

| Date Requested | By Whom | Subject | Date Responded | Status/Comments | LINK | REDACTIONS MADE (Y/N) |
|----------------|----------------|---|--|--|------|-----------------------|
| 01/26/2023 | White, Lilly | E-Mails/Text Messages: All Trustees from 11/13 to present | | 3/23/23: Requestor advised that records are now with legal for review and Staff is working on schedule of completion date. | | |
| 02/16/2023 | Katz, Aaron | 10-year CIP detail assigned to Ski | 03/02/2023 | Complete | 1 | N |
| 02/25/2023 | Gumz, Joy | Requesting an updated Chart of Accounts | 03/07/2023 | Complete | 2 | N |
| 02/28/2023 | Wright, Frank | Beach House Project – multiple items | 02/28/2023 03/03/2023 03/17/2023 | Responded on 2/28 and requester had follow up questions. Advised requester of response date of 3/31 | 3 | N |
| 02/28/2023 | Gumz, Joy | P-Card (Jan 2022 – February 28, 2023) | 03/07/2023 | Complete | 4 | N |
| 03/02/2023 | Gumz, Joy | Personnel Policy & Whistleblower Policy | 03/03/2023 | Complete | 5 | N |
| 03/07/2023 | Katz, Aaron | For one or possibly two seasons in or about 2018 IVGID permitted the value in one or more punch cards to buy down the cost of an IVGID Mtn Golf Course play pass to zero. And for one season in or about 2020 IVGID permitted the same use of one or more punch cards to buy down the cost of an IVGID Tennis Center season pass. I would like to examine IVGID produced documents to the public explaining the particulars of both. | 03/07/2023 03/15/2023 | Complete | 6 | N |
| 03/07/2023 | Dobler, Cliff | CCMedia Agreement | 03/10/2023 | Complete | 7 | N |
| 03/10/2023 | Katz, Aaron | Beach House Staff Time | 03/22/2023 | Complete | 8 | N |
| 03/12/2023 | Dobler, Cliff | Spill Report – Effluent Pipe | 03/16/2023 | Complete | 9 | N |
| 03/12/2023 | Dobler, Cliff | Effluent Pipeline & Lining Charges | | In Process | | |
| 03/14/2023 | Katz, Aaron | Procurement Card Purchases | | In Process | | |
| 03/15/2023 | Gumz, Joy | Data West contract | 03/17/2023 | Complete | 10 | N |
| 03/15/2023 | Katz, Aaron | Union Contracts – OT, lunch | 03/22/2023 | Complete | 11 | N |
| 03/15/2023 | Katz, Aaron | Kaye Shackford Seminar | 03/23/2023 | Complete | 12 | N |
| 03/16/2023 | Abel, Mike | PW Emails | | In Process – with Legal for review | | |
| 03/16/2023 | Miller, Judith | W2 Register | 03/21/2023 | Complete | 13 | N |
| 03/16/2023 | Dobler, Cliff | Spill Reports - Additional | 03/22/2023 | Complete | 14 | N |
| 03/19/2023 | Katz, Aaron | Travel Authorization – Seminar | 03/21/2023 | Complete | 15 | N |
| 03/23/2023 | Gumz, Joy | Employee Benefit Plan | | In Process | | |
| 03/23/2023 | Wright, Frank | Golf Tee Times | 03/30/2023 | Complete | 16 | N |
| 04/03/2023 | Katz, Aaron | Summaries of all revenues and expenses assigned by staff to the following functions [Champ course range; bar cart sales; lessons, club rentals, pro shop merchandise sales; food, beer, wine and liquor sales at each golf course (in other words, NOT including those sales at the Grille Restaurant nor reported under facility sales); and, the Grille Restaurant] for the following fiscal years [July 1, 2018-June 30, 2019; July 1, 2019-June 30, 2020; July 1, 2020-June 30, 2021; July 1, 2021-June 30, 2022; and July 1, 2022-June 30, 2023 (at least to date)] separately for the District's Champ and Mountain golf courses. | | In Process | | |

From: [Melissa N. Robertson](mailto:Melissa.N.Robertson@s4s@ix.netcom.com)
To: s4s@ix.netcom.com
Subject: RE: Records Request - 10 year CIP detail assigned to SKI
Date: Thursday, March 2, 2023 2:57:55 PM

Hello Mr. Katz,

Below are two links to Board packets where the information you have requested can be found:

https://www.yourtahoeplace.com/uploads/pdf-ivgid/G.11_.pdf
agenda packet page 204/PDF page 161

https://www.yourtahoeplace.com/uploads/pdf-ivgid/G.2._-_General_Business_-_Budget_Workshop.pdf
agenda packet pages 190-192/PDF pages 51-53

Thank you.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
<http://yourtahoeplace.com>

-----Original Message-----

From: s4s@ix.netcom.com <s4s@ix.netcom.com>
Sent: Thursday, February 16, 2023 9:44 AM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: Records Request - 10 year CIP detail assigned to SKI

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Melissa -

Another records request.

Page 127 of the Jan 25 Board packet includes a breakdown of CIPs assigned by staff to Ski.

I call your attention to \$2.2655M assigned to fleet vehicle replacement. But there is no breakdown as to the specific vehicle replacements which are represented by those numbers. Well I want to examine records which evidence every vehicle and every attachment to every vehicle which is represented by each of the yearly numbers disclosed.

In other words, \$161K is disclosed for this fiscal year. I want records evidencing each and every vehicle/attachment represented by this \$161K. And so on and so forth.

Thank you for your cooperation. Aaron Katz

04152023-002

From: [Melissa N. Robertson](#)
To: [J Gumz](#)
Subject: RE: public records request - Tyler schedule
Date: Tuesday, March 7, 2023 9:06:06 AM

Hi Ms. Gumz,

The chart of accounts has been updated consistent with the implantation of the Tyler/Munis Financial System and can be found here:

<https://www.yourtahoeplace.com/ivgid/financial-transparency/chart-of-accounts>

Please let me know if there should be anything further you are requesting.

Thank you.

Melissa Robertson

District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
<http://yourtahoeplace.com>

From: J Gumz <j.gumz1@gmail.com>
Sent: Saturday, February 25, 2023 10:11 AM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: Re: public records request - Tyler schedule

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

The chart of accounts needs to be updated.

<https://www.yourtahoeplace.com/ivgid/financial-transparency/chart-of-accounts>

The venues are to be enterprise funds. That change was made over a year ago.

And the fund class appears to be a new segment.

The chart of accounts

1. should have a date (last updated clearly displayed)
2. explain the segments of the GL Chart of Accounts
3. ideally show the updater name and job title (in this case, Martin Williams, but he left. [part of your Internal Controls])

You have told me that staff says the CoA is accurate - I beg to differ.

What do I have to do to get an updated chart of accounts?

04152023-003

| Description | Code | Segment | Fund Type | Fund Class |
|-----------------------------------|------|---------|--------------|-----------------------|
| General | 100 | Fund | Governmental | General |
| Utilities | 200 | Fund | Proprietary | Enterprise |
| Golf | 320 | Fund | Governmental | Special Revenue CS |
| Facilities | 330 | Fund | Governmental | Special Revenue CS |
| Ski | 340 | Fund | Governmental | Special Revenue CS |
| Recreation Programs | 350 | Fund | Governmental | Special Revenue CS |
| Community Services Administration | 360 | Fund | Governmental | Special Revenue CS |
| Parks | 370 | Fund | Governmental | Special Revenue CS |
| Tennis | 380 | Fund | Governmental | Special Revenue CS |
| Beach | 390 | Fund | Governmental | Special Revenue B |
| Fleet | 410 | Fund | Proprietary | Internal Service |
| Engineering | 420 | Fund | Proprietary | Internal Service |
| Building | 430 | Fund | Proprietary | Internal Service |
| Workers Compensation | 450 | Fund | Proprietary | Internal Service |
| Golf | 520 | Fund | Governmental | Capital Projects |
| Facilities | 530 | Fund | Governmental | Capital Projects |
| Ski | 540 | Fund | Governmental | Capital Projects |
| Recreation Programs | 550 | Fund | Governmental | Capital Projects |
| Other Recreation | 560 | Fund | Governmental | Capital Projects |
| Parks | 570 | Fund | Governmental | Capital Projects |
| Tennis | 580 | Fund | Governmental | Capital Projects |
| Beach | 590 | Fund | Governmental | Capital Projects |
| Debt Service | 600 | Fund | Governmental | Debt Service |
| Golf | 620 | Fund | Governmental | Debt Service |
| Facilities | 630 | Fund | Governmental | Debt Service |
| Ski | 640 | Fund | Governmental | Debt Service |
| Recreation Programs | 650 | Fund | Governmental | Debt Service |
| Other Recreation | 660 | Fund | Governmental | Debt Service |
| Parks | 670 | Fund | Governmental | Debt Service |
| Tennis | 680 | Fund | Governmental | Debt Service |
| Beach | 690 | Fund | Governmental | Debt Service |
| Cash Pool | 925 | Fund | Governmental | Government Activities |
| Payroll Clearing | 950 | Fund | Governmental | Government Activities |
| Non-Depreciable Fixed Assets | 975 | Fund | Governmental | Government Activities |
| Long Term Debt | 980 | Fund | Governmental | Government Activities |
| Capital Assets | 990 | Fund | Governmental | Government Activities |

On Thu, Feb 23, 2023 at 1:46 PM Melissa N. Robertson <mnr@ivgid.org> wrote:

Hi Ms. Gumz,

I wanted to acknowledge receipt of your email. I will get together with Staff on this and respond further early next week.

Melissa Robertson
District Clerk
Incline Village General Improvement District

04152023-004

893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
<http://yourtahoeplace.com>

From: J Gumz <j.gumz1@gmail.com>

Sent: Wednesday, February 22, 2023 12:37 PM

To: Melissa N. Robertson <mnr@ivgid.org>

Subject: public records request - Tyler schedule

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

This is a public records request under NRS 239.

Please provide by email a copy of the project schedule for the Tyler implementation.

Please provide all detail in the schedule, including subsystems, assigned role, task/activity.

These schedules should already be available - if they are not, please do not create a public record for me.

PDF format is ideal.

Please provide a copy of all status reports since Dec 10, 2022.

If there is any charge for these public records, please notify me in advance.

Thank you.

J. Gumz

04152023-005

-----Original Message-----

From: Melissa N. Robertson
Sent: Tuesday, February 28, 2023 10:20 AM
To: 'Frank Wright' <alpinesportss@gmail.com>
Subject: RE: Which fund?

Hi Mr. Wright,

Thank you again for your patience. The following information responds to this public records request related to staff time charged to the "beach house" project:

1) Engineering staff time is budgeted and paid for out of our Engineering Internal Service Fund (420), as follows:

| Fund | Dept. | Div. | Object(s) |
|------|-------|------|----------------------|
| 420 | 42 | 930 | 5010 - Salary |
| 420 | 42 | 930 | 5050-5700 - Benefits |

2) Engineering staff time charged to the Beach House project is then "charged" to the Project, with funding provided in the approved Beach Fund capital plan, as follows:

| Fund | Dept. | Div. | Object | Project |
|------|-------|------|--------------------|--------------------------------------|
| 390 | 38 | 990 | 7510 - R&M General | 3973LI1302 (Capital Expense Project) |

Thank you.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
<http://yourtahoepalace.com>

-----Original Message-----

From: Frank Wright <alpinesportss@gmail.com>
Sent: Friday, February 17, 2023 12:38 PM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: Which fund?

04152023-006

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Melissa, under the public records act, could you provide me the name of the account assigned to the funds paying for staff time for the beach house?

Thank you Frank

04152023-007

-----Original Message-----

From: Melissa N. Robertson
Sent: Tuesday, February 28, 2023 12:01 PM
To: 'Frank Wright' <alpinesportss@gmail.com>
Subject: RE: Billing

Hello,

I wanted to send the link that was sent on 2/6; please see attached. Were you able to access the documents after [clicking on the link?](#)

Here is the information you have requested:

Cost code: 100-10-990-6010
General Fund, Legal

Thank you.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
<http://yourtahoeplace.com>

-----Original Message-----

From: Frank Wright <alpinesportss@gmail.com>
Sent: Tuesday, February 28, 2023 11:08 AM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: Billing

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

04152023-008

Mellisa,

Please provide to me under the public records act the Billings from Balkenbush! (I'm still waiting for those) and the account from which they were paid.

I would like to see the actual invoices!

Thank you

Frank

Sent from my iPhone

04152023-009

From: [Melissa N. Robertson](#)
To: [J Gumz](#)
Subject: RE: public records requests - Pcard transactions
Date: Tuesday, March 7, 2023 8:45:25 AM
Attachments: [PRA Procurement Card Transactions 6.1.2022 - 2.28.2023 \(Gumz\).pdf](#)

Hello,

Attached is the report that is responsive to your request for all procurement card activity.
Thank you.

Melissa Robertson

District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
<http://yourtahoeplace.com>

From: J Gumz <j.gumz1@gmail.com>
Sent: Tuesday, February 28, 2023 12:10 PM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: public records requests - Pcard transactions

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good day:

This is a public records request under NRS 239.

I had previously requested p-card data from Jan 1, 2022 - June 3, 2022 for All payment cards or credit cards for which IVGID is responsible.

I am now requesting all p-card data from Jun 4, 2022 - Feb 28, 2023, and any transactions from the period Jan-Jun 3, 2022 NOT INCLUDED on the prior report (attached) or that were STILL BEING CODED, and the ACCT code in the report was blank.

Please include the following data:

Transaction Id, Cardholder Name, Transaction Date, Posting Date, Merchant Name, Merchant City, State/Province, General Ledger Allocation Amount, Purchase Amount, Receipt Image (Y/N), Receipt Submitted (Y/N), Description, and Full General ledger account number [including Fund, Object, and any other General Ledger segment].

Note: If a transaction amount is split between multiple General ledger accounts, the SUM of the General Ledger Allocation Amounts for the transaction should equal the Purchase Amount.

If there is any charge for this data, please notify me in advance.

Thank you.

J. Gumz

04152023-010

| Cardholder Name 1 | Card Number (Last 4) | G/L Account | Amount | Merchant Name | Description | Posting Date | Transaction Date | Receipt Image | Sales Tax Amount | Statement Approved By | Statement Reviewed By | Statement Status |
|---------------------|----------------------|-----------------|---------|---------------------------|--|--------------|------------------|---------------|------------------|-----------------------|-----------------------|------------------|
| MIKE BANDELIN | XXXXXXXXXXXX625 | 340-34-620-7685 | 325 | CALIFORNIA SKI INDUSTRY | Attendance expense ski California operations conference at Palisades Tahoe | 06/01/2022 | 05/31/2022 | N | 0 | | | Closed |
| JEFF CLOUTHER | XXXXXXXXXXXX724 | 320-31-420-7415 | 179.99 | AMZN MKTP US | Refund of ramps | 06/01/2022 | 05/31/2022 | N | 0 | J. HOWARD | JEFF CLOUTHER | Closed |
| JEFF CLOUTHER | XXXXXXXXXXXX724 | 320-31-420-7415 | 49.99 | AMZN MKTP US | Work gloves | 06/01/2022 | 05/31/2022 | Y | 0 | J. HOWARD | JEFF CLOUTHER | Closed |
| JEFF CLOUTHER | XXXXXXXXXXXX724 | 320-31-420-7430 | 134.96 | AMZN MKTP US | Work boots | 06/01/2022 | 05/31/2022 | Y | 0 | J. HOWARD | JEFF CLOUTHER | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX871 | 350-48-850-7415 | 266.64 | FLUIDTROL | Gasket and acrylic cover for strainer basket | 06/01/2022 | 05/31/2022 | Y | 0 | SHELLA LEJON | GWYNNE CUNNINGHAM | Closed |
| MADONNA DUNBAR | XXXXXXXXXXXX819 | 200-28-990-7415 | 1252.25 | SO BELLA AFFAIR | balance on luncheon | 06/01/2022 | 05/31/2022 | Y | 103.49 | BRAD UNDERWOOD | MADONNA DUNBAR | Closed |
| MADONNA DUNBAR | XXXXXXXXXXXX819 | 200-28-990-7415 | 75.24 | SO B | luncheon centerpieces | 06/01/2022 | 05/31/2022 | Y | 5.74 | BRAD UNDERWOOD | MADONNA DUNBAR | Closed |
| JENNIFER L MOORE | XXXXXXXXXXXX818 | 350-48-820-7415 | 51.37 | COSTCO WISE #0025 | Conversation Cafe supplies | 06/01/2022 | 05/31/2022 | Y | 5.14 | SHELLA LEJON | JENNIFER MOORE | Closed |
| JENNIFER L MOORE | XXXXXXXXXXXX817 | 350-00-000-2871 | 15.99 | COSTCO WISE #0025 | Vets Club lunch supplies | 06/01/2022 | 05/31/2022 | Y | 0 | SHELLA LEJON | JENNIFER MOORE | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX2086 | 390-39-780-7415 | 127.1 | AMZN MKTP US | \$127.10 PPE dog vests | 06/01/2022 | 05/31/2022 | Y | 0 | INDRA WINQUEST | STEVEN PHILLIPS | Closed |
| JOSE SANCHEZ | XXXXXXXXXXXX1529 | 200-22-870-7405 | 202.99 | AMZN MKTP US | Amazon.com order number: 113-3925401-8583464-1 of: Xerox VersaLink C400/C405 Black | 10/01/2022 | 05/31/2022 | Y | 0 | JOSE SANCHEZ | | Closed |
| DOE SHOWS | XXXXXXXXXXXX2086 | 370-43-780-7480 | 325 | PRZ COM | Turf Mgt Training plus discount \$325 | 06/01/2022 | 05/31/2022 | Y | 0 | STEVEN PHILLIPS | DOE SHOWS | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 390-39-530-7415 | 25.56 | TRACTOR SUPPLY CO #1822 | Beach Oil Barrel | 06/01/2022 | 05/31/2022 | Y | 0 | | | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX8221 | 350-48-860-7415 | 48.86 | AMZN MKTP US | Costumes Kids dance | 06/01/2022 | 06/01/2022 | Y | 0 | SHELLA LEJON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX8221 | 350-48-860-7415 | 104.95 | AMZN MKTP US | Costumes Kids dance | 06/01/2022 | 06/01/2022 | Y | 0 | SHELLA LEJON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX8221 | 350-48-840-7415 | 194.43 | AMZN MKTP US | Costumes kids dance | 06/02/2022 | 06/01/2022 | Y | 0 | SHELLA LEJON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX8221 | 350-48-860-7415 | 91.96 | AMZN MKTP US | Costumes kids dance | 06/02/2022 | 06/01/2022 | Y | 0 | SHELLA LEJON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX8221 | 350-48-860-7415 | 48.86 | AMZN MKTP US | Costumes Kids dance | 06/02/2022 | 06/01/2022 | Y | 0 | SHELLA LEJON | PANDORA BAHLMAN | Closed |
| LISA HOOPES | XXXXXXXXXXXX1880 | 100-12-130-7350 | 299 | ZIPRECRUITER, INC. | online IT Network Tech listing | 06/02/2022 | 06/01/2022 | N | 0 | ERIN FIORE | LISA HOOPES | Closed |
| CARL STUMP | XXXXXXXXXXXX6992 | 200-25-230-7520 | 569.73 | THE HOME DEPOT | WRRF Condo Contract materials for SCADA equipment | 06/03/2022 | 06/01/2022 | Y | 0 | JIM YOUNGBLOOD | CARL STUMP | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 320-31-530-7310 | 269.58 | YELP INC | Grille Replacement Software | 06/02/2022 | 06/01/2022 | Y | 0 | | | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 320-31-530-7480 | 69 | CERONE CERTIFICATION P | beer cicerone test | 06/02/2022 | 06/01/2022 | Y | 6.42 | | | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 390-39-530-7415 | 335.29 | AMZN MKTP US | Beach Oil Pump | 06/02/2022 | 06/01/2022 | Y | 0 | | | Closed |
| SARAH G VIDRA | XXXXXXXXXXXX2219 | 200-27-380-7415 | 34.99 | SCHEDULELITY#75820494 | HHW and E-Waste Collection appointment software, June 2022. | 06/02/2022 | 06/01/2022 | Y | 0 | MADONNA DUNBAR | SARAH VIDRA | Closed |
| JUSTIN BLUHM | XXXXXXXXXXXX6616 | 430-53-940-7515 | 1275.39 | PRODRINKINGFOUNTAINS | Drinking fountain for champ golf | 06/03/2022 | 06/02/2022 | Y | 0 | J. HOWARD | JUSTIN BLUHM | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX871 | 390-39-850-7415 | 300 | AMZN MKTP US | Pool noodles for Jr. Lifeguard camp | 06/02/2022 | 06/02/2022 | Y | 0 | SHELLA LEJON | GWYNNE CUNNINGHAM | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX2086 | 370-43-780-7415 | 1 | SP CASE-MATE SERVICE | insurance warranty \$6 | 06/03/2022 | 06/02/2022 | Y | 0 | SAMANTHA GOUGH | | Closed |
| VICTOR GUTIERREZ | XXXXXXXXXXXX8085 | 330-33-500-7415 | 56.496 | LOWES #001245 | BEP3 for Aspen | 06/03/2022 | 06/02/2022 | Y | 0 | J. HOWARD | VICTOR GUTIERREZ | Closed |
| VICTOR GUTIERREZ | XXXXXXXXXXXX8085 | 330-33-500-7415 | 28.91 | AMZN MKTP US | Batteries | 06/03/2022 | 06/02/2022 | Y | 0 | J. HOWARD | VICTOR GUTIERREZ | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX209514 | 340-34-690-7415 | 108.11 | ULINE SHIP SUPPLIES | casters for a table | 06/02/2022 | 06/02/2022 | N | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX209514 | 340-34-690-7415 | 8.76 | AMAZON.COM | Operating supplies | 06/02/2022 | 06/02/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX209665 | 100-12-130-7310 | 405.78 | ADOBE CREATIVE CLOUD | ADOBE Licenses | 06/03/2022 | 06/02/2022 | Y | 0 | MIKE BANDELIN | CHRIS LAVERY | Closed |
| MATTHEW MELLISH | XXXXXXXXXXXX2110 | 320-32-980-7415 | 69.89 | AMAZON.COM | Return items | 06/03/2022 | 06/02/2022 | N | 0 | MIKE BANDELIN | | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX2110 | 320-32-980-7415 | 29.99 | AMZN MKTP US | wristbands for golf events | 06/03/2022 | 06/02/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| JUSTIN BLUHM | XXXXXXXXXXXX6616 | 430-53-940-7515 | 179.99 | AMAZON.COM | handy cap pole admin bathroom | 06/06/2022 | 06/03/2022 | Y | 0 | J. HOWARD | JUSTIN BLUHM | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 370-43-780-7415 | 130.59 | AMZN MKTP US | Graffiti removal \$130.59 | 06/06/2022 | 06/03/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX2110 | 340-34-990-7340 | 14.99 | ADOBE INC | Software fee | 06/06/2022 | 06/03/2022 | N | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| SHELLA A LEJON | XXXXXXXXXXXX2029 | 390-45-880-7415 | 146.77 | COSTCO WISE #0025 | French Open Program | 06/06/2022 | 06/03/2022 | Y | 11.21 | INDRA WINQUEST | SHELLA LEJON | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX2086 | 390-39-780-7430 | 114.99 | AMZN MKTP US | \$114.99 PPE safety boots | 06/06/2022 | 06/03/2022 | Y | 0 | INDRA WINQUEST | STEVEN PHILLIPS | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX2086 | 370-43-780-7510 | 1421 | BOCCE COURTS AMERICA | \$1421.00 bocce mix | 06/06/2022 | 06/03/2022 | Y | 0 | INDRA WINQUEST | STEVEN PHILLIPS | Closed |
| JEFF CLOUTHER | XXXXXXXXXXXX724 | 320-31-420-7415 | 49.3 | AMAZON.COM | Work gloves | 06/06/2022 | 06/05/2022 | Y | 0 | J. HOWARD | JEFF CLOUTHER | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX209665 | 100-12-130-7310 | 1.99 | GOOGLE | Google Cloud | 06/06/2022 | 06/05/2022 | Y | 0 | MIKE BANDELIN | CHRIS LAVERY | Closed |
| JOHN OLSON | XXXXXXXXXXXX1908 | 320-34-620-7085 | 325 | CALIFORNIA SKI INDUSTRY | Registration to attend LMOE training for Ski California. | 06/06/2022 | 06/05/2022 | Y | 0 | MIKE BANDELIN | JOHN OLSON | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX2086 | 390-39-780-7415 | 14.99 | AMZN MKTP US | \$14.99 PPE Safety boot insert | 06/06/2022 | 06/05/2022 | Y | 0 | INDRA WINQUEST | STEVEN PHILLIPS | Closed |
| JIM E YOUNGBLOOD | XXXXXXXXXXXX2325 | 200-22-230-7405 | 45.19 | AMZN MKTP US | Coffee for the WRRF | 06/06/2022 | 06/05/2022 | Y | 0 | BRAD UNDERWOOD | JIM YOUNGBLOOD | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX8221 | 350-48-840-7430 | 600 | AMZ NEEDEN | uniforms | 06/07/2022 | 06/06/2022 | Y | 0 | SHELLA LEJON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX8221 | 350-48-860-7415 | 594 | AMZ NEEDEN | uniforms | 06/07/2022 | 06/06/2022 | Y | 0 | SHELLA LEJON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX8221 | 350-00-000-0710 | 838.07 | AMZ NEEDEN | retail | 06/07/2022 | 06/06/2022 | Y | 0 | SHELLA LEJON | PANDORA BAHLMAN | Closed |
| TIM BUXTON | XXXXXXXXXXXX1682 | 200-22-870-7415 | 43 | WASHOE CO RECORDER OTC | Easement | 06/07/2022 | 06/06/2022 | N | 0 | | | Closed |
| TIM BUXTON | XXXXXXXXXXXX1682 | 200-22-870-7415 | 1.51 | AMS SERVICE FEE 101573 | Easement | 06/08/2022 | 06/06/2022 | N | 0 | | | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX871 | 390-39-850-7415 | 21.99 | AMZN MKTP US | Brackets for J. Lifeguard camp | 06/07/2022 | 06/06/2022 | Y | 0 | SHELLA LEJON | GWYNNE CUNNINGHAM | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX871 | 390-39-850-7415 | 8.99 | AMZN MKTP US | Brackets for brackets for J. Lifeguard camp | 06/07/2022 | 06/06/2022 | Y | 0 | SHELLA LEJON | GWYNNE CUNNINGHAM | Closed |
| J. DARRIN HOWARD | XXXXXXXXXXXX2086 | 320-32-410-7835 | 172.18 | AUTOPARTSDISH.NET | Dish Network payment for Mountain Course - NO Receipt given | 06/07/2022 | 06/06/2022 | N | 0 | INDRA WINQUEST | J. HOWARD | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX209514 | 340-34-630-7340 | 52.99 | ADOBE CREATIVE CLOUD | Software fee | 06/07/2022 | 06/06/2022 | N | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| TIMOTHY Y MCKEON | XXXXXXXXXXXX1849 | 430-53-940-7520 | 55.13 | PRO LIGHTING | Ski Lodge downlight LED lamps | 06/07/2022 | 06/06/2022 | Y | 0 | J. HOWARD | TIMOTHY MCKEON | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX2110 | 340-34-980-7310 | 52.99 | ADOBE CREATIVE CLOUD | Adobe Creative Cloud software subscription - Video Group Coordinator | 06/07/2022 | 06/06/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX2110 | 340-34-980-7310 | 52.99 | ADOBE CREATIVE CLOUD | Adobe Creative Cloud software subscription - Marketing Manager | 06/07/2022 | 06/06/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| JACLYN M REAM | XXXXXXXXXXXX2110 | 340-34-980-7310 | 82.99 | ADOBE | Monthly licensing fees for Adobe Creative Suite software for Marketing Coordinator | 06/07/2022 | 06/06/2022 | Y | 0 | MIKE BANDELIN | JACLYN M REAM | Closed |
| BRAD UNDERWOOD | XXXXXXXXXXXX7815 | 420-52-930-7340 | 100 | NV BOARD OF ENGINEERS | Civil Engineering License Renewal | 06/07/2022 | 06/06/2022 | Y | 0 | INDRA WINQUEST | BRAD UNDERWOOD | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX8221 | 350-00-000-0720 | 85.16 | SAMSLUB.COM | food merch | 06/09/2022 | 06/07/2022 | Y | 0 | SHELLA LEJON | PANDORA BAHLMAN | Closed |
| MIKE BANDELIN | XXXXXXXXXXXX625 | 340-34-620-7685 | 241.95 | PALISADES TAHOE ROCKER | Expanded District staff meeting lunch while attending maintenance and operations conference. | 06/09/2022 | 06/07/2022 | N | 0 | | | Closed |
| JEFF CLOUTHER | XXXXXXXXXXXX724 | 320-31-420-7415 | 430 | GOLF COURSE SUPERINTENDE | Jeff GCSAA 2022 dues | 06/08/2022 | 06/07/2022 | Y | 36.59 | J. HOWARD | JEFF CLOUTHER | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX871 | 390-39-850-7415 | 570 | SOFT SURBARRS INC | Rescue board for beaches | 06/08/2022 | 06/07/2022 | Y | 0 | SHELLA LEJON | GWYNNE CUNNINGHAM | Closed |
| MICHAEL GOVE | XXXXXXXXXXXX1781 | 100-12-130-7680 | 3800 | PAYPAL MATTFORDGRO | Negotiating Solutions Training for IT Director - 100-12-130-7680 | 06/08/2022 | 06/07/2022 | N | 0 | | | Closed |
| JENNIFER L MOORE | XXXXXXXXXXXX817 | 350-46-820-7415 | 35.78 | COSTCO WISE #0025 | Bocce supplies | 06/08/2022 | 06/07/2022 | Y | 2.73 | SHELLA LEJON | JENNIFER MOORE | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX8221 | 350-48-840-7415 | 19.5 | RALLEY S #113 | GA-970 half n half | 06/10/2022 | 06/08/2022 | Y | 0 | SHELLA LEJON | PANDORA BAHLMAN | Closed |
| MATTHEW BELOTE | XXXXXXXXXXXX1666 | 410-51-900-7490 | 21.98 | AMZN MKTP US | CA-970 AC Adapter Charger Compatible Canon | 06/09/2022 | 06/08/2022 | Y | 0 | SHELLA LEJON | MATTHEW BELOTE | Closed |
| JUSTIN BLUHM | XXXXXXXXXXXX6616 | 430-53-940-7515 | 1275.39 | PRODRINKINGFOUNTAINS | rec. drinking fountain | 06/09/2022 | 06/08/2022 | Y | 0 | J. HOWARD | JUSTIN BLUHM | Closed |
| MADONNA DUNBAR | XXXXXXXXXXXX819 | 200-28-990-7415 | 107.5 | USPS PO 3117610450 | water bottle raffle mailing | 06/09/2022 | 06/08/2022 | Y | 0 | BRAD UNDERWOOD | MADONNA DUNBAR | Closed |
| TIM KELLY | XXXXXXXXXXXX5791 | 350-46-831-7415 | 113.64 | SCHEELS RENO SPARKS | Softballs for adult softball leagues | 06/09/2022 | 06/08/2022 | Y | 0 | SHELLA LEJON | TIM KELLY | Closed |
| TIM KELLY | XXXXXXXXXXXX5791 | 350-46-831-7415 | 56.28 | DICKS SPORTING GOODS | softballs for adult leagues | 06/09/2022 | 06/08/2022 | Y | 4.3 | SHELLA LEJON | TIM KELLY | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX2086 | 370-43-780-7415 | 108.99 | AMZN MKTP US | \$108.99 credit PPE boots | 06/09/2022 | 06/08/2022 | Y | 0 | INDRA WINQUEST | STEVEN PHILLIPS | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2193 | 100-13-150-7685 | 442.6 | IN. MIDK LINC | Skis and water testing. CIP 2299051706 | 06/09/2022 | 06/08/2022 | Y | 0 | INDRA WINQUEST | RONNIE RECTOR | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX871 | 390-39-850-7415 | 19.18 | THE HOME DEPOT #312 | Wood for lifeguard chairs at beaches | 06/13/2022 | 06/09/2022 | Y | 0 | SHELLA LEJON | GWYNNE CUNNINGHAM | Closed |
| MADONNA DUNBAR | XXXXXXXXXXXX819 | 200-28-990-7415 | 686.8 | THE WEBSTAIRANT STORE INC | Recreation heads parts TWSA water stations | 06/10/2022 | 06/09/2022 | Y | 0 | BRAD UNDERWOOD | MADONNA DUNBAR | Closed |
| J. DARRIN HOWARD | XXXXXXXXXXXX2086 | 320-31-460-7835 | 135.16 | DTV DIRECT TV SERVICE | Direct TV-Golf Shop | 06/10/2022 | 06/09/2022 | N | 0 | INDRA WINQUEST | J. HOWARD | Closed |
| J. | | | | | | | | | | | | |

| Cardholder Name 1 | Card Number (Last 4) | G/L Account | Amount | Merchant Name | Description | Posting Date | Transaction Date | Receipt Image | Sales Tax Amount | Statement Approved By | Statement Reviewed By | Statement Status |
|---------------------|----------------------|------------------------|-------------------------|-----------------------------|---|--------------|------------------|---------------|------------------|-----------------------|-----------------------|------------------|
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX8781 | 390-39-850-7415 | -300 | AMZN MKTP US | Returned pool noodles - wrong size | 06/15/2022 | 06/15/2022 | Y | 0 | SHELIA LEIDON | GWYNNE CUNNINGHAM | Closed |
| MICHAEL GOVE | XXXXXXXXXXXX8781 | 100-12-130-7300 | 180.94 | AMZN MKTP US THFO02X33 AM | Outdoor Cank Cable for FT Stock 100-12-130-7300 | 06/16/2022 | 06/15/2022 | N | 0 | SHELIA LEIDON | GWYNNE CUNNINGHAM | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX8781 | 390-39-850-7415 | -49 | LIVESTREAM.COM | Livestream Monthly Charge | 06/16/2022 | 06/15/2022 | Y | 0 | SHELIA LEIDON | CHRIS LAVERY | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXX2193 | 100-13-150-7685 | 15 | NOLA CONVENTION CENTER | Breakfast on Tuesday - the register ran out of receipt paper. | 06/16/2022 | 06/15/2022 | N | 1.3 | SHELIA LEIDON | CURTIS TRUJILLO | Closed |
| RICH ALLEN | XXXXXXXXXXXX6109 | 410-51-900-7490 | 29.99 | AMZN MKTP US RB1R9U53 | Repair Parts | 06/17/2022 | 06/16/2022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| RICH ALLEN | XXXXXXXXXXXX6109 | 410-51-900-7440 | 208.88 | AMZN MKTP US B05667KM3 | Tools | 06/17/2022 | 06/16/2022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| PANDORA B AHLMAN | XXXXXXXXXXXX0710 | 320-31-420-7415 | 499.75 | AMAZON.COM IESW2183 | retail merch disc golf | 06/17/2022 | 06/16/2022 | Y | 0 | SHELIA LEIDON | PANDORA BAHLMAN | Closed |
| JEFF CLOUTHER | XXXXXXXXXXXX7274 | 390-39-850-7415 | 21.79 | SP FIREHOSEDIRECT.COM | Watering hose | 06/17/2022 | 06/16/2022 | Y | 0 | J. HOWARD | JEFF CLOUTHER | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX8781 | 390-39-850-7415 | 30 | USLA DUES | Dues for United States Lifeguarding Association for beach lifeguarding | 06/20/2022 | 06/16/2022 | Y | 2.16 | SHELIA LEIDON | GWYNNE CUNNINGHAM | Closed |
| STEVE GIBBS | XXXXXXXXXXXX3705 | 200-25-230-7515 | 65 | AMZN MKTP US V6E0D5A3 | Welding darkening lens | 06/17/2022 | 06/16/2022 | Y | 0 | JIM YOUNGBLOOD | STEVE GIBBS | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX09514 | 340-34-690-7415 | 83.5 | ULINE SHIP SUPPLIES | casters for a table | 06/16/2022 | 06/16/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX2086 | 390-39-780-7415 | 51.49 | AMZN MKTP US Z1067590Q3 | SS 1.49 gardening tool blade | 06/16/2022 | 06/16/2022 | Y | 0 | INDRA WINQUEST | STEVEN PHILLIPS | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX2086 | 390-39-780-7415 | 11.499 | AMZN MKTP US Y516A9CX3 | \$1.99 PPE boots | 06/16/2022 | 06/16/2022 | Y | 0 | INDRA WINQUEST | STEVEN PHILLIPS | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX2086 | 370-43-780-7430 | 139.96 | AMZN MKTP US Y516A9CX3 | \$139.96 uniforms | 06/17/2022 | 06/16/2022 | Y | 0 | INDRA WINQUEST | STEVEN PHILLIPS | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX8221 | 350-48-840-7415 | 101 | AMAZON.COM A647E3F83 | operating cups | 06/17/2022 | 06/17/2022 | Y | 0 | SHELIA LEIDON | PANDORA BAHLMAN | Closed |
| JEFF CLOUTHER | XXXXXXXXXXXX7274 | 320-32-420-7415 | 80.31 | AMZN MKTP US M411R0M0K3 | Measuring scale | 06/17/2022 | 06/17/2022 | Y | 0 | J. HOWARD | JEFF CLOUTHER | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX8781 | 390-39-850-7415 | 19.99 | AMZN MKTP US P80723TQ3 | Coins for Mini Guard program | 06/20/2022 | 06/17/2022 | Y | 0 | SHELIA LEIDON | GWYNNE CUNNINGHAM | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX7174 | 370-43-780-7415 | 154.68 | AMZN MKTP US 089109A3 | \$1.54/oz PPE bike parts | 06/20/2022 | 06/17/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| MICHAEL GOVE | XXXXXXXXXXXX7181 | 100-12-130-7310 | 499 | BZB PRIME 198441HP2 | 100-12-130-7310 - Amazon Business Prime Account Annual | 06/20/2022 | 06/17/2022 | Y | 0 | SHELIA LEIDON | MICHAEL GOVE | Closed |
| TIMOTHY E MCKEON | XXXXXXXXXXXX1849 | 430-53-940-7520 | -92.86 | PRO LIGHTING | Refund from previous order from April 3, 2022 | 06/20/2022 | 06/17/2022 | Y | 0 | J. HOWARD | TIMOTHY MCKEON | Closed |
| TIMOTHY E MCKEON | XXXXXXXXXXXX1849 | 430-53-940-7515 | 669.5 | A ROOTER MAN PLUMBING | Lost receipt. BC beach mats and womens shower. This was for opening day per Steve Phillips | 06/20/2022 | 06/17/2022 | N | 0 | J. HOWARD | TIMOTHY MCKEON | Closed |
| JENNIFER L MOORE | XXXXXXXXXXXX8182 | 350-00-000-2871 | 186 | DISTRICH HEALTH EHS | Temporary Food Permit - Vets Club Pancake Breakfast 2022 | 06/20/2022 | 06/17/2022 | Y | 11.16 | SHELIA LEIDON | JENNIFER MOORE | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX2086 | 390-39-780-7415 | 17.98 | AMZN MKTP US P90L3P63 | \$1.79 pack for PPEs | 06/20/2022 | 06/17/2022 | Y | 0 | INDRA WINQUEST | STEVEN PHILLIPS | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX2086 | 370-43-780-7310 | 79 | APPOINTMENT-PLUS/STORMSOUSO | \$79.00 App Plus Software Lic | 06/20/2022 | 06/17/2022 | Y | 0 | INDRA WINQUEST | STEVEN PHILLIPS | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX2110 | 340-34-980-7310 | 29.99 | ADOBE STOCK | Monthly licensing fees for Adobe Stock royalty-free photo/video/music subscription service | 06/20/2022 | 06/17/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX2110 | 340-34-980-7210 | 2000 | STOCK MEMBERSHIP | STOCK Certified annual dues for Diamond Peak 2022-23 operating season - we pay in advance | 06/20/2022 | 06/17/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 340-34-980-7415 | 55.24 | AMZN MKTP US M826990P3 | Blowing Office check writer supplies. | 06/17/2022 | 06/17/2022 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 420-52-930-7415 | -63.89 | ENGINEER SUPPLY LLC | Refund for unavailable Engineering supplies. | 06/20/2022 | 06/17/2022 | Y | 0 | SHELIA LEIDON | RONNIE RECTOR | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX8781 | 390-39-850-7415 | 19.58 | AMZN MKTP US Z764E5N23 AM | Key rings for beach keys | 06/20/2022 | 06/18/2022 | Y | 0 | SHELIA LEIDON | GWYNNE CUNNINGHAM | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX0965 | 100-13-160-7415 | 20 | ZOOM US 888-799-9666 | Zoom Webinar License - Per Shelia | 06/20/2022 | 06/18/2022 | Y | 0 | CHRIS LAVERY | CHRIS LAVERY | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX0965 | 350-48-860-7415 | 20 | ZOOM US 888-799-9666 | Zoom Webinar License - Per Shelia | 06/20/2022 | 06/18/2022 | Y | 0 | CHRIS LAVERY | CHRIS LAVERY | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX0965 | 100-12-130-7310 | 389 | ZOOM US 888-799-9666 | Zoom Webinar and Host Licensing | 06/20/2022 | 06/18/2022 | Y | 0 | CHRIS LAVERY | CHRIS LAVERY | Closed |
| JOSE SANCHEZ | XXXXXXXXXXXX1529 | 320-31-530-7300 | 149.98 | AMZN MKTP US R782B4U3 | L7 iPad Case - Square Chip Card Reader Case Compatible with iPad Mini Models 4/5 and Square | 06/20/2022 | 06/18/2022 | Y | 0 | JOSE SANCHEZ | JOSE SANCHEZ | Closed |
| JOSE SANCHEZ | XXXXXXXXXXXX1529 | 320-31-530-7300 | 149.98 | AMZN MKTP US R782B4U3 | L7 iPad Case - Square Chip Card Reader Case Compatible with iPad Mini Models 4/5 and Square | 06/20/2022 | 06/18/2022 | Y | 0 | JOSE SANCHEZ | JOSE SANCHEZ | Closed |
| JOSE SANCHEZ | XXXXXXXXXXXX1529 | 100-12-130-7300 | 35.94 | AMZN MKTP US W756Z4Z13 AM | 3 SABRENT USB 2.0 to Serial 9-Pin DB-9 RS-232 Converter Cable ordered from Amazon.com | 06/20/2022 | 06/18/2022 | Y | 0 | JOSE SANCHEZ | JOSE SANCHEZ | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXX2193 | 100-13-150-7340 | 269 | HR CERTIFICATION INSTITUTE | HRKI Recertification | 06/20/2022 | 06/18/2022 | Y | 0 | CURTIS TRUJILLO | CURTIS TRUJILLO | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXX2193 | 100 SHRM CERTIFICATION | 100 | SHRM CERTIFICATION | SHRM Recertification | 06/20/2022 | 06/18/2022 | Y | 0 | SHELIA LEIDON | CURTIS TRUJILLO | Closed |
| PANDORA B AHLMAN | XXXXXXXXXXXX8221 | 350-00-000-7220 | 78.96 | SAMOCLUB.COM | 78.96 PPE | 06/20/2022 | 06/19/2022 | Y | 0 | STEVEN PHILLIPS | PANDORA BAHLMAN | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX9174 | 390-39-780-7415 | 76.74 | AMZN MKTP US ZC67M3B3 | \$76.74 PPE Face shield | 06/20/2022 | 06/19/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX09514 | 340-34-690-7415 | 377.78 | AMZN MKTP US HT1P50B03 | Light Fixtures | 06/20/2022 | 06/19/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| JOSE SANCHEZ | XXXXXXXXXXXX1529 | 100-12-130-7300 | 30.87 | AMZN MKTP US X600WH1H3 | OTKAW Console Cable/USB Console Cable, USB to RJ45 Console Cable with FTDI chip | 06/20/2022 | 06/19/2022 | Y | 0 | JOSE SANCHEZ | JOSE SANCHEZ | Closed |
| PANDORA B AHLMAN | XXXXXXXXXXXX0710 | 350-00-000-7220 | 36.86 | AMAZON.COM V0086F233 AMZN | food merch | 06/21/2022 | 06/19/2022 | Y | 0 | SHELIA LEIDON | PANDORA BAHLMAN | Closed |
| PANDORA B AHLMAN | XXXXXXXXXXXX8221 | 350-48-840-7415 | 17.28 | RALLEY S #11 | operating #11 half | 06/20/2022 | 06/20/2022 | Y | 0 | SHELIA LEIDON | PANDORA BAHLMAN | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX8781 | 390-39-850-7415 | 905.7 | AMZN MKTP US 50DMX40D3 | Two way marine radios for beaches | 06/20/2022 | 06/20/2022 | Y | 0 | SHELIA LEIDON | GWYNNE CUNNINGHAM | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX8781 | 390-39-850-7415 | 219 | AMZN MKTP US 01HXMS583 | Lane line protector for Burnt Cedar Pool to protect lane lines from breaking on deck and to prevent | 06/20/2022 | 06/20/2022 | Y | 0 | SHELIA LEIDON | GWYNNE CUNNINGHAM | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX8781 | 390-39-850-7415 | 39.46 | AMZN MKTP US 0V6948D3 | Wrench for lane line ratchets at Burnt Cedar | 06/21/2022 | 06/20/2022 | Y | 0 | SHELIA LEIDON | GWYNNE CUNNINGHAM | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX7174 | 370-43-780-7415 | 9.99 | AMZN MKTP US ZK1TMR6L3 | 9.99 Grinding wheel | 06/21/2022 | 06/20/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX7174 | 120.54 | AMAZON.COM P756LL3 AMZN | \$120.54 MAKITA BRUSH CUTT | 06/21/2022 | 06/20/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed | |
| JENNIFER L MOORE | XXXXXXXXXXXX8182 | 350-00-000-2871 | 843.24 | AMZN MKTP US L1225M3D AM | Paper products - Vets - 1000 Incliners - 500 23 of bill and 1/3 of bill split | 06/21/2022 | 06/20/2022 | Y | 0 | SHELIA LEIDON | JENNIFER MOORE | Closed |
| MATTHEW BELOTE | XXXXXXXXXXXX7274 | 100-12-130-7300 | 299 | AMZN MKTP US L8LS6Y3A3 | Magewell USB Capture HDMI Gen2 - USB 3.0 HD Video Capture Dongle | 06/22/2022 | 06/21/2022 | Y | 0 | SHELIA LEIDON | MATTHEW BELOTE | Closed |
| JEFF CLOUTHER | XXXXXXXXXXXX7274 | 320-31-420-7415 | 61.42 | AMAZON.COM M6357583 | Hose fittings | 06/22/2022 | 06/21/2022 | Y | 0 | J. HOWARD | JEFF CLOUTHER | Closed |
| JEFF CLOUTHER | XXXXXXXXXXXX7274 | 320-31-420-7415 | 99.98 | AMZN MKTP US QY8810ZU3 | Weld wires | 06/22/2022 | 06/21/2022 | Y | 0 | J. HOWARD | JEFF CLOUTHER | Closed |
| JEFF CLOUTHER | XXXXXXXXXXXX7274 | 320-31-420-7415 | 342.11 | UNDERHILL | Irrigation parts | 06/22/2022 | 06/21/2022 | Y | 0 | J. HOWARD | JEFF CLOUTHER | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX8781 | 390-39-850-7415 | 24.98 | AMZN MKTP US 2X5TFT1K3 | Swim lesson and Mini Guard Camp toys and keys for faucet | 06/22/2022 | 06/21/2022 | Y | 0 | SHELIA LEIDON | GWYNNE CUNNINGHAM | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX8781 | 390-39-850-7415 | 251.87 | THE HOME DEPOT #3312 | Umbrella bases, clock, dust basket for Burnt Cedar Pool | 06/23/2022 | 06/21/2022 | Y | 0 | SHELIA LEIDON | GWYNNE CUNNINGHAM | Closed |
| MATTHEW MELLILI | XXXXXXXXXXXX8186 | 340-34-630-7340 | 60 | MSFT E08008026 | Monthly fee for SharePoint | 06/21/2022 | 06/21/2022 | N | 0 | MIKE BANDELIN | MATTHEW MELLILI | Closed |
| JENNIFER L MOORE | XXXXXXXXXXXX8182 | 350-46-820-7415 | 41.74 | COSTCO WISE #0025 | Beacco Supplies | 06/22/2022 | 06/21/2022 | Y | 3.19 | SHELIA LEIDON | JENNIFER MOORE | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX2110 | 340-34-630-7415 | 210 | BEARDSLEY PUBLISHING | Classified ad in SAM Magazine for Slope Maintenance Manager position | 06/23/2022 | 06/21/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX09514 | 340-34-630-7415 | 175.66 | AMZN MKTP US UW0NGT33 | tools | 06/23/2022 | 06/22/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| JENNIFER L MOORE | XXXXXXXXXXXX8182 | 350-00-000-2871 | 36.36 | JOANN STORES JOANN.COM | Veterans Club tablecloths | 06/23/2022 | 06/22/2022 | Y | 2.3 | SHELIA LEIDON | JENNIFER MOORE | Closed |
| JENNIFER L MOORE | XXXXXXXXXXXX8182 | 350-00-000-2871 | 16.56 | JOANN STORES JOANN.COM | Veterans Club tablecloths | 06/23/2022 | 06/22/2022 | Y | 1.05 | SHELIA LEIDON | JENNIFER MOORE | Closed |
| JENNIFER L MOORE | XXXXXXXXXXXX8182 | 350-00-000-2871 | 6.64 | JOANN STORES JOANN.COM | Veterans Club tablecloths | 06/23/2022 | 06/22/2022 | Y | 0.42 | SHELIA LEIDON | JENNIFER MOORE | Closed |
| JIM E YOUNGBLOOD | XXXXXXXXXXXX2235 | 200-25-240-7430 | 82.47 | AMZN MKTP US YJ6V78YX3 | Uniform JY | 06/23/2022 | 06/22/2022 | Y | 0 | BRAD UNDERWOOD | JIM YOUNGBLOOD | Closed |
| JIM E YOUNGBLOOD | XXXXXXXXXXXX2235 | 200-25-240-7430 | 82.48 | AMZN MKTP US YJ6V78YX3 | Uniform JY | 06/23/2022 | 06/22/2022 | Y | 0 | BRAD UNDERWOOD | JIM YOUNGBLOOD | Closed |
| JEFF CLOUTHER | XXXXXXXXXXXX7274 | 320-31-420-7415 | 153.98 | AMZN MKTP US LCV8E2E83 | Range finder, batteries, chalk markers, sod knives | 06/24/2022 | 06/23/2022 | Y | 0 | J. HOWARD | JEFF CLOUTHER | Closed |
| MADONNA DUNBAR | XXXXXXXXXXXX8189 | 200-28-990-7685 | 5 | GOTOCOM GOTOMEETING | monthly toll fee TWSA number | 06/24/2022 | 06/23/2022 | Y | 0 | BRAD UNDERWOOD | MADONNA DUNBAR | Closed |
| J. DAREN HOWARD | XXXXXXXXXXXX6105 | 320-31-410-7415 | 115 | AWARD ZONE | Trophy engraved for Trophy Case 2020 and 2021 | 06/27/2022 | 06/23/2022 | Y | 0 | INDRA WINQUEST | J. HOWARD | Closed |
| JENNIFER L MOORE | XXXXXXXXXXXX8182 | 350-00-000-2871 | 16.56 | JOANN STORES JOANN.COM | Veterans Club tablecloths | 06/23/2022 | 06/23/2022 | Y | 0.05 | SHELIA LEIDON | JENNIFER MOORE | Closed |
| BOB E OLSEN | XXXXXXXXXXXX2060 | 200-25-230-7430 | 44 | AMAZON.COM NM4HN0V3 | work shoes | 06/23/2022 | 06/23/2022 | Y | 0 | JIM YOUNGBLOOD | BOB OLSEN | Closed |
| BOB E OLSEN | XXXXXXXXXXXX2060 | 200-25-230-7680 | 108 | NEVADA WATER RESOURCES | Marlette Water tour | 06/23/2022 | 06/23/2022 | Y | 0 | JIM YOUNGBLOOD | BOB OLSEN | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 420-52-930-7415 | 154.42 | COLLUM | Legal aid, RFO Utility Master Plan | 06/24/2022 | 06/23/2022 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 100-12-130-7310 | 693.51 | COLLUM | Legal Aid, Annual Fiscal Station | 06/24/2022 | 06/23/2022 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 200-22-970-7415 | 14.95 | AMZN MKTP US A19B57G33 AM | PW Office Supplies | | | | | | | |

| Cardholder Name 1 | Card Number (Last 4) | G/L Account | Amount | Merchant Name | Description | Posting Date | Transaction Date | Receipt Image | Sales Tax Amount | Statement Approved By | Statement Reviewed By | Statement Status |
|---------------------|----------------------|-----------------|---------|---------------------------|--|--------------|------------------|---------------|------------------|-----------------------|-----------------------|------------------|
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 390-39-780-7415 | 14.87 | AMZN MKTP US 9V9X09HE3 | Bike tools | 06/29/2022 | 06/29/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 390-39-780-7415 | 15.87 | AMZN MKTP US 1I9GX1E33 | S1.87 brake parts bike | 06/30/2022 | 06/29/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| J DARRIN HOWARD | XXXXXXXXXXXX2065 | 390-39-780-7415 | 0.82 | PEGA OF AMERICA MEMBERS | PEGA Dues for Rob Bruce 320-31-410-7340 | 06/30/2022 | 06/29/2022 | Y | 0 | INDRA WINQUEST | STEVEN PHILLIPS | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX2054 | 340-34-630-7415 | 12.61 | AMZN MKTP US P21E544P3 | K allen wrench tool | 06/30/2022 | 06/29/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX2054 | 340-34-630-7415 | 26.79 | AMAZON.COM VC5686Y73 | Drink powder mix for hydration | 06/30/2022 | 06/29/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| JENNIFER L MOORE | XXXXXXXXXXXX1872 | 350-00-000-2871 | 19.59 | COSTCO WISE #0025 | Vets Club Pancake Breakfast | 06/30/2022 | 06/29/2022 | Y | 14.96 | JENNIFER MOORE | JENNIFER MOORE | Closed |
| BOB OLSEN | XXXXXXXXXXXX2060 | 390-39-780-7430 | 64.95 | AMAZON.COM K42W01C13 | Uniform | 06/30/2022 | 06/29/2022 | Y | 0 | JIM YOUNGBLOOD | BOB OLSEN | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX2086 | 390-39-780-7430 | 137.02 | AMZN MKTP US QH2M5I3Z3 | S17.02 PPE uniforms | 06/29/2022 | 06/29/2022 | Y | 0 | STEVEN PHILLIPS | STEVEN PHILLIPS | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX2086 | 390-39-780-7430 | 1215.84 | HIVIS & SUMMIT SAFETY | High Visual PPEUniforms #1215.84 beaches | 07/01/2022 | 06/29/2022 | Y | 172.86 | INDRA WINQUEST | STEVEN PHILLIPS | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX2086 | 370-43-780-7430 | 1215.84 | HIVIS & SUMMIT SAFETY | High Visual PPE Uniforms #1215.84 parks | 07/01/2022 | 06/29/2022 | Y | 0 | INDRA WINQUEST | STEVEN PHILLIPS | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2082 | 350-00-000-2871 | 25.96 | AMAZON.COM M104P76K3 | operating paper towels | 07/01/2022 | 06/30/2022 | Y | 0 | SHELLA LEION | PANDORA BAHLMAN | Closed |
| MATTHEW BELTON | XXXXXXXXXXXX2053 | 100-12-130-7310 | 155.07 | AMZN MKTP US W9B991963 | LC-SM 6Pwr Duplex Box Cables 12 Port Wall Mount Fiber Enclosure, 100-12-130-7300 | 07/01/2022 | 06/30/2022 | Y | 0 | SHELLA LEION | PANDORA BAHLMAN | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX2086 | 390-39-850-7415 | 58.04 | AMAZON.COM S66E49133 | Clack for Bunsled Pool | 07/01/2022 | 06/30/2022 | Y | 0 | SHELLA LEION | GWYNNE CUNNINGHAM | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 390-39-780-7415 | 77.64 | AMZN MKTP US V29R680S3 AM | \$77.64 PPE Face Shields | 07/01/2022 | 06/30/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| VICTOR GUTIERREZ | XXXXXXXXXXXX2085 | 330-33-500-7415 | 319.98 | AMZN MKTP US FN4DQ2AM3 | umbrella weighted beaches | 07/01/2022 | 06/30/2022 | Y | 0 | J. HOWARD | VICTOR GUTIERREZ | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX2054 | 340-34-630-7415 | 33.9 | AMZN MKTP US QL13NSXA3 | tools for brush crew | 07/01/2022 | 06/30/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX2054 | 340-34-630-7415 | 26.03 | VENTFAIR INC | Replacement motor for Loren cook | 07/01/2022 | 06/30/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| SHELLA A LEJON | XXXXXXXXXXXX2029 | 390-39-710-7415 | 84.26 | AMZN MKTP US B66J1M6E3 | Organizational supplies for beach snacks | 07/01/2022 | 06/30/2022 | Y | 0 | SHELLA LEION | SHELLA LEION | Closed |
| SHELLA A LEJON | XXXXXXXXXXXX2029 | 390-39-710-7415 | 18.21 | WWW COSTCO COM | Staff snacks for beach Hosts July 4th | 07/01/2022 | 06/30/2022 | Y | 0 | INDRA WINQUEST | SHELLA LEION | Closed |
| SHELLA A LEJON | XXXXXXXXXXXX2029 | 390-39-850-7415 | 182 | WWW COSTCO COM | Staff snacks for lifeguards July 4th | 07/01/2022 | 06/30/2022 | Y | 0 | INDRA WINQUEST | SHELLA LEION | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX2110 | 340-34-980-7310 | 49.99 | GOPRO COM/SUBSCRIPTION | Subscription to GoPro cloud storage and camera management software | 07/01/2022 | 06/30/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX2110 | 340-34-980-7310 | 133.14 | GOPRO COM | GoPro camera grip and battery grip | 07/01/2022 | 06/30/2022 | Y | 10.17 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX2110 | 340-34-980-7415 | 6.99 | AMZN MKTP US HY0FX3WJ3 | Replacement pucks for Diamond Peaks Plinko game for special events | 07/01/2022 | 06/30/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2082 | 350-00-000-2871 | 117.17 | SAMSLUB.COM | food staff could not leave building | 07/04/2022 | 07/01/2022 | Y | 0 | SHELLA LEION | PANDORA BAHLMAN | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX2086 | 390-39-850-7415 | 179.96 | AMZN MKTP US P17X945K3 | Sunscreen for beaches | 07/04/2022 | 07/01/2022 | Y | 0 | SHELLA LEION | GWYNNE CUNNINGHAM | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX2086 | 390-39-850-7415 | 26.89 | PACIFIC SANDS INC | Tile cleaner for Burnt Cedar Pool | 07/04/2022 | 07/01/2022 | Y | 0 | SHELLA LEION | GWYNNE CUNNINGHAM | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 390-39-780-7415 | 77.44 | AMZN MKTP US W9B991963 | \$77.44 Spool reed wire | 07/01/2022 | 07/01/2022 | Y | 0 | SHELLA LEION | SAMANTHA GOUGH | Closed |
| VICTOR GUTIERREZ | XXXXXXXXXXXX2085 | 330-33-500-7415 | 503.99 | AMZN MKTP US LY4KXVUS3 | Umbrellas | 07/01/2022 | 07/01/2022 | Y | 0 | J. HOWARD | VICTOR GUTIERREZ | Closed |
| LISA HOOPES | XXXXXXXXXXXX2085 | 100-12-130-7350 | 299 | ZIPRECRUITER, INC. | IT Network Admin Online | 07/04/2022 | 07/01/2022 | Y | 0 | ERIN FEORE | LISA HOOPES | Closed |
| J. DARRIN HOWARD | XXXXXXXXXXXX2065 | 320-31-530-7415 | 61.26 | AMZN MKTP US DQ64E9I03 | Cup Holder for Beaches water cups 320-31-530-7415 | 07/01/2022 | 07/01/2022 | Y | 0 | INDRA WINQUEST | J. HOWARD | Closed |
| J. DARRIN HOWARD | XXXXXXXXXXXX2065 | 320-31-440-7415 | 57.54 | AMAZON.COM MA3QZ48M3 | Detretant for Cart Barn - 320-31-440-7415 | 07/04/2022 | 07/01/2022 | Y | 0 | INDRA WINQUEST | J. HOWARD | Closed |
| SHELLA A LEJON | XXXXXXXXXXXX2029 | 390-39-710-7415 | 1599.98 | BESTBUY.COM M066566284 | 2022 budget 2 e-bikes Beach Ambassadors and Leads to offset staff mileage | 07/04/2022 | 07/01/2022 | Y | 0 | INDRA WINQUEST | SHELLA LEION | Closed |
| JENNIFER L MOORE | XXXXXXXXXXXX1872 | 350-00-000-2871 | 53.84 | COSTCO WISE #0127 | Vets Club Pancake Breakfast | 07/01/2022 | 06/30/2022 | Y | 3.81 | JENNIFER MOORE | JENNIFER MOORE | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX2086 | 370-43-780-7430 | 62.82 | AMZN MKTP US VR314XH3 | \$62.82 PPE uniforms | 07/01/2022 | 07/01/2022 | Y | 0 | INDRA WINQUEST | STEVEN PHILLIPS | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX2086 | 390-39-780-7430 | 64.58 | AMAZON.COM WY8SR74L3 AMZN | \$64.58 PPE uniforms | 07/04/2022 | 07/01/2022 | Y | 0 | INDRA WINQUEST | STEVEN PHILLIPS | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 320-31-530-7310 | 269.58 | YELP INC 855-380-9357 | grill velo service | 07/04/2022 | 07/01/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| SARAH G VIDRA | XXXXXXXXXXXX2210 | 200-27-380-7415 | 34.99 | SCHEDULELITICITY875520494 | HRIW and E-waste appointment software July 2022 | 07/01/2022 | 07/01/2022 | Y | 0 | MADONNA DUNBAR | SARAH VIDRA | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2082 | 350-00-000-2871 | 15.27 | RALLEY S #113 | staff could not leave building | 07/04/2022 | 07/02/2022 | Y | 0 | SHELLA LEION | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2082 | 350-00-000-2871 | 299.97 | AMZN MKTP US GG0769E33 | operating pop ups | 07/04/2022 | 07/02/2022 | Y | 0 | SHELLA LEION | PANDORA BAHLMAN | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX2065 | 100-12-130-7310 | 405.78 | ADOBE CREATIVE CLOUD | ADOBE Licenses - July | 07/04/2022 | 07/02/2022 | Y | 0 | SHELLA LEION | CHRIS LAVERY | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 320-31-530-7310 | 42.87 | AMAZON.COM VK35N6WY3 AMZN | Labels | 07/04/2022 | 07/02/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2082 | 350-00-000-2871 | 55.98 | RALLEY S #113 | pool staff couldnt leave building | 07/05/2022 | 07/03/2022 | Y | 0 | SHELLA LEION | PANDORA BAHLMAN | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX2054 | 340-34-990-7340 | 14.99 | ADOBE INC | Subscription for document editing | 07/04/2022 | 07/03/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| JENNIFER L MOORE | XXXXXXXXXXXX1872 | 350-00-000-2871 | 129.98 | MHS INCLINE VILLAGE, INC | Vets Club trips to protect Aspen Grove pavers - Pancake Breakfast | 07/04/2022 | 07/03/2022 | Y | 9.92 | JENNIFER MOORE | JENNIFER MOORE | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 420-52-930-7415 | 97.98 | AMZN MKTP US 2T8T2T33 | Engineering supplies - tree tags | 07/04/2022 | 07/03/2022 | Y | 0 | RONNIE RECTOR | RONNIE RECTOR | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2082 | 350-00-000-2871 | 38.94 | AMAZON.COM T60T7P2H3 | operating coffee | 07/05/2022 | 07/04/2022 | Y | 0 | SHELLA LEION | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2082 | 350-00-000-2871 | 91.9 | AMZN MKTP US 5N8U98L23 AM | operating - canvas | 07/05/2022 | 07/04/2022 | Y | 0 | SHELLA LEION | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2082 | 350-00-000-2871 | 158.34 | MFOFS PIZZA AND PASTA | 25 percent to beach | 07/06/2022 | 07/04/2022 | Y | 0 | SHELLA LEION | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2082 | 390-39-990-7415 | 475.01 | MFOFS PIZZA AND PASTA | 75 percent to beach | 07/06/2022 | 07/04/2022 | Y | 0 | SHELLA LEION | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2082 | 350-00-000-2871 | 22.26 | RALLEY S #113 | operating - coffee | 07/06/2022 | 07/04/2022 | Y | 0 | SHELLA LEION | PANDORA BAHLMAN | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX2086 | 390-39-850-7415 | 39.92 | AMZN MKTP US 5A26P7P13 | Pool towels for swim lessons at BC Pool | 07/05/2022 | 07/04/2022 | Y | 0 | SHELLA LEION | GWYNNE CUNNINGHAM | Closed |
| JENNIFER L MOORE | XXXXXXXXXXXX1872 | 350-00-000-2871 | 61.69 | ACE HARDWARE CORPORATION | Bike - portable BBQ | 07/05/2022 | 07/04/2022 | Y | 0 | SHELLA LEION | JENNIFER MOORE | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX2086 | 390-39-850-7415 | 95.85 | AMZN MKTP US 604606K13 | Pool towels for swim lessons at BC Pool | 07/05/2022 | 07/04/2022 | Y | 0 | SHELLA LEION | GWYNNE CUNNINGHAM | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX2086 | 390-39-850-7415 | 392 | HOMEDEPOT.COM | Umbrella bases for BC Pool | 07/07/2022 | 07/05/2022 | Y | 0 | SHELLA LEION | GWYNNE CUNNINGHAM | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX2086 | 390-39-850-7415 | 305 | HOMEDEPOT.COM | Umbrellas for BC Pool | 07/07/2022 | 07/05/2022 | Y | 0 | SHELLA LEION | GWYNNE CUNNINGHAM | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 390-39-780-7415 | 224.67 | SP SWISS KNIFE SHOP | Multi tool | 07/06/2022 | 07/05/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 390-39-780-7415 | 224.67 | SP SWISS KNIFE SHOP | Multi tool | 07/06/2022 | 07/05/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX2065 | 100-12-130-7310 | 1.99 | GOOGLE STORAGE | Google Drive - July | 07/05/2022 | 07/05/2022 | Y | 0 | CHRIS LAVERY | CHRIS LAVERY | Closed |
| DAREL BARLOW | XXXXXXXXXXXX2056 | 200-25-230-7680 | 50 | CALIFORNIA WATER ENVIRON | CEU training | 07/07/2022 | 07/06/2022 | Y | 4.65 | JIM YOUNGBLOOD | DAREL BARLOW | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX2086 | 390-39-850-7415 | 27.99 | CARSON DONUT | Donuts for staff meeting | 07/07/2022 | 07/06/2022 | Y | 0 | SHELLA LEION | GWYNNE CUNNINGHAM | Closed |
| BRAD ECK | XXXXXXXXXXXX1765 | 430-53-940-7520 | 30.72 | THE HOME DEPOT #3312 | Vents for Mt. Golf ice machine enclosure. | 07/08/2022 | 07/06/2022 | Y | 0 | JUSTIN BLUHM | BRAD ECK | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX2054 | 340-34-980-7340 | 52.99 | ADOBE CREATIVE CLOUD | Subscription for document editing and creating - slopes department | 07/07/2022 | 07/06/2022 | N | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| JENNIFER L MOORE | XXXXXXXXXXXX1872 | 350-00-000-2871 | 25 | RNO AIRPORT PARKING MPAY | Annual RNO Parking permit fee - Senior Transportation | 07/08/2022 | 07/06/2022 | Y | 0 | INDRA WINQUEST | JENNIFER MOORE | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX2086 | 370-43-780-7430 | -10.46 | HIVIS & SUMMIT SAFETY | HIVIS credit -\$10.46 | 07/08/2022 | 07/06/2022 | Y | 0 | INDRA WINQUEST | STEVEN PHILLIPS | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX2110 | 340-34-980-7310 | 52.99 | ADOBE CREATIVE CLOUD | Monthly Adobe Creative Suite subscription fee - marketing manager | 07/07/2022 | 07/06/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX2110 | 340-34-980-7310 | 52.99 | ADOBE CREATIVE CLOUD | Monthly Adobe Creative Suite subscription fee - video photo coordinator | 07/07/2022 | 07/06/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| JACLYN M REAM | XXXXXXXXXXXX2128 | 340-34-980-7310 | 52.99 | ADOBE 800-833-6687 | Adobe Creative Cloud software use in marketing | 07/07/2022 | 07/06/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| DOY SHOWS | XXXXXXXXXXXX2060 | 390-39-780-7415 | 32.11 | BEST BUY 00001339 | Best Buy \$32.11 credit for computer | 07/08/2022 | 07/06/2022 | Y | 0 | STEVEN PHILLIPS | DOY SHOWS | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 330-33-530-7415 | 59.12 | SMRFTFOODSC502 | steam table foil pans | 07/08/2022 | 07/06/2022 | Y | 4.18 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| RICH ALLEN | XXXXXXXXXXXX2069 | 410-51-900-7490 | 1476.19 | SIMPLE TIRE | Repair Tires | 07/08/2022 | 07/07/2022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2082 | 350-00-000-2871 | 7.76 | WALMART.COM AA | food merch | 07/08/2022 | 07/07/2022 | Y | 0 | SHELLA LEION | PANDORA BAHLMAN | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX2086 | 390-39-850-7415 | 603.74 | AMZN MKTP US LC1U9ZU33 | Pool noodles for Jr. Guard and Mini Guard Camps | 07/08/2022 | 07/07/2022 | Y | 0 | SHELLA LEION | GWYNNE CUNNINGHAM | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX2086 | 390-39-850-7415 | 330 | SPECTRUM PRODUCTS | Crank for pool cover reel BC Pool | 07/08/2022 | 07/07/2022 | Y | 0 | SHELLA LEION | GWYNNE CUNNINGHAM | |

| Cardholder Name 1 | Card Number (Last 4) | G/L Account | Amount | Merchant Name | Description | Posting Date | Transaction Date | Receipt Image | Sales Tax Amount | Statement Approved By | Statement Reviewed By | Statement Status |
|---------------------|----------------------|-----------------|---------|-----------------------------|---|--------------|------------------|---------------|------------------|-----------------------|-----------------------|------------------|
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 320-40-000-0720 | 196.17 | COSTCO WISE #0127 | food for operations | 07/14/2022 | 07/13/2022 | Y | 13.86 | J. HOWARD | WILLIAM VANDENBU | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-48-840-7415 | 149.51 | AMZN MKTP US XR3XE1JZ3 | operating cups | 07/15/2022 | 07/14/2022 | Y | 0 | SHELLA LEUON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-48-840-7415 | 87.31 | AMAZON.COM 2088X5633 AMZN | food mesh | 07/15/2022 | 07/14/2022 | Y | 0 | SHELLA LEUON | PANDORA BAHLMAN | Closed |
| MADONNA DUNBAR | XXXXXXXXXXXX2819 | 200-28-990-7415 | 4138.91 | 4IMPRINT, INC | 550 custom metal bottles | 07/15/2022 | 07/14/2022 | Y | 0 | BRAD UNDERWOOD | MADONNA DUNBAR | Closed |
| CARL STUMP | XXXXXXXXXXXX6992 | 200-22-240-7680 | 3 | WF4ENVENVIOP SERVICE FEE | Grade 1 Certification E Pay Fee | 07/15/2022 | 07/14/2022 | Y | 0 | JIM YOUNGBLOOD | CARL STUMP | Closed |
| CARL STUMP | XXXXXXXXXXXX6992 | 200-22-240-7680 | 120 | NV ENVIRONMENTAL PROTECT | Grade 1 Certification Test Fee | 07/15/2022 | 07/14/2022 | Y | 0 | JIM YOUNGBLOOD | CARL STUMP | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 320-40-000-0720 | 228.84 | SMRTPRODSVCS02 | food for operations | 07/18/2022 | 07/14/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBU | Closed |
| MATTHEW BELOTE | XXXXXXXXXXXX2653 | 100-12-130-7310 | 98.01 | AMZN MKTP US F51KSDXK73 | USBC e Hub/Miniport Adapter, Dockteck 7-in-1 USB-C Hub, 100-12-130-7310 | 07/18/2022 | 07/14/2022 | Y | 0 | J. HOWARD | MATTHEW BELOTE | Closed |
| JUSTIN BLUHM | XXXXXXXXXXXX1666 | 430-53-940-7430 | 90.8 | AMAZON.COM T50F10733 | Uniform Purchase Brad | 07/18/2022 | 07/15/2022 | Y | 0 | J. HOWARD | JUSTIN BLUHM | Closed |
| JEFF CLOUTHER | XXXXXXXXXXXX1724 | 320-31-420-7350 | 251.55 | MOFOS PIZZA AND PASTA | Lunch for 20 maintenance employees 320-31-420-7350 | 07/18/2022 | 07/15/2022 | Y | 0 | | | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 370-43-780-7415 | 206.9 | AMZN MKTP US M3JAR2403 | \$206.90 pitching rubbers | 07/18/2022 | 07/15/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 370-43-780-7415 | 76.86 | VIST APRINT | Visit-Print Business cards \$76.86 | 07/18/2022 | 07/15/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| LAUREN AIDA | XXXXXXXXXXXX1898 | 330-33-500-7405 | 49.40 | AMZN MKTP US 0Y1PL5LQ3 | office supplies | 07/18/2022 | 07/15/2022 | Y | 0 | J. HOWARD | LAUREN AIDA | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX2065 | 100-12-130-7310 | 9.87 | ADOBE ACROPRO SUBS | Add Adobe License Revenue Office | 07/18/2022 | 07/15/2022 | Y | 0 | | CHRIS LAVERY | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX2065 | 100-12-130-7310 | 49 | LIVESTREAM.COM | Livestream - July | 07/18/2022 | 07/15/2022 | Y | 0 | | CHRIS LAVERY | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 420-52-930-7415 | 43 | WASHOE CO RECORDER OTC | Notice of Completion Recording, Slot Peak Waterlines | 07/18/2022 | 07/15/2022 | Y | 0 | | RONNIE RECTOR | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 420-52-930-7415 | 1.51 | AMS SERVICE FEE 101573 | Notice of Completion Recording, Slot Peak Waterlines | 07/18/2022 | 07/15/2022 | Y | 0 | | RONNIE RECTOR | Closed |
| JOSE SANCHEZ | XXXXXXXXXXXX1529 | 100-12-130-7300 | 6.96 | AMZN MKTP US DT15040 | iPhone Screen Protector for John Dollar. Ordered from Amazon.com | 07/18/2022 | 07/15/2022 | Y | 0 | | | Closed |
| JOSE SANCHEZ | XXXXXXXXXXXX1529 | 100-12-130-7300 | 14.35 | AMZN MKTP US Y72G9EM3 | Replacement phone battery for Food Beverage Grille phone. Ordered from Amazon.com | 07/18/2022 | 07/15/2022 | Y | 0 | | | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-48-840-7415 | 38.94 | AMAZON.COM ID6EM6053 AMZN | operating - coffee | 07/18/2022 | 07/17/2022 | Y | 0 | SHELLA LEUON | PANDORA BAHLMAN | Closed |
| JEFF CLOUTHER | XXXXXXXXXXXX1724 | 320-31-420-7415 | 37.99 | AMZN MKTP US WV23896A3 | Batteries for irrigation radioss 320-31-420-7415 | 07/18/2022 | 07/17/2022 | Y | 0 | | | Closed |
| JOHN OLSON | XXXXXXXXXXXX1091 | 340-34-620-7433 | 39.99 | AMAZON.COM 157KA0V53 AMZN | Work gloves, safety equipment. | 07/18/2022 | 07/17/2022 | Y | 0 | MIKE BANDELIN | JOHN OLSON | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX2210 | 370-43-780-7310 | 79 | APPOINTMENT-PLUS/STORMSOFT | \$79.00 App Plus | 07/18/2022 | 07/17/2022 | Y | 0 | INDRA WINQUEST | STEVEN PHILLIPS | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX2210 | 340-34-980-7310 | 29.99 | ADOBE STOCK | Monthly Adobe Stock subscription fee - video photo coordinator | 07/18/2022 | 07/17/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| JIM E YOUNGBLOOD | XXXXXXXXXXXX2235 | 200-22-240-7840 | 39.98 | AMZN MKTP US IG4JV7KU3 | Cell phone case and screen protector Jesse | 07/18/2022 | 07/17/2022 | Y | 0 | BRAD UNDERWOOD | JIM YOUNGBLOOD | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX2065 | 100-13-160-7415 | 20 | ZOOM US 888-799-9666 | Zoom Webinar License - Rec - Per Shelia | 07/19/2022 | 07/18/2022 | Y | 0 | | CHRIS LAVERY | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX2065 | 100-13-160-7415 | 20 | ZOOM US 888-799-9666 | Zoom Webinar License - Rec - Per Shelia | 07/19/2022 | 07/18/2022 | Y | 0 | | CHRIS LAVERY | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX2065 | 100-12-130-7310 | 389 | ZOOM US 888-799-9666 | Zoom Webinar and Host Licenses | 07/19/2022 | 07/18/2022 | Y | 0 | | CHRIS LAVERY | Closed |
| SHELLA A LEJON | XXXXXXXXXXXX2029 | 390-39-710-7415 | 30.94 | AMAZON.COM 48BYPA4CE | Protective cell phone case for District issued Lead Host phone | 07/18/2022 | 07/18/2022 | Y | 0 | | SHELLA LEUON | Closed |
| JOHN OLSON | XXXXXXXXXXXX1091 | 340-34-620-7433 | 89.99 | AMZN MKTP US 8H6LC9E03 | Work gloves, safety equipment. | 07/19/2022 | 07/18/2022 | Y | 0 | INDRA WINQUEST | JOHN OLSON | Closed |
| JOSE SANCHEZ | XXXXXXXXXXXX1529 | 200-22-970-7300 | 42.99 | AMZN MKTP US ID7F77P23 | Dual Monitor Stand for new Sewer Treatment Plant Supervisor. Ordered from Amazon.com | 07/19/2022 | 07/18/2022 | Y | 0 | | | Closed |
| CURTIS G TRULLIO | XXXXXXXXXXXX2193 | 410-51-900-7415 | 189 | TAHOE FOREST HOSPITALAL DIS | Fleet Employee Vaccinations TDAP, HEPA B | 07/20/2022 | 07/18/2022 | Y | 0 | ERIN FEORE | CURTIS TRULLIO | Closed |
| CURTIS G TRULLIO | XXXXXXXXXXXX2193 | 410-51-900-7415 | 69.4 | TAHOE FOREST HOSPITALAL DIS | Post Accident Drug Screen in Finance. | 07/20/2022 | 07/18/2022 | Y | 0 | ERIN FEORE | CURTIS TRULLIO | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-48-840-7415 | 559.58 | HYDRO FIT | operating coffee | 07/20/2022 | 07/19/2022 | Y | 0 | SHELLA LEUON | PANDORA BAHLMAN | Closed |
| JEFF D BENDORF | XXXXXXXXXXXX1658 | 200-22-240-7680 | 350 | EB CVU-101 2 DAY COUR | Cla-Valve class for Eric F. | 07/20/2022 | 07/19/2022 | Y | 0 | | | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX2871 | 390-39-850-7340 | 55.99 | SP SWIMOUTLET.COM | Social order swim lesson suit | 07/20/2022 | 07/19/2022 | Y | 0 | SHELLA LEUON | GWYNNE CUNNINGH | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 370-43-780-7415 | 92.32 | AMZN MKTP US 0L7209E63 | \$92.32 chair wheels | 07/20/2022 | 07/19/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| LAUREN AIDA | XXXXXXXXXXXX1898 | 330-33-500-7680 | 40 | FSP RENOV | Networking and professional development meeting | 07/20/2022 | 07/19/2022 | Y | 0 | J. HOWARD | LAUREN AIDA | Closed |
| LAUREN AIDA | XXXXXXXXXXXX1898 | 320-00-000-0720 | 1795.25 | SQ HAPPY TIERS BAKERY | baked goods for banquet resale | 07/20/2022 | 07/19/2022 | Y | 0 | J. HOWARD | LAUREN AIDA | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX2065 | 200-25-230-7515 | 551.25 | EBAY O 16-08881-83456 | Cisco ETA 9300 Switches - Coding Per J. Youngblood | 07/20/2022 | 07/19/2022 | Y | 13.86 | | CHRIS LAVERY | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX2065 | 200-25-230-7515 | 551.25 | EBAY O 16-08881-83456 | Cisco ETA 9300 Switches - Coding Per J. Youngblood | 07/20/2022 | 07/19/2022 | Y | 0 | | CHRIS LAVERY | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX2065 | 200-22-230-7515 | 551.25 | EBAY O 16-08881-83456 | Cisco ETA 9300 Switches - Coding Per J. Youngblood | 07/20/2022 | 07/19/2022 | Y | 0 | | CHRIS LAVERY | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX2110 | 380-45-980-7415 | 46 | JONES SCHOOL SUPPLY CO., | Ribbons for Incline Open medals and awards - additional 100 qty | 07/21/2022 | 07/19/2022 | Y | 0 | | PAUL RAYMORE | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 200-22-970-7415 | 21.08 | AMZN MKTP US 3Z54K48X3 | Wall clock for conference room. | 07/20/2022 | 07/19/2022 | Y | 0 | MIKE BANDELIN | RONNIE RECTOR | Closed |
| JOSE SANCHEZ | XXXXXXXXXXXX1529 | 200-22-970-7300 | 42.49 | AMZN MKTP US V0X0C8X23 | Wireless Keyboard and Mouse for new Sewer Treatment Plant Supervisor. Ordered from Amazon | 07/20/2022 | 07/19/2022 | Y | 0 | | | Closed |
| RICH ALLEN | XXXXXXXXXXXX1490 | 410-51-900-7490 | 210.48 | AMZN MKTP US 02215M003 | Repair Parts | 07/21/2022 | 07/20/2022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-48-840-7415 | 109 | AMZN MKTP US 8S49329C3 | operating - cones safety | 07/21/2022 | 07/20/2022 | Y | 0 | SHELLA LEUON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-48-840-7415 | 149.51 | AMZN MKTP US 4G63V0PE3 | operating hot cup | 07/21/2022 | 07/20/2022 | Y | 0 | SHELLA LEUON | PANDORA BAHLMAN | Closed |
| MATTHEW BELOTE | XXXXXXXXXXXX2653 | 100-12-130-7300 | 1250.97 | AMZN MKTP US L573V4F33 | APC UPS Battery Replacement, RBC57, for APC Smart-UPS , 100-12-130-7300 | 07/21/2022 | 07/20/2022 | Y | 0 | | | Closed |
| MATTHEW BELOTE | XXXXXXXXXXXX2653 | 100-12-130-7330 | 34.64 | AMZN MKTP US 8K1VX5813 | UV Dual VESA Bracket Adapter, Horizontal Assembly Mount, 100-12-130-7300 | 07/21/2022 | 07/20/2022 | Y | 0 | | | Closed |
| JEFF D BENDORF | XXXXXXXXXXXX1658 | 200-22-240-7405 | 158.5 | AMZN MKTP US 045M07MF3 | Pipeline trimmer controls 320-31-420-7415 | 07/21/2022 | 07/20/2022 | Y | 0 | | | Closed |
| JEFF CLOUTHER | XXXXXXXXXXXX1724 | 320-31-420-7415 | 616.5 | AMZN MKTP US 6K88E80K3 | Irrigation nozzles, pump 320-31-420-7415 | 07/21/2022 | 07/20/2022 | Y | 0 | | | Closed |
| MADONNA DUNBAR | XXXXXXXXXXXX2819 | 200-28-990-7415 | 148.89 | SP GREEN PAPER PRD | Paper cups for water stations | 07/21/2022 | 07/20/2022 | Y | 0 | | | Closed |
| MADONNA DUNBAR | XXXXXXXXXXXX2819 | 200-27-380-7415 | 158.64 | SP GREEN PAPER PRD | paper plates for IGVIGD PW | 07/21/2022 | 07/20/2022 | Y | 0 | BRAD UNDERWOOD | MADONNA DUNBAR | Closed |
| LAUREN AIDA | XXXXXXXXXXXX1898 | 330-33-500-7415 | 31.98 | AMZN MKTP US 5Z0T87KV3 | cleaning supplies | 07/20/2022 | 07/20/2022 | Y | 0 | J. HOWARD | LAUREN AIDA | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 410-51-900-7440 | 91 | CALIFORNIA WATER ENVIRON | Car renewal, D. Barlow Plant Maint Tech | 07/21/2022 | 07/20/2022 | Y | 8.46 | | RONNIE RECTOR | Closed |
| RICH ALLEN | XXXXXXXXXXXX1490 | 410-51-920-7430 | 65.8 | AMZN MKTP US 9Y0V8E03 | Uniforms | 07/22/2022 | 07/21/2022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| RICH ALLEN | XXXXXXXXXXXX1490 | 410-51-900-7490 | 191.88 | AMZN MKTP US 7X4EB7TJ3 | Repair Parts | 07/22/2022 | 07/21/2022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 390-39-710-7415 | 7.05 | AMZN MKTP US 0K23V0PE3 | beach first aid | 07/21/2022 | 07/21/2022 | Y | 0 | SHELLA LEUON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-48-840-7415 | 15 | AMZN MKTP US 6D061670C3 | sterile gloves | 07/22/2022 | 07/21/2022 | Y | 0 | SHELLA LEUON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 390-39-710-7415 | 14.99 | AMZN MKTP US 6D061670C3 | sterile gloves | 07/22/2022 | 07/21/2022 | Y | 0 | SHELLA LEUON | PANDORA BAHLMAN | Closed |
| JEFF D BENDORF | XXXXXXXXXXXX1658 | 200-22-240-7680 | 398.89 | AMZN MKTP US L40129C3 | Papierlinier center cartridges | 07/25/2022 | 07/24/2022 | Y | 0 | | | Closed |
| JAMIE FELLOWS | XXXXXXXXXXXX2748 | 430-53-940-7520 | 43.98 | THE HOME DEPOT #3311 | wood for chatcau | 07/25/2022 | 07/21/2022 | Y | 0 | | | Closed |
| VICTOR GUTIERREZ | XXXXXXXXXXXX2805 | 330-33-500-7415 | 165.56 | THE HOME DEPOT #3310 | farm wood table repairs and oscillating fan | 07/25/2022 | 07/21/2022 | Y | 0 | J. HOWARD | VICTOR GUTIERREZ | Closed |
| LAUREN AIDA | XXXXXXXXXXXX1898 | 330-33-500-7415 | 35.99 | AMZN MKTP US 573Z2ATN3 | menu sign holder | 07/22/2022 | 07/21/2022 | Y | 0 | | LAUREN AIDA | Closed |
| MATTHEW MELLILLI | XXXXXXXXXXXX1656 | 340-34-630-7340 | 60 | MSFT E08090JL2 | Monthly fee for SharePoint | 07/22/2022 | 07/21/2022 | N | 0 | J. HOWARD | LAUREN AIDA | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 420-52-930-7415 | 62 | AIR VACUUM | Block - Air Vacuum, Air-Release, Air-Vacuum, and Combination | 07/22/2022 | 07/21/2022 | Y | 0 | | | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 320-31-530-7405 | 148.79 | AMZN MKTP US TY57B1MP3 | office supplies | 07/22/2022 | 07/21/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBU | Closed |
| RICH ALLEN | XXXXXXXXXXXX1490 | 410-51-900-7490 | 244.98 | SQ TADIBROTHERS | Repair Parts | 07/25/2022 | 07/22/2022 | Y | 23.27 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-40-000-0710 | 497.89 | FNIS, INC. | merchandise | 07/22/2022 | 07/22/2022 | Y | 0 | SHELLA LEUON | PANDORA BAHLMAN | Closed |
| DARLE BARLOW | XXXXXXXXXXXX2661 | 200-22-230-7520 | 2528.73 | TEC CDF DISTRIBUTORS | New pre hung exterior fire door for BCWDP UV room | 07/25/2022 | 07/22/2022 | Y | 0 | SHELLA LEUON | DARLE BARLOW | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 370-43-780-7510 | 40.64 | LOWES #00907 | \$40.64 concrete strength fiber | 07/25/2022 | 07/22/2022 | Y | 0 | JIM YOUNGBLOOD | SAMANTHA GOUGH | Closed |
| J. DARRIN HOWARD | XXXXXXXXXXXX20365 | 320-31-410-7415 | 80.37 | MARKER SUPPLY | Markers for scoreboards 320-31-410-7415 | 07/25/2022 | 07/22/2022 | Y | 0 | INDRA WINQUEST | J. HOWARD | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 420-52-930-7415 | 160 | AMZN MKTP US JW0T473F3 | Additionally numbered tree tags for Engineering | 07/25/2022 | 07/22/2022 | Y | 0 | | RONNIE RECTOR | Closed |
| BILL C ROBBINS | XXXXXXXXXXXX2144 | 200-2 | | | | | | | | | | |

| Cardholder Name 1 | Card Number (Last 4) | G/L Account | Amount | Merchant Name | Description | Posting Date | Transaction Date | Receipt Image | Sales Tax Amount | Statement Approved By | Statement Reviewed By | Statement Status |
|---------------------|----------------------|-----------------|---------|---------------------------|--|--------------|------------------|---------------|------------------|-----------------------|-----------------------|------------------|
| GWYNNE C CUNNINGHAM | XXXXXXXXXX8781 | 390-39-850-7425 | 74.59 | AMZN MKTP US I6R6M18D3 | Reagents for Burt Cedar Pool | 07/28/2022 | 07/27/2022 | Y | 0 | SHELLA LEJON | GWYNNE CUNNINGH | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXX8781 | 390-39-850-7425 | 18.57 | AMZN MKTP US 501E43F3 | Reagents for BC Pool | 07/28/2022 | 07/27/2022 | Y | 0 | SHELLA LEJON | GWYNNE CUNNINGH | Closed |
| TIM KELLY | XXXXXXXXXX0991 | 350-46-831-7415 | 214.54 | WWW.SCHELLS.COM | softballs for adult leagues and paradise mens tournament Labor Day | 07/28/2022 | 07/27/2022 | Y | 0 | SHELLA LEJON | TIM KELLY | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXX09514 | 340-34-990-7350 | 600 | PAYPAL PARKERBOHON | Ad for recruitment of Slope Mgr. | 07/28/2022 | 07/27/2022 | Y | 0 | | | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXX09514 | 340-34-990-7415 | 0.46 | CROSS BORDER TRANS FEE | Shipping | 07/28/2022 | 07/27/2022 | N | 0 | | | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXX09514 | 340-34-990-7415 | 46.19 | DIY SPARE PARTS | Brush for Crew Supplies | 07/28/2022 | 07/27/2022 | Y | 0 | | | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXX09514 | 340-34-690-7415 | 373.56 | THE HOME DEPOT 3312 | Supplies for Building improvements | 07/29/2022 | 07/27/2022 | Y | 0 | | | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXX09514 | 340-34-690-7415 | 574.5 | THE HOME DEPOT 3312 | Supplies for Building improvements | 07/29/2022 | 07/27/2022 | Y | 0 | | | Closed |
| RONNIE RECTOR | XXXXXXXXXX2136 | 200-22-970-7415 | 21.99 | RAINBOW PRINTING & OFFICE | General office supplies | 07/28/2022 | 07/27/2022 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| RONNIE RECTOR | XXXXXXXXXX2136 | 420-52-930-7415 | 391.25 | RAINBOW PRINTING & OFFICE | No Parking signs, copy paper | 07/28/2022 | 07/27/2022 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| SARAH G VIDRA | XXXXXXXXXX02219 | 200-28-990-7415 | 10 | EB JULY 28 2022 | State of the Lake Presentation 2022 TERC | 07/28/2022 | 07/27/2022 | Y | 0 | MADONNA DUNBAR | SARAH VIDRA | Closed |
| RICH ALLEN | XXXXXXXXXX09490 | 410-51-900-7490 | 96.45 | EBAY 0 12-08917-63399 | Repair Parts | 07/29/2022 | 07/28/2022 | Y | 5.95 | JIM YOUNGBLOOD | RICH ALLEN | Closed |
| TIM BUXTON | XXXXXXXXXX06182 | 200-22-870-7415 | 43 | WASHO CO RECORDER OTC | Enrollment 138 Mayhew | 07/28/2022 | 07/28/2022 | Y | 0 | KATE NELSON | TIM BUXTON | Closed |
| TIM BUXTON | XXXXXXXXXX06182 | 200-22-870-7415 | 1.51 | AMS SERVICE FEE 101573 | 138 Mayhew easement administrative charges | 08/01/2022 | 07/28/2022 | Y | 0 | KATE NELSON | TIM BUXTON | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXX09514 | 340-34-450-7415 | 57.43 | AMZN MKTP US 0B74R3I23 | Air Filters | 07/29/2022 | 07/28/2022 | Y | 0 | | | Closed |
| JOHN OLSON | XXXXXXXXXX01098 | 340-34-620-7510 | 1777.58 | RM YOUNG COMPANY | Replacement wind meter for Crystal Express, Tower 19. | 07/28/2022 | 07/28/2022 | Y | 0 | MIKE BANDELIN | JOHN OLSON | Closed |
| JOHN OLSON | XXXXXXXXXX01098 | 340-34-620-7433 | 86.69 | AMAZON.COM 906R40Q03 AMZN | Supply parts for Lift Maintenance. | 07/29/2022 | 07/28/2022 | Y | 0 | MIKE BANDELIN | JOHN OLSON | Closed |
| PAUL A RAYMORE | XXXXXXXXXX02110 | 380-45-980-7010 | 25 | FACEBK THTD8FKU2D | Boosted Facebook Post for Incline Open Tennis Pickleball Tournaments | 07/28/2022 | 07/28/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| BILL C ROBBINS | XXXXXXXXXX02144 | 200-25-230-7415 | 27.9 | AMZN MKTP US E25D86Y43 | Hand soap | 07/29/2022 | 07/28/2022 | Y | 0 | JIM YOUNGBLOOD | BILL ROBBINS | Closed |
| BILL C ROBBINS | XXXXXXXXXX02144 | 200-25-230-7405 | 54.35 | AMAZON.COM 9B9Y79E13 AMZN | Packaging tape and pencil cup. | 07/29/2022 | 07/28/2022 | Y | 0 | JIM YOUNGBLOOD | BILL ROBBINS | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 330-33-500-7310 | 26.95 | MOOD PANDORA | Chateau Pandora | 07/29/2022 | 07/28/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBU | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 340-36-530-7310 | 26.95 | MOOD PANDORA | Loft Bar Pandora | 07/29/2022 | 07/28/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBU | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 340-36-530-7310 | 26.95 | MOOD PANDORA | Snowflake Pandora | 07/29/2022 | 07/28/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBU | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 320-31-530-7310 | 26.95 | MOOD PANDORA | Grille Pandora | 07/29/2022 | 07/28/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBU | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 330-33-530-7415 | 1735.35 | THE WEBSTRAUNT STORE INC | replacement flatware | 08/01/2022 | 07/28/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBU | Closed |
| TIM BUXTON | XXXXXXXXXX06182 | 200-22-870-7415 | 4.51 | AMS SERVICE FEE 101573 | 138 Mayhew encroachment agreement administrative charge | 08/01/2022 | 07/29/2022 | Y | 0 | KATE NELSON | TIM BUXTON | Closed |
| TIM BUXTON | XXXXXXXXXX06182 | 200-22-870-7415 | 20 | WASHO CO RECORDER OTC | Enrollment 138 Mayhew | 08/01/2022 | 07/29/2022 | Y | 0 | KATE NELSON | TIM BUXTON | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXX8781 | 390-39-850-7425 | 30.44 | AMZN MKTP US D17A00S3 | Reagents for BC Pool | 08/01/2022 | 07/29/2022 | Y | 0 | SHELLA LEJON | GWYNNE CUNNINGH | Closed |
| SAMANTHA GOUGH | XXXXXXXXXX01971 | 370-43-780-7510 | 106.8 | HOMEDEPOT.COM | \$106.80 flyr concrete additive RC | 08/01/2022 | 07/29/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| LAUREN A IIDA | XXXXXXXXXX01898 | 330-33-500-7415 | 3543.17 | BIZCHAIR | 40 replacement cross back chairs for rental inventory | 08/01/2022 | 07/29/2022 | Y | 0 | LAUREN IIDA | LAUREN IIDA | Closed |
| JOHN OLSON | XXXXXXXXXX01098 | 340-34-620-7415 | 169.26 | NETD SUPPLY CO INC | Batteries for Non Destructive Testing equipment for testing lift components. | 08/01/2022 | 07/29/2022 | Y | 14.12 | MIKE BANDELIN | JOHN OLSON | Closed |
| RONNIE RECTOR | XXXXXXXXXX02136 | 200-22-240-7480 | 108 | OWPASCSTATE | Collection Systems Maintenance training textbook | 08/01/2022 | 07/29/2022 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| BILL C ROBBINS | XXXXXXXXXX02144 | 200-25-230-7415 | 21.21 | AMZN MKTP US XDG6K3IE3 | Breakroom supplies | 08/01/2022 | 07/29/2022 | Y | 0 | JIM YOUNGBLOOD | BILL ROBBINS | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 330-33-500-7415 | 300.5 | THE HOME DEPOT 3312 | power washer parts | 08/01/2022 | 07/29/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBU | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXX8781 | 390-39-850-7415 | 122 | HOMEDEPOT.COM | 122 HOMEDEPOT.COM | 08/01/2022 | 07/30/2022 | Y | 0 | SHELLA LEJON | GWYNNE CUNNINGH | Closed |
| VICTOR GUTIERREZ | XXXXXXXXXX02085 | 330-33-500-7415 | 9.99 | AMZN MKTP US ID4B07493 | Reflective tape | 08/01/2022 | 07/30/2022 | Y | 0 | J. HOWARD | VICTOR GUTIERREZ | Closed |
| LAUREN A IIDA | XXXXXXXXXX02110 | 390-33-530-7415 | 107.97 | AMZN MKTP US 5A6K0U0NB3 | Refuge sign holders | 08/01/2022 | 07/30/2022 | Y | 0 | J. HOWARD | LAUREN IIDA | Closed |
| PAUL A RAYMORE | XXXXXXXXXX02110 | 380-45-980-7010 | 25 | FACEBK WASHO CO | Boosted Facebook Post for Incline Open Tennis Pickleball Tournaments | 08/01/2022 | 07/30/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| RONNIE RECTOR | XXXXXXXXXX02136 | 420-52-930-7415 | 30.53 | ULINE SHIP SUPPLIES | Returns shipping expense for used parking lot signs. | 08/01/2022 | 07/30/2022 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| JOHN OLSON | XXXXXXXXXX01098 | 340-34-620-7435 | 66.23 | AMZN MKTP US HN25L9I83 | Replacement tools/bag for the Lift Department. | 08/01/2022 | 07/31/2022 | Y | 0 | MIKE BANDELIN | JOHN OLSON | Closed |
| RICH ALLEN | XXXXXXXXXX01609 | 410-51-900-7490 | 350.3 | SUPERIOR HYDRAULICS | Repair parts | 08/02/2022 | 08/01/2022 | Y | 26.75 | JIM YOUNGBLOOD | RICH ALLEN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXX02821 | 350-40-000-0720 | 55.29 | AMAZON.COM XEY3A2RW3 | food merch | 08/02/2022 | 08/01/2022 | Y | 0 | SHELLA LEJON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXX02821 | 350-40-000-0710 | 29.85 | AMAZON.COM T88857W83 | merch disc golf | 08/02/2022 | 08/01/2022 | Y | 0 | SHELLA LEJON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXX02821 | 350-48-840-7415 | 23.52 | RALEY S #113 | operating | 08/03/2022 | 08/01/2022 | Y | 0 | SHELLA LEJON | PANDORA BAHLMAN | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXX8781 | 390-39-850-7425 | 16 | AMZN MKTP US L12R08A0B3 | Reagents for BC Pool cyanuric acid tester | 08/02/2022 | 08/01/2022 | Y | 0 | SHELLA LEJON | GWYNNE CUNNINGH | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXX8781 | 390-39-850-7415 | 8.3 | COSTCO WISE #0127 | Supplies for Mini Guard and Jr. Guard camps | 08/02/2022 | 08/01/2022 | Y | 5.92 | SHELLA LEJON | GWYNNE CUNNINGH | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXX8781 | 390-39-850-7415 | 49 | UNIFLORA USA | Uniflora base | 08/02/2022 | 08/01/2022 | Y | 0 | SHELLA LEJON | GWYNNE CUNNINGH | Closed |
| SAMANTHA GOUGH | XXXXXXXXXX01971 | 370-43-780-7415 | 66.04 | AMZN MKTP US 2520W0V13 | \$66.04 PPE Hydration container | 08/01/2022 | 08/01/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| VICTOR GUTIERREZ | XXXXXXXXXX02085 | 330-33-500-7415 | 45.9 | AMZN MKTP US WE59P6TR3 | Wall protector | 08/02/2022 | 08/01/2022 | Y | 0 | J. HOWARD | VICTOR GUTIERREZ | Closed |
| SHELLA A LEJON | XXXXXXXXXX02110 | 380-45-880-7415 | 191.21 | COSTCO WISE #0025 | Stock for Tennis Center Vending Machine | 08/02/2022 | 08/01/2022 | Y | 14.6 | SHELLA LEJON | SHELLA LEJON | Closed |
| STEVEN PHILLIPS | XXXXXXXXXX02086 | 370-43-780-7415 | 165.5 | AMZN MKTP US G77H04B3 | Safety hydration packs \$165.50 | 08/02/2022 | 08/01/2022 | Y | 0 | STEVEN PHILLIPS | STEVEN PHILLIPS | Closed |
| STEVEN PHILLIPS | XXXXXXXXXX02086 | 390-40-780-7430 | 84.41 | AMZN MKTP US 71D6M4W03 | \$84.41 YEL uniforms pants shorts | 08/02/2022 | 08/01/2022 | Y | 0 | STEVEN PHILLIPS | STEVEN PHILLIPS | Closed |
| BILL C ROBBINS | XXXXXXXXXX02144 | 200-25-230-7415 | 3.99 | AMZN MKTP US SL4P96W33 | Laundry detergent | 08/02/2022 | 08/01/2022 | Y | 0 | JIM YOUNGBLOOD | BILL ROBBINS | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 320-31-530-7310 | 269.58 | YELP INC 855-380-9357 | yelp software | 08/02/2022 | 08/01/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBU | Closed |
| SARAH G VIDRA | XXXXXXXXXX02219 | 200-27-380-7415 | 34.99 | SCHEDULICITY8775820494 | HHW and E-Waste scheduling software. | 08/02/2022 | 08/01/2022 | Y | 0 | MADONNA DUNBAR | SARAH VIDRA | Closed |
| PANDORA BAHLMAN | XXXXXXXXXX02821 | 350-40-000-0720 | 21.2 | SAMSCLUB.COM | food merch | 08/04/2022 | 08/02/2022 | Y | 0 | SHELLA LEJON | PANDORA BAHLMAN | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXX8781 | 390-39-850-7415 | 39.9 | AMZN MKTP US 0U7AC2HC3 | Reagents for BC Pool | 08/02/2022 | 08/02/2022 | Y | 0 | SHELLA LEJON | GWYNNE CUNNINGH | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXX8781 | 390-39-850-7425 | 39.8 | AMZN MKTP US 0LSDT9F03 | Reagents for BC Pool | 08/02/2022 | 08/02/2022 | Y | 0 | SHELLA LEJON | GWYNNE CUNNINGH | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXX8781 | 390-39-850-7425 | 70 | AMZN MKTP US B510E7HB3 | Gloves for beaches | 08/03/2022 | 08/02/2022 | Y | 0 | SHELLA LEJON | GWYNNE CUNNINGH | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXX8781 | 390-39-850-7415 | 77.94 | AMAZON.COM R073V1BD3 | Puddle jumpers and swim diapers for BC Pool | 08/03/2022 | 08/02/2022 | Y | 0 | SHELLA LEJON | GWYNNE CUNNINGH | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXX8781 | 390-39-850-7415 | 51.95 | AMZN MKTP US 5F27G01D | Mini Guard camps toys | 08/03/2022 | 08/02/2022 | Y | 0 | SHELLA LEJON | GWYNNE CUNNINGH | Closed |
| CHRIS LAVERY | XXXXXXXXXX02085 | 390-40-780-7310 | 439.76 | ADOBE CREATIVE CLOUD | Adobe Licenses - August | 08/03/2022 | 08/02/2022 | Y | 0 | SHELLA LEJON | CHRIS LAVERY | Closed |
| SHELLA LEJON | XXXXXXXXXX02110 | 380-45-980-7415 | 206.84 | COSTCO WISE #0025 | Beach Hot drinks and beverages | 08/03/2022 | 08/02/2022 | Y | 5.79 | SHELLA LEJON | SHELLA LEJON | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXX8781 | 390-39-850-7415 | 14.99 | AMZN MKTP US BE2V7G1C3 | Swim diapers | 08/04/2022 | 08/03/2022 | Y | 0 | SHELLA LEJON | GWYNNE CUNNINGH | Closed |
| ERIN FEORE | XXXXXXXXXX02086 | 100-13-150-7680 | 125 | LITTLER MENDELSON PC | Littler HR Conference | 08/03/2022 | 08/03/2022 | Y | 0 | SHELLA LEJON | ERIN FEORE | Closed |
| SAMANTHA GOUGH | XXXXXXXXXX01971 | 390-39-780-7415 | 186.96 | AMZN MKTP US S23129T W3 | Bike parts \$186.96 | 08/03/2022 | 08/03/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| J. DARREN HOWARD | XXXXXXXXXX02085 | 320-32-410-7340 | 682 | PGA OF AMERICA MEMBERS | PGA membership - 320-32-410-7340 | 08/04/2022 | 08/03/2022 | N | 0 | | | Closed |
| LAUREN A IIDA | XXXXXXXXXX01898 | 330-33-500-7415 | 48.58 | AMAZON.COM ID02989L3 AMZN | premium printer paper for wedding packets | 08/04/2022 | 08/03/2022 | Y | 0 | J. HOWARD | LAUREN IIDA | Closed |
| CHRIS LAVERY | XXXXXXXXXX02085 | 100-12-130-7310 | 16.44 | ADOBE ACROPRO SUBS | PDF Licenses - Additional User - PW | 08/04/2022 | 08/03/2022 | Y | 0 | SHELLA LEJON | CHRIS LAVERY | Closed |
| CARL STUMP | XXXXXXXXXX06992 | 200-22-240-7680 | 69 | ABC-NV | PSI Testing payment Grade 1 Distribution Cert. | 08/04/2022 | 08/03/2022 | Y | 0 | JIM YOUNGBLOOD | CARL STUMP | Closed |
| RICH ALLEN | XXXXXXXXXX01609 | 410-51-900-7330 | 119 | INCLINE VILLAGE TIRE | Contracted labor | 08/05/2022 | 08/04/2022 | Y | 0 | JIM YOUNGBLOOD | RICH ALLEN | Closed |
| RICH ALLEN | XXXXXXXXXX01609 | 410-51-900-7490 | 334.99 | AMZN MKTP US EX5AL2NM3 | repair parts | 08/05/2022 | 08/04/2022 | Y | 0 | JIM YOUNGBLOOD | RICH ALLEN | Closed |
| LISA HOOPES | XXXXXXXXXX02110 | 380-45-980-7415 | 100 | LITTLER MENDELSON PC | 2022 NV Regional Employer Conf Reso | 08/05/2022 | 08/04/2022 | Y | 0 | JIM YOUNGBLOOD | LISA HOOPES | Closed |
| LAUREN A IIDA | XXXXXXXXXX01898 | 330-33-500-7685 | 219 | WEDDING MBA | conference attendance for Brooke | 08/05/2022 | 08/04/2022 | Y | 0 | J. HOWARD | LAUREN IIDA | Closed |
| STEPHANIE KOEHLER | | | | | | | | | | | | |

