

MEMORANDUM

TO: Board of Trustees

FROM: Indra Winqest
District General Manager

SUBJECT: General Manager's Status Report
Prepared for the meeting of August 31, 2022

DATE: August 24, 2022

General Manager & Board of Trustees Priority Projects & Tasks

| ACTION ITEM | TARGET DATE COMPLETION | RESPONSIBLE PARTY | STATUS |
|---|---|-------------------------------------|--|
| Effluent Pond Lining Project <i>*updated 8/24/2022</i> | 90% Design Documents anticipated end-January 2022 | GM Winqest/Director of PW Underwood | The CMAR Team attended a partnering meeting with stakeholders, Jacobs, Granite and PW staff on August 18, 2022. PW Staff continue to work with the environmental and TRPA consultants to prepare the necessary documentation required for permitting. PW Staff sent the scope of work and preliminary PPA to the Army Corps for review. Continued work on the design of the project is occurring with a deliverable of 60% plans to IVGID mid-September. A neighborhood meeting to initiate the Washoe County Special Use Permit process was held August 16, 2022. |
| Effluent Pipeline Project <i>*updated 8/24/22</i> | Phase I ongoing | GM Winqest/ Director PW Underwood | The CMAR Team attended a partnering meeting with stakeholders, HDR, Granite and PW staff on August 18, 2022. PW Staff is working with the environmental & TRPA consultants to prepare the necessary documentation for permitting. PW Staff and Accounting Staff are continuing to work with the Nevada State Revolving Fund Clean Water |

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| | | | Program. PW Staff sent the scope of work and preliminary PPA to the Army Corps for review. |
| Burnt Cedar Pool Project <i>*updated 8/24/22</i> | Completed June 16, 2022 | Engineering Manager Nelson/GM Winquest | PW Staff is waiting for the final pay application from CORE Construction to provide the final financial close out documentation. |
| Internal Controls Project(s) Review of Internal Control Policies and Procedures <i>*updated 8/24/22</i> | Ongoing | Director of Finance Navazio | Staff has engaged the services of Management Partners, LLC to assist in the review and update of the District's Purchasing policy and finance and accounting procedures manual. Purchasing Policies on 7/27 BOT; Procedures manual completed – being updated for Tyler implementation. Target Completion Date July '22 |
| Review of Board Policies re Budget and Fiscal Management Capitalization (8.1 / 9.1) Fund Balance / Reserves (7.1) Capital Program (12.1 / 13.1) | Fall/Winter 2021 Draft Moss Adams report due 11/21; final report to BOT 1/12/22. | Director of Finance Navazio | New Capitalization and Reserve policies completed – approved by BOT 1/12/22. Draft updates to Capital Program Planning and Budgeting policies presented to BOT 6/29 – final review and adoption Sept./Oct. '22. |
| Ordinance 7 Amendments <i>*updated 7/20/24</i> | Completed 5/26/22 | GM Winquest/Board Chairman Callicrate | Recommendations for revisions were formally presented to the board of trustees on 4/13/22. The Board also set a public hearing for 5/26/22. Continued discussion and potential direction took place at the 4/27/22 and 5/11/22 Board of Trustees meetings. The Board of Trustees took action on 5/26/22 to formally Amend Ordinance 7 and staff is in the process of implementing amendments. |
| Special Counsel to Review Beach Deed, potential revisions to Ordinance 7, Employee use | Spring/Summer 2022 | GM Winquest/Legal Counsel Nelson | Special Counsel has finalized his review of Ordinance 7 Revisions. |

