

**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Indra Winqest  
District General Manager

**SUBJECT:** General Manager's Status Report  
Prepared for the meeting of May 26, 2021

**DATE:** May 19, 2021

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

<b>ACTION ITEM</b>	<b>TARGET DATE COMPLETION</b>	<b>RESPONSIBLE PARTY</b>	<b>STATUS</b>
Effluent Pond Lining Project Request for Qualifications (RFQ)  <i>*updated</i>	Findings Memorandum to BOT on 5/12	GM Winqest/Director PW Underwood/ Trustee Dent	Findings Memorandum from CMAR was presented to the Board on May 12 <sup>th</sup> . Staff is currently working with design consultant to finalize scope of work and receive their proposal.
Effluent Pipeline Project Request for Qualifications (RFQ)	See above	GM Winqest/ Director PW Underwood/ Trustee Dent	See above
Burnt Cedar Pool Project  <i>*updated</i>	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. BMPs in place, TRPA Pre-Grading Inspection approved. Tree Removal and temporary road under construction week of 5/17/21.
<b>Internal Controls Project(s)</b> Review of Internal Control Policies and Procedures  <i>*updated</i>	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 Winquest/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  <i>*updated</i>	Completed	GM Winquest/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.
RFP for Independent Audit Services / Financial Reporting  <i>*updated</i>	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  <i>*updated</i>	Spring/Summer 2021	GM Winquest/Board Chairman Callicrate	Meetings took place April 27, May 4, & 11. Next meeting is scheduled for 5/25/21. Three Community Forums took place May 13 <sup>th</sup> & 19 <sup>th</sup> , 2021. Parcel Owner Survey set to be released on May 28 <sup>th</sup> , 2021 for a period of 21 days.
Smith vs IVGID Litigation	Ongoing	Legal Counsel/Board of Trustees/GM Winquest	Updates provided to the board on 3/31/21 and 4/14/21.
Utilities Performance/Asset Management Review  <i>*updated</i>	Schedule for completion June 2021	GM Winquest/Board	Raftelis is continuing with their evaluation per the contract. Final Draft expected in June 2021
2021 - 2023 Strategic Plan  <i>*updated</i>	Spring 2021	Senior Management Team/Board of Trustees	First reading of Draft 2021-23 Strategic Plan included in the GM Report for the 5/26/21 meeting. Draft Plan will be agendized on 6/9/2021 for Board discussion and potential feedback and direction.
USFS Parcel Acquisition – Potential Dog Park	Ongoing	GM Winquest	Attended meeting with USFS staff onsite on 5/20/2021.



beside the Snack Bar to help with hot food additions to the Snack Bar menu. Chef Bill Vandenburg also been able to move his catering and wedding operation to the Diamond Peak kitchen so we may still be able to continue with weddings and other events.

### **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 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), and Reno Tahoe Geo Associates (Geotechnical Engineers) to assist in determining the cause and develop a plan to remedy the situation.

After some investigation, it has been determined that there are a few issues of concern. The first being the sink drain lines throughout both kitchens are clogged with grease. Prior to this incident, there were not adequate cleanouts installed to thoroughly flush the sink drain line that serves the entire Grill kitchen as well as the Catering kitchen. A new clean out has been installed, and the Grill sink drain line has been jetted and is currently flowing. The Grill will be able to open and operate for the season (Opening 5/21/2021).

The second issue of concern is that the drain line that collects all the floor sinks from both kitchens then exits the building into the grease interceptor is back-graded. Meaning it does not flow toward the grease interceptor but it actually flows back into the building. Engineering Staff is working with the Penhall, Brown and Reed, and the Public Works Pipeline crew to regrade and install a new drain line with the appropriate slope into the grease interceptor. The installation of the new drain line will occur at night so it will not impact the operation of the Grill Kitchen.

The last area of concern is the large void that is below the slab on grade foundation. Upon investigation, the void extends approximately 9 feet to the west, 3 feet to the south, and 2.5 feet east to the spread foundation. The geotechnical engineer performed a couple of backfill density tests within the exposed floor area and determined the backfill behind the retaining wall is poorly compacted fill. Poorly compacted fill will settle over time and the structural base below the slab on grade as well as the spread footings will erode and voids develop. Based on previous reports, it appears that this is not the first issue with foundation settlement behind the retaining wall. The geotechnical engineer recommended Madole Construction since they have vast experience repairing various failing foundations. Ray Madole visited the site on May 20, 2021, and he is working with Reno Tahoe Geo Associates to develop a foundation mitigation plan.

