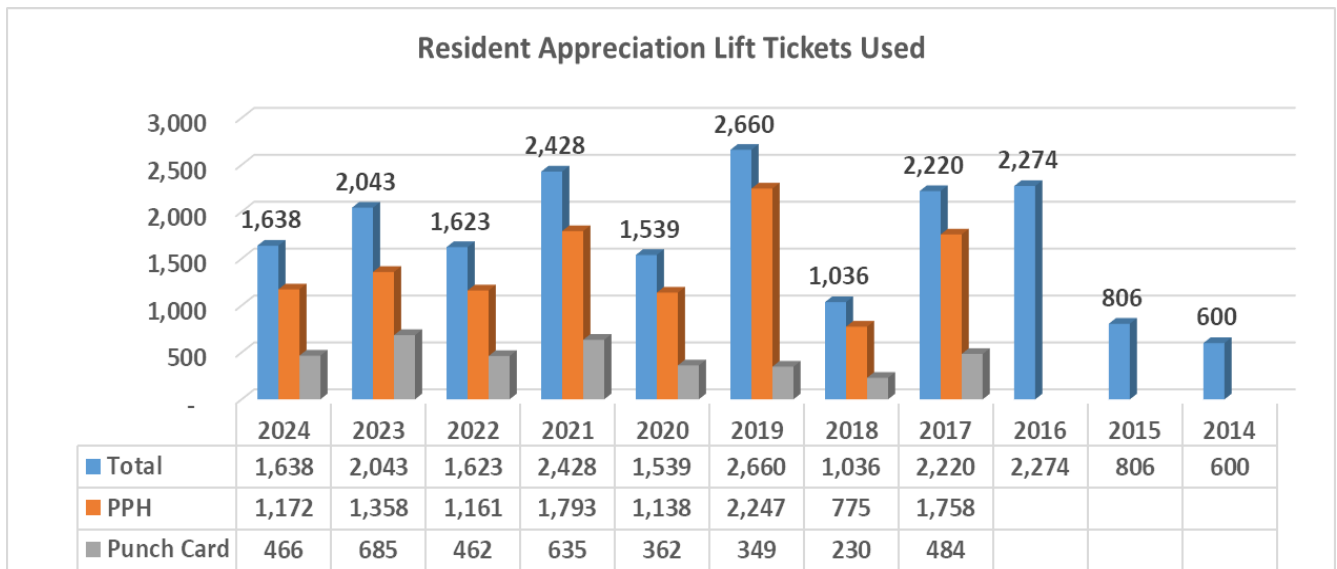
Picture pass holder lift tickets decreased by 29% for the period likely due to the fresh snow we saw in January last season although Non PPH tickets saw an increase of 24% for the period.

Picture pass holder season passes purchased YTD numbers are down 9% year to date from the previous period where as the Non Picture season pass numbers increased from the previous year by 5%.

Picture pass lift tickets sold during January were down 29% as compared to the previous January and are down 34% YTD from last season. Non PPH Lift tickets showed increased by 24% for the month although down by 14% YTD.

Equipment Rental units are showing a 9% decrease YTD compared to the previous period. Children lessons have increased by 18% in January and 13% YTD. Adult lesson have also increased by 5% from the previous January period and an 88% increase YTD.

The Ski Venue hosted the annual Community Appreciation Week from Saturday January 27th through the Sunday February 4th. The table below illustrates the total number of complimentary ski lift tickets issued to the community during the recent and past events as well.



MEMORANDUM

TO: Mike Bandelin
Interim General Manager

FROM: Shelia Leijon
Director of Parks & Recreation

SUBJECT: Status Report for January 2024 – Parks & Recreation

DATE: February 14, 2023

REC CENTER

Biweekly Buildings meeting provide staff with an opportunity to fine-tune the comprehensive facilities maintenance process list. This list outlines operational repairs, maintenance and capital projects for the Rec Center and Natatorium.

CPR training for Recreation Fitness Center Staff was completed during the month of January.

AQUATICS

Winter Swim Lessons continue to be a community favorite.
Private swim lessons: 12 kids and \$2,333.50 revenue
Group swim lessons: 26 kids and \$1,327.00 revenue
Swim Teams: 3 kids and \$218 revenue
Youth Swim Clinic: 5 kids and \$535.00 revenue

PARKS

The Parks Team has made consistent progress in the removal of Styrofoam on the IVGID beaches. Styrofoam removal will be a long-term process. Interested community members are invited to participate in the ongoing cleanup. Details can be found here:

<https://www.yourtahoeplace.com/events/ski-beach-styrofoam-cleanup>

During the off-season the Parks department takes an opportunity to increase safety trainings for team members. Trainings in January have included:

- Exposure Control to Blood Borne Pathogens
- Vehicle Training – vehicle coning
- Winter Driving
- Fire Alarms

BEACHES

Winter beach operations continue. The year - round beach operations schedule is included below.

