

MEMORANDUM

TO: Board of Trustees

FROM: Indra Winqest
District General Manager

SUBJECT: General Manager's Status Report
Prepared for the meeting of July 13, 2021

DATE: July 7, 2021

General Manager & Board of Trustees Priority Projects & Tasks

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Effluent Pond Lining Project	30% Design Documents anticipated 7/30/2021	GM Winqest/Director PW Underwood/ Trustee Dent	Partnering meeting with all stakeholders June 16, 2021. Site field visit by Granite, Jacobs, NDEP, PW Staff 6/29/2021. Evaluation of pond capacities ongoing.
Effluent Pipeline Project	Phase I ongoing	GM Winqest/ Director PW Underwood/ Trustee Dent	Partnering meeting with all stakeholders June 14, 2021. Evaluation of critical repair areas ongoing.
Burnt Cedar Pool Project	Completion Date scheduled for May 2022	Engineering Manager Nelson/GM Winqest	Guaranteed Maximum Price (GMP) presented for approval, 4/28/21. CMAR Contractor mobilized to site on 5/3/2021. Complete demolition of existing pool, wading pool and pool deck has been completed. Rock/Boulder removal is complete. New pool location is established, excavation for pool and piping is in process.
Internal Controls Project(s) Review of Internal Control Policies and Procedures	Winter/Spring	Director of Finance Navazio	Staff continues to make progress in implementing contract management and change order process improvements; procurement card authorizations updated; reviewing internal controls with new auditors.

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
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 (agendized for discussion at 4/29 BOT mtg.).
Project & Contract Consultant Review - Moss Adams 1	Completed	GM Winqest/Director of Finance Navazio	Final Moss Adams report presented at BOT meeting held on 1/13/21. Implementation plan for management responses presented at 3/10 BOT mtg.
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)	Aug / Sept. 2021	Director of Finance Navazio	Draft updates to Capitalization and Reserve policies completed; engaged Moss Adams to review and update Capital Program Planning and Budgeting policies – as well as peer review of capitalization policy.
RFP for Independent Audit Services / Financial Reporting	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	Summer 2021	GM Winqest/Board Chairman Callicrate	Three Community Forums took place May 13 & 19, 2021. Parcel Owner Survey has been released and will be active until at least July 21, 2021. As of July 7, we had over 1,100 completed surveys.
Smith vs IVGID Litigation	Ongoing	Legal Counsel/Board of Trustees/GM Winqest	Updates provided to the board on 4/14/21. Board of Trustees authorized payment to the court special master in the amount of \$12,500 at the 6/9/21 BOT meeting.
Utilities Performance/Asset Management Review	Schedule for completion June 2021	GM Winqest/Board	Final Draft Raftelis Report will be presented to the BOT at the 7/13/21 meeting.

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
2021 - 2023 Strategic Plan	Summer 2021	Senior Management Team/Board of Trustees	Draft Plan was agendized on 6/9/2021 for Board discussion and potential feedback and direction. Staff has taken direction and will be providing a final draft for review and possible acceptance at the 7/13/21 BOT meeting.
USFS Parcel Acquisition – Potential Dog Park	Ongoing	GM Winqest	Attended meeting with USFS staff onsite on 5/20/2021. District has formally filed for a special use permit for utilization of the forest service parcel across from Incline High School on Village Blvd.
Transition to Enterprise Fund Accounting for beginning 2021-22 Fiscal Year	Ongoing	GM Winqest/Director of Finance Navazio	State of Nevada, CLGF considered IVGID request in January. Staff filed Tentative Budget with Dept. of Taxation, initiating the District's transition to Enterprise Fund reporting beginning with the 2021-22 Fiscal Year. FY2021/22 Budget is on Board agenda for May 26 th .
Recreation Punch card accounting	2021-22 Budget	Director of Finance Navazio	Punch Card accounting has been adjusted for the 2021-22 fiscal year. Additional changes will be evaluated based on any revisions to Ordinance 7.
USACE Grant Funding for Pond Lining/Pipeline Projects	TBD	GM Winqest/ Director PW Underwood	Laura Whitney (USACE) shared new model agreements on 11/23. New target for completion of agreements is 10/31/21

IVGID Golf Courses Update

The golf season is fully under way and off to a great start due mainly to the masterful job Jeff Clouthier and his staff did preparing both courses for the season. All 18 greens and the putting green opened at the Championship Course with NO winter damage. The Mountain Course also had NO ice damage and very minimal snow mold. Because of the incredible condition of both courses, golf is experiencing higher than normal play (Championship Course 24% higher than last May/June and Mountain Course 27% higher than last May/June) and we expect this

to continue throughout the season. Net revenue at both courses was higher than budgeted (Championship Course 23% ahead and Mountain 19% ahead) and we also expect to see this trend stay this way for the remainder of the season. Expenses have not been fully vetted yet, but we expect to be under budget for both courses and that is mostly due to all venues not being fully staffed yet, which is mainly due to the hiring challenges we are currently experiencing. We would also like to remind the Board and Community of the pending closure of the front nine at the Mountain Course on September 16 due to the golf cart path project. The back nine will remain open and as long as the weather permits we plan on staying open one week longer than normal.

