

**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Indra Winqest  
District General Manager

**SUBJECT:** General Manager’s Status Report  
Prepared for the meeting of June 14, 2023

**DATE:** June 7, 2023

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**General Manager & Board of Trustees Priority Projects & Tasks**

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Effluent Storage Tank Project  <i>Updated 6/7/23</i>		GM Winqest/Director of PW Underwood	Jacobs has provided plans to Washoe County, TRPA and NDWR-DOD. Staff is working with TRPA to determine slope stabilization. Staff attended WC Board of Adjustment for the Special Use permit which was approved on 6/1/23. USACE environmental review has begun and Staff has meetings bi-monthly.
Effluent Pipeline Project  <i>Updated 6/7/23</i>		GM Winqest/ Director PW Underwood	Granite Construction has installed a total of 1,555 LF of pipe since they began construction in early May. Granite has plans to pressure test and tie in Phase 1A the week of June 19 <sup>th</sup> .
<b>Internal Controls Project(s)</b> Review of Internal Control Processes, Policies and Procedures  <i>Updated 5/25/23</i>	Ongoing	Director of Finance Navazio	Staff is currently transitioning to department procurement cards instead of individual cards. The Accounting Department is the first department to transition and are currently testing the process to ensure there are no issues that would provide any inefficiencies.

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Incline Beach House Project  <i>Updated 5/25/23</i>	TBD	Engineering Dept/GM Winquest/Chairman Dent	PW Staff is awaiting direction from Board based on results of community survey (planned budget & scope). PW and Rec Staff are evaluating next steps for the access and safety improvements.
Community Dog Park Committee  <i>Updated 6/7/23</i>	Ongoing	GM Winquest/Director of Parks & Recreation Leijon	The GM Advisory Committee on a Community Dog Park is now actively meeting and have most recently met on 5/31/23. At the 3/22/23 BOT meeting, the BOT gave direction to no longer pursue a special use permit for the USFS Site off Village Blvd. The Committee is focusing on conceptual design opportunities at Village Green as well as ongoing operational cost estimates to maintain the park. Additionally, a biologist presented information to the committee regarding potential health related risks associated with a dog park as well as ways to mitigate.
USACE Grant Funding for Tank (Pond Lining)/Pipeline Projects  <i>Updated 6/7/23</i>	In Process	GM Winquest/ Director PW Underwood	PW Staff is working closely with USACE Project Rep to prepare Amendment #1 (Increment 2) – Effluent Export Pipeline Replacement project in the amount of approximately \$3.9M.
Employee Privileges (ideas for replacement of recession of beach access)  <i>Updated 6/7/23</i>	Spring 2023	GM Winquest with Senior Team	Staff brought an agenda item to the March 22, 2023 BOT Meeting and presented several concepts for review. Staff will be bringing back an updated Recreation Privileges document that reflects the removal of beach access at an

			upcoming meeting for BOT approval. Currently scheduled for 6/28/2023
Ordinance 7 Amendments  <i>Updated 4/5/23</i>	Additional revisions Spring 2023	GM Winquest/Director of Parks & Recreation Leijon.	Staff provided an end of season report on how the revisions to Ordinance 7 worked and any potential recommendation for further revisions and/or operational changes at the 11/9/22 meeting. Additional revisions are being evaluated and will be upcoming.
Utility Rate Study  <i>Updated 6/7/23</i>	Year 1- Completed 4/22 Year 2 - Target April '23	Director of Finance Navazio/Director of PW Underwood	The Public Hearing for the rate increases is on the upcoming meeting, June 14, 2023. See Board packet.

**District Golf Courses** (Mountain Course open June 9<sup>th</sup>)

Total No-Show rounds Charged - \$1975 (19 players)

Time frame	Round Type	# of Rounds	Capacity	% of Capacity	Total \$\$\$	\$\$/Round
May 26-June 1	PPH	512			\$ 34,587.00	\$ 67.55
	NPPH	163			\$ 21,994.00	\$ 134.93
	Guest	84			\$ 9,662.00	\$ 115.02
	10 Play	17			\$ 1,513.00	\$ 89.00
	20 Play	26			\$ 2,184.00	\$ 84.00
	30 Play	17			\$ 1,343.00	\$ 79.00
	40 Play	38			\$ 2,812.00	\$ 74.00
	AYCP-Limited	61			\$ 2,813.32	\$ 46.12
	No-Show PPH	14			\$ 959.00	\$ 68.50
	No-Show NPPH	7			\$ 1,016.00	\$ 145.14
	Non-Profit/Other	56			\$ 1,351.00	\$ 24.13
	PM 10 Play	12			\$ 655.20	\$ 54.60
	PM 20 Play	17			\$ 873.80	\$ 51.40
	PM 30 Play	6			\$ 289.20	\$ 48.20
	PM 40 Play	6			\$ 269.70	\$ 44.95
	PM AYCP Limited	14			\$ 604.24	\$ 43.16
	<b>Totals</b>	<b>1050</b>	<b>1288</b>	<b>82%</b>	<b>\$ 82,926.46</b>	<b>\$ 78.98</b>

\* start time 8:30am and last time for 18 holes is 4:00pm

\*\* Other includes, Juniors, Employees, PGA, Non\_profit, etc

### **Diamond Peak Ski Resort Update**

The Diamond Peak Ski Resort 2022/2023 Wrap Up is a report item on the June 14, 2023 agenda.

