

MEMORANDUM

TO: Board of Trustees

FROM: Indra Winqest
Interim General Manager

SUBJECT: General Manager's Status Report
Prepared for the meeting of July 22, 2020

DATE: July 17, 2020

Interim General Manager & Board of Trustees Priority Projects & Tasks

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Effluent Pond Lining Project Request for Qualifications (RFQ)	August 2020	GM Winqest/Director of PW Pomroy Trustees Wong/Dent	Qualifications are under review.
Effluent Pipeline Project Request for Qualifications (RFQ)	August 2020	GM Winqest/Director of PW Pomroy Trustees Wong/Dent	Qualifications are under review.
USFS Parcel Acquisition – Potential Dog Park	Ongoing	GM Winqest	Met with USFS Staff 4/2/20 process of filing a special use permit. Will be delayed as a result of COVID-19
USACE Grant Funding for Pond Lining/Pipeline Projects	TBD	GM Winqest/Director of Public Works Pomroy	No Update
Burnt Cedar Pool Project	Present Conceptual Design at 8/12 BOT Meeting	Engineering/GM Winqest	Conceptual Design has commenced. Community Group and IVGID staff are providing input.
Internal Controls Audit	Winter 2020	Audit Committee/GM Winqest/Director of Finance Navazio	Internal policies, processes, controls etc. being evaluated by staff
Ordinance 7 Administrative Revisions	Fall/Winter 2020	GM Winqest	Creation of advisory team in August 2020.
Smith vs IVGID Litigation	7/31/2020	Legal Counsel/Board of Trustees/GM Winqest	Update was provided on 6/10/20.
Construction Project and Engineering Contract Audit	Kick off meeting in mid-July 2020	GM Winqest/Director of Finance Navazio	Approved by the BOT on 6/10/2020. In Contract with Moss Adams

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Utility Reserve Fund/Rate Study	Fall 2020	GM Winquest/Board	Targeting start date late Summer, 2020.
2020/2022 Strategic Plan	TBD	Senior Management Team/Board of Trustees	Need to discuss timing based on upcoming election
2020/2021 Budget Kick off Workshop	Fall 2020	GM Winquest/Director of Finance Navazio	Will discuss during long range calendar
Recreation Punch card accounting	TBD	Director of Finance Navazio	Presentation and discussion including next steps on agenda for 7/22/20 BOT meeting.

COVID-19, Impacts to the District & update on closures and restrictions

The Recreation Center is currently open with a limited capacity of 50% for current members only. Drop in use is being evaluated at this time. Reservations are required for Group Fitness Classes, Gymnasium, Pool, and Strength and Conditioning area. The Chateau Grille is currently open with limited capacity and reservations are required. A variety of Parks & Recreation programs are being offered with strict health and safety guidelines. The community parks remain open for drop in use and social/physical distancing is being closely monitored. Parks Staff is gradually being brought on to address needs to maintain and prepare the venues for seasonal operations.

- High Sierra Patrol is currently on site 12:00pm – 10:00pm
- All Beach Parking lots open 7am – 9pm daily
- Incline & Burnt Cedar Beach Gates are currently staffed 8am - 8pm Mon – Thurs, and Fri – Sun 7am – 8pm. (High Sierra Patrol locks gates at 9pm)
- Ski Beach Boat Ramp Gate is currently staffed from 7am – 8pm daily. Launching is limited to Tahoe only watercraft with seal intact. TRPA is now providing inspections by appointment at the Truckee, Meyers, and Spooner Summit locations.
- Beaches are currently open to IVGID Picture Pass and Recreation Punch Card Holders only. Physical/Social Distancing required. Pop up tents only allowed in specific areas.

Beach operations are constantly changing and Staff has and will remain flexible as restrictions are ready to either lifted or added dependent on impact of COVID-19 and observed behavior at the beach properties.

The Public Works & Utilities team continues to provide outstanding service while protecting the water and sewer infrastructure during this extremely crucial and challenging time. Engineering Staff continues to work on project development and management, Public Works Administration is closed to the public but Staff is answering phones and responding to emails during normal business hours.