Chateau Catering Kitchen Plumbing and Foundation Repair

Engineering Staff was contacted to investigate a floor sink within the catering kitchen that was not functioning shortly after Food and Beverage Staff began working in the kitchen for the start of the season. It was discovered that the floor sink drain trap had completely separated from the drain and a large void in the base material was seen underneath the slab on grade foundation. Engineering Staff arranged for Public Works Pipeline Crew, Absolute (Drain Cleaning and Line Location), Penhall (Concrete Demo), Brown and Reed Engineering (Plumbing), Reno Tahoe Geo Associates (Geotechnical Engineers), Madole Construction (Foundation Repair Specialists), and SI Legacy (Concrete Sealing) to assist in determining the cause, develop a plan to remedy the situation, and facilitate the construction repairs.

The sink drains were re-plumbed and additional cleanouts were added to provide better maintenance access points for future cleaning of the Grill and Catering Kitchen sink drains. Backfill of the trench was compacted and new concrete was placed. Madole Construction used a polyurethane 2-part foam injection system throughout the compromised foundation area. The foam has an unconfined compressive strength of 14 psi or 6,500 pounds per square foot. They installed the foam by drilling small diameter holes through the concrete floor at regular spacing and injecting the foam. The foam was allowed to cure for a couple of days prior to resealing the concrete.

The Catering Kitchen was put back into service June 19, 2021, and the total construction cost for repair was \$42,090.96.

Recreation Center

The Recreation Center is settling into its "new normal" with the easement of COVID restrictions. Fitness class offerings continue to increase, daily drop-ins and all membership options have returned, the long awaited restroom remodel has begun and the locker room remodel is on the horizon. It should be noted that after a year-long vacancy the Maintenance II position was recently filled, state of the art Synergy LifeFitness strength equipment was installed in the fitness room and the Recreation Counter staff continues to provide residents, visitors and members with the exceptional customer service they have come to expect.

Community, Parks & Recreation Programming

The Parks & Rec Programming team is stronger than ever. By providing a user friendly online registration mechanism, the team has seen record enrollments in IVGID's signature youth specialty camps and programs that include Little Adventure Camp, Invasion Soccer, TK Basketball Camp, Lake Tahoe Science Camp, Incline Skateboard Camp, Mini and Junior Lifeguard Camps, Learn to Swim Programs, Summer Volleyball and Paddleboard Camps. Senior Programs continues to serve the senior population of our community with the ever popular 55+ hiking and new mountain biking series. Adult Softball, Soccer, Ballroom Dancing and Tai Chi round out the offerings for summer Adult programs.

The first group swim lessons since the COVID lockdown began in late June with 31 children enrolling in the. Learn to Swim programs. While the world is struggling to find qualified Lifeguards and Swim Instructors, IVGID Aquatics was able to beef up their instructor staff by onboarding one returning and four new instructors. In an effort to remedy the Lifeguard shortage and cover staffing at Rec Center and the Beach Venues, Aquatics staffed "one guard down" at Burnt Cedar and the Rec Center over the July 4th holiday. Both the Aquatics Supervisor and Aquatics Assistant Supervisor pulled Lifeguard shifts the week before and of the July 4th holiday.

Parks

As with the rest of the District venues, the Parks team was faced with Staff recruitment challenges this summer. While the Parks team is operating at a staff level reduction of approximately 20%, District parks, beaches and open spaces are being efficiently and effectively maintained and beautified by the hardworking staff. Additionally, Parks has provided valuable assistance with hazard mitigation and safety improvements at the Boat Ramp and Beach venues.

Tennis & Pickleball

The newly renovated Tennis & Pickleball Center opened its doors on May 10, 2021. Completing the renovation are new furnishings that include a refrigerator, gas grill, inviting deck furniture, and colorful umbrellas. Currently, we have 224 Tennis and Pickleball memberships purchased which shows growth year on year.

