

MEMORANDUM

TO: Board of Trustees

FROM: Bobby Magee, District General Manager

SUBJECT: District General Manager's Monthly Status Report -
March 2024.

DATE: April 10, 2024

District General Manager Verbal Update

Venue Status Reports

Venue status reports are attached for March 2024.

Public Records Log

Public Records Log for December 31, 2023 to April 5, 2024, is attached to this report.

III. ATTACHMENTS

March 2024 Venue Status Reports
Public Records Request Log

M E M O R A N D U M

TO: Bobby Magee
District General Manager

FROM: Mike Bandelin
Diamond Peak Ski General Manager

SUBJECT: Venue Status Report – Ski Venue – March 2024

DATE: April 10, 2024

Season to Date

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
February 10th – U10 ski race on Showoff
February 11th - U10 ski race on Showoff
February 17th – Presidents week peak period begins
February 25th - Presidents week peak period ends
March 1st – Late opening on Crystal lift closed at 3:00 pm- weather related
March 2nd – Operated Lakeview and Lodgepole lifts only – weather related
March 3rd – Late opening on Crystal – icing on lift components
March 4th – Late opening on Crystal – icing on lift components
March 15th – Season Ski Passes go on sale for the 2024/25 ski season
March 24th – Luggi Foeger Uphill Race

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skier visits as each pass and ticket for access is recorded unlike previous season where the equipment for access was outdated and performed inadequately.

The YTD skier visit count through March totals 143,308 as compared to 81,406 for the same period last season. The March visit count for this season is 35,905 compared to 14,005 in March 2023. The five year average for the month is 17,941 visits. Staff will note that future reporting on skier count will provide a more comparable indicator than the information being presented during this season.

The replacement of the rental snowboard equipment that was approved by the District's Board of Trustees in March of 2023 and currently in service to our 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 Board of Trustees approved the planned and budgeted Snowmaking Pump House Improvement Project at their meeting on August 30, 2023 (Item G.5). Currently, staff is in receipt and delivery of the equipment including new pipe, fittings and valve makeups. The fabrication contractor is currently dismantling the current piping configuration and beginning pipe fitting and construction of the new pipe layout according to the plan set. Updates on the project will be provided periodically.

The Board of Trustees approved the planned and budgeted project of the procurement of a 14 passenger shuttle van at their meeting on August 30, 2023 (Item G.7). Currently, the shuttle van is in the manufacturing stage and the District expects delivery late spring early summer.

Season Pass prices for the 2024/25 season were approved by the Board at their meeting on February 28, 2024 (Item G. 1) and staff initiated the sale of the passes for next season beginning on March 15, 2024.

Throughout the operating season staff will provide monthly information related to service measures and KPI's. The table below provides results of the Ski Venue Service Measures for the month of March including current and prior periods as well as year to date indicators.

Diamond Peak Ski Venue							
Service Measure Units	Budget FY2023-24	PY Actual Mar. 2023	CY Actual Mar. 2024	Variance PY vs. CY	PY YTD Actual	CY YTD Actual	% of Forecast
03/01/2024 - 03/31/2024							
Opening Date	12/7/2023				12/3/2022	12/7/2023	
Closing Date	4/14/2024				5/1/2023		
Operating Days	130	30	31	1	118	115	88%
Skier Visits	130,000	14,005	35,905	21,900	81,406	143,308	110%
PPH Lift Tickets	9,000	2,105	2,287	182	11,310	9,457	105%
Non PPH Lift Tickets	42,517	7,164	7,858	694	31,340	34,646	81%
PPH Season Passes YTD	3,900				4,351	4,231	108%
Non PPH Season Passes YTD	4,195				4,079	4,567	109%
Food & Beverage Guest Checks	93,700	16,159	19,984	3,825	59,302	65,378	70%
Rental Equipment Units	28,300	2,893	4,019	1,126	16,527	16,936	60%
Child Ski Center Lessons Taught	5,450	599	652	53	3,176	3,610	66%
Ski and Ride Center Lessons Taught	10,850	1,168	1,570	402	6,228	6,872	63%

Picture pass holder lift tickets provided through March are lower by 1,853 tickets or 16% as compared to the previous year to date period.

Non PPH tickets sold during the month increased by 10% for the month and 11% on year to date sales, although below target by 19% staff anticipates narrowing the difference by the end of the season.

Picture pass holder season passes purchased numbers are slightly down 3% year to date from the previous year whereas Non Picture season pass sales increased from the previous year by 12%.

Equipment Rental units are showing a 2% increase in sales year to date. Children lesson products have increased by 9% in March and 14% year to date. Adult ski and snowboard lesson provided have increased by 34% from the previous month of March period and sales of lesson products have increased 10% year to date.

Staff will note that spring breaks for school students have contributed to strong visitation during the last week in March and the first week of April. The increase in business levels for this period are very welcome and are assisting in providing ski venue revenue that was missed during the Christmas - New Year's holiday period due to lack of snow and visitation.