Beach Staffing Fall/Winter - Spring/Summer 2023 2024

| Timeframe | Gates Open | Gates Close | Ambassador | Beach Hosts | Boat Ramp |
|---|-------------------|--------------------|-------------------|--------------------|------------------|
| Sunday October 15 - Sunday November 10 | 6:00am | 7:00pm - 8:00pm | 7:00am - 8:30pm | NONE | Reservation Only |
| Monday November 11 - Sunday March 9th | 6:00am | 6:00pm - 7:00pm | 7:00am - 8:30pm | NONE | Reservation Only |
| Monday March 10 - Sunday April 14 | 6:00am | 7:00pm - 8:00pm | 7:00am - 8:30pm | NONE | Reservation Only |
| Monday April 15 - Sunday June 16 | 6:00am | 8:00pm - 9:30pm | 7:00am - 10:00pm | 9:00am - 6:00pm | 9:00am - 6:00pm |
| Monday June 17 - Monday September 2 | 6:00am | 9:30pm - 10:00pm | 7:00am - 10:00pm | 7:00am - 8:00pm | 7:00am - 8:00pm |
| Tuesday September 3 - Sunday October 20 | 6:00am | 8:00pm - 9:30pm | 7:00am - 10:00pm | 9:00am - 6:00pm | 9:00am - 6:00pm |

NOTE: Schedule is dependant on staff availability, weather and is subject to change based on District AQI and Lightning Policy

*Daylights savings time begins

*Daylight savings end 11/03

Policy 22.1.0

Reports

10-01-2023 to
12-31-2023



Disclosure of External Entity Involvement Policy 22.1.0

POLICY. The Incline Village General Improvement District emphasizes transparency and understands that state law creates minimum standards. In some instances it may be appropriate to impose stricter requirements than those set forth in the Nevada Revised Statutes (NRS). While IVGID encourages Trustees and employees to be involved in local community groups, this involvement may result in real or perceived conflicts of interest. Various provisions of the NRS, including NRS 281A, prohibit IVGID officials from participating in decisions affecting their “commitments in a private capacity” and otherwise impose disclosure or recusal requirements on decisions impacting officials’ organizations.

While these requirements impose important minimum standards that avoid actual conflicts of interest, they do not provide transparency regarding potential conflicts of interest or otherwise ensure that officials are proactively disclosing potential conflicts of interest.

As defined in this Policy, “Qualifying Groups” shall be for profit, not-for-profit, and non-profit corporations, limited liability companies, partnerships, sole proprietorships and community liaison that are located in, operating or intending to operate in, or own or lease property within the Nevada counties of Douglas and Washoe, Carson City, or the California counties of El Dorado, Nevada, Placer, and Sierra.

To provide additional transparency beyond state minimum requirements, IVGID Trustees, Audit Committee Members, and senior management employees shall report on a quarterly basis any Qualifying Groups to which they are an owner, employee, or officer. Senior employees shall include the General Manager, department heads, and any supervisors with signature authority under Policies 20.1.0 or 21.1.0 as identified by the General Manager.

Reports shall be made quarterly due by January 15th, April 15th, July 15th, and October 15th. The report required to be filed for July 15, 2023 shall be due July 31, 2023.

RESPONSIBILITY. The District Clerk shall be responsible for developing reporting forms, notifying officials of their obligation to file reports, and maintaining such reports. All forms shall be public records.

The General Manager shall adopt and enforce personnel policies to ensure compliance with this Policy. The Board of Trustees shall enforce this Policy against Trustees, Audit Committee Members, and the General Manager.

Disclosure of External Entity Involvement - Policy 22.1.0

Reporting Form

This reporting form is to be completed by IVGID Trustees, Audit Committee Members, and Senior Management employees and shall be done on a quarterly basis (see the reporting schedule below). Senior employees shall include the General Manager, Department Heads, and any supervisors with signature authority under Policies 20.1.0 or 21.1.0 as identified by the General Manager. As defined in this Policy, "Qualifying Groups" shall be for profit, not-for-profit, and non-profit corporations, limited liability companies, partnerships, sole proprietorships and community liaison that are located in, operating or intending to operate in, or own or lease property within the Nevada counties of Douglas and Washoe, Carson City, or the California counties of El Dorado, Nevada, Placer, and Sierra. Member of a Qualifying Group does not include simply listing a part affiliation as part of a voter registration or being a parishioner or regular attendee of a church, synagogue, mosque, or other religious group.