The growing Pickleball community celebrated the addition of four new pickleball courts and the implementation of several new programs that offer priority enrollment for Incline residents and Tennis & Pickleball Center members. The programs include an Intermediate Pickleball clinic, specialty instruction, the Incline Pickleball Open and Engage Camp, scheduled for late August. The Tennis community is enjoying the new Intro to Adult Tennis Clinic (3.0+) and increased enrollments for Youth camps and clinics.

IVGID Beaches

Modified staffing began on April 26 and quickly transitioned to full operations in May. The Beach crew enjoyed the benefit of starting the season with 17 returning employees, 15 who were retained from winter operations at Diamond Peak. An additional ten new hires round out the team.

In mid-June five beach hosts transitioned to the newly adopted Beach Ambassador position. This pilot position was created to provide added safety, to uphold district policy and regulations, provide customer education and increase service levels at all Beach venues. The Ambassadors work closely with the Beach Lifeguard staff and are cross-trained in every aspect of the Beach Operations. Cross-training affords the Ambassadors the ability to respond to a variety of situations that may occur at the beaches. Training and utilizing engaged, committed employees who have a full understanding of the District's unique policies, procedures and restrictions improves the overall customer experience.

July 4th Holiday Beach Venue Visits

Venue/Access	2-Jul	3-Jul	4-Jul
Burnt Cedar			
IVGID PPH	342	420	744
Punch Cards	53	55	90
Credit Cards	14	29	37
Total:	409	504	871
Ski Beach			
IVGID PPH	382	283	354
Punch Cards	125	233	313
Credit Cards	85	199	432
Total:	592	715	1099
Incline Beach			
IVGID PPH	1830	1353	1746
Punch Cards	713	977	1199
Credit Cards	177	239	327
Total:	2720	2569	3272

Total July 4th Holiday Beach Visits

Access	2-Jul	3-Jul	4-Jul
IVGID PPH	2554	2056	2844
Punch Cards	891	1265	1602
Credit Cards	276	467	796
Total	3445	3321	4446

Beach Concessions and IVGID Food & Beverage

Incline Spirits: The Barefoot Bar - Incline Beach open Monday through Sunday, 10am - 9pm. At Incline Beach on Wednesday and Friday evenings from 4pm - 7pm Music on the Beach, hosted by concessionaire Incline Spirits, is a post COVID favorite.

Community members gather to celebrate music, summer, beautiful beaches and each other. The Barefoot Bar - Burnt Cedar, due to pool construction, is operating with a reduced staff and limited hours. Service is available on Saturday and Sunday from 10am - 9pm.

Lake Tahoe Water Sports: Monday through Sunday, 9am - 5pm, Incline Beach and Burnt Cedar.

IVGID F&B: The Incline Beach Snack Bar is fully operational Monday through Sunday from 11am - 5pm. Burnt Cedar Snack Bar is closed until further notice due to staffing issues.

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 completed the RRA and it was submitted by the Director of Public Works to the EPA in early June 2021 to meet the required deadline. Farr West will begin the next phase of their work on the Emergency Response Plan (ERP) with a staff workshop in late July 2021. The ERP must be complete within 6 months of the RRA submittal. A contract to complete this work was authorized at the December 9, 2020 Board Meeting.

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. Raftelis has completed their draft report and will be presenting the findings at the July 13, 2021 Board meeting.

Burnt Cedar Swimming Pool Improvements – 3970BD2601

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. The Guaranteed Maximum Price contract approved by the Board of Trustees on April 29, 2021.

CORE Construction mobilized to the site May 3, 2021. Complete demolition of existing pool, wading pool and pool deck has been completed. Rock/Boulder removal. New pool location is established, excavation for pool and piping is in process. Construction will require complete closure of the pool and pool deck for the entire 2021 season.

Tennis Center Renovation – 4588BD1604

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 is substantially complete. Final landscaping has been installed. The awning is installed operational.

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	\$646,497	\$98,865

Effluent Pipeline Project – 2524SS2010

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. At the June 9, 2021 Board of Trustees Meeting, Trustees approved HDR to begin work on Phase I Critical Repairs investigation/design. Granite, HDR, NDEP, TRPA, and IVGID Staff attended the kick off partnering meeting which established open lines of communication between all stakeholders and developed milestone dates for the team to meet. Current evaluation of critical repair locations and the associated expense is being evaluated.