- *IVGID Public Works will temporarily suspend disconnections and penalty charges for delinquent accounts during this time. We will work with customers facing financial hardship to develop payment plans in order to assist with past due balances. We encourage any of our customers to contact us if they have concerns about their account balances.*
- *Solid waste violations and fines have been suspended except for some customer upgrades to wildlife resistant carts for spills. Waste Not has been reduced in staffing as a non-essential operation during Covid-19 and is unable to respond to violation reports. Customers are being charged by Waste Management for excess refuse per the Franchise Terms.*

VENUES

These venues will see a phased opening with safety and distancing requirements and measures in place. Group activities are currently being limited to 50 people or less or 50% of capacity depending on the facility/venue as part of a COVID-19 Phase 2 opening. Staff will continue to provide information to the community as these plans further develop.

Facility/Venue Openings

Incline Beaches and Boat Ramp – Open to IVGID Pass and Recreation Punch Card holders

Burnt Cedar Pool – June 15, 2020 (Lap Swimming, Swim Lessons, Aqua Fitness)

Disc Golf Course – May 11, 2020

Championship Course Driving Range – May 11, 2020

Championship Golf Course – May 18, 2020

Incline Tennis & Pickleball Center – May 18, 2020

Incline Skate Park – May 21, 2020

Mountain Golf Course – May 25, 2020

Village Green & Incline Park Playing Fields – Open for limited drop in use

Incline Bike Park – May 23, 2020

Recreation Center & Community Programming – June 15, 2020

**all facilities/venues open with COVID-19 restrictions*

The Golf Courses at Incline Village

Golf Operations June update

Round Totals	2019	2020	Daily Averages	
			2019	2020
Championship Course	4105	4074	136.8	135.8
Mountain Course	3234	3390	107.8	113

Revenues (Championship Course)	2019	2020
Admissions & Fees	\$307,748	\$280,334
Play Passes	\$135,408	\$146,312
Range Fees	\$35,825	\$41,465

*Revenue for play was \$10,870 below last year for June

Revenues (Mountain Course)	2019	2020
Admissions	\$92,694	\$126,404
Play Passes	\$24,529	\$13,747

*Revenue for play was \$22,928 ahead of last June

Customer satisfaction is high due to the incredible work Jeff Clouthier and his staff are doing with maintaining the golf course, as well as how professional the Golf staff, under the direction of Head Professional Kyle Thornburg, has been handling day-to-day COVID-19 restrictions for golf.

Beach Visits

By date, by type, 4th of July weekend 2020

	7/3/2020	7/4/2020	7/5/2020
IVGID PPH*	1842	1984	1588
IVGID Exchange	59	49	42
Punch Cards	1181	1386	693
Total	3082	3419	2323
Boat Launches	118	54	80

*Picture Pass Holder

By date, by beach, 4th of July weekend 2020

Burnt Cedar	7/3/2020	7/4/2020	7/5/2020
IVGID PPH*	499	643	506
IVGID Exchange	14	23	14
Punch Cards	38	83	28
Total:	551	749	548
Ski Beach	7/3/2020	7/4/2020	7/5/2020
IVGID PPH	570	349	304
IVGID Exchange	6	2	6
Punch Cards	438	687	239
Total:	1014	1038	549

*Picture Pass Holder

Incline Beach	7/3/2020	7/4/2020	7/5/2020
IVGID PPH*	773	992	778
IVGID Exchange	39	24	22
Punch Cards	705	616	426
Total:	1517	1632	1226

*Picture Pass Holder

Comparison by year, July 4 only

	7/4/2018	7/4/2019	7/4/2020
IVGID PPH*	3576	3426	1984
IVGID Exchange	355	482	49
Guest Access	3580	4616	1386
Total	7511	8524	3419
Boat Launches	72	84	54

*Picture Pass Holder

Capital Projects Update July 13, 2020

Design

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 to work with IVGID Staff and a community group to develop a preferred conceptual design. Conceptual design drawings will be presented to the Board of Trustees at their August 12, 2020 meeting. The project will proceed into final design this fall, construction is tentatively planned for summer 2021.

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 February 26, 2020 Board of Trustees Meeting, a design services scope of work was presented to the Board to begin replacement of Segment 3, the scope of work was not approved. The Board has placed this project on hold pending the hiring of a Project Manager to conduct a complete project review of the Effluent Export Project. The annual CIP amount of \$2,000,000 will be allocated to this project. At the March 11, 2020 Board of Trustees meeting, the Board of Trustees unanimously approved to restrict \$9,656,890 to the Effluent Pipeline Project, Project #2524SS1010 from the Unrestricted Net Position in the Utility Fund effective March 12, 2020.

