

NOTICE OF MEETING

The regular meeting of the Incline Village General Improvement District will be held starting at 6:00 p.m. on **Monday, March 18, 2019** in the Chateau, 955 Fairway Boulevard, Incline Village, Nevada.

- A. PLEDGE OF ALLEGIANCE*
- B. ROLL CALL OF THE IVGID BOARD OF TRUSTEES*
- C. PUBLIC COMMENTS* - Conducted in accordance with Nevada Revised Statutes Chapter 241.020 and limited to a maximum of three (3) minutes in duration.

Public Comment Advisory Statement – *A public body has a legitimate interest in conducting orderly meetings. IVGID may adopt and enforce reasonable restrictions on public comment to ensure the orderly conduct of a public meeting and orderly behavior on the part of persons attending the meeting. Public comment, as required by the Nevada Open Meeting Law, is an opportunity for people to publicly speak to the assembled Board of Trustees. Generally, it can be on any topic, whether or not it is included on the meeting agenda. In other cases, it may be limited to the topic at hand before the Board of Trustees. Public comment cannot be limited by point of view. That is, the public has the right to make negative comments as well as positive ones. However, public comment can be limited in duration and place of presentation. While content generally cannot be a limitation, all parties are asked to be polite and respectful in their comments and refrain from personal attacks. Willful disruption of the meeting is not allowed. Equally important is the understanding that this is the time for the public to express their respective views, and is not necessarily a question and answer period. This generally is not a time where the Board of Trustees responds or directs Staff to respond. If the Chair feels there is a question that needs to be responded to, the Chair may direct the General Manager to coordinate any such response at a subsequent time. Finally, please remember that just because something is stated in public comment that does not make the statement accurate, valid, or even appropriate. The law mitigates toward allowing comments, thus even nonsensical and outrageous statements can be made. However, the Chair may cut off public comment deemed in their judgment to be slanderous, offensive, inflammatory and/or willfully disruptive. Counsel has advised the Staff and the Board of Trustees not to respond to even the most ridiculous statements. Their non-response should not be seen as acquiescence or agreement just professional behavior on their part. IVGID appreciates the public taking the time to make public comment and will do its best to keep the lines of communication open.*

- D. APPROVAL OF AGENDA (for possible action)

The Board of Trustees may make a motion for a flexible agenda which is defined as taking items on the agenda out of order; combining agenda items with other agenda items; removing items from the agenda; moving agenda items to an agenda of another meeting, or voting on items in a block.

-OR-

The Board of Trustees may make a motion to accept and follow the agenda as submitted/posted.

Incline Village General Improvement District

Incline Village General Improvement District is a fiscally responsible community partner which provides superior utility services and community oriented recreation programs and facilities with passion for the quality of life and our environment while investing in the Tahoe basin.

893 Southwood Boulevard, Incline Village, Nevada 89451 • (775) 832-1100 • FAX (775) 832-1122

www.yourtahoeplace.com

NOTICE OF MEETING

Agenda for the Board Meeting of March 18, 2019 - Page 2

E. REPORTS TO THE BOARD OF TRUSTEES*

THERE ARE NO REPORTS TO THE BOARD OF TRUSTEES FOR THIS MEETING.

F. CONSENT CALENDAR (*for possible action*)

Excerpt from Policy 3.1.0, Conduct Meetings of the Board of Trustees

0.15 Consent Calendar. In cooperation with the Chair, the General Manager may schedule matters for consideration on a Consent Calendar. The Consent Calendar may not include changes to user rates or taxes, adoption or amendment of ordinances, or any other action which is subject to a public hearing. Each consent item shall be separately listed on the agenda, under the heading of "Consent Calendar." A memorandum will be included in the packet materials for each Consent Calendar item. The memorandum should include the justification as a consent item in the Background Section. Any member of the Board may request the removal of a particular item from the consent calendar and that the matter shall be removed and addressed in the general business section of the meeting.

1. Amend the existing approved amended Grant Agreement between IVGID and the Incline Tahoe Foundation and amend the existing data sheet to reflect the changes in the scope of work as well as the increased overall amount of the Grant from \$1,208,071. to \$1,409,201. (an increase of \$201,130.00) for the Incline Park Facility Renovations Project (Requesting Staff Member: Director of Parks and Recreation Indra Winquest) – **pages 4-40**
2. Award Multiple Contracts for the Incline Park Facility Renovations Project – 2018/2019 CIP Project: Fund: Community Services; Division: Parks; 4378LI1803; Vendors: Rapid Construction, Inc. in the amount of \$1,298,341. and Lloyd Engineering in the amount of \$22,500. (Requesting Staff Member: Engineering Manager Charley Miller and Director of Parks and Recreation Indra Winquest) – **pages 41 - 48**

G. GENERAL BUSINESS (*for possible action*)

1. Review, discuss and possibly set direction for Capital Improvement Project Budget affecting fiscal year 2019-2020 and eventually the Five Year Capital Plan Summary to be adopted in July 2019 as part of the District's Indebtedness Report (Requesting Staff Member: District General Manager Steve Pinkerton) – **pages 49 - 85**

H. DISTRICT STAFF UPDATE (*for possible action*)

1. General Manager Steve Pinkerton – verbal update



NOTICE OF MEETING

Agenda for the Board Meeting of March 18, 2019 - Page 3

- I. REPORTS TO THE IVGID BOARD OF TRUSTEES*
 - 1. District General Counsel Jason Guinasso
- J. BOARD OF TRUSTEES UPDATE (**NO DISCUSSION OR ACTION**) ON ANY MATTER REGARDING THE DISTRICT AND/OR COMMUNITIES OF CRYSTAL BAY AND INCLINE VILLAGE, NEVADA*
- K. PUBLIC COMMENTS* - Conducted in accordance with Nevada Revised Statutes Chapter 241.020 and limited to a maximum of three (3) minutes in duration; see **Public Comment Advisory Statement** above.
- L. ADJOURNMENT (*for possible action*)

CERTIFICATION OF POSTING OF THIS AGENDA

I hereby certify that on or before Wednesday, March 13, 2019 at 9:00 a.m., a copy of this agenda (IVGID Board of Trustees Session of March 18, 2019) was delivered to the post office addressed to the people who have requested to receive copies of IVGID's agendas; copies were either faxed or e-mailed to those people who have requested; and a copy was posted at the following seven locations within Incline Village/Crystal Bay in accordance with NRS 241.020:

1. IVGID Anne Vorderbruggen Building (Administrative Offices)
2. Incline Village Post Office
3. Crystal Bay Post Office
4. Raley's Shopping Center
5. Incline Village Branch of Washoe County Library
6. IVGID's Recreation Center
7. The Chateau at Incline Village

/s/ Susan A. Herron, CMC

Susan A. Herron, CMC

District Clerk (e-mail: sah@ivgid.org/phone # 775-832-1207)

Board of Trustees: Kendra Wong, Chairwoman, Tim Callicrate, Peter Morris, Phil Horan, and Matthew Dent.

Notes: Items on the agenda may be taken out of order; combined with other items; removed from the agenda; moved to the agenda of another meeting; moved to or from the Consent Calendar section; or may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later. Those items followed by an asterisk (*) are items on the agenda upon which the Board of Trustees will take no action. Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to call IVGID at 832-1100 at least 24 hours prior to the meeting. Copies of the packets containing background information on agenda items are available for public inspection at the Incline Village Library.

IVGID'S agenda packets are now available at IVGID's web site, www.yourtahoeplace.com; go to "Board Meetings and Agendas". A hard copy of the complete agenda packet is also available at IVGID's Administrative Offices located at 893 Southwood Boulevard, Incline Village, Nevada, 89451.

*NRS 241.020(2) and (10): 2.Except in an emergency, written notice of all meetings must be given at least 3 working days before the meeting ...10. As used in this section, "emergency" means an unforeseen circumstance which requires immediate action and includes, but is not limited to: (a) Disasters caused by fire, flood, earthquake or other natural causes; or (b) Any impairment of the health and safety of the public.

MEMORANDUM

TO: Board of Trustees

THROUGH: Steven J. Pinkerton
General Manager

FROM: Indra Winqest
Director of Parks & Recreation

SUBJECT: Amend the existing approved amended Grant Agreement between IVGID and the Incline Tahoe Foundation and amend the existing data sheet to reflect the changes in the scope of work as well as the increased overall amount of the Grant from \$1,208,071 to \$1,409,201 (an increase of \$201,130) for the Incline Park Facility Renovations Project.

STRATEGIC PLAN: Long Range Principal #5 – Assets and Infrastructure

DATE: March 18, 2019

I. RECOMMENDATIONS

That the Board of Trustees moves to:

1. Authorize Staff to accept an adjusted scope of work related to the Incline Park Facility Renovations Project and amend the existing approved Grant Agreement also known as Memorandum of Understanding with the Incline Tahoe Foundation (ITF) to reflect the adjusted scope of work.
2. Authorize Staff to accept and amend the existing approved Grant Agreement also known as Memorandum of Understanding between IVGID and the Incline Tahoe Foundation (ITF) and amend the existing data sheet by increasing the overall grant by \$201,130 from \$1,208,071 to \$1,409,201 to cover the adjusted scope of work and increased costs for the Incline Park Facility Renovations Project.

II. DISTRICT STRATEGIC PLAN

Long Range Principle #5 – Assets and Infrastructure – The District will practice perpetual asset renewal, replacement, and improvement to provide safe and superior long term utility services and recreation activities.

Amend the existing approved amended Grant Agreement between IVGID and the Incline Tahoe Foundation and amend the existing data sheet to reflect the changes in the scope of work as well as the increased overall amount of the Grant from \$1,208,071 to \$1,409,201 (an increase of \$201,130) for the Incline Park Facility Renovations Project

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March 13, 2019

- The District will maintain, renew, expand, and enhance District infrastructure to meet the capacity needs and desires of the community for future generations.

III. **BACKGROUND**

On December 13, 2017, the Board of Trustees approved entering into a project grant agreement totaling up to \$760,000 with the Incline Tahoe Foundation (ITF) for renovations at Incline Park as well as authorized an additional services addendum for design services associated with the work; Vendor: Lloyd Consulting Group in the amount of \$58,400.

On April 25, 2018, the Board of Trustees authorized an amendment to the grant agreement between IVGID and ITF to increase the grant amount by \$448,071 from \$760,000 to \$1,208,071 to allow an expanded scope of work for the Incline Park Facility Renovations Project.

CURRENT SITUATION

Staff is recommending that the Board of Trustees moves to authorize Staff to accept and amend the existing approved Grant Agreement between IVGID and ITF by increasing the overall grant by \$201,130 from \$1,208,071 to \$1,409,201 to cover the adjusted scope of work and increased costs for the Incline Park Renovation Project.

IVGID has received correspondence from ITF that they have amended their Grant Agreement with the Dave and Cheryl Duffield Foundation (DCDF) to reflect the adjusted scope of the project to include adjustments to the overall scope of the improvements as well as an increase in the overall amount of the Grant to fund the adjusted improvements for the Incline Park Facility Renovations Project. This Grant Agreement supersedes all prior agreements related to this project. These improvements include but are not limited to:

Incline Park Field 3

- New baseball specific turf infield, drainage, and irrigation
- New outfield specific french drain
- New scoreboard with naming rights panel
- New modular batting cages with retaining/seating wall
- New foul poles
- Expansion of outfield dimensions, fencing replacement, and renovated outfield warning track

Amend the existing approved amended Grant Agreement between IVGID and the Incline Tahoe Foundation and amend the existing data sheet to reflect the changes in the scope of work as well as the increased overall amount of the Grant from \$1,208,071 to \$1,409,201 (an increase of \$201,130) for the Incline Park Facility Renovations Project

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March 13, 2019

- New backer board at backstop/includes padding
- New enclosed custom modular dugouts with equipment storage
- Site signage improvements

Improvements eliminated from project

- Scoreboards on Fields 1&2
- Modular dugouts on Fields 1&2
- New backer boards/padding on Fields 1&2
- Terraced seating on Field 2

This item is placed on the Consent Calendar as it is an amendment to an existing grant agreement to accept more private funds.

IV. FINANCIAL IMPACT AND BUDGET

Design, procurement, and construction costs on this project will be 100% funded by ITF up to \$1,409,201. The District will provide in-kind Staff time for project management and contract/construction oversight.

V. ALTERNATIVES

The Board may choose to not accept the amended MOU between ITF and IVGID or accept with required revisions.

VI. ATTACHMENTS

- A. Draft Memorandum of Understanding dated March 18, 2019 between ITF and IVGID to be fully executed upon approval by the Board of Trustees.
- B. Letter from David and Cheryl Duffield Foundation dated March 12, 2019 and all its attachments that includes a letter from ITF to IVGID dated March 11, 2019.
- C. Existing grant agreement and amendments – funding level at \$1,208,071.

VII. BUSINESS IMPACT

This item is not a "rule" within the meaning of Nevada Revised Statutes, Chapter 237, and does not require a Business Impact Statement.

VI. ATTACHMENTS

ATTACHMENT A

MEMORANDUM OF UNDERSTANDING
Incline Village General Improvement District
and
Incline-Tahoe Parks and Recreation Vision Foundation, Inc.
dba Incline-Tahoe Foundation

This Memorandum of Understanding (“MOU”) is made and entered into as of this 18th day of March 2019 by and between the Incline Village General Improvement District (“District”), a municipal corporation and Incline-Tahoe Foundation (ITF), a 501(c)(3) corporation. This MOU replaces the original Memorandum of Understanding pertaining to the Incline Facility Renovation Project, dated December 14, 2017.

RECITALS

- A. Whereas, the DISTRICT owns that certain real property known as the Incline Park located at 948 Incline Way, Incline Village, NV 89451, APN 137-030-15;
- B. Whereas, Incline Park includes three softball/baseball/soccer fields which are available to both Residents and Non-Residents.
- C. Whereas, a private non-profit foundation is interested in the renovation of Field 3 in the Incline Park Facility and has approved grant funds to Incline Tahoe Foundation to provide non-profit status and act as the lead organization to work with IVGID;
- D. Whereas, the DISTRICT desires ITF to assist with funding of Incline Park and Facility Field 3 renovation;
- E. Whereas, the District possesses the skills, tools, and knowledge to perform such renovation of Field 3; and
- F. Whereas, ITF possesses the skills, tools, and knowledge to perform grant management for renovation of the Park and Facilities.

Now therefore, the parties agree as follows:

1. Facility Defined.

- 1.1 Included Facility. The following facility (hereinafter the “Facility”) is subject to this agreement and included within the maintenance responsibilities of ITF set forth herein: Softball/Baseball/Soccer Field 3, including dugouts, scoreboards, backstops, batting cage, perimeter fencing, signage, landscaping, and drainage.

1.2 Excluded Facilities. The following facilities are not subject to this agreement and remain the DISTRICT's responsibility for operation and maintenance:

- Irrigation and Watering System; repair and replacement.
- Parking Lots and ADA Parking
- Terraced Seating at Field 2
- Backflow Device for Irrigation and Drainage
- Park – Trash/Recyclable
- On-going maintenance of the three fields and Facilities.

2. Inspection and Maintenance. The DISTRICT agrees to inspect and maintain the Park and Facilities pursuant to the terms and conditions of this Agreement.

3. DISTRICT Responsibilities. The DISTRICT shall be responsible for the following:

- 3.1 Utilities. The DISTRICT shall be responsible for payment of all Park utilities.
- 3.2 Winterization. The DISTRICT shall be responsible for determining date for winter closure of the park and opening of Park in the spring.
- 3.3 Design, Permitting and Construction. Upon completion of the design and approval by ITF and the private foundation for the Incline Park Facility Renovation, the District will follow Nevada Revised Statutes (NRS) 338 in publicly bidding the construction of the project. All permitting efforts for construction with Washoe County and the Tahoe Regional Planning Agency will be led by the District.
- 3.4 Reimbursement. The DISTRICT shall invoice ITF for expenses incurred by the DISTRICT for work completed in accordance with this Agreement. Invoicing shall be on a reimbursement basis and shall be submitted no more frequently than monthly. In no case shall reimbursement for expenses exceed the amount authorized in this AGREEMENT except as allowed by AGREEMENT amendment and approved by ITF and the private foundation.
- 3.5 Coordination and Communication. The DISTRICT shall provide a staff person who shall serve as the primary contact for coordination and direction of DISTRICT obligations under this agreement. Said staff person shall be the DISTRICT's Director of Parks and Recreation unless a different contact person is designated by the DISTRICT. All references in this agreement to coordination and communication with

the DISTRICT shall be directed to the Director of Parks and Recreation or their designee. ITF shall also designate a primary point of contact for all coordination and direction of ITF obligations under this agreement. The primary point of contact must be a resident of Incline Village, NV.

The DISTRICT will involve ITF in all meetings with the private non-profit foundation that pertain to this project. This includes discussions associated with bidding and costs, project status, and any other topics associated with the implementation and completion of this project.

- 3.6 Applications and permits for events which constitute Special Events as defined by the DISTRICT, will be handled through the DISTRICT's Special Event permitting process. This includes but is not limited to any and all permits with Washoe County and the Tahoe Regional Planning Agency.
- 3.7 Event Fees. The DISTRICT shall determine the assessment of fees for events at the Park. Final approval of the event fees shall be the sole responsibility of the DISTRICT.
- 3.8 Park Closure. The Incline Park shall remain closed outside of Incline Park normal hours. The Park shall be open during Incline Park normal operating hours subject to the following: the Park will be closed to the public for unscheduled events including but not limited to inclement weather, unscheduled maintenance needs, or access issues.

4. ITF Responsibilities. ITF shall be responsible for the following:

- 4.1 Grant Management. ITF shall perform the responsibilities as defined in the Grant Agreement and its Addendum, dated March 2019, with the private foundations, including management of grant funds and reporting.
- 4.2 Acquisition of Grant Funds. ITF shall acquire the necessary funds to allow completion of the improvements associated with the renovation of Field 3 in the Incline Park Facility and provide evidence to the DISTRICT of receipt of those funds by ITF prior to the DISTRICT authorizing start of work and incurring expense. In no case shall the DISTRICT be required to incur expenses associated with the renovation of Field 3 in the Incline Park Facility prior to receipt of adequate funds by ITF to allow complete reimbursement of those DISTRICT expenses.

4.3 Reimbursement. ITF shall process reimbursement requests submitted by the DISTRICT for work completed in accordance with this AGREEMENT. For each reimbursement request, the DISTRICT shall provide a detailed accounting of the invoices submitted by the contractors hired for the project, along with percentage of funds spent in relation to percentage of project completed. ITF shall provide reimbursement to the DISTRICT within 30 days of approval of the DISTRICT'S reimbursement request by ITF.

4.4 Contingency Fees. As defined in the Addendum to the Grant Agreement, the DISTRICT shall not spend any Contingency Fees permitted in this project without justification or prior approval from ITF and the private foundation.

5. **ITF Fees.** ITF charges its Partner Organizations up to 3% of the grant amount or donations for Administration Fees to be used by ITF for the administration of the non-profit. An agreed upon amount between ITF and the DISTRICT shall be withheld by ITF for this purpose.

6. **Grant Amount.** ITF has received grant funds in the amount of \$1,350,801 for the renovation of Field 3 in the Incline Park Facility, of which \$22,800 will be withheld consistent with Article 5 of this AGREEMENT. ITF will provide \$1,328,001 to the DISTRICT to manage and implement the renovation of Field 3 in the Incline Park Facility unless altered by AGREEMENT amendment.

7. **Term of Agreement.**

7.1 **Term length.** This Agreement shall commence on the effective date of this Agreement and continue through the conclusion of the renovation of Field 3 in Incline Park Facility.

7.2 **Early Termination.** In the Event of this MOU being terminated early, remaining grant funds secured for the renovation of Field 3 in the Incline Park Facility will be forfeited to the DISTRICT.

8. **Limitations of Liability.**

8.1 **Consequential Damages.** Notwithstanding any provision in this Agreement to the contrary, the DISTRICT agrees not to assert against ITF any claim, demand or suit for consequential, incidental, indirect or special damages arising from any aspect of the performance or nonperformance of the Services by the DISTRICT under this Agreement, and the DISTRICT waives any such claim, demand or suit against ITF.

- 8.2 Exclusivity. The provisions of this section constitute ITF's exclusive liability and the DISTRICT's sole remedy with respect to ITF's performance of the Services and the DISTRICT hereby expressly and knowingly releases ITF from any further liability.
- 8.3 Fines and Penalties. If during the term of this Agreement any governmental or regulatory authority or agency assesses any fines or penalties against the DISTRICT arising from the DISTRICT's failure to maintain the Facilities in accordance with applicable laws, such fines and penalties shall be the sole responsibility of the DISTRICT.
- 9. Notices.** Any notice required to be given under this Agreement shall be in writing and either served personally or sent prepaid, first class mail. Any such notice shall be addressed to the other party at the address set forth below. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to DISTRICT: Incline Village General Improvement District
Attn: Director of Parks and Recreation
980 Incline Way
Incline Village, Nevada 89451

Provide a copy to: IVGID General Counsel
Attn: Jason Guinasso
500 Damonte Ranch Parkway
Suite 980
Reno, Nevada 89521

If to the ITF: Incline Tahoe Foundation
Incline Park Facility Field 3 Renovation Project
948 Incline Way
Incline Village, Nevada 89451

10. Assignment. This agreement is personal to ITF. As such, ITF has no right to assign any part of this agreement, or any part of its obligations under this agreement in whole or in part. ITF may not grant concessions in or upon the Property or to, at, and about the Facilities without the prior written approval of the DISTRICT. Neither this agreement nor any interest in this Agreement shall be assignable without the prior written consent of the DISTRICT.

11. Legal Authority, Licenses, Permits. ITF represents and warrants to the DISTRICT that it has all licenses, permits, qualifications, insurance and approvals of whatsoever nature which are legally required of ITF to conduct all work and responsibilities contemplated by this Agreement. ITF represents and warrants to the DISTRICT that it shall, at its sole cost and expense, keep

in effect or obtain at all times during the term of this Agreement, any licenses, permits, insurance and approvals which are legally required of ITF to conduct all work and responsibilities contemplated by this Agreement

12. Waiver. Waiver of a breach or default under this Agreement shall not constitute a continuing waiver of a subsequent breach of the same or any other provision under this Agreement.

13. Good Faith. The parties agree to exercise reasonable efforts and good faith to effectuate the terms and conditions of this Agreement.

14. Controlling Law Venue. This Agreement and all matters relating to it shall be governed by the laws of the State of Nevada and any action brought relating to this Agreement shall be held exclusively in the Incline Village – Crystal Bay Township Justice Court.

15. Amendments. This Agreement may be modified or amended only by a written document executed by both ITF and the DISTRICT and approved as to form by the DISTRICT's Counsel.

16. Severability. If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.

17. Entire Agreement. This Agreement constitutes the complete and exclusive statement of Agreement between ITF and the DISTRICT. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in total by this Agreement.

18. Execution. This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy hereof shall have been signed by both parties hereto. In approving this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

19. Authority to Enter Agreement. Each party has all requisite power and authority to execute, deliver, and perform under this Agreement. Each party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and to bind each respective party.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date first written above.

Incline Tahoe Foundation:

By _____
Dolores Holets, President
Incline Tahoe Foundation

By _____
Shelia Leijon, Founder and Secretary,
Incline Tahoe Foundation

Incline Village General Improvement District:

ATTEST:

By _____
Steve Pinkerton, IVGID General Manager

By: _____
Susan Herron, IVGID District Clerk

APPROVED AS TO FORM:

By _____
Jason Guinasso, IVGID General Counsel

Attachment: Amendment to the Grant Agreement dated March 12, 2019
and Incline Tahoe Foundation dated March 11, 2019

VI. ATTACHMENTS

ATTACHMENT B

DAVE & CHERYL
DUFFIELD
FOUNDATION

March 12, 2019

Ms. Dolores Holets
Board President
Incline-Tahoe Parks and Recreation Vision Foundation
DBA Incline-Tahoe Foundation
948 Incline Way
Incline Village, NV 89451

Dear Dolores:

This letter from the Dave & Cheryl Duffield Foundation (the "Foundation") serves as an addendum to the grant (the "Grant") awarded to the Incline-Tahoe Foundation ("ITF") on March 30, 2018. It documents the changes to the Grant amount, scope of the project, and funding dates of the Grant. Unless otherwise specified in this addendum, topics covered in the original Grant document, dated March 30, 2018, remain unchanged.

Changes to the Grant Amount and Contingency Fees

The Foundation has approved a revised Grant in the amount of \$1,350,801 to ITF to support its activities with respect to the Incline Park Facility Renovation Project which are described on the attached Exhibit "A" (the "Project"). This Grant amount is in addition to the initial Grant of \$58,400 awarded to ITF on December 18, 2017, bringing the total of the two Grants to \$1,409,201. The Grant, and any subsequent grants in support of the Project, are subject to the terms and conditions described more fully in the original Grant document, dated March 30, 2018.