| Cardholder Name 1 | Card Number (Last 4) | G/L Account | Amount | Merchant Name | Description | Posting Date | Transaction Date | Receipt Image | Sales Tax Amount | Statement Approved By | Statement Reviewed By | Statement Status |
|---------------------|----------------------|-------------------------------|-------------------------|---|---|--------------|------------------|---------------|------------------|-----------------------|-----------------------|------------------|
| PAUL A RAYMORE | XXXXXXXXXX2110 | 320-31-980-7415 | 50 | MALCHIMP MISC | Monthly Malchimp email marketing service fee - Golf Mt | 08/12/2022 | 08/11/2022 | Y | | MIKE BANDELIN | PAUL RAYMORE | Closed |
| PAUL A RAYMORE | XXXXXXXXXX2110 | 30 MALCHIMP MISC | 30 | MALCHIMP MISC | Monthly Malchimp email marketing service fee - Temis | 08/12/2022 | 08/11/2022 | Y | | MIKE BANDELIN | PAUL RAYMORE | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXX2136 | 300-39-850-7415 | 71.86 | COSTCO WISE #0127 | Supplies for end of season thank you party and debris for staff | 08/15/2022 | 08/15/2022 | Y | 5.08 | SHELLA LEJON | GWYNNE CUNNINGHAM | Closed |
| RONNIE RECTOR | XXXXXXXXXX2136 | 200-25-240-7685 | 251.33 | RTI SWHOTELS RAMADA BY WY | Cl/VaI class travel expense, E. Freistoffer | 08/15/2022 | 08/12/2022 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| RONNIE RECTOR | XXXXXXXXXX2136 | 200-25-240-7685 | 278.96 | SOUTHWES 5262153157116 | Cl/VaI class travel expense, E. Freistoffer | 08/15/2022 | 08/12/2022 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| CHRIS LAVERY | XXXXXXXXXX0965 | 100-12-130-7310 | 30 | DOMAINSDONERIGHT LLC | Domain Renewal - vourtaehelp.com | 08/15/2022 | 08/13/2022 | Y | 0 | SHELLA LEJON | CHRIS LAVERY | Closed |
| CHRIS LAVERY | XXXXXXXXXX0965 | 100-12-130-7310 | 30 | DOMAINSDONERIGHT LLC | Domain Renewal - ivigid.org | 08/15/2022 | 08/13/2022 | Y | 0 | SHELLA LEJON | CHRIS LAVERY | Closed |
| RICH ALLEN | XXXXXXXXXX0169 | 410-51-900-7490 | 357.57 | AMAZON.COM F6AD3613 | Uniforms | 08/15/2022 | 08/14/2022 | Y | 0 | JIM YOUNGBLOOD | RICH ALLEN | Closed |
| RICH ALLEN | XXXXXXXXXX0169 | 410-51-900-7490 | 227.48 | AMAZON.COM HT6481JL3 AMZN | Repair Parts | 08/15/2022 | 08/14/2022 | Y | 0 | JIM YOUNGBLOOD | RICH ALLEN | Closed |
| JUSTIN BLUHM | XXXXXXXXXX07432 | 430-53-940-7430 | 20.3 | AMZN MKTP US 3P63Y5Z3 | Uniforms | 08/15/2022 | 08/14/2022 | Y | 0 | J. HOWARD | JUSTIN BLUHM | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXX07871 | 390-39-850-7415 | 207.77 | PANDA EXPRESS #934 P | Food for end of season thank you party debris for staff | 08/15/2022 | 08/14/2022 | Y | 0 | SHELLA LEJON | GWYNNE CUNNINGHAM | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXX07871 | 390-39-850-7415 | 123.79 | AMAZON.COM F8A505443 AMZN | Portable power cleaner for BC Pool deck | 08/15/2022 | 08/14/2022 | Y | 0 | SHELLA LEJON | GWYNNE CUNNINGHAM | Closed |
| PANDORA BAHLMAN | XXXXXXXXXX02116 | 350-00-400-0720 | 225.88 | SAMS CLUB #4768 | Uniforms | 08/15/2022 | 08/15/2022 | Y | 0 | SHELLA LEJON | PANDORA BAHLMAN | Closed |
| MATTHEW BELOTE | XXXXXXXXXX05653 | 100-12-130-7300 | 1309.95 | AMZN MKTP US FD3R8G4P3 | Dell P2419H 24 Inch LED-Backlit, Anti-Glare, 3H Hard Coating IPS Monitor | 08/16/2022 | 08/15/2022 | Y | 0 | | | Closed |
| MICHAEL GOVE | XXXXXXXXXX01781 | 100-12-130-7300 | 339 | AMZN MKTP US R01404TO3 | Chateau wireless phone 100-12-130-7300 | 08/16/2022 | 08/15/2022 | Y | 0 | | | Closed |
| TIM KELLY | XXXXXXXXXX07591 | 350-46-831-7415 | 394.9 | AWARD UNIFORM | Trophies for adult softball and soccer leagues summer 2022 | 08/17/2022 | 08/15/2022 | Y | 0 | SHELLA LEJON | TIM KELLY | Closed |
| CHRIS LAVERY | XXXXXXXXXX0965 | 100-12-130-7310 | 49 | LIVESTREAM.COM | Livestream - August | 08/16/2022 | 08/15/2022 | Y | 0 | | | Closed |
| SHELLA A LEJON | XXXXXXXXXX02929 | 390-39-850-7415 | 1969.82 | LIVESTREAM.COM | FullSource Beach Staff Uniforms ordered 06 22 delivered 08 22 hall order | 08/16/2022 | 08/15/2022 | Y | 0 | | | Closed |
| JOHN OLSON | XXXXXXXXXX01098 | 340-34-620-7415 | 12.95 | HAWK ELECTRONICS | Fuse holder for electrical repair at Crystal Express. | 08/17/2022 | 08/15/2022 | Y | 0 | MIKE BANDELIN | JOHN OLSON | Closed |
| JOHN OLSON | XXXXXXXXXX01098 | 340-34-620-7415 | 35.46 | HAWK ELECTRONICS | Replacement fuse terminal | 08/17/2022 | 08/15/2022 | Y | 0 | MIKE BANDELIN | JOHN OLSON | Closed |
| DAREL BARLOW | XXXXXXXXXX05661 | 200-25-230-7680 | 50 | CALIFORNIA WATER ENVIRON | PLC Scada training CWEA for CEUS | 08/17/2022 | 08/16/2022 | Y | 4.65 | JIM YOUNGBLOOD | DAREL BARLOW | Closed |
| JUSTIN BLUHM | XXXXXXXXXX07432 | 390-39-940-7425 | 23.98 | AMZN MKTP US 58CA5RY3 | Uniforms | 08/17/2022 | 08/16/2022 | Y | 0 | J. HOWARD | JUSTIN BLUHM | Closed |
| BOB E. LENSEN | XXXXXXXXXX02060 | 200-25-230-7615 | 1066.13 | KAESER COMPRESSORS, INC | filters for Keeser blower | 08/17/2022 | 08/16/2022 | Y | 0 | JIM YOUNGBLOOD | BOB E. LENSEN | Closed |
| RONNIE RECTOR | XXXXXXXXXX02136 | 200-22-240-7340 | 105 | CALIFORNIA WATER ENVIRON | Collection cter renewal, D. Barlow. | 08/17/2022 | 08/16/2022 | Y | 9.76 | KATE NELSON | RONNIE RECTOR | Closed |
| RICH ALLEN | XXXXXXXXXX0169 | 200-22-970-8120 | 1947.69 | SP DIAMONDBACK | Bed cover new vehicle. Project Number 2097LV2220 | 08/18/2022 | 08/17/2022 | Y | 148.69 | JIM YOUNGBLOOD | RICH ALLEN | Closed |
| MATTHEW BELOTE | XXXXXXXXXX05653 | 100-12-130-7300 | 34.19 | AMZN MKTP US #W83M6A83 | Trianium Tempered Glass Screen Protector designed for Apple iPhone 13 OTTERBOX COMM | 08/17/2022 | 08/17/2022 | Y | 0 | | | Closed |
| MATTHEW BELOTE | XXXXXXXXXX05653 | 100-12-130-7300 | 10 | EBAY O 05-0895-75796 | Cisco Switch Blank Modules | 08/18/2022 | 08/17/2022 | Y | 0 | | | Closed |
| SAMANTHA GOUGH | XXXXXXXXXX01971 | 370-43-780-7415 | 278.83 | AMZN MKTP US 02H8R433 AM | \$23.83 truck bed hardware | 08/18/2022 | 08/17/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| SAMANTHA GOUGH | XXXXXXXXXX01971 | 390-39-780-7415 | 36 | VILLAGE SKI LOFT | \$36.00 Bike tube | 08/18/2022 | 08/17/2022 | Y | 1.44 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| TIMOTHY E MCKEON | XXXXXXXXXX01849 | 430-53-940-7430 | 68.8 | C-A-L RANCH STORES #18 | Jacket and boots. | 08/18/2022 | 08/17/2022 | Y | 0 | JUSTIN BLUHM | TIMOTHY MCKEON | Closed |
| STEVEN PHILLIPS | XXXXXXXXXX02086 | 370-43-780-7415 | 79 | APPONTMENT-PLUS+STORMSUO | \$79.00 scheduling license software | 08/18/2022 | 08/17/2022 | Y | 0 | STEVEN PHILLIPS | STEVEN PHILLIPS | Closed |
| KAYLEN PRIOR | XXXXXXXXXX07481 | 200-25-230-7428 | 18.39 | AMZN MKTP US RZ60689A3 | Periodic Table of the Elem | 08/18/2022 | 08/17/2022 | N | 0 | | | Closed |
| PAUL A RAYMORE | XXXXXXXXXX02110 | 340-34-980-7310 | 29.49 | ADOBE STOCK | Monthly Adobe Stock royalty free music and creative asset licensing fees - video production | 08/18/2022 | 08/17/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| RICH ALLEN | XXXXXXXXXX0169 | 410-51-900-7430 | 59.51 | AMZN MKTP US KY27G5MW3 | Uniforms | 08/18/2022 | 08/18/2022 | Y | 0 | JIM YOUNGBLOOD | RICH ALLEN | Closed |
| MATTHEW BELOTE | XXXXXXXXXX05653 | 100-12-130-7300 | 124.85 | AMAZON.COM H51N27G03 | Logitech M510 Wireless Computer Mouse for PC with USB Unifying Receiver | 08/19/2022 | 08/18/2022 | Y | 0 | | | Closed |
| JUSTIN BLUHM | XXXXXXXXXX07432 | 430-53-940-7415 | 47.36 | AMZN MKTP US NTS5V5ZB3 | Uniforms | 08/19/2022 | 08/18/2022 | Y | 0 | J. HOWARD | JUSTIN BLUHM | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXX07871 | 390-39-940-7425 | 41.98 | AMZN MKTP US G1R4P5W3P | Uniforms for HC Pool | 08/19/2022 | 08/18/2022 | Y | 0 | SHELLA LEJON | GWYNNE CUNNINGHAM | Closed |
| MADONNA DUNBAR | XXXXXXXXXX02116 | 200-28-990-7470 | 370.23 | EASTSIGNS OF RENO & CARSO | 10 water fation signs | 08/19/2022 | 08/18/2022 | Y | 0 | JIM YOUNGBLOOD | MADONNA DUNBAR | Closed |
| BRAD ECK | XXXXXXXXXX01765 | 430-53-940-7520 | 56.13 | KULLY SUPPLY | Bottle filter valve for group fitness drinking fountain. | 08/19/2022 | 08/18/2022 | Y | 3.73 | JUSTIN BLUHM | BRAD ECK | Closed |
| BRAD ECK | XXXXXXXXXX01765 | 430-53-940-7520 | 19.99 | AMZN MKTP US T008C9J3 | Latch for gate at et. 5 Tennis Center. | 08/19/2022 | 08/18/2022 | Y | 0 | JUSTIN BLUHM | BRAD ECK | Closed |
| ERIC FREISTROFFER | XXXXXXXXXX06682 | 200-22-240-7680 | 3 | W4NVENVIOR SERVICE FEE | Service fee for NDEP test payment | 08/19/2022 | 08/18/2022 | Y | 0 | JIM YOUNGBLOOD | ERIC FREISTROFFER | Closed |
| ERIC FREISTROFFER | XXXXXXXXXX06682 | 120 NVE ENVIRONMENTAL PROTECT | NDPE grade 3 water test | | 08/19/2022 | 08/18/2022 | Y | 0 | JIM YOUNGBLOOD | ERIC FREISTROFFER | Closed | |
| SAMANTHA GOUGH | XXXXXXXXXX01971 | 370-43-780-7415 | 17 | SK R BASEBALL HOLDINGS | \$17.00 batting cage | 08/19/2022 | 08/18/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| MICHAEL GOVE | XXXXXXXXXX01781 | 100-12-130-7300 | 1199.96 | BESTBUYCOM806670496167 | 100-12-130-7300 Monitors | 08/19/2022 | 08/18/2022 | N | 0 | | | Closed |
| MICHAEL GOVE | XXXXXXXXXX01781 | 100-12-130-7300 | 599.98 | BESTBUYCOM806670496167 | 100-12-130-7300 Monitors | 08/19/2022 | 08/18/2022 | N | 0 | | | Closed |
| LISA HOOPES | XXXXXXXXXX01880 | 350-48-850-7350 | 99 | CCO AQUATICJOBSNET | Online job listing Aquatics Maintenance Specialist featured | 08/19/2022 | 08/18/2022 | Y | 0 | ERIN FEORE | LISA HOOPES | Closed |
| LISA HOOPES | XXXXXXXXXX01880 | 350-48-850-7350 | 174 | ASSOCIATIO THE NRPA C | Online job posting Aquatics Maintenance Specialist featured | 08/19/2022 | 08/18/2022 | Y | 0 | ERIN FEORE | LISA HOOPES | Closed |
| LISA HOOPES | XXXXXXXXXX01880 | 350-48-850-7350 | 75 | C PARK REC SOCIETY | Job Posting Aquatics Maintenance Specialist | 08/19/2022 | 08/18/2022 | Y | 0 | ERIN FEORE | LISA HOOPES | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXX09514 | 340-34-990-8120 | 2200 | SQ CHICKEN HAWK TR | Shipping for | 08/19/2022 | 08/18/2022 | Y | 0 | | | Closed |
| TIMOTHY E MCKEON | XXXXXXXXXX01849 | 430-53-940-7430 | 104.97 | AMAZON.COM GX3C2R3W3 | Pants | 08/19/2022 | 08/18/2022 | Y | 0 | JUSTIN BLUHM | TIMOTHY MCKEON | Closed |
| STEVEN PHILLIPS | XXXXXXXXXX02086 | 370-43-780-7415 | 46.72 | AMAZON.COM 5E0N0203 AMZN | PPE Ice protection uniforms | 08/19/2022 | 08/18/2022 | Y | 0 | STEVEN PHILLIPS | STEVEN PHILLIPS | Closed |
| KAYLEN PRIOR | XXXXXXXXXX07481 | 200-25-230-7428 | 79.39 | AMZN MKTP US XQ3E05M3 AM | Lab Supply | 08/19/2022 | 08/18/2022 | N | 0 | | | Closed |
| BILL E ROBBIN | XXXXXXXXXX02116 | 200-25-230-7433 | 189.25 | AMAZON.COM G044M0E73 | Knitting tools | 08/19/2022 | 08/18/2022 | Y | 0 | JIM YOUNGBLOOD | BILL ROBBINS | Closed |
| CHRIS LAVERY | XXXXXXXXXX0965 | 100-13-160-7415 | 20 | ZOOMUS 888-799-9666 | Zoom Webinar Licenses - Recreation - Coding per Shelia | 08/22/2022 | 08/19/2022 | Y | 0 | | | Closed |
| CHRIS LAVERY | XXXXXXXXXX0965 | 350-48-860-7310 | 20 | ZOOMUS 888-799-9666 | Zoom Webinar Licenses - Recreation - Coding per Shelia | 08/22/2022 | 08/19/2022 | Y | 0 | | | Closed |
| CHRIS LAVERY | XXXXXXXXXX0965 | 100-12-130-7310 | 389 | ZOOMUS 888-799-9666 | Zoom Webinar and Host Licenses | 08/22/2022 | 08/19/2022 | Y | 0 | | | Closed |
| TIMOTHY E MCKEON | XXXXXXXXXX01849 | 430-53-940-7520 | 86.53 | THE HOME DEPOT #3129 | Lamp adapters for Ski Lodge chandeliers. | 08/22/2022 | 08/19/2022 | Y | 3.93 | JUSTIN BLUHM | TIMOTHY MCKEON | Closed |
| STEVEN PHILLIPS | XXXXXXXXXX02086 | 390-39-780-7415 | 778.5 | HID SUPPLY FACILITIES | Parking warning notices | 08/19/2022 | 08/18/2022 | Y | 0 | | | Closed |
| RONNIE RECTOR | XXXXXXXXXX02136 | 200-25-240-8120 | 600 | TAHOE REGIONAL PLANNING A | Application fee, pre-approval meeting, Effluent Line project, CIP 2524SS1010. | 08/22/2022 | 08/19/2022 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| JAY RYDD | XXXXXXXXXX02116 | 340-34-990-8120 | 1400 | 3D CONCRETE LLC | Concrete support for new child ci center surface lift CIP#3467LE1703 | 08/25/2022 | 08/19/2022 | N | 165 | MIKE BANDELIN | JAY RYDD | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 320-31-530-7415 | 58.79 | AMZN MKTP US 5V3M40AD3 | kitchen printer paper | 08/22/2022 | 08/19/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXX09514 | 340-34-430-7340 | 60 | MISFT E08800ZAVZ | SharePoint user to communicate and document with Staff | 08/22/2022 | 08/20/2022 | Y | 0 | | | Closed |
| CHRIS LAVERY | XXXXXXXXXX0965 | 100-12-130-7310 | 40.24 | DHSFT G0DADDY.COM | Domain registration - indieweddings.com | 08/22/2022 | 08/20/2022 | Y | 0 | | | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 320-31-530-7415 | 25.9 | AMZN MKTP US ZQ8MP1DD3 | epson printer cartridges | 08/22/2022 | 08/20/2022 | Y | 0 | | | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXX07871 | 350-48-850-7415 | 19.98 | AMZN MKTP US F18B652C3 | Wind pressure cuff | 08/22/2022 | 08/21/2022 | Y | 0 | SHELLA LEJON | GWYNNE CUNNINGHAM | Closed |
| JAMIE FELLOWS | XXXXXXXXXX07438 | 430-53-940-7430 | 119.25 | LEVIS OUTLET 942 | uniform | 08/22/2022 | 08/21/2022 | Y | 0 | JUSTIN BLUHM | JAMIE FELLOWS | Closed |
| VICTOR GUTIERREZ | XXXXXXXXXX08085 | 330-33-500-7415 | 11.99 | AMZN MKTP US 5H67ME7B03 | pressure washer QD | 08/22/2022 | 08/21/2022 | Y | 0 | JUSTIN BLUHM | VICTOR GUTIERREZ | Closed |
| LAUREN AIDA | XXXXXXXXXX01849 | 370-43-780-7415 | 17.82 | AMZN MKTP US 8E5E930E3 | lighters for buffet stereo | 08/22/2022 | 08/21/2022 | Y | 0 | J. HOWARD | LAUREN AIDA | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 320-31-530-7415 | 82.15 | AMZN MKTP US L03OR30T3 | cord locks | 08/22/2022 | 08/21/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| PANDORA BAHLMAN | XXXXXXXXXX02116 | 390-39-710-7415 | 151.51 | COSTCO WISE #0025 | beaches | 08/22/2022 | 08/22/2022 | Y | 14.09 | SHELLA LEJON | WILLIAM VANDENBURG | Closed |
| PANDORA BAHLMAN | XXXXXXXXXX02116 | 350-48-840-7415 | 32.98 | COSTCO WISE #0025 | rec | 08/23/2022 | 08/22/2022 | Y | 0 | SHELLA LEJON | WILLIAM VANDENBURG | Closed |
| MIKE BANDELIN | XXXXXXXXXX02116 | 29.36 | RALCY #113 | diy ice purchase for installation of torque hub on lake view ski lift | 08/23/2022 | 08/22/2022 | Y | 0 | SHELLA LEJON | MIKE BANDELIN | Closed | |
| GWYNNE C CUNNINGHAM | XXXXXXXXXX07871 | 59.96 | SP SWIMOUTLET.COM | Pull buoy | 08/23/2022 | 08/22/2022 | Y | 0 | SHELLA LEJON | GWYNNE CUNNINGHAM | Closed | |
| LAUREN A AIDA | XXXXXXXXXX01849 | 330-33-500-7405 | 4.27 | AMAZON.COM P55FY8E23 | glue sticks | 08/23/2022 | 08/22/2022 | Y | 0 | J. HOWARD | LAUREN AIDA | Closed |
| TIMOTHY E MCKEON | XXXXXXXXXX01849 | 430-53-940-7520 | 157.88 | WWW.SUPERBRIGHTLEDSDO | light fixtures for Mt. Golf | 08/23/202 | | | | | | |

| Cardholder Name 1 | Card Number (Last 4) | G/L Account | Amount | Merchant Name | Description | Posting Date | Transaction Date | Receipt Image | Sales Tax Amount | Statement Approved By | Statement Reviewed By | Statement Status |
|---------------------|----------------------|-----------------|----------|---------------------------|---|--------------|------------------|---------------|------------------|-----------------------|-----------------------|------------------|
| PAUL A RAYMORE | XXXXXXXXXX2110 | 320-31-410-7350 | 25 | PAYPAL NTBA | North Taboe Business Association membership purchased on HR behalf to allow for recruitment | 08/29/2022 | 08/26/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| PAUL A RAYMORE | XXXXXXXXXX2110 | 320-32-410-7350 | 25 | PAYPAL NTBA | North Taboe Business Association membership purchased on HR behalf to allow for recruitment | 08/29/2022 | 08/26/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| PAUL A RAYMORE | XXXXXXXXXX2110 | 320-33-410-7350 | 25 | PAYPAL NTBA | North Taboe Business Association membership purchased on HR behalf to allow for recruitment | 08/29/2022 | 08/26/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| PAUL A RAYMORE | XXXXXXXXXX2110 | 350-48-990-7350 | 25 | PAYPAL NTBA | North Taboe Business Association membership purchased on HR behalf to allow for recruitment | 08/29/2022 | 08/26/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| PAUL A RAYMORE | XXXXXXXXXX2110 | 320-31-530-7350 | 25 | PAYPAL NTBA | North Taboe Business Association membership purchased on HR behalf to allow for recruitment | 08/29/2022 | 08/26/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| PAUL A RAYMORE | XXXXXXXXXX2110 | 200-22-990-7350 | 25 | PAYPAL NTBA | North Taboe Business Association membership purchased on HR behalf to allow for recruitment | 08/29/2022 | 08/26/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| PAUL A RAYMORE | XXXXXXXXXX2110 | 200-25-990-7350 | 25 | PAYPAL NTBA | North Taboe Business Association membership purchased on HR behalf to allow for recruitment | 08/29/2022 | 08/26/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| RONNIE RECTOR | XXXXXXXXXX2110 | 420-52-930-7415 | 105 | TRENCH PLATE RENTAL CO | Trench plates to replace manhole at Northwood and SR 28 | 08/26/2022 | 08/26/2022 | Y | 0 | MIKE BANDELIN | RONNIE RECTOR | Closed |
| TROY SANDERS | XXXXXXXXXX05566 | 200-25-230-7405 | 162.28 | AMZN MKTP US 602HT5N63 | Ordered wrong drums, returning and should see credit soon. Credit received 9/13/2022 | 08/29/2022 | 08/26/2022 | Y | 0 | JIM YOUNGBLOOD | TROY SANDERS | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 330-33-530-7310 | 0.8 | CROSS BORDER TRANS FEE | transaction fees | 08/26/2022 | 08/26/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 330-33-530-7310 | 20 | SCREEN-CLUD | chateau screens | 08/26/2022 | 08/26/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 350-48-990-7310 | 60 | SCREEN-CLUD | chateau screens | 08/26/2022 | 08/26/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| VICTOR GUTIERREZ | XXXXXXXXXX08205 | 330-33-500-7415 | 124.98 | AMZN MKTP US V1L8Q2J2T3 | bathtub backup for light control, mints | 08/29/2022 | 08/28/2022 | Y | 0 | JIM YOUNGBLOOD | VICTOR GUTIERREZ | Closed |
| JOHN OLSON | XXXXXXXXXX01908 | 340-34-620-7433 | 411.69 | AMAZON.COM G638F1473 | Fall Arrest/Climbing Harness for Lift Maintenance line work. | 08/29/2022 | 08/28/2022 | Y | 0 | JIM YOUNGBLOOD | JOHN OLSON | Closed |
| RONNIE RECTOR | XXXXXXXXXX02136 | 200-22-970-7350 | 124.16 | AMZN MKTP US X1R26WZ3 | Kitchen supplies for staff. | 08/29/2022 | 08/28/2022 | Y | 0 | RONNIE RECTOR | RONNIE RECTOR | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 320-31-530-7310 | 26.95 | MOOD PANDORA | Grille Pandora | 08/29/2022 | 08/28/2022 | Y | 0 | WILLIAM VANDENBURG | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 340-36-530-7415 | 26.95 | MOOD PANDORA | Snowflake Pandora | 08/29/2022 | 08/28/2022 | Y | 0 | WILLIAM VANDENBURG | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 330-33-500-7310 | 26.95 | MOOD PANDORA | Chateau Pandora | 08/29/2022 | 08/28/2022 | Y | 0 | WILLIAM VANDENBURG | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 340-34-530-7310 | 26.95 | MOOD PANDORA | Loft Bar Pandora | 08/29/2022 | 08/28/2022 | Y | 0 | WILLIAM VANDENBURG | WILLIAM VANDENBURG | Closed |
| PANDORA BAHLMAN | XXXXXXXXXX08221 | 350-48-860-7415 | 140.69 | POWER SYSTEMS | fitness equipment small | 08/29/2022 | 08/29/2022 | Y | 0 | BRAD UNDERWOOD | PANDORA BAHLMAN | Closed |
| MADONNA DUNBAR | XXXXXXXXXX08189 | 200-28-990-7415 | 408.06 | AMZN MKTP US JEP0U3M63 | TWSA - station parts and dog rolls | 08/30/2022 | 08/29/2022 | Y | 0 | BRAD UNDERWOOD | MADONNA DUNBAR | Closed |
| STEVE GIBBS | XXXXXXXXXX03705 | 200-22-230-7515 | 120.87 | GASKET SPECIALTIES INC | Gaskets for back pressure valve at BCWDP | 08/30/2022 | 08/29/2022 | Y | 0 | JIM YOUNGBLOOD | STEVE GIBBS | Closed |
| STEVE GIBBS | XXXXXXXXXX03705 | 200-25-230-7520 | 5.13 | NORTHSHORE ACME HARDWARE | 1 PVC fitting for #2 water at WRFF | 08/31/2022 | 08/29/2022 | Y | 35 | JIM YOUNGBLOOD | STEVE GIBBS | Closed |
| SAMANTHA GOUGH | XXXXXXXXXX01971 | 370-43-780-7415 | 140.2 | AMZN MKTP US RBHFE5373 | \$140.20 truck bed tie down hardware | 08/30/2022 | 08/29/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXX02914 | 340-34-630-7510 | 328.82 | FILTER ELEMENT STORE | Snookmaking maintenance | 08/29/2022 | 08/29/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXX02914 | 340-34-630-7510 | 153.81 | SOUTHERN PARTS & ENGINEER | Snookmaking maintenance | 08/31/2022 | 08/29/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| RICH ALLEN | XXXXXXXXXX01990 | 340-34-620-7415 | 10.03 | AMZN MKTP US V1R08KH03 | Repair Parts | 08/31/2022 | 08/30/2022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| RICH ALLEN | XXXXXXXXXX01990 | 410-51-920-7490 | 35.00 | AMZN.COM JAT0G3913 AMZN | Repair Parts | 08/31/2022 | 08/30/2022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| RICH ALLEN | XXXXXXXXXX01990 | 410-51-920-7490 | 55.26 | AMZN MKTP US 1B5UC3DL3 | Repair Parts | 08/31/2022 | 08/30/2022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| BRAD ECK | XXXXXXXXXX01765 | 430-53-940-7520 | 27.92 | LOWES #01024 | Tennis gate repair parts. | 08/31/2022 | 08/30/2022 | N | 0 | JUSTIN BLUHM | BRAD ECK | Closed |
| SAMANTHA GOUGH | XXXXXXXXXX01971 | 390-39-780-7415 | 184.62 | AMZN MKTP US H2579T13 | \$184.62 PPE safety boot, lockNube int | 08/31/2022 | 08/30/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| TIM KELLY | XXXXXXXXXX07591 | 350-46-81-7415 | 119.4 | CANVA 103523-26520625 | Canva for flyer design for youth and adult sports for the year. | 08/31/2022 | 08/30/2022 | Y | 0 | SHELLA LEIDON | TIM KELLY | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXX02914 | 340-34-630-7510 | 40.88 | AMZN MKTP US SVH3Y7ZY3 AM | Composting bin | 08/31/2022 | 08/30/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXX02914 | 340-34-630-7510 | 84.78 | HOMEDEPOT.COM | Materials for fix sink | 09/01/2022 | 08/30/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| BOB E OLSEN | XXXXXXXXXX02060 | 200-25-230-7433 | 74.86 | TARGET.COM | Hand sanitizer | 08/31/2022 | 08/30/2022 | Y | 0 | JIM YOUNGBLOOD | BOB OLSEN | Closed |
| JOHN OLSON | XXXXXXXXXX01908 | 340-34-620-7433 | 69.99 | AMAZON.COM 492RL0P63 AMZN | Shipping parts for Lift Maintenance. | 08/30/2022 | 08/30/2022 | Y | 0 | BRAD UNDERWOOD | JOHN OLSON | Closed |
| JOHN OLSON | XXXXXXXXXX01908 | 340-34-630-7415 | 110.87 | POSTAL EXPRESS | Delivery to Doppelmayr for parts inspection | 08/31/2022 | 08/30/2022 | Y | 8.46 | BRAD UNDERWOOD | JOHN OLSON | Closed |
| JOHN OLSON | XXXXXXXXXX01908 | 340-34-620-7415 | 29.9 | AMZN MKTP US V1V67VM1 AM | heat illness prevention electrolyte replacement | 08/30/2022 | 08/29/2022 | Y | 0 | JIM YOUNGBLOOD | JOHN OLSON | Closed |
| RONNIE RECTOR | XXXXXXXXXX02136 | 200-22-970-7433 | 189.07 | ULINE SHIP SUPPLIES | Front door mats for Public Works Bldg A | 08/30/2022 | 08/30/2022 | Y | 0 | RONNIE RECTOR | RONNIE RECTOR | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXX02193 | 320-31-530-7433 | 30.67 | IN ALPHA PRO SOLUTIONS, | Reasonable Suspicion - Alcohol Testing Kits | 08/31/2022 | 08/30/2022 | Y | 0 | ERIN FEORE | CURTIS TRUJILLO | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXX02193 | 320-32-530-7433 | 30.67 | IN ALPHA PRO SOLUTIONS, | Reasonable Suspicion - Alcohol Testing Kits | 08/31/2022 | 08/30/2022 | Y | 0 | ERIN FEORE | CURTIS TRUJILLO | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXX02193 | 340-34-530-7433 | 30.66 | IN ALPHA PRO SOLUTIONS, | Reasonable Suspicion - Alcohol Testing Kits | 08/31/2022 | 08/30/2022 | Y | 0 | ERIN FEORE | CURTIS TRUJILLO | Closed |
| RICH ALLEN | XXXXXXXXXX01990 | 410-51-920-7490 | 32.99 | AMZN MKTP US TFG04TV03 | Repair Parts | 08/31/2022 | 08/30/2022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| LAUREN A IDA | XXXXXXXXXX01898 | 330-33-500-7405 | 34.99 | AMAZON.COM O10466X3 AMZN | replacement keyboard | 08/31/2022 | 08/31/2022 | Y | 0 | BRAD UNDERWOOD | LAUREN IDA | Closed |
| CHRIS LAVERY | XXXXXXXXXX02065 | 100-12-130-7310 | 15 | DOMAINS-DONERIGHT LLC | visitincline.com - domainsdoneright | 09/01/2022 | 08/31/2022 | Y | 0 | BRAD UNDERWOOD | CHRIS LAVERY | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 330-33-500-7415 | -1309.63 | THE WEBSTRAUNT STORE INC | cash cushion return - no receipt available | 09/02/2022 | 08/31/2022 | N | 0 | WILLIAM VANDENBURG | WILLIAM VANDENBURG | Closed |
| RICH ALLEN | XXXXXXXXXX01990 | 410-51-920-7490 | 156.9 | AMZN MKTP US V1V0477F1 | Repair Parts | 09/02/2022 | 09/01/2022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXX08221 | 350-48-860-7415 | 19.92 | RALEYS #113 | operating coffee | 09/05/2022 | 09/02/2022 | Y | 0 | STEVEN PHILLIPS | PANDORA BAHLMAN | Closed |
| CHRIS LAVERY | XXXXXXXXXX02065 | 100-12-130-7310 | 456.75 | ADOBE PR CREATIVE CL | Adobe September Licenses | 09/02/2022 | 09/01/2022 | Y | 0 | STEVEN PHILLIPS | CHRIS LAVERY | Closed |
| KAYLEN PRIOR | XXXXXXXXXX027481 | 200-22-230-7430 | 248.99 | DANNER-LACROSSE | Work Boots | 09/02/2022 | 09/01/2022 | Y | 0 | JIM YOUNGBLOOD | KAYLEN PRIOR | Closed |
| RONNIE RECTOR | XXXXXXXXXX02136 | 200-22-970-7350 | 49.83 | SO HAPPY TIERS BAK | Going away, Customer Service Rep | 09/02/2022 | 09/01/2022 | Y | 3.23 | BRAD UNDERWOOD | RONNIE RECTOR | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 320-31-530-7310 | 269.58 | YELP INC 8355-3809-937 | Grille yelp software | 09/02/2022 | 09/01/2022 | Y | 0 | WILLIAM VANDENBURG | WILLIAM VANDENBURG | Closed |
| SARAH VIDRA | XXXXXXXXXX02519 | 200-22-230-7415 | 34.99 | SCHEDULEIT.COM 75820494 | HIW and E-Waste Scheduling software. | 09/02/2022 | 09/01/2022 | Y | 0 | MADONNA DUNBAR | SARAH VIDRA | Closed |
| MATTHEW BELOTE | XXXXXXXXXX05653 | 100-12-130-7300 | 10.99 | AMZN MKTP US NX2NL9RF3 | iPhone 13 Case, with Tempered Glass Screen Protector Included STARSHOP Military Grade 12 09/05/2022 | 09/02/2022 | 09/02/2022 | Y | 0 | MATTHEW BELOTE | MATTHEW BELOTE | Closed |
| MATTHEW BELOTE | XXXXXXXXXX05653 | 100-12-130-7300 | 59.9 | AMZN MKTP US V1V941U91 | Lenovo ThinkPad Compact USB Keyboard with TrackPoint | 09/05/2022 | 09/02/2022 | Y | 0 | MATTHEW BELOTE | MATTHEW BELOTE | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXX08781 | 350-48-850-7415 | 471.02 | SP SWIMOUTLET.COM | Golf and ball bag for Splash Ball program | 09/02/2022 | 09/02/2022 | Y | 0 | SHELLA LEIDON | GWYNNE CUNNINGHAM | Closed |
| MADONNA DUNBAR | XXXXXXXXXX08221 | 350-48-850-7415 | 100 | IN NORTH TABOEBUSINESS | TWSA business membership | 09/05/2022 | 09/02/2022 | Y | 0 | BRAD UNDERWOOD | MADONNA DUNBAR | Closed |
| SAMANTHA GOUGH | XXXXXXXXXX01971 | 340-34-630-7510 | 77 | TAHOE REGIONAL PLANNING A | TGA Tree Removal Permit ID | 09/02/2022 | 09/02/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| KAYLEN PRIOR | XXXXXXXXXX027481 | 200-25-230-7428 | 505.95 | WALGREENS 47488 | Wallet stolen on IGVID property - Wells Fargo handled expenses by closing the account, reimburse | 09/05/2022 | 09/02/2022 | N | 0 | JIM YOUNGBLOOD | KAYLEN PRIOR | Closed |
| KAYLEN PRIOR | XXXXXXXXXX027481 | 200-22-230-7428 | 504.94 | WAL-MART #1648 | Wallet stolen on IGVID property - Wells Fargo handled expenses by closing the account, reimburse | 09/05/2022 | 09/02/2022 | N | 0 | JIM YOUNGBLOOD | KAYLEN PRIOR | Closed |
| TROY SANDERS | XXXXXXXXXX05566 | 200-25-230-7470 | 249.45 | AMZN MKTP US V1V431NEP0 | Ordered new drums for office printer | 09/05/2022 | 09/02/2022 | Y | 0 | JIM YOUNGBLOOD | TROY SANDERS | Closed |
| CARL STUMP | XXXXXXXXXX06992 | 200-22-240-7430 | 134.25 | DANNER-LACROSSE | waterproof work boots | 09/05/2022 | 09/02/2022 | Y | 0 | JIM YOUNGBLOOD | CARL STUMP | Closed |
| CARL STUMP | XXXXXXXXXX06992 | 200-22-240-7430 | 134.25 | DANNER-LACROSSE | waterproof work boots | 09/05/2022 | 09/02/2022 | Y | 0 | JIM YOUNGBLOOD | CARL STUMP | Closed |
| JUSTIN BLUHM | XXXXXXXXXX027432 | 430-53-940-7515 | 67.9 | LOWES #00321 | Restock supplies PW building B shop | 09/05/2022 | 09/03/2022 | Y | 0 | JUSTIN BLUHM | JUSTIN BLUHM | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXX08781 | 350-48-850-7415 | 104.01 | AMZN MKTP US V1V17A9U31 | Water polo balls for Splash Ball program | 09/05/2022 | 09/03/2022 | Y | 0 | SHELLA LEIDON | GWYNNE CUNNINGHAM | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXX02914 | 340-34-990-7340 | 14.99 | ADOBE INC | Monthly subscription to edit documents | 09/05/2022 | 09/03/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| JOHN OLSON | XXXXXXXXXX01990 | 340-34-620-7415 | 29.98 | AMZN MKTP US V1V07J761 AM | Heat illness prevention electrolyte replacement | 09/05/2022 | 09/03/2022 | Y | 0 | MIKE BANDELIN | JOHN OLSON | Closed |
| DON SHOWS | XXXXXXXXXX00050 | 370-43-780-7685 | 15 | SWA EARLYWRBDS26994799646 | SWA travel to safety training | 09/05/2022 | 09/03/2022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| DON SHOWS | XXXXXXXXXX00050 | 390-39-780-7685 | 160.98 | SOUTHWES 5262161216984 | Airline to safety training beaches | 09/05/2022 | 09/03/2022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| DON SHOWS | XXXXXXXXXX00050 | 370-43-780-7685 | 160.99 | SOUTHWES 5262161216984 | Airline to safety training parks | 09/05/2022 | 09/03/2022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| DON SHOWS | XXXXXXXXXX00050 | 370-43-780-7680 | 322.5 | UTAH RECREATION AND PARKS | Playground safety training | 09/05/2022 | 09/03/2022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| DON SHOWS | XXXXXXXXXX00050 | 390-39-780-7685 | 15 | SWA EARLYWRBDS26994799647 | SWA for safety training | 09/05/2022 | 09/03/2022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| JEFF CLOUTHER | XXXXXXXXXX01724 | 320-31-420-7350 | 98.17 | AMAZON.COM 1F48BC51 | Sunscreen | 09/05/2022 | 09/04/2022 | Y | 0 | JEFF CLOUTHER | JEFF CLOUTHER | Closed |
| JEFF CLOUTHER | XXXXXXXXXX01724 | 320-31-420-7415 | 21.9 | | | | | | | | | |

| Cardholder Name 1 | Card Number (Last 4) | G/L Account | Amount | Merchant Name | Description | Posting Date | Transaction Date | Receipt Image | Sales Tax Amount | Statement Approved By | Statement Reviewed By | Statement Status |
|---------------------|----------------------|-----------------|------------------------|--|--|--------------|------------------|---------------|------------------|-----------------------|-----------------------|------------------|
| LAUREN A HIDA | XXXXXXXXXXXX1898 | 330-33-500-7415 | 161.94 | AMZN MKTP US 1V6379RF2 | twinkle lights for ballroom | 09/12/2022 | 09/09/2022 | Y | 0 | | LAUREN IIDA | Closed |
| TIM KELLY | XXXXXXXXXXXX5751 | 350-46-81-17415 | 305.8 | NEL FLAGTG7535 | Extra flag football jerseys for our youth. | 09/12/2022 | 09/09/2022 | Y | 0 | | SHELIA LEJON | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX2514 | 350-48-840-7821 | 648.85 | CURTHERN NEVADA REBAR | Curtin bending of Rebar Pieces for RFID entry gates at the ski lift entrance | 09/09/2022 | 09/09/2022 | Y | 0.95 | | MIKE BANDELIN | Closed |
| SHELIA A LEJON | XXXXXXXXXXXX2029 | 390-39-710-7415 | 138 | AMZN MKTP US 1F7R84EAO | Ink pads for Beach entrance hand stamps | 09/12/2022 | 09/09/2022 | Y | 0 | | SHELIA LEJON | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX2110 | 340-34-980-7310 | 57 | FS WEBODM.ORG | Dock mapping software installer for DP parking lot mapping project | 09/12/2022 | 09/09/2022 | Y | 0 | | MIKE BANDELIN | Closed |
| BILL C ROBBINS | XXXXXXXXXXXX2144 | 200-22-230-7520 | 507.45 | MARSHALL WOLF AUTOMATION, | mec cabinet filters. Partial order. | 09/12/2022 | 09/09/2022 | Y | 0 | | JIM YOUNGBLOOD | Closed |
| JAY RYDD | XXXXXXXXXXXX2169 | 340-34-980-8120 | 41.25 | AMZN MKTP US 1F4GH81Z0 | rebar ties for RFID project | 09/12/2022 | 09/09/2022 | Y | 0 | | JIM YOUNGBLOOD | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-48-840-7821 | 112.03 | SPECTRUM | cable tv | 09/12/2022 | 09/10/2022 | Y | 0.05 | | MIKE BANDELIN | Closed |
| STEVE GIBBS | XXXXXXXXXXXX3705 | 200-25-230-7430 | 169.94 | SPORTSMANS WAREHOUSE 229 | Work clothes | 09/12/2022 | 09/10/2022 | Y | 0 | | JIM YOUNGBLOOD | Closed |
| STEVE GIBBS | XXXXXXXXXXXX3705 | 200-25-230-7430 | 389.9 | CAB STORE VERD1,NV | Work clothes | 09/12/2022 | 09/10/2022 | Y | 0 | | JIM YOUNGBLOOD | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXX2193 | 100-13-150-7680 | 48.51 | MHS INCLINE VILLAGE, INC | Time Clock Training Supplies for new Tvlr Time Clocks. | 09/12/2022 | 09/10/2022 | Y | 3.7 | | ERIN FEORE | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXX2193 | 100-13-150-7680 | 9.98 | MHS INCLINE VILLAGE, INC | Time Clock Training Supplies for new Tvlr Time Clocks. | 09/12/2022 | 09/10/2022 | Y | 3.6 | | ERIN FEORE | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX2110 | 350-48-980-7310 | 70 | MAILCHIMP MISC | Monthly MailChimp email marketing service - Rec share | 09/12/2022 | 09/11/2022 | Y | 0 | | MIKE BANDELIN | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX2110 | 320-31-980-7415 | 75 | MAILCHIMP MISC | Monthly MailChimp email marketing service - Golf Champ | 09/12/2022 | 09/11/2022 | Y | 0 | | MIKE BANDELIN | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX2110 | 320-32-980-7415 | 50 | MAILCHIMP MISC | Monthly MailChimp email marketing service - Golf Mt | 09/12/2022 | 09/11/2022 | Y | 0 | | MIKE BANDELIN | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX2110 | 380-45-980-7415 | 30 | MAILCHIMP MISC | Monthly MailChimp email marketing service - Tennis | 09/12/2022 | 09/11/2022 | Y | 0 | | MIKE BANDELIN | Closed |
| JAY RYDD | XXXXXXXXXXXX2169 | 340-34-980-8120 | 22.99 | AMZN MKTP US 1F8U133K2 | Monthly MailChimp email marketing service | 09/12/2022 | 09/11/2022 | Y | 0 | | MIKE BANDELIN | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX8781 | 350-48-850-7425 | 15.98 | AMZN MKTP US 1F32G3500 | Bulletin board supplies | 09/12/2022 | 09/12/2022 | Y | 0 | | SHELIA LEJON | Closed |
| TIMOTHY E MCKEN | XXXXXXXXXXXX1849 | 430-53-940-7520 | 157.08 | WWW.SUPERBRIGHTLEDS.COM | Light fixtures for east and west park. | 09/13/2022 | 09/12/2022 | Y | 0 | | JUSTIN BLUHM | Closed |
| KATHRYN NELSON | XXXXXXXXXXXX2819 | 200-25-990-8120 | 724 | TAHOE REGIONAL PLANNING A | TRPA Application Fee for Effluent Storage Tank Disturbance Verification - CIP#2599582010 | 09/13/2022 | 09/12/2022 | Y | 0 | | JUSTIN BLUHM | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX2086 | 390-39-780-7415 | 447.68 | COSTCO WISE #0127 | 547.68 flower bulbs beaches | 09/13/2022 | 09/12/2022 | Y | 31.62 | | STEVEN PHILLIPS | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 200-25-240-7680 | 296.4 | ULPTF DESK | Standard desks for Engineering staff. Includes sales tax credited back separately. | 09/13/2022 | 09/12/2022 | Y | 0 | | RONNIE RECTOR | Closed |
| RICH ALLEN | XXXXXXXXXXXX1609 | 410-51-920-7490 | 99.56 | AMAZON.COM 1M5K1J1A1 | Repair parts | 09/14/2022 | 09/13/2022 | Y | 0 | | BRAD UNDERWOOD | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX8781 | 390-39-850-7415 | 15.48 | AMZN MKTP US 1M03074R1 | Caps to cover exposed bolts BC Pool side | 09/13/2022 | 09/13/2022 | Y | 0 | | SHELIA LEJON | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX2110 | 340-34-980-7415 | 167.55 | AMAZON.COM 1F9AL9920 | air purifier for diamond peak offices | 09/13/2022 | 09/13/2022 | Y | 0 | | MIKE BANDELIN | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 420-52-930-7415 | -22.6 | ULPTF DESK | Credit card of sales tax paid on separate desks for Engineering staff transaction. | 09/14/2022 | 09/13/2022 | Y | 0 | | RONNIE RECTOR | Closed |
| TROY SANDERS | XXXXXXXXXXXX2066 | 200-25-230-7405 | 408.23 | AMZN MKTP US 1F3E56J00 | Refund credit for returned for wrong product purchased | 09/14/2022 | 09/13/2022 | Y | 0 | | JIM YOUNGBLOOD | Closed |
| DOON SHOWS | XXXXXXXXXXXX0659 | 370-43-750-7685 | 408.99 | FAIRFIELD INN & SUITES | Travel - hotel playground safety training | 09/13/2022 | 09/13/2022 | Y | 0 | | STEVEN PHILLIPS | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 320-31-530-7415 | 61.97 | AMZN MKTP US 1F4DN6V82 | guest checks | 09/13/2022 | 09/13/2022 | Y | 0 | | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 330-33-530-7415 | 397.71 | THE WEBSTRAUNT STORE INC | sheet pans and wire racks | 09/14/2022 | 09/13/2022 | Y | 0 | | WILLIAM VANDENBURG | Closed |
| JIM E YOUNGBLOOD | XXXXXXXXXXXX2235 | 200-22-240-7430 | 109.99 | AMZN MKTP US 1F3R6EJ00 | Uniform Jim Y. | 09/14/2022 | 09/13/2022 | Y | 0 | | BRAD UNDERWOOD | Closed |
| JIM E YOUNGBLOOD | XXXXXXXXXXXX2235 | 200-22-240-7430 | 110 | AMZN MKTP US 1F3R6EJ00 | Uniform Jim Y. | 09/14/2022 | 09/13/2022 | Y | 0 | | BRAD UNDERWOOD | Closed |
| RICH ALLEN | XXXXXXXXXXXX1609 | 410-51-920-7490 | 33.98 | AMZN MKTP US 1F3E5C3D2 | Repair parts | 09/14/2022 | 09/14/2022 | Y | 0 | | BRAD UNDERWOOD | Closed |
| RICH ALLEN | XXXXXXXXXXXX1609 | 410-51-900-7490 | 259.71 | AMZN MKTP US 1M77080B1 | Repair Parts | 09/15/2022 | 09/14/2022 | Y | 0 | | BRAD UNDERWOOD | Closed |
| RICH ALLEN | XXXXXXXXXXXX1609 | 410-51-920-7490 | 44.95 | AMZN MKTP US 1M2XT0070 | Repair parts | 09/15/2022 | 09/14/2022 | Y | 0 | | BRAD UNDERWOOD | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX2914 | 340-34-690-7415 | 110.62 | AMZN MKTP US 1M1RZ1AB1 | Materials for maintenance | 09/15/2022 | 09/14/2022 | Y | 0 | | MIKE BANDELIN | Closed |
| KATHRYN NELSON | XXXXXXXXXXXX2819 | 150 PAYPAL | AMZN MKTP US 1M1RZ1AB1 | NL TFD Plan Fee for the Rec Center Expansion Project - CIP4884BD2201 to be reimbursed by 2/28/2023 | 09/15/2022 | 09/14/2022 | Y | 0 | | MIKE BANDELIN | Closed | |
| SARAH G VIDRA | XXXXXXXXXXXX2219 | 200-27-380-7415 | 40.55 | AMZN MKTP US 1F8S80D12 | Clean Up Event Gloves, Kids small | 09/15/2022 | 09/14/2022 | Y | 0 | | MADONNA DUNBAR | Closed |
| SARAH G VIDRA | XXXXXXXXXXXX2219 | 200-27-380-7415 | 43.2 | AMZN MKTP US 1F8Q6DV22 | Clean Up Event Gloves medium/large | 09/15/2022 | 09/14/2022 | Y | 0 | | MADONNA DUNBAR | Closed |
| MATTHEW BELOTE | XXXXXXXXXXXX2653 | 100-12-130-7300 | 279.9 | AMAZON.COM 1F8LD97R2 | Logitech MK270 Wireless Keyboard And Mouse Combo For Windows, 2.4 GHz Wireless, Com | 09/15/2022 | 09/15/2022 | Y | 0 | | MATTHEW BELOTE | Closed |
| MATTHEW BELOTE | XXXXXXXXXXXX2653 | 100-12-130-7300 | 59.99 | AMZN MKTP US 1M5836K31 | Pioneer Ravz Plus Black Active Noise Cancelling Wired Earphones with Microphone | 09/16/2022 | 09/15/2022 | Y | 0 | | MATTHEW BELOTE | Closed |
| JEFF CLOUTHER | XXXXXXXXXXXX1724 | 320-31-530-7415 | 202.04 | CENTRO MARKET | Food for maintenance and golf staff | 09/19/2022 | 09/15/2022 | Y | 19.03 | | JEFF CLOUTHER | Closed |
| JEFF CLOUTHER | XXXXXXXXXXXX1724 | 320-42-750-7550 | 67.35 | CENTRO MARKET | Food for maintenance and golf staff | 09/19/2022 | 09/15/2022 | Y | 0 | | JEFF CLOUTHER | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX8781 | 390-39-850-7415 | 470.98 | AMZN MKTP US 1F9VT6712 | Shed for chemical storage BC Pool | 09/16/2022 | 09/15/2022 | Y | 0 | | SHELIA LEJON | Closed |
| MADONNA DUNBAR | XXXXXXXXXXXX2819 | 200-27-380-7430 | 150.06 | NORTHFACE VF OUTDOOR | 2 rain jackets Dunbar Williams | 09/16/2022 | 09/15/2022 | Y | 0 | | BRAD UNDERWOOD | Closed |
| BRAD ECK | XXXXXXXXXXXX0765 | 430-53-940-7520 | 47.98 | AMZN MKTP US 1M0MF3X01 | Filter for air purifier. | 09/16/2022 | 09/15/2022 | N | 0 | | JUSTIN BLUHM | Closed |
| ERIC FRIESTROFFER | XXXXXXXXXXXX2086 | 390-39-780-7415 | 269.14 | THRIFTY #0071821 | Renal car disposals | 09/19/2022 | 09/15/2022 | Y | 0 | | JIM YOUNGBLOOD | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX2914 | 340-34-690-7415 | 165.9 | HOMEDEPOT.COM | Sockets for outside light fixtures | 09/16/2022 | 09/15/2022 | Y | 0 | | MIKE BANDELIN | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX0965 | 100-12-130-7310 | 49 | LIVESTREAM.COM | Livestream September - October | 09/16/2022 | 09/15/2022 | Y | 0 | | MIKE BANDELIN | Closed |
| JOHN OLSON | XXXXXXXXXXXX1098 | 340-34-620-7435 | 45.99 | AMZN MKTP US 1M72B6ZW0 | Tap and die for Service Brake disc at Lakeview Lift. | 09/16/2022 | 09/15/2022 | Y | 0 | | MIKE BANDELIN | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX2086 | 390-39-780-7415 | 335.76 | COSTCO WISE #0127 | \$335.76 flower bulbs | 09/16/2022 | 09/15/2022 | Y | 23.72 | | STEVEN PHILLIPS | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX2086 | 390-39-780-7415 | 363.74 | COSTCO WISE #0127 | \$363.74 flower bulbs | 09/16/2022 | 09/15/2022 | Y | 25.69 | | STEVEN PHILLIPS | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2235 | 200-22-240-7680 | 36.43 | AMZN MKTP US 1M8C23PE1 | waste cartidige | 09/16/2022 | 09/15/2022 | Y | 0 | | WILLIAM VANDENBURG | Closed |
| JIM E YOUNGBLOOD | XXXXXXXXXXXX2235 | 200-22-240-7680 | 1750 | SQ THREE VETERANS ENTERP | Carl Stump CDL class | 09/16/2022 | 09/15/2022 | Y | 0 | | BRAD UNDERWOOD | Closed |
| JIM E YOUNGBLOOD | XXXXXXXXXXXX2235 | 200-25-240-7680 | 1750 | SQ THREE VETERANS ENTERP | Carl Stump CDL class | 09/16/2022 | 09/15/2022 | Y | 0 | | BRAD UNDERWOOD | Closed |
| JIM E YOUNGBLOOD | XXXXXXXXXXXX2235 | 200-22-240-7430 | 26.99 | AMZN MKTP US 1M73906A1 | Uniform Ym | 09/16/2022 | 09/15/2022 | Y | 0 | | BRAD UNDERWOOD | Closed |
| JIM E YOUNGBLOOD | XXXXXXXXXXXX2235 | 200-22-240-7433 | 87.65 | AMZN MKTP US 1M73906A1 | Safety energy drink mix | 09/16/2022 | 09/15/2022 | Y | 0 | | BRAD UNDERWOOD | Closed |
| RICH ALLEN | XXXXXXXXXXXX1609 | 410-51-900-7490 | 23.92 | AMZN MKTP US 1M53VEE01 | Repair Parts | 09/16/2022 | 09/15/2022 | Y | 0 | | BRAD UNDERWOOD | Closed |
| MATTHEW BELOTE | XXXXXXXXXXXX2653 | 100-12-130-7300 | 278.52 | AMAZON.COM 1M1Y46000 | Crucial RAM 8GB DDR4 3200MHz CL22 or 2933MHz or 2666MHz Laptop Memory | 09/19/2022 | 09/16/2022 | Y | 0 | | MATTHEW BELOTE | Closed |
| MADONNA DUNBAR | XXXXXXXXXXXX2819 | 200-27-380-7430 | -6.31 | NORTHFACE VF OUTDOOR | tax refunded | 09/19/2022 | 09/16/2022 | Y | 0 | | BRAD UNDERWOOD | Closed |
| MADONNA DUNBAR | XXXXXXXXXXXX2819 | 200-27-380-7415 | 430.88 | THE ORVIS COMPANY INC | waders and boots for lake water sampling Williams | 09/19/2022 | 09/16/2022 | Y | 0 | | BRAD UNDERWOOD | Closed |
| MADONNA DUNBAR | XXXXXXXXXXXX2819 | 200-27-380-7430 | 5.15 | NORTHFACE VF OUTDOOR | tax refunded | 09/19/2022 | 09/16/2022 | Y | 0 | | BRAD UNDERWOOD | Closed |
| SCOTT HUBELE | XXXXXXXXXXXX2086 | 200-22-240-7520 | 959.99 | AMZN MKTP US 1M1X8R0H2 | Furniture for on call condo remodel | 09/16/2022 | 09/16/2022 | Y | 0 | | JIM YOUNGBLOOD | Closed |
| SCOTT HUBELE | XXXXXXXXXXXX2086 | 200-22-240-7520 | 179.98 | AMZN MKTP US 1F38F0W52 | Furniture for on call condo remodel | 09/19/2022 | 09/16/2022 | Y | 0 | | JIM YOUNGBLOOD | Closed |
| LAUREN A HIDA | XXXXXXXXXXXX1898 | 330-33-500-7405 | 42.05 | AMAZON.COM 1M63D2AR0 | batteries and wireless keyboard | 09/19/2022 | 09/16/2022 | Y | 0 | | LAUREN IIDA | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX2086 | 390-39-780-7415 | 78.8 | AMZN MKTP US 1M2T0B81A | \$78.80 zone food products | 09/19/2022 | 09/16/2022 | Y | 0 | | STEVEN PHILLIPS | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 320-31-530-7415 | 289 | WWW.FOODLABMARKET.COM | local software for Groc products | 09/19/2022 | 09/16/2022 | N | 0 | | WILLIAM VANDENBURG | Closed |
| JIM E YOUNGBLOOD | XXXXXXXXXXXX2235 | 200-22-240-7433 | 61.18 | AMZN MKTP US 1F5W7SRK2 | Safety Uniforms Fire rated Maria | 09/16/2022 | 09/16/2022 | Y | 0 | | BRAD UNDERWOOD | Closed |
| JIM E YOUNGBLOOD | XXXXXXXXXXXX2235 | 200-25-230-7433 | 61.17 | AMZN MKTP US 1F5W7SRK2 | Safety Uniforms Fire rated Maria | 09/16/2022 | 09/16/2022 | Y | 0 | | BRAD UNDERWOOD | Closed |
| JEFF CLOUTHER | XXXXXXXXXXXX1724 | 320-32-420-7340 | 500 | PY AUDUBON INTERNATIONAL | Mountain Course dues | 09/19/2022 | 09/17/2022 | Y | 0 | | JEFF CLOUTHER | Closed |
| SCOTT HUBELE | XXXXXXXXXXXX2086 | 200-22-240-7520 | 783.99 | AMZN MKTP US 1M4Z2A661 | Furniture for on call condo remodel | 09/19/2022 | 09/17/2022 | Y | 0 | | JIM YOUNGBLOOD | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX2086 | 370-43-780-7310 | 79 | APPOINTMENT-PLUS/STORMSOU | Appointment Plus call fee \$79.00 | 09/19/2022 | 09/17/2022 | Y | 0 | | STEVEN PHILLIPS | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX2110 | 350-48-980-7310 | 29.99 | ADOBE STOCK | Adobe Stock subscription for royalty-free music, images, etc. | 09/19/2022 | 09/17/2022 | Y | 0 | | MIKE BANDELIN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-48-990-7415 | 39.99 | AMZN MKTP US 1M9G3MA0 | monitor stand | 09/19/2022 | 09/18/2022 | Y | 0 | | PAUL RAYMORE | Closed |
| BRAD ECK | XXXXXXXXXXXX0765 | 430-53-940-7430 | 105.98 | AMAZON.COM 1M10IG781 | Work jacket. | 09/19/2022 | 09/18/2022 | N | 0 | | JUSTIN BLUHM | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX2914 | 340-34-690-7415 | 13.95 | AMZN MKTP US 1M5G6T42 | Materials for maintenance | 09/19/2022 | | | | | | |

| Cardholder Name 1 | Card Number (Last 4) | GL Account | Amount | Merchant Name | Description | Posting Date | Transaction Date | Receipt Image | Sales Tax Amount | Statement Approved By | Statement Reviewed By | Statement Status |
|---------------------|----------------------|-----------------|--------|---------------------------|--|--------------|------------------|---------------|------------------|-----------------------|-----------------------|------------------|
| MATTHEW BELOTE | XXXXXXXXXXXX5653 | 100-12-130-7300 | 304.66 | AMZN MKTP US 1 | 1U20B0AK1 NanoStation M5 locoM5 Indoor/Outdoor airMAX CPE 5GHz High-Power 2x2 Mimo Point to 10/23/2022 | 09/23/2022 | 09/22/2022 | Y | 0 | | MATTHEW BELOTE | Closed |
| MATTHEW BELOTE | XXXXXXXXXXXX5653 | 100-12-130-7300 | 920 | AMZN MKTP US 1 | U83Y5YND0 CIP, F499CE220iUbiquiti Gigabeam Plus airMAX 6 GHz Radio System with True Duplex 09/23/2022 | 09/23/2022 | 09/22/2022 | Y | 0 | | MATTHEW BELOTE | Closed |
| LAUREN AIDA | XXXXXXXXXXXX8115 | 330-33-220-7415 | 13.17 | AMZN MKTP US 1 | U4NG8Z1 air freshener for building 09/22/2022 | 09/22/2022 | 09/22/2022 | Y | 0 | | LAUREN AIDA | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX2014 | 340-34-690-7415 | 14.48 | LEDLIGHT.COM | Light Sockets 09/22/2022 | 09/22/2022 | 09/22/2022 | Y | 0 | | STEPHANIE KOEHLER | Closed |
| BILL C ROBBINS | XXXXXXXXXXXX2144 | 200-22-230-7515 | 19.95 | MARSHALL WOLF AUTOMATION, | Shipping charge for mcc cabinet filters. Partial order. 09/23/2022 | 09/22/2022 | 09/22/2022 | Y | 0 | | MIKE BANDELIN | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXX2193 | 100-13-150-7433 | 21.38 | FADY DRUG TESTING | Random Drug Testing Pool Administration Fee - First Advantage 09/23/2022 | 09/22/2022 | 09/22/2022 | Y | .85 | | BILL YOUNGBLOOD | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXX2193 | 100-13-150-7433 | 69.5 | TAHOE FOREST HOSPITAL DIS | Random Drug Testing 09/26/2022 | 09/22/2022 | 09/22/2022 | Y | 0 | | ERIN FEORE | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXX2193 | 200-22-240-7415 | 108.5 | TAHOE FOREST HOSPITAL DIS | Random Drug Testing 09/26/2022 | 09/22/2022 | 09/22/2022 | Y | 0 | | ERIN FEORE | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXX2193 | 200-22-240-7415 | 69 | TAHOE FOREST HOSPITAL DIS | Random Drug Testing 09/26/2022 | 09/22/2022 | 09/22/2022 | Y | 0 | | ERIN FEORE | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXX2193 | 410-51-900-7415 | 69.5 | TAHOE FOREST HOSPITAL DIS | Random Drug Testing 09/26/2022 | 09/22/2022 | 09/22/2022 | Y | 0 | | ERIN FEORE | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXX2193 | 200-22-220-7415 | 126 | TAHOE FOREST HOSPITAL DIS | Hep A/B Vaccination 09/26/2022 | 09/22/2022 | 09/22/2022 | Y | 0 | | ERIN FEORE | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXX2193 | 200-25-240-7415 | 125 | TAHOE FOREST HOSPITAL DIS | DOT Physical 09/26/2022 | 09/22/2022 | 09/22/2022 | Y | 0 | | ERIN FEORE | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXX2193 | 200-25-240-7415 | 125 | TAHOE FOREST HOSPITAL DIS | DOT Physical 09/26/2022 | 09/22/2022 | 09/22/2022 | Y | 0 | | ERIN FEORE | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXX2193 | 320-31-530-7415 | 69.5 | TAHOE FOREST HOSPITAL DIS | Random Drug Testing 09/26/2022 | 09/22/2022 | 09/22/2022 | Y | 0 | | ERIN FEORE | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXX2193 | 200-22-220-7415 | 126 | TAHOE FOREST HOSPITAL DIS | Hep A/B Vaccination 09/26/2022 | 09/22/2022 | 09/22/2022 | Y | 0 | | ERIN FEORE | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXX2193 | 320-31-420-7415 | 69.5 | TAHOE FOREST HOSPITAL DIS | Random Drug Testing 09/26/2022 | 09/22/2022 | 09/22/2022 | Y | 0 | | ERIN FEORE | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 320-31-530-7350 | 29.87 | AMZN MKTP US 1 | U34504Z0 Kennel for staff to bring pets that cannot be left alone - employee retention initiative 09/23/2022 | 09/23/2022 | 09/22/2022 | Y | 0 | | WILLIAM VANDENBURG | Closed |
| RICH ALLEN | XXXXXXXXXXXX7409 | 410-51-910-7430 | 99.95 | AMZN MKTP US 1 | U02U9CY2 Repair Parts 09/26/2022 | 09/23/2022 | 09/23/2022 | Y | 0 | | RICH ALLEN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-48-840-7415 | 55.93 | RALEY S #113 | operating half n half 09/26/2022 | 09/23/2022 | 09/23/2022 | Y | 0 | | BRAD UNDERWOOD | Closed |
| DAREL BARLOW | XXXXXXXXXXXX5661 | 200-22-240-7430 | 249.99 | RED WING SHOE STORE 0 | uniform boots 09/26/2022 | 09/23/2022 | 09/23/2022 | Y | 0 | | JIM YOUNGBLOOD | Closed |
| MADONNA DUNBAR | XXXXXXXXXXXX8189 | 200-28-990-7685 | 5 | GOTOCOM GOTOMEETING | tel free number monthly 09/26/2022 | 09/23/2022 | 09/23/2022 | Y | 0 | | BRAD UNDERWOOD | Closed |
| BRYAN KAMBITSCH | XXXXXXXXXXXX2511 | 200-25-240-7340 | 185 | CALIFORNIA WATER ENVIRON | 185 CALIFORNIA WATER ENVIRON 09/26/2022 | 09/23/2022 | 09/23/2022 | N | 17.2 | | JIM YOUNGBLOOD | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX2095 | 100-12-130-7300 | 451.83 | MONOPRICE, INC | Patch Panel and Network Cables 09/23/2022 | 09/23/2022 | 09/23/2022 | Y | 0 | | CLAUDIA DASILVA | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX2086 | 370-43-780-7415 | 129.35 | AMAZON.COM U13W6DKF1 | AMZN 129.35 PPE boots 09/26/2022 | 09/23/2022 | 09/23/2022 | Y | 0 | | STEVEN PHILLIPS | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 200-25-240-7340 | 100 | CALIFORNIA WATER ENVIRON | M. Bliss Collection System Maintenance cert renewal. 09/26/2022 | 09/23/2022 | 09/23/2022 | Y | 9.3 | | RONNIE RECTOR | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 200-22-230-7340 | 202 | CALIFORNIA WATER ENVIRON | Ch. Krip CWEA membership fee. 09/26/2022 | 09/23/2022 | 09/23/2022 | Y | 18.78 | | RONNIE RECTOR | Closed |
| TROY SANDERS | XXXXXXXXXXXX2666 | 300-33-220-7460 | 126.23 | POSTAL EXPRESS | Shipping and insurance for UV testers annual calibration from Factory. 09/26/2022 | 09/23/2022 | 09/23/2022 | Y | 9.64 | | JIM YOUNGBLOOD | Closed |
| SARAH VIDRA | XXXXXXXXXXXX2119 | 200-27-380-7415 | 34.99 | AMZN MKTP US 1 | U146L6E00 Jobn W Headset for computer 09/26/2022 | 09/24/2022 | 09/24/2022 | Y | 0 | | MADONNA DUNBAR | Closed |
| RICH ALLEN | XXXXXXXXXXXX1609 | 410-51-910-7430 | 209.94 | AMAZON.COM U14Z72L2K | Uniforms 09/26/2022 | 09/24/2022 | 09/24/2022 | Y | 0 | | BRAD UNDERWOOD | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 370-43-780-7430 | 47.22 | SP TRUWERK | \$47.22 uniforms 09/26/2022 | 09/24/2022 | 09/24/2022 | Y | 0 | | STEVEN PHILLIPS | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 370-43-780-7430 | 256.59 | SP TRUWERK | \$259.59 uniforms 09/26/2022 | 09/24/2022 | 09/24/2022 | Y | 0 | | STEVEN PHILLIPS | Closed |
| SCOTT HUBELE | XXXXXXXXXXXX2040 | 200-22-240-7415 | 85.21 | AMAZON.COM U134J4H070 | AMZN 85.21 AMZN.COM U134J4H070 AMZN 09/26/2022 | 09/24/2022 | 09/24/2022 | Y | 0 | | JIM YOUNGBLOOD | Closed |
| LAUREN AIDA | XXXXXXXXXXXX1898 | 320-00-000-0720 | 59.85 | WHOLEFIDS RMO 10293 | tempsh for buffet service 09/26/2022 | 09/24/2022 | 09/24/2022 | Y | 0 | | STEVEN PHILLIPS | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-48-840-7415 | 51.92 | AMAZON.COM U122A8E72 | AMZN operating office 09/26/2022 | 09/25/2022 | 09/25/2022 | Y | 0 | | KATE NELSON | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 370-43-780-7415 | 26 | PAYPAL | \$26.00 safety door stop 09/26/2022 | 09/25/2022 | 09/25/2022 | Y | 0 | | STEVEN PHILLIPS | Closed |
| MICHAEL GOVE | XXXXXXXXXXXX1781 | 100-12-130-7685 | 1992.8 | GRANLIBAKKEN RESORT AND C | 100-12-130-7685 - Hotel, Meals for Negotiating Solutions workshop. 9.26 to 9.30 Director of IT 09/27/2022 | 09/25/2022 | 09/25/2022 | N | 0 | | | Closed |
| KATHRYN NELSON | XXXXXXXXXXXX3819 | 420-52-240-7680 | 1992.8 | GRANLIBAKKEN RESORT AND C | Hotel expense for Negotiating Solutions Training for Kate. GL420-52-930-7680 09/27/2022 | 09/25/2022 | 09/25/2022 | Y | 0 | | | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 370-43-780-7310 | 9.99 | ADOBEE INC | 9.99 Adobe Inc for 09/27/2022 | 09/25/2022 | 09/25/2022 | Y | 0 | | STEVEN PHILLIPS | Closed |
| LISA HOOPES | XXXXXXXXXXXX2180 | 100-12-130-7350 | 499 | ZIPRECRUITER, INC. | IT Tech, Admin Online Listing Subscription 100.12.130.7350 09/27/2022 | 09/26/2022 | 09/26/2022 | Y | 0 | | ERIN FEORE | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX2110 | 340-34-980-7310 | 1.92 | CROSS BORDER TRANS FEE | foreign transaction fee associated with subscription to QR Code Generator service 09/27/2022 | 09/26/2022 | 09/26/2022 | Y | 0 | | MIKE BANDELIN | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX2110 | 340-34-980-7310 | 191.88 | QR-CODE-GENERATOR.COM | Annual subscription to QR Code Generator service for DR IP ticket stock use 09/27/2022 | 09/26/2022 | 09/26/2022 | Y | 0 | | MIKE BANDELIN | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 60 SCREENCLOUD | 20 | SCREENCLOUD | chatatus screenscloud 09/26/2022 | 09/26/2022 | 09/26/2022 | Y | 0 | | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 330-33-500-7310 | 20 | SCREENCLOUD | transaction fee for marketing screens 09/26/2022 | 09/26/2022 | 09/26/2022 | Y | 0 | | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 350-48-980-7310 | 0.8 | CROSS BORDER TRANS FEE | 0.8 CROSS BORDER TRANS FEE 09/27/2022 | 09/26/2022 | 09/26/2022 | Y | 0 | | WILLIAM VANDENBURG | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX8781 | 350-48-850-7415 | 29.29 | AMZN MKTP US 1 | U3RE0K81 N95 masks 09/27/2022 | 09/27/2022 | 09/27/2022 | Y | 0 | | SHELLA LEON | Closed |
| LISA HOOPES | XXXXXXXXXXXX1880 | 340-34-630-7350 | 200 | IN BEARDSLEY PUBLISHING | online job listing Slope Maint Mar Ski Area Mgmt-SAM 09/28/2022 | 09/27/2022 | 09/27/2022 | Y | 0 | | ERIN FEORE | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 420-52-240-7415 | 174 | UPLIFT DESK | 174 UPLIFT DESK 09/28/2022 | 09/27/2022 | 09/27/2022 | Y | 0 | | KATE NELSON | Closed |
| BILL C ROBBINS | XXXXXXXXXXXX2144 | 200-23-230-7515 | 58.95 | AMZN MKTP US 1 | U6H812X1 Battery Tender. 09/28/2022 | 09/27/2022 | 09/27/2022 | Y | 0 | | JIM YOUNGBLOOD | Closed |
| MATTHEW BELOTE | XXXXXXXXXXXX5653 | 100-12-130-7300 | 174 | AMZN MKTP US 1 | U9PM2RW1 Ubiquiti Networks Instant 802.3af Indoor Gigabit PoE Converter INS-3AF-4G 09/28/2022 | 09/28/2022 | 09/28/2022 | Y | 0 | | MATTHEW BELOTE | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX2110 | 340-34-980-7415 | 64.94 | FBB KINGSIZE TEL ORD | Costume for Penguin Pet - Diamond Peak mascot 09/28/2022 | 09/28/2022 | 09/28/2022 | Y | 0 | | MIKE BANDELIN | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 200-25-230-7340 | 202 | CALIFORNIA WATER ENVIRON | Membership renewal, S. Gibbs 09/29/2022 | 09/28/2022 | 09/28/2022 | Y | 18.78 | | KATE NELSON | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 200-22-870-7340 | 202 | CALIFORNIA WATER ENVIRON | Membership renewal, E. Freistrotter 09/29/2022 | 09/28/2022 | 09/28/2022 | Y | 18.78 | | KATE NELSON | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 200-22-870-7340 | 202 | CALIFORNIA WATER ENVIRON | Membership renewal, J. Donahue. 09/29/2022 | 09/28/2022 | 09/28/2022 | Y | 18.78 | | KATE NELSON | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 200-25-230-7340 | 202 | CALIFORNIA WATER ENVIRON | Membership renewal, B. Olsen. 09/29/2022 | 09/28/2022 | 09/28/2022 | Y | 18.78 | | KATE NELSON | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 200-22-870-7340 | 202 | CALIFORNIA WATER ENVIRON | Membership renewal, D. Morris. 09/29/2022 | 09/28/2022 | 09/28/2022 | Y | 18.78 | | KATE NELSON | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 200-25-240-7680 | 202 | CALIFORNIA WATER ENVIRON | Membership renewal, J. Youngblood 09/29/2022 | 09/28/2022 | 09/28/2022 | Y | 18.78 | | KATE NELSON | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 200-22-240-7340 | 202 | CALIFORNIA WATER ENVIRON | Membership renewal, B. Kamboisch. 09/29/2022 | 09/28/2022 | 09/28/2022 | Y | 18.78 | | KATE NELSON | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 200-22-240-7340 | 202 | CALIFORNIA WATER ENVIRON | Membership renewal, D. Barlow. 09/29/2022 | 09/28/2022 | 09/28/2022 | Y | 18.78 | | KATE NELSON | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 200-25-230-7340 | 202 | CALIFORNIA WATER ENVIRON | Membership renewal, B. Robbins. 09/29/2022 | 09/28/2022 | 09/28/2022 | Y | 18.78 | | KATE NELSON | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 200-25-240-7340 | 202 | CALIFORNIA WATER ENVIRON | Membership renewal, A. Gutierrez. 09/29/2022 | 09/28/2022 | 09/28/2022 | Y | 18.78 | | KATE NELSON | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 200-22-870-7340 | 202 | CALIFORNIA WATER ENVIRON | Membership renewal, T. Baxton. 09/29/2022 | 09/28/2022 | 09/28/2022 | Y | 18.78 | | KATE NELSON | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 200-22-870-7340 | 202 | CALIFORNIA WATER ENVIRON | Membership renewal, M. Bliss. 09/29/2022 | 09/28/2022 | 09/28/2022 | Y | 18.78 | | KATE NELSON | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 200-22-970-7340 | 202 | CALIFORNIA WATER ENVIRON | Membership renewal, D. Alton. 09/29/2022 | 09/28/2022 | 09/28/2022 | Y | 18.78 | | KATE NELSON | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX2136 | 200-25-240-7340 | 202 | CALIFORNIA WATER ENVIRON | Membership renewal, S. Hubele. 09/29/2022 | 09/28/2022 | 09/28/2022 | Y | 18.78 | | KATE NELSON | Closed |
| CARL STUMP | XXXXXXXXXXXX6992 | 200-22-240-7680 | 7 | DMV-10 | Driver History Report for CDI, School 09/29/2022 | 09/28/2022 | 09/28/2022 | Y | 0 | | JIM YOUNGBLOOD | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 330-33-500-7310 | 26.95 | MOOD PANDORA | Chateau Pandora 09/29/2022 | 09/28/2022 | 09/28/2022 | Y | 0 | | J. HOWARD | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 320-31-530-7310 | 26.95 | MOOD PANDORA | Chateau Pandora 09/29/2022 | 09/28/2022 | 09/28/2022 | Y | 0 | | J. HOWARD | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 340-34-530-7310 | 26.95 | MOOD PANDORA | Snuggly Pandora 09/29/2022 | 09/28/2022 | 09/28/2022 | Y | 0 | | J. HOWARD | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 340-34-530-7310 | 26.95 | MOOD PANDORA | Loft Bar Pandora 09/29/2022 | 09/28/2022 | 09/28/2022 | Y | 0 | | J. HOWARD | Closed |
| RICH ALLEN | XXXXXXXXXXXX1609 | 410-51-900-7490 | 337.7 | WASHOE METAL FABRICATING | Repair Parts 10/03/2022 | 09/29/2022 | 09/29/2022 | Y | 0 | | BRAD UNDERWOOD | Closed |
| DAREL BARLOW | XXXXXXXXXXXX5661 | 200-25-240-7515 | 42.68 | THE HOME DEPOT #3312 | quantity of 4 Concrete stakes for securing guard shack at wetlands. The receipt for this purchase 10/03/2022 | 09/29/2022 | 09/29/2022 | Y | 0 | | JIM YOUNGBLOOD | Closed |
| MADONNA DUNBAR | XXXXXXXXXXXX8189 | 200-25-240-7415 | 191 | USPS PO 31176 | 10450 SPS PO 31176 10450 09/30/2022 | | | | | | | |

| Cardholder Name 1 | Card Number (Last 4) | G/L Account | Amount | Merchant Name | Description | Posting Date | Transaction Date | Receipt Image | Sales Tax Amount | Statement Approved By | Statement Reviewed By | Statement Status |
|--------------------|----------------------|------------------|--------|---------------------------|--|--------------|------------------|---------------|------------------|-----------------------|-----------------------|------------------|
| BRAD ECK | XXXXXXXXXXXX7168 | 430-53-940-7520 | 20.68 | THE HOME DEPOT #3312 | Scram in stakes for golf. | 10/10/2022 | 10/06/2022 | Y | 0 | JUSTIN BLUHM | J. HOWARD | Closed |
| LAUREN A IDA | XXXXXXXXXXXX0975 | 336-23-500-7400 | 209.9 | AMZN MKTP US 1K80663T0 | Scanner for front desk | 10/07/2022 | 10/06/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX8925 | 340-34-630-7415 | 49.98 | AMZN MKTP US 43TR84K2 | Opening supplies for Slopes | 10/07/2022 | 10/06/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX0914 | 340-34-630-7415 | 28.47 | AMZN MKTP US 1K3V8K031 | Cold Weather gloves | 10/07/2022 | 10/06/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX0914 | 340-34-690-7415 | 58.17 | AMZN MKTP US 1K8E683P0 | socket adapter for lamp | 10/07/2022 | 10/06/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX0914 | 340-34-630-7340 | 52.99 | ADOBE CREATIVE CLOUD | online editing software to edit documents and create | 10/07/2022 | 10/06/2022 | N | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX0914 | 143-102-130-7310 | 14.8 | ADOBE ACROPRO SUBS | Adobe Oct - 2022 - Additional Licenses | 10/06/2022 | 10/06/2022 | Y | 0 | MIKE BANDELIN | CHRIS LAVERY | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX0914 | 340-34-980-7300 | 86.60 | GOPRO.COM | GoPro camera for Diamond Peak winter video projects | 10/07/2022 | 10/06/2022 | Y | 66.11 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX0210 | 340-34-980-7310 | 52.99 | ADOBE CREATIVE CLOUD | Monthly Adobe Creative Cloud software subscription - Video Photo Coordinator | 10/07/2022 | 10/06/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX0210 | 340-34-980-7310 | 52.99 | ADOBE CREATIVE CLOUD | Monthly Adobe Creative Cloud software subscription - Marketing Manager | 10/07/2022 | 10/06/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| JACLYN M BEAM | XXXXXXXXXXXX0218 | 340-34-980-7310 | 52.99 | ADOBE 800-833-6667 | Monthly Adobe software subscription | 10/07/2022 | 10/06/2022 | Y | 0 | MIKE BANDELIN | JACLYN M BEAM | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX1219 | 330-33-530-7415 | 490.61 | THE WEBSTRAINS STORE INC | Office Supplies for JW. | 10/07/2022 | 10/06/2022 | Y | 0 | MIKE BANDELIN | WILLIAM VANDENBURG | Closed |
| SARAH G VIDRA | XXXXXXXXXXXX0219 | 350-43-280-7415 | 35.89 | AMZN MKTP US 1K7K20P51 | Office Supplies for JW. | 10/10/2022 | 10/07/2022 | Y | 0 | MADONNA DUNBAR | SARAH VIDRA | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX0821 | 350-48-840-7415 | 290.95 | POWER SYSTEMS | fitness equipment | 10/13/2022 | 10/07/2022 | Y | 0 | SHELIA LEUON | PANDORA BAHLMAN | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX01971 | 390-39-780-7415 | 13.08 | PAYPAL WWWIPST0PB | S1308 RIP Stop | 10/10/2022 | 10/07/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| SCOTT HUBELE | XXXXXXXXXXXX06690 | 200-22-230-7430 | 151.77 | AMZN MKTP US 1K2Y84E00 | 2022 uniform boots | 10/10/2022 | 10/07/2022 | Y | 0 | JIM YOUNGBLOOD | CHRIS LAVERY | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX0913 | 100-12-130-7310 | 15 | DOMAINS-DOMAINRIGHT LLC | Domain Renewal - diamondpeak.com | 10/10/2022 | 10/07/2022 | Y | 0 | JIM YOUNGBLOOD | CHRIS LAVERY | Closed |
| BILL C ROBBINS | XXXXXXXXXXXX0913 | 200-22-230-7425 | 692.37 | ULINE SHIP SUPPLIES | Mailne Tech Office Looking | 10/10/2022 | 10/07/2022 | Y | 0 | BRAD UNDERWOOD | BILL ROBBINS | Closed |
| DON SHOWS | XXXXXXXXXXXX00650 | 390-39-780-7685 | 34.99 | AMZN MKTP US 1K54E1J81 | Isopropyl alcohol for BCWDP. | 10/10/2022 | 10/07/2022 | Y | 0 | JIM YOUNGBLOOD | BILL ROBBINS | Closed |
| DON SHOWS | XXXXXXXXXXXX00650 | 390-39-780-7685 | 202.95 | PLANET HOLLYWD ADV DEPO | Hotel Irrigation Association Conference | 10/10/2022 | 10/07/2022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| DON SHOWS | XXXXXXXXXXXX00650 | 390-39-780-7685 | 25 | SWA EARLYBRDS269938554129 | SWA airfare | 10/10/2022 | 10/07/2022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| DON SHOWS | XXXXXXXXXXXX00650 | 390-39-780-7685 | 177.96 | SOUTHWES 5262174446944 | SWA airfare | 10/10/2022 | 10/07/2022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| DON SHOWS | XXXXXXXXXXXX00650 | 390-39-780-7685 | 879 | THE IRRIGATION ASSOCIATIO | Irrigation training | 10/10/2022 | 10/07/2022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| DON SHOWS | XXXXXXXXXXXX00650 | 390-39-780-7685 | 25 | SWA EARLYBRDS269938554128 | SWA airfare | 10/10/2022 | 10/07/2022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| BOB E OLSEN | XXXXXXXXXXXX02060 | 200-25-230-7430 | 193.79 | DT DULUTH TRADING CO | uniform | 10/10/2022 | 10/08/2022 | Y | 0 | JIM YOUNGBLOOD | BOB OLSEN | Closed |
| SCOTT HUBELE | XXXXXXXXXXXX06690 | 200-22-230-7430 | 482.71 | AMZN MKTP US 1K5B76HU1 | 2022 uniforms | 10/10/2022 | 10/09/2022 | Y | 0 | JIM YOUNGBLOOD | BOB OLSEN | Closed |
| LAUREN A IDA | XXXXXXXXXXXX0918 | 330-33-530-7415 | 23.8 | SIERRAMOBILESTORAGE | on site storage | 10/11/2022 | 10/09/2022 | Y | 0 | J. HOWARD | LAUREN A IDA | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX0821 | 350-48-840-7825 | 112.03 | SPECFRTRM | Cable TV | 10/11/2022 | 10/10/2022 | Y | 0.05 | SHELIA LEUON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX0821 | 350-48-840-7510 | 13.99 | AMZN MKTP US 1K97U6A12 | RM Maintenance Locker room | 10/11/2022 | 10/10/2022 | Y | 0 | SHELIA LEUON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX0821 | 350-48-840-7415 | 499.9 | AMAZON.COM 1K7P99UX0 AMZN | RM Maintenance | 10/11/2022 | 10/10/2022 | Y | 0 | SHELIA LEUON | PANDORA BAHLMAN | Closed |
| MADONNA DUNBAR | XXXXXXXXXXXX08189 | 200-28-990-7415 | 567 | STICKER MULE | reorder - Tahoe Tap small stickers | 10/11/2022 | 10/10/2022 | Y | 0 | BRAD UNDERWOOD | MADONNA DUNBAR | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX0913 | 370-43-780-7415 | 5.24 | AMZN MKTP US 1K1KB6920 | sewing needles 55 canvas repair | 10/11/2022 | 10/10/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| LISA HOOPES | XXXXXXXXXXXX08180 | 390-39-850-7350 | 38.75 | NV CAREER STUDIO, UNR | UNR Fall Career/Internship Fair Oct 25 2022 10a-2p Ski Aquatics Food-Bev Rec | 10/11/2022 | 10/10/2022 | Y | 0 | ERIN FEORE | LISA HOOPES | Closed |
| LISA HOOPES | XXXXXXXXXXXX08180 | 390-39-850-7350 | 38.75 | NV CAREER STUDIO, UNR | UNR Fall Career/Internship Fair Oct 25 2022 10a-2p Ski Aquatics Food-Bev Rec | 10/11/2022 | 10/10/2022 | Y | 0 | ERIN FEORE | LISA HOOPES | Closed |
| LISA HOOPES | XXXXXXXXXXXX08180 | 390-39-850-7350 | 38.75 | NV CAREER STUDIO, UNR | UNR Fall Career/Internship Fair Oct 25 2022 10a-2p Ski Aquatics Food-Bev Rec | 10/11/2022 | 10/10/2022 | Y | 0 | ERIN FEORE | LISA HOOPES | Closed |
| LISA HOOPES | XXXXXXXXXXXX08180 | 390-39-850-7350 | 38.75 | NV CAREER STUDIO, UNR | UNR Fall Career/Internship Fair Oct 25 2022 10a-2p Ski Aquatics Food-Bev Rec | 10/11/2022 | 10/10/2022 | Y | 0 | ERIN FEORE | LISA HOOPES | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX02086 | 390-39-780-7415 | 99.98 | AMZN MKTP US 1K8F04H2 AM | Bulb cages \$99.98 pest control | 10/11/2022 | 10/10/2022 | Y | 0 | STEVEN PHILLIPS | STEVEN PHILLIPS | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX02086 | 390-39-780-7415 | 159 | AMAZON.COM 7004UP0 AMZN | \$159.00 PPE boots | 10/11/2022 | 10/10/2022 | Y | 0 | STEVEN PHILLIPS | STEVEN PHILLIPS | Closed |
| KAYLEN PRIOR | XXXXXXXXXXXX01696 | 200-22-230-7430 | 165 | W & T GRAPHIX | water | 10/11/2022 | 10/10/2022 | Y | 13.2 | JIM YOUNGBLOOD | KAYLEN PRIOR | Closed |
| KAYLEN PRIOR | XXXXXXXXXXXX01696 | 200-25-230-7430 | 165 | W & T GRAPHIX | wastewater | 10/11/2022 | 10/10/2022 | Y | 0 | JIM YOUNGBLOOD | KAYLEN PRIOR | Closed |
| BILL C ROBBINS | XXXXXXXXXXXX02144 | 200-22-230-7415 | 7.99 | AMZN MKTP US 1K5AV6ZB0 | Microfiber Cleaning cloths for BCWDP. | 10/11/2022 | 10/10/2022 | Y | 0 | JIM YOUNGBLOOD | BILL ROBBINS | Closed |
| BILL C ROBBINS | XXXXXXXXXXXX02144 | 200-22-230-7415 | 13.99 | AMZN MKTP US 1K6GF0E02 | Microfiber cleaning cloths for BCWDP. | 10/11/2022 | 10/10/2022 | Y | 0 | JIM YOUNGBLOOD | BILL ROBBINS | Closed |
| BILL C ROBBINS | XXXXXXXXXXXX02144 | 200-22-230-7415 | 23.87 | AMZN MKTP US 1K7V13Z20 | Trigger sprayers for cleaning bottles | 10/11/2022 | 10/10/2022 | Y | 0 | JIM YOUNGBLOOD | BILL ROBBINS | Closed |
| JEFF CLOUTHER | XXXXXXXXXXXX01724 | 320-31-420-7415 | 61.1 | POSTAL EXPRESS | Postage for mailing Champ soil samples | 10/12/2022 | 10/11/2022 | Y | 4.66 | J. HOWARD | JEFF CLOUTHER | Closed |
| LISA HOOPES | XXXXXXXXXXXX08180 | 340-34-990-7350 | 180 | SQ INCLINE BOOSTERS CLUB | IHS Banner 2022-23 Ski Pks-Rec TennisPickleball Champ Golf Mtn Golf | 10/11/2022 | 10/11/2022 | Y | 0 | ERIN FEORE | LISA HOOPES | Closed |
| LISA HOOPES | XXXXXXXXXXXX08180 | 350-48-980-7350 | 180 | SQ INCLINE BOOSTERS CLUB | IHS Banner 2022-23 Ski Pks-Rec TennisPickleball Champ Golf Mtn Golf | 10/11/2022 | 10/11/2022 | Y | 0 | ERIN FEORE | LISA HOOPES | Closed |
| LISA HOOPES | XXXXXXXXXXXX08180 | 350-48-980-7350 | 180 | SQ INCLINE BOOSTERS CLUB | IHS Banner 2022-23 Ski Pks-Rec TennisPickleball Champ Golf Mtn Golf | 10/11/2022 | 10/11/2022 | Y | 0 | ERIN FEORE | LISA HOOPES | Closed |
| LISA HOOPES | XXXXXXXXXXXX08180 | 320-31-980-7350 | 180 | SQ INCLINE BOOSTERS CLUB | IHS Banner 2022-23 Ski Pks-Rec TennisPickleball Champ Golf Mtn Golf | 10/11/2022 | 10/11/2022 | Y | 0 | ERIN FEORE | LISA HOOPES | Closed |
| LISA HOOPES | XXXXXXXXXXXX08180 | 320-32-980-7350 | 180 | SQ INCLINE BOOSTERS CLUB | IHS Banner 2022-23 Ski Pks-Rec TennisPickleball Champ Golf Mtn Golf | 10/11/2022 | 10/11/2022 | Y | 0 | ERIN FEORE | LISA HOOPES | Closed |
| BOB E OLSEN | XXXXXXXXXXXX02060 | 200-25-230-7520 | 25.98 | NORTHSHORE ACE HARDWARE | Gate valve for Clarifier WRRF | 10/13/2022 | 10/11/2022 | Y | 0 | JIM YOUNGBLOOD | BOB OLSEN | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX02110 | 350-48-980-7415 | 70 | MAILCHIMP MISC | Monthly MailChimp email marketing service - Rec share | 10/12/2022 | 10/11/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX02110 | 320-31-980-7415 | 75 | MAILCHIMP MISC | Monthly MailChimp email marketing service - Golf Champ | 10/12/2022 | 10/11/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX02110 | 350-48-980-7415 | 50 | MAILCHIMP MISC | Monthly MailChimp email marketing service - Golf Mt | 10/12/2022 | 10/11/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX02110 | 380-45-980-7415 | 30 | MAILCHIMP MISC | Monthly MailChimp email marketing service - Tennis | 10/12/2022 | 10/11/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| JON TEKULVE | XXXXXXXXXXXX06651 | 340-34-670-7415 | 95.98 | AMZN MKTP US 1K3M11G22 | Stain for CSC and SRC Tech benches and Boarder for Slat Wall Display in CSC | 10/12/2022 | 10/11/2022 | Y | 0 | MIKE BANDELIN | JON TEKULVE | Closed |
| JON TEKULVE | XXXXXXXXXXXX06651 | 340-34-680-7415 | 152.99 | AMZN MKTP US 1K8G80V42 | Ballless vacuum | 10/12/2022 | 10/11/2022 | Y | 0 | MIKE BANDELIN | JON TEKULVE | Closed |
| JON TEKULVE | XXXXXXXXXXXX06651 | 340-34-670-7415 | 21.99 | AMZN MKTP US 1K8G80V42 | DNH Holder | 10/12/2022 | 10/11/2022 | Y | 0 | MIKE BANDELIN | JON TEKULVE | Closed |
| JON TEKULVE | XXXXXXXXXXXX06651 | 340-34-670-7415 | 219.86 | AMZN MKTP US 1K8G80V42 | Ballless vacuum, contact paper, drill holder and tools | 10/12/2022 | 10/11/2022 | Y | 0 | MIKE BANDELIN | JON TEKULVE | Closed |
| JON TEKULVE | XXXXXXXXXXXX06651 | 340-34-670-7415 | 567.67 | STORE SUPPLY WAREHOUSE | Slat Wall for CSC Merchandise display | 10/12/2022 | 10/11/2022 | Y | 0 | MIKE BANDELIN | JON TEKULVE | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXX02193 | 100-13-150-7685 | 234.97 | SOUTHWES 5262175543836 | Loss Control Committee Meeting - Boulder City | 10/13/2022 | 10/11/2022 | Y | 0 | ERIN FEORE | CURTIS G TRUJILLO | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXX02193 | 100-13-150-7685 | 234.97 | SOUTHWES 5262175543837 | Loss Control Committee Meeting - Boulder City | 10/13/2022 | 10/11/2022 | Y | 0 | ERIN FEORE | CURTIS G TRUJILLO | Closed |
| RICH ALLEN | XXXXXXXXXXXX01609 | 410-51-900-7490 | 262.54 | DT DULUTH TRADING CO | Uniforms | 10/13/2022 | 10/12/2022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| RICH ALLEN | XXXXXXXXXXXX01609 | 410-51-900-7490 | 81.68 | AMZN MKTP US 1K0VMZB2B | Repair Parts | 10/13/2022 | 10/12/2022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX0821 | 350-48-840-7415 | 59.14 | AMZN MKTP US HT0P7S0CI AM | operating | 10/13/2022 | 10/12/2022 | Y | 0 | SHELIA LEUON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX0821 | 350-00-000-0720 | 224.71 | SAMS CLUB RENEWAL | food merch | 10/14/2022 | 10/12/2022 | Y | 0 | SHELIA LEUON | PANDORA BAHLMAN | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX0914 | 340-34-630-7415 | 63.76 | SP DIESEL BELTING | space belts for air hose equipment | 10/13/2022 | 10/12/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX02086 | 370-43-780-7415 | 25.99 | NAPA AUTO PARTS | Napa auto parts \$25.99 adaptor | 10/13/2022 | 10/12/2022 | Y | 0 | STEVEN PHILLIPS | STEVEN PHILLIPS | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX02086 | 390-39-780-7415 | 447.1 | BTS SUNSTATE EQUIP | Compressor rental beater irrigation blowout | 10/13/2022 | 10/12/2022 | Y | 35.76 | STEVEN PHILLIPS | STEVEN PHILLIPS | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX02086 | 370-43-780-7480 | 447.1 | BTS SUNSTATE EQUIP | Compressor rental Parks irrigation blowout | 10/13/2022 | 10/12/2022 | Y | 0 | STEVEN PHILLIPS | STEVEN PHILLIPS | Closed |
| DIANA ROBB | XXXXXXXXXXXX05093 | 200-22-970-7415 | 1276 | UPLIFT DESK | Meter Tech New Desk | 10/13/2022 | 10/12/2022 | Y | 0 | BRAD UNDERWOOD | DIANA ROBB | Closed |
| DIANA ROBB | XXXXXXXXXXXX05093 | 200-22-970-7415 | 159.95 | AMZN MKTP US HT4687E21 | File Cabinet for Meter Tech | 10/13/2022 | 10/12/2022 | Y | 0 | BRAD UNDERWOOD | DIANA ROBB | Closed |
| JON TEKULVE | XXXXXXXXXXXX06651 | 340-34-670-7415 | 333.76 | SONCO PERIMETER SECURIT | Outdoor Flags - 2 | 10/13/2022 | 10/12/2022 | Y | 64.46 | MIKE BANDELIN | JON TEKULVE | Closed |
| JON TEKULVE | XXXXXXXXXXXX06651 | 340-34-670-7415 | 343.70 | SONCO PERIMETER SECURIT | Outdoor Flags - 2 | 10/13/2022 | 10/12/2022 | Y | 0 | MIKE BANDELIN | JON TEKULVE | Closed |
| JON | | | | | | | | | | | | |

| Cardholder Name 1 | Card Number (Last 4) | G/L Account | Amount | Merchant Name | Description | Posting Date | Transaction Date | Receipt Image | Sales Tax Amount | Statement Approved By | Statement Reviewed By | Statement Status |
|--------------------|----------------------|-----------------|---------|---------------------------|--|--------------|------------------|---------------|------------------|-----------------------|-----------------------|------------------|
| MADONNA DUNBAR | XXXXXXXXXXXX8189 | 206-27-380-7685 | 15 | PARKING | parking 3 day conference 10/17-19 | 10/21/2022 | 10/19/2022 | Y | 0 | BRAD UNDERWOOD | MADONNA DUNBAR | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 370-43-780-7685 | 15.28 | PANDA EXPRESS 467 | \$15.28 safety training expense | 10/20/2022 | 10/19/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 390-39-780-7685 | \$1.97 | PAYPAL UBER | \$1.97 safety training expense | 10/20/2022 | 10/19/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 390-39-780-7685 | 11.98 | PAYPAL UBER | \$11.98 safety training expense | 10/20/2022 | 10/19/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 390-39-780-7685 | 43.9 | SUNSET CAFE | \$43.90 safety training exp | 10/21/2022 | 10/19/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX0965 | 100-12-130-7310 | 1659.99 | GOTOCOM LOGMEINCENTRAL | Central Base 100 yearly subscription | 10/20/2022 | 10/19/2022 | Y | 0 | CHRIS LAVERY | CHRIS LAVERY | Closed |
| SHELLA LEUON | XXXXXXXXXXXX7415 | 360-49-990-7415 | 66.32 | HOMEDEPOT.COM | Trail of Treats decoration - a portion to be reimbursed by ITF | 10/21/2022 | 10/19/2022 | Y | 0 | J. HOWARD | TIMOTHY MCKEON | Closed |
| TIMOTHY E MCKEON | XXXXXXXXXXXX1898 | 360-49-990-7415 | 66.32 | PHYSICAL EDUCATION EQUIP | Retraceable safety harness for basketball back board. | 10/20/2022 | 10/19/2022 | Y | 0 | J. HOWARD | TIMOTHY MCKEON | Closed |
| JENNIFER L MOORE | XXXXXXXXXXXX1872 | 360-49-990-7415 | 967.33 | COSTCO WISE #0127 | Trail of Treats candy | 10/20/2022 | 10/19/2022 | Y | 68.33 | SHELLA LEUON | JENNIFER MOORE | Closed |
| JENNIFER L MOORE | XXXXXXXXXXXX1872 | 360-49-990-7415 | 129.43 | COSTCO WISE #0127 | Trail of Treats candy | 10/20/2022 | 10/19/2022 | Y | 9.14 | SHELLA LEUON | JENNIFER MOORE | Closed |
| KATHRYN NELSON | XXXXXXXXXXXX08819 | 206-25-990-8120 | 896 | TAHOE REGIONAL PLANNING A | TRPA Coverage Verification Application Fee - Effluent Storage Tank | 10/20/2022 | 10/19/2022 | Y | 0 | J. HOWARD | STEPHANIE KOEHLER | Closed |
| TROY SANDERS | XXXXXXXXXXXX5566 | 206-25-230-7440 | 76.84 | AMZN MKTP US H80L74E1 | SS Chain | 10/20/2022 | 10/19/2022 | Y | 0 | JIM YOUNGBLOOD | TROY SANDERS | Closed |
| TROY SANDERS | XXXXXXXXXXXX5566 | 206-25-230-7440 | 46 | AMZN MKTP US H870B070B1 | Magnets | 10/20/2022 | 10/19/2022 | Y | 0 | JIM YOUNGBLOOD | TROY SANDERS | Closed |
| TROY SANDERS | XXXXXXXXXXXX5566 | 206-25-230-7440 | 65.4 | AMZN MKTP US H855Z6E6F | Absorbent powder | 10/20/2022 | 10/19/2022 | Y | 0 | JIM YOUNGBLOOD | TROY SANDERS | Closed |
| JON TEKULVE | XXXXXXXXXXXX2651 | 340-34-680-7415 | 324.15 | AMZN MKTP US H88NG64Q1 | POS station stools | 10/20/2022 | 10/19/2022 | Y | 0 | MIKE BANDELIN | JON TEKULVE | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 320-31-530-7415 | 209.76 | AMZN MKTP US H87XL4050 | union straps for equipment moving | 10/20/2022 | 10/19/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| RICH ALLEN | XXXXXXXXXXXX0969 | 410-51-900-7490 | 792.65 | SIMPLE TIRE | Repair Parts | 10/21/2022 | 10/20/2022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 370-43-780-7685 | 16.99 | PAYPAL UBER | \$16.99 safety training expense | 10/21/2022 | 10/20/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 370-43-780-7685 | 3 | PAYPAL UBER | \$3.00 safety training exp | 10/21/2022 | 10/20/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 370-43-780-7685 | 1 | PAYPAL UBER | Safety training expense \$1.00 | 10/21/2022 | 10/20/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 390-39-780-7685 | 3 | PAYPAL UBER | \$3.00 safety training exp | 10/21/2022 | 10/20/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 390-39-780-7685 | 12.97 | PAYPAL UBER | \$12.97 safety training exp | 10/21/2022 | 10/20/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| LAUREN A IDA | XXXXXXXXXXXX1898 | 330-33-500-7415 | 1973.7 | BIZCHAIR | full fleet of 200 replacement chair pads. receipt to follow | 10/21/2022 | 10/20/2022 | N | 0 | J. HOWARD | LAUREN IDA | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX09514 | 340-34-990-7415 | 1066.02 | WF WAYFAIR2838173523 | furniture for office - conference room table and cabinets | 10/21/2022 | 10/20/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX2110 | 340-34-980-7310 | 1020 | ALCHEMIE LLC | annual licensing fee for Alchemie online survey tool used by all Community Services venues as of | 10/21/2022 | 10/20/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| TROY SANDERS | XXXXXXXXXXXX5566 | 206-25-230-7440 | 155.85 | AMZN MKTP US H848K6XR0 | Absorbent pads and magnets | 10/21/2022 | 10/20/2022 | Y | 0 | JIM YOUNGBLOOD | TROY SANDERS | Closed |
| CARL STUMP | XXXXXXXXXXXX0692 | 206-25-240-7680 | 68 | DMV-10 | CDL License Fee for CDL School | 10/21/2022 | 10/20/2022 | Y | 0 | JIM YOUNGBLOOD | CARL STUMP | Closed |
| JON TEKULVE | XXXXXXXXXXXX2651 | 340-34-680-7415 | 379.99 | AMZN MKTP US H830061Y0 | Rental Shop Reception Desk | 10/21/2022 | 10/20/2022 | Y | 0 | MIKE BANDELIN | JON TEKULVE | Closed |
| JON TEKULVE | XXXXXXXXXXXX2651 | 340-34-680-7415 | 126.84 | AMAZON.COM H8201N1I | Cordless Drill for Rental Shop | 10/21/2022 | 10/20/2022 | Y | 0 | MIKE BANDELIN | JON TEKULVE | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 340-34-530-7310 | 0.04 | CROSS BORDER TRANS FEE | fee for screen | 10/21/2022 | 10/20/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 340-34-530-7310 | 4 | SCREENCLOUD | food court screen | 10/21/2022 | 10/20/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 320-31-530-7415 | 154.18 | LUPITA MEXICAN RESTAURAN | lunch for cleaning team | 10/21/2022 | 10/20/2022 | N | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 340-34-530-7310 | 0.04 | CROSS BORDER TRANS FEE | fee for screen | 10/21/2022 | 10/20/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 340-34-530-7310 | 0.04 | CROSS BORDER TRANS FEE | screen fee | 10/21/2022 | 10/20/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 340-34-530-7310 | 4 | SCREENCLOUD | food court screen | 10/21/2022 | 10/20/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 340-34-530-7310 | 4 | SCREENCLOUD | food court screen | 10/21/2022 | 10/20/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 340-34-530-7310 | 4 | SCREENCLOUD | food court screen | 10/21/2022 | 10/20/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-48-840-7530 | 69 | INLAND SUPPLY CO.(RENO) | janitorial | 10/24/2022 | 10/21/2022 | Y | 0 | SHELLA LEUON | PANDORA BAHLMAN | Closed |
| JEFF CLOUTHER | XXXXXXXXXXXX1724 | 320-31-420-7350 | 177.94 | MOFOS PIZZA AND PASTA | End of season pizza for staff | 10/24/2022 | 10/21/2022 | Y | 0 | J. HOWARD | JEFF CLOUTHER | Closed |
| JEFF CLOUTHER | XXXXXXXXXXXX1724 | 320-32-420-7350 | 44.8 | MOFOS PIZZA AND PASTA | End of season pizza for staff | 10/24/2022 | 10/21/2022 | Y | 0 | J. HOWARD | JEFF CLOUTHER | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 370-43-780-7685 | 39.57 | SUNSET CAFE | 39.57 safety training exp | 10/24/2022 | 10/21/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 370-43-780-7685 | 17.1 | PORT OF SUBS 0039 | \$17.10 safety training exp | 10/24/2022 | 10/21/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 390-39-780-7685 | 15.97 | PAYPAL UBER | \$15.97 safety training exp | 10/24/2022 | 10/21/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 390-39-780-7685 | 48 | RENO-TAHOE AIRPORT AUTH | \$48.00 safety training exp | 10/24/2022 | 10/21/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| LAUREN A IDA | XXXXXXXXXXXX1898 | 330-33-500-7405 | 46.33 | AMZN MKTP US H86AT4020 | folders for office | 10/24/2022 | 10/21/2022 | Y | 0 | J. HOWARD | LAUREN IDA | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX09514 | 340-34-980-7415 | 60 | MSFT EB080K0M3K3 | online application for communication between staff | 10/21/2022 | 10/21/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX2110 | 340-34-980-7310 | 13.59 | ROBERTO'S TACO SHOP | Dinner at UNR Ski Swap event at Reno Convention Center | 10/24/2022 | 10/21/2022 | Y | 0.04 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| JACLYN M REAM | XXXXXXXXXXXX2128 | 340-34-980-7685 | 13.7 | ROBERTO'S TACO SHOP | UNR Ski Swap food | 10/24/2022 | 10/21/2022 | Y | 1.05 | MIKE BANDELIN | JACLYN REAM | Closed |
| TROY SANDERS | XXXXXXXXXXXX5566 | 206-25-230-7505 | 181 | YSI | D.O. Probe repairs at YSI | 10/21/2022 | 10/21/2022 | Y | 0 | JIM YOUNGBLOOD | TROY SANDERS | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-48-840-7415 | 19.98 | AMZN MKTP US H85P76M1V | operating | 10/24/2022 | 10/22/2022 | Y | 0 | SHELLA LEUON | PANDORA BAHLMAN | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 390-39-780-7685 | 54.17 | TEXAS ROADHOUSE #2738 | \$54.17 training safety exp | 10/24/2022 | 10/22/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 370-43-780-7685 | 118.55 | SUNSET HOTEL FD | \$118.55 safety training hotel | 10/24/2022 | 10/22/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 340-34-530-7310 | 125.84 | AMZN MKTP US H141W0U2 | uniform vests | 10/24/2022 | 10/22/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| JEFF CLOUTHER | XXXXXXXXXXXX1724 | 320-32-990-7505 | 207.44 | THE HOME DEPOT 3309 | Irrigation parts for addition around 1 green - CIP # 3241GC1404 | 10/25/2022 | 10/23/2022 | Y | 0 | J. HOWARD | JEFF CLOUTHER | Closed |
| MADONNA DUNBAR | XXXXXXXXXXXX8189 | 206-28-990-7685 | 5 | GOTOCOM GOTOMEETING | monthly toll free number | 10/24/2022 | 10/23/2022 | Y | 0 | BRAD UNDERWOOD | MADONNA DUNBAR | Closed |
| JIM YOUNGBLOOD | XXXXXXXXXXXX2235 | 206-22-240-7430 | 116.84 | BOOT BARN #47 | Chris Glausburn Uniform | 10/24/2022 | 10/23/2022 | Y | 0 | BRAD UNDERWOOD | JIM YOUNGBLOOD | Closed |
| JIM YOUNGBLOOD | XXXXXXXXXXXX2235 | 206-22-240-7430 | 116.84 | BOOT BARN #47 | Chris Glausburn Uniform | 10/24/2022 | 10/23/2022 | Y | 0 | BRAD UNDERWOOD | JIM YOUNGBLOOD | Closed |
| ERIN FEORE | XXXXXXXXXXXX5473 | 100-13-150-7340 | 229 | SOCIETYFORHUMANRESOURCE | SHRM professional membership for 2022-2023 | 10/25/2022 | 10/24/2022 | Y | 0 | BRAD UNDERWOOD | ERIN FEORE | Closed |
| KAYLEN PRIOR | XXXXXXXXXXXX1696 | 206-22-230-7680 | 172.5 | CA-NV SECTION, AWWA | Conference | 10/25/2022 | 10/24/2022 | N | 0 | BRAD UNDERWOOD | KAYLEN PRIOR | Closed |
| KAYLEN PRIOR | XXXXXXXXXXXX1696 | 206-25-990-7680 | 172.5 | CA-NV SECTION, AWWA | Conference | 10/25/2022 | 10/24/2022 | N | 0 | BRAD UNDERWOOD | KAYLEN PRIOR | Closed |
| RICH ALLEN | XXXXXXXXXXXX0969 | 410-51-900-7490 | 84.99 | AMZN MKTP US H838V33012 | Repair Parts | 10/26/2022 | 10/25/2022 | Y | 0 | SHELLA LEUON | RICH ALLEN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-48-840-7415 | 18.99 | AMZN MKTP US H03HNTL1M0 | hooks locker room | 10/26/2022 | 10/25/2022 | Y | 0 | SHELLA LEUON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-48-840-7415 | 148.38 | AMZN MKTP US H802039T1 | operating hot cups | 10/26/2022 | 10/25/2022 | Y | 0 | SHELLA LEUON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-00-000-0720 | 60.45 | AMAZON.COM H07Z5IL70 | merch. food | 10/26/2022 | 10/25/2022 | Y | 0 | SHELLA LEUON | PANDORA BAHLMAN | Closed |
| MATTHEW BELOTE | XXXXXXXXXXXX5653 | 100-12-130-7300 | 13.95 | AMZN MKTP US H880OZ2R1 | COOLONG Compatible for iPhone 12 /iPhone 12 Pro Case 6.1 Inch, with 2 x Tempered Glass Sca | 10/26/2022 | 10/25/2022 | Y | 0 | MATTHEW BELOTE | MATTHEW BELOTE | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 320-32-420-7350 | 89.99 | AMZN MKTP US H88Y16K21 | APC Smart-UPS SC 450 SC-450R-15K52 New Compatible Replacement Battery Pack | 10/26/2022 | 10/25/2022 | Y | 0 | MIKE BANDELIN | WILLIAM VANDENBURG | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX2110 | 340-34-980-7310 | 35.94 | GROCKERY OUTLET TRUC | Pumpkin for Diamond Peak Trail of Treats station | 10/26/2022 | 10/25/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| JON TEKULVE | XXXXXXXXXXXX2651 | 340-34-660-7680 | 80 | PSIA WESTERN DIVISION | Jon Tekulve PSIA-AASI Directors Meeting | 10/26/2022 | 10/25/2022 | Y | 0 | MIKE BANDELIN | JON TEKULVE | Closed |
| JON TEKULVE | XXXXXXXXXXXX2651 | 340-34-660-7680 | 153.76 | MAMMOTH MOUNTAIN INN | Hotel for PSIA/AASI Directors meeting | 10/26/2022 | 10/25/2022 | Y | 0 | MIKE BANDELIN | JON TEKULVE | Closed |
| RICH ALLEN | XXXXXXXXXXXX0969 | 410-51-920-7490 | 143.71 | AMZN MKTP US H86129P2P | Repair Parts | 10/27/2022 | 10/26/2022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| RICH ALLEN | XXXXXXXXXXXX0969 | 410-51-920-7490 | 28.98 | AMZN MKTP US H86G7ZME2 | Repair Parts | 10/27/2022 | 10/26/2022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-48-860-7680 | 355 | MAD DOGG ATHLETICS INC | education San Blader | 10/27/2022 | 10/26/2022 | Y | 0 | SHELLA LEUON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-48-840-7510 | 385.08 | AMZN MKTP US H05358050 | locker room books | 10/27/2022 | 10/26/2022 | Y | 0 | SHELLA LEUON | PANDORA BAHLMAN | Closed |
| ERIC FREISTROFFER | XXXXXXXXXXXX2682 | 206-22-240-7430 | 52 | AMZN MKTP US H89T43VA2 | lockers | 10/27/2022 | 10/26/2022 | Y | 0 | JIM YOUNGBLOOD | ERIC FREISTROFFER | Closed |
| ERIC FREISTROFFER | XXXXXXXXXXXX2682 | 206-22-240-7430 | 25.98 | AMAZON.COM H082B1F11 | Uniforms | 10/27/2022 | 10/26/2 | | | | | |