MEMORANDUM

TO: Bobby Magee
General Manager

FROM: Adam Cripps
Assistant Director of Finance

SUBJECT: Status Report for March 2024 – Finance/Accounting

DATE: April 10, 2024

Finance and Accounting

Audit for the Year Ended June 30, 2023: The Accounting team, with Davis Farr have produced an Annual Comprehensive Financial Report (ACFR). March 29, 2024, meeting the deadline given to IVGID to turn in copies of the audit report by the Department of Taxation of March 31, 2024, the ACFR was submitted to the Department electronically and by mail.

Forensic Audit: Staff continues to respond to inquiries from RubinBrown.

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 Workflow project: Collaboratively working with the Information Technologies department, framework for better leveraging Enterprise ERP through workflows has begun. This process is very labor intensive, but once complete will streamline processes for better efficiency District-wide.
- 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. This continues and expands deeper with the workflow project.

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. Draft baseline reports have been provided to staff for review.

Finance staff, as a form of cross-departmental collaborative outreach, delivered holiday treats to each of the District's departments in honor of St. Patrick's Day. Pictured below, we caught a couple of Finance staff with treats at the end of the rainbow.



Finally, the Finance team, working with Human Resources filled the vacant Revenue Technician position.

MEMORANDUM

TO: Bobby McGee
General Manager IVGID District

FROM: Timothy Sands
General Manager of Golf Operations

SUBJECT: Status Report for March 2024 – Golf Operations

DATE: April 3rd, 2024

Golf Operations Update - (March 2024)

- Upcoming Board of Trustee meeting to review and approve 2024 rates
- Interviews are being conducted to fill seasonal staff
- Operations are under review for financial transparency and management
- Approved project list under review with Budget team for upcoming action
- Creating a strong revenue collection process with F/B & Golf Tournaments (ensuring billing/revenue is going to the proper accounts)
- Starting the process of building new systems to obtain records of profit and loss in a more efficient manner

M E M O R A N D U M

TO: Bobby Magee, General Manager
FROM: Erin Feore, Director of Human Resources
SUBJECT: Monthly Venue Manager Status Report
DATE: April 2, 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

District General Manager
Revenue Office Technician
Customer Service Clerk
Controller

Openings

HR/Recruitment Assistant (pending hire – April, 2024)
Payroll Generalist (pending hire – April, 2024)
Contracts & Purchasing Manager
Lift Technician
SCADA Instrumentation Technician
Senior Accountant
Senior Engineer (pending listing – April, 2024)

The Human Resources team continues to support the District operations with ongoing new/rehire processing, terminations of employment, etc.

March is typically void of regional job fairs, given the unpredictability of the weather; however, the team was able to meet with soon-to-be-outgoing Ski personnel to discuss Spring/Summer operations and job openings. We've already noted success with this meeting as we've had a number of current Ski staff apply for Parks & Recreation and Golf positions. There are three regional job fairs scheduled so far for the month of April.

District required training continued throughout the month of March; further, the Senior HR Analyst and HR Director met to discuss quarterly management training opportunities; we have begun to research both required and important topics, as well as District specific topics to keep the management staff engaged with Districtwide operations and expectations.

The March 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, 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
February, 2024	574	11	21	564	569	3.659
March, 2024	569	14	45	538	553.5	7.909

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.

M E M O R A N D U M

TO: Bobby Magee
District General Manager

FROM: Shelia Leijon
Director of Parks & Recreation

SUBJECT: Venue Status Report – Parks & Recreation – March 2024

DATE: April 10, 2024

Parks & Rec Budget Process Update

Throughout the month of March, Staff provided the finance department with the 2024 2025 preliminary budget uploads. This included staffing proposals as well as a revenue and expense forecasts. Staff continues to fine-tune budget entries alongside the finance team.

Aquatics

Late winter and spring Swim Lessons and Swim Team continue at the Recreation Center.

Current Offerings

Swim Lessons - 21

Pre-Swim Team - 11

NNA Swim Team - 11

Youth Swim Clinic - 3

Staff Safety Training – Staff is working with the Safety Specialist to provide training for aquatics staff in the administration of Narcan and application of tourniquets.

Staff continues to work with PW, Buildings Superintendent for ongoing maintenance of the 30+ year-old natatorium.

Beach Operations

Limited staffing for Summer Beach Operations is in progress. Hours of operations will expand to full-time based on the availability of seasonal staff. The Community Services Ambassadors will continue to provide oversight of the beaches through the “soft opening” of the beaches. Staffing at all three beaches is anticipated to be in effect by April 26.

In March, a successful test program of RFID access at Burnt Cedar took place. Next steps in the RFID access process is to provide the community with a comprehensive overview of the process and begin issuing new passes to the larger community.

Parks & Open Spaces

Late winter storms continued through March extending winter ops for the Parks Team.

Parks Staff and the District’s Safety Specialist are working together on the District’s Parks & Rec tree management/safety plan, currently at the beach venues. As snowfall subsides, the tree management process will expand to additional Parks & Open space venues throughout the District (see Tennis Pickleball for the Tennis Pickleball Center’s tree update).

Staff began the process of refurbishing the engineered wood fiber surfacing material at IB and BC playgrounds. While this material is aesthetically pleasing, it is also highly rated for safety and fall risk management and is ADA compliant (wheelchair accessible). 85 yards of wood fiber was used in the current refurbishing project.