While not anticipated during the implementation and completion of the Incline Park Facility Renovation Projects and defined in Exhibit A, the Foundation is aware of the potential of Contingency Fees not to exceed 10% (\$135,080) of the Grant amount. If Contingency Fees are required, ITF will provide the Foundation full documentation describing the reasons associated the needed Fees and obtain spending approval from the Foundation.

The budget for the revised Incline Park Facility Renovation Project is provided in Exhibit A.

Funding of Grant

The Foundation will fund the grant in seven installments as described on the attached Exhibit "B". The Foundation will fund the first installment in the amount of \$15,000 in May 2019, after we receive from

ITF a countersigned copy of this letter agreement. Remaining payments run from June to November 2019 and are based on invoices for construction and fee costs associated with the Project.

Grant Reporting Requirements - Timing

ITF agrees to submit full and complete reports to the Foundation, which describe how the Grant Funds have been spent and relevant information concerning future budgets for the Project. The report will cover the period that runs from May 2019 to November 2019. The report will be submitted to the Foundation within 45 days after the close of the reporting period. In addition, ITF will provide the Foundation with updates covering the status of the project.

If this letter correctly sets forth ITF's understanding of the agreement with the Foundation regarding this \$1,350,801 Grant, please countersign this letter at the place indicated below and return it to the Foundation. On behalf of all of us at the Dave & Cheryl Duffield Foundation, we wish the Incline-Tahoe Foundation the best of success in its important work in support of the Incline Village community.

Sincerely,

Dave & Cheryl Duffield Foundation

By: Chris Watts
Chris Watts
President

AGREED TO AND ACCEPTED THIS 6th DAY OF MARCH, 2019

Incline-Tahoe Foundation

By: Dolores Holets
Dolores Holets
Board President

Dave & Cheryl Duffield Foundation is a 501(c)(3) not-for-profit corporation. Donations are deductible for income tax purposes to the full extent of the law. The tax identification number is 47-4279721. Per IRS regulations, no goods or services were received in exchange for this contribution.

PO Box 6714, Incline Village, NV 89450
(775) 831-2070



Exhibit A
The Project
The Budget



March 6, 2019

Dolores Holets
Board Chair
Incline-Tahoe Parks and Recreation Vision Foundation
RE: Incline Park Facility Renovation Project

Dear Ms. Holets:

Consistent with the direction the District received during a meeting with the representatives with the Dave & Cheryl Duffield Foundation on February 14, 2019, this letter is to provide you with a revised project description for the improvements at Incline Park. As presented and agreed to by all parties, the facility renovations at Incline Park are now anticipated to include:

Field 3

- New scoreboard with innings and naming rights panel
- New backer board at backstop, including padding
- New enclosed, modular dugouts with equipment storage
- New modular batting cage with retaining/seating wall
- Expanded outfield dimensions with renovated outfield warning track
- New outfield perimeter french drain
- New outfield fencing
- New foul poles
- New baseball specific turf infield
- Remove sand base and gravel profile. Infield skin installed on native soil

The project consultant, Lloyd Engineering, has completed design of this work. The District has bid this project with a contract before the IVGID Board of Trustees for award in March 2019. Construction would occur over the summer with a targeted completion date of Labor Day 2019.

On behalf of the District and the communities of Incline Village and Crystal Bay, please extend my thanks to the Dave & Cheryl Duffield Foundation for their support and commitment to this project. It will provide a tremendous and long lasting benefit to the youth of Incline Village and Crystal Bay and the character of the community.

Please do not hesitate to contact Charley Miller or myself with any additional questions.

Best regards,
Indra Winquest
Director of Parks & Recreation

Enclosure

C: Chris Watts, Sean O'Connell Dave & Cheryl Duffield Foundation

INCLINE VILLAGE PARKS & RECREATION
980 INCLINE WAY · INCLINE VILLAGE NV 89451
PH: (775) 832-1323 · FAX: (775) 832-1380 · WWW.IVGID.ORG

**Incline Park Facilities Renovation Project
Revised Budget**

| | | |
|---|-----------|---------------------|
| Revised Bid for Field #3 | \$ | 1,143,341.00 |
| Dugouts | \$ | 110,000.00 |
| Fencing | \$ | 45,000.00 |
| Subtotal | \$ | 1,298,341.00 |
| Permitting (TRPA & Washoe) | \$ | 7,160.00 |
| Construction Administration | \$ | 22,500.00 |
| Subtotal | \$ | 1,328,001.00 |
| Incline-Tahoe Foundation Fees | \$ | 22,800.00 |
| Lloyd Engineering Fees | \$ | 58,400.00 |
| DCDF Grant for Lloyd Engineering Fees 12-2017 | \$ | (58,400.00) |
| Subtotal | \$ | 1,350,801.00 |
| Total Grant Amounts from DCDF | | |
| Construction Grant including Contingency Fees | \$ | 1,350,801.00 |
| Lloyd Engineering Grant Awarded in 12-2017 | \$ | 58,400.00 |
| Total of DCDF Grants to ITF | \$ | 1,409,201.00 |
| | | |
| 10% Contingency Fees | \$ | 135,080.10 |

Exhibit B Funding of the Grant

The Project period runs from April 2019 to November 2019, including the following:

- March 2019 – Contract submitted for approval by IVGID BOT, DISTRICT awards Project
- Summer 2019 – Project construction
- Labor Day 2019 – Project completion

As defined in the Grant agreement between ITF and the Foundation, ITF will inform the Foundation of any changes to the Grant due to the following:

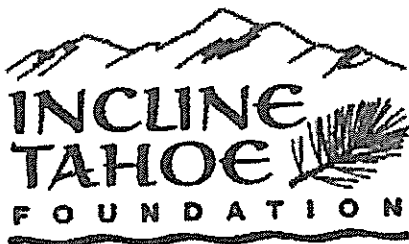
- Any changes to Exhibit A IVGID Ballfield Scope/Budget should the Foundation choose to make modifications or additions to the project.
- Any changes to the timing of Project completion after construction commences.

According to the MOU between ITF and IVGID, ITF must acquire the necessary funds to allow completion of the improvements associated with the Incline Park Facility Renovation and provide evidence to IVGID of receipt of those funds prior to IVGID authorizing start of work and incurring of expense. Once work is authorized by IVGID, the District shall invoice ITF for expenses incurred by the District for work completed in accordance with the Project. Invoicing will be on a reimbursement basis and will be submitted to ITF no more than monthly. ITF will provide the Foundation with reports of invoices paid for the Grant Project.

The timing and milestones of Grant monies shall be as follows:

| Date | Milestones |
|-------------------|---|
| March/April, 2019 | <ul style="list-style-type: none"> • Project design is completed with design documents sent to ITF and Foundation • Construction contract is awarded by IVGID Board of Trustees • Notice to Proceed is issued to project contractor by IVGID |
| May, 2019 | <ul style="list-style-type: none"> • Foundation transfers Grant funds to ITF in the amount \$15,000 |
| June, 2019 | <ul style="list-style-type: none"> • Foundation transfers Grant funds to ITF in the amount of May Construction Invoices for the Project. • Reimbursement of May Construction Invoices by ITF to IVGID |
| July, 2019 | <ul style="list-style-type: none"> • Foundation transfers Grant funds to ITF in the amount of June Construction Invoices for the Project. • Reimbursement of June Construction Invoices by ITF to IVGID |
| August, 2019 | <ul style="list-style-type: none"> • Foundation transfers Grant funds to ITF in the amount of July Construction Invoices for the Project. • Reimbursement of July Construction Invoices by ITF to IVGID |

| | |
|-----------------|---|
| September, 2019 | <ul style="list-style-type: none">• Foundation transfers Grant funds to ITF in the amount of August Construction Invoices for the Project.• Reimbursement of August Construction Invoices by ITF to IVGID |
| October, 2019 | <ul style="list-style-type: none">• Foundation transfers Grant funds to ITF in the amount of September Construction Invoices for the Project.• Reimbursement of September Construction Invoices by ITF to IVGID |
| November, 2019 | <ul style="list-style-type: none">• Foundation transfers Grant funds to ITF in the amount of any Final Construction and Fee Invoices for the Project.• Reimbursements of any Final Construction and Fee Invoices by ITF to IVGID |



Incline-Tahoe Parks and Recreation Vision Foundation
dba Incline Tahoe Foundation
948 Incline Way
Incline Village, NV 89451

March 11, 2019

Indra Winqest
Director of Parks & Recreation
Incline Village Parks & Recreation
980 Incline Way
Incline Village, NV 89451

RE: Grant from the Dave & Cheryl Duffield Foundation (DCDF)

Dear Indra:

ITF is pleased to inform IVGID that our foundation has received a grant in the amount of \$1,350,801 from the Dave & Cheryl Duffield Foundation in support of the renovation of the Field 3 in the Incline Park Facility. This amount is in addition to the initial grant of \$58,400 awarded to ITF on December 18, 2017, bringing the total of the two grants to \$1,409,201. Please note that this grant from DCDF amends the original grant, dated March 30, 2018. I have attached the signed Addendum to the DCDF Grant Agreement which documents the changes to the scope of the project.

ITF is looking forward to working with IVGID on this exciting project. If you require additional information, please do not hesitate to contact me.

Warm Regards,

A handwritten signature in black ink that reads "Dolores Holets". The signature is written in a cursive, flowing style.

Dolores J. Holets
ITF Board President

Attachment: Addendum to the Grant from the Dave & Cheryl Duffield Foundation

VI. ATTACHMENTS

ATTACHMENT C

Dave & Cheryl Duffield Foundation



March 30, 2018

Ms. Dolores Holets
Board President
Incline-Tahoe Parks and Recreation Vision Foundation
DBA Incline-Tahoe Foundation
948 Incline Way
Incline Village, NV 89451

Dear Dolores:

The Dave & Cheryl Duffield Foundation (the "Foundation") is pleased to inform you that the Foundation has approved an additional grant in an amount up to \$1,149,671 (the "Grant") to the Incline-Tahoe Foundation ("ITF") to support its activities with respect to the Incline Park Facility Renovation Project which are described on the attached Exhibit "A" (the "Project"). This Grant amount is in addition to the initial Grant of \$58,400 awarded to ITF on December 18, 2017, bringing the total of the two Grants to \$1,208,071. The Grant, and any subsequent grants in support of the Project, are subject to the terms and conditions described more fully below.

Funding of Grant

The Foundation will fund the grant in seven installments as described on the attached Exhibit "B". The Foundation will fund the first installment in the amount of \$15,000 in May 2018, after we receive from ITF a countersigned copy of this letter agreement. Remaining payments run from June to November 2018 and are based on invoices for construction and fee costs associated with the Project.

Use of Grant Funds

ITF agrees that all grant monies received and any income therefrom ("Grant Funds") will be used only to support the Project. Grant Funds may not be used for any other purposes without the prior written approval of the Foundation.

Grant Reporting Requirements - Timing

ITF agrees to submit full and complete reports to the Foundation, which describe how the Grant Funds have been spent and relevant information concerning future budgets for the Project. The report will cover the period that runs from April 2018 to November 2018, coinciding with IVGID's bidding to Project Completion as defined in Exhibit A. The report will be submitted to the Foundation within 45 days after the close of the reporting period. In addition, ITF will provide DCDF with updates covering the status of the project. These updates will include the following:

- Any changes to Exhibit A IVGID Ballfield Scope/Budget Analysis after Project goes to bid and contractor is selected.
- Any changes to Exhibit A IVGID Ballfield Scope/Budget Analysis should DCDF choose to make modifications or additions to the Project.
- Any changes to the timing of Project completion after construction commences.

Thereafter, ITF will submit an annual report for each subsequent 12-month period in which ITF retains or spend any Grant Funds. Such annual reports will be submitted to the Foundation within 45 days following the last day of the period covered, until all Grant Funds have been expended in full. ITF's initial and annual reports will contain a narrative and statement of financial activities that describe how the Grant Funds were spent, including, but not limited to a budget narrative and examples of how the Foundation was recognized.

Recognition and Trademark Matters

ITF agrees that in consideration of this Grant, ITF will, in consultation with the Foundation, fully implement the Recognition Plan attached to this letter agreement as Exhibit "C". Accordingly, the Foundation hereby grants ITF a limited, non-exclusive, non-transferable (excepting only a sublicense to IVGIG to extent necessary to perform ITF's obligations under the Recognition Plan) license solely to use the Foundation's name and any logo provided to ITF by the Foundation ("Foundation's Marks") for such purpose in providing such recognition and benefits. No alteration may be made to the Foundation's logo, including, without limitation, any alteration to the color, typeface or any elements of the logo's design without the prior written approval of the Foundation, in its sole and absolute discretion. ITF further agrees not to use the Foundation Marks in any way which would have a reasonable possibility of damaging the goodwill built up in the marks or disparaging or impugning the reputation of the Foundation and/or its affiliated entities.

All use of the Foundation Marks will inure to the benefit of the Foundation. All use of the Foundation Marks will also be subject to the reasonable guidelines and limitations set by the Foundation from time to time. In addition, the quality of any goods and services provided in connection with or having any relation to the Grant Funds will be at a high level consistent with industry standards and at least commensurate with the quality of any goods or services previously rendered by ITF. The Foundation Marks may not be used in any manner that is likely to cause confusion in the public, for example, suggesting a closer relationship with, affiliation with, sponsorship by, or endorsement by the Foundation than actually exists.

If this license or this entire agreement is not terminated sooner, the term of the license shall be one year from the date of this letter. The license shall be automatically renewed for successive one-year terms at the end of each such term, unless the Foundation Fund gives notice of its election not to renew the license at least ninety (90) calendar days prior to the end of a term, or terminates the license for non-compliance as set forth below. The Foundation may terminate the license of its name and marks granted herein with ten (10) calendar days' notice at any time if the Foundation determines that ITF is not in compliance this agreement, if ITF has ceased being a tax-exempt non-profit organization, or if the Foundation determines in its sole and absolute discretion that allowing continued use of such name or marks by ITF in any way damages the goodwill built up in such name or marks, disparages or impugns the reputation of the Foundation and/or its affiliated entities, or exposes the Foundation and/or its affiliated entities to undesired legal or business risks or liability.

ITF acknowledges and agrees that the Foundation owns all right, title, and interest, including without limitation all trademark and other intellectual property rights, in the Foundation Marks. ITF agrees to

cooperate with the Foundation in facilitating the Foundation's control of the nature and quality of the use of the Foundation Marks, to permit reasonable inspection by the Foundation of the use of the Foundation Marks by ITF, and to supply the Foundation with specimens of all uses of the Foundation Marks upon request.

Indemnity

In consideration of this grant, ITF agrees to indemnify, defend, and hold harmless the Dave & Cheryl Duffield Foundation, and its affiliates, agents, officers, trustees, employees, directors, consultants, and other persons related to or acting on behalf of the Dave & Cheryl Duffield Foundation from and against any and all losses, liabilities, damages, costs, claims, attorneys' fees, and expenses arising out of, or in any way related to (1) this grant or any previous or future grants made to Dave & Cheryl Duffield Foundation or any of its affiliates by the Dave & Cheryl Duffield Foundation; (2) any facility, equipment, or vehicle owned, operated or managed by ITF; (3) the use by ITF of any name or mark of the Foundation; (4) any programs, activities, or equipment which the Grant may fund, in whole or in part; or (5) any acts or omissions by or on behalf of ITF, or any of its affiliates, agents, officers, trustees, employees, consultants, or other persons related to or acting on behalf of ITF.

General Provisions

The Foundation may review financial and other records and materials connected with any equipment purchased or activities financed by this grant. ITF also agrees to allow the Foundation to distribute this letter agreement to other third parties and to reference and/or include information about this grant in public reports, press releases, and other public or private communications with input from ITF.

By countersigning this letter, you represent that ITF is a tax exempt Section 501(c)(3) organization, in accordance with the Internal Revenue Code of 1986 and amendments thereto ("IRC"), and that ITF is a public charity defined in IRC section 509(a)(1) and/or 509(a)(2). ITF agrees that it will not do anything to jeopardize its public charity status under IRC sections 501(c)(3) and 509(a) and further agrees to notify the Foundation immediately should ITF's status with the Internal Revenue Service ("IRS") change, or should the IRS or any state taxing authority challenge such status. ITF agrees that it will use Grant Funds solely for those purposes specified in IRC section 170(c)(2)(B) – specifically, for charitable, educational, or scientific purposes. In addition, ITF will not use any Grant Funds to carry on propaganda or otherwise attempt to influence legislation. ITF also agrees not to use the Grant Funds to influence the outcome of any specific public election, or to carry on, directly or indirectly, any voter registration drive.

The activities described in this agreement in no way create an agency relationship between the Foundation and ITF, or any other person, organization, or entity related to or acting on behalf of ITF. Nor do the activities described in this agreement make the Foundation in any way responsible for the actions or inactions of ITF, or any other person, organization, or entity related to or acting on behalf of ITF.

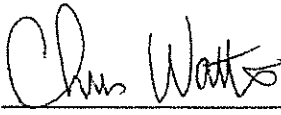
This letter agreement constitutes the entire agreement between the parties and supersedes any prior oral or written understandings, communications, and representations. This agreement may be signed in counterparts and may be amended or modified only by a written document executed by duly authorized representatives of ITF and the Foundation. The failure by the Foundation to exercise or enforce any right under this agreement, or the waiver of any such right at the time it arises, shall not operate as a waiver of the Foundation's right to exercise or enforce such right or any other right in the future.

If this letter correctly sets forth ITF's understanding of the agreement with the Foundation regarding this \$1,149,671 Grant, please countersign this letter at the place indicated below and return it to the Foundation.

On behalf of all of us at the Dave & Cheryl Duffield Foundation, we wish the Incline-Tahoe Foundation the best of success in its important work in support of the Incline Village community.

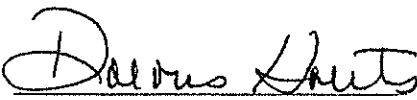
Sincerely,

Dave & Cheryl Duffield Foundation

By: 
Chris Watts
President

AGREED TO AND ACCEPTED
THIS 30 DAY OF MARCH, 2018

Incline-Tahoe Foundation

By: 
Dolores Holets
Board President

Dave & Cheryl Duffield Foundation is a 501(c)(3) not-for-profit corporation. Donations are deductible for income tax purposes to the full extent of the law. The tax identification number is 47-4279721. Per IRS regulations, no goods or services were received in exchange for this contribution.

PO Box 6714, Incline Village, NV 89450

(775) 831-2070

Exhibit A

The Project

Included in Exhibit A are the following documents:

- Incline Park Facilities Renovation Project revised budget, as estimated by Lloyd Engineering.
- Letter to the Incline-Tahoe Foundation from Brad Johnson, IVGID Director of Asset Management, dated March 23, 2018, detailing the revised scope of the project.
- Preliminary drawings from Lloyd Engineering detailing the Incline Park Facilities Renovation Project.

IVGID Ballfield Scope/Budget Analysis
Consolidated Summary

5-Mar-18

| | | Renovation with High Performance Features | |
|-----------------------------------|-------|---|--|
| Field 1 | | | |
| Dugout Replacement | | \$55,000 | equip, assemble, install |
| Scoreboard Replacement | | \$14,000 | reuse existitng structure/power/signal |
| Backstop Replacement | | \$10,000 | board repair and padding only |
| Field 1 Subtotal | | \$79,000 | |
| Field 2 | | | |
| Backstop System | | \$10,000 | board repair and padding only |
| Dugout Replacement | | \$55,000 | equip, assemble, install |
| Scoreboard Replacement | | \$14,000 | reuse existing structure/power/signal |
| Terraced Seating | | \$35,000 | |
| Field 2 Subtotal | | \$114,000 | |
| Field 3 | | | |
| Infield Reconstruction | | \$210,000 | Subdrains, full sand profile (36,000 sq ft @ \$6.00) |
| Outfield Expansion | | \$112,000 | Maximum extension (25,000 ln ft @ \$4.50) |
| Scoreboard Replacement | | \$32,000 | Donor Branding Panel plus structural upgrade |
| Batting Cage Replacement | | \$80,000 | add earthwork, retaining wall, drainage, slab, turf |
| Perimeter Outfield fencing | | \$40,000 | 12' and 16' vinyl coated; 565 ln ft at \$70 |
| Perimeter Infield Fencing | | \$0 | defer |
| Backstop System Stand Alone | | \$0 | defer |
| Backstop Repairs | | \$16,000 | board repair and padding only |
| Stand Alone At grade Dugouts | | \$115,000 | w/ Some Interior furnishings |
| Site Signage | | \$1,500 | |
| French Drain | | \$14,125 | Outfield perimeter (565 ln ft @ \$25) |
| Outfield Turf Renovation | | \$0 | by district O&M |
| Warning Track refurbishment | | \$11,250 | Foul Areas (7,500 sq ft @ \$1.5) |
| New Bullpens | | \$10,000 | single on warning track |
| Foul Poles | | \$15,000 | Upgraded with Fence Caps |
| Field 3 Subtotal | | \$656,875 | |
| Total Hard Construction | | \$849,875 | |
| General Conditions | 10.0% | \$84,988 | |
| Bonds & Insurance | 1.8% | \$16,828 | |
| Contractor's Fee | 6.0% | \$57,101 | |
| Design Contingency | 10.0% | \$100,879 | |
| Design Contract | | \$58,400 | |
| Construction Services | | \$15,000 | |
| ITF Fee | | \$25,000 | |
| Budget Total | | \$1,208,071 | |
| ITF Grant Dated 12-18-2017 | | \$ (58,400.00) | |
| Net Budget | | \$1,149,671 | |

Grant Agreement
Incline Village General Improvement District
and
Incline-Tahoe Parks and Recreation Vision Foundation, Inc.
dba Incline Tahoe Foundation

This Grant Agreement ("AGREEMENT") is made and entered into as of this 14th day of December 2017 by and between the Incline Village General Improvement District ("DISTRICT"), a municipal corporation and Incline Tahoe Foundation (ITF), a 501(c)(3) corporation.

RECITALS

- A. Whereas, the DISTRICT owns that certain real property known as the Incline Park located at 948 Incline Way, Incline Village, NV 89451, APN 137-030-15;
- B. Whereas, Incline Park includes three softball/baseball/soccer fields which are available to both Residents and Non-Residents.
- C. Whereas, a private non-profit foundation is interested in the renovation of the Incline Park Facility and has approved grant funds to Incline Tahoe Foundation to provide non-profit status and act as the lead organization to work with the DISTRICT (See Exhibit A);
- D. Whereas, the DISTRICT desires ITF to assist with funding of the Incline Park and Facilities renovation;
- E. Whereas, the DISTRICT possesses the skills, tools, and knowledge to perform such renovation of the Park and Facilities; and
- F. Whereas, ITF possesses the skills, tools, and knowledge to perform grant management for renovation of the Park and Facilities.

Now therefore, the parties agree as follows:

1. Facilities Defined.

- 1.1 **Included Facilities.** The following list of facilities (hereinafter the "Facilities," as more fully depicted in Exhibit B, attached hereto and incorporated herein by reference) are subject to this Agreement and included within the improvements funded by ITF set forth herein: Softball/Baseball/Soccer Fields 1, 2, and 3, including dugouts,

scoreboards, backstops, terraced seating, batting cage, perimeter fencing, signage, landscaping, irrigation, and drainage.

- 1.2 **Excluded Facilities.** The following facilities are not subject to this Agreement and remain the DISTRICT's responsibility for improvements:
 - Parking Lots, ADA Parking, and sidewalks
 - Park Facilities – Skate Park, trails, trash/recyclable containers, restrooms, scorekeeper booths, and sidewalk lighting
 - Long term operations and maintenance of the three fields and Facilities
2. **Inspection and Maintenance.** The DISTRICT agrees to inspect and maintain the Park and Facilities pursuant to the terms and conditions of this AGREEMENT.
3. **DISTRICT Responsibilities.** The DISTRICT shall be responsible for the following:
 - 3.1 **Utilities.** The DISTRICT shall be responsible for payment of all Park utilities.
 - 3.2 **Winterization.** The DISTRICT shall be responsible for determining date for winter closure of the park and opening of Park in the spring.
 - 3.3 **Design, Permitting and Construction.** The DISTRICT shall manage completion of the design of all improvements associated with the Incline Park Facility Renovation. Upon completion of the design and approval by ITF and the private foundation for the Incline Park Facility Renovation, the DISTRICT will follow the requirements of Nevada Revised Statutes (NRS) 338 in publicly bidding and constructing the improvements of the project. All permitting efforts for construction with Washoe County and the Tahoe Regional Planning Agency will be led by the DISTRICT.
 - 3.4 **Reimbursement.** The DISTRICT shall invoice ITF for expenses incurred by the DISTRICT for work completed in accordance with this Agreement. Invoicing shall be on a reimbursement basis and shall be submitted no more frequently than monthly. In no case shall reimbursement for expenses exceed the amount authorized in this AGREEMENT except as allowed by AGREEMENT amendment.
 - 3.5 **Coordination and Communication.** The DISTRICT shall provide a staff person who shall serve as the primary contact for coordination and

direction of DISTRICT obligations under this AGREEMENT. Said staff person shall be the DISTRICT's Director of Parks and Recreation unless a different contact person is designated by the DISTRICT. All references in this AGREEMENT to coordination and communication with the DISTRICT shall be directed to the Director of Parks and Recreation or their designee. ITF shall also designate a primary point of contact for all coordination and direction of ITF obligations under this Agreement. The primary point of contact must be a resident of Incline Village, NV.

