

MEMORANDUM

TO: Board of Trustees

FROM: Indra Winqest
General Manager

SUBJECT: General Manager's Status Report
Prepared for the meeting of February 10, 2021

DATE: February 3, 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>	CMAR Pre Construction Contract issued	GM Winqest/Engineering Manager Chorey/ Trustee Dent	CMAR Pre Construction approved by the BOT on 1/28/21. Planning & Design Phase kicking off.
Effluent Pipeline Project Request for Qualifications (RFQ)	See above	GM Winqest/Engineering Manager Chorey/ Trustee Dent	See above
Burnt Cedar Pool Project	Guaranteed Maximum Price (GMP) presented for approval, 4/28/21	Engineering Manager Chorey/GM Winqest	Final design contract approved on 12/9/20. CORE Construction has begun Pre-Construction Services.
Internal Controls Project(s) Review of Internal Control Policies and Procedures <i>*updated</i>	Winter/Spring	Director of Finance Navazio	Ongoing – I/C documents and project plan was agendized for Audit Committee meeting of 1/27/21. Staff prioritizing update of approval authority for procurement, contracts, and change orders.
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. Next steps include review of change order approval process and project close-out procedures.

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RFP for Independent Audit Services / Financial Reporting	March 2021	Audit Committee / Director of Finance Navazio	RFP released on 11/10/20; Responses from firms received 12/17/20; Audit Committee to consider recommendation on 2/10/21, with Board approval on 3/10/21.
Ordinance 7 GM Advisory Committee <i>*updated</i>	Fall/Winter 2020	GM Winquest	Last meeting took place 1/26/21. Next meeting scheduled for 2/9/21 Members of the Committee will update the Board on 2/10/21
Smith vs IVGID Litigation	Ongoing	Legal Counsel/Board of Trustees/GM Winquest	Update provided by Legal Counsel at the 9/9/20 BOT mtg
Utilities Performance/Asset Management Review <i>*updated</i>	Consultant Hired January 13, 2021, Schedule for completion June 2021	GM Winquest/Board	The Board of Trustees approved a contract with Raftelis on 1/13/21.
2020/2022 Strategic Plan	February 2020/21	Senior Management Team/Board of Trustees	Staff currently working a Draft Strategic Plan to serve as a starting point for discussions.
USFS Parcel Acquisition – Potential Dog Park	Ongoing	GM Winquest	Have resumed discussions with the USFS regarding special use permit, Legislation in progress
Transition to Enterprise Fund Accounting for beginning 2021-22 Fiscal Year	Ongoing	GM Winquest/Director of Finance Navazio	The District appeared in front of the LCGF, and Department of Taxation on January 28, 2021. Formal communication was provided to the governing body initiating the District's intent to transition to Enterprise Fund Accounting beginning with the 2021-22 Fiscal Year.
Recreation Punch card accounting	Fall/Winter 2020	Director of Finance Navazio	Board Workshop took place on 9/9/20. Moss Adams currently evaluating Punch Card Accounting

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USACE Grant Funding for Pond Lining/Pipeline Projects	TBD	GM Winquest/Engineering Manager Chorey	Laura Whitney (USACE) shared new model agreements on 11/23. New target for completion of agreements is 3/31/21
Ski Way Reconstruction Project	TBD	Engineering Manager Chorey	Ongoing conversations Tyrolian Village HOA. Wood Rodgers to prepare memo to document alternative construction techniques.

Staffing Recruitment & Notification

The Human Resources and Senior Management teams are very busy with multiple key recruitments. The District has formally hired our new Director of Public Works, Brad Underwood. Mr. Underwood will be beginning full time employment on March 15, 2021. The District has also hired Sheila Leijon as Parks & Recreation Superintendent. Mrs. Leijon will move into her new role on February 7, 2021. Additionally, Erin Feore has been named Interim Director of Human Resources until further notice as a recruitment plan is being developed to fill the vacant position of Director of Human Resources.