Effluent Pond Lining Project – 2599SS2010

At the January 28, 2021 Board of Trustees Meeting, Trustees approved a Construction Manager-At-Risk (CMAR) pre-construction contract to Granite Construction. At the June 9, 2021 Board of Trustees Meeting, Trustees approved Jacobs Engineering to begin design work on the effluent pond lining project. A component of the Water Resource Recovery Facility (WRRF) operation and a key requirement in the NDEP permit is to have an emergency lined effluent storage basin. A key part of the Effluent Pipeline Project will be providing enough effluent storage capacity to allow Granite a full work week on the effluent pipeline repairs to optimize production, reduce construction time, and construction costs. Granite, Jacobs Engineering, NDEP, and IVGID Staff attended the kick off partnering meeting which established open lines of communication between all stakeholders and developed milestone dates for the team to meet.

Rec Center Upstairs Lobby Restroom Remodel – 4484BD1902

A 2021 Capital Improvement project that will remodel the men's and women's upstairs lobby restrooms within the Recreation Center. The project includes ADA access, ADA restroom stall, new tile, fixtures and partitions. Ward Young Architecture designed the project and Avail Construction was the low responsive bidder. The Board of Trustees approved the construction project at the May 12, 2021 Board meeting. The contractor has provided submittals for approval and has staged the construction fencing and dumpster. Some of the tile materials have a longer than normal lead time, which will result in extending the construction time. Staff requested that the contractor not begin demolition until all materials are in stock.

Championship Golf Maintenance Building Drainage, Wash Pad, and Pavement Improvements Project #3141GC1501

The Championship Golf Maintenance Building was constructed in 1992 and was in need of several improvements. The building houses a variety of services including offices for golf maintenance personnel, breakroom/kitchen, and a fleet garage that operates a year-round golf course equipment service area. The capital improvements project completed in the Spring 2021, included construction of drainage improvements, a recycled water wash pad, modern fertilizer loading system, ADA accessible sidewalk, a staircase, and reconstruction of pavement. Construction bids came in under budget and to take advantage of the favorable asphalt pricing, an additional 5,000 sf of pavement was included (Change Order 1 = \$50,000) with the contract award.

The drainage improvements included replacement of the existing foundation drainage system that was no longer functioning, replacement of curb and gutter to direct flows to new permanent BMPs, re-routing concentrated stormwater flows to spread the flow over the driving range to slow the flow and provide increased time for infiltration, reconstruction of a vegetated swale to replace an existing rock lined swale, and retrofitting the existing retention basin with a low flow outlet.

A new ClearWater Recycling System was installed to create a closed system that recycles, filters, and treats the water used to wash down the golf course equipment. Previously, the wash area was connected to the storm drain system. The new system is a closed loop that sequesters all vegetation and particulates and treats the water prior to re-use with microbes. This system drastically reduces the potential for discharge of wash water laden with fertilizers to the stormwater system.

Due to the unique and sustainable nature of this project, the design engineer is submitting this project for the Best in the Basin Award.

From the beginning of this project a collaborative effort was made between Public Works, Golf Maintenance, and the design team. The collaborative effort, communication, and construction oversight resulted in a successful project that was under budget.

Task	Actual Project Costs
Base Construction Contract	\$425,433.00
Change Orders (1-6)	\$66,516.95
District Staff Time	\$26,300.00
Permit Fees	\$8,026.34
Materials Testing & Inspection (Holdrege & Kull)	\$1,783.00
PR Design & Engineering Construction Administration	\$13,962.50
Building Crack Repair	\$2,904.36
TOTAL	\$544,926.15
Maintenance Building Drainage, Wash Pad, and Pavement Improvements, 3141GC1501	\$700,000 budgeted

Financial Transparency

Staff completed close for the May 2021 accounting period and financial reports have been posted to the District's Financial Transparency webpage. The interface to the OpenGov Data Tool has been re-established following downtime due to migration of Innoprise to new server. Staff will be working on the June 2021/Year-end close with preliminary financial results expected by mid-August, following the year-end account payables cut-off and year-end account reconciliations.

The new fiscal year began on July 1. FY2021/22 budget guidelines and training are being prepared to inform District Staff of updates to accounting changes being implemented with the new fiscal year budget. These include transition to Enterprise Fund accounting for Community Services and Beach funds, new account codes for tracking Charges for Services for residents, guests and non-residents, changes in accounting treatment to expense items previously recorded as capital assets, as well as methodology for charges related to central services overhead cost recovery.

A fourth quarter budget update presenting unaudited FY2020/21 year-end results is scheduled to come to the Board in early September, the report will also include staff recommendation for Board action on carry-over of FY2020/21 appropriations required for capital projects continuing into the new fiscal year.