- 3.6 Applications and permits for events which constitute Special Events as defined by the DISTRICT, will be handled through the DISTRICT's Special Event permitting process. This includes but is not limited to any and all permits with Washoe County and the Tahoe Regional Planning Agency.
- 3.7 Event Fees. The DISTRICT shall determine the assessment of fees for events at the Park. Final approval of the event fees shall be the sole responsibility of the DISTRICT.
- 3.8 Park Closure. The Incline Park shall remain closed outside of Incline Park normal hours. The Park shall be open during Incline Park normal operating hours subject to the following: the Park will be closed to the public for unscheduled events including but not limited to inclement weather, unscheduled maintenance needs, or access issues.

4. ITF Responsibilities. ITF shall be responsible for the following:

- 4.1 Grant Management. ITF shall perform the responsibilities as defined in the grant AGREEMENT with the private foundation, including management of grant funds and reporting.
- 4.2 Acquisition of Grant Funds. ITF shall acquire the necessary funds to allow completion of the improvements associated with the Incline Park Facility Renovation and provide evidence to the DISTRICT of receipt of those funds by ITF prior to the DISTRICT authorizing start of work and incurring expense. In no case shall the DISTRICT be required to incur expenses associated with the Incline Park Facility Renovation prior to receipt of adequate funds by ITF to allow complete reimbursement of those DISTRICT expenses.
- 4.3 Reimbursement. ITF shall process reimbursement requests submitted by the DISTRICT for work completed in accordance with this AGREEMENT. ITF shall provide reimbursement to the DISTRICT

within 30 days of approval of the DISTRICT's reimbursement request by ITF.

5. ITF Fees. ITF charges its Partner Organizations 3% of the grant amount or donations for Administration Fees to be used by ITF for the administration of the non-profit. An agreed upon amount between ITF and the DISTRICT shall be withheld by ITF for this purpose.

6. Grant Amount. ITF has received grant funds in the amount of \$760,000 for the Incline Park Facility Renovation Project of which 3% (\$22,800) will be withheld consistent with Article 5 of this AGREEMENT. ITF will provide \$737,200 to the DISTRICT to manage and implement the Incline Park Facility Renovation Project unless altered by AGREEMENT amendment.

7. Term of AGREEMENT.

7.1 Term length. This AGREEMENT shall commence on the effective date of this AGREEMENT and continue through the conclusion of the Incline Park Facility Renovation Project.

7.2 Early Termination. In the Event of this MOU being terminated early, remaining grant funds secured for the Incline Park Facility Renovation Project will be forfeited to the DISTRICT.

8. Limitations of Liability.

8.1 Consequential Damages. Notwithstanding any provision in this AGREEMENT to the contrary, the DISTRICT agrees not to assert against ITF any claim, demand or suit for consequential, incidental, indirect or special damages arising from any aspect of the performance or nonperformance of the Services by the DISTRICT under this AGREEMENT, and the DISTRICT waives any such claim, demand or suit against ITF.

8.2 Exclusivity. The provisions of this section constitute ITF's exclusive liability and the DISTRICT's sole remedy with respect to ITF's performance of the Services and the DISTRICT hereby expressly and knowingly releases ITF from any further liability.

8.3 Fines and Penalties. If during the term of this AGREEMENT, any governmental or regulatory authority or agency assesses any fines or penalties against the DISTRICT arising from the DISTRICT's failure to maintain the Facilities in accordance with applicable laws, such fines and penalties shall be the sole responsibility of the DISTRICT.

9. Notices. Any notice required to be given under this AGREEMENT shall be in writing and either served personally or sent prepaid, first class mail. Any such notice shall be addressed to the other party at the address set forth below. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to DISTRICT: Incline Village General Improvement District
Attn: Director of Parks and Recreation
980 Incline Way
Incline Village, Nevada 89451

Provide a copy to: IVGID Legal Counsel
Attn: Jason D. Guinasso, Esq.
500 Damonte Ranch Parkway, Suite 980
Reno, Nevada 89521

If to the ITF: Incline Tahoe Foundation
Attn: Incline Park Facility Renovation Project
948 Incline Way
Incline Village, Nevada 89451

10. Assignment. This AGREEMENT is personal to ITF. As such, ITF has no right to assign any part of this AGREEMENT, or any part of its obligations under this AGREEMENT in whole or in part. ITF may not grant concessions in or upon the Property or to, at, and about the Facilities without the prior written approval of the DISTRICT. Neither this AGREEMENT nor any interest in this AGREEMENT shall be assignable without the prior written consent of the DISTRICT.

11. Legal Authority, Licenses, Permits. ITF represents and warrants to the DISTRICT that it has all licenses, permits, qualifications, insurance and approvals of whatsoever nature which are legally required of ITF to conduct all work and responsibilities contemplated by this AGREEMENT. ITF represents and warrants to the DISTRICT that it shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this AGREEMENT, any licenses, permits, insurance and approvals which are legally required of ITF to conduct all work and responsibilities contemplated by this AGREEMENT.

12. Waiver. Waiver of a breach or default under this AGREEMENT shall not constitute a continuing waiver of a subsequent breach of the same or any other provision under this AGREEMENT.

13. Good Faith. The parties agree to exercise reasonable efforts and good faith to effectuate the terms and conditions of this AGREEMENT.

Grant Agreement
Incline Village General Improvement District
Incline Tahoe Foundation
Incline Park Facility Renovation Project

Page 5

14. Controlling Law Venue. This AGREEMENT and all matters relating to it shall be governed by the laws of the State of Nevada and any action brought relating to this AGREEMENT shall be held exclusively in the Incline Village – Crystal Bay Township Justice Court.

15. Amendments. This AGREEMENT may be modified or amended only by a written document executed by both ITF and the DISTRICT and approved as to form by the DISTRICT’s Counsel.

16. Severability. If any term or portion of this AGREEMENT is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this AGREEMENT shall continue in full force and effect.

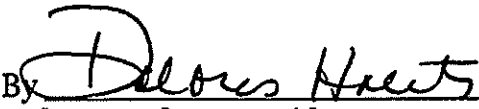
17. Entire AGREEMENT. This AGREEMENT constitutes the complete and exclusive statement of AGREEMENT between ITF and the DISTRICT. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in total by this AGREEMENT.

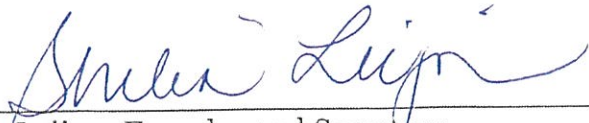
18. Execution. This AGREEMENT may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy hereof shall have been signed by both parties hereto. In approving this AGREEMENT, it shall not be necessary to produce or account for more than one such counterpart.

19. Authority to Enter AGREEMENT. Each party has all requisite power and authority to execute, deliver, and perform under this AGREEMENT. Each party warrants that the individuals who have signed this AGREEMENT have the legal power, right, and authority to make this AGREEMENT and to bind each respective party.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be executed on the date first written above.

Incline Tahoe Foundation:

By 
Dolores Holets, President
Incline Tahoe Foundation

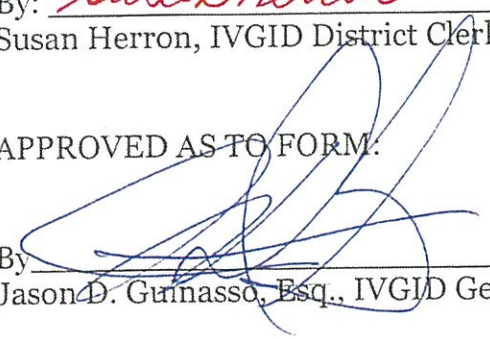
By 
Shelia Leijon, Founder and Secretary,
Incline Tahoe Foundation

Incline Village General Improvement District: ATTEST:

By 
Steve Pinkerton, IVGID General Manager

By: 
Susan Herron, IVGID District Clerk

APPROVED AS TO FORM:

By 
Jason D. Guinasso, Esq., IVGID General Counsel

Attachments:

Exhibit A – Letter of Commitment to ITF from the Dave & Cheryl Duffield
Foundation

Exhibit B – Incline Park Facility Renovation Project Option C



Incline-Tahoe Parks and Recreation Vision Foundation
dba Incline Tahoe Foundation
948 Incline Way
Incline Village, NV 89451
Telephone: 775.298.0299

November 30, 2017

Indra Winqest
Director of Parks & Recreation
Incline Village Parks & Recreation
980 Incline Way
Incline Village, NV 89451

RE: Letter of Commitment from the Dave & Cheryl Duffield Foundation (DCDF)

Dear Indra:

ITF is pleased to inform IVGID that our foundation has received a letter of commitment for a grant of up to \$760,000 from the Dave & Cheryl Duffield Foundation. The funds for the grant are to be used for the Incline Park Facility Renovation Project. I have attached a copy of the letter from DCDF for your review.

ITF is looking forward to working with IVGID on this exciting project. Once the BOT approves the project, we will formalize the grant and its attachments with DCDF. Meanwhile, if you require additional information, please do not hesitate to contact me.

Warm Regards,

Dolores J. Holets
ITF Board President

Attachment: Letter of Commitment from the Dave & Cheryl Duffield Foundation

Dave & Cheryl Duffield Foundation



November 28, 2017

Ms. Dolores Holets
Board President
Incline-Tahoe Parks and Recreation Vision Foundation
dba Incline Tahoe Foundation
948 Incline Way
Incline Village, NV 89451

RE: Dave & Cheryl Duffield Foundation Grant to the Incline Tahoe Foundation

Dear Dolores:

The Dave & Cheryl Duffield Foundation ("DCDF") is pleased to inform the Incline Tahoe Foundation ("ITF") that, subject to the execution of a mutually acceptable grant agreement between DCDF and ITF, a grant amount of up to \$760,000 has been approved for the Incline Park Facility Renovation Project, located at 939 Southwood Boulevard, Incline Village, NV 89451. This letter of commitment precedes the formal grant agreement between the DCDF and ITF and is based on the attached engineering estimate, titled *Incline Park Facility Renovation Project, Option C*.

Upon approval of the project by the IVGID Board of Trustees, DCDF will work with ITF to determine the structure and timing of payments for the project, such as design, phased construction costs, etc. It is also our understanding that IVGID Engineers are currently working with Lloyd Engineering to obtain a cost estimate for the design of the renovation project. Once the formal design has been completed, IVGID will send out RFQ's for bids for the project. These documents will become the formal exhibits attached to the grant between ITF and DCDF.

We are looking forward to working with the Incline Tahoe Foundation in its important work in support of the Incline Village community.

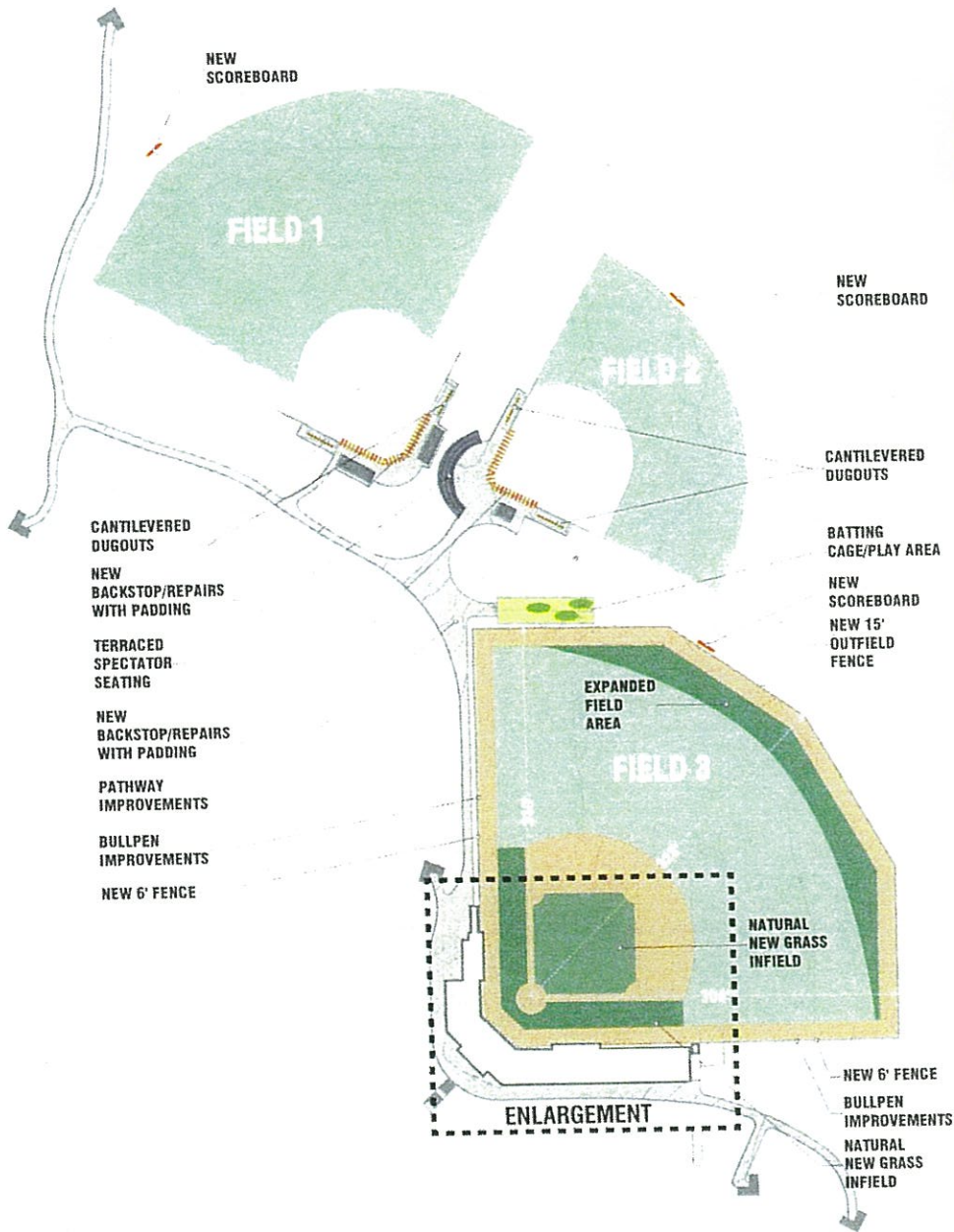
Sincerely,

Chris Watts
President
Dave & Cheryl Duffield Foundation

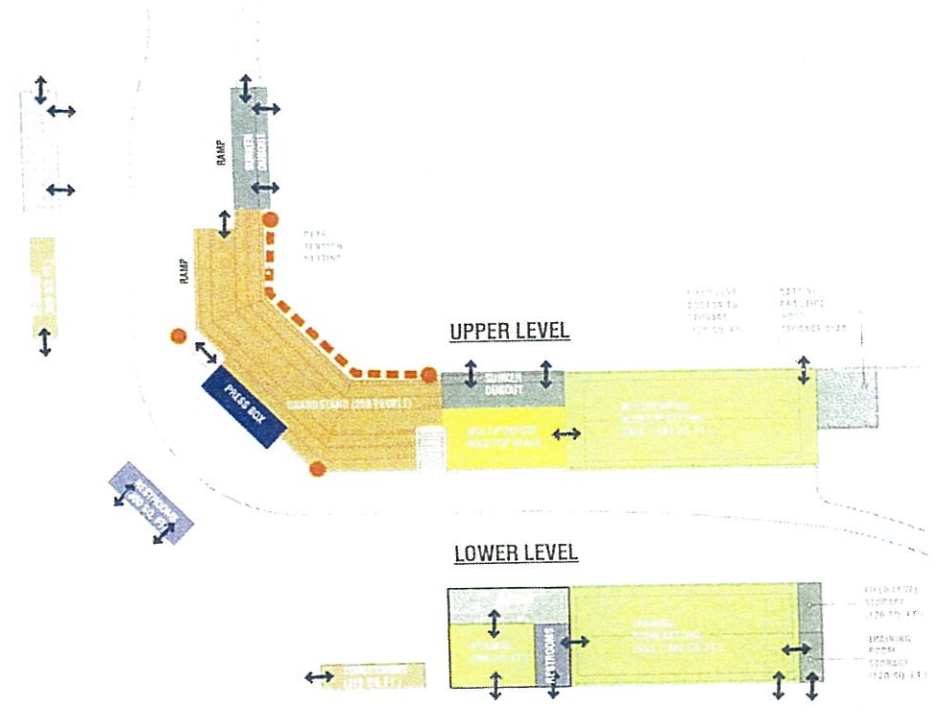
Attachment: *Incline Park Facility Renovation Project, Option C*

Dave & Cheryl Duffield Foundation is a 501(c)(3) not-for-profit corporation. Donations are deductible for income tax purposes to the full extent of the law. The tax identification number is 47-4279721. Per IRS regulations, no goods or services were received in exchange for this contribution.

PO Box 6714, Incline Village, NV 89450
(775) 831-2070



CONCEPTUAL IMAGERY



BUILDING CONCEPT

OVERALL SITE CONCEPT PLAN

MEMORANDUM

TO: Board of Trustees

THROUGH: Steven J. Pinkerton
General Manager

FROM: Indra Winquest
Director of Parks and Recreation

Charley Miller, P.E.
Engineering Manager

SUBJECT: Award Multiple Contracts for the Incline Park Facility Renovations Project – 2018/2019 CIP Project: Fund: Community Services; Division: Parks; 4378LI1803; Vendors: Rapid Construction, Inc. in the amount of \$1,298,341 and Lloyd Engineering in the amount of \$22,500.

STRATEGIC PLAN: Long Range Principle 5 – Assets and Infrastructure

DATE: March 18, 2019

I. RECOMMENDATION

That the Board of Trustees moves to:

1. Award a construction contract to Rapid Construction, Inc. in the amount of \$1,298,341 for the construction of the Incline Park Facility Renovations Project.
2. Authorize Chair and Secretary to execute the contract based on a review by General Counsel and Staff.
3. Authorize Staff to submit change orders to the construction contract for additional work not anticipated at this time of up to 10% of the project bid – \$135,080, for approval by Incline Tahoe Foundation.
4. Authorize Staff to enter into an Additional Services Addendum with Lloyd Engineering totaling \$22,500 for design services and construction administration during construction of the project.

II. DISTRICT STRATEGIC PLAN

Long Range Principle #5 – Assets and Infrastructure – The District will practice perpetual asset renewal, replacement, and improvement to provide safe and superior long term utility services and recreation activities.

- The District will maintain, renew, expand, and enhance District infrastructure to meet the capacity needs and desires of the community for future generations.
- The District will maintain, procure, and construct District assets to ensure safe and accessible operations for the public and the District’s workforce.

III. BACKGROUND

On December 13, 2017, the Board of Trustees approved entering into a project grant agreement totaling up to \$760,000 with the Incline Tahoe Foundation (ITF) for renovations at Incline Park as well as authorized an additional services addendum for design services associated with the work; Vendor: Lloyd Consulting Group in the amount of \$58,400.

On April 25, 2018, the Board authorized an amendment to the grant agreement between IVGID and ITF to increase the grant amount by \$448,071. from \$760,000 to \$1,208,071 to allow an expanded scope of work for the Incline Park Facility Renovations Project.

CURRENT SITUATION

Staff is recommending that the Board of Trustees moves to authorize staff to accept and amend the existing approved Grant Agreement between IVGID and ITF by increasing the overall grant by \$201,130 from \$1,208,071 to \$1,409,201 to cover the adjusted scope of work and increased costs for the Incline Park Facility Renovations Project.

IVGID has received correspondence from ITF that they have amended their Grant Agreement with the Dave and Cheryl Duffield Foundation (DCDF) to reflect the adjusted scope of the project to include adjustments to the overall scope of the improvements as well as an increase in the overall amount of the Grant to fund the

adjusted improvements for the Incline Park Facility Renovations Project. These improvements include but are not limited to:

Incline Park Field 3

- New baseball specific turf infield, drainage, and irrigation
- New outfield specific french drain
- New scoreboard with naming rights panel
- New modular batting cages with retaining/seating wall
- New foul poles
- Expansion of outfield dimensions, fencing replacement, and renovated outfield warning track
- New backer board at backstop/includes padding
- New enclosed custom modular dugouts with equipment storage
- Site signage improvements

The District publically bid the project in May 2018 and received no bids. The project was re-bid in December 2018 at a time when contractors were presumed to be less busy with the hopes of receiving more bids. The only bid received in December 2018 was more than the Donor had originally agreed to fund for the project.

This item is placed on the Consent Calendar as this is an award of construction contracts that are grant funded through an approved, existing grant agreement.

IV. BID RESULTS

IVGID publicly advertised this project for bidding and plan sets were acquired by five interested bidders and builders' exchanges. The project received one bid. The base bid was \$1,456,654.10, the total of the alternate bid items of \$357,764, and a grand total submitted cost of \$1,814,418.10. The Engineer's estimate for the project was \$1,000,000.

The District met with the Contractor to value engineer and renegotiate the project scope and budget. The reduced project included all the work on Field 3 with a modified infield drainage system and eliminated all work on fields 1&2. The District then met with the DCDF representatives to discuss the modifications. The District received concurrence from the DCDF to move forward with the modified project. The District then developed a deductive change order to the base bid in the amount of \$158,313. The renegotiated construction contract amount is \$1,298,341. The alternate bid items were rejected. The Value-Engineered bid result are as follows:

| Contractor | Bid Amount |
|--------------------------|-------------------|
| Rapid Construction, Inc. | \$1,298,341 |

The low responsive bidder is Rapid Construction. District Staff reviewed the bid and checked references for the contractor and recommends award of this project to Rapid Construction. As discussed, in the section above, the recommended Value-Engineered bid amount is \$1,298,341 and a deductive change order will be issued at the start of the project to lower the base bid amount to the recommended bid amount. If awarded, the project is scheduled to start May 1, 2019 and be substantially complete by August 30, 2019.

V. FINANCIAL IMPACT AND BUDGET

Design, ITF fees, permitting and construction costs on this project will be 100% funded by ITF up to \$1,409,201. The District will provide in-kind Staff time for project management and contract/construction oversight.

The estimated project construction budget is presented in the following table.

| Project Construction Budget | |
|-------------------------------------|--------------------|
| Description | Amount |
| Construction Contract | \$1,298,341 |
| Design Services During Construction | \$22,500 |
| Estimated Project Total | \$1,320,841 |

As discussed in the IVGID/ITF Memorandum of Understanding for the Incline Park Facility Renovations Project March 2019, The DCDF is aware of the potential for contingency fees not to exceed 10% (\$135,080) of the Grant amount. If contingency fees are required, the District and ITF will provide the DCDF full documentation describing the reasons associated with the needed fees and obtain spending approval from DCDF.

VI. ALTERNATIVES

The Board may choose to not award the project and not move forward with the Donor funded improvements

VII. BUSINESS IMPACT

This item is not a "rule" within the meaning of Nevada Revised Statutes, Chapter 237, and does not require a Business Impact Statement.