| Cardholder Name 1 | Card Number (Last 4) | G/L Account | Amount | Merchant Name | Description | Posting Date | Transaction Date | Receipt Image | Sales Tax Amount | Statement Approved By | Statement Reviewed By | Statement Status |
|---------------------|----------------------|------------------------------|---------|----------------------------|--|--------------|------------------|---------------|------------------|-----------------------|-----------------------|------------------|
| STEPHANIE KOEHLER | XXXXXXXXXXXX0914 | 340-34-630-7415 | 103.1 | AMZN MKTP US H88844W12 | Snowmaking supplies | 10312022 | 10302022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| RICH ALLEN | XXXXXXXXXXXX0914 | 410-51-990-7340 | 360 | FLEETPICKERS | Membership Dues | 11012022 | 10312022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX0821 | 350-00-000-0720 | 56.84 | SAMOCLUB | food | 10312022 | 10312022 | Y | 0 | SHEILA LEUFON | CLAUDIA DASILVA | Closed |
| ERIC FREISTROFFER | XXXXXXXXXXXX0682 | 200-22-240-7430 | 39 | AMZN MKTP US H03WC5KY1 | 3 T-shirts for uniform | 11012022 | 10312022 | Y | 0 | JIM YOUNGBLOOD | CLAUDIA DASILVA | Closed |
| LISA HOOPES | XXXXXXXXXXXX1880 | 430-53-940-7350 | 360 | JOBS AVAILABLE INC | Bldgs Supt. Online Job Listing 430-53-940-7350 | 11012022 | 10312022 | Y | 0 | | | Closed |
| LAUREN A HIDA | XXXXXXXXXXXX1898 | 330-33-500-7310 | 3156 | WWW.ALLSEATED.COM | floor planning software | 11012022 | 10312022 | Y | 0 | J. HOWARD | LAUREN HIDA | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX1346 | 100 CALIFORNIA WATER ENVIRON | 287.81 | LOWES #001917 | Collection Systems ceet renewal, D. Liggett | 11012022 | 10312022 | Y | 9.3 | KATE NELSON | RONNIE RECTOR | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 390-39-780-7415 | 233.8 | THE HOME DEPOT #560 | \$287.1 financing- concrete fiber | 11032022 | 11012022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 390-39-780-7415 | 233.8 | THE HOME DEPOT #560 | \$233.80 storage bins-op sup | 11032022 | 11012022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| LISA HOOPES | XXXXXXXXXXXX1880 | 200-25-230-7350 | 34 | ONLINE JOB ADS INDEED | EIT Job listing 200-25-230-7350 - \$34, and 200-25-230-7350 - \$34 | 11022022 | 11012022 | Y | 0 | | | Closed |
| LISA HOOPES | XXXXXXXXXXXX1880 | 200-25-230-7350 | 34 | ONLINE JOB ADS INDEED | EIT Job listing 200-25-230-7350 - \$34, and 200-25-230-7350 - \$34 | 11022022 | 11012022 | Y | 0 | | | Closed |
| JENNIFER L MOORE | XXXXXXXXXXXX1872 | 350-48-820-7415 | 67.56 | COSTCO WISHE #0025 | 350-48-990-7415 - \$67.56 and 350-46-820-7415 - \$24.58 | 11022022 | 11012022 | Y | 7.03 | SHEILA LEUFON | | Closed |
| JENNIFER L MOORE | XXXXXXXXXXXX1872 | 350-48-820-7415 | 67.56 | COSTCO WISHE #0025 | 350-48-990-7415 - \$67.56 and 350-46-820-7415 - \$24.58 | 11022022 | 11012022 | Y | 7.03 | SHEILA LEUFON | | Closed |
| JOHN OLSON | XXXXXXXXXXXX1098 | 340-34-620-7415 | 47.25 | AMZN MKTP US H280FGZ80 | 340-34-620-7415 PPE winter gloves | 11022022 | 11012022 | N | 0 | | | Closed |
| BILL C ROBBINS | XXXXXXXXXXXX2144 | 200-25-230-7415 | 13.98 | HOMEDEPOT.COM | Shop supplies. | 11032022 | 11012022 | Y | 0 | JIM YOUNGBLOOD | BILL ROBBINS | Closed |
| BILL C ROBBINS | XXXXXXXXXXXX2144 | 200-25-230-7415 | 13.98 | HOMEDEPOT.COM | Shop supplies. | 11032022 | 11012022 | Y | 0 | JIM YOUNGBLOOD | BILL ROBBINS | Closed |
| TROY SANDERS | XXXXXXXXXXXX0050 | 370-43-780-7685 | 21.89 | COSTCO WISHE #0127 | Tax Refund for Charge on Card | 11022022 | 11012022 | Y | -1.55 | JIM YOUNGBLOOD | CLAUDIA DASILVA | Closed |
| DON SHOWS | XXXXXXXXXXXX0050 | 370-43-780-7685 | 13.73 | MCDONALDS F36256 | \$13.73 safety class expense meal | 11022022 | 11012022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| DON SHOWS | XXXXXXXXXXXX0050 | 390-39-780-7685 | 28.99 | PAYPAL UBER | \$28.99 transportation Uber | 11022022 | 11012022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| DON SHOWS | XXXXXXXXXXXX0050 | 370-43-780-7685 | 7.04 | THE COFFEE BEAN AND TEA L | \$7.04 safety train. expense meal | 11022022 | 11012022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| DON SHOWS | XXXXXXXXXXXX0050 | 370-43-780-7685 | 8.22 | PAYPAL UBER | \$8.22 Uber ride training exp | 11032022 | 11012022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| DON SHOWS | XXXXXXXXXXXX0050 | 370-43-780-7685 | 47.75 | PAYPAL UBER | \$8.57 Uber expense safety training | 11032022 | 11012022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| DON SHOWS | XXXXXXXXXXXX0050 | 370-43-780-7685 | 3 | PAYPAL UBER | \$3.00 Uber expense safety train. | 11032022 | 11012022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| DON SHOWS | XXXXXXXXXXXX0050 | 370-43-780-7685 | 22.99 | R R BBQ MIDVALE 08 | \$22.99 safety training meal | 11032022 | 11012022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| DON SHOWS | XXXXXXXXXXXX0050 | 370-43-780-7685 | 3 | PAYPAL UBER | \$3.00 Uber safety training exp. | 11032022 | 11012022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| DON SHOWS | XXXXXXXXXXXX0050 | 370-43-780-7685 | 3 | PAYPAL UBER | \$3.00 Uber ride training exp | 11032022 | 11012022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| DON SHOWS | XXXXXXXXXXXX0050 | 370-43-780-7685 | 16.3 | FAIRFIELD INN & SUITES | \$16.30 conf. expense | 11032022 | 11012022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 320-31-530-7310 | 269.58 | YELPINC 855-380-9357 | grille yelp subscription will be refunded | 11022022 | 11012022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 340-34-530-7415 | 189.9 | AMZN MKTP US H09A36AH2 | baskets for grid wall displays | 11022022 | 11012022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 340-34-530-7415 | 3127.33 | THE WEBSTRAUT STORE INC | pots pans and plastic containers, small wares for season. | 11022022 | 11012022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 340-34-530-7415 | 3127.33 | AMZN MKTP US H091310F1 | peg hooks and wire grid wall for food court displays | 11022022 | 11012022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| SARA G VIDRA | XXXXXXXXXXXX2119 | 349-22-380-7415 | 34.99 | SCHEDULETRIP187875820494 | HiW and E-Waste Scheduling System for November 2022. | 11022022 | 11012022 | Y | 0 | MADONNA DUNBAR | SARA VIDRA | Closed |
| RICH ALLEN | XXXXXXXXXXXX1609 | 410-51-990-7490 | 97.45 | SIMPLE TIRE | Repair Parts | 11032022 | 11022022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| RICH ALLEN | XXXXXXXXXXXX1609 | 410-51-990-7490 | 79.26 | SIMPLE TIRE | Repair Parts | 11032022 | 11022022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| RICH ALLEN | XXXXXXXXXXXX1609 | 410-51-990-7490 | 1215.99 | SIMPLE TIRE | Repair Parts | 11032022 | 11022022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| RICH ALLEN | XXXXXXXXXXXX1609 | 410-51-990-7490 | 814.46 | SIMPLE TIRE | Repair Parts | 11032022 | 11022022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX0821 | 350-00-000-0720 | 47.76 | WALMART COM | food | 11022022 | 11022022 | Y | 0 | SHEILA LEUFON | CLAUDIA DASILVA | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX0821 | 350-48-840-7510 | 148.07 | AMZN MKTP US H261K3LX1 | gates kid zone | 11032022 | 11022022 | Y | 0 | SHEILA LEUFON | CLAUDIA DASILVA | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX7871 | 350-48-850-7415 | 91.68 | HOMEDEPOT.COM | insulated cover for chlorine barrels | 11042022 | 11022022 | Y | 0 | SHEILA LEUFON | GWYNNE CUNNINGHAM | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX0914 | 340-34-630-7415 | 41.24 | AMZN MKTP US H21W64M1 | snowmaking supplies | 11032022 | 11022022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX0914 | 340-34-630-7415 | 36.74 | AMZN MKTP US H04N70MH2 | thermostat | 11032022 | 11022022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX0965 | 100-12-130-7310 | 473.74 | ADOBE PR CREATIVE CL | Adobe License - November 22 | 11022022 | 11022022 | Y | 0 | | | Closed |
| JOHN OLSON | XXXXXXXXXXXX1098 | 340-34-620-7415 | 93.65 | AMZN MKTP US H21R36FG1 | 340-34-620-7415 PPE winter gloves | 11032022 | 11022022 | Y | 0 | | | Closed |
| DON SHOWS | XXXXXXXXXXXX0050 | 370-43-780-7685 | 1 | PAYPAL UBER | \$1.00 Uber safety training exp | 11032022 | 11022022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| DON SHOWS | XXXXXXXXXXXX0050 | 370-43-780-7685 | 3 | PAYPAL UBER | Uber \$3.00 safety training exp | 11032022 | 11022022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| DON SHOWS | XXXXXXXXXXXX0050 | 370-43-780-7685 | 12.9 | PAYPAL UBER | \$12.90 Uber safety training exp | 11032022 | 11022022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| DON SHOWS | XXXXXXXXXXXX0050 | 390-39-780-7685 | 54.49 | TEXAS ROADHOUSE #2037 | \$54.49 safety train exp meal | 11032022 | 11022022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| DON SHOWS | XXXXXXXXXXXX0050 | 370-43-780-7685 | 12.9 | PAYPAL UBER | \$12.90 Uber training exp. | 11032022 | 11022022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| DON SHOWS | XXXXXXXXXXXX0050 | 370-43-780-7685 | 8.79 | PAYPAL UBER | \$8.79 safety training exp | 11032022 | 11022022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| DON SHOWS | XXXXXXXXXXXX0050 | 390-39-780-7685 | 3 | PAYPAL UBER | \$3.00 Safety conf. Uber | 11042022 | 11022022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| DON SHOWS | XXXXXXXXXXXX0050 | 370-43-780-7685 | 8.96 | PAYPAL UBER | \$8.96 safety conf. Uber | 11042022 | 11022022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| DON SHOWS | XXXXXXXXXXXX0050 | 390-39-780-7685 | 5 | PAYPAL UBER | \$5.00 safety conf. Uber | 11042022 | 11022022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| JOHN TEKULVE | XXXXXXXXXXXX2651 | 340-34-670-7415 | -4.32 | THE HOME DEPOT #3312 | Refund for sales tax that was accidentally charged by home depot | 11042022 | 11022022 | Y | -4.32 | MIKE BANDELIN | JOHN TEKULVE | Closed |
| JOHN TEKULVE | XXXXXXXXXXXX2651 | 340-34-670-7415 | 65.13 | THE HOME DEPOT #3312 | Slat-Wall trim for CSC Merchandise. Sales Tax was refunded on a separate transaction | 11042022 | 11022022 | Y | 4.32 | MIKE BANDELIN | JOHN TEKULVE | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXX2193 | 100-13-150-7680 | 445.52 | ACE RENT A CAR- LAS VEGA | Travel exp for PoolPact meeting loss prevention in Boulder City, NV | 11022022 | 11022022 | Y | 0 | ERIN FEORE | | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXX2193 | 100-13-150-7680 | 29.84 | THE COFFEE CUP | Meal Expense for PoolPact loss prevention meeting in Boulder City | 11022022 | 11022022 | Y | 0 | ERIN FEORE | | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXX2193 | 100-13-150-7680 | 24 | RENO WINDSTAR AIRPORT AUTH | Airport parking for PoolPact training loss prevention in Boulder City, NV | 11022022 | 11022022 | Y | 0 | ERIN FEORE | | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXX2193 | 100-13-150-7680 | -300 | ACE RENT A CAR- LAS VEGA | Deposit returned for rental car. | 11032022 | 11022022 | Y | 0 | ERIN FEORE | | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXX2193 | 100-13-150-7680 | 9.63 | BURGER KING MAIN LAS | Lunch at airport on way back from Loss Control Committee meeting in Boulder City NV. | 11042022 | 11022022 | Y | 0 | ERIN FEORE | | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXX2193 | 100-13-150-7680 | 25.07 | SHELL OIL 57425781408 | Gas for rental car at Loss Control Committee meeting in Boulder City NV. | 11042022 | 11022022 | Y | 0 | ERIN FEORE | | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXX2193 | 100-13-150-7680 | 204.78 | BEST WESTERN HOOVER DAM | Hotel for John Dollar at the Loss Control Committee meeting in Boulder City NV. | 11042022 | 11022022 | Y | 0 | ERIN FEORE | | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXX2193 | 100-13-150-7680 | 184.3 | BEST WESTERN HOOVER DAM | Hotel for John Dollar at the Loss Control Committee meeting in Boulder City NV. | 11042022 | 11022022 | Y | 0 | ERIN FEORE | | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 340-34-530-7300 | 235.57 | AMZN MKTP US H29G113W0 | dual monitor stand and desk accessories for exec chef office at ski | 11022022 | 11022022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 340-34-530-7415 | 92.77 | AMZN MKTP US H219Q40L0 | food court signage and wall mounts for grid wall | 11032022 | 11022022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | 320-31-530-7415 | 20.54 | AMZN MKTP US H279J51C1 | plastic locks | 11032022 | 11022022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX0821 | 350-48-840-7415 | 52.6 | AMZN MKTP US H26T7E741 | operating - cups | 11042022 | 11032022 | Y | 0 | SHEILA LEUFON | CLAUDIA DASILVA | Closed |
| MATTHEW BELOTE | XXXXXXXXXXXX0965 | 100-12-130-7300 | 276.43 | AMZN MKTP US H03B4802 | Keystone locks and Termination Tool | 11042022 | 11032022 | Y | 0 | SHEILA LEUFON | MATTHEW BELOTE | Closed |
| MATTHEW BELOTE | XXXXXXXXXXXX0965 | 340-34-990-7300 | 69.99 | AMZN MKTP US H03E168D2 | Torcretore 12 x 10 x 6 Electrical Box Enclosure | 11042022 | 11032022 | Y | 0 | STEVEN PHILLIPS | MATTHEW BELOTE | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 370-43-780-7415 | -99 | LOWES #00321 | -\$99.00 credit | 11042022 | 11032022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX0914 | 340-34-690-7415 | 9.94 | AMZN MKTP US H29T05XA0 | Supplies for property ops | 11042022 | 11032022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX0914 | 340-34-690-7415 | 49.99 | ADOBE INC | Document editing subscription | 11042022 | 11032022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX0914 | 340-34-690-7415 | 48.99 | AMZN MKTP US H27JY3XY0 | Work pants | 11042022 | 11032022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| JENNIFER L MOORE | XXXXXXXXXXXX1872 | 350-48-840-7510 | 38.36 | AMZN MKTP US H20750V10 | Drain catchers for Rec Center locker room showers | 11042022 | 11032022 | Y | 0 | SHEILA LEUFON | | Closed |
| JENNIFER L MOORE | XXXXXXXXXXXX1872 | 350-48-990-7415 | 47.49 | AMZN MKTP US H04I86872 | Rec center office supplies - nametag magnets | 11042022 | 11032022 | Y | 0 | SHEILA LEUFON | | Closed |
| JENNIFER L MOORE | XXXXXXXXXXXX1872 | 350-48-990-7415 | 54.09 | AMAZON.COM H21V30Q41 AMZN | Rec center office supplies - pens | 11042022 | 11032022 | Y | 0 | SHEILA LEUFON | | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX1346 | 100 CALIFORNIA WATER ENVIRON | 200 | CALIFORNIA WATER ENVIRON | Cert renewal, D. Morris. | 11012022 | 11032022 | Y | 9.76 | KATE NELSON | RONNIE RECTOR | Closed |
| DON SHOWS | | | | | | | | | | | | |

| Cardholder Name 1 | Card Number (Last 4) | G/L Account | Amount | Merchant Name | Description | Posting Date | Transaction Date | Receipt Image | Sales Tax Amount | Statement Approved By | Statement Reviewed By | Statement Status |
|----------------------|----------------------|-----------------|---------|---------------------------|---|--------------|------------------|---------------|------------------|-----------------------|-----------------------|------------------|
| LAUREN A HIDA | XXXXXXXXXXXX1898 | 330-33-500-7415 | 5.99 | AMZN MKTP US H08397YF2 | Replacement table feet | 11/07/2022 | 11/06/2022 | Y | 0 | MIKE BANDELIN | LAUREN HIDA | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX7814 | 340-34-690-7415 | 15.98 | AMZN MKTP US H20K45L1 | replacer counter for buses | 11/07/2022 | 11/06/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX0965 | 100-12-130-7310 | 20.17 | DISH GADADDY COM | GoDaddy - IVCB VentCom | 11/07/2022 | 11/06/2022 | Y | 0 | INDRA WINQUEST | CHRIS LAVERY | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX0286 | 390-39-780-7415 | 83.4 | AMZN MKTP US H0517Y2G | \$83.40 PPE Reflective vests god | 11/07/2022 | 11/06/2022 | Y | 0 | INDRA WINQUEST | STEVEN PHILLIPS | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX0128 | 340-34-980-7310 | 52.99 | ADOBE CREATIVE CLOUD | Monthly Adobe Creative Cloud licensing fees - photo and video coordinator | 11/07/2022 | 11/06/2022 | Y | 0 | MIKE BANDELIN | PAUL A RAYMORE | Closed |
| JACLYN M REAM | XXXXXXXXXXXX0216 | 340-34-980-7310 | 52.99 | ADOBE 800-833-6667 | Monthly Adobe software subscription | 11/07/2022 | 11/06/2022 | Y | 0 | MIKE BANDELIN | JACLYN M REAM | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX0128 | 340-33-500-7415 | 28.98 | AMZN MKTP US H29U1A6M1 | Office Supplies, \$28.98 order on receipt. | 11/07/2022 | 11/06/2022 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX0126 | 200-22-970-7415 | 111.175 | AMZN MKTP US H27580KRM0 | Office Supplies, partial of \$226.86 order on receipt. | 11/07/2022 | 11/06/2022 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX0216 | 200-22-970-7415 | 115.11 | AMZN MKTP US H21K0E3H1 | Office Supplies, partial of \$226.86 order on receipt. | 11/07/2022 | 11/06/2022 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX0216 | 200-22-970-7415 | 58.49 | AMZN MKTP US H03J3HYA2 | Office Supplies, \$58.49 order on receipt. | 11/07/2022 | 11/06/2022 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| BROOKE SMITH-LA FATA | XXXXXXXXXXXX0743 | 330-33-500-7685 | 29.95 | LAS VEGAS MONARAL | Wedding MBA Las Vegas Travel | 11/07/2022 | 11/06/2022 | Y | 0 | J. HOWARD | BROOKE SMITH-LA FATA | Closed |
| BROOKE SMITH-LA FATA | XXXXXXXXXXXX0743 | 330-33-500-7685 | 28.91 | CURB SVC LV YCS | Wedding MBA Las Vegas Travel | 11/07/2022 | 11/06/2022 | Y | 0 | J. HOWARD | BROOKE SMITH-LA FATA | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2190 | 340-34-530-7300 | 214.95 | AMZN MKTP US H24V09072 | keepsboxes and docks for ski office desks | 11/07/2022 | 11/06/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| RICH ALLEN | XXXXXXXXXXXX0169 | 410-51-900-7490 | 53.17 | AMZN MKTP US H26M2ZD01 | Repair Parts | 11/08/2022 | 11/07/2022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| JEFF CLOUTHER | XXXXXXXXXXXX01724 | 320-31-420-7415 | 204.98 | SP STRONG ARM STORE | Snow fencing | 11/08/2022 | 11/07/2022 | Y | 0 | J. HOWARD | JEFF CLOUTHER | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX07871 | 350-48-850-7415 | 144 | SP SWIMOUTLET.COM | Swim caps for Splash Ball program | 11/08/2022 | 11/07/2022 | Y | 0 | SHELLA LEIDON | GWYNNE CUNNINGHAM | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX07871 | 350-48-850-7415 | 70 | US MASTERS SWIMMING | US Masters Swimming annual fee for Incline Tahoe Masters swim team | 11/08/2022 | 11/07/2022 | Y | 0 | SHELLA LEIDON | GWYNNE CUNNINGHAM | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX0136 | 200-25-240-7340 | 199.95 | AMZN MKTP US HB1VEALH0 AM | \$199.95 PPE winter boots | 11/08/2022 | 11/07/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX0216 | 200-25-240-7340 | 130 | SQ NEVADA WATER EN | Cert renewal, C. Glassburn. | 11/08/2022 | 11/07/2022 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX0216 | 200-25-240-7340 | 70 | SQ NEVADA WATER EN | Cert renewal, C. Glassburn. | 11/08/2022 | 11/07/2022 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX08221 | 350-48-840-7415 | 10.97 | AMZN MKTP US H2829701V1 | operating bulletin boards | 11/09/2022 | 11/08/2022 | Y | 0 | SHELLA LEIDON | CLAUDIA DASILVA | Closed |
| TIM BUXTON | XXXXXXXXXXXX01682 | 200-22-870-7415 | 45 | WASHCO EC RECORDER OTC | Equipment for 790 Tynner way. tib | 11/09/2022 | 11/08/2022 | Y | 0 | J. HOWARD | TIM BUXTON | Closed |
| TIM BUXTON | XXXXXXXXXXXX01682 | 200-22-870-7415 | 1.51 | AMS SERVICE FEE 101573 | 790 Tynner Easement | 11/10/2022 | 11/08/2022 | Y | 0 | J. HOWARD | TIM BUXTON | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX01971 | 390-39-780-7415 | -37.63 | SP TRUEWERK | \$37.63 credit winter gear | 11/09/2022 | 11/08/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX0286 | 390-39-780-7415 | 176.9 | AMZN MKTP US H29LV3T82 | \$176.90 PPE Winter gear, boots | 11/09/2022 | 11/08/2022 | Y | 0 | INDRA WINQUEST | STEVEN PHILLIPS | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX0216 | 200-25-240-7340 | 1.25 | W4NFENVIOIROP SERVICE FEE | Cert renewal, C. Glassburn. | 11/09/2022 | 11/08/2022 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX0216 | 200-25-240-7340 | 50 | NV ENVIRONMENTAL PROTECT | Cert renewal, C. Glassburn. | 11/09/2022 | 11/08/2022 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| DIANA ROBB | XXXXXXXXXXXX05095 | 340-34-660-7415 | 140.3 | UPLIFT DESK | PW Admin Supervisor Desk | 11/09/2022 | 11/08/2022 | Y | 0 | BRAD UNDERWOOD | DIANA ROBB | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX02201 | 340-34-530-7415 | 166.66 | THE WEBSTAURANT STORE INC | damage racks for ski walk-in | 11/10/2022 | 11/08/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX08221 | 350-48-820-7415 | 8.99 | AMZN MKTP US HB6A20090 | bulletin board operating | 11/10/2022 | 11/09/2022 | Y | 0 | SHELLA LEIDON | CLAUDIA DASILVA | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX08221 | 350-48-840-7415 | 5.51 | AMZN MKTP US H23L1PM4T2 | bulletin board | 11/10/2022 | 11/09/2022 | Y | 0 | SHELLA LEIDON | CLAUDIA DASILVA | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX08221 | 350-48-840-7415 | 151.44 | SAMSCLUB.COM | foam mats | 11/11/2022 | 11/09/2022 | Y | 0 | SHELLA LEIDON | CLAUDIA DASILVA | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX07871 | 350-48-850-7415 | 13.64 | AMZN MKTP US H275P6V2 | Water polo balls for Splashball program | 11/11/2022 | 11/09/2022 | Y | 0 | SHELLA LEIDON | GWYNNE CUNNINGHAM | Closed |
| JOHN W DOLLAR | XXXXXXXXXXXX01740 | 100-13-150-7415 | 172.42 | MOFOS PIZZA AND PASTA | Safety Committee End of Year Planning Meeting | 11/10/2022 | 11/09/2022 | Y | 0 | ERIN FIORE | JOHN DOLLAR | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX0216 | 200-22-990-7415 | -0.94 | AMZN MKTP US | Refund for delayed shipping. | 11/10/2022 | 11/09/2022 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX0216 | 200-22-990-7415 | -3.07 | AMZN MKTP US | Refund for delayed shipping. | 11/10/2022 | 11/09/2022 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| BROOKE SMITH-LA FATA | XXXXXXXXXXXX0743 | 330-33-500-7415 | 28.85 | SERRA-MONBELLSTORAGE | Event equipment storage | 11/10/2022 | 11/09/2022 | Y | 0 | J. HOWARD | BROOKE SMITH-LA FATA | Closed |
| JON TEKULVE | XXXXXXXXXXXX06651 | 340-34-660-7415 | 269.99 | AMZN MKTP US HB1196A61 | Storage cabinet for rental shop | 11/09/2022 | 11/09/2022 | Y | 0 | MIKE BANDELIN | JON TEKULVE | Closed |
| RICH ALLEN | XXXXXXXXXXXX0169 | 410-51-900-7340 | 95 | GOLF COURSE SUPERINTENDE | Dues | 11/11/2022 | 11/10/2022 | Y | 6.08 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX08221 | 350-48-840-7835 | 112.03 | SPECTRUM | cable tv | 11/11/2022 | 11/10/2022 | Y | 8.05 | SHELLA LEIDON | CLAUDIA DASILVA | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX08221 | 350-48-840-7415 | 24.91 | RALLEY S #113 | operating half n half | 11/14/2022 | 11/10/2022 | Y | 0 | SHELLA LEIDON | CLAUDIA DASILVA | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX0216 | 200-22-990-7415 | -1.44 | AMZN MKTP US | Refund for delayed shipping. | 11/10/2022 | 11/10/2022 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX0216 | 200-22-990-7415 | -0.54 | AMZN MKTP US | Refund for delayed shipping. | 11/10/2022 | 11/10/2022 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| TROY SANDERS | XXXXXXXXXXXX05566 | 200-22-230-7440 | 373.14 | CPI COLEPARMERINSTRUMT | NSIT Thermometer for Burnt Cedar Instrument calibrations | 11/11/2022 | 11/10/2022 | Y | 25.02 | JIM YOUNGBLOOD | CLAUDIA DASILVA | Closed |
| BROOKE SMITH-LA FATA | XXXXXXXXXXXX0743 | 330-33-500-7685 | 66 | RENNO-TAHOE AIRPORT AUTH | Wedding MBA Las Vegas Travel | 11/11/2022 | 11/10/2022 | Y | 0 | J. HOWARD | BROOKE SMITH-LA FATA | Closed |
| BROOKE SMITH-LA FATA | XXXXXXXXXXXX0743 | 330-33-500-7685 | 28.91 | CURB SVC LV YCS | Wedding MBA Las Vegas Travel | 11/11/2022 | 11/10/2022 | Y | 0 | J. HOWARD | BROOKE SMITH-LA FATA | Closed |
| BROOKE SMITH-LA FATA | XXXXXXXXXXXX0743 | 330-33-500-7685 | 176.88 | MGM GRANT FRONT DESK | Wedding MBA Las Vegas Travel | 11/11/2022 | 11/10/2022 | N | 0 | J. HOWARD | BROOKE SMITH-LA FATA | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX02201 | 340-34-530-7415 | 90.46 | AMZN MKTP US H28NAT0P2 | labels for dymn printer | 11/11/2022 | 11/10/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX08221 | 350-48-840-7510 | 52.49 | AMZN MKTP US HB1L02H50 | tools building maintenance | 11/11/2022 | 11/11/2022 | Y | 0 | SHELLA LEIDON | CLAUDIA DASILVA | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX08221 | 350-48-840-7415 | 111.2 | IN CHEMSPA INDDBA SPAPA | shower gel | 11/14/2022 | 11/11/2022 | Y | 0 | SHELLA LEIDON | CLAUDIA DASILVA | Closed |
| JEFF CLOUTHER | XXXXXXXXXXXX01724 | 320-31-420-7685 | 248.98 | SOUTHWEST 5262186302393 | Flight from GCSAA conference | 11/14/2022 | 11/11/2022 | Y | 0 | J. HOWARD | JEFF CLOUTHER | Closed |
| JEFF CLOUTHER | XXXXXXXXXXXX01724 | 320-31-420-7685 | 226.98 | SOUTHWEST 5262186299178 | Flight to GCSAA conference | 11/14/2022 | 11/11/2022 | Y | 0 | J. HOWARD | JEFF CLOUTHER | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX01971 | 390-39-780-7415 | 25.98 | AMZN MKTP US HB864DAD0 | \$25.98 wall sign holders | 11/14/2022 | 11/11/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX02110 | 350-48-980-7415 | 70 | MAILCHIMP MISC | Monthly MailChimp email marketing services - Rec share | 11/14/2022 | 11/11/2022 | Y | 0 | STEVEN PHILLIPS | PAUL A RAYMORE | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX02110 | 320-31-980-7415 | 75 | MAILCHIMP MISC | Monthly MailChimp email marketing services - Golf Champ | 11/14/2022 | 11/11/2022 | Y | 0 | STEVEN PHILLIPS | PAUL A RAYMORE | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX02110 | 320-32-980-7415 | 50 | MAILCHIMP MISC | Monthly MailChimp email marketing services - Golf Mt | 11/14/2022 | 11/11/2022 | Y | 0 | STEVEN PHILLIPS | PAUL A RAYMORE | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX02110 | 300-45-980-7415 | 30 | MAILCHIMP MISC | Monthly MailChimp email marketing services - Tennis | 11/14/2022 | 11/11/2022 | Y | 0 | STEVEN PHILLIPS | PAUL A RAYMORE | Closed |
| JAY RYDD | XXXXXXXXXXXX02191 | 340-34-650-7415 | 462.53 | PATAGONIA INC. | Patrol uniforms | 11/14/2022 | 11/11/2022 | Y | 0 | MIKE BANDELIN | JAY RYDD | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX01971 | 390-39-780-7430 | 606.24 | CARHARTT | \$606.24 High Vis. winter uniforms | 11/14/2022 | 11/12/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX08221 | 350-48-840-7510 | 56.94 | AMAZON.COM HB4LX8ZRI AMZN | wheels R/M General repair | 11/14/2022 | 11/13/2022 | Y | 0 | SHELLA LEIDON | CLAUDIA DASILVA | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX08221 | 350-48-840-7510 | 17.99 | AMZN MKTP US HB3C416N1 | RM General | 11/14/2022 | 11/13/2022 | Y | 0 | SHELLA LEIDON | CLAUDIA DASILVA | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX08221 | 350-48-840-7415 | 354.84 | AMZN MKTP US HB80U14C40 | tools mg general | 11/14/2022 | 11/13/2022 | Y | 0 | SHELLA LEIDON | CLAUDIA DASILVA | Closed |
| MATTHEW BELTON | XXXXXXXXXXXX05261 | 100-12-130-7300 | 9.88 | AMZN MKTP US HB8W79L00 | Call for Samsung Galaxy S20 | 11/14/2022 | 11/13/2022 | Y | 0 | SHELLA LEIDON | MATTHEW BELTON | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX07871 | 350-48-850-7415 | 10.98 | AMZN MKTP US HB4086Q81 | Scissors for Aquatics programs | 11/14/2022 | 11/13/2022 | Y | 0 | SHELLA LEIDON | GWYNNE CUNNINGHAM | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX07871 | 350-48-850-7415 | 52.87 | AMZN MKTP US HB61HW59A0 | Cones and markers for Splash Ball program | 11/14/2022 | 11/13/2022 | Y | 0 | SHELLA LEIDON | GWYNNE CUNNINGHAM | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX07871 | 350-48-850-7415 | 44.71 | AMZN MKTP US HB85G3D51 | Disposable gloves | 11/14/2022 | 11/13/2022 | Y | 0 | SHELLA LEIDON | GWYNNE CUNNINGHAM | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX07871 | 350-48-850-7415 | 77.94 | AMZN MKTP US HB85G3D51 | Kids safety float boots for swim lessons and Splash Ball programs | 11/14/2022 | 11/13/2022 | Y | 0 | SHELLA LEIDON | GWYNNE CUNNINGHAM | Closed |
| J. DARREN HOWARD | XXXXXXXXXXXX03065 | 320-31-990-7685 | 584 | UNITED 016244680879 | PGA Show airline tickets Darren-Greg-Nick | 11/15/2022 | 11/13/2022 | Y | 0 | INDRA WINQUEST | J. HOWARD | Closed |
| J. DARREN HOWARD | XXXXXXXXXXXX03065 | 320-31-990-7685 | 584 | UNITED 016244680880 | PGA Show airline tickets Darren-Greg-Nick | 11/15/2022 | 11/13/2022 | Y | 0 | INDRA WINQUEST | J. HOWARD | Closed |
| J. DARREN HOWARD | XXXXXXXXXXXX03065 | 320-31-990-7685 | 584 | UNITED 016244680881 | PGA Show airline tickets Darren-Greg-Nick | 11/15/2022 | 11/13/2022 | Y | 0 | INDRA WINQUEST | J. HOWARD | Closed |
| J. DARREN HOWARD | XXXXXXXXXXXX03065 | 320-31-410-7405 | 60.61 | OFFICE DEPOT #2605 | Toner for Printer | 11/15/2022 | 11/13/2022 | Y | 4.63 | INDRA WINQUEST | J. HOWARD | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX07814 | 340-34-690-7415 | 19.98 | AMZN MKTP US HB3K4YW20 AM | Part for snow stakes | 11/14/2022 | 11/13/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| TIMOTHY E MCKENON | XXXXXXXXXXXX02849 | 350-45-940-7520 | 148.56 | PRI LIGHT DEPT | 4 foot light fixtures for aerobics room. | 11/14/2022 | 11/13/2022 | Y | 0 | MIKE BANDELIN | TIMOTHY MCKEON | Closed |
| DIANA ROBB | XXXXXXXXXXXX05209 | 200-22-970 | | | | | | | | | | |

| Cardholder Name 1 | Card Number (Last 4) | G/L Account | Amount | Merchant Name | Description | Posting Date | Transaction Date | Receipt Image | Sales Tax Amount | Statement Approved By | Statement Reviewed By | Statement Status |
|----------------------|----------------------|-----------------|---------|------------------------------|--|--------------|------------------|---------------|------------------|-----------------------|-----------------------|------------------|
| RICH ALLEN | XXXXXXXXXXXX1609 | 410-51-900-7440 | 27.07 | A CARBIENER MATCO TOOL | Tools | 11/17/2022 | 11/17/2022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-48-840-7415 | 148.38 | AMZN MKTP US H88N9K12 | lid operating | 11/18/2022 | 11/17/2022 | Y | 0 | SHELIA LEUON | CLAUDIA DASILVA | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-48-840-7415 | 149.97 | AMAZON.COM H5125UW2 | soap holders for showers | 11/18/2022 | 11/17/2022 | Y | 0 | SHELIA LEUON | CLAUDIA DASILVA | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-48-840-7415 | 168.9 | COSTCO WISE #0025 | operating office | 11/18/2022 | 11/17/2022 | Y | 12.9 | SHELIA LEUON | CLAUDIA DASILVA | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX09514 | 340-34-630-7510 | 73.56 | SP DIESEL BELTING | replacement belts | 11/18/2022 | 11/17/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX09514 | 340-34-630-7510 | 209.96 | AMZN MKTP US H15D6111 | tools for snomaking | 11/17/2022 | 11/17/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX0965 | 100-12-130-7310 | 29.98 | AMAZON.COM H5Z07061 | Computer Speakers - Stock 100-12-130-7300 | 11/18/2022 | 11/17/2022 | Y | 0 | MIKE BANDELIN | JAY RYDD | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX0965 | 100-12-130-7310 | 34.82 | AMAZON.COM H1648G01 | Antenna Mount - Ski - Ubiquity Radco for RFID Project 100-12-130-7300 CIP C023340100 | 11/18/2022 | 11/17/2022 | Y | 0 | MIKE BANDELIN | JAY RYDD | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX0965 | 100-12-130-7310 | 13.75 | AMAZON.COM H01L8820 AMZ | DeWalt 3/8 inch x 12 inch drill bit - Ski - Ubiquity Radio Mount Install 100-12-130-7300 CIP C | 11/18/2022 | 11/17/2022 | Y | 0 | MIKE BANDELIN | JAY RYDD | Closed |
| JOHN OLSON | XXXXXXXXXXXX0198 | 340-34-620-7415 | 321.58 | AMZN MKTP US HB47801P | 340-34-620-7415 Operating Supply | 11/18/2022 | 11/17/2022 | Y | 0 | MIKE BANDELIN | JAY RYDD | Closed |
| STEVEN PHILLIPS | XXXXXXXXXXXX02086 | 370-43-780-7310 | 79 | APPOINTMENT-PLUS+STORMSUO | S79 A-Plus computer lic. fee | 11/18/2022 | 11/17/2022 | Y | 0 | INDRA WINOUEST | STEVEN PHILLIPS | Closed |
| JAY RYDD | XXXXXXXXXXXX02169 | 340-34-650-7415 | 254.29 | CLIA MEDICAL | Wiper for patrol | 11/18/2022 | 11/17/2022 | Y | 0 | MIKE BANDELIN | JAY RYDD | Closed |
| JAY RYDD | XXXXXXXXXXXX02169 | 340-34-650-7415 | 15.59 | AMZN MKTP US H2NE35V0 | Key rings for key box | 11/18/2022 | 11/17/2022 | Y | 0 | MIKE BANDELIN | JAY RYDD | Closed |
| JAY RYDD | XXXXXXXXXXXX02169 | 340-34-650-7415 | 27.96 | AMZN MKTP US H11XX3X10 | speaker for radio | 11/18/2022 | 11/17/2022 | Y | 0 | MIKE BANDELIN | JAY RYDD | Closed |
| TROY SANDERS | XXXXXXXXXXXX05566 | 200-22-230-7515 | 230.99 | AMZN MKTP US HB7ED5782 | Camera for Master plan | 11/18/2022 | 11/17/2022 | Y | 0 | JIM YOUNGBLOOD | CLAUDIA DASILVA | Closed |
| BROOKE SMITH-LA FATA | XXXXXXXXXXXX07473 | 330-33-500-7415 | -56.94 | ETSY COM - HELLOAM | Event Decor return | 11/18/2022 | 11/17/2022 | N | 0 | J. HOWARD | BROOKE SMITH-LA FATA | Closed |
| RICH ALLEN | XXXXXXXXXXXX2821 | 350-48-840-7415 | 121.59 | SIMPLE TIRE | Repair Parts | 11/21/2022 | 11/18/2022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-48-840-7415 | 11.10 | WREATHS ACROSS AMERICA | Senior Programs - Veterans Sil | 11/18/2022 | 11/17/2022 | Y | 0 | SHELIA LEUON | CLAUDIA DASILVA | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-48-840-7415 | 147.15 | THE HOME DEPOT #3311 | RM General - repair janitorial closet sink | 11/21/2022 | 11/18/2022 | Y | 0 | SHELIA LEUON | CLAUDIA DASILVA | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 370-43-780-7415 | 299.99 | AMZN MKTP US H13C06BN1 | \$299.99 white board | 11/21/2022 | 11/18/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 370-43-780-7415 | 66.84 | VIST APRINT | \$66.84 printing | 11/21/2022 | 11/18/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX0965 | 100-12-130-7310 | 20 | ZOOM US 888-799-9666 | Zoom Webinar License - per Shelia | 11/21/2022 | 11/18/2022 | Y | 0 | MIKE BANDELIN | JAY RYDD | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX0965 | 100-12-130-7310 | 20 | ZOOM US 888-799-9666 | Zoom Webinar License - per Shelia | 11/21/2022 | 11/18/2022 | Y | 0 | MIKE BANDELIN | JAY RYDD | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX0965 | 100-12-130-7310 | 389 | ZOOM US 888-799-9666 | Zoom webinar and host licensing | 11/21/2022 | 11/18/2022 | Y | 0 | MIKE BANDELIN | JAY RYDD | Closed |
| JENNIFER L MOORE | XXXXXXXXXXXX1872 | 350-00-000-2871 | 1200 | WREATHS ACROSS AMERICA | Wreaths for graves of veterans | 11/21/2022 | 11/18/2022 | Y | 0 | SHELIA LEUON | CLAUDIA DASILVA | Closed |
| TROY SANDERS | XXXXXXXXXXXX05566 | 200-22-230-7440 | -25.02 | CPI COLEPARMERINSTRUMT | Turns credited from charge. No invoice as of vet from them. | 11/21/2022 | 11/18/2022 | Y | 0 | JIM YOUNGBLOOD | CLAUDIA DASILVA | Closed |
| LAUREN A IDA | XXXXXXXXXXXX2821 | 350-48-840-7415 | 7.59 | AMAZON.COM | return of dry erase markers | 11/21/2022 | 11/19/2022 | Y | 0 | J. HOWARD | LAUREN AIDA | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-48-840-7415 | 38.94 | AMAZON.COM H16889WP0 | operating office | 11/21/2022 | 11/18/2022 | Y | 0 | SHELIA LEUON | CLAUDIA DASILVA | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 370-43-780-7415 | 27.98 | AMZN MKTP US H1143TG2C | \$27.98 file container | 11/21/2022 | 11/20/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX09514 | 340-34-630-7340 | 60 | MSFT E0800L40FD | SharePoint to communicate with team | 11/21/2022 | 11/20/2022 | N | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX02201 | 340-34-530-7310 | 0.12 | CROSS BORDER TRANS FEE | screen fee | 11/21/2022 | 11/20/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX02201 | 340-34-530-7310 | 11.61 | SCREENCLOUD | Screen fee | 11/21/2022 | 11/20/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| JIM E YOUNGBLOOD | XXXXXXXXXXXX2235 | 200-22-230-7415 | 599 | TRACTOR SUPPLY CO #1753 | Motor Posts for meter staking | 11/21/2022 | 11/20/2022 | Y | 599.0 | BRAD UNDERWOOD | JIM YOUNGBLOOD | Closed |
| MATTHEW BELOTE | XXXXXXXXXXXX05653 | 340-34-990-7300 | 34.82 | AMAZON.COM HW607N1L1N | 2 of: Philips Universal Adjustable TV Antenna Mount | 11/22/2022 | 11/21/2022 | Y | 0 | MIKE BANDELIN | MATTHEW BELOTE | Closed |
| MATTHEW BELOTE | XXXXXXXXXXXX05653 | 340-34-990-7300 | 13.75 | AMAZON.COM HW177L1U1 | DEWALT Drill Bit, Black Oxide, 3/8-Inch x 12-Inch | 11/22/2022 | 11/21/2022 | Y | 0 | MIKE BANDELIN | MATTHEW BELOTE | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX02201 | 340-34-530-7310 | 0.03 | CROSS BORDER TRANS FEE | screen fee | 11/22/2022 | 11/21/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX02201 | 340-34-530-7310 | 3.23 | SCREENCLOUD | screen fee | 11/22/2022 | 11/21/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX02201 | 340-34-530-7415 | 247.98 | AMZN MKTP US H1L9PWY1 | can skis for coolers at ski | 11/22/2022 | 11/21/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| RICH ALLEN | XXXXXXXXXXXX1609 | 410-51-900-7405 | 49.99 | AMZN MKTP US H1772KQ2 | Office Supplies | 11/23/2022 | 11/22/2022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-48-840-7415 | 42.1 | AMAZON.COM HW7R5TK0 | operating | 11/23/2022 | 11/22/2022 | Y | 0 | SHELIA LEUON | CLAUDIA DASILVA | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-48-840-7415 | 63.62 | AMAZON.COM HW6903B1 | operating | 11/23/2022 | 11/22/2022 | Y | 0 | SHELIA LEUON | CLAUDIA DASILVA | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-48-840-7415 | 12.12 | SAMSCLUB.COM | kid zone snack | 11/23/2022 | 11/22/2022 | Y | 0 | SHELIA LEUON | CLAUDIA DASILVA | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX09514 | 390-39-850-7415 | 20.46 | AMZN MKTP US H1W1Z0N0 | Float keepers for buoys at beaches | 11/23/2022 | 11/22/2022 | Y | 0 | SHELIA LEUON | GWYNNE CUNNINGHAM | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX09514 | 390-39-850-7415 | 73.5 | AMZN MKTP US H1W1G2MTT0 | Hardware for swim area ropes beaches | 11/23/2022 | 11/22/2022 | Y | 0 | SHELIA LEUON | GWYNNE CUNNINGHAM | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX09514 | 340-34-630-7415 | 43.3 | BRIMAR INDUSTRIES | Signs for parking lot | 11/23/2022 | 11/22/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX0965 | 100-12-130-7310 | 20.17 | DNH GODADDY.COM | GoDaddy - IVGDIBEACHSTUDY | 11/23/2022 | 11/22/2022 | Y | 0 | JIM YOUNGBLOOD | BILL ROBBINS | Closed |
| BILL C ROBBINS | XXXXXXXXXXXX2201 | 340-34-660-7415 | 12.94 | AMZN MKTP US H18W9TM1L0 | Office supplies | 11/23/2022 | 11/22/2022 | Y | 0 | MIKE BANDELIN | BILL ROBBINS | Closed |
| JON TEKULVE | XXXXXXXXXXXX06651 | 340-34-660-7415 | 9.99 | AMZN MKTP US H16473S32 | Magnet Latches for SRC office cabinet | 11/23/2022 | 11/22/2022 | Y | 0 | J. HOWARD | JON TEKULVE | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX02201 | 340-34-530-7350 | 212.56 | MOFOS PIZZA AND PASTA | pizza for staff meeting | 11/23/2022 | 11/22/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| MADONNA DUNBAR | XXXXXXXXXXXX08189 | 200-28-990-7685 | 5 | GOTOCOM GOTOMEETING | 5 GOTOCOM for conference calls | 11/23/2022 | 11/23/2022 | Y | 0 | BRAD UNDERWOOD | MADONNA DUNBAR | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX09514 | 340-34-630-7510 | 223.4 | COMMERCIAL IND SUPPLY | gasket for snomaking valves in pumphouse | 11/23/2022 | 11/23/2022 | Y | 2.23 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| JOHN OLSON | XXXXXXXXXXXX0198 | 340-34-620-7415 | 407.66 | THE HOME DEPOT 3312 | 340-34-620-7415 PPE winter gloves | 11/23/2022 | 11/23/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| JAY RYDD | XXXXXXXXXXXX02169 | 340-34-650-7415 | 1056.13 | PATAGONIA INC | uniforms for patrol | 11/23/2022 | 11/23/2022 | Y | 0 | MIKE BANDELIN | JAY RYDD | Closed |
| LAUREN A IDA | XXXXXXXXXXXX1898 | 330-33-500-7415 | 33.57 | AMZN MKTP US H18R16HU0 | screwdriver set | 11/23/2022 | 11/24/2022 | Y | 0 | SHELIA LEUON | LAUREN AIDA | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX02201 | 320-31-530-7310 | -269.58 | YELPINC 855-380-9357 | ylep credit | 11/23/2022 | 11/24/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-48-840-7415 | 25.96 | AMAZON.COM HW6Y4CB01 | pickleball | 11/23/2022 | 11/25/2022 | Y | 0 | SHELIA LEUON | PANDORA BAHLMAN | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX0965 | 100-12-130-7300 | 25.48 | AMZN MKTP US H18W9TM1L0 | Dymo Label Stock | 11/23/2022 | 11/25/2022 | Y | 0 | MIKE BANDELIN | PANDORA BAHLMAN | Closed |
| JOHN OLSON | XXXXXXXXXXXX0198 | 340-34-620-7415 | 54.12 | TRACTOR SUPPLY #2274 | equipment purchase | 11/23/2022 | 11/25/2022 | Y | 13 | MIKE BANDELIN | JAY RYDD | Closed |
| BILL C ROBBINS | XXXXXXXXXXXX2144 | 200-25-230-7405 | 30.93 | AMZN MKTP US H1W2562H1 | Office supplies. | 11/23/2022 | 11/25/2022 | Y | 0 | TROY SANDERS | BILL ROBBINS | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 370-43-780-7310 | 9.99 | PP ADOBE INC | 9.99 Adobe lic software | 11/23/2022 | 11/26/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| LISA HOOPES | XXXXXXXXXXXX1880 | 430-53-940-7350 | 499 | ZIPRECORDER, INC. | Online Job Listing Bldas Supt. | 11/23/2022 | 11/26/2022 | Y | 0 | ERIN FEORE | LISA HOOPES | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX02201 | 340-34-980-7415 | 2.4 | CROSS BORDER TRANS FEE | screen fee | 11/23/2022 | 11/26/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX02201 | 340-34-530-7310 | 140 | SCREENCLOUD | Food Court Screens | 11/23/2022 | 11/26/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX02201 | 340-34-980-7310 | 40 | SCREENCLOUD | Marketing Screens | 11/23/2022 | 11/26/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX02201 | 330-33-500-7310 | 20 | SCREENCLOUD | Chateau Screen | 11/23/2022 | 11/26/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX02201 | 340-34-980-7415 | 40 | SCREENCLOUD | Rec Screens | 11/23/2022 | 11/26/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX02201 | 340-34-530-7415 | 148.99 | THE WEBST ALAURANT STORE INC | top containers | 11/23/2022 | 11/27/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-00-000-0720 | 67.94 | SAMSCLUB.COM | food merch | 11/23/2022 | 11/30/2022 | Y | 0 | SHELIA LEUON | PANDORA BAHLMAN | Closed |
| DAREL BARLOW | XXXXXXXXXXXX05661 | 200-25-210-7520 | 32.98 | THE HOME DEPOT #3312 | New toilet seat for Wetlands bathroom | 11/30/2022 | 11/28/2022 | Y | 0 | JIM YOUNGBLOOD | DAREL BARLOW | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX09514 | 350-48-850-7680 | 35 | NRPA OPERATING | NRPA staffing webinar | 11/29/2022 | 11/29/2022 | Y | 0 | SHELIA LEUON | GWYNNE CUNNINGHAM | Closed |
| MADONNA DUNBAR | XXXXXXXXXXXX08189 | 200-28-990-7010 | 62.5 | IN SWIFT ONE LLC | web ads tabooe tap | 11/29/2022 | 11/28/2022 | Y | 0 | BRAD UNDERWOOD | MADONNA DUNBAR | Closed |
| MADONNA DUNBAR | XXXXXXXXXXXX08189 | 200-28-990-7010 | 62.5 | IN SWIFT ONE LLC | web ads beamsmart | 11/29/2022 | 11/28/2022 | Y | 0 | BRAD UNDERWOOD | MADONNA DUNBAR | Closed |
| MADONNA DUNBAR | XXXXXXXXXXXX08189 | 200-27-380-7010 | 62.5 | IN SWIFT ONE LLC | web ads tabooe tap | 11/29/2022 | 11/28/2022 | Y | 0 | BRAD UNDERWOOD | MADONNA DUNBAR | Closed |
| MADONNA DUNBAR | XXXXXXXXXXXX08189 | 200-27-380-7010 | 62.5 | IN SWIFT ONE LLC | web ads beamsmart | 11/29/2022 | 11/28/2022 | Y | 0 | BRAD UNDERWOOD | MADONNA DUNBAR | |

| Cardholder Name 1 | Card Number (Last 4) | G/L Account | Amount | Merchant Name | Description | Posting Date | Transaction Date | Receipt Image | Sales Tax Amount | Statement Approved By | Statement Reviewed By | Statement Status |
|--------------------|----------------------|-----------------|---------|------------------------------|--|--------------|------------------|---------------|------------------|-----------------------|-----------------------|------------------|
| JON TEKULVE | XXXXXXXXXX06651 | 340-34-670-7415 | 75.33 | AMZN MKTP US C084X44M3 | Cups for hot chocolate and water CSC | 12/05/2022 | 12/02/2022 | | 0 | MIKE BANDELIN | JON TEKULVE | Closed |
| JON TEKULVE | XXXXXXXXXX06651 | 340-34-670-7415 | 7.99 | DISNEY PLUS | Disney Plus Subscription for CSC | 12/05/2022 | 12/02/2022 | | 0 | MIKE BANDELIN | JON TEKULVE | Closed |
| JON TEKULVE | XXXXXXXXXX06651 | 340-34-670-7415 | 150.48 | AMZN MKTP US 2C5NR2BM3 | Cardstock for tinencards | 12/05/2022 | 12/02/2022 | | 0 | MIKE BANDELIN | JON TEKULVE | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 340-34-530-7310 | 0.16 | CROSS BORDER TRANS FEE | fee for screen | 12/05/2022 | 12/02/2022 | | 0 | J. HOWARD | WILLIAM VANDENBU | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 340-34-530-7310 | 16 | SCREENCLOUD | base load license | 12/05/2022 | 12/02/2022 | | 0 | J. HOWARD | WILLIAM VANDENBU | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 340-34-530-7415 | 16 | INCLINE VILLAGE F & B | refund pos credit follows | 12/05/2022 | 12/02/2022 | N | 1.22 | J. HOWARD | WILLIAM VANDENBU | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 340-34-530-7415 | -16 | INCLINE VILLAGE F & B | refund for pos testing | 12/05/2022 | 12/02/2022 | N | -1.22 | J. HOWARD | WILLIAM VANDENBU | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 340-34-530-7415 | -16 | INCLINE VILLAGE F & B | refund for pos testing | 12/05/2022 | 12/02/2022 | N | -1.22 | J. HOWARD | WILLIAM VANDENBU | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 340-34-530-7415 | 16 | INCLINE VILLAGE F & B | testing pos credit follows | 12/05/2022 | 12/02/2022 | N | 1.22 | J. HOWARD | WILLIAM VANDENBU | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX00720 | 340-00-000-0720 | 64.63 | CHEFSTORE 7502 | food for food court | 12/05/2022 | 12/02/2022 | Y | 4.57 | J. HOWARD | WILLIAM VANDENBU | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 340-34-530-7415 | 107.65 | THE HOME DEPOT # 3312 | hole saw for stainless tubes to pass electrical cords through in food court | 12/05/2022 | 12/02/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBU | Closed |
| PANDORA BAHLMAN | XXXXXXXXXX02201 | 350-48-840-7415 | 12.5 | AMAZON.COM 8T2V107B3 | 12.5 AMZON.COM 8T2V107B3 | 12/05/2022 | 12/03/2022 | Y | 0 | SHELLA LEIION | PANDORA BAHLMAN | Closed |
| JOHN OLSON | XXXXXXXXXX02201 | 340-34-620-7415 | 62.79 | AMZN MKTP US V7HL8K83 | replacement personnel gloves | 12/05/2022 | 12/03/2022 | N | 0 | MIKE BANDELIN | MIKE BANDELIN | Closed |
| JOHN OLSON | XXXXXXXXXX02201 | 340-34-620-7415 | 84.99 | AMZN MKTP US E9HHLU1U3 | purchase traffic cones for ski lift loading and unloading areas | 12/05/2022 | 12/03/2022 | N | 0 | MIKE BANDELIN | MIKE BANDELIN | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 340-34-530-7415 | 95.11 | AMZN MKTP US L19QJ5223 | D size batteries for paper towel dispensers | 12/05/2022 | 12/03/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBU | Closed |
| RICH ALLEN | XXXXXXXXXX06169 | 410-51-900-7490 | 41.97 | AMZN MKTP US 8188CV1R33 AM | Repair Parts | 12/05/2022 | 12/04/2022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXX02201 | 350-48-840-7415 | 19.92 | AMZN MKTP US 7B83U2AY3 | Repair Parts | 12/05/2022 | 12/04/2022 | Y | 0 | SHELLA LEIION | PANDORA BAHLMAN | Closed |
| SAMANTHA GOUGH | XXXXXXXXXX02201 | 390-39-780-7685 | 41.06 | PAYPAL UBER | 12/05/2022 | 12/04/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed | |
| STEPHANIE KOEHLER | XXXXXXXXXX02201 | 340-34-990-7340 | 14.99 | ADOBE ACROPRO SLBS | Subscription for Adobe editor | 12/05/2022 | 12/04/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXX02201 | 340-34-690-7415 | 10.99 | AMZN MKTP US 8X4B087F3 | Kitchen cleaning equipment | 12/05/2022 | 12/04/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXX02201 | 340-34-690-7415 | 11.98 | AMZN MKTP US O08SH3ON3 | Kitchen cleaning equipment | 12/05/2022 | 12/04/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| BRAD UNDERWOOD | XXXXXXXXXX02201 | 200-22-990-7405 | 40.22 | BEST BUY 00008565 | Charging cord for laptop computer | 12/05/2022 | 12/04/2022 | Y | 7.42 | INDRA WINQUEST | BRAD UNDERWOOD | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 340-34-530-7415 | 51.55 | AMAZON.COM 533N84E3 AMZN | daymark labeling supplies | 12/05/2022 | 12/04/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBU | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 340-34-530-7415 | 66.75 | WAL-MART #1648 | drawer organizers for food court | 12/05/2022 | 12/04/2022 | Y | 4.27 | J. HOWARD | WILLIAM VANDENBU | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXX02201 | 340-34-990-7405 | 119.92 | AMZN MKTP US U18DW4J43 | Office supplies | 12/06/2022 | 12/05/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXX02201 | 340-34-630-7340 | 52.99 | ADOBE CREATIVE CLOUD | Subscription for Adobe | 12/06/2022 | 12/05/2022 | N | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| CHRIS LAVERY | XXXXXXXXXX02201 | 100-12-130-7310 | 1.99 | GOOGLE GOOGLE STORAGE | Google Drive - December | 12/06/2022 | 12/05/2022 | Y | 0 | MIKE BANDELIN | MIKE BANDELIN | Closed |
| PAUL A RAYMORE | XXXXXXXXXX02110 | 350-48-980-7415 | 52.99 | ADOBE CREATIVE CLOUD | Monthly licensing fee for Adobe Creative Cloud suite - marketing manager | 12/06/2022 | 12/05/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| JAY RYDD | XXXXXXXXXX02169 | 340-34-650-7415 | 30.7 | AMZN MKTP US 2B50N18C3 | uniform name tags | 12/05/2022 | 12/05/2022 | Y | 0 | MIKE BANDELIN | JAY RYDD | Closed |
| JON TEKULVE | XXXXXXXXXX02201 | 340-34-670-7415 | 19.38 | AMZN MKTP US JV4C30063 | Wall measuring tape for csc | 12/06/2022 | 12/05/2022 | Y | 0 | MIKE BANDELIN | JON TEKULVE | Closed |
| RICH ALLEN | XXXXXXXXXX06169 | 410-51-900-7490 | 28.74 | AMZN MKTP US 4T7XM1T83 | Uniforms | 12/06/2022 | 12/06/2022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| JEN CLOUTHER | XXXXXXXXXX02201 | 320-31-420-7415 | 53.02 | AMZN MKTP US 3063967F3 | Pans for Chemical room addition | 12/07/2022 | 12/06/2022 | Y | 0 | J. HOWARD | JEFF CLOUTHER | Closed |
| BRAD ECK | XXXXXXXXXX02201 | 390-39-780-7685 | 44.04 | NORTHSHOREDOORPARTS | Gate removal for WWF lab truck | 12/07/2022 | 12/06/2022 | Y | 0 | J. HOWARD | BRAD ECK | Closed |
| SAMANTHA GOUGH | XXXXXXXXXX02201 | 390-39-780-7415 | 17.05 | PAYPAL AM LEONARD | \$17.05 snow shovels | 12/07/2022 | 12/06/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| CHRIS LAVERY | XXXXXXXXXX02201 | 340-34-680-7300 | 259 | AMZN MKTP US RW6PF1233 | Mitel Switch for Rental Phone - Per Tekulve | 12/07/2022 | 12/06/2022 | Y | 0 | MIKE BANDELIN | MIKE BANDELIN | Closed |
| JENNIFER L MOORE | XXXXXXXXXX02201 | 350-48-840-7415 | 50.55 | MOFOS PIZZA AND PASTA | Snowshoe lunches | 12/07/2022 | 12/06/2022 | Y | 0 | SHELLA LEIION | JENNIFER MOORE | Closed |
| PAUL A RAYMORE | XXXXXXXXXX02201 | 350-48-980-7310 | 52.99 | ADOBE CREATIVE CLOUD | Monthly licensing fee for Adobe Creative Cloud suite - video pho coordinator | 12/07/2022 | 12/06/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| JACLYN M REAM | XXXXXXXXXX02201 | 340-34-980-7310 | 52.99 | ADOBE CREATIVE CLOUD | Monthly Adobe software subscription | 12/07/2022 | 12/06/2022 | Y | 0 | MIKE BANDELIN | JACLYN REAM | Closed |
| JAY RYDD | XXXXXXXXXX02169 | 340-34-650-7415 | 225 | AMZN MKTP US KKH3H1KU3 | Violce straps | 12/07/2022 | 12/06/2022 | Y | 0 | MIKE BANDELIN | JAY RYDD | Closed |
| JON TEKULVE | XXXXXXXXXX02201 | 340-34-680-7415 | 179.94 | AMZN MKTP US U84PW3TV3 | Hutch for Rental Shop Break Area | 12/06/2022 | 12/06/2022 | Y | 0 | MIKE BANDELIN | JON TEKULVE | Closed |
| JON TEKULVE | XXXXXXXXXX02201 | 340-34-670-7415 | 39 | AMZN MKTP US K3JV4XBS3 | rubber bands for CSC repair shop | 12/07/2022 | 12/06/2022 | Y | 0 | MIKE BANDELIN | JON TEKULVE | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 340-34-530-7310 | 39.88 | ADOBE ACROPRO SLBS | adobe subscription | 12/07/2022 | 12/06/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBU | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 340-34-530-7415 | 1368.54 | THE WEBSTALRANT STORE INC | containers, pots and pans | 12/07/2022 | 12/06/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBU | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXX02201 | 340-34-990-7415 | -719.59 | WF WAYFAIR2838173523 | Replace admin conference room table | 12/07/2022 | 12/07/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| SHELLA A LEJON | XXXXXXXXXX02201 | 360-49-990-7350 | 55 | MOFOS PIZZA AND PASTA | Traibuilding event - Holiday decorating of Aspen Grove - Pizza for staff | 12/08/2022 | 12/07/2022 | Y | 0 | INDRA WINQUEST | SHELLA LEIION | Closed |
| JOHN OLSON | XXXXXXXXXX02201 | 340-34-620-7415 | 143.99 | AMZN MKTP US L1B66HND3 AM | supply personnel safety helmet | 12/08/2022 | 12/07/2022 | N | 0 | MIKE BANDELIN | MIKE BANDELIN | Closed |
| JON TEKULVE | XXXXXXXXXX02201 | 340-34-680-7415 | 174.98 | AMZN MKTP US UK6906HF3 | New ski rack for repair shop | 12/08/2022 | 12/07/2022 | Y | 0 | MIKE BANDELIN | JON TEKULVE | Closed |
| JON TEKULVE | XXXXXXXXXX02201 | 340-34-680-7415 | 49.99 | AMAZON.COM NG764853 | Small shop vac for tuning bench | 12/08/2022 | 12/07/2022 | Y | 0 | MIKE BANDELIN | JON TEKULVE | Closed |
| SAMANTHA GOUGH | XXXXXXXXXX02201 | 370-43-780-7685 | 25.94 | PAYPAL UBER | \$25.94 Uber | 12/09/2022 | 12/08/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXX02201 | 340-34-990-7430 | 62.2 | SP BK DESIGNS | Screen prints for uniforms | 12/09/2022 | 12/08/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXX02201 | 340-34-690-7415 | 48.24 | AMAZON.COM JLD317G3 AMZN | Swiffer cleaning system | 12/09/2022 | 12/08/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXX02201 | 340-34-690-7415 | 23.34 | AMAZON.COM JQ5CM733 AMZN | Swiffer cleaning system | 12/09/2022 | 12/08/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| JENNIFER L MOORE | XXXXXXXXXX02201 | 350-48-840-7415 | 180.79 | COSTCO WISE #0127 | Senior Programs - Conversation Cafe holiday potluck | 12/09/2022 | 12/08/2022 | Y | 12.77 | SHELLA LEIION | JENNIFER MOORE | Closed |
| RONNIE RECTOR | XXXXXXXXXX02136 | 420-52-930-7415 | 283.25 | COLUMN | Publication of Bid - Crystal Peak Waterlines | 12/08/2022 | 12/08/2022 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| JAY RYDD | XXXXXXXXXX02169 | 340-34-650-7415 | 37.46 | AMAZON.COM ZW8HX2U3 | water proofor | 12/08/2022 | 12/08/2022 | Y | 0 | MIKE BANDELIN | JAY RYDD | Closed |
| JAY RYDD | XXXXXXXXXX02169 | 340-34-650-7415 | 458.03 | AMZN MKTP US A0J8M93G3 | drills and radio speaker emc | 12/09/2022 | 12/08/2022 | Y | 0 | MIKE BANDELIN | JAY RYDD | Closed |
| TROY SANDERS | XXXXXXXXXX02201 | 200-22-990-7320 | 132.99 | GALLAGHER FLUID SEALS | Gaskets for Ozone Generation at Burnt Cedar | 12/12/2022 | 12/08/2022 | Y | 10.99 | JIM YOUNGBLOOD | TROY SANDERS | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 340-34-530-7415 | 207.11 | THE WEBSTALRANT STORE INC | paper liners for food trays | 12/09/2022 | 12/08/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBU | Closed |
| RICH ALLEN | XXXXXXXXXX06169 | 410-51-900-7490 | 814.46 | SIMPLE TIRE | Repair Parts | 12/12/2022 | 12/09/2022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXX02201 | 350-48-840-7415 | 8.64 | RALEY S #113 | ordering pine cones | 12/12/2022 | 12/09/2022 | Y | 0 | SHELLA LEIION | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXX02201 | 350-48-840-7415 | 22.96 | RALEY S #113 | BSD application fee for Crystal Peak watermain replacement | 12/12/2022 | 12/09/2022 | Y | 0 | SHELLA LEIION | PANDORA BAHLMAN | Closed |
| HILDSON KLEIN | XXXXXXXXXX02201 | 200-22-990-8120 | 300 | NV ENVIRONMENTAL PROTECT | OSW approval fee for Crystal Peak watermain replacement | 12/12/2022 | 12/09/2022 | Y | 0 | KATE NELSON | KLEIN HILDSON | Closed |
| HILDSON KLEIN | XXXXXXXXXX02201 | 200-22-990-8120 | 7.5 | WV ENVIRONMENTAL SERVICE FEE | OSW approval fee for Crystal Peak Rd Watermain replacement | 12/12/2022 | 12/09/2022 | Y | 0 | KATE NELSON | KLEIN HILDSON | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXX02201 | 340-34-990-7350 | 119.99 | AMAZON.COM ZL6I57L43 | Toaster for employee breakroom | 12/12/2022 | 12/09/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| JACLYN M REAM | XXXXXXXXXX02128 | 340-34-980-7210 | 6.98 | RALEY S #113 | kickoff party supplies | 12/12/2022 | 12/09/2022 | Y | 0 | MIKE BANDELIN | JACLYN REAM | Closed |
| RONNIE RECTOR | XXXXXXXXXX02136 | 200-22-970-7415 | 194.99 | AMZN MKTP US U080K0F03 | Tail chair for Billing Office Supervisor. | 12/12/2022 | 12/09/2022 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXX02201 | 340-34-530-7415 | 25.64 | AMZN MKTP US W08U1F4M3 | bulletin board | 12/12/2022 | 12/09/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBU | Closed |
| PANDORA BAHLMAN | XXXXXXXXXX02201 | 350-48-840-7415 | 110.03 | SPECTRUM | charter spectrum cable tv | 12/12/2022 | 12/10/2022 | Y | 0.05 | SHELLA LEIION | PANDORA BAHLMAN | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXX02201 | 340-34-990-7415 | 703.55 | AMZN MKTP US WMTZT0Y53 | Hand Warmers for Staff | 12/12/2022 | 12/10/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXX02201 | 340-34-530-7415 | 2598.33 | WF WAYFAIR3845335556 | Outdoor furniture for Loft Bar | 12/12/2022 | 12/10/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| RICH ALLEN | XXXXXXXXXX06169 | 410-51-900-7430 | 93.93 | AMZN MKTP US 01J1L0Z0A3 | Uniforms | 12/12/2022 | 12/11/2022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXX02201 | 350-48-840-7415 | 37.09 | AMAZON.COM 835E72053 AMZN | Uniforms | 12/12/2022 | 12/11/2022 | Y | 0 | SHELLA LEIION | PANDORA BAHLMAN | Closed |
| JOHN OLSON | XXXXXXXXXX02201 | 340-34-620-7415 | 649.91 | AMZN MKTP US V93A5Y33 AM | purchase safety snowmobile helmet for personnel | 12/12/2022 | 12/11/2022 | N | 0 | MIKE BANDELIN | MIKE BANDELIN | Closed |
| PAUL A RAYMORE | XXXXXXXXXX02110 | 350-48-980-7415 | 70 | MAILCHIMP MISC | Monthly MailChimp email marketing services - Rec Share | 12/12 | | | | | | |

| Cardholder Name 1 | Card Number (Last 4) | G/L Account | Amount | Merchant Name | Description | Posting Date | Transaction Date | Receipt Image | Sales Tax Amount | Statement Approved By | Statement Reviewed By | Statement Status |
|--------------------|----------------------|-----------------|--------|-----------------------------|--|--------------|------------------|---------------|------------------|-----------------------|-----------------------|------------------|
| MATTHEW BELOTE | XXXXXXXXXXXX5653 | 340-34-990-7300 | 77.81 | EBAY O 16-094766395 | Con 2 for Lenova Tiv | 12/19/2022 | 12/16/2022 | Y | 0 | | MATTHEW BELOTE | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX0914 | 340-34-990-7415 | 28.24 | AMAZON.COM 0B1ES4P43 AMZN | Swiffer cleaning system | 12/19/2022 | 12/16/2022 | Y | 0 | | STEPHANIE KOEHLER | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX0915 | 340-34-690-7415 | 28.24 | AMAZON.COM AMZNCOMBILL | Refund for Swiffer cleaning system | 12/19/2022 | 12/16/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX0965 | 100-12-130-7310 | 8.77 | ADOBE ACROPRO SUBS | Adobe - Additional License | 12/19/2022 | 12/16/2022 | Y | 0 | | | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXXX211 | 340-34-980-7310 | 29.99 | ADOBE STOCK | Monthly licensing fee for Adobe Stock royalty-free music and photo service | 12/19/2022 | 12/16/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| JACLYN M REAM | XXXXXXXXXXXXX218 | 340-34-980-7210 | 27.79 | AMZN MKTP US ROSEKRAM3 | candy canes for santa | 12/19/2022 | 12/16/2022 | Y | 0 | MIKE BANDELIN | JACLYN REAM | Closed |
| JACLYN M REAM | XXXXXXXXXXXXX218 | 340-34-980-7300 | 7.69 | AMZN MKTP US ROSEKRAM3 | USB cable | 12/19/2022 | 12/16/2022 | Y | 0 | MIKE BANDELIN | JACLYN REAM | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXXX214 | 350-48-840-7415 | 41.97 | AMAZON.COM 1519R0R03 | picabottle | 12/19/2022 | 12/17/2022 | Y | 0 | SHELLA LEUON | PANDORA BAHLMAN | Closed |
| TIMOTHY E MCKEON | XXXXXXXXXXXXX1849 | 430-53-940-7520 | 10.42 | AMZN MKTP US EW9035WD3 | Desk top calendar 2023 | 12/19/2022 | 12/17/2022 | Y | 0 | J. HOWARD | TIMOTHY MCKEON | Closed |
| TIMOTHY E MCKEON | XXXXXXXXXXXXX1849 | 430-53-940-7520 | 33.18 | AMAZON.COM 9P4ZG60C3 AMZN | At-a-glance calendar book 2023 | 12/19/2022 | 12/17/2022 | Y | 0 | J. HOWARD | TIMOTHY MCKEON | Closed |
| TROY SANDERS | XXXXXXXXXXXXX5566 | 200-22-230-7300 | 143.88 | AMAZON.COM M17N7H2M3 | UPS Batteries | 12/19/2022 | 12/17/2022 | Y | 0 | JIM YOUNGBLOOD | TROY SANDERS | Closed |
| RICH ALLEN | XXXXXXXXXXXXX1690 | 410-51-900-7400 | 25.98 | AMAZON.COM CD8Z16A73 AMZN | Repair Parts | 12/19/2022 | 12/18/2022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXXX214 | 350-48-840-7415 | 235.15 | AMAZON.COM CQ0FL3K3A3 | operating hot cups | 12/19/2022 | 12/18/2022 | Y | 0 | SHELLA LEUON | PANDORA BAHLMAN | Closed |
| CHRIS LAVERY | XXXXXXXXXXXXX0965 | 100-13-160-7415 | 20 | ZOOMUS 888-799-9666 | Zoom Webinar License - Per Shelia | 12/19/2022 | 12/18/2022 | Y | 0 | | | Closed |
| CHRIS LAVERY | XXXXXXXXXXXXX0965 | 350-48-860-7415 | 20 | ZOOMUS 888-799-9666 | Zoom Webinar License - Per Shelia | 12/19/2022 | 12/18/2022 | Y | 0 | | | Closed |
| CHRIS LAVERY | XXXXXXXXXXXXX0965 | 100-12-130-7310 | 389 | ZOOMUS 888-799-9666 | Zoom Webinar and Host Licenses | 12/19/2022 | 12/18/2022 | Y | 0 | | | Closed |
| SARAH VIDRA | XXXXXXXXXXXXX1690 | 200-22-230-7480 | 239.88 | ADOBE ACROPRO SUBS | Document Software 2023 subscription. | 12/19/2022 | 12/18/2022 | Y | 0 | MADONNA DUNBAR | SARAH VIDRA | Closed |
| RICH ALLEN | XXXXXXXXXXXXX1690 | 410-51-900-7680 | 639.21 | AMERICAN AIRBOUNDS157431837 | Travel Expense | 12/19/2022 | 12/19/2022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| RICH ALLEN | XXXXXXXXXXXXX1690 | 410-51-900-7680 | 545 | BOBIT BUSI GOVERNMENT | Conference fee | 12/20/2022 | 12/19/2022 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXXX211 | 350-48-840-7530 | 39.96 | AMZN MKTP US OY1B45QA3 | dawn soap janitorial | 12/20/2022 | 12/19/2022 | Y | 0 | SHELLA LEUON | PANDORA BAHLMAN | Closed |
| JEFF CLOUTHER | XXXXXXXXXXXXX1724 | 320-31-420-7415 | 26.22 | AMAZON.COM BC4Z80T3X | Snikes for tea markers | 12/20/2022 | 12/19/2022 | Y | 0 | J. HOWARD | JEFF CLOUTHER | Closed |
| LISA HOOPES | XXXXXXXXXXXXX1880 | 200-25-220-7350 | 649 | YMC CAREERS | AWA Online Electrician Instrumentation Tech job listing with jobs email to members | 12/21/2022 | 12/19/2022 | Y | 0 | ERIN FEORE | LISA HOOPES | Closed |
| LISA HOOPES | XXXXXXXXXXXXX1880 | 200-25-220-7350 | 375 | APWA - WORK ZONE | Online Electrician Instrumentation Tech job listing | 12/21/2022 | 12/19/2022 | Y | 0 | ERIN FEORE | LISA HOOPES | Closed |
| LISA HOOPES | XXXXXXXXXXXXX1880 | 200-25-220-7350 | 305 | PAYPAL CWEA | Online Electrician Instrumentation Tech job listing | 12/21/2022 | 12/19/2022 | Y | 0 | ERIN FEORE | LISA HOOPES | Closed |
| TIM KELLY | XXXXXXXXXXXXX7591 | 350-46-831-7415 | 91.97 | AWARD ZONE | volleyball trophy | 12/22/2022 | 12/19/2022 | Y | 0 | SHELLA LEUON | TIM KELLY | Closed |
| CHRIS LAVERY | XXXXXXXXXXXXX0965 | 100-12-130-7310 | 7.12 | ADOBE ACROPRO SUBS | Adobe - Additional License | 12/20/2022 | 12/19/2022 | Y | 0 | | | Closed |
| DAREL BARLOW | XXXXXXXXXXXXX5661 | 200-22-220-7680 | 1.25 | WFVAVENVIOP SERVICE FEE | Service fee for NDEP renewal | 12/21/2022 | 12/20/2022 | Y | 0 | JIM YOUNGBLOOD | | Closed |
| DAREL BARLOW | XXXXXXXXXXXXX5661 | 200-22-220-7680 | 50 | NV ENVIRONMENTAL PROTECT | NDEP Water renewal Grade-4 | 12/21/2022 | 12/20/2022 | Y | 0 | JIM YOUNGBLOOD | | Closed |
| MATTHEW BELOTE | XXXXXXXXXXXXX5653 | 100-12-130-7300 | 159.76 | MONOPRICE, INC. | Car 6 | 12/21/2022 | 12/20/2022 | Y | 0 | | MATTHEW BELOTE | Closed |
| ERIC FREISTROFFER | XXXXXXXXXXXXX6682 | 200-25-240-7435 | 131.25 | RAUSCH ELECTRONICS USA | Sewer CCTV camera air fittings for link sleeve installation | 12/22/2022 | 12/20/2022 | Y | 0 | SCOTT HUBELE | ERIC FREISTROFFER | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXXX0914 | 340-34-990-7340 | 60 | MSFT F080MLY3A0 | Adobe cloud to create graphics | 12/21/2022 | 12/20/2022 | N | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| JENNIFER L MOORE | XXXXXXXXXXXXX172 | 350-43-620-7415 | 107.54 | MOFOS PIZZA PASTA INC | Senior snowshoe lunches | 12/21/2022 | 12/20/2022 | Y | 0 | SHELLA LEUON | JENNIFER MOORE | Closed |
| BILL C ROBBINS | XXXXXXXXXXXXX214 | 200-22-230-7680 | 1.25 | WFVAVENVIOP SERVICE FEE | 2022 Drinking Water Operator Certification Renewal. | 12/21/2022 | 12/20/2022 | Y | 0 | TROY SANDERS | BILL ROBBINS | Closed |
| BILL C ROBBINS | XXXXXXXXXXXXX214 | 200-22-230-7680 | 50 | NV ENVIRONMENTAL PROTECT | 2022 Drinking Water Operator Certification Renewal. | 12/21/2022 | 12/20/2022 | Y | 0 | TROY SANDERS | BILL ROBBINS | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXXX2201 | 340-34-530-7415 | 139.74 | THE WEBSTRAUNT STORE INC | hand linked pizza peel | 12/21/2022 | 12/20/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| JEFF CLOUTHER | XXXXXXXXXXXXX1724 | 320-31-420-7415 | 146.37 | AMAZON.COM HV0B2PZF3 AMZN | Snowshoes | 12/22/2022 | 12/21/2022 | Y | 0 | J. HOWARD | JEFF CLOUTHER | Closed |
| KAYLEN PRIOR | XXXXXXXXXXXXX1696 | 200-25-230-7405 | 59.3 | AMZN MKTP US 60WQ6Q8K3 AM | office/lab supplies | 12/22/2022 | 12/21/2022 | Y | 0 | JIM YOUNGBLOOD | KAYLEN PRIOR | Closed |
| KAYLEN PRIOR | XXXXXXXXXXXXX1696 | 200-25-230-7405 | 12.96 | AMZN MKTP US XSP422G3 AM | office/lab supplies | 12/22/2022 | 12/21/2022 | Y | 0 | JIM YOUNGBLOOD | KAYLEN PRIOR | Closed |
| KAYLEN PRIOR | XXXXXXXXXXXXX1696 | 200-22-230-7405 | 12.98 | AMZN MKTP US LB7H55S13 AM | office/lab supplies | 12/22/2022 | 12/21/2022 | Y | 0 | JIM YOUNGBLOOD | KAYLEN PRIOR | Closed |
| KAYLEN PRIOR | XXXXXXXXXXXXX1696 | 200-25-230-7405 | 9.95 | AMZN MKTP US JPS3M3493 AM | office/lab supplies | 12/22/2022 | 12/21/2022 | Y | 0 | JIM YOUNGBLOOD | KAYLEN PRIOR | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXXX211 | 340-34-980-7350 | 110.03 | MEHFI BISTRO | Employee recruitment and retention lunch celebrating launch of DP.com website | 12/22/2022 | 12/21/2022 | Y | 4.84 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| JEFF CLOUTHER | XXXXXXXXXXXXX1724 | 420-52-910-7430 | 69.2 | W & T GRAHILL | Uniforms, Engineering | 12/22/2022 | 12/21/2022 | Y | 5.3 | KATE NELSON | RONNIE RECTOR | Closed |
| CASEY JEFFERS | XXXXXXXXXXXXX0722 | 350-48-840-7510 | 165 | STRONG NEVADA GCSA | Jeff 2023 files | 12/22/2022 | 12/22/2022 | Y | 0 | J. HOWARD | JEFF CLOUTHER | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXXX0914 | 340-34-530-7415 | 49.96 | THE HOME DEPOT #3310 | Fluod barrier 350.98.840.7510/Request by front de | 12/26/2022 | 12/22/2022 | Y | 0 | SHELLA LEUON | CASEY JEFFERS | Closed |
| RONNIE RECTOR | XXXXXXXXXXXXX216 | 200-22-970-7415 | 198.36 | WF WAYFAIR3845335556 | Refund for 2023 on outdoor furniture purchased | 12/23/2022 | 12/22/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| JAY RYDD | XXXXXXXXXXXXX169 | 340-34-650-7415 | 61.42 | AMZN MKTP US J88916183 AM | Computer mouse, Billing Office Supervisor. | 12/23/2022 | 12/22/2022 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXXX2193 | 410-51-900-7415 | 15.99 | AMZN MKTP US 8668D3113 | magnets | 12/23/2022 | 12/22/2022 | Y | 0 | JAY RYDD | CURTIS TRUJILLO | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXXX2193 | 410-51-900-7415 | 139 | TAHOE FOREST HOSPITAL DIS | Random Drug Testing, Food and Beverage, GH | 12/23/2022 | 12/22/2022 | Y | 0 | ERIN FEORE | CURTIS TRUJILLO | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXXX2193 | 200-25-240-7415 | 69.5 | TAHOE FOREST HOSPITAL DIS | Random Drug Testing - WR | 12/26/2022 | 12/22/2022 | Y | 0 | ERIN FEORE | CURTIS TRUJILLO | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXXX2193 | 200-25-240-7415 | 138.5 | TAHOE FOREST HOSPITAL DIS | Random Drug Testing - MB | 12/26/2022 | 12/22/2022 | Y | 0 | ERIN FEORE | CURTIS TRUJILLO | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXXX2193 | 200-22-240-7415 | 138.5 | TAHOE FOREST HOSPITAL DIS | Random Drug Testing - EF | 12/26/2022 | 12/22/2022 | Y | 0 | ERIN FEORE | CURTIS TRUJILLO | Closed |
| CURTIS G TRUJILLO | XXXXXXXXXXXXX2193 | 200-22-240-7415 | 108.5 | TAHOE FOREST HOSPITAL DIS | Random Drug Testing - SH | 12/26/2022 | 12/22/2022 | Y | 0 | ERIN FEORE | CURTIS TRUJILLO | Closed |
| MATTHEW BELOTE | XXXXXXXXXXXXX5653 | 340-34-990-7300 | 629 | AMZN MKTP US 21C9DMZM2 | Con 2 for Lenova Tiv | 12/26/2022 | 12/23/2022 | Y | 0 | | MATTHEW BELOTE | Closed |
| MADONNA DUNBAR | XXXXXXXXXXXXX8189 | 200-28-990-7685 | 5 | GOTOCOM GOTOMEETING | Monthly toll free number | 12/26/2022 | 12/23/2022 | Y | 0 | BRAD UNDERWOOD | MADONNA DUNBAR | Closed |
| CASEY JEFFERS | XXXXXXXXXXXXX0722 | 350-48-840-7415 | 21.87 | THE HOME DEPOT #3310 | Batteries for remote front desk350-489-907-415 | 12/26/2022 | 12/23/2022 | Y | 0 | SHELLA LEUON | CASEY JEFFERS | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXXX0914 | 340-34-990-7340 | 139 | AMAZON PRIME P6K0C1C43 | Subscription for Amazon Prime | 12/26/2022 | 12/24/2022 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXXX171 | 340-34-980-7310 | 9.99 | PR ADOBE INC | Adobe license fee | 12/27/2022 | 12/26/2022 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXXX211 | 340-34-980-7415 | 196.6 | AMAZON.COM C7C30R83 | 150 gal storage bin for lost and found items at DP | 12/27/2022 | 12/26/2022 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Closed |
| JAY RYDD | XXXXXXXXXXXXX2169 | 340-34-650-7415 | 6.98 | AMZN MKTP US 7869P39T3 | magnets for sign | 12/27/2022 | 12/26/2022 | Y | 0 | MIKE BANDELIN | JAY RYDD | Closed |
| JAY RYDD | XXXXXXXXXXXXX2169 | 340-34-630-7415 | 178.01 | AMZN MKTP US UK15P933 AM | cordless grinder | 12/27/2022 | 12/26/2022 | N | 13.59 | MIKE BANDELIN | JAY RYDD | Closed |
| JAY RYDD | XXXXXXXXXXXXX2169 | 340-34-650-7415 | -27.96 | AMZN MKTP US | speaker mic for hand held radio | 12/27/2022 | 12/26/2022 | Y | 0 | MIKE BANDELIN | JAY RYDD | Closed |
| DON SHOWS | XXXXXXXXXXXXX8050 | 390-39-780-7415 | 108.8 | THE HOME DEPOT #3312 | \$108.80 plywood | 12/28/2022 | 12/26/2022 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXXX2201 | 340-34-530-7310 | 2.5 | CROSS BORDER TRANS FEE | cross border - snowbrush | 12/28/2022 | 12/26/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXXX2201 | 340-34-530-7310 | 120 | SCREENCLOUD | Food Court screens | 12/26/2022 | 12/26/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXXX2201 | 340-34-980-7310 | 40 | SCREENCLOUD | Screening Screens DP | 12/26/2022 | 12/26/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXXX2201 | 340-34-530-7310 | 20 | SCREENCLOUD | Base Load Info Screen | 12/26/2022 | 12/26/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXXX2201 | 340-36-530-7310 | 20 | SCREENCLOUD | Snowflake Screen | 12/26/2022 | 12/26/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXXX2201 | 330-33-500-7310 | 20 | SCREENCLOUD | Chateau Screen | 12/26/2022 | 12/26/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXXX2201 | 350-46-980-7310 | 60 | SCREENCLOUD | Recreation Center Screen | 12/26/2022 | 12/26/2022 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXXX214 | 350-00-000-0720 | 29.26 | AMAZON.COM G9U6L6G03 | food merch for resale not operating supply 0720 correct object | 12/28/2022 | 12/27/2022 | Y | 0 | SHELLA LEUON | PANDORA BAHLMAN | Closed |
| DAREL BARLOW | XXXXXXXXXXXXX5661 | 200-25-210-7430 | 49.98 | AMAZON.COM U2Z0R6F03 AMZN | Uniforms | 12/27/2022 | 12/27/2022 | Y | 0 | JIM YOUNGBLOOD | | Closed |
| DAREL BARLOW | XXXXXXXXXXXXX5661 | 200-22-210-7430 | 49.99 | AMAZON.COM U2Z0R6F03 AMZN | Uniforms | 12/27/2022 | 12/27/2022 | Y | 0 | JIM YOUNGBLOOD | | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXXX211 | 340-34-980-7410 | 12 | USPS 05 079380160 | 20 stamps purchased | 12/27/2022 | 12/27/2022 | Y | 0 | | PAUL RAYMORE | Closed |
| BILL C ROBBINS | XXXXXXXXXXXXX214 | 200-25-230-7415 | 38.64 | AMAZON.COM YF4439H03 AMZN | laundry detergent | 12/28/2022 | 12/27/2022 | Y | 0 | JIM YOUNGBLOOD | BILL ROBBINS | Closed |
| TROY SANDERS | XXXXXXXXXXXXX5566 | 200-25-230-7415 | 108.2 | AMAZON.COM VN3W8E5Z3 | Storage organizer for on-call condo. | 12/28/20 | | | | | | |

| Cardholder Name 1 | Card Number (Last 4) | G/L Account | Amount | Merchant Name | Description | Posting Date | Transaction Date | Receipt Image | Sales Tax Amount | Statement Approved By | Statement Reviewed By | Statement Status |
|----------------------|----------------------|-----------------|--------------------------|---|--|--------------|------------------|---------------|------------------|-----------------------|-----------------------|------------------|
| WILLIAM VANDENBURG | XXXXXX | 340-34-530-7350 | 147 | SP MISE LLC | shoes for staff member | 01042023 | 01032023 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXX | 340-00-000-0720 | 76.5 | CHEFSTORE 7502 | food for diamond peak kitchen | 01042023 | 01032023 | Y | 5.4 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| RICH ALLEN | XXXXXX | 2338.65 | 9900-7499 | SMIP TIRE | Repair Tire | 01052023 | 01042023 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| GWYNNE C CUNNINGHAM | XXXXXX | 350-46-831-7415 | 11.59 | AMZN MKTP US 0U0V4QDF3 | Wrist bands for Community Snowshoe events | 01052023 | 01042023 | Y | 0 | SHELLIA LEUON | GWYNNE CUNNINGHAM | Closed |
| GWYNNE C CUNNINGHAM | XXXXXX | 350-48-850-7415 | 8.99 | AMZN MKTP US ZD460ZDZ3 | Bullette band supplies | 01052023 | 01042023 | Y | 0 | SHELLIA LEUON | GWYNNE CUNNINGHAM | Closed |
| GWYNNE C CUNNINGHAM | XXXXXX | 350-46-831-7415 | 135.92 | AMZN MKTP US RD435XKJ3 | Glow sticks for Community Snowshoe Events | 01052023 | 01042023 | Y | 0 | SHELLIA LEUON | GWYNNE CUNNINGHAM | Closed |
| SAMANTHA GOUGH | XXXXXX | 390-39-780-7415 | 308.43 | JACKS SMALL ENGINES & GEN | 530843 equipment parts | 01062023 | 01042023 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| KATHRYN NELSON | XXXXXX | 330-22-970-7310 | 1195 | IN B & L BACKFLOW TESTIN | D. Morris-cross connection specialist training | 01062023 | 01042023 | Y | 0 | BRAD UNDERWOOD | KATE NELSON | Closed |
| BROOKE SMITH-LA FATA | XXXXXX | 330-33-500-7310 | 4788 | PLANNING PD | Venue Management Software /annual | 01042023 | 01042023 | Y | 0 | J. HOWARD | BROOKE SMITH-LA FATA | Closed |
| MATTHEW BELOTE | XXXXXX | 340-34-990-8120 | 220.99 | EBAY O 09-0594426925 | Ruckus Zoneflex R710 Dual Band Wireless Access | 01052023 | 01052023 | Y | 0 | | | Closed |
| MATTHEW BELOTE | XXXXXX | 100-12-130-7300 | 813.9 | AMAZON.COM 0VPT9Y3E3 AMZN | APC Back-UPS Pro, 700VA UPS Battery Backup Surge Protector BR700C, 100-12-130-7300 | 01062023 | 01052023 | Y | 0 | | | Closed |
| JEFF CLOUTHER | XXXXXX | 320-31-420-7405 | 43.26 | AT-A-GLANCE US | 2023 planner | 01062023 | 01052023 | Y | 0 | J. HOWARD | JEFF CLOUTHER | Closed |
| SAMANTHA GOUGH | XXXXXX | 390-39-780-7430 | 79 | SP TRUWERK | \$79.00 Uniform | 01062023 | 01052023 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| STEPHANIE KOEHLER | XXXXXX | 52.99 | ADOBE CREATIVE CLOUD | Subscription - Creative Cloud | 01062023 | 01052023 | Y | 0 | | | | Closed |
| CHRIS LAVERY | XXXXXX | 100-12-130-7310 | 1.99 | GOOGLE GOOGLE STORAGE | GOOGLE ONEDrive | 01062023 | 01052023 | Y | 0 | CHRIS LAVERY | CHRIS LAVERY | Closed |
| CHRIS LAVERY | XXXXXX | 100-10-990-7405 | 290 | KAESER & BLAIR, INC | Monitor Calendars | 01062023 | 01052023 | Y | 0 | CHRIS LAVERY | CHRIS LAVERY | Closed |
| CHRIS LAVERY | XXXXXX | 100-12-130-7310 | 384 | LASTPASS.COM | LastPass Subscription | 01062023 | 01052023 | Y | 0 | CHRIS LAVERY | CHRIS LAVERY | Closed |
| CHRIS LAVERY | XXXXXX | 100-12-130-7310 | 155 | DIAMOND PEAK ONLINE STOR | Diamond Peak Estore Test Transaction | 01092023 | 01052023 | Y | 11.83 | CHRIS LAVERY | CHRIS LAVERY | Closed |
| CHRIS LAVERY | XXXXXX | 300-12-230-7310 | 155 | DIAMOND PEAK SKI RESORT | Diamond Peak Estore Test Transaction - Refund | 01092023 | 01052023 | Y | -11.83 | CHRIS LAVERY | CHRIS LAVERY | Closed |
| JENNIFER L MOORE | XXXXXX | 350-48-840-7415 | 28.98 | COSTCO WISE #0025 | Rec Car office service | 01062023 | 01052023 | Y | 3.43 | SHELLIA LEUON | JENNIFER MOORE | Closed |
| JENNIFER L MOORE | XXXXXX | 350-46-820-7415 | 15.99 | COSTCO WISE #0025 | Senior Programs - Transportation | 01062023 | 01052023 | Y | 0 | SHELLIA LEUON | JENNIFER MOORE | Closed |
| PAUL A RAYMORE | XXXXXX | 340-34-980-7310 | 52.99 | ADOBE CREATIVE CLOUD | Adobe Creative Cloud software monthly licensing fee - marketing manager | 01062023 | 01052023 | Y | 0 | PAUL RAYMORE | PAUL RAYMORE | Closed |
| PANDORA BAHLMAN | XXXXXX | 350-48-840-7415 | 25.99 | AMZN MKTP US XJ37G1D33 | dry erase | 01092023 | 01062023 | Y | 0 | SHELLIA LEUON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXX | 350-48-840-7415 | 203.42 | AMZN MKTP US 0E2DM8X83 | file cabinet | 01092023 | 01062023 | Y | 0 | SHELLIA LEUON | PANDORA BAHLMAN | Closed |
| MATTHEW BELOTE | XXXXXX | 229.9 | AMAZON.COM JCV0V0E3 AMZN | Logitech MK370 Wireless Keyboard And Mouse Combo For Windows, 100-12-130-7300 | 01062023 | 01062023 | Y | 0 | | | | Closed |
| SAMANTHA GOUGH | XXXXXX | 390-39-780-7680 | 280 | PE EB 2023 GREEN INDUSTR | \$280 HortTraining | 01092023 | 01062023 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| PAUL A RAYMORE | XXXXXX | 340-34-980-7310 | 52.99 | ADOBE CREATIVE CLOUD | Adobe Creative Cloud software monthly licensing fee - Photo and Video Coordinator | 01062023 | 01062023 | Y | 0 | PAUL RAYMORE | PAUL RAYMORE | Closed |
| JACLYN M REAM | XXXXXX | 340-34-980-7310 | 52.99 | ADOBE 800-833-6687 | Adobe adobe software subscription | 01092023 | 01062023 | Y | 0 | JACLYN M REAM | JACLYN M REAM | Closed |
| JAY RYDD | XXXXXX | 340-34-650-7415 | 714 | IN ALPHA PRO SOLUTIONS, | DOT breath alcohol wab testing certifications | 01092023 | 01062023 | Y | 0 | JAY RYDD | JAY RYDD | Closed |
| TROY SANDERS | XXXXXX | 300-12-230-7435 | 31.9 | AMZN MKTP US LL5069213 | Centrifuge PLC Batteries | 01062023 | 01062023 | Y | 0 | JIM YOUNGBLOOD | TROY SANDERS | Closed |
| TIMOTHY E MCKEON | XXXXXX | 430-53-940-7515 | 349.22 | PRO LIGHTING | LED lights for PWB pipeline storage. | 01092023 | 01062023 | Y | 0 | J. HOWARD | TIMOTHY MCKEON | Closed |
| PANDORA BAHLMAN | XXXXXX | 350-48-840-7530 | 49.96 | AMZN MKTP US UG40Q6P63 | janitorial soap | 01092023 | 01082023 | Y | 0 | SHELLIA LEUON | PANDORA BAHLMAN | Closed |
| JACLYN M REAM | XXXXXX | 340-34-980-7685 | 300 | NSAA | national ski areas association winter conference | 01092023 | 01082023 | Y | 0 | JACLYN M REAM | JACLYN M REAM | Closed |
| RONNIE RECTOR | XXXXXX | 200-22-970-7405 | 14.97 | AMZN MKTP US XL4QM6PR3 | Office supplies | 01092023 | 01082023 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| RONNIE RECTOR | XXXXXX | 200-22-970-7405 | 13.63 | AMAZON.COM 2W7932CR3 AMZN | Office supplies | 01092023 | 01082023 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| RONNIE RECTOR | XXXXXX | 200-22-970-7405 | 180.05 | AMZN MKTP US 114M9D3A3 | Office supplies | 01092023 | 01082023 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| JAY RYDD | XXXXXX | 340-34-990-7685 | 1200 | NSAA | NSAA winter conference registration | 01092023 | 01082023 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| JAY RYDD | XXXXXX | 340-34-990-7685 | 125 | NSAA | NSAA winter conference lift safety course registration | 01092023 | 01082023 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| JAY RYDD | XXXXXX | 340-34-620-7415 | 105 | AMZN MKTP US 608L143V3 | replacement ski helmet | 01092023 | 01082023 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| WILLIAM VANDENBURG | XXXXXX | 340-34-530-7350 | 214.16 | CARHARTT COMPANY GEAR | uniforms | 01092023 | 01082023 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| PANDORA BAHLMAN | XXXXXX | 350-48-840-7350 | 47.82 | AMAZON.COM B64XTV213 AMZN | cleaning janitorial | 01102023 | 01092023 | Y | 0 | SHELLIA LEUON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXX | 350-48-840-7415 | 17.9 | AMAZON.COM L694H4V53 | cleaning janitorial | 01102023 | 01092023 | Y | 0 | SHELLIA LEUON | PANDORA BAHLMAN | Closed |
| SAMANTHA GOUGH | XXXXXX | 370-43-780-7310 | 2.49 | PP GOOGLE GOOGLE STORAGE | \$2.49 Google storage | 01112023 | 01092023 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| STEPHANIE KOEHLER | XXXXXX | 340-34-690-7415 | 59.9 | AMZN MKTP US FA17055E3 | clear floor for ullr fist event | 01102023 | 01092023 | Y | 0 | STEPHANIE KOEHLER | STEPHANIE KOEHLER | Closed |
| JACLYN M REAM | XXXXXX | 340-34-980-7210 | 82.94 | AMZN MKTP US 478280KL3 | led torches for ullr fist event | 01092023 | 01092023 | Y | 0 | JACLYN M REAM | JACLYN M REAM | Closed |
| JACLYN M REAM | XXXXXX | 340-34-980-7415 | 28.69 | AMZN MKTP US BK1P2023 AM | clear flyer holders wall mounted | 01102023 | 01092023 | Y | 0 | JACLYN M REAM | JACLYN M REAM | Closed |
| DON SHOWS | XXXXXX | 390-39-780-7415 | 0.18 | CROSS BORDER TRANS FEE | \$1.98 hardware fee | 01102023 | 01092023 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| DON SHOWS | XXXXXX | 390-39-780-7415 | 17.98 | PAYPAL CHINATERA CHIN | \$17.98 hardware pins | 01112023 | 01092023 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Closed |
| PANDORA BAHLMAN | XXXXXX | 350-48-840-7835 | 112.03 | SPECTRUM | cable tv | 01112023 | 01102023 | Y | 6.05 | SHELLIA LEUON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXX | 350-48-860-7415 | 51.98 | AMZN MKTP US 8M2G5SQ33 | programs | 01112023 | 01102023 | Y | 0 | SHELLIA LEUON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXX | 350-48-840-7415 | 222.4 | IN CHEMSPA IND.DBA SPAFA | shower gel | 01112023 | 01102023 | Y | 0 | SHELLIA LEUON | PANDORA BAHLMAN | Closed |
| DAREL BARLOW | XXXXXX | 200-25-210-7680 | 40 | CALIFORNIA WATER ENVIRON | CWEA training | 01112023 | 01102023 | Y | 3.72 | SHELLIA LEUON | DAREL BARLOW | Closed |
| TIM KELLY | XXXXXX | 350-48-840-7515 | 69.49 | GR ELITE | girls gymastics grips and safety wristbands | 01112023 | 01102023 | Y | 0 | JIM YOUNGBLOOD | TIM KELLY | Closed |
| RONNIE RECTOR | XXXXXX | 200-22-970-7405 | -17.76 | AMZN MKTP US | Shipping Refund | 01112023 | 01102023 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| RONNIE RECTOR | XXXXXX | 420-52-930-7415 | 43 | WASHOE CO RECORDER OTC | Recording fee, Notice of Completion | 01112023 | 01102023 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| RONNIE RECTOR | XXXXXX | 420-52-930-7415 | 1.51 | AMS SERVICE FEE 101573 | Recording fee, Notice of Completion | 01122023 | 01102023 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| JAY RYDD | XXXXXX | 340-34-650-7415 | 63.97 | AMZN MKTP US O6589R6A3 | PPW work gloves | 01102023 | 01102023 | Y | 0 | JIM YOUNGBLOOD | TROY SANDERS | Closed |
| TROY SANDERS | XXXXXX | 350-48-840-7435 | 626.85 | AMAZON.COM RY3X5YQ3 AMZN | UPS fee for Centrifuge Control Panel | 01102023 | 01102023 | Y | 0 | SHELLIA LEUON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXX | 350-00-000-0720 | 9.48 | AMAZON.COM 2X8GJKP3 | food merch | 01112023 | 01112023 | Y | 0 | SHELLIA LEUON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXX | 350-00-000-0720 | 11.99 | WALMART.COM | food merch | 01122023 | 01112023 | Y | 0 | SHELLIA LEUON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXX | 350-00-000-0720 | 59.98 | WALMART.COM | food merch | 01122023 | 01112023 | Y | 0 | SHELLIA LEUON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXX | 350-48-840-7415 | 27.99 | AMZN MKTP US M08136H33 | GFR heat operating | 01122023 | 01112023 | Y | 0 | SHELLIA LEUON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXX | 350-48-840-7415 | 34.99 | AMZN MKTP US 2N230Y333 | GFR heat operating | 01122023 | 01112023 | Y | 0 | SHELLIA LEUON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXX | 350-48-840-7415 | 16.4 | RALEY S #113 | half n half | 01122023 | 01112023 | Y | 0 | SHELLIA LEUON | PANDORA BAHLMAN | Closed |
| DAREL BARLOW | XXXXXX | 200-25-220-7415 | 28.98 | AMZN MKTP US YR9A9WUX3 | Phone case | 01122023 | 01112023 | Y | 0 | JIM YOUNGBLOOD | DAREL BARLOW | Closed |
| SAMANTHA GOUGH | XXXXXX | 390-39-780-7415 | -22.48 | JACKS SMALL ENGINES & GEN | Credit \$22.48 | 01132023 | 01112023 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| STEPHANIE KOEHLER | XXXXXX | 340-34-690-7415 | 159.6 | AMZN MKTP US 5100P9B73 | gloves | 01122023 | 01112023 | Y | 0 | STEPHANIE KOEHLER | STEPHANIE KOEHLER | Closed |
| STEPHANIE KOEHLER | XXXXXX | 340-34-690-7415 | 79.8 | AMZN MKTP US 0K0M0MHY3 | gloves | 01122023 | 01112023 | Y | 0 | STEPHANIE KOEHLER | STEPHANIE KOEHLER | Closed |
| JENNIFER L MOORE | XXXXXX | 350-48-840-7415 | 112.67 | MOFOS PIZZA PASTA INC | Senior snowshoe lunches | 01122023 | 01112023 | Y | 0 | SHELLIA LEUON | JENNIFER MOORE | Closed |
| PAUL A RAYMORE | XXXXXX | 350-48-980-7415 | 80 | MAILCHIMP MISC | Monthly MailChimp email marketing services - Rec Share | 01122023 | 01112023 | Y | 0 | SHELLIA LEUON | PAUL RAYMORE | Closed |
| PAUL A RAYMORE | XXXXXX | 320-31-980-7415 | 30 | MAILCHIMP MISC | Monthly MailChimp email marketing services - Golf Champ | 01122023 | 01112023 | Y | 0 | PAUL RAYMORE | PAUL RAYMORE | Closed |
| PAUL A RAYMORE | XXXXXX | 320-32-980-7415 | 50 | MAILCHIMP MISC | Monthly MailChimp email marketing services - Golf Mt | 01122023 | 01112023 | Y | 0 | PAUL RAYMORE | PAUL RAYMORE | Closed |
| PAUL A RAYMORE | XXXXXX | 320-31-980-7415 | 50 | MAILCHIMP MISC | Monthly MailChimp email marketing services - Tennis | 01122023 | 01112023 | Y | 0 | PAUL RAYMORE | PAUL RAYMORE | Closed |
| PAUL A RAYMORE | XXXXXX | 340-34-980-7415 | -300 | DIAMOND PEAK SKI RESORT | Testing Last Tracks ticket sales on live Onestore - refund | 01132023 | 01112023 | Y | -22.91 | PAUL RAYMORE | PAUL RAYMORE | Closed |
| PAUL A RAYMORE | XXXXXX | 350-48-840-7415 | 300 | DIAMOND PEAK ONLINE STOR | Diamond Peak Tracks ticket sales on live Onestore - purchase | 01132023 | 01112023 | Y | 22.91 | PAUL RAYMORE | PAUL RAYMORE | Closed |
| TROY SANDERS | XXXXXX | 200-22-220-7440 | 399.95 | A CARBIENER MATCO TOOL | Torque Wrench for Burt Cell Ozone Valves | 01122023 | 01112023 | Y | 0 | JIM YOUNGBLOOD | TROY SANDERS | Closed |
| JIM E YOUNGBLOOD | XXXXXX | 200-22-970-7510 | 218.99 | WWW.VEVOR.COM | Carpet for front entrance of PW | 01122023 | 01112023 | Y | 0 | BRAD UNDERWOOD | JIM YOUNGBLOOD | Closed |
| PANDORA BAHLMAN | XXXXXX | 350-48-840-7415 | 639.85 | AMZN MKTP US RA40B7Z23 | dance programs | 01132023 | 01122023 | Y | 0 | SHELLIA LEUON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXX | 350-48-840-7415 | 8.1 | RALEY S #113 | half n half | 01162023 | | | | | | |