### **Key Project Updates**

LSC Project Close Out Report is attached.

*For more information on current district capital projects.*

Webpage Link:

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

### **Financial Transparency**

The Finance Department has completed the Period 10 (April) close, with reports posted to the District website. Period 11 (May) close is scheduled for the week of June 12<sup>th</sup>, with reports posted by June 16<sup>th</sup>. Concurrently the Finance/Accounting staff is preparing for the June / Year-end close, for the fiscal year ending June 30, 2023.

As the District transitions to the new fiscal staff will be updating procedures in a number of areas, consistent with discussions held throughout the budget development process. Examples include: updating, as needed, General Manager's delegated spending authority, implementation of Departmental procurement cards to include review of related internal controls, updating monthly financial reports to incorporate amounts encumbered via purchase orders and contracts, and developing weekly revenue reports for each of the District venues.

Update on significant projects currently underway include:

*Implementation of Tyler/Munis Financial System* – While Staff continues update training materials for purchase order and contract set-up, monitoring and reporting, as well as capital project tracking, a current priority is working through steps required to transition to a new fiscal year and go-live with the approved FY2023/24 budget in Tyler/Munis. Finance Staff participated in another full-day training session with Tyler on June 9<sup>th</sup>, with follow-up trainings planned with District-wide staff prior to July 1<sup>st</sup>.

*OpenGov Conversion to Tyler* – This project is nearing completion with a target go-live date of June 16<sup>th</sup>.

*Review and update of selected Board Policies and Practices* – Capital Planning and Budgeting Policies/Practices (Policy 12.1.0, 13.1.0 and Practice 13.2.0) – (Scheduled on Long-Range Calendar for meeting of June 28<sup>th</sup>).

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

There were two contracts signed by the District General Manager; see attached.

**Public Records Requests**

Following are the public records requests from **May 3, 2023 to June 6, 2023.**

Date Requested	By Whom	Subject	Date Responded	Status/Comments
01/26/2023	White, Lilly	E-Mails/Text Messages: All Trustees from 11/13 to present	05/04/2023 05/17/2023	Complete
02/28/2023	Wright, Frank	Beach House Project – multiple items	02/28/2023 03/03/2023 03/17/2023	Responded on 2/28 and requester had follow up questions. Advised requester of response date of 3/31
03/12/2023	Dobler, Cliff	Effluent Pipeline & Lining Charges		
03/14/2023	Katz, Aaron	Procurement Card Purchases		
03/16/2023	Abel, Mike	PW Emails	04/10/2023	Complete
03/23/2023	Gumz, Joy	Employee Benefit Plan	04/07/2023	Complete
04/03/2023	Katz, Aaron	Summaries of all revenues and expenses assigned by staff to the following functions [Champ course range; bar cart sales; lessons, club rentals, pro shop merchandise sales; food, beer, wine and liquor sales at each golf course (in other words, NOT including those sales at the Grille Restaurant nor reported under facility sales); and, the Grille Restaurant] for the following fiscal years [July 1, 2018-June 30, 2019; July 1, 2019-June 30, 2020; July 1, 2020-June 30, 2021; July 1, 2021-June 30, 2022; and July 1, 2022-June 30, 2023 (at least to date)] separately for the District's Champ and Mountain golf courses		
04/17/2023	Dobler, Cliff	Please provide for my examination a listing of all charges to the Water Reservoir Coatings and Improvements (Capital Acct #2299D11204) for the period from fiscal year ending June 30, 2017 to June 30, 2021		
04/17/2023	Dobler, Cliff	Please provide for my examination a listing of all charges to the following Diamond Peak capital accounts (Lifts) for the fiscal years June 30, 2017 to June 30, 2022  Crystal Express - 3462HE1502 Lakeview - 3462HE1702 Lodge Pool - 3462HE1702 School House - 3462HE1602 Red Fox - 3462HE1712 Ridge - 3462HE1603		
04/28/2023	Katz, Aaron	1. All requests from Darren Howard to whomever else at the District for help with this snow removal since January 1, 2023; 2. Whatever Darren Howard agreed to pay or transfer to DP on behalf of both golf courses for the snow removal help he requested since January 1, 2023; 3. All snow removal work performed by non-golf personnel at both golf courses since January 1, 2023; 4. All billings to golf for the snow removal work performed since January 1, 2023; 5. All evidence of transfers or payments from golf to wherever for snow removal work performed since January 1, 2023; 6. All chart of account nos assigned by staff for each of the payments referenced in	05/12/2023	Complete