Cost estimates will be provided once the foundation mitigation plan is finalized.

The Mountain Course is on schedule to open May 24 and we expect to see play totals there higher than normal as well. The Mountain Course suffered little to no damage this winter and playing conditions should be ideal for opening day. Both courses are opening with little restrictions and two riders per cart (all carts have dividers) and by June 1, we hope to have all restrictions lifted! Staff at both courses are excited to see the return of all our resident golfers and we look forward to a very busy golf season. Finally, we have 5 companies who will be participating in for Fitting Days this year. Please call the Golf Shop to set-up a fitting time for the following companies:

PXG-May 23  
Cobra-June 5  
Titleist-June 12  
Mizuno-June 19  
Ping-June 19

**Come out and get fitted with the latest and greatest equipment in golf!**

### **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 to complete this work was authorized at the December 9, 2020 Board Meeting. IVGID staff and Farr West participated in a RRA workshop, and work is scheduled to be complete in June 2021.

### **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, who has started reviewing requested documentation and conducting virtual interviews with select staff and Trustees. Raftelis was on site at the end of March to tour facilities and conduct additional interviews. Raftelis has completed much of their review and is currently working on the draft report.

### **Burnt Cedar Swimming Pool Improvements**

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. Temporary fencing and BMPs have been installed. TRPA Pre-Grade inspection was completed on May 12, 2021. During the week of May 17, 2021, tree removal and construction of the temporary access road to the beach

area is being completed. Construction will require complete closure of the pool and pool deck for the entire 2021 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 is substantially complete. Final landscaping is being installed. The awning is awaiting offloading at the Oakland Port.

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

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 to Granite Construction. A kick-off meeting was held on February 11. Granite completed their Findings Memorandum and presented it to the Board on May 12. Staff is currently working with the chosen Design Engineer to finalize the scope of work and receive their proposal.

Effluent Pond Lining Project – 2599SS2010

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 to Granite Construction. A kick-off meeting was held on February 11. Granite completed their Findings Memorandum and presented it to the Board on May 12. Staff is currently working with the chosen Design Engineer to finalize the scope of work and receive their proposal.

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.

**Financial Transparency**

Staff is anticipates completing the close for April 2021 accounting period by May 21<sup>st</sup>. A third quarter budget update was presented to the Board at their meeting of May 12<sup>th</sup>. Staff will continues to augment the reporting of monthly financial information to include detailed, line item reports reflecting budget vs actual results for each of the District's major funds posted to the District website.

The District's new Independent Auditor was onsite during the week of May 17<sup>th</sup> to perform interim audit activities. As this is the first fiscal year audit for DavisFarr, the interim audit has focused on a review of policies, procedures, and internal controls, as well as activity aimed at gaining an understanding of District operations, with a focus on the financial systems and the number, types and locations where financial transactions are processed. The auditors will return in late summer / early fall to conduct the year-end financial audit.

The District has schedule a series of public hearings related to the FY2021/22 Facility Fees and Final Budget on May 26, prior to actions required to adopt the annual budget.

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

From March 24, 2021 to May 16, 2021

PO Number	Vendor	Description	PO Amt
21-0207	Mats, Inc.	Front entry at Rec Ctr; floor grating	\$10,500.
21-0209	Badger Meter	Water meters, vaults and lids	\$14,445.00
21-0212	Western Nevada Supply	Various parts	\$4,443.13
21-0213	Syneco Systems	Odor Scrubber Lease	\$17,886.
21-0215	Lakeside Paving	Pavement Maintenance	\$16,447.
21-0216	Lakeside Paving	Pavement Maintenance	\$5,330.
21-0220	TRPA	BCSP - Fees	\$12,931.32
21-0221	Sierra Winds	BBQs surface mount	\$6,535.
21-0222	Burt & Burt	Emergency repair to SPS#13	\$9,495.
21-0224	Cinderlite Trucks	Wetlands – Type II road base for levee repairs	\$10,000.
21-0226	PQ Corp.	Sodium Silicate	\$15,136.35
21-0227	Ward-Young Architecture & Planning	RC Lobby Restrooms	\$20,487.
21-0230	Waters Vacuum Truck Service	Grease removal at SPS-1 & others pump stations	\$7,000.