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| <p>of District Beaches, Policy 16.1.1, Commercial Operations on District Beaches</p> <p><i>*Updated 8/24/2022</i></p> | | | <p>Additionally, Special Counsel has finalized his review of the District's Gold & Silver Card program as well as employee access to District Beaches. Agenda items for board discussion and possible action forthcoming in Fall 2022. Discussion and Possible action on potential revisions to the District's Gold/Silver program is planned to be agendized on the 9/28/22 BOT meeting.</p> |
| <p>Smith vs IVGID Litigation</p> <p><i>*updated 8/24/22</i></p> | <p>Completed</p> | <p>Legal Counsel/Board of Trustees/GM Winquest</p> | <p>Settlement agreement between both parties fully executed.</p> |
| <p>USFS Parcel Acquisition – Potential Dog Park</p> <p><i>*updated 8/24/22</i></p> | <p>Ongoing</p> | <p>GM Winquest</p> | <p>The GM Advisory Committee on a Community Dog Park has been formed and have held meeting on the following dates: 7/28/22, 8/10/22, and 8/24/22. Early focus has been on historical background and site analysis. Members of the committee include Judith Miller, Janet Pahl, Leighton Pratt, Michelle Lintzner, Myles Riner, Simi Balter. The Board of Trustees liaison is Trustee Sara Schmitz.</p> |
| <p>USACE Grant Funding for Pond Lining/Pipeline Projects</p> <p><i>*updated 8/24/22</i></p> | <p>TBD</p> | <p>GM Winquest/ Director PW Underwood</p> | <p>USACE model agreements have been reviewed by legal. PW Staff has prepared the scope of work and preliminary PPA for Army Corps to review for the Effluent Storage Tank Project. PW Staff sent the draft scope of work and preliminary PPA for the Army Corps to review for the Effluent Export Pipeline.</p> |

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| Utility Rate Study | Completed | Director of Finance Navazio/Director of PW Underwood | Complete |
| Recreation Center Youth Expansion Project <i>*updated 8/24/22</i> | Winter 2024 | GM Winquest/DPM Waters | Contracts for the A&E design team, CORE Construction, and Exline Consulting were approved by the Board on June 29, 2022. The Progressive Grant Agreement was approved by the Board on July 27, 2022. The design team is moving quickly to prepare final design documents. Biweekly CMAR Team project meetings are held to keep the project moving forward. IVGID has received the geotechnical report and preliminary survey. The CMAR Team has held meeting with TRPA and Washoe County Planning and are preparing the necessary documentation required by each entity. |

IVGID Golf Courses Update

Golf Operations July Update - Championship Course

July once again has been a good month financially. Much of this is due to the incredible condition the golf course has been in all season long under the direction of Golf Course Superintendent Jeff Clouthier. Golfers have been raving about the condition of the course all season and this is a credit to he and his staff. The average dollar per round continues to increase over last year and some of the increases can be attributed to Guest and Non-Picture Pass Holder rates increasing this season. Food and Beverage has been operating with a skeleton crew all season. Staffing for the season has been very challenging, which results in limited ability to fully staff the Grille Restaurant and fully open all F&B Outlets. Facilities (Banquets & Weddings), has not been fully vetted yet, but according to our Facilities Sales & Events Coordinator Lauren Iida, the season has been very good to date and that department should finish ahead of revenue projections. Round totals are very close to budget and hopefully with no fires in the area, play will continue to be on pace. Merchandise sales and Profit Margins still continue to finish higher than budgeted. Overall, expenses should be under budget for the season due to lack of staff and being able to operate at our normal capacity.

| Round Type | Actual Rounds | % of Play | Budgeted Rounds | YTD Actual | YTD Budgeted | YTD % of Play Actual | YTD % of Play Budgeted |
|---------------|---------------|-------------|-----------------|---------------|---------------|----------------------|------------------------|
| PPH | 1764 | 32% | 1840 | 3689 | 3940 | 30% | 34% |
| Play Pass | 1949 | 36% | 2200 | 4575 | 4450 | 37% | 38% |
| Guest | 666 | 12% | 575 | 1108 | 1155 | 9% | 10% |
| Non-PPH | 1066 | 19% | 1063 | 2671 | 1788 | 22% | 15% |
| Other | 62 | 1% | 122 | 374 | 347 | 2% | 3% |
| Totals | 5507 | 100% | 5800 | 12,417 | 11,680 | 100% | 100% |