		paragraph 5 above; 7. Where in the current year's budget for both golf courses the costs associated with this snow removal were budgeted.		
04/28/2023	Wright, Frank	I would like all the records relating to payments made by Incline Village General Improvement district to the Northern California golf Association on behalf of our golf club members, members dues. Or any other payments to NCGA Or other golf associations, such as PGA for the last five years, including this year.	05/18/2023	Complete
05/19/2023		Also the financial accounting and payments made by golf club members paying reimbursement or other such payments for these fees for the last 5 years.	06/07/2023	Complete
04/29/2023	Dobler, Cliff	A listing of each and all equipment and vehicles as stated in the 2022 audited annual report. The total amount is \$529,561.		
05/02/2023	Dobler, Cliff	Provide for my examination or provide an explanation of the \$145,903 of "Interfund Charges" and the \$50,360 of "Sales and Fees" as Revenues in Schedule B- GENERAL FUND as stated in form 4404LGF (page 975 of 1020) of the April 12,2023 Board Packet.		
05/02/2023	White, Lilly	I want to know how much IVGID's lawyer, or Firm, has charged IVGID since this new Board has come on. This is what I want to know: BBK's Invoices to IVGID from Jan. 1, 2023 through June 1, 2023 (or later depending on when they can seem to get this information together - my last request was extended because no one can get any answers). Descriptions of the invoices are requested. And as comparison, I want to see BBK's Invoices to IVGID for everything pertaining to the past Board from Jan. 1, 2022 through Dec. 31, 2022. Descriptions of the invoices are requested.	05/24/2023	Complete
05/08/2023	Katz, Aaron	I would like to examine the following IVGID records: 1. All fidelity bonds in effect for each current/immediate past IVGID trustee since July 1, 2018; 2. The precise terms and conditions of coverage under all fidelity bonds in effect for each current/immediate past IVGID trustees since July 1, 2018; 3. To the extent not included in the previously requested records above, the particulars for filing claims against all fidelity bonds in effect for each current/immediate past IVGID trustee since July 1, 2018. As well as specifically the mode of filing claims, applicable postal/e-mail addresses, and bond numbers. 4. I note that the Board Treasurer is required to post his/her fidelity bond. To the extent that these bonds differ from those for the remaining trustees, and to the extent not included in the previously requested records, evidence of: a) All fidelity bonds in effect for each current/immediate past IVGID Board treasurers since July 1, 2018; b) The precise terms and conditions of coverage under all fidelity bonds in effect for each current/immediate past IVGID Board treasurers since July 1, 2018; c) To the extent not included in the previously requested records above [items 4(a) and 4(b)], the particulars for filing claims against all fidelity	05/12/2023	Complete

		bonds in effect for each current/immediate past IVGID Board treasurers since July 1, 2018. As well as specifically the mode of filing claims, applicable postal/e-mail addresses, and bond numbers.		
05/10/2023	Gumz, Joy	Please provide by email a copy of the General Ledger for July 1, 2022 - to date. I realize the fiscal year is not complete, please provide a partial ledger for the financial transactions that have been posted to date for fiscal year 2023. Please provide all funds, all accounts.	05/30/2023	Complete
05/15/2023	Marshall, Alan	<p>1. The increases in salaries that account for \$350,000 in the new proposed budget by position.</p> <p>2. I am assuming that because I am required to play after 12pm. on Friday, Saturday, and Sunday as well as pay an 8% increase for the all you can play pass plus an additional 20% for my wife, that on those days that I will be afforded to play with the same accommodations as those who play earlier on those days. This includes full access to the practice greens, snack bar, bathrooms, and uninterrupted access to the 10<sup>th</sup> tee box and use of back tees. I should not be disrupted by non golfing activities that will inconvenience my playing experience at the expense of others. Therefore, I would like the signed consent forms from all weddings that have contracts stating that this will not happen. Otherwise, I will consider this unreasonable and excessive without proper accommodation for my needs.</p> <p>3. I would like assurance and documentation that no double bookings or squeeze times will be done at any time due to errors in reservations. By inserting additional players, this has a negative impact on all golfers playing after. Weekly reports from the director of golf will be provided showing all tee sheets and assigned times.</p> <p>4. I would like documentation that the policy for cancelation fees are being consistently enforced across the board. Including all Picture Pass Holders and Non Residents who are more than 10 minutes past their scheduled tee times and the fees that have been charged. Weekly reports will be provided by the director of golf for documentation.</p> <p>5. I would like a weekly report from the director of golf indicating the percentage of booked tees times in order to compare the proposed budget of 65% versus the actual percentage of used times that is being used to increase playing fees.</p>	05/15/2023 06/05/2023 06/07/2023	Item 1. – Complete Items 2 – 5 - Complete
05/15/2023	Fortgang, Tanner	2022 Payroll Information (Transparent Nevada)	05/15/2023	Complete
05/16/2023	Espi, Vince	Please provide the following: A list of all current employees including the following data points – First Name, Last, Position/Job Title, and Office/Work Location and Address	05/25/2023	Complete
05/16/2023	Dobler, Cliff	Please provide for my examination a listing of all charges made to IT Infrastructure #1213CO1505 from July 1, 2019 forward. The account name was changed to Sever Storage & Computing Hardware in fiscal year 2021	05/22/2023	Complete
05/16/2023	Dobler, Cliff	Please provide for my examination a listing of all charges to account # 1315CO1801 for the period beginning on July 1, 2020 forward to today	05/22/2023	Complete