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 last meeting of the committee was held on scheduled January 28, 2021. The next scheduled meeting is Tuesday, February 9, 2021. There will be a verbal update at the Board of Trustees meeting on February 10, 2021.

Diamond Peak Update

The ski area completed its 59th day of operation on January 31st. During January the conditions were mostly dry although we continued to offer a variety of groomed terrain to our residents and guests. We experienced 2 days in the month where strong winds resulted in a closure of Crystal Express lift. The recent snow storm arriving on January 27th left significant snowfall and allowed the ski area to report 100% of the terrain open for the first time this season.

For the month the final skier count was 33,098 which is 3.7% above the five year average. The season to date skier visit count is 60,645, an increase of 1,200 visits from the prior year and 950 visits over same period for the 2018/19 season. Through the month of January our Ski and Ride Centers taught 1,844 lessons as compared to 3,977 lessons last January down nearly 54%. For the month, 5.5% of our skier visits took a lesson as compared to 14% in January 2020. Ski and Snowboard Rentals for the month included 5,466 units, a decrease of 24% from the previous January. The number of total skier visits for the month that used the rental equipment was 16% compared to 26% of skier visits during January 2020.

February 1st through the 7th the ski area is hosting the 2021 IVGID Community Appreciation Week. During the event IVGID Picture Pass holders receive free lift tickets to ski and ride at Diamond Peak. 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.

Key Project Updates

See more information on current district capital projects.

Webpage Link:

<https://www.yourtahoepace.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 was authorized at the December 9, 2020 Board Meeting. IVGID staff and Farr West participated in a virtual Kick-off Meeting and a workshop is scheduled in mid-February.

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. IVGID staff and Raftelis participated in a virtual Kick-off Meeting and initial staff interviews are scheduled in mid-February.

Burnt Cedar Swimming Pool Improvements

A 2020/2021 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. On August 12, 2020, the Board of Trustees unanimously selected a preferred option. On September 9, 2020, the Board of Trustees unanimously authorized schematic design services. On September 30, 2020, the Board of Trustees provided feedback on project delivery with the majority supporting the Construction Manager-At-Risk (CMAR) project delivery method. Final Design was authorized at the December 9, 2020 Board Meeting. The Project is tentatively scheduled to begin construction in May 2021. Construction will require complete closure of the pool and pool deck for an entire 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	\$483,343	\$262,109

Effluent Pipeline Project

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 with Granite Construction. Granite Construction’s first tasks are to review background material, prepare a Findings Memorandum, and participate in selection of a Design Engineer.

Effluent Pond Lining Project – 2599SS2010 (this is a new capital project #) – PO#

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 with Granite Construction. Granite Construction’s first tasks are to review background material, prepare a Findings Memorandum, and participate in selection of a Design Engineer.

Financial Transparency

Fiscal Year 2019/2020 Year-End Audit. The District’s Independent Auditor, Eide Bailly, completed their audit of the District’s Comprehensive Annual Financial Report for the fiscal year ended June 30, 2020 and issued its audit opinion and final CAFR on January 22nd. The CAFR and related audit reports (including Schedule of Findings) was reviewed by the Audit Committee on January 27th and presented to the Board of Trustees on January 28th. At Board direction, staff requested a 2nd extension of time to file the CAFR and audit reports with the Department of Taxation in order to provide time for the Audit Committee to present its report on the financial audit to the Board of Trustees (scheduled for 2/10/21). The State has granted an additional two-week extension for the District to file the CAFR, to February 15th.

The Board was previously advised of correspondence (dated 12/1/20) transmitted to the Nevada Department of Taxation informing them of the District’s intent to transition back to

Enterprise Fund accounting for our Community Services and Beach activities, effective with the 2021/22 fiscal year. On December 23rd, the Department of Taxation provided the District's

Staff completed the close for December 2020 accounting period and monthly financial reports were posted on the District's website and on our OpenGov platform. The close for the month of January scheduled to be completed by February 12th.