Recreation Center

The first weekend of March brought several feet of snow and high winds requiring closure of the Rec Center on Saturday, March 2. Operations resumed on Sunday, March 3.

The following is a list of projects scheduled to be completed in FY 2023 2024.

Paint and Patch Exterior - Blue Collar CIP	36,000.00
Auto Flush Replacement – Andy Operating	3,500.00
Sauna Floor Replacement – Andy Operating	800.00
P&R Counter Flooring repair & recoat – Legacy Operating	6,200.00
Replacement Wall Pads for far side of gym Operating	In house repair
Pull Curtain in Gymnasium (estimate) - old quote from FSI - P is getting quote – pushed to next year 2024.2025	10,000.00
Window Covering replacement in Cardio/Strength Room Downstairs - operating	3,000.00
Paint for Zone Room	425.00
Carpeting for upper stair landing	3500.00
Zone Flooring replacement	Quote pending
Aquatic Observation Deck carpet replacement	Quote pending
Sierra Filtration - 3 or 4 x per year, plus interco until Cesar can do it.	850.00
Group Fitness Forever Marley Flooring CIP	36000.00

The following are the proposed CIP for FY2024 2025 :

- Re-plaster Pool
- Pool Deck/Floor Re-coat and Ceiling Improvements
- Pool Starter Block Replacement
- Diving Board Replacement
- Reseal Ceiling in Natatorium

Community Services Admin

Staff is working with IT to transition from the current Vermont Parks & Rec Software to RTP. They successfully implemented the test process for RFID access at Burnt Cedar Beach for Goose Patrol Dog Recreation Passholders and are working with Marketing on the educational campaign for the RFID process.

Suspension of Recreation Privileges due to non payment of assessment completed March 23.

The 2024 2025 Kayak/Paddleboard rental process started in March. The process will be completed by April 15.

Recreation Program March Offerings

Youth

Youth Dance Programs (4 offerings)

Tumblers (2 age groups)

Ninja Warriors (4 age groups)

Gymnastics (2 age groups)

Indoor Soccer

Preschool Playground

Adult

Ballet

Splashes and Glasses

Indoor Pickleball

Popular Line Dancing

Co-ed Volleyball

Lunch-Time Pickup Basketball

Senior

Conversation Café

55+ Snowshoing

55+ Ski Clinics

55+ Fitness and Strength Classes

55+ Cross Country Skiing

Community Programs

Twilight Snowshoes – Canceled due to weather

Tennis Pickleball Center

Staff has worked with the Pickleball Committee to formulate a pricing recommendation that includes some of the innovative suggestions brought forward by committee members.

The five leader tree in between Tennis Courts 5, 6, 7, and the Pickleball Center was reviewed by Arborist Molly Sinnot. The report and recommendation is

included as Exhibit A in this report. Staff is working to comply with the recommendation of trimming and saving the legacy tree.

Ordinance 7

Staff is in the process of compiling recommended Ordinance 7 changes to be brought to the Board of Trustees in open session. As required in the Ordinance as Exhibit B, you will find preliminary Recreation Card and Punch Card issuance and usage data and Punch Card revenue by venue from July 1, 2023 to April 1, 2024.

Dog Park

Staff is pleased to announce that, in his new role as General Manager, Bobby Magee will engage with the GM's Advisory Committee on a Dog Park.

As a prudent measure, Staff is working to stay informed and updated on the progress on the Truckee Meadows Public Lands Management Act currently before congress. Should the District receive the National Forest Service Lot previously considered as a Dog Park Venue, Staff recommends adding this venue option to the Dog Park survey.

Exhibit A

SINNOTT CONSULTING ARBORIST

Post Office Box 3293
Carson City, NV 89702
775.721.1231
sincon@sbcglobal.net



March 15, 2024

PINE TREE ASSESSMENT IVGID TENNIS / PICKLEBALL CENTER INCLINE VILLAGE, NEVADA

Tree Species: Jeffrey Pine, *Pinus jeffreyi*
Tree Quantity: One (1)
Tree Size: 48" dbh (diameter breast height)
Tree Health: Good health as of both assessment dates
Assessment Date: February 23, 2024 and March 13, 2024
Conclusion: The level of risk due to the potential for future tree failure appears low. Remove broken and dead branches in the crown, prune the codominant stem to clean wood.



Red arrow indicates subject tree February, 2024.

Assessment

The assessed Jeffrey pine tree has multiple stems and had one codominant stem in the crown that partially failed February, 2023. The remainder of the same codominant stem (red arrow) failed during the recent wind and snow event, March, 2024. These storm events were not normal to Tahoe Basin weather conditions, they resulted in abnormal snow load and abnormal wind load occurrences.

Trees with multiple stems develop response growth to build compression wood to compensate for the multi-stems. As seen below, this tree shows ample response growth, good health and vigor.



Sinnott Consulting Arborist

March 15, 2024

Photos below show close ups of the codominant stem (red arrows) that failed during the storms. Making a cut at an angle below the fractured wood will allow healing to be promoted. An angle cut will also promote rain and snow to run off and not sit and possibly rot tissue at the cut.



