

MEMORANDUM

TO: Board of Trustees

FROM: Indra Winqest
District General Manager

SUBJECT: General Manager's Status Report
Prepared for the meeting of March 31, 2021

DATE: March 24, 2021

General Manager & Board of Trustees Priority Projects & Tasks

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Effluent Pond Lining Project Request for Qualifications (RFQ) <i>*updated</i>	Findings Memorandum to BOT on 4/28	GM Winqest/Engineering Manager Chorey/Trustee Dent	CMAR reviewing background information and working to prepare Findings Memorandum.
Effluent Pipeline Project Request for Qualifications (RFQ)	See above	GM Winqest/Engineering Manager Chorey/Trustee Dent	See above
Burnt Cedar Pool Project <i>*updated</i>	Guaranteed Maximum Price (GMP) will be presented for approval, 4/28/21	Engineering Manager Chorey/GM Winqest	Project currently being publically bid. Bid opening on 4/5. Submitted to Washoe County and TRPA for Permits.
Internal Controls Project(s) Review of Internal Control Policies and Procedures <i>*updated</i>	Winter/Spring	Director of Finance Navazio	I/C documents and project plan discussed at Audit Committee meeting of 3/11/21. Staff prioritizing update of spending authority for procurement, contracts, change orders and procurement cards.
Consultant review of four (4) Accounting Practices – Moss Adams 2	Completed	GM Winqest/Director of Finance Navazio/Audit Committee	Final Report by Moss Adams presented at the 1/28/21 BOT meeting. Next steps include updating Board capitalization policy
Project & Contract Consultant Review - Moss Adams 1 <i>*updated</i>	Completed	GM Winqest/Director of Finance Navazio	Final Moss Adams report presented at BOT meeting held on 1/13/21. Will be presenting implementation plan for management responses at the 3/10 BOT Meeting.

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
RFP for Independent Audit Services / Financial Reporting <i>*updated</i>	Completed	Audit Committee / Director of Finance Navazio	Board approved contract with new Independent Auditor at meeting of 3/24/21.
Ordinance 7 GM Advisory Committee <i>*updated</i>	Winter/Spring 2020/21	GM Winquest/Board Chairman Callicrate	Meetings took place March 9 th , and 16 th . Next meeting's scheduled for 3/30/21. Committee finalizing community engagement process.
Smith vs IVGID Litigation	Ongoing	Legal Counsel/Board of Trustees/GM Winquest	
Utilities Performance/Asset Management Review <i>*updated</i>	Schedule for completion June 2021	GM Winquest/Board	Raffelis is conducting ongoing Zoom interviews and is scheduled to be on site at the end of March.
2021 - 2023 Strategic Plan <i>*updated</i>	April 2021	Senior Management Team/Board of Trustees	Staff currently working a Draft Strategic Plan to serve as a starting point for discussions. Plan to present prelim draft in April.
USFS Parcel Acquisition – Potential Dog Park	Ongoing	GM Winquest	Have resumed discussions with the USFS regarding special use permit. Legislation did not pass.
Transition to Enterprise Fund Accounting for beginning 2021-22 Fiscal Year	Ongoing	GM Winquest/Director of Finance Navazio	State of Nevada, CLGF considered IVGID request in January. Staff initiating the District's transition to Enterprise Fund Accounting beginning with the 2021-22 Fiscal Year.
Recreation Punch card accounting	Fall/Winter 2020	Director of Finance Navazio	Elimination of Punch Card contra-revenue accounts being implemented for current year as well as FY2021/22 budget.
USACE Grant Funding for Pond Lining/Pipeline Projects <i>*updated</i>	TBD	GM Winquest/Engineering Manager Chorey	Laura Whitney (USACE) shared new model agreements on 11/23. New target for completion of agreements is 10/31/21
Ski Way Reconstruction Project <i>*updated</i>	TBD	Engineering Manager Chorey	Ongoing conversations with Washoe County. Wood Rodgers preparing memo to document alternative construction techniques.

Ordinance 7 General Manager Advisory Committee

A page on the IVGID website has been created and that link is <https://www.yourtahoeplace.com/ivgid/general-managers-committee-on-ordinance-7>.

Meeting minutes have been placed on the website. The committee met on March 9 and 16, 2021. The next scheduled meeting is Tuesday, March 30, 2021. There will be a verbal update at the Board of Trustees meeting on March 31, 2021. The Committee is in the process of formalizing recommendations to present to the community at upcoming virtual forums, as well as a community wide survey. Recommendations will be related to areas including but not limited to Daily Beach Passes, Recreation Punch Card Exchange Passes, Recreation Punch Cards, guest access, definition of a guest, commercial operations, disciplinary action for abuse of recreation privileges, administrative clean up, and more.

Diamond Peak Update as of March 22, 2021

The District's ski area will have completed its 109th day of operation on March 31st. During March, we received very little measurable snowfall and were shadowed from some significant snow that fell on Donner Summit and the west shore of lake during the month. The ski area continues to operate practicing physical distancing and following best practices which has not allowed us to hold any of the traditional spring events such as Ski Racing, Last Tacks, Dummy Down Hill, Demo Day and Pass Holder appreciation gatherings.