Project Summary

| | | |
|---------------------------|---|--------------------|
| Project Number: | 4378L11803 | |
| Title: | Incline Park Facility Renovations (Net of Grants) | |
| Asset Class: | D - Capital Improvement - Existing Facilities | |
| Division: | 78 - Parks Services | |
| Budget Year: | 2019 | |
| Scenario Name: | Main | Active: Yes |
| Budget Status: | Data Entry | |
| Locations: | | |
| Project Something: | LI - Land Improvements | |

| | | | | |
|--|----------------------|------------------------|------------------------------|-----------------------------|
| Project Description | | | | |
| This donor funded project will complete major improvements to the three ballfields at Incline Park. These improvements include: | | | | |
| These improvements include but are not limited to: | | | | |
| Field 1 | | | | |
| - Replacement of Dugouts | | | | |
| - Replacement of Scoreboard | | | | |
| - Backstop & Fencing Renovations & Replacement | | | | |
| Field 2 | | | | |
| - Replacement of Dugouts | | | | |
| - Replacement of Scoreboards | | | | |
| - Backstop & Fencing Renovations & Replacement | | | | |
| - Replacement of Spectator Seating | | | | |
| Field 3 | | | | |
| - In-field Turf, Drainage, and Irrigation | | | | |
| - Replacement of Scoreboard | | | | |
| - Replacement of Batting Cages | | | | |
| - Expansion of Outfield and Fencing Replacement | | | | |
| - Backstop Renovations | | | | |
| - Replacement of Dugouts | | | | |
| - Site Signage Improvements | | | | |
| Project Internal Staff | | | | |
| Engineering Division with Support from Parks & Recreation Staff | | | | |
| Project Justification | | | | |
| Work was identified by and coordinated with District Staff, user groups, and the funding partner. Project is 100% funded by secured private donations. | | | | |
| Forecast | | | | |
| Budget Year | Total Expense | Total Revenue | Difference | |
| 2019 | | | | |
| Incline Park Facility Renovations (Net of Grants) | 1,208,071 | 0 | 1,208,071 | |
| Year Total | 1,208,071 | 0 | 1,208,071 | |
| | 1,208,071 | 0 | 1,208,071 | |
| Year Identified | Start Date | Project Partner | Manager | Est. Completion Date |
| 2018 | | | Director of Asset Management | |



Project Summary

| | | |
|---------------------------|---|-------------|
| Project Number: | 4378LI1803 | |
| Title: | Incline Park Facility Renovations (Net of Grants) | |
| Asset Class: | D - Capital Improvement - Existing Facilities | |
| Division: | 78 - Parks Services | |
| Budget Year: | 2019 | |
| Scenario Name: | Main | Active: Yes |
| Budget Status: | Data Entry | |
| Locations: | | |
| Project Something: | LI - Land Improvements | |

DRAFT

| | | | | |
|---|----------------------|------------------------|---------------------|-----------------------------|
| Project Description | | | | |
| This donor funded project will complete major improvements to the three ballfields at Incline Park. These improvements include: These improvements include but are not limited to: Field 1 - Replacement of Dugouts - Replacement of Scoreboard - Backstop & Fencing Renovations & Replacement Field 2 - Replacement of Dugouts - Replacement of Scoreboards - Backstop & Fencing Renovations & Replacement - Replacement of Spectator Seating Field 3 - In-field Turf, Drainage, and Irrigation - Replacement of Scoreboard - Replacement of Batting Cages - Expansion of Outfield and Fencing Replacement - Backstop Renovations - Replacement of Dugouts - Site Signage Improvements | | | | |
| Project Internal Staff | | | | |
| Engineering Division with Support from Parks & Recreation Staff | | | | |
| Project Justification | | | | |
| Work was identified by and coordinated with District Staff, user groups, and the funding partner. Project is 100% funded by secured private donations. | | | | |
| Forecast | | | | |
| Budget Year | Total Expense | Total Revenue | Difference | |
| 2019 | | | | |
| Incline Park Facility Renovations (Net of Grants) | 1,409,201 | 0 | 1,409,201 | |
| Year Total | 1,409,201 | 0 | 1,409,201 | |
| | 1,409,201 | 0 | 1,409,201 | |
| Year Identified | Start Date | Project Partner | Manager | Est. Completion Date |
| 2018 | | | Engineering Manager | |

M E M O R A N D U M

TO: Board of Trustees

THROUGH: Steven J. Pinkerton
General Manager

FROM: Gerald W. Eick, CPA CGMA
Director of Finance

SUBJECT: Review, discuss and possibly set direction for Capital Improvement Project Budget affecting fiscal year 2019-2020 and eventually the Five Year Capital Plan Summary to be adopted in July 2019 as part of the District's Indebtedness Report

DATE: March 12, 2019

I. RECOMMENDATION

Staff requests direction by the Board of Trustees to validate proposed project expenditures and methods of funding including the allocation of the Facility Fee for Capital Maintenance for the 2019-20 Budget.

II. BACKGROUND

Staff has approached the planning for capital improvements for the entire Five Year Capital Improvement Plan Summary by following existing plans and assumptions. This planning process considers care and condition of District assets, service levels, and the ability to accommodate projects within operating schedules, funding, and availability in the marketplace.

We schedule expenditures over a five year period to facilitate required reporting to the State of Nevada each July. We have also made a projection for funding. For nine plus years, this funding has included no change to the total Facility Fee of \$830 across the District. An ancillary objective has been to apply the similar amounts annually, first to scheduled debt service, and then a resource for capital improvement to result in comparable allocations year to year. The intent is to avoid swings in the totals based on expenditures plans year on year. With the retirement of bond issues, this allocated more funding to pay as you go capital projects without increasing the total.

- A. The District's Strategic Plan calls for a five year projection of financial results for capital improvement and debt service. Since 2011, the District has planned and coordinated the timing of certain capital projects within Community Services and Beach Funds to allow resources once used for debt service to be applied to capital improvements. For a number of years the District also sought to accumulate additional resources/reserves knowing several "legacy" projects needed attention in the coming years. These legacy projects include the District Administration Building, Mountain Golf Course Buildings, Diamond Peak Culvert, and Ski Way. Other venues have aging facilities including the Tennis Center, Incline Beach Building and the Burnt Cedar Pool. The action for the Diamond Peak Culvert was completed in 2018.

The consideration of the 2019-20 Capital Improvement Project Budget includes a review of the funding for project in that year and those to follow. There are clear indications that funding through some form of time payments will be necessary to acquire facilities and equipment. What started out as a five year plan for the facility fee has been accomplished for nine years. However, increasing costs simply do not allow everything to fit into pay as you go from resources generated by the facility fee and operations alone.

- B. Consideration of capital improvement is split into two perspectives. We start with building a Five Year Capital Improvement Plan Summary which facilitates an analysis of sustainability and becomes part of the reporting document for the State of Nevada Indebtedness Report due each July. However, the authority to expend is only for one year; that makes years two through five of that summary just a plan. The focus of budgeting for 2019-2020 is on the year one listing from the Five Year Capital Improvement Plan Summary. The Board's review process results in the 2019-2020 Capital Improvement Project Budget.
- C. The Board of Trustees will be conducting their CIP Tour prior to the March 18 meeting. The lone stop will Burnt Cedar Beach to discuss the current and future projects at that location.

During the meeting on March 18, management will be present commentary about a few of the most important projects. The Board will be able to ask each department about projects of interest and their timing.

- D. The General Manager and the Director of Finance will lead a discussion with the Board about the Five Year Projection for Asset Replacement Funding. The Projection is based on the Five Year Capital Improvement Project Summary. A review of the assumed patterns for funding and the possible variations that might be considered will be discussed under Board Practice 14.2.1 on Debt Issuance. The 2019-2020 budget and the five year summary have scheduled items using leasing over outright purchase. These will be discussed in detail. The other planned expenditures generally contemplate completion in a single construction season.

Without any other known funding source, the construction of Ski Way during calendar 2022 results in a deficit position. Therefore, the alternate portion of the project for roundabouts has been separated into a second line item.

III. FINANCIAL IMPACT AND BUDGET

The results of the discussion will be used to formulate the 2019-20 Operating Budget and Capital Improvement Project Budget adopted in May, as well as the Five Year Capital Improvement Plan Summary for filing of the District's Indebtedness Reports in July.

The consequences of capital carryover projects is not part of this discussion because the District has those resources in hand. They will be identified for the Tentative and Final Budget actions.

The Facility Fee total allocated to debt service and capital maintenance is not projected to be increased within the five year projection, as long as funding for expenditures can include using some form of time payments (leasing or bonding) and limited use of fund balance.

IV. ALTERNATIVES

Alternatives for the scope, priorities or funding of projects can be discussed by the Board of Trustees.

V. COMMENTS

Background for the District's asset replacement funding has been presented to understand measurements and indicators being used by Staff to monitor and plan for these transactions. It is not intended to be acted upon by the Board of Trustees.

IVGID 2019-2020 District Budget Calendar

| | |
|------------------------------------|--|
| May 9, 2018..... | Strategic Plan for 2018-2020 approved by Board |
| October 3, 2018..... | Staff Budget kickoff |
| October 2018 to January 2019..... | Staff prepares draft operating budget |
| October 2018 to February 2019..... | Staff prepares updated capital plan |
| December 14, 2018..... | Cutoff for identifying new CIP or Personnel Requests to the GM |
| January 29, 2019..... | Administrative Team previews Long Term Capital Funding |
| January 23, 2019..... | Utility Rate Study & Trustees 2019 Work Plan |
| February 6, 2019..... | Trustees set Budget and Rec Roll Hearing date as May 22, 2019 |
| February 27, 2019..... | Board Review of Community Programming (Cost Recovery Pyramid, Service Levels, & Programs Provided) |
| February 27, 2019..... | Overall Budget Preview and Strategy Introduction |
| March 8, 2019..... | 2019-20 preliminary operating information released on OpenGov.com |
| March 13, 2019..... | Board overview of Operating Budget including Fixed & Scalability and Sources & Uses |
| March 15, 2019..... | Release CIP 5 Year Summary Online |
| March 18, 2019..... | Capital Improvement Projects Tour |
| March 18, 2019..... | Board review of 2019-2020 Capital Improvement Proposed Budget & Funding |
| April 10, 2019..... | Consider and Approve "Tentative" Budget Filing and Preliminary Rec Roll |
| April 10, 2019..... | Utility Rates (Ordinances 2 and 4) Public Hearing and Approval of Revised Ordinances |
| May 22, 2019..... | Public Hearing on final proposed Rec Roll and 2019-2020 Fiscal Year Budget |
| June 1, 2019..... | File Final Budget Form 4404LGF with State of NV |
| June 30, 2019..... | Distribute Operating and CIP Budget Books |
| July 24, 2019..... | Review and Approve District Indebtedness Report including the Five Year Capital Project Summary |



2019/2020 Capital Improvement Project Budget - As of 3.12.19

| Department | Project Number | Project Title | Project Manager | 2019 - 2020 |
|--------------------------------|----------------|---|------------------------------------|--------------------|
| General Fund | | | | |
| Accounting/Information Systems | 1213CE1101 | IT Master Plan - IT Security Devices | IT Manager | 15,000 |
| | 1213CE1701 | District Communication Radios | Network Administrator | 6,000 |
| | 1213CO1505 | IT Infrastructure | IT Manager | 132,800 |
| | 1213CO1703 | District Wide PC, Laptops, Peripheral Equipment and Desk Top Printers | IT Technician | 95,000 |
| | 1213CO1802 | Microsoft Exchange Server | Director of IT | 28,600 |
| | 1213CO1803 | Microsoft Office Licenses | Director of IT | 9,045 |
| | 1213CO1804 | Windows Server Operating System | Director of IT | 14,000 |
| | 1099LI1705 | Pavement Maintenance - Administration Building | Senior Engineer | 300,445 |
| | 1315CO1801 | Human Resource Management and Payroll Processing Software | Director of Human Resources | 5,000 |
| | | | | 180,000 |
| Total General Fund | | | | 485,445 |
| Utilities | | | | |
| Public Works Shared | 2097BD1802 | Household Hazardous Waste Building Improvements | Principal Engineer | 15,000 |
| | 2097DI1401 | Adjust Utility Facilities in NDOT/Washoe County Right of Way | Senior Engineer | 60,000 |
| | 2097HV1754 | 1996 Peterbilt Dump Truck #299 | Fleet Superintendent | 75,000 |
| | 2097LE1723 | 2004 9' Western Snow Plow #542A | Fleet Superintendent | 9,000 |
| | 2097LE1724 | 2015 Sander/Spreader #710 | Fleet Superintendent | 20,000 |
| | 2097LI1401 | Pavement Maintenance, Utility Facilities | Senior Engineer | 45,000 |
| | 2097LV1746 | 2004 GMC 1-Ton Flatbed #542 Pipeline Dept. | Fleet Superintendent | 48,000 |
| | 2097LV1747 | 2008 Chevrolet Service Truck #609 Meter Truck | Fleet Superintendent | 36,000 |
| | | | | 308,000 |
| | Water | 2299DI1102 | Water Pumping Station Improvements | Principal Engineer |
| | 2299DI1103 | Replace Commercial Water Meters, Vaults and Lids | Collection/Distribution Supervisor | 20,000 |
| | 2299DI1204 | Water Reservoir Coatings and Site Improvements | Utility Maintenance Specialist | 85,000 |
| | 2299DI1401 | Burnt Cedar Water Disinfection Plant Improvements | Engineering Manager | 50,000 |
| | 2299DI1701 | Water Reservoir Safety and Security Improvements | Engineering Manager | 10,000 |
| | 2299DI1707 | Burnt Cedar Water Disinfection Plant Emergency Generator Fuel Tank Upgrades | Engineering Manager | 200,000 |
| | 2299WS1704 | Watermain Replacement - Martis Peak Road | Senior Engineer | 50,000 |
| | | | | 460,000 |



2019/2020 Capital Improvement Project Budget - As of 3.12.19

| Department | Project Number | Project Title | Project Manager | 2019 - 2020 |
|---------------------------|----------------|--|-------------------------------------|------------------|
| Sewer | 2524SS1010 | Effluent Export Project - Phase II | Engineering Manager | 2,000,000 |
| | 2599BD1105 | Building Upgrades Water Resource Recovery Facility | Water/Wastewater Supervisor | 10,000 |
| | 2599DI1104 | Sewer Pumping Station Improvements | Engineering Manager | 15,000 |
| | 2599DI1703 | Sewer Pump Station #1 Improvements | Principal Engineer | 250,000 |
| | 2599SS1102 | Water Resource Recovery Facility Improvements | Water/Wastewater Supervisor | 100,000 |
| | 2599SS1103 | Wetlands Effluent Disposal Facility Improvements | Utility Maintenance Specialist | 10,000 |
| | 2599SS1203 | Replace & Reline Sewer Mains, Manholes and Appurtenances | Senior Engineer | 10,000 |
| | 2599SS1707 | WRRF Aeration System Improvements | Engineering Manager | 1,200,000 |
| | | | Total Utilities | |
| | | | | 4,363,000 |
| Community Services | | | | |
| Championship Golf | 3141BD1706 | Venue Signage Enhancement | Director of Golf | 40,000 |
| | 3141FF1903 | Championship Golf Course Bear Boxes | Grounds Superintendent Golf Courses | 7,000 |
| | 3141GC1103 | Irrigation Improvements | Grounds Superintendent Golf Courses | 30,000 |
| | 3141GC1501 | Maintenance Building Drainage, Washpad and Pavement improvements | Principal Engineer | 30,000 |
| | 3141GC1802 | Championship Course Greens and Surrounds | Grounds Superintendent Golf Courses | 15,000 |
| | 3141GC1803 | Championship Course Tees | Grounds Superintendent Golf Courses | 15,000 |
| | 3141LI1201 | Pavement Maintenance of Parking Lots - Champ Course & Chateau | Senior Engineer | 17,500 |
| | 3141LI1202 | Pavement Maintenance of Cart Paths - Champ Course | Senior Engineer | 60,000 |
| | 3142LE1733 | 2005 Carryall Club Car #564 | Fleet Superintendent | 11,000 |
| | 3142LE1734 | 2005 Carryall Club Car #565 | Fleet Superintendent | 11,000 |
| | 3142LE1735 | 2005 Carryall Club Car #566 | Fleet Superintendent | 11,000 |
| | 3142LE1736 | 2005 Carryall Club Car #567 | Fleet Superintendent | 11,000 |
| | 3142LE1760 | 2010 John Deere 8500 #641 | Fleet Superintendent | 20,582 |
| | 3143GC1202 | Driving Range Improvements | Grounds Superintendent Golf Courses | 31,000 |
| | 3153FF1204 | Champ Grille Kitchen Equipment | Food and Beverage Director | 46,200 |
| | 3197HV1749 | 1997 1-Ton Dump Truck #419 | Fleet Superintendent | 5,000 |
| | 3197LE1732 | 2015 John Deere 1500 Fairway Aerator #716 | Fleet Superintendent | 27,000 |
| | 3197LE1740 | 2005 John Deere Pro Gator #569 | Fleet Superintendent | 34,500 |
| | 3197LE1741 | 2015 Greens Roller #715 | Fleet Superintendent | 17,000 |



2019/2020 Capital Improvement Project Budget - As of 3.12.19

| Department | Project Number | Project Title | Project Manager | 2019 - 2020 |
|---------------|---|---|-------------------------------------|----------------|
| Mountain Golf | 3197LE1742 | 2014 Vibratory Greens Roller #696 | Fleet Superintendent | 17,000 |
| | 3197LE1746 | 2004 John Deere 4410 Tractor #548 | Fleet Superintendent | 40,000 |
| | 3197ME1710 | Maintenance Shop Crane and Equipment Lift | Fleet Superintendent | 30,000 |
| | 3199OE1501 | Championship Golf Printer Copier Replacement 955 Fairway | Senior Golf Head Professional | 10,000 |
| | | | | 536,782 |
| | 3241BD1503 | Mtn. Golf Course Remodel On Course Bathrooms, #6 & #13/14 | Principal Engineer | 60,000 |
| | 3241GC1101 | Mountain Course Greens, Tees and Bunkers | Grounds Superintendent Golf Courses | 43,000 |
| | 3241GC1404 | Irrigation Improvements | Grounds Superintendent Golf Courses | 39,000 |
| | 3241GC1802 | Mountain Course Clubhouse and Maintenance Building Water Service Line Replacement | Senior Engineer | 65,000 |
| | 3241LI1704 | Mountain Golf Course Cart Path Retaining Walls | Senior Engineer | 17,500 |
| | 3241LV1899 | Mountain Course 58 Cart Fleet | | 10,738 |
| | 3241ME1804 | Mountain Golf Fuel Storage Facility | Fleet Superintendent | 200,000 |
| | 3242LE1725 | 2005 Carryall Club Car #568 | Fleet Superintendent | 11,000 |
| | 3242LI1204 | Pavement Maintenance of Parking Lot - Mountain Golf Course | Senior Engineer | 22,500 |
| | 3242LI1205 | Pavement Maintenance of Cart Paths - Mountain Golf Course | Senior Engineer | 40,000 |
| | 3299BD1702 | Replace Roof - Mountain Golf Clubhouse | Buildings Superintendent | 25,000 |
| 3299BD1705 | Paint Exterior of Mountain Golf Clubhouse | Buildings Superintendent | 41,500 | |
| 3299BD1902 | Mountain Clubhouse Fire Rebuild and Rehab | Engineering Staff | 861,800 | |
| | | | 1,437,038 | |
| Facilities | 3350BD1103 | Chateau - Replace Carpet | Buildings Superintendent | 62,000 |
| | 3350BD1804 | Replace Hallway Tile at Chateau | Buildings Superintendent | 65,000 |
| | 3350BD1805 | Repair and Refinish Wood Walls Upstairs at Chateau | Buildings Superintendent | 10,000 |
| | 3350FF1204 | Catering Kitchen Equipment | Food and Beverage Director | 18,900 |
| | 3351LI1807 | Replacement Sod at Aspen Grove | Sales and Events Coordinator | 18,000 |
| | | | 173,900 | |
| Ski | 3453BD1806 | Base Lodge Walk In Cooler and Food Prep Reconfiguration | Engineering Manager | 25,000 |
| | 3453FF1706 | Replace Main Lodge/Snowflake Lodge Dining Furniture and Fixtures | Food and Beverage Director | 38,000 |
| | 3462HE1702 | Lakeview Ski Lift Maintenance and Improvements | Ski Resort General Manager | 250,000 |
| | 3462HE1712 | Red Fox Ski Lift Maintenance and Improvements | Ski Resort General Manager | 30,000 |
| | 3463HV1727 | Replace 2008 Grooming vehicle # 628 | Fleet Superintendent | 58,166 |
| | 3464BD1403 | Resurface Main Lodge Decks | Buildings Superintendent | 75,200 |
| | 3464HE1902 | Replace Snowmaking Air Compressor Microprocessor Control Units | Mountain Operations Manager | 100,000 |



2019/2020 Capital Improvement Project Budget - As of 3.12.19

| Department | Project Number | Project Title | Project Manager | 2019 - 2020 |
|------------|----------------|---|------------------------------------|------------------|
| | 3464LE1601 | Ski Resort Snowmobile Fleet Replacement | Fleet Superintendent | 15,500 |
| | 3464LV1731 | 2012 Yamaha ATV #683 | Fleet Superintendent | 18,000 |
| | 3464ME1907 | Diesel Exhaust Fluid Storage/Dispenser | Fleet Superintendent | 20,000 |
| | 3464SI1002 | Fan Guns Purchase and Refurbishment | Mountain Operations Manager | 130,000 |
| | 3468RE0002 | Replace Ski Rental Equipment | Director of Skier Services | 200,000 |
| | 3469LI1105 | Pavement Maintenance, Diamond Peak and Ski Way | Senior Engineer | 55,000 |
| | 3469LI1805 | Ski Way and Diamond Peak Parking Lot Reconstruction | Engineering Manager | 225,000 |
| | 3499BD1710 | Diamond Peak Facilities Flooring Material Replacement | Mountain Operations Manager | 43,000 |
| | 3499BD1904 | Ski Rental Shop Doors | Assistant Buildings Superintendent | 13,000 |
| | 3499BD1905 | HVAC Control Changeout | Assistant Buildings Superintendent | 21,000 |
| | 3499CE1909 | Ecommerce / Middleware Software | IT Analyst | 202,000 |
| | 3499FF1607 | Skier Services Building Customer Service Counter | Principal Engineer | 12,000 |
| | 3499OE1502 | Skier Services Administration Printer Copier Replacement 1210 Ski Way | Director of IT | 10,000 |
| | | | | 1,540,866 |
| Parks | 4378BD1605 | Aspen Grove Flatscape and Retaining Wall Enhancement and Replacement | Senior Engineer | 55,000 |
| | 4378BD1705 | Rosewood Creek Foot Bridges | Parks Superintendent | 8,000 |
| | 4378BD1901 | Village Green Restroom drainage improvements | Senior Engineer | 25,000 |
| | 4378DI1702 | Incline Park Backflow Device Replacement | Director of Asset Management | 32,000 |
| | 4378LE1724 | 2005 Shattertine Aerifier | Fleet Superintendent | 8,100 |
| | 4378LE1730 | 2008 JD Pro-Gator #623 | Fleet Superintendent | 35,000 |
| | 4378LE1736 | 2003 1-Ton Service Truck #520 | Fleet Superintendent | 43,000 |
| | 4378LE1739 | 2013 Ball Field Groomer #681 | Fleet Superintendent | 17,100 |
| | 4378LE1740 | 2013 Ball Field Mower / Toro 3500D Groundsmaster #682 | Fleet Superintendent | 35,400 |
| | 4378LI1303 | Pavement Maintenance, Village Green Parking | Senior Engineer | 5,000 |
| | 4378LI1403 | Pavement Maintenance, Preston Field | Senior Engineer | 5,000 |
| | 4378LI1602 | Pavement Maintenance, Overflow Parking Lot | Senior Engineer | 5,000 |
| | 4378LI1802 | Pavement Maintenance - Incline Park | Senior Engineer | 7,500 |
| | | | | 281,100 |
| Tennis | 4588BD1604 | Tennis Center Renovation | Engineering Manager | 700,000 |
| | 4588LI1201 | Pavement Maintenance, Tennis Facility | Senior Engineer | 23,500 |
| | 4588RS1501 | Resurface Tennis Courts 1 and 2 | Director of Parks and Recreation | 47,000 |
| | | | | 770,500 |



2019/2020 Capital Improvement Project Budget - As of 3.12.19

| Department | Project Number | Project Title | Project Manager | 2019 - 2020 |
|---------------------------------|----------------|---|----------------------------------|-------------------|
| Recreation Center | 4884BD1601 | Recreation Center Natatorium Mezzanine Safety Enhancements | Buildings Superintendent | 90,000 |
| | 4884BD1703 | Replace Walkway Bollard Lights | Buildings Superintendent | 55,000 |
| | 4884CE1903 | External Surveillance Security Cameras for Recreation Center | Director of Parks and Recreation | 15,000 |
| | 4884FF1502 | Repair Deck Stairs and Powder Coat All Patio Deck Railings | Buildings Superintendent | 20,000 |
| | 4884LI1102 | Pavement Maintenance, Recreation Center Area | Senior Engineer | 57,500 |
| | 4885BD1606 | Pool Facility Deck/Floor Re-coat | Recreation Center Manager | 34,000 |
| | 4886LE0001 | Fitness Equipment | Recreation Center Manager | 44,200 |
| | 4899BD1305 | Paint Interior of Recreation Center | Buildings Superintendent | 15,500 |
| | 4899BD1801 | Paver install Front Walkway at Recreation Center | Buildings Superintendent | 82,500 |
| Total Community Services | | | | 413,700 |
| | | | | 5,153,886 |
| Beaches | 3970BD2601 | Burnt Cedar Swimming and Toddler Pool Resurface and Mechanical Improvements | Engineering Manager | 500,000 |
| | 3972BD1301 | Pavement Maintenance, Ski Beach | Senior Engineer | 11,000 |
| | 3972BD1501 | Beaches Flatscape and Retaining Wall Enhancement and Replacement | Senior Engineer | 55,000 |
| | 3972BD1707 | Burnt Cedar Dumpster enclosure | Senior Engineer | 10,000 |
| | 3972LI1202 | Pavement Maintenance, Burnt Cedar Beach | Senior Engineer | 6,000 |
| | 3999LI1902 | Burnt Cedar Beach Eastern Stormwater Improvements | Senior Engineer | 189,200 |
| TOTAL | | | | 771,200 |
| | | | | 10,773,531 |