Staff is working on the District's mid-year budget update scheduled to be presented to the Board at its meeting of February 24th, to coincide with the Board's 2nd budget workshop. The workshop will cover preliminary baseline budgets for each element of District operations as well as provide for continued discussion of updating the District's pricing policy governing fees and charges.

Finally, as referenced earlier in this report, District advanced its process for transitioning back to enterprise fund reporting for its Community Services and Beach activities with the 2021/22 fiscal year by attending a hearing before the State's Commission on Local Government Finance, held on January 28th. The commission acknowledged the District's intent to transition back to enterprise fund accounting, however no formal action was taken or required.

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

From January 1, 2021 to January 31, 2021

PO Number	Vendor	Description	PO Amt
21-0139	Silver State International	Fuel injectors and emissions system repair to bus #636	\$13,500

Public Records Requests

Following are the public records requests from December 30, 2020 through January 31, 2021.

Date Requested	By Whom	Subject	Date Responded	Status/Comments
01/07/2021	Dobler, Cliff	Advertisement Proof – Rebid	01/11/2021	Complete
01/08/2021	Dobler, Cliff	Grant agreements between IVGID and ITF	01/11/2021	Complete
01/08/2021	Dobler, Cliff	Lloyd ASA#4; add'l \$5,000	01/11/2021	Complete
01/09/2021	Dobler, Cliff	Incline Ballfields – Reason for CO#1	01/11/2021	Complete
01/09/2021	Gumz, Joy	USFS – Payments, etc. – 2018 Invoice	01/11/2021	Complete
01/09/2021	Gumz, Joy	USFS – Backup Information	01/11/2021	Complete
01/11/2021	Gumz, Joy	USFS – Payments, etc. – 2019 Invoice	01/11/2021	Complete
01/11/2021	Katz, Aaron	2020/2021 Budget Book	01/11/2021	Complete
01/11/2021	Gumz, Joy	DP USFS Permit (all)	01/11/2021	Complete
01/11/2021	Gumz, Joy	USFS – Form	01/19/2011	Complete

Date Requested	By Whom	Subject	Date Responded	Status/Comments
01/11/2021	Dobler, Cliff	Incline Ballfields – ITF – Communications		Awaiting reply from Mr. Dobler
01/11/2021	Dobler, Cliff	Incline Ball Fields – Incline Tahoe Grant – PO#19-0141	01/12/2021	Complete
01/11/2021	Dobler, Cliff	Incline Park Ball Fields – Charges and Data Sheets	01/19/2021	Complete
01/11/2021	Dobler, Cliff	Ballfields – Actual payments from Incline Tahoe Foundation to IVGID for three reimbursements	01/15/2021	Complete
01/12/2021	Dobler, Cliff	Lloyd PO# 19-0140	01/12/2021	Complete
01/12/2021	Dobler, Cliff	Grant Agreement with ITF for \$57,300	01/12/2021	Complete (believe it to be a duplicate to his 01/08/2021 request)
01/14/2021	Martini, Margaret	Gold and Silver Card – List of Holders	01/21/2021	Complete
01/14/2021	Abel, Helen and Mike	2013 and 2014 Salary Information (same as was sent to Transparent Nevada)	01/19/2021	Complete
01/16/2021	Warren, Dick	Controller Job Description and Benefits Package	01/26/2021	Complete
01/16/2021	Katz, Aaron	Procurement Card Contract and Policy	01/25/2021	Complete
01/18/2021	Katz, Aaron	IVCBA membership	01/25/2021	Complete
01/23/2021	Katz, Aaron	CMAR RFP	02/10/2021	Complete
01/24/2021	Abel, Helen and Mike	2015 and 2016 Salary Information (same as was sent to Transparent Nevada)	01/25/2021	Complete
01/25/2021	Warren, Dick	Silver and Gold Card – listing of Holders and Benefits	01/26/2021	Complete
01/25/2021	Katz	Repeat of 01/16 request (5. and 6.)	02/01/2021	Complete
01/29/2021	Abel, Helen and Mike	2013, 2014, 2015 & 2016 Part-Time & Seasonal Employee Payroll Data	02/01/2021	Complete