For the month we have seen 17,188 total visits, we taught 1,336 lessons within the Ski and Ride Center and the Child Ski Center. Food and Beverage operation continue to operate with no indoor seating. Season passes for the 2021/2022 season went on sale as of March 18th and include no changes to Picture Pass Holder rates as compared to this seasons pass. Trail conditions remain very good and the ski area continues to operate with best practices and guidelines in place, please practice physically distancing from one another, wear a face covering while visiting, do not visit if you are feeling unwell, plan ahead and please remember to visit diamondpeak.com for the latest information about Diamond Peak's operations.

Key Project Updates

See more information on current district capital projects.

Webpage Link:

<https://www.yourtahoeplace.com/ivgid/resources/construction-updates>

Risk and Resilience Assessments and Emergency Response Plan

The America's Water Infrastructure Act (AWIA) requires preparation of Risk and Resilience Assessments (RRA) and emergency response plans (ERPs). Farr West Engineering's contract to complete this work was authorized at the December 9, 2020 Board Meeting. IVGID staff and Farr West participated in a RRA workshop, and work is scheduled to be complete in June 2021.

Utilities Management Review and Asset Assessment

The Utilities Management Review and Asset Assessment includes evaluation of IVGID Public Works' organizational structure and staffing, review of operational efficiency, and review of financial and capital investment. At the January 13, 2021 Board Meeting, Trustees authorized a professional services contract with Raftelis, who has started reviewing requested documentation and conducting virtual interviews with select staff and Trustees. Raftelis is scheduled to be on site at the end of March to tour facilities and conduct additional interviews.

Burnt Cedar Swimming Pool Improvements

A 2021 Capital Improvement and Board of Trustees Priority Project, this project will reconstruct the two (2) existing pools (full size and toddler) at Burnt Cedar Beach. A design consultant has been selected and worked with IVGID Staff and a community group to develop a preferred conceptual design and, on August 12, 2020, the Board of Trustees unanimously selected a preferred option. Construction documents are complete and the CMAR is publicly advertising the project for bids. The formal bid opening is on April 5, 2021. Construction drawings have been submitted to Washoe County and TRPA for the required permits. The Project is tentatively scheduled to begin construction in May 2021. Construction will require complete closure of the pool and pool deck for the entire 2021 season.

Tennis Center Renovation

The project includes remodeling the pro-shop and restrooms, enclosing the existing kitchenette area, expanding and enhancing the deck area, and layout improvements to make the venue more welcoming. The construction contract was awarded at the June 10, 2020 Board of Trustees meeting. Construction has commenced and the project is scheduled to be substantially complete April 1, 2021.

Daniel Fraiman Construction Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed to Date	Current Balance to Completion (including retainage)
\$709,000	\$36,362	\$745,362	\$546,906.70	\$198,455

Effluent Pipeline Project – 2524SS2010

District Staff provided a detailed Effluent Export Project update to the Board of Trustees on January 29, 2020. The immediate priority is to replace all of the remaining Segment 3 pipeline (12,385 linear feet) and to make immediate repairs to the Segment 2 pipeline (17,314 linear feet) to extend its life and mitigate a potential future leak site. At the January 28, 2021 Board of Trustees Meeting, Trustees approved a Construction Manager-At-Risk (CMAR) pre-construction contract to Granite Construction. A kick-off meeting was held on February 11th and Granite is currently reviewing available background material in advance of preparing a Findings Memorandum. This Memorandum will help inform the selection of a Design Engineer.

Effluent Pond Lining Project – 2599SS2010

A component of the Water Resource Recovery Facility (WRRF) operation is a 2.4-million-gallon effluent storage basin located adjacent to the wastewater resource recovery facility (Plant). The WRRF Effluent Storage Alternative Analysis Memorandum, September 2018, recommends a reinforced concrete, or the combination of concrete and shotcrete, lining that provides the best long term value, maximizes storage volume, and has low maintenance to keep in service. At the January 28, 2021 Board of Trustees Meeting, Trustees approved a Construction Manager-At-Risk (CMAR) pre-construction contract to Granite Construction. A kick-off meeting was held on February 11th and Granite is currently reviewing available background material in advance of preparing a Findings Memorandum. This Memorandum will help inform the selection of a Design Engineer.

Financial Transparency

Staff completed the close for February 2021 accounting period and monthly financial reports were posted on the District's website and on our OpenGov platform. In addition to the Summary Monthly Financial Reports, Staff has augmented reporting of monthly financial information to include detailed, line item reports reflecting budget vs actual results for each of the District's major funds. Detailed line item financial results have also been posted to supplement the January monthly summary reports.

The Board held its third Budget Workshop to inform development of the FY2021/22 budget on March 24, 2021. This workshop focused on the update to the District's multi-year capital improvement plan and FY2021/22 Capital Budget. This workshop followed on the heels of workshops held in January (Board Policies and Budget Process) and February (Operating budgets and Pricing Framework). The District's Tentative Budget is schedule to be presented to the Board on April 14th, with the Final Budget expected to be considered by the Board at their meeting of May 26th.

Policy 3.1.0, subparagraph 0.4 – Report to the Board on Contracts Signed by the District General Manager

From March 4, 2021 to March 23, 2021

PO Number	Vendor	Description	PO Amt
21-0174	Polaris Sales	Replacing 2013 Yamaha Rhino ATV	\$17,524.84
21-0173	FARR Construction	SPS#1 Improvements	\$24,300.
21-0169	FARR Construction	Reservoir – Ladder wire mesh – BOT 03/10	\$8,900.
21-0168	Marine Taxonomic Services Ltd.	Reservoir – Int. spot repairs – BOT 03/10	\$18,750.