5 Year Capital Improvement Plan Summary - As of 3.12.19

| Department | Project Number | Project Title | Project Manager | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--------------------------------|----------------|--|-------------------------------------|----------------|----------------|------------------|----------------|------------------|------------------|
| General Fund | | | | | | | | | |
| Accounting/Information Systems | 1213CE1101 | IT Master Plan - IT Security Devices | IT Manager | 15,000 | 15,000 | - | - | - | 30,000 |
| | 1213CE1501 | District Wi-fi Installation Update | IT Manager | - | 60,000 | - | - | - | 60,000 |
| | 1213CE1701 | District Communication Radios | Network Administrator | 6,000 | 6,000 | 10,000 | - | - | 22,000 |
| | 1213CE1901 | District Wide Update to Voice Over iPhone System | IT Analyst | - | 60,000 | 66,000 | - | - | 126,000 |
| | 1213CO1505 | IT Infrastructure | IT Manager | 132,800 | 91,800 | 92,000 | - | - | 316,600 |
| | 1213CO1703 | District Wide PC, Laptops, Peripheral Equipment and Desk Top Printers | IT Technician | 95,000 | 97,050 | 100,000 | 102,950 | 105,900 | 500,900 |
| | 1213CO1802 | Microsoft Exchange Server | Director of IT | 28,600 | - | - | - | - | 28,600 |
| | 1213CO1803 | Microsoft Office Licenses | Director of IT | 9,045 | 9,300 | 9,600 | - | - | 27,945 |
| | 1213CO1804 | Windows Server Operating System | Director of IT | 14,000 | 14,000 | - | - | - | 28,000 |
| | 1213LV1721 | IS&T Pick-up Truck and Cargo Unit | Fleet Superintendent | - | - | - | 12,000 | - | 12,000 |
| | | | | 300,445 | 353,150 | 277,600 | 114,950 | 105,900 | 1,152,045 |
| General | 1099BD1501 | Admin Roof Replacement | Buildings Superintendent | - | 85,000 | - | - | - | 85,000 |
| | 1099BD1502 | Upgrade Public Bathrooms at Administration for ADA Compliance | Buildings Superintendent | - | - | 75,000 | - | - | 75,000 |
| | 1099BD1701 | Administration Services Building | Engineering Manager | - | - | - | 150,000 | 3,200,000 | 3,350,000 |
| | 1099LI1705 | Pavement Maintenance - Administration Building | Senior Engineer | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 25,000 |
| | 1099OE1401 | Admin Printer Copier Replacement - 893 Southwood Administration Building | District Clerk | - | - | 32,500 | - | - | 32,500 |
| | 1315CO1801 | Human Resource Management and Payroll Processing Software | Director of Human Resources | 180,000 | - | - | - | - | 180,000 |
| | | | | 185,000 | 90,000 | 112,500 | 155,000 | 3,205,000 | 3,747,500 |
| | | Total General Fund | | 485,445 | 443,150 | 390,100 | 269,950 | 3,310,900 | 4,899,545 |
| Utilities | | | | | | | | | |
| Public Works Shared | 2097BD1202 | Paint Interior Building #A | Buildings Superintendent | - | - | - | 49,000 | - | 49,000 |
| | 2097BD1204 | New Carpet Building #A | Buildings Superintendent | - | 47,000 | - | - | - | 47,000 |
| | 2097BD1704 | Replace Roof Public Works #B | Buildings Superintendent | - | - | 105,000 | - | - | 105,000 |
| | 2097BD1802 | Household Hazardous Waste Building Improvements | Principal Engineer | 15,000 | 150,000 | - | - | - | 165,000 |
| | 2097CO2101 | Public Works Billing Software Replacement | Public Works Administrative Manager | - | 10,000 | 100,000 | 100,000 | 50,000 | 260,000 |
| | 2097DI1401 | Adjust Utility Facilities in NDOT/Washoe County Right of Way | Senior Engineer | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 | 300,000 |
| | 2097HE1725 | Loader Tire Chains | Fleet Superintendent | - | - | 9,900 | 9,900 | - | 19,800 |
| | 2097HE1729 | 2002 Caterpillar 950G Loader #523 | Fleet Superintendent | - | - | 265,000 | - | - | 265,000 |
| | 2097HE1730 | 2002 Caterpillar 950G Loader #525 | Fleet Superintendent | - | - | - | 265,000 | - | 265,000 |
| | 2097HE1751 | 2013 Trackless Snowblower #687 | Fleet Superintendent | - | - | - | 165,000 | - | 165,000 |
| | 2097HE1752 | 2001 105KW Mobile Generator #313 | Fleet Superintendent | - | - | - | 50,000 | - | 50,000 |
| | 2097HV1754 | 1996 Peterbilt Dump Truck #299 | Fleet Superintendent | 75,000 | - | - | - | - | 75,000 |
| | 2097HV1755 | 2001 Peterbilt Bin Truck #468 | Fleet Superintendent | - | - | 190,000 | - | - | 190,000 |
| | 2097LE1720 | Snowplow #300A | Fleet Superintendent | - | - | 18,000 | - | - | 18,000 |
| | 2097LE1721 | Snowplow #307A | Fleet Superintendent | - | - | - | 18,000 | - | 18,000 |
| | 2097LE1722 | Slurry Liquidator #326 | Fleet Superintendent | - | - | 41,000 | - | - | 41,000 |
| | 2097LE1723 | 2004 9' Western Snow Plow #542A | Fleet Superintendent | 9,000 | - | - | - | - | 9,000 |
| | 2097LE1724 | 2015 Sander/Spreader #710 | Fleet Superintendent | 20,000 | - | - | - | - | 20,000 |
| | 2097LI1401 | Pavement Maintenance, Utility Facilities | Senior Engineer | 45,000 | 299,000 | 12,500 | 12,500 | 12,500 | 381,500 |
| | 2097LI1701 | Pavement Maintenance, Reservoir 3-1 WPS 4-2/5-1 | Senior Engineer | - | 10,000 | 165,000 | - | - | 175,000 |
| | 2097LV1710 | 2013 Chevy Equinox | Fleet Superintendent | - | - | - | - | 37,000 | 37,000 |
| | 2097LV1734 | 2013 1/2 Ton Pick-Up #677 Treatment | Fleet Superintendent | - | - | - | - | 37,000 | 37,000 |
| | 2097LV1738 | 2009 Chevrolet 1/2 Ton Pick-up Truck #631 | Fleet Superintendent | - | - | 30,000 | - | - | 30,000 |
| | 2097LV1739 | 2009 Chevrolet 1/2 Ton Pick-up Truck #632 Engineering Dept. | Fleet Superintendent | - | - | 32,000 | - | - | 32,000 |
| | 2097LV1740 | 2012 Extend-A-Cab Pick-up #678 Pipeline Dept. | Fleet Superintendent | - | - | - | 32,000 | - | 32,000 |
| | 2097LV1743 | 2013 1-Ton Flatbed #679 Pipeline Dept. | Fleet Superintendent | - | - | - | - | 44,000 | 44,000 |
| | 2097LV1744 | 2012 1-Ton Service Truck w/ Liftgate #668 Treatment | Fleet Superintendent | - | - | - | 43,000 | - | 43,000 |
| | 2097LV1745 | 2013 1-Ton Service Truck #680 Utilities Electrician | Fleet Superintendent | - | - | - | - | 44,000 | 44,000 |
| | 2097LV1746 | 2004 GMC 1-Ton Flatbed #542 Pipeline Dept. | Fleet Superintendent | 48,000 | - | - | - | - | 48,000 |
| | 2097LV1747 | 2008 Chevrolet Service Truck #609 Meter Truck | Fleet Superintendent | 36,000 | - | - | - | - | 36,000 |
| | 2097LV1749 | 2011 Chevrolet Service Truck #647 Treatment | Fleet Superintendent | - | 45,000 | - | - | - | 45,000 |
| | 2097LV1750 | 1997 Forklift #315 | Fleet Superintendent | - | - | - | - | 36,000 | 36,000 |
| | 2097OE1205 | Large Format Printer Replacement | Public Works Contract Administrator | - | - | - | - | 29,000 | 29,000 |
| | | | | 308,000 | 621,000 | 1,028,400 | 804,400 | 349,500 | 3,111,300 |
| Water | 2299DI1102 | Water Pumping Station Improvements | Principal Engineer | 45,000 | 50,000 | 50,000 | 50,000 | 50,000 | 245,000 |
| | 2299DI1103 | Replace Commercial Water Meters, Vaults and Lids | Collection/Distribution Supervisor | 20,000 | 40,000 | 40,000 | 40,000 | 40,000 | 180,000 |
| | 2299DI1204 | Water Reservoir Coatings and Site Improvements | Utility Maintenance Specialist | 85,000 | 85,000 | 85,000 | 60,000 | 80,000 | 395,000 |
| | 2299DI1401 | Burnt Cedar Water Disinfection Plant Improvements | Engineering Manager | 50,000 | 55,000 | 25,000 | 25,000 | 25,000 | 180,000 |

5 Year Capital Improvement Plan Summary - As of 3.12.19

| Department | Project Number | Project Title | Project Manager | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--------------------|----------------|---|-------------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| | 2299DI1701 | Water Reservoir Safety and Security Improvements | Engineering Manager | 10,000 | 250,000 | - | - | - | 260,000 |
| | 2299DI1702 | Water Pump Station 2-1 Improvements | Engineering Manager | - | - | - | 300,000 | - | 300,000 |
| | 2299DI1707 | Burnt Cedar Water Disinfection Plant Emergency Generator Fuel Tank Upgrades | Engineering Manager | 200,000 | - | - | - | - | 200,000 |
| | 2299DI2603 | Residential meter and electronics replacement | Collection/Distribution Supervisor | - | - | - | - | 150,000 | 150,000 |
| | 2299LV1720 | 2013 Mid Size Truck #675 Compliance | Fleet Superintendent | - | - | 31,000 | - | - | 31,000 |
| | 2299WS1704 | Watermain Replacement - Martis Peak Road | Senior Engineer | 50,000 | 625,000 | - | - | - | 675,000 |
| | 2299WS1705 | Watermain Replacement - Crystal Peak Road | Senior Engineer | - | - | 50,000 | 845,000 | - | 895,000 |
| | 2299WS1706 | Watermain Replacement - Rifle Pk Ct, Slott Pk Ct | Senior Engineer | - | 50,000 | 325,000 | - | - | 375,000 |
| | 2299WS1802 | Watermain Replacement - Alder Avenue | Senior Engineer | - | - | - | - | 535,000 | 535,000 |
| | 2299WS1803 | Watermain Replacement - Future | Senior Engineer | - | - | - | - | 50,000 | 50,000 |
| | 2299WS1804 | R6-1 Tank Road Construction | Senior Engineer | - | 15,000 | 110,000 | - | - | 125,000 |
| | | | | 460,000 | 1,170,000 | 716,000 | 1,320,000 | 930,000 | 4,596,000 |
| Sewer | 2523HE1721 | 2006 Kenworth T800 Bin truck #587 | Fleet Superintendent | - | - | 197,200 | - | - | 197,200 |
| | 2523HE1723 | 2001 Sellick Forklift #499 | Fleet Superintendent | - | - | - | - | 65,000 | 65,000 |
| | 2524LE1725 | 2008 Chevrolet Camera Truck #615 | Fleet Superintendent | - | - | - | - | 85,000 | 85,000 |
| | 2524SS1010 | Effluent Export Project - Phase II | Engineering Manager | 2,000,000 | 2,000,000 | 2,000,000 | 2,000,000 | 2,000,000 | 10,000,000 |
| | 2599BD1105 | Building Upgrades Water Resource Recovery Facility | Water/Wastewater Supervisor | 10,000 | 80,000 | 40,000 | 30,000 | 50,000 | 210,000 |
| | 2599DI1104 | Sewer Pumping Station Improvements | Engineering Manager | 15,000 | 60,000 | 30,000 | 30,000 | 50,000 | 185,000 |
| | 2599DI1701 | Sewer Pumping Station #1 Improvements | Engineering Manager | - | - | - | - | 30,000 | 30,000 |
| | 2599DI1703 | Sewer Pump Station #1 Improvements | Principal Engineer | 250,000 | - | - | - | - | 250,000 |
| | 2599SS1102 | Water Resource Recovery Facility Improvements | Water/Wastewater Supervisor | 100,000 | 75,000 | 75,000 | 100,000 | 175,000 | 525,000 |
| | 2599SS1103 | Wetlands Effluent Disposal Facility Improvements | Utility Maintenance Specialist | 10,000 | 75,000 | 100,000 | 100,000 | 100,000 | 385,000 |
| | 2599SS1203 | Replace & Reline Sewer Mains, Manholes and Appurtenances | Senior Engineer | 10,000 | 55,000 | 110,000 | 55,000 | 105,000 | 335,000 |
| | 2599SS1702 | WRRF Biosolids Bins | Utility Superintendent | - | - | - | - | 45,000 | 45,000 |
| | 2599SS1707 | WRRF Aeration System Improvements | Engineering Manager | 1,200,000 | - | - | - | - | 1,200,000 |
| | 2599SS1901 | Wastewater Resource Recovery Facility (WRRF) Drainage Improvements | Senior Engineer | - | 12,500 | - | - | - | 12,500 |
| | 2599SS2107 | Update Camera Equipment | Collection/Distribution Supervisor | - | 60,000 | - | - | - | 60,000 |
| | | | | 3,595,000 | 2,417,500 | 2,552,200 | 2,315,000 | 2,705,000 | 13,584,700 |
| | | Total Utilities | | 4,363,000 | 4,208,500 | 4,296,600 | 4,439,400 | 3,984,500 | 21,292,000 |
| Internal Service | 5190ME1201 | Replacement Shop Tools and Equipment | Fleet Superintendent | - | - | - | 16,000 | - | 16,000 |
| Fleet | 5197CO1801 | Fleet Software upgrade - manages rolling stock/equip | Fleet Superintendent | - | 14,000 | - | - | - | 14,000 |
| | 5197LE1720 | Replace 2007 Vehicle/Equipment Trailer | Fleet Superintendent | - | - | - | - | 10,850 | 10,850 |
| | | | | - | 14,000 | - | 16,000 | 10,850 | 40,850 |
| Buildings | 5394LE1723 | 2003 Genie Scissor Lift | Fleet Superintendent | - | - | 16,000 | - | - | 16,000 |
| | 5394LE1724 | 2004 Equipment Trailer (Tilt) | Fleet Superintendent | - | - | 5,200 | - | - | 5,200 |
| | 5394LV1720 | Replace 2005 Service Truck 4X4 (1-ton) #555 | Fleet Superintendent | - | - | 43,600 | - | - | 43,600 |
| | 5394LV1722 | Replace 2004 Pick-up Truck 4X4 (1/2-ton) #540 | Fleet Superintendent | - | 5,000 | - | - | - | 5,000 |
| | | | | - | 5,000 | 64,800 | - | - | 69,800 |
| | | Total Internal Service | | - | 19,000 | 64,800 | 16,000 | 10,850 | 110,650 |
| Community Services | 3141BD1706 | Venue Signage Enhancement | Director of Golf | 40,000 | - | - | - | - | 40,000 |
| Championship Golf | 3141FF1804 | Champ Golf Exterior Icemaker Replacement | Buildings Superintendent | - | 10,500 | - | - | - | 10,500 |
| | 3141FF1903 | Championship Golf Course Bear Boxes | Grounds Superintendent Golf Courses | 7,000 | 6,000 | - | - | - | 13,000 |
| | 3141GC1103 | Irrigation Improvements | Grounds Superintendent Golf Courses | 30,000 | 15,000 | 26,000 | 15,000 | 15,000 | 101,000 |
| | 3141GC1501 | Maintenance Building Drainage, Washpad and Pavement improvements | Principal Engineer | 30,000 | 700,000 | - | - | - | 730,000 |
| | 3141GC1802 | Championship Course Greens and Surrounds | Grounds Superintendent Golf Courses | 15,000 | - | - | - | - | 15,000 |
| | 3141GC1803 | Championship Course Tees | Grounds Superintendent Golf Courses | 15,000 | - | - | - | 45,000 | 60,000 |
| | 3141LI1201 | Pavement Maintenance of Parking Lots - Champ Course & Chateau | Senior Engineer | 17,500 | 52,500 | 45,000 | 10,000 | 515,000 | 640,000 |
| | 3141LI1202 | Pavement Maintenance of Cart Paths - Champ Course | Senior Engineer | 60,000 | 62,500 | 55,000 | 55,000 | 55,000 | 287,500 |
| | 3141LV1898 | Championship Golf Course Electric Cart Fleet and GPS | Director of Golf | - | 14,094 | 84,565 | 84,565 | 84,565 | 267,789 |
| | 3142LE1722 | 2001 Shattertine Aerifier #500 | Fleet Superintendent | - | - | - | - | 8,000 | 8,000 |
| | 3142LE1733 | 2005 Carryall Club Car #564 | Fleet Superintendent | 11,000 | - | - | - | - | 11,000 |
| | 3142LE1734 | 2005 Carryall Club Car #565 | Fleet Superintendent | 11,000 | - | - | - | - | 11,000 |
| | 3142LE1735 | 2005 Carryall Club Car #566 | Fleet Superintendent | 11,000 | - | - | - | - | 11,000 |

5 Year Capital Improvement Plan Summary - As of 3.12.19

| Department | Project Number | Project Title | Project Manager | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---------------|----------------|---|-------------------------------------|----------------|------------------|----------------|----------------|------------------|------------------|
| | 3142LE1736 | 2005 Carryall Club Car #567 | Fleet Superintendent | 11,000 | - | - | - | - | 11,000 |
| | 3142LE1737 | 2006 Carryall Club Car #589 | Fleet Superintendent | - | 12,000 | - | - | - | 12,000 |
| | 3142LE1738 | 2006 Carryall Club Car #590 | Fleet Superintendent | - | 12,000 | - | - | - | 12,000 |
| | 3142LE1739 | 2006 Carryall Club Car #591 | Fleet Superintendent | - | 12,000 | - | - | - | 12,000 |
| | 3142LE1741 | 2016 Bar Cart #724 | Fleet Superintendent | - | 29,000 | - | - | - | 29,000 |
| | 3142LE1742 | 2016 Bar Cart #725 | Fleet Superintendent | - | 29,000 | - | - | - | 29,000 |
| | 3142LE1743 | 2017 Toro Sand Pro 3020 #744 | Fleet Superintendent | - | - | - | - | 22,000 | 22,000 |
| | 3142LE1745 | 2011 Toro 3500D Mower #649 | Fleet Superintendent | - | - | - | - | 43,500 | 43,500 |
| | 3142LE1746 | 2012 JD 8500 Fairway Mower #670 | Fleet Superintendent | - | 92,000 | - | - | - | 92,000 |
| | 3142LE1747 | 2011 Toro Groundsmaster 4000D #650 | Fleet Superintendent | - | 50,000 | - | - | - | 50,000 |
| | 3142LE1748 | 2015 Toro Greensmaster 1600 #711 | Fleet Superintendent | - | - | - | 10,000 | 11,300 | 21,300 |
| | 3142LE1749 | 2015 Toro Greensmaster 1600 #712 | Fleet Superintendent | - | - | - | 10,000 | 11,300 | 21,300 |
| | 3142LE1750 | 2013 JD 3235 Fairway Mower #685 | Fleet Superintendent | - | - | 92,000 | - | - | 92,000 |
| | 3142LE1751 | 2004 Toro Greensmaster 1600 #549 | Fleet Superintendent | - | - | - | - | 11,300 | 11,300 |
| | 3142LE1752 | 2005 Toro Greensmaster 1600 #574 | Fleet Superintendent | - | - | - | - | 11,300 | 11,300 |
| | 3142LE1753 | 2011 Toro Greensmaster 1000 #652 | Fleet Superintendent | - | - | - | - | 10,400 | 10,400 |
| | 3142LE1754 | 2011 Toro Greensmaster 1000 #653 | Fleet Superintendent | - | - | - | - | 10,400 | 10,400 |
| | 3142LE1755 | 2011 Toro Greensmaster 1000 #654 | Fleet Superintendent | - | - | - | - | 10,400 | 10,400 |
| | 3142LE1756 | 2011 Toro Greensmaster 1000 #655 | Fleet Superintendent | - | - | - | - | 10,400 | 10,400 |
| | 3142LE1757 | 2011 Toro Greensmaster 1000 #656 | Fleet Superintendent | - | - | - | - | 10,400 | 10,400 |
| | 3142LE1758 | 2011 Toro Greensmaster 1000 #657 | Fleet Superintendent | - | - | - | - | 10,400 | 10,400 |
| | 3142LE1759 | 2014 3500D Toro Rotary Mower #693 | Fleet Superintendent | - | - | 38,000 | - | - | 38,000 |
| | 3142LE1760 | 2010 John Deere 8500 #641 | Fleet Superintendent | 20,582 | 20,582 | 20,582 | 20,582 | 20,582 | 102,910 |
| | 3143GC1202 | Driving Range Improvements | Grounds Superintendent Golf Courses | 31,000 | - | - | - | 34,000 | 65,000 |
| | 3144FF1702 | Replace Icemaker Championship Golf Course Cart Barn | Buildings Superintendent | - | - | 10,980 | - | - | 10,980 |
| | 3153BD2001 | Recoat Chateau F&B Grill and Catering Kitchen Floors | Buildings Superintendent | - | - | 37,200 | - | - | 37,200 |
| | 3153FF1204 | Champ Grille Kitchen Equipment | Food and Beverage Director | 46,200 | - | - | - | - | 46,200 |
| | 3197HV1749 | 1997 1-Ton Dump Truck #419 | Fleet Superintendent | 5,000 | - | - | - | 44,000 | 49,000 |
| | 3197LE1724 | 2000 Toro Spreader #462 | Fleet Superintendent | - | - | - | 13,700 | - | 13,700 |
| | 3197LE1726 | 2001 Spiker/Seeder #477 | Fleet Superintendent | - | - | - | 12,000 | - | 12,000 |
| | 3197LE1728 | 2013 Toro Top Dresser #686 | Fleet Superintendent | - | - | 13,000 | - | - | 13,000 |
| | 3197LE1729 | 2006 Toro 1250 Spray Rig #586 | Fleet Superintendent | - | - | - | - | 35,000 | 35,000 |
| | 3197LE1731 | 2008 Planetair HD50 #616 | Fleet Superintendent | - | 35,000 | - | - | 35,000 | 70,000 |
| | 3197LE1732 | 2015 John Deere 1500 Fairway Aerator #716 | Fleet Superintendent | 27,000 | - | - | - | - | 27,000 |
| | 3197LE1733 | 2008 JD TC125 Core Harvester #621 | Fleet Superintendent | - | - | 12,400 | - | - | 12,400 |
| | 3197LE1734 | 2008 Bandit Brush Chipper #625 | Fleet Superintendent | - | - | 42,000 | - | - | 42,000 |
| | 3197LE1735 | 2017 TORO PROCORE 864 AERATOR #747 | Fleet Superintendent | - | - | - | 15,400 | - | 15,400 |
| | 3197LE1740 | 2005 John Deere Pro Gator #569 | Fleet Superintendent | 34,500 | - | - | - | - | 34,500 |
| | 3197LE1741 | 2015 Greens Roller #715 | Fleet Superintendent | 17,000 | - | - | - | - | 17,000 |
| | 3197LE1742 | 2014 Vibratory Greens Roller #696 | Fleet Superintendent | 17,000 | - | - | - | - | 17,000 |
| | 3197LE1746 | 2004 John Deere 4410 Tractor #548 | Fleet Superintendent | 40,000 | - | - | - | - | 40,000 |
| | 3197LE1748 | Replace Blade Grinding Equipment | Fleet Superintendent | - | 41,200 | - | - | - | 41,200 |
| | 3197LE1902 | Graden Sand Injection Verticutter | Fleet Superintendent | - | 18,500 | - | - | - | 18,500 |
| | 3197ME1710 | Maintenance Shop Crane and Equipment Lift | Fleet Superintendent | 30,000 | - | - | - | - | 30,000 |
| | 3199OE1501 | Championship Golf Printer Copier Replacement 955 Fairway | Senior Golf Head Professional | 10,000 | - | - | - | - | 10,000 |
| | | | | 596,782 | 1,211,876 | 476,727 | 246,247 | 1,064,247 | 3,535,879 |
| Mountain Golf | 3241BD1503 | Mtn. Golf Course Remodel On Course Bathrooms, #6 & #13/14 | Principal Engineer | 60,000 | - | - | - | - | 60,000 |
| | 3241GC1101 | Mountain Course Greens, Tees and Bunkers | Grounds Superintendent Golf Courses | 43,000 | 18,000 | - | - | - | 61,000 |
| | 3241GC1404 | Irrigation Improvements | Grounds Superintendent Golf Courses | 39,000 | - | - | 30,000 | - | 69,000 |
| | 3241GC1502 | Wash Pad Improvements | Principal Engineer | - | - | 70,000 | - | - | 70,000 |
| | 3241GC1802 | Mountain Course Clubhouse and Maintenance Building Water Service Line Replacement | Senior Engineer | 65,000 | - | - | - | - | 65,000 |
| | 3241LI1704 | Mountain Golf Course Cart Path Retaining Walls | Senior Engineer | 17,500 | 37,500 | 12,500 | 12,500 | 10,000 | 90,000 |
| | 3241LV1899 | Mountain Course 58 Cart Fleet | Fleet Superintendent | 10,738 | 64,428 | 64,428 | 64,428 | 64,428 | 268,450 |
| | 3241ME1804 | Mountain Golf Fuel Storage Facility | Fleet Superintendent | 200,000 | - | - | - | - | 200,000 |
| | 3242LE1725 | 2005 Carryall Club Car #568 | Fleet Superintendent | 11,000 | - | - | - | - | 11,000 |
| | 3242LE1726 | 2016 Bar Cart #726 | Fleet Superintendent | - | 29,000 | - | - | - | 29,000 |
| | 3242LE1728 | 2015 Toro 4000D Rough Mower #709 | Fleet Superintendent | - | - | - | 61,000 | - | 61,000 |
| | 3242LE1731 | 2017 Toro Sand Pro #745 | Fleet Superintendent | - | - | - | - | 22,000 | 22,000 |
| | 3242LE1732 | 2016 Toro Tri-Plex Mower #614 | Fleet Superintendent | - | - | - | 43,400 | - | 43,400 |
| | 3242LI1204 | Pavement Maintenance of Parking Lot - Mountain Golf Course | Senior Engineer | 22,500 | 6,000 | 12,500 | 12,500 | 25,000 | 78,500 |