| Play Pass Rounds Only | Rounds | % of Play Pass Rounds | YTD Rounds | YTD % of Play Pass Rounds |
|---------------------------------|-------------|-----------------------|-------------|---------------------------|
| CH – 10 Play | 373 | 19% | 660 | 14% |
| CH – 20 Play | 297 | 15% | 612 | 13% |
| CH-AYCP Ind. Pass Visit | 302 | 15% | 736 | 16% |
| CH-AYCP-COLLEGE Pass Visit | 43 | 2% | 97 | 2% |
| CH-AYCP-CPLS Pass Visit | 505 | 26% | 1348 | 30% |
| CH-AYCP-JR Pass Visit | 17 | 1% | 54 | 1% |
| CH-LIMITED-AYCP Pass Visit | 70 | 4% | 207 | 5% |
| CH-LIMITED-AYCP-CPLS Pass Visit | 134 | 7% | 323 | 7% |
| CH-PM-AYCP Pass Visit | 208 | 11% | 538 | 12% |
| Totals | 1949 | 100% | 4575 | 100% |

*CH = Championship Course; AYCP = All You Can Play; CPLS = Couples; JR = Junior; Ind. = Individual

**All AYCP Pass types = 1279 or 66% of Play Pass Rounds

Championship Course Revenue Overview (compared to Budget)

| | Month | YTD |
|-------------------------|------------|------------|
| Green Fees | +\$29,697 | +\$92,393 |
| Range Fees | -\$146 | +\$7496 |
| Club Rentals | -\$8568 | -\$3409 |
| Merchandise Sales | +\$10,683 | +\$75,291 |
| Food and Beverage Sales | -\$65,367 | -\$77,291 |
| Facilities/Events | Not Vetted | Not Vetted |

Mountain Course

The Mountain Course finished the month below projected revenue, but is still slightly ahead for the year. Rounds were not as high as anticipated, especially for Non-PPH rounds which is where the higher greens fees are.

Mountain Course

| Round Type | Actual Rounds | % of Play | Budgeted Rounds | YTD Actual | YTD Budgeted | YTD % of Play Actual | YTD % of Play Budgeted |
|---------------|---------------|-------------|-----------------|-------------|--------------|----------------------|------------------------|
| PPH | 1817 | 42% | 1850 | 3542 | 3530 | 40% | 39% |
| Play Pass | 852 | 20% | 1000 | 1799 | 1720 | 20% | 19% |
| Guest | 538 | 12% | 500 | 1120 | 900 | 13% | 10% |
| Non-PPH | 1054 | 24% | 1400 | 2186 | 2480 | 25% | 28% |
| Other | 99 | 2% | 250 | 167 | 370 | 2% | 4% |
| Totals | 4360 | 100% | 5000 | 8814 | 9000 | 100% | 100% |

| Play Pass Rounds Only | Rounds | % of Play Pass Rounds | YTD Rounds | YTD % of Play Pass Rounds |
|--------------------------------|------------|-----------------------|-------------|---------------------------|
| MT-AYCP Ind. Pass Visit | 181 | 21% | 416 | 23% |
| MT-AYCP-COLLEGE Pass Visit | 12 | 1% | 31 | 2% |
| MT-AYCP-CPLS Ind. Pass Visit | 338 | 40% | 769 | 43% |
| MT-AYCP-JR Pass Visit | 41 | 5% | 85 | 5% |
| MT-10 Play (9 Hole) Pass Visit | 205 | 24% | 362 | 20% |
| MT-10 Play Pass Visit | 52 | 6% | 84 | 5% |
| MT-PM-AYCP | 23 | 3% | 52 | 2% |
| Totals | 852 | 100% | 1799 | 100% |

*MT = Mountain Course; AYCP = All You Can Play; CPLS = Couples; JR = Junior; Ind. = Individual

** All AYCP Pass types = 595 or 70% of Play Pass Rounds

Mountain Course Revenue Overview (compared to Budget)

| | Month | YTD |
|-------------------------|-----------|-----------|
| Green Fees | -\$31,862 | +\$3130 |
| Club Rentals | -\$3775 | -\$1010 |
| Food and Beverage Sales | -\$20,568 | -\$21,578 |

**Just as a reminder, not all revenues and expenses have been fully vetted yet and this is a high level overview of where we think all departments are to date.*

Verbal Update on Beach Operations

Verbal update to include information on the current operations at the Ski Beach Boat Ramp, Burnt Cedar Pool and Staffing levels in particular as they relate to lifeguards.