05/16/2023	Dobler, Cliff	Please provide for my examination the contract with Golf Genius which is used by the Golf Clubs to set events and tee times.	05/22/2023	Complete
05/16/2023	Katz, Aaron	Wasn't Resolution 1480 the one that gave our GM the power to hire, fire, and fix compensation? Has it been repealed? If so when? If not, then why can't I find it on the web site? If you can point me in the right direction, it would be appreciated	05/17/2023	Complete
05/18/2023	Katz, Aaron	1. IVGID invoicing sent to private golf clubs since July 1, 2018 requesting reimbursement payment of NCGA fees IVGID has advanced for its members; 2. IVGID invoicing sent to individual members of private golf clubs since July 1, 2018 requesting reimbursement payment of NCGA fees IVGID has advanced for its members; 3. Evidence of payment of paragraph 1 above; 4. Evidence of payment of paragraph 2 above; 5. Documents evidencing the identity of and payment to IVGID by a non-private club member for membership in NCGA so the non-club member could participate in a tournament that IVGID subsequently paid to NCGA; 6. Evidence of payment of paragraph 5 above.	06/07/2023	Complete
05/19/2023	Macdonald, Al	This is a public records request for the same information that was provided to Frank Wright regarding payment of golf memberships. I think it was invoices.	05/19/2023	Complete
05/19/2023	Katz, Aaron	All forms filled out and transmitted to the NCGA since July 1, 2018.		
05/19/2023	Wright, Frank	Please provide under the public records act the following information for, "Incline Village GC" at 893 Southwood Blvd.: the Bylaws of the Incline Village GC; the list of officers; and records of the last 3 annual meetings		
05/22/2023	Jansen, John	Please provide documents sent to Frank Wright regards NCGA payments and payment process.	05/22/2023	Complete
05/24/2023	Gumz, Joy	Please provide the Fixed Asset List / Equipment List as of June 30, 2019 for the GOLF VENUES (champ/Mountain and Golf capital funds_ showing the Fund to which the Equipment is assigned, date of purchase, cost, current value, condition, description, Fixed Asset number, serial number.		Due date established as 6/16 – Requester notified on 5/30/2023
05/26/2023	Wright, Frank	The names of every member in every golf club that are given tee times and use of our championship course		
05/26/2023	Katz, Aaron	Information on Bob Wheeler Plaque at Burnt Cedar Beach	05/30/2023	Complete
05/26/2023	Katz, Aaron	ARPA Funding Information – Skate Park	06/07/2023	Complete
05/28/2023	Katz, Aaron	Finalized Resolution 1902	06/07/2023	Complete
05/30/2023	Miller, Judith	Salary Ranges effective 7/1/2023 in Excel		Sent requester an email that her request will be revisited in mid-July; information presently not available.
06/03/2023	Wright, Frank	Copies of all the golf clubs bylaws, a list of officers, each clubs rules and regulations for admission and the specific requirements each club has in order to be a club member. Also the number of golfers allowed in to each club	06/06/2023	Complete



**Report on the amount of Staff time has spent, to date, on processing public records requests.**

March 1, 2023 to May 30, 2023 (in hours):

Administration Staff .....	187.75
Human Resources Staff .....	5.00
Parks and Recreation Staff .....	11.00
Public Works Staff .....	15.00
Golf Staff .....	4.00
Finance Staff .....	28.00
<b>Total: .....</b>	<b>250.75</b>

**Contracts List**

Attached is an updated version of the Contracts List as an informational item.

LSC Transportation Consultants - Beach Access Study  
CIP3972BD2102

Construction Project Close Out  
June 2023

**Project Overview**

LSC Transportation Consultants were contracted by Staff in April 2022 to conduct a study regarding the existing site safety and overall access conditions at Ski Beach, Burnt Cedar Beach and Incline Beach. The overall purpose of this Project was to evaluate current traffic congestion and pedestrian/bicycle safety concerns at the three beaches, assess future changes in conditions, and develop/recommended physical improvements and management strategies to improve overall congestion and safety conditions. This also included conceptual designs for potential physical controls to restrict access to the beach by means of new gates/fencing, circulation realignments, and automated gate options.

Staff awarded a contract to LSC in the amount of \$43,480 on April 18, 2022. The contract allowed for several tasks including review of previous/current user data, staff interviews, field data collection (traffic/bicycle/pedestrian counts, user and public surveys), engineering analysis for potential improvements or strategies, draft and final report preparation, and presentation of findings to the Board.

**Project Schedule**

The project kickoff meeting with LSC and IVGID Staff occurred in May 2022. Data collection occurred during peak season days; however, the holiday peak days surrounding July 4 were not included during site data collection as that week is not representative of the typical, summer-season beach use. Public (on-line) and user (on-site) surveys were completed by the end of August. The initial draft report was completed and distributed for Staff review in October 2022 with the final draft delivered at the end of December 2022. LSC presented to the Board at the January 11, 2023 meeting.