5 Year Capital Improvement Plan Summary - As of 3.12.19

| Department | Project Number | Project Title | Project Manager | 2020 | 2021 | 2022 | 2023 | 2024 | Total | |
|------------|-------------------------------|--|--------------------------------|--------------------------|----------------|----------------|----------------|----------------|------------------|---------|
| | 3242LI1205 | Pavement Maintenance of Cart Paths - Mountain Golf Course | Senior Engineer | 40,000 | 45,000 | 45,000 | 45,000 | 45,000 | 220,000 | |
| | 3299BD1403 | Mountain Course Clubhouse and Maintenance Building Renovation and ADA Upgrades | Engineering Manager | - | - | - | 95,000 | 600,000 | 695,000 | |
| | 3299BD1702 | Replace Roof - Mountain Golf Clubhouse | Buildings Superintendent | 25,000 | - | - | - | - | 25,000 | |
| | 3299BD1705 | Paint Exterior of Mountain Golf Clubhouse | Buildings Superintendent | 41,500 | - | - | - | - | 41,500 | |
| | 3299BD1902 | Mountain Clubhouse Fire Rebuild and Rehab | Engineering Staff | 861,800 | - | - | - | - | 861,800 | |
| | | | | 1,437,038 | 199,928 | 204,428 | 363,828 | 766,428 | 2,971,650 | |
| | Facilities | 3350BD1103 | Chateau - Replace Carpet | Buildings Superintendent | 62,000 | - | - | 49,500 | 68,000 | 179,500 |
| | | 3350BD1302 | Resurface Patio Deck - Chateau | Buildings Superintendent | - | 36,000 | - | - | - | 36,000 |
| | | 3350BD1505 | Paint Interior of Chateau | Buildings Superintendent | - | - | - | - | 40,500 | 40,500 |
| | | 3350BD1506 | Paint Exterior of Chateau | Buildings Superintendent | - | - | 47,000 | - | - | 47,000 |
| 3350BD1704 | | Replace Air Walls Chateau | Buildings Superintendent | - | 31,360 | - | - | - | 31,360 | |
| 3350BD1804 | | Replace Hallway Tile at Chateau | Buildings Superintendent | 65,000 | - | - | - | - | 65,000 | |
| 3350BD1805 | | Repair and Refinish Wood Walls Upstairs at Chateau | Buildings Superintendent | 10,000 | - | - | - | - | 10,000 | |
| 3350BD1808 | | Chateau Community Room Ceiling and Beam Refurbishing | Buildings Superintendent | - | - | - | - | 25,000 | 25,000 | |
| 3350FF1204 | | Catering Kitchen Equipment | Food and Beverage Director | 18,900 | - | - | - | - | 18,900 | |
| 3350FF1601 | | Enclose Chateau Exterior Storage Area | Engineering Technician | - | 85,000 | - | - | - | 85,000 | |
| 3351BD1501 | | Aspen Grove - Replace Carpet | Buildings Superintendent | - | - | 11,000 | - | - | 11,000 | |
| 3351BD1703 | | Aspen Grove Outdoor Seating BBQ and Landscaping | Parks Superintendent | - | - | 41,400 | 10,000 | - | 51,400 | |
| 3351BD2101 | | Dumpster enclosure - Village Green/Aspen Grove | Parks Superintendent | - | - | 45,000 | - | - | 45,000 | |
| 3351LI1807 | | Replacement Sod at Aspen Grove | Sales and Events Coordinator | 18,000 | - | - | - | - | 18,000 | |
| 3352FF1104 | | Replace Banquet Serviceware | Sales and Events Coordinator | - | - | - | - | 11,000 | 11,000 | |
| 3352LV1720 | Replace 2013 Cargo Truck #690 | Fleet Superintendent | - | - | - | 38,500 | - | 38,500 | | |
| | | | 173,900 | 152,360 | 144,400 | 98,000 | 144,500 | 713,160 | | |
| Ski | 3453BD1806 | Base Lodge Walk In Cooler and Food Prep Reconfiguration | Engineering Manager | 25,000 | 150,000 | - | - | - | 175,000 | |
| | 3453FF1706 | Replace Main Lodge/Snowflake Lodge Dinning Furniture and Fixtures | Food and Beverage Director | 38,000 | 52,000 | - | - | - | 90,000 | |
| | 3453FF1707 | Replacement of Main and Snowflake Lodge Kitchen Equipment | Food and Beverage Director | - | 53,000 | - | - | - | 53,000 | |
| | 3462CE1902 | Diamond Peak Fiber Network to Lifts | IT Analyst | - | - | - | 68,000 | - | 68,000 | |
| | 3462HE1502 | Crystal Express Ski Lift Maintenance and Improvements | Ski Resort General Manager | - | 55,000 | 25,000 | 345,000 | - | 425,000 | |
| | 3462HE1702 | Lakeview Ski Lift Maintenance and Improvements | Ski Resort General Manager | 250,000 | 30,000 | 192,000 | - | - | 472,000 | |
| | 3462HE1711 | Lodgepole Ski Lift Maintenance and Improvements | Ski Resort General Manager | - | - | 60,000 | - | 320,000 | 380,000 | |
| | 3462HE1712 | Red Fox Ski Lift Maintenance and Improvements | Ski Resort General Manager | 30,000 | 20,000 | - | - | - | 50,000 | |
| | 3462HE1903 | Ridge Ski Lift Maintenance and Improvements | Mountain Operations Manager | - | 62,000 | - | - | - | 62,000 | |
| | 3462LE1720 | 2016 Polaris Ranger Crew #728 | Fleet Superintendent | - | - | - | - | 19,000 | 19,000 | |
| | 3463HE1721 | 2013 Snow blower #689 | Fleet Superintendent | - | - | - | - | 165,900 | 165,900 | |
| | 3463HE1722 | Loader Tire Chains (1-Set) | Fleet Superintendent | - | - | 9,750 | - | - | 9,750 | |
| | 3463HE1723 | 2002 Caterpillar 950G Loader #524 | Fleet Superintendent | - | - | 265,000 | - | - | 265,000 | |
| | 3463HE1728 | Replace 2011 Grooming Vehicle # 645 | Fleet Superintendent | - | - | 59,658 | 89,286 | 89,286 | 238,230 | |
| | 3463HV1727 | Replace 2008 Grooming vehicle # 628 | Fleet Superintendent | 58,166 | 87,249 | 87,249 | 87,249 | 87,249 | 407,162 | |
| | 3464BD1403 | Resurface Main Lodge Decks | Buildings Superintendent | 75,200 | - | - | - | - | 75,200 | |
| | 3464HE1902 | Replace Snowmaking Air Compressor Microprocessor Control Units | Mountain Operations Manager | 100,000 | - | - | - | - | 100,000 | |
| | 3464HE1908 | 1983 CASE 855C TRACK BACKHOE # 348 | Fleet Superintendent | - | - | - | 250,000 | - | 250,000 | |
| | 3464LE1601 | Ski Resort Snowmobile Fleet Replacement | Fleet Superintendent | 15,500 | 16,000 | 16,500 | 17,000 | 17,000 | 82,000 | |
| | 3464LE1729 | Snowplow #304A | Fleet Superintendent | - | - | 19,000 | - | - | 19,000 | |
| | 3464LE1734 | 2016 Polaris Ranger Crew #723 | Fleet Superintendent | - | - | - | 19,000 | - | 19,000 | |
| | 3464LV1730 | 2014 Yamaha ATV #695 | Fleet Superintendent | - | - | 19,000 | - | - | 19,000 | |
| | 3464LV1731 | 2012 Yamaha ATV #683 | Fleet Superintendent | 18,000 | - | - | - | - | 18,000 | |
| | 3464LV1732 | 2013 Yamaha Rhino (ATV) #674 | Fleet Superintendent | - | 21,000 | - | - | - | 21,000 | |
| | 3464ME1802 | Diamond Peak Fuel Storage Facility | Fleet Superintendent | - | 20,000 | - | 400,000 | - | 420,000 | |
| | 3464ME1907 | Diesel Exhaust Fluid Storage/Dispenser | Fleet Superintendent | 20,000 | - | - | - | - | 20,000 | |
| | 3464SI1002 | Fan Guns Purchase and Refurbishment | Mountain Operations Manager | 130,000 | - | - | - | - | 130,000 | |
| | 3467LE1703 | Child Ski Center Surface Lift | Ski Resort General Manager | - | - | 65,000 | - | - | 65,000 | |
| | 3468RE0002 | Replace Ski Rental Equipment | Director of Skier Services | 200,000 | 185,000 | - | 150,000 | - | 535,000 | |
| | 3468RE1609 | Replace Ski Rental Machinery | Director of Skier Services | - | - | 36,000 | - | - | 36,000 | |
| | 3469HE1739 | Replace 2010 Shuttle Bus #635 | Fleet Superintendent | - | 130,000 | - | - | - | 130,000 | |
| | 3469HE1740 | Replace 2010 Shuttle Bus #636 | Fleet Superintendent | - | 130,000 | - | - | - | 130,000 | |
| | 3469LI1105 | Pavement Maintenance, Diamond Peak and Ski Way | Senior Engineer | 55,000 | 220,000 | 105,000 | 105,000 | 100,000 | 585,000 | |
| | 3469LI1805 | Ski Way and Diamond Peak Parking Lot Reconstruction | Engineering Manager | 225,000 | 300,000 | 2,750,000 | - | - | 3,275,000 | |
| | 3469LI1805B | Roundabout Alternative for Ski Way Timing to be coordinated with summer operations | Engineering Manager | - | - | - | 2,100,000 | - | 2,100,000 | |
| 3469LV1735 | 2007 Chevy 1-Ton Pick-Up #596 | Fleet Superintendent | - | - | 40,000 | - | - | 40,000 | | |
| 3469LV1736 | 2007 Chevy 1-Ton Pick-Up #597 | Fleet Superintendent | - | - | 40,000 | - | - | 40,000 | | |
| 3469LV1737 | 1991 Ski Passenger Tram #267 | Fleet Superintendent | - | - | 22,700 | - | - | 22,700 | | |
| 3469LV1738 | 1993 Ski Passenger Tram #283 | Fleet Superintendent | - | - | - | 23,400 | - | 23,400 | | |

5 Year Capital Improvement Plan Summary - As of 3.12.19

| Department | Project Number | Project Title | Project Manager | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|--------------------------------|----------------|--|------------------------------------|------------------|------------------|------------------|------------------|----------------|-------------------|
| | 3499BD1710 | Diamond Peak Facilities Flooring Material Replacement | Mountain Operations Manager | 43,000 | 40,000 | 62,000 | - | - | 145,000 |
| | 3499BD1904 | Ski Rental Shop Doors | Assistant Buildings Superintendent | 13,000 | - | - | - | - | 13,000 |
| | 3499BD1905 | HVAC Control Changeout | Assistant Buildings Superintendent | 21,000 | - | - | - | - | 21,000 |
| | 3499CE1909 | Ecommerce / Middleware Software | IT Analyst | 202,000 | - | - | - | - | 202,000 |
| | 3499FF1607 | Skier Services Building Customer Service Counter | Principal Engineer | 12,000 | - | - | - | - | 12,000 |
| | 3499OE1205 | Replace Staff Uniforms | Ski Resort General Manager | - | 130,000 | - | - | - | 130,000 |
| | 3499OE1502 | Skier Services Administration Printer Copier Replacement 1210 Ski Way | Director of IT | 10,000 | - | - | - | - | 10,000 |
| | | | | 1,540,866 | 1,701,249 | 3,873,857 | 3,653,935 | 798,435 | 11,568,342 |
| Ski Master Plan Implementation | 3653BD1501 | 2015 Ski Area Master Plan Implementation - Entitlements and Pre-Design | Engineering Manager | - | - | 160,000 | - | - | 160,000 |
| | 3653BD1501A | 2015 Ski Area Master Plan Implementation - Phase 1 A Listed Activities | Engineering Manager | - | - | 1,103,000 | 1,103,000 | - | 2,206,000 |
| | 3653BD1501B | 2015 Ski Area Master Plan Implementation - Phase 1 B Activities - Alpine Coaster | Engineering Manager | - | - | - | - | 878,887 | 878,887 |
| | | | | | | 1,263,000 | 1,103,000 | 878,887 | 3,244,887 |
| Parks | 4378BD1603 | Resurface and Coat Incline Park Bathroom Floors | Buildings Superintendent | - | 13,940 | - | - | - | 13,940 |
| | 4378BD1604 | Resurface and Coat Preston Park Bathroom, Mechanical Room, and Bleacher Floors | Buildings Superintendent | - | - | 53,200 | - | - | 53,200 |
| | 4378BD1605 | Aspen Grove Flatscape and Retaining Wall Enhancement and Replacement | Senior Engineer | 55,000 | - | - | 145,000 | 105,000 | 305,000 |
| | 4378BD1701 | Dumpster enclosure - Incline Park | Parks Superintendent | - | - | 45,000 | - | - | 45,000 |
| | 4378BD1705 | Rosewood Creek Foot Bridges | Parks Superintendent | 8,000 | 8,000 | - | - | - | 16,000 |
| | 4378BD1801 | Preston Field Retaining Wall Replacement | Principal Engineer | - | 64,750 | 225,000 | - | - | 289,750 |
| | 4378BD1901 | Village Green Restroom drainage improvements | Senior Engineer | 25,000 | - | - | - | - | 25,000 |
| | 4378DI1702 | Incline Park Backflow Device Replacement | Director of Asset Management | 32,000 | - | - | - | - | 32,000 |
| | 4378LE1720 | 2013 Surf Rake #684 | Fleet Superintendent | - | - | - | - | 26,500 | 26,500 |
| | 4378LE1724 | 2005 Shattertine Aerifier | Fleet Superintendent | 8,100 | - | - | - | - | 8,100 |
| | 4378LE1725 | 2008 Landpride Overseeder #622 | Fleet Superintendent | - | 17,000 | - | - | - | 17,000 |
| | 4378LE1730 | 2008 JD Pro-Gator #623 | Fleet Superintendent | 35,000 | - | - | - | - | 35,000 |
| | 4378LE1731 | 2008 JD Pro-Gator #624 | Fleet Superintendent | - | 36,000 | - | - | - | 36,000 |
| | 4378LE1736 | 2003 1-Ton Service Truck #520 | Fleet Superintendent | 43,000 | - | - | - | - | 43,000 |
| | 4378LE1739 | 2013 Ball Field Groomer #681 | Fleet Superintendent | 17,100 | - | - | - | - | 17,100 |
| | 4378LE1740 | 2013 Ball Field Mower / Toro 3500D Groundsmaster #682 | Fleet Superintendent | 35,400 | - | - | - | - | 35,400 |
| | 4378LE1742 | 2015 Ball Field Groomer #706 | Fleet Superintendent | - | 17,500 | - | 20,000 | - | 37,500 |
| | 4378LI1207 | Pavement Maintenance, East & West End Parks | Senior Engineer | - | - | - | 17,500 | 37,500 | 55,000 |
| | 4378LI1303 | Pavement Maintenance, Village Green Parking | Senior Engineer | 5,000 | 12,500 | 5,000 | 22,500 | - | 45,000 |
| | 4378LI1403 | Pavement Maintenance, Preston Field | Senior Engineer | 5,000 | 5,000 | 27,500 | 6,000 | 6,000 | 49,500 |
| | 4378LI1602 | Pavement Maintenance, Overflow Parking Lot | Senior Engineer | 5,000 | 5,000 | 5,000 | 27,500 | 5,000 | 47,500 |
| | 4378LI1802 | Pavement Maintenance - Incline Park | Senior Engineer | 7,500 | 3,500 | 7,500 | 3,500 | - | 22,000 |
| | 4378LV1734 | 2011 Pick-Up with Lift gate (1-ton) #646 | Fleet Superintendent | - | - | - | 42,500 | - | 42,500 |
| | 4378LV1735 | 2005 Pick-up Truck 4x4 (1-Ton) #554 | Fleet Superintendent | - | - | 43,000 | - | - | 43,000 |
| | 4378LV1737 | 2004 Pick-up Truck 4x4 (1-Ton) #541 | Fleet Superintendent | - | 43,000 | - | - | - | 43,000 |
| | 4378RS1501 | Replace Previous Incline Park Playground | Principal Engineer | - | - | 20,000 | 100,000 | - | 120,000 |
| | 4378RS1601 | Replace Preston Park Playgrounds | Principal Engineer | - | 15,000 | 100,000 | - | - | 115,000 |
| | | | | 281,100 | 241,190 | 531,200 | 384,500 | 180,000 | 1,617,990 |
| Tennis | 4588BD1602 | Paint All Court Fences and Light Poles, Replace Wind Screens | Buildings Superintendent | - | 51,000 | - | - | - | 51,000 |
| | 4588BD1604 | Tennis Center Renovation | Engineering Manager | 700,000 | - | - | - | - | 700,000 |
| | 4588LI1201 | Pavement Maintenance, Tennis Facility | Senior Engineer | 23,500 | 5,000 | 5,000 | 5,000 | 10,000 | 48,500 |
| | 4588RS1401 | Resurface Tennis Courts 8-9-10-11 | Director of Parks and Recreation | - | 17,600 | - | - | - | 17,600 |
| | 4588RS1402 | Resurface Tennis Courts 3 thru 7 | Director of Parks and Recreation | - | - | - | - | 23,000 | 23,000 |
| | 4588RS1501 | Resurface Tennis Courts 1 and 2 | Director of Parks and Recreation | 47,000 | - | - | - | - | 47,000 |
| | | | | 770,500 | 73,600 | 5,000 | 5,000 | 33,000 | 887,100 |
| Recreation Center | 4884BD1601 | Recreation Center Natatorium Mezzanine Safety Enhancements | Buildings Superintendent | 90,000 | - | - | - | - | 90,000 |
| | 4884BD1702 | Replace Bird Netting | Buildings Superintendent | - | - | - | - | 17,720 | 17,720 |
| | 4884BD1703 | Replace Walkway Bollard Lights | Buildings Superintendent | 55,000 | - | - | - | - | 55,000 |
| | 4884BD1705 | Upgrade Lights for I.P. Pathway | Buildings Superintendent | - | - | 27,000 | - | - | 27,000 |
| | 4884BD1804 | Chemtrol System for Recreation Center Pool | Director of Parks and Recreation | - | - | 22,000 | - | - | 22,000 |
| | 4884BD1902 | Recreation Center Upstairs Lobby Restrooms Remodel | Recreation Center Manager | - | 31,504 | - | - | - | 31,504 |
| | 4884CE1903 | External Surveillance Security Cameras for Recreation Center | Director of Parks and Recreation | 15,000 | - | - | - | - | 15,000 |

5 Year Capital Improvement Plan Summary - As of 3.12.19

| Department | Project Number | Project Title | Project Manager | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
|---------------------------|----------------|---|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 4884FF1501 | Resurface Recreation Center Patio Deck | Buildings Superintendent | - | - | - | - | 28,620 | 28,620 |
| | 4884FF1502 | Repair Deck Stairs and Powder Coat All Patio Deck Railings | Buildings Superintendent | 20,000 | - | - | - | - | 20,000 |
| | 4884LI1102 | Pavement Maintenance, Recreation Center Area | Senior Engineer | 57,500 | 62,500 | 5,000 | 357,500 | 307,500 | 790,000 |
| | 4884RS1503 | Replaster Recreation Center Pool | Buildings Superintendent | - | - | 200,000 | - | - | 200,000 |
| | 4885BD1606 | Pool Facility Deck/Floor Re-coat | Recreation Center Manager | 34,000 | - | - | - | 35,500 | 69,500 |
| | 4886LE0001 | Fitness Equipment | Recreation Center Manager | 44,200 | 45,000 | 47,250 | 49,000 | - | 185,450 |
| | 4899BD1305 | Paint Interior of Recreation Center | Buildings Superintendent | 15,500 | - | 15,500 | - | 15,500 | 46,500 |
| | 4899BD1801 | Paver install Front Walkway at Recreation Center | Buildings Superintendent | 82,500 | - | - | - | - | 82,500 |
| | 4899LV1721 | 2012 15-Passenger Van #667 | Fleet Superintendent | - | - | 45,800 | - | - | 45,800 |
| | 4899OE1607 | Recreation Center Printer Copier Replacement 980 Incline Way | IT Analyst | - | 20,000 | - | - | - | 20,000 |
| | | | | 413,700 | 159,004 | 362,550 | 406,500 | 404,840 | 1,746,594 |
| Community Services Shared | 4999OE1399 | Web Site Redesign and Upgrade | Marketing Manager | - | 80,000 | - | - | - | 80,000 |
| | | | | - | 80,000 | - | - | - | 80,000 |
| | | Total Community Services Less Master Plan Implementation | | 5,153,886 | 3,819,207 | 5,598,162 | 5,158,010 | 3,391,450 | 23,120,715 |
| | | Total Community Services With Master Plan Implementation | | 5,153,886 | 3,819,207 | 6,861,162 | 6,261,010 | 4,270,337 | 26,365,602 |
| Beaches | | | | | | | | | |
| | 3970BD1901 | Burnt Cedar Pool Replacement Timing to be Determined | Director of Parks and Recreation | - | 2,000,000 | - | - | - | 2,000,000 |
| | 3970BD2601 | Burnt Cedar Swimming and Toddler Pool Resurface and Mechanical Improvements | Engineering Manager | 500,000 | - | - | - | - | 500,000 |
| | 3972BD1301 | Pavement Maintenance, Ski Beach | Senior Engineer | 11,000 | 6,000 | 8,500 | 15,000 | 256,000 | 296,500 |
| | 3972BD1501 | Beaches Flatscape and Retaining Wall Enhancement and Replacement | Senior Engineer | 55,000 | 55,000 | 55,000 | 55,000 | 55,000 | 275,000 |
| | 3972BD1707 | Burnt Cedar Dumpster enclosure | Senior Engineer | 10,000 | 35,000 | - | - | - | 45,000 |
| | 3972FF1704 | Beach Furnishings | Parks Superintendent | - | 7,000 | 21,000 | - | - | 28,000 |
| | 3972LI1201 | Pavement Maintenance, Incline Beach | Senior Engineer | - | 6,500 | 5,000 | 7,500 | 16,500 | 35,500 |
| | 3972LI1202 | Pavement Maintenance, Burnt Cedar Beach | Senior Engineer | 6,000 | 6,000 | 17,500 | 7,500 | 310,000 | 347,000 |
| | 3972RS1701 | Replace Playgrounds | Principal Engineer | - | 30,000 | 100,000 | 100,000 | - | 230,000 |
| | 3973FF1204 | Incline Beach Kitchen | Food and Beverage Director | - | - | 7,260 | - | - | 7,260 |
| | 3974FF1101 | Burnt Cedar Beach Kitchen | Food and Beverage Director | - | - | 6,800 | - | - | 6,800 |
| | 3999BD1702 | Resurface Burnt Cedar Pool Patio Deck | Buildings Superintendent | - | 29,100 | - | - | - | 29,100 |
| | 3999BD1703 | Replace Ski Beach Entrance Gate | Buildings Superintendent | - | - | - | - | 19,500 | 19,500 |
| | 3999BD1708 | Ski Beach Bridge Replacement | Senior Engineer | - | - | - | 120,000 | - | 120,000 |
| | 3999DI1706 | Burnt Cedar Beach Backflow Device Replacement | Engineering Manager | - | - | - | 45,000 | - | 45,000 |
| | 3999LI1902 | Burnt Cedar Beach Eastern Stormwater Improvements | Senior Engineer | 189,200 | - | - | - | - | 189,200 |
| | | | | 771,200 | 2,174,600 | 221,060 | 350,000 | 657,000 | 4,173,860 |
| | | Total w/o DP Master Plan | | 10,773,531 | 10,664,457 | 10,570,722 | 10,233,360 | 11,354,700 | 53,596,770 |
| | | Total w/ DP Master Plan | | 10,773,531 | 10,664,457 | 11,833,722 | 11,336,360 | 12,233,587 | 56,841,657 |