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 February 26, 2020 Board of Trustees Meeting, a design services scope of work was presented to the Board for lining the pond, the scope of work was not approved. The Board has placed this project on hold pending the hiring of a Project Manager to conduct a complete project review of the Effluent Export Project. On February 27, 2020, Staff set up a new capital project for the Effluent Pond Lining and that project number is noted above. It is also included as an unbudgeted project for the 2020-21 CIP Budget

Construction

Championship Golf Maintenance Building Drainage and Washpad Improvements

A 2020 Capital Improvement Project, this project will improve surface and sub-surface drainage, construct a modern wash pad facility, and spot treat pavement failures at the Championship Golf Maintenance Building. This project addresses health and safety issues and prevents future water damage to this facility. A local engineering consultant completed the design and the construction contract was awarded at the June 23, 2020 Board of Trustees meeting. Construction has commenced and the project is scheduled to be completed this October.

Cruz Construction, Inc Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed to Date	Current Balance to Completion (including retainage)
\$425,433	\$50,000	\$475,433	\$0	\$475,433

Martis Peak Road - Water Main Replacement

A 2020 Capital Improvement Project, this project includes slip lining a 14-inch water main under State Route 28 and replacing aging steel water main in Martis Peak Road and Rifle Peak Court. IVGID Engineering Staff completed the design and the construction contract was awarded at the June 23, 2020 Board of Trustees meeting. Construction is anticipated to start in mid-July 2020.

Rapid 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)
\$456,610	\$0	\$456,610	\$0	\$456,610

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 is scheduled to begin mid-August and is expected to be substantially complete by 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	\$0	\$709,000	\$0	\$709,000

Lakeview Ski Lift Maintenance and Improvements

This project includes electrical upgrades to the ski lift. Upgrades consist of the replacement of the Main Low Voltage Control Panel, DC Motor Drive Panel, Return Station Controls, Loading System Controls and Drive panel. The project also includes the replacement of the communication cable from the top terminal to the bottom terminal. There are three distinct components to the project including electrical engineering and design, bidding and procurement for the fabrication of the panels as well as bidding a contracted installation of the replacement panels. An electrical engineer has been hired to complete the design and is currently working with Staff to develop the electrical design documents for bidding the panel fabrication and installation. Panel fabrication was awarded at the June 10, 2020 Board of Trustees meeting.

WRRF Aeration System Improvements

The aeration process of wastewater treatment supplies oxygen to facilitate the biological activity that converts raw sewage into treated wastewater effluent. The plant has six-200,000-gallon aeration basins with two jet aeration clusters per basin supplied by computer controlled multistage centrifugal aeration blowers. This project funds the design and replacement of the aeration system equipment at the WRRF. The Board awarded the construction contract to the lowest responsive bidder, KG Walters, on December 11, 2019. Construction has commenced and is anticipated to continue until December 2020. Progress meetings are held every two weeks.

K. G. Walters 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)
\$1,508,500	\$6,069	\$1,514,569	\$221,794	\$1,292,775

Water Reservoir Safety and Security Improvements – Phase 1

This project will replace the ladders that access the top of the water reservoirs, install intermediate access platforms, install protective railings and install new fall protection devices. The exterior access to the roof area is required to meet the needs of the District to monitor the water quality in the reservoirs and perform routine repairs to radio communication equipment. The ladders also need to be secured from access by the public. The reservoir ladders, fall protection, platforms, and protective railings will meet the current Occupational Safety and Health Administration (OSHA) safety standards. The Board awarded the contract to Resource Development Company on April 10, 2019 for 10 of 13 reservoirs. Construction begins this summer and is expected to be substantially complete by September 15, 2020.

Resource Development 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)
\$362,600	\$0	\$362,600	\$0	\$362,600

Water Reservoir Safety and Security Improvements – Phase 2

The second phase of this project will replace the ladders that access the top of the water reservoirs, install intermediate access platforms, install protective railings and install new fall protection devices for the remaining 3 reservoirs. The construction contract was awarded at the June 10, 2020 Board of Trustees meeting. Construction is scheduled to begin this summer and is to be completed by the end of the year.

Paso Robles Tank, Inc Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed to Date	Current Balance to Completion (including retainage)
\$109,000	\$0	\$109,000	\$0	\$109,000

Mountain Course Clubhouse Renovation

The Board approved renovation plans include a revised allocation of floor space, changes to access and substantial change to customer flow. A new ADA accessibility to the lower level for food service and construction of a new and expanded deck and the installation of new

windows and doors. The project is complete. IVGID Staff is very pleased with the outcome of the project and has received several compliments from the public on the renovated venue.