**Public Records Requests**

Following are the public records requests from April 10, 2021 through May 17, 2021.

<b>Date Requested</b>	<b>By Whom</b>	<b>Subject</b>	<b>Date Responded</b>	<b>Status/Comments</b>
04/27/2021	Wright, Frank	Picture Passes at the Visitors Bureau	04/27/2021	Complete
04/26/2021	Katz, Aaron	Back up information related to the Rec Center Restrooms	05/03/2021	Complete
04/28/2021	Katz, Aaron	Burnt Cedar Pool Staff Costs	05/05/2021	Complete
05/01/2021	Katz, Aaron	Vehicle Mileage	05/17/2021	Complete
05/11/2021	Dobler, Cliff	Hours logged on three (3) loaders		
05/17/2021	Dobler, Cliff	Interfund Revenues to Parks Fund (3 years)		
05/17/2021	Gumz, Joy	Resolution 1568	05/17/2021	Complete
05/17/2021	Katz, Aaron	Rotary Club Golf Tournament – 6/6/2021		
05/17/2021	Gumz, Joy	Resolution 0419	05/17/2021	Complete

**Draft District Strategic Plan 2021-2023**

Over the past few months, Staff has been working on a draft District Strategic Plan. Rather than just presenting the draft plan as an agenda item, Staff has determined that an expanded review process is necessary to give the Board of Trustees the appropriate amount of time to review and provide input prior to placing on an agenda for possible approval. Staff has developed a rough draft based on Staff's understanding of the anticipated upcoming work plan and initiatives as well as discussion, feedback, and direction, over the past several months, from the Board of Trustees. Staff fully expects and desires input from the Board of Trustees and feels that this provides a process and the appropriate amount of time to effectively do so.

The draft District Strategic Plan is attached to this report so that the Board of Trustees, Staff and the public can get a look at the preliminary draft as a first reading and review. This plan will come before the Board at its June 9 meeting for discussion, feedback and possible direction. After receiving input, the draft plan will be refined and then brought forth, as a Board agenda item, for potential adoption at the first meeting in July.

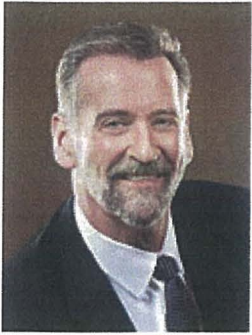


# Strategic Plan

Fiscal Years 2021/2022 and 2022/2023

DRAFT

Board of Trustees



**Tim Callicrate**  
CHAIRMAN



**Matthew Dent**  
VICE  
CHAIRMAN



**Michaela  
Tonking**  
TREASURER



**Sara Schmitz**  
SECRETARY



**Kendra Wong**  
TRUSTEE

Senior Management Team

Insert photos and names

Winqest

Herron

Navazio

Feore

Underwood

Howard

Bandelin

## Introduction

The Incline Village General Improvement District Strategic Plan provides direction and a planned pursuit of the mission, vision, values, long range principles and objectives and actions of the District from July 1, 2021 to June 30, 2023.

This plan reflects the District's desire to become more strategic and less tactical as the next logical step in the organization's life cycle and planning evolution.

Strategic Planning is a systematic approach to defining longer term principles and identifying the means to achieve them. It provides the District with the ability to channel resources in a direction that yields the greatest benefit to residents, constituents and guests.

The intent of the plan is to identify long range principles that align activities with the strategy of the District. It provides a framework to ensure that a balanced approach toward addressing objectives of District residents, finances, internal processes and learning and growth of employees is integrated into the plan.

The strategic planning process enables the District to plan and execute continuous improvements throughout the organization.