Photos below show the multi-stem structure of the subject tree. Top photo shows the tree in February, 2024, with solid seams. Bottom photo shows the tree in March, 2024, with solid seams. The multi-stems exhibit no signs of pulling apart, cracked or open seams following the impact of these abnormal wind and snow events.



Sinnott Consulting Arborist

March 15, 2024

Photo below shows examples of heavy, broken branches (red arrows) and dead branches (blue arrow) recommended to be removed to prevent injury to someone below if they were to break free and fall downward.



IVGID, Incline Village, NV

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Conclusion

- As of the date of this assessment, this tree indicates no sign of failure.
- To live with trees is to accept the risks, no tree is 100% safe.
- Codominant stems are a frequent occurrence in the Tahoe Basin, usually due to snow and/or ice loads breaking out the crown and new, competing crowns developing.
- Trees surround the Recreation Center tennis / pickleball courts, the pathways to them and the parking lot.
- The level of risk appears minimal for normal, not abnormal weather events.
- The occupancy of the courts is normally minimal, if at all during abnormal snow and wind events.
- The likelihood of failure in normal wind and snow is possible but not probable.

Recommendations

- No residual risk means removal of the tree.
- Residual risk is retaining the tree, as with retaining any tree in the vicinity of the courts, pathways and parking lot.
- If the tree is to be retained:
 - Remove broken and larger dead branches. Do not crown clean, open up or strip the crown, do not remove (strip out) all small dead twigs within the crown.
 - Angle cut the frayed wood away from the sun, below the point of failure in the crown of the tree.
 - Allow only a **qualified** tree service to perform any work in the crown of the tree, do not allow any climbing hooks to be used to enter the tree.
 - Annual monitoring of the tree is recommended.
 - Monitoring of the tree is recommended after any excessive snow and/or wind event.



Molly Sinnott
International Society of Arboriculture
Certified Arborist #WE-0369A

Sinnott Consulting Arborist

March 15, 2024

ASSUMPTIONS AND LIMITING CONDITIONS

1. Any ownership to property provided to the consultant is assumed to be correct. Any and all property is evaluated as though free and clear. Property is assumed to not be in violation of any applicable codes, ordinances, statutes or other governmental regulations.
2. Care has been taken to obtain all information from reliable sources. Site and tree information provided to Sinnott Consulting Arborist for this report has been obtained from Incline Village General Improvement District Parks and Recreation, Incline Village, Nevada.
3. The consultant shall not be required to give testimony or to attend meetings, hearings, or trials by reason of this report unless subsequent contractual arrangements are made.
4. Loss or alteration of any part of this report invalidates the entire report. Possession of this report or a copy thereof does not imply right to publication or use for any purpose by any other than the person to whom it is addressed without the prior expressed written or verbal consent of the consultant.
5. This report represents the opinion of the consultant and the consultant's fee is in no way contingent upon the reporting of a stipulated result, the occurrence of a subsequent event, nor any finding to be reported.
6. Information contained in this report covers only those items that were examined and reflects the condition of those items at the time of inspection. There is no warranty or guarantee, expressed or implied that problems or deficiencies of the plants or property in question may not arise in the future. The consultant has no past, present or future interest in the removal or retaining of any tree.
7. Photographs in this report are intended for use as visual aids, are not necessarily to scale, and should not be construed as engineering or architectural reports or surveys. The reproduction of information on any photographs is only for coordination and ease of reference. Inclusion of said information with any drawings or other documents does not constitute a representation as to the sufficiency or accuracy of said information.
8. Unless otherwise expressed this report covers only examined items and their condition at the time of inspection. The inspection is limited to visual examination of accessible items without dissection, excavation, probing, or coring. There is no warranty or guarantee, expressed or implied, that structural problems or deficiencies of plants or property may not arise in the future.
9. No warranty is made, expressed or implied, that problems or deficiencies of the tree(s) or the property will not occur in the future, from any cause. The Consultant shall not be responsible for damages or injuries caused by any tree defects, and assumes no responsibility for the correction of defects or tree related problems.
10. The owner of the trees may choose to accept or disregard the recommendations of the Consultant, or seek additional advice to determine if a tree meets the owner's risk abatement standards.
11. Opinions contained herein are the independent and objective judgments of the consultant relating to circumstances and observations made on the subject site.



Molly Sinnott
ISA Certified Arborist #WE-0369A

Exhibit B

Preliminary Pass Issuance and Usage July 1, 2023 through April 1, 2024

Active Recreation Passes	Total Active Recreation Passes
Beach	21102
No Beach	756

Recreation Pass	Issuance
Beach	3363
No Beach	120
Beach/No Golf	217
No Beach/No Golf	0

Punch Card Issuance	Issuances
Beach	3621
No Beach	5
Beach/No Golf	1288
No Beach/No Golf	0

Punch Cards Usage by Venue	Revenue
Rec Center	\$ 928.00
Beaches	\$ 413,250.00
Golf	\$ 16,745.00
Ski	\$ 75,814.00