Employee Name: Mike L. Bandelin

Reporting Period: 10-01-2023 to 12-31-2023

Name of External Entity, Group or Organization:

Ski California – Board member

Reporting Schedule

Period from 10-1 to 12-31; due to District Clerk or designee by 1-15
Period 1-1 to 3-31; due to District Clerk or designee by 4-15
Period 4-1 to 6-30; due to District Clerk or designee by 7-15
Period from 7-1 to 9-30; due to District Clerk or designee by 10-15

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Trustee Name: Matthew Dent

Reporting Period: 4/1 to 6/30; 7/1 to 9/30 10/1 to 12/31/ 2023

Name of External Entity, Group or Organization:

P and P Consulting, Dent Organization, Dent Capital, Academic Freedom

Reporting Schedule

Period from 7-1 to 9-30; due to District Clerk or designee by 10-15
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Employee Name: Erin Feore

Reporting Period: 10-01-2023 to 12-31-2023

Name of External Entity, Group or Organization:

SHRM (Society of HR Management), and NNHRA (Northern NV HR Association)

Reporting Schedule

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Period 4-1 to 6-30; due to District Clerk or designee by 7-15
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Employee Name: Shelia Leijon

Reporting Period: 10-01-2023 to 12-31-2023

Name of External Entity, Group or Organization:

Rotary Club of Tahoe Incline - immediate past co-president, individual member

Incline Tahoe Foundation (ITF) Founder, IVGID Parks & Recreation Liasion

Incline Village Crystal Bay Business Association (IVCBA) Founding Board Member

Sierra Community House - Donor

Tahoe Family Solutions - Donor

Pet Network - Donor/Sponsor

Reporting Schedule

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Employee Name: Bobby Magee

Reporting Period: 10-01-2023 to 12-31-2023

Name of External Entity, Group or Organization:

None.

Reporting Schedule

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Employee Name: Kate Nelson

Reporting Period: 10-01-2023 to 12-31-2023

Name of External Entity, Group or Organization:

Washoe County Planning Commission - District 2, Truckee Meadow Regional Planning Agency Commissioner - Washoe County,

| |
|---|
| <p style="text-align: center;">Reporting Schedule Period from 10-1 to 12-31; due to District Clerk or designee by 1-15 Period 1-1 to 3-31; due to District Clerk or designee by 4-15 Period 4-1 to 6-30; due to District Clerk or designee by 7-15 Period from 7-1 to 9-30; due to District Clerk or designee by 10-15</p> |
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Trustee Name: NOBLE

Reporting Period: 10-01-2023 to 12-31-2023

Name of External Entity, Group or Organization:

DAVID SCOTT NOBLE D/B/A DSN CONSULTING

SKI-ROCK PARTNERS, LLC

| |
|---|
| <p>Reporting Schedule Period from 10-1 to 12-31; due to District Clerk or designee by 1-15 Period 1-1 to 3-31; due to District Clerk or designee by 4-15 Period 4-1 to 6-30; due to District Clerk or designee by 7-15 Period from 7-1 to 9-30; due to District Clerk or designee by 10-15</p> |
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Disclosure of External Entity Involvement - Policy 22.1.0

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Trustee Name: Sara Schmitz

Reporting Period: 10-01-2023 to 12-31-2023

Name of External Entity, Group or Organization:

Incline Village Crystal Bay Community 1st – 501C(3) non-profit – President – unpaid volunteer

| |
|---|
| <p style="text-align: center;">Reporting Schedule Period from 10-1 to 12-31; due to District Clerk or designee by 1-15 Period 1-1 to 3-31; due to District Clerk or designee by 4-15 Period 4-1 to 6-30; due to District Clerk or designee by 7-15 Period from 7-1 to 9-30; due to District Clerk or designee by 10-15</p> |
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Disclosure of External Entity Involvement - Policy 22.1.0

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Trustee Name: Michaela Tonking

Reporting Period: 10-01-2023 to 12-31-2023

Name of External Entity, Group or Organization:

APA Consulting, MHT LLC

Reporting Schedule

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Trustee Name: Raymond Tulloch

Reporting Period: 10-01-2023 to 12-31-2023

Name of External Entity, Group or Organization:

Munro Tulloch, Inc. President & CEO

Mt. Rose Ski Tahoe – Ski Team Head Coach

Far West Masters Ski Racing – Past President, Volunteer position

Reporting Schedule

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