Key Project Updates

For 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 Risk and Resilience Assessments (RRA) and emergency response plans (ERPs) for the sanitary sewer system are being completed by Farr West Engineering. A workshop was held with Staff on July 12, 2022 for the ERP. Staff is working to gather information necessary to complete the ERP.

Recreation Center Locker Room Project

The remodel of Locker Rooms is on schedule and slated for completion Sept. 29, 2022. The demo was completed, the drains have been replaced and the tile has been installed. The lockers, showers and bathroom partitions are currently being installed and the electrical will soon be completed. There has been minimal disturbance to public and the users of the pool area. The contractor was able to create a solid separate construction entry which has allowed the pool to stay open.

Burnt Cedar Swimming Pool Improvements – 3970BD2601

PW Staff is waiting to receive the final pay application request from CORE Construction (anticipated to receive the week of August 29th). Once received, the project closeout report will be provided to the Board.

CORE Construction Contract Status (as of June 30, 2022):

| Original Contract Amount | Change Orders | Current Total Contract Amount | Total Payments for Work Completed to Date | Current Balance to Completion (including retainage) |
|--------------------------|---------------|-------------------------------|---|---|
| \$3,845,864.00 | \$113,242.20 | \$3,959,106.20 | \$3,774,436.78 | \$373,391.31 |

Effluent Pipeline Project – 2524SS2010

The entire CMAR team and stakeholders had a partnering meeting in Reno on August 18, 2022. HDR is working on the 100% design documents for the entire length of the alignment. The surveyor will be on-site to collect necessary data to enhance the final design documents during August and September. PW Staff is continuing to work with the environmental & TRPA consultants to prepare the necessary documentation for permitting.

PW Staff is working closely with NDOT Permitting to ensure all information required is provided with the permit application package that will be submitted to NDOT early October.

PW and IVGID Accounting Staff have a monthly check in meeting with the Nevada State Revolving Fund Clean Water Program. We are working closely with them to provide all necessary information to ensure we are meeting any deadlines required to keep the project on schedule.

Effluent Pond Lining/Storage Project – 2599SS2010

The CMAR Team attended a partnering meeting with stakeholders, Jacobs, Granite and PW staff on August 18, 2022. PW Staff continue to work with the environmental and TRPA consultants to prepare the necessary documentation required for permitting. A surveyor will be on-site to stake the access road alignment and trees in September/October. PW Staff sent the scope of work and preliminary PPA to the Army Corps for review. Continued work on the design of the project is occurring with a deliverable of 60% plans to IVGID mid-September.

A neighborhood meeting to initiate the Washoe County Special Use Permit process was held August 16, 2022. A good discussion regarding the project took place with the small handful of people that participated.

Financial Transparency

The District's Finance and Accounting Staff are working on the FY2021/22 year-end close. The June period close is extended due to the fiscal year-end close process. Cut-off for Accounts Payable was mid-August; however fixed assets, inventory accounts, due to/due from and final cash balance reconciliations will take place over the next several weeks. Trial balances are due to the District's independent auditor by September 31st. The auditors are also working on the companion audit engagements related to Purchasing/Contract Management, with a report expected in September. The supplemental engagement to review capitalization of fixed assets will run concurrent with the audit of the financial statements (Sept/Oct.).

Other significant projects currently underway include:

Review and update of selected Board Policies and Practices – new Capitalization, Reserve and Central Services Overhead Allocation policies were approved by the Board on January 12, 2022; Pricing Practice was approved by the Board of Trustees on March 1, 2022; Capital Planning and Budgeting Policies/Practices currently being updated, informed by recommendations from Moss Adams report. Draft policies presented to BOT on June 29, 2022, with feedback informing final policies to be presented to the Board for approval in Sept./Oct.