### The benefits of strategic planning include:

- Focuses the District's resources on activities that are essential to increasing customer satisfaction, lowering costs, increasing value and achieving measurable outcomes.
- Creates a planning and implementation system that is responsive, flexible, and disciplined.
- Encourages cooperation and support among all District functions.
- Reinforces the continuous improvement culture of the District.
- Empowers managers and employees by providing them with the authority to fulfill planned activities.
- Provides for more seamless internal and external customer service.
- Defines and describes the District's key strategies. As a result, employees and community members know where the District is headed.

## Strategic Planning Process

Board of Trustees Policy 1.1.0 states:

*The Incline Village General Improvement District recognizes the importance of using some form of strategic planning to provide a long-term perspective for service delivery and budgeting, thus establishing logical links between authorized spending and broad organizational goals. While there is not a single best approach to strategic planning, a sound strategic planning process will include the following key steps:*

- 0.1 Initiate the Strategic Planning Process*
- 0.2 Prepare a Mission Statement*
- 0.3 Assess Environmental Factors*
- 0.4 Identify Critical Issues*
- 0.5 Agree on a Small Number of Long Range Principles*
- 0.6 Develop Strategies to Achieve Long Range Principles*
- 0.7 Develop Objectives*
- 0.8 Create an Action Plan*
- 0.9 Incorporate Performance Measures*
- 0.10 Obtain Approval of the Plan*
- 0.11 Implement the Plan*
- 0.12 Monitor Progress*
- 0.13 Reassess the Strategic Plan*

### Key Dates in the History of the Strategic Plan

The Board of Trustees initiated the process in February 2015. After a lengthy and exhaustive process, the Board finalized updated Mission, Vision, Value and Mantra statements. The Board reviewed revised long range principles and objectives. On September 3, 2015 the Board reviewed the Final Draft Strategic Plan.

The 2015-2017 Strategic Plan was adopted at the September 23, 2015 Board of Trustees meeting. The 2018-2020 Strategic Plan was adopted at the May 9, 2018 Board of Trustees meeting.

## District Statements

### IVGID's Vision Statement

With passion for quality of life and our environment, Incline Village General Improvement District will enhance the reputation of our community as an exceptional place to live, work, invest, and play.

### IVGID's Mission Statement

The Incline Village General Improvement District delivers exemplary recreational experiences and provides the highest level of water, sewer, and solid waste services while striving for fiscal and environmental sustainability.

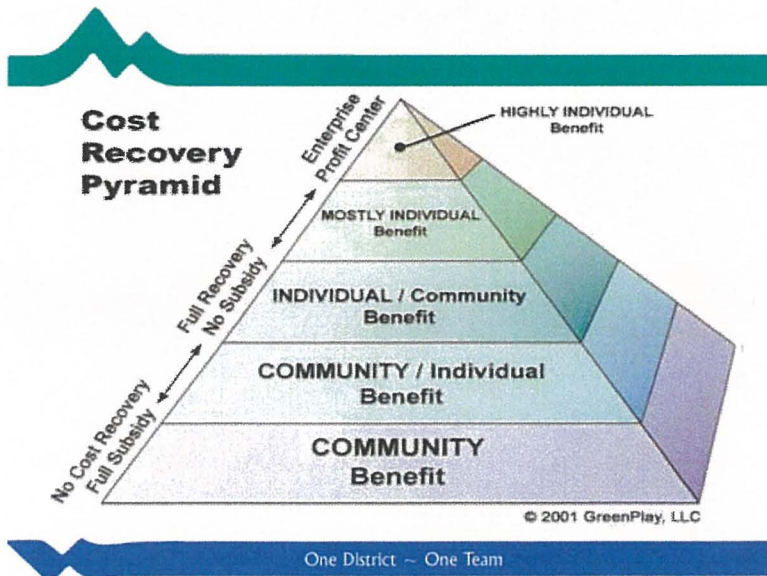
### IVGID's Value Statement

We are dedicated people providing quality service, for our community and environment, with integrity and teamwork.

### IVGID's Mantra Statement

One District • One Team

### IVGID's Cost Recovery Pyramid



## LONG RANGE DISTRICT PRINCIPLES

### **LONG RANGE PRINCIPLE #1 Resources and Environment**

Initiating and maintaining effective practices of environmental sustainability for a healthy environment, a strong community and a lasting legacy.