| Cardholder Name 1 | Card Number (Last 4) | GL Account | Amount | Merchant Name | Description | Posting Date | Transaction Date | Receipt Image | Sales Tax Amount | Statement Approved By | Statement Reviewed By | Statement Status |
|---------------------|----------------------|-----------------|-------------------------|---|--|--------------|------------------|---------------|------------------|-----------------------|-----------------------|------------------|
| MATTHEW BELOTE | XXXXXXXXXXXX5653 | 340-34-990-8120 | 263 | AMZN MKTP US EM12X3P3 | UGGY Roll 1110-1 Port RS-232 USB-to-Serial Converter 40-34-990-8120 CIP project # 3499 | 01/17/2023 | 01/17/2023 | Y | 0 | | | Closed |
| MADONNA DUNBAR | XXXXXXXXXXXX8189 | 200-22-990-7415 | 399.4 | AMZN MKTP US A906B6G43 | doxa ports for handout TWSA outreach | 01/18/2023 | 01/17/2023 | Y | 0 | BRAD UNDERWOOD | MADONNA DUNBAR | Closed |
| JENIFER L MOORE | XXXXXXXXXXXX2128 | 156.65 | MOFOS PIZZA PASTA INC | Senior snowshoe lunches | 01/19/2023 | 01/19/2023 | Y | 0 | 0 | SHELLA LEIJON | JENIFER MOORE | Closed |
| JACLYN M REAM | XXXXXXXXXXXX0216 | 340-34-980-7685 | 35.26 | RESORT AT SQUAW CREEK F&E | lunch at NSAA conference | 01/19/2023 | 01/17/2023 | Y | 2.26 | | JACLYN REAM | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX0216 | 200-22-870-7340 | 285 | CA-NV SECTION, AWA | Cert renewal, J. Donohue | 01/19/2023 | 01/17/2023 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| JON TEKULVE | XXXXXXXXXXXX0216 | 340-34-680-7415 | 14.4 | AMAZON.COM VAS4W8S3C AMZN | Gorilla Glue for repair shop | 01/17/2023 | 01/17/2023 | Y | 0 | | JON TEKULVE | Closed |
| JIM E YOUNGBLOOD | XXXXXXXXXXXX2235 | 200-22-230-7433 | 81.34 | JM TEST SYSTEMS INC | ARC FLASH SUIT | 01/18/2023 | 01/17/2023 | Y | 0 | BRAD UNDERWOOD | JIM YOUNGBLOOD | Closed |
| JIM YOUNGBLOOD | XXXXXXXXXXXX2235 | 200-22-230-7433 | 81.34 | JM TEST SYSTEMS INC | ARC FLASH SUIT | 01/18/2023 | 01/17/2023 | Y | 0 | BRAD UNDERWOOD | JIM YOUNGBLOOD | Closed |
| RICH ALLEN | XXXXXXXXXXXX0169 | 410-51-900-7330 | 735 | MILNE TOWING SERVICES | Contracted Repair. Towing truck to dealer for repair | 01/18/2023 | 01/18/2023 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX0216 | 350-48-840-7415 | 439.54 | AMZN MKTP US SD6N97RM3 | Keurig operating | 01/18/2023 | 01/18/2023 | Y | 0 | SHELLA LEIJON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX0216 | 350-48-840-7415 | 119.42 | SAMSCULB.COM | food merch | 01/19/2023 | 01/18/2023 | N | 0 | SHELLA LEIJON | PANDORA BAHLMAN | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX0216 | 350-48-850-7340 | 180 | NRPA OPERATING | NRPA membership renewal Megan Ballew. Needed to keep AFO certification current. | 01/19/2023 | 01/18/2023 | Y | 0 | SHELLA LEIJON | GWYNNE CUNNINGHAM | Closed |
| KAYLEN PRIOR | XXXXXXXXXXXX01696 | 200-22-230-7680 | 199.99 | AMERICAN WATER COLLEGE | Water course for Canfield | 01/19/2023 | 01/18/2023 | Y | 0 | JIM YOUNGBLOOD | KAYLEN PRIOR | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX0216 | 320-31-990-7685 | 100 | CA-NV SECTION, AWA | Cert renewal, J. Youngblood | 01/19/2023 | 01/18/2023 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX0216 | 200-25-230-7350 | 262.66 | MOFOS PIZZA PASTA INC | Lunch for crew repairing leak on export line, 1/18/2023 | 01/19/2023 | 01/18/2023 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX0216 | 200-22-870-7340 | 210 | CA-NV SECTION, AWA | Cert renewal, D. Morris | 01/19/2023 | 01/18/2023 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| WILLIAM VANDENBURG | XXXXXXXXXXXX0216 | 340-34-530-7415 | 234.93 | THE WEBSTAIRANT STORE INC | plastic pan liners | 01/19/2023 | 01/18/2023 | Y | 0 | J. HOWARD | WILLIAM VANDENBURG | Closed |
| MADONNA DUNBAR | XXXXXXXXXXXX0216 | 200-27-380-7430 | 105.01 | MERRELL.COM | work boots - Dunbar | 01/20/2023 | 01/19/2023 | Y | 5.94 | BRAD UNDERWOOD | MADONNA DUNBAR | Closed |
| CASEY JEFFERS | XXXXXXXXXXXX0216 | 350-48-840-7605 | 174.94 | AMZN MKTP US JH6T016M3 | Rec Center repair parts | 01/20/2023 | 01/20/2023 | Y | 0 | | | Closed |
| CASEY JEFFERS | XXXXXXXXXXXX0216 | 350-48-840-7605 | 83.5 | LEGEND FITNESS | 83.5 LEGEND FITNESS | 01/23/2023 | 01/23/2023 | Y | 0 | | | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX0216 | 100-12-130-7310 | 20.17 | DNH GODADDY.COM | GoDaddy - Incline Tahoe domain | 01/20/2023 | 01/19/2023 | Y | 0 | | CHRIS LAVERY | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX0216 | 100-12-130-7310 | 329 | ZOOM.US 888-799-9666 | Zoom - Additional Webinar/Rooms Licenses | 01/20/2023 | 01/19/2023 | Y | 0 | | CHRIS LAVERY | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX0216 | 200-25-240-7340 | 200 | SQ NEVADA WATER UT | Operator cert training, C. Glassburn | 01/20/2023 | 01/19/2023 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| BILL C ROBBINS | XXXXXXXXXXXX0216 | 200-25-230-7405 | 132.15 | AMZN MKTP US 3JH747U3 | office supplies | 01/20/2023 | 01/19/2023 | Y | 0 | JIM YOUNGBLOOD | BILL ROBBINS | Closed |
| BILL C ROBBINS | XXXXXXXXXXXX0216 | 200-25-230-7405 | 40.78 | AMZN MKTP US 2Z7T3XKX3 | office supplies | 01/20/2023 | 01/19/2023 | Y | 0 | JIM YOUNGBLOOD | BILL ROBBINS | Closed |
| TROY SANDERS | XXXXXXXXXXXX0216 | 200-25-230-7680 | 277 | WEF MAIN | WEF and CWEA Membership Troy Sanders | 01/20/2023 | 01/19/2023 | Y | 0 | JIM YOUNGBLOOD | TROY SANDERS | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX0216 | 350-46-831-7415 | 268.77 | COSTCO WHSE #0025 | Snacks for Snowshoe event | 01/23/2023 | 01/20/2023 | Y | 20.52 | SHELLA LEIJON | GWYNNE CUNNINGHAM | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX0216 | 340-34-690-7340 | 60 | MSFT E0800LWPEE | SharePoint for mt ops to communicate and document | 01/23/2023 | 01/20/2023 | N | 0 | | STEPHANIE KOEHLER | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX0216 | 100-12-130-7310 | 7.12 | ADOBE ACROPRO SUBS | Adobe - Additional License - Karl Brandt | 01/20/2023 | 01/20/2023 | Y | 0 | | CHRIS LAVERY | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX0216 | 460 | AMZN MKTP US J68J3CE3F3 | Desk Scanner for Dan Liggett - Per Diana Robb | 01/20/2023 | 01/20/2023 | Y | 0 | | CHRIS LAVERY | Closed | |
| BILL C ROBBINS | XXXXXXXXXXXX0216 | 200-25-230-7415 | 122.69 | AMZN MKTP US 0W40B3Z3 | breakroom supplies | 01/20/2023 | 01/20/2023 | Y | 0 | JIM YOUNGBLOOD | BILL ROBBINS | Closed |
| RICH ALLEN | XXXXXXXXXXXX0169 | 410-51-900-7490 | 155 | AMZN MKTP US ID2B103K3 | Repair Parts | 01/23/2023 | 01/21/2023 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX0216 | 390-39-710-7350 | 19.78 | COSTCO WHSE #0025 | Food supplies for beach staff | 01/23/2023 | 01/21/2023 | Y | 4.97 | SHELLA LEIJON | GWYNNE CUNNINGHAM | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX0216 | 350-40-000-0720 | 45.37 | COSTCO WHSE #0025 | Snacks for Rec Center guest resale | 01/23/2023 | 01/21/2023 | Y | 0 | SHELLA LEIJON | GWYNNE CUNNINGHAM | Closed |
| BRAD ECHE | XXXXXXXXXXXX01765 | 430-53-940-7415 | -31.33 | AMZN MKTP US | Shipping refund credit for dolly cart. 430-53-940-7415 | 01/23/2023 | 01/21/2023 | Y | 0 | | | Closed |
| J. DARREN HOWARD | XXXXXXXXXXXX0216 | 320-31-990-7685 | 45 | UNITED 016982624224 | PGA Show luggage 320-31-990-7685 | 01/23/2023 | 01/21/2023 | Y | 0 | | | Closed |
| J. DARREN HOWARD | XXXXXXXXXXXX0216 | 320-31-990-7685 | 35 | UNITED 016982624224 | PGA Show luggage 320-31-990-7685 | 01/23/2023 | 01/21/2023 | Y | 0 | | | Closed |
| CASEY JEFFERS | XXXXXXXXXXXX0216 | 350-48-840-7605 | 77.93 | THE HOME DEPOT #3310 | Rec Center repair parts | 01/23/2023 | 01/21/2023 | Y | 0 | | | Closed |
| PAUL A RAYMORE | XXXXXXXXXXXX0216 | 340-34-980-7350 | 17.07 | SAFEWAY #1592 | Supplies for Diamond Peak employee party games | 01/23/2023 | 01/21/2023 | Y | 0 | | PAUL RAYMORE | Closed |
| TROY SANDERS | XXXXXXXXXXXX0216 | 200-25-230-7440 | 28 | AMZN MKTP US PB5CJ0U3 | File folder | 01/23/2023 | 01/21/2023 | Y | 0 | JIM YOUNGBLOOD | TROY SANDERS | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX0216 | 350-48-860-7415 | 159.98 | AMZN MKTP US 2V7ZB08J3 | file cabinet | 01/23/2023 | 01/22/2023 | N | 0 | SHELLA LEIJON | PANDORA BAHLMAN | Closed |
| MATTHEW BELOTE | XXXXXXXXXXXX0216 | 350-48-850-7415 | 41.56 | AMZN MKTP US ZBH744L3 | SPRINGERCASE Designed for iPhone 12 100-12-130-7300 | 01/23/2023 | 01/22/2023 | Y | 0 | | | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX0216 | 350-48-850-7415 | 16.46 | AMAZON.COM H2M2Y1L3E AMZN | Dry erase markers for pool deck white boards | 01/23/2023 | 01/22/2023 | Y | 0 | SHELLA LEIJON | GWYNNE CUNNINGHAM | Closed |
| JON TEKULVE | XXXXXXXXXXXX0216 | 340-34-680-7300 | 497.7 | AMZN MKTP US AJ8AC56G3 | Scanners for rental shop | 01/23/2023 | 01/22/2023 | Y | 0 | | JON TEKULVE | Closed |
| RICH ALLEN | XXXXXXXXXXXX0169 | 410-51-900-7450 | 10.08 | W4NFIREMAR SERVICE FEE | Permits | 01/24/2023 | 01/23/2023 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| RICH ALLEN | XXXXXXXXXXXX0169 | 410-51-900-7450 | 310 | NEVADA FIRE MARSHAL | Permits | 01/24/2023 | 01/23/2023 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX0216 | 350-48-860-7415 | 6.49 | AMZN MKTP US V2CX0RH3 | hand sanitizer | 01/24/2023 | 01/23/2023 | Y | 0 | SHELLA LEIJON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX0216 | 350-48-860-7415 | 83.48 | AMZN MKTP US HA59P753 | FHW office operating | 01/24/2023 | 01/23/2023 | Y | 0 | SHELLA LEIJON | PANDORA BAHLMAN | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX0216 | 350-48-840-7415 | 234.12 | AMAZON.COM Q08T16UQ3 | cupps operating | 01/24/2023 | 01/23/2023 | Y | 0 | SHELLA LEIJON | PANDORA BAHLMAN | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX0216 | 350-48-850-7415 | 65 | SQ RECREATION | Charged in error | 01/24/2023 | 01/23/2023 | N | 0 | SHELLA LEIJON | GWYNNE CUNNINGHAM | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX0216 | 350-48-850-7415 | 73.9 | AMZN MKTP US KH7Y5903 | Clocks for pool deck | 01/24/2023 | 01/23/2023 | Y | 0 | SHELLA LEIJON | GWYNNE CUNNINGHAM | Closed |
| MADONNA DUNBAR | XXXXXXXXXXXX0216 | 200-28-990-7685 | 5 | GOTCOM GOTMEETING | monthly toll free conference line | 01/24/2023 | 01/23/2023 | Y | 0 | BRAD UNDERWOOD | MADONNA DUNBAR | Closed |
| ERIC FREISTROTTER | XXXXXXXXXXXX0216 | 350-48-840-7605 | 69 | ABC-NV | Rec Center water distribution test at PSI testing center for Jesse Malsam | 01/24/2023 | 01/23/2023 | Y | 0 | JIM YOUNGBLOOD | CLAUDIA DASILVA | Closed |
| CASEY JEFFERS | XXXXXXXXXXXX0216 | 350-48-840-7605 | 89 | SQ RECREATION | Rec Center repair parts | 01/24/2023 | 01/23/2023 | Y | 0 | | | Closed |
| CASEY JEFFERS | XXXXXXXXXXXX0216 | 350-48-840-7605 | 200 | SQ RECREATION | Rec Center repair parts | 01/24/2023 | 01/23/2023 | Y | 0 | | | Closed |
| CASEY JEFFERS | XXXXXXXXXXXX0216 | 350-48-840-7605 | 89 | SQ RECREATION | Rec Center repair parts | 01/24/2023 | 01/23/2023 | Y | 0 | | | Closed |
| CASEY JEFFERS | XXXXXXXXXXXX0216 | 350-48-840-7605 | 200 | SQ RECREATION | Rec Center repair parts | 01/24/2023 | 01/23/2023 | Y | 0 | | | Closed |
| CHRIS LAVERY | XXXXXXXXXXXX0216 | 100-12-130-7310 | 224 | SOLARWINDS | Solarwinds Subscription -2023 | 01/24/2023 | 01/23/2023 | Y | 0 | | | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX0216 | 200-22-970-7405 | 24.75 | AMZN MKTP US F4NT1T13 | Office supplies | 01/24/2023 | 01/23/2023 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX0216 | 200-22-970-7405 | 39.17 | AMAZON.COM 5H44Y4Q3 | Office supplies | 01/24/2023 | 01/23/2023 | Y | 0 | KATE NELSON | RONNIE RECTOR | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX0216 | 200-25-230-7340 | 95 | CALIFORNIA WATER ENVIRON | Cert renewal, B. Olsen | 01/24/2023 | 01/23/2023 | Y | 8.83 | KATE NELSON | RONNIE RECTOR | Closed |
| RONNIE RECTOR | XXXXXXXXXXXX0216 | 200-25-230-7340 | 100 | CALIFORNIA WATER ENVIRON | Cert renewal, A. Gutierrez | 01/24/2023 | 01/23/2023 | Y | 9.3 | KATE NELSON | RONNIE RECTOR | Closed |
| TROY SANDERS | XXXXXXXXXXXX0216 | 200-25-230-7440 | 74.95 | AMZN MKTP US E658517B3 | Tool bag for F and I service truck. | 01/24/2023 | 01/23/2023 | Y | 0 | JIM YOUNGBLOOD | TROY SANDERS | Closed |
| PANDORA BAHLMAN | XXXXXXXXXXXX0216 | 350-48-860-7415 | 35.45 | RALLEY S #113 | hand sanitizer | 01/24/2023 | 01/23/2023 | Y | 0 | SHELLA LEIJON | PANDORA BAHLMAN | Closed |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX0216 | 350-48-850-7415 | 20.02 | THE HOME DEPOT #3310 | Cleaning supplies | 01/26/2023 | 01/24/2023 | Y | 0 | SHELLA LEIJON | GWYNNE CUNNINGHAM | Closed |
| MADONNA DUNBAR | XXXXXXXXXXXX0216 | 200-28-990-7415 | 934.67 | BERLIN PACKAGING | Glass bottles | 01/25/2023 | 01/24/2023 | Y | 0 | BRAD UNDERWOOD | MADONNA DUNBAR | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX0216 | 340-34-630-7415 | 57.84 | AMZN MKTP US FZ9P79YH3 | brake part cleaner | 01/25/2023 | 01/24/2023 | Y | 0 | | STEPHANIE KOEHLER | Closed |
| STEPHANIE KOEHLER | XXXXXXXXXXXX0216 | 340-34-630-7415 | 9.75 | AMZN MKTP US 439K16JF3 | disinfective wipes | 01/25/2023 | 01/24/2023 | Y | 0 | | STEPHANIE KOEHLER | Closed |
| JENIFER L MOORE | XXXXXXXXXXXX0216 | 48.92 | MOFOS PIZZA PASTA INC | Senior snowshoe lunches | 01/25/2023 | 01/24/2023 | Y | 0 | SHELLA LEIJON | JENIFER MOORE | Closed | |
| BILL C ROBBINS | XXXXXXXXXXXX0216 | 200-25-230-7415 | 147.48 | AMZN MKTP US 2B8W0W573 | breakroom supplies | 01/24/2023 | 01/24/2023 | Y | 0 | JIM YOUNGBLOOD | BILL ROBBINS | Closed |
| TROY SANDERS | XXXXXXXXXXXX0216 | 200-25-230-7440 | 56.8 | AMZN MKTP US BV978FX3 | Insulated electrical screwdrivers for F and I service truck. | 01/24/2023 | 01/24/2023 | Y | 0 | JIM YOUNGBLOOD | TROY SANDERS | Closed |
| JON TEKULVE | XXXXXXXXXXXX0216 | 340-34-680-7300 | 434.85 | AMZN MKTP US XK1G45JU3 | Signature pads for Rental Shop | 01/25/2023 | 01/24/2023 | Y | 0 | | JON TEKULVE | Closed |
| MATTHEW BELOTE | XXXXXXXXXXXX0216 | 200-22-970-7300 | 499.96 | AMAZON.COM XXK8D39F3 | Del Curved Monitor 27 Inch - 50 percent to 200-22-970-7300 - 50 percent to 10001212 Obsolete | 01/25/2023 | 01/25/2023 | Y | 0 | | | Closed |
| MATTHEW BELOTE | XXXXXXXXXXXX0216 | 200-12-120-7300 | 499.96 | AMAZON.COM XXK8D39F3 | Del Curved Monitor 27 Inch - 50 percent to 200-22-970-7300 - 50 percent to 10001212 Obsolete | 01/25/2023 | 01/25/2023 | Y | 0 | | | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX0216 | 340-34-780-7310 | 342 | WHENWORX.COM | S42 When Work lic fee | 01/26/2023 | 01/25/2023 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Closed |
| SAMANTHA GOUGH | XXXXXXXXXXXX0216 | 390-39-780-7310 | 342 | WHENWORX.COM | S42 | | | | | | | |

| Cardholder Name 1 | Card Number (Last 4) | G/L Account | Amount | Merchant Name | Description | Posting Date | Transaction Date | Receipt Image | Sales Tax Amount | Statement Approved By | Statement Reviewed By | Statement Status |
|----------------------|----------------------|-----------------|--------------------------|--------------------------------|--|--------------|------------------|---------------|------------------|-----------------------|-----------------------|------------------|
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-00-000-0720 | 24.28 | AMAZON.COM 4V3Q53XJ3 | food merch | 01/31/2023 | 01/30/2023 | Y | 0 | SHELIA LEJON | CLAUDIA DASILVA | Approved |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-00-000-0720 | 111.76 | SAMSLUB.COM | food merch | 02/01/2023 | 01/30/2023 | Y | 0 | SHELIA LEJON | CLAUDIA DASILVA | Approved |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX2821 | 350-46-831-7415 | 130.44 | AMZN MKTP US 701480D93 | Snack Packs for Community Snowshoe events | 01/30/2023 | 01/30/2023 | Y | 0 | STEVEN PHILLIPS | GWYNNE CUNNINGHAM | Approved |
| STEPHANIE KOEHLER | XXXXXXXXXXXX2821 | 340-34-690-7415 | 358.66 | EQUIPARTS CORP | Sink Parts | 01/31/2023 | 01/30/2023 | Y | 23.47 | MIKE BANDELIN | STEPHANIE KOEHLER | Approved |
| KAYLEN PRIOR | XXXXXXXXXXXX2821 | 200-25-230-7428 | 23.63 | AMZN MKTP US 8CS4X3SB3 | Couldnt find work gloves that fit locally so had to buy on amazon | 01/31/2023 | 01/30/2023 | Y | 0 | JIM YOUNGBLOOD | KAYLEN PRIOR | Approved |
| KAYLEN PRIOR | XXXXXXXXXXXX2821 | 200-22-230-7428 | 34.32 | AMZN MKTP US 7D7U2PE43 | lab supplies - was waiting on gloves from distributor so needed to purchase a couple boxes on am | 01/31/2023 | 01/30/2023 | Y | 0 | JIM YOUNGBLOOD | KAYLEN PRIOR | Approved |
| JAY RYDD | XXXXXXXXXXXX2169 | 340-34-620-7415 | 402.98 | NATIONAL TOOL GRINDING | lunseated passenger deceleration device | 01/31/2023 | 01/30/2023 | Y | 0 | MIKE BANDELIN | JAY RYDD | Approved |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-46-831-7415 | 59.98 | AMZN MKTP US 1106790D3 | food merch | 02/01/2023 | 01/31/2023 | Y | 0 | SHELIA LEJON | CLAUDIA DASILVA | Approved |
| STEVE GIBBS | XXXXXXXXXXXX2821 | 200-25-230-7428 | 23.63 | AMZN MKTP US GJUCX2BW3 | work gloves | 01/31/2023 | 01/30/2023 | Y | 0 | STEVE PHILLIPS | STEVE GIBBS | Approved |
| SAMANTHA GOUGH | XXXXXXXXXXXX2821 | 370-43-780-7680 | 75 | APPLIED PAVEMENT TECH | \$75.00 NV Ag Hort training | 02/01/2023 | 01/31/2023 | Y | 0 | TROY SANDERS | SAMANTHA GOUGH | Approved |
| CHRIS LAVERY | XXXXXXXXXXXX2821 | 100-12-130-7310 | 20.17 | DNH GODADDY.COM | TheCatacomAtLakeTahoe Domain Renewal | 02/01/2023 | 01/31/2023 | Y | 0 | JIM YOUNGBLOOD | CHRIS LAVERY | Reviewed |
| JENNIFER L MOORE | XXXXXXXXXXXX2821 | 350-46-820-7415 | 193.15 | MOFOS PIZZA PASTA INC | Senior snowshoe lunches | 02/01/2023 | 01/31/2023 | Y | 0 | SHELIA LEJON | JENNIFER MOORE | Approved |
| TROY SANDERS | XXXXXXXXXXXX2821 | 200-25-230-7428 | 61.99 | AMZN MKTP US TN1FH0GZ3 | External HDD | 02/01/2023 | 01/31/2023 | Y | 0 | JIM YOUNGBLOOD | TROY SANDERS | Approved |
| TROY SANDERS | XXXXXXXXXXXX2821 | 45.96 | AMZN MKTP US TN1FH0GZ3 | LEAD BATTERY for sludge truck | 02/01/2023 | 01/31/2023 | Y | 0 | JIM YOUNGBLOOD | TROY SANDERS | Approved | |
| DON SHOWS | XXXXXXXXXXXX2821 | 390-39-780-7680 | 75 | APPLIED PAVEMENT TECH | \$75.00 NV Ag Hort training | 02/01/2023 | 01/31/2023 | Y | 0 | STEVEN PHILLIPS | DON SHOWS | Approved |
| RICH ALLEN | XXXXXXXXXXXX2821 | 410-51-920-7490 | 121.8 | AMZN MKTP US 2K7LJ1Z3 | Repair parts | 02/01/2023 | 02/01/2023 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Approved |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-48-840-7530 | 209.91 | INLAND SUPPLY CO. (RENO) | janitorial supplies | 02/02/2023 | 02/01/2023 | Y | 0 | SHELIA LEJON | CLAUDIA DASILVA | Approved |
| JEFF CLOUTHER | XXXXXXXXXXXX2821 | 320-31-420-7415 | 794.78 | LOWES #01024 | plywood, split rail, rebar, tools | 02/02/2023 | 02/01/2023 | Y | 0 | J. HOWARD | JEFF CLOUTHER | Approved |
| CHRIS LAVERY | XXXXXXXXXXXX2821 | 100-12-130-7310 | 573.68 | ADOBE PR CREATIVE CL | Adobe Licenses - February | 02/02/2023 | 02/01/2023 | Y | 0 | CHRIS LAVERY | CHRIS LAVERY | Reviewed |
| PAUL A RAYMORE | XXXXXXXXXXXX2821 | 340-34-980-7210 | 19 | INCLINE VILLAGE F & B | Lunch for visiting journalists and influencers at Base Lodge Provisions | 02/03/2023 | 02/01/2023 | Y | 1.37 | MIKE BANDELIN | PAUL RAYMORE | Approved |
| RONNIE RECTOR | XXXXXXXXXXXX2821 | 200-22-870-7680 | 395 | IN B & L BACKFLOW TESTIN | Cross Connection training, J. Donahue | 02/02/2023 | 02/01/2023 | Y | 0 | KATE NELSON | RONNIE RECTOR | Approved |
| TIM BUXTON | XXXXXXXXXXXX2821 | 200-22-870-7680 | 1348.95 | NV RURAL WATER ASSO | Nevada rural water conference for 3 compliance employees. | 02/03/2023 | 02/02/2023 | Y | 0 | KATE NELSON | TIM BUXTON | Approved |
| SAMANTHA GOUGH | XXXXXXXXXXXX2821 | 370-43-780-7415 | 168.5 | TIGERTOUGH | Vehicle #730 parts-Parks | 02/03/2023 | 02/02/2023 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Approved |
| SAMANTHA GOUGH | XXXXXXXXXXXX2821 | 390-39-780-7415 | 168.5 | TIGERTOUGH | Vehicle #730 parts-Beaches | 02/03/2023 | 02/02/2023 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Approved |
| LISA HOOPES | XXXXXXXXXXXX2821 | 350-46-831-7415 | 25 | CRAGGSLIST.ORG | Mountain bike repair class | 02/03/2023 | 02/02/2023 | Y | 0 | ERIN FEORE | LISA HOOPES | Approved |
| BOBAN KAMBITSCH | XXXXXXXXXXXX2821 | 200-22-230-7515 | 207 | MARSHALL WOLF AUTOMATION, | Onze Generation Cabinet air filters | 02/03/2023 | 02/02/2023 | Y | 0 | TROY SANDERS | BRYAN KAMBITSCH | Approved |
| BOB E OLSEN | XXXXXXXXXXXX2821 | 200-25-220-7430 | 88 | AMZN MKTP US IZ81Q5T23 | Uniform | 02/03/2023 | 02/02/2023 | Y | 0 | TROY SANDERS | BOB OLSEN | Approved |
| JON TEKULVE | XXXXXXXXXXXX2821 | 340-34-670-7415 | 10.99 | DISNEY PLUS | Disney Plus for CSC | 02/03/2023 | 02/02/2023 | Y | 0 | MIKE BANDELIN | JON TEKULVE | Approved |
| RICH ALLEN | XXXXXXXXXXXX2821 | 410-51-900-7490 | 301.6 | AMAZON.COM FM74Y40A3 AMZN | Repair parts | 02/06/2023 | 02/03/2023 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Approved |
| PANDORA BAHLMAN | XXXXXXXXXXXX2821 | 350-46-831-7415 | 65.11 | TST SUNSHINE DELI & CATE | cookies for program recital | 02/06/2023 | 02/03/2023 | Y | 0 | SHELIA LEJON | CLAUDIA DASILVA | Approved |
| TIM KELLY | XXXXXXXXXXXX2821 | 350-46-831-7415 | -50 | GK ELITE | gymnastics grips for bars | 02/06/2023 | 02/03/2023 | Y | 0 | SHELIA LEJON | TIM KELLY | Approved |
| STEPHANIE KOEHLER | XXXXXXXXXXXX2821 | 340-34-990-7340 | 14.99 | ADOBE ACROPRO SUBS | Subscription to edit PDFs | 02/06/2023 | 02/03/2023 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Approved |
| KAYLEN PRIOR | XXXXXXXXXXXX2821 | 200-25-230-7428 | 46.99 | AMZN MKTP US DN3MJ9203 | lab supplies | 02/06/2023 | 02/03/2023 | Y | 0 | JIM YOUNGBLOOD | KAYLEN PRIOR | Approved |
| JAY RYDD | XXXXXXXXXXXX2821 | 340-34-620-7415 | 54.76 | AMZN MKTP US 0T0DF1VB3 | lift mate materials eye and strap hooks | 02/06/2023 | 02/03/2023 | Y | 0 | MIKE BANDELIN | JAY RYDD | Approved |
| CURTIS G TRUJILLO | XXXXXXXXXXXX2821 | 200-22-990-7433 | 33.12 | FADY DRUG TESTING | Random Testing Pool Administration | 02/06/2023 | 02/03/2023 | Y | 1.32 | ERIN FEORE | CURTIS TRUJILLO | Approved |
| RICH ALLEN | XXXXXXXXXXXX2821 | 190-18 | AMZN MKTP US LUR3L0JF3 | Repair Parts | 02/06/2023 | 02/04/2023 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Approved | |
| RICH ALLEN | XXXXXXXXXXXX2821 | 410-51-920-7490 | 16.66 | AMZN MKTP US 9W9W68443 | Repair parts | 02/06/2023 | 02/04/2023 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Approved |
| TIMOTHY E MCKEON | XXXXXXXXXXXX2821 | 430-53-940-7520 | 818 | PRO LIGHTING | Two WRRF parking lot LED fixtures. | 02/06/2023 | 02/04/2023 | Y | 0 | J. HOWARD | TIMOTHY MCKEON | Approved |
| STEPHANIE KOEHLER | XXXXXXXXXXXX2821 | 340-34-630-7340 | 52.99 | ADOBE CREATIVE.CLOUD | Subscription to create graphics and documents | 02/06/2023 | 02/05/2023 | N | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Approved |
| CHRIS LAVERY | XXXXXXXXXXXX2821 | 100-12-130-7310 | 1.99 | GOOGLE GOOGLE STORAGE | GoogleOne Cloud Storage - February | 02/06/2023 | 02/05/2023 | Y | 0 | CHRIS LAVERY | CHRIS LAVERY | Reviewed |
| PAUL A RAYMORE | XXXXXXXXXXXX2821 | 340-34-980-7310 | 52.99 | ADOBE CREATIVE.CLOUD | Monthly licensing fees for Adobe Creative Cloud applications - marketing manager | 02/06/2023 | 02/05/2023 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Approved |
| BROOKE SMITH-LA FATA | XXXXXXXXXXXX2821 | 330-33-500-7415 | 9.99 | AMZN MKTP US JF76548E3 | chair repair | 02/06/2023 | 02/05/2023 | Y | 0 | J. HOWARD | PAUL RAYMORE | Approved |
| BROOKE SMITH-LA FATA | XXXXXXXXXXXX2821 | 330-33-500-7415 | 36.49 | AMAZON.COM LF0V75XM3 | batteries | 02/06/2023 | 02/05/2023 | Y | 0 | J. HOWARD | PAUL RAYMORE | Approved |
| BROOKE SMITH-LA FATA | XXXXXXXXXXXX2821 | 330-33-500-7415 | 9.59 | AMZN MKTP US E622V3Z23 | AV adapter | 02/06/2023 | 02/05/2023 | Y | 0 | J. HOWARD | PAUL RAYMORE | Approved |
| SAMANTHA GOUGH | XXXXXXXXXXXX2821 | 370-43-780-7680 | 60 | EB 2023 GREEN INDUSTRY | 60 Hort-pesticide-safety training | 02/07/2023 | 02/06/2023 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Approved |
| TIMOTHY E MCKEON | XXXXXXXXXXXX2821 | 430-53-940-7520 | 36.95 | AMZN MKTP US 043T36NH3 | Case for new phone | 02/07/2023 | 02/06/2023 | Y | 0 | J. HOWARD | TIMOTHY MCKEON | Approved |
| TIMOTHY E MCKEON | XXXXXXXXXXXX2821 | 110.99 | AMZN MKTP US E62041FW3 | Screen protector for new phone | 02/07/2023 | 02/06/2023 | Y | 0 | J. HOWARD | TIMOTHY MCKEON | Approved | |
| PAUL A RAYMORE | XXXXXXXXXXXX2821 | 340-34-980-7310 | 52.99 | ADOBE CREATIVE.CLOUD | Monthly licensing fees for Adobe Creative Cloud applications - video photo coordinator | 02/07/2023 | 02/06/2023 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Approved |
| JACLYN M REAM | XXXXXXXXXXXX2821 | 340-34-980-7310 | 52.99 | ADOBE MIKE 833-6687 | ADOBE Adobe software subscription | 02/07/2023 | 02/06/2023 | Y | 0 | MIKE BANDELIN | JACLYN REAM | Approved |
| JAY RYDD | XXXXXXXXXXXX2821 | 340-34-650-7415 | 172.82 | EMERGENCY MEDICAL PRODUC | first aid room supplies | 02/08/2023 | 02/06/2023 | Y | 0 | MIKE BANDELIN | JAY RYDD | Approved |
| SARAH G VIDRA | XXXXXXXXXXXX2821 | 200-27-380-7415 | 655.39 | IN CURIE ENVIRONMENTAL S | Disposal of 2022 HHW Season Radioactive Smoke Detectors. | 02/07/2023 | 02/06/2023 | Y | 0 | MADONNA DUNBAR | SARAH VIDRA | Approved |
| RICH ALLEN | XXXXXXXXXXXX2821 | 410-51-920-7490 | -0.2 | AMZN MKTP US | Repair parts | 02/08/2023 | 02/07/2023 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Approved |
| RICH ALLEN | XXXXXXXXXXXX2821 | 410-51-920-7490 | -5.69 | AMZN MKTP US | Repair parts | 02/08/2023 | 02/07/2023 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Approved |
| RICH ALLEN | XXXXXXXXXXXX2821 | 410-51-920-7490 | -0.1 | AMZN MKTP US | Credit Repair Parts | 02/08/2023 | 02/07/2023 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Approved |
| DAREL BARLOW | XXXXXXXXXXXX2821 | 200-25-210-7405 | 20.86 | AMZN MKTP US 184XG6H23 | mouse pad for office | 02/08/2023 | 02/07/2023 | Y | 0 | JIM YOUNGBLOOD | DAREL BARLOW | Approved |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX2821 | 350-46-831-7415 | 220.18 | COSTCO WISE #0127 | Snacks for Community Snowshoe events | 02/08/2023 | 02/07/2023 | Y | 15.55 | SHELIA LEJON | GWYNNE CUNNINGHAM | Approved |
| ERIN FEORE | XXXXXXXXXXXX2821 | 100-13-150-7405 | 690.5 | EFILFORMSTAX | ACA Yearly forms receipt pending from payroll | 02/08/2023 | 02/07/2023 | N | 0 | | | Open |
| WGD FINANCE | XXXXXXXXXXXX2821 | 280 | GOVERNMENT FINANCE OFFIC | GFA Annual membership | 02/08/2023 | 02/07/2023 | Y | 0 | | | | Approved |
| CHRIS LAVERY | XXXXXXXXXXXX2821 | 100-12-130-7310 | 20.17 | DNH GODADDY.COM | Incline/Seniors Domain Renewal | 02/08/2023 | 02/07/2023 | Y | 0 | HEATHER BARAGA | CLAUDIA DASILVA | Approved |
| JENNIFER L MOORE | XXXXXXXXXXXX2821 | 350-46-820-7415 | 76.69 | MOFOS PIZZA PASTA INC | senior snowshoe lunches | 02/08/2023 | 02/07/2023 | Y | 0 | SHELIA LEJON | JENNIFER MOORE | Approved |
| PAUL A RAYMORE | XXXXXXXXXXXX2821 | 340-34-980-7210 | 88.62 | RACE RESULT AMERICAS INC. | Race bib numbers for Luggi Foeger Uphill Downhill Festival | 02/08/2023 | 02/07/2023 | Y | 20.61 | MIKE BANDELIN | PAUL RAYMORE | Approved |
| JACLYN M REAM | XXXXXXXXXXXX2821 | 340-34-980-7210 | 270 | DIAMOND PEAK ONLINE STOR | luggi event test purchase | 02/09/2023 | 02/07/2023 | Y | 20.61 | MIKE BANDELIN | JACLYN REAM | Approved |
| JACLYN M REAM | XXXXXXXXXXXX2821 | 340-34-980-7210 | 270 | DIAMOND PEAK SKI RESORT | luggi event test purchase refund | 02/09/2023 | 02/07/2023 | Y | 20.61 | MIKE BANDELIN | JACLYN REAM | Approved |
| JON TEKULVE | XXXXXXXXXXXX2821 | 340-34-670-7415 | 163.8 | UN VALLEY SERVICE INC | Oil change and oil service from 2020 COVID Shutdown - Boot juice and Iron for Rental Shop | 02/09/2023 | 02/07/2023 | Y | 0 | MIKE BANDELIN | JON TEKULVE | Approved |
| DAREL BARLOW | XXXXXXXXXXXX2821 | 200-25-220-7405 | 87.82 | AMZN MKTP US KH3XW3E3 | Ergonomic mouse | 02/09/2023 | 02/08/2023 | Y | 0 | JIM YOUNGBLOOD | DAREL BARLOW | Approved |
| LISA HOOPES | XXXXXXXXXXXX2821 | 320-31-410-7350 | 31.67 | NV CAREER STUDIO, UNR | UNR PT Internship Fair Feb 16 Champ | 02/09/2023 | 02/08/2023 | Y | 0 | ERIN FEORE | LISA HOOPES | Approved |
| LISA HOOPES | XXXXXXXXXXXX2821 | 320-32-410-7350 | 31.67 | NV CAREER STUDIO, UNR | UNR PT Internship Fair Feb 16 Mtn | 02/09/2023 | 02/08/2023 | Y | 0 | ERIN FEORE | LISA HOOPES | Approved |
| LISA HOOPES | XXXXXXXXXXXX2821 | 390-39-850-7350 | 31.67 | NV CAREER STUDIO, UNR | UNR PT Internship Fair Feb 16 Aquatics | 02/09/2023 | 02/08/2023 | Y | 0 | ERIN FEORE | LISA HOOPES | Approved |
| LISA HOOPES | XXXXXXXXXXXX2821 | 370-43-780-7350 | 31.66 | NV CAREER STUDIO, UNR | UNR PT Internship Fair Feb 16 Parks | 02/09/2023 | 02/08/2023 | Y | 0 | ERIN FEORE | LISA HOOPES | Approved |
| LISA HOOPES | XXXXXXXXXXXX2821 | 350-48-990-7350 | 31.67 | NV CAREER STUDIO, UNR | UNR PT Internship Fair Feb 16 Rec | 02/09/2023 | 02/08/2023 | Y | 0 | ERIN FEORE | LISA HOOPES | Approved |
| LISA HOOPES | XXXXXXXXXXXX2821 | 320-31-530-7350 | 31.66 | NV CAREER STUDIO, UNR | UNR PT Internship Fair Feb 16 Food Bev Champ | 02/09/2023 | 02/08/2023 | Y | 0 | ERIN FEORE | LISA HOOPES | Approved |
| CHRIS LAVERY | XXXXXXXXXXXX2821 | 100-12-130-7310 | 15 | DOMAINS/DONERIGHT LLC | Tahoe2 - Domain Renewal | 02/09/2023 | 02/08/2023 | Y | 0 | JIM YOUNGBLOOD | CHRIS LAVERY | Reviewed |
| JENNIFER L MOORE | XXXXXXXXXXXX2821 | 350-00-000-2871 | 88.22 | MOFOS PIZZA PASTA INC | Vets Club Board meeting/social | 02/09/2023 | 02/08/2023 | Y | 0 | SHELIA LEJON | JENNIFER MOORE | Approved |
| JENNIFER L MOORE | XXXXXXXXXXXX2821 | 350-48-840-7415 | 21.92 | RALLEY S #113 | Rec. Ctr. Coffee service | 02/10/2023 | 02/08/2023 | Y | 0 | SHELIA LEJON | JENNIFER MOORE | Approved |
| RONNIE RECTOR | XXXXXXXXXXXX2821 | 200-22-990-7433 | 25.61 | AMZN MKTP US T25536V3 | Office supplies | 02/09/2023 | 02/08/2023 | Y | 0 | KATE NELSON | RONNIE RECTOR | Approved |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2821 | 330-33-530-7415 | 135.09</ | | | | | | | | | |

| Cardholder Name 1 | Card Number (Last 4) | G/L Account | Amount | Merchant Name | Description | Posting Date | Transaction Date | Receipt Image | Sales Tax Amount | Statement Approved By | Statement Reviewed By | Statement Status |
|----------------------|----------------------|-----------------------------|--------|----------------------------|---|--------------|------------------|---------------|------------------|-----------------------|-----------------------|------------------|
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 390-39-780-7685 | 330.75 | IN NEVADA LANDSCAPE ASSO | NV Landscape Assoc conf | 02/14/2023 | 02/13/2023 | Y | | STEVEN PHILLIPS | SAMANTHA GOUGH | Approved |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 370-43-780-7340 | 75 | IN NEVADA LANDSCAPE ASSO | NV Lands-Assoc membership | 02/14/2023 | 02/13/2023 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Approved |
| SAMANTHA GOUGH | XXXXXXXXXXXX1971 | 75 IN NEVADA LANDSCAPE ASSO | 75 | IN NEVADA LANDSCAPE ASSO | NV Lands-Assoc membership | 02/13/2023 | 02/13/2023 | Y | 0 | STEVEN PHILLIPS | SAMANTHA GOUGH | Approved |
| JAY RYDD | XXXXXXXXXXXX02169 | 340-34-650-7415 | 64.6 | AMAZON.COM HE6N7020Q | boundry line tree books | 02/14/2023 | 02/13/2023 | Y | 0 | MIKE BANDELIN | JAY RYDD | Approved |
| MATTHEW BELOTE | XXXXXXXXXXXX05653 | 100-12-130-7310 | 2758 | PROGRESS SOFTWARE FORMERL | PROGRESS SOFTWARE - WHATSUP License | 02/16/2023 | 02/14/2023 | Y | 0 | | | Open |
| GWYNNE C CUNNINGHAM | XXXXXXXXXXXX07871 | 350-48-850-7340 | 40 | ASSOC OF AQUATIC PROS | Annual membership for G Cunningham | 02/15/2023 | 02/14/2023 | Y | 0 | SHELLA LEJON | GWYNNE CUNNINGH | Approved |
| IVIGID FINANCE | XXXXXXXXXXXX0328 | 350-48-960-7830 | 370.68 | SPECTRUM | Charter Internet Sports Shop Gun shipping | 02/15/2023 | 02/14/2023 | Y | 14.83 | HEATHER BARAGA | CLAUDIA DASILVA | Approved |
| IVIGID FINANCE | XXXXXXXXXXXX0328 | 350-48-960-7830 | 65.5 | SPECTRUM | Spectrum Internet for Admin | 02/15/2023 | 02/14/2023 | Y | 42.2 | HEATHER BARAGA | CLAUDIA DASILVA | Approved |
| IVIGID FINANCE | XXXXXXXXXXXX0328 | 100-10-990-8730 | 395.53 | SPECTRUM | Spectrum Cable for Admin | 02/15/2023 | 02/14/2023 | Y | | HEATHER BARAGA | CLAUDIA DASILVA | Approved |
| TIMOTHY E MCKEON | XXXXXXXXXXXX1849 | 430-53-940-7520 | 45.91 | AMAZON.COM HE2MC691 AMZN | Rec Center Wiremold cable raceway for sauna | 02/15/2023 | 02/14/2023 | Y | 0 | J HOWARD | TIMOTHY MCKEON | Approved |
| STEVEN PHILLIPS | XXXXXXXXXXXX02086 | 370-43-780-7415 | 11.7 | AMAZON.COM HE55143Q2 AMZN | \$11.70 office supplies | 02/15/2023 | 02/14/2023 | Y | 0 | SHELLA LEJON | STEVEN PHILLIPS | Approved |
| STEVEN PHILLIPS | XXXXXXXXXXXX02086 | 370-43-780-7340 | 15 | ARBOR DAY FOUNDATION | \$15.00 Arbor Day Foundation | 02/15/2023 | 02/14/2023 | Y | 0 | SHELLA LEJON | STEVEN PHILLIPS | Approved |
| JAY RYDD | XXXXXXXXXXXX02169 | 340-34-650-7415 | 19.94 | AMZN MKTP US HE1N0390 | zip ties | 02/15/2023 | 02/14/2023 | Y | 0 | MIKE BANDELIN | JAY RYDD | Approved |
| WILLIAM VANDENBURG | XXXXXXXXXXXX02201 | 340-34-650-7310 | 22.88 | PANDORA.MOVEDMEDIA.COM | Rec Center Pandora | 02/15/2023 | 02/14/2023 | Y | 0 | J HOWARD | WILLIAM VANDENBURG | Approved |
| PANDORA BAHLMAN | XXXXXXXXXXXX05653 | 100-12-130-7300 | 22.88 | RALLEY S #113 | half a nap | 02/17/2023 | 02/15/2023 | Y | 0 | SHELLA LEJON | CLAUDIA DASILVA | Approved |
| MATTHEW BELOTE | XXXXXXXXXXXX05653 | 100-12-130-7300 | 150.08 | AMAZON.COM HE64N1XV1 AMZN | MONOPRICE SLIMRUN CAT6A | 02/16/2023 | 02/15/2023 | Y | 0 | | | Open |
| MATTHEW BELOTE | XXXXXXXXXXXX05653 | 100-12-130-7440 | 274.84 | AMZN MKTP US HP95094L0 | Klein Tools | 02/16/2023 | 02/15/2023 | Y | 0 | | | Open |
| CASEY JEFFERS | XXXXXXXXXXXX07022 | 350-48-840-7415 | 80 | SO RECREATION | Testing for venting at Rec Center | 02/15/2023 | 02/15/2023 | Y | 0 | SHELLA LEJON | CASEY JEFFERS | Approved |
| CASEY JEFFERS | XXXXXXXXXXXX07022 | 350-48-840-7415 | 80 | SO RECREATION | Testing for venting at Rec Center | 02/15/2023 | 02/15/2023 | Y | 0 | SHELLA LEJON | CASEY JEFFERS | Approved |
| CASEY JEFFERS | XXXXXXXXXXXX07022 | 350-48-840-7415 | 474.5 | AMZN MKTP US HE9251XT1 | 350-48-840-7415 This one will be returned. Damage in shipping. | 02/16/2023 | 02/15/2023 | Y | 0 | SHELLA LEJON | CASEY JEFFERS | Approved |
| BRYAN KAMBITSCH | XXXXXXXXXXXX05653 | 100-12-130-7310 | 422.07 | ARIAT INTERNATIONAL, INC. | Uniform | 02/16/2023 | 02/15/2023 | Y | 0 | TROY SANDERS | BRYAN KAMBITSCH | Approved |
| CHRIS LAVERY | XXXXXXXXXXXX0965 | 100-12-130-7310 | 49 | LIVESTREAM.COM | Livestream - February | 02/16/2023 | 02/15/2023 | Y | 0 | CHRIS LAVERY | CHRIS LAVERY | Reviewed |
| JENNIFER L MOORE | XXXXXXXXXXXX08172 | 350-46-820-7415 | 164.2 | CROSBY'S TAVERN | Senior snowshoe lunches | 02/16/2023 | 02/15/2023 | Y | 0 | SHELLA LEJON | JENNIFER MOORE | Approved |
| PAUL A RAYMORE | XXXXXXXXXXXX02116 | 340-34-980-7210 | 2078.5 | SILFPIPT | Snowieprnt pin glasses for Beer Luggi division of Luggi Foeger Uphill Downhill Festival | 02/16/2023 | 02/15/2023 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Approved |
| RONNIE RECTOR | XXXXXXXXXXXX02136 | 420-52-930-7415 | 32.1 | AMZN MKTP US HE4FL2XR1 | Office supplies | 02/16/2023 | 02/15/2023 | Y | 0 | MIKE BANDELIN | RONNIE RECTOR | Approved |
| RONNIE RECTOR | XXXXXXXXXXXX02136 | 420-52-930-7415 | 241.65 | COLUMN | Invitation to Bid, Bike Park | 02/16/2023 | 02/15/2023 | Y | 0 | KATE NELSON | RONNIE RECTOR | Approved |
| BROOKE SMITH-LA FATA | XXXXXXXXXXXX08841 | 330-33-500-7415 | 32.99 | AMAZON.COM HP4J060G0 | polardrop paper/couple pictures | 02/16/2023 | 02/15/2023 | Y | 0 | J HOWARD | BRAD UNDERWOOD | Approved |
| CARL STUMP | XXXXXXXXXXXX06992 | 200-22-240-7680 | 69 | ABC-NV | Payment for testing Center OP2 test. | 02/16/2023 | 02/15/2023 | Y | 0 | JIM YOUNGBLOOD | CARL STUMP | Approved |
| RICH ALLEN | XXXXXXXXXXXX06992 | 410-51-900-7490 | 61.7 | AMAZON.COM HE2N3MHX1 AMZN | Repair Parts | 02/17/2023 | 02/16/2023 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Approved |
| PANDORA BAHLMAN | XXXXXXXXXXXX02201 | 350-48-850-7310 | 78.08 | AMAZON.COM HP23Z0N20 AMZN | food merch | 02/17/2023 | 02/16/2023 | Y | 0 | SHELLA LEJON | CLAUDIA DASILVA | Approved |
| PANDORA BAHLMAN | XXXXXXXXXXXX02201 | 350-00-000-0720 | 59.92 | RALLEY S #113 | drink merch | 02/16/2023 | 02/16/2023 | Y | 0 | SHELLA LEJON | CLAUDIA DASILVA | Approved |
| PANDORA BAHLMAN | XXXXXXXXXXXX02201 | 350-00-000-0720 | 213.37 | SAMSCULB.COM | food merch | 02/20/2023 | 02/16/2023 | Y | 0 | SHELLA LEJON | CLAUDIA DASILVA | Approved |
| BRAD ECK | XXXXXXXXXXXX07165 | 430-53-940-7520 | 146.8 | AMZN MKTP US HE8AB4VF2 | Vent fan ceiling for Mt. Golf. | 02/17/2023 | 02/16/2023 | Y | 0 | J HOWARD | BRAD ECK | Approved |
| BRAD ECK | XXXXXXXXXXXX07165 | 430-53-940-7520 | 48.22 | LOWES #01024 | WWRP ceiling tiles | 02/17/2023 | 02/16/2023 | Y | 0 | J HOWARD | BRAD ECK | Approved |
| CASEY JEFFERS | XXXXXXXXXXXX07022 | 350-48-840-7415 | 15.65 | 7-ELEVEN 13022 | WD 40 | 02/20/2023 | 02/16/2023 | N | .03 | SHELLA LEJON | CASEY JEFFERS | Approved |
| BRYAN KAMBITSCH | XXXXXXXXXXXX05653 | 100-12-130-7310 | 32.22 | ARIAT INTERNATIONAL, INC. | T-shirt/merchment | 02/16/2023 | 02/16/2023 | Y | 0 | TROY SANDERS | BRYAN KAMBITSCH | Approved |
| STEPHANIE KOEHLER | XXXXXXXXXXXX09514 | 340-34-690-7415 | 33.9 | AMZN MKTP US HP903130 | 6 volt battery | 02/17/2023 | 02/16/2023 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Approved |
| JENNIFER L MOORE | XXXXXXXXXXXX08172 | 350-00-000-2871 | 807 | IN DELTA CHALLENGE COINS | Veterans Club - Club challenge coins for distribution sale | 02/17/2023 | 02/16/2023 | Y | 0 | SHELLA LEJON | JENNIFER MOORE | Approved |
| KAYLEN PRIOR | XXXXXXXXXXXX01696 | 200-22-230-7428 | 51.47 | AMZN MKTP US HE0N368T1 | lab supplies - have to purchase specific detergent for labware | 02/17/2023 | 02/16/2023 | Y | 0 | JIM YOUNGBLOOD | KAYLEN PRIOR | Approved |
| PAUL A RAYMORE | XXXXXXXXXXXX02116 | 340-34-980-7310 | 29.99 | ADOBE STOCK | Monthly Adobe Stock licensing fee for royalty-free music images etc - video photo coordinator | 02/17/2023 | 02/16/2023 | Y | 0 | MIKE BANDELIN | PAUL RAYMORE | Approved |
| RONNIE RECTOR | XXXXXXXXXXXX02136 | 200-22-970-7433 | 90.59 | ULINE SHIP SUPPLIES | Safety supplies | 02/16/2023 | 02/16/2023 | Y | 0 | KATE NELSON | RONNIE RECTOR | Approved |
| BROOKE SMITH-LA FATA | XXXXXXXXXXXX08841 | 330-33-500-7415 | 89.99 | AMZN MKTP US HE35451P2 | file cabinet / events office | 02/16/2023 | 02/16/2023 | Y | 0 | J HOWARD | BRAD UNDERWOOD | Approved |
| RICH ALLEN | XXXXXXXXXXXX06992 | 410-51-900-7440 | 51.71 | AMAZON.COM HE9QL6KQ1 | Tools | 02/20/2023 | 02/17/2023 | Y | 0 | BRAD UNDERWOOD | RICH ALLEN | Approved |
| MATTHEW BELOTE | XXXXXXXXXXXX05653 | 100-12-130-7440 | 159.8 | AMZN MKTP US HP4573010 | Jonard Tools ES-1964ERG, V-Max 1-Punch Down | 02/20/2023 | 02/17/2023 | Y | 0 | | | Open |
| CHRIS LAVERY | XXXXXXXXXXXX0965 | 100-12-130-7310 | 7.28 | ADOBE ACROPRO SLINGS | Adobe - Additional License | 02/20/2023 | 02/17/2023 | Y | 0 | | CHRIS LAVERY | Reviewed |
| RONNIE RECTOR | XXXXXXXXXXXX02136 | 200-22-970-7425 | 78.5 | IN TAHOE LAND PLANNING | Permitting assistance, BCWDV Fuel Tank | 02/20/2023 | 02/17/2023 | Y | 0 | KATE NELSON | RONNIE RECTOR | Approved |
| TROY SANDERS | XXXXXXXXXXXX02086 | 350-48-850-7310 | 97.64 | POSTAL EXPRESS | POSTAL EXPRESS shipping two pieces of equipment back to Hach repair center. | 02/20/2023 | 02/17/2023 | Y | 4.9 | JIM YOUNGBLOOD | TROY SANDERS | Approved |
| CASEY JEFFERS | XXXXXXXXXXXX07022 | 350-48-840-7415 | 73.36 | THE HOME DEPOT #3310 | 300.48.840.7415 Clear coat seatch proof paint and rollers. | 02/20/2023 | 02/18/2023 | Y | 0 | SHELLA LEJON | CASEY JEFFERS | Approved |
| CHRIS LAVERY | XXXXXXXXXXXX0965 | 100-13-160-7415 | 20 | ZOOMUS 888-799-9666 | Zoom Webinar License - Recreation - Coding per Shelia | 02/20/2023 | 02/18/2023 | Y | 0 | CHRIS LAVERY | CHRIS LAVERY | Reviewed |
| CHRIS LAVERY | XXXXXXXXXXXX0965 | 350-48-860-7415 | 20 | ZOOMUS 888-799-9666 | Zoom Webinar License - Recreation - Coding per Shelia | 02/20/2023 | 02/18/2023 | Y | 0 | CHRIS LAVERY | CHRIS LAVERY | Reviewed |
| CHRIS LAVERY | XXXXXXXXXXXX0965 | 100-12-130-7310 | 289 | ZOOMUS 888-799-9666 | Zoom Webinar and Host Licenses | 02/20/2023 | 02/18/2023 | Y | 0 | CHRIS LAVERY | CHRIS LAVERY | Reviewed |
| TIMOTHY E MCKEON | XXXXXXXXXXXX1849 | 430-53-940-7520 | 64.52 | ULINE SHIP SUPPLIES | PWA dome mirror for hallway | 02/20/2023 | 02/18/2023 | Y | 0 | J HOWARD | TIMOTHY MCKEON | Approved |
| RONNIE RECTOR | XXXXXXXXXXXX02136 | 410-51-900-7405 | 146.99 | AMZN MKTP US HE2FA1901 | Office supplies | 02/20/2023 | 02/18/2023 | Y | 0 | KATE NELSON | RONNIE RECTOR | Approved |
| TIMOTHY E MCKEON | XXXXXXXXXXXX1849 | 430-53-940-7520 | 167 | PRO LIGHTING | Chateau LED lamps | 02/20/2023 | 02/19/2023 | Y | 0 | J HOWARD | TIMOTHY MCKEON | Approved |
| PANDORA BAHLMAN | XXXXXXXXXXXX02201 | 350-48-840-7415 | 64.9 | AMAZON.COM HP66590E2 AMZN | operating - coffee | 02/20/2023 | 02/20/2023 | Y | 0 | SHELLA LEJON | CLAUDIA DASILVA | Approved |
| MATTHEW BELOTE | XXXXXXXXXXXX05653 | 100-12-130-7300 | 693.52 | AMAZON.COM HP1JB4J1 AMZN | CISCO BUSINESS CBS350 | 02/21/2023 | 02/20/2023 | Y | 0 | | | Open |
| KAYLEN PRIOR | XXXXXXXXXXXX01696 | 200-25-230-7430 | 27 | AMAZON.COM HP8036151 | Carlinis Uniform | 02/21/2023 | 02/20/2023 | Y | 4.12 | JIM YOUNGBLOOD | KAYLEN PRIOR | Approved |
| KAYLEN PRIOR | XXXXXXXXXXXX01696 | 340-34-530-7415 | 27.11 | AMAZON.COM HP8036151 | Carlinis Uniform | 02/21/2023 | 02/20/2023 | Y | 0 | JIM YOUNGBLOOD | KAYLEN PRIOR | Approved |
| WILLIAM VANDENBURG | XXXXXXXXXXXX02201 | 340-34-530-7415 | 69.3 | AMZN MKTP US HP92M24B2 | file filters | 02/21/2023 | 02/20/2023 | Y | 0 | J HOWARD | WILLIAM VANDENBURG | Approved |
| WILLIAM VANDENBURG | XXXXXXXXXXXX02201 | 340-00-000-0720 | 331.1 | CHEFSTORE 7502 | Food for food court | 02/21/2023 | 02/20/2023 | Y | 23.39 | J HOWARD | WILLIAM VANDENBURG | Approved |
| PANDORA BAHLMAN | XXXXXXXXXXXX08841 | 350-48-860-7415 | 185.83 | AMZN MKTP US HE3DY08E2 | file cabinet | 02/21/2023 | 02/21/2023 | Y | 0 | SHELLA LEJON | CLAUDIA DASILVA | Approved |
| STEPHANIE KOEHLER | XXXXXXXXXXXX09514 | 340-34-630-7340 | 60 | MSFT E8000AUAOP | Sharepoint for departments to communicate info | 02/22/2023 | 02/21/2023 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Approved |
| JENNIFER L MOORE | XXXXXXXXXXXX08172 | 350-46-820-7415 | 108.56 | MOFOS PIZZA PASTA INC | Senior snowshoe lunches | 02/22/2023 | 02/21/2023 | Y | 0 | SHELLA LEJON | JENNIFER MOORE | Approved |
| JENNIFER L MOORE | XXXXXXXXXXXX08172 | 350-46-820-7415 | 135.12 | COSTCO WISE #0025 | Rec Center file service | 02/22/2023 | 02/21/2023 | Y | 10.32 | SHELLA LEJON | JENNIFER MOORE | Approved |
| KAYLEN PRIOR | XXXXXXXXXXXX01696 | 200-25-230-7428 | 74.76 | AMZN MKTP US HP6M233Y2 | lab supplies | 02/22/2023 | 02/21/2023 | Y | 0 | JIM YOUNGBLOOD | KAYLEN PRIOR | Approved |
| BROOKE SMITH-LA FATA | XXXXXXXXXXXX08841 | 330-33-500-7415 | 10.2 | AMAZON.COM HP8P806A0 | notebooks | 02/22/2023 | 02/21/2023 | Y | 0 | J HOWARD | BRAD UNDERWOOD | Approved |
| SARAH G VIDRA | XXXXXXXXXXXX02219 | 200-27-380-7680 | 206.1 | 360TRAINING.COM INC | HAZWOPER training for John Williams. | 02/22/2023 | 02/21/2023 | Y | 0 | MADONNA DUNBAR | SARAH VIDRA | Approved |
| DAREL BARLOW | XXXXXXXXXXXX05661 | 200-25-230-7520 | 83.6 | THE HOME DEPOT 3312 | Lumber for shop sander mounting tool storage for truck | 02/24/2023 | 02/22/2023 | Y | 0 | JIM YOUNGBLOOD | DAREL BARLOW | Approved |
| MATTHEW BELOTE | XXXXXXXXXXXX05653 | 100-12-130-7400 | 95.92 | AMAZON.COM HP5H56012 | USB port 64GB | 02/23/2023 | 02/22/2023 | Y | 0 | | | Open |
| STEVE GIBBS | XXXXXXXXXXXX03092 | 200-22-230-7680 | 209 | OWSPASCATL | Sau-Suite course and book Water Treatment for Maria Williams | 02/23/2023 | 02/22/2023 | Y | 0 | TROY SANDERS | STEVE GIBBS | Approved |
| J DARRIN HOWARD | XXXXXXXXXXXX03065 | 320-31-410-7410 | 21.64 | IN WIRED SOLUTIONS | Unidisk port for golf shop 320-31-410-7410 | 02/24/2023 | 02/22/2023 | Y | 1.65 | | | Open |
| STEPHANIE KOEHLER | XXXXXXXXXXXX09514 | 340-34-990-7415 | 65.97 | AMZN MKTP US HD02A8CC0 | will be refunded - | 02/23/2023 | 02/22/2023 | Y | 0 | MIKE BANDELIN | STEPHANIE KOEHLER | Approved |
| KATHRYN NELSON | XXXXXXXXXXXX08819 | 420-52-930-7685 | 671.7 | CALIFORNIA WATER ENVIRON | CWEA Conference | 02/23/2023 | 02/22/2023 | Y | 62.45 | BRAD UNDERWOOD | KATE NELSON | Approved |
| PAUL A RAYMORE | XXXXXXXXXXXX02116 | 340-34-980-7415 | 51.97 | TAHOE FORREST HOSPICE THRI | used ski jacket and ski pants for visiting media or VIPs who need to borrow gear - size XL | 02/23/2023 | 02/22/2023 | Y | 4.28 | MIKE BANDELIN | PAUL RAYMORE | Approved |
| RONNIE RECTOR | XXXXXXXXXXXX02136 | 410-51-900-7405 | 19.48 | AMAZON.COM HE2FA1901 | Office supplies | 02/23/2023 | 02/22 | | | | | |

| Cardholder Name 1 | Card Number (Last 4) | G/L Account | Amount | Merchant Name | Description | Posting Date | Transaction Date | Receipt Image | Sales Tax Amount | Statement Approved By | Statement Reviewed By | Statement Status |
|--------------------|----------------------|-------------|--------|---------------------------|-------------|--------------|------------------|---------------|------------------|-----------------------|-----------------------|------------------|
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | | 139.99 | AMAZON.COM HD24X9NF2 AMZN | | 02282023 | 02272023 | N | 0 | | | Cycle-to-date |
| WILLIAM VANDENBURG | XXXXXXXXXXXX2201 | | 262.05 | AMZN MKTP US HD7AU6442 | | 02282023 | 02272023 | N | 0 | | | Cycle-to-date |

04152023-031

From: Melissa N. Robertson
Sent: Friday, March 3, 2023 2:07 PM
To: 'J Gumz' <j.gumz1@gmail.com>
Subject: RE: Personnel Policy Manual

Hi Ms. Gumz,

Please find attached the Personnel Policy Manual.

Below is a Link to Whistleblower Policy:

https://www.yourtahoeplace.com/uploads/pdf-parks-rec/Whistleblower_Policy_adopted_on_01112023.pdf

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
<http://yourtahoeplace.com>

From: J Gumz <j.gumz1@gmail.com>
Sent: Thursday, March 2, 2023 10:25 AM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: Personnel Policy Manual

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

04152023-032

Good day:

This is a public records request under NRS 239.

Please provide by email

a current, approved copy of the District Personnel Policy Manual.

If any personnel policy has not been included in this manual but is applicable, e.g.

Whistleblower Policy, please include these documents as separate attachments.

If there is any charge for this public record, please notify me in advance.

Thank you.

J. Gumz



PERSONNEL POLICIES

1. GENERAL PROVISIONS

| <u>#</u> | <u>Title</u> | <u>Page #</u> |
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PERSONNEL POLICIES

1. GENERAL PROVISIONS

1.1. Purpose

These policies are adopted by the Board of Trustees to carry out Incline Village General Improvement District's (District) level one policy statement to adopt uniform personnel policies that will enable each employee to make his/her fullest contribution to the programs and services of the District. There will be no practice statements or categories associated with these personnel policies due to their high level of importance.

1.2. Scope

In cases where the application of these policies would conflict with a collective bargaining agreement that is in effect between a recognized employee organization and the District, the provisions of the collective bargaining agreement will govern. In all other cases, these policies will govern. Nothing in these policies is intended to supersede applicable state or federal laws or administrative regulations related to personnel matters. These policies apply to all employees unless otherwise stated.

1.3. Administration

The District reserves the right to change these personnel policies at any time, upon approval by the Board of Trustees, excluding any Federal or State regulations that need to meet compliance. Nothing contained in these policies is intended to confer any property right in continued employment or imply a contract of employment.

All employees of the District are expected to read and familiarize themselves with the contents of these policies. A hard copy of the approved policies is available in every department of the District as well as being available on the District's Intranet.

All changes, revisions, additions, and deletions of these policies will



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be approved by the Board of Trustees and communicated to employees through their Department Head.

Whenever feasible, the District will inform employees of proposed revisions to the adopted policies prior to requesting Board approval of the proposed changes.

1.4. Administrative Directive

The Director of Human Resources, through the General Manager, will have the authority and the duty to develop and communicate administrative directives, interpretive memoranda, and other administrative procedures to execute these policies, and to implement the District's personnel program on a consistent basis. Department Heads, through the General Manager, may implement, revise or rescind departmental policies and procedures specific for an individual department, where necessary for the proper administration of the department that are consistent with these policies.

1.5. Change of Address

It is the responsibility of each employee to keep the District informed, in writing or by email, of current address, telephone number, emergency contact, change of name, and any other information relating to employment status.

1.6. Personnel Files

1.6.1. *Maintenance of Personnel Files*

The District maintains a master personnel file for each employee. An employee's supervisor or manager may elect to maintain copies of documents and agrees to return department files to human resources when the employee terminates. If copies of documents are maintained, they must be kept in a secure, locked cabinet and kept confidential. The



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Human Resources master file may contain the following but not limited to: employment application, resume, offer letter, job description, list of property issued; employment history within the District; performance evaluations, all disciplinary actions including performance improvement plans, verbal warnings, written reprimands, suspensions, notice of termination or elimination, and last chance agreements. At the time of hire, each new employee will complete all government-required documentation, including documentation required for the legal right to work in the United States, an I-9 form, all District- required documentation, and when applicable, documentation for benefit plan enrollments, including eligibility of spouse, domestic partners and dependents, and beneficiary designations. Employees are required to notify Human Resources of any changes in eligibility of spouse, domestic partners and dependents for covered benefits and changes in beneficiary designations. Where required, the employee is responsible for providing a copy of his/her driver's license or other required license or certificate, including proof of fingerprinting. Additionally, an employee must notify his/her supervisor or manager of any suspension, restriction, or revocation of his/her driver's license, permit, or other license or certification required for the performance of his/her assigned job.

1.6.2. Employee Access

An employee may view the contents of his/her personnel file upon request. All inspections must be conducted in the presence of a Human Resources employee. An employee may request copies of any or all documents in his/her file, but may not remove any documents from the file.

1.6.3. Negative Information

The District will not put negative or derogatory material in an employee's personnel file unless the employee has had a reasonable opportunity to review the material beforehand. The



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District will require the employee to sign such material to indicate they have reviewed it. If the employee refuses to sign such material, the District may place it in the employee's personnel file with a dated notation that the employee refused to sign such material after having been given an opportunity to do so. Whenever possible, another supervisor or manager should be used as a witness to the employee's refusal, and should co-sign the entry along with the originating supervisor.

1.6.4. Employee Information Submitted

Statements by an employee, submitted in rebuttal to adverse material placed in his/her personnel file, will be included in the employee's personnel file. The District may place other information submitted by the employee in the personnel file if the District finds that such information is relevant to the employee's work history with the District.

1.6.5. Verification of Employment

Upon a request for verification of employment, the District will provide only dates of employment, base salary, and job titles. The District will not give out an employee's address or telephone number without proper authority; i.e., a written release signed by the employee, a court order, or a subpoena. (See *Section 3.7.2, Providing References*)

1.7. Confidential Information

1.7.1. Identification of Confidential Information

The following types of personal information and employment records concerning current employees, former employees, and applicants for employment that the District maintains are confidential:

1. All information related to an employment application



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including, but not limited to, letters of reference, résumés, or his/her status as an applicant for employment.

2. All information that the District received or compiled concerning the qualifications of an applicant or an employee including, but not limited to, reports by employers, law enforcement officials, or other individuals concerning the hiring, promotion, performance, conduct, or background of applicants or employees.
3. Ratings, rankings, scoring sheets, or remarks by members of an interview team or individual interviewers concerning an applicant or results from any testing or employment screening process.
4. Materials used in employment examinations including answers, rating guides, score sheets, etc., on any written exam or rating criteria for interviews.
5. Information in an employee's file or record of employment which relates to his/her:
 - a. Performance;
 - b. Conduct, including any proposed or imposed disciplinary action taken including performance improvement plans, verbal warnings, written reprimands, suspensions, notice of termination or elimination and last chance agreements;
 - c. Race, ethnic identity or affiliation, ancestry, age, gender, marital status, number and names of dependents, military/veteran status, genetic information, gender identity or expressions, living arrangements, domestic partnership, membership in any organization, political affiliations, sexual

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orientation, national origin, disability, date of birth, or social security number;

- d. Past or present home address, telephone number, post office box, or relatives; and
 - e. All information concerning the voluntary or involuntary termination of an employee, other than the dates of actual employment.
6. The name of an employee's/former employee's designated beneficiary.
7. All medical information concerning an employee or applicant including, but not limited to:
- a. Pre-employment and post-employment medical and psychological examinations;
 - b. Disability and documentation relating to reasonable accommodation requested or granted;
 - c. Drug testing;
 - d. Pregnancy, doctor's certification and other communication; and
 - e. Any other medical information that an employee or applicant has voluntarily provided or the District has requested.
8. All confidential medical information will be kept in files segregated from other personnel and employment records. Access to such files will be strictly limited to those with a demonstrable need-to-know. This would include:



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- a. Supervisors and managers, regarding necessary restrictions and accommodations in the employee's duties;
 - b. First-aid and safety personnel;
 - c. Government officials investigating compliance with the Americans with Disabilities Act (ADA), as amended, on request;
 - d. State Workers' Compensation office officials; and
 - e. Insurance company employees when the company requires a medical examination to provide health or life insurance (29 C.F.R. §1630.14(c) (1)).
9. All information contained in a confidential investigative file. The investigative files may include but not limited to complaint forms, investigatory reports of alleged policy and/or legal violations including unlawful harassment, discrimination, and related matters, and other District Policy violations and witness statements and interview notes. The District will keep all confidential investigative documentation in files separate from other personnel and employment records with access limited to only those with a demonstrable business need-to-know. When and if it becomes the basis for disciplinary action, it will be part of the file to which the employee has access.

1.7.2. Access to Confidential Information

Confidential information is maintained by Human Resources and may be kept in a secure locked cabinet, secure locked storage space, with restricted access, and/or on-line on a secure server, with password protection when not being used.



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Access to confidential records is restricted to the following, depending on the information requested:

1. The employee;
2. The employee's manager/supervisor, with a business need-to-know, or as needed for a reasonable accommodation, and Director of Human Resources, or designee;
3. Persons authorized pursuant to any state or federal law or court order;
4. Counsel retained by or on behalf of the District; and
5. Any other parties with whom the District has a contractual relationship in order to enable the District to respond accurately and fully to any lawsuit, complaint, grievance, or other statutory appeal filed by or on behalf of an employee or former employee against the District.
6. The former employee within 60 days of separation.
7. An employee's representative with signed release.

1.7.3. Responsibilities

Supervisors and managers are responsible for confidential information entrusted to or routed through them, including books, reports and other confidential material in their care.

Employees should refrain from discussing items from internal meetings, work incidents or other confidential information, with the public or other employees not directly involved with the information. Confidential information will be shared with those on a business need-to-know basis.



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1.7.4. Disposal of Confidential Information

The District will, in accordance with good personnel practices and the District's Retention Schedule, properly dispose of **any** records containing employee or applicant personal or financial information that is not required by law to be retained. An electronic record will be destroyed in accordance with the applicable schedule in a manner that ensures the information cannot be retrieved or reconstructed, including, without limitation, overwriting, degaussing and the physical destruction of the storage media.

The District will determine whether to dispose the confidential information by utilizing an internal process i.e. shredding or by procuring the services of a qualified document destruction contractor.

1.8. Legal Process Serving

The legal process allows for a variety of forms of process to be served upon the District. Following are some the types of legal process and identifies the responsible District representative.

1.8.1. Lawsuit

A lawsuit is any legal action initiated against the District by a third party. The General Manager must be notified immediately and be provided a copy of the lawsuit. District General Counsel must also receive a copy of the lawsuit.

1.8.2. Summons

A summons accompanies legal documents (for example a subpoena or formal complaint) and commands the receiver to make the appropriate response. Upon receipt of a summons for personnel or payroll records, contact should be made with the Director of Human Resources. All other summons for



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records contact should be made with the General Manager.

1.8.3. Service of Criminal Process

In the event of service of criminal process (arrest warrant) upon an employee, the Director of Human Resources or Director of Finance, Accounting & Risk Management should be notified to:

1. Verify the serving officers' credentials;
2. Verify the validity of the arrest warrant; and
3. Arrange for the discreet escort of the employee.

1.8.4. Process Serving regarding District Business

A subpoena being served regarding District business will be accepted by the Clerk to the Board of Trustees, the General Manager, and/or the Director of Finance, Accounting & Risk Management. District General Counsel must also receive a copy of the subpoena.

1.8.5. Process Serving regarding a District Employee

Should a process server attempt to serve a District employee on the job, the server should be informed that the District does not allow its employees to be served while at work. If the process server creates a disturbance or refuses to leave without serving the employee, the Director of Finance, Accounting & Risk Management or Director of Human Resources should be contacted.

1.8.6. Garnishment

A garnishment is an attachment of wages to satisfy a debt between a District employee and a third party. Garnishment



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actions will be processed by Payroll, which also has the responsibility to inform the employee of the action.

All information pertaining to a garnishment will be maintained in a locked cabinet in Payroll until satisfied. Closed garnishments will then be placed in a separate employee's confidential file held in Payroll.

1.9. Related Forms

- Address/Emergency Contact form



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2. EMPLOYEE RELATIONS

2.1 General

It is the policy of the District to provide its employees with a work environment that is free of encumbrances that might interfere with the ability of each employee to perform their respective jobs. Foremost in this basic tenet is the District's intention to deal with each employee fairly and consistently in all employment-related situations.

To accomplish this objective, the District has established and will utilize an open door practice designed to ensure all views and concerns are heard, so that differences of opinion or other views relating to work situations can be dealt with in a timely manner. In all situations, the District will consider its commitment to diversity and equal employment opportunity.

The District insists that each of its employees behave in a manner consistent with its tenet of consistent treatments and its belief in respect for the individual. All business relationships should be above reproach and built on a foundation of trust to minimize bias and maximize consistent and legal business transactions.

These policies apply to all employees unless otherwise stated.

2.2. Fair Employment Practices

2.2.1 *Policy*

It is the policy of the District to provide equal employment opportunity for all applicants and employees. The District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender (including pregnancy), marital status, sexual orientation, national origin, ancestry, disability, veteran status, or any other classification protected by applicable discrimination laws. The District recognizes the



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fundamental rights of applicants and employees to be assessed on the basis of their qualifications and abilities. Recognition of seniority and current employment with the District may also be considered.

The District will:

1. Recruit, hire, train, and promote in all job classifications without regard to race, color, religion, age, gender (including pregnancy), marital status, sexual orientation, national origin, ancestry, disability, veteran status, or genetic information as well as to ensure that all compensation, benefits, transfers, layoffs, return from layoffs, District-sponsored training and education, social, and recreation programs will be administered in conformance with the District's policy.
2. Comply with all applicable laws prohibiting discrimination in employment including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Equal Employment Opportunity Act of 1972, the Immigration Reform and Control Act of 1986, the Americans with Disabilities Act, as amended, the Genetic Information Nondiscrimination Act of 2008, the applicable Nevada Revised Statutes (NRS) on Equal Employment Opportunity (NRS 613), and any other applicable federal, state, and local statutory provisions.
3. Provide reasonable accommodation wherever the need for such is known by the District, and/or the applicant or employee indicates a need for such reasonable accommodation, provided that the individual is otherwise qualified to perform the essential functions of the assigned job and the employee's performance of the assigned job duties does not pose a threat to the safety of himself/herself or others.



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4. Hold all managers and supervisors responsible for ensuring that personnel policies, guidelines, practices, procedures, and activities are in compliance with federal and state fair employment practices, statutes, rules, and regulations.

2.2.2 Scope

This policy applies to all persons involved in the operation of the District and prohibits harassment or discrimination by any employee, including supervisors and coworkers, customers or clients of the District, and any vendor or other service provider with whom the District has a business relationship. The District will not tolerate instances of harassment or discrimination, whether or not such behavior meets the threshold of unlawful conduct. While single incidents of alleged harassment or discrimination may not be sufficiently severe or pervasive to rise to the level of being a violation of the law, the behavior is unacceptable and the District does not allow such conduct and may impose appropriate disciplinary action against any employee engaging in such behavior, up to and including termination.

2.2.3 Equal Employment Opportunity Officer Designated

The primary responsibilities for ensuring fair employment practices for the District are promoted and adhered to are assigned to the District's designated Equal Employment Opportunity (EEO) Officer. The District's designated EEO Officer will also serve as the Americans with Disabilities (ADA), as amended, Coordinator, and as such, also has responsibility for coordinating the District's compliance with federal and state disability laws. The Director of Human Resources is the District's EEO Officer.



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2.3. Unlawful Harassment

2.3.1 *Definition*

Unlawful harassment is considered a form of discrimination and is defined as any conduct directed toward another because of that person's race, color, religion, age, gender, sexual orientation, national origin, ancestry, disability, or veteran status, or any other basis that is inappropriate or offensive as determined by using a reasonable person standard. The "reasonable person" standard considers conduct in question offensive.

2.3.2 *Prohibited Conduct*

The District will not tolerate any form of unlawful harassment, including any behavior on the part of employees, volunteers, clients, customers, vendors, etc., that impairs an employee's ability to perform his/her duties. Examples of unlawful harassment include, but are not limited to:

1. Verbal conduct such as derogatory comments, slurs, epithets, or unwanted sexual advances, invitations, pressure for dates or sexually degrading or suggestive words or comments made in person, in writing, via telephone or via electronic means.
2. Visual conduct such as derogatory posters, notices, email, photographs, cartoons, drawings, gestures, leering, or displaying sexually suggestive objects or pictures.
3. Physical conduct such as unwanted touching, impeding or blocking normal movement, or interfering with work or movement.
4. Threats or demands, either direct or veiled, to submit to



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sexual requests in order to keep a job or avoid some job-related loss, and offers of job benefits in return for sexual favors.

5. Retaliation for opposing, reporting, or threatening to report harassment, assisting another employee in filing an unlawful harassment complaint, or for participating in a harassment investigation, proceeding, or hearing.

2.4 Dealing with Allegations of Discrimination and/or Unlawful Harassment

2.4.1 Process

Employees or applicants who believe they are being discriminated against or subjected to any form of unlawful harassment by another (e.g. employee, customer, vendor, contractor, etc.) because of their race, color, religion, age, gender (including pregnancy), marital status, sexual orientation, national origin, ancestry, disability, and/or veteran status, as well as those who believe they have witnessed another employee being subjected to discrimination and/or harassing behavior, have an affirmative duty to bring the situation to the attention of the District. Upon hire, employees will be provided a copy of the summarized policy, as well as the opportunity to discuss the policy during the new hire orientation process. In addition, a copy of this policy will be made available to applicants upon request.

2.4.2 Employee Responsibilities

Employees who believe they personally are being or have been subjected to discriminatory action and/or are the target of any form of unlawful harassment, or have witnessed any other employee being subjected to discrimination or harassment, should:

1. Identify the offensive behavior to the alleged harasser



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and request that the harasser cease the conduct.

Note: An employee is **NOT** required to talk directly to the harasser or to his/her supervisor. It is **critical**, however, that the employee contact one of the individuals listed in 2. or 3. below if s/he believes s/he is being harassed or has witnessed what the employee believes to be harassment directed to or committed by another employee(s).

2. If the employee feels uncomfortable in speaking directly to the alleged harasser or if the employee requested the harassing behavior to cease, but the request did not produce the results desired, the employee should report the conduct as soon as possible to a supervisor or manager or to the District's designated EEO Officer, the Director of Human Resources.
3. Employees who believe the EEO Officer has engaged in discriminatory or harassing conduct should bring such concerns to the attention of the General Manager. The General Manager will designate an objective person to conduct an investigation of such allegations. Employees may also report the conduct to the Chair of the Board of Trustees or the District's General Counsel.
4. Applicants are encouraged to contact a representative from Human Resources Department or the Director of Human Resources.

2.4.3 Supervisor/Manager Responsibilities

Regardless of whether the employee involved is in the supervisor's or manager's department and regardless of how s/he became aware of the alleged discriminatory and/or harassing conduct, all supervisors and managers **must** immediately report all allegations or complaints of discrimination or unlawful harassment or observations of such



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conduct to a Department Head, or the Director of Human Resources. A supervisor's/manager's failure to immediately report such activities, complaints, or allegations will result in discipline, up to and including termination.

2.4.4 Reporting Requirements

A Department Head is required to report this information to his/her immediate supervisor, the General Manager or the Director of Human Resources, and may not conduct a formal investigation, release findings, or administer discipline prior to this disclosure and without specific authorization to do so.

2.4.5 Investigation

Upon being made aware of allegations or complaints of discriminatory conduct and/or unlawful harassment, the District will ensure that such allegations or complaints are promptly investigated. The District treats all allegations or complaints of discrimination or unlawful harassment seriously and requires all employees to be candid and truthful during the investigation process.

The District will make efforts to ensure that all investigations are kept as confidential as reasonably possible. Due to the sensitive nature of investigations involving unlawful harassment, employees will be strongly encouraged to refrain from discussing the subject content with others, particularly while the investigation is in progress. Employees may be required, upon request to provide information to regulatory agencies and/or the employee's legal counsel. The District will release information obtained only to those individuals with a need to know for the administration of the complaint, or as required by law.

The employee who made the initial allegation or complaint, as well as the individual, against whom the allegation or complaint was made, will be made aware of the final



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determination by the District.

If evidence arises that an employee in the investigation made intentionally false statements, that employee will be disciplined, up to and including termination.

If it is determined that discrimination and/or unlawful harassment has occurred, the District will take disciplinary action against the perpetrator commensurate with the severity of the offense. Such disciplinary action may include, but is not limited to, a verbal and/or written reprimand, counseling, transfer, suspension without pay, and/or termination. The District will also initiate action to deter any future incidents of discrimination or harassment from occurring.

With regard to disability-related complaints, the EEO Officer (when appropriate, working with the complainant) will propose a resolution to the complaint based upon the findings of such investigation. Such resolution will include reasonable accommodation when the District determines that such a reasonable accommodation can be provided by the District.

2.4.6 Training

The District will provide periodic training to all employees on the prevention of discrimination and unlawful harassment. All new employees will be provided a copy of the summarized policy upon hire and the contents will be discussed during the new hire orientation process.

2.4.7 Prohibition Against Retaliation

Retaliation is adverse treatment which occurs because of opposition to unlawful workplace discrimination and/or harassment. The District will not tolerate any retaliation by management or by any other employee against an employee who exercises his/her rights under this policy. Any employee who believes s/he has been retaliated or discriminated against



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in any manner whatsoever as a result of having filed a complaint, assisted another employee in filing a complaint, or participated in an investigative process should immediately notify the Director of Human Resources. The District will promptly investigate and deal appropriately with any allegation of retaliation.

2.5 Employee Bullying

2.5.1 *Definition*

The District defines bullying as repeated mistreatment of one or more persons by one or more perpetrators that takes one of the following forms but not limited to:

1. Verbal abuse;
2. Offensive conduct/behaviors (including nonverbal, physical, and cyber bullying) which are threatening, humiliating, or intimidating; or
3. Workplace interferences, such as sabotage, which prevents work from getting done.

2.5.2 *Purpose*

The purpose of this policy is to communicate to all employees, including supervisors and managers, that the District will not tolerate bullying behavior. Employees found in violation of this policy may be subject to disciplinary action.

2.5.3 *Prohibited Conduct*

The District considers the following types of behavior examples of bullying:

1. *Verbal Bullying*: Slandering, ridiculing or maligning an employee or his/her family; persistent name calling



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which is hurtful, insulting, or humiliating; yelling, screaming, shouting, and cursing, chronic teasing; belittling opinions or constant criticism.

2. *Physical Bullying*: Pushing, shoving, kicking, poking, tripping, assault threat or implied threat of physical assault, damage to an employee's work area or property.
3. *Nonverbal Bullying*: Nonverbal threatening gestures or glances which convey threatening messages; threatening actions; socially or physically excluding or disregarding a person in a work-related activity.
4. *Cyber Bullying*: Repeatedly tormenting, threatening, harassing, humiliating, embarrassing, or otherwise targeting an employee using email, instant messaging, text messaging, or any other type of digital technology.
5. *Workplace Interference*: Making unreasonable work demands, sabotaging which prevents work from getting done; making false accusations of wrongdoing; deliberately tampering with a person's work area or property; assigning menial tasks outside of a person's normal job duties.

2.5.4 Dealing with Allegations of Bullying

1. *Process*

Employees who believe they are being bullied by another (e.g. employee, customer, vendor, contractor, etc.), as well as those who believe they have witnessed another employee being subjected to bullying behavior, have an affirmative duty to bring the situation to the attention of the District by informing his/her supervisor, manager or Department Head.



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2. *Supervisor/Manager Responsibilities*

A supervisor/manager is required to address the inappropriate behavior and report this information to his/her Department Head, or the Director of Human Resources as soon as possible.

3. *Investigation*

Upon being made aware of allegations or complaints of bullying, the District will ensure that such allegations or complaints are investigated where deemed necessary.

The District will make efforts to ensure that all investigations are kept as confidential as reasonably possible. The District will release information obtained only to those individuals necessarily involved in the investigation and the administration of the complaint, or as required by law.

The employee who raised initial concern, as well as the individual against whom the concern or allegation was made, will be made aware of the final determination.

If it is determined that bullying has occurred, the District will take appropriate action.

2.5.5 Prohibition Against Retaliation

The District will not tolerate any retaliation by management or by any other employee against an employee who exercises his/her rights under this policy. Any employee who believes s/he has been retaliated or discriminated against in any manner whatsoever as a result of having filed a complaint, assisted another employee in filing a complaint, or participated in an investigative process should immediately notify the Director of Human Resources. The District will promptly investigate and deal appropriately with any allegation of



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retaliation.

2.5A Disciplinary Actions Taken Under Ordinance 7 for Misconduct

2.5A.1 Statement of Purpose

The purpose of this policy is to provide IVGID's professional staff with direction from the IVGID Board on what it considers to be appropriate penalties under Ordinance 7 for misconduct by those using IVGID's recreational facilities. In promulgating this policy and adopting Ordinance 7, the Board's overriding goal is to guarantee a pleasant user experience for all of our customers. This policy and Ordinance 7 should be used only in the extreme situations laid out below in Section III, to penalize behavior that does not result in the actual decrease in enjoyment of use by other customers.

While this policy has been prepared primarily for IVGID's recreational facilities, it is also applicable to its Public Works and Administrative facilities as well such that should an abuse occur that is defined below, at Public Works, and the customer and/or guest is a recreational pass holder, their privileges may be suspended in accordance with this policy.

2.5A.2 Behavior that affects the ability of our residents and guests to enjoy IVGID's Recreational Facilities

a. Physically Abusive Behavior

1. IVGID will not tolerate physically abusive behavior directed towards its recreational customers and guests by other recreational customers and/or guests. Any such behavior shall result in a suspension of recreational privileges (*maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.*) as follows:

First time a penalty is imposed: Suspension of all recreational privileges (*maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.*) for a



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minimum of three (3) months and a maximum of three (3) years;

Second time a penalty is imposed and thereafter: Suspension of all recreational privileges (*maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.*) for a minimum of three (3) years with no maximum suspension.

Physical abusive behavior determination is left to the sole discretion of IVGID.

2. Likewise, IVGID will not tolerate any behavior that is intended to communicate a threat of physical abusive behavior directed towards its customers and guests by other recreational customers and/or guests. Any such behavior shall result in a suspension of recreational privileges (*maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.*) as follows:

First time a penalty is imposed: Suspension of all recreational privileges (*maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.*) for a minimum of one (1) month and a maximum of one (1) year;

Second time a penalty is imposed and thereafter: Suspension of all recreational privileges (*maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.*) for a minimum of six (6) months with no maximum suspension.

Threatening of physical abuse determination is left to the sole discretion of IVGID.

- b. Verbal Attacks. A Verbal Attack (see Definitions below) directed at a customer or guest shall result in a suspension of



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recreational privileges (*maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.*) as follows:

First time a penalty is imposed: Suspension of all recreational privileges (*maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.*) for a minimum of one (1) month and a maximum of three (3) months;

Second time a penalty is imposed: Suspension of all recreational privileges (*maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.*) for a minimum of six (6) months with a maximum suspension of one (1) year;

Thereafter: Suspension of all recreational privileges (*maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.*) for a minimum of one (1) year with a maximum suspension of three (3) years.

- c. Chronic Rule Breaking. IVGID has adopted rules that govern the use of its recreational facilities. When users violate those rules it often impacts the ability of other users to enjoy IVGID's facilities. Therefore, chronic violation of IVGID's facilities' rules may result in a suspension of recreational privileges (*maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.*) as follows:

First time a penalty is imposed: Suspension of all recreational privileges (*maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.*) for a minimum of two (2) weeks and a maximum of one (1) month;

Second time a penalty is imposed and thereafter: Suspension of all recreational privileges (*maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.*) for a minimum of three (3) months



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with a maximum suspension of one (1) year.

- d. Damaging IVGID real property and chattel. IVGID takes great pride in its recreational assets. IVGID acknowledges, however, that one consequence of sports is that recreational assets are often damaged in the ordinary course of their use. Chronically damaging AND/OR intentionally damaging IVGID's recreational assets, however, may result in a suspension of recreational privileges (*maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.*) as follows:

First time a penalty is imposed: Suspension of all recreational privileges (*maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.*) for a minimum of two (2) weeks and a maximum of six (6) months; reimbursement of said damage maybe expected.

Second time a penalty is imposed and thereafter: Suspension of all recreational privileges (*maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.*) for a minimum of one (1) month with a maximum suspension of three (3) years.

- e. Profanity. The use of profanity (see Definitions below) demonstrates poor manners. And, although it is not in IVGID's purview to legislate manners, chronic profane language and/or gestures may negatively impact IVGID's customers' enjoyment. Therefore, chronic profane language and/or gestures made in the vicinity of IVGID's residents and/or guests who take offense at such language/gestures may result in a suspension of recreational privileges (*maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.*) as follows:

First time a penalty is imposed: Suspension of all recreational privileges (*maybe venue specific and/or*



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all recreational venues i.e. golf, ski, parks, etc.) for a minimum of two (2) weeks and a maximum of one (1) month;

Second time a penalty is imposed: Suspension of all recreational privileges (maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.) for a minimum of one (1) month with a maximum suspension of two (2) months;

Thereafter: Suspension of all recreational privileges (maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.) for a minimum of one (1) month with a maximum suspension of three (3) months.

- F. Abuse of Recreational Privileges. IVGID provides access to its recreational venues via the rules established in IVGID Ordinance 7. Chronic abuse of and/or failure to abide by the rules in Ordinance 7 may result in a suspension of recreational privileges (*maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.) as follows:*

First time a penalty is imposed: Suspension of all recreational privileges (maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.) for a minimum of two (2) weeks and a maximum of six (6) months;

Second time a penalty is imposed and thereafter: Suspension of all recreational privileges (maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.) for a minimum of one (1) month with a maximum suspension of three (3) years.

- G. The National Ski Area Association (NSAA) “Your Skier Responsibility Code”. Because of the dangers involved in the sport of snow skiing and/or snowboarding, Diamond Peak (as



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well as most ski resorts in the United States) has adopted the “Your Skier Responsibility Code”. Diamond Peak’s Your Responsibility Code imposes additional responsibilities on skiers/ snowboarder at Diamond Peak, and establishes penalties for when those responsibilities are not met. The IVGID Board of Trustees expressly approves the Diamond Peak “Your Skier Responsibility Code”.

2.5A.3 Behavior directed towards IVGID’s Staff

The IVGID Board of Trustees strongly recommends that every member of IVGID’s staff, who is customer-facing, receive customer service training on how to deal with irate and verbally abusive customers. This training will provide, in great detail via role playing, how to handle the aforementioned situations/customers. It is incumbent upon each member of the IVGID Staff to make their very best efforts to neutralize this behavior to the very best of their ability as this is the intent of the aforementioned training.

In the event that the behavior continues, IVGID Staff has been trained to remove themselves from the situation, elevate the situation to the next level of supervision, and document their experience, in writing, in as much detail as possible. Only in the following rare cases should staff consider applying the punitive measures established by Ordinance 7 and this Policy for behavior that affects staff but not IVGID’s customers’ enjoyment of IVGID’s facilities:

a. Physically Abusive Behavior

1. IVGID will not tolerate physically abusive behavior directed towards its staff. Any such behavior shall result in a suspension of recreational privileges (*maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.*) as follows:

First time a penalty is imposed: Suspension of all recreational privileges (maybe venue specific and/or



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all recreational venues i.e. golf, ski, parks, etc.) for a minimum of three (3) months and a maximum of three (3) years;

Second time a penalty is imposed and thereafter. Suspension of all recreational privileges (maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.) for a minimum of three (3) years with no maximum suspension.

2. Likewise, IVGID will not tolerate any behavior that is intended to communicate a threat of physical abusive directed towards its staff. Any such behavior shall result in a suspension of recreational privileges (*maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.) as follows:*

First time a penalty is imposed: Suspension of all recreational privileges (maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.) for a minimum of one (1) month and a maximum of one (1) year;

Second time a penalty is imposed and thereafter. Suspension of all recreational privileges (maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.) for a minimum of six (6) months with no maximum suspension.

- b. Verbal Attacks. The IVGID Board expects its staff to be trained with appropriate ways to address and mitigate situations where a customer, resident or guest verbally abuses a staff member. And, while the Board anticipates that customer service training will also address how to deal with verbal attacks made against staff members, providing good customer service need not extend to IVGID's staff continually tolerating verbal attacks. Therefore, chronic verbal attacks directed at an IVGID staff member may result in a suspension of recreational



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privileges (*maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.*) as follows:

First time a penalty is imposed: Suspension of all recreational privileges (*maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.*) for a minimum of one (1) month and a maximum of three (3) months;

Second time a penalty is imposed: Suspension of all recreational privileges (*maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.*) for a minimum of six (6) months with a maximum suspension of one (1) year;

Thereafter: Suspension of all recreational privileges (*maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.*) for a minimum of one (1) year with a maximum suspension of three (3) years.

2.5A.4. Matters left to the discretion of the Recreational Venue Manager

The IVGID Board of Trustees acknowledges the distinction between misconduct that may result in the suspension of recreational privileges for a specific period of time, and misconduct that leads to removing a customer from a recreational venue. . The Board of Trustees leaves it in the discretion of each individual recreational venue manager to develop reasonable policies and procedures for asking a customer to promptly (i) discontinue their use of the venue and (ii) leave the premises for the remainder of the day, (iii) penalty to be determined by management.



Policy # 2.5A Disciplinary Actions Behavior Incident Report

Date: _____

Customer Name & Address : _____

Employee Name and location of incident: _____

The observed behavior below on _____ is considered unacceptable:
date

- Physically Abusive Behavior
- Verbal Attack
- Chronic Rule Breaking
- Damaging IVGID real property and chattel
- Profanity
- Abuse of Recreational Privileges
- Disobeying the "Your Skier Responsibility Code"
- Other: _____

Details: _____

Use additional pages as necessary to complete information.

Reported to supervisor: _____
Date Signature of Employee

Date Supervisor/Manager/Director



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2.5A.5. Criminal Behavior

With respect to potential criminal activities of our residents and guests that do not fall clear under this Policy, the Board of Trustees acknowledges that County, State and Federal laws should dictate all appropriate penalties.

2.5A.6 Definitions

For purposes of this Policy, the following terms shall have the following definitions:

- a. **“Chronic”**: Repeated on numerous occasions. For purposes of this Policy, IVGID shall take the following steps to determine the existence of “Chronic” misconduct:
 1. IVGID staff has sent the bad actor a written notice setting forth the inappropriate behavior and the consequences of continued misconduct, AND
 2. The misconduct has continued after such written notice, AND
 3. The Senior Manager of the recreational venue where the misconduct has most recently taken place holds a sit-down meeting with the bad actor to review in person the inappropriate behavior and details the consequences of continuing such inappropriate behavior¹, AND
 4. The subsequent continuation of that misconduct may be considered to be “Chronic”.
- b. **“Profanity”**: Words and gestures that a reasonable person would find outrages his or her moral or physical senses.
- c. **“Verbal Abuse”**: A negative defining statement told to the

¹ For purposes of determining “Chronic” misconduct, if the senior manager who is tasked with hold a “sit-down” meeting with a bad actor is, after good faith attempts, unable to carry out such meeting because the bad actor refuses or is unable to attend, then sending a second letter to the bad actor setting forth the misconduct and the consequences of continued misconduct shall suffice.



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person or about the person or by withholding any response thus defining the target as non-existent. Verbal Abuse includes but is not limited to withholding, bullying, defaming, defining, trivializing, harassing, diverting, interrogating, accusing, blaming, blocking, countering, lying, berating, taunting, put downs, abuse disguised as a joke, discounting, threatening, name-calling, yelling and raging.

- d. **“Verbal Attack”**: Is to ridicule vehemently with pure language and gestures. A Verbal Attack is an extreme form of verbal abuse. It most often includes yelling or raging. A Verbal Attack need not include Profanity, but profanity alone, even if directed at a person, does not constitute a Verbal Attack.

2.6 **Employment Disabilities**

2.6.1 ***Purpose***

The District recognizes that the preceding sections of its personnel policy relating to fair employment practices encompass its commitment to fair and equitable treatment of all employees and applicants, including those with disabilities. The District also recognizes that there are specific issues relating to individuals with disabilities that must be individually addressed. The District acknowledges its responsibility to ensure that individuals in the workplace can efficiently and safely perform the essential functions of their jobs without posing a direct threat to themselves and others.

2.6.2 ***Policy***

It is the District’s policy to comply proactively with the applicable employment provisions of disability laws, including the ADA, as amended. The District does not tolerate discrimination against any qualified individual with a disability in regard to any terms, conditions, or privileges of employment and prohibits any type of harassment or discrimination based on the physical or mental disability, history of disability, or



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perceived disability of an individual holding or seeking employment with the District.

The District is committed to provide reasonable accommodation wherever the need for such is known to the District or whenever the employee or applicant indicates a need for reasonable accommodation, provided that the individual is otherwise qualified to perform the essential functions of the assigned job and the employee's performance of the assigned job duties does not pose an obvious threat to the safety of him/herself or others.

2.6.3 Determination of Disability

In determining whether an employee or an applicant has a disability under the law, the employee/applicant must have a physical or mental impairment that substantially limits one or more life activity, have a record of such impairment, or is regarded as having such impairment. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

2.6.4 Disability-Related Inquiries

The District will adhere to the provisions of applicable laws regarding an employer's limitations on making disability-related inquiries or requiring medical examinations at each of the three stages of the employment process: pre-offer, post-offer/pre-employment, and employment.

The District's restrictions regarding disability-related inquiries and medical examinations apply to **all** employees/applicants, whether or not they have disabilities. A disability-related



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question to an applicant may be a violation of law, even though the applicant may not have a disability.

The District may require the employee to provide a fitness-for-duty certification from an appropriate medical provider whenever the District has reason to believe the employee may be unable to perform the essential functions of his/her job.

2.6.5 Confidentiality of Medical Records

The District will treat any medical information obtained from a disability-related inquiry or medical exam, as well as any medical information voluntarily disclosed by an employee, as a confidential medical record. Confidential medical records also include medical information from voluntary health or wellness programs. The District will share such information only with appropriate supervisors, managers, first aid and safety personnel, and officials investigating compliance claims on a need-to-know basis. Such information may be disclosed to appropriate District personnel or outside consultants and attorneys in relation to any employment issue between the employee and the District, if the medical records are relevant to any such dispute. Any medical information will **not** be kept in the employee's personnel file. Such medical information will be kept in a separate secure confidential file as described in Section 1.7.1, subparagraph 8.

2.6.6 Accommodation

1. Accommodation for Applicants

Whenever an applicant requests accommodation in applying for, testing, or interviewing for a position with the District, the ADA Coordinator will determine whether the applicant's condition constitutes a disability under the disability laws. The District's ADA Coordinator will then determine whether the request for accommodation for a covered disability is reasonable or if another type



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of accommodation can be provided. In making that determination of reasonableness, the ADA Coordinator will consider whether granting such requests might impose an undue hardship on the District.

2. *Accommodation for Employees*

When the District has some objective reason to believe an employee may need some type of accommodation to perform his/her essential job functions, the District will initiate an interactive process with the employee to find out what accommodation the employee might need. Also, whenever an employee approaches his/her supervisor, the District's ADA Coordinator, or any other manager within the District requesting some type of accommodation, the District will initiate the interactive process. Whenever a manager or supervisor becomes aware that an employee has requested or may require some type of accommodation, the manager/supervisor should promptly notify the ADA Coordinator. Upon learning of the employee's request for accommodation, the ADA Coordinator will arrange to meet with the supervisor and the employee to discuss his/her accommodation request, the need for any reasonable documentation of the disability and the associated functional limitations, and the impact of the proposed accommodation on the District. Review of an employee's particular situation by an outside medical review officer will assist the District in determining appropriate accommodation.

2.6.7 Requirements of Other Laws

The District may make disability-related inquiries and require medical exams that are required or necessitated by applicable laws or regulations; e.g., federal safety regulations, Occupational Safety and Health Administration (OSHA) requirements, etc.

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2.6.8 Glossary of ADA-Related Terms

1. An “**essential function**” is a fundamental job duty of the position held or desired. A function is essential if the job exists to perform that function, a limited number of other employees are available to perform the function, or the function requires special skill or expertise. Determinations as to essential functions must be made on a case-by-case basis and are normally determined based on such factors as:
 - a. The written job description prepared before advertising or interviewing applicants for the job;
 - b. In the District’s judgment, the amount of time spent performing the function;
 - c. Input as to the actual work experience of past employees in the job or current employees in similar jobs; and
 - d. The nature of the work operation and the consequences of not having the function performed.

Marginal functions associated with any job should not be considered essential functions. Punctuality and regular work hours may not be an essential function of some jobs. For example, if the job functions can be performed without the presence of a supervisor, adhering to established work hours may not be an essential function. Therefore, reasonable accommodations to the contrary may be necessary.

2. A “**disability-related inquiry**” is a question (or series of questions) likely to elicit information about a disability.



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Generally, disability-related inquiries are not allowed during the hiring process. Examples of disability-related inquiries include:

- a. Asking whether the employee/applicant currently has or has ever had a disability, how s/he became disabled, or inquiring about the nature or severity of an employee's/applicant's disability;
- b. Asking an employee/applicant a broad question about his/her impairments that are likely to elicit information about a disability;
- c. Asking an employee/applicant whether s/he is currently taking any prescription drugs or medication; and
- d. Asking about an employee's/applicant's genetic information.

Other examples of prohibited disability-related questions include, but are not limited to, asking about an employee's/applicant's prior workers' compensation history, and asking an employee's/applicant's coworkers, family member, doctor, or other person about the employee's/applicant's disability.

Questions that are not likely to elicit information about a disability are not prohibited under the ADA. These types of inquiries include asking employees/applicants about their general well-being, whether they can perform the essential job functions and whether they currently use illegal drugs. The District may also ask an employee, but not a job applicant, about non-disability-related impairments such as how s/he broke his/her arm.

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3. A “**medical examination**” is a procedure or test usually given by a health care professional or in a medical setting that seeks information about an individual’s physical or mental impairments or health. Medical examinations include, but are not limited to:
- a. Vision tests conducted and analyzed by an ophthalmologist or optometrist;
 - b. Blood pressure screening and cholesterol testing; nerve conduction tests;
 - c. Range-of-motion tests that measure muscle strength and motor function;
 - d. Audiological or other hearing tests
 - e. Pulmonary function tests;
 - f. Psychological tests designed to identify a mental disorder or impairment; and
 - g. Diagnostic procedures such as x-rays, CAT scans, and MRI’s.

Procedures and tests that employers may require that are generally not considered medical examinations include:

- a. Blood and urine tests to determine the **current** illegal use of drugs;
- b. Physical agility and physical fitness tests; and
- c. Tests that evaluate an employee’s/applicant’s ability to read labels or distinguish objects as part

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of a demonstration of the ability to perform actual job functions.

4. Under the ADA, an “**employee**” is an individual employed by an employer. Generally, an individual is an employee if the employer controls the means and manner of his/her work performance. Where more than one entity controls the means and manner of how an individual’s work is done, the individual may be an employee of each entity.

2.7 Drug-Free and Alcohol-Free Workplace

2.7.1. *Purpose*

The District has the responsibility to its employees and the public to insure safe working conditions for its employees and a productive work force unimpaired by chemical substance abuse. The District also has a responsibility, pursuant to the Drug Free Workplace Act of 1988, to create a drug-free workplace.

The District recognizes that substance abuse in our nation and our community exacts staggering costs in both human and economic terms. Substance abuse can be reasonably expected to produce impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, rising health care costs, and diminished interpersonal relationship skills. This drug and alcohol free workplace policy applies to volunteers as well as employees.

2.7.2 *Policy*

1. The District is committed to:
 - a. Maintaining a safe, drug-free and alcohol-free workplace for all employees;



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- b. Assisting employees who recognize they have a problem with drugs and/or alcohol and assist with providing appropriate treatment;
 - c. Periodically providing employees with information about the dangers of workplace drug and/or alcohol abuse; and
 - d. When appropriate, taking disciplinary action for failure to comply with this policy.
2. The District strictly prohibits the following behavior:
- a. The use, sale, attempted sale, manufacture, attempted manufacture, purchase, possession or cultivation, distribution and/or dispensing of illegal drugs by an employee at any time and in any amount while on duty or on District property. This prohibition includes the use or possession of prescription medicines for which the individual does not have a valid prescription and the inappropriate use of prescribed medicines for which the employee has a valid prescription. In addition, the District prohibits employees from possessing open containers of alcoholic beverages while on duty and from working with a blood-alcohol level of .02 or more at any time.
 - b. Bringing alcohol, illegal drugs, and other substances which may impair the safety or welfare of employees or the public onto the premises controlled by the District or placing them in vehicles or equipment operated on behalf of the District.
3. Reporting Requirements
- a. A supervisor who receives information and/or is a

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witness to any use of drugs or alcohol by an employee which violates the District's policies or the law, is required to immediately report this information to his/her Department Head, the Director of Human Resources or the Director of Accounting, Finance & Risk Management. The information reported should include:

- I. The person(s) involved, including all witnesses;
 - II. Any information gathered, such as actual observation of drug/alcohol use, the presence of paraphernalia, observation of any unusual physical signs or behaviors;
 - III. A written record of specific conversations held with the accused and any witnesses; and
 - IV. All pertinent facts, including date(s), time(s), and location(s).
- b. A Department Head is required to report this information to the General Manager, the Director of Human Resources or the Director of Finance, Accounting & Risk Management, and may not conduct a formal investigation, release findings, or administer discipline prior to this disclosure and without specific authorization to do so.
- c. An employee who witnesses or obtains information regarding illegal drug/alcohol use by the incident to that individual's supervisor/manager.
4. Specimen collection, drug testing procedures, sample collection, and alcohol testing procedures will comply

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with all applicable provisions of federal and state law.