M E M O R A N D U M

TO: Bobby Magee
District General Manager

FROM: Kate Nelson
Interim Director of Public Works

SUBJECT: Public Works February 2024 Monthly Report

DATE: April 4, 2024

California Water Environment Association (CWEA) Annual Awards:

Mechanical Technician: Person of the Year - Bob Olsen

Electrical Instrumentation: Person of the Year - Bryan Kambitsch

Pretreatment Pollution Prevention (P3): Person of the Year - Jeff Donahue

Community Engagement and Outreach: Person of the Year - Sarah Vidra

Safety Plant of the Year: Medium - IVGID

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 - Senior Engineer position to be advertised in April

- Capital Investment Committee – Snowflake Lodge Needs Assessment Update/Owner's Programing, Carry Forward Project and YR 1 of 5 YR CIP review
- Hold for Funding/Permitting/Contract – Bike Park
- RFP/RFQ – Skate Park Enhancement (Award 4/10), Rec Center HVAC Evaluation (Award 4/24), Spring Pavement Maintenance
- Planning – Boat Ramp Evaluation, Fire Hydrant Replacement, Ski Way Pavement Rehabilitation, Incline Beach House, DP /Grease Interceptor/Fuel Tank/Upper Parking Lot Pavement
- Design – Burnt Cedar Emergency Fuel Tank Replacement, DP Electrical Service Entrance
- Bidding – SPS#5 Wetwell & Manhole Coating, Alder Ave Waterline Replacement (Award 4/10)
- 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, SPS #1, Effluent Storage Tank (5/1/24), Effluent Export Pipeline (5/1/24)

- 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, Burnt Cedar RFID Pedestrian Gate Access

Water/Wastewater Treatment:

- Water Production – Total 27.046 MG, Daily Avg 0.902 MGD, Daily Max 1.844 MGD
- Wastewater Processed - 32.045 MGD, 1.034 MGD Daily Avg., 1.138 MGD Daily Max
- Total Call Outs – 13

Pipeline:

- Water Leak Repairs – 2
 - Crew also assisted with repair at Hwy 28 valve replacement
- Fire Hydrant Repair - 1
- After Hour Service Calls – 7 (16 hrs OT)
- Change out 49 meter transponders – work being done by meter reader with assistance as needed by pipeline
- Snow Removal at District Venues (307 hours)

Compliance:

- Backflow tests – 55
- Plan Checking – 23

Waste Not:

- Spring Events – 3 Regional Earth Days, Snapshot Day 2024, June 1 Community Cleanup
- HHW & E-Waste – Closed for Season
- Solid Waste Ordinance 1 Violations March: 8 reviewed by staff (2 warnings, 1 violation issued)
- Waste Management's Curbside Pine Needle Recycling Dates: May 6 – July 19 & September 30 – November 1
- Electric deterrence mitigations for bear issues at Aspen Grove completed

Fleet:

- Preventative Maintenance Hours – 300
- Corrective Maintenance Hours – 556
- CIP Projects Hours – 0

Laboratory:

- Potable Water Testing
 - System Samples Taken – 15
 - Total Coliform (#CFU/100mL) – 0
 - Avg. Total Res CL2 (mg/L) – 1.0
 - Outside Samples Taken – 1
- Wastewater Testing
 - Bacteriological Samples (Spooner Pump Station) – 4
 - Monthly Avg. Total Res CL2 (Spooner Pump Station) – 3.4 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 Award BOT 4/10/24
 - Partnering meeting (Granite, IVGID NDOT) held 4/3/24
 - Pre-Con Meeting (4/25/24)

- Effluent Storage Tank Project
 - CMAR Agreement approved by BOT 3/28/24
 - Anticipate Pre-Con Meeting around 4/15/24
- Incline Beach House
 - Progress Meetings ongoing
- Skate Park Enhancement
 - Award of Design Build to BOT 4/10/2024

Public Records Request Log

Friday, April 5, 2024

Due Today:
Overdue:

0
0

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-001	1.0 hrs	Complete	Sunday, December 31, 2023	Dobler, Cliff	Please provide for my examination a listing of all charges to capital account #4899F1202 Rec Center Locker Room Improvements. The total amount charged to the account for fiscal year June 30, 2023 was \$1,176,820.	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 whomever an/ or firm that has been hired to conduct any employee investigations within the last 6 months.	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 Audit Committee members, specifically Mr Nolet and Mr Brandel. May I please have their reports as required in the policy?	1/15/2023		Clerk
24-004		Complete	Friday, January 5, 2024	Kahrs, Linda	I would like to receive the quarterly report prepared by the IGM on the Whistleblower complaints as required in the policy. I believe there should be at least 2 reports - July to September and October to December	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 a hearing on 12-26-2023 regarding case no: IHS23-00021 please provide a copy of all documents within the 3 1/2 inch file for my review. I would assume that if Mr. McKowen is aware or has reviewed the documents within the 3 1/2 file then I certainly should be privy to the documents.	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 and related reports to capital project account 1099L1504 which occurred in fiscal 2015. The account is described as Development Lots for Resale.	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. Please provide all funds, all accounts. 2) Here are the additional questions that followed: Are all Accounts loaded? with the correct balances? For example, I do not see these accounts OBJ - DESCRIPTION: 1813 Service Equipment; 1814 Office Equipment; 1815 IT & Communications Equipment; 1816 Vehicles 3) It has now been over two months - and I have not received an answer on why the General Ledger was out-of-balance by about \$3.9 MILLION dollars. If you and staff have no answer - please provide the General Ledger as of June 30, 2023 as a public records request. 4) Please provide by email a copy of the FY 2024 Detail General Ledger. A request was made in 2023 - and has not yet been filled.	1/22/2024		Accounting/ Finance
24-008	1.5 hour	Partial	Saturday, January 6, 2024	Wells, Kristie	I would like to receive copies of all of the Director of Information Technology emails from 11/1/2023 to 12/31/2023 going to and from any/all Trustees. I would also like a list of all telephone calls, using either their personal phone and/or District phone. This would be incoming and outgoing and would include text messages. This is just a listing with dates and times. The date of this request is Saturday, January 6, 2024 as I am not able to fill that in electronically on this form.	3/11/2024		General Governance