**Positive Outcomes**

The project provided a comprehensive amount of data useful for internal Recreation department consideration and implementation. The user and public survey data highlighted general travel habits and preferences of beach users, the frequency and location of visits, and perceived issues at each of the beach venues.

The initial draft report was circulated among Staff and the omission of the access-restriction was identified with adequate project time available to complete the additional site restriction options. The LSC Project team quickly adapted to additional scope considerations for off-hour/season access restriction and delivered concept plans for each of the three beach locations.

**Improvement Opportunities**

The original project scope was based on the Project data sheet and Staff input. However, no Board members were included in pre-project scope reviews and the inclusion of off-hour/season access restrictions was not included in the data collection and/or draft report. This particular issue was primarily due to the lack of identification of the access-restriction priority within the Project data sheet and during preliminary project development. For capital projects at the public/recreation venues, Staff should ensure that the full desired scope is outlined in the CIP Project data sheets.

### **Lesson Learned**

It is important to include the GM in the pre-project/contract scope development for all Recreation/public-venue improvements to ensure any Board priorities are appropriately included in the contract scope.

### **Remaining Work Required**

The non-resident/guest access restriction is now identified as the Board priority for this Project. A staged approach to venue improvements – ranging from security gate/fencing installation and possible RFID integration, to amended beach-staffing and open hours, to considerable geometric changes and construction – shall be developed from current concepts to final detailed design, per future direction from the Board. Separate from the subject Beach Access Study Project, Staff will present a proposed phased approach with an outline of options progressing from minor site/process changes thru to potential large-scale construction improvements.

Attachments:

None

**Purchase Orders Approved By the General Manager**  
**(May 2023)**

<b>PO Number</b>	<b>Fiscal Year</b>	<b>Description</b>	<b>Status</b>	<b>Total Amount</b>	<b>Vendor Name</b>	<b>Department</b>	<b>Approved</b>
22300348	2023	Power Switch	Printed	\$90,632.76	Dell Computers	I/T	05/11/23
22300340	2023	Chateau Carpet Replacement	Printed	\$55,942.25	Tahoe Specialty Flooring and Window Design	Facilities	05/19/23

CURRENT CONTRACT ENDS	TYPE	ENTITY	WHAT FOR	WHO OWNS	WHERE IT LIVES	COMMENTS
4/30/2023	Annual	Tahoe Forest Hospital District	Diamond Peak Ski Area First Aid Station	General Manager, Diamond Peak Ski Resort	2022	Renews at the start of ski season
5/31/2023	Annual	Hyatt Lake Tahoe	Sport Shop	General Manager, Diamond Peak Ski Resort	2022	Sent MLB a reminder on 4/18/2023; will come before the BOT in October 2023; on LRC
6/30/2023	3-year contract	Operating Engineers Local Union No. 3	Superintendent's Bargaining Unit	Director of Human Resources	2022	Will be brought to the BOT when negotiations are complete
6/30/2023	3-year contract	Operating Engineers Local Union No. 3	Supervisor's Bargaining Unit	Director of Human Resources	2021	Will be brought to the BOT when negotiations are complete
6/30/2023	3-year contract	Operating Engineers Local Union No. 3	Non-Supervisor's Bargaining Unit	Director of Human Resources	2020	Will be brought to the BOT when negotiations are complete
6/30/2023	Annual	EXL Media	Media buying services	Marketing Manager	2022	On the 6/14 BOT meeting agenda
6/30/2023		Wells Fargo	Banking Services	Director of Finance	2018	Sent PCN a reminder 3/7/2023
9/30/2023	2-year contract	Sand Harbor Water Sports	Watercraft Services at the beaches	Director of Parks and Recreation	2022	Sent SL a reminder 3/7/2023
9/30/2023	2-year contract	Incline Spirits	Bar Concession	Director of Parks and Recreation	2022	Sent SL a reminder 3/7/2023
10/31/2023	Annual renewal; has 2 years left	Alta Vista Cleaning Services	Janitorial Services	Director of Public Works and Director of Finance	2021	Sent BUU a reminder 3/7/2023
10/31/2023	3-year contract	CC Cleaning	Janitorial Services - DP	General Manager, Diamond Peak Ski Resort	2019	Sent MB a reminder 4/10/2023
11/30/2023	Annual	HERO Environmental	Household Hazardous Waste	Director of Public Works	2023	Runs from April to November
11/30/2023	3-year contract	OpenGov	Financial Transparency on Website	Director of Finance	2021	Sent PCN a reminder 3/7/2023
12/31/2023	Annual	Parasol Tahoe Community Foundation	Storage Space Grant Agreement	Director of Administrative Services	2022	Renews at the start of the year - \$0 cost
12/31/2023	Annual	First Non-Profit	Unemployment Claims Processing	Director of Human Resources	2022	Term is 01/01/2023 - 12/31/2023
12/31/2023	10-year contract	USFS	DP Special Use Permit	General Manager, Diamond Peak Ski Resort	2014 NBA	Sent MLB a reminder 3/7/2023
12/31/2023	3-year contract	Best Best & Krieger LLP	Attorney Services	Board of Trustees	2020	Added to long range calendar - 7/12
12/31/2023	Annual	TRPA	Watercraft Inspection Services	Director of Parks and Recreation	2022	Sent SL a reminder 4/13/2023
12/31/2023	Annual	Flashvote	Survey Services	Board of Trustees	2023	
6/30/2024	Annual	Clean Tahoe, Inc.		Director of Public Works	2022	Last approved 05/10/2023 by the BOT
10/31/2024	5-year contract	CC Cleaning	Janitorial Services - Recreation Ctr	Director of Parks and Recreation	2019	
12/31/2024	3-year contract	CCMedia	IVGID Magazine	Marketing Manager	2021	
5/1/2025	3-year contract	Marcus Faust	Federal Legislative Advocacy Services	Director of Public Works	2022	
6/30/2025	3-year contract	Village Ski Loft, Inc.	Retail shop at Diamond Peak Ski Resort	General Manager, Diamond Peak Ski Resort	2022	
6/30/2025	5 years	UNR	Pack Internship Grant Program	Director of Human Resources	2020	
9/30/2025	3-year contract	High Sierra Patrol	Security Services	Director of Human Resources	2017	
2/28/2026	5-year agreement	Davis Farr	Auditing Services	Director of Finance along with Audit Committee	2021	
6/30/2026	10-year contract	Waste Management	Solid Waste Franchise Agreement	Director of Public Works	2016	
7/11/2026	Has 1 more 5-year term (expires in 2031)	Washoe County	Lease of space on Crystal Bay Water Tower for emergency antenna	District General Manager	2001	
7/31/2026	5-year contract	Pitney Bowes	Admin Postage Meter	Director of Administrative Services	2021	
6/30/2027	5-year contract	Diamond Peak Ski Education Foundation	Use of Diamond Peak Ski Resort	General Manager, Diamond Peak Ski Resort	2022	
1/8/2028	5 year term	University of Nevada Reno	Fire Camera	Director of Public Works	2023	
6/30/2028	5-year contract (in process; presently with KUNR)	KUNR	Antenna at Diamond Peak	General Manager, Diamond Peak Ski Resort	2022	