- Promote and protect Lake Tahoe and other water sources in the Basin as viable sources of drinking water. Promote responsible use of water as a valuable natural resource.
- Develop, implement and maintain an effective watershed control program in order to satisfy recommendations in watershed sanitary surveys, advocate for the protection of Lake Tahoe as a viable source of drinking water and to satisfy additional State and Federal requirements
- Encourage integrated regional strategies for the planning, design, construction and implementation of water system infrastructure for fire suppression

#### Objectives for 2021-2023

1. Execute the goals of the Tahoe Water Suppliers Association to meet Federal and State requirements for filtration avoidance and other requirements; promulgated by the Surface Water Treatment Rule and its amendments.
2. Enter into available Grant Agreements with the South Tahoe Public Utility District as a member of the Lake Tahoe Community Fire Prevention Partnership. This partnership was formed out of the member agencies of the Tahoe Water Supplier's Association and its purpose is to obtain appropriations from the Federal Government through the United States Forest Service for planning, design, and construction of water system improvements that have a direct relationship to wildland fire suppression.
3. Continue Legislative Advocacy efforts at the Federal Government level to support appropriations for water and wastewater infrastructure improvements that support Principle 1 and Principle 5.
4. Participate in the Tahoe Water for Fire Suppression Partnership. This Partnership will be working with the Regional Fire Districts to submit water system projects for improving fire suppression in the Tahoe Basin.
5. In partnership with the North Lake Tahoe Fire Protection District, protect District lands and the Lake Tahoe Basin watershed by performing defensible space best management practices.

#### Budgeted Initiatives for 2021-2023

- A. Operate a residential drop-off household hazardous waste and electronic waste facility or events to reduce the amount of hazardous materials entering the waste stream and landfills and to provide our residents with a convenient local facility. This program will be funded by the Solid Waste Franchise Fee.
- B. Continue membership in the Tahoe Water Suppliers Association and provide the services of Association Director by IVGID staff to execute the goals of the Association for 2021-2023 including the completion of the Annual Watershed Control Program Report.
- C. Submit District Fireflow Enhancement Projects to the Tahoe Water for Fire Suppression Partnership (which the District is a member) for prioritization and ranking. The Tahoe Water for Fire Suppression Partnership submits the priority projects to the United States Forest Service for consideration to obtain funding through the Lake Tahoe Restoration Act.
- D. Provide bear shed rebates for new homeowners in the service area to contain putrescible waste in a safe manner.
- E. Provide water efficiency rebates to customers for the installation of a high efficiency toilet or washing machine.



## **LONG RANGE PRINCIPLE #2**

### **Finance**

The District will ensure fiscal responsibility and sustainability of service capacities through prudent fiscal management and maintaining effective financial policies for operating budgets, fund balances, capital improvement and debt management.

- Develop and maintain a long-term plan to sustain financial resources.
- Ensure budgets that utilize recurring revenues to cover ongoing costs and limits use of one-time funds to support one-time expenditures.
- Report results and demonstrate value to the community through regular financial reporting and related performance management metrics.
- Comply with State and Federal regulations.
- Adhere to Government Generally Accepted Accounting Principles.

#### Objectives for 2021 - 2023

1. Prepare Annual Budgets that demonstrate the balance of allocated resources, with service expectations, and the capability to deliver.
2. Prepare a five-year forecasts for each fund for operations, capital improvement and debt service as a part of the annual budget development process.
3. Utilize annual and interim financial reports to build understanding of the different aspects between operations, capital improvement and debt service, and promote fiscal transparency through use of the OpenGov website
3. Work with Board of Trustees to identify Board Policies related to the Finances of the District that need updating, elimination, or creation
4. Continue the refinement of appropriate performance measurement to demonstrate quality as well as quantity.
5. Consider updating Board Policies and Practices relating to Budget and Fiscal Management

#### Budgeted Initiatives for 2021 - 2022

- A. Transition financial reporting for Community Services and Beach activities from Special Revenue to Enterprise fund accounting for the 2021/2022 fiscal year in order to better support full-cost recovery objectives for operating, capital and debt expenditures.
- B. Work with Board of Trustees to implement District-wide pricing policy, to ensure desired cost recovery and policy-driven differential pricing for residents, guest and non-residents.