Public Records Request Log

Friday, April 5, 2024

Due Today: 0
Overdue: 0

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-009	30 Minutes	Complete	Monday, January 8, 2024	Katz, Aaron	1. Billings from BB&K re: review/approval proposed HDR Engineering contract for update to water/sewer rate study - agreement included in Board packet for Jan 10, 2024 meeting; 2. E-mails/other writings between BB&K/IVGID staff reviewing/approving/explaining proposed agreement referenced in paragraph 1 above; 3. E-mails/other writings between anyone at IVGID/BB&K asking BB&K	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 and Prep area	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 RubinBrown LLP	1/19/2024		Accounting/ Finance
24-012		Partial	Thursday, January 11, 2024	Wells, Kristie	I would like copies of all of the Interim Director of Finance emails from 11/1/2023 to 1/10/2024 going to and from any/all Trustees as well as any communication Interim Director of Finance had with the Audit Chairman Chris Nolet. This includes a list of all telephone calls, using either their personal phone and/or a District phone. This would be incoming and outgoing and would include text messages. This is just a listing with dates and times. The date of this request is 1/11/2024.	3/11/2024		General Governance
24-013			Thursday, January 11, 2024	Homan, Mick	Please provide all emails, texts and/or other documentation sent to/received by Sara Schmitz, Matthew Dent, IVGID Human Resources, and/or other IVGID Staff or legal counsel regarding public forums, the recall petition, and/or IVGID beaches from June 15, 2023 to August 1, 2023. Please provide all emails, texts, and/or other documentation sent to/received by Sara Schmitz, Matthew Dent, Human Resources and/or IVGID Staff or legal counsel regarding the issuance of picture passes to residential parcels owned by any legal entity other than an individual or couple from May 1, 2023 to June 30, 2023	2/15/2024		General Governance
24-014	1.1 hrs	Complete	Friday, January 19, 2024	Wright, Frank	Do criteria refer to the authority to make payments to IVGID or other veterans club? How were these payments made? Check, cash, money order? Debit card?	01/25/2024		Accounting/ Finance
24-015	30 Minutes	Complete	Friday, January 12, 2024	Katz, Aaron	Let's address the public records request to include copies of insurance and Kate Nelson's staff time billed to Public Works (to include date services provided, amount of time, description of services, hourly rate applied, out of pocket costs incurred) associated with: 1. Communications with HDR Engineering pertaining to an update of last June's (2023's) water/sewer rate study; 2. Familiarity with and researching water/sewer rate studies in anticipation of her request the Board authorize an update to last June's water/sewer study; 3. Preparation of staff memo and attachments included in Board packet for January 10, 2024 meeting; 4. Preparation for presentation of this agenda item to the Board on January 10, 2024; 5. Actual presentation of this agenda item to the Board on January 10, 2024.	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 of services that led to the revised contract pricing that to exceed \$350,000", as referenced by Mr. McGee and Trustee Tulloch during the aforementioned meeting.	1/23/2024		Accounting/ Finance