Performance Management Cycles:

Service Delivery Operating Cycles

- **Single transaction**
- **Hour**
- **Shift**
- **Day**
- **Week**
- **Pay Period**
- **Month**
- **Quarter**
- **Year**

Capital Maintenance Cycles for Care & Condition

- **Repairs & Maintenance**
- **Useful Lives of :**
 - **3 Years**
 - **5 Years**
 - **7 Years**
 - **8 Years**
 - **10 Years**
 - **15 Years**
 - **20 Years**
 - **25+ Years**

| IVGID | | | | | | |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Five Year Projection Asset Replacement Sources and Uses | | | | | | |
| | Budget | Projected | | | | |
| | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | 2023-24 |
| Community Services Capital Improvements: | | | | | | |
| Planned Facility Fees - Capital Maintenance | | | | | | |
| Total Per Parcel | \$ 440 | \$ 405 | \$ 405 | \$ 405 | \$ 405 | \$ 405 |
| Total Community Services | \$ 3,612,400 | \$ 3,322,215 | \$ 3,322,215 | \$ 3,322,215 | \$ 3,322,215 | \$ 3,322,215 |
| Planned Other Sources & Adjustments: | | | | | | |
| CS Fund Balance for Champ. Maint. | | | 700,000 | | | |
| Mountain Clubhouse Insurance | | 300,000 | | | | |
| General Fund Balance for Clubhouse | | 561,800 | | | | |
| CS Fund Balance for Mtn. Fuel Stor. | | 200,000 | | | | |
| CS Fund Balance for Lakeview Lift | | 250,000 | | | | |
| Bonding for Ski Way | | | | 2,750,000 | | |
| Debt Service on Bond | | | | | (342,007) | (342,007) |
| Bonding for Ski Way Roundabouts | | | | | 2,100,000 | |
| Debt Service on Bonds | | | | | | (261,169) |
| CS Fund Balance for Culvert | 1,625,000 | | | | | |
| CS Fund Balance for DP Master Plan | | | | 1,263,000 | 1,103,000 | 878,887 |
| Creek Restoration Grant | 186,000 | | | | | |
| ITF Incline Park Grant | 1,208,071 | | | | | |
| Pump Track Grant | 300,000 | | | | | |
| CS Fund Balance for Tennis Facility | | 700,000 | | | | |
| Total Community Service Sources | \$ 6,931,471 | \$ 5,334,015 | \$ 4,022,215 | \$ 7,335,215 | \$ 6,183,208 | \$ 3,597,926 |
| Scheduled Capital Expenditures | | | | | | |
| Championship Ongoing | 492,400 | 536,782 | 511,876 | 476,727 | 246,247 | 549,247 |
| Champ. Maintenance Bldg. | - | - | 700,000 | - | - | - |
| Chateau Pavement Replacement | | | | | | 515,000 |
| Mountain Ongoing | 150,300 | 375,238 | 199,928 | 204,428 | 363,828 | 166,428 |
| Mountain Clubhouse | - | 861,800 | | | | |
| Gas System and Maintenance Bldg. | - | 200,000 | - | - | - | - |
| Mountain Course Maintenance Bldg. | | | | | | 600,000 |
| Facilities Ongoing | 43,000 | 173,900 | 152,360 | 144,400 | 98,000 | 144,500 |
| Ski Resort Ongoing | 452,000 | 1,315,866 | 1,401,249 | 1,123,857 | 1,553,935 | 798,435 |
| Ski Culvert | 3,785,000 | - | - | - | - | - |
| K Rail and Ski Way | 50,000 | 225,000 | 300,000 | 2,750,000 | - | - |
| Ski Way Roundabouts | | | | | 2,100,000 | |
| Ski Master Plan | - | - | - | 1,263,000 | 1,103,000 | 878,887 |
| Community Programming Ongoing | 166,500 | 413,700 | 159,004 | 362,550 | 406,500 | 404,840 |
| Community Services Admin Ongoing | 27,500 | - | 80,000 | - | - | - |
| Parks Ongoing | 126,200 | 281,100 | 241,190 | 531,200 | 384,500 | 180,000 |
| Parks Improvements from Grants | 1,694,071 | - | - | - | - | - |
| Tennis Ongoing | 98,000 | 70,500 | 73,600 | 5,000 | 5,000 | 33,000 |
| Tennis Facility | - | 700,000 | - | - | - | - |
| Community Services Cumulative | | | | | | |
| Sources versus Uses | \$ (153,500) | \$ 26,629 | \$ 229,637 | \$ 703,690 | \$ 625,888 | \$ (46,523) |
| Beach Capital Improvements: | | | | | | |
| Planned Facility Fees - Capital Maintenance | | | | | | |
| Per Parcel | \$ 39 | \$ 39 | \$ 39 | \$ 74 | \$ 74 | \$ 74 |
| Total Beach | \$ 302,484 | \$ 302,211 | \$ 302,211 | \$ 573,426 | \$ 573,426 | \$ 573,426 |
| Planned Other Sources & Adjustments: | | | | | | |
| Fund Balance for BC Pool | | 252,000 | | | | |
| Bond for BC Pool | | | 2,000,000 | | | |
| Debt Service on Bond | | | | (248,732) | (248,732) | (248,732) |
| Fund Balance for Storm water Impr. | | 39,200 | | | | |
| Capital Grant for Storm water Impr. | | 150,000 | | | | |
| Total Beach Sources | \$ 302,484 | \$ 743,411 | \$ 2,302,211 | \$ 324,694 | \$ 324,694 | \$ 324,694 |
| Scheduled Capital Expenditures | | | | | | |
| Beach Ongoing | 372,900 | 271,200 | 174,600 | 221,060 | 350,000 | 657,000 |
| BC Pool Resurface and Mechanical | | 500,000 | | | | |
| BC Pool Replacement | | | 2,000,000 | | | |
| Beach Cumulative Sources vs Uses | \$ (70,416) | \$ (98,205) | \$ 29,406 | \$ 133,040 | \$ 107,734 | \$ (224,572) |

IVGID
 Executive Summary
 Special Revenue Fund Balance Stress Test
 Audited Fund Balance versus Planned Capital Project Transfers
 Presented to Board of Trustees March 18, 2019

| | Community Services <u>Spec. Rev. Fund</u> | Beach <u>Spec. Rev. Fund</u> |
|---|---|---------------------------------|
| Audited Fund Balance June 30, 2018 | \$ 10,645,469 | \$ 1,413,091 |
| Projected Operating Sources FYE 6/30/19 | 18,797,530 | 2,122,760 |
| Projected Operating Uses FYE 6/30/19 | (16,858,100) | (1,899,600) |
| Transfer of Work Comp residual | 241,875 | 13,125 |
| Transfer for CIP carryover | (228,675) | (3,844) |
| Transfer for Diamond Peak Culvert current & carryover | (2,229,600) | - |
| Projected Fund Balance June 30, 2019 | <u>10,368,499</u> | <u>1,645,532</u> |
| Budgeted Operating Sources FYE 6/30/20 | 17,943,215 | 2,169,965 |
| Budgeted Operating Uses FYE 6/30/20 | (17,966,365) | (2,115,102) |
| Projected Fund Balance June 30, 2020 | <u>10,345,349</u> | <u>1,700,395</u> |
| Planned to meet Asset Replacement Funding: | | |
| 3970BD2601 BC Pool Resurface & Mechanical | - | (252,000) |
| 3241ME1804 Mountain Golf Fuel Storage Facility | (200,000) | - |
| 3462HE1702 Lakeview Lift Maintenance & Improvements | (250,000) | - |
| 4588BD1604 Tennis Center Renovation | (700,000) | - |
| 3653BD1501 DP Master Plan Entitlements & Permits | (150,000) | - |
| 3653BD1501A DP Master Plan Phase 1A Activities | (2,206,000) | - |
| 3653BD1501B DP Master Plan Phase 1 B Activities | (1,757,774) | - |
| Fund Balance less planned items | <u>\$ 5,081,575</u> | <u>\$ 1,448,395</u> |
| Current Target by Policy | <u>\$ 4,480,000</u> | <u>\$ 479,000</u> |
| Remainder | <u>\$ 601,575</u> | <u>\$ 969,395</u> |

Discussion:

Community Services Special Revenue Fund has resources to meet the planned completion of the Mountain Course Fuel Storage Facility, Lakeview Lift, and the Tennis Center Renovation. Planned uses 2021 and after are for the resources in hand to meet the Phase 1 scope of the Diamond Peak Master Plan.

Beach Special Revenue Fund does not have sufficient resources to proceed with support for the planned pool renovation at Burnt Cedar Beach. It does not have sufficient resources for the Incline Beach building renovation as of this measurement date.

**Incline Village General Improvement District
Asset Replacement Planning Indicators**

| | 2018 | 2017 | 2016 | 2015 | 2010 | 2005 | 2000 | 1995 |
|--|--------|--------|--------|--------|--------|--------|---------------|--------|
| General Fund | | | | | | | | |
| Accumulated Depreciation to Depreciable Asset Cost | 72.50% | 65.71% | 67.98% | 65.29% | 79.10% | 83.92% | Not available | |
| Utility Fund | | | | | | | | |
| Accumulated Depreciation to Depreciable Asset Cost | 54.02% | 54.90% | 53.79% | 51.26% | 49.12% | 52.22% | 48.61% | 44.07% |
| Bond Liability to Total Capital Asset Cost | 3.87% | 4.42% | 4.91% | 5.28% | 6.61% | 8.62% | 8.22% | 12.31% |
| Community Services Funds | | | | | | | | |
| Golf | | | | | | | | |
| Accumulated Depreciation to Depreciable Asset Cost | 50.87% | 51.98% | 53.21% | 52.40% | 39.60% | 25.16% | 52.22% | 45.94% |
| Bond Liability to Total Capital Asset Cost | 4.52% | 5.60% | 6.61% | 7.61% | 22.83% | 47.04% | 20.23% | 29.02% |
| Facilities | | | | | | | | |
| Accumulated Depreciation to Depreciable Asset Cost | 36.68% | 34.94% | 35.33% | 33.52% | 24.15% | 12.83% | 72.94% | 53.30% |
| Bond Liability to Total Capital Asset Cost | 17.56% | 21.81% | 24.77% | 28.79% | 48.53% | 36.35% | 26.00% | 0.00% |
| Ski | | | | | | | | |
| Accumulated Depreciation to Depreciable Asset Cost | 48.38% | 46.62% | 45.05% | 42.46% | 42.81% | 50.73% | 47.16% | 44.05% |
| Bond Liability to Total Capital Asset Cost | 0.29% | 3.06% | 5.75% | 8.45% | 31.31% | 15.74% | 21.22% | 22.01% |
| Recreation Center | | | | | | | | |
| Accumulated Depreciation to Depreciable Asset Cost | 67.77% | 64.45% | 65.46% | 63.31% | 58.31% | 45.50% | 28.68% | 10.33% |
| Bond Liability to Total Capital Asset Cost | 0.12% | 0.15% | 0.18% | 0.20% | 1.28% | 3.06% | 3.37% | 0.00% |
| Parks | | | | | | | | |
| Accumulated Depreciation to Depreciable Asset Cost | 25.82% | 25.49% | 25.40% | 25.55% | 46.49% | 48.72% | 29.73% | 28.23% |
| Bond Liability to Total Capital Asset Cost | 0.09% | 0.11% | 0.13% | 0.16% | 2.12% | 9.64% | 17.53% | 38.89% |
| Tennis | | | | | | | | |
| Accumulated Depreciation to Depreciable Asset Cost | 87.95% | 85.03% | 84.82% | 82.18% | 73.91% | 57.67% | 54.78% | 43.20% |
| Bond Liability to Total Capital Asset Cost | 0.37% | 0.44% | 0.53% | 0.59% | 12.23% | 33.82% | 34.97% | 27.44% |
| Beach | | | | | | | | |
| Accumulated Depreciation to Depreciable Asset Cost | 57.93% | 55.69% | 54.01% | 54.03% | 63.92% | 56.95% | 76.13% | 84.75% |
| Bond Liability to Total Capital Asset Cost | 0.39% | 0.47% | 0.55% | 0.62% | 16.17% | 31.69% | 23.25% | 18.86% |
| Internal Services | | | | | | | | |
| Accumulated Depreciation to Depreciable Asset Cost | 66.10% | 70.39% | 65.57% | 65.61% | 70.12% | 65.24% | 63.94% | 67.48% |

IVGID
Comparison of Cash Flows for Buy versus Lease

Example; Mountain 58 Golf Cart Fleet - Cost to Buy \$288,000
 Lease for 5 years with 4.5% interest factor

| | | Buy | Finance Lease | Operating Lease 20% Residual |
|------------------|-------|-------------------|-------------------|------------------------------------|
| Expended: | | | | |
| Year | 1 | \$ 288,000 | \$ 64,428 | \$ 54,136 |
| | 2 | | \$ 64,428 | \$ 54,136 |
| | 3 | | \$ 64,428 | \$ 54,136 |
| | 4 | | \$ 64,428 | \$ 54,136 |
| | 5 | | \$ 64,428 | \$ 54,136 |
| | Total | <u>\$ 288,000</u> | <u>\$ 322,140</u> | <u>\$ 270,680</u> |
| % of Cost to Buy | | 100% | 112% | 94% |



**Debt Management
Debt Issuance Limitations
Practice 14.2.1**

RELEVANT POLICIES: 11.1.0 Investment Management and 14.1.0 Debt Management and Limits

To ensure that debt, through the issuance of bonds or other long term indebtedness, is limited to appropriate levels, the District will manage outstanding bonds and installment purchase obligations through a measure of affordability as follows:

- 1.0 The District will ensure that all bonded indebtedness is analyzed and validated by comparing the consequences of the debt issuance against the District's Debt Coverage Ratio. Debt issued for non-utility purposes must remain within a Debt Coverage Ratio of at least 1.5 times. Debt issued for utility purposes must remain within a Debt Coverage Ratio of 1.75 times.

Under this Practice, "utility" purposes are those related to only water and sewer functions. The Debt Service Coverage Ratio will be determined by dividing the operating or other available revenues less operating expenses other than depreciation and interest by the annual principal and interest payments. The ratio will be stated in the number of times the net revenue covers the annual debt service. The process of analysis and validation will consider the projected amounts for each year the issue will be outstanding. An acceptable result will include meeting the standard on average over the life of the issue in question. However, the coverage ratio in any one year cannot go below 1.0.

- 2.0 The District will consider issuing a bond for any non-"utility" project or group of projects, when that totals more than \$2,500,000 and can be repaid within 10 years of issuance. The District will consider issuing a bond for a period longer than 10 years when it is necessary for the economic feasibility of the project.
- 3.0 The District will consider issuing a bond for any "utility" project or group of projects, when that totals more than \$2,500,000 and can be repaid within 20 years of the completion of the project acquisition or construction. The additional time allowed is in recognition of that



**Debt Management
Debt Issuance Limitations
Practice 14.2.1**

maturity under the Nevada State Revolving Fund Loan Program. Shorter maturities are preferred whenever feasible.

- 4.0 The effective limitation on the total of bonds outstanding at a given point of time is expected to be a function of the feasibility in the marketplace for a proposed issue, combined with the District existing Bond Rating, the financial projections of the District and the ability to sell bonds within the projected parameters.
- 5.0 Consideration of the use of installment purchase obligations will be conducted according to Nevada Revised Statutes. This form of financing is also referred to as municipal leasing, can be considered for a project or group of projects when that totals more than \$250,000 and can be repaid within 10 years of issuance (in effect requiring the obligation to comply with Medium Term Financing guidelines).
- 6.0 This Practice is expected to be reviewed and updated from time to time to validate the coverage ratio and the dollar and maturity limits used to establish acceptance for issuance of bonded indebtedness. That review should occur in conjunction with the adoption of the Debt Management Policy.

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

Community Services and Beach Fund Net Pledged Revenues Last Ten Fiscal Years (unaudited)

| Fiscal Year | Operating Revenues | Less: Operating Expenses | Other Revenues (Expenses) | Net Available Revenue | Debt Service | Debt Service Coverage |
|----------------|-----------------------|--------------------------------|---------------------------------|-----------------------------|-----------------|-----------------------------|
| 2018 | \$ 22,730,797 | \$ 17,757,174 | \$ 71,591 | \$ 5,045,214 | \$ 1,291,577 | 3.91 |
| 2017 | 24,617,436 | 17,507,218 | 29,686 | 7,139,904 | 1,290,472 | 5.53 |
| 2016 | 20,666,327 | 16,347,129 | 69,701 | 4,388,899 | 1,289,263 | 3.40 |
| 2015 | 18,272,166 | 14,392,676 | 173,933 | 4,053,423 | 2,028,342 | 2.00 |
| 2014 | 18,472,073 | 14,002,615 | 196,763 | 4,666,221 | 2,025,584 | 2.30 |
| 2013 | 18,618,024 | 13,485,112 | 90,791 | 5,223,703 | 2,353,561 | 2.22 |
| 2012 | 17,771,350 | 13,605,912 | 153,785 | 4,319,223 | 2,385,541 | 1.81 |
| 2011 | 18,867,490 | 13,871,398 | 335,293 | 5,331,385 | 2,586,856 | 2.06 |
| 2010 | 17,744,476 | 13,408,419 | 813,979 | 5,150,036 | 2,682,739 | 1.92 |
| 2009 | 18,888,595 | 14,521,532 | 145,785 | 4,512,848 | 2,680,590 | 1.68 |

Debt service represents all outstanding debt of the Community Service and Beach Funds, because proceeds from some issues were used by both funds.

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

Utility Fund Net Pledged Revenues Last Ten Fiscal Years (unaudited)

| Fiscal Year | Utility Service Charges | Less: Operating Expenses | Other Revenues (Expenses) | Net Available Revenue | Debt Service | Debt Service Coverage |
|----------------|-------------------------------|--------------------------------|---------------------------------|-----------------------------|-----------------|-----------------------------|
| 2018 | \$ 11,925,557 | \$ 7,139,740 | \$ 127,300 | \$ 4,913,117 | \$ 643,135 | 7.64 |
| 2017 | 11,813,170 | 6,783,853 | 78,554 | 5,107,871 | 643,133 | 7.94 |
| 2016 | 11,158,119 | 6,804,140 | 149,326 | 4,503,305 | 636,808 | 7.07 |
| 2015 | 10,851,123 | 6,549,802 | 20,591 | 4,321,912 | 636,781 | 6.79 |
| 2014 | 10,434,118 | 6,270,919 | 56,295 | 4,219,494 | 636,956 | 6.62 |
| 2013 | 9,767,475 | 5,867,114 | 73,522 | 3,973,883 | 965,108 | 4.12 |
| 2012 | 9,127,955 | 5,839,109 | 86,391 | 3,375,237 | 1,010,929 | 3.34 |
| 2011 | 8,485,161 | 5,845,108 | 159,402 | 2,799,455 | 1,013,922 | 2.76 |
| 2010 | 8,051,694 | 5,446,570 | (33,999) | 2,571,125 | 1,016,046 | 2.53 |
| 2009 | 8,182,416 | 5,633,932 | (4,226) | 2,544,258 | 1,023,052 | 2.49 |

Debt service represents all outstanding debt of the Utility departments.



NEVADA DEPARTMENT OF TAXATION
Division of Local Government Services

MEDIUM TERM OBLIGATIONS

GUIDELINES AND REFERENCES

MEDIUM-TERM OBLIGATIONS

DEFINITIONS

1. **GENERAL OBLIGATION** is any debt legally payable from general revenues as a primary or secondary source of repayment and is backed by the full faith and credit of a government entity (NRS 350.011). Any obligation, which is backed by the full faith and credit of an entity, and if the entity is authorized to levy property taxes, backed by a property tax to repay the debt if other general or specific revenues are not adequate to meet the debt service. General obligations are counted against the governmental entity's statutory debt limit. Examples of general obligation debt would include, but are not limited to: long term obligations represented by notes, warrants, debentures, bonds; medium term obligations represented by notes, warrants, debentures or bonds. Examples of debt which are not counted against debt limit and are not considered general obligations are: any short term debt which is budgeted to be discharged in full in the fiscal year the transaction occurs; any obligation by its terms which is extinguished by failure of the governing body to appropriate money for the ensuing fiscal year for payment of amounts then due (a non-funding clause) (NRS 350.800); special obligations such as revenue bonds, which do not include the backing of the full faith & credit of the entity, and special assessment bonds.
2. **LONG TERM OBLIGATION** includes debt having a term that exceeds 10 years but also may include debt with a shorter term. Long term debt that is a general obligation requires approval through a vote of the people with certain exceptions outlined in NRS 350.020, or as provided for by specific legislation. The entity's governing body must approve long-term special obligations.
3. **G. O. REVENUE** is "general obligation" debt secured by a pledge of specific revenues and is backed by the full faith and credit of the government entity. GO revenue debt is counted against the entity's statutory debt limit. GO revenue debt typically does not require a vote of the people (NRS 350.020).
4. **MEDIUM TERM OBLIGATION** is debt that is a general obligation of the government entity and must be counted against the debt limit. A medium term obligation may not have a maximum term longer than five years, unless the estimated useful life of the asset to be purchased is greater than five years. If the estimated useful life of the asset is greater than five years, the maximum term may be that useful life, however never longer than ten years. Medium term obligations may be represented by notes, warrants, debentures or bonds. Medium term obligations do not require a vote of the people (NRS 350.020), but do require approval by the executive director of the Department of Taxation (NRS 350.089).
5. **INSTALLMENT PURCHASE AGREEMENT** is an agreement for the purchase of real or personal property by installment or lease or another transaction. An installment purchase agreement is not an agreement to pay rent pursuant to a lease that contains no option or right to purchase. An installment purchase agreement is debt that must be counted against the debt limit unless the obligation by its terms is extinguished by a failure of the governing body to appropriate money for the ensuing fiscal year for payment of the amounts then due (a "non-funding clause") (NRS 350.800).

If a non-funding clause exists, the installment purchase agreement must receive approvals similar to that required for medium term financing if the amount of the obligation exceeds \$100,000 in a county whose population exceeds 100,000 or more or the obligation exceeds \$50,000 in a county whose population is less than 100,000. A lease or installment purchase agreement may not have a maximum term longer than five years, unless the estimated useful life of the asset to be financed is greater than five years. If the estimated useful life of the asset is greater than five years, the maximum term may be that useful life, however never longer than thirty years. Installment purchase agreements, with a term (including renewal options) that exceed 10 years, need approval of the debt management commission.