5. A positive test result for alcohol or drugs will be grounds for disciplinary action, up to and including termination.
6. Employees in safety-sensitive positions as defined in 49 CFR Part 382, et seq., are subject to the Federal Department of Transportation (DOT) (49 CFR Part 40) and the Federal Motor Carrier Safety Regulations (FMCSR), as prescribed by the Federal Motor Carrier Safety Administration (FMCSA) (49 CFR Parts 382, 383, 387, 390-397, and 399), *as stated in Section F of the District's Operations and Safety Manual*, as well as the District's Drug-Free and Alcohol-Free Workplace Policy.

2.7.3 Employee Responsibilities

Each employee is responsible for reviewing and complying with the District's Drug-Free and Alcohol-Free Workplace Policy.

1. Each employee is responsible for meeting standards for work performance and safe on-the-job conduct.
2. Employees are not to report to work under the influence of alcohol, illegal drugs, or misused prescription or over-the-counter drugs.
3. Employees who suspect they may have a substance abuse problem are encouraged to seek counseling and rehabilitation from a substance abuse professional or other treatment provider. An Employee Assistance Program (EAP) is available for all employees; see Section 6.9. For employees with benefits, the District's medical insurance coverage may provide for payment of some or all of the treatment costs.



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4. It is the employee's responsibility and obligation to determine, by consulting a physician if necessary, whether or not a legal drug s/he is taking may or will affect his/her ability to safely and efficiently perform his/her job duties. An employee whose impairment may affect job performance must contact his/her supervisor and attempt to find an appropriate alternative assignment. If none is available, the employee may take sick leave or be placed on a medical leave of absence (if available and the employee otherwise qualifies) or take other steps consistent with the advice of a physician. If an employee reports to work under the influence of prescription medication and, as a result, endangers him/herself or others, the employee may be disciplined, up to and including termination.
5. Each employee must report the facts and circumstances of any criminal drug or alcohol conviction to their supervisor. If an employee's duties involve driving a vehicle, the employee must report to his/her supervisor a conviction for driving under the influence (DUI), and/or revocation or suspension of the driver's license pending adjudication. Notification to the District must occur before resuming work duties or no later than five (5) days after the conviction or revocation/suspension. Failure to notify the District will result in disciplinary action, up to and including termination. The supervisor will immediately notify the District's Director of Finance, Accounting & Risk Management or Director of Human Resources.
6. Employees must act as responsible representatives of the District and as law-abiding citizens. It is every employee's responsibility to report violations of this policy to his/her immediate supervisor or to Human Resources. Such reporting is critical in preventing serious injuries or damage to other employees, the

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public and/or District's property.

7. Employees who are required to submit to a drug/alcohol testing must complete and sign the consent form, if available.

2.7.4 Supervisor Responsibilities

Supervisors are responsible for:

1. Determining if reasonable suspicion exists to warrant drug and/or alcohol testing and documenting, in writing, the specific facts, symptoms, or observations that are the basis for the reasonable suspicion.
2. Submitting the documentation to the Department Head or designee.
3. Complying with the appropriate provisions outlined in this policy that apply to supervisory personnel.

2.7.5 Department Head Responsibilities

The Department Head or his/her designee is responsible for:

1. Authorizing and coordinating the drug and/or alcohol testing of employees.
2. Requesting completion of the consent form.
3. Notifying employees of positive test results and their right to a retest of the same sample.
4. Implementing disciplinary action against employees who fail to comply with provisions outlined in this policy.
5. Notifying the District's Director of Finance,



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Accounting & Risk Management of an employee's conviction of a federal or state criminal drug and/or alcohol statute violation.

6. Ensuring that the drug and/or alcohol test forms and results are kept confidential and only provided to employees with a business need for the information.

2.7.6 Risk Management Responsibilities

Risk Management will be responsible for:

1. Providing communication and training on this policy to include a training program to assist supervisors/managers and Department Heads to recognize the conduct and behavior that gives rise to a reasonable suspicion of drug and/or alcohol use by employees and how to effectively intervene.
2. Receiving and maintaining employee drug and alcohol testing records and files from all sources and assuring that they are kept confidential.
3. Making drug and/or alcohol testing and notice forms available at the designated collection site(s).
4. Notifying appropriate Department Heads of positive results of drug and alcohol tests.
5. Administering the contract with a third party to provide drug and alcohol testing services.
6. Overseeing the administration of the District's Drug-Free and Alcohol-Free Workplace Policy.



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2.7.7 Employee Education

The District maintains information relating to the hazards of and treatment for drug- and alcohol-related problems. Proactive training and information will be sponsored by the District periodically. Any employee may voluntarily seek advice, information, and assistance. Medical confidentiality will be maintained consistent with this policy.

2.7.8 Employee Assistance and Voluntary Referral

1. The District strongly encourages employees who suspect they have substance abuse problems to voluntarily refer themselves to a treatment program. A voluntary referral is defined as being one that occurs prior to any positive test for illegal drugs or alcohol under this policy and prior to any other violation of this policy, including a criminal conviction of that individual for a drug- or alcohol-related offense. A decision to participate in the (EAP) will not be a protection or defense from discipline.
2. Any employee who voluntarily requests assistance in dealing with a personal drug and/or alcohol problem may do so through a private treatment program for drug and alcohol problems. An employee who is being treated for substance abuse in a recognized rehabilitation program may, if the ADA, as amended applies, be entitled to reasonable accommodation so long as the employee is conforming to the requirements of the program and is abstaining from the use of controlled substances and/or alcohol.
3. The employee must agree to release treatment information to the District to permit the monitoring of the employee's ongoing compliance with the treatment recommendation. Any related leave will be considered to be medical leave under the provisions of the Family



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and Medical Leave Act (FMLA) if the employee is eligible. Employees requiring in-patient treatment are requested to notify the Director of Finance, Accounting & Risk Management or Director of Human Resources in advance of the treatment admission. After such accommodation, the discontinuation of any involvement with alcohol and/or drugs is an essential requisite for continued employment. Upon completion of a substance abuse program, employees must take and pass a return-to-work test and sign a return-to-work agreement that will include a commitment to follow recommendations given by the treatment provider and other conditions as the District deems appropriate.

4. The cost of the drug or alcohol rehabilitation or treatment program will be borne by the employee and/or the employee's insurance provider. All information regarding an employee's participation in treatment will be held in strict confidence. Only information that is deemed business necessity will be shared by the District's management. Employees are limited to treatment for substance abuse one time only under this policy.

2.7.9 Reasonable Suspicion Testing

1. When a supervisor/manager or Department Head has reasonable suspicion that an employee may be under the influence of alcohol and/or drugs, the employee in question will be directed by the Department Head or designee or the District's Director of Finance, Accounting & Risk Management to submit to drug and/or alcohol testing by a third party that the District has contracted with to provide drug and alcohol testing services. The employee may be suspended with pay pending results of the test.
2. The supervisor/manager will be responsible to

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determine if reasonable suspicion exists to warrant drug and/or alcohol testing and will be required to document, in writing, the specific facts, symptoms, or observations which form the basis for such reasonable suspicion. When possible, the documentation will be forwarded to the Department Head or designee to authorize the drug and/or alcohol test of an employee.

3. Circumstances which constitute a basis for determining reasonable suspicion may include, but are not limited to:
 - a. Information provided either by reliable and credible sources or independently corroborated.
 - b. The first line supervisor or another supervisor/manager receives information from a reliable and credible source as determined by the Department Head that an employee is violating the District's policy.
 - c. The first line supervisor or another supervisor/manager directly observes an employee using drugs or alcohol while an employee is on duty.
 - d. Drug or alcohol paraphernalia, possibly used in connection with illicit drugs or alcohol, found on the employee's person or at or near the employee's work area.
 - e. Evidence that the employee has tampered with a previous drug and/or alcohol test.
4. The following behaviors will also contribute toward reasonable suspicion and, collectively or independently, on a case-by-case basis may provide a sufficient reason for requesting a drug and/or alcohol test:

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- a. *A pattern of abnormal or erratic behavior.*
This includes, but is not limited to, a single, unexplainable incident of serious abnormal behavior or a pattern of behavior which is radically different from what is normally displayed by the employee or grossly differing from acceptable behavior in the workplace.
- b. *Presence of physical symptoms of drug and/or alcohol use.*
The supervisor observes physical symptoms that could include, but are not limited to, glassy or bloodshot eyes, slurred speech, poor motor coordination, or slow or poor reflex responses different from what is usually displayed by the employee or generally associated with common ailments such as colds, sinus problems, hay fever, and diabetes.
- c. *Violent or threatening behavior.*
First Incident: If an employee engages in unprovoked, unexplained, aggressive, violent, and/or threatening behavior against any person, the Department Head may request that the employee submit to drug and/or alcohol testing.

Second Incident: Whether or not an employee has previously received formal counseling or disciplinary action for unprovoked, unexplained, aggressive, violent, or threatening behavior, upon a second or subsequent episode of similar behavior/conduct, the Department Head will request that the employee undergo drug and/or alcohol testing.
- d. *Absenteeism and/or tardiness.*
If an employee has previously received disciplinary action for absenteeism and/or



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tardiness, a continued poor record that warrants a second or subsequent disciplinary action may, in combination with other relevant behaviors, result in drug and/or alcohol testing.

5. An employee who is required to submit to reasonable suspicion testing will be provided transportation by the District to the location of the test. After the employee submits to the test or if the employee refuses to be tested, the District will provide transportation for the employee to his/her home.

2.7.10 Post-Accident Testing

1. Each employee involved in an OSHA-recordable accident may be tested for drugs and/or alcohol as soon as possible after the accident, but after any necessary emergency medical attention has been provided. OSHA-recordable accidents are those accidents that result in but are not limited to:
 - a. Medical treatment other than first-aid treatment;
 - b. Work restrictions;
 - c. Days away from work;
 - d. Loss of consciousness; or
 - e. Transfer to another job.

Additionally, any accident in which there is property damage estimated to be valued at or in excess of two thousand five hundred (\$2,500) may trigger a post-accident test. The manager will make the discretionary decision if the test will be administered. An employee who is required to submit to post-accident testing will be provided transportation by the District



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to the location of the test.

2. In the event an employee is so seriously injured that s/he cannot provide a blood, breath, or urine specimen at the time of the accident, the employee must provide necessary authorization, as soon as the employee's physical condition allows, to enable the District to obtain hospital records or other documents that indicate whether there were drugs or alcohol in the employee's system when the accident occurred.
3. In the event federal, state, or local officials conducted drug and/or alcohol testing following an accident, the employee will be required to sign a release allowing the District to obtain the test results from such officials.
4. An employee who is subject to a post-accident test must remain readily available for testing. An employee who leaves the scene before the test is administered or who does not make him/herself readily available may be deemed to have refused to be tested, and such refusal will be treated as a positive test. Further, the employee, subject to a post-accident test, must refrain from consuming alcohol for eight (8) hours following the accident or until the employee submits to an alcohol test, whichever comes first.
5. For safety reasons, an employee required to submit to post-accident testing may be placed on leave of absence with or without pay pending receipt of the post-accident testing results and any related investigation.

2.7.11 Consequence of Refusal to Submit to Testing/ Adulterated Specimen

1. An employee who refuses to submit to testing for drugs and/or alcohol will be subject to disciplinary action, up to and including termination. An employee

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who consents to a drug or alcohol test but fails to appear timely at the collection site, or who fails to give his/her urine sample after reasonable opportunity to do so, will be treated as a refusal to submit to a drug or alcohol test.

2. Submission of an altered or adulterated specimen or substitution of a specimen by a specimen donor will be considered a refusal to comply with this policy and subject the employee to disciplinary action, up to and including termination.

2.7.12 Testing Guidelines

1. The District, through a contracted third party that provides drug and alcohol testing services, will test for the following types of substances:
 - a. Marijuana
 - b. Cocaine, including crack
 - c. Opiates, including heroin and codeine
 - d. Amphetamines, including methamphetamines
 - e. Phencyclidine (PCP)
 - f. Alcohol
 - g. Other drugs may be added to this list.
2. Where applicable, the District will follow federal testing procedures for drugs and alcohol set forth by the Federal Department of Transportation (DOT) 49 CFR Part 40 and the Federal Motor Carrier Safety Regulations (FMCSR). These regulations may be

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amended from time to time.

2.7.13 Option for Drug Retest (For Commercial Drivers License (CDL) Program only)

1. No later than seventy-two (72) hours after receipt of a positive drug test, an employee who tests positive may request a confirmatory retest of the same sample at his/her expense at a certified laboratory of his/her choice.
2. Upon request, the outside medical review officer will authorize the laboratory holding the employee's sample to release to a second laboratory, approved by the Department of Health and Human Services, a sufficient quantity of the sample to conduct a second testing analysis.
3. The employee will be required to authorize the laboratory to provide the District with a copy of its test results. The accuracy of the test results will be verified by the laboratory conducting the analysis.

2.7.14 Searches

1. If the District suspects that an employee or on-site contractor is in possession of illegal drugs, alcohol, or contraband in violation of this policy, the District may request the individual to submit to a search of his/her person, personal effects, vehicles, lockers, desks, work area, baggage, and employee quarters. By entering into or being present at a job site while on District time or representing the District in any way, an individual is deemed to have consented to such searches. If an individual is asked to submit to a search and refuses, that individual will be considered insubordinate and will be escorted off the job site and disciplined, as appropriate.

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2. Searches will be conducted by management personnel and may or may not be conducted in the presence of the person whose property or work area is searched. Any suspected contraband will be confiscated and may be turned over to law enforcement as appropriate. Any person whose property is confiscated will be given a receipt for that property by the District's representative conducting the search.

2.7.15 Discipline Related to Abuse

1. Employees in violation of the provisions of this policy will be subject to disciplinary action, up to and including termination.
2. An employee may be found to have violated this policy on the basis of any appropriate evidence including, but not limited to:
 - a. Direct observation of illegal use of drugs, prohibited use of alcohol, or possession of illegal drugs or alcohol or related contraband;
 - b. Evidence obtained from a motor vehicle citation, an arrest, or a criminal conviction for use or possession of illegal drugs or for the use, or being under the influence, of alcohol on the job;
 - c. A verified positive test result; or
 - d. An employee's voluntary admission.
3. Prior to determining its course of action, the District may direct an employee who has tested positive to submit to an evaluation by a substance abuse professional. The evaluation will attempt to determine the extent of the



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employee's use of or dependence on the abused substance(s) and, if necessary, recommend an appropriate program of treatment.

4. If an evaluation is conducted which results in a recommendation for treatment, continued employment may, but is not required, to be allowed if the recommended treatment is immediately begun and successfully completed. The treatment program may include, but is not limited to, rehabilitation, counseling, and after-care to prevent future substance use/abuse problems. The treatment program will **not** be at the District's expense; however, employees may use benefits provided by applicable insurance coverage, if covered. Failure by the employee to enroll in the recommended treatment program, to consistently comply with the program's requirements, to complete it successfully, and/or to complete any continuing care program will be grounds for immediate termination from employment. Employees are limited to substance abuse treatment one time only under this policy.
5. If the District agrees to continue employment, an employee who violates this policy and undergoes rehabilitation for drugs or alcohol will, as a condition of returning to work, be required to agree to follow-up testing as established by the District's Director of Finance, Accounting & Risk Management or designee. The extent and duration of the follow-up testing will depend upon the safety and security nature of the employee's position and the nature and extent of the employee's substance abuse problem. The District's Director of Finance, Accounting & Risk Management or designee will review the conditions of continued employment with the employee prior to the employee returning to work. Any such condition for continued employment will be given to the employee in writing.

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Any employee subject to return-to-work testing that has a confirmed positive drug or alcohol test will be in violation of this policy and subject to termination.

6. Disciplinary action will also be taken for any job performance or behavior that would otherwise be cause for disciplinary action.

2.7.16 Confidentiality

All medical and rehabilitation records are confidential medical records and may not be disclosed without the prior written consent of the employee, authorizing court order, or otherwise as permitted by state and federal law. Positive test results may only be disclosed to the employee; the appropriate medical and substance abuse treatment providers; the District's General Counsel; a District representative necessary to respond to an alleged violation of this policy; individuals within the District who have a business need-to-know of drug and/or alcohol testing results; and a court of law or administrative tribunal in any adverse personnel action.

2.7.17 Glossary of Drug-Free and Alcohol-Free Workplace Related Terms

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

Alcohol Use: The drinking or swallowing of any beverage, liquid mixture, or preparation (including any medication) containing alcohol.

Applicant: A person, including a current employee, applying for any position with the District.

Contraband: Any item such as illegal drugs, drug



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paraphernalia, or other related items whose possession is prohibited by this policy.

Conviction: A finding of guilt, including a plea of no contest or imposition of sentence or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug or alcohol statutes.

Department Head/Department Manager: An employee or position designated by the General Manager to be in charge of a District department.

Drug Test: A urinalysis (urine) test that includes specimen collection and testing by a Department of Health and Human Services (DHHS) certified laboratory. Both a screening test and a confirmation test must be used to establish a positive test result.

District Premises: All District property and facilities, the surrounding grounds and parking lots, leased space, District-motor driven equipment/vehicles, offices, desks, cabinets, closets, etc.

Illegal Drugs: Any controlled substance or drug, the sale, possession, cultivation, transfer, use, purchase, or distribution of which is illegal. Illegal drugs include prescription drugs not legally obtained and/or prescription drugs not being used in the manner, combination, or quantity prescribed, or by the individual for whom prescribed.

Legal Drugs: Prescription drugs and over-the-counter drugs that have been legally obtained and are being used in the manner, combination, and quantity for which they were prescribed or manufactured.

Positive Drug or Alcohol Test: Any detectable level of drugs or its metabolite (in excess of trace amounts attributable to secondary exposure) in an employee's urine or blood. With



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respect to alcohol, a blood alcohol concentration of 0.02 or higher constitutes a positive test.

Substance Abuse Professional: A licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with the knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol-related disorders.

Supervisor: An employee who has been authorized to select, train, schedule, and evaluate the work of other employees, and to make decisions or effectively recommend actions related to the hiring, evaluation, and discipline of assigned employees. This person may also serve as the Department Head.

2.8 Prohibition of Workplace Violence

2.8.1 Policy

The District is committed to providing for the safety and security of all employees, customers, visitors, and property.

2.8.2 Scope

This policy applies to all employees, including regular, part-time temporary, seasonal, and elected officials, as well as contract and temporary and volunteer workers and anyone else on the District's property.

2.8.3 Implementation of Policy

1. The District will not tolerate any form of workplace violence including acts or threats of physical violence, intimidation, harassment, hostile behavior, and/or



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coercion, which involve or affect the District or which occur on property owned or controlled by the District or during the course of the District's business. Examples of workplace violence include, but are not limited to, the following:

- a. All threats (including direct, conditional, or veiled) or acts of violence occurring on premises owned or controlled by the District, regardless of the relationship between the District and the parties involved in the incident.
 - b. All threats of any type or acts of violence occurring off the District's premises involving someone who is acting in the capacity of a representative of the District.
 - c. All threats of any type or acts of violence occurring off the District's premises involving an employee of the District, if the threats or acts affect the legitimate interests of the District.
 - d. Any acts or threats resulting in a criminal conviction of an employee or agent of the District or of an individual performing service for the District on a contract or temporary basis which adversely affect the legitimate interests and goals of the District.
2. Specific examples of conduct which may be considered threats or acts of violence include, but are not limited to, the following:
- a. Hitting, shoving, or otherwise physically assaulting an individual;
 - b. Direct, conditional, or veiled threats of harm directed to an individual or his/her family, friends,

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associates, or property;

- c. The intentional or malicious destruction or threat of destruction of the District's property, or property of another employee;
 - d. Harassing or threatening telephone calls, notes, letters, or computer messages;
 - e. Harassing surveillance or stalking;
 - f. Unauthorized possession or inappropriate use of firearms, weapons, hazardous biological or chemical substances, or explosives while on District business.
3. The District desires to detect and deter real, potential, or threatened violence. Every employee is required to report immediately any acts of violence or any threat of violence against any co-worker, supervisor, manager, elected official, customer, visitor, or other individual. Supervisory and managerial personnel who witness or become aware of any acts or threats of violence must notify their superior immediately. Department Heads must report any acts or threats of violence to Human Resources. Every other person on District property is encouraged to report incidents of threats or acts of violence of which s/he is aware. Threats or acts of violence may include:
- a. Discussing weapons or bringing them to the workplace.
 - b. Displaying overt signs of extreme stress, resentment, hostility, or anger.
 - c. Making threatening remarks.

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- d. Sudden or significant deterioration of performance.
 - e. Displaying irrational or inappropriate behavior.
4. Reports of violence or threatening behavior should be made to the Human Resources Department, the Director of Finance, Accounting & Risk Management, an employee's immediate supervisor or manager, or any other supervisory or management employee. Employees may directly contact law enforcement personnel if they believe there is an imminent threat to the safety and health of employees. The District is committed to ensuring that employees reporting real or perceived threats in good faith will not be subject to harassment or retaliation. Nothing in this policy alters any other reporting obligation established in the District policies or in state, federal, or other applicable law.

2.8.4 Violations

- 1. Violations of this policy by any employee will lead to disciplinary action, up to and including termination and/or appropriate legal action. The District may also take appropriate disciplinary action against any employee who intentionally makes a false or malicious statement about coworkers or others.
- 2. Actions necessary for bona fide self-defense or protection of employees of the District or of District property will not be considered to violate this policy.

2.8.5 Temporary Restraining Orders

- 1. The District may apply for an order for protection against harassment in the workplace under the terms of Nevada Revised Statutes (NRS) 33.200 – 33.360 when it has reason to believe that:



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- a. A person knowingly threatens to cause or commits an act that causes:
 - I. Bodily injury to him/herself or to another person;
 - II. Damage to the property of another person; or
 - III. Substantial harm to the physical or mental health or safety of a person;
 - b. The threat is made or an act committed against the District, any employee of the District while performing employment duties, or against a person present at the District's workplace; and
 - c. The threat would cause a reasonable person to fear that the threat will be carried out or the act would cause a reasonable person to feel terrorized, frightened, intimidated, or harassed.
2. Such order of protection against harassment in the workplace may:
- a. Forbid the alleged harasser from contacting the District, an employee of the District while performing his/her duties, and any person while the person is present at the District's workplace;
 - b. Order the alleged harasser to stay away from the workplace; and
 - c. Order such other relief as the court deems necessary to protect the District, the workplace of the District, the District's employees while performing their job duties, and any other persons

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who are present at the workplace.

2.9 Employment of Relatives (Nepotism)

Pursuant to NRS 281.210, no supervisor, manager or appointing authority, including Trustees of the District may employ in any capacity on behalf of the District any relative who is within the third degree of consanguinity or affinity (see Appendix A Consanguinity/Affinity Chart). Existing employees may continue in their current position following the election of their relative to an appointing authority position.

No two benefitted employees shall work within the same department within the first degree of Consanguinity/Affinity. Departments are identified as Public Works, Parks & Recreation, Golf, Ski and Administration.

In addition, no person will be hired or promoted to a position that would require supervision by a relative who is within the third degree of consanguinity or affinity. For purposes of this paragraph, supervision includes first, second or higher levels of supervision. (Example: An employee reports to an immediate supervisor, who reports to a Division Manager, who reports to a Department Head. The employee may not be related within the third degree of consanguinity or affinity to the supervisor, Division Manager or Department Head.)

2.10 Code of Conduct and Ethical Standards

Employees of the District recognize that employment with the District is a public trust. To preserve that trust, the District insists on the highest code of conduct and ethical standards. The purpose of this policy is to define and establish standards of ethical conduct that are required of public officials and employees so as to ensure their professional integrity in the performance of their duties. SB228 requires that employees hired after June 13, 2013 will be provided information prepared by Nevada Ethics Commission concerning standards under NRS 281.



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The employees of the District must comply with the following provisions while performing their duties and responsibilities and/or representing themselves as an employee of the District. This list is not all-inclusive, but simply provides the basic level of conduct expected.

1. All employees will conduct themselves with honesty and integrity in the course of performing their job.
2. They will act with care and diligence in the course of their employment.
3. They will treat everyone, including coworkers, subordinates, supervisors, customers and the public, with the utmost respect and courtesy.
4. They will accept and value differences amongst each other, our customers and the public.
5. They will comply with all applicable federal, state, and local laws.
6. They will comply with any lawful and reasonable direction given by someone in the District who has authority to give the direction.
7. They will maintain appropriate confidentiality.
8. They will disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with their employment.
9. They will be at work and on time regularly and perform their job duties in a responsible manner.
10. They will use District resources in a manner that is



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acceptable to the District.

11. They will not provide false or misleading information in response to a request for information that is made for official purposes in connection with their employment.
12. They will, at all times, act in a way that upholds the values and the integrity and good reputation of the District.
13. They will comply with any other conduct requirement that is prescribed by the District as well as District policies.

In addition, consistent with the provisions of NRS 281A.400 and NRS 281.230, District's officials and employees are required to comply with the following ethical standards:

1. No official or employee shall seek or accept any gift, service, favor, employment, engagement, perquisite, gratuity, or economic opportunity or advantage which would tend improperly to influence a reasonable person in his/her position to depart from the faithful and impartial discharge of his/her public duties.
2. No official or employee shall use his/her position with the District to secure or grant unwarranted privileges, preferences, exemptions, or advantages for him/herself, any member of his/her household, any business entity in which s/he has a significant pecuniary interest, or any other person.
3. No official or employee shall participate as an agent of government in the negotiation or execution of a contract between the governmental entity and any private business in which s/he has a significant pecuniary interest.
4. No official or employee shall accept any salary, retainer, augmentation, expense allowance, or other compensation from any private source for the performance of his/her duties as an official or employee.

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5. If an official or employee acquires, through his/her public duties or relationships, any information which, by law or practice, is not at the time available to the public generally, s/he shall not use such information to further his/her own current or future pecuniary interests or the current or future pecuniary interests of any other person or business entity.
6. No official or employee shall suppress any governmental report or other document or information because the release of such report or information has the potential to impact his/her own pecuniary interests or those with whom s/he has a business or personal relationship.
7. No official or employee shall use governmental time, property (including monies or funds), equipment, or other facility to benefit his/her personal or financial interests.
8. No official or employee shall attempt to benefit his/her personal or financial interest(s) by influencing or intimidating a subordinate.
9. No official or employee shall seek other employment or contracts through the use of his/her official position or the influence associated thereto.
10. An official or employee shall not, in any manner, directly or indirectly, receive any commission, personal profit, or compensation of any kind resulting from any contract or other transaction in which the District is in any way interested or affected except:
 - a. A member of any board, commission, or similar body who is engaged in the profession, occupation, or business regulated by the board, commission, or body may, in the ordinary course of his/her business, bid on or enter into a contract with any governmental agency, except the board or commission of which s/he is a



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member, if s/he has not taken part in developing the contract plans or specifications and s/he will not be personally involved in opening, considering, or accepting offers.

- b. A public officer or employee, other than an officer or employee described in a. above, may bid on or enter into a contract with a governmental agency if the contracting process is controlled by rules of open competitive bidding, the sources of supply are limited, s/he has not taken part in developing the contract plans or specifications, and s/he will not be personally involved in opening, considering, or accepting offers.
- c. District employees will maintain professional conduct at all times with the Board of Trustees, other employees, the public and other agencies, and avoid any conduct that may be detrimental to the District.
- d. Exceptions for small gifts such as food which can be shared with other staff are acceptable as are tips for tip approved positions. Recreational venues may accept promotional items that are approved by the Department Head as long as under no circumstances will favoritism be displayed for a product as a result of a supplier gift.

Violations of any of the above provisions may result in disciplinary action, up to and including termination.

2.11 Political Activity

Employees are not to engage in political activity of any kind during working hours. This includes, but is not limited to: soliciting money, influence, service, or any other valuable thing to aid, promote, or defeat any political committee or the nomination or election of any person to public office. Wearing or displaying of apparel, buttons, insignia, or other items which advocate for or against a political candidate or a political cause is also an example of political activity

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not allowed during work hours. Additionally, no person will attempt to coerce, command, or require a person holding or applying for any position or employment, including a citizen requesting services supplied by the District, to influence or to give money, service, or other valuable thing to aid, promote, or defeat any political committee, or to aid, promote, or defeat the nomination or election of any person to public office.

Employees may not participate in any of the above-mentioned activities off duty while wearing a uniform, name tag, or any other item identifying them as a representative of the District.

Employees may not use any District resources, including but not limited to: interoffice mail, email, telephone, facsimile machines, Internet, or copy machines to engage in any political activity outside the approved scope of the employees' official duties.

2.11.1 Running for, or Holding, Political Office

While employees are encouraged to participate in the political process, they must understand the District also has an obligation to provide service to the public.

Employees who are seeking, or who have been elected or appointed to public office, are not to conduct any business related to these activities while on duty. This includes all the items listed in the previous section (i.e., political activity).

If there is a conflict with, or the activities hinder the performance of the duties with the District, the employee will comply with one of the following: (final approval is at the District's sole discretion)

1. The employee will be expected to resign their position;
2. The employee may apply and seek approval for use of accrued leave time, or;



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3. The employee may request unpaid leave.

The District's leave policies addressing continuation of health insurance, retirement benefits, accrual of additional leave time, and job and seniority status will be applied in this situation. The District's time and attendance program must be utilized for 2 above.

If there is any question regarding this policy, employees should contact their supervisor for clarification.

2.12 Distribution, Solicitation and Vending

The District restricts solicitation and distribution of material on its premises by non-employees. Limited solicitation and distribution by employees may be permitted during non-working hours. Prior approval must be obtained from the employee's Department Head. Distribution, solicitation or vending is not permitted in work areas at any time, except on matters directly related to District business, and is not permitted in non-work areas during the scheduled working hours of either the employee who is distributing, soliciting or vending or the employee who is the object of the activity.

2.13 Work Stoppage Prohibited

No employee will instigate, promote, encourage, sponsor, or engage in any strike, picketing, slowdown, concerted work stoppage, sick out, or any other intentional interruption of work. Any employee who violates the provisions of this section will be subject to disciplinary action, up to and including termination.

2.14 Use of District Property and Premises

Employee's use of District property and equipment including, but not limited to, monies and funds, communication equipment, District owned system data (blogs, internet customer lists, etc.), vehicles, tools, equipment, and facilities are only for work-related purposes. When using District property and equipment, employees are



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expected to exercise care, perform required maintenance, and follow all operating instructions as well as comply with safety standards and guidelines. Employees are not to misuse, destroy, or otherwise use in an improper or unsafe manner any property of the District. Employees should not make unauthorized copies or perform or allow any other unauthorized use of District keys or other access devices. District vehicles are to be used for District purposes only. Personal use of District vehicles is not allowed.

Any employee who violates the provisions of this section will be subject to disciplinary action and may be required to reimburse the District for damages or loss.

The District may authorize the examination of lockers, desks, vehicles, and all other property and spaces owned or controlled by the District to check for the presence of any unauthorized material, weapons of any type, or controlled substances including, but not limited to alcohol and illegal drugs. Prior notice to employees that District-owned property or space is to be searched is not required. A search may be conducted either in or outside the employee's presence.

2.15 **Telephone Policy**

The District's telephone policy covers phone usage while at work for land lines and cellular telephones. The use of hand held cellular telephones, including texting/instant messaging while operating District vehicle is **prohibited**.

2.15.1 Personal Telephone Calls

District telephone usage for personal calls should be kept to a minimum, and the calls should be made during lunch hours or authorized breaks. If it is necessary to make or receive a call during working hours, keep such calls as brief as possible. Personal telephone calls or facsimile that incur either message unit charges or long distance toll charges must be repaid.



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2.15.2 Cellular Telephone

The District requires certain positions within the District to use a cellular telephone for business purposes. The need and business purpose for use of a cellular telephone will be stated clearly in the job description. Factors which support cellular telephone use include, but are not limited to:

1. Performing work which requires the employee to be out of the office on a regular basis where availability of a land line telephone is limited.
2. Performing work which requires the employee to regularly serve in an off-duty, on-call status a minimum of 2-3 days a week.
3. Performing work which requires the employee to stand by for emergency call back where once called, time becomes a significant response factor.
4. Where the safety of the employee or of participants at a District sponsored program or event requires it.
5. Managerial Responsibilities

Each employee in a position requiring a cellular telephone will be offered a District provided cellular telephone.

6. At the time of hire or as soon as thereafter as practicable, the employee's supervisor and/or manager will discuss with the employee the requirement for a cellular telephone. The supervisor and/or manager should have a copy of the employee's job description where the requirement for a cellular telephone is noted.
7. Should the discussion conclude with the employee

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being issued a District cellular telephone, the employee and manager and/or supervisor will complete a Cell Phone Agreement and take the completed form to the District's Information Technology Department to obtain the District cellular telephone.

8. The District requirement for being issued a District cellular telephone include:
 - a. **No** personal telephone calls will be made or received except in the case of an emergency. In the case of an emergency call(s), the expectation will be that the employee will reimburse the District for said call(s).
 - b. If there are calls identified as not for District business purposes that appear on the District's cellular telephone bills, the employee must reimburse the District for all these telephone calls. Further, the employee will be required to explain these calls to their supervisor and/or manager and will be subject to progressive discipline if the calls were not for emergencies.
 - c. All accessories for the District's cellular telephone will be provided by the District if it is determined needed by the employee's supervisor and/or manager and the District's Information Technology Department.
 - d. It is the responsibility of the employee to take care of the provided District cellular telephone.
 - e. Should the employee lose or damage the District provided cellular telephone, and the loss or damage was due to negligent behavior, the employee will be responsible for the immediate replacement.

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9. The employee and manager and/or supervisor may determine that the employee's personal cellular telephone will be used rather than a District issued cellular telephone. In this case, the employee and manager and/or supervisor will complete a Personal Cell Phone Agreement and take the completed form to the District's Information Technology Department to obtain appropriate access to District electronic resources on the employee's personal cellular telephone.
10. If a position requires a cellular telephone, it is the employee's responsibility to make sure that their cellular telephone number is listed in all directories that the District maintains.
11. If a position within the District requires a cellular telephone that means that the cellular telephone will be available during regularly scheduled work hours for District calls. The District recognizes that there will be times, such as vacation or illness, when the cellular telephone will be unavailable. It is the employee's responsibility to alert their supervisor and/or manager when these situations occur.

2.16 Information Technology

2.16.1 Policy

The District requires employees to use information technology (computer systems, telecommunication and other devices, and electronic information) responsibly.

2.16.2 Privacy

The District respects the individual privacy of its employees;



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however, employees should not expect privacy with respect to any of their activities when using the District's computer and/or telecommunication property, systems, or services. Use of passwords or account numbers by employees does not create a reasonable expectation of privacy and confidentiality of information being maintained or transmitted. The District reserves the right to review, retrieve, read, and disclose any files, messages, or communications that are created, sent, received, or stored on the District's computer systems and/or equipment. The District's right to review, also called monitoring, is for the purpose of ensuring the security and protection of business records, preventing unlawful and/or inappropriate conduct, and creating and maintaining a productive work environment.

2.16.3 Use

1. The computers, associated hardware and software, including electronic mail (email or instant messaging "IM") and access to on-line services (the Internet), as well as voice mail (on land lines and District provided cellular telephones), pagers, smart phones (e.g. BlackBerry, iPhones) and faxes, that belong to the District and, as such, are provided for business use. Very limited or incidental use by employees for personal, non-business purposes is acceptable as long as it is:
 - a. Conducted on personal time (i.e., during designated breaks or meal periods);
 - b. Does not consume system resources or storage capacity; or
 - c. Does not involve any prohibited uses.
2. Employees loading, importing, or downloading files from sources outside the District's system, including files from the Internet and any computer storage device, must ensure the files and devices are scanned with the District's current virus detection software before installation and execution.



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Compliance to copyright and/or trademark laws prior to downloading files and/or software must be adhered to explicitly.

3. Employees may use information technology, including the Internet, during work hours on job-related matters to gather and disseminate information, maintain their currency in a field of knowledge, participate in professional associations, and communicate with colleagues in other organizations regarding business issues.
4. An employee's use of the District's computer systems, telecommunication equipment and systems, and other devices or the employee's use of personally-owned electronic devices to gain access to District's files or other work-related materials maintained by the District constitutes the employee's acceptance of this policy and its requirements.
5. Employees are encouraged to contact the District's Information Technology departments to report receipt of unsolicited inappropriate messages or materials.

2.16.4 Prohibited Use

Prohibited use includes, but is not limited to, the following:

1. Sending, requesting, or storing messages or images that a "reasonable person" would consider to be offensive, disruptive, harassing, threatening, derogatory, defamatory, pornographic, indicative of illegal activity, or any that contain belittling comments, slurs, or images based on race, color, religion, age, gender (including pregnancy), marital status, sexual orientation, national origin, ancestry, and/or disability.
2. Sending, requesting, or storing chain letters.
3. Subscriptions to newsletters, advertising, clubs, or other



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periodic email which is not necessary for the performance of the employee's assigned duties.

4. Sending, requesting, or storing solicitations on behalf of any club, society, philanthropic or similar organization.
5. Sending, requesting, or storing union-related solicitations.
6. Engaging in political activities including, but not limited to, solicitation or fundraising.
7. Engaging in religious activities including, but not limited to, proselytizing or soliciting contributions.
8. Conducting outside employment in any manner.
9. Engaging in illegal, fraudulent, defamatory, or malicious conduct.
10. Writing or participating in blogs and social media that injure, disparage, and/or defame the District, members of the public, and/or District employees' reputations by name or implication.
11. Downloading, uploading, or otherwise transmitting without authorization:
 - a. Confidential or proprietary information or material
 - b. Materials in violation of current owner's rights
 - c. Illegal information or material
 - d. Sexually explicit material
12. Obtaining unauthorized access to other systems.
13. Using another person's password or account number without explicit authorization by the District.

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14. Accessing, reading, copying, misappropriating, altering, misusing, or intentionally destroying the information/files of the District and other users without explicit authorization.
15. Loading unauthorized software or software not purchased or licensed by the District.
16. Breaching or attempting to breach any security systems or otherwise maliciously tampering with any of the District's electronic systems including, but not limited to, introducing viruses.
17. Using the District's information technology for personal, non-business purposes in other than a very limited or incidental way.

2.16.5 Temporary Access

In the event a supervisor or manager needs to access email and/or files related to an employee's individual account or has a concern about an individual employee's computer use, those requests must be directed through the Director of Information Technology to ensure security.

2.16.6 Violation of Policy

Improper or prohibited use of the District's Information Technology property, systems, or services will result in discipline, up to and including termination.

2.17 Social Media

2.17.1 Policy

The District has a reasonable expectation that employees act with honesty, integrity, transparency and respect for the rights, privileges,



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privacy, sensibilities, and property of others in their usage of social media, especially in the business context. By doing so, employees will be abiding by applicable laws, including copyright law, and the District's Information Technology policy. Employees are expected to protect the privacy of the District and its employees. Employees are prohibited from disclosing personal employee information and any other proprietary and non-public information to which employees have access, to the extent such discussion or disclosures are not protected under state or federal law. The District's excellent reputation for integrity and business ethics should never be taken for granted. In order to maintain this excellent reputation employees are expected to comply with the District's Code of Conduct and Ethical Standards and exercise good judgment in their decisions and actions involving use of social media.

2.17.2 Definition

Social media is defined as any usage of Web technologies and sites such as blogging (WordPress, Blogger, etc.); microblogging (e.g. Twitter, Foursquare, etc.), photosharing (e.g. Flickr, Twitpic, etc.), video sharing (e.g. YouTube, Vimeo, Viddler, etc.), social networking (e.g. Facebook, LinkedIn, Plaxo, etc.) and so forth. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy.

2.17.3 District Business Use

Only employees in positions approved by their Department Heads to use social media may use District resources and/or District time to conduct such activities and then within policy guidelines. Employees authorized to use social media as a part of their job responsibilities are expected to differentiate their business identity from his or her personal identity in online social networking situations.

2.17.4 Personal Use

Consistent with the District's Information Technology policy,



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personal use of District electronic resources to access social media environments is to be conducted on personal time (i.e., during designated breaks or meal periods) and is limited to incidental use. Incidental use must not interfere with an employee's job performance or another employee's job performance or compromise the functionality of the District's network.

Individuals using social media for personal use are not permitted to present personal opinions in ways that imply support, endorsement or opposition by the District. Employees are not authorized and, therefore, restricted to speak on behalf of the District. When there is a reasonable possibility for confusion between business and personal statements, including opinions or views on any issue, the statement or material posted must be accompanied by a disclaimer; an explicit statement that the employee is speaking for himself or herself and not as a representative of the District. An example of a disclaimer is: *The contents, including all opinions and views expressed, in my (profile, blog or on my page) are mine alone and do not represent the views of my employer, my co-workers, or any other person.*

2.17.5 Monitoring

The District does not routinely monitor social media sites or usage, however, as with other electronic resources, the District Information Technology Department staff may perform activities necessary to ensure the integrity, functionality and security of the District's electronic resources. Related District policies on Employee Relations such as Unlawful Harassment and Code of Conduct and Ethical Standards apply in the social media environment. Employees need to be aware other employers, organizations and individuals do monitor and share information they find in social media forum. Posted information is public information.

Ultimately employees are solely responsible for what they post online. Before creating content, employees should consider some of the risks and rewards that are involved, including conduct that adversely affects job performance, the performance of coworkers, or



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otherwise affects employees, customers, suppliers and people who work on behalf of the District and the District's interests.

2.17.6 Violation of Policy

The District requests and strongly urges employees to report any violations or possible or perceived violations to their immediate supervisor and/or manager or Human Resources. Violations include discussions of the District and its employees, discussion of proprietary and non-public information, and any unlawful activity related to blogging or social networking, to the extent such discussions are not protected under state or federal law.

In response to concerns, complaints or information provided by individuals, District staff may look at the social media environment and any identified violations of District policies will result in disciplinary action up to and including termination.

2.18 Outside Employment/Outside Business Interests

2.18.1 Policy

In order to maintain a work force that is fit and available to provide proper services and carry out functions of the District, employees are restricted from engaging in outside employment and/or outside business interest if it conflicts with District employment.

2.18.2 Conflicting Employment

Outside employment and/or outside business interest is considered in conflict with District employment if it:

1. Interferes with or negatively impacts the employee's ability to perform his/her assigned job.
2. Prevents the employee's availability for work beyond normal working hours, such as emergencies or peak work periods,



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when such availability is a regular part of the employee's job.

3. Is conducted during the employee's work hours.
4. Requires the services of other employees during their normally scheduled work hours.
5. Makes use of the District's telephones, computers, supplies, or any other resources, facilities, or equipment.
6. Is represented as or perceived to be an activity of the District or an activity endorsed, sanctioned, or recommended by the District.
7. Requires the employee to schedule time off at specific times that could disrupt the operation of the District or interfere with the employee's obligation to the District.
8. Results in a public impression or appearance of impropriety or conflict with the employee's commitment to the District as an employee.

2.18.3 Procedure

1. An employee must notify his/her supervisor or manager of the outside employment and/or outside business interest if such outside employment and/or outside business interest may be reasonably perceived to be in possible conflict with his/her employment, or if the employee is unsure about a perceived conflict or his/her obligations to the District.
2. If there is an actual or perceived conflict between the employee's outside employment and/or outside business interest and the employee's employment with the District, the supervisor or manager will inform the employee that the outside employment and/or outside business interest is not allowed or is allowed only under certain conditions.



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3. In the event of such a determination, the employee will be asked to take the appropriate action requested or to terminate the outside employment if she/he wishes to remain an employee of the District.
4. Determinations by the District may be reviewed and modified by the District at any time in its discretion. Employees adversely impacted by a re-determination will be notified and provided a reasonable time period to take appropriate action to terminate the outside employment and/or outside business interest if she/he wishes to remain an employee of the District.

2.19 Use of Tobacco

The District is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. As required by NRS 202.2483 (Nevada Clean Indoor Air Act) and also motivated by the District's desire to provide a healthy work environment for all employees, the use of tobacco products, including electronic cigarettes and similar products, excluding "nicorette" gum is prohibited within any building owned, leased, contracted for and utilized by the District. This prohibition extends to anywhere within work areas that are routinely or regularly used by employees including but not limited to: work areas, restrooms, hallways, employee lounges, cafeterias, conference and meeting rooms, lobbies, and reception areas. The District may designate an outdoor smoking area for its employees. Additionally, the District does not allow smoking and the use of tobacco products in all vehicles it owns or uses. Employees of the District are not allowed to smoke in public view while in District Uniform.

2.20 Dress and Grooming

2.20.1 Policy

It is important that District employees present themselves as professionals. An element of professionalism is dress attire. Appropriate and professional business and casual attire, professional demeanor, and personal hygiene are important in maintaining a positive image for the District.

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All District employees must observe appropriate grooming and personal hygiene and need to report to work in neat, clean and appropriate business attire, including appropriate footwear. It is preferred that tattoos and head jewelry are not visible, specific department manager approval will be needed. Clothing that is inappropriately casual and/or noticeably worn, faded, tight fitting or revealing is not allowed. Examples include, but are not limited to low hanging, baggy pants, tank tops, tube tops and spandex pants.

Some departments have found it necessary to establish a stricter dress code, including requiring uniforms. Each department is responsible for describing its code to its employees.

Employees unsure whether attire or grooming is appropriate should ask his/her supervisor.

2.20.2 Enforcement

When an employee's dress or grooming does not meet with the professional image of the District, the immediate supervisor will discuss the issue with the employee. Employees may be sent home to change and will not be paid for the time away from the workplace. If continued counseling fails to result in the desired response, the supervisor may initiate disciplinary action.

2.21 Domestic Partners

The District recognizes a domestic partnership exists where two individuals (all genders included), have registered with the appropriate office of the State in which they reside and have received a state issued certificate of domestic partnership.

2.21.1 Coverage

Full-time/year-round, multi-seasonal/year-round, part-time year round employees in benefited positions, and seasonal managers are



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covered by this policy and can elect coverage for their domestic partners. This includes coverage for District provided health care benefits, recreational privileges (status specific), sick leave use, annual leave use, family illness and bereavement leave to care for their domestic partners or the dependents of a domestic partner, as applicable.

2.21.2 Certificate of Domestic Partnership

No person will be recognized as a domestic partner until they have registered with the appropriate office of the State in which they reside and have received a state issued certificate of domestic partnership.

2.22 Employee Dating/Marriage and Supervisory/Managerial Dating

2.22.1 Policy

The District recognizes that an environment where employees maintain clear boundaries between personal and workplace interactions is most effective for conducting business. Although this policy does not prevent the development of friendships or romantic relationships between coworkers, it does establish boundaries as to how relationships will progress during working hours and within the working environment. Individuals in supervisory/managerial roles are subject to more stringent requirements under this policy. However, employees in supervisory/managerial positions are precluded from having a romantic relationship with any subordinate employee.

2.22.2 Scope

1. No spouse, significant other, live-in partner, child or other family member, within the first degree of Consanguinity or Affinity (see Appendix A Consanguinity/Affinity Chart), shall serve in the same department, division or facility in a benefitted capacity. Departments are defined as Public Works, Parks & Recreation, Golf, Ski and Administration.



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2. If two benefitted employees enter into one of the defined relationships within the first degree of Consanguinity or Affinity during the course of their mutual employment, it must be disclosed to Human Resources. If it is determined by management that a relationship adversely effects the work environment, one of the two employees must change jobs or voluntarily leave the District within 6 months.
3. If the relationship is not brought to the attention of Human Resources and it is exposed, Human Resources will make the determination if one employee must change jobs or voluntarily leave the District within 6 months.
4. Relationships that are already established prior to the enactment of this policy will be allowed to exist; unless it has been determined by management and/or Human Resources the relationship adversely affects or poses a potential conflict of interest in the department.
5. If the District has a re-organization that places an existing relationship in the same department, division or facility, the District reserves the right to subject that relationship to review at its convenience.

Relationships that are documented with the District prior to April 1, 2014 will be subject to continued review at the District's convenience. Where problems or potential risks are identified, management will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure the parties involved no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions, financial transactions, etc. are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases other measures may be necessary. If it has been determined by management and/or Human Resources that the relationship adversely affects business



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operations, one of the two employees must consider applying for another available position within the district or voluntarily leave the District within 60 days.

For those benefitted employees hired or transferred after April 1, 2014, will not be allowed to be the same department with a family member within the first degree of consanguinity & affinity. If two benefitted employees enter into a romantic relationship it must be disclosed to Human Resources. If employees do not disclose a relationship to Human Resources or management and Human Resources or management observe behavior that is perceived to be a romantic relationship, Human Resources and management reserve the right to enter into communication with the employees to discuss possible outcomes.

2.22.3 Supervisor/Manager Responsibilities

1. Employees employed in supervisory/managerial positions need to be aware of their status as role models, their access to sensitive information, and their ability to influence others. It is because of this, employees in supervisory/managerial positions are precluded from participating in a romantic relationship with a subordinate employee.
2. Violation of this policy could result in disciplinary action up to and including termination.

2.23 Children in the Workplace

To avoid disruptions to the employee and coworkers, potential distractions in serving members of the community and to reduce personal and property liability, employees are requested not to bring children to the workplace. This policy is intended to address the presence of children while the employee is on duty and does not include official functions or activities promoted by the District, or planned visits from children to the workplace.

Supervisors may grant a temporary exception to this rule, to accommodate



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the employee. If an exception is granted, it is the responsibility of the employee to supervise and control the movements of the child. It is not acceptable to request an accommodation to bring sick children into the workplace.

2.24 Related Forms

- Consanguinity/Affinity Chart
- Documentation for Reasonable Suspicion Drug/Alcohol Testing
- Drug/Alcohol Test Informed Consent
- Suggested Steps for Reasonable Suspicion Drug/Alcohol Testing
- District Cellular Telephone/Radio Agreement
- Personal Cellular Telephone/Mobile Device Use Agreement
- Personnel Action Notice (PAN)
- Acknowledgement and Waiver Regarding Employee Dating
- Disciplinary Actions Behavior Incident Report



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3. EMPLOYMENT

THIS POLICY COVERS HIRING FOR YEAR-ROUND FULL AND PART- TIME BENEFITED POSITIONS, SEASONAL MANAGER AND MULTI- SEASONAL YEAR-ROUND POSITIONS. SECTIONS 3.3, 3.14, 3.15, 3.16, AND 3.17 APPLY TO HIRES IN ALL EMPLOYMENT STATUSES.

3.1 Scope

Hiring appropriately qualified individuals is critical to the continued success of the District. It is recognized that the role of the department is critical in the hiring process and that utilizing the subject matter expertise of those in the hiring department will help ensure the selection of the most appropriately qualified candidate for each position. Therefore, in addition to involving department management, establishing a consistent selection process for recruiting, testing, and hiring is vital to the District's continued success.

3.2 Job Announcements

Position vacancies will be posted a minimum of five work days to allow potentially qualified and interested individuals to learn of employment opportunities. If the Department Head determines that sufficient candidates exist within the District, the Department Head may limit applicants for the position to current District employees. These positions will be posted on the District's Intranet. If the vacancy is for a Seasonal Manager position, and it has been identified the person who held the position the previous season the District do not need to re-post the position as a job vacancy. If there are not sufficient candidates within the District's workforce, then the recruitment efforts will begin by posting the opportunity on the District's website as well as the District's Intranet. To encourage applicants from diverse sources, position opportunities will be posted on other identified websites, newspaper advertisement, professional publications or associations as the Department Head feels appropriate. Additionally, employees will be notified via email of

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position opportunities. The announcement will normally include:

1. Title and salary of the position;
2. Nature of the work to be performed, including the essential job functions;
3. Minimum as well as any preferred qualifications, including education and/or experience, knowledge, skills, and abilities, as well as required certification;
4. Manner of applying; and
5. Notice that the District is an Equal Employment Opportunity (EEO) employer, and Americans with Disabilities (ADA) accommodations are available.

3.3 Applications (*applies to hires in all employment statuses*)

Applications for employment may either be completed on-line or on the District approved application form. Applicants must complete a separate application form for each vacancy unless they are applying for multiple positions and so indicate on the application form. The hiring manager may also require resumes, completed supplemental questionnaires, and other evidence of education, training, experience, or other lawful requirements. Applications submitted become the property of the District.

3.4 Application Filing Periods

Vacancy announcements will specify the application filing period. Applications must be received by the date specified. The filing period may end on a specific date and/or may allow acceptance of applications until a sufficient number of appropriately qualified candidates have applied. The Human Resources Department, consulting with department management, will determine when sufficient applications have been received. The filing period will end at the close of the business day or at the specific time stated on the



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vacancy announcement.

All application must be submitted to the District's Human Resources Department and will be entered in an applicant tracking system and routed to appropriate departments.

3.5 Disqualification of Applicants

An applicant may be disqualified from consideration for employment if, but not limited to:

1. The application does not indicate the applicant possesses the qualifications and skills required for the position.
2. The application is not fully and/or truthfully completed.
3. The applicant has prior convictions that relate to the position for which s/he is being considered. Prior conviction will not automatically disqualify an applicant from employment; however, an applicant's prior conviction of a crime may be considered in the employment decision.
4. The applicant has been discharged from or resigned in lieu of dismissal from any prior employment for any cause which would constitute a reason for dismissal from employment with the District.
5. The applicant does not appear at a scheduled interview.
6. The applicant demonstrated an unsatisfactory employment record.
7. The applicant is a former employee who is not eligible for re-hire.
8. All information should be forwarded to Human Resources where it will be included as part of the official applicant screening process and/or employment record.

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3.6 Selection Process

The techniques used in the selection process will be impartial and practical, and should relate to the qualifications and suitability of applicants to perform the job duties and responsibilities. Factors evaluated through the selection process may include, but are not limited to, the knowledge, ability, skill, achievement, physical and mental fitness, and job-related personal characteristics including customer service skills. The selection process may include any or combination of the following selection techniques:

1. Evaluation of the employment applications;
2. Assessment of experience, training, and/or education;
3. Written or computer tests;
4. Individual and/or group interviews;
5. Performance tests; and
6. Evaluation of work performance and work samples.

The District may determine, at any point of the recruitment process that only those applicants who are considered most appropriately qualified for the vacancy being filled will continue to be considered.

3.6.1 *Interviewing Applicants*

Selecting the most appropriately qualified candidate for the position will reduce turnover, reduce the costs associated with training, and improve the effectiveness of the District. Once applications have been evaluated and a determination has been made regarding which applicants are selected for an interview versus those who will not be interviewed, all applicants should be notified of their status. The hiring



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manager will notify Human Resources of those candidates that will not be interviewed so that letters may be sent to them.

The interviewing portion of the selection process is critical for determining which applicants are the most appropriately qualified to do the job. Prior to conducting the interview, managers should:

1. Review the job description.
2. Create job-related questions to ask each candidate to help ensure consistency. Ask open-ended, job-related questions about past work experiences to identify skills and strengths. Have candidates describe an actual situation or instance that allows him/her to demonstrate how they actually responded to that situation, rather than what she/he thinks you want to hear.
3. Convene an interview team made up of knowledgeable individuals within the department, District, or if applicable, the community.

Each candidate interviewing for the position should be asked the same job-related questions. The questions should help measure the extent to which each candidate possesses the necessary knowledge, skills, and abilities required for the position. When necessary, ask follow-up questions to clarify the responses of the candidates. Avoid asking questions that are unlawful and/or not related to the position. Sample questions are available from Human Resources Department.

3.6.2 Selection Decision

Employment decisions must be based solely on merit. Consistent with applicable federal, state, and local laws and regulations employment decisions may not be influenced by race, color, religion, age, gender (including pregnancy), marital status, sexual orientation, national origin, ancestry,



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disability and/or veteran status. The hiring manager has ultimate responsibility for the selection of the candidate for hire; however, he/she should take input from the other members of the interview team. The hiring manager is responsible for ensuring the selected candidate meets the required level of education, experience, certification, license, etc. The hiring manager will document the basis of their decision to select a particular candidate; i.e. why he/she is the most appropriately qualified and the best fit for the position. The hiring manager must also document why other candidates were not selected. The hiring manager will submit all documentation related to the selection process to the Human Resources Department for inclusion in the recruiting file.

3.6.3 Interview Expense

The General Manager may approve certain reasonable expenses for final applicants who come from out-of-state for management level positions.

3.7 Reference Checks

Acquiring and providing accurate employment references is an important component of acquiring, retaining, and providing relevant information concerning employees. Therefore, the District is committed to adhering to the following procedure whenever conducting a background/reference check for an applicant for employment or when responding to inquiries from others for information regarding a current or former employee.

3.7.1 Acquiring References

Reference checks are conducted to assist the District in assessing an applicant's fit with employment with the District. Any employee of the District who attempts to acquire reference information on an applicant must comply with the following:



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1. Obtain a District employment application that is signed and dated by the applicant. The applicant must have completed all relevant sections of the application.
2. Obtain authorization from the applicant by means of his/her signature directly on the application and/or separate release form for the release of information from former employers, military, educational institutions, other institutions, personal references, and their individuals listed on the application. Authorization for release of such information by the applicant includes a release from liability of any company, institution, or individual providing such information. If an applicant refuses to sign such a release, s/he will be eliminated from further consideration for employment with the District.
3. Inform the applicant that the District will conduct a background/reference check and that evaluating the applicant's suitability for employment includes contacting employment and other references, educational institutions, and personal and professional associates to verify information provided.
4. Develop questions that are related to the essential functions of the position and are non-discriminatory. Questions related to an applicant's training, knowledge, skills, production, timeliness of work, and ability to work with others are examples of appropriate inquiries. Discriminatory or non-work related questions such as family or marital status, disabilities, age, and related areas are not appropriate.

Note: For safety-sensitive positions as defined by 42 CFR Part 382 and U.S. Department of Transportation regulations, the District will obtain, pursuant to an applicant's written consent, information on his/her alcohol tests with a concentration result of .02 or



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greater, verified positive controlled substance test results, and refusals to be tested within the preceding two (2) years from date of application which are maintained by the previous employers.

5. Identify the appropriate individual(s) to question regarding the applicant's work performance, knowledge, skills, and abilities related to the essential functions of the position.
6. Adequately document the conversation and record refusals to provide information.
7. Maintain strict confidentiality of all background/reference information. Only employees, supervisors, or management officials of the District who have a demonstrable work-related need-to-know should be accorded access to such information.
8. All information obtained should be forwarded to Human Resources where it will remain as a part of the official applicant screening process and/or employment record.

3.7.2 Providing References

All requests for employment information will be referred to the Human Resources Department. Only those personnel designated by the Director of Human Resources are authorized to release employment information to third parties.

The District has a neutral reference policy as well as a confidential information policy. Only the following personnel information and employment records that the District maintains concerning current and former employees will be provided upon request:



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1. Name
2. Job Title
3. Dates of Employment
4. Salary
5. Information regarding an employee terminated for violent actions in the workplace or who may have demonstrated dangerous behavior in the workplace will be provided only after consultation with District's General Counsel.
6. Employment information and opinions regarding the character, honesty, and potential for violence of the District's employees may be provided to governmental employers, including, but not limited to, any federal, state, county, municipality or city employers, or any other private (non-governmental) employer where the employee's character, honesty, sexual misconduct, and include, but are not limited to, jobs which involve public potential for violence are relevant issues. Examples safety, entrustment for the care or safety of children, the elderly, or positions having access to money and/or valuables. The District must provide information requested by law enforcement agencies in accordance with NRS 239B. The District does not provide letters of reference.
7. Records which are required for employees in safety-sensitive positions, as defined in 42 CFR Part 382 and U.S. Department of Transportation regulations, will be made available to subsequent employers upon receipt of written request from the employee or former employee.



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8. In accordance with NRS 239.012, a public officer or employee who acts in good faith in disclosing or refusing to disclose information and his/her employer are immune from liability for damages, either to the requester or to the person whom the information concerns.

3.8 Offers of Employment

3.8.1 *Job Offer Letters*

After an applicant has been selected for employment or promotion, the Department Head will extend an official written offer of employment. The written offer must be approved by the Department Head, the Director of Human Resources and the General Manager prior to extending a verbal offer of employment. The hiring supervisor or manager may contact the selected applicant by telephone to determine whether there is continued interest in employment and to indicate that a request for hire has been made, but must state that only a notification in writing can be considered as an official job offer. Offers of employment may be made contingent upon the results of a background check, the applicant passing certain additional tests, and/or submitting other documentation of qualifications when such are relevant to the specific job in question. All offers of employment are contingent upon the candidate providing original documents verifying his/her right to work in the United States and completing a Form I-9, Employment Eligibility Verification.

3.8.2 *Notifications*

The hiring supervisor or manager will notify all unsuccessful applicants interviewed that they have not been selected, either verbally or in writing. The hiring supervisor will document any verbal notification and forward the information to the Human Resources Department. Human Resources will notify applicants that were not selected for interviews.

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3.8.3 Conditional Offers

All offers of initial and continuing employment are conditioned upon the applicant furnishing satisfactory evidence of identity and legal authority to work in the United States. Each applicant must attest to his/her identity and legal authority to work in the United States in accordance with the applicable federal statute by completing and signing Form I-9, Employment Eligibility Verification. Depending on the specific position, offers of employment may also be contingent upon passing a background check, submitting documentation of qualifications, and/or obtaining job-required licenses.

3.9 Probationary Period

All new and rehired employees in a benefited eligible position, except those identified as “at-will,” will serve a 12 month probationary period. Current employees who are promoted or transferred will also be required to serve a 12 month probationary period. During this probationary period, the employee and the District have the opportunity to evaluate one another and determine whether the employee is a good fit for the position. At its sole discretion, the District may extend this probationary period up to six months when the District has had insufficient opportunity to assess the employee’s ability to perform the job functions or such extension is determined appropriate. The employment relationship can be terminated by the employee or by the District at any time during the probationary period or during the extension of the probationary period, with or without cause or advance notice.

Prior to completion of the probationary period, the supervisor will conduct at least one performance evaluation to determine the advisability of continued employment.

3.10 Transfers

A transfer is a lateral move to a job in the same pay range as the



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employee's present position. An employee who wants to transfer to another available position must be qualified for the identified position and complete a District Application form. If the transfer is to another department, after notifying his/her current supervisor, the employee must then contact the hiring supervisor or manager, who will consider the transfer request by conducting discussions with the employee and appropriate supervisors or managers with knowledge of the employee's job performance. The hiring supervisor will also consider the employee's past performance, qualifications, abilities, and job experience as key factors in evaluating transfer requests. Approval of the transfer is at the sole discretion of the District.

3.11 Promotions

The District encourages employees to apply for promotional opportunities for which they are qualified. Promotions will be based on the qualifications of all candidates for the positions. Employees interested in announced positions must complete a District Application form which will be provided to the hiring supervisor or manager. Employees must also inform their current supervisor or manager of their intent to apply for a promotional opportunity.

3.12 Reassignment

District management reserves the right to reassign employees based upon the needs of the District. Reasonable attempt will be made to place employees into vacant positions without the need to decrease pay and/or other benefits.

3.13 Bridging of Service

The District may reinstate a former employee who worked at least one year and held a full-time year-round benefitted position at the time of termination. The individual must be re-hired into a full-time year-round benefitted position within five years of termination to be considered for bridging of service. Upon reinstatement, the District will use an adjusted hire date, which provides a length of service equal to the original service time minus the time away from the



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District. Bridging employees are only eligible for the current benefits offered to new hires at the time of their rehire date. The benefits that will be bridged will be vacation accrual rate and Pension eligibility vesting schedule. Sick time or sick leave buy back will not be bridged. Employees will not be entitled to any benefits or contributions for the period they were not on the District's payroll.

3.14 Employment of Minors (applies to hires in all employment statuses)

Pursuant to the Fair Labor Standard Act (FLSA) for this policy minors are defined as individuals ages 14 and 15 years old. No person will be hired into a District position under the age of 14. Those employees, ages 14 and 15, may only be allowed to work as follows:

While School is in Session

Work only outside regular school hours Work only between 7:00 a.m. – 7:00 p.m. Work no more than three hours per day Work no more than 18 hours per week

Not During School Session

Work only between 7:00 a.m. – 9:00 p.m. Work no more than eight hours per day Work no more than 40 hours per week

During School Breaks

Same as "Not During School Session"

Supervisors must adhere to the Fair Labor Standards Act (FLSA) regulations on prohibited employment for minors 14 to 16 years of age.

3.15 District Orientation (applies to new hires in all employment statuses)

The District recognizes that an appropriate and timely orientation program aids in the assimilation of new staff members.



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The hiring supervisor or manager will be responsible to ensure every new hire attends District orientation. District orientation includes, but is not limited to, a review of the organization and services of the District, work rules, standards of performance, and personnel policies and procedures including the policies relating to fair employment practices, illegal harassment, workplace violence, and alcohol and drug abuse. Customer Service training will be included in the District's orientation to ensure all employees are aware of the District's culture of Customer Retention Service Excellence. Additionally, the supervisor or manager will ensure that the new employee:

1. Has completed all new hire paperwork including payroll and benefit forms;
2. Will receive or be provided access to the District's personnel policies;
3. Has been introduced to other employees; and
4. Has had the opportunity to have questions addressed.

3.16 License/Occupational Certification (*applies to all employment statuses*)

3.16.1 Purpose

The District mandates that, if required by the current job, all employees obtain and maintain a valid license, certificate, permit, or other occupational certification issued by the state, county, city, or other applicable authority. Under no circumstances will an employee operate a District vehicle without an appropriate driver's license.



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3.16.2 *Employee Responsibilities*

1. All employees who must possess a valid license, including a driver's license, certificate, permit, or other occupational certification as required by their position, must adhere to the provisions of NRS Chapter 425 including those provisions relating to paternity determination and child support.

Employees in positions that require a valid driver's license must notify their supervisor immediately if their license is suspended or revoked. In the event the employee receives notice of revocation or non-renewal of a license, certificate, permit, or occupational certification as a result of a violation of NRS 425, s/he will immediately notify his/her supervisor. The employee will not perform any task for which the license, certificate, permit, or other occupational certification is required after the license, certificate, permit, or occupational certification has been non-renewed or revoked.

If the employee has been notified and does not satisfy any noted deficiency within thirty days from receipt of notice, his/her renewal license, certificate, permit, or occupational certification, by statute, will not be approved and will be revoked or suspended by the issuing agency. This action will remain in effect until s/he satisfies the deficiency. If the District Attorney schedules a hearing to review the case, the employee's license, certificate, permit, or other occupational certification will remain valid pending the results of the hearing.

2. In the event the employee does not have a valid license, certificate, permit, or occupational certification, s/he does not meet the job requirements. Failure to meet the job requirements will result in reassignment or

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termination.

3.17 Fingerprinting (*applies to all employment statuses*)

District employees and volunteers, 18 years or older, whose position requires routine contact with children and/or seniors, or those having access to the records of children, and employees serving or selling alcohol must be fingerprinted. Fingerprinting requirements are identified in the job descriptions.

The District requires an "Authorization of Records Search" form be completed and signed by the employee or volunteer being fingerprinted. Employees in positions that have a requirement for a Washoe County Work Permit must complete the Washoe County Sheriff's Office Application for Work Permit prior to being fingerprinted. An offer of employment is contingent upon the results of the record search completed after being fingerprinted.

Assembly Bill 155 is a new law passed by the 2013 Nevada State Legislative Session. Effective October 1, 2013, IVGID is responsible to inform employees & volunteers holding positions involved in organized activities for children, of their mandatory duty to report any suspicion of child abuse and neglect. Because this is a "written obligation," employees in specific positions must complete a form to confirm they have been made aware of the reporting responsibility. IVGID will provide a copy of this acknowledgement to the employee and retain one in the employee's file. Staff has identified the positions required to complete the acknowledgement.

3.18 Volunteer Program

3.18.1 Purpose

The District recognizes that there are benefits to members of the community to become involved in the delivery of the District's programs and services for primarily civic, charitable or humanitarian reasons. Individuals have an interest in assisting public agencies by applying their knowledge, skills,



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and experiences to worthwhile endeavors on a volunteer basis. Also, the community and the District receive enhanced services because of the individual's specialized skills and commitment. Using volunteers is a true win-win situation for those willing to volunteer for the District and for the community. FLSA regulations state that volunteer work for their employer must not be a part of their regular job duties, and cannot be performed during their regular working hours.

3.18.2 Scope

This policy covers the essential elements of an effective volunteer program which is compliant with applicable state and federal regulations pertaining to the District's volunteers. As this policy is broad in scope, individual departments should establish additional specific requirements consistent with this policy to guide the use of volunteers within the specific program areas.

3.18.3 Planning

Prior to implementing a volunteer program, a department will develop a plan for utilizing volunteers.

1. The plan **may** include:
 - a. Job assignment descriptions for each volunteer.
 - b. A statement describing how and by whom volunteers are overseen.
2. The plan must include:
 - a. A needs assessment and a statement outlining how volunteers will be used to meet these needs;
 - b. A budget for any personnel costs, operating



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costs, and direct and indirect costs

- c. A program to recognize and reward volunteer services.

3.18.4 Recruiting, Screening, Interviewing, and Selecting Volunteers

As it is with employees, the District's ability to meet its goals and objectives is directly related to the skill and ability of volunteers selected. Criteria for selecting volunteers should be developed in the same manner as used for selecting new employees.

The District prohibits discrimination, harassment, or retaliation directed at volunteers on the basis of their race, color, religion, age, gender (including pregnancy), marital status, sexual orientation, national origin, ancestry, disability, and/or veteran status.

The recruitment, screening, and interviewing process should be planned and sufficiently thorough to result in selecting the best volunteer possible for departmental needs.

Volunteer applicants engaged in activities for the District on a regular basis will complete the District's volunteer application, including an acknowledgment that the function to be performed is not a paid position and the person is truly volunteering his/her services.

The Department Head or designees will solve problems associated with the volunteer's performance or behavior. However, if problems cannot be corrected, the services of the volunteer should discontinue.

Specific requirements that apply to employees in certain occupations such as fingerprinting apply to volunteers performing similar duties or responsibilities. These



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requirements will be coordinated through Human Resources Department.

3.18.5 Managing Volunteers

Volunteers will receive appropriate oversight for the functions performed including an orientation to the District's policies and procedures, departmental operating procedures, safety practices, and other relevant information. This orientation will be provided by the Department Head or designee.

Day-to-day oversight of volunteers will be conducted as with employees. Adequate equipment and supplies, as well as a safe working environment, will be provided for volunteers.

The Department Head will maintain detailed and accurate records of volunteer activities including a roster of active volunteers. The roster information should include the name of the volunteer, position title, start date. The roster must be sent to the Human Resources Department. The Department Head or designee will remove volunteers from the roster whenever volunteers are inactive for more than thirty (30) days and notify the Human Resources when a volunteer is removed from the roster. The Department Head must ensure that all volunteers complete required District forms.

Volunteers may be reimbursed for expenses incurred. In addition, the District may provide limited and reasonable benefits to volunteers. The benefits provided cannot be in an amount or of a type that implies that the volunteer is being paid a wage or salary for time spent as a volunteer, or for the quantity or quality of the work performed. All such benefits must be approved, in advance, by the Director of Human Resources.

Volunteers are held to the District's Code of Conduct and Ethical Standards. Annual performance evaluations may also be completed on volunteers.



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Volunteers serve at the pleasure of the District and are subject to dismissal at any time with or without cause.

3.19 Related Forms

- Employee Authorization of Records Search
- Employment Application
- I-9 Form
- Volunteer Agreement and Emergency Contact
- Volunteer Application
- Volunteer Authorization of Records Search
- Volunteer Release of Liability
- Volunteer Worker's Compensation Waiver



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4. COMPENSATION PLAN

4.1 General

The District's compensation philosophy compliments its business strategies and objectives by providing a competitive total compensation framework designed to attract and retain a quality workforce. Demonstrated excellence may be rewarded with pay for performance.

The District's compensation programs and practices will comply with all relevant government regulations, meet the District's business needs, and be reflective of appropriate market based data.

4.2 Pay Periods and Paydays

Pay periods begin on a Sunday at 12:00 a.m. and end two weeks later on Saturday at 11:59 p.m. Employees will be paid every other Friday. If a Friday payday falls on a District observed holiday, employees will be paid the preceding Thursday.

4.3 Work Week Defined

The normal work week begins at 12:00 a.m., on Sunday and ends seven (7) days (168 hours) later at 11:59 p.m. on the next Saturday. Employees working an agreed upon "flex schedule" have a documented different work week.

4.4 Work Time

4.4.1 *Attendance*

Employees are expected to be at work and ready to work at the beginning of their assigned shifts. Employees are also expected to return from meal and break periods in a timely manner.



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4.4.2 Work Schedules

Work hours are scheduled according to the needs of the District. The following applies for full-time year-round employees:

1. Employees working a five-day, forty-hour week (designated 5/8) work eight (8) hours per day for five (5) days in any work week and receive two (2) days off.
2. Employees working a four-day, forty-hour week (designated 4/10) work ten (10) hours per day for four (4) days in any work week and receive three (3) days off.
3. Employees working a flex schedule, (designated flex) have documented different workweeks which begin on their identified flex day.

For all other employees your Department Head, Manager, or Supervisor will identify your work schedule, based on the needs of the District.

4.4.3 Rest Periods

Employees are allowed a ten (10) minute break or rest period for each work period of four (4) or more hours.

4.4.4 Lactation Breaks

Lactation break time requirement for nursing mothers in the Patient Protection and Affordable Care Act ("PPACA"), which took effect when the PPACA was signed into law on March 23, 2010 (P.L. 111-148). This law amended Section 7 of the Fair Labor Standards Act (FLSA).



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1. General Requirements

Employers are required to provide “reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child’s birth each time such employee has need to express the milk.” Employers are also required to provide “a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.”

The FLSA requirement of break time for nursing mothers to express breast milk does not preempt State laws that provide greater protections to employees (for example, providing compensated break time, providing break time for exempt employees, or providing break time beyond 1 year after the child’s birth).

2. Time and Location of Breaks

Employers are required to provide a reasonable amount of break time to express milk as frequently as needed by the nursing mother. The frequency of breaks needed to express milk as well as the duration of each break will likely vary.

A bathroom, even if private, is not a permissible location under the Act. The location provided must be functional as a space for expressing breast milk. If the space is not dedicated to the nursing mother’s use, it must be available when needed in order to meet the statutory requirement. A space temporarily created or converted into a space for expressing milk or made available when needed by the nursing mother is sufficient provided that the space is shielded from view, and free from any intrusion from co-workers and the public.



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3. Coverage and Compensation

Only employees who are not exempt from section 7, which includes the FLSA's overtime pay requirements, are entitled to breaks to express milk. While employers are not required under the FLSA to provide breaks to nursing mothers who are exempt from the requirements of Section 7, they may be obligated to provide such breaks under State laws.

Employers are not required under the FLSA to compensate nursing mothers for breaks taken for the purpose of expressing milk. However, where employers already provide compensated breaks, an employee who uses that break time to express milk must be compensated in the same way that other employees are compensated for break time. In addition, the FLSA's general requirement that the employee must be completely relieved from duty or else the time must be compensated as work time applies.

4. FLSA Prohibitions on Retaliation

Section 15(a)(3) of the FLSA states that it is a violation for any person to "discharge or in any other manner discriminate against any employee because such employee has filed any complaint or instituted or caused to be instituted any proceeding under or related to this Act, or has testified or is about to testify in any such proceeding, or has served or is about to serve on an industry committee."

Employees are protected regardless of whether the complaint is made orally or in writing. Complaints made to the Wage and Hour Division are protected, and most courts have ruled that internal complaints to an employer are also protected.



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Any employee who is “discharged or in any other manner discriminated against” because, for instance, he or she has filed a complaint or cooperated in an investigation, may file a retaliation complaint with the Wage and Hour Division or may file a private cause of action seeking appropriate remedies including, but not limited to, employment, reinstatement, lost wages and an additional equal amount as liquidated damages.

4.4.5 Meal Periods

Employees who work eight (8) or more hours are allowed an uninterrupted, unpaid meal period of at least thirty (30) minutes. If an employee’s meal period is less than thirty (30) minutes or if an employee performs any job duties during their meal period, then the meal period will be paid as hours worked.

Depending on the working environment, an employee may be allowed to combine a break and a meal period in the middle of their work day, with supervisor approval.

4.4.6 Work Assignments

Work should be scheduled in a manner which allows employees rest and meal periods. Rest and meal periods are scheduled by the supervisor in a manner that allows maximum public access to the District’s services. The supervisor may adjust rest and meal periods from time to time to meet the needs of individual employees and/or to respond to changes in department workload.

4.5 Time Reporting

4.5.1 Purpose

Recording of hours worked and/or leave time taken by

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employees are necessary to provide an accurate basis for preparing paychecks, to assure compliance with federal and state law, and to maintain an effective and efficient cost accounting system. For payroll purposes, non-exempt and recreational-exempt employees covered by the Fair Labor Standards Act (FLSA) must report all time spent performing work.

4.5.2 Hours Worked

Non-exempt and recreational-exempt employees will be paid for all hours worked. Hours worked include, but are not limited to:

1. Time worked before or after the normally assigned shift, or any other irregular hours, **even if the employee volunteers his/her time.**
2. Rest periods of ten (10) minutes or less.
3. Travel time that occurs during an employee's normally scheduled work hours, including regular days off, holidays, etc.
4. Hours spent at lectures, training activities and/or when working at home when approved by the supervisor.

4.5.3 Position Designations - Exempt, Non-Exempt or Recreational-Exempt

All positions are identified as "exempt", "non-exempt", or "recreational-exempt" according to federal and state laws and regulations. Only employees in positions designated "non-exempt" are eligible for overtime compensation.



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4.5.4 Responsibility for Exempt, Non-Exempt, or Recreational-Exempt Designation

The Director of Human Resources or designee examines and evaluates all position descriptions and duties performed to determine the designation of the position as exempt or non-exempt or recreational-exempt. Department Heads or Managers will notify the Director of Human Resources when the duties of a position have substantially changed in order to ensure an accurate designation.

4.5.5 Responsibility for Time Reporting

The District has chosen to use an automated time reporting system. Employees are responsible for scanning in and out of work. Supervisors are **not** to alter or adjust employee punches, unless it is necessary to ensure the employee is paid properly. All adjustments **must** be documented as to why the adjustment was made in order to comply with Fair Labor Standard Act (FSLA).

4.6 Overtime

4.6.1 Non-Exempt Employees

1. Employees in positions designated as “non-exempt” will be eligible for overtime compensation for hours worked in excess of ten (10) hours in any one (1) work day or hours worked over forty (40) in one (1) work week.
2. Employees working in dual positions are overtime eligible if any one of the positions is designated as non-exempt.
3. All overtime hours must be specifically authorized in advance by the employee’s supervisor or manager. Overtime will be compensated at one and one-half (1.5) times the employee’s regular rate of pay. Employees

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who earn overtime may, with the approval of the supervisor, elect to receive compensatory time off in lieu of overtime pay. Compensatory time will be earned at the rate of one and one-half (1.5) hours off for each overtime hour worked. Employees who elect compensatory time off may accrue up to 80 hours. When an employee has exceeded the maximum number of hours specified, the excess hours will be paid out as overtime. Compensatory time off is to be taken at the earliest time which is mutually agreeable to the employee and supervisor or manager. Paid overtime will be included in the same paycheck covering the pay period in which the overtime was earned. Any compensatory time on the books will be paid out upon termination.

4. Time paid but not worked, such as sick leave, holidays, and vacation, counts toward hours worked for the purpose of computing overtime hours.

4.6.2 Exempt Employees

Generally, exempt employees are hired with the understanding that they are responsible for accomplishing the duties required for their assigned position. It is District policy to comply with all aspects of the FLSA including its salary-basis requirements. Therefore, making any deductions from the salaries of exempt employees which are not allowed by law is prohibited.

Consistent with the FLSA and NRS, employees in exempt positions are not required to be paid for overtime.

Exempt employees utilizing intermittent leave, under the Family Medical Leave Act (FMLA), may have their pay deducted, including from sick or annual leave balances, for partial day or hour-by-hour absences.



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1. Subject to certain exceptions set forth in the FLSA regulations and FMLA as provided above, if an organization does not have a bona fide vacation and sick leave policy, an exempt employee must be paid the full salary for any work week in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees will not need to be paid for any work week in which they perform no work, unless the employee is on approved paid leave. FLSA provides that deductions may be made when the employee absents him/herself from work for a day or more for personal reasons, other than sickness or accident.
2. The District has bona fide vacation and sick leave policies therefore may deduct a partial days' absence from an employee's accrued leave, but not from the employee's pay or salary. Accordingly, if the employee does not have accrued leave and still works part of a day, the employee must be paid their full salary. However, if an employee does not have accrued leave and is absent for a full day then the District can deduct from the employee's pay or salary for that full day.
3. Deductions will also be made to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. The District will pro rate an employee's salary based upon the days worked during the initial and terminal pay period of employment.
4. Exempt employees, working in an office environment, are generally expected to be available to perform their job duties during normal business hours (usually 8:00 a.m. to 5:00 p.m., Monday through Friday). It is expected that in order for exempt employees to complete their assigned work from time to time, it will be



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necessary that they work beyond the normal work days and business hours. A manager may choose to recognize an exempt employee for hours worked beyond normal business hours.

- a. In recognition of instances when an employee has completed an extraordinary work assignment and spent substantially more than a typical work week to accomplish the job, managers may allow an exempt employee to take limited periods of time off without using accrued paid leave. This time off is known as Administrative Leave. The amount of time off should correlate with the extraordinary effort and is at the sole discretion of the manager.
- b. There is a cap of 64 hours of Administrative Leave during a calendar year for an exempt employee in recognition of extraordinary work assignments completed. Administrative Leave must be documented in the time & attendance program and approved by the employee's manager.
- c. The limited periods of time off do not constitute additional compensation to exempt employees on an hour-for-hour basis for hours worked in excess of forty (40) hours per week. Accordingly, exempt employees will not accrue a balance of compensatory leave hours.
- d. An exempt employee may be paid overtime, in unusual situations, and not void their otherwise exempt status as specifically provided under the FLSA.

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4.6.3 Recreational-Exempt Employees

Positions identified as “Recreational-Exempt” are positions working only in a seasonal environment and as such employees in recreational-exempt positions are not eligible for overtime compensation. Employees working in dual positions are overtime eligible if one of the positions is designated as non-exempt.

4.6.4 Safe Harbor

As stated above, the District identifies positions as “exempt” and “non-exempt” based on job duties in accordance with the provisions of the FLSA and applicable state law. “Recreational-Exempt” positions are those working only in seasonal environment. If an employee feels the position is improperly identified, s/he should request a review from the Director of Human Resources. A review will be conducted in a timely manner and should an error be identified, the District will act to correct any errors as soon as practicable. The District will not make improper deductions of pay from any employee, regardless of exempt or non-exempt status. Improper deductions should be reported to the Controller or Director of Human Resources. The issue will be investigated and the District will act to reimburse the employee if an error is found. The District will continuously make a good faith commitment to comply with all provisions of FLSA and state laws and intends this policy of correction to satisfy the safe harbor provisions of the FLSA regulations, as amended effective August 23, 2004.

If a non-exempt employee feels s/he has been improperly paid for overtime under the FLSA or state law, it is the responsibility of the employee to seek correction by reporting any error to the Controller or Director of Human Resources within twenty (20) working days of the close of the payroll period in which the error occurred. An investigation will be conducted in a timely manner and the District will act to

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correct any errors as soon as practicable.

Additionally, if a seasonal employee has a concern regarding the Recreational-Exempt status, that concern should be brought to the attention of the Director of Human Resources as soon as possible.

4.7 **Rates of Pay**

4.7.1 Compensation Plan

Each benefitted position will be assigned to a salary grade in the compensation plan. Assignment to a salary grade will be based on the relative level and complexity of the duties, responsibilities, and authority of the job. The District determines the ranges for salary grades based on these considerations:

1. Rates paid by the District for comparable work;
2. Internal relationships of other jobs in the same or similar occupation;
3. Rates paid by other employers for comparable work; and
4. Other financial commitments of the District.

The District may adjust the minimum and maximum for each salary range periodically as changes in any of the factors listed above occur or to recruit and retain qualified employees for each job.

4.7.2 Starting Salaries

Supervisors or managers determine the starting salary, within the assigned salary range, taking into consideration the



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experience the new hire brings with them and what others employees in the same or comparable positions are earning. Department Heads must approve starting salaries, prior to an offer being extended. Starting salaries above the mid-point of the salary range must be approved by the General Manager, prior to the offer of employment.

4.7.3 Promotional Increases

Except as may otherwise be provided by a collective bargaining agreement, a regular employee who is promoted will receive a salary increase that takes into consideration the experience the employee brings with them, what others employees in the same or comparable positions are earning and how long since the employees last salary increase. Supervisors and managers make the recommendation, with approval by the Department Head, as long as budget monies are available.

4.7.4 Y-Rating

The District may pay an employee, whose position is reduced to a lower salary grade as a result of reclassification or reorganization not associated with layoff or discipline and not the result of employee action or request, at his/her current rate of pay which is above the top of the range. Similarly, an employee in a position which has its salary range adjusted to a lower level may also be paid at a rate of pay above the top of the range. This rate will be known as a Y-Rate.

An employee who is at a Y-Rate above the top of the range will continue to receive the Y-Rate until a change in the rate of pay for the employee's new salary grade becomes equal to or greater than the employee's Y-Rate.

4.8 Salary Increases

Through the annual budgeting process, the District's Board of



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Trustees may approve salary increases based on performance and the District's ability to pay. These increases, if any, are publicized prior to the start of the fiscal year.

4.9 **Work Out-of-Class**

Employees may be temporarily assigned the duties and responsibilities of a budgeted, higher level position when the position becomes vacant or because of temporarily increased workload requirements. When that occurs, the employee will be paid five percent (5%) above their current rate of pay, or minimum of the salary range for the higher level position, whichever is greater.

4.10 **Call-in Pay**

Except as may otherwise be provided by a collective bargaining agreement, a regular non-exempt employee who is called in to work or to attend a meeting on a scheduled day off will be paid a minimum of two hours, or actual hours worked if more than two.

4.11 **Work Hour Reduction**

Due to business conditions, non-exempt and seasonal employees may be sent home prior to the end of their normal shift and paid only for the actual hours worked.

4.12 **Discretionary Bonus**

Exemplary performance by any employee may be recognized and rewarded with a discretionary bonus. This policy outlines the requirements so there is consistency when District employees are rewarded for going beyond their job description. There are two types of discretionary bonuses "Economic Difference" and "You Make a Difference".



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4.12.1 General Requirements for both Bonus Plans

- a. No bonus is guaranteed.
- b. Full time and part-time benefited employees must be employed one (1) full year.
- c. Seasonal employees must have worked the entire season and be eligible for rehire.
- d. The rating on the most recent performance evaluation must be ' at 'Meets Requirements' to earn a "You Make a Difference" and/or "Economic Difference" Bonus.
- e. No bonus is given for completing job description duties and responsibilities.
- f. Employee cannot be under any disciplinary action or on a Performance Improvement Plan.
- g. Bonus check should be presented by Division head with direct supervisor present.
- h. All bonus nominations up to \$500 must be reviewed and signed off either by Director of Public Works, Director of Finance, Accounting & Risk Management or the Director of Human Resources. The purpose of this review is to ensure consistency throughout the District. Bonus nominations for \$500 or more must be reviewed and approved by the General Manager.

4.12.2 Economic Difference Bonus

- a. Ten percent (10%) of the calculated first year savings with deductions taken for any increase in other expenses or capital expenditures.



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- b. Maximum Economic Difference Bonus payable is \$2,500.

4.12.3 You Make a Difference Bonus

- a. Must have worked outside of class.
- b. Must have put in extraordinary number of hours for an exempt position.
- c. Must do something significant outside of job description.
- d. Received special recognition from the public or Board of Trustees.
- e. Received special recognition from an industry, a professional or a charitable organization.

4.13 Related Forms

- Bonus Nomination Form



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5. LEAVE PLANS

THIS SECTION COVERS LEAVES FOR YEAR ROUND FULL AND PART-TIME BENEFITED POSITIONS, SEASONAL MANAGERS AND MULTI-SEASONAL YEAR ROUND POSITIONS UNLESS OTHERWISE IDENTIFIED. POLICIES 5.9, 5.10 AND 5.11 APPLY TO ALL EMPLOYEES

5.1 Holidays

5.1.1 Holidays Designated

The following holidays are recognized by the District:

- New Year’s Day – January 1
- Martin Luther King, Jr.’s Birthday – Third Monday in January
- President’s Day – Third Monday in February
- Memorial Day – Last Monday in May Independence Day – July 4
- Labor Day – First Monday in September
- Nevada Day – Last Friday in October
- Veterans Day – November 11
- Thanksgiving Day – Fourth Thursday in November
- Family Day – Friday following the fourth Thursday in November
- Christmas Day – December 25

Any day declared a legal holiday by the President of the United States and/or the Governor of the State of Nevada will be observed in accordance with the presidential or gubernatorial proclamation.

5.1.2 Holiday Pay

1. Recognized holidays are typically non-work days, except for seasonal operations. All non-exempt full time year round employees and non-exempt benefit eligible



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part-time year round employees will be paid for their regularly scheduled hours at his/her rate of pay for each recognized holiday. Non-exempt benefit eligible part-time year round employees are not paid for holidays that occur on days the employee is not regularly scheduled. Exempt employees receive their regular salary for holidays.

2. Due to the nature of the District's business, eligible employees may not be allowed to take the holiday off on the day it occurs, but may be given a substitute day off in the same pay period. Substitute days off must be documented in the District time & attendance program.. *The decision to grant holiday time off rests with the supervisor and/or manager of the department.* Holiday time worked will either be paid out, received compensatory time or banked in the time & attendance system.

5.1.3 Weekend Holidays

If a holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a regularly scheduled day off, the employee will observe the holiday on the next regularly scheduled work day, unless an alternative is authorized by the supervisor or manager.

5.1.4 Banked Holidays

Should an employee be required to work a designated holiday, the supervisor or manager may authorize the designated holiday to be banked for the employee's use in the future. Banked holidays must be "banked" in the District's time & attendance program in the same pay period in which the designated holiday occurs. Banked holidays must be taken within six (6) months of when they are banked and must be used prior to the employee using accrued vacation. Any



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banked holiday time on the books would be paid out at end of employment. No other accrual of holidays is allowed.

5.1.5 Work on Holidays

Non-exempt employees who work on a designated holiday and are not provided a substitute day off, will be paid for the holiday plus one and one-half (1.5) times their regular rate of pay for any time worked on a holiday. Bargaining unit employees who work on a holiday will be paid as provided in the collective bargaining agreement.

5.1.6 Seasonal Managers

Seasonal Managers do not earn holiday pay and are not eligible for holiday benefits.

5.2 Vacation

5.2.1 Vacation Accrual

1. All regular full-time employees will earn vacation for the first and second pay periods of the month as follows:

| Years of Service | Bi-Weekly Accrual | Annual Accrual |
|------------------------------|-------------------|----------------|
| Hire* to 4 years | 3.3333 hours | 80 hours |
| 4 yrs but less than 9 years | 5 hours | 120 hours |
| 9 yrs but less than 14 years | 6.667 hours | 160 hours |
| 14 years or more | 8.333 hours | 200 hours |

*No accrual for first six months, however 40 hours of vacation is credited to employee in the pay period following completion of six months of employment in a benefited position. Employee will be able to access their vacation following their six month anniversary.



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Note: Employees hired on or after July 1, 2012 will earn a maximum of 160 hours of annual vacation accrual.

2. Benefit eligible part-time year round employees working 24 hours or more a week, after one year of service; earn one-half of the above vacation accrual rates.
3. Seasonal Managers, working seven (7) months or more, accrue vacation at the rate 3.333 hour for the first and second pay periods of the month.

5.2.2 Maximum Accrual

Accrued vacation hours may not exceed 200 hours at the end of each calendar year. Any vacation hours in excess of 200 will not carry forward and will be lost. In establishing this “use it or lose it” vacation policy, the only exception would be if an employee is not allowed to take a scheduled vacation because of business necessity, the Department Head may request a one-time payout of hours in excess of 200, with approval of the General Manager.

5.2.3 Use of Vacation

Vacation is provided to employees for the purpose of rest and relaxation from their duties and for attending to personal business. Employees are strongly encouraged to use vacation in the year it is earned. Employees must request vacation through the time & attendance program for approval by their supervisor providing as much notice as possible. Employees may not use vacation hours before they are accrued.

5.2.4 Vacation Pay at Termination

Upon termination, an employee with more than six (6) months of continuous employment will be paid for all accrued vacation at the employee’s last regular rate of pay. Employees, who



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leave benefited positions and remain with the District, will be paid out accrued vacation.

5.3 Sick Leave

5.3.1 Sick Leave Accrual

The District expects each employee to be available for work on a regular and reliable basis. The District is aware of the need for income protection when an employee is sick or injured. Therefore;

- a. Full time year round employees, seasonal managers, working seven (7) months or more and multi-seasonal year round employees will accrue four (4) hours of sick leave in the first and second pay periods each month.
- b. After one year of service in a benefit eligible position, part-time year round employees working 24 or more hours per week in a benefited position will accrue two (2) hours of sick leave in the first and second pay periods each month.
- c. There is no maximum accrual for sick leave.

5.3.2 Use of Sick Leave

Sick leave is for use in situations in which the employee must be absent from work due to:

- a. His/her own physical illness or injury.
- b. His/her own exposure to contagious diseases or when attendance at work is prevented by public health requirements.
- c. The need to care for a dependent child, spouse, registered domestic partner, or parent who resides with



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an employee or who is dependent upon the employee for support.

- d. Medical, dental or vision appointments for the employee, in excess of two hours away from work, no more than once a month. Every attempt should be made to schedule appointments at the start or end of regular work day.
- e. Any disability, including disability caused or contributed to by pregnancy, miscarriage, abortion, or childbirth, or to supplement disability payments to maintain an employee's regular pay.
- f. To supplement workers compensation benefits to maintain an employee's regular pay

5.3.3 Abuse of Sick Leave

Use of sick leave for purposes other than those listed above is abuse of sick leave. Abuse of sick leave is cause for disciplinary action, up to and including termination.

5.3.4 Illness During Vacation

If an employee on vacation suffers an illness or injury that requires medical treatment from a licensed physician or health practitioner, s/he may elect to change that time to sick leave, with approval of the supervisor. The employee must provide written proof from a health care provider.

5.3.5 Placing an Employee on Sick Leave

A supervisor or manager may place an employee on sick leave if he/she has an illness that appears to be contagious or due to a known or suspected illness or injury.



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5.3.6 Return to Work

An employee on sick leave may be required to provide a statement from a licensed physician or health practitioner certifying the employee's fitness to return to work.

5.3.7 Sick Leave Sell-Back (does not apply to seasonal managers)

For eligible employees hired prior to July 1, 2011, during November of each year, the District will provide an opportunity to each eligible employee to "sell" back to the District one half (1/2) of their unused sick leave balance, up to a maximum of forty eight (48) hours. The sale will occur at the employee's current hourly rate of pay and the employee must be an active employee at the time of the sell back. Unused sick leave will be forfeited upon termination of employment or leaving a benefited position but remaining with the District.

Seasonal Managers are not eligible for the sick leave sell-back provision. However, Seasonal Managers, working seven (7) months or more who return to the District in the same capacity for the next season will have their sick leave balance reinstated.

5.3.8 Sick Leave at Retirement

Employees who elect to retire after 20 years of service with the District may receive up to 20% of their accrued sick leave hours; adding 2% additional each year to 25 years (30% at 25 years) and 4% additional each year thereafter to a maximum sick leave buyout of 50% of up to 960 hours after 30 years of service.

As an alternative, employees retiring after 20 years or more of service may elect to convert their eligible sick leave hours with the same limitations identified above to a non-interest bearing



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District account for the purpose of paying medical insurance coverage and/or out-of-pocket medical expenses such as deductibles and co-payments at double the rate to a maximum of 100% of up to 960 hours after 30 years of service.

The non-interest bearing District account will be assigned a present value as of the date of retirement equal to the number of hours of sick leave times the employee's base hourly salary at the time of retirement. The District will debit said account on a dollar-for-dollar basis. This benefit is for the employee only, is non-transferable and does not survive the retiree.

5.3.9 Sick Leave Procedures

1. Leave Approval

An employee needs to request use of sick leave through the time & attendance program as soon as the need for a leave is known. The supervisor determines whether to approve use of accrued sick leave and will approve such a request whenever it is deemed reasonable.

2. Notification

Any employee who is ill or unable to report to work for any reason will notify his/her immediate supervisor no later than fifteen (15) minutes following the employee's normal work reporting time. In the event of a continuing illness, the employee needs to continue to notify on a daily basis, his/her immediate supervisor or at appropriate intervals agreed on by the supervisor of his/her condition. The supervisor may deny sick leave requests which are not in compliance with this policy.

3. Doctor's Certification

The supervisor may require an employee to provide a



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medical doctor's certification stating that the illness/injury incapacitated the employee from performing his/her duties, was necessary for the employee to make full and timely recovery, or was appropriate to avoid the spread of a contagious disease. The certification will also verify the employee's fitness for return to work.

5.4 Donation of Time

The District understands that employees may experience situations when their sick leave and/or vacation accrual balances are insufficient to cover catastrophic illnesses and/or injuries. In those instances the District will provide an opportunity for other employees, with accrued balances, to donate to individual employee's sick leave or vacation balances in order to assist in these difficult situations. Participation in this program is strictly voluntary.

The donation program exists to assist employees in overcoming hardship as a result of insufficient paid time off. Employees who want to donate time are limited to a maximum donation of 40 hours of sick leave or vacation time, per calendar year. Employees wanting to donate time must notify the Director of Human Resources and/or the Payroll Department, in writing or by email, the number of hours they wish to donate, the type of hours, either sick or vacation, and the name of the employee to receive the donation. Any donated time is treated as used by the donating employee and the amount of hours donated is permanently deducted from the donating employee's current accruals.

Employees receiving sick leave or vacation hours must exhaust all of their sick leave and vacation accruals prior to receiving any donated time. Employees receiving donated sick leave during a calendar year are not allowed to participate in the sick leave sell-back in the same calendar year, if they are eligible for the sick leave sell-back.



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5.5 Leave of Absence Without Pay

5.5.1 Policy

The District will consider requests for leaves of absence without pay under certain circumstances. Approval will be for exceptional circumstances and conditions, such as personal matters, education or prolonged illness. Approvals of these leaves are at the discretion of the Department Head with approval of the General Manager. Such leaves may be extended for an additional period of up to six (6) months at the sole discretion of the District. The District will require the use of all accrued paid leave prior to granting leave without pay. Failure to return from a leave of absence without pay will be considered a resignation.

5.5.2 Procedure

1. Approval – Less Than 30 Days

Leaves of absence without pay not exceeding thirty (30) days may be granted by the Department Head. Employees should request the leave at least 30 days in advance, if possible, and obtain approval from their department head.

2. Approval – More Than 30 Days

Leaves of absence without pay exceeding thirty (30) days may be granted by the Department Head with approval by the General Manager. Employees should request the leave at least 30 days in advance, if possible, and obtain approval from their department head and General Manager.

3. Employees on Unpaid Leaves

Employees on unpaid leaves of absence are not



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guaranteed there will be a position available when they return. The District will make every effort to return an employee to his/her most recent position or another comparable position. Employees must make payment arrangements for outstanding loans from their Pension Plan, if applicable. Employees are required to periodically contact their supervisor during their leave, with updates on their status and anticipated return date.

4. Failure to Return

An employee who fails to return to duty on the date specified is considered to have resigned from his/her position, unless there is a proven compelling reason beyond the control of the employee.

5. Insurance

Benefitted employees on approved leave of absence without pay may continue their medical, dental, and vision insurance coverage in accordance with Consolidated Omnibus Budget Reconciliation Act (COBRA) health benefit continuation regulations.

6. Medical Leaves

The District will require a physician's certification or other appropriate type of verification to substantiate a need for a medical leave of absence without pay.

7. Benefit Accrual

Vacation and sick leave do not accrue during an unpaid leave of absence.



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5.6 Court Leave

5.6.1 *When Granted*

The District will grant court leave to allow benefited employees to serve as juror or a witness in a court proceeding provided that the employee is not a party to the action. Employees need to provide their supervisors with relevant documents verifying the need for court leave as soon as the need becomes known.

5.6.2 *Compensation*

Subject to the following conditions, eligible employees will receive their regular base rate of pay for those hours spent in court, traveling to and from court when such time occurs during employee's regular scheduled work days and hours of work.

1. Court leave will not result in payment of overtime or be considered as hours worked for purposes of determining eligibility for overtime, unless the court leave is related to the employee's job responsibilities.
2. Upon completion of jury/court/witness service for which the employee received his/her regular pay, the employee will forward any compensation received from the court or other party to the District upon receipt. Reimbursements received for out-of-pocket expenses such as meals, mileage, and lodging may be kept by employee.
3. An employee will not receive pay for the work time missed if s/he is required to miss work because of court appearances in a matter to which the employee is a party or to serve as a witness for a party who has filed an action against the District or the employee is subpoenaed to appear on a matter unrelated to employment. However, the employee may choose to



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use his/her vacation.

5.6.3 Subpoena for Court Appearance

Whenever a civil or criminal subpoena requires the appearance of an employee for a hearing regarding District matters, time away from work will be paid. The appearance will be regarded as an official on-duty assignment.

5.7 Bereavement Leave

A benefited employee who must be absent from work to attend the funeral of a family member who is within the third degree of consanguinity or affinity may use up to a maximum of forty (40) hours of bereavement leave per each occurrence. Bereavement leave longer than forty (40) hours may be charged to accumulated vacation or leave without pay with the advance approval of the District. Supervisors or managers may require evidence of attendance at the funeral. See Appendix – A, Consanguinity/Affinity Chart.

5.8 Emergency Conditions/Inclement Weather

5.8.1 Emergency Road Conditions

1. Any non-exempt employee who is unable to report to work due to road closures or hazardous road conditions caused by ice, snow, floodwaters, washouts, or slides will not receive regular salary. Employees are advised to use their best judgment in making a decision of whether or not to report to work under such conditions. Should an employee decide to remain at his/her residence, all reasonable attempts should be made to notify his/her immediate supervisor. Any employee wishing to receive payment for time missed due to hazardous road conditions may do so by using either accrued vacation or accrued compensatory leave time, if available.



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2. Any non-exempt employee who reports to work late due to road closures or hazardous road conditions will be compensated only for the actual hours worked. In the event the employee wishes to receive a full day's pay, s/he may use vacation or accrued compensatory leave time, if available, to complete the normal work period.
3. Any employee who elects not to report to work due to hazardous road conditions or reports to work late under such conditions will not be subject to discipline.

5.8.2 Inclement Weather

1. All District facilities will normally remain open during inclement weather. If severe weather does occur, the Department Head may decide to change hours. This decision should be communicated to the General Manager.
2. When an employee cannot report for their assigned shift due to inclement weather, they are expected to provide as much notice as possible to their supervisor. Employees may use a vacation day to compensate for the missed day or they may take the day as an unpaid day off.
3. Any employee who chooses not to report to work on a designated inclement weather day will not be subject to discipline unless a pattern of abuse is identified.

5.9 Military Leave (applies to all employees that meet the requirements)

5.9.1 Policy

Employees who are members of the uniformed services are



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entitled to military leave. The uniformed services include the Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service Commissioner Corps, the reserve components of these services, and any other category dispatched by the President in time of war or nation's emergency. The Army National Guard and Air National Guard are also covered. In addition, under the Public Health Security and Bioterrorism Response Act of 2002, certain disaster response work and authorized training will be considered.

5.9.2 Notice and Notification

1. The District provides employees with notice of their rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA). This requirement is met by posting the notice where the District customarily places notices for employees.
2. The District may require written orders or verbal notice of service obligation, but will waive the requirement if notice is impossible or unreasonable.

5.9.3 Salary and Benefits

1. Compensation
 - a. The employee is entitled to fifteen (15) working days of leave with pay in one calendar year (NRS 281.145).
 - b. The District is not required to pay the employee's salary after fifteen (15) working days.
 - c. The employee may choose to use vacation and/or compensatory time, if any, before going on leave without pay.



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2. Health Insurance

There is no impact to the employee's insurance coverage, including life insurance included in the District's health insurance package. The District will continue to make premium payments for thirty (30) days. Employee may then continue coverage similar to that required by the COBRA for either twenty-four (24) months or through the day after the date on which the employee fails to apply for reemployment in a timely manner; whichever is lesser (see *Reemployment, Section 5.9.4.* below). The District will reinstate health insurance coverage upon the employee's prompt reemployment without exclusions or waiting periods. An employee who takes up to ninety (90) days after leaving the military before commencing his/her reemployment may stay on the military health insurance; however, it is the employee's responsibility to verify the continuation, scope, and duration of coverage.

3. Seniority

An employee is entitled to the seniority (and rights and benefits governed by seniority) s/he had accrued at the commencement of military leave, plus any additional seniority rights and benefits that s/he would have attained if s/he had remained continuously employed (the escalator principle). However, if a probationary period is a bona fide period of observation and evaluation, the returning employee must complete the remaining period of probation upon reemployment. The District will count time served for the purpose of determining annual and sick leave accrual rates. Additionally, the District will count time in the military when determining the employee's rate of pay. The District is not required to accumulate annual or sick leave for an employee during his/her absence. The escalator principle will be applied to a returning



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employee's merit pay increases.

4. Retirement

Time served will be counted as work time for purposes of retirement. The District will make contribution payments to the retirement plan as if the employee had not left, provided the employee returns to work. The District contribution will be based on the rate of pay the employee would have been paid had s/he not been called to military service. An exception to this requirement is when the higher pay is based on additional knowledge, skill, or ability that can only be gained by work experience.

5. Death or Disability

If an employee does not return to work due to death or disability, the survivor or disability benefit is treated as if the employee had been working until the date of the death or disability. The District will make the retirement contribution up to the date of the death or disability.

6. Other Leave

The District will count time served in the military when calculating the employee's FMLA eligibility.

5.9.4 Reemployment

1. An employee has certain report-to-work obligations following military service. Eligible returning service members will be promptly reemployed, which in most cases means within two weeks of reporting. The employee's report-to-work obligations are:
 - a. Service of one to thirty (30) days: The beginning of the next regularly-scheduled work period on

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the first full day following completion of service, and expiration of an eight-hour rest period following safe transportation home.

- b. Service of thirty-one (31) to one hundred eighty (180) days: Application for reinstatement must be submitted not later than fourteen (14) days after completion of military duty.
 - c. Service of one hundred eighty-one (181) or more days: Application for reinstatement must be submitted not later than ninety (90) days after completion of military duty.
2. The deadline for reinstatement may be extended for up to two years for persons who are convalescing due to a disability incurred or aggravated during military service, and the District will make reasonable accommodations for the impairment.
 3. Reemployment rights apply to veterans whose cumulative period of uniformed service does not exceed five years while employed by the same District. Time spent in National Guard and reservist training does not count towards the five-year period.

5.9.5 Discharge

If time served is greater than thirty (30) days, but less than one hundred eighty-one (181) days, an employee may not be discharged within one hundred eighty (180) days of reemployment, except for just cause. If time served is greater than one hundred eighty (180) days, an employee may not be discharged for one year, except for just cause.



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5.10 Voting Time Off (applies to all employees that meet the below requirements)

Employees who are registered voters who do not have sufficient time outside normal working hours may, without loss of pay, take time off to vote at the start or the end of their regular workday. Time off should be approved by their supervisor at least two working days in advance of the election. Employees may be provided up to a maximum of two hours paid time off for voting purposes. If additional time is required, it will be provided without pay.

5.11 School Activities Leave

Employees with a child enrolled in public or private schools are allowed four (4) hours of leave, per child, each school year to:

1. Attend parent-teacher conferences;
2. Attend school-related activities during regular school hours;
3. Volunteer or otherwise be involved at the school in which the child is enrolled during regular school hours; and
4. Attend school-sponsored events.

The school activities leave will be taken in one hour increments and will be mutually agreed upon by the employee and his/her supervisor. School Activities Leave is unpaid leave; however employees with benefits may use accrued vacation time. Employees must complete a leave request form for School Activities Leave.

5.12 Family and Medical Leave (FMLA) (applies to all employees that meet the requirements)

5.12.1 Policy

The District, as a public employer, is covered under the FMLA, and will comply with the requirements of the FMLA. The District provides all employees with form WHD-1420, Employee Rights & Responsibilities under the Family Medical Leave Act, and also ensures the information is posted in



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conspicuous places throughout the District.

1. Eligibility

Employees who have been employed by the District a total of twelve months and have worked for the District at least one thousand two hundred-fifty (1,250) hours during the preceding 12-month period are eligible for FMLA leave. The required twelve months of employment does not have to be consecutive. There may be a break in service as long as it does not exceed seven (7) years. There is an exception to the 7-year condition for USERRA covered military service or written agreements. All employees meeting the above qualifications qualify for FMLA regardless of the employment status, seasonal, part-time, etc.

2. Compensation During Leave

FMLA leave will be unpaid leave unless the employee has accrued paid leave and is otherwise eligible to use the leave. If an employee requests leave for the employee's own serious health condition, for the serious health condition of the employee's spouse, child, or parent, to provide military caregiver leave, or exigency leave the employee **must** use any available accrued sick leave (if it qualifies under employer's sick leave use requirements) and/or vacation and compensatory time leave as part of the FMLA leave. When substituting accrued paid leave, the employee must comply with the employer's procedural requirements, terms and conditions of the paid leave policy as appropriate; the remainder of the leave period will then consist of unpaid FMLA leave. Employees are made aware of the requirements to use sick, vacation and compensatory time as appropriate in the District's Family and Medical Leave Act Designation Notice.