CURRENT CONTRACT ENDS	TYPE	ENTITY	WHAT FOR	WHO OWNS	WHERE IT LIVES	COMMENTS
1/12/2030	30 year term + 23 yr renewals	Parasol Tahoe Community Foundation	Lease of premises	District General Manager	2000	
7/16/2031		Washoe County	800MHZ Tower		2001	
7/17/2054	35-year term (executed 12/28/2018)	RSCVA	Lease of 969 Tahoe Blvd. (Visitors Center)	District General Manager	2018	
In effect indefinitely		Wells Fargo	Procurement Card Services	Director of Finance	2018	
In effect indefinitely	Month-to-month	GolfNow	Booking Service	Director of Golf/Community Services	2019	
In effect indefinitely		NV Energy	Public Safety Outage Management	Director of Human Resources	2021	
In effect indefinitely		Prominence Health Plan	Health Insurance	Director of Human Resources	2019	
In effect indefinitely	Annual renewals	ZERORISK Hiring System	ZERORISK Hiring System Software	Director of Human Resources	2018	
In effect indefinitely	Annual renewals	CivicClerk	Board Packet Management Software	Director of Information Technology	2021	
In effect indefinitely	Annual renewals	Active Networks	RTP Software	Director of Information Technology	2016	
In effect indefinitely	Updated 8/31/2022	Washoe County	East and West Park Maintenance	Director of Parks and Recreation	2022	
In effect indefinitely		North Lake Tahoe Fire Protection District	Defensible Space services on IVGID lands	Director of Public Works	2021 (LTR)	
In effect indefinitely		Nevada Department of Transportation	Cooperative Agreement	Director of Public Works	2015 BA	
In effect indefinitely		North Lake Tahoe Fire Protection District	Technical Rescues (Confined Space, High/Low Angle and Trench)	District General Manager	2021	
In effect indefinitely		Tahoe Truckee Area Agreement for Mutual Emergency Aid (Agencies are Alpine Springs County Water District, Edgewood Water Company, Douglas County Lake Tahoe Sewer Authority, Glenbrook Water Cooperative, Douglas County Utilities, Kingsbury GID, Olympic Valley PUD, Lakeside Park Assoc., Round Hill GID, NTPUD, Sierra Lake County Water District, Northstar Community Services District (Area No. 21), STPUD, TCPUD, Truckee Sanitary District, Tahoe Douglas Sewer District)	Mutual Aid in the event of a disaster	District General Manager	2021	
In effect indefinitely		Washoe County School District	Joint Use Agreement (includes Lake Tahoe School)	District General Manager	1975	
In effect indefinitely		Lake Tahoe Basin Management Unit, US Dept. of Agriculture Forest Service	Incline Flume Trail Maintenance	General Manager, Diamond Peak Ski Resort	2019	
In effect indefinitely		Bullwheel Group (need to check the official entity name as Ms. Buck is deceased)	Bullwheel parking easement	General Manager, Diamond Peak Ski Resort	1977	
In effect indefinitely		Washoe County Roads	Snow plowing above SR28 and continuing to where Ski Way joins Tirol Drive at the Tyrolian Village gates.	General Manager, Diamond Peak Ski Resort	1978	
In effect indefinitely		Incline Village Homeowners Association	Parking at Champ Course	Director of Golf/Community Services	6/24/2009	