- C. Review the allocation of Facility Fees assessed on parcels within the District, including components for operations, capital expenditure and debt service.
- D. Prepare the required Comprehensive Annual Financial Report, with an independent auditor opinion, to provide financial position and results of operations to a variety of users and information needs.
- B. Comply with Nevada Revised Statutes and Administrative Code requirement for the budget process, indebtedness reporting, and the annual audit.
- C. Complete comprehensive review of District's internal control policies and procedures to ensure sound fiscal management, integrity of financial information and safeguard the District's assets and financial resources.
- D. Actively manage financial planning and reporting to inform decision making to sustain a strong financial base for operations, while increasing net assets, and maintaining care and condition of capital assets and infrastructure.
  - 1. Prepare standard format and popular reporting presentations of financial position and activity results about budget to actual to inform users on:
    - a) Operations and Programming
    - b) Capital Project Expenditure Status
    - c) Fund Balance, actual and projected, in relation to budgets and Board direction
    - d) Relevant Performance Measures
  - 2. Utilize OpenGov on the District's Financial Transparency website to provide ready access to a variety of reports and information to support a greater level of detail than standard reports allow.
  - 3. Present annual results and planned budgeted activity to the community through presentations consistent with the Board of Trustees' direction.
- E. Implement transition to new Tyler Munis enterprise financial system to enhance management and oversight of District finances, improve workflow process and strengthen internal controls. .

## **LONG RANGE PRINCIPLE #3**

### **Workforce**

Attract, maintain and retain a highly qualified, motivated and productive workforce to meet the needs of District venues:

- Staff will evaluate open position job descriptions to ensure regulatory compliance in language, for workforce needs, and related compensation for the position.
- Re-evaluate, during the budget process, the optimum level of Staff and related total compensation, necessary to each department based on industry standard and levels of service.
- Comply with State and Federal regulations.
- Continue to provide a safe environment and continue to strive for low worker's compensation incidents through ongoing and targeted safety training.
- Identify individuals for talent management opportunities to ensure continued retention and growth for management succession within the District.
- Work with Staff to improve employee engagement and culture through focused performance management goals, engagement participation and incentives.

#### Objectives for 2021-2023

1. In order to remain competitive, use the rotating schedule for evaluating each position to ensure District is competitive with its total compensation and benchmarks.
2. Begin implementation of new Human Resources system for better efficiencies and automation. Work closely with the IT Department to develop online training opportunities for new managers and employees.
3. Work with Board of Trustees to identify Board Policies related to the District Workforce and Human Resources that need updating, elimination, or creation.
4. Continue encompassing employee engagement participation for measured performance measurement of goals and objectives. Set increases that correlate directly with goals and engagement measures.
5. Educate Management Staff through targeted trainings on how to manage, engage, educate and foster better communication with employees. Ensure emphasis is on employee retention.
6. Analyze current recruiting trends to meet the challenges of hiring top candidates for open

positions. Closely partner with Management Staff to ensure specific hiring needs are unambiguous and attainable. Create interactive system to ensure viable candidates remain engaged throughout the recruitment process.

### Budgeted Initiatives for 2021-2023

- A. Review budget, number of positions to salary and benefits and conduct surveys to ensure we are making every effort to attract, maintain and retain qualified employees across the District and all statuses.
- B. Understand the potential financial impacts of staffing, hourly wages, increased minimum wage and retention of year round employment changes at current recreational exemption status.
- C. Conduct Management trainings at various times throughout the year to bring awareness to communication, the impact managers have on their employees and educate management and staff on Federal, State and our own personnel policies.
- D. Continue to monitor updates and changes from Federal, State and local authorities regarding changing regulations related to the COVID-19 pandemic. Ensure prompt communication with IVGID management.

## **LONG RANGE PRINCIPLE #4**

### **Service**

The District will provide superior quality service and value to its customers through responsible stewardship of District resources and assets.

- Provide well defined customer centric service levels consistent with fiscal goals, and community expectations.
- Apply Performance Management to meet or exceed established venue customer service levels.
- Utilize best practice standards for delivery of services and re-evaluate every year.
- Commit to evaluate customer loyalty/satisfaction to demonstrate the value of results.
- Maintain customer service training and resources for new, returning and existing employees.