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3. Intermittent or Reduced Schedule Leave

When medically necessary (as distinguished from voluntary treatments and procedures) or for any qualifying exigency, leave may be taken on an intermittent or reduced schedule basis. Leave for bonding with a healthy newborn or placement of a healthy child for adoption or foster care is not considered medically necessary and, therefore, may only be taken on a reduced schedule or intermittent basis upon approval of the employee's Department Head. Employees needing intermittent leave or reduced schedule leave must make a reasonable effort to schedule their leave so as not to disrupt unduly the District operations. If leave is foreseeable, the District may require an employee on intermittent leave or reduced schedule leave to temporarily transfer to an available alternative position for which the employee is qualified if the position has equivalent pay and benefits and better accommodates the employee's intermittent or reduced schedule leave. Intermittent leave and reduced schedule leave reduces the twelve (12) week entitlement only by the actual time used. An employee who has been transferred under this section has reinstatement rights to his/her former position until the end of the 12-month FMLA leave year.

5.12.2 Duration of and Reasons for Leave

Any eligible employee, as defined above, may be granted a total of twelve (12) work weeks of unpaid family and medical leave (which can run concurrent with paid leave) during a 12-month period, with the exception of Military Caregiver Leave as provided in section 5.12.3 below. This period is measured backward from the date an employee uses any FMLA leave.

A "work week" is defined as a calendar week, regardless of the number of days the employee normally works. Twelve (12)

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weeks does not entitle the employee working three (3) days a week to sixty (60) leave days, but rather twelve (12) weeks. FMLA may be granted for the following reasons:

1. The birth of the employee's child and in order to care for the child;
2. The placement of a child with the employee for adoption or foster care;
3. To care for the employee's spouse, child, or parent who has a serious health condition; or
4. An employee's own serious health condition that prevents the employee from performing one or more of the essential functions of his/her job. Serious health conditions may include conditions resulting from job-related injuries and/or illnesses; or
5. Due to a qualifying exigency arising when an employee's spouse, son, daughter, or parent is a covered military member on covered active duty or has been notified of an impending call to covered active duty.

Exigency Leave:

- Short-term notice deployment (deployment in seven or less calendar days)
- Military events and activities
- Childcare and school activities
- Family support or assistance programs
- Financial and legal arrangements
- Counseling
- Service member's rest and recuperation leave (limited to 15 calendar days for each instance)
- Post-deployment activities
- Parental leave for the spouse, son, daughter, or

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parent of a military member to care for the military member's parent who is incapable of self-care. The leave may be used for arranging for alternate care, providing care, admitting or transferring the patient to a care facility, or attending a meeting with care facility staff. Additional activities arising out of active duty that the District and employee agree upon.

Covered Active Duty:

- a. In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country.
- b. In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in support of a contingency operation.

A serious health condition is an illness, injury, impairment, or physical or mental condition of incapacity or treatment that involves:

- i. Inpatient care (overnight stay) in a hospital, hospice, or residential medical care facility.
- ii. Continuing treatment by (or under the supervision of a) health care provider for a period of incapacity of more than three (3) consecutive full calendar days, combined with at least two (2) visits to a health care provider within thirty (30) days of the first day of incapacity or one (1) visit to a

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health care provider requiring a regimen of continuing treatment, e.g., prescription medication.

Unpaid FMLA leave will run concurrently with paid vacation, sick, and/or personal leave. Unpaid FMLA leave may also run concurrently with Workers' Compensation leave or other benefits.

The entitlement to FMLA for the birth or placement of a child for adoption or foster care will expire twelve (12) months from the date of the birth or placement. If both an employee and his/her spouse are employed by the District, their combined time off may not exceed twelve (12) work weeks during any 12-month period for the birth, adoption or foster care of a child, or care of a parent with a serious health condition. Each spouse is, however, eligible for the full twelve (12) work weeks within a 12-month period to care for a son, daughter, or spouse with a serious health condition.

Employees may not take more than a combined total of twelve (12) weeks for all FMLA qualifying reasons listed in section 5.12.2.

5.12.3 Military Caregiver Leave

An eligible employee, as defined in 5.11.1.1. above, may be granted a total of twenty-six (26) weeks of unpaid FMLA leave (which can run concurrent with paid leave) during a 12-month period to provide caregiver leave for a seriously ill or injured covered service member or veteran who is the employee's spouse, son, daughter, parent or next of kin. This period is always measured forward from the date an employee takes FMLA leave to care for the covered service member or veteran and ends twelve (12) months after that date.

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Employees cannot take more than a combined total of twenty-six (26) weeks for military caregiver leave or because of other FMLA qualifying reasons as provided in 5.12.2. above. A husband and wife both working for the District are limited to a combined total of twenty-six (26) weeks of FMLA military caregiver leave.

The Covered Service member under the Military Caregiver leave must be:

- a. A current member of the Armed Forces (including a member of the National Guard or Reserves), who is undergoing medical treatments, recuperation, or therapy, is otherwise in outpatient status; or is otherwise on the temporary disability list, for a serious injury or illness that:
 - Was incurred by the covered service member in the line of duty on active duty in the Armed Forces, or
 - Existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and
 - May render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.
- b. A covered veteran is an individual who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during the five-year period* prior to the first date the eligible employee takes FMLA leave to care for the covered veteran who is undergoing medical

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treatment, recuperation, or therapy, for a serious injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is:

- A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
- A physical or mental condition for which the covered veteran has received a U. S. Department of Veteran Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based in whole or in part, on the condition precipitating the need for military caregiver leave: or
- A physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
- An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veteran Affairs Program of Comprehensive Assistance for Family Caregivers.

*The period between 10-28-09 and 03-08-13 is excluded in the determination of the five-year period.

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5.12.4 Notice of Leave

An employee intending to take FMLA leave because of an expected birth or placement or child for adoption or foster care, a planned medical treatment or medical care, or qualifying exigency, shall provide notice for such leave at least thirty (30) days before the leave is to begin. If a requested leave will begin in less than thirty (30) days, the employee must give notice to his/her immediate supervisor and/or Human Resources representative as soon as the necessity for the leave is known. Reasonable advance notice is required for all leaves, even if the event necessitating the leave is not foreseeable.

Within five (5) business days (absent extenuating circumstances) of receiving notice that 1) an employee requests to use FMLA leave, or 2) the District acquires knowledge that a leave may be for a FMLA-qualifying reason, the District will complete IVGID's FMLA Designation Notice. Completion of this notice will designate if an employee is eligible for FMLA or, if an employee is not eligible, the reasons(s) why s/he is not eligible. The notice will designate if the employee is required to obtain certification related to medical conditions and/or required family relationships. The District may require the use of FMLA leave for any absence which would otherwise qualify as FMLA leave, even if no formal application for such leave was made by the employee, provided notice is given to the employee. Employees cannot waive, nor may the employers induce employees to waive their rights under FMLA.

5.12.5 Certification of Leave

1. Serious health condition

A request for leave based on the serious health condition of the employee or the employee's spouse,

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child, or parent requires a statement from the treating health care provider. The statement must state the date on which the health condition commenced, the probable duration of the condition, and the medical facts regarding the condition. This statement must be received within fifteen (15) calendar days, absent extenuating circumstances.

2. Exigency leave

Employees requesting FMLA leave for qualifying exigency may be required to complete IVIGD's Certification of Qualifying Exigency for Military Family Leave and provide a copy of the military member's active duty orders or other documentation issued by the military which indicates that the military member is on covered active duty or call to covered active duty status. Employees requesting FMLA leave for military caregiver leave may be required to complete IVIGD's Certification for Serious Injury or Illness of Covered Service Member for Family Medical Leave within fifteen (15) calendar days, barring extenuating circumstance.

3. Caregiver leave

Employees requesting FMLA leave for military caregiver leave are required to complete IVIGD's certification of Serious Injury or Illness of Covered Service member for Military Family Leave or Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave within fifteen (15) calendar days, absent extenuating circumstances. Employees may also submit invitational travel orders (ITOs) or invitational travel authorizations (ITAs) issued to any family member to join an injured or ill service member at his/her bedside in lieu of forms.



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4. Incomplete or Insufficient Certification (cure period)

If a certification is incomplete or insufficient, the employee will be given seven (7) calendar days (unless not practicable under the particular circumstances despite the employee's diligent good faith efforts) to cure any such deficiency. If the deficiencies specified by the employer are not cured in the resubmitted certification, the employer may deny the taking of FMLA leave. A certification that is not returned to the employer is not considered incomplete or insufficient, but constitutes a failure to provide certification.

5. Clarification or Authentication of certification

The District may contact the employee's health care provider for the purpose of clarification or authentication after giving the employee an opportunity to clarify specific discrepancies. Only the Director of Human Resources or Human Resources Analyst may contact the health care provider.

6. Second and Third opinions

If the District questions the validity of the certification, the District may require at its expense that the employee obtain a second opinion from a health care provider designated by the District. If the second opinion conflicts with the original opinion, the District may require, at its expense, that the employee obtain the opinion of a third health care provider designated or approved jointly by the District and the employee. This third opinion will be considered final and binding on both parties.

Second and third opinions are not permitted for leave to care for a covered service member when the certification has been completed by a Department of



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Defense or Department of Veterans Affairs health care provider. However, second and third opinions are permitted when the certification has been completed by other health care providers as provided for by law.

Second and third opinions are not allowed on a fitness for duty certification.

7. Recertification

In instances where the minimum duration of leave anticipated by the original certification is more than thirty (30) days, the District may require the employee to recertify that the original medical condition still exists. Such requests can be made no more frequently than the minimum duration of the leave requested (e.g., 40 days) or once every six (6) months in connection with an absence.

In situations where the minimum duration of leave anticipated by the original certification is less than thirty (30) days, the District may request recertification if the employee requests an extension of leave, the circumstances described by the original certification have changed significantly, or the District receives information casting doubt upon the continuing validity of the certification.

Recertification is not permitted for leave to care for a covered service member.

8. Annual Medical Certification

The District may require the employee to provide new medical certification, not recertification, for his/her first FMLA-related absence in a new 12-month leave year.



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5.12.6 Designation Notice

Within five (5) business days absent extenuating circumstances of receipt of all required information, the District will make a determination if the employee's request for a leave is for FMLA-qualifying reason. The District will notify the employee if the leave is approved or not.

If the District cannot make a determination from the information provided, they will use this notice to:

1. Indicate the information presented is incomplete or insufficient and provide the employee seven (7) calendar days to provide complete information.
2. Provide notice to an employee if a second or third medical certification is required.

The District will also use this notice to designate a fitness-for-duty certificate which will be required prior to returning to work.

5.12.7 Benefits Coverage During Leave

During a period of FMLA leave, an employee will be retained on the District's health plan under the same conditions that would apply if the employee was not on FMLA leave. To continue health coverage, the employee must continue to make any contributions that he/she would otherwise be required to make. Failure of the employee to pay his/her share of the health insurance premium may result in loss of coverage.

If the employee fails to return to work after the expiration of the FMLA leave, the employee may be required to reimburse the District for payment of health insurance premiums during the leave, unless the reason the employee cannot return is due to circumstances beyond the employee's control. The definition of beyond the employee's control includes a large



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variety of situations such as: the employee being subject to layoff, continuation, recurrence, or the onset of an FMLA-qualifying event; or the employee's spouse's unexpected worksite relocation of more than seventy-five (75) miles from the current worksite.

An employee who takes family or medical leave will not lose any seniority or employment benefits that accrued before the date the leave began and will be entitled to any unconditional pay increase, such as cost of living increase, granted to all employees during the FMLA leave period.

1. Outside Employment

An employee may not accept other employment during an FMLA absence if the job conflicts with the reason the employee is on FMLA leave; e.g., an employee is on FMLA leave due to a back injury and accepts a job requiring heavy lifting. All other requirements of the District's outside employment policy apply.

2. Periodic Reporting

Any employee on FMLA leave must notify the District periodically of his/her status and intention to return to work. The District will determine how often the employee must provide this notification.

3. Change in Duration of Leave and/or Return Prior to Expiration

If an employee wishes to return to work prior to the expiration of a FMLA leave period, s/he must notify the Director of Human Resources within three (3) business days prior to the employee's planned return. Employees may be required to provide a fitness-for-duty certification (if indicated on the designation notice) specifically addressing the employee's ability to perform



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the essential functions of his/her job, prior to returning to work if the FMLA leave of absence was due to the employee's own serious health condition. Employees required to present a fitness-for-duty certification may be delayed in restoration to employment until certification is provided. Second and third opinions are not allowed on a fitness-for-duty certification.

4. Request an Extension of Leave

An employee who requests an extension of FMLA leave due to the continuation of a qualifying exigency, care for service member, continuation, recurrence, or onset of his/her own serious health condition, or of the serious health condition of the employee's spouse, child, or parent, must submit a request for an extension, in writing, to the District. This written request should be made as soon as the employee realizes that s/he will not be able to return at the expiration of the leave period. Any additional time requested beyond the FMLA 12 week period (or 26-week period for caregiver leave), will not be considered as FMLA. Rather, such time, if approved will be characterized as either paid or unpaid leave, thereby ending the District's reinstatement obligations included in Section 5.12.8. Nothing in this policy limits the District's obligations of reasonable accommodation under the Americans with Disabilities Act.

5.12.8 Return from Leave

Upon returning to work, an employee on FMLA leave will be restored to his/her most recent position or to a position with equivalent pay, benefits, and other terms and conditions of employment. In most cases, employees return to their most recent position, however the District cannot guarantee that an employee will be returned to his/her original position. The District will determine whether a position is an "equivalent position" as defined by FMLA. Employee's

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right to restoration, however, cease at the end of the applicable 12-month FMLA leave year.

Employees may be required to provide a fitness-for-duty certification (if indicated on the designation notice) specifically addressing the employee's ability to perform the essential functions of his/her job, prior to returning to work if the FMLA leave of absence was due to the employee's own serious health condition. Employees required to present a fitness-for-duty certification may be delayed in restoration to employment until certification is provided. Second and third opinions are not allowed on a fitness for duty certification.

Key employees may be denied job restoration if such denial is necessary to prevent substantial and grievous economic injury to the operations of the District and the employee was given written notice they were considered a key employee at the time they gave notice of FMLA leave or when the leave commenced.

5.12.9 Failure to Return from Leave

Failure of an employee to return to work upon the expiration of an FMLA leave of absence will subject the employee to disciplinary action, up to and including termination, unless the District has granted an additional (paid or unpaid) extension. (Note: Refer to the District's other leave policies.)

5.13 Related Forms

- Employee Rights & Responsibilities under the Family Medical Leave Act (FMLA Form WHD-1420)
- Consanguinity/Affinity Chart – Appendix A



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6. BENEFITS

THIS SECTION COVERS BENEFITS FOR YEAR ROUND FULL AND PART-TIME BENEFITED POSITIONS, SEASONAL MANAGERS, WORKING SEVEN (7) MONTHS OR MORE AND MULTI-SEASONAL YEAR ROUND POSITIONS. INFORMATION, FORMS, AND SUMMARY PLAN DESCRIPTIONS ARE AVAILABLE FROM HUMAN RESOURCES. SECTIONS 6.9, 6.10, AND 6.11 APPLY TO ALL EMPLOYEES

6.1 General

The District's benefits philosophy compliments its business strategies and objectives by providing part of a competitive total compensation framework designed to attract and retain a quality workforce. The District will periodically review the benefits offered and make adjustments as the District deems appropriate.

The District's benefits programs and practices will comply with all relevant government regulations, meet our business needs, and be reflective of appropriate market based data.

6.2 Health Insurance Coverage

6.2.1 *Eligibility*

Employees are eligible to enroll in group health insurance plans (medical, dental, and vision coverage) effective the first of the month following date of hire in a benefits eligible position. Dependents of employees, as defined in the current plan booklet, are also eligible for coverage under the insurance plan. Employees hired on or after July 1, 2012, seasonal managers working seven (7) months or more and multi-seasonal year round employees working in one managerial position on or after July 1, 2012 will contribute 25% of the cost of dependent coverage. The District will continue to pay the cost of employee's coverage.

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6.2.2 Benefits

The specific terms and conditions of coverage are specified in the plan document for medical, prescription drug, dental, and vision insurances issued by the insurance companies.

6.2.3 Plan Changes

The District will, from time to time, evaluate the health coverage plan that is offered and make adjustments, as the District deems appropriate, in the level of coverage and the amount of premium cost to be paid by the District.

6.2.4 Privacy Practices

In order to comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996, the District has developed a notice that describes how medical information may be used and disclosed and how employees can obtain access to that information; see Appendix B for Notice of Privacy Practices.

6.3 Life Insurance Coverage

6.3.1 Eligibility

Employees are eligible to enroll in a term life insurance and accidental death and dismemberment insurance plan effective the first of the month following date of hire in a benefits eligible position.

6.3.2 Policy

The specific terms and conditions of coverage are specified in the plan document issued by the insurance company and are available from the Human Resources Department.



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6.3.3 Coverage

Employees are covered by term life insurance policy and accidental death and dismemberment (AD&D) policy of \$25,000 each. Department Heads are covered with term life insurance policy and AD&D policy of \$50,000 each.

6.3.4 Plan Changes

The District will, from time to time, evaluate the term life insurance and AD&D plans that are offered and make adjustments, as the District deems appropriate, in the level of coverage and the amount of premium cost to be paid by the District.

6.3.5 Supplemental Voluntary Life Insurance

This insurance is available to employees only through payroll deductions with the cost based on amount of coverage and age of employee.

6.4 Disability Coverage

6.4.1 Short Term Disability

An employee off work due to an illness or injury for more than thirty (30) calendar days may be eligible to receive 60% of pre-disability earnings with \$500 weekly maximum for up to ninety (90) days through a District provided program.

6.4.2 Long Term Disability (All Seasonal Managers are exempt from this benefit)

An employee off work due to an illness or injury for more than ninety (90) days may be eligible to receive 66 2/3% of pre-disability earning with a \$7,500 monthly maximum through a District provided program.



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6.4.3 Plan Changes

The District will, from time to time, evaluate the disability plans offered and make adjustments, as the District deems appropriate, in the level of coverage and the amount of premium cost to be paid by the District.

6.5 Retirement (All Seasonal Managers are exempt from this benefit)

The District contributes 12.3% of an employee's earnings into a Money Purchase Plan (Defined Contribution Plan also known as 401A plan) after six (6) months of employment in an eligible position. Vesting for this plan is:

1. 25% at one year of employment in an eligible position
2. 50% at two years of employment in an eligible position
3. 75% at three years of employment in an eligible position
4. 100% at four years of employment in an eligible position

Bargaining unit eligible employees may elect to enroll in the Union Retirement Plan in lieu of the District's Money Purchase Plan. Details are available from a Union Steward or Union Business Representative.

6.6 Deferred Compensation (All Seasonal Managers are exempt from this benefit)

Employees may defer a portion of their taxable income by participation in a deferred compensation plan (457 Plan). The District will match 100% of an employee's contribution up to 2% of their annual earnings.



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Initial enrollment may be made at any time during the year for earnings beginning the first of the month following employment. Changes in contribution are governed by the terms and conditions of the particular plan.

Department Heads are not eligible for the matching contribution as the District provides for a 5% contribution into a deferred compensation plan beginning the first of the month following employment or promotion.

6.7 Training and Continuing Education

The District, subject to availability of budgeted funds, may provide educational opportunities for employees.

6.7.1 *Seminars/Outside Training*

The District may provide for travel and attendance at a seminar or outside training opportunity. An employee must obtain approval from his/her Department Head prior to registering to attend. The following criteria must be met:

1. The seminar or outside training opportunity offers necessary training that would improve the employee's performance in his/her current position, or
2. The seminar or outside training opportunity offers training needed for the employee's developmental needs.

6.7.2 *Educational Assistance*

Employees may be reimbursed up to \$1,500 towards an undergraduate degree or \$4,000 for a graduate degree, annually, for tuition and/or fees, other than books, for career-related education. The following qualifications must be met:

1. Employees must have minimum one year



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continuous service or four consecutive seasons with the District.

2. The course must be taken from an accredited institution of higher learning.
3. The course must be job or industry related or be required for a degree that is job or industry related.
4. An employee must request approval for educational assistance from his/her Department Head, prior to registering for classes. Upon approval by the Department Head, the request is forwarded for review and approval by the Director of Human Resources and General Manager.
5. Employees who do not complete the course with a grade of "C" or better, or who voluntarily terminate their employment within twelve (12) months of receiving educational assistance, must reimburse the District for the full amount of the assistance provided.

6.8 Benefits for Part-time Positions

Part-time year round employees working more than 24 hours each week in a designated "benefits eligible" position are eligible for benefits after one (1) year of continuous employment.

6.8.1 *Eligibility*

1. Employee must work an average 24-39 hours per week for one continuous year in a "benefits Eligible" position.
2. Employee must continue to regularly work 24-39 hours per week to remain eligible for part-time benefits.
3. Where approved, employee may combine two jobs as



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long as the year-round status is maintained (12 months each calendar year).

4. If an employee works less than 48 hours per pay period or less than 24 hours per week they may lose their part-time year round benefit status. (An exception would be an employee off on approved Leave of Absence).
5. Seasonal, temporary, limited part-time and on-call positions are ineligible for part-time year round benefits.
6. Department Head, Director of Human Resources and General Manager must approve offers for “benefits eligible” positions and/or individual requests to convert from a full-time year round position to a part-time year round position.

6.8.2 Benefits

1. The District will pay 50% of the cost of health insurance; including medical, dental, vision, short-term disability, long-term disability, life insurance, and AD&D.
2. Half-time accruals for vacation and sick leave.
3. Pro-rated holiday pay.
4. Pension contributions, deferred compensation, employee assistance and recreational privileges are the same as full-time year round employees.

6.9 Employee Assistance Program

The District provides an Employee Assistance Program (EAP) to all employees that provides counseling, confidential support and other services to employees and their dependents for both work and life challenges; see Human Resources Department for details.

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6.10 Recreation Privileges

District employees and their dependents may be eligible to receive recreation privileges at District facilities during their term of employment as presented in the current IVGID Employee Recreation Privileges brochure. *Participation is strictly voluntary and is not a requirement of employment.* Employee photo identification must be shown when utilizing any of these privileges. Where applicable, peak period definitions and restrictions, availability limitations and access arrangements will be set by the Department Head. The District's paying customers have priority and employees are expected to leave an activity if a paying customer would otherwise be turned away. The District's employee recreational privileges are subject to change by the Board of Trustees and may be revoked if the privilege is abused by an employee and/or their qualified dependents.

Silver Card – An eligible employee with at least ten years of full-time service (or equivalent for seasonal manager) but less than twenty years of service with the District at the time of separation, will receive a Silver Card entitling the employee to 50% discount of the applicable resident rate at District recreational facilities for life.

Gold Card – An eligible employee with at least twenty years of full-time service (or equivalent for seasonal manager) with the District at the time of separation will receive a Gold Card entitling the employee to free use of District recreational facilities for life.

6.11 Workers' Compensation (All District employees are covered by this benefit)

Employees and volunteers (excluding Ski Patrol Volunteers) are insured under the provisions of the State Workers' Compensation Act for injuries received while at work for the District. Employees are required to report all on-the-job accidents, injuries, or illness to their immediate supervisor as soon as reasonably possible or within twenty-four (24) hours of the accident, injury, or illness.



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The following provisions are adopted pursuant to and are intended to implement the requirements of NRS 616:

1. When an employee is injured at work, he/she must immediately notify his/her supervisor and within seven (7) days following the incident complete a “Notice of Injury or Occupational Disease” form (commonly referred to as a “C-1” form). The employee will now have 90 days to see a doctor.
2. If the employees sees a doctor within the 90-day period, a “Claim For Compensation/Report of Initial Treatment” (commonly referred to as a “C-4” form) must be completed by both the employee and the doctor. This form is provided and completed at the doctor’s office or emergency room during the initial visit.
3. Following the doctor’s or emergency room visit, the employee will receive a copy of the C-4 form. The employee must take that copy of the C-4 form to his/her supervisor. The supervisor will need to then complete another form, the “Employer’s Report of Industrial Injury or Occupational Disease” (commonly referred to as a “C-3” form).
4. The C-1 form and the C-3 forms are sent to the District’s Third Party Administrator, who, in turn, must accept or deny the workers’ compensation claim within thirty (30) working days of receipt of the C-4 form from the doctor or emergency room.

For additional and more complete information, employees should consult the District’s Operations and Safety Manual, Section C.

Employees in benefitted position, who have accrued sick leave, may elect to use his/her sick leave to make up the difference between his/her normal salary and the amount of any benefit for temporary total disability received, exclusive of reimbursement or payment of medical or hospital expenses.

The District is committed to providing work, when possible, for



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employees who have been restricted by a treating physician due to a work-related injury or illness. Such work will be provided subject to availability. Work will be assigned according to the nature of the injury or illness and the limitations set forth by the treating physician. Every effort will be made to place employees in positions within their own department. If necessary, an employee will be placed wherever an available and appropriate position is available.

While on temporary modified duty, employees will continue to receive their regular rate of pay.

An employee on temporary modified duty must furnish a written update of their medical condition to his/her Department Manager from the treating physician after each visit in order to remain in the temporary job.

6.12 Related Forms

- IVGID Employee Recreation Privileges
- Notice of Privacy Practices
- Educational Assistance Form



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7. TRAVEL EXPENSES

7.1 Policy

1. Employees will be reimbursed for reasonable travel expenses, which are required for the performance of their assigned duties, with prior management approval.
2. To obtain reimbursement, employees must provide adequate justification and support for expenses with appropriate backup receipts and documentation.
3. Reimbursement will be made only for actual expenses or per diem authorized under this policy.

7.2 Allowances

7.2.1 *Mileage*

The District will attempt to make a vehicle available to employees to use for official travel. If there are no District vehicles available and the employee must use a personal vehicle, mileage will be reimbursed at the per mile rate set by the Internal Revenue Service in effect at the time of the travel. If an employee drives a personal vehicle when commercial air travel would be more efficient, the mileage reimbursement will be limited to the cost of the airfare.

Mileage reimbursement will be based on actual miles driven (evidenced by odometer readings) not to exceed the distance of the business destination from your District work location. Commuting mileage from an employee's home to the employee's work location will not be reimbursed. Mileage reimbursement can be requested and approved by using the appropriate form available on the District's Intranet.



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7.2.2 Lodging

Moderate cost lodging should be pre-arranged at a location nearest to the meeting/training site as possible. Reimbursement will be based on the cost of a single room if available. A detailed receipt for charges is required for reimbursement of incurred lodging expenses.

7.2.3 Meals

1. The cost of meals will be reimbursed on a per diem rate, in accordance with Internal Revenue Service, Publication 1542 "Per Diem Rates". The current table has an access link from the District's Intranet.
2. No reimbursement will be allowed for actual expenses for any meal which is provided or made available to an employee as part of the cost of a meeting, class, or other function, regardless of whether the employee partakes of the provided meal or purchases his/her meal elsewhere.
3. Reimbursement for the actual cost of meals (instead of using a per diem rate) must be supported by detailed receipts.

7.2.4 Other Expenses

Necessary business telephone calls, one telephone call home for each day away from work, parking charges, and/or ground transportation will be reimbursed based upon accompanying receipts.

7.2.5 Unallowable Expenses

1. The District will not reimburse for fines and parking tickets, towing or impounding fees, traffic violations, alcoholic beverages, personal entertainment, tobacco,



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or expenses unrelated to the business purpose of the travel.

2. The District discourages combining personal travel with business travel due to the public's perception regarding the use of District funds. Employees must clearly disclose any personal travel and/or vacation time to be taken in conjunction with District travel. An employee's family may accompany the employee on District business, provided travel is not in a District vehicle. The District will not, however, pay any additional expenses so incurred.
3. The District will not reimburse tips over 15% of the cost of the meal.

7.3 Processing

7.3.1 *Travel Authorization Forms*

For overnight travel, employees must complete a Travel Authorization form and obtain approval from his/her supervisor and Department Head prior to the travel taking place. The Travel Authorization form should be sent to Accounts Payable for scanning and retention.

7.3.2 *Expense Reports*

Expense reports, with required receipts for reimbursement of travel expenses, are to be submitted after supervisory approval to Accounts Payable within seven (7) working days following the trip.

7.3.3 *Advances*

Employees may request an advance to cover anticipated expenses of at least fifty dollars (\$50.00). When advanced



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funds have been provided, all unused funds must be returned with a completed expense report submitted to Accounts Payable within five (5) working days following any trip. Expense reports must be approved by the employee's supervisor.

7.4 Related Forms

- Travel Authorization Form (Completed prior to overnight travel)
- Expense Report (Must be completed when an advance other than per diem has been received)
- Mileage Reimbursement Form (Completed when only mileage is being reimbursed)



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8. PROCUREMENT CARDS

8.1 Policy

The Incline Village General Improvement District's Procurement Card Program is established as an efficient, cost-effective method for purchasing and paying transactions within the established usage limits. The program is designed to complement the use of the District's Purchase Orders, Direct Pay Invoices, and/or facilitate employee travel expenses.

8.2 Scope

The Procurement Card is **not** intended:

1. To avoid or bypass the District's purchasing or payment procedures.
2. To replace purchase orders issued by the District for purchase commitments.
3. To over ride travel authorization procedures.
4. For personal use.

8.3 Authority of Issuance

The General Manager or designee will approve issuance of all cards to cardholders and all credit limits. The District's Accounting Department will issue cards upon the General Manager's or designee's approval and maintain the original signed Cardholder Agreements. Copies may be requested from the Accounting Department.

Any subsequent change in the permanent credit limit must be supported by a request from the employee's supervisor, and then approved by the General Manager or designee. Supervisors can



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request a “Set- Up Form” from the Accounting Department. Once all approval levels have been received, the Accounting Department will submit the form to the credit card issuer. The Accounting Department will keep the revised “Set-Up Form” in the cardholder’s procurement card folder.

8.4 Termination of Employment with the District

Upon termination of employment with the District, the Procurement Card must be turned in immediately to the employee’s Supervisor or to the Director of Human Resources.

8.5 Benefit of the District

All purchases made with a District Procurement Card must be for the use and benefit of the District. No personal purchases are allowed.

8.6 Verification of Transactions

The Accounting Department will verify Procurement Card activity. The District has established the primary verification and approval process for its Procurement Cards is an online system. All receipts will be reviewed for accuracy, appropriate activity and inappropriate activity. Unauthorized use will result in consequences ranging from suspension of card to disciplinary action, up to and including termination.

8.7 Revocation of a Procurement Card

District Supervisors, the General Manager, and the Director of Finance, Accounting and Risk Management have the right to revoke a Procurement Card at any time, for any reason.

8.8 Splitting of Charges

Splitting of charges in order to avoid exceeding cardholder’s individual spending limit is prohibited.



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8.9 Gratuity

If the procurement card is used to purchase a meal, a maximum limit up to 15% gratuity may be placed on the card. Any additional tip will be a personal expense. Provide the charge slips to support the base amount of the purchase.

8.10 Receipts

All purchases must be evidenced by a receipt which is turned into the Accounting Department. The receipts should include details of what was purchased and the account codes for posting the charge to the procurement card. The receipt should be turned in within five (5) days of the charge.

8.11 Accounting Processing and Reconciliation

1. All card purchases must be within employees established purchase limit. The Accounting Department maintains the Procurement Card receipts in a pending file for reconciliation with the monthly statement. If a receipt is missing, the employee will be contacted immediately. If a receipt is not available, the purchase details will be documented and approved by the employee's supervisor, and then forwarded to the Accounting Department.
2. The Procurement Card receipts are reviewed to ensure that goods purchased are authorized and to ensure that no Nevada sales tax was included.
3. After reconciliation of the individual Procurement Card with the online system, all purchases are entered in the database system and prepared for payment in accordance with the District's Accounting Policies and Procedures.
4. All Procurement Card payments to the bank are processed monthly to assure that they progress through the District's



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financial system and are paid by the payment deadline set by contract.

5. The cardholder and his/her supervisor approve all purchases online. The Accounting Department will maintain all receipts in a procurement card provider folder for archiving.

8.12 Cardholder's Responsibilities

1. The Procurement Card will be used by the approved cardholder, whose name is embossed on the card, or by another IVGID employee who has received advanced approval from the cardholder.
2. Cardholders are responsible for the security of the Procurement Card and the transactions made against the card. The credit card is issued in the approved cardholder's name. The cardholder may use their card immediately upon receipt, signing for, and online activation.
3. The cardholder is responsible for not exceeding his/her purchase limits. If a purchase is necessary that will exceed the established limit, the employee must obtain approval from his/her Supervisor. If approved, the Supervisor will notify the Accounting Department of this one-time exception, and the Accounting Department will then notify the credit card issuer.
4. The cardholder must report lost or stolen cards to the District's Accounting Department and to his/her supervisor immediately.
5. The cardholder must surrender their Procurement Card to their Supervisor or the Director of Human Resources upon termination of employment.
6. It is the cardholder's responsibility, as an agent of the District, to ensure that State of Nevada sales tax is not charged. Tax exempt cards and forms are available in the Accounting



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Department and the tax-exempt number is on the front of the Procurement Card.

7. The cardholder must verify the receipt of materials ordered with the Procurement Card and must follow-up with the merchant to resolve any delivery problems, discrepancies, or damaged goods.
8. The cardholder is responsible for following up with the merchant on any erroneous charges, disputed items, or returns as soon as possible. The District's Accounting Department should be notified as soon as possible of any Procurement Card credits or disputes with a merchant.
9. Within five (5) days from date of purchase, coded receipts must be sent to the Accounting Department by the employee. The receipt must include the employee's printed name, along with his/her signature. If it is a food purchase, then the names of all persons present must be included and business purpose stated.
10. Each Cardholder is responsible for reconciling and approving their transactions online. The cardholder's supervisor will also review and approve all items online.

8.13 Related Forms

- Procurement Card Agreement
- Card Set-up Form



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9. PERFORMANCE MANAGEMENT

9.1 Statement

The District believes that all employees should receive an opportunity to discuss their performance and career with their supervisor. To that end, the District's performance management process is designed to be a formal, objective, constructive, consistent, and on-going process to communicate with the employee on job performance standards and behaviors. Unsigned behavior incident forms may be used as part of the evaluation process when co-signed by a witness to the employee's refusal to sign. The District views performance management as an on-going process that focuses on the future and continued growth of employees.

9.1.1 Purpose

The performance management process exists to ensure timely and periodic two-way communication between employees and supervisors regarding job performance. This process is designed to:

1. Clarify the District goals/objectives and link them to performance expectations.
2. Motivate employees through feedback.
3. Maximize employee potential by identifying training needs and developing specific plans for continual improvement.
4. Document performance achievements.
5. Identify and resolve performance deficiencies.
6. Provide on-going opportunities for supervisors to coach and encourage personal development and

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improved job performance.

7. Assist in planning by identifying high performing and under-performing employees and identify plans for continued and future growth and/or improvement.
8. Maximize employee potential.

9.1.2 Ongoing Communication Regarding Performance

It is the policy of the District and the responsibility of each supervisor to routinely provide employees with accurate, constructive feedback regarding job performance expectations, accomplishments, deficiencies, and opportunities for growth. Recognizing that periodic formal performance evaluations cannot take the place of ongoing communication and feedback, the District encourages frequent, ongoing discussions of job performance and expectations between employees and supervisors.

9.1.3 Frequency of Performance Evaluations

Formal performance evaluations are to be conducted a minimum of once a year or at the end of a season on the District's Performance Management Evaluation forms. Additionally, supervisors may conduct formal evaluations at the following times:

1. For new employees, after 12 months of employment.
2. Twelve (12) months following transfer to a new position.
3. When there is a significant change (either improvement or deterioration) in performance or behavior affecting the job.
4. Within six (6) months following an evaluation



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documenting that the employee's performance needs substantial improvement. The District encourages frequent, ongoing meetings between the employee and supervisor and a Performance Improvement Plan.

5. At any other more frequent interval as the supervisor deems appropriate. In addition, informal performance communications (feedback) should occur routinely and regularly throughout an evaluation cycle.

9.1.4 *Written Record*

Immediate supervisors will conduct evaluations in a private meeting with the employee. Formal evaluations will be in writing, utilizing the District's Performance Management Evaluation forms. All information on the form will be consistent with the information communicated verbally during the performance evaluation meeting with the employee. Employees will be allowed an opportunity to comment on the evaluation, sign the forms, and receive a copy. A copy of the evaluation, along with any written comments by the employee, will be placed in the employee's personnel file.

9.1.5 *Personnel Actions Resulting from Performance Evaluations*

Personnel actions, whether positive or adverse, are based on an assessment of the overall performance and behavior of the employee, rather than on a single performance evaluation.

Substandard performance or violation of a policy or procedure which necessitates disciplinary action is not part of the performance evaluation process and will be addressed as provided in *Section 12 Disciplinary Actions and Appeals* of these policies.



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9.1.6 Employee Involvement

The District strongly encourages employee participation in the performance evaluation process. Opportunities for participation include the following:

1. Supervisors providing employees with an opportunity to present a self-evaluation which the supervisor may then consider prior to and discuss during the evaluation meeting.
2. Discussions between the supervisor and the employee for the purpose of establishing performance expectations for the next evaluation period.
3. If requested by the employee, a discussion with the next level supervisor to review any disagreements over a performance evaluation.

9.2 Procedure

9.2.1 Steps in the Performance Evaluation Process for year round employees

As part of the performance evaluation process, supervisors will:

1. Establish and communicate expectations and/or standard for the employee to meet. Refer to the District's Performance Evaluation Users Guide for District-wide expectations for each competency.
2. Review any notes taken on the employee's performance since the last formal evaluation and the employee's self-evaluation, if provided.
3. Complete a Performance Management Evaluation form



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covering the employee's actual performance since last formal evaluation.

4. Have next level management review draft evaluation form prior to holding discussion with the employee.
5. Schedule a meeting with the employee and provide them a copy of the evaluation form to read, prior to the meeting.
6. During the evaluation meeting:
 - a. Use specific examples to provide a candid, objective, constructive, and complete description of how the employee performed during the evaluation period. Discuss both the "what's" and "how's" of the employee's performance, strategies for growth and improvement, and the employee's goals for personal growth.
 - b. Provide a clear assessment of the employee's potential and future with the District.
 - c. Jointly establish new performance expectations for the next performance evaluation cycle.
 - d. Obtain appropriate signatures and employee comments.
 - e. Review and discuss any areas of disagreement. Document any agreed upon follow-up.
 - f. Completed performance evaluation forms are to be sent to Human Resources to be filed in the employee's personnel file. Refer to Annual Evaluation Checklist to ensure all items have been completed.



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7. Continue to monitor performance, providing feedback, as well as coaching and counseling, throughout the evaluation cycle.

9.2.2 Performance Evaluation Process for seasonal employees

Prior to the end of the season, supervisors are to complete a seasonal performance management evaluation form for each employee. Supervisors are to meet with the employee to discuss the ratings and comments and to obtain employee comments, if any, and have the employee sign their evaluation form. Completed evaluation forms are to be sent to the Human Resources Department for filing in the employee's personnel file.

9.3 Related Forms

- Evaluation Form
- Self Evaluation Form
- 360 Feedback Form
- Seasonal and Part-Time Year Round Evaluation Form



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10. EMPLOYEE SEPARATION

10.1 Resignation

10.1.1 *Notice*

Employees are requested to provide at least two (2) weeks notice, in writing, to their supervisor or manager of their intent to resign their employment. At the sole discretion of the District, an employee may withdraw a resignation at any time prior to its effective date. An employee's failure to give appropriate notice when resigning may constitute a conditional or no re-hire status with the District.

10.1.2 *Return of District Property*

When separating from employment, an employee must return all District property including employee identification card, clothing, keys, tools, equipment, procurement cards, cellular telephones and/or radio and other items of value on or prior to the last day of employment. Use of a Termination Checklist is encouraged for year-round employees.

10.1.3 *Job Abandonment*

Employees who are absent from work without approved leave (no call – no show) will result in disciplinary action up to and including termination, which will be considered a resignation. A no call – no show is determined as up to 3 days of not showing up; however department can make the determination from 1-3 days of not showing up.

10.1.4 *Final Paycheck*

The District will issue a final paycheck by the next payday following the effective date of termination or within seven (7) days, whichever is earlier. If sufficient notice is given by the



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employee, the District *may* issue a paycheck sooner when the employee resigns in good standing.

10.2 Layoffs

The District may layoff employees because of the end of a season, lack of work, lack of funds, material change in duties or organization; or in the interests of economy, efficiency; or for other appropriate causes, as determined by the District.

10.2.1 Alternatives to Layoff (for year round employees)

Whenever a layoff is anticipated, the District will notify employees whose jobs may be affected by the situation and explain all available options to them. The District will make reasonable efforts to integrate affected employees into other available positions. The District may also utilize options in lieu of layoffs where feasible such as part-time work schedules, reduction in work hours, job sharing, or reductions in classification or pay.

10.2.2 Order of Layoffs

For year round employees, the order of layoff among employees in the same class within a department will be as follows: employees serving a probationary period will be considered first, and then all other employees will be considered.

In deciding which employees will be laid off and which retained, the District will consider job-related factors such as job knowledge, skill, and ability to do the required work; previous work experience, including ability to perform other jobs which the employee may be called upon to perform as a result of the layoff; attendance, safety, and disciplinary records; performance evaluations while with the District; and efficiency of operations.

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10.3 Discharge

Discharges occur when previous counseling and/or disciplinary actions fail to help an employee improve their performance, or change their behavior or when a single offense warrants such action; see *Section 12 Disciplinary Actions and Appeals*.

10.4 Exit Interviews

Full-time year round employees leaving the District will be asked to participate in an exit interview with the Human Resources Department. The purpose of conducting exit interviews is to obtain honest feedback from each employee as to why they are leaving, gather information from their experiences with the District and identify where the District can improve in a continuing effort to attract and retain quality employees.

10.5 Related Forms

- Termination Checklist



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11. RULES FOR CONDUCT AND BEHAVIOR

11.1 Statement

By accepting employment with the District, an employee has a responsibility to the District, and to other employees, to adhere to certain rules of behavior and conduct. This is in addition to a duty of loyalty based on the District's Vision, Mission and Value Statements. The purpose of stating the rules of behavior and conduct is to be certain that each employee understands some of the conduct that is expected of all District employees. Rules of conduct are needed to help everyone work together efficiently, effectively and harmoniously. When each person is aware that she/he can fully depend upon fellow workers to follow the rules of conduct and behavior, the District establishes a better place to work for everyone.

11.2 Unacceptable Activities and/or Behaviors

The District expects each employee to act in a mature and responsible manner at all times while at work or representing the District.

Note: The following list does not include all types of conduct and behaviors that can result in disciplinary action up to and including termination.

1. Willfully or intentionally violating or failing to comply with the District's policies, rules, regulations, and/or procedures.
2. Violation of security or safety rules or failure to observe safety rules or District's safety practices; failure to wear required safety equipment; tampering with District equipment or safety equipment; or engaging in conduct that creates a safety or health hazard to other employees, the public, and/or him/herself.
3. Negligence or any careless action which endangers the life or

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safety of another person.

4. Being intoxicated or under the influence of a controlled substance while at work or on-call status; use, possession or sale of a controlled substance in any quantity while on District premises, except medications prescribed by a physician which does not impair work performance.
5. Possession, bringing, or aiding others in bringing unauthorized firearms, weapons, hazardous biological material or chemicals, or other dangerous substances onto property owned or controlled by the District.
6. Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on District premises or when representing the District; fighting, or provoking a fight on District property, or negligent damage of property.
7. Refusing to obey instructions properly issued by a supervisor or manager pertaining to work; refusal to assist where needed, or other disrespectful conduct directed toward a supervisor or manager.
8. Threatening, intimidating, or coercing fellow employees on or off the premises at any time, for any purpose.
9. Engaging in an act of sabotage; negligently causing the destruction or damage of property, or the property of fellow employees, customers, suppliers, or visitors in any manner.
10. Theft or unauthorized possession of District property or the property of fellow employees; unauthorized possession or removal of any District property, including documents, from the premises without prior permission from management; or unauthorized use of District equipment or property for personal reasons.
11. Dishonesty; falsification or misrepresentation on an application

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for employment or other District records, forms or reports.

12. Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
13. Conducting a lottery or gambling on District premises, other than a small Super Bowl and/or World Series pool.
14. Unsatisfactory or careless work; failure to meet production or quality standards.
15. Any act of harassment, sexual, racial or other; telling sexist or racist jokes; making racial or ethnic slurs; any act of bullying.
16. Leaving work before the end of a workday or not being ready to work at the start of a workday, without appropriate approval; stopping work before time specified for such purposes.
17. Sleeping during working hours.
18. Failure to report an absence or late arrival; frequent and/or unexplained absences; tardiness; no call/no show for scheduled work period; walking off the job; failure to follow departmental procedure for notification of absence or late to work; misuse of sick leave.
19. Obscene or abusive language toward any manager, employee or visitor; indifference or rudeness toward a visitor or fellow employee; any disorderly/antagonistic conduct on District premises.
20. Speeding or careless driving of District vehicles.
21. Failure to immediately report damage to, or an accident involving District vehicle and/or equipment.

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22. Soliciting during working hours and/or in working areas on District premises.
23. Undermining the confidence of the Board of Trustees and/or other District management with public statements prior to internal resolution.
24. Conduct that is deemed unbecoming an employee in the District's service, or discourteous treatment of members of the public or a fellow employee, or any other act of omission or commission that impacts negatively on the public's perception of the integrity or credibility of the District or erodes the public confidence in the District.

11.3 Related Forms

None



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12. DISCIPLINARY ACTIONS AND APPEALS

THIS SECTION COVERS DISCIPLINARY ACTIONS AND APPEALS FOR YEAR-ROUND FULL AND PART-TIME BENEFITED POSITIONS, SEASONAL MANAGER AND MULTI- SEASONAL YEAR-ROUND POSITIONS. SECTION 12.6 IS APPLICABLE TO SEASONAL, PART-TIME YEAR-ROUND, LIMITED PART-TIME AND ON-CALL POSITIONS.

12.1 Progressive Discipline

Disciplinary actions are usually required when discussions, clarifications, coachings, directions or explanations of duties, standards, policies, procedures, rules and guidance with respect to performance and/or behavior does not produce required results.

Performance, behavior and circumstances are not all alike and it should be recognized that there cannot be a single standard for all disciplinary actions and progressive disciplinary action is not required or appropriate in every situation.

Disciplinary actions are a twofold process: 1) to correct performance, behavior or other issues; and 2) to document substandard performance and/or conduct and the steps taken to correct the performance and/or behavior.

The District normally uses a system of progressive discipline; however, depending on the severity of the infraction, misconduct, or inappropriate behavior, warnings and/or reprimands may be bypassed.

Disciplinary actions received by an employee will be treated in a cumulative manner. Infractions of different natures will be considered together when assessing whether discharge is warranted. The nature of infractions or performance deficiencies need not be related to warrant discharge, e.g., a performance warning coupled with a work rule violation may result in discharge when their cumulative

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effect is considered.

12.2 Types of Disciplinary Action

1. Verbal Warning – A documented formal discussion with an employee about performance, behavior, conduct, and/or other problems. The supervisor or manager will summarize the discussion, including date when it occurred and those present. Both the supervisor/manager and the employee will sign the documentation.
2. Written Warning – A written document is presented to the employee regarding performance, behavior, conduct and/or other problems. An Incident Report form is available. The documentation will include:
 - a. Date
 - b. Statement of performance problem(s), behavior and/or other problems being addressed, including policy, procedure or rule violations, if appropriate.
 - c. Summary of prior counseling, warnings or disciplinary actions that are related to the performance, behavior and/or other problems.
 - d. Statement of expected/required change.
 - e. Statement of consequences if issue is not resolved and/or corrected.
3. Suspension – Involuntary absence for a specified period normally not exceeding five (5) days. Generally, when a suspension is for disciplinary purposes, it is without pay. However, there may be instances where suspension is imposed with pay, such as when an employee is suspended with pay pending the results of an administrative investigation or given a decision day.

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4. Salary Reduction – A reduction in pay from the employee’s current level within a salary range to a lower level within that same salary range.
5. Demotion – A reduction from a position in one salary range to a position having a lower salary range.
6. Discharge – This course of action is taken when all previous disciplinary action has failed to improve performance, change behavior, or when a single offense warrants such action; see *Section 12.4 for details*.

Note: Employees in FLSA exempt positions are subject to the following regarding disciplinary pay deductions and unpaid suspensions:

- a. Pay deductions may only be made in cases of violations of safety rules of major significance, including those rules related to the prevention of serious danger in the workplace or to other employees.
- b. Unpaid suspensions may be imposed for infractions of workplace conduct rules, such as rules prohibiting harassment, workplace violence, drug or alcohol use, or for violating state or federal laws. The suspensions must be for serious misconduct, not performance issues. Suspensions must be in full-day increments.
- c. Unpaid suspensions for performance issues must be made in full-week increments.

12.3 Due Process

Prior to taking disciplinary action involving suspension, reduction in pay, demotion or termination, the District will take action to ensure the employee is afforded due process. Due process in regard to employment-related disciplinary action includes making certain the

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employee is provided notice of the reason for disciplinary action and is given the opportunity to provide a response to the proposed disciplinary action prior to the supervisor/manager making a final decision regarding disciplinary action.

12.4 Discharge

The final step in the discipline process is discharge. In some situations this action is taken when all previous or cumulative disciplinary actions have failed to achieve desired results or other situations where a single offense warrants such action. When the proposed disciplinary action is discharge, a written notice of the proposed disciplinary action will be hand delivered or sent certified mail to the employee. The notice will include:

- a. The intended disciplinary action and effective date.
- b. A statement of what led to the proposed disciplinary action with supporting documentation and/or other evidence (except for confidential and privileged documents).
- c. Any other facts or circumstances considered by the manager or Department Head in deciding the proposed disciplinary action.
- d. A statement advising the employee of his/her right to file a written response or request a pre-disciplinary conference with his/her Department Head, within three (3) work-days of receipt of the notice of proposed disciplinary action.
- e. A statement that the employee's failure to file a written response or request a pre-disciplinary conference in a timely manner will constitute forfeiture on the employee's rights to any further appeal.
- f. If the employee requests a pre-disciplinary conference, the Department Head will schedule a meeting with the employee in a timely manner to review the reason and basis

12-4

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of the proposed discharge. During this pre-disciplinary conference the employee will have the opportunity to present relevant information that may impact the nature or severity of the proposed disciplinary action.

- g. Within three (3) work days from receipt of the employee's written response or conclusion of the pre-disciplinary conference, the Department Head will issue a written decision to the employee. The written decision will inform the employee that:
 - 1. The proposed discharge will be implemented; or
 - 2. The proposed discharge will be modified, with an explanation; or
 - 3. The proposed discharge will be rescinded, with an explanation.
- h. The employee may appeal the discharge to the General Manager using Step 3 of the Concern/Dispute Resolution. The decision of the General Manager is final.

12.5 Administrative Leave During Disciplinary Proceedings

By notifying an employee, the District may place an employee on administrative leave, with or without pay pending an investigation of alleged misconduct or performance deficiencies, prior to or during a disciplinary proceeding, or during the review of the employee's response to a proposed disciplinary action. The notice will include a statement that the leave is not a disciplinary action. An employee placed on administrative leave without pay who is later reinstated without disciplinary action being taken will be reimbursed for any pay lost during the administrative leave.

12-5

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12.6 Discharge of Employees in Seasonal, Part-time, On-Call and Temporary positions

Employees in seasonal, part-time, on-call and temporary positions will be coached, counseled and/or informed of performance or behavioral deficiencies and provided an opportunity to correct their performance and/or behavior. Prior to discharge, an employee should be told continued performance and/or behavioral deficiencies will lead to termination, unless the performance and/or behavior warrants immediate discharge. Immediate discharges must be approved by the Department Head or designee prior to the immediate discharge and documented for the employee's personnel file.

12.7 Related Forms

- Incident Report Form

12-6

Adopted September 30, 2009; Effective November 1, 2009

Adopted and Effective February 10, 2010

Adopted June 13, 2012; Effective July 1, 2012

Adopted March 12, 2014; Effective April 1, 2014

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13. CONCERN/DISPUTE RESOLUTION

13.1 Concern/Dispute

When an employee believes he or she has not been treated consistently by the District, or when an employee believes a mistake has been made in the administration of the District's personnel policies or a departmental rule or procedure, every effort will be made to resolve the issue by the District management team. The term "**dispute**," as used herein, excludes the following:

1. Disciplinary action.
2. Any impasse or dispute in collective bargaining negotiations.
3. Any matter within the scope of representation for employees in a recognized bargaining unit.
4. Any matter which may be or has been grieved under an applicable collective bargaining agreement.
5. Termination of a probationary employee.
6. Termination of an at-will employee.

13.2 No Retaliation

The District shall not restrain, coerce, retaliate, interfere with, or discriminate against any employee based on the employee's use of the dispute resolution process.

13.3 Time Limits

1. The time limits set here are essential to the concern/dispute resolution process and will be strictly observed. The time limits may be extended by written agreement, signed by the employee and the District.

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2. If, at any stage of the concern/dispute resolution process, the employee is dissatisfied with the decision rendered, the employee will be responsible for submitting the dispute to the next designated level within the delineated time limits. If the employee fails to submit the concern/dispute to the next designated level within the time limits imposed, the concern/dispute resolution process will be considered terminated, the concern/dispute will be considered settled on the basis of the last decision, and the concern/dispute will not qualify for further appeal or reconsideration.
3. If the appropriate District representative fails to respond within the time limits specified, the employee has the right to proceed to the next step within the prescribed time limits. Any such failure by a District representative will not constitute an admission of the validity of the concern/dispute.

13.4 Concern/Dispute Resolution Process

13.4.1 Discussion with Immediate Supervisor (Step 1.)

1. The employee will first discuss the concern with the immediate supervisor. The discussion should be held within five (5) work days of the action causing the concern or of the date the action reasonably could have been expected to be known to the employee. In no event will any concern/dispute be accepted for consideration more than six (6) months from the date of the initial occurrence causing the concern/dispute, regardless of the date the action became known to the employee.
2. The immediate supervisor will respond to the employee, in writing, within three (3) work days of the discussion between the employee and supervisor.



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13.4.2 *Formal Written Notice of Concern/Dispute (Step 2.)*

1. In the event the employee believes the concern/dispute has not been satisfactorily resolved at Step 1, the employee may submit the concern/dispute, in writing, to his/her Manager within five (5) work days after receipt of the immediate supervisor's response. The employee may also file a copy with the Director of Human Resources. If the written notice of dispute is not presented within the time limits provided herein, it shall be waived. The Manager must respond, in writing, within five (5) work days. If the employee is not satisfied with the Manager's decision, the employee may request a review by the Department Head, within five (5) work days. The Department Head will make a decision and inform the employee, in writing, within five (5) work days. The Department Head's decision is final for all seasonal and temporary employees. The written notice of concern/dispute should:
 - a. Fully describe the concern/dispute and how the employee was adversely affected.
 - b. Set forth the section(s) of the written policy or departmental rule allegedly violated and state the specific nature of the violation.
 - c. Indicate the date(s) of the incident(s).
 - d. Specify the remedy or solution to the dispute sought by the employee.
 - e. Be signed by the employee.
2. No modifications in the alleged basic violation will be made subsequent to the filing of a dispute, unless mutually agreed to by both the District and the employee. However, corrections in citations can be

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made at any time by the employee representative.

13.4.3 General Manager Review (Step 3.)

1. If a concern/dispute is not settled at Step 2. of this procedure, the concern/dispute may be appealed in writing to the General Manager within five (5) work days from receipt of the written response from the Department Head. The concern/dispute decision appeal must specifically state the reason the answer(s) previously provided is/are not satisfactory. A meeting, coordinated by the Human Resources Department, may be held with the employee to discuss the concern/dispute.
2. The General Manager will deliver a written decision to the employee within five (5) work days of the meeting outlining the reasons behind the decision. The decision will be final and binding.

13.5 Other

There may be certain situations where an employee is unable or unwilling to approach a supervisor or manager with a concern/dispute, as the supervisor or manager may be the issue, or the situation involves concerns of harassment, or retaliation, and/or discriminatory practices. In these situations, the employee may immediately contact the Department Head of Human Resources to discuss the situation. If Human Resources does not resolve the employee's concern/dispute, the employee may request a meeting with the General Manager.

The Human Resources Department acts as the central repository for all concern/dispute records.

13.6 Related Forms

None

13-4

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14. HEALTH AND SAFETY

The District is committed to the health, safety, and well being of all its employees and guests. As a result, the District has an established comprehensive safety and loss prevention program for all employees. The goal is to provide a safe working environment for all employees by reducing their exposure to risks and establishing a program that subscribes to loss prevention, loss control, and loss financing. We will accomplish our goal through the use of standard safety policies, practices, and procedures, continually monitoring of all locations, employee training, accident investigation, accident prevention and claims management.

14.1 Responsibilities

1. Director of Finance, Accounting & Risk Management

The Director of Finance, Accounting & Risk Management is responsible for the development, coordination and implementation of safety programs and safety education. Responsibilities also include work-site inspections, hazard reduction and/or elimination and accident/ injury investigation, analysis, reporting, employee training programs, and management.

The Director of Finance, Accounting & Risk Management will advise the General Manager as well as Department Heads, supervisors and employees of unsafe conditions, problems related to accident prevention and recommendations for loss control.

The Director of Finance, Accounting & Risk Management will work with employees and Supervisors in consultation with the Washoe County Health officials involving actions to be taken when an employee notifies the District that he/she has a communicable disease.

14-1

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2. Department Head

The Department Head is responsible for fulfillment of departmental goals and objectives while focusing on the health and welfare of each employee and customers; with the highest priority being placed on employee safety. It is normal practice for supervisors and other designated employees to be delegated the authority to carry out safety policy, practices and procedures for their area of responsibility; but the responsibility for meeting objectives and the protection of employees in performance of their assignments cannot be delegated.

3. Supervisor

Supervisors will assume the responsibility of their personnel receiving thorough instructions in the safe practices and procedures to be observed in their work situations. They will consistently enforce safety standards and requirements to the utmost of their ability and authority. "Safety First". Supervisors will act positively to assess risks and eliminate any potential hazards within the activities under their jurisdiction and they will set the example of good safety practice. Safety performance will be assessed along with other phases of supervisor performance. Therefore, it is essential that such records are complete and accurate and that all accidents be fully reported.

Supervisors will work with the Director of Finance, Accounting & Risk Management and an employee who has advised that he/she has a communicable disease to prevent transmission of the disease.

4. Employee

Each employee, as a part of the comprehensive safety and loss prevention program, is expected to place safe work practices and procedures as their highest priority while

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performing their daily tasks. Each employee's commitment to safety must include the tasks of recognizing, identifying, mitigating and reporting hazards to their supervisors that could result in an injury to themselves or others as well as damage to District equipment. Employees must report all accidents or on-the-job injuries to their supervisor, Human Resources or the Director of Finance, Accounting & Risk Management.

Each employee is responsible to fully disclose a communicable disease to his/her Supervisor and/or the Director of Finance, Accounting & Risk Management as soon as the condition is known. Additionally, employees who are sick with a common cold or virus should be responsible and not report to work if they believe they are contagious.

The District will maintain safety and health practices consistent with established policies and regulations. Any suspected unsafe condition, all accidents and/or injuries that occur on the job, and any communicable disease must be reported immediately to a supervisor, Human Resources or the Director of Finance, Accounting & Risk Management.

Compliance with the District's safety rules is considered a condition of employment. Therefore, it is a requirement that each supervisor and employee ensure that safety is an integral part of his/her regular job functions and accept and follow established safety regulations and procedures outlined in the District's Operations and Safety Manual and the District's Occupational Safety and Health Administration (OSHA) Standards Manual.

14.2 Related Forms

District Safety Manual

14-3

Adopted September 30, 2009; Effective November 1, 2009

Adopted and Effective February 10, 2010

Adopted June 13, 2012; Effective July 1, 2012

Adopted March 12, 2014; Effective April 1, 2014

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15. DEFINITION OF TERMS

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

Alcohol Use: The drinking or swallowing of any beverage, liquid mixture, or preparation (including any medication) containing alcohol.

Applicant: A person, including a current employee, who is applying for any position with the District; may also be referred to as a candidate.

Appropriate Action: With regard to discipline; depending on the circumstances and severity of the offense, appropriate action may include, but is not limited to, a verbal or written reprimand, counseling, transfer, suspension without pay, and/or termination at the District's sole discretion.

At-Will: Employment status wherein the employee may be terminated at any time, with or without cause. An employee in an at-will status has neither property right nor an expectation of continued employment with the District.

Benefit: A form of valuable consideration paid or provided to an employee, other than salary, overtime pay, on-call pay, and bonuses. Benefits include holidays, leaves, insurance and allowances.

Contraband: Any item such as illegal drugs, drug paraphernalia, or other related items whose possession is prohibited by this policy.

Conviction: A finding of guilt, including a plea of no contest or imposition of sentence or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal laws.

Demotion: Involuntary movement of an employee from one job class to another job class having a lower maximum base rate of pay, as a result of disciplinary action.

Department Head/Department Manager: An individual or position designated by the General Manager to be in charge of a District Department.

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Disability-Related Inquiry: A question (or series of questions) that is likely to elicit information about a disability. (See *Section 2.6.8. (2)* of these policies for a more complete description.)

Disciplinary Actions: A suspension (generally without pay), involuntary demotion, reduction in pay, discharge, written reprimand and/or verbal warning.

Discrimination: Employment decisions or actions which are inappropriately taken or not, because of the applicant's or employee's race, color, religion, age, gender (including pregnancy), marital status, sexual orientation, national origin, ancestry, disability and/or veteran status.

Dispute: Unresolved work-related problems identified by an employee or group of employees pertaining to work-related issues. Disputes may not be related to disciplinary action.

District Premises: All District property and facilities, the surrounding grounds and parking lots, leased space, District-motor driven equipment/vehicles, offices, desks, cabinets, closets, etc.

Discharge: Termination, separation, dismissal, or removal from employment for cause.

Distribution: The act of passing out handbills, circulars, petitions and other printed material.

Domestic Partner: Two individuals (all genders included) who have registered with the appropriate office of the State in which they reside and have received a state issued certificate of domestic partnership.

Drug Test: A urinalysis (urine) test that includes specimen collection and testing by a Department of Health and Human Services (DHHS)-certified laboratory. Both a screening test and a confirmation test must be used to establish a positive test result.

Employee: A person employed in a budgeted position in one of the following



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statuses:

Full-Time Year-Round: Works forty (40) hours per week in a year round capacity, in a benefitted position.

Multi-Seasonal Year-Round 2: Works 40 hours per week in two six-month positions, both of which are in management.

Multi-Seasonal Year-Round 1: Works 40 hours per week in two six-month positions, one of which is in management.

Seasonal Manager 10: Works 40 hours per week for 10 months in a seasonal venue in a management capacity.

Seasonal Manager 7: Works 40 hours per week for 7 to 10 months in a seasonal venue in a management capacity.

Seasonal Manager 6: Works 40 hours per week for 6 months during a season in a management capacity.

Part-Time Year-Round, Benefited: Works at least 24 hours a week, year round in a benefits eligible position.

Part-Time Year-Round: Works 20 or more hours in a week, in a year round capacity.

Limited Part-Time Year-Round: Works 6 or more hours but less than 20 hours per week, in a year round capacity.

On-Call: Works only when scheduled, called in to work or to cover for others.

Seasonal: Works only for a seasonal operation, during seasons (summer or winter) either full-time or part-time capacity.

Exempt Employee: An employee in a position that is exempt from the overtime provisions of the Fair Labor Standards Act. (Such determination is made on the basis of duties and responsibilities performed and the



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method of pay computation).

Non-Exempt Employee: An employee in a position that is subject to the overtime provisions of the Fair Labor Standards Act.

Recreational-Exempt Employee: An employee working in a position in a seasonal operation and as such employees in recreational-exempt positions are not eligible for overtime compensation. Employees working in dual positions are overtime eligible if one of the positions is designated as non-exempt.

Essential Function: A fundamental job duty of the position held or desired. A function is essential if the job exists to perform that function, a limited number of other employees are available to perform the function, or the function requires special skill or expertise. (See Section 2.6.8. (1) of these policies for a more complete description).

Equal Employment Opportunity (EEO) Officer: The staff member assigned the responsibility and authority to receive, investigate, and resolve complaints of alleged discrimination/harassment. This individual also has the responsibility to provide training to the District and assure appropriate notices are posted. The District's EEO Officer is the Director of Human Resources.

Job Description: A description of the essential functions of a job, and the factors and conditions that make it unique from other positions, described in terms of duties, responsibilities, and qualifications.

Illegal Drugs: Any controlled substance or drug which is illegal to sell, possess, cultivate, transfer, use, purchase, or distribute. Illegal drugs include prescription drugs not legally obtained and/or prescription drugs not being used in the manner, combination, or quantity prescribed, or by the individual for whom prescribed.

Layoff: A separation from the District's service because of a shortage of funds, lack of work, end of season, abolishment of a position, reorganization, or for other reasons not reflecting discredit on an employee and for reasons outside of the employee's control.



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Leave Without Pay: Authorized leave in a non-paid status.

Legal Drugs: Prescription drugs and over-the-counter drugs that have been legally obtained and are being used in the manner, combination, and quantity for which they were prescribed or manufactured.

Medical Examination: A procedure or test usually given by a health care professional or in a medical setting that seeks information about an individual's physical or mental impairments or health. (See Section 2.6.8. (3) of these policies for a more complete description).

Non-work Hours: Include break periods, meal periods or the time before or after the employee's scheduled work period.

Outside Employment: Employment with other than the District that may interfere with an employee's ability to perform his/her assigned job with the District.

Positive Drug or Alcohol Test: Any detectable level of drugs or its metabolite (in excess of trace amounts attributable to secondary exposure) in an employee's urine or blood. With respect to alcohol, a blood alcohol concentration of 0.02 or higher constitutes a positive test.

Probationary Period: A 12 month period beginning with the day the employee initially reports for work or starts in a benefit eligible position.

Promotion: The movement of an employee from one salary range to another range having a higher maximum base rate of pay.

Reassignment: An employee from one position to another position – a reasonable attempt will be made to leave pay and/or benefits the same.

Rate of Pay: An employee's current salary.

Reinstatement: The restoration of a laid-off employee to a position in which the employee formerly served as a benefited employee.

Reprimand: A verbal/written notice with an employee about performance,



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behavior, conduct and/or other problems.

Resignation: A notice by an employee that s/he intends to separate from the District's service; see Section 10.1(1) of these policies for more details.

Salary Grade: The designation of a salary range for a position.

Salary Range: The minimum and maximum salary set for each grade as designated in the Board Approved Standard Salary Ranges.

Solicitation: The act of approaching a person with a request or plea.

Substance Abuse Professional (SAP): A licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of drug- and alcohol-related disorders.

Supervisor: An employee who has been authorized to select, train, schedule, and evaluate the work of other employees, and to make decisions or effectively recommend actions related to the hiring, evaluation, and discipline of assigned employees. This person may also serve as the Department Head.

Suspension: The temporary separation from service, with or without pay, of an employee for disciplinary reasons or pending investigation of an employee's conduct.

Transfer: A lateral change of an employee from one position to another position in the same salary grade.

Uniformed Service: Included active duty, active duty for training, inactive duty training (such as drills), initial active duty training, and funeral honors duty performed by National Guard and reserve members, as well as the period for which a person is absent from a position of employment for the purpose of an examination for determine fitness to perform any such duty.

Vending: The act of selling or attempting to sell goods, services or materials.



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Warning: Verbal or written notice or counseling of an employee specifying required changes in work performance or on-the-job behavior and/or conduct.

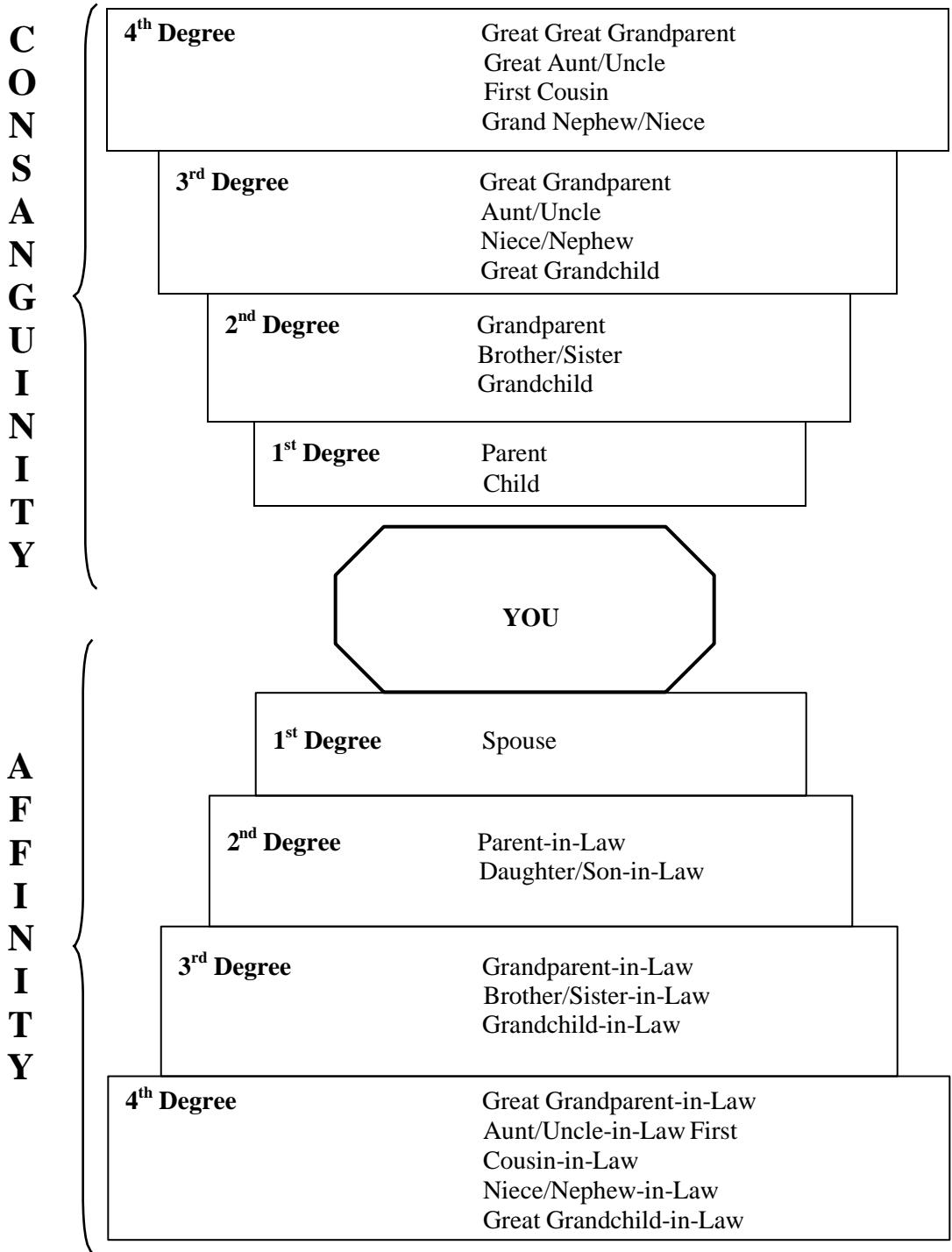
Work Week: The normal work week begins at 12:00 a.m., on Sunday and ends seven (7) days (168 hours) later at 11:59 p.m. on the next Saturday. Employees working a “flex schedule” have a documented different work week.

Y-Rating: The change of a position to a different Salary Grade which results from changes in duties and responsibilities where a current employee’s rate of pay is above the top of the range; see Section 4.7.4 of these policies for a more complete description.



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Appendix A: Consanguinity/Affinity Chart



Note: Step relationships (step-brother, step-father, etc.) are considered to be the same as blood relationships. Registered Domestic Partners are considered the same as spouse.

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APPENDIX B: NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

This notice is provided to you in accordance with federal and state privacy laws enacted to protect your medical information. This notice describes the privacy practices of health care carriers listed below and of our Plan, our legal duties, and your rights concerning your medical information.

Health care carriers and our Plan are required to follow the privacy practices that are described in this notice while it is in effect. However, health care carriers and our Plan reserve the right to change privacy practices and the terms of this notice at any time, provided that applicable law permits such changes. If health care carriers and/or our Plan make any substantive changes to our privacy practices, we will modify this notice and send you a new notice within 60 days of the change of the health care carrier and/or our practices.

You may request a copy of this notice at any time. For more information about our privacy practices, or for additional copies of this notice; please contact the Human Resources Department.

This notice applies to the privacy practices of the health care carriers, third party administrators and our group health plan listed below:

| NAME | TYPE OF COVERAGE |
|---|-----------------------------|
| Saint Mary's Preferred Health Insurance Company, Inc. | MEDICAL |
| Saint Mary's Preferred Health Insurance Company, Inc. | PRESCRIPTION |
| Humana | DENTAL |
| VSP Vision Care | VISION |
| Horizon Health | EMPLOYEE ASSISTANCE PROGRAM |
| American Family Life Assurance Co (AFLAC) | FLEXIBLE SPENDING ACCOUNT |

USES AND DISCLOSURES OF YOUR MEDICAL INFORMATION

Health care carriers, Third Party Administrators and our Plan are permitted to use or

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disclose your protected health information (PHI) for the following purposes:

Treatment Health care carriers, Third Party Administrators, and our Plan may use and disclose your protected health information in order to assist your health care provider (doctors, hospitals, pharmacies, and others) in your diagnosis and treatment.

Payment Health care carriers, Third Party Administrators, and our Plan use and disclose your protected health information to pay claims from doctors, hospitals and other providers for services delivered to you that are covered by your plan, to determine your eligibility for benefits, to coordinate benefits, to examine medical necessity, to obtain premiums, or to be reimbursed by another entity that may be responsible for payment.

Health Care Operations Health care carriers, Third Party Administrators, and our Plan use and disclose your protected health information in order to perform our plan activities, such as quality assessment activities or administrative activities, including data management or customer service. In some cases, we may use or disclose your information for underwriting purposes, determining premiums, and the detection and investigation of fraud.

OTHER PERMITTED OR REQUIRED DISCLOSURES

Health care carriers, Third Party Administrators, and our Plan may also use or disclose your protected health information in support of:

As Required By Law Health care carriers, Third Party Administrators, and our Plan must disclose protected health information about you when required to do so by law.

Plan Administration To the plan sponsor, employer or other organization that sponsors your group health plan, to permit the plan sponsor to perform plan administration functions, as described in your plan documents.

Public Health Activities Health care carriers, Third Party Administrators, and our Plan may disclose protected health information to public health agencies for reasons such as prevention or controlling disease, injury or disability.

Business Associates To persons who provide services to us and assure health care carriers, Third Party Administrators, and our Plan that they will comply with privacy regulations and our procedures on the use of protected health information.

Appendix B-2

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Law Enforcement Health care carriers, Third Party Administrators, and our Plan may disclose protected health information under limited circumstances to a law enforcement official in response to a warrant or similar process; to identify or locate a suspect; or to provide information about the victim of a crime.

Research Under certain circumstances, health care carriers, Third Party Administrators, and our Plan may disclose protected health information about you for research purposes, provided certain measures have been taken to protect your privacy.

Special Government Functions Health care carriers, Third Party Administrators, and our Plan may disclose information as required by military authorities or to authorized federal officials for national security and intelligence activities.

Judicial and Administrative Proceedings Health care carriers, Third Party Administrators, and our Plan may disclose protected health information in response to a court or administrative order. Health care carriers, Third Party Administrators, and our Plan may also disclose protected health information about you in certain cases in response to a subpoena, discovery request or other lawful process.

Industry Regulation Health care carriers, Third Party Administrators, and our Plan may disclose you protected health information to state insurance departments, the U.S. Department of Labor and other government agencies, for activities authorized by law.

Workers' Compensation Health care carriers, Third Party Administrators, and our Plan may disclose protected health information to the extent necessary to comply with state laws for workers' compensation programs.

Coroners, Funeral Directors, Organ Donation Health care carriers, Third Party Administrators, and our Plan may disclose the protected health information of a deceased person to a coroner, medical examiner, funeral director, or organ procurement organization for certain purposes.

OTHER USES OR DISCLOSURES WITH AN AUTHORIZATION

Other uses or disclosures of your protected health information will be made only with your written authorization, unless otherwise permitted or required by law. You may revoke an authorization at any time in writing, except to the extent that we have already taken action on the information disclosed or if we are permitted by law to use the information to contest a claim or coverage under the Plan.

Appendix B-3

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YOUR RIGHTS REGARDING YOUR PROTECTED HEALTH INFORMATION

Right To Access Your Protected Health Information You have the right to review or obtain copies of your protected health information records, with some limited exceptions. Usually the records include enrollment, billing, claims payment and case or medical management records. Your request to review and/or obtain a copy of your protected health information records must be made in writing. Health care carriers, Third Party Administrators, and/or our Plan may charge a fee for the costs of producing, copying and mailing your requested information, but we will inform you of the cost in advance.

Right To Amend Your Protected Health Information If you feel that protected health information maintained by the Plan is incorrect or incomplete, you may request that we amend the information. Your request must be made in writing and must include the reason you are seeking a change. Health care carriers, Third Party Administrators, and/or our Plan may deny your request if, for example, you ask to amend information that was not created by the Plan, as is often the case for health information in our records, or you ask to amend a record that is already accurate and complete.

If Health care carriers, Third Party Administrators, and/or our Plan deny your request to amend, you will be notified in writing. You then have the right to submit to the Health care carrier, Third Party Administrator, and/or our Plan a written statement of disagreement with our decision and the Health care carrier, Third Party Administrator, and/or our Plan have the right to rebut that statement.

Right to an Accounting of Disclosures by the Plan You have the right to request an accounting of disclosures Health care carriers, Third Party Administrators, and/or our Plan have made of your protected health information. The list will not include disclosures related to your treatment, or payment, or health care operations, or disclosures made to you or with your authorization. The list may also exclude certain other disclosures, such as for national security purposes.

Your request for an accounting of disclosures must be made in writing and must state a time period for which you want an accounting. This time period may not be longer than six years and may not include dates before April 14, 2003. Your request should indicate in what form you want the list (for example, on paper or electronically). Health care carriers, Third Party Administrators, and our Plan, may charge for providing the accounting disclosures, but we will inform you of the cost in advance.

Right To Request Restrictions on the Use and Disclosure of Your Protected Health Information You have the right to request that Health care carriers, Third

Appendix B-4

Adopted September 30, 2009; Effective November 1, 2009

Adopted and Effective February 10, 2010

Adopted June 13, 2012; Effective July 1, 2012

Adopted March 12, 2014; Effective April 1, 2014

04152023-262



PERSONNEL POLICIES

Party Administrators, and our Plan restrict or limit how we use or disclose your protected health information for treatment, payment or health care operations. *We may not agree to your request.* If we do agree, we will comply with your request unless the information is needed for an emergency. Your request for a restriction must be made in writing. In your request, you must tell us (1) what information you want to limit; (2) whether you want to limit how we use or disclose your information, or both; and (3) to whom you want the restrictions to apply.

Right To Receive Confidential Communications You have the right to request that Health care carriers, Third Party Administrators, and our Plan use a certain method to communicate with you about the Plan or that we send Plan information to a certain location if the communication could endanger you. Your request to receive confidential communications must be made in writing. Your request must clearly state that all or part of the communication from us could endanger you. We will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.

Right to a Paper Copy of This Notice You have a right at any time to request a paper copy of this Notice, even if you had previously agreed to receive an electronic copy.

Contact Information for Exercising Your Rights You may exercise any of the rights described above by contacting our privacy office. See the end of this Notice for the contact information.

If you receive this notice on our web site or by electronic mail (e-mail), you are entitled to receive this notice in written form. Please contact IVGID Human Resources Department to obtain a copy of this notice in written form.

HEALTH INFORMATION SECURITY

Health care carriers, Third Party Administrators, and our Plan require our employees and business associates to follow the Company's security policies and procedures that limit access to health information about members to those employees and or entities that need it to perform their job responsibilities. In addition, we maintain physical, administrative and technical security measures to safeguard your protected health information.

COMPLAINTS

If you believe that your privacy rights have been violated, you may file a complaint with

Appendix B-5

Adopted September 30, 2009; Effective November 1, 2009

Adopted and Effective February 10, 2010

Adopted June 13, 2012; Effective July 1, 2012

Adopted March 12, 2014; Effective April 1, 2014

04152023-263



PERSONNEL POLICIES

the carrier, Third Party Administrator, or our Plan as listed on page five of this notice and/or with the Secretary of the Department of Health and Human Services. All complaints to the Health care carriers, Third Party Administrators, and our Plan, must be made in writing and sent to the address listed below.

| CARRIER/TPA/PLAN | CONTACT INFORMATION |
|---|---|
| Saint Mary's Preferred Health Insurance Company, Inc. | Lois J. Paynter – Privacy Office, Senior Director of Operations Saint Mary's Preferred Health Insurance Company, Inc. Member Services Department 1510 Meadow Wood Lane Reno, Nevada 89502 (775) 770-6232 (775) 770-6253 www.SaintMarysHealthplans.com |
| Standard Insurance Company | Privacy Notice (P7E) P.O. Box 711 Portland, OR 97207-0711 (800) 521-8780 |
| Medical Eye Services | Medical Eye Services Attn: Regulatory/Compliance Department PO Box 25209 Santa Ana, CA 92799-5209 800.877.6372 or 714.619.4660 |
| Horizon Health EAP | 1500 Waters Ridge Drive Lewisville, TX 75057 888-293-6948 |
| American Family Life Insurance Co (AFLAC) | Flex Benefit Services 1932 Wynnton Road Columbus, GA 31999 1-800-323-5391 |

We support your right to protect the privacy of your medical information. We will not retaliate in any way if you choose to file a complaint with us, the Health care carriers, the Third Party Administrators listed above, or the Department of Health and Human Services.

Appendix B-6

Adopted September 30, 2009; Effective November 1, 2009

Adopted and Effective February 10, 2010

Adopted June 13, 2012; Effective July 1, 2012

Adopted March 12, 2014; Effective April 1, 2014

04152023-264

-----Original Message-----

From: Melissa N. Robertson
Sent: Wednesday, March 15, 2023 12:29 PM
To: 's4s@ix.netcom.com' <s4s@ix.netcom.com>
Subject: RE: Records Request - IVGID Documents Explaining Use of Punch Cards to Pay Down Cost of a Mountain Golf Play Pass (in 2018?) and Tennis Center Season Pass (in 2020?) to Zero

Hi Mr. Katz

Thank you for your patience. Staff has advised that there are no earlier references in the files prior to 2018. Staff does not have any further documentation to provide on this request.

Thank you,

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
<http://yourtahoepace.com>

-----Original Message-----

From: s4s@ix.netcom.com <s4s@ix.netcom.com>
Sent: Wednesday, March 8, 2023 9:02 AM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: RE: Records Request - IVGID Documents Explaining Use of Punch Cards to Pay Down Cost of a Mountain Golf Play Pass (in 2018?) and Tennis Center Season Pass (in 2020?) to Zero

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Thanks Melissa -

My recollection is that the promotion initially applied only to Mtn Golf. And it was a dollar for dollar credit. Then the following year it was maybe \$0.50 per dollar credit. And then it became \$0.35 per dollar credit and the credit was opened up to Tennis as well.

Which would mean this all started before 2018. Maybe 2016 or so. Might you have some records going back that early?

Was it mentioned in any of the Board packets going back to 2016?

Thank you, Aaron

-----Original Message-----

From: Melissa N. Robertson <mnr@ivgid.org>
Sent: Mar 7, 2023 2:31 PM
To: s4s@ix.netcom.com <s4s@ix.netcom.com>
Subject: RE: Records Request - IVGID Documents Explaining Use of Punch Cards to Pay Down Cost of a Mountain Golf Play Pass (in 2018?) and Tennis Center Season Pass (in 2020?) to Zero

Hi Mr. Katz,

Attached are 2 PDFs:

• One is the text that was on the online event listing on the <https://linkprotect.cudasvc.com/url?>
a=https://3a%2f%2fyourtahoepace.com&c=E,1,sFXUtpdQjAQz_Wh1djFt178DvassnDKoqiOBFMby2pAbChnPIUx13D_uj64HPRYm569isJygcixFMF4w2ZsmhZFWdWwDjNmkpQQPv8xgU,&typo=1

website.

• One is the PDF that promoted the program in 2019

Also attached are 6 emails that were sent out to local residents, all of which mention the punch card promotion. These are from both 2018 and 2019.

Thank you,

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
<https://linkprotect.cudasvc.com/url?>
a=http%3a%2f%2fyourtahoepace.com&c=E,1,YyHF0Cw1j34flldyYdHzJKsia58OrheyoOn1TbF0wZITIJiOn2OrxNiWnpgWjHSoSalolgcU_JG3m8yf613Vr4X4zSpsezZri-Cz6lJTMcU/AMEbvmVejTjXn&typo=1

-----Original Message-----

From: s4s@ix.netcom.com
Sent: Sunday, March 5, 2023 9:34 PM
To: Melissa N. Robertson
Subject: Records Request - IVGID Documents Explaining Use of Punch Cards to Pay Down Cost of a Mountain Golf Play Pass (in 2018?) and Tennis Center Season Pass (in 2020?) to Zero

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

04152023-265

Hello Melissa -

For one or possibly two seasons in or about 2018 IVGID permitted the value in one or more punch cards to buy down the cost of an IVGID Mtn Golf Course play pass to zero.

And for one season in or about 2020 IVGID permitted the same use of one or more punch cards to buy down the cost of an IVGID Tennis Center season pass.

I would like to examine IVGID produced documents to the public explaining the particulars of both.

Thank you. Aaron Katz

From: Melissa N. Robertson
Sent: Friday, March 10, 2023 9:24 AM
To: 'cfdobler@aol.com' <cfdobler@aol.com>
Subject: RE: Public Records Request - CC Media contract

Hi Mr. Dobler,

I was able to attain a copy sooner than expected; attached is the requested contract. Thank you.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
<http://yourtahoeplace.com>

From: cfdobler@aol.com <cfdobler@aol.com>
Sent: Tuesday, March 7, 2023 11:42 PM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: Public Records Request - CC Media contract

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Please provide for my examination the executed contract and any amendments between CC Media and IVGID

Cliff Dobler

04152023-267

From: [Melissa N. Robertson](mailto:Melissa.N.Robertson@s4s@ix.netcom.com)
To: s4s@ix.netcom.com
Subject: RE: Records Request - IVGID Documents Explaining Use of Punch Cards to Pay Down Cost of a Mountain Golf Play Pass (in 2018?) and Tennis Center Season Pass (in 2020?) to Zero
Date: Tuesday, March 7, 2023 2:31:13 PM
Attachments: [punch_card_promotion_golf_play_pass_and_Tennis_Season_pass_2019.pdf](#)
[Website Event Listing - IVGID Punch Card Promotion is Back with new options.pdf](#)
[2019 Golf Season officially kicks off next week.msg](#)
[Incline Tennis Center Now Open for the 2018 Season.msg](#)
[IVGID Board of Trustees Meeting Golf Updates Events More!.msg](#)
[Memorial Day Weekend and Mountain Course Opening Day.msg](#)
[Mountain Course Opens Tomorrow - Friday May 18th.msg](#)
[Parks Recreation Happenings - May 25 2018.msg](#)

Hi Mr. Katz,

Attached are 2 PDFs:

- One is the text that was on the online event listing on the yourtahoepalace.com website.
- One is the PDF that promoted the program in 2019

Also attached are 6 emails that were sent out to local residents, all of which mention the punch card promotion. These are from both 2018 and 2019.

Thank you,

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
<http://yourtahoepalace.com>

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Sent: Sunday, March 5, 2023 9:34 PM
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Subject: Records Request - IVGID Documents Explaining Use of Punch Cards to Pay Down Cost of a Mountain Golf Play Pass (in 2018?) and Tennis Center Season Pass (in 2020?) to Zero

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Melissa -

For one or possibly two seasons in or about 2018 IVGID permitted the value in one or more punch cards to buy down the cost of an IVGID Mtn Golf Course play pass to zero.

And for one season in or about 2020 IVGID permitted the same use of one or more punch cards to buy down the cost of an IVGID Tennis Center season pass.

I would like to examine IVGID produced documents to the public explaining the particulars of both.

Thank you. Aaron Katz

04152023-268

PUNCH CARD PROMOTION

Mountain Golf Course & Incline Tennis Center



The Incline Village General Improvement District is excited to announce a valuable one-time promotion to our Incline Village/Crystal Bay Punch Card Holders. This spring promotion will allow residents to use the remaining value of their 2018/2019 expiring Punch Cards towards the purchase of a Mountain Course Play Pass, and new this year, the Incline Village Tennis Center Season Membership Pass. Here are the details of the Spring Punch Card Promotion:

- This promotion is valid for Punch Cards that have already been issued.
- Each \$1 of expiring Punch Card value will be applied as a \$.35 cent credit.
- Punch Cards categorized as "No Golf" are not applicable for this promotion.
- Punch Card promotion expires on May 31, 2019. No purchases with Punch Cards may be made after May 31. Beginning June 1, regular sale transactions apply.
- Promotion is valid for Mountain Course Passes and Tennis Center Season Membership Passes ONLY. (Please note: All You Can Play Pass for Both Golf Courses are not included in the promotion.)
- Multiple Punch Cards may be used purchases.
- This promotional Punch Card purchase transaction can only be made at the Championship Course Golf Shop (775) 832-1146 for Golf Passes, Incline Village Recreation Center - Parks & Rec Counter (775) 832-1310, and Incline Village Tennis Center (775) 832-1235 for Tennis Season Membership Passes.
- An example of savings: If you have two 2018/19 punch cards with a total of \$332 in remaining value, you may apply all \$332 of that remaining value and receive \$116.20 of value used towards the purchase of a Mountain Course All You Can Play Season Pass and Tennis Center Season Membership Pass. This promotion, limited to the Mountain Course and Tennis Center only, is an initiative to incentivize additional play. Please note: Passes are non-transferable.



2018/2019 Punch Cards expire May 31. To check your balance or to renew your Punch Card online: <https://www.shopincline.com/PunchCards/>. You may renew your Punch Card on or after June 1. Call the Parks & Recreation Counter at (775) 832-1310 if you have any questions or need assistance with your Punch Card. Play Passes and Season Pass rates are available online: www.yourtahoeplace.com

IVGID Punch Card Promotion is Back with new options - Mountain Golf Play Pass & Incline Village Tennis Center Membership Season Pass

The Incline Village General Improvement District is excited to announce a valuable one-time promotion to our Incline Village/Crystal Bay Punch Card Holders. This spring promotion will allow Residents to use the remaining value of their 2018/2019 expiring Punch Cards towards the purchase of a Mountain Course Play Pass, and new this year, the Incline Village Tennis Center Season Membership Pass. Here are the details of the Spring Punch Card Promotion:

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2018/2019 Punch Cards expire May 31. To check your balance or to renew your Punch Card online: <https://www.shopincline.com/PunchCards/>. You may renew your Punch Card on or after June 1. Call the Parks & Recreation Counter at (775) 832-1310 if you have any questions or need assistance with your Punch Card. Click the links for a list of Play Passes and Season Pass rates for [Golf](#) and [Tennis](#).

Click [here](#) for the promo flyer!

From: Group - Golf Info
Sent: Friday, May 10, 2019 4:12 PM
To: Paul Raymore
Subject: 2019 Golf Season officially kicks off next week

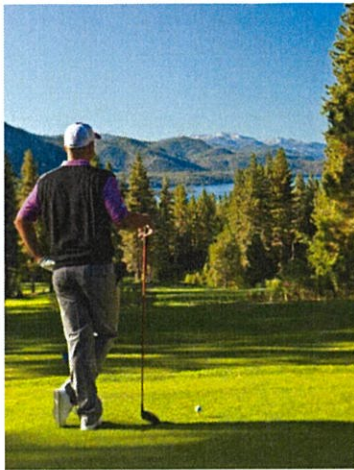
[Opening weekend and upcoming events](#)

[View this email in your browser](#)



Welcome Back! 2019 Golf Season

We are very excited to welcome you back to the courses for another great season of Lake Tahoe golf. The Championship Course and The Grille open May 17th and we look forward to seeing new and familiar faces on the course. Speaking of new faces, we've hired a new Director of Golf & Community Services, and a new Head Golf Professional at the Mountain Course. Continue reading below to learn more about Darren, and be sure to open future emails to read Ashley's story.

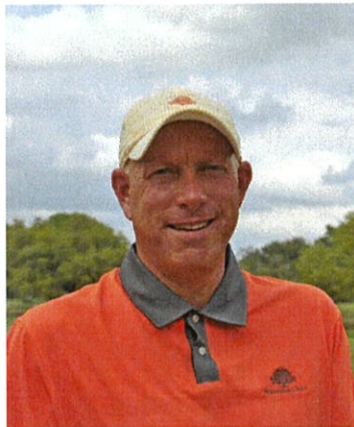


Golf Season Opening Dates

- The Grille at The Chateau: May 17
- Championship Course: May 17
- Mountain Course: May 27 (conditions permitting)

Practice Facilities at the Championship Course

- Driving Range: Opened May 3 (9am-4:30pm Tues-Sat.until the course opens)
- Chipping Green: Opened May 4
- Putting Green: May 17



Staff Spotlight: Darren Howard

Please help us welcome our new Director of Golf & Community Services, Darren Howard, PGA.

Prior to joining Incline Village Darren was at various prestigious country clubs including, Palmetto Dunes Resort, Hilton Head, SC; Colleton River Plantation, Hilton Head, SC; Blackthorn Club, Johnson City, TN and The Clubs at Houston Oaks, in Houston, Texas. Throughout his career, Darren has organized and executed many events both on a local and national level. The main goal at every club Darren has been at is to take that club to a higher level of service and standards. Darren is very excited to join the IVGID team and enter a new chapter in beautiful Lake Tahoe. [View full bio online.](#)

Mother's Day Brunch

This Sunday, May 12, celebrate Mother's Day with a brunch buffet in The Chateau's Grand Ballroom. Seating is limited so purchase your tickets now for the 9:00am seating at The Chateau or by phone.

[View details online.](#)



Punch Card Promotion

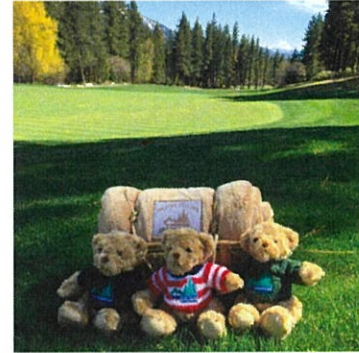
Locals with IVGID Punch Cards: This spring promotion will allow you to use the remaining value of your 2018/2019 expiring IVGID Punch Cards towards the purchase of a Mountain Course Play Pass. Promotion valid through May 31st. [View details online.](#)



Golf Shop Sale: May 17-19

Stop by the Championship Golf Shop to get ready for the season and see what's new. Lots of new logo gear including items that will make for great gifts for the Dads and Grads in your life. Save big with these discounts:

- Clearance 60%
- Buy One get One Free on select new apparel



Register for Get Golf Ready

Are you new to golf or returning after many years? Get Golf Ready is a series designed to teach everything you'll need to play golf in just five lessons for only \$150. We're also offering some Level 2 courses for graduates or golfers who already know the basics. [View schedule and register online.](#)





Upcoming Events

Mark your calendars for these upcoming events. View details and future events on the [online calendar](#).

- 5/12: **Mother's Day Brunch**
- 5/17: Championship Course & Grille open
- 5/17-19: **Golf Shop Sale**
- 5/20: **Get Golf Ready** Level 1 - FULL
- 5/27: **Get Golf Ready** Level 1
- 5/27: Projected Opening Mtn. Course
- 5/28: Registration opens for Nine & Wine
- 6/3: **Get Golf Ready** Level 1
- 6/4: **Women's Golf Day + Chip & Sip Clinic**
- 6/14-16: **IVGID Community Appreciation Days**
- 6/17: **Get Golf Ready** Level 2
- 6/22: **Multi-Vendor Demo Day**
- 6/20: **Nine & Wine** events begin
- 6/24: Jr Golf Camps begin - **register now**



Championship Course 955 Fairway Blvd, Incline Village, NV 89451

www.golfincline.com

Unsubscribe from all IVGID emails

From: Incline Village Tennis Center <tennisemail=ivgid.org@mail143.suw101.mcdlv.net> on behalf of Tennis Email
Sent: Tuesday, May 15, 2018 5:17 PM
To: Paul Raymore
Subject: Incline Tennis Center Now Open for the 2018 Season

Incline Village Tennis Center Update

[View this email in your browser](#)



A Message from our Parks & Rec Director, Indra Winquest:

Spring is here and summer is just around the corner! On behalf of the entire Parks & Recreation Department, we would like to welcome the Tennis and Pickle Ball Community back for the 2018 season! As most of you know already, Serena Quarelli decided to step down as the Director of Tennis after last season. Serena's passion and commitment to making our Tennis Center a place for everyone to be proud of has been exemplary. We hope to see Serena make a guest appearance this season, but I think I speak for the entire Tennis and Pickle Ball Community by saying how much we will all miss her.

Change is in the air! You will see some new faces but most of the familiar faces are back. We would like to welcome back Head Tennis Professional, Randy Berg, who will be taking on more of a leadership role this season focusing primarily on the adult programming, socials/mixers and assisting in keeping the facilities in great shape. Tennis Professional, Josh Olivas, will be taking on a leadership role as our youth tennis coordinator, making sure all of the youth programming is outstanding. We would also like to welcome back part time teaching professionals:

Jim Ward, Deanne Larsell, Nick Saadi, as well as Junior Tennis Coaches: Dominic Morelli and Ingrid Carlson. Danielle Pearson is returning as our Senior Tennis Host in the Pro Shop. We feel extremely lucky to have Danielle's skillset handling the pro shop operations. Pickle Ball ambassador and teaching pro Bill Hub will also be returning handling pickle ball lessons and programming, with Bev Keil again helping organize the Pickle Ball program! Thank you Bill and Bev for all that you do for the Pickle Ball community!

We are also excited to announce that Shane Goddard, Recreation Supervisor for Youth and Adult Sports, as well as Athletic Facilities booking and event management, will be taking on every day supervisory responsibilities at the Tennis Center. Shane has served with the Parks & Recreation Department for ten years, and is well versed in programming and facility management as well as all administration aspects and requirements related to the Tennis Center. Most importantly, Shane is a great communicator and provides a high level of customer service. Along with Shane, Recreation Manager, Chris Cardador will also be assuming management responsibility of the Tennis Center again this season. Chris did an outstanding job working with Serena the last two seasons, and developed a strong understanding of Tennis Center operations. Like Shane, Chris also has a very diverse skill set and is a fantastic communicator as well. We are confident that this amazing team will work together toward continuing to enhance and improve the Tennis Center operations and build on the foundation that has been established.

This season you will also notice some operational and capital maintenance and enhancement projects throughout the summer. In late May (weather depending) locally owned Color Crafters will be working on two projects. As a result of the continuing growth of Pickle Ball, Court 11 will be dedicated solely for Pickle Ball, and court 11 will be resurfaced and painted for Pickle Ball play only. Permanent net structures will be installed as well as some safety netting in between courts. Court 10 will remain joint use for both Pickle Ball and Tennis. Additionally, Color Crafters will be performing the annual crack fill maintenance on courts 1 -7.

This Fall, we will be resurfacing courts 3 – 7 and will be transitioning to the US Open blue color as you currently see on courts 1-2 and 8-11. As part of the resurfacing project, we will be adding some much needed drainage improvements to courts which will significantly improve drainage and eliminate some existing challenges that staff faces with routine maintenance as well as major drainage issues in the winter and during heavy rains.

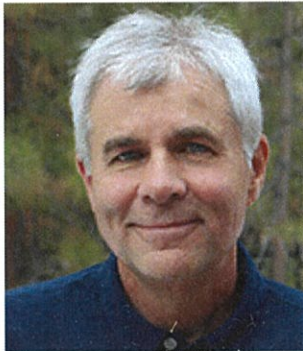
Lastly, we are in the process of hiring a design consultant to work with staff and the tennis community to develop conceptual design concepts for planned renovations in Fall 2019. Exploring renovation opportunities including the pro shop, restroom facilities, deck and gathering area, kitchen facilities, and storage.

We hope that you enjoy the Tennis and Pickle Ball Center this season! Please inquire about all of the fantastic programs and services the Tennis Center has to offer. Please like us on Facebook for all of our latest events and program information, or sign up for the Tennis Center eflyer! Our outstanding staff is ready to make sure that you have a great season at the Tennis Center! See you on the courts!

Indra Winquest
Director of Parks & Recreation

Upcoming Activities & Events

- 5/17: *Special Meet and Greet with General Manager, Steve Pinkerton*
- 6/7: *Family Ice Cream Tennis Social*
- 7/7: *Family Tournament*
- 8/10-12: *Annual Incline Open Tournament*



Special Meet & Greet with General Manager Steve Pinkerton

Join us for a special meet and greet with IVGID General Manager Steve Pinkerton this Thursday, May 17th at 5:30pm on the Tennis Center deck. Steve will be there to give an update and answer questions regarding the evolution of the recent Punch Card promotion at the Mountain Golf Course. Additionally, Steve and IVGID Parks & Recreation Director Indra Winquest will be available to discuss and answer questions related to the immediate and long term future of the Tennis Center. We hope to see you on Thursday!!

Date: Thursday, May 17, 2018
Time: 5:30pm



Free Family Ice Cream Social June 6th, 2018

Bring your rackets for some crazy tennis games. Meet new and returning coaches. Rackets will be provided if you do not have one. Come out and learn about summer youth tennis programs: Clinics, Camps, Academy, Tournaments, Socials, and mingle with other tennis families. Hang out and discuss your family's involvement in our Tennis Programs!

Date: Wednesday, June 6, 2018 - 3pm

Cost: FREE!



Adult Camps

Three day camps for those who want to work on all aspects of their game. Stroke technique, strategy, match play and video analysis and of course, snacks and libations! [Full details](#)

Register at the Pro Shop, 964 Incline Way, online [here](#), or by calling (775) 832-1235.



Welcome Back/French

Open Mixer:

Saturday June 9th at 12pm – play mixed doubles, will have a potluck/BBQ lunch and will also speak about improvements and upgrades in store for the tennis center



USTA Quick Start Youth Tennis Camps (ages 6-12)

Weekly tennis camps focus on stroke production, techniques, match play and tennis rules through specialized activities and drills. The camp also promotes teamwork, sportsmanship and a high emphasis on fun! Camps are taught by certified USPTA instructors. Other activities in the camp may include swimming and other fun games. Daily drop-in option based on space availability.

Monday - Thursday (One-week sessions run June 18 - August 16, 2018)

[Full details](#)



USTA Competitive Junior Tennis Academy Start June 18

This high powered, intense program is designed for the athlete looking to take their game to the next level. Players seeking to compete in tournaments as well as high school and college tennis will find this program is exactly what they need! Daily drop-in upon availability.

Monday - Thursday (min. of 4 students required) One-week sessions run June 18 - August 16, 2018

[Full details](#)

Drop In Group Pickleball at the Tennis Center

Pickleball is easy to learn, and can develop into a quick, fast-paced, competitive game for experienced players. Court #11 is lined for Pickleball (with full court conversion coming in late May) and equipment rentals are available. Don't forget the Friday play and BBQ socials every other Friday.



- Tuesdays, Thursdays, Saturday and Sunday 10:00am - 1:00pm
- Beginner's clinics will be held on Tues & Thurs from 11am-12pm and will start June 5th sign-up in advance (Bill Hub is the instructor)

[Full details](#)

Planning Ahead:

- Adult clinic on Friday May 18th at 10am with Deanne Larsell (weather dependent!)
- Ladies Night Doubles Mondays at 5-6:30pm (call to sign-up in advance)
- Ladies Day on Tuesdays from 10am-12pm begins June 5th (call to sign-up in advance, limited spots!)
- Wednesday Night mixers begin May 30th – 5-7pm with potluck following!
- Men's Day will begin this Thursday 5/17 at 10am (also weather dependent – sign-up in advance!)



Online Registration

You can now register for a variety of Rec, Tennis, and Golf programs and clinics online. [Create your account](#) then start registering online at register.yourtahoeplace.com.



Facebook



Website



YouTube



Parks & Rec

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You are receiving this email because you signed up for updates from IVGID Your Tahoe Place Newsletters

Incline Village Tennis Center 964 Incline Way
Incline Village, NV 89451

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From: Incline Village General Improvement District <info=ivgid.org@mail117.sea21.rsgsv.net>
on behalf of Info IVGID
Sent: Friday, May 18, 2018 2:25 PM
To: Paul Raymore
Subject: IVGID Board of Trustees Meeting, Golf Updates, Events & More!

BOT Announcements & Venue Events

[View this email in your browser](#)



IVGID Board of Trustees Meeting



The regular meeting of the Incline Village General Improvement District will be held starting at 6 p.m. on Wednesday, May 23, 2018 in the Chateau, 955 Fairway Boulevard, Incline Village, Nevada. Click [here](#) for the agenda.

Upcoming Meetings, Activities, and Events



Upcoming Board of Trustees Meeting*

Regular Board Meeting - May 23, and June 13, 2018

Board packets and agendas are available at IVGID's Website: www.yourtahoeplace.com. Please email info@ivgid.org with the subject line

'AGENDA' to receive Board of Trustees meeting agendas via email.

*Meetings dates and times are subject to change.



BI-STATE EVACUATION DRILL - *Saturday, MAY 19, 2018*

The North Lake Tahoe Fire Protection District along with Washoe County Emergency Management, Washoe County Sheriff's Office, Nevada Highway Patrol, California Highway Patrol, North Tahoe Fire Protection District, Cal Fire, Placer County Emergency Management, Placer County Sheriff's Department, Red Cross, IVGID, and partnering agencies will be hosting a full scale simulated wildland fire and community evacuation drill, called the Bi-State Fire, on Saturday, May 19, 2018 at the Tahoe Biltmore (5 NV-28, Crystal Bay, NV 89402).

On the day of the drill, Kings Beach and Incline Village/Crystal Bay residents will be receiving a reverse dial 911 call, which will test the system announcing the drill. The Bi-State Fire Evacuation Drill will affect Kings Beach, Incline Village and Crystal Bay neighborhoods, affecting approximately 1,100 residents. Residents are asked to voluntarily evacuate to Tahoe Biltmore.

All residents and visitors are invited to attend the drill and safety fair at the evacuation center and incident command post inside the Tahoe Biltmore between 9:30am – 2:30pm.

There will be a free lunch, information booths and displays. Additionally, The Tahoe Biltmore is hosting \$500 Slot Tournament with free entry for everyone attending the safety fair. The Washoe County Regional Animal Services will provide free microchipping. Helicopters will be performing water

drops above Crystal Bay. Please visit www.nltfpd.net for a map of the affected areas and emergency preparedness classes.

The Bi-State Evacuation Drill and Safety Fair is open to the public – We look forward to seeing you!



The Mountain Course is OPEN!

Please Welcome the New Head Pro at the Mountain Course

We're excited to introduce our new Mountain Course Head Golf Professional, Jessica Dugan, PGA.

Jessica was born in Carson City and raised in Yerington Nevada. She has been a Teaching Professional and Assistant Golf Professional in North Carolina, Arizona, Nevada, California and Florida and she has been a Class A PGA professional since 2006. In the 2007 summer season she was the 1st Assistant at the Mountain Course and earned the prestigious "Summer Seasonal Employee of the Year Award" with IVGID. Jessica is excited to be back with IVGID and she is looking forward to assisting with its continued excellence in the community. [View full bio online.](#)



Expiring soon! Punch Card Promotion on Golf Play Pass at the Mountain Course

NEW THIS YEAR! The Incline Village Mountain Course is excited to announce a valuable promotion to our Incline Village/Crystal Bay Punch Card Holders. This spring promotion will allow Residents to use the remaining value of their 2017/2018 expiring Punch Cards towards the purchase of a Mountain Course Play Pass. Promotion expires May 31st, so don't delay. Call

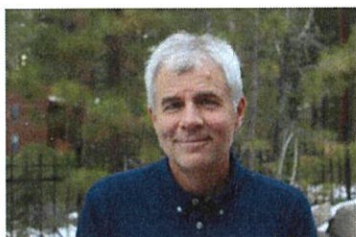
(775) 832-1146 for more information. Click [here](#) to learn more.



Tennis Update - May 2018

A Message from our Parks & Rec Director, Indra Winqest:

Spring is here and summer is just around the corner! On behalf of the entire Parks & Recreation Department, we would like to welcome the Tennis and Pickle Ball Community back for the 2018 season! As most of you know already, Serena Quarelli decided to step down as the Director of Tennis after last season. Serena's passion and commitment to making our Tennis Center a place for everyone to be proud of has been exemplary. We hope to see Serena make a guest appearance this season, but I think I speak for the entire Tennis and Pickle Ball Community by saying how much we will all miss her. Click here to [read](#) more...



GM's Corner: "To Bid or Not to Bid"

When a public agency or a private company wants to purchase an item or service, they typically go out to bid. Getting bids gives businesses the chance to sharpen their pencil and get you the best price for a good or service.

Seems logical right? Most of the time -- yes.

Click here to [read more...](#)



Community Clean-up Events

18th Annual Snapshot Day - May 19, 2018 -

Volunteers Needed for the 18th Annual Snapshot Day. All areas of Lake Tahoe/Truckee/Pyramid Lake Watershed

www.tahoetruckeesnapshotday.org. Volunteer teams will perform a stream walk, collect field data, grab samples and take photos. Streams will be field tested for dissolved oxygen, conductivity, pH, and temperature. Preregistration required. Email: wastenot@ivgid.org

Beach, Street and Trail Community Cleanup Day

- June 2, 2018, 9am - 12noon. Meet at Aspen Grove, 960 Lakeshore Blvd. Incline Village, NV.