CURRENT CONTRACT ENDS	TYPE	ENTITY	WHAT FOR	WHO OWNS	WHERE IT LIVES	COMMENTS
The two year (2) term shall be extended by an additional year effective July 1, 2021 and July 1, 2022 if the General Manager receives a satisfactory performance evaluation as determined by the Board of Trustees		Indra S. Winquest	Employment Contract - District General Manager	Board of Trustees	2021	
Until low water levels require it to be moved to the Thunderbird Lodge	Indefinite	North Lake Tahoe Fire Protection District	Storage and Launching of a Roll and Go Emergency Response Vessel at Ski Beach	Director of Parks and Recreation	2022	
		Loomis	Cash Pick Up Services	Director of Finance	2018	
Active		CardConnect	Merchant Services at Golf Courses	Director of Golf/Community Services	2017	
Active		FirstData	Merchant Services at Golf Courses	Director of Golf/Community Services	2017	
Active		TRI Processing	Merchant Services at Golf Courses	Director of Golf/Community Services	2017	
		Utility Telephone, Inc.	International Voice Services	Director of Information Technology	2021	
		AT&T	High Volume Calling Plan	Director of Information Technology	2017	
		Washoe County School District	IHS Stadium Field Maintenance	Director of Parks and Recreation		
		<i>Slated for competitive bidding process this year?</i>	Food and Beverage Concession at Beaches	Director of Golf/Community Services and Director Parks and Recreation	2022	
POLICY #	TITLE	Last Review Date	Who Owns	Next Review Date	COMMENTS	
1.1.0	Strategic Plan	Effective January 1, 2014	District General Manager	2023	This policy should be reviewed and updated by Moss Adams	
2.1.0	Budgeting and Fiscal Management, Financial Standards	Effective July 1, 2014	Director of Finance	As needed	3/13: Discussed with PCN and we can review after budget is adopted.	
3.1.0	Conduct Meetings of the Board of Trustees	Effective January 11, 2023	Board Chairperson	As needed		
4.1.0	Budgeting and Fiscal Management, Performance Measurement for Decision Making	Effective January 1, 2014	Director of Finance	As needed	3/13: Discussed with PCN and we can review after budget is adopted.	
5.1.0	Budgeting and Fiscal Management, Budgeting for Results and Outcomes	Effective July 1, 2016	Director of Finance	As needed	3/13: Discussed with PCN and we can review after budget is adopted.	
6.1.0	Budgeting and Fiscal Management, Adoption of Financial Practices	Effective July 1, 2014	Director of Finance	Results of review should be shared with BOT during the review of the proposed budget.	3/13: Discussed with PCN and we can review after budget is adopted.	
7.1.0	Includes Measurements Budgeting and Fiscal Management, Appropriate Level of Reserves	Effective Fiscal Year Ending June 30, 2022	Director of Finance	As needed	3/13: Discussed with PCN and we can review after budget is adopted.	

CURRENT CONTRACT ENDS	TYPE	ENTITY	WHAT FOR	WHO OWNS	WHERE IT LIVES	COMMENTS
8.1.0	Schedule of Useful Life	Accounting, Auditing and Financial Reporting, Capitalization of Fixed Asset	Effective January 1, 2022	Director of Finance	As needed	3/13: Discussed with PCN and we can review after budget is adopted.
9.1.0		SUPERCEDED				
10.1.0	Ref. District's Investment Management Policy	Cash Management, Use of Local Government Investment Pools	Effective July 1, 2008	Director of Finance	As needed	3/13: Discussed with PCN and we can review after budget is adopted.
11.1.0		Cash Management, Investment Management	Effective July 1, 2008	Director of Finance	As needed	3/13: Discussed with PCN and we can review after budget is adopted.
12.1.0		Capital Planning, Multi-Year Capital Planning	Effective July 1, 2016 (went to the Board on 11/9/2022)	Director of Finance and Director of Public Works	As needed	3/13: Discussed with PCN and we can review after budget is adopted.
13.1.0	Paragraph 2.0 specifies Reporting	Capital Planning, Capital Project Budgeting	Effective July 1, 2015	Director of Finance and Director of Public Works	As needed	3/13: Discussed with PCN and we can review after budget is adopted.
14.1.0		Debt Management, Debt Management and Limits	Effective July 1, 2015	District General Manager	As needed	3/13: Discussed with PCN and we can review after budget is adopted.
15.1.0		Accounting, Auditing and Financial Reporting, Audit Committee Charter	Effective June 29, 2022	Board Chairperson and Audit Committee	As needed	
16.1.1		Recreation Roll Policy	Effective October 28, 2009	District General Manager	As needed	5/25: Will be revised to reflect changes made to the report
17.1.0		Personnel Policies	Effective July 1, 2008	Director of Human Resources	As needed	Doesn't come to the Board for review - this is just a policy stating we have them
18.1.0		Budgeting and Fiscal Management, Adoption of Central Service Cost Allocation Plan	Effective Fiscal Year Ending June 30, 2022	Director of Finance	As needed	3/13: Discussed with PCN and we can review after budget is adopted.
20.1.0		Correspondence to the Board of Trustees	Effective August 11, 2021	Board Chairperson	As needed	This is presently with District General Counsel
20.1.0		Purchasing Policy for Goods and Services	Effective August 1, 2022	District General Manager	As needed	Would recommend this be reviewed in 2025
21.1.0		Purchasing Policy for Public Works Contracts	Effective August 1, 2022	Director of Public Works	As needed	Would recommend this be reviewed in 2025
22.1.0		Disclosure of External Entity Involvement	Effective May 25, 2023	District Clerk	As needed	Would recommend this be reviewed in 2025