6. **SPECIAL OBLIGATION** is debt legally payable from specific pledged revenue sources (not including property tax) and is not backed by the full faith and credit of the government entity (NRS 350.582). Special obligations are not counted against an entity's statutory debt limit. Examples of special obligation debt would include revenue bonds or special assessment bonds that have long, medium or short terms. Special obligations do not require a vote of the people (NRS 350.020).
7. **REVENUE OBLIGATION** is debt that pledges specific revenues for the repayment of the obligation. These revenues are the sole source of repayment and the obligation does not include the full faith and credit of the government entity. A revenue obligation is a special obligation and does not count against the entity's statutory debt limit.
8. **SPECIAL ASSESSMENT OBLIGATION** is debt that pledges specific revenues of the special assessment as the primary source of repayment of the obligation and does not include the full faith and credit of the government entity. A special assessment obligation is a special obligation and does not count against the entity's statutory debt limit.
9. **SHORT TERM OBLIGATION** is debt budgeted to be discharged in full in the fiscal year in which the debt is incurred. Any debt that extends into the next fiscal year following the fiscal year in which the transaction occurs becomes a medium term obligation. Short-term obligations are not considered general obligation debt and are not counted against the statutory debt limit of the entity. Short-term obligations do not require a vote of the people or the approval of the Department of Taxation.
10. **LENDING PROJECTS** are financing tools that allow a county to act as a bond bank. It allows the county to arrange for general obligation indebtedness in its name for other local government entities in the county. This may allow the entity to receive a better rate and reduce borrowing costs by combining several smaller projects.
11. **CAPITAL OUTLAYS** are expenditures for assets that will be used for more than one fiscal year and meet the minimum level of expenditure as outlined by the local government entity for classification in a capitalized asset category. Capital outlay is a line-item category in budgets for all local government entities except school districts. School district's capital outlay is defined by account category 4000.
12. **CAPITAL PROJECT** is the construction or acquisition of designated fixed assets. These projects are large-scale endeavors in cost, size and benefit to the community and meet the minimum level of expenditure as outlined by the government entity for classification as a capital project. A capital project results in a long-term addition to the entity's assets, typically 15 years or more.
13. **CAPITAL IMPROVEMENT PLAN** is defined by the Government Finance Officers Association as a "Capital Program". A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs. It sets forth each capital project or other contemplated expenditure in which the government is to have a part and specifies the resources estimated to be available to finance the projected expenditures.



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Guidance Letter 16-004

Date: September 27, 2016

To: Local Government Finance Officers; Local Government Auditing Firms

From: Terry E. Rubald, Deputy Executive Director, Department of Taxation
Co-authored by Kelly Langley, Supervisor, Local Government Finance, Division of Local Government Services

cc: Committee on Local Government Finance, Marvin Leavitt, Chairman
Deonne Contine, Executive Director, Department of Taxation

Subject: Review of Current and Pending GASB standards on Lease Accounting; Requirements for Reporting Installment-purchase Agreements; and Types of Installment-purchase Agreements and Medium Term Obligations Subject to Approval by the Department of Taxation

SUMMARY

Local governments regularly enter into leases for various reasons. Leasing provides alternative financing solutions allowing government to have the benefit of necessary items such as vehicles, heavy equipment, and buildings without having to purchase them outright. Leasing may be the solution which allows local governments to preserve capital dollars for other projects for which leasing is not an option; enables improvement of cash flow; and incorporates flexible structuring to meet budget needs.

The purpose of this Guidance Letter is to clarify the types of installment purchase and medium-term obligation financing transactions subject to approval by the Department of Taxation pursuant to NRS 350.089. In addition, this Guidance Letter reviews the existing Governmental Accounting Standards Board ("GASB") standard on leases as well as the latest GASB exposure draft on lease accounting to assist the reader in understanding how to treat and report various financial lease arrangements pursuant to Nevada law. Finally, the Guidance Letter makes recommendations for reporting to the Department and on local government financial statements consistent with generally accepted accounting principles and Nevada law.

AUTHORITY FOR THIS LETTER

NRS 354.472(1)(d): One of the purposes of the Local Government Budget and Finance Act is to provide for the control of revenues, expenditures and expenses in order to promote prudence and efficiency in the expenditure of public money. NRS 354.612(2) requires fund financial

statements and other schedules to be prepared in accordance with generally accepted accounting principles.

Guidance Letter 16-004 was approved by the Committee on Local Government Finance on September 26, 2016.

DISCUSSION

Statutory and Regulatory Framework

NRS 350.089 provides that medium-term obligations and installment-purchase agreements adopted by a local government must be approved by the Executive Director of the Department of Taxation ("Department"). A medium-term obligation is defined in NRS 350.007 as an obligation to repay borrowed money evidenced by a note or bond and having a term of 10 years or less, except for terms of less than 1 year which are payable in full from money appropriated for the same fiscal year that the obligation is incurred.

An installment-purchase agreement is specifically defined in NRS 350.0055 as the purchase of real or personal property by installment, lease, or other transaction types described in NRS 350.800 and which will be discussed in more detail below. Historically the Department has treated most capital leases as a type of installment purchase agreement subject to approval pursuant to NRS 350.089. Under NRS 350.089, however, installment-purchase agreements do not include obligations to pay rent pursuant to a lease which contains no option or right to purchase or which contain only an option or right to purchase the property without any credit towards the purchase price for lease or rental payments. With the advent of more creative leasing arrangements in recent times, it becomes important to understand the characteristics of leases in order to determine whether the lease is subject to Department approval.

NRS 350.013 requires the annual submission to the Department of Taxation and to the appropriate Debt Management Commission, of a report of the outstanding general obligation debt, other general obligations or special obligations, or levies of any special elective tax. In counties whose population is 100,000 or more, the statements may be updated more often than once a year to include items related to installment purchases that do not count against a debt limit.

NAC 350.010 describes the information which must be included in the Annual Statement and Report by municipalities required by NRS 350.013. In addition to various schedules concerning general obligation debt, the report must also include the amount of any other debts, such as mortgages or capital leases, which the governing body contemplates incurring before the end of the fiscal year following the date of the schedule.

NRS 350.014(1) requires the submission of proposed installment-purchase agreements with a term of more than 10 years to be approved by the appropriate debt management commission.

Governmental Accounting Standards Board Statements

The Department finds that Governmental Accounting Standards Board ("GASB") Statements, including but not limited to, No. 62, Codification of Accounting and Financial reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements and No. 34, Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments are appropriate standards for the preparation of financial statements for all funds and comply with the requirements of NRS 354.612(2) as generally accepted accounting

principles. In particular, Statement No. 34 establishes the components of basic financial statements for general purpose governments. Statement No. 62 provides lease accounting standards for reporting leases in local government financial statements, including criteria for determining whether a lease is a capital or operating lease. GASB 62 criteria are useful in classifying leases subject to reporting and/or approval by the Department.

In addition, the Department recognizes GASB is in the process of adopting an Exposure Draft regarding financial reporting for leases by state and local governments. The GASB Exposure Draft coordinates with the Financial Accounting Standards Board ("FASB") Accounting Standards Update ("ASU") on leases. The Department anticipates that when the updated GASB standard becomes effective on December 15, 2018, it will also comply with NRS 354.612(2).¹ The updated GASB standard will establish a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under both the updated GASB and FASB standards, a lessee will be required to recognize a lease liability and an intangible right-to-use lease asset. A lessor will be required to recognize a lease receivable and a deferred inflow of resources."² The goal of the revised ASU is to provide guidance in how to uniformly reflect actual lease liabilities in financial statements.

Lease Accounting

Under GASB 62, a lease is defined as an agreement conveying the right to use capital assets (land and/or depreciable assets) but does not include agreements that are contracts for services that do not transfer the right to use capital assets from one contracting party to the other.³

GASB Statement No. 62 at paragraph 212 classifies leases into capital leases and operating leases from the standpoint of the lessee. From the standpoint of the lessor, leases may be classified as sales-type leases, direct financing leases, leveraged leases, or operating leases.

Criteria for Classifying Leases:

GASB 62, Paragraph 213 provides the criteria by which a lease may be classified as a capital or operating lease by the lessee. The criteria are summarized below.

Capital Leases

If at inception a lease meets at least one of the criteria outlined in paragraph 213 of GASB 62, the lease should be classified as a capital lease by the lessee. Otherwise, it should be classified as an operating lease. Capital leases are essentially treated as a loan for book accounting purposes. The four criteria are:

¹ Effective date is stated in the Exposure Draft, paragraph B129, page 49.

² GASB Exposure Draft, January 25, 2016 "Leases", pg iv. In addition, the 2016 GAAP Guide Volume II notes that the Financial Accounting Standards Board, ("FASB") has also released an Exposure Draft of an Accounting Standards Update ("ASU") on Leases that may have an important impact on the preparation of financial statements in the future. This proposed ASU is part of a joint project with the International Accounting Standards Board ("IASB") to develop a new approach to lease accounting that will ensure that assets and liabilities arising from lease agreements are reflected on an entity's statement of financial position. *See Wolters Kluwer 2016 GAAP Guide Volume II* Restatement and Analysis of Current FASB. Standards, Chapter 54 ASC 840, pg. 54,053

³ GASB Statement 62, Paragraph 211, p. 87.

- The lease transfers ownership of the property to the lessee by the end of the lease term.
- The lease contains a bargain purchase option (i.e., less than the fair market value)
- The lease term is greater than 75% of estimated economic life of the equipment
- The present value at the beginning of the lease term of the minimum lease payments equals or exceeds 90% of leased property's fair market value.⁴

A capital lease is treated by the lessee as both the borrowing of funds and the acquisition of an asset to be depreciated; thus the lease is recorded on the lessee's balance sheet as an asset and corresponding liability (lease payable). Periodic lessee expenses consist of interest on the debt and depreciation of the asset.⁵

Operating Leases

Operating leases are all leases that cannot otherwise be classified as capital leases.⁶ In general, an operating lease must have all of the following characteristics:

- The lease term is less than 75% of the estimated economic life of the equipment
- The present value of the lease payments is less than 90% of the leased property's fair market value
- The lease cannot contain a bargain purchase option (i.e., less than fair market value)
- Ownership is retained by the lessor during and after the lease term
- An operating lease is accounted for by the lessee without showing an asset (for the equipment) or a liability (for the lease payment obligations) on its balance sheet. Periodic payments are accounted for by the lessee as operating expenses for the period)

In addition, if none of the criteria for a capital lease are present and both the collectability of the minimum lease payments is reasonably predictable and no important uncertainties surround the amount of un-reimbursable costs yet to be incurred by the lessor under the lease, the lease is classified as an operating lease.

Paragraph 222 of GASB 62 notes that normally, rental on an operating lease should be charged to expense/expenditure over the lease term as it becomes payable. If rental payments are not made on a straight-line basis, rental expense/expenditure nevertheless should be recognized on a straight-line basis unless another systematic and rational basis is more representative of the time pattern in which use benefit is derived from the leased property, in which case that basis should be used.

Lease / Installment-purchase Agreements⁷:

An Installment-purchase Agreement is defined as an agreement for the purchase of real or personal property by installment or lease. In addition, an installment-purchase agreement includes other transactions in which a municipality acquires real or personal property and another person acquires or retains a security interest in that or other property. A security

⁴ GASB 62, Paragraph 213 contains an exception to the minimum lease payment criterion. If the beginning of the lease term falls within the last 25% of the total estimated economic life of the leased property, including earlier years of use, this criterion should not be used for purposes of classifying the lease. A lessor should compute the present value ("PV") of the minimum lease payment using the interest rate implicit in the lease. A lessee should compute the PV using its incremental borrowing rate, with additional caveats.

⁵ GASB 62, Paragraph 216, p. 91; Paragraph 218, p. 92.

⁶ GASB 62, Paragraph 212 (1)(2), p. 88

⁷ Nevada Revised Statute (NRS) 350.0055

interest transaction must be counted against a municipality's debt limit, unless the obligation by its terms is extinguished by a failure of the governing body to appropriate money for the ensuing fiscal year for payment of the amounts then due (a "non-funding clause"); or the municipality's budget includes a provision for the discharge of the obligation in full in the same fiscal year as when the transaction occurs.⁸

Under NRS 350.089, an Installment-purchase Agreement also includes transactions not required to be counted against the municipality's debt limit if those transactions are (a) greater than \$100,000 for local governments in a county whose population is 100,000 or more; or (b) greater than \$50,000 for a local government in a county whose population is less than 100,000. However, if the Installment-purchase Agreement contains no option or right to purchase at the conclusion of the lease term; or if the lease contains an option or right to purchase the property but does not credit the lease payments towards the purchase price, then the lease is not considered an Installment-purchase Agreement for purposes of enforcement of NRS 350.089.

Application of GASB Standards

A local government which adopts a resolution authorizing a medium-term obligation or installment-purchase agreement whether or not subject to direct approval by the Department under NRS 350.089, however, is still obligated to prepare fund financial statements using generally accepted accounting principles pursuant to NRS 354.612(2). As stated above, GASB Statement No. 62, as well as the GASB and FASB Exposure Drafts soon to be finalized regarding the recognition and measurement of lease liabilities are viewed by the Department as generally accepted accounting principles. As such, local governments should recognize and measure lease liabilities pursuant to the model provided in the GASB and FASB Statements as of their effective dates.

The following discussion reviews GASB standards for lessees, however, the reader should be aware there are additional reporting requirements if the local government is the lessor.

For example, Paragraph 223 in GASB 62 requires disclosure of the following information with respect to leases in the notes to the lessee's financial statements:

- a. For capital leases:
 1. The gross amount of assets recorded under capital leases as of the date of each set of financial statements presented by major classes according to nature or function. This information may be combined with the comparable information for owned assets.
 2. The total of minimum sublease rentals to be received in the future under noncancelable subleases as of the date of the latest financial statements presented.
 3. Total contingent rentals actually incurred for each period for which a cash flows statement is presented
 4. Assets recorded under capital leases and the accumulated amortization thereon. Unless the expense resulting from amortization of assets recorded under capital leases is included with depreciation expense and the fact that it is so included is disclosed, the amortization expense should be disclosed in the notes to the financial statements.

⁸ NRS 350.800(1)(a-b)

- b. For operating leases having initial or remaining non-cancelable lease terms in excess of one year, the total of minimum rentals to be received in the future under non-cancelable subleases as of the date of the latest financial statements presented.
- c. For all operating leases, rental expense/expenditure for each period for which a cash flows statement is presented, with separate amounts for minimum rentals, contingent rentals, and sublease rentals, Rental payments under leases with terms of a month or less that were not renewed need not be included.
- d. A general description of the lessee's leasing arrangements including, but not limited to the following:
 - (1) The basis on which contingent rental payments are determined
 - (2) The existence and terms of renewal or purchase options and escalation clauses
 - (3) Restrictions imposed by lease agreements, such as those concerning additional debt and further leasing

Under GASB 62, Paragraph 234, leases involving land and building(s) should be accounted for by the lessee by separately capitalizing each asset if the lease contains a provision to transfer ownership by the end of the term of the lease or if the lease contains a bargain purchase option. "For this purpose, the present value of the minimum lease payments after deducting executory costs, including any gain thereon, should be allocated between the two elements in proportion to their fair values at the inception of the lease." The reader should review GASB 62 for other standards if the lease involves land only, if the lease involves equipment as well as real estate, or if the lease involves only part of a building.

GASB 62, Paragraphs 244-256 also establish standards of accounting and financial reporting by a seller-lessee for sale-leaseback transactions involving real estate. For example, Paragraph 245 states that sale-leaseback accounting should be used by a seller-lessee only if a sale-leaseback transaction includes a lessee-lessor relationship that involves the active use of the property by the seller-lessee in consideration for payment of rent; the payment terms and provisions adequately demonstrate the buyer-lessor's initial and continuing investment in the property; and the payment terms and provisions transfer all of the other risks and rewards of ownership as demonstrated by the absence of any other continuing involvement by the seller-lessee. Paragraph 255 indicates that the notes to financial statements of a seller-lessee should include a description of the terms of the sale-leaseback transaction, including future commitments, obligations, provisions, or circumstances that require or result in the seller-lessee's continuing involvement.

For the future, the GASB Exposure Draft concludes a lessee will recognize a lease liability and a lease asset at the beginning of a lease, and the lease liability will be measured at the present value of payments expected to be made for the lease term. The lease asset will be measured at the amount of the initial measurement of the lease liability, plus any payments made to the lessor at or before the beginning of the lease and certain indirect costs.⁹

Paragraph 29 of the GASB Exposure Draft indicates that if a lease agreement is expected to be financed from general government resources, the lease should be accounted for and reported on a basis consistent with governmental fund accounting principles. Paragraph 31 indicates that a lessee's accounting for lease liability would include a description of leasing arrangements; the amount of lease assets recognized; the amount of lease assets by major classes of underlying assets, to be disclosed separately from other capital assets; and a schedule of future lease payments to be made in the notes to financial statements.

⁹ GASB Exposure Draft, 1-25-2016, p. iv

APPLICATION:

1. Until December 15, 2018, local governments should account for and report leases in the local government financial statements on a basis consistent with GASB 62. Thereafter, the local government may rely on the final adopted version of the proposed GASB statement, which is currently known as the GASB Exposure Draft dated January 25, 2016. If the local government is considering early implementation of the new standard, implementation will require recognition and measurement of any previously unrecorded leases (i.e., operating leases) on the local government's financial statements.

2. NRS 350.013(1) requires local governments to submit a complete statement of current general obligation debt and special elective taxes, and a report of current debt and special assessments and retirement schedules, in the detail and form established by the Committee on Local Government Finance, known informally as the Indebtedness Report. Local governments may anticipate revised forms to accommodate the inclusion and listing of those leases recorded on the financial statements consistent with the requirements of NRS 350.013(4), NRS 350.014(1), and NAC 350.010.

3. A lease reported as a capital lease in an agency's CAFR under GASB which does not otherwise meet the definition of a capital lease or installment purchase agreement under Nevada Revised Statutes must still be reported to the Department of Taxation under "Other" for purposes of the Indebtedness Report. For example, if the lease term is greater than 75% of the estimated economic life of the equipment; or the present value at the beginning of the lease term of the minimum lease payments equals or exceeds 90% of the leased property's fair market value, but title does not transfer and there is no bargain purchase option, the lease meets GASB standards as a capital lease. If the resolution authorizing such a lease meets the conditions of NRS 350.087, the lease must also be approved by the Department pursuant to NRS 350.089.

4. Lease accounting as provided in GASB 62 should only be applied to the lease elements of a contract; other elements of a contract should be treated according to the GASB standard appropriate to the contract element.

5. Local governments should review the terms of the agreement and determine whether the agreement is a medium-term obligation or installment-purchase or lease agreement subject to review and approval by the Department. If the agreement meets the definition in NRS 350.007 for a medium-term obligation or the definition in NRS 350.0055 for an installment-purchase agreement, prepare the documentation necessary for review and approval by the Department.

6. Guidelines and references with regard to the procedures for procuring approval of medium-term obligations and installment-purchase agreements are available on the Department's website at

http://tax.nv.gov/LocalGovt/PolicyPub/ArchiveFiles/Local_Government_Finance_Documents/

7. Evaluate the lease agreement to determine whether there is an option or right to purchase. For example, determine whether there is a bargain purchase option as that term is defined in GASB 62, Paragraph 271 at page 119. A bargain purchase option is a provision allowing the lessee the option to purchase the leased property for a price that is sufficiently lower than the expected fair value of the property at the date the option becomes exercisable such that exercise of the option appears, at the inception of the lease, to be reasonably assured. If such a provision is present, and the terms of the agreement otherwise meet the definition of an

installment-purchase agreement, the lease agreement is subject to review and approval by the Department.

8. Evaluate the lease agreement to determine whether the lease or rental payments are credited towards the purchase price. If the title to the subject property and the buildings thereon vest in the local government at the expiration of the lease, either automatically or upon written notice or request by the local government with no further payment, the lease should be considered a capital lease requiring approval by the Department.

For example, consider a financing arrangement known as a "lease-leaseback project" in which property owned by a local government is leased to any person for a minimum amount, as long as such lease requires the other party to construct (or provide for the construction of) a building or buildings upon the subject property. The lease-leaseback approach is realized when a local government enters into two leases with a chosen design/build contractor or financing entity. One lease is a Site Lease and the other is a Facilities Lease. The Site Lease is the document in which the local government leases the real property to the builder or financing entity for a nominal amount (say, \$1 per year). The Facilities Lease is the document the local government will utilize to lease back the real property and completed facilities. It is through the lease payments by the local government that the design/build contractor or financing entity will be paid. Because the local government may simply request title be transferred at the expiration of the Facilities Lease, the transaction may constitute an option to purchase in which the lease payments are considered credited towards the purchase price for purposes of NRS 350.0055.

In certain circumstances, the local government should consider whether the vesting of title at the end of the Site Lease has the same effect, i.e., where the effect of the expiration of the Site Lease is to provide the local government with the ownership of the Facilities that are leased under the Facilities Lease at a price which reflects crediting of the Facilities Lease payments towards the purchase price of the Facilities. In these situations, the transaction as a whole may be the equivalent of an installment purchase agreement under NRS 350.0055. For example if the Facilities Lease and Site Lease have identical terms and on expiration of the Site Lease, the local government will own the Facilities leased under the Facilities Lease without paying any additional consideration, the transaction as a whole appears to be one where the local government has paid the price of the Facilities leased under the facilities lease in installments during the term of the two leases, as it owns the Facilities at the end of that term, without paying any additional sum. In such a situation, the local government should follow the procedure in NRS for obtaining approval of an installment purchase agreement prior to entering into the two leases.¹⁰

9. The local government should consult with its auditors and the Department as to the proper classification of the type of transaction discussed above or other unusual transactions prior to completion of the obligation in order to (1) avoid any potential reporting violations and (2) properly reflect the transaction in the financial statements of the local government.

¹⁰ This paragraph was added after approval by CLGF on 9-26-2016 in order to incorporate a suggestion from bond counsel; and will be presented to CLGF at its next meeting for ratification.

SELECTED REFERENCES

Nevada Revised Statutes, Chapters 350, 354, and 450:

NRS 350.0055 “Installment-purchase agreement” defined.

NRS 350.087 Resolution authorizing medium-term obligation or installment-purchase agreement: Adoption; contents; notice.

NRS 350.089 Approval of resolution for medium-term obligation or installment-purchase agreement by Executive Director of Department of Taxation; appeal to Nevada Tax Commission.

NRS 350.013 Municipalities to submit annually statement of current and contemplated general obligation debt and special elective taxes, statement of debt management policy, plan for capital improvement or alternate statement and certain information regarding chief financial officer; update of information; exceptions

NRS 350.014 Approval or notification of commission required for certain proposals.

NRS 350.0145 Notice and submission of statement of certain proposals to commission; procedure for approval or disapproval.

NRS 354.472 Purposes of Local Government Budget and Finance Act.

NRS 450.665 Powers of board of trustees: Borrowing of money and incurrence or assumption of indebtedness; limitations and conditions.

Nevada Administrative Code, Chapter 350

NAC 350.010 Annual statement and report by municipalities.

NAC 350.120 Forwarding of documents to Department of Taxation following authorization.

NAC 350.130 Authorization void after 18 months.

Governmental Accounting Standards Board

Exposure Draft on Leases (January 25, 2016, Project No. 3-24E), as retrieved from the internet on September 8, 2016 at

<http://www.gasb.org/jsp/GASB/Page/GASBSectionPage&cid=1175804830991>

Governmental Accounting Standards Board Statement No. 62, Codification of Accounting and Financial reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements, as retrieved from the internet on September 8, 2016 at

http://www.gasb.org/cs/ContentServer?site=GASB&c=Document_C&pagename=GASB%2FDocument_C%2FGASBDocumentPage&cid=1176159967625

Governmental Accounting Standards Board Statement No. 34, Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments, as retrieved from the internet on September 8, 2016 at

http://www.gasb.org/cs/ContentServer?site=GASB&c=Document_C&pagename=GASB%2FDocument_C%2FGASBDocumentPage&cid=1176160029121

Financial Accounting Standards Board

Financial Accounting Standards Board Statement 13, Accounting for Leases, as retrieved from the internet on September 8, 2016 at <http://www.fasb.org/pdf/fas13.pdf>

Exposure Draft on Leases (Topic 842) dated May 16, 2013, as retrieved from the internet on September 8, 2016 at

http://www.fasb.org/cs/ContentServer?c=Document_C&pagename=FASB%2FDocument_C%2FDocumentPage&cid=1176162613656

National Council on Governmental Accounting (NCGA)

Statement 5, *Accounting and Financial Reporting Principles for Lease Agreements of State and Local Governments*

**If you have any questions about this guidance letter, please call the
Local Government Finance Section of
the Division of Local Government Services, Department of Taxation at (775) 684-2100.**

WEBSITE LOCATIONS:

Nevada Revised Statutes (NRS): <http://www.leg.state.nv.us/NRS/>

Nevada Administrative Code: <http://www.leg.state.nv.us/NAC/CHAPTERS.html>

Department of Taxation Guidance letters: http://tax.nv.gov/LocalGovt/PolicyPub/Guidance_Letters/