Houston-Smith 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)
\$1,006,000	\$87,893	\$1,093,893	\$1,093,893	\$0

IVGID Recreation Center Site Lighting Replacement

A 2020 Capital Improvement Project to replace bollard and site lights with modern LED fixtures. An outside electrical engineering firm has completed design and the project has been awarded to Intermountain Electric, Inc. Construction started on June 1, 2020 and is substantially complete.

Intermountain Electric, Inc. Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed to Date	Current Balance to Completion (including retainage)
\$84,856	\$0	\$84,856	\$70,300	\$14,556

Incline Village Bocce Courts

At the August 14, 2019 Board of Trustees meeting, the Board prioritized construction of bocce courts. Engineering Staff has completed design and at the May 6, 2020 Board of Trustees meeting, the Board approved the Notice to Proceed. Rapid Construction has started construction and is scheduled to be substantially complete on or before July 17, 2020.

Rapid 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)
\$68,860	\$0	\$68,860	\$0	\$68,860

Repair Deck Stairs and Powder Coat All Patio Deck Railings

This is a 2020 Capital Improvement Project to make several improvements to the exterior patio deck at the Recreation Center. A failing concrete staircase has been replaced and the deck railing has been powder coated. There is \$14,330 remaining in the budget. IVGID solicited and received a proposal to address the spalling concrete on the patio deck but the bid exceeds the available funds. To proceed with the project and prolong the life of this asset excess funds (\$14,190) from completed CIP#4885BD1606, *Pool Facility Deck/Floor Re-coat*

will be reallocated to this project. SI Legacy Coating has coated and sealed the deck patio to prolong the life of this asset.

Financial Transparency

Accounting and Finance Staff are working on completing the close for the month of June as well as performing fiscal year-end close activities. Current schedule targets completing the June close by Friday, July 24, 2020.

The FY2020-21 budget is live in our Innoprise financial system and the budget has also been uploaded to our OpenGov financial transparency portal. We are working on publishing our formal FY2020-21 budget book as well as a new OpenGov report that will allow the public to view and query budget information by month. As we roll into the new fiscal year, we are in the process of reviewing our internal and external financial reports to support our goal of financial transparency and demonstrating sound fiscal management of District resources.

As part of the year-end close, Staff has completed physical inventory, which was monitored/evaluated by our independent auditors who participated virtually. We will be following up to resolve discrepancies found between our bookkeeping and tank readings for our fuel inventory. The independent auditors are in process of conducting field work and have begun sampling transaction records across our various sub-systems (journal entries, payroll, accounts payable, bank reconciliations, utility billing, procurement cards, etc.).

On July 13, 2020, we had a kick-off meeting with our consultant (Moss Adams) who will be conducting an audit of the District's contract management and administration procedures and practices. The meeting focused on initial document requests from the consultant team as well as Staff point-of-contact(s) for the engagement.

Capital Project Being Evaluated because of COVID-19 Economic Impacts

The following table has the projects in the 2019-2020 Capital Improvement Project Budget that are being evaluated for deferral or re-budgeting, or cancellation.

Department	Project Title	2019-20 Budgeted Amount	Note
Public Works	Household Hazardous Waste Building Improvements	\$15,000	Cancelled
Facilities	Replace Hallway Tile at Chateau	\$65,000	Deferred
Parks	Aspen Grove Flatscape and Retaining Wall Enhancement and Replacement	\$55,000	Deferred

Department	Project Title	2019-20 Budgeted Amount	Note
Beaches	Flatscape and Retaining Wall Enhancement and Replacement	\$55,000	Only proceeding with safety improvements, appx \$15,000
Recreation Center	Replace Fitness Equipment	\$45,000	Reduced to appx \$20,000
Tennis Center	Resurfacing of Courts 1-2/Drainage Improvements	\$47,000	Recommended to proceed with court resurfacing. Drainage improvement no longer needed. Partial remaining project funds re-allocated to conversion of court 10 to dedicated Pickle Ball courts. Estimated reduction of \$15k from 19-20 Capital Budget
Champ Golf	Printer Copier Replacement	\$10,000	Deferred
Champ Golf	Venue Signage Enhancements	\$40,000	Being evaluated