Ongoing update of Internal Control policies and procedures – Staff has largely completed its work with Management Partners, LLC, who was engaged to assist management in the review and update of the District's Purchasing Policy and Accounting/Finance Procedures Manual. Purchasing policies were presented and approved by the Board 7/27/22. Consultant completed review and update of Finance and Accounting Procedures Manual. This draft document is, in turn being updated to reflect workflow and controls being instituted with the implementation of the District's new (Tyler/Munis) financial system.

Implementation of Tyler/Munis Financial System - the District has transitioned to the new enterprise-wide financial system (Tyler/Munis), which went "live" as of July, 2022. Initially, transactions are being posted in the new system, which has been updated with the FY22/23

budget and five-years of historical data (imported from the legacy Innoprise system). Staff is working on implementing the capital project, contract management and fixed asset modules, while also building out improved financial reporting capabilities. One of the goals of the new financial system project is to streamline accounting processes, strengthen internal controls, and enhance budget and capital project reporting. Staff training is ongoing, with department-specific orientations and trainings conducted during the first two weeks in August.

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

This section will be updated in the next report.

Public Records Requests

Following are the public records requests from [July 19, 2022 to August 16, 2022](#)

| Date Requested | By Whom | Subject | Date Responded | Status/Comments |
|----------------|---------------|--|----------------|---|
| 07/19/2022 | Morris, Peter | Emails from Trustee Schmitz's personal account(s) regarding District business | 08/02/2022 | Complete |
| 07/20/2022 | Gumz, Joy | IVGID Bucks | 07/20/2022 | Complete |
| 07/21/2022 | Dobler, Cliff | Definition of a Consent Calendar Item | 07/21/2022 | Complete |
| 07/25/2022 | Katz, Aaron | Drawings on the Rec Ctr Expansion Project | 07/28/2022 | Complete |
| 07/27/2022 | Katz, Aaron | Data Sheet – 2015 – 4899FF1501 – Recreation Center Lobby Updates | 07/27/2022 | Complete (sent the summary information and the actual data sheet) |
| 07/28/2022 | Dobler, Cliff | Drawings on the Rec Ctr Expansion Project | 07/28/2022 | Complete |
| 07/29/2022 | Dobler, Cliff | The depreciable life used for the 1,100 lf of effluent pipeline installed in 2018 and capitalized thereafter. In addition, please provide the depreciable life used for the air pressure relief valves installed at approximately the same period. Both items were capitalized as a fixed asset. | 08/16/2022 | Complete |
| 08/02/2022 | Katz, Aaron | Community Partner: Boys and Girls Club | 08/02/2022 | Complete |
| 08/04/2022 | Katz, Aaron | Pricing Practice 6.2 | 08/04/2022 | Complete |
| 08/08/2022 | Dobler, Cliff | Amendment #1 to the HDR contract which was issued sometime in June 2021 | 08/08/2022 | Complete |
| 08/09/2022 | Gumz, Joy | Weekly Bill Pays: Jul 18 - July 23, 2022 July 1 - July 7, 2022 July 8 - July 15, 2022 | 08/09/2022 | Complete |

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| 08/09/2022 | Katz, Aaron | As you know the latest grant agreement with the Duffield Foundation re the Rec Center expansion ("the project") speaks to reimbursing the District for IVGID staff time expended on the project and billed to the Foundation. I would like to examine all such writings directed to the Foundation evidencing such billings from inception to date. I would like to examine records evidencing the District's chart of account ("COA") number(s) assigned by staff for each of those billings. I would like to examine records evidencing the Foundation's payment of those billings, and the COA(s) assigned by staff for each of those payments. | 08/17/2022 | Complete |
| 08/14/2022 | Katz, Aaron | Waste Management Bills and Work Orders regarding East/West Parks | | Staff is working on this request; new deadline established as 8/26 |