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

From May 17, 2021 to June 30, 2021

PO Number	Vendor	Description	PO Amount
21-0231	State of NV/Bureau of Safe Drinking Water	WWTP Discharge Permit	\$7,658.00
21-0238	ARMAC Construction, LLC	Replace commercial water meters, etc.	\$12,557.00
21-0240	Kassbohrer All Terrain Vehicles, Inc.	Winch cable replacement	\$6,195.00
21-0241	Waters Vacuum Truck Service	Grit removal at SPS-1	\$4,322.76
21-0243	Nexgen Utility Management Inc.	Annual software maintenance & license fees	\$10,800.00
21-0245	Club Car, LLC	Golf cart batteries & cables	\$6,259.91
21-0249	Ward-Young Architecture and Planning	Rec Ctr locker room remodel project	\$17,000.00
21-0254	Club Car, LLC	30 golf cart batteries	\$10,000.00
21-0255	The Prestwick Group dba Prestwick Limited	Deck furniture – Tennis	\$22,042.08
21-0258	Nexgen Utility Management Inc.	Contractor portal for backflow program	\$7,000.00

Public Records Requests

Following are the public records requests from May 17, 2021 through July 6, 2021.

Date Requested	By Whom	Subject	Date Responded	Status/Comments
05/17/2021	Dobler, Cliff	Parks Fund – Detail		Staff needs more time – due date now July 31, 2021
05/19/2021	Katz, Aaron	Reno Tahoe Airport Fees	06/03/2021	Complete
05/20/2021	Dobler, Cliff	Incline Park Improvements - Project #4378BD1801	05/27/2021	Complete
05/27/2021	Dobler, Cliff	Approval of Tentative Budget by the State of NV Dept. of Taxation	05/27/2021	Complete
06/01/2021	Gumz, Joy	1964 Letter written by Bob McDonald	06/01/2021	Complete
05/25/2021	Katz, Aaron	Hyatt Sport Shop Lease Amendment	06/03/2021	Complete
06/03/2021	Katz, Aaron	Hyatt Sport Shop Lease Amendment – Big Blue Bike Rentals and e-mails	06/08/2021	Complete
06/03/2021	Katz, Aaron	Membership to North Tahoe Business Association	06/08/2021	Complete
06/07/2021	Katz, Aaron	Raffle, etc. donation to TCF Golf Tournament held 6/6/2021	06/07/2021	Complete
06/07/2021	Martini, Margaret	Employee Privileges – Historical Information	06/07/2021	Complete
05/27/2021	Dobler, Cliff	Correspondence – ITF and IVGID – Contingency	06/08/2021	Complete
05/20/2021	Dobler, Cliff	TWSA By-Laws, etc.	06/08/2021	Complete
06/08/2021	Katz, Aaron	Burnt Cedar Pool Engineering Charges (see e-mail dated 6/9/2021)	06/08/2021	Complete – a resend of what was sent in April 2021

Date Requested	By Whom	Subject	Date Responded	Status/Comments
06/03/2021	Katz, Aaron	Membership to North Tahoe Business Association	06/08/2021	Complete
06/07/2021	Katz, Aaron	Raffle, etc. donation to TCF Golf Tournament held 6/6/2021	06/07/2021	Complete
06/07/2021	Martini, Margaret	Employee Privileges – Historical Information	06/07/2021	Complete
05/27/2021	Dobler, Cliff	Correspondence – ITF and IVGID – Contingency	06/08/2021	Complete
05/20/2021	Dobler, Cliff	TWSA By-Laws, etc.	06/08/2021	Complete
06/08/2021	Katz, Aaron	Burnt Cedar Pool Engineering Charges (see e-mail dated 6/9/2021)	06/08/2021	Complete – a resend of what was sent in April 2021
06/08/2021	Katz, Aaron	Purchase Document and Minutes of Purchase of land (as referenced in memo for 6/9 Board meeting)	06/08/2021	Complete
06/10/2021	Martini, Margaret	Hyatt Sport Shop – Contract and all amendments	06/14/2021	Complete
06/07/2021	Katz, Aaron	Order appointing Special Master Matthew L. Sharp	06/15/2021	Complete
06/07/2021	Katz, Aaron	Additional information regarding TCF Tournament	06/15/2021	Complete except for payment receipt
05/17/2021	Katz, Aaron	TCF Golf Tournament Application/Request	05/25/2021	Complete
06/28/2021	Gumz, Joy	Salary Information for 2020 (plus other employee items)		Established a due date of 7/30 or before
07/02/2021	Holderer, Gayle	Video re beaches where penguin is speaking	07/02/2021	Complete
06/30/2021	Gumz, Joy	PCard transactions 052020 to 062021	07/09/2021	Complete
07/06/2021	Flaherty, Doug	TRPA Public Meeting Notices	07/07/2021	Complete