IVGID PUBLIC WORKS NEWS
MAY 2018
1227 Sweetwater Road, Incline Village, NV 89411. OFFICE HOURS: M-F 8 AM - 5 PM
P: (775) 831-1300 F: (775) 831-1313 FAX: (775) 831-1301 www.ivgid.org/publicworks

LEAD & COPPER: KEEP YOUR WATER SAFE

Today, there's growing awareness that some homes have lead in water pipes, fixtures and plumbing. Lead presents health concerns for anyone in an area, particularly pregnant women, infants and young children. In addition, low calcium levels have been linked to hearing disabilities, behavioral problems and other issues.

The water leaving the treatment plant and traveling through water mains to ground station lines of lead. However, water companies placed in pipes have known as well as connecting other homes to the water system, or in homes and home plumbing. Our utility, reduce the lead in the water to the treatment plant to describe the possibility of lead flowing into the water, but there are additional steps you can take at home.

Have your water tested. You can contact a certified laboratory to have your water tested for lead. Testing is available on the right website at www.ivgid.org/lead.

Find out if you have a lead service line. We will not repair any lines on Incline Village or Crystal Bay that have a lead service line, which is the primary source of lead in city water.

Have your plumbing inspected. A licensed plumber can inspect both your service line and other materials that come in contact with your drinking water. Lead solder, pipe fittings and brass fixtures can be potential problems.

Protect your household. There are steps you can take right away to reduce the possibility of lead in your water:

- Use the tap water you need most, such as for drinking and cooking, first. Run water for 30 seconds to flush out the water that may have been sitting in the pipes for several hours. Then use that water for anything requiring hot water. For bottled drinks, which about you to flow fresh water from the water main.
- Use cold water to make drinks or for cooking.
- Clean Aesthetics - Aesthetics are small amounts of lead in the tap water which regulate the flow of water. They can collect small particles of lead in their systems. It's a good idea to reverse flow aerators in lead faucets and clean them out.
- Don't use water for drinking and cooking - always cook and prepare baby formula with cold water. Because hot water dissolves lead more easily, resulting in higher levels in water.
- Other hot water - Many homes under Incline Village are equipped with recirculating lead. If you purchase a hot water tank it is important for lead removal and that you maintain it properly. Find out more on www.ivgid.org/lead.

Let's Get the Lead Out! The service is provided equal lead in water to get on the lead out program.

REPLACE LEAD SERVICE LINES - If you have a lead service line, talk to a licensed plumber about getting it replaced.

REPLACE OTHER PLUMBING THAT CONTAINS LEAD - New replacement you use an experienced, certified plumber to look for and replace lead fittings, fixtures or other potential sources of lead.

For More Information - ivg.gov/lead - The federal agency responsible for the safety of America's drinking water, the U.S. Environmental Protection Agency, has a comprehensive website that addresses all areas of lead in the home.

May 2018 Public Works News

Click [here](#) for your Public Works news.

Have questions about your new trash service? Click [here](#) for more information, or call (775) 831-2971.



Spring Cleaning?! Curbside yard debris collection has begun!

Curbside yard debris collection is offered to Incline Village and Crystal Bay, Nevada residential customers. Collection occurs on your regular service day April 30 through July 20, and October 1 through October 26, 2018. Yard waste left curbside outside of this timeframe is trash and should be disposed of accordingly. Click [here](#) for more information.



Draft Environmental Report Released for Lake Tahoe Shoreline Plan

The Tahoe Regional Planning Agency (TRPA) today released a draft environmental impact statement for a proposed Shoreline Plan for Lake Tahoe. The draft report is available for two months of public review and comment that will conclude Monday, July 9. Click here to [read more...](#)



Experience your 2018 TRUE TAHOE Summer Jobs

Work and have fun this Summer in Lake Tahoe. Job Details & Application for Incline Village Parks & Recreation and Incline Championship & Mountain Golf Courses are available on our website: www.yourtahoeplace.com. Contact us at jobs@yourtahoeplace.com, 775.832.1100.



Congratulations to Diamond Peak

First ski resort in Lake Tahoe to become STOKE Certified

Renowned for its panoramic views of Lake Tahoe, Diamond Peak Ski Resort is now recognized for their sustainability initiatives as the first ski resort in Lake Tahoe to become STOKE Certified. As one of the early adopters of the [STOKE Snow certification program](#) during the 2015/16 season, the community-owned ski resort has been diligently following their Roadmap Report to achieve best practices in snowmaking, interpretation, waste diversion, and community development. Read [more...](#)

Watch the video...



SR 28 Shared Use Path Construction Season is Underway

SR 28 Shared Use Path project this season's improvements are underway with ongoing work through Fall on enhancements for the shared-used path, highway safety, accessibility, and water quality.

Motorists should anticipate travel delays of up to 20-30 minutes this Saturday, May 19 from approximately 7 a.m. – 3:30 p.m. with one-lane flagger controlled closures for removal and installation of temporary barrier rail. Regular schedule will resume Sunday, May 20.

Daytime one-lane flagger controlled closures from 7 a.m. – 6:30 p.m. will continue to take place in multiple locations on State Route 28 from the southern end of Incline Village to three miles south of Sand Harbor State Park throughout the summer.

Nighttime hours are Sunday night through Friday morning from 8 p.m. – 6 a.m. and focus on water quality work on State Route 28. Night work will be ongoing through the season.

Looking ahead to Memorial Day weekend, the schedule is consistent with last season: crews will conclude work for the holiday weekend on Friday, May 25 and resume on Tuesday, May 29.

With potential travel delays, vehicle owners are encouraged to be aware of vehicle fuel and/or electric charge range and utilize available fueling/charging stations before traveling through road work zones.

Connect online for more updates and events!



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From: Group - Golf Info
Sent: Thursday, May 23, 2019 8:23 AM
To: Paul Raymore
Subject: Memorial Day Weekend and Mountain Course Opening Day

Memorial Day weekend and upcoming events

[View this email in your browser](#)



Early Season Savings + Memorial Day Weekend

We're excited to announce that the Mountain Course will open this Monday, just in time for Memorial Day! The courses are vibrant and in excellent condition, thanks to our amazing maintenance team. **Opening Day at the Mountain Course is Monday, May 27th!**

Take advantage of early season rates through June 13th. Book tee times [online](#) or call 775-832-1146 (Championship Course) or 775-832-1150 (Mountain Course). Remember, [IVGID Picture Pass Holders](#) get discounted rates - [login](#) with your ID# to view IVGID Picture Pass Rates.

[Book Tee Times Online](#)



Staff Spotlight: Ashley Wood

Please help us welcome our new Head Golf Professional for the Mountain Course, Ashley Wood, PGA.

Wood, who is both a PGA of America Professional and a certified fitness professional, returns to the Lake Tahoe community of Incline Village after a successful tenure serving as the Head Golf Professional and Director of Fitness at the prestigious Presidio Golf & Concordia Club in San Francisco, from 2016-2019.

“I am very excited to return to my roots and assume the Head Golf Professional position at the very course where I learned the game,” said Ashley Wood, PGA.... [View full story online.](#)



Spring Maintenance Update

The winter of '18-'19 was another challenging one, with heavy snow combined with multiple rain/snow events that caused ice layers to form on the turf surface as well as throughout the snow pack.

The fall of 2018 and spring of 2019 were focused on projects that improved the player experience as well as the infrastructure of the golf courses. Continue reading the full letter online for a list of projects and updates from our Grounds Superintendent. [Read more...](#)



Welcome Back Neil Gunn, PGA

Neil Gunn, PGA is itching to escape the Florida heat and come back to Incline Village Golf Academy for the summer. His first day teaching lessons will be Tuesday, May 28th so call the Golf Shop to get on his schedule now and help us welcome Neil back for another season of Tahoe golf.



His [Get Golf Ready](#) courses are already filling up so sign up [online](#) now if you're interested in taking Get Golf Ready Level 1 or Level 2.

Golf Shop Memorial Weekend Sale

Update your golf wardrobe or shop for gifts for your dads and grads at the [Memorial Day Weekend Sale](#) May 24 - 27. Save up to 60% off select sale products and BOGO deals at the Championship Course and Mountain Course golf shops. Shop deals including:

- Buy one Get one free on select apparel, hats, socks and belts
- 40% off purses, gloves, ball markers, divot tools and head covers
- 30% off shoes, sunglasses and golf bags
- 60% off clearance items - new sale product added from current season collections



Register for Jr Golf Camps

Open to kids 5-15 years old, Incline Village Junior Golf Camps are a great way to get kids interested and involved in golf. These camps do sell out and a few sessions are already full so make sure to register soon. [View schedule and register online.](#)



Punch Card Promotion

Locals with IVGID Punch Cards: This spring promotion will allow you to use the remaining value of your 2018/2019 expiring IVGID Punch Cards towards the purchase of a Mountain Course Play Pass. Promotion valid through May 31st. [View details online.](#)



Upcoming Events

Mark your calendars for these upcoming events. View details and future events on the [online calendar.](#)

- 5/27: [Get Golf Ready](#) Level 1
- 5/27: Mountain Course Opening Day
- 5/28: Registration opens for [Nine & Wine](#)
- 5/31: [Punch Card Promotion](#) ends
- 6/3: [Get Golf Ready](#) Level 1
- 6/4: [Women's Golf Day + Chip & Sip Clinic](#)
- 6/14-16: [IVGID Community Appreciation Days](#)
- 6/17: [Get Golf Ready](#) Level 2 - FULL
- 6/22: [Multi-Vendor Demo Day](#)
- 6/20: [Nine & Wine](#) events begin
- 6/24: Jr Golf Camps begin - [register now](#)



Facebook



Twitter



Website



Instagram



The Grille

Championship Course 955 Fairway Blvd, Incline Village, NV 89451

www.golfincline.com

[Unsubscribe from all IVGID emails](#)

From: Incline Village Golf Courses <info=golfincline.com@mail117.sea21.rsgsv.net> on behalf of Group - Golf Info
Sent: Thursday, May 17, 2018 4:05 PM
To: Paul Raymore
Subject: Mountain Course Opens Tomorrow - Friday, May 18th 🎵

[Opening weekend and upcoming events](#)

[View this email in your browser](#)



Welcome Back! 2018 Golf Season

We are very excited to welcome you back to the courses for another great season of Lake Tahoe golf. This off-season our maintenance teams have been able to do extensive work on both courses, and we're confident that we'll be able to provide excellent conditions on both courses as well as our practice facilities all season long. The Championship Course opened last week and the Mountain Course opens tomorrow. Not only is the Mountain Course celebrating 50 years, but we just brought on a new Head Golf Professional. Continue reading to find out about upcoming events and what's new for the 2018 season.



New Head Pro at the Mountain Course

We're excited to introduce our new Mountain Course Head Golf Professional, Jessica Dugan, PGA.

Jessica was born in Carson City and raised in Yerington Nevada. She has been a Teaching Professional and Assistant Golf Professional in North Carolina, Arizona, Nevada, California and Florida and she has been a Class A PGA professional since 2006. In the 2007 summer season she was the 1st Assistant at the Mountain Course and earned the prestigious "Summer Seasonal Employee of the Year Award" with IVGID. Jessica is excited to be back with IVGID and she is looking forward to assisting with its continued excellence in the community. [View full bio online.](#)

Bunker Project

Our grounds crew has been working hard for the last four years on a major bunker renovation project. This photo shows the bunker on Hole #17 at the Championship Course which got new edges and sand this spring.



Play Passes: New Options!

Choose from a variety of Play Passes to find the option that will fit your schedule and budget. The new Afternoon All You Can Play Passes are a great value. [View prices.](#)



Punch Card Promotion

Locals with IVGID Punch Cards: This spring promotion will allow you to use the remaining value of your 2017/2018 expiring IVGID Punch Cards towards the purchase of a Mountain Course Play Pass. Promotion valid through May 31st. [View details online.](#)





Register for Get Golf Ready

Are you new to golf or returning after many years? Get Golf Ready is a series designed to teach everything you'll need to play golf in just five lessons for only \$150. We're also offering some Level 2 courses for graduates or golfers who already know the basics. [View schedule and register online.](#)



Upcoming Events

Mark your calendars for these upcoming events. View details and register for most programs and clinics [online.](#)

- 5/18: Mountain Course opens
- 5/20: [Sunday Family Fun Days](#) begin
- 5/21: Get Golf Ready Session 1 - FULL
- 6/4: [Get Golf Ready](#) Session 2
- 6/5: [Women's Golf Day Chip & Sip Clinic](#)
- 6/15-17: [IVGID Community Appreciation Days](#)
- 6/18: [Get Golf Ready](#) Session 3
- 6/23: Free [Golf Demo Day](#)
- 6/28: [Nine & Wine](#) events begin
- 6/25: Jr Golf Camps begin - [register now](#)



Facebook



Twitter



Website



Instagram



The Grille

Championship Course 955 Fairway Blvd, Incline Village, NV 89451

www.golfincline.com

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From: Incline Village Parks & Recreation <parcsandrec=ivgid.org@mail10.us4.mcsv.net> on behalf of Incline Village Parks & Rec
Sent: Friday, May 25, 2018 4:06 PM
To: Paul Raymore
Subject: Parks & Recreation Happenings - May 25, 2018

Activities & Special Events

[View this email in your browser](#)



Quick Links & Contact:

775-832-1310

InclineRecreation.com

[Online Registration](#)

[Group Fitness Schedule](#)

[IVGID Quarterly & Rec Guide](#)

[IVGID Passes & Punch Cards](#)

Punch Card Promotion for Mountain Course

Now through May 31st

The Incline Village Mountain Course is excited to announce a valuable promotion to our Incline Village/Crystal Bay Punch Card Holders. This spring promotion will allow Residents to use the remaining value of their 2017/2018 expiring Punch Cards towards the purchase of a Mountain Course Play Pass. Here are the specifics of the Spring Punch Card Promotion:



Online Registration

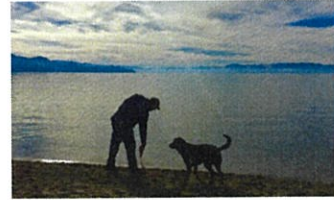
Register for Rec, Tennis & Golf programs, clinics, special events and camps online.

- Each \$1 of expiring Punch Card value will be applied as a \$.50 cent credit.
- Punch Cards categorized as "No Golf" are not applicable for this promotion.
- Punch Card promotion expires on May 31, 2018. No purchases with Punch Cards may be made after May 31. Beginning June 1, regular sale transactions apply.
- Promotion is valid for Mountain Course Passes ONLY. (All You Can Play Pass for Both Courses is not included in the promotion.)
- Multiple Punch Cards may be used for the purchase.
- This promotional Punch Card purchase can only be made at the Championship Course Golf Shop or by calling (775) 832-1146.

An example of what one might save: If you have two 2017/18 punch cards with a total of \$300 in remaining value, you may apply all \$300 of that remaining value and receive \$150 credit toward the purchase of a Mountain Course All You Can Play Season Pass. This promotion, limited to the Mountain Course only, is an initiative to develop programs to incentivize additional play. Please note: Any remaining balance will be removed from the Punch Card.

2017/2018 Punch Cards expire May 31. To check your balance or to renew your Punch Card online, [click here](#). You may renew your Punch Card on or after June 1. Call the Parks & Recreation Counter at (775) 832-1310 if you have any questions or need assistance with your Punch Card.

[Full details](#)



We hope you and your dogs enjoyed Ski Beach

Beginning October 15th, dogs are allowed at Ski Beach only, for the fall/winter season! Bring on Summer!



Now Hiring!

Incline Village Parks & Recreation is now hiring for a variety of seasonal and full time jobs. [Inquire here](#).

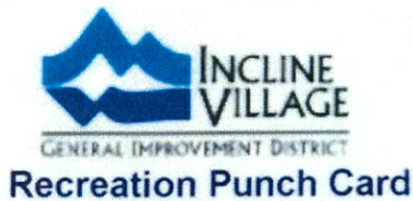


Be Bear Smart

Please report food waste based trash problems to IVGID's 24 hour Trash Hotline: 775-832-1221. [Read more...](#)



Water & Sewer



00001



Call 775-832-1203 (24/7) to report a water or sewer emergency. [Read more...](#)

SAVE CARD WHEN EMPTY

Current value expires May 31–Renew Value Starting June 1
Renew Value Online @ www.inclinerecreation.com

Skip the line and renew Punch cards online beginning June 1st

What is a Recreation Punch Card?

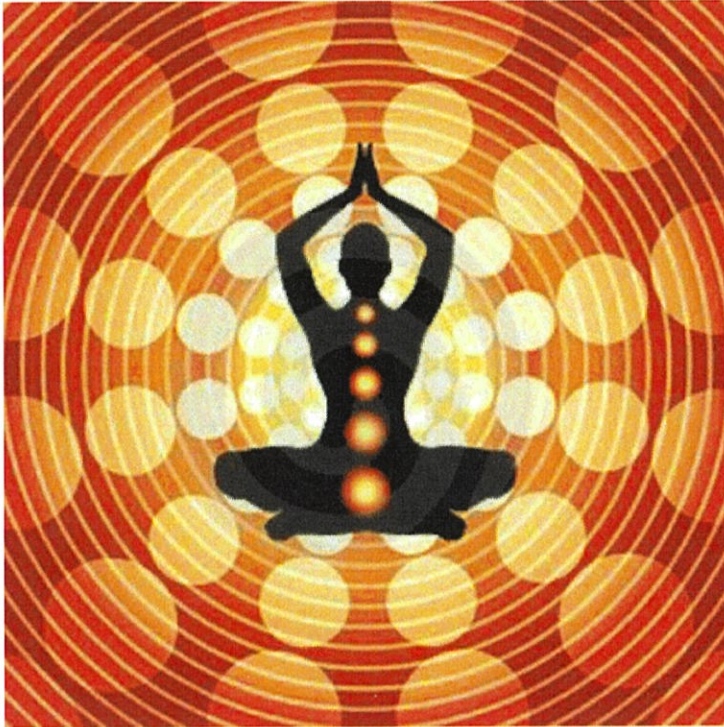
- Issued in lieu of a IVGID Pass.
- Completely transferable: can be used by anyone who possesses it.
- Issued as an electronic scan card with an initial stored value equal to one-fifth of the annual Recreation Facility Fee: Value is reduced with each use.
- Must be renewed annually after June 1st
- A Recreation Punch Card will expire the following May 31st regardless of when it is issued.
- \$15 replacement fee plus payment of any amount used if lost or stolen: Cannot be replaced if completely used.

The Recreation Punch Card can be used to pay for any of the following privileges:

- For beach access parcels - the full cost of guest access to the beaches, pool and daily boat launching fees.
- For all parcels - the difference between the regular rate and IVGID Pass daily or hourly rates at the Recreation Center, Tennis Center, Diamond Peak Ski Resort and IVGID golf courses - the regular rate must still be paid.

[Renew your Punch Card online](#)

[Full details](#)



Sound Celebration Workshop
Sunday, May 27th
11:30am - 1:00pm

During this session you will be bathed in relaxing sound waves, resting on a mat, eyes closed, head on a pillow, wrapped in a comfy blanket. Sacred Gong sound waves will be played for approximately one hour, inviting you to drift in and out of a deep meditative state. Gong Immersion has been known to provide healing and relief from pain, stress and emotional imbalance. The blissful state achieved from this experience can often last for many days. Every session is unique and each experience is individualized. Bring a Yoga mat, cozy blanket, pillow, optional eye mask & journal. Dress in comfy layers.

Day/Date: Sunday, May 27th

Time: 11:30am - 1:00pm

Location: Group Fitness Room - Incline Village Recreation Center, 980 Incline Way

Fees: \$30, \$25 w/IVGID Pass, \$20 for Ages 55+, \$35 Day of Class Drop-in

This program qualifies for 5 No Excuses Fitness Challenge Points and is FREE to Fitness Challenge participants. Registration is required to qualify.

Register online with the link at the top of the page!

To register in person or by phone please visit the Recreation Center, 980 Incline Way, or call (775) 832-1310.

[Full details](#)



Family Ice Cream Tennis Social June 6th 3:00pm - 4:30pm

It's FREE! Bring your racquets for some crazy tennis games! Meet new and returning coaches. Racquets will be provided if you do not have one. Come out and learn about summer youth tennis programs: Clinics, Camps, Academy, Tournaments, Socials, and mingle with other tennis families. Hang out and discuss your family's involvement in our Tennis Programs.

Date: Wednesday, June 6, 2018

Time: 3:00pm- 4:30pm

Fee: FREE!

Families and youth 3-18 years old are welcome.

[Full details](#)



**Youth Day Camp Registration is
happening now
So many camps to choose from!**

From Paddleboard to Cooking Camp and everything in between! Check out our amazing youth camp opportunities online! Register for Tahoe E.P.I.C. Base Camp by day or week. All specialty camps are by session.

[Register online](#)

[Full details](#)



Have you tried Pickleball yet?

Pickleball is a fun sport for all ages. This popular activity is played on a modified tennis court with the net lowered to 34 inches at the center. It is easy for beginners to learn, and can develop into a quick, fast-paced, competitive game for experienced players.

The Incline Village Tennis Center has eight lined pickleball courts available. Please inquire about reservations, scheduled drop-in times, and socials. A minimum of 4 people is required for play.

Equipment rentals and sales are available in our Pro Shop including demo paddles, court shoes and apparel. Proper non-marking court shoes are required.

[Full details](#)



Earth Studio Arts Camp
Monday - Thursday
June 25 - 28

Earth Studio Art workshops will introduce students to eco-conscious art inspired by the natural environment of beautiful Lake Tahoe. As weather permits, students will explore their surroundings and be working out doors to learn and practice art techniques in watercolors, acrylics, printmaking and clay. On the final day, students will display their works for friends and family to view. All supplies included.

Time: AM session 9:30-11:30am

Time: PM session 12:30-2:30pm

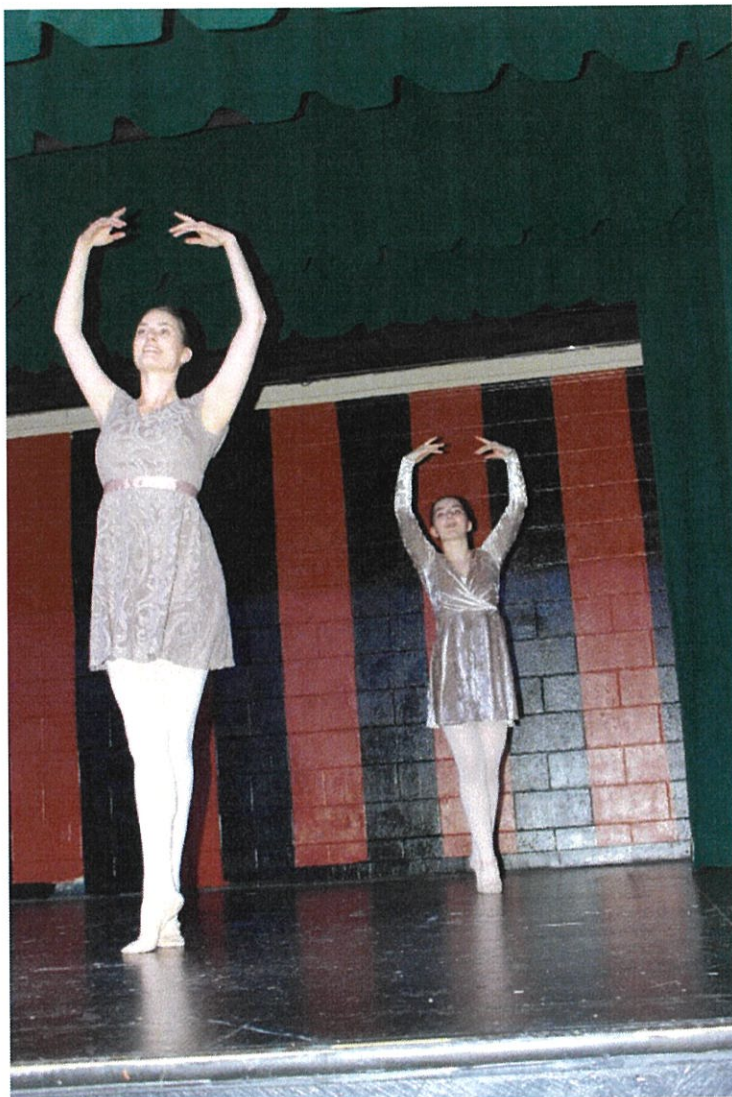
Fees: \$231, \$195 w/IVGID pass

Location: Recreation Center Campus

Instructor: Alison Lee

Days/Dates: Monday - Thursday June 25 - 28

[Full details](#)



Adult Beginning Ballet
Mondays from 12:15pm - 1:30pm

Challenge your mind and stretch your body in a friendly atmosphere with ballet instructor Danielle Pearson. This class includes fundamental ballet techniques for

beginners. Free flowing movements make it an exciting experience while improving posture and balance. No prior ballet training necessary! Ballet Flats required. Call 775.832.1310 for next session dates.

Class Dates: Ongoing Mondays

Time: 12:15 -1:30pm

Session Fee: 4 sessions, \$60 or \$48 w/IVGID Pass or Rec. Center Membership

Drop-in: \$16 or \$13 per class w/IVGID Pass or Rec.

Center Membership

Punch Card: 11 classes \$160 or \$130 w/IVGID Pass or Rec. Center Membership

[Full details](#)



Moonlight on Lake Tahoe Events

Wednesday, June 27th

Begins at 8:00pm

Join us for a full-moon event under the stars on beautiful Lake Tahoe. Fee includes a guided tour of either Swim, Stand-Up Paddleboard (SUP) or Kayak followed by a social, complete with appetizers, snacks, 2 adult beverages and unlimited non-alcoholic beverages. **Must supply your own personal flotation devices (PFD), kayak or SUP.** Dress appropriately for the activity. Bring a flashlight, towel and a warm change of clothing. Must be 21 years or older to participate. Pre-registration required. For information on watercraft rentals, contact Action Water Sports at (775) 831-4386.

Wednesday, June 27, 2018 (Meet at 8pm)

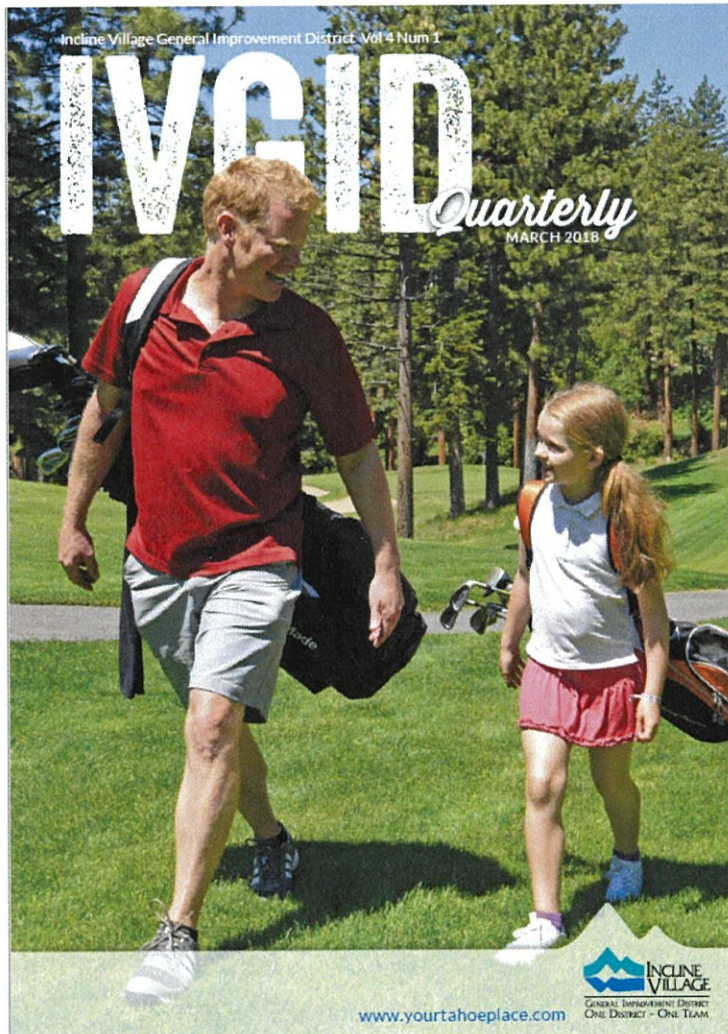
Friday, July 27, 2018 (Meet at 7:45pm)

Sunday, August 26, 2018 (Meet at 7:15pm)

Location: Burnt Cedar Beach

Fee: \$35, \$28 w/IVGID Pass (per event)

[Register online](#)



Pick up your copy today!

The IVGID Quarterly March Edition is out!

In the Quarterly, you will find helpful information to create the most memorable summer ever! Check out a sampling of upcoming summer programs from camps to sports to trips....Plan your summer now! [Full details](#)

Planning Ahead? Other Upcoming Events

- Thursday, May 31st: Summer Moonlight Hikes Wine and Cheese Socials
- Tuesday, July 10th: Starlight Cinema Family Movie Night at Aspen Grove

Call 775-832-1310 for details & registration or visit InclineRecreation.com.



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Incline Village, NV 89451

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MAGAZINE PUBLISHING AGREEMENT
BETWEEN
INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
AND
CREATIVE CONCEPTS MEDIA

Whereas the District exists to serve the public, promote the health, safety, and prosperity of the inhabitants of the Incline Village Improvement District (the "District").

Whereas Creative Concepts Media, Inc. ("dba CCMedia") is a traditional and digital media agency that buys advertising space in media for businesses; and is a sales and publication company for association magazines.

Whereas the District and CCMEDIA intend to work together in partnership to advance their collective goals.

Whereas the District owns and has exclusive right to publish certain publications known as the IVGID Quarterly Magazine (the "Magazine"). The DISTRICT is willing to grant CCMEDIA a license, for the term of this Agreement, to solicit advertising for the publication of the Magazine, collect revenues resulting therefrom, and once received, retain the revenue as set forth below, all in accordance with the terms of this agreement.

Therefore, this Publishing Agreement ("Agreement") is entered into between INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT and CCMedia.

I. Obligations to the Parties.

CCMEDIA shall manage advertising sale, design, and production of the Magazine. In doing so, CCMEDIA's duties will be to:

- a. Manage advertising sales efforts for the magazine.
- b. Produce 9,500 4-color, 8.5 x 11-inch, saddle-stitched, 40 to 64-page magazines, three times per year in 2021 in February, June and December. (Months may change with mutual agreement, notification, and approval by ~~the District~~). In 2022 & thereafter, June and December, *and October.* *both parties*
- c. Produce 12,000 4-color, 8.5 x 11-inch, saddle-stitched, 40 to 64-page magazines, two times per year in 2021 in April and September. (Months may change with mutual agreement, notification, and approval by the District). In 2022 & thereafter, late March/April and September
- d. Create advertising sales media kit.
- e. Design and layout of the magazine.
- f. Gather ads from advertisers and timely production of the magazine.
- g. Prepare all advertising sales contracts, invoices and make collections.
- h. Reserve up to 60% of space for the District in each magazine.
- i. Prepare and send each magazine in PDF format to post on the District website as well as email to homeowners who prefer an electronic version.
- j. Provide page three of the magazine for the District's sole marketing use.
- k. Retain all advertising sales revenues.

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- l. Have each magazine inserted one time in the Incline Village issue of the Tahoe Tribune.
- m. Pay 50% of the cost to insert in the Tahoe Tribune.

The District shall:

- a. Provide content relative to District homeowners.
- b. Provide all edited photos, copy art, and cover art for placement in magazine.
- c. Provide District confidential mailing list to printer/mail house.
- d. Refer interested advertisers to CCMEDIA.
- e. Pay for mailing and postage costs for each of the magazines.
- f. Pay 50% of the cost to insert the magazine in the Tahoe Tribune.
- g. Pay for the cost to print the additional 2,500 magazines two times per year.
- h. Post the Magazine on District website.
- i. Provide 50 Diamond Peak Ski Resort Non-Peak Daily Lift Tickets per each contracted ski season which shall be transferable, but not for resale.
- j. Approve all rate sheets and media kits before distribution.

II. Rights of the Parties.

- a. The District shall have the right, in its sole and exclusive discretion, to disapprove of and exclude any product or business from advertising in the Magazine. No competing ski area, golf course, bottled water or tennis related service may be included in the publication.
- b. The Parties may agree to change the number of magazines published per year by mutual written agreement. There may also be an agreed upon change in printing quantities with mutual agreement.
- c. The District maintains a right to confidentiality of its information. CCMEDIA may not sell or distribute any information it receives from the District in the implementation of this Agreement. At all times hereafter, CCMEDIA will keep in confidence and trust all Confidential Information (labeled as such) that CCMEDIA learns of or receives during the term of this Agreement, and will not use, reproduce, or disclose to others any Confidential Information without District's advance written consent.
- d. Neither Party may assign, transfer, or delegate any or all of its rights or obligations under this Agreement, without the prior written consent of the other party. No assignment shall relieve the assigning party of any of its obligations hereunder. Any attempted assignment, transfer, or other conveyance in violation of the foregoing shall be null and void. This Agreement shall be binding upon and shall inure to the benefit of the Parties hereto and their respective successors and permitted assigns.

III. Scope of the Agreement.

- a. The license granted herein is for the sole purpose of soliciting purchases of advertising space. All Products shall remain the exclusive property of the District and no other

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interest in the Products is granted to CCMEDIA under this Agreement. This Agreement in no way confers upon CCMEDIA a power of attorney or enables CCMEDIA to bind the District in any other way.

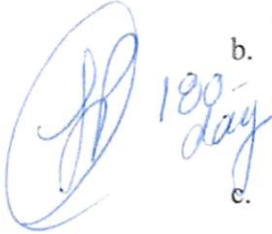
- b. CCMEDIA enters into this Agreement as, and shall continue to be, an independent contractor. Except as set forth in this Agreement, CCMEDIA shall determine the method, details, and means of performing the Services. Neither CCMEDIA nor CCMEDIA employees or subcontractors shall be deemed to be employees or agents of the District. CCMEDIA is responsible for direct payment, when and as due, of any taxes incurred as a result of the compensation paid under this Agreement, including estimated taxes, as well as for any such payments with respect to CCMEDIA employees or subcontractors, and CCMEDIA shall provide the District with proof of payment upon request.

IV. Party warranties.

- a. CCMEDIA represents and warrants that CCMEDIA has full power and authority to enter into this Agreement and to carry out the services contemplated by this Agreement, and that the execution, delivery, and performance of this Agreement have been duly authorized by all requisite corporate action on the part of CCMEDIA.
- b. CCMEDIA represents and warrants that CCMEDIA will comply with all laws applicable to the performance of its obligations under this Agreement and to the provision of the services. CCMEDIA represents and warrants that CCMEDIA execution, delivery, and performance of this Agreement will not constitute: (i) a violation of any judgment, order, or decree binding on CCMEDIA; (ii) a breach under any contract by which CCMEDIA is bound; or (iii) an event that would, with notice or lapse of time, or both, constitute such a breach.
- c. CCMEDIA represents and warrants that the services to be performed under this Agreement will be performed with the degree of skill and care that is required by current, good, and sound professional procedures and practices, and in conformance with generally accepted professional procedures and industry standards prevailing at the time the services are performed.
- d. The District warrants and represents that the District is the sole owner of the Products and is empowered with the sole and exclusive legal rights to enter into this Agreement, subject to the contingencies and conditions stated herein.
- e. During the term of this Agreement, District agrees that for the best interest in marketing certain leads (vendors of the association) for advertising, the District will offer reasonable suggestions to CCMEDIA of who would be good prospects for advertising. CCMEDIA agrees to use its best efforts in soliciting advertising and marketing the Products.

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V. Term of the Contract.

- 
- a. The Contract shall commence on January 1, 2021, and terminate on December 31, 2024, unless mutually terminated earlier in accordance with this Agreement.
 - b. Either party shall have a mutual right to terminate this Agreement for any reason upon giving ~~sixty-day~~ 180-day notice of its intent, which will include the reason, to terminate the Agreement in writing. In the event of such termination, the terminating party must ensure it satisfies all invoices and outstanding payments before the date of termination.
 - c. In the event that this Agreement is terminated, CCMEDIA will receive full payment for all ad sales signed by the termination date paid for by the District on termination date. The District shall receive all agreed upon services contained in this Agreement. The District will be responsible for all advertising management for advertisers after the termination of this contract. Upon receiving notice of termination, CCMEDIA will provide to the District all existing contracts, all work product and other documents related to CCMEDIA services for the District.
 - d. In the event of a Force Majeure event affecting either party's performance of this Agreement for more than thirty consecutive days, the Agreement shall be terminated. Any delay or failure of either Party to perform its obligations under this Agreement will be excused to the extent that the delay or failure was caused directly by an event beyond such Party's reasonable control, without such Party's fault or negligence, and that by its nature it could not have been foreseen by such Party or, if it could have been foreseen, was unavoidable (which events may include natural disasters, pandemics, embargoes, explosions, riots, wars or acts of terrorism) (each, a "Force Majeure Event"). Changes in cost or availability of materials, components or services, market conditions, or supplier actions or contract disputes will not excuse performance by either party. A Party shall give the other Party prompt written notice of any event or circumstance that is reasonably likely to result in a Force Majeure Event, and the anticipated duration of such Force Majeure Event. An affected Party shall use all diligent efforts to end the Force Majeure Event, ensure that the effects of any Force Majeure Event are minimized, and resume full performance under this Agreement as soon as possible.

VI. Disputes over this Agreement.

- a. Any controversy or dispute between the parties regarding the terms of this Agreement shall, upon written request from either party, be submitted to binding arbitration. Such arbitration shall be conducted in accordance with the rules of the American Arbitration Association with respect to commercial disputes.
- b. The arbitration shall take place in Washoe County, Nevada. Each party shall be responsible for one half the cost of the arbitration though the arbitrator may award costs and fees (including reasonable attorney fees and costs) to the prevailing party.
- c. Nevada law shall govern all aspects of this Agreement.

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- d. The failure of either party to insist on strict compliance with any of the terms, conditions, or covenants of this Agreement by the other party shall not be deemed a waiver or relinquishment of that right or term in general, or at any other time during the duration of this Agreement.

Other provisions.

- e. Entire agreement: This Agreement constitute the sole and entire agreement of the Parties with respect to the subject matter contained herein and therein, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter.
- f. Amendment: No amendment to this Agreement is effective unless it is in writing and signed by an authorized representative for each party.
- g. No Third-Party beneficiaries: this Agreement benefits solely the parties to the Agreement and their respective permitted successors and assigns. Nothing in this Agreement confers any third party any legal or equitable right or remedy.

IN WITNESS WHEREOF the parties have set their hands as of the date below.

| | |
|---|---|
| Incline Village General Improvement District By: _____ Indra Winquest District General Manager  _____ Tim Callicrate Chair, IVGID Board of Trustees _____ Joshua Nelson IVGID General Counsel | Creative Concepts Media, dba CCMedia By:  _____ Laura Partridge President 4/17/20 |
|---|---|


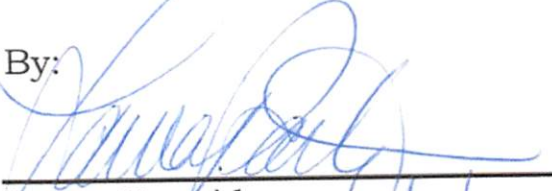
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IN WITNESS WHEREOF the parties have set their hands as of the date below.

| | |
|---|--|
| <p>Incline Village General Improvement District</p> <p>By: </p> <hr style="border: 0.5px solid black;"/> <p>Indra Winquest 11.18.2020 District General Manager</p> <hr style="border: 0.5px solid black;"/> <p>Tim Callicrate Chair, IVGID Board of Trustees</p> <hr style="border: 0.5px solid black;"/> <p>Joshua Nelson IVGID General Counsel</p> | <p>Creative Concepts Media, dba CCMedia</p> <p>By: </p> <hr style="border: 0.5px solid black;"/> <p>Laura Partridge 11/17/20 President</p> |
|---|--|



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|---|---|
| <p>Incline Village General Improvement District</p> <p>By: _____</p> <p>Indra Winquest District General Manager</p> <p>_____</p> <p>Tim Callicrate Chair, IVGID Board of Trustees</p> <p>_____</p> <p> Joshua Nelson IVGID General Counsel</p> | <p>Creative Concepts Media, dba CCMedia</p> <p>By: </p> <p>_____</p> <p>Laura Partridge President</p> <p style="text-align: right; margin-right: 50px;">4/17/20</p> |
|---|---|

From: [Melissa N. Robertson](#)
To: [Kate Nelson](#); [Brad Underwood](#); [Susan A. Herron](#)
Subject: FW: RE: Public Records Requests
Date: Wednesday, March 22, 2023 4:34:14 PM
Attachments: [InclineBeachFacilityStudyJan-Feb2023.pdf](#)

Mr. Katz's response..

Melissa Robertson

District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
<http://yourtahoeplace.com>

From: s4s@ix.netcom.com <s4s@ix.netcom.com>
Sent: Wednesday, March 22, 2023 4:14 PM
To: Melissa N. Robertson <mnr@ivgid.org>
Cc: Matthew Dent <dent_trustee@ivgid.org>; Sara Schmitz <trustee_schmitz@ivgid.org>; Michaela Tonking <tonking_trustee@ivgid.org>; Dave Noble <noble_trustee@ivgid.org>; Ray Tulloch <ray@tulloch4ivgidtrustee.com>; Indra Winqest <ISW@ivgid.org>
Subject: Fw: RE: Public Records Requests

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Thank you Melissa -

WHAT'S WRONG WITH YOU PEOPLE.

I want to examine records which break down a description of what internal services work was performed for the benefit of this project, when it was performed, by whom was it performed, and at what dollar amounts it was billed. You've provided none of this even though records exist (how else could staff come up with the numbers it has?).

Do you intend to provide the records or not? And if so, when. Because if you're not, I am filing a criminal complaint for willful concealment. Please clarify one way or the other.

04152023-315

With respect to item 3, unreimbursed staff time for the superintendent of fleet's (Rich Allen's) presentation to the board, where did the money come from to pay his the salary and benefits 0for Mr. Allen's presentation? Are they not assigned to the Internal Services Fund?

If not then you help me as the NPRA requires you to do. To what fund are Rich Allen's salary and benefits assigned. And if not internal services, then what records mandate he prepare and present presentations to the Board insofar as fleet is concerned (which is a function assigned to internal services)?

Thank you for your cooperation. Aaron Katz

-----Forwarded Message-----

From: Melissa N. Robertson <mnr@ivgid.org>
Sent: Mar 22, 2023 3:13 PM
To: s4s@ix.netcom.com <s4s@ix.netcom.com>
Subject: RE: Public Records Requests

Mr. Katz,

Staff has provided the attached for Items #1 and #2. Also note from Staff that that these hours are not "unreimbursed staff time" as there is an approved project CIP#3973LI1302 which has a budget for engineering time.

Staff has advised that there is no record to provide for item #3 of your request. Thank you.

Melissa Robertson

District Clerk

Incline Village General Improvement District

893 Southwood Boulevard

Incline Village Nevada 89451

P: 775-832-1268

mnr@ivgid.org

04152023-316

<http://yourtahoeplace.com>

-----Original Message-----

From: s4s@ix.netcom.com <s4s@ix.netcom.com>

Sent: Friday, March 10, 2023 8:09 AM

To: Info IVGID <info@ivgid.org>

Cc: Melissa N. Robertson <mnr@ivgid.org>

Subject: Fw: Public Records Requests

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

3 attached.

Unreimbursed staff time for January, 2023 billed to Beach House project;

Unreimbursed staff time for February, 2023 billed to Beach House project;

Unreimbursed staff time for February 22, 2023 Fleet Dep't presentation to IVGID Board billed to whatever project of department.

Thank you, Aaron Katz

04152023-317



Incline Beach Facility Study January-February 2023

| | | | Jan 2023 | Feb 2023 |
|-------------------------------------|-------------------|--------------------|----------|----------|
| INCLINE BEACH FACILITY STUDY | 3973LI1302 | Total Hours | 117.5 | 44.5 |
| | | Total Cost | \$14,702 | \$5,597 |

From: [Melissa N. Robertson](mailto:Melissa.N.Robertson)
To: cfdobler@aol.com
Cc: [Indra Winqest](mailto:Indra.Winqest); [Brad Underwood](mailto:Brad.Underwood); [Matthew Dent](mailto:Matthew.Dent)
Subject: RE: Public Records request - Spill report - Effluent Pipeline
Date: Thursday, March 16, 2023 11:30:05 AM
Attachments: [Nexgen_WO_19253.pdf](#)
[NDEP Spill Report 02082022.pdf](#)

Hi Mr. Dobler,

Please find attached the records you have requested.

Melissa Robertson

District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
<http://yourtahoeplace.com>

From: cfdobler@aol.com <cfdobler@aol.com>
Sent: Wednesday, March 15, 2023 2:38 PM
To: Melissa N. Robertson <mnr@ivgid.org>
Cc: Indra Winqest <ISW@ivgid.org>; Brad Underwood <BBU@ivgid.org>; Matthew Dent <dent_trustee@ivgid.org>
Subject: Re: Public Records request - Spill report - Effluent Pipeline

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Melissa - Lets hope you will refrain from performing the historic runaround in obtaining public records.

Attached is a memo by Underwood to the Board on March 1, 2022. On page 2, I have highlighted in yellow the date that the "spill" occurred and, as indicated, the report filed with NDOT and the NDEP.

To state that there was no "break", then are we to use the word "hole" as Underwood indicated.

Do we need to start playing on words?

It may be that Underwood failed to do a report, but lets get back to when the break or hole occurred.

Please fulfill my request.

IN addition, could you please provide for my examination the work order to repair the "hole" in the pipeline.

Cliff Dobler

-----Original Message-----

From: Melissa N. Robertson <mnr@ivgid.org>

04152023-319

To: cfdobler@aol.com <cfdobler@aol.com>
Sent: Wed, Mar 15, 2023 12:32 pm
Subject: RE: Public Records request - Spill report - Effluent Pipeline

Hi Mr. Dobler,

The Director of Public Works has advised that no record exists as there was not a pipeline break on 2-8-22.

Thank you.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
<http://yourtahoepace.com>

From: cfdobler@aol.com <cfdobler@aol.com>
Sent: Sunday, March 12, 2023 9:54 PM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: Public Records request - Spill report - Effluent Pipeline

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.
Please provide for my examination the spill report for the pipeline break which occurred on 2-8-2022.
The report is filed with NDEP

thanks

Cliff Dobler

04152023-320



Work Order



Department
 Division Pipeline
 WO Date 2/9/2022 9:05 AM
 Start Date 2/9/2022 9:05 AM
 End Date 2/9/2022 9:05 AM
 Main Task EXPORT LINE

DETAILS

Type Corrective
 Requested By SCOTT HUBELE
 Supervisor JEFF BENDORF
 Lead Worker SCOTT HUBELE
 Crew
 Cause
 Resolution
 Project
 General Location Approx. 2.9 miles northwest from US 50 on Hwy 28.
 Address

Shut Down
 Lock Out
 Interrupt Service
 Safety

| | |
|-----------------|--------------------|
| Medium | Close |
| Priority | Status |
| 28 | 100% |
| Days Active | Complete |
| Total Cost | \$61,516.36 |
| Est. Res. Hours | 0 |
| Act. Res. Hours | 235.5 |

Description Shut down and repair export line leak.
 Notes

ASSETS

| Asset Number | Name | Class | Location | Complete | Cost |
|--------------|----------------------|------------------------|------------------------------|-------------------------------------|--------------------|
| EXPORT | EFFLUENT EXPORT LINE | Structure/WRRF FAC/WET | Effluent Disposal Facilities | <input checked="" type="checkbox"/> | 61516.36 |
| | | | | | \$61,516.36 |

RESOURCES

| Employee | Name | Date | Pay Type | Est. Hours | Act. Hours | Hourly Cost | Total Cost |
|----------|--------------------|----------|----------|------------|------------|-------------|------------|
| | GUTIERREZ, ALFONSO | 2/8/2022 | Regular | 0 | 6 | \$67.81 | \$406.86 |
| | ORTON, CHRISTOPHER | 2/8/2022 | Regular | 0 | 6 | \$71.88 | \$431.28 |
| | LIGGETT, DAN | 2/8/2022 | Regular | 0 | 6 | \$68.99 | \$413.94 |
| | MORRIS, DREW | 2/8/2022 | Regular | 0 | 6 | \$69.92 | \$419.52 |
| | FREISTROFFER, ERIC | 2/8/2022 | Regular | 0 | 6 | \$69.84 | \$419.04 |
| | HUBELE, SCOTT | 2/8/2022 | Regular | 0 | 6 | \$76.04 | \$456.24 |
| | BLISS, MICHAEL | 2/8/2022 | Regular | 0 | 6 | \$56.28 | \$337.68 |
| | GUTIERREZ, ALFONSO | 2/8/2022 | Overtime | 0 | 3 | \$101.71 | \$305.13 |
| | ORTON, CHRISTOPHER | 2/8/2022 | Overtime | 0 | 3 | \$107.82 | \$323.46 |
| | GIBBS, STEVE | 2/8/2022 | Regular | 0 | 2 | \$87.02 | \$174.04 |
| | PANULLO, KIRK | 2/8/2022 | Regular | 0 | 6 | \$60.10 | \$360.60 |
| | LIGGETT, DAN | 2/8/2022 | Overtime | 0 | 3 | \$103.48 | \$310.44 |
| | MORRIS, DREW | 2/8/2022 | Overtime | 0 | 3 | \$104.88 | \$314.64 |
| | YOUNGBLOOD, JIM | 2/8/2022 | Regular | 0 | 3 | \$120.21 | \$360.63 |
| | HUBELE, SCOTT | 2/8/2022 | Overtime | 0 | 3 | \$114.06 | \$342.18 |
| | FREISTROFFER, ERIC | 2/8/2022 | Overtime | 0 | 3 | \$104.76 | \$314.28 |
| | BLISS, MICHAEL | 2/8/2022 | Overtime | 0 | 3 | \$84.42 | \$253.26 |
| | BAUER, TIM | 2/8/2022 | Regular | 0 | 6.5 | \$61.05 | \$396.83 |
| | OLSEN, BOB | 2/8/2022 | Regular | 0 | 6.5 | \$74.73 | \$485.75 |
| | ROBBINS, BILL | 2/8/2022 | Regular | 0 | 6.5 | \$71.86 | \$467.09 |



| | | | | | | |
|--------------------|-----------|---------|-------------|---------------|-------------------|--------------------|
| OLSEN, BOB | 2/9/2022 | Regular | | 5 | \$74.73 | \$373.65 |
| GIBBS, STEVE | 2/9/2022 | Regular | 0 | 1 | \$87.02 | \$87.02 |
| PANULLO, KIRK | 2/9/2022 | Regular | 0 | 2 | \$60.10 | \$120.20 |
| BAUER, TIM | 2/9/2022 | Regular | 0 | 3.5 | \$61.05 | \$213.68 |
| YOUNGBLOOD, JIM | 2/9/2022 | Regular | 0 | 2 | \$120.21 | \$240.42 |
| OLSEN, BOB | 2/10/2022 | Regular | | 2.5 | \$74.73 | \$186.83 |
| YOUNGBLOOD, JIM | 2/10/2022 | Regular | | 1 | \$120.21 | \$120.21 |
| BENDORF, JEFF | 2/10/2022 | Regular | 0 | 4 | \$92.51 | \$370.04 |
| GUTIERREZ, ALFONSO | 2/10/2022 | Regular | 0 | 4 | \$67.81 | \$271.24 |
| LIGGETT, DAN | 2/10/2022 | Regular | 0 | 4 | \$68.99 | \$275.96 |
| MORRIS, DREW | 2/10/2022 | Regular | 0 | 4 | \$69.92 | \$279.68 |
| HUBELE, SCOTT | 2/10/2022 | Regular | 0 | 4 | \$76.04 | \$304.16 |
| FREISTROFFER, ERIC | 2/10/2022 | Regular | 0 | 4 | \$69.84 | \$279.36 |
| BLISS, MICHAEL | 2/10/2022 | Regular | 0 | 4 | \$56.28 | \$225.12 |
| PANULLO, KIRK | 2/10/2022 | Regular | 0 | 2 | \$60.10 | \$120.20 |
| OLSEN, BOB | 2/11/2022 | Regular | | 2 | \$74.73 | \$149.46 |
| | | | <u>0.00</u> | <u>142.50</u> | <u>\$2,911.13</u> | <u>\$10,910.10</u> |

Equipment

| Name | Date | Pay Type | Est. Hours | Act. Hours | Hourly Cost | Total Cost |
|----------------------------------|-----------|----------|-------------|--------------|-----------------|-------------------|
| 468-2001 PETERBILT DUMP TRUCK | 2/8/2022 | Miles | 0 | 33 | \$1.85 | \$61.05 |
| 678-SERVICE TRUCK | 2/8/2022 | Hourly | 0 | 9 | \$15.00 | \$135.00 |
| 707-SERVICE TRUCK | 2/8/2022 | Hourly | 0 | 9 | \$15.00 | \$135.00 |
| 708-SERVICE TRUCK | 2/8/2022 | Hourly | 0 | 9 | \$15.00 | \$135.00 |
| 755-2017 CATERPILLAR 420 BACKHOE | 2/8/2022 | Hourly | 0 | 9 | \$39.00 | \$351.00 |
| 807-12 YARD VAC-CON TRUCK | 2/8/2022 | Hourly | 0 | 7 | \$95.00 | \$665.00 |
| 766-SERVICE TRUCK | 2/8/2022 | Hourly | 0 | 2 | \$15.00 | \$30.00 |
| 766-SERVICE TRUCK | 2/9/2022 | Hourly | 0 | 2 | \$15.00 | \$30.00 |
| 678-SERVICE TRUCK | 2/10/2022 | Hourly | 0 | 4 | \$15.00 | \$60.00 |
| 708-SERVICE TRUCK | 2/10/2022 | Hourly | 0 | 4 | \$15.00 | \$60.00 |
| 807-12 YARD VAC-CON TRUCK | 2/10/2022 | Hourly | 0 | 4 | \$95.00 | \$380.00 |
| | | | <u>0.00</u> | <u>92.00</u> | <u>\$335.85</u> | <u>\$2,042.05</u> |

Contractor

| Name | Date | Pay Type | Est. Hours | Act. Hours | Hourly Cost | Total Cost |
|----------------------|----------|----------|-------------|-------------|--------------------|--------------------|
| GRANITE CONSTRUCTION | 3/9/2022 | Hourly | 0 | 1 | \$45,827.57 | \$45,827.57 |
| | | | <u>0.00</u> | <u>1.00</u> | <u>\$45,827.57</u> | <u>\$45,827.57</u> |

PARTS

| Name | Date | Warehouse | Location | UOM | Est. Units | Act. Units | Unit Cost | Total Cost |
|------------------|----------|----------------|------------------|------|-------------|--------------|-----------------|-------------------|
| ROMAC BARREL 16" | 2/8/2022 | Main Warehouse | Default Location | Each | 0 | 2 | \$761.18 | \$1,522.36 |
| RINGS, BLACK 16" | 2/8/2022 | Main Warehouse | Default Location | Each | 0 | 4 | \$115.08 | \$460.32 |
| RUBBERS 16" | 2/8/2022 | Main Warehouse | Default Location | Each | 0 | 4 | \$58.74 | \$234.96 |
| BASE ROCK | 2/8/2022 | Main Warehouse | Default Location | YD | 0 | 7 | \$17.00 | \$119.00 |
| | | | | | <u>0.00</u> | <u>17.00</u> | <u>\$952.00</u> | <u>\$2,336.64</u> |

Misc Cost

| Description | Cost Date | Comments | Price | Qty | Total Cost |
|------------------------------------|-----------|----------|-----------------|-------------|-----------------|
| 16" bolt up kits for Romac barrels | 2/8/2022 | | \$200.00 | 2 | \$400.00 |
| | | | <u>\$200.00</u> | <u>2.00</u> | <u>\$400.00</u> |

USER DEFINED FIELDS



NDEP # 220208-05
Report Date: 2/8/2022 Report Time: 3:38 PM

Incident Date: 2/8/2022 Incident Time: 9:30 AM



Complaint/Spill Report Form
State of Nevada
Telephone: (888) 331-6337
Fax: (775) 687-8335

Do You Want to Remain Anonymous? No

Reporting Person: Jeff Bendorff

Reporting Agency: Incline Village GID

Reporter Email: _____

Address: 1220 Sweetwater Road Phone: (775)832-1203

City: Incline Village State: NV Zip: 89451

Discharger/Owner/Operator of Facility: Incline Village GID

Address: 1220 Sweetwater Road DOT#: _____

City: Incline Village State: NV Zip: 89451

Contact Person _____ Phone: (775)832-1203

APN#: _____ UST Facility ID / BWPC Permit #: _____

Facility Address if different from discharger: 2.9 Miles Northwest of US HWY 50 on State Route 28

City: Carson City State: NV County: Washoe County

Location of Complaint/Spill: 2.9 Miles Northwest of US HWY 50 on State Route 28

Township: _____ Range: _____ Section: _____ Q,Q2: _____ Mile Marker: _____

Type of Material Discovered: Reclaimed Water/Treated Effluent

Material Description: _____

Concentration / Analytical Data: Unknown

Quantity Found: 10,000 Container: Sewer System

Media Affected: Soil; Pavement If UST, Confirmed Visually? No

Cause of Complaint/Spill:
Broken effluent lines lead to release. Release was to retention area which is currently covered with snow. Spill did not reach Lake Tahoe.

Remedial Action Taken:
Line is being fixed. Detention pond will be cleaned up.

Oversite/Enforcement:
NDEP BWPC Lake Tahoe
cc: NDEP Administration, Greg Lovato
cc: NDEP BCA Chief, Jeff Collins
cc: NDEP PIO, Samantha Thompson

Email Address:
ndep.bwpc.spillreports@ndep.nv.gov; jrcollins@ndep.nv.gov;
ekingsland@ndep.nv.gov
glovato@ndep.nv.gov; jcarr@ndep.nv.gov; jkinder@ndep.nv.gov
jrcollins@ndep.nv.gov; rebecca.bodnar@ndep.nv.gov
sthompson@dcnr.nv.gov

04152023-324

cc: Nevada State Lands, Lucy Wong

lwong@lands.nv.gov

reg.reports@ivgid.org; steve_gibbs@ivgid.org;

madonna_dunbar@ivgid.org;

aseifert@ndep.nv.gov; lkieu@ndep.nv.gov; rjjohnson@ndep.nv.gov; E-

Data_BSDW@ndep.nv.gov

cc: Tahoe Drinking Water Association

cc: TRPA, Steve Sweet

ssweet@trpa.org

cc: LEPC Washoe County, Darryl Cleveland

dcleveland@tmcc.edu; tmoore@washoeschools.net;

emillette@cityofsparks.us; leightons@reno.gov

Comments:

Report Taken By: Alexi Lanza

From: Melissa N. Robertson
Sent: Friday, March 17, 2023 3:48 PM
To: 'J Gumz' <j.gumz1@gmail.com>
Subject: RE: Public Records Request - Data West

Hello,

Please see the attached.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
<http://yourtahoeplace.com>

From: J Gumz <j.gumz1@gmail.com>
Sent: Wednesday, March 15, 2023 11:37 AM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: Public Records Request - Data West

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

This is a public records request under NRS 239.

Please provide a copy by email of the contract with DATA WEST - which is A Div of Harris Systems USA.

Please let me know in advance if there is any charge for this public record.

04152023-326



MASTER SERVICES AGREEMENT

This Master Services Agreement ("Agreement") is made this 30th day of October 2013 between Data West Corp. with a principal office at 72 Suttle Street, Suite M, Durango, CO 81303 ("Company") and Incline Village General Improvement District with a principal office at 893 Southwood Blvd, Incline Village, NV 89451 ("Customer").

WHEREAS, Company is engaged in the business of providing geospatial and information technology consulting services; and

WHEREAS, Customer desires to retain Company to perform geospatial and information technology services and functions; and

NOW THEREFORE, in consideration of the mutual promises, covenants and agreements contained herein, the parties have agreed and do agree as follows:

AGREEMENT

1. **Contracted Services.** This Agreement shall apply to the delivery of information technology services, support, and functions as further described in Statements of Work (SOW) that may be proposed and approved by the parties. Any such approved SOW shall be incorporated herein by reference (the services and functions described in any SOW are hereafter referred to as the "Services"). In the event that the scope of the Services is expanded, revised, or modified, for any SOW incorporated herein, the parties shall prepare and sign an amended or new SOW (or change order), which likewise shall be attached hereto and incorporated herein by reference. Absent the execution of a SOW, this Agreement does not, in and of itself, represent a commitment by Customer to receive any Services from Company or pay Company any fees.
2. **Term of Agreement.**
 - a. The term of this Agreement will commence on the Effective Date set forth above and will continue until terminated by either party as provided below ("Term"). In the event that the SOW provides for a different Term, the SOW Term will control for that specific SOW only.
 - b. Either party shall have the option to terminate this Agreement, without cause, by providing thirty (30) days notice of its intent to terminate the Agreement without cause. In the event that a SOW provides for a different termination notice period, the SOW termination clause will control for that specific SOW only.
 - c. In the event that there is a continuing need for any Services identified in a SOW, after the expiration of this Agreement and Customer requests, in writing, to have Company complete the Services, this Agreement will automatically renew for the period of time that it takes for the completion of such Services.
 - d. The Agreement can be terminated for cause, as defined in paragraph 12 (a) herein, at any time provided the alleged breaching party is provided an opportunity to cure the alleged breach in the manner set forth in paragraph 12 (a) below or a Permitted Delay, as defined in paragraph 12 (d) herein, does not apply.
3. **Fees and Payment Terms.**
 - a. In exchange for the Services performed, as set forth in any SOW, Customer agrees to compensate Company at the rates identified in the fee schedule set forth in a SOW. Such rates are exclusive of any federal, state, or local sales or use taxes, or any other taxes or fees assessed on, or in



connection with any of the Services rendered herein. Customer will pay all undisputed invoices within 30 days of invoice.

- b. In addition, Customer shall reimburse Company its actual out-of-pocket expenses as reasonably incurred by Company in connection with the performance of Services.
 - c. A late charge of five per cent (5%) per month, or the legal maximum if less, shall accrue on past due billings unless Customer notifies Company of a billing dispute in writing prior to the payment due date. Customer shall be responsible for any costs incurred by Company in the collection of unpaid invoices including, but not limited to, collection and filing costs and reasonable attorney's fees of not less than fifteen percent (15%) of the outstanding balance due.
4. **Change Orders or Out of Scope Services.** To the extent that Customer requires or requests additional services or services that exceed the Services set forth in any SOW incorporated herein, Company will charge an additional fee for such additional services or out of scope work. Fees for such additional services or out of scope work will be set forth on a Change Authorization Order (CAO), which will also provide a description of the changed or additional service(s) being requested. Once a CAO is signed by both parties, it will be incorporated into the Agreement and have the same legal effect as the SOW that is incorporated into the Agreement.
5. **Independent Contractor.** The parties enter into this Agreement as independent contractors and nothing within this Agreement shall be construed to create a joint venture, partnership, agency, or other employment relationship between the parties. All Company employees who are assigned to perform services at any Customer owned or leased facility shall be considered to be an employee of Company only and will not be considered an agent or employee of Customer for any purpose. Company will be solely responsible for payment of all compensation owed to its employees, including all applicable federal, state and local employment taxes and will make deductions for all taxes and withholdings required by law. In no event will any Company employee be eligible for or entitled to any benefits of Customer.
6. **Confidential Information.**
- a. Customer understands and acknowledges that Company may, from time to time, disclose "Confidential Information" to Customer. For purposes of this Agreement, the term "Confidential Information" shall include but not be limited to any nonpublic and/or proprietary information or materials relating to Company's promotional and/or marketing strategy and activity, Company's pricing information (including but not limited to rates, margins, and budgets), Company's financial and budget information, Company's customer lists, information about the education, background, experience, and/or skills possessed by Company employees, Company employee compensation information, Company's service and/or sales concepts, Company's service and/or sales methodology, Company's service and/or sales concepts, Company's service and/or sales methodology, Company's service and/or sales techniques, Company's customer satisfaction data or sales information, or any information which Company marks or identifies as "confidential" at the time of disclosure or confirms in writing as confidential within a reasonable time (not to exceed thirty (30) days) after disclosure. Customer will not disclose Company's Confidential Information to any third party at any time without the prior written consent of the company and shall take reasonable measures to prevent any unauthorized disclosure by its employees, agents, contractors, or consultants. Further, Company's Confidential Information shall include the terms set forth in this Agreement, all of which shall remain the property of Company and shall in no event be transferred, conveyed, or assigned to Customer as a result of the services provided pursuant to this Agreement. The foregoing duty shall survive any termination or expiration of this Agreement.
 - b. Company also understands and acknowledges that Customer may, from time to time, disclose to Company proprietary ideas, concepts, expertise, and technologies developed by Customer relating



to computer application programming, installation, and operation (collectively "Customer's Confidential Information"). Customer may further provide to Company documentation, reports, memoranda, notes, drawings, plans, papers, recordings, data, designs, materials, or other forms of records or information relating to Customer's business operations (collectively "Confidential Trade Information"). Company agrees (i) not to use any Customer Confidential Information or Confidential Trade Information for its own use or for any purpose other than the specific purpose of completing the Services; (ii) not to voluntarily disclose any Customer Confidential Information or Confidential Trade Information to any other person or entity; and (iii) to take all reasonable measures to protect the secrecy of, and avoid disclosure or use of, Customer Confidential Trade Information in order to prevent it from falling into the public domain or the possession of persons other than those persons authorized hereunder to have such Customer Confidential Information and/or Confidential Trade Information. The foregoing duty shall survive any termination or expiration of this Agreement.

- c. In no event shall Customer use Company's Confidential Information to reverse engineer or otherwise develop products or services functionally equivalent to the products or services of the Owner.
 - d. The following shall not be considered Confidential Information for the purposes of this Agreement: (a) Information which is or becomes in the public domain through no fault or act of the receiving party; (b) Information which was independently developed by the receiving party without the use of or reliance on the disclosing party's Confidential Information; (c) Information which was provided to the receiving party by a third party under no duty of confidentiality to the disclosing party; or (d) Information which is required to be disclosed by law with no further obligation of confidentiality, provided, however, prompt prior notice thereof shall be given to the party whose Confidential Information is involved.
 - e. The parties agree that the disclosure of any of the foregoing Confidential Information by either party shall give rise to irreparable injury to the owner of the Confidential Information, inadequately compensable in monetary damages. Accordingly, the non-disclosing party may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies which may be available.
7. **Customer Responsibilities.** In addition to any obligations and responsibilities described in the SOW or elsewhere in this Agreement, Customer shall have shared responsibility with Company regarding the following:
- a. To ensure that the necessary business and application knowledge is available and conveyed from the Customer's existing support team to Company's support team.
 - b. Provide ready access to all appropriate computing platforms, documentation (e.g., program source, copybooks, tables, subroutines) and personnel (i.e., end users and technical representatives) necessary to fully understand the current business systems and environments throughout the life of the engagement.
 - c. Provide at its facility, office space and equipment for Company's on-site employees. Access will also be provided to the Customer's source libraries, test systems, and test data.
 - d. Provide external communications capability and/or access to its work facility to enable Company's on-site project team to access the Customer's information technology system for after hours or weekend Services as required.
 - e. Customer shall assign an employee or representative to be present at the work facility for any after hours or weekend Services provided. In the event that Customer declines or fails to assign an employee or representative to be present during such hours, Customer waives any and all claims



for any property damage or loss that occurs during such time that Company's employee(s) is on the Customer's work facility.

- f. Provide passwords and job numbers to Company employees as needed.
8. **Warranty of Services.** Any warranty offered by Company for Services provided herein shall be set forth in the SOW. In the absence of any warranty language in the SOW, Company warrants that all Services performed pursuant to this Agreement will be performed in accordance with the general standards and practices of the information technology industry in existence at the time the Services are being performed. IN THE EVENT THAT THERE IS NO WARRANTY SET FORTH IN THE SOW, THE FOREGOING EXPRESS LIMITED WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES AND CONDITIONS EXPRESSED OR IMPLIED, ORAL OR WRITTEN, CONTRACTUAL OR STATUTORY, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE TO THE EXTENT APPLICABLE.
9. **Limitation of Liability.** Customer agrees that Company shall not be liable to Customer, or any third party, for (1) any liability claims, loss, damages or expense of any kind arising directly or indirectly out of services provided herein for (2) any incidental or consequential damages, however caused, and Customer agrees to indemnify and hold Company harmless against such liabilities, claims, losses, damages (consequential or otherwise) or expenses, or actions in respect thereof, asserted or brought against Company by or in right of third parties or for (3) any punitive damages. For purposes of this Agreement, incidental or consequential damages shall include, but not be limited to, loss of anticipated revenues, income, profits or savings; loss of or damage to business reputation or good will; loss of Customers; loss of business or financial opportunity; or any other indirect or special damages of any kind categorized as consequential or incidental damages under the law of the State of Colorado. Company's liability for any damages hereunder shall in no event exceed the amount of fees paid by Customer to Company as of the date the alleged damages were incurred.
10. **Indemnification.** Each party shall indemnify, defend and hold harmless the other, its employees, principals (partners, shareholders or holders of an ownership interest, as the case may be) and agents, from and against any third party claims, demands, loss, damage or expense relating to the bodily injury or death of any person or damage to real and/or tangible personal property directly caused solely by the negligence of willful conduct of the indemnifying party, its personnel or agents in connection with the performance of the Services hereunder. To the extent that such claim arises for the concurrent conduct of Customer, Company and/or any third party, it is expressly agreed that Company's liability shall be limited by the terms and provisions of paragraph nine (9) herein and that, with respect to any remaining obligations to pay any third party claims, demands, losses, damages or expenses that are not limited by the terms and provisions of paragraph nine (9) herein, each party's obligations of indemnity under this paragraph shall be effective only to the extent of each party's pro rata share of liability. To receive the foregoing indemnities, the party seeking indemnification must promptly notify the other in writing of a claim or suit and provide reasonable cooperation (at the indemnifying party's expense) and full authority to defend or settle the claim or suit. The indemnifying party shall have no obligation to indemnify the indemnified party under any settlement made without the indemnifying party's written consent.
11. **Equal Opportunity Employer.** Company is an Equal Opportunity Employer and does not discriminate in recruitment, hiring, transfer, promotion, compensation, development, and termination of its employees on the basis of race, color, sex, age, marital status, national origin, handicap, religious beliefs, veteran's status or other protected category as required by applicable Federal, State and local laws. Customer likewise represents that it will not discriminate in the referral or acceptance of Consultants hereunder on the basis of race, color, sex, age, marital status, national origin, handicap, religious beliefs, veteran's status or other protected category as required by applicable federal, state and local laws.
12. **Termination.**



- a. **Termination for Cause:** If either party believes that the other party has failed in any material respect to perform its obligations under this Agreement (including any Exhibits or Amendments hereto), then that party may provide written notice to the other party's management representative describing the alleged failure in reasonable detail. If the alleged failure relates to a failure to pay any sum due and owing under this Agreement, the breaching party shall have ten (10) business days after notice of such failure to cure the breach. If the breaching party fails to cure within ten (10) business days, then the non-breaching party may immediately terminate this Agreement, in whole or in part, for cause by providing written notice to the management representative of the breaching party. With respect to all other defaults, if the breaching party does not, within thirty (30) calendar days after receiving such written notice, either (a) cure the material failure or (b) if the breach is not one that can reasonably be cured within thirty (30) calendar days, then the non-breaching party may terminate this Agreement, in whole or in part, for cause by providing written notice to the management representative of the breaching party.
- b. **Termination for Bankruptcy:** Either party shall have the immediate right to terminate this Agreement, by providing written notice to the other party, in the event that (i) the other party becomes insolvent, enters into receivership, is the subject of a voluntary or involuntary bankruptcy proceeding, or makes an assignment for the benefit of creditors; or (ii) a substantial part of the other party's property becomes subject to any levy, seizure, assignment or sale for or by any creditor or government agency.
- c. **Payments Due:** The termination of this Agreement shall not release either party from the obligation to make payment of all amounts then or thereafter due and payable.
- d. **Permitted Delays:** Each party hereto shall be excused from performance hereunder for any period and to the extent that it is prevented from performing any services pursuant hereto in whole or in part, as a result of delays caused by the other party or an act of God, or other cause beyond its reasonable control and which it could not have prevented by reasonable precautions, including failures or fluctuations in electric power, heat, light, air conditioning or telecommunication equipment, and such nonperformance shall not be a default hereunder or a ground for termination thereof. Company's time of performance shall be enlarged, if and to the extent reasonably necessary, in the event: (i) that Customer fails to submit information, instructions, approvals, or any other required element in the prescribed form or in accordance with the agreed upon schedules; (ii) of a special request by Customer or any governmental agency authorized to regulate, supervise, or impact Company's normal processing schedule; (iii) that Customer fails to provide any equipment, software, premises or performance called for by this Agreement, and the same is necessary for Company's performance hereunder. Company will notify Customer of the estimated impact on its processing schedule, if any.
- e. **Continuation of Services:** Company will continue to perform Services during the notice period unless otherwise mutually agreed upon by the parties in writing. In the event that Customer provides the notice of termination and directs Company not to perform the services through the notice period, Customer agrees to pay Company an amount equal to the amount normally due to Company for the notice period. Upon termination by either party, Customer will pay Company for all services performed and charges and expenses reasonably incurred by Company in connection with the services provided under this Agreement through the date of termination.

13. **Miscellaneous Clauses:**

- a. **Non-Restrictive Relationship.** Company may provide the same or similar services to other customers and Customer may utilize other information technology service providers that are competitive with company.



- b. Waiver. The rights and remedies provided to each of the parties herein shall be cumulative and in addition to any other rights and remedies provided by law or otherwise. Any failure in the exercise by either party of its right to terminate this Agreement or to enforce any provision of this Agreement for default or violation by the other party shall not prejudice such party's rights of termination or enforcement for any further or other's default or violation or be deemed a waiver or forfeiture of those rights.
- c. Force Majeure. Neither party will be liable to the other for failure to perform its obligations hereunder if and to the extent that such failure to perform results from causes beyond its control, including and without limitation: strikes, lockouts, or other industrial disturbances; civil disturbances; fires; acts of God; acts of a public enemy; compliance with any regulations, order or requirement of any governmental body or agency; or inability to obtain transportation or necessary materials in the open market.
- d. Notices. All notices required under or regarding this Agreement will be in writing and will be considered if delivered personally, mailed via registered or certified mail (return receipt requested and postage prepaid), given by facsimile (confirmed by certification of receipt) or sent by courier (confirmed by receipt) addressed to the following designated parties:

If to Company:
 Data West Corp.
 Attention: Richard Brown
 72 Suttle Street, Suite M
 Durango, CO 81303

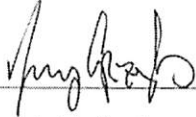
If to Customer:
 Incline Village GID
 Attention: Joe Pomroy
 893 Southwood Blvd.
 Incline Village, NV 89451

- e. Severability. If any term or provision of this Agreement is held to be illegal or unenforceable, the validity or enforceability of the remainder of this Agreement will not be affected.
- f. Captions. The section headings in this Agreement are intended solely for convenience of reference and shall be given no effect in the construction or interpretation of this Agreement.
- g. Entire Agreement. This Agreement and the SOW(s) and/or CAO(s) incorporated herein constitute the entire agreement between the parties and supersede any prior or contemporaneous communications, representations or agreements between the parties, whether oral or written, regarding the subject matter of this Agreement.
- h. Amendments. This Agreement and the Exhibits may be amended only by an instrument in writing executed by the parties hereto. Any written work order submitted by Customer shall not amend the terms of this Agreement and will only be considered (1) a statement of the work to be performed; (2) set forth any deadlines or schedules; and (3) the additional fees to be charged, if any, for any out of scope work or services stated on the work order.
- i. Applicable Law. This Agreement is made under and will be construed in accordance with the law of Colorado without giving effect to that state's choice of law rules. The forum for any dispute or litigation arising out of this Agreement shall be in the Courts of Common Pleas of La Plata County Court or in the Federal District Court for Company's Federal District Jurisdiction.
- j. Successors and Third Party Beneficiaries. This Agreement shall inure to the benefit of Company and Customer and any successors or assigns of Company and Customer. No third party shall have any rights hereunder.



IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

Data West Corp.




Joseph M. Grzyb
Geospatial Services Manager

10-31-2013

Date

Incline Village General Improvement District



Joe Pomroy
Public Utility Director

11/5/13

Date



ATTN: Joe Pomroy and Samantha Kurashewich

Incline Village General Improvement District
893 Southwood Blvd.
Incline Village, NV 89451

Quote: Incline Village General Improvement District GIS Services (BETA Customer for Viewer)

We charge per hour for our GIS Services. Since Incline Village General Improvement District has agreed to be a BETA GIS customer for Data West Corporation, our services will be provided at a great discount in return for providing feedback on how the Data West Geospatial Department can improve upon our products and services, and keeping this pricing confidential.

GIS Services:

GIS Services include digitizing historical as-built spec drawings and Geocoding Billmaster address information to georeference your consumer accounts. Data West will create a complete GIS foundation of your system. In the future, if Incline Village General Improvement District elects to use this data to create a geometric network of the utility system, Data West GIS personnel will assist in both the creation, implementation, and training. However that will be a separate quote due to increased complexity of the project. In order to offer the best pricing, Data West prefers to sell GIS services in 40 hour blocks. After each 40 hour block is complete, there will be an evaluation by both parties to ensure satisfaction.

Standard Data West GIS Services:

GIS Analyst (1 Analyst) @ \$70.00 hourly @ 40 hours = \$2,800.00

Incline Village GID Data West GIS Services (services listed above to create GIS foundation):

~~GIS Analyst (1 Analyst) @ \$70.00 hourly @ 40 hours = \$2,800.00~~

GIS Analyst (1 Analyst) @ \$40.00 hourly @ 40 hours = \$1,600.00



Billmaster-GIS Online Viewer:

Data West signs a minimum of 24 month contract for hosting our Billmaster-GIS viewer. Incline Village GID has approximately 4,263 consumers. As a BETA customer, Data West will drop all charges except yearly maintenance fees. This quote is for the Silverlight viewer hosted by Data West. If you decide to utilize our GIS-Billmaster API with a different viewer, we will still offer a Beta quote, however it will be different than below due to unknown obstacles that may arise using a 3rd party software. Listed below is our standard price for a utility with 4,263 consumers:

24-Month Contract: \$300.00 per month; \$7,200.00 total

36-Month Contract: \$255.00 per month; \$9,180.00 total

Incline Village GID BETA Quote:

~~24-Month Contract: \$300.00 per month; \$7,200.00 total~~ **\$475.00 per year; \$950.00 Total**

~~36-Month Contract: \$255.00 per month; \$9,180.00 total~~ **\$470.00 per year; \$1,410.00 Total**

A handwritten signature in black ink, appearing to read "Joseph M Grzyb", is written over a solid horizontal line.

Joseph M Grzyb,
Manager of Geospatial Service
Data West Utility Technologies

Thank you.

J. Gumz

From: Melissa N. Robertson

Sent: Wednesday, March 22, 2023 3:12 PM

To: 's4s@ix.netcom.com' <s4s@ix.netcom.com>

Cc: Indra Winqest <ISW@ivgid.org>; Matthew Dent <dent_trustee@ivgid.org>; Sara Schmitz <trustee_schmitz@ivgid.org>; Michaela Tonking <tonking_trustee@ivgid.org>; Dave Noble <noble_trustee@ivgid.org>; Ray Tulloch <Tulloch_Trustee@ivgid.org>

Subject: RE: Records Request - Union Contracts Which Provide For Employee Overtime Lunch Reimbursements

Hi Mr. Katz,

I have reviewed this request with the Director of Human Resources; the following information has been found:

The only Union contract that provides this reimbursement is the non-supervisory contract, as stated below:

4.17 Employer will provide Employees with an opportunity to eat a meal and drink a beverage at the work site for each four (4) hours of continuous overtime work. Employer will pay an additional \$20.00 in lieu of a meal break, following NRS statute regarding breaks and meal time, for each four (4) hours of continuous unscheduled / emergency overtime worked. Example: Four (4) hours continuous OT = \$20.00, Eight (8) hours continuous OT = \$20.00 etc. Employee can be reimbursed by either submitting through petty cash or completing a check request through the accounting department.

The Director of Human Resources has reviewed all of the other contracts (supervisory and superintendent) and none have the same compensation agreement. This contract was executed on 3/10/21, and retroactive to July 1, 2020.

Please find attached copies of the current contracts, as requested. These contracts are also available online at https://emrb.nv.gov/Resources/special/General-Special_Districts/

Thank you Mr. Katz.

Melissa Robertson
District Clerk
Incline Village General Improvement District

04152023-337

893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
<http://yourtahoepalace.com>

-----Original Message-----

From: s4s@ix.netcom.com <s4s@ix.netcom.com>
Sent: Wednesday, March 15, 2023 6:26 PM
To: Melissa N. Robertson <mnr@ivgid.org>
Cc: Indra Winquest <ISW@ivgid.org>; Matthew Dent <dent_trustee@ivgid.org>; Sara Schmitz <trustee_schmitz@ivgid.org>; Michaela Tonking <tonking_trustee@ivgid.org>; Dave Noble <noble_trustee@ivgid.org>; Ray Tulloch <tulloch_trustee@ivgid.org>
Subject: Records Request - Union Contracts Which Provide For Employee Overtime Lunch Reimbursements

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Melissa and Indra -

So we were going through the most recent bill pays, and we discovered there are quite a number of check pays to unidentified employees for overtime lunch reimbursements per union contract.

The only union contract I am able to pull up is the one approved on April 13, 2022 with the Operating Engineers Local Union No. 3 for our Superintendent employees, whomever they are. Yet a careful review of that contract discloses nothing insofar as overtime lunch reimbursements are concerned.

So my question is what other union contracts exist for which overtime lunch reimbursements are addressed? And to what other employees does it apply to other than superintendent employees?

Moreover, I want to examine all such current contracts and in particular, the portion(s) which provide for overtime lunch reimbursements to our employees covered those contracts.

Please consider this a public records request.

I have not used your online form because I am sending a copy of this request to the Board so they will be aware of the issue at play.

Thank you for your cooperation. Aaron Katz

04152023-338

MEMORANDUM OF UNDERSTANDING

BETWEEN AND FOR

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

AND THE

OPERATING ENGINEERS LOCAL UNION NO. 3

Public Works Operations & Maintenance & Skilled Trades

July 1, 2020 through and including June 30, 2023

04152023-339

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THIS AGREEMENT is by and between INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT, hereinafter called the "Employer," and OPERATING ENGINEERS LOCAL UNION NO. 3 of the International Union of Operating Engineers, AFL-CIO, hereinafter called the "Union."

WITNESSETH

WHEREAS, the Employer desires to enter into an Agreement in order to assist the Employer to obtain competent and efficient Employees to stabilize conditions of employment, and to foster and maintain harmonious relationships between Employer and its Employees.

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements herein contained, the parties hereto hereby agree as follows:

1. RECOGNITION

1.1 Employer recognized the Union as the sole and exclusive agent of its full-time permanent trades and maintenance employees in the utility, fleet and buildings divisions, Finance/Accounting Department, Information Technology Department (IT) excluding all supervisory personnel, and excluding all temporary, part-time, and seasonal personnel.

2. SUBORDINATION

2.1 It is understood that Employer is a quasi-municipal corporation organized under the provisions of NRS Chapter 318. This Agreement is subject to any applicable provisions of Nevada laws that govern general improvement districts. Any provision of this Agreement in conflict with the laws governing general improvement districts shall be considered null and void.

3. NON-DISCRIMINATION

3.1 No Employee shall be discriminated against by the Employer, the Union, or the Employees because of sex, race, color, religion, age, disability, sexual orientation, or national origin.

4. SHIFTS HOURS OVERTIME AND WORKING CONDITIONS

4.1 A shift shall be defined as forty (40) hours comprised of from eight to ten hours per day consecutively totaling forty hours. By mutual agreement, the Employee may work a different schedule provided the total hours shall not exceed forty (40) hours in any scheduled work week. In the event the starting time is changed for temporary purposes or an emergency that arises, the employer does not need to notify the Union if the temporary changes are less than ten (10) days in duration and no more than thirty (30) days accumulated for the year. The Employer will notify the Union if the starting times are changed for any reason other than temporary purposes and if there is any disagreement, it shall be subject to the Grievance Procedure of this Agreement.

4.2 All authorized overtime in excess of the scheduled day shift as defined above in Section 4.1, or forty (40) hours in any one week, shall be paid at the rate of time and one-half (1-1/2) and shall be calculated on an hourly basis, with the exception of the holidays set forth in Section 5 of this Agreement. Overtime is paid in 15 minute increments.

4.3 Employees not paid when laid off or discharged will be paid for waiting time as per State law.

4.4 The Employer shall furnish uniforms, rain gear, boots and hip boots for the following public works divisions: Public Works Administration, Compliance, Buildings, Fleet, Pipeline and Treatment, which employees shall wear during working hours. Employees shall be responsible for keeping uniforms clean and neat. Upon termination, employees shall return all gear issued to them to the Employer. Employees shall receive \$630.00 towards a clothing allowance per fiscal year.

4.5 All employees covered by this MOU will be entitled to all applicable contagious disease control shots, if so desired, at no cost to the Employee.

4.6 Employer will endeavor to distribute the overtime equally.

4.7 If the Employee is in a higher classification and is required to work on snow removal, Employee shall be paid in his higher classification.

4.8 If an Employee is required to return to work outside his regularly scheduled work period, Employee shall be paid for a minimum of two (2) hours. If there is such a requirement more than once in any eight consecutive hours, only the first such "call-out" shall be for the minimum of two hours, all others shall be at the actual time required. All such time shall be paid at one and one half (1-1/2) times the regular hourly rate of the Employee. Time shall be computed from the time the Employee leaves their place of residence until their return to that place of residence, unless for any reason part of the time is spent in personal pursuits, and in such cases that time spent in those personal endeavors would be deducted.

4.9 An Employee shall be compensated for a minimum of two (2) hours if Employee reports for work at the designated time the work shift commences and if Employee is ready, able, and willing to begin their work shift. The Employer must notify the Employee at least one (1) hour prior to the commencement of the work shift if conditions are such that no work will be required that day. It will be the Employee's responsibility to provide a telephone

number to the District which will be the only one used to notify the Employee that no work will be performed during that work shift.

4.10 Certain personnel may be assigned standby duty and shall be compensated at the following rates, per day:

Effective July 1, 2017 Employees assigned Standby and Snow Watch shall be compensated as the following rates, per day:

4.11 ON CALL:

"On-Call" Employees. All Pipeline Division, Treatment Plant Division, Water Treatment Plant, Water Distribution, Certified Grade I or higher Operators, shall be assigned "ON CALL" status. Employees designated as "ON CALL" shall use their best effort to respond to the lower Sweetwater shop, Treatment Plant, Burnt Cedar Plant or site of emergency within thirty (30) minutes regardless of weather conditions. "ON CALL" personnel will be provided a District vehicle. There shall be one member of the Pipeline Division and one member of the Treatment Division "ON CALL" 24 hours a day, 7 days per week, outside of regular business hours, on a rotating basis. When an employee is assigned "ON CALL", an employee may arrange for a qualified substitute employee, acceptable to the Employer, to fill the assignment. The "ON CALL" employee who is responsible for "ON CALL" duty will notify employer and gain approval of this substitution in advance.

| | | |
|--------------|-----------|---|
| On Call Pay: | \$ 61.87 | Weekdays (Mon. _ Fri.) |
| On Call Pay: | \$ 118.12 | Weekends/ Holidays (Sat. — Sun. and actual holiday) |

4.12 ON CALL LODGING:

"ON CALL" personnel will be provided with furnished lodging at no cost to the Employee at the discretion of the Employer. "ON CALL" personnel that do not choose to utilize the Employer provided lodging shall secure their own lodging within the thirty minute (30-minute) response time. Carson City, Carson Valley, Truckee Meadows and Reno are considered outside the thirty-minute response time area. Other areas will be evaluated on a case by case basis to see if they meet the thirty-minute response time area.

4.13 EMERGENCY STANDBY:

At the discretion of the Utilities Superintendent, multiple employees may be put on Emergency Standby in addition to the on call personnel. This could occur when a major event or disaster is occurring, or pending, such as a water or sewer emergency, fire, flood, blizzard etc. When an employee is called in outside of their regular scheduled work day for Emergency Standby, that employee shall be paid from emergency portal to portal pay (i.e. paid for time spent traveling to the emergency from point of departure to work and back) at the appropriate overtime rate and receive the current GSA mileage reimbursement rate for transportation if they use a personal vehicle.

Emergency Standby: \$61.87 Weekdays (Mon. — Fri.)
Emergency Standby: \$118.12 Weekends/Holidays (Sat. — Sun. and actual holiday)

4.14 LEAD SNOW WATCH:

Lead snow watch entails one member of the Pipeline Division and Treatment Division who is responsible for determining the amount of snow that has fallen, calls the appropriate number of employees to remove the snow, starts the equipment, assigns the duties of the employees and participates in snow removal. This may require moving equipment and employees to different venues. The lead Snow Watch employee will check the quality of the snow removal of all venues and make corrections as needed. The Lead Snow Watch employee will be provided a District vehicle.

Lead Snow Watch: \$61.87 Weekdays (Mon — Fri.)
Lead Snow Watch: \$118.12 Weekends/Holidays (Sat. — Sun. and actual holiday)

4.15 SNOW WATCH STANDBY:

Snow watch standby shall be assigned and/or delegated by the Utilities Superintendent, based on the reasonable probability of snowfall. When significant snowstorms are probable in the opinion of the Utilities Superintendent or delegate, additional personnel may be put on snow watch standby. Employees are to be fit for duty and ready to work outside their regularly scheduled work period to assist in snow removal or related activities and remain within a reasonable response time. When this occurs, these additional employees shall be paid the Snow Watch Standby pay whether they are required to report to work outside of their regular shift or not. These additional employees are not required to remain within a 30-minute response area of their place of work unless, in the opinion of the Utilities Superintendent, an impending storm may restrict their ability to report to work in a timely manner; therefore the District shall provide appropriate temporary housing and meals for these employees.

Employees assigned to Snow Watch Standby cannot be assigned Emergency Standby or On Call at the same time. Snow Watch Standby employees will be paid from portal to portal outside of their regular scheduled work days, at the appropriate overtime rate (time and one half or double time for holidays) and receive the current GSA mileage reimbursement rate for transportation if they use a personal vehicle and would be paid for time spent traveling from point of departure to work.

Snow Watch Standby Pay: \$16.88 Weekdays (Mon. — Fri.)
Snow Watch Standby Pay: \$35.12 Weekends/Holidays (Sat. — Sun. and actual holiday)

4.16 ON CALL:

On call pay for the Information and Technology (IT) department is as follows:

| | | |
|-----------|----------|---------|
| On call: | Saturday | \$50.00 |
| On Call: | Sunday | \$50.00 |
| Call Out: | Saturday | \$50.00 |
| Call Out: | Sunday | \$50.00 |

4.17 Employer will provide Employees with an opportunity to eat a meal and drink a beverage at the work site for each four (4) hours of continuous overtime work. Employer will pay an additional \$20.00 in lieu of a meal break, following NRS statute regarding breaks and meal time, for each four (4) hours of continuous unscheduled / emergency overtime worked. Example: Four (4) hours continuous OT = \$20.00, Eight (8) hours continuous OT = \$20.00 etc. Employee can be reimbursed by either submitting through petty cash or completing a check request through the accounting department.

5. HOLIDAYS

5.1 The following shall be considered as paid holidays under this Agreement and when no work is performed on these days, an Employee shall be paid for their regular scheduled shift at their regular straight-time rate of pay: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Fourth of July, Labor Day, Nevada Day, Veterans' Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. Should any of these holidays fall on Sunday, the following Monday shall be considered the observed paid time off for the holiday. Should any of these holidays fall on Saturday, the preceding Friday shall be considered the observed paid time off for the holiday. In the event there is any work performed on any of the above-mentioned holidays, the Employee shall receive two (2) times the straight time hourly rate for all work performed on the **actual holiday** in addition to the paid holiday.

5.2 The employee is eligible for holiday pay when no work is performed. Employee must work the first regular work day immediately following that holiday unless the Employee shall have been unavailable for work because of: illness or injury sustained by a doctor's certificate showing Employee was unable to work for a period not to exceed thirty (30) days; absence (other than leaves of absence) when authorized by the Employer; and serious illness or death in the Employee's immediate family.

5.3 If a holiday for which pay is due falls during an Employee's scheduled vacation, then the Employee shall take the time off as holiday pay. Example: VVVHV.

6. CERTIFICATION

6.1 Certification shall be required for all Operators other than Operator Trainees based on the requirements contained in current job descriptions.

6.2 Employer shall provide training to all existing and future employees sufficient to qualify Employees to take examinations necessary to achieve the required certifications listed in current job descriptions. Employer, with cooperation of Employee, shall maintain official records. Employer will advance or reimburse Employee for all fees for one test for each

certification, Employer will pay all costs for certificate renewal. Employee time in examinations shall be compensated by Employer as on-duty time. Transportation to and from test sites will be provided compensated by Employer.

6.3 For any Employee hired or transferred into any positions within this bargaining unit, maintenance of all of the certifications required for that position shall be a condition of employment. Any Employee who does not maintain all of the certifications required for that position shall be demoted to a position within the same operating division, for which the Employee has all of the required certifications. Once obtaining all of the required Operator I certifications, any employee who does not maintain all of the required certifications for Operator I, may, at management's discretion, be terminated for cause. Operator Trainees shall obtain all of the required certifications for the Operator I position within (18) eighteen months of the date of hire as a trainee. Failure to achieve all of the certifications within (18) eighteen months may, at management's discretion, be cause for termination.

6.4 Any Employee newly hired or transferred to fill a vacancy in Water/Wastewater Operator position or Collection/ Distribution Operator position, shall be assigned the highest classification for which he or she possesses all of the requirements, including certifications for: Operator in Training (OIT), Operator I, Operator II, Operator III. Upon achieving all of the requirements, including certifications for a higher classification, an Employee shall be automatically promoted to that higher classification, provided that no automatic promotions shall occur above Operator III. The Assistant Water/Wastewater Operator III Supervisor (Water Lead), Assistant Water/Wastewater Operator III Supervisor (Wastewater Lead) and Assistant Collections/Distribution Operator III Supervisor (Lead) positions are promotional positions.

6.5 Certification of Mechanics. Mechanics shall be compensated with an annual bonus at the end of the fiscal year of \$50.00 per certification for the following certifications within their respective job classification so long as those certifications are maintained and current, These certifications are promulgated by the Automotive Service Excellence (ASE) organization and may be subject to change from time to time by that organization or by the Fleet Superintendent. Advancement of Mechanics to higher job classifications shall be on a promotional basis with no automatic promotion for having achieved additional certifications.

| | | |
|---|--------------------------------------|---|
| Car/Truck Suspension/Steering | Medium/Heavy Truck Air Brake | Car/Light Truck Drive Trains |
| Car and Light Truck Brakes | Car/Light Truck Engine Repair | Medium/Heavy Truck Drive Train |
| Medium/Heavy Truck Preventive Maintenance Inspection (PMI) | Medium/Heavy Truck Diesel Engines | Medium/Heavy Truck Electrical/Electronic System |

6.6 Certification of Buildings Maintenance Workers. Advancement of Buildings Maintenance Workers shall be on a promotional basis with no automatic promotion available.

6.7 Employees who maintain a Class A or Class B license shall be compensated with an annual bonus at the end of the fiscal year at the following rate. There will be no stacking of bonuses if an individual holds both classes. ,

CLASS A - \$350.00

CLASS B - \$250.00

6.8 Employees who maintain a Confined Space Rescue certificate shall be compensated with an annual bonus of \$200.00 at the end of the fiscal year.

6.9 ALL Personnel in a "Safety Sensitive" position as identified by the 2011 Operations and Safety manual and identified as such in their respective job descriptions and /or classification shall be compensated at the end of the fiscal year with a bonus of \$250.00 for holding a District identified "Safety Sensitive" position. Positions to be added to the current District list are: Assistant Mechanic, Mechanic I, and Mechanic II.

7. SALARIES

7.1 The salary ranges listed in Exhibit A is hereby made part of this Agreement, and shall become effective on July 1, 2020.

7.2 Job classifications shall have the salary grades listed in Exhibit B. The Employer will notify the Union in writing when positions listed in Exhibit B are reclassified.

7.3 Upon commencement of full-time permanent work for Employer, a new Employee shall be paid the minimum of the salary grade. At the Employer's discretion, a new Employee with exceptional experience, capabilities or knowledge may be assigned to a rate above the minimum of the salary grade.

7.4 Employees shall hold probationary status for the first twelve months following appointment. Probationary Employees may be terminated without cause. Satisfactory performance during the probationary period, as determined by the Employee's supervisor through a performance evaluation at the completion of the twelve month interval, shall remove the Employee from probationary status. Any probationary Employee receiving an unsatisfactory evaluation may be terminated.

7.5 Upon movement of an Employee from one job classification to another with a higher salary grade, the Employee will move to the greater of (1) the minimum of the new salary grade or (2) to a rate in the new salary grade that provides a salary increase of at least 5% for an upward movement of one grade or 10% for an upward movement of two grades or more. Upon movement of an Employee from one job classification to another with a lower salary grade, the Employee shall receive the commensurate rate in the new salary grade that the Employee had in the former salary grade. No change in anniversary date shall occur.

7.6 Upon achieving all the required certifications for a position, an Employee shall be paid according to the pay scale for the position. Employees who do not have all of the required certifications for their current position, and Employees in positions that do not have certification requirements, shall only be paid according to the pay scale.

7.7 Salary increase:

1. Effective date of Future Salary Increase:

The salary range listed in Exhibit A is hereby made part of this Agreement, and shall become effective on July 1, 2020

July 1, 2020 COLA increase. Retro to July 1, 2020:

The salary increases will be adjusted upward according to the following annual adjustments: Beginning July 1, 2020. The CPI percentage shall be based upon the actual BLS consumer price indexes Pacific Cities and U.S. City Average in the urban wage earners CPI-W in the chart with March 2020 being the baseline to take effect July 1, 2020, with a floor of 1.0%.

A merit salary increase shall be awarded per the matrix, (Exhibit C) on the employee's annual review date, based on performance.

July 1, 2021 COLA

The salary increases will be adjusted upward according to the following annual adjustments: Beginning July 1, 2021. The CPI percentage shall be based upon the actual BLS consumer price indexes Pacific Cities and U.S. City Average in the urban wage earners CPI-W in the chart with March 2021 being the baseline to take effect July 1, 2021, with a floor of 1.0%.

A merit salary increase shall be awarded per the matrix, (Exhibit C) on the employee's annual review date, based on performance.

July 1, 2022: COLA

The salary increases will be adjusted upward according to the following annual adjustments: Beginning July 1, 2022. The CPI percentage shall be based upon the actual BLS consumer price indexes Pacific Cities and U.S. City Average in the urban wage earners CPI-W in the chart with March 2022 being the baseline to take effect July 1, 2022, with a floor of 1.0%.

A merit salary increase shall be awarded per the matrix, (Exhibit C) on the employee's annual review date, based on performance.

If July 1st falls within the first seven days of the pay period, pay will be effective the current pay period. If July 1st falls within the second week of payroll, the pay will be the first of the following pay period.

Example: June 25th through July 1st the increase would take effect the first day of the current pay period.

Once an employee reaches the maximum annual salary based on current position and grade, the performance increases would be awarded as a lump sum check, calculated by multiplying the employee's maximum annual salary based on current position and grade by the percentage earned from their performance per the matrix.

7.8 It is agreed the Employer and Union shall establish a mutually acceptable criteria for conducting a salary survey for use in a subsequent memorandum of understanding.

7.9 It is agreed the Employer and the Union shall establish a joint Labor Management Committee to further communications and problem solve matters of mutual concern.

7.10 – Parties agree to continue discussion on CPI-Mtn successor in current MOU (CPI-W) and to engage in discussion six months to one year before expiration of current MOU.

8. LAYOFFS

8.1 Union and Employer understand and agree that Employer may institute furloughs in lieu of layoffs when necessary to reduce costs. Such decision shall be a management prerogative and may be implemented by Employer at its discretion. If Employer decides to utilize layoffs, it shall follow the provisions of this MOU - Section 6.

8.2 If the Employer determines that it will be necessary to lay off Employees within the bargaining unit, then whenever possible, the Employer will inform Employees thirty (30) days prior to layoff. Employees will be laid off in reverse order of seniority by classification within the bargaining unit, except in cases where the Employer can clearly demonstrate that the Employee lacks the skills or ability to perform the duties of his position. Employees who have been laid off will be rehired in the reverse order of layoff (i.e last laid off, first rehired).

8.3 Employees in higher classifications within the bargaining unit will be given the opportunity to demote to lower classifications within the bargaining unit for which they are qualified, recognizing the fact that this could result in the layoff of Employees in lower classes because of less seniority.

8.4 An Employee who has been laid off has the right to re-employment for a period of one hundred and eighty (180) days, provided he has the necessary qualifications for the position to be filled.

9. LEAVES

9.1 Vacation leave shall accrue from each Employee's original anniversary date, at the following rates:

9.1.a. For each Employee having less than four full years of continuous service to Employer, the employee will accrue six and two-thirds hours per calendar month of employment. The employee will accrue a maximum of 80 hours annually totaling (2 weeks).

9.1.b. For each Employee having at least four full years, but less than nine full years of continuous service to Employer, the employee will accrue ten hours per calendar month of employment. The employee will accrue a maximum of 120 hours annually totaling 3 weeks.

9.1.c. For each Employee having at least nine full years, but less than fourteen full years of continuous service to Employer, the employee will accrue thirteen and one-third hours per calendar month of employment. The employee will accrue a maximum of 160 hours annually totaling 4 weeks. New Employees hired on or after July 1, 2012 will earn up to a maximum of 4 weeks' vacation.

9.1 d. For each Employee having fourteen or more full years of continuous service to Employer, the employee will accrue sixteen and two-thirds hours per calendar month of employment. The employee will accrue a maximum of 200 hours annually totaling (5 weeks).

9.2 The Employer will entertain requests by eligible Employees as to the time at which their vacations will be scheduled, but vacation schedules must necessarily conform to and not unduly interfere with, the operation schedules of the Employer. Preference will be in order of seniority, based on years of service within the bargaining group, provided the remaining Employees are qualified to do the work. Granted leave shall only be revoked under extreme circumstances and not within one month of its commencement.

9.3 Employees must complete six months of employment to be eligible to take vacation. After six months of service, Employer will compensate Employees for accrued vacation which is unused upon termination, at the employee's current wage rate.

9.4 JURY DUTY:

The District will grant court leave to allow benefited employees to serve as juror or a witness in a court proceeding provided that the employee is not a party to the action. Employees need to provide their supervisors with relevant documents verifying the need for court leave as soon as the need becomes known.

9.4.a Jury Duty Compensation: Subject to the following conditions, eligible employees will receive their regular base rate of pay for those hours spent in court, traveling to and from court when such time occurs during employee's regular scheduled work days and hours of work:

1. Court leave will not result in payment of overtime or be considered as hours worked for purposes of determining eligibility for overtime, unless the court leave is related to the employee's job responsibilities.
2. Upon completion of jury/court/witness service for which the employee received his/her regular pay, the employee will forward any compensation received from the court or other party to the District upon receipt. Employee may keep reimbursements received for out-of-pocket expenses such as meals, mileage, and lodging.
3. An employee will not receive pay for the work time missed if s/he is required to miss work because of court appearances in a matter to which the employee is a party or to serve as a witness for a party who has filed an action against the District or the employee is subpoenaed to appear on a matter unrelated to employment. However, the employee may choose to use his/her vacation.

9.5 Sick leave will accumulate at the rate of eight (8) hours per month, with unlimited accrual. A doctor's certificate may be required by the Employer. Employee will be paid for time off for illness up to the limits of time accumulated. Abuses of sick leave may be subject to disciplinary action. Each Employee having unused sick leave on December 1 of each year shall have the opportunity to "sell" back to the District one-half (1/2) of their unused sick leave balance, up to a maximum of forty-eight (48) hours and shall be compensated at their regular hourly rate for such time. That time so paid shall be deducted from Employee's available accumulated sick leave time. Unused sick leave compensation shall be limited to that time which has accrued in the preceding twelve (12) months. Elimination of the December annual 48-hour sick leave buy back for employees hired after July 1, 2011.

Employees who elect to retire after 20 years of service may elect to receive up to 20% of their accrued sick leave hours; adding 2% additional each year to 25 years (30% after 25 years); and 4% additional year thereafter to a maximum sick leave buyout after 30 years of service of 50% of 960 hours. As an alternative, the Employee may elect to convert their accumulated sick leave hours to a non-interest bearing District account for purpose of paying medical insurance coverage and/or out-of-pocket medical expenses such as deductibles and co-payments at double the rates above, with a maximum of 100% of 960 hours of sick leave.

In the event of a death of a member of the Employee's immediate family, the Employee shall be granted a leave of absence, with pay, for a period of up to forty (40) working hours for final arrangements. For the purposes of this Section, the immediate family shall be defined as those within the 3rd degree of consanguinity or affinity. See Exhibit D for consanguinity and affinity chart. Evidence of death may be required by the Employer.

9.6 Nationwide State or Local Emergency

Should the Federal, State, or Local government declare an emergency requiring the shutdown of nonessential service or the complete shutdown of government for any declared emergency, Employees sent home without pay and without the ability to work from home shall have credited to their leave banks the total accrual for one year added to sick leave and annual leave. These leave banks shall be used to continue normal pay and

benefits until exhausted. Leave banks will begin normal accrual on anniversary of banked leaves.

10. UNION RIGHTS

10.1 A duly authorized representative of the Union may be permitted to talk on the job with Employees subject to this Agreement, for the purpose of ascertaining whether or not this Agreement is being observed by all parties, or in adjusting grievances, and for no other reasons. Union agrees that this privilege shall be so exercised as to not interfere with the work in the departments.

Orientation of new employees: When a new employee who is governed under this Collective bargaining agreement is hired, a meeting with the union's business agent or active job steward shall be scheduled. It is the sole responsibility of the union representatives to schedule such meetings. This meeting will not be longer than 10 minutes and be held the same day as the employee orientation.

10.2 The union shall notify the Employer of the selection of the job steward.

10.3 The job steward shall not stop the Employer's work for any reason, or tell any Employee covered by this Agreement that Employee cannot work on the job.

10.4 It is hereby mutually understood and agreed that no person is authorized to act as or to be deemed to be an authorized agent of either party to this Agreement unless the party appointing such authorized agent has first notified the other in writing of such appointment and the scope of the authority of such an agent.

10.5 It is hereby agreed and understood that the following persons and no other shall be the authorized agents of the respective parties until further notice as provided in Section 10.4 hereof;

Duly authorized agent of the Union shall be: Business Manager or Business Representative designated by the Business Manager.

Duly authorized agent of the Employer shall be the General Manager, or any other person authorized by Employer to act as his agent whose identity and scope of authority has been made known to the Local Union by written communication from said Employer.

11. DISCIPLINE AND DISCHARGE

The purpose of this article is to provide for an equitable and expeditious manner of the resolution of disputes arising from the imposition of discipline. The tenure and status of every employee is conditioned on reasonable standards of personal conduct and job performance. Failure to meet such standards shall be just cause for disciplinary action. In

addition to the causes set forth in the District personnel policies, discipline may be based upon any of the following grounds:

1. Failure to fully perform required duties.
2. Failure to maintain current certifications required by law and by the Job Description, or a certification not required by law will be required following a reasonable period during which employees may obtain such certification,
3. Insubordination,
4. Abuse of employer policies or rules,
5. Unexcused absences,
6. Misuse or abuse of District property or equipment,
7. Substandard job performance,
8. Commission of a crime involving moral turpitude, and
9. Commission of other acts which are incompatible with service to the public. The examples are not exhaustive and the absence of a specific offense from the list of examples shall not be interpreted to mean that any particular conduct or level of performance does not constitute just cause for disciplinary action.

11.1 Any Employee involved in a discussion with their supervisor or management, who has reason to believe that discipline may result from said discussion, shall have the right to request Employee's Steward or Union Representative be present during the discussion. If the Employee wishes to have Union representation during such discussions, it shall be Employee's responsibility to make such wishes known and the Employer shall make arrangements for the desired representation. The Employer agrees that no Employee will be disciplined or discharged without cause. Disciplinary actions may include written warnings, suspensions without pay, demotion, reduction in salary, and discharge. Disciplinary actions may be taken without prior notice of intent and need not be preceded by lesser forms of discipline.

11.2 NOTICE OF INTENT

11.2.1 Written Notice of Intent to suspend for more than ten (10) working days, demote or discharge, shall be given to the employee, either by delivery of the notice to the employee in person, or by placing the Notice of Intent in the United States mail, first class postage paid, in an envelope addressed to the employee at the employee's last known home address.

11.2.2 Such delivery is conclusively presumed to provide actual notice to the affected employee. It shall be the responsibility of the employee to inform the District in writing of any change in such address. Whether delivery is made in person or by mail, the Notice of Intent shall contain a Statement of Delivery or Mailing indicating the date on which the Notice of Intent was personally delivered or mailed. Such date of delivery or mailing shall be the date of issuance of the Notice of Intent.

11.2.3 The Notice shall inform the employee of:

11.2.4 The charge;

11.2.5 The action intended;

11.2.6 The reasons for the intended action; and,

11.2.7 The effective date of the intended action.

11.2.8 The Notice shall also inform the employee of the right to respond to the Notice of Intent prior to the action being taken, the time limit within which the response should be made, the person to whom the response shall be made, and the response options available to the employee.

11.2.9 A copy of the Notice of Intent will be sent to the Union.

12. EMPLOYEE RESPONSE TO THE NOTICE OF INTENT

12.1 No employee is required to respond to the Notice of Intent. Furthermore, the absence of an employee response does not automatically indicate that the employee agrees with the charges in the Notice, nor does it restrict the employee from grieving any Management action which occurs after the employee's deadline for responding has passed.