#### Objectives for 2021-2023

1. Continue to establish, enhance and evaluate metrics through key performance indicators for each venue.
2. Continue to establish and enhance specific performance indicators to evaluate customer loyalty/satisfaction.
3. Work with the golf community to establish a sustainable long term financial and service model for the Districts Golf Courses
4. Analyze the net effect of established service levels on the District operations, apply changes as needed, and encourage/reward continuation of appropriate performance.
5. Utilize venue and/or community surveys to evaluate and measure customer service as it relates to existing service level demands.
6. Develop a short and long term strategy to utilize the community services master plans as a service level metric and roadmap for the future.
7. Develop a service level strategy as related to the current project priorities directed by the Board of Trustees to include operational analysis.

#### Budgeted Initiatives for 2021-2023

- A. Each venue has time budgeted for new, returning and existing employees to participate in Customer Service Training. (Comments on overhauling and fresh new approach to this)

- B. Understand, communicate and demonstrate service level baselines at each venue. The emphasis is on providing the best, most consistent customer experiences.
- C. The District is continuing the Customer Care program for all of Community Services, which includes empowerment for any actions that generate a hard cost to remedy a customer satisfaction issue.
- D. Seek venue specific community feedback to determine customer satisfaction.
- E. Gain an understanding of how service levels are impacted by recruitment challenges and develop strategies to limit these impacts when experienced.
- F. Utilize employee surveys to further define areas of improvement as well as celebrate successes.

## **LONG RANGE PRINCIPLE #5**

### **Assets and Infrastructure**

The District will practice perpetual asset renewal, replacement and improvement to provide safe and superior long term utility services and recreation activities.

- Maintain, renew, expand and enhance District infrastructure to meet the capacity needs and desires of the community for future generations.
- Maintain, procure and construct District assets to ensure safe and accessible operations for the public and the District's workforce.
- Maintain current Community Service and Public Works master plans.
- Maintain a 5-Year and 20-Year capital improvement plan.
- Conduct planning and design, in advance of undertaking projects or procurement, to ensure new District assets meet operational requirements and enhance the customer experience.
- Maintain an asset management program leveraging technology, as appropriate by venue/division, to ensure timely and efficient asset maintenance.
- Comply with regulatory requirements and industry standards.

#### Objectives for 2021-2023

1. Complete a community wide review of the Diamond Peak Master Plan to ensure that it meets the needs of the current community environment as it has been five years since the last review.
2. Continue to implement top priorities identified in the Community Service Master Plan priorities as defined by the Board of Trustees.
3. Focus on strengthening overall project & contract management
4. Work with Board of Trustees to identify Board Policies related to Asset Management of the District that need updating, elimination, or creation
5. Effluent Export Project – Phase II, continue to pursue project partnerships and federal funding to reduce District costs.
6. Execute the Burnt Cedar Swimming Pool Reconstruction Project.

#### Budgeted Initiatives for 2021-2023

- A. Complete Utility Management and Asset Assessment Study. Study findings to inform Utility Rate Study completed by outside firm.
- B. Work with Granite Construction and design consultants to finalize design and begin construction of the Effluent Pond Lining and Pipeline Project.

- C. Allocate capital expenditures in Community Services to maintain service levels, while planning for some facility replacement for facilities that are crossing 20 years in service.
- D. After the community wide review is complete, prepare an outline of the next steps to move the Diamond Peak Master Plan forward.
- E. Create and implement a District Project Manager Position in the engineering division
- F. Advance the planning of the Community Dog Park.
- G. Complete the design and begin the Mountain Golf Course Path Re-construction Project.
- H. Continue to evaluate reconstruction of Ski Way.
- I. Develop Comprehensive Capital Plan for IVGID Beach Properties aligning with the Beaches Master Plan
- J. Continue annual water main replacement program to remove remainder of aging steel water main from distribution system.



## **LONG RANGE PRINCIPLE #6**

### **Communication**

The District will engage, interact and educate to promote understanding of the programs, activities, services, and ongoing affairs.