Public Records Request Log

Friday, April 5, 2024

Due Today: 0
Overdue: 0

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-017	1.5 hrs	Complete	Tuesday, January 16, 2024	Dobler, Cliff	Please provide for my examination any and all invoices and all change orders from vendors who were engaged on the capital project #489FF1202. This would be for all fiscal years and according to the 10/25/2023 carryover report prepared by Magee the costs were \$1,176,820.	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 RubinBrown regarding the forensic audit.	1/23/2024		Accounting/ Finance
24-019	30 minutes	Complete	Friday, January 19, 2024	Dobler, Cliff	Please provide for my examination the Incident report filed by Darren Howard regarding a purported incident on 9-15-2020 between Mr. Howard and myself. Please provide for my examination the Incident reports, I assume, filed by the Golf shop staff member, the Head Golf Pro and the IVGID Merchandising Manager reported to Mrs. Dee Carey on June 2, 2020.	2/7/2024		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 negotiated terms and conditions as mentioned by Trustee Tulloch at the 1/10/2024 Board meeting.	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 position of interim finance director for IVGID. 2. Writings originating from Bobby Magee/his firm accepting the position of interim finance director for IVGID. 3. Writing evidencing agreement between Bobby Magee/his firm and IVGID insofar as the former's services as interim finance director for IVGID. 4. To the extent Bobby Magee's/his firm's compensation and expense reimbursements are concerned, as the interim finance director for IVGID is concerned, and if not included in the writing referenced in paragraph 3 above, I would like to examine writings evidencing Bobby Magee's/his firm's right to compensation and expense reimbursements from IVGID as its interim finance director is concerned. 5. To the extent the term of any agreement referenced in paragraph 3 above is concerned, and its termination, are not addressed, I would like to examine writings evidencing that term and its possible termination.	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 RubinBrown LLP.	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/firm's compensation and benefits as interim director of finance for IVGID? And for how long? Do you/does your firm regularly submit invoices for payment and if so, to whom? Do you or does your firm have a written agreement with the District that provides therefore? And if so, would you mind sharing it? Were you offered your current position with IVGID via a writing and if so, would you mind sharing it?	1/25/2024		Accounting/ Finance
24-025	1 Hour	Complete	Monday, January 29, 2024	Gumz, Joy	1. Audited Financial statements from fiscal year 1968, fiscal year 1969, fiscal year 1976, fiscal year 1977, and fiscal year 1985. 2. The "Official Statement" for bonds issued in 1968 and 1976. An "Official Statement" is the Information packet required by the securities & exchange commission when municipal bonds are issued 3. The Job description for "Principal Engineer" (Public Works).	3/7/2024		Accounting/ Finance

Public Records Request Log

Friday, April 5, 2024

Due Today: 0
Overdue: 0

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-026	15 Minutes	Complete	Tuesday, January 30, 2024	Bratcher, Becky	Copies of the Winning Statements of Qualification for the following 2 projects: Utility Master Plan (2022) Farr West Engineering, Effluent Pipeline and Pond Lining Projects 2021, HDR engineering, Jacobs Engineering Group	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 Report in the 1/31/2024 packet.	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
24-029	Not Recorded	Complete	Friday, April 12, 7737	Schmitz, Sara	Account Creation - Request	2/14/2024		General Governance
24-030			Monday, February 19, 2024	Miller, Judith	Please provide a list (pdf) Showing the job title, job class (e.g. FTYR, PTYR, etc), grade and FTE's for each of the budgeted positions listed for 2023-2024 on pp.549-553 of the 5/25/23 Board Packet. I already have the table of salary levels, but never received the list containing the position title, class, grade and FTE's (like the one that had been provided in previous years) that I originally requested in July of 2023 and again in February 2024. The list in last year's packet only contained the job title and FTE's.	3/11/2024		Human Resources
24-031			Tuesday, February 20, 2024	Miller, Judith	IVGID's website states "The Senior Transportation Program is a collaborative effort provided by IVGID Senior Programs, Washoe County, NDOT and RTC." Please provide records evidencing any and all financial contributions from Washoe County, NDOT and RTC specifically for IVGID's Senior Transportation Program since July 1, 2022 to the present.	3/11/2024		Parks, Rec. & Beaches and Finance Department
24-032	30 Minutes	Complete	Saturday, February 24, 2024	Wells, Kristle	Please provide the Consulting Agreement and Compensation Plan for Interim Director of Finance, Bobby Magee. I understand IDF Magee, based on his own words, was referred to IVGID by someone at Baker Tilley. Baker Tilley was then paid a \$10,000 "finders fee." I have not seen anything else related to IDF Magee being hired, or any documents that state what his current compensation is as a consultant to IVGID. This has been asked, twice, by Aaron Katz, and I do not believe this request has been fulfilled. Please provide a copy of the agreement between IVGID and IDF Magee that fully outlines his role, responsibilities, and the compensation he receives in exchange for the work provided to the District. I would expect there to be a clear term of engagement, an exact amount of compensation that was agreed to, and any additional benefits that were to be provided. Please provide copies of the invoices that have been submitted by IDF Magee or any firm or person representing him seeking payment from IVGID, including those that pertain to general compensation as well as any expense reimbursement that has been requested since he started working with the District.	3/4/2024		Human Resources

Public Records Request Log

Friday, April 5, 2024

Due Today:

0

Overdue:

0

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-033	1 hour 30Min	Complete	Saturday, February 24, 2024	Wells, Kristie	<p>Please provide the exact total that will be paid to Maupin Cox & LeGoy for the investigation they conducted on an employee (reference engagement letters dating November 17, 2023, and December 18, 2023, that were posted in the PRR 24-2).</p> <p>I would like to know the exact amount billed and what is owed for the completion of this investigation.</p> <p>I would also like to know how many investigations have been requested by the BoT since June 2020.</p>	3/11/2024		Accounting/ Finance
24-034	45 Minutes	Complete	Thursday, February 22, 2024	Katz, Aaron	<p>Erin Feore shared with me that there's an electronic form for an employee to request vacation time. And there's the same for his/her supervisor to approve. And that's what I want to examine. Tim Kelly's requests/approval by his superior(s) approvals for vacation time/sick leave since July 1, 2022. And most specifically for last week and this week (Week ending on 02-17-2024). And if I haven't asked precisely for the records to examine which will result in what I want to examine, then you have a duty to help me frame my request accordingly. So hopefully my request is sufficient, but if it isn't... Sick days as well. I want to see documents evidencing all of Tim's vacation days and sick days since July 1, 2022</p>	2/29/2024		Human Resources
24-035	45 Minutes	Complete	Tuesday, March 5, 2024	Craig, Morley	<p>I write to request access to and a copy of service contract for IVGID Household Hazardous waste and electronic waste collection and disposal services (along with vendor submittals to the proposal request) that covers your household hazardous waste service. If you do not have a current contract, please provide copies of invoices related to household hazardous waste service. Time frame requested is from current to previous 2 years. I, I will expect your response with five (5) business days. See Nev. Rev. Stat. Sec. 239.0107. Thank you for your assistance.</p>	3/12/2024		Public Works
24-036	45 Minutes	Complete	Tuesday, March 5, 2024	Yadav, Kaja;	<p>I write to request access to and a copy of service contract for IVGID Household Hazardous waste and electronic waste collection and disposal services (along with vendor submittals to the proposal request) that covers your household hazardous waste service. If you do not have a current contract, please provide copies of invoices related to household hazardous waste service. Time frame requested is from current to previous 2 years. If your agency does not maintain these public records, please let me know who does and include the proper custodian's name and address. As provided by the open records law, I will expect your response with five (5) business days. See Nev. Rev. Stat. Sec. 239.0107</p>	3/12/2024		Public Works
24-037	1 Hour	Complete	Friday, March 8, 2024	Wells, Kristie	<p>I would like to receive all emails sent to anyone by Trustee Sara Schmitz that contain the following words or phrases: Director of Parks and Recreation; Director of Administrative Services; Sheila Leijon; Susan Herron The time period would be from June 1, 2023 to present day, March 9, 2024.</p>	Partial/ in process		Clerk
24-038	10 Minutes	Complete	Monday, March 11, 2024	McKowen, Patricia	<p>I am requesting a copy of Chris Nolet's resignation letter as the Chair of the Audit Committee.</p>	3/15/2024		Human Resources
24-039	15 Minutes	Complete	Monday, March 11, 2024	Kern, Rick	<p>How can I get an update on the status of the IVGID bank reconciliations? I don't want to ambush anyone at the meeting, but I'd like to know if we are now reconciled through February 2024, and if not, thru what month are we reconciled, and the amounts of any outages/discrepancies.</p>	4/1/2024		Accounting/ Finance

Public Records Request Log

Friday, April 5, 2024

Due Today: 0
Overdue: 0

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-040	3 Hours	✓	Tuesday, March 12, 2024	Terry, Erron	Any and all emails from or to Shelia Leijon regarding IVCBA for the last 12 months.	Partial/ in process		General Governance
24-041	4 Hours 30 Minutes	✓	Thursday, March 14, 2024	Kahrs, Linda	I am making this PRR request for all emails to/from any employee or Trustee of the District from either Aaron Kaiz and/or Frank Wright for the period of 10/2023 to 03/2024 and I will accept these emails in batches by month i.e. October, November, December, etc. Thank you.	Partial/ in process		General Governance
24-042		✓	Friday, March 22, 2024	Wells, Kristie	I would like to know who, specifically, crafted the questions in the "Good Government" survey that was recently released: https://www.flashvote.com/ivgid-nv/surveys/good-government-03-24 Please provide all emails about developing this specific survey between any IVGID Board of Trustee, Kevin Lyons, or anyone associated with the FlashVote service. Specifically, which Trustees were involved in developing this survey, what questions did they submit for inclusion, and who approved the final version?	4/30/2024		General Governance
24-043	10 Minutes	Complete	Tuesday, April 2, 2024	Dobler, Cliff	Please provide for my examination all documents delivered to the Nevada Department of Taxation regarding the (GVID June 30, 2023 financial statements which were determined by the Board of Trustees on March 28, 2023.	4/9/2024		Accounting/ Finance
24-044		✓	Tuesday, April 2, 2024	Dobler, Cliff	Please complete the public records request recently made. Please provide the transmittal letter to the Department of Taxation which was part of the 6-30-2023 financial statement documents submitted by IVGID which were approved by the Board of Trustees on March 28, 2024. The transmittal letter was not included in my previous public records request.	4/9/2024		Accounting/ Finance
24-045		✓	Tuesday, April 2, 2024	Dobler, Cliff	Please provide for my examination the Management Representation Letter submitted by IVGID management to Davis Farr, LLP regarding the fiscal June 30, 2023 financial statements.	4/9/2024		Accounting/ Finance
24-046		✓	Thursday, April 4, 2024	Gumz, Joy	Please provide by email or the Nextrequest portal a copy of IVGID's AUDITORS' REPORT from fiscal year 1978 through fiscal year 1984. 1978, 1979, 1980, 1981, 1982, 1983, 1984. This AUDITORS REPORT included the audited financial statements and the Auditors' opinion, and is a permanent record per Nevada laws and regulations.	4/11/2024		Accounting/ Finance