ORDINANCE #	TITLE	Last Review Date	Who Owns	Next Review Date	COMMENTS
1	Resolution 1852 Solid Waste Ordinance	Adopted on December 14, 2016	Director of Public Works	TBD	
2	Resolution 1866 Sewer Ordinance	Adopted on April 10, 2019	Director of Public Works	TBD	
	Resolution 1892 Rate Change	Adopted on April 27, 2022	Director of Public Works		
	Resolution 1903 Rate Change	Will be proposed on June 14, 2023	Director of Public Works	6/14/2023	
3	Resolution 1867 Water Ordinance	Adopted on April 10, 2019	Director of Public Works		
	Resolution 1892 Rate Change	Adopted on April 27, 2022	Director of Public Works		
	Resolution 1903 Rate Change	Will be proposed on June 14, 2023	Director of Public Works	6/14/2023	
7	Resolution 1894 Recreation Passes and Recreation Punch Cards	Adopted May 26, 2022	Director of Parks and Recreation	10/2023	

POLICY RESOLUTION #	RESOLUTION #	SUBJECT	Adopted	Who Owns	Next Review Date	COMMENTS
98	495	Indemifying Trustees and Officers	06-13-1968	District General Manager and Board Chair		
103	1475	Granting of Easements	08-30-1984	Director of Public Works		
105	1480	Personnel Management Policy	11-29-1984			Replaced by PP 142, Resolution 1898
110	1493	Community Relations	05-30-1985	Director of Finance		Still relevant - cash donations - requires written permission and notification to BOT
111	1494	Collection of Delinquent Special Assessments	05-30-1985	Director of Public Works	2024	Still relevant - BOT shall decline special assessment relief requests.
113	1517	Use of Trademark by Private Businesses	04-24-1986	Director of Administrative Services	2023-24	Still relevant - I think the colors need to be updated to the Pantone Colors
116	1538	Penalty and Interest Charges	05-28-1987	Director of Public Works	2024	Resolution was adopted in 1987 and NRS was updated 2005 so probably should review



CURRENT CONTRACT ENDS	TYPE	ENTITY	WHAT FOR	WHO OWNS	WHERE IT LIVES	COMMENTS
121	1581	Settlement of Lawsuits and Claims	05-08-1991	District General Manager and Board Chair	2023-24	Has this been superceded by Policy 3.1.0? Needs to be checked for sure.
129	1632	Relinquishment and Acquisition of Utility...	11-12-1992	Director of Public Works	2023-24	Terminology updates are needed and a review against the 2019 update to the NRS needs to occur
134	---	Service of Alcoholic Beverages at IVGID...	02-09-2005	Director of Community Services	2023-24	Review completed; recommending leaving in place as is
135	1780	Temporary Dog Park at Village Green	07-28-2004	Director of Parks and Recreation	TBD	GM Committee working on this - 2023
136	---	Access to District Property and the use of the District's property for expression	04-30-2008	District General Manager and Board Chair	TBD	
137	1801	Provision of Records and Information to the Public	06-29-2011	District General Manager and District General Counsel	TBD	Undergoing review by District General Counsel
138	1849	Naming/Dedication of Facilities...	09-28-2016	Director of Administrative Services	2025-26	No changes to NRS 338.200
139	1876	No Smoking	04-01-2020	Director of Parks and Recreation	2025-26	
141	1895	Complimentary and Discounted Use...	07-27-2022	Director of Community Services	Annual	Has annual reporting requirement (GM)
142	1898	Personnel Management	01-25-2023	District General Manager and Board Chair	As needed	
					<b>Next Review Date</b>	<b>COMMENTS</b>
<b>Last Review Date</b>	<b>SUBJECT</b>		<b>Note</b>			
4/28/2004	Zero Tolerance			Director of Parks and Recreation		
9/28/2022	Code of Conduct		See also Policy 15.1.0 for a review	Board of Trustees	01/2025	

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