- Promote transparency in all areas including finance, operations and public meetings.
- Provide clear, concise and timely information in multiple, publicly accessible formats.
- Ensure that both internal and external communication is responsive, comprehensive and inclusive.

#### Objectives for 2021-2023

1. Continue to implement best practices for sharing information with the public.
2. Work diligently to improve all external entity relationships.
3. Identify opportunities to increase community awareness of community and Lake Tahoe Basin wide issues.

#### Budgeted Initiatives for 2021-2023

- A. Host Board of Trustees Community Workshops as scheduled by the Board of Trustees.
- B. Provide informative and timely releases of information to our employees, media, and the public.
- C. Ensure that the District is well represented in external agency discussions where there may be an impact to either our District or our community.

## Implementation

The annual budget document serves as the Action Plan for implementing the 2021-2023 objectives.

### **Budget Initiatives**

The budget initiatives for the Fiscal Years 2021-2023 are described in conjunction with each Long Range Principle.

### **Review Process**

Implementation of the Strategic Plan requires a process of review, improvement, refinement, and measurement and following is the criteria for successful implementation of the Strategic Plan. It represents the commitment and discipline required to institutionalize the process.

- All employees and Board of Trustees members should receive a copy of the plan or electronic access to the Plan and should become a regular part of Staff and Board of Trustees orientation.
- The Strategic Plan becomes the guidepost for the District. When decisions or responses to the community are needed, the Strategic Plan serves as a strong reference point for decision-making and whether or not new issues or responses are of higher importance than what's been established as existing direction.
- Post a summary or shortened version of the Strategic Plan on the District's website and track results on the website as well. It may also be helpful to print a short summary of the Strategic Plan's progress to distribute to interested partners and community members.
- The District's General Manager and the Senior Management Team will have the responsibility of being the Strategic Plan Managers to ensure successful implementation.
- Regular reporting of the Strategic Plan's progress should occur. Break the Strategic Plan into separate fiscal years and report, one year at a time, as an ongoing annual work plan. Each initiative for the year should include a list of actions that support the goal's completion. Actions are developed prior to each year. Each year's data will be entered on a spreadsheet that lists the Themes, Objectives, Initiatives, supporting actions and associated start and completion dates, as well as the staff person responsible for the Initiative.
- Provide an update on the Plan's implementation and results on an annual basis.
- Conduct Staff meetings on a quarterly or semi-annual basis to review the Strategic Plan's progress and results and report on progress to the Board of Trustees.

- The performance appraisal process should reflect the completion of the Strategic Plan initiatives as an evaluation criterion. Also, performance criteria should be aligned with values of the District such as innovation, teamwork, and accountability.
- Track the measurement system on a quarterly basis. Some of the measures will be calculated annually. Provide an annual narrative about the results. Review the measures on an annual basis and make adjustments as necessary to ensure the measures continuously add value to decision making. Include a combination of lagging and leading indicators. (Lagging indicators or outcomes measure past performance; leading indicators or performance drivers assist in establishing future performance.)
- After completion of the first year of the Strategic Plan and baseline results are quantified, targets should be initiated for the measurement system.
- After each year of the Strategic Plan, the Staff should review the Strategic Plan's process and re-tool any parts of the process that need improvement. This review should include a "just-in-time review" of the following year's Initiatives to determine if priorities have changed. The review of Initiatives should tie into the budget process.
- Staff meetings should regularly include discussion of strategy. Create a visualization process to emphasize the Strategic Plan's importance and the District's commitment to execution. For example, posting charts on office walls of each year's initiatives, with a check-off column, can provide a visual tracking of initiative completion.

## Reassessment

Many external factors, such as the local and national economy, demographic changes, statutory and legislative changes, and climate may affect the environment and thus achievement of strategies. To the extent that external events have long-range impacts, strategies, objectives and actions may need to be adjusted to reflect these changes.

New information about residents, constituents, and guests needs or results may also require changes to the Strategic Plan. It is desirable to minimize the number of adjustments to long range principles in order to maintain credibility.

However, the District's Board of Trustees expects to conduct interim reviews each year, and more comprehensive strategic planning processes every five years, depending on how quickly conditions change. Performance measure results will be reviewed more frequently than the Strategic Plan.

### **Incline Village General Improvement District**

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