12.2 If the Notice is to demote or to suspend the employee for more than ten (10) working days, the employee has the right to respond to the Notice, either orally or in writing. Such response must be received within ten (10) work days from the date of issuance of the Notice of Intent. Late responses need not be considered.

12.3 If the Notice of Intent is to discharge, as an alternative to the oral or written response, the employee may request a meeting with the District. Such response or request for a meeting must be received by the District no later than ten (10) work days from the date of issuance of such Notice of Intent. Such a meeting shall be scheduled within five (5) work days after the request is made. If the employee wishes representation in the meeting, the District shall make arrangement for the employee's representative, if an employee of the District, to be excused from work for the meeting. At the meeting, the employee shall be entitled to give a response, orally or in writing before the District decides on the action to be taken. When the employee is represented by the Union, such response must include any and all facts or defenses known to the employee or to the employee's representative. Late responses need not be considered.

12.4 Verbal and written reprimands shall only be subject to review through Step 4 of the Grievance Procedure and shall not be subject to arbitration or litigation. For any action which is not arbitrable, the affected Employee may prepare a written statement responding to the reprimand and such statement shall be included in the Employee's official personnel file(s) if it is submitted within five (5) calendar days of the final disposition by the General Manager or their designee. Such written responses shall remain in the official personnel file(s) for as long as the reprimand remains in file.

13. INVESTIGATORY LEAVE

13.1 The District may place an employee on investigatory leave without prior notice in order to review or investigate allegations of conduct which, at the District's sole discretion, would warrant relieving the employee immediately from work duties. If upon conclusion of the investigation neither suspension without pay nor discharge is determined by the District to be appropriate, the employee shall be paid for the leave. If, as a result of the investigation, the District determines that the allegations against the employee support discharge, then the investigatory leave period shall be without pay. If, as a result of the investigation, the District determines that the allegations against the employee support a suspension, then the appropriate portion of the investigatory leave period shall be applied to the suspension.

13.2 When an employee is placed on investigatory leave, the Union will be sent a notice of such action.

13.3 Any Employee being suspended, involuntarily demoted or discharged shall not be removed from the payroll or otherwise adversely affected until after the completion of a pre-disciplinary hearing before the Department Head or acting Department Head. The purpose of a pre-disciplinary hearing is for the Employee to respond to the specific charges and present evidence on their behalf. The Employee must be timely notified in writing of the dismissal, involuntary demotion or suspension and the reasons therefore. The Employee shall have the right to be represented at this hearing by a Union Representative. After hearing the evidence presented at the hearing, the Department Head shall render a written decision within five (5) working days. Discipline more severe than that described in the Notice of Intent may not be imposed without the issuance of a further Notice of Intent; however, the District may reduce such discipline without the issuance of a further Notice of Intent. A copy of the decision will be provided to the Union.

13.4 Upon receiving the Department Head's written decision, an Employee who has been suspended, involuntarily demoted or discharged, shall have the right to appeal such decision through the Grievance and Arbitration Procedure of this Agreement, beginning at Step 4.

14. GRIEVANCES

14.1 Except where a remedy is otherwise provided for, any Employee shall have the right to present a grievance arising from his employment in accordance with the rules and regulations of this procedure. A grievance shall be defined as a dispute between the District and the Union arising over the interpretation or application of a specific provision of this Agreement which is not a management right. Grievances as defined above shall be resolved pursuant to this Article.

14.2 All parties so involved must act in good faith and strive for objectivity, while endeavoring to reach a solution at the earliest possible step of the procedure. The aggrieved Employee shall have the assurance that the filing of a grievance will not result in reprisal of any nature. The aggrieved Employee shall have the right to be represented or accompanied by a Representative of the Union at all stages of the grievance procedure.

14.3 Certain time limits in the grievance procedure are designed to quickly settle a grievance. It is realized, however, that on occasion the parties concerned may be unable to comply with the established limitations. In such instances, the limitations may be extended upon the mutual agreement of all parties concerned in writing, in advance of the expiration of the time limits. Deadlines which fall on a District non-business day will automatically be extended to the next business day. A business day is Monday through Friday, excluding observed holidays.

14.4 Failure of the aggrieved Employee to file an appeal within the prescribed time limit for any step of the procedure shall constitute abandonment of the grievance. Employer shall abide by prescribed time limits.

14.5 Any person responsible for conducting any conference, meeting or hearing under the formal grievance procedure shall give due and timely notice to all persons concerned.

14.6 When two or more Employees experience a common grievance, they may initiate a single grievance proceeding. The initial hearing of the grievance shall be by the immediate Supervisor, Manager or Department Head who has the prime responsibility for all of the aggrieved Employees.

14.7 The grievance procedure shall be as follows:

Step 1. When an Employee becomes aware that dissatisfaction exists with their work or work situation, Employee should discuss the matter informally with their immediate supervisor. Initial discussion should be sought by the Employee not later than ten (10) working days after the event giving rise to the grievance occurred, or ten (10) working days after the Employee should have had knowledge of the event, whichever is later. The following provisions relating to formal grievance procedure does not restrict the Employee and Supervisor from seeking advice and counsel from Managers and Department Heads when:

a) Mutually consented to by the Employee and Supervisor.

b) It appears that settlement can be reached at this informal level.

Step 2. The Supervisor will hear the grievance and give their written decision within five (5) working days of the receipt of the formal grievance papers.

Step 3. If the written decision of the Supervisor is unsatisfactory to the Employee, the Employee may request that the grievance be presented to the Department Head for review. This request must be made in writing within five (5) working days of the receipt of the Supervisor's decision. The Department Head will hear the grievance and give their written decision within ten (10) working days of the receipt of the formal grievance papers.

Step 4. If the written decision of the Department Head is unsatisfactory to the

Employee, the Employee may request that the grievance be presented to the General Manager for review. This request must be made in writing within five (5) working days of the receipt of the Department Head's decision. The General Manager will hear the

grievance and give their written decision within ten (10) working days of the receipt of the formal grievance papers.

Step 5. If the written decision of the General Manager is unsatisfactory to the Employee, the Union or Employee within ten (10) working days may request the grievance be advanced to arbitration. The arbitrator list will be requested within one-hundred twenty (120) days and the arbitrator from a list of seven (7) names supplied by the Federal Mediation and Conciliatory Service (FMCS), or another arbitration service mutually agreeable to the Employer and Union. The parties shall select the arbitrator by alternately striking names until one name remains. The Union representative shall strike the first name. The decision of the arbitrator shall be final and binding upon both parties.

14.8 The arbitrator shall have no authority to alter, amend, add to or subtract in any way the terms and conditions of this Agreement. The arbitrator shall confine their decision to a determination of the facts and an interpretation and application of this Agreement. The parties agree to each pay one-half the costs of the arbitrator.

14.9 COMPLAINT RESOLUTION PROCEDURE

14.9.1 TERMS

14.9.2 A complaint is defined as a complaint by an employee or the Union regarding the terms and conditions of an employee's employment which are not subject to the Grievance and Arbitration Procedures.

14.9.3 ADJUSTMENT OF COMPLAINTS

14.9.4 The employee shall attempt to resolve complaints with his/her immediate supervisor as soon as practicable. If the complaint is not resolved through informal discussion, the employee may notify the shop steward. The shop steward shall investigate the complaint and make a report to the Union representative.

14.9.5 When the Union has a complaint or when an Employee's complaint has not been resolved, the Union representative may bring the complaint to the attention of the District. The Union representative and the local Personnel Department will meet to discuss the complaint and to attempt to resolve it.

14.9.6 Informal resolutions, although final, shall not be precedent setting unless otherwise agreed to by the parties. Settlement offers made in this informal process shall not be introduced against a party or in grievances or arbitration.

15. CESSATION OF WORK

15.1 Under no circumstances shall any dispute or disagreement be permitted to cause a cessation of work. Employer hereby declares opposition to lookouts and Union hereby declares opposition to strikes, sympathetic or otherwise, and to stoppage or slowdown of work.

16. HEALTH AND WELFARE

16.1 Employer will provide and pay 100% of the insurance premium costs of medical, hospital, dental, prescription, and vision coverage for employees and dependents of all employees hired prior to or on June 30, 2012. Employees hired on or after July 1, 2012 will pay twenty-five percent (25%) of the cost of dependent coverage. The Employer will provide and pay 100% of insurance premium costs for life, accidental death and dismemberment, short term and disability insurances for the employee for the life of the contract.

16.2 The Employer shall provide a long-term disability plan at no cost to the Employees. The current plan will provide a benefit equal to 66 & 2/3% of monthly salary (not to exceed \$7,500.00 a month) commencing on the ninety-first (91) day of a qualifying disability.

17. PENSION

17.1 Pension benefits, as set forth herein, shall be paid after six (6) months of employment for Employees in the bargaining unit who choose to participate in the Operating Engineers Pension Trust Fund.

17.2 The Employer shall pay into the Operating Engineers Pension Trust Fund an amount equal to thirteen and one-third 13.3% percent of the Employee's gross W2 earnings. This amount includes the contribution to the Union's Retiree's Health Care Trust. (Effective after full ratification date is first payroll after full pay period.)

17.3 All Employees who are enrolled in the union pension system shall continue to be eligible for enrollment in the system, as long as they are full-time Employees of Employer, whether or not they are members of the bargaining unit.

17.4 The Employer shall make the payments provided in Section 17.2 at the times and in the manner provided in the Trust Agreement creating the Pension Trust Fund for Operating Engineers, and is bound by all the terms and conditions thereof and any amendment or amendments thereto. Eligibility of Employees shall be determined by the Trustees of said Trust.

17.5 The Employer shall deduct for union dues and make available an automatic payroll deduction for credit union deposits.

17.6 As an alternative to the Operating Engineers Pension Trust Fund, Employees may elect to enroll in another pension plan available through Employer.

17.7 The District will "match" 100% of an employee's contribution into a deferred compensation plan up to 4% of the employee's annual wages effective August 1, 2005.

Effective July 1, 2017 the contribution rate would increase by 0% totaling 2%

Effective July 1, 2018 the contribution rate would increase by 1% totaling 3% Effective July 1, 2019 the contribution rate would increase by 1% totaling 4%.

18. MANAGEMENT RIGHTS

18.1 Incline Village General Improvement District retains the exclusive right, except as expressly stated herein, to operate and direct the affairs of the District in all its various aspects, including but not limited to, the right to direct the work force; to determine the size of the work force and the number of employees, classifications, qualifications, fitness and positions; to plan, direct and control all the operations and services of the District; to determine the methods, means, and organization by which such operations and services are to be conducted; to assign and transfer employees within its operations; to combine, divide, or reorganize its operations; to assign and schedule work; to establish and enforce reasonable work rules; to hire, promote, demote, suspend, discipline, as a possible alternative to layoffs the right to discuss furlough of employees, discharge or relieve employee's due to lack of work or other legitimate reasons; and to change or eliminate existing methods, equipment operation or department/ facilities.

18.2 Union agrees that Employer shall have complete freedom in questions involving termination of employment, transfer, advancement, and layoffs due to lack of work, except that no Employee shall be discharged for Union activities. Union recognizes and agrees that reprimands, suspensions and discharges of Employees for inefficiency, carelessness or insubordination are necessary and proper to the successful operation of Employer's business.

18.3 Nothing in this Agreement shall be construed as abrogating any rights that either party hereto has under the statutes of the State of Nevada.

19. TERMS OF AGREEMENT

19.1 This Agreement shall become effective on the 1st day of July 2020, and remain in effect through the 30th day of June 2023. This Agreement shall continue in effect from year to year thereafter, unless either of the parties hereto gives notice to the other in writing, pursuant to NRS Chapter 288, in each year during which this Agreement may be automatically renewed, either of a desire to terminate or to modify this Agreement, In the event of such a notice, the parties hereto agree: (1) to meet and confer with the other through their authorized agents for the purpose of negotiating a new Agreement or an Agreement containing the proposed modifications; (2) to notify such State and Federal agencies and boards within the time required by any applicable laws, of the existence of such dispute, provided that no agreement has been reached by that time; and (3) to continue in full force and effect without resorting to strikes or lockout³, all the terms and conditions of the existing Agreement for a period of sixty (60) days after such notice is given to such State or Federal board or agency or until the expiration of the existing Agreement, whichever occurs later.

19.2 Reopener Language: This agreement shall be automatically reopened for all negotiation items beginning with FY2018 (July 1, 2017-June 30, 2020) reported on or about November 1, 2018 in annual audit in the event the revenues to the District's General Fund useable in the year received decline from the total revenues received by the District's General Fund for the previous fiscal year, (audited), by 30% or if the unreserved ending fund balance in the District's General Fund has been budgeted for less than 4% of the actual expenditures from the General fund for the previous fiscal year pursuant to NAC

354.650(1), and the District has fully complied with the provisions of NAC 354.650(1). The parties agree to the above procedures constitute compliance with NRS 288.150.

20. AGREEMENT BINDING UPON PARTIES

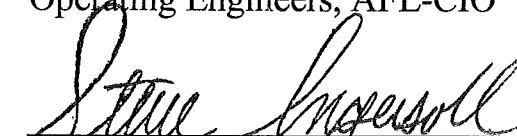
This Agreement shall be binding upon the heirs, executors, administrators, successors, and lessees of the parties hereto. In the event of the reorganization, transfer or change in the method of administering the service provided, the District shall provide the Agreement shall continue in full force and effect with the Union recognized as the proper bargaining representative of the Employees at the facility.

20.1 IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals by their respective officers duly authorized to do so this 10 day of March, 2021.

EMPLOYER:
INCLINE VILLAGE
GENERAL IMPROVEMENT
DISTRICT

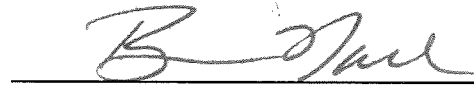
UNION:
OPERATOR ENGINEERS
UNION LOCAL NO. 3
of the International Union of
Operating Engineers, AFL-CIO

Tim Callicrate, Chairman



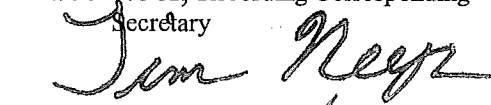
Steve Ingersoll, President

Sara Schmitz, Secretary

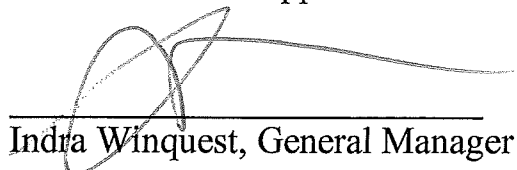


Bruce Noel, Recording Corresponding
Secretary

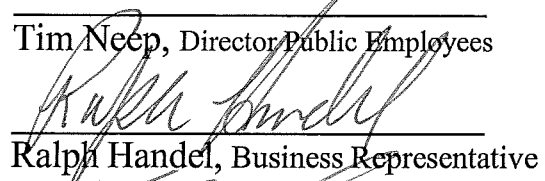
Reviewed and Approved:



Tim Neep, Director Public Employees




Indra Winqest, General Manager



Ralph Handel, Business Representative



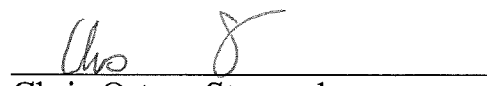
Bob Olsen, Chief Steward



Joshua Nelson, Legal Counsel



Kristine Lebo, Steward



Chris Orton, Steward

EXHIBIT A
INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

Union Salary Ranges

Effective July 1, 2020

PAY Scale

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
Union Salary Ranges
Effective July 1, 2020

Uncertified Scale

*Top of Ranges Increased 1.5%
from previous year.
Min to Max 40%*

| GRADE | HOURLY | | | BI-WEEKLY | | | ANNUAL | | |
|-------|---------|---------|---------|-----------|---------|---------|----------|----------|-----------|
| | Minimum | Mid | Max | Minimum | Mid | Max | Minimum | Mid | Max |
| G3 | \$19.91 | \$23.89 | \$27.87 | \$1,593 | \$1,911 | \$2,230 | \$41,410 | \$49,692 | \$57,974 |
| G4 | \$20.92 | \$25.11 | \$29.29 | \$1,674 | \$2,009 | \$2,343 | \$43,521 | \$52,225 | \$60,929 |
| G5 | \$21.97 | \$26.36 | \$30.75 | \$1,757 | \$2,109 | \$2,460 | \$45,692 | \$54,831 | \$63,969 |
| G6 | \$22.72 | \$27.27 | \$31.81 | \$1,818 | \$2,181 | \$2,545 | \$47,261 | \$56,713 | \$66,165 |
| G7 | \$25.22 | \$30.27 | \$35.31 | \$2,018 | \$2,421 | \$2,825 | \$52,463 | \$62,956 | \$73,449 |
| G8 | \$27.64 | \$33.17 | \$38.70 | \$2,212 | \$2,654 | \$3,096 | \$57,500 | \$69,000 | \$80,500 |
| G9 | \$30.16 | \$36.19 | \$42.22 | \$2,413 | \$2,895 | \$3,378 | \$62,733 | \$75,279 | \$87,826 |
| G10 | \$32.62 | \$39.14 | \$45.66 | \$2,609 | \$3,131 | \$3,653 | \$67,845 | \$81,414 | \$94,983 |
| G11 | \$35.08 | \$42.10 | \$49.12 | \$2,807 | \$3,368 | \$3,929 | \$72,972 | \$87,567 | \$102,161 |
| G12 | \$37.57 | \$45.08 | \$52.60 | \$3,006 | \$3,607 | \$4,208 | \$78,145 | \$93,773 | \$109,402 |

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
Standard Salary Ranges
Effective July 1, 2020

*Top of Ranges Increased 1.5%
from previous year.
Min to Max 40%*

| GRADE | HOURLY | | | BI-WEEKLY | | | ANNUAL | | |
|-------|---------|---------|---------|-----------|---------|---------|----------|-----------|-----------|
| | Minimum | Mid | Max | Minimum | Mid | Max | Minimum | Mid | Max |
| 16 | \$18.65 | \$22.39 | \$26.12 | \$1,492 | \$1,791 | \$2,089 | \$38,801 | \$46,561 | \$54,321 |
| 18 | \$20.57 | \$24.68 | \$28.80 | \$1,645 | \$1,975 | \$2,304 | \$42,782 | \$51,338 | \$59,895 |
| 20 | \$22.67 | \$27.20 | \$31.74 | \$1,814 | \$2,176 | \$2,539 | \$47,155 | \$56,586 | \$66,017 |
| 22 | \$25.00 | \$30.00 | \$35.00 | \$2,000 | \$2,400 | \$2,800 | \$51,996 | \$62,395 | \$72,794 |
| 25 | \$28.93 | \$34.72 | \$40.51 | \$2,315 | \$2,778 | \$3,241 | \$60,184 | \$72,221 | \$84,258 |
| 26 | \$30.38 | \$36.46 | \$42.54 | \$2,431 | \$2,917 | \$3,403 | \$63,200 | \$75,840 | \$88,480 |
| 27 | \$31.90 | \$38.28 | \$44.66 | \$2,552 | \$3,062 | \$3,573 | \$66,352 | \$79,622 | \$92,893 |
| 32 | \$40.72 | \$48.86 | \$57.00 | \$3,257 | \$3,909 | \$4,560 | \$84,689 | \$101,627 | \$118,565 |

EXHIBIT B
JOB CLASSIFICATIONS & GRADES
 IVGID Utilities
 July 1, 2020

| Grade | Job Classification |
|-------|--|
| G11 | Sr. Electrician/Instrumentation Technician Assistant Water/Wastewater Operator III Supervisor (Water Lead) Assistant Water/Wastewater Operator III Supervisor (Wastewater Lead) Assistant Collections/Distribution Operator III Supervisor Lead |
| G10 | Collections/Distribution Operator III Water/Wastewater Operator III Senior Inspector |
| G9 | Collections/Distribution Operator II Water/Wastewater Operator II Mechanic II Inspector II Electrician/Instrumentation Technician I Utilities Asset Management Technician |
| G8 | Collection/Distribution Operator I Water/Wastewater Operator I Mechanic I Laboratory Analyst I Inspector I Solid Waste & Regulatory Compliance Technician |
| G7 | Meter Reader I Buildings Maintenance III — Electrical Buildings Maintenance III — Finish Carpenter Buildings Maintenance III — Mechanical Technician Inspector I |
| G6 | Buildings Maintenance II Collection/Distribution Operator in Training Water/Wastewater Operator In Training |
| G5 | Buildings Maintenance I Assistant Mechanic |
| G3 | Customer Service Representative |

JOB CLASSIFICATIONS & GRADES

IVGID

Finance/Accounting
Information and Technology (IT)

July 1, 2017

| Grade | Job Classification |
|-------|--|
| | <u>Finance/Accounting</u> |
| 16 | Administration Technician |
| 18 | Accounts Payable Technician |
| 22 | Payroll Coordinator |
| 25 | Accountant |
| | |
| | <u>Information and Technology (IT)</u> |
| 22 | IT Technician |
| 26 | IT Network Administrator |
| 32 | Principle IS & T Analyst |

EXHIBIT C

Pay - For - Performance Matrix Fiscal Year 2020 and 2023

If an employee is on a P I P they will not receive an increase for the year.

COLA floor will be no less than 1% and no cap on the ceiling.

| Merit Adjustment | Performance Evaluation Rating On Anniversary Date of hire | Performance Increase | Total Pay for Performance Increase |
|------------------|---|----------------------|------------------------------------|
| Merit increase | NEEDS IMPROVEMENT | 0 % | = PERFORMANCE REVIEW |
| Merit increase | MEETS REQUIREMENTS | 2% | PERFORMANCE REVIEW |
| Merit increase | EXCEEDS REQUIREMENTS | 4 % | PERFORMANCE REVIEW |

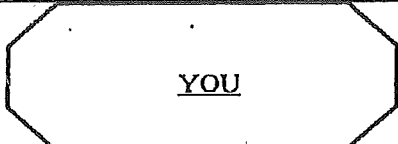
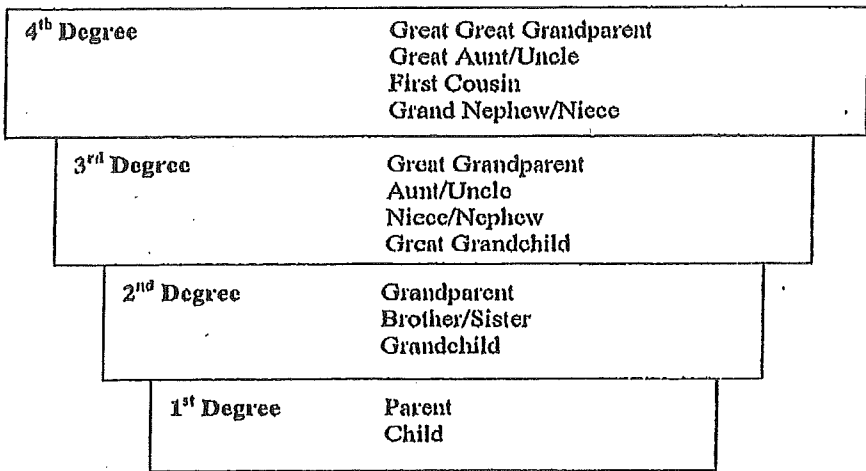
Once an employee reaches the maximum annual salary based on current position and grade, the performance increases would be awarded as a lump sum check, calculated by multiplying the employee's maximum annual salary based on current position and grade by the percentage earned from their performance per the matrix.

(Does not include Working Out of Class increases of pay as those are temporary increases for special circumstances. If those Working out of Classes become permanent to the base annual salary they will be paid out)

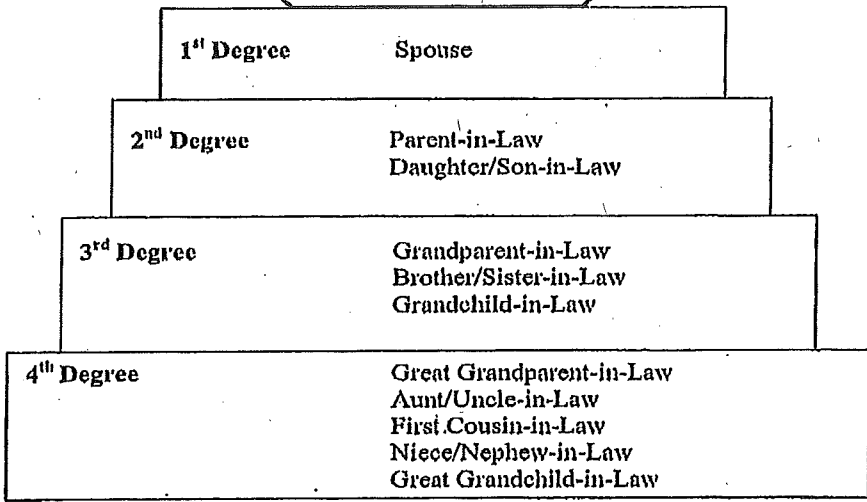
EXHIBIT D.

CONSANGUINITY / AFFINITY CHART

CONSANGUINITY



AFFINITY



YOU

Note: Step relationships (step-brother, step-father, etc.) are considered to be the same as blood relationships. Domestic Partners are considered the same as spouse.

EXHIBIT E

| | |
|---|--|
| Grievant Name: | Date: |
| Department: | Work Telephone Number: |
| Classification: | Date of Incident Giving Rise to Grievance: |
| Article(s) & Section(s) of Contract Violated: | |
| Explanation of Grievance: (Attach additional sheets if needed) | |
| | |
| | |
| Remedy Sought: (Attach additional sheets if needed) | |
| | |
| Employee Signature: | Date: |
| Steward Signature: | Date: If available. |
| Business Representative/Designee Signature: | Date: |
| TO BE COMPLETED BY THE APPROPRIATE MANAGEMENT REPRESENTATIVE: Date Date of Date of Grievance Received: Meeting: Response: _____ | |
| Step 1 Date Date of Date of Grievance (Attach copy of written response) Received: Meeting: Response: | |
| Step 2 Date Date of Date of Grievance (Attach copy of written response) Received: Meeting: Response: | |
| Step 3 Date Date of Date of Grievance (Attach copy of written response) Received: Meeting: Response: | |
| Step 4 Date Date of Date of Grievance (Attach copy of written response) Received: Meeting: Response: | |

GRIEVANCE FORM
 To Be Completed By The Grievant (Please Print or Type)

MEMORANDUM OF UNDERSTANDING
BETWEEN AND FOR
INCLINE VILLAGE GENERAL IMPROVEMENT
DISTRICT
AND THE
OPERATING ENGINEERS LOCAL UNION NO. 3

SUPERINTENDENTS' BARGAINING UNIT

July 1, 2020 through and including June 30, 2023

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THIS AGREEMENT is by and between INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT, hereinafter called the "Employer," and OPERATING ENGINEERS LOCAL UNION NO. 3 of the International Union of Operating Engineers, AFL-CIO, hereinafter called the "Union."

WITNESSETH

WHEREAS, the Employer desires to enter into an Agreement in order to assist the Employer to obtain competent and efficient Employees, to stabilize conditions of employment, and to foster and maintain harmonious relationships between Employer and its Employees.

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements herein contained, the parties hereto hereby agree as follows:

1. RECOGNITION

1.1 Employer recognized the Union as the sole and exclusive agent of its full-time, regular Utilities Superintendent.

2. SUBORDINATION

2.1 It is understood that Employer is a quasi-municipal corporation organized under the provisions of NRS Chapter 318. This Agreement is subject to any applicable provisions of Nevada laws that govern general improvement districts. Any provision of this Agreement in conflict with the laws governing general improvement districts shall be considered null and void.

3. NON-DISCRIMINATION

3.1 No employee shall be discriminated against by the Employer, the Union, or the Employees because of sex, race, color, religion, disability, sexual orientation or national origin.

4. HOLIDAYS

4.1 The following shall be considered as paid holidays under this Agreement and when no work is performed on these days, an Employee shall be paid for their regular scheduled shift at their regular straight-time rate of pay: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Fourth of July, Labor Day, Nevada Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. Should any of these holidays fall on Sunday, the following Monday shall be the observed paid time off for the holiday. Should any of these holidays

fall on Saturday, the preceding Friday shall be the observed paid time off for the holiday. In the event there is any work performed on any of the above-mentioned holidays, the Employee shall receive an additional day off in lieu of the holiday worked.

4.2 In order to be eligible for holiday pay when no work is performed. An Employee must work or be available for work on the last regular work day immediately prior to a holiday, and the first regular work day immediately following that holiday, unless the Employee shall have been unavailable for work because of: illness or injury sustained by a doctor's certificate showing Employee was unable to work for a period not to exceed thirty (30) days; absence (other than leaves of absence) when authorized by the Employer; and serious illness or death in the Employee's immediate family.

4.3 If a holiday for which pay is due falls during an Employee's scheduled vacation, then the Employee shall receive an additional day off with pay.

5. SALARIES

5.1 The salary range listed in Exhibit A is hereby made part of this Agreement, and shall become effective on July 1, 2020. This salary range shall be established equal to the District range number 36.0.

5.2 Job classification shall have the salary grade listed in Exhibit B.

5.3 Upon commencement of full-time, regular work for Employer, a new Employee shall be paid the minimum of the salary grade. At the Employer's discretion, a new Employee with exceptional experience, capabilities or knowledge may be assigned to a rate above the minimum of the salary grade.

5.4 Employees shall hold probationary status for the first twelve months following appointment. Probationary Employees may be terminated without cause. Satisfactory performance during the probationary period, as determined by the Employee's immediate superior through a performance evaluation at the completion of the twelve-month interval, shall remove the Employee from probationary status. Any probationary Employee receiving a below target evaluation may be terminated.

5.5 It is agreed, the Employer and the Union shall establish a mutually acceptable criterion for conducting a salary survey for use in a subsequent memorandum of understanding.

- 5.6 It is agreed the Employer and the Union shall establish a joint Labor Management Committee to further communications and problem solve matters of mutual concern.

Effective date of Future Salary Increase

July 1, 2020 COLA increase. Retro to July 1, 2020:

The CPI percentage shall be based upon the actual BLS consumer price indexes Pacific Cities and U.S. City Average in the urban wage earners CPI-W in the chart with March 2020 being the Year 1 baseline to take effect July 1, 2020, with a floor of 1.0%

A merit salary increase shall be awarded per the matrix, (Exhibit D) on the employee's annual review date, based on performance.

July 1, 2021 COLA

The CPI percentage shall be based upon the actual BLS consumer price indexes Pacific Cities and U.S. City Average in the urban wage earners CPI-W, in the chart with March 2021 being the baseline to take effect July 1, 2021, with a floor of 1.0%

A merit salary increase shall be awarded per the matrix, (Exhibit D) on the employee's annual review date, based on performance.

July 1, 2022 COLA

The CPI percentage shall be based upon the actual BLS consumer price indexes Pacific Cities and U.S. City Average in the urban wage earners CPI

-W, in the chart with March 2022 being the baseline to take effect July 1, 2022, with a floor of 1.0%

A merit salary increase shall be awarded per the matrix, (Exhibit D) on the employee's annual review date, based on performance.

If July 1st falls within the first seven days of the pay period, pay will be effective the current pay period. If July 1st falls within the second week of payroll, the pay will be the first of the following pay period.

Example: June 25th through July 1st the increase would take effect the first day of the pay period.

6. LAYOFFS

- 6.1 If the Employer determines that it will be necessary to layoff the Employee of the bargaining unit, then whenever possible, the Employer will inform the Employee thirty (30) days prior to layoff.

- 6.2 An Employee who has been laid off has the right to re-employment for a period of one hundred and eighty (180) days, provided Employee has the necessary qualifications for the position to be filled.
- 6.3 Nationwide State or Local Emergency Leave: Should the Federal, State or Local government declare an emergency requiring the shutdown of nonessential service or the complete shutdown of government for any declared emergency, Employees sent home without pay and without the ability to work from home shall have credited to their leave banks the total accrual for one year added to sick leave and annual leave. These leave banks shall be used to continue normal pay and benefits until exhausted. Leave banks will begin normal accrual on anniversary of banked leaves.
- 6.4 Critical Infrastructure of Essential Workers: Operations of essential critical infrastructure requires all employees and support staff involved in operations, maintenance, and compliance to ensure these institutions remain operational and in compliance with Federal, State and local regulatory requirements.

7. LEAVES

7.1 Vacation leave shall accrue from each Employee's original anniversary date, at the following rates:

7.1.a. For each Employee having less than four full years of continuous service to Employer, employee will accrue ten (10) hours per calendar month of employment. Employee will accrue a maximum of 120 hours annually (totaling 3 weeks).

7.1.b. For each Employee having at least four full years, but less than nine full years of continuous service to Employer, employee will accrue thirteen and one-third (13.3) hours per calendar month of employment. Employee will accrue a maximum of one hundred and sixty (160) hours annually (totaling 4 weeks). New employees hired on or after July 1, 2012 will earn up to a maximum of 4 weeks' vacation.

7.1.c. For each Employee having at least nine or more full years of continuous service to Employer, employee will accrue sixteen and two-thirds (16.66) hours per calendar month of employment. Employee will accrue a maximum of two hundred (200) hours annually totaling (5 weeks). Employees may maintain up to six weeks (240 hours) of vacation in their leave bank.

7.1.d. Employees must complete six months of employment to be eligible to take vacation. After six months of service, Employer will compensate Employees for

accrued vacation which is unused upon termination, at the Employee's current wage rate.

7.2 Paid Time Off: Employees shall receive forty (40) hours of Personal Time Off (PTO) per calendar year. Unused PTO may not be carried over and no Employee may accrue more than forty (40) hours of PTO. If the Employee is promoting from a previous PTO-eligible position, their current PTO balance shall remain intact and the next forty (40) hours of accrual will occur with the next calendar year.

7.3 Jury Duty: The District will grant court leave to allow benefited Employees to serve as juror or a witness in a court proceeding provided that the Employee is not a party to the action. Employees need to provide their supervisors with relevant documents verifying the need for court leave as soon as the need becomes known.

7.3a Jury Duty Compensation: Subject to the following conditions, eligible Employees will receive their regular base rate of pay for those hours spent in court, traveling to and from court when such time occurs during employee's regular scheduled work days and hours of work.

Court leave will not result in payment of overtime or be considered hours worked for purposes of determining eligibility for overtime, unless the court leave is related to the employee's job responsibilities.

Upon completion of jury/court/witness service for which the employee received his/her regular pay, the employee will forward any compensation received from the court or other party to the District upon receipt. Reimbursements received for out-of-pocket expenses such as meals, mileage, and lodging may be kept by employee.

An employee will not receive pay for the work time missed if s/he is required to miss work because of court appearances in a matter to which the employee is a party or serve as a witness for a party who has filed an action against the District or the employee is subpoenaed to appear on a matter unrelated to employment. However, the employee may choose to use his/her vacation.

7.4 Sick Leave

7.4.a. Sick leave will accumulate at the rate of eight (8) hours per month, with unlimited accrual. A doctor's certificate may be required by the Employer. Employee will be paid for time off for illness up to the limits of time accumulated. Abuses of sick leave may be subject to disciplinary action. Each Employee having unused sick leave on December 1 of each year shall have the opportunity to "sell" back to the District one-half (1/2) of their unused sick leave balance, up to a maximum of forty-eight (48) hours and shall be compensated at their regular hourly rate for such time. That time so paid shall be deducted from Employee's

accumulated, available sick leave time. Unused sick leave compensation shall be limited to that time which has accrued in the preceding twelve (12) months. Elimination of December annual 48-hour sick leave buy back for employees hired after July 1, 2011.

7.4.b. Employees who elect to retire after 20 years of service with the District may receive up to 20% of their accrued sick leave hours; adding 2% additional each year to 25 years (30% at 25 years) and 4% additional each year thereafter to a maximum sick leave buyout of 50% of up to 960 hours after 30 years of service.

As an alternative, employees retiring after 20 years or more of service may elect to convert their eligible sick leave hours with the same limitations identified above to a non-interest bearing District account for the purpose of paying medical insurance coverage and/or out-of-pocket medical expenses such as deductibles and co-payments at double the rate to a maximum of 100% of up to 960 hours after 30 years of service.

The non-interest bearing District account will be assigned a present value as of the date of retirement equal to the number of hours of sick leave times the employee's base hourly salary at the time of retirement. The District will debit said account on a dollar-for-dollar basis. This benefit is non-transferable and does not survive the retiree. Employees participating in this plan will receive a non-employee IRS Form 1099-MISC annually.

7.5 In the event of a death of a member of the Employee's immediate family, the Employee shall be granted a leave of absence, with pay, for a period of up to forty (40) working hours for final arrangements. For the purposes of this Section, the immediate family shall be defined as within the 3rd degree of consanguinity or affinity. See Exhibit C for consanguinity and affinity chart. Evidence of death may be required by the Employer.

8. UNION RIGHTS

- 8.1 A duly authorized representative of the Union may be permitted to talk on the job with Employees subject to this Agreement, for the purpose of ascertaining whether or not this Agreement is being observed by all parties, or in adjusting grievances, and for no other reasons. Union agrees that this privilege shall be so exercised as to not interfere with the work in the departments.
- 8.2 It is hereby mutually understood and agreed that no person is authorized to act as or is to be deemed to be an authorized agent of either party to this Agreement unless the party appointing such authorized agent has first notified the other in writing of such appointment and the scope of the authority of such an agent.

8.3 It is hereby agreed and understood that the following persons and no other shall be the authorized agents of the respective parties until further notice as provided in Section 8.2 hereof: Duly authorized agents of the Union shall be: Business Manager or Business Representative designated by the Business Manager.

Duly authorized agent of the Employer shall be the General Manager, or any other person authorized by Employer to act as his agent whose identity and scope of authority has been made known to the Local Union by written communication from said Employer.

9. DISCIPLINE AND DISCHARGE

9.1 Any Employee involved in a discussion with their immediate superior or management, who has reason to believe that discipline may result from said discussion, shall have the right to request their Steward or Union Representative be present during the discussion. If the Employee wishes to have Union representation during such discussions, it shall be the Employee's responsibility to make such wishes known and the Employer shall make arrangements for the desired representation.

The Employer agrees that no Employee will be disciplined or discharged without cause.

9.2 Verbal and written reprimands shall only be subject to review through Step 4 of the Grievance Procedure and shall not be subject to arbitration or litigation. Provided, however, that a written reprimand that is repeated and which is accompanied by a statement that more severe disciplinary action could follow is subject to arbitration. For any action which is not arbitrable, the affected Employee may prepare a written statement responding to the reprimand and such statement shall be included in the Employee's official personnel file(s), if it is submitted within five (5) calendar days of the final disposition by the General Manager or his/her designee. Such written responses shall remain in the official personnel file(s) for as long as the reprimand remains in file.

9.3 Any Employee being suspended, involuntarily demoted or discharged shall not be removed from the payroll or otherwise adversely affected until after the completion of a pre-disciplinary hearing before the department head or acting department head. The purpose of a pre-disciplinary hearing is for the Employee to respond to the specific charges and present evidence on his/her behalf. The Employee must be timely notified in writing of the dismissal, involuntary demotion or suspension and the reasons therefore. The notice must precede the hearing by at least forty-eight (48) hours, and may be delivered personally to the Employee or mailed to Employee at the Employee's last known address, by registered or certified mail, return receipt requested. If the notice is mailed, the effective date of the notice shall

be the date of delivery, or if the letter is returned to the sender, three (3) calendar days after mailing, The Employee shall have the right to be represented at this hearing by a Union Representative. After hearing the evidence presented at the hearing, the department head shall render a written decision within five (5) working days.

- 9.4 If the department head determines that Incline Village General Improvement District is in jeopardy if an Employee is not relieved of duties pending a pre-disciplinary hearing under Section 9.3 hereof, the department head may order, as part of the pre-discipline notice, that the Employee shall take an immediate involuntary leave of absence without pay, which leave shall expire on the date of the department head's written decision under Section 9.3 hereof. Such leave shall be without prejudice to the Employee. If the department head determines, based upon the evidence presented at the hearing, that the appropriate disciplinary action involves a demotion or a suspension of a shorter period of time than the leave of absence, then the Employer shall provide back pay to the Employee for the difference at the end of the same pay period. If the department head determines, based upon the evidence presented at the hearing, that the appropriate disciplinary action involves a suspension of a greater period of time than the leave of absence, or a discharge, then no back pay shall be due and, in the event of a suspension, the beginning date of the suspension shall be the same as the beginning date of the leave of absence.
- 9.5 Upon receiving the department head's written decision, an Employee who has been suspended, involuntarily demoted or discharged, shall have the right to appeal such decision through the Grievance and Arbitration Procedure of this Agreement, beginning at Step 4.

10. GRIEVANCES

- 10.1 Except where a remedy is otherwise provided for, any Employee shall have the right to present a grievance arising from his employment in accordance with the rules and regulations of this procedure.
- 10.2 All parties so involved must act in good faith and strive for objectivity, while endeavoring to reach a solution at the earliest possible step of the procedure. The aggrieved Employee shall have the assurance that filing of a grievance will not result in reprisal of any nature. The aggrieved Employee shall have the right to be represented or accompanied by a Representative of the Union at all stages of the grievance procedure.
- 10.3 Certain time limits in the grievance procedure are designed to quickly settle a grievance. It is realized, however, that on occasion the parties concerned may be

unable to comply with the established limitations. In such instances, the limitations may be extended upon the mutual agreement of all parties concerned.

10.4 Failure of the aggrieved Employee to file an appeal within the prescribed time limit for any step of the procedure shall constitute abandonment of the grievance. Employer shall abide by prescribed time limits.

10.5 Any person responsible for conducting any conference, meeting or hearing under the formal grievance procedure shall give due and timely notice to all persons concerned.

10.6 The grievance procedure shall be as follows:

Step 1. When an Employee becomes aware that dissatisfaction exists with their work or work situation, Employee should discuss the matter informally with their department head. Initial discussion should be sought by the Employee not later than ten (10) working days after the event giving rise to the grievance occurred, or ten (10) working days after the Employee should have had knowledge of the event, whichever is later.

Step 2. The Immediate Superior will hear the grievance and give their written decision within five (5) working days of the receipt of the formal grievance papers.

Step 3. If the written decision of the department head is unsatisfactory to the Employee, the Employee may request that the grievance be presented to the General Manager for review. This request must be made in writing within five (5) working days of the receipt of the department head's decision. The General Manager will hear the grievance and give their written decision within ten (10) working days of the receipt of the formal grievance papers.

Step 4. If the written decision of the General Manager is unsatisfactory to the Employee, the Union or Employee within ten (10) working days may request the grievance be advanced to arbitration. The arbitrator list will be requested within one-hundred twenty (120) days and the arbitrator from a list of seven (7) names supplied by the Federal Mediation and Conciliatory Service (FMCS), or another arbitration service mutually agreeable to the Employer and Union. The parties shall select the arbitrator by alternately striking names until one name remains. The Union representative shall strike the first name. The decision of the arbitrator shall be final and binding upon both parties.

10.7 The arbitrator shall have no authority to alter, amend, add to or subtract in any way the terms and conditions of this Agreement. The arbitrator shall confine their decision to a determination of the facts and an interpretation and application of this Agreement. The parties agree to each pay one-half the costs of the arbitrator.

11. CESSATION OF WORK

11.1 Under no circumstances shall any dispute or disagreement be permitted to cause a cessation of work. Employer hereby declares opposition to lockouts and Union hereby declares opposition to strikes, sympathetic or otherwise, and to stoppage or slowdown of work.

12. HEALTH AND WELFARE

12.1 Employer will provide and pay 100% of the insurance premium costs of medical, hospital, dental, prescription, and vision, for employees and dependents for all employees hired prior to June 30, 2012. All new employees hired after July 1, 2012 will pay twenty-five percent (25%) of dependent coverage. The employer will provide and pay 100% of the insurance premium costs for life, accidental death and dismemberment, and short term disability insurance for the employee through June 30, 2023.

12.2 The Employer shall provide a long-term disability plan at no cost to the Employees. The current plan will provide a benefit equal to 66 2/3% of monthly salary (not to exceed \$7,500.00 a month) commencing on the ninety-first (91) day of a qualifying disability.

13. PENSION

13.1 Pension benefits, as set forth herein, shall be paid after six (6) months of employment for Employees in the bargaining unit who choose to participate in the Operating Engineers Pension Trust Fund.

13.2 The Employer shall pay into the Operating Engineers Pension Trust Fund an amount equal to thirteen and three tenths (13.3) percent of the Employee's gross W2 wages. This amount includes the contribution to the Union's Retiree's Health Care Trust.

13.3 All Employees who are enrolled in the union pension system shall continue to be eligible for enrollment in the system as long as they are full-time Employees of Employer, whether or not they are members of the bargaining unit.

13.4 The Employer shall make the payments provided in Section 13.2 at the times and in the manner provided in the Trust Agreement creating the Pension Trust Fund for Operating Engineers, and is bound by all the terms and conditions thereof and any amendment or amendments thereto. Eligibility of Employees shall be determined by the Trustees of said Trust.

13.5 The Employer shall deduct for union dues and make available an automatic payroll deduction for credit union deposits.

- 13.6 As an alternative to the Operating Engineers Pension Trust Fund, Employees may elect to enroll in another pension plan available through Employer.
- 13.7 The District will "match" 100% of an employee's contribution into a deferred compensation plan up to 6% of the employee's annual wages, effective July 1, 2020.

14. VEHICLE USE AGREEMENT

The District will ensure the Utilities Superintendent has the available use of a District vehicle while at work and working. This vehicle will not be available for use outside of working hours.

15. MANAGEMENT RIGHTS

- 15.1 Incline Village General Improvement District retains the exclusive right, except as expressly stated herein, to operate and direct the affairs of the District in all its various aspects, including but not limited to, the right to direct the work force; to determine the size of the work force and the number of employees, classifications, and positions; to plan, direct and control all the operations and services of the District; to determine the methods, means, and organization by which such operations and services are to be conducted; to assign and transfer employees within its operations; to combine, divide, or reorganize its operations; to assign and schedule work; to establish reasonable work rules; to hire, promote, demote, suspend, discipline, discharge or relieve employees due to lack of work or other legitimate reasons; and to change or eliminate existing methods, equipment or facilities.
- 15.2 Union agrees that Employer shall have complete freedom in questions involving termination of employment, transfer, advancement, and layoffs due to lack of work, except that no Employee shall be discharged for Union activities. Union recognizes and agrees that reprimands, suspensions and discharges of Employees for inefficiency, carelessness or insubordination are necessary and proper to the successful operation of Employer's business.
- 15.3 Nothing in this Agreement shall be construed as abrogating any rights that either party hereto has under the statutes of the State of Nevada.

16. TERM OF AGREEMENT

- 16.1 This Agreement shall become effective on the 1st day of July 2020, and remain in effect through the 30th day of June 2023. This Agreement shall continue in effect from year to year thereafter, unless either of the parties hereto gives notice to the other in writing, pursuant to NRS Chapter 288, in each year during which this Agreement may be automatically renewed, either of a desire to terminate or to modify this Agreement. In the event of such a notice, the parties hereto agree: (1) to

meet and confer with the other through their authorized agents for the purpose of negotiating a new Agreement or an Agreement containing the proposed modifications; (2) to notify such State and Federal agencies and boards within the time required by any applicable laws, of the existence of such dispute, provided that no agreement has been reached by that time; and (3) to continue in full force and effect without resorting to strikes or lockouts, all the terms and conditions of the existing Agreement for a period of (60) days after such notice is given to such State or Federal board or agency or until the expiration of the existing Agreement, whichever occurs later.

- 16.2 Reopener Language - This agreement shall be automatically reopened for all negotiation items beginning with FY 2020(July 1,2020-June 30,2023) reported on or about November 1, 2021 in-annual audit in the event the revenues to the District's General Fund useable in the year received decline from the total revenues received by the District's General Fund for the previous fiscal year, (audited), by 30% or if the unreserved ending fund balance in the District's General Fund has been budgeted for less than 4% of the actual expenditures from the General fund for the previous fiscal year pursuant to NAC 354.650(1), and the District has fully complied with the provisions of NAC 354,650(1).The parties agree to the above procedures constitute compliance with NRS 288.150(2) (w).


17. AGREEMENT BINDING UPON PARTIES

17.1 This Agreement shall be binding upon the heirs, executors, administrators, successors, and lessees of the parties hereto. In the event of the reorganization, transfer or change in the method of administering the service provided, the District shall provide the Agreement shall continue in full force and effect with the Union recognized as the proper bargaining representative of the Employees at the facility.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals by their respective officers duly authorized to do so this 5 day of May 2022, 2021.

EMPLOYER:

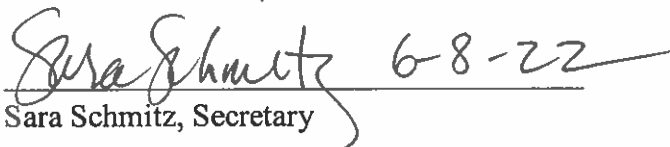
UNION:



Tim Callicrate, Chairman



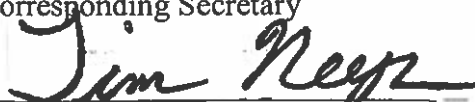
Dan Redding, Business Manager



Sara Schmitz, Secretary




Bruce Knoll, recording
corresponding Secretary




Tim Neep, Director of Public
Employees

Reviewed and Approved:



Indra Winqest, General Manager
Representative



Ralph Handel, Business



Joshua Nelson, Legal Counsel



James Youngblood

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals by their respective officers duly authorized to do so this 5 day of 2022 May, 2022.

Exhibit A

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
 Union Salary Ranges Pay Scale
 Effective July 1, 2020

| INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT | | | | | | | | | |
|--|---------|---------|---------|-----------|---------|---------|-----------|-----------|-----------|
| Standard Salary Ranges | | | | | | | | | |
| Effective July 1, 2021 | | | | | | | | | |
| <i>Top of Ranges Increased 3% from previous year. Min to Max 40%</i> | | | | | | | | | |
| GRADE | HOURLY | | | BI-WEEKLY | | | ANNUAL | | |
| | Minimum | Mid | Max | Minimum | Mid | Max | Minimum | Mid | Max |
| 36 | \$50.97 | \$61.16 | \$71.36 | \$4,078 | \$4,893 | \$5,709 | \$106,018 | \$127,222 | \$148,425 |

Exhibit B

| |
|---|
| <p>Incline Village General Improvement District Effective July 1, 2020 Union Salary Grid and Supervisory Responsibility Superintendent Bargaining Unit</p> |
|---|

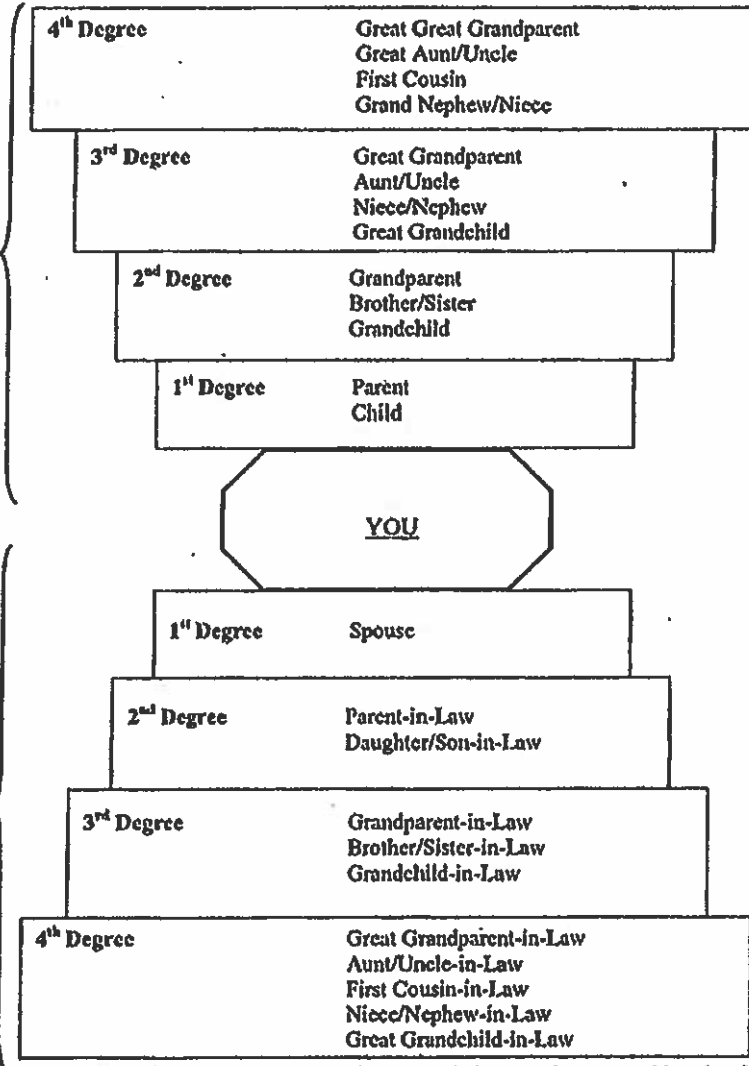
| Supervisor Pay Grade | Job Classification | Highest Position Supervised |
|-------------------------|------------------------------------|-----------------------------------|
| 32 | Fleet Superintendent | G10 |
| 32 | Utilities Maintenance Supervisor | G10 |
| 31 | Chief Chemist | G9 |
| 31 | Collection/Distribution Supervisor | G11 |
| 31 | Water/Waste Water Supervisor | G11 |

Exhibit C

CONSANGUINITY / AFFINITY CHART

CONSANGUINITY

AFFINITY



YQIZ

Note: Step relationships (step-brother, step-father, etc.) are considered to be the same as blood relationships. Domestic Partners are considered the same as spouse.

EXHIBIT D
Pay - For - Performance Matrix
Fiscal Year 2020 to 2023

If an employee is on a P I P they will not receive an increase for the year.

COLA floor will be no less than 1% and no cap on the ceiling.

| |
|--|
| Incline Village General Improvement District Effective July 1, 2020 Pay For Performance Matrix Superintendent Bargaining Unit |
|--|

| Merit Adjustment | Performance Evaluation Rating on Anniversary Date of Hire | Performance Increase % |
|-------------------------|--|-------------------------------|
| 0% | Needs Improvement | COLA + Merit |
| 2% | Meets Requirements | COLA + Merit |
| 4% | Exceeds Requirements | COLA + Merit |

Once an employee reaches the maximum annual salary based on current position and grade, the performance increases would be awarded as a lump sum check, calculated by multiplying the employee's maximum annual salary based on current position and grade by the percentage earned from their performance per the matrix.

This does not include Working out of Class increases of pay, as those are temporary increases for special circumstances. If those Working out of Classes become permanent to the base annual salary, they will be paid out.

EXHIBIT E
GRIEVANCE FORM

| | |
|---|-------------------------------------|
| <u>Grievant Name</u> | <u>Date</u> |
| <u>Department</u> | <u>Work Telephone Number</u> |
| <u>Classification</u> | <u>Date of Incident Giving Rise</u> |
| <u>Article(s) & Section(s) of Contract Violated</u> | |
| <u>Explanation of Grievance (Attach additional sheets if needed)</u> | |
| | |
| <u>Remedy Sought (Attach additional sheets if needed)</u> | |
| | |
| <u>Employee Signature Date</u> | |
| | |
| <u>Steward Signature Date</u> <u>If available</u> | |
| <u>Business Representative/Designee Signature Date</u> | |
| | |
| <u>TO BE COMPLETED BY THE APPROPRIATE MANAGEMENT REPRESENTATIVE</u> | |
| <u>Date Received Date of Meeting Date of Grievance Response</u> | |
| | |
| <u>Step 1 Date Received Date of Meeting</u> <u>(Attach copy of written response)</u> | <u>Date of Grievance Response</u> |
| <u>Step 2 Date Received Date of Meeting</u> <u>(Attach copy of written response)</u> | <u>Date of Grievance Response</u> |
| <u>Step 3 Date Received Date of Meeting</u> <u>(Attach copy of written response)</u> | <u>Date of Grievance Response</u> |
| <u>Step 4 Date Received Date of Meeting</u> <u>(Attach copy of written response)</u> | <u>Date of Grievance Response</u> |

GRIEVANCE FORM
To Be Completed by The Grievant (Please Print or Type)

MEMORANDUM OF UNDERSTANDING

BETWEEN AND FOR THE

INCLINE VILLAGE GENERAL
IMPROVEMENT DISTRICT

AND THE

OPERATING ENGINEERS LOCAL UNION NO. 3

SUPERVISOR'S BARGAINING UNIT

July 1, 2020 through and including June 30, 2023

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THIS AGREEMENT is by and between INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT, hereinafter called the "Employer," and OPERATING ENGINEERS LOCAL UNION NO. 3 of the International Union of Operating Engineers, AFL-CIO, hereinafter called the "Union."

WITNESSETH

WHEREAS, the Employer desires to enter into an Agreement in order to assist the Employer to obtain competent and efficient Employees to stabilize conditions of employment, and to foster and maintain harmonious relationships between Employer and its Employees.

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements herein contained, the parties hereto hereby agree as follows:

1. RECOGNITION

1.1 Employer recognizes the Union as the sole and exclusive agent of its full-time regular supervisory personnel, which oversee the trades and maintenance employees in the utility pipeline, utility plant, utility equipment, and fleet divisions, and excluding all temporary, part-time, and seasonal personnel. This agreement shall only apply to the supervisory positions listed in Exhibit B.

2. SUBORDINATION

2.1 It is understood that Employer is a quasi-municipal corporation organized under the provisions of NRS Chapter 318. This Agreement is subject to any applicable provisions of Nevada laws that govern general improvement districts. Any provision of this Agreement in conflict with the laws governing general improvement districts shall be considered null and void.

3. NON-DISCRIMINATION

3.1 No Employee shall be discriminated against by the Employer, the Union, or the Employees because of sex, race, color, religion, age, disability, sexual orientation or national origin.

4. SHIFTS, HOURS, OVERTIME, AND WORKING CONDITIONS

4.1 All Employees will be entitled to all applicable contagious disease control shots if so desired, at no cost to the Employee.

5. HOLIDAYS

5.1 The following shall be considered as paid holidays under this Agreement and when no work is performed on these days, an Employee shall be paid for his regular scheduled shift at his regular straight-time rate of pay: New Year's Day, Martin

Luther King, Jr. Day, Presidents' Day, Memorial Day, Fourth of July, Labor Day, Nevada Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. Should any of these holidays fall on Sunday, the following Monday shall be considered a paid holiday. Should any of these holidays fall on Saturday, the preceding Friday shall be considered a paid holiday.

- 5.2 In order to be eligible for holiday pay when no work is performed, an Employee must work or be available for work on the last regular work day immediately prior to a holiday and the first regular work day immediately following that holiday unless the Employee shall have been unavailable for work because of: illness or injury sustained by a doctor's certificate showing Employee was unable to work for a period not to exceed thirty (30) days; absence (other than leaves of absence) when authorized by the Employer; and serious illness or death in the Employee's immediate family.
- 5.3 To be eligible for pay for holidays not worked, an Employee must be in the regular employ of the Employer immediately prior to said holiday. If a holiday for which pay is due falls during an Employee's scheduled vacation, then the Employee shall receive an additional day off with pay.

6. SALARIES

- 6.1 The salary range listed in Exhibit A is hereby made part of this Agreement, and shall become effective on July 1, 2020. Notwithstanding annual adjustments in accordance with Subsection 6.6, these salary ranges shall be established so that a ten percent (10%) minimum differential is maintained between the Supervisor-level position and the highest-grade position under that Supervisor's direct supervision, as identified in Exhibit B. The differential shall be calculated at the mid-points of the respective ranges.
- 6.2 Job classifications shall have the salary grades listed in Exhibit B.
- 6.3 Upon commencement of full-time, permanent work for Employer, a new Employee shall be paid the minimum of the salary grade. At the Employer's discretion, a new Employee with exceptional experience, capabilities or knowledge may be assigned to a rate above the minimum of the salary grade.
- 6.4 Employees shall hold probationary status for the first twelve months following appointment. Probationary Employees may be terminated without cause. Satisfactory performance during the probationary period, as determined by the Employee's immediate superior through a performance evaluation at the completion of the twelve-month interval, shall remove the Employee from probationary status. Any probationary Employee receiving an unsatisfactory evaluation may be terminated.

6.5 Upon movement of an Employee from one job classification to another with a higher salary grade, the Employee will move to the greater of (1) the minimum of the new salary grade or to (2) a rate in the new salary grade that provides a salary increase of at least 5% for an upward movement of one grade or 10% for an upward movement of two grades or more. Upon movement of an Employee from one job classification to another with a lower salary grade, the Employee shall receive the commensurate rate in the new salary grade that the Employee had in the former salary grade. No change in anniversary date shall occur.

6.6 Salary increase:

6.6.1. Effective date of Future Salary Increase:

The salary range listed in Exhibit A is hereby made part of this Agreement, and shall become effective on July 1, 2020:

July 1, 2020 COLA increase. Retro to July 1, 2020:

The salary increases will be adjusted upward according to the following annual adjustments: Beginning July 1, 2020. The CPI percentage shall be based upon the actual BLS consumer price indexes Pacific Cities and U.S. City Average in the urban wage earners CPI-W in the chart with March 2020 being the baseline to take effect July 1, 2020, with a floor of 1.0%.

A merit salary increase shall be awarded per the matrix, (Exhibit C) on the employee's annual review date, based on performance.

July 1, 2021 COLA

The salary increases will be adjusted upward according to the following annual adjustments: Beginning July 1, 2021. The CPI percentage shall be based upon the actual BLS consumer price indexes Pacific Cities and U.S. City Average in the urban wage earners CPI-W in the chart with March 2021 being the baseline to take effect July 1, 2021, with a floor of 1.0%.

A merit salary increase shall be awarded per the matrix, (Exhibit C) on the employee's annual review date, based on performance.

July 1, 2022: COLA

The salary increases will be adjusted upward according to the following annual adjustments: Beginning July 1, 2022. The CPI percentage shall be based upon the actual BLS consumer price indexes Pacific Cities and U.S. City Average in the urban wage earners CPI-W in the chart with March 2022 being the baseline to take effect July 1, 2022, with a floor of 1.0%.

A merit salary increase shall be awarded per the matrix, (Exhibit C) on the employee's annual review date, based on performance.

If July 1st falls within the first seven days of the pay period, pay will be effective the current pay period.

If July 1st falls within the second week of payroll, the pay will be the first of the following pay period.

Example: June 25th through July 1st the increase would take effect the first day of the current pay period.

Once an employee reaches the maximum annual salary based on current position and grade, the performance increases would be awarded as a lump sum check, calculated by multiplying the employee’s maximum annual salary based on current position and grade by the percentage earned from their performance per the matrix.

- 6.7 No Employee shall receive a salary that is higher than the maximum of the appropriate salary grade.
- 6.8 It is agreed, the Employer and the Union shall establish a mutually acceptable criteria for conducting a salary survey for all bargaining unit positions for use in a subsequent memorandum of understanding.

7. CERTIFICATIONS

- 7.1 Intentionally left blank.
- 7.2 Critical Infrastructure of Essential Workers: Operations of essential critical infrastructure requires all employees and support staff involved in operations, maintenance, and compliance to ensure these institutions remain operational and in compliance with Federal, State and local regulatory requirements.

8. LAYOFFS

- 8.1 If the Employer determines that it will be necessary to lay off Employees within the bargaining unit, then whenever possible, the Employer will inform Employees thirty (30) days prior to layoff. Employees will be laid off in reverse order of seniority by classification within the bargaining unit, except in cases where the Employer can clearly demonstrate that the Employee lacks the skills or ability to perform the duties of his position. Employees who have been laid off will be rehired in the reverse order of layoff (i.e., last laid off, first rehired).
- 8.2 Employees in higher classifications within the bargaining unit will be given the opportunity to demote to lower classifications within the bargaining unit for which

they are qualified, recognizing the fact that this could result in the layoff of Employees in lower classes because of less seniority.

- 8.3 An Employee who has been laid off has the right to re-employment for a period of one hundred and eighty (180) days, provided he has the necessary qualifications for the position to be filled.
- 8.4 Nationwide State or Local Emergency Leave: Should the Federal, State, or Local government declare an emergency requiring the shutdown of nonessential service or the complete shutdown of government for any declared emergency, Employees sent home without pay and without the ability to work from home shall have credited to their leave banks the total accrual for one year added to sick leave and annual leave. These leave banks shall be used to continue normal pay and benefits until exhausted. Leave banks will begin normal accrual on anniversary of banked leaves.

9. LEAVES

- 9.1 Vacation leave shall accrue from each Employee's original anniversary date, at the following rates:
 - 9.1.a. For each Employee having less than four full years of continuous service to Employer, the employee will accrue six and two-thirds hours per calendar month of employment. The employee will accrue a maximum of 80 hours annually totaling (2 weeks).
 - 9.1.b. For each Employee having at least four full years, but less than nine full years of continuous service to Employer, the employee will accrue ten hours per calendar month of employment. The employee will accrue a maximum of 120 hours annually totaling (3 weeks).
 - 9.1.c. For each Employee having at least nine full years, but less than fourteen full years of continuous service to Employer, the employee will accrue thirteen and one third hours per calendar month of employment. The employee will accrue a maximum of 160 hours annually totaling (4 weeks). New Employees hired on or after July 1, 2012 will earn up to a maximum of 4 weeks' vacation.
 - 9.1.d. For each Employee having fourteen or more full years of continuous service to Employer, the employee will accrue sixteen and two-thirds hours per calendar month of employment. The employee will accrue a maximum of 200 hours annually totaling (5 weeks).

Effective July 1, 2013 employees may carry up to 240 hours of accrued leave into the next calendar year.

- 9.2 The Employer will entertain requests by eligible Employees as to the time at which their vacations will be scheduled, but vacation schedules must necessarily conform to and not unduly interfere with, the operation schedules of the Employer.

Preference will be in order of seniority provided the remaining Employees are qualified to do the work. Granted leave shall only be revoked under extreme circumstance and not within 1 month of its commencement.

9.3 Employees must complete six months of employment to be eligible to take vacation. After six months of service, the Employer will compensate Employees for accrued vacation, which is unused upon termination, at current wage rate.

9.4 Jury Duty:

The District will grant court leave to allow benefited employees to serve as juror or a witness in a court proceeding provided that the employee is not a party to the action. Employees need to provide their supervisors with relevant documents verifying the need for court leave as soon as the need becomes known.

9.4.a. Jury Duty Compensation: Subject to the following conditions, eligible employees will receive their regular base rate of pay for those hours spent in court, traveling to and from court when such time occurs during employee's regular scheduled work days and hours of work.

Court leave will not result in payment of overtime or be considered as hours worked for purposes of determining eligibility for overtime, unless the court leave is related to the employee's job responsibilities.

Upon completion of jury/court/witness service for which the employee received his/her regular pay, the employee will forward any compensation received from the court or other party to the District upon receipt. Employee may keep reimbursements received for out of pocket expenses such as meals, mileage, and lodging.

An employee will not receive pay for the work time missed if he/she is required to miss work because of court appearances in a matter to which the employee is a party or to serve as a witness for a party who has filed an action against the District or the employee is subpoenaed to appear on a matter unrelated to employment. However, the employee may choose to use his/her vacation.

Sick leave will accumulate at the rate of eight (8) hours per month, with unlimited accrual. A doctor's certificate may be required by the Employer. Employees will be paid for time off for illness up to the limits of time accumulated. Abuses of sick leave may be subject to disciplinary action. Each Employee having unused sick leave on December 1 of each year shall have the opportunity to sell back to the District one-half (1/2) of their unused sick leave balance, up to a maximum of forty-eight hours and shall be compensated at Employee's regular hourly rate for such time. That time so paid shall be deducted from Employee's accumulated sick leave time

available. Unused sick leave compensation shall be limited to that time which has accrued in the preceding twelve (12) months. Elimination of the December annual 48-hour sick leave buy back for employees hired after July 1, 2011.

Employees who elect to retire after 20 years of service with the District may receive up to 20% of their accrued sick leave hours; adding 2% additional each year to 25 years (30% at 25 years) and 4% additional each year thereafter to a maximum sick leave buyout of 50% of up to 960 hours after 30 years of service.

As an alternative, employees retiring after 20 years or more of service may elect to convert their eligible sick leave hours with the same limitations identified above to a non-interest bearing District account for the purpose of paying medical insurance coverage and/or out-of-pocket medical expenses such as deductibles and co-payments at double the rate to a maximum of 100% of up to 960 hours after 30 years of service.

The non-interest bearing District account will be assigned a present value as of the date of retirement equal to the number of hours of sick leave times the employee's base hourly salary at the time of retirement. The District will debit said account on a dollar-for-dollar basis. This benefit is non-transferable and does not survive the retiree.

Employees participating in this plan will receive a nonemployee IRS Form 1099-MISC annually.

In the event of a death of a member of the Employee's immediate family, the Employee shall be granted a leave of absence, with pay, for a period of up to forty (40) working hours to make final arrangements. For the purposes of this Section, the immediate family shall be defined as within the 3rd degree of consanguinity or affinity. See Exhibit E for consanguinity and affinity chart Evidence of death may be required by the Employer.

Employees shall receive 40 hours of Personal Time off (PTO) per calendar year. Unused PTO may not be carried over and no employee may accrue more than 40 hours of PTO.

10. UNION RIGHTS

- 10.1 A duly authorized representative of Union may be permitted to talk on the job with Employees subject to this Agreement, for the purpose of ascertaining whether or not this Agreement is being observed by all parties, or in adjusting grievances, and for no other reasons. Union agrees that this privilege shall be so exercised as to not interfere with the work in the departments.

- 10.2 The Union shall notify the Employer of the selection of the job steward.
- 10.3 The job steward shall not stop the Employer's work for any reason, or tell any Employee covered by this Agreement that Employee cannot work on the job.
- 10.4 It is hereby mutually understood and agreed that no person is authorized to act as or is to be deemed to be an authorized agent of either party to this Agreement unless the party appointing such authorized agent has first notified the other in writing of such appointment and the scope of the authority of such an agent.
- 10.5 It is hereby agreed and understood that the following persons and no other shall be the authorized agents of the respective parties until further notice as provided in Section 9.4 hereof:

Duly authorized agent of the Union shall be: Business Manager or Business Representative designated by the Business Manager.

Duly authorized agent of the Employer shall be the General Manager, or any other person authorized by Employer to act as his agent whose identity and scope of authority has been made known to the Local Union by written communication from said Employer.

11. DISCIPLINE AND DISCHARGE

- 11.1 The purpose of this article is to provide for an equitable and expeditious manner for the resolution of disputes arising from the imposition of discipline. The Employer and the Union acknowledge all steps of the progressive disciplinary process. It is further acknowledged that feedback received during an annual performance evaluation may supplement the disciplinary process. All actions beyond Step 1 in the referenced process shall be documented by the Employer and shall become part of the permanent personnel record.
- 11.2 Any Employee involved in a discussion with Employee's immediate superior or management, who has reason to believe that discipline may result from said discussion, shall have the right to request Employee's Steward or Union Representative be present during the discussion. If the Employee wishes to have Union representation during such discussions, it shall be Employee's responsibility to make such wishes known and the Employer shall make arrangements for the desired representation. The Employer agrees that no Employee will be disciplined or discharged without cause.
- 11.3 Verbal and written reprimands shall only be subject to review through Step 4 of the Grievance Procedure and shall not be subject to arbitration or litigation. Provided, however, that a written reprimand that is repeated and which is accompanied by a statement that more severe disciplinary action could follow is subject to arbitration. For any action which is not arbitrable, the affected Employee may prepare a written

statement responding to the reprimand and such statement shall be included in the Employee's official personnel file(s), if it is submitted within five (5) calendar days of the final disposition by the General Manager of his/her designee. Such written responses shall remain in the official personnel file(s) for as long as the reprimand remains in file.

- 11.4 Any Employee being suspended, involuntarily demoted or discharged shall not be removed from the payroll or otherwise adversely affected until after the completion of a pre-disciplinary hearing before the department head or acting department head. The purpose of a pre-disciplinary hearing is for the Employee to respond to the specific charges and present evidence on his/her behalf. The Employee must be timely notified in writing of the dismissal, involuntary demotion or suspension and the reasons therefore. The notice must precede the hearing by at least forty-eight (48) hours, and may be delivered personally to the Employee or mailed to Employee at the Employee's last known address, by registered or certified mail, return receipt requested. If the notice is mailed, the effective date of the notice shall be the date of delivery, or if the letter is returned to the sender, three (3) calendar days after mailing. The Employee shall have the right to be represented at this hearing by a Union Representative. After hearing the evidence presented at the hearing, the department head shall render a written decision within five (5) working days.
- 11.5 If the department head determines that IVGID is in jeopardy if an Employee is not relieved of duties pending a pre-disciplinary hearing under Section 10.4 hereof, the department head may order, as part of the pre-discipline notice, that the Employee shall take an immediate involuntary leave of absence without pay, which leave shall expire on the date of the department head's written decision under Section 10.4 hereof. Such leave shall be without prejudice to the Employee. If the department head determines, based upon the evidence presented at the hearing, that the appropriate disciplinary action involves a demotion or a suspension of a shorter period of time than the leave of absence, then the Employer shall provide back pay to the Employee for the difference at the end of the same pay period. If the department head determines, based upon the evidence presented at the hearing, that the appropriate disciplinary action involves a suspension of a greater period of time than the leave of absence, or a discharge, then no back pay shall be due and, in the event of a suspension, the beginning date of the suspension shall be the same as the beginning date of the leave of absence.
- 11.6 Upon receiving the department head's written decision, an Employee who has been suspended, involuntarily demoted or discharged, shall have the right to appeal such decision through the Grievance and Arbitration Procedure of this Agreement, beginning at Step 4.

12. GRIEVANCES

- 12.1 Except where a remedy is otherwise provided for, any Employee shall have the right to present a grievance arising from Employee's employment in accordance with the rules and regulations of this procedure.
- 12.2 All parties so involved must act in good faith and strive for objectivity, while endeavoring to reach a solution at the earliest possible step of the procedure. The aggrieved Employee shall have the assurance that filing of a grievance will not result in reprisal of any nature. The aggrieved Employee shall have the right to be represented or accompanied by a Representative of the Union at all stages of the grievance procedure.
- 12.3 Certain time limits in the grievance procedure are designed to quickly settle a grievance. It is realized, however, that on occasion the parties concerned may be unable to comply with the established limitations. In such instances, the limitations may be extended upon the mutual agreement of all parties concerned.
- 12.4 Failure of the aggrieved Employee to file an appeal within the prescribed time limit for any step of the procedure shall constitute abandonment of the grievance. Employee shall abide by prescribed time limits.
- 12.5 Any person responsible for conducting any conference, meeting or hearing under the formal grievance procedure shall give due and timely notice to all persons concerned.
- 12.6 When two or more Employees experience a common grievance, they may initiate a single grievance proceeding. The initial hearing of the grievance shall be by the immediate superior or Department Head who has the prime responsibility for all of the aggrieved Employees.
- 12.7 The grievance procedure shall be as follows:
- Step 1. When an Employee becomes aware that dissatisfaction exists with Employee's work or work situation, Employee should discuss the matter informally with their immediate superior. Initial discussion should be sought by the Employee not later than ten (10) working days after the event giving rise to the grievance occurred, or ten (10) working days after the Employee should have had knowledge of the event, whichever is later. The following provisions relating to formal grievance procedure do not restrict the Employee and immediate superior from seeking advice and counsel from Superiors and Department Heads when:
Mutually consented to by the Employee and Immediate Superior.
It appears that settlement can be reached at this informal level.

Step 2. The Immediate Superior will hear the grievance and provide written decision within five (5) working days of the receipt of the formal grievance papers.

Step 3. If the written decision of the Immediate Superior is unsatisfactory to the Employee, the Employee may request that the grievance be presented to the Department Head for review. This request must be made in writing within five (5) working days of the receipt of the Immediate Superior's decision. The Department Head will hear the grievance and provide written decision within ten (10) working days of the receipt of the formal grievance papers.

Step 4. If the written decision of the Department Head is unsatisfactory to the Employee, the Employee may request that the grievance be presented to the General Manager for review. This request must be made in writing within five (5) working days of the receipt of the Department Head's decision. The General Manager will hear the grievance and provide written decision within ten (10) working days of the receipt of the formal grievance papers.

Step 5. If the written decision of the General Manager is unsatisfactory to the Employee, the Union or Employee within ten (10) working days may request the grievance be advanced to arbitration. The arbitrator list will be requested within one-hundred twenty (120) days and the arbitrator from a list of seven (7) names supplied by the Federal Mediation and Conciliatory Service (FMCS), or another arbitration service mutually agreeable to the Employer and Union. The parties shall select the arbitrator by alternately striking names until one name remains. The Union representative shall strike the first name. The decision of the arbitrator shall be final and binding upon both parties.

12.8 The arbitrator shall have no authority to alter, amend, add to or subtract in any way the terms and conditions of this Agreement. The arbitrator shall confine their decision to a determination of the facts and an interpretation and application of this Agreement. The parties agree to each pay one-half the costs of the arbitrator.

13. CESSATION OF WORK

13.1 Under no circumstances shall any dispute or disagreement be permitted to cause a cessation of work. Employer hereby declares opposition to lockouts and Union hereby declares opposition to strikes, sympathetic or otherwise, and to stoppage or slowdown of work.

14. HEALTH AND WELFARE

14.1 Employer will provide and pay 100% of the insurance premium costs of medical, hospital, dental, prescription, and vision coverage, for employees and dependents for employees hired prior to or on June 30, 2012. Employees hired on or after July 1, 2012 will pay twenty-five percent (25%) of the cost of dependent coverage. The Employer will provide and pay 100% of the insurance premium costs for life, accidental death and dismemberment, short term and disability insurances for the employee for the life of the contract.

- 14.2 The Employer shall provide a long-term disability plan at no cost to the Employees. The current plan will provide a benefit equal to 66 2/3% of monthly salary (not to exceed \$7,500.00 a month) commencing on the ninety-first (91) day of a qualifying disability.

15. PENSION

- 15.1 Pension benefits, as set forth herein, shall be paid after six (6) months of employment for Employees in the bargaining unit who choose to participate in the Operating Engineers Pension Trust Fund.
- 15.2 The Employer shall pay into the Operating Engineers Pension Trust Fund an amount equal to thirteen and three tenths (13.3) percent of the Employee's gross W2 earnings. This amount includes the contribution to the Union's Retiree's Health Care Trust.
- 15.3 All Employees who are enrolled in the union pension system shall continue to be eligible for enrollment in the system, as long as they are full-time Employees of Employer, whether or not they are members of the bargaining unit.
- 15.4 The Employer shall make the payments provided in Section 15.2 at the times and in the manner provided in the Trust Agreement creating the Pension Trust Fund for Operating Engineers, and is bound by all the terms and conditions thereof and any amendment or amendments thereto. Eligibility of Employees shall be determined by the Trustees of said Trust.
- 15.5 The Employer shall deduct for union dues and make available an automatic payroll deduction for credit union deposits.
- 15.6 As an alternative to the Operating Engineers Pension Trust Fund, Employees may elect to enroll in another pension plan available through Employer with a contribution rate of 13.3%.
- 15.7 The District will "match" 100% of an employee's contribution into a deferred compensation plan up to 5% of the employee's annual wages. Effective plan date October 1, 2015.

Effective July 1, 2021, the contribution rate would increase by 1% totaling 6%.

16. MANAGEMENT RIGHTS

- 16.1 Incline Village General Improvement District retains the exclusive right, except as expressly stated herein, to operate and direct the affairs of the District in all its various aspects, including but not limited to, the right to direct the work force; to determine the size of the work force and the number of employees, classifications,

qualifications, fitness and positions; to plan, direct and control all the operations and services of the District; to determine the methods, means, and organization by which such operations and services are to be conducted; to assign and transfer employees within its operations; to combine, divide, or reorganize its operations; to assign and schedule work; to establish and enforce reasonable work rules; to hire, promote, demote, suspend, discipline, as a possible alternative to layoffs the right to discuss furlough of employees, discharge or relieve employee's due to lack of work or other legitimate reasons; and to change or eliminate existing methods, equipment operation or department/ facilities.

- 16.2 Union agrees that Employer shall have complete freedom in questions involving termination of employment, transfer, advancement, and layoffs due to lack of work, except that no Employee shall be discharged for Union activities. Union recognizes and agrees that reprimands, suspensions and discharges of Employees for inefficiency, carelessness or insubordination are necessary and proper to the successful operation of Employer's business.
- 16.3 Nothing in this Agreement shall be construed as abrogating any rights that either party hereto has under the statutes of the State of Nevada.

17. TERMS OF AGREEMENT

- 17.1 This Agreement shall become effective on the 1st day of July 2020, and remain in effect through the 30th day of June 2023. This Agreement shall continue in effect from year to year thereafter, unless either of the parties hereto gives notice to the other in writing, pursuant to NRS Chapter 288, in each year during which this Agreement may be automatically renewed, either of a desire to terminate or to modify this Agreement. In the event of such a notice, the parties hereto agree:
 - 17.1.1. to meet and confer with the other through their authorized agents for the purpose of negotiating a new Agreement or an Agreement containing the proposed modifications;
 - 17.1.2 to notify such State and Federal agencies and boards within the time required by any applicable laws, of the existence of such dispute, provided that no agreement has been reached by that time; and
 - 17.1.3 to continue in full force and effect without resorting to strikes or lockouts, all the terms and conditions of the existing Agreement for a period of sixty (60) days after such notice is given to such State or Federal board or agency or until the expiration of the existing Agreement, whichever occurs later.
- 17.2 Reopener Language - This agreement shall be automatically reopened for all negotiation items beginning with FY 2023 (July 1, 2020 - June 30, 2023) reported on or about December 1, 2021 in annual audit in the event the revenues to the District's General Fund useable in the year received decline from the total revenues received by the District's General Fund for the previous fiscal year, (audited), by 30% or if the unreserved ending fund balance in the District's General Fund has

been budgeted for less than 4% of the actual expenditures from the General fund for the previous fiscal year pursuant to NAC 354.650(1), and the District has fully complied with the provisions of NAC 354.650(1). The parties' agreement to the above procedures constitute compliance with NRS 288,150(2)(w).

17.3 Health Care compliance: In an effort to remain compliant with the requirements of the Affordable Care Act (ACA), the parties agree upon written notification from either party, to reopen the agreement based on any of the following:

- 17.3.1 A change in regulation which in turn causes a reduction to the District's General Fund to fall below 4% pursuant to NAC 354.650(1).
- 17.3.2. A change in premiums exceeding an increase or decrease greater than 25%.
- 17.3.3. A change in policy that, upon review of both parties, may cause significant changes to the plan in regards to coverage, deductibles etc.

18. AGREEMENT BINDING UPON PARTIES

This Agreement shall be binding upon the heirs, executors, administrators, successors, and lessees of the parties hereto. In the event of the reorganization, transfer or change in the method of administering the service provided, the District shall provide the Agreement shall continue in full force and effect with the Union recognized as the proper bargaining representative of the Employees at the facility.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals by their respective officers duly authorized to do so this 12th day of May 2021.

EMPLOYER:
INCLINE VILLAGE GENERAL
IMPROVEMENT DISTRICT




Tim Callicrate, Chairman 11/17/21



Sara Schmitz, Secretary 11-17-21

Reviewed and Approved:




Indra Winquest, General Manager



Joshua Nelson, Legal Counsel


UNION:
OPERATOR ENGINEERS UNION
LOCAL NO. 3 of the International Union
of Operating Engineers, AFL-CIO



Dan Reding, Business Manager




Steve Ingersoll, President



Bruce Noel, Recording-Corresponding
Secretary



Tim Neep, Director Public Employees



Ralph Handel, Business Representative



Jeff Bendorf, Chief Steward

EXHIBIT A
INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
Union Salary Ranges
Effective July 1, 2020
PAY Scale

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
Union Salary Ranges
Effective July 1, 2020

Uncertified Scale

*Top of Ranges Increased 1.5%
 from previous year.
 Min to Max 40%*

| GRADE | HOURLY | | | BI-WEEKLY | | | ANNUAL | | |
|-------|---------|---------|---------|-----------|---------|---------|----------|----------|-----------|
| | Minimum | Mid | Max | Minimum | Mid | Max | Minimum | Mid | Max |
| G3 | \$19.91 | \$23.89 | \$27.87 | \$1,593 | \$1,911 | \$2,230 | \$41,410 | \$49,692 | \$57,974 |
| G4 | \$20.92 | \$25.11 | \$29.29 | \$1,674 | \$2,009 | \$2,343 | \$43,521 | \$52,225 | \$60,929 |
| G5 | \$21.97 | \$26.36 | \$30.75 | \$1,757 | \$2,109 | \$2,460 | \$45,692 | \$54,831 | \$63,969 |
| G6 | \$22.72 | \$27.27 | \$31.81 | \$1,818 | \$2,181 | \$2,545 | \$47,261 | \$56,713 | \$66,165 |
| G7 | \$25.22 | \$30.27 | \$35.31 | \$2,018 | \$2,421 | \$2,825 | \$52,463 | \$62,956 | \$73,449 |
| G8 | \$27.64 | \$33.17 | \$38.70 | \$2,212 | \$2,654 | \$3,096 | \$57,500 | \$69,000 | \$80,500 |
| G9 | \$30.16 | \$36.19 | \$42.22 | \$2,413 | \$2,895 | \$3,378 | \$62,733 | \$75,279 | \$87,826 |
| G10 | \$32.62 | \$39.14 | \$45.66 | \$2,609 | \$3,131 | \$3,653 | \$67,845 | \$81,414 | \$94,983 |
| G11 | \$35.08 | \$42.10 | \$49.12 | \$2,807 | \$3,368 | \$3,929 | \$72,972 | \$87,567 | \$102,161 |
| G12 | \$37.57 | \$45.08 | \$52.60 | \$3,006 | \$3,607 | \$4,208 | \$78,145 | \$93,773 | \$109,402 |

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
Standard Salary Ranges
Effective July 1, 2020

*Top of Ranges Increased 1.5%
 from previous year.
 Min to Max 40%*

| GRADE | HOURLY | | | BI-WEEKLY | | | ANNUAL | | |
|-------|---------|---------|---------|-----------|---------|---------|----------|-----------|-----------|
| | Minimum | Mid | Max | Minimum | Mid | Max | Minimum | Mid | Max |
| 16 | \$18.65 | \$22.39 | \$26.12 | \$1,492 | \$1,791 | \$2,089 | \$38,801 | \$46,561 | \$54,321 |
| 18 | \$20.57 | \$24.68 | \$28.80 | \$1,645 | \$1,975 | \$2,304 | \$42,782 | \$51,338 | \$59,895 |
| 20 | \$22.67 | \$27.20 | \$31.74 | \$1,814 | \$2,176 | \$2,539 | \$47,155 | \$56,586 | \$66,017 |
| 22 | \$25.00 | \$30.00 | \$35.00 | \$2,000 | \$2,400 | \$2,800 | \$51,996 | \$62,395 | \$72,794 |
| 25 | \$28.93 | \$34.72 | \$40.51 | \$2,315 | \$2,778 | \$3,241 | \$60,184 | \$72,221 | \$84,258 |
| 26 | \$30.38 | \$36.46 | \$42.54 | \$2,431 | \$2,917 | \$3,403 | \$63,200 | \$75,840 | \$88,480 |
| 27 | \$31.90 | \$38.28 | \$44.66 | \$2,552 | \$3,062 | \$3,573 | \$66,352 | \$79,622 | \$92,893 |
| 31 | \$38.78 | \$46.54 | \$54.29 | \$3,102 | \$3,723 | \$4,343 | \$80,663 | \$96,796 | \$112,928 |
| 32 | \$40.72 | \$48.86 | \$57.00 | \$3,257 | \$3,909 | \$4,560 | \$84,689 | \$101,627 | \$118,565 |

EXHIBIT B

Exhibit B

| Incline Village General Improvement District Effective July 1, 2018 Union Salary Grid and Supervisory Responsibility Supervisory Bargaining Unit | | | | |
|---|---|---|--|--|
| Supervisor Pay Grade | Job Classification | | | Highest Position Supervised |
| 32 | Fleet Superintendent | Utilities Maintenance Specialist | | G-10 |
| 31 | Chief Chemist | | | G-9 |
| 31 | Collection/Distribution Supervisor | Water/Wastewater Supervisor | | G-11 |
| 30 | Compliance Supervisor/ Chief Inspector | | | G-10 |
| 29 | | | | |
| 28 | | | | |
| 27 | | | | |
| 26 | | | | |
| 25 | | | | |

EXHIBIT C
 Pay - For - Performance Matrix
 Fiscal Year 2020 to 2023

If an employee is on a P I P they will not receive an increase for the year.

COLA floor will be no less than 1% and no cap on the ceiling.

| Merit Adjustment | Performance Evaluation Rating On Anniversary Date of hire | Performance Increase | Total Pay for Performance Increase |
|------------------|---|----------------------|------------------------------------|
| Merit increase | NEEDS IMPROVEMENT | 0 % | = PERFORMANCE REVIEW |
| Merit increase | MEETS REQUIREMENTS | 2% | PERFORMANCE REVIEW |
| Merit increase | EXCEEDS REQUIREMENTS | 4 % | PERFORMANCE REVIEW |

Once an employee reaches the maximum annual salary based on current position and grade, the performance increases would be awarded as a lump sum check, calculated by multiplying the employee’s maximum annual salary based on current position and grade by the percentage earned from their performance per the matrix.

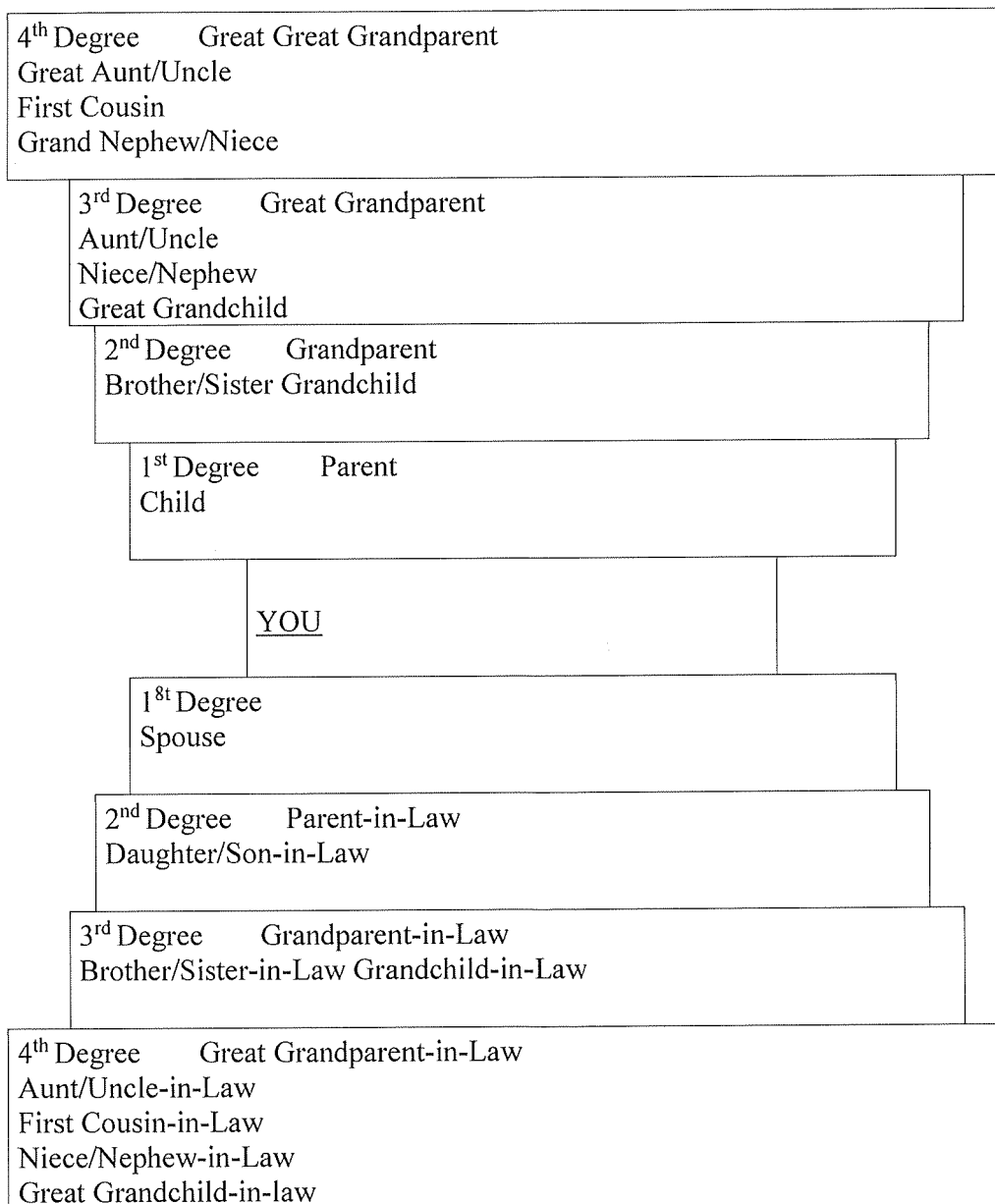
(Does not include Working Out of Class increases of pay as those are temporary increases for special circumstances. If those Working out of Classes become permanent to the base annual salary they will be paid out)

EXHIBIT D
 GRIEVANCE FORM

| | |
|--|-------------------------------------|
| <u>Grievant Name</u> | <u>Date</u> |
| <u>Department</u> | <u>Work Telephone Number</u> |
| <u>Classification</u> | <u>Date of Incident Giving Rise</u> |
| <u>Article(s) & Section(s) of Contract Violated</u> | |
| <u>Explanation of Grievance (Attach additional sheets if needed)</u> | |
| <u>Remedy Sought (Attach additional sheets if needed)</u> | |
| <u>Employee Signature Date</u> | |
| <u>Steward Signature Date</u> <u>If available</u> | |
| <u>Business Representative/Designee Signature Date</u> | |
| <u>TO BE COMPLETED BY THE APPROPRIATE MANAGEMENT REPRESENTATIVE</u> <u>Date Received Date of Meeting Date of Grievance Response</u> | |
| <u>Step 1 Date Received Date of Meeting</u> <u>(Attach copy of written response)</u> | <u>Date of Grievance Response</u> |
| <u>Step 2 Date Received Date of Meeting</u> <u>(Attach copy of written response)</u> | <u>Date of Grievance Response</u> |
| <u>Step 3 Date Received Date of Meeting</u> <u>(Attach copy of written response)</u> | <u>Date of Grievance Response</u> |
| <u>Step 4 Date Received Date of Meeting</u> <u>(Attach copy of written response)</u> | <u>Date of Grievance Response</u> |

GRIEVANCE FORM
 To Be Completed by The Grievant (Please Print or Type)

EXHIBIT E
CONSANGUINITY/AFFINITY CHART



Note: Step relationships (step-brother, step-father, etc.) are considered to be the same as blood relationships. Domestic Partners are considered the same as spouse.

From: Melissa N. Robertson

Sent: Thursday, March 23, 2023 9:51 AM

To: 's4s@ix.netcom.com' <s4s@ix.netcom.com>

Cc: Matthew Dent <dent_trustee@ivgid.org>; Sara Schmitz <trustee_schmitz@ivgid.org>; Michaela Tonking <tonking_trustee@ivgid.org>; Dave Noble <noble_trustee@ivgid.org>; Ray Tulloch <Tulloch_Trustee@ivgid.org>; Indra Winqest <ISW@ivgid.org>

Subject: RE: RE: Public Records Request - IVGID OPayments to Kaye Shackford's Negotiating Solutions Seminar

Hi Mr. Katz,

Attached is the Paypal receipt for Mr. Gove and a link to the website where Paypal is offered as the form of payment for Credit Cards. In this case Paypal is a payment processor that the Mattford group uses.

<https://www.negotiatingolutions.com/kayesbook.html#Tuition>

I have make an inquiry to Staff about the 1099 document you have requested.

Thank you.

Melissa Robertson

District Clerk

Incline Village General Improvement District

893 Southwood Boulevard

Incline Village Nevada 89451

P: 775-832-1268

mnr@ivgid.org

<http://yourtahoeplace.com>

From: s4s@ix.netcom.com <s4s@ix.netcom.com>

04152023-409

Sent: Friday, March 17, 2023 9:49 AM

To: Melissa N. Robertson <mnr@ivgid.org>

Cc: Matthew Dent <dent_trustee@ivgid.org>; Sara Schmitz <trustee_schmitz@ivgid.org>; Michaela Tonking <tonking_trustee@ivgid.org>; Dave Noble <noble_trustee@ivgid.org>; Ray Tulloch <tulloch_trustee@ivgid.org>

Subject: Fw: RE: Public Records Request - IVGID OPayments to Kaye Shackford's Negotiating Solutions Seminar

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Thank you.

What about tuition for Mike Gove? He attended the seminar as well. Did he get a freebie? Or is there another invoice you haven't provided?

And how come we have Susan Herron approving a payoff like this to staff cheerleader Kaye Shackford? Is this one of Ms Herron's duties as Director of Admin Services? A professional engineer doesn't need training on how to get along with people. If she does, then she NEVER SHOULD HAVE BEEN HIRED IN THE FIRST PLACE! And what the hell does Ms Herron have to do with expenditures such as this one? Why didn't Ms Nelson's supervisor, Brad Underwood, approve or disapprove the expenditure? Why unnecessarily inject Ms Herron into the process? Bueller? Bueller? Indra?

And why would an engineer require nearly \$6K of negotiation training? This whole thing smells to the inner bowels of IVGID. And if anyone doubts this, you've been drinking the kool aid for so long you don't even recognize what end is up.

I am forwarding a copy of this e-mail and attachment to the Board. I want members to see what a B.S. expenditure this was. I want them to see how payoffs like this one are hidden from the public because they're buried under services and supplies. I want them to understand why staff REFUSE to share the particulars of expenditures like this one assigned to services and supplies. And why their proposed budget should be REJECTED until they come clean. I want them to see how staff could very easily have reduced expenditures by this \$6K plus the cost of Ms Nelson's unreimbursed staff time for the week. Yet they refused. Just keep on overspending and overspending. I want them to understand why Ms Helson's unreimbursed staff time is billed out at \$125+/hour when our actual cost is under \$50/hour (how else can internal services general revenues to pay for B.S. expenses such as this one?). I want them

04152023-410

to see more reasons why Susan Herron has to go as a public employee. I want them to instruct staff that further contracting with Kaye Shackford NEEDS TO END. IMMEDIATELY!

And you wonder why things are so screwed up here in IVGIDville? As if I had to, I've now given more reasons.

Melissa. Where's the Mattford Group invoicing for Mike Gove?

Respectfully, Aaron Katz

-----Forwarded Message-----

From: Melissa N. Robertson <mnr@ivgid.org>

Sent: Mar 17, 2023 8:42 AM

To: s4s@ix.netcom.com <s4s@ix.netcom.com>

Subject: RE: Public Records Request - Payments to Kaye Shackford's Negotiating Solutions Seminar

Hi Mr. Katz,

Staff has provided the attached record in response to your request. Thank you.

Melissa Robertson

District Clerk

Incline Village General Improvement District

893 Southwood Boulevard

Incline Village Nevada 89451

P: 775-832-1268

mnr@ivgid.org

<http://yourtahoeplace.com>

From: s4s@ix.netcom.com <s4s@ix.netcom.com>

Sent: Wednesday, March 15, 2023 3:45 PM

To: Melissa N. Robertson <mnr@ivgid.org>

Cc: Info IVGID <info@ivgid.org>

Subject: Public Records Request - Payments to Kaye Shackford's Negotiating Solutions Seminar

CAUTION: This email originated from outside your organization. Exercise caution when

04152023-411

opening attachments or clicking links, especially from unknown senders.

Attached. Thank you, Aaron Katz

Melissa N. Robertson

From: service@paypal.com
Sent: Tuesday, June 7, 2022 3:28 PM
To: Mike Gove
Subject: Your PayPal receipt

Hello, Michael Gove



You paid \$3,800.00 USD to The Mattford Group

Create an account with PayPal and activate Return Shipping on Us.
Limitations apply.

[Activate PayPal Now](#)

Your purchase details

Your Transaction ID:
2LC16317E5778182L

Merchant Transaction ID:
3L899080KD1564613

Purchase Date:
June 7, 2022

Payment to:
The Mattford Group
themattfordgroup@gmail.com

Payment from:
Michael Gove

Shipping Address

Michael Gove
893 Southwood Blvd
Incline Village, NV 89451
United States

| | |
|--------------|-----------------------|
| Subtotal | \$3,800.00 USD |
| Total | \$3,800.00 USD |

You paid using: Visa x-1781

This credit card transaction will appear on your statement as PAYPAL
*MATTFORDGRO.

[Activate PayPal Now](#)



[Help & Contact](#) | [Security](#) | [Apps](#)



PayPal is committed to preventing fraudulent emails. Emails from PayPal will always contain your full name. [Learn to identify phishing](#)

Please don't reply to this email. To get in touch with us, click [Help & Contact](#).

PayPal Customer Service can be reached at 888-221-1161.

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PayPal RT000398:en_US(en-US):1.1.0:f64052188dcf3

From: Melissa N. Robertson
Sent: Tuesday, March 21, 2023 3:22 PM
To: 'Judith Miller' <pupfarm1@gmail.com>
Subject: RE: Public records request

Dear Ms. Miller,

Staff has advised that the document you are seeking is posted to our website at this link – starting on **page 8.**

https://www.yourtahoepplace.com/uploads/pdf-ivgid/Log_with_attachments-03082023.pdf

We understand that you want this information in excel and we are sorry we cannot provide it to you at this time. Staff is becoming more and more familiar with the new system and once they have the expertise to complete this request within the new system, we will be happy to follow up with you.

Thank you.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
<http://yourtahoepplace.com>

From: Judith Miller <pupfarm1@gmail.com>
Sent: Thursday, March 16, 2023 9:12 AM
To: Info IVGID <info@ivgid.org>

04152023-415

Subject: Public records request

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Please find attached my public records request.

Regards,

Judith Miller

04152023-416

From: [Melissa N. Robertson](#)
To: [Susan A. Herron](#)
Subject: FW: Public Records request - Spill report - Effluent Pipeline
Date: Thursday, April 6, 2023 1:37:27 PM
Attachments: [02.12.2023 Work Order #21019.pdf](#)
[02.23.2022 NDEP Spill Report #22023-03.pdf](#)
[02.23.2022 Work Order #19302.pdf](#)
[01.17.2023 NDEP Spill Report 230117-01.pdf](#)
[01.17.2023 Work Order # 20927.pdf](#)
[02.12.2023 NDEP Spill Report 230212-01.pdf](#)

Additional (new) request from Mr. Dobler on 3/16 and response on 3/22.

Melissa Robertson

District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
<http://yourtahoeplace.com>

From: Melissa N. Robertson
Sent: Wednesday, March 22, 2023 3:29 PM
To: 'cfdobler@aol.com' <cfdobler@aol.com>
Subject: Public Records request - Spill report - Effluent Pipeline

Hi Mr. Dobler,

Staff has provided the attached records as per your request below. Staff has noted that there will be additional expenses on the 2023 leaks to have a contractor perform pavement restoration in late spring or early summer. Thank you.

Melissa Robertson

District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
<http://yourtahoeplace.com>

From: cfdobler@aol.com <cfdobler@aol.com>
Sent: Thursday, March 16, 2023 4:53 PM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: Re: Public Records request - Spill report - Effluent Pipeline

CAUTION: This email originated from outside your organization. Exercise caution when

04152023-417

opening attachments or clicking links, especially from unknown senders.

Thank you very much.

As an additional public records request, could you please provide any other spill reports and invoices for additional breaks or "holes" in the effluent pipeline which occurred after 2-8-2022 to the present day

Cliff Dobler

-----Original Message-----

From: Melissa N. Robertson <mnr@ivgid.org>

To: cfdobler@aol.com <cfdobler@aol.com>

Cc: Indra Winquest <ISW@ivgid.org>; Brad Underwood <BBU@ivgid.org>; Matthew Dent <dent_trustee@ivgid.org>

Sent: Thu, Mar 16, 2023 11:30 am

Subject: RE: Public Records request - Spill report - Effluent Pipeline

Hi Mr. Dobler,

Please find attached the records you have requested.

Melissa Robertson

District Clerk

Incline Village General Improvement District

893 Southwood Boulevard

Incline Village Nevada 89451

P: 775-832-1268

mnr@ivgid.org

<http://yourtahoeplace.com>

From: cfdobler@aol.com <cfdobler@aol.com>

Sent: Wednesday, March 15, 2023 2:38 PM

To: Melissa N. Robertson <mnr@ivgid.org>

Cc: Indra Winquest <ISW@ivgid.org>; Brad Underwood <BBU@ivgid.org>; Matthew Dent <dent_trustee@ivgid.org>

Subject: Re: Public Records request - Spill report - Effluent Pipeline

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Melissa - Lets hope you will refrain from performing the historic runaround in obtaining public records.

Attached is a memo by Underwood to the Board on March 1, 2022. On page 2, I have highlighted in yellow the date that the "spill" occurred and, as indicated, the report filed with NDOT and the NDEP.

To state that there was no "break", then are we to use the word "hole" as Underwood indicated.

Do we need to start playing on words?

It may be that Underwood failed to do a report, but lets get back to when the break or hole occurred.

Please fulfill my request.

IN addition, could you please provide for my examination the work order to repair the "hole" in the pipeline.

04152023-418

Cliff Dobler

-----Original Message-----

From: Melissa N. Robertson <mnr@ivgid.org>

To: cfdobler@aol.com <cfdobler@aol.com>

Sent: Wed, Mar 15, 2023 12:32 pm

Subject: RE: Public Records request - Spill report - Effluent Pipeline

Hi Mr. Dobler,

The Director of Public Works has advised that no record exists as there was not a pipeline break on 2-8-22.

Thank you.

Melissa Robertson

District Clerk

Incline Village General Improvement District

893 Southwood Boulevard

Incline Village Nevada 89451

P: 775-832-1268

mnr@ivgid.org

<http://yourtahoeplace.com>

From: cfdobler@aol.com <cfdobler@aol.com>

Sent: Sunday, March 12, 2023 9:54 PM

To: Melissa N. Robertson <mnr@ivgid.org>

Subject: Public Records request - Spill report - Effluent Pipeline

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Please provide for my examination the spill report for the pipeline break which occurred on 2-8-2022.

The report is filed with NDEP

thanks

Cliff Dobler

04152023-419

NDEP # 230117-01
Report Date: 1/17/2023 Report Time: 2:52 PM

Incident Date: 1/17/2023 Incident Time: 11:00 AM



Complaint/Spill Report Form
State of Nevada
Telephone: (888) 331-6337
Fax: (775) 687-8335

Do You Want to Remain Anonymous? No

Reporting Person: Jim Youngblood

Reporting Agency: Incline Village GID

Reporter Email: jey@ivgid.org

Address: 1220 Sweetwater Road Phone: (775)832-1203

City: Incline Village State: NV Zip: 89451

Discharger/Owner/Operator of Facility: Incline Village GID

Address: 1220 Sweetwater Road DOT#: _____

City: Incline Village State: NV Zip: 89451

Contact Person Jim Youngblood Phone: (775)832-1203

APN#: _____ UST Facility ID / BWPC Permit #: _____

Facility Address if different from discharger: On SR 28, Mile Marker CC 2.00

City: _____ State: NV County: Carson City County

Location of Complaint/Spill: On SR 28, Mile Marker Carson City 2.00

Township: _____ Range: _____ Section: _____ Q,Q2: _____ Mile Marker: CC 2.00

Easting: _____ Northing: _____

Type of Material Discovered: _____

Material Description: _____

Concentration / Analytical Data: _____

Quantity Found: Approximately 6,000 gallons Container: _____

Media Affected: Surface Water including Storm Drains; Pavement If UST, Confirmed Visually? No

Cause of Complaint/Spill:

Driver saw the effluent flowing from the export effluent pipeline and notified the operator, who shut down the system, terminating the event.

Remedial Action Taken:

The pump is turned off and the system has been isolated, pending repair.

Oversite/Enforcement:

NDEP Lake Tahoe

cc: NDEP Administration, Greg Lovato

cc: NDEP BCA Chief, Jeff Collins

Email Address:

kuchnicki@ndep.nv.gov;
pcomba@ndep.nv.gov;ndep.bwpc.spillreports@ndep.nv.gov;
jrcollins@ndep.nv.gov; ekingsland@ndep.nv.gov

glovato@ndep.nv.gov; jcarr@ndep.nv.gov; jkinder@ndep.nv.gov

jrcollins@ndep.nv.gov

04152023-420

cc: NDEP PIO, Samantha Thompson sthompson@dnr.nv.gov
cc: Nevada State Lands statelands@lands.nv.gov
cc: Tahoe Drinking Water Association reg.reports@ivgid.org; steve_gibbs@ivgid.org;
TRPA, Steve Sweet madonna_dunbar@ivgid.org;
LEPC Carson City, Sean Slamon aseifert@ndep.nv.gov; lkieu@ndep.nv.gov; rjjohnson@ndep.nv.gov; E-
NDEP BWPC Data_BSDW@ndep.nv.gov
ssweet@trpa.org
sslamon@carson.org
ndep.bwpc.spillreports@ndep.nv.gov; ktullar@ndep.nv.gov; mlyle@ndep.nv.gov;
mcowles@ndep.nv.gov; rzinkevich@ndep.nv.gov

Comments:

Reference NRC Spill Report #1357930

Report Taken By: Megan Slayden

04152023-421

Work Order



Department
Division Pipeline
WO Date 1/19/2023 8:53 AM
Start Date 1/17/2023 8:53 AM
End Date
Main Task EXPORT LINE

DETAILS

Type Corrective
Requested By SCOTT HUBELE
Supervisor SCOTT HUBELE
Lead Worker
Crew
Cause
Resolution
Project
General Location
Address

Shut Down
Lock Out
Interrupt Service
Safety

| | |
|---------------|-------------|
| Medium | Open |
| Priority | Status |

| | |
|-------------|-----------|
| 11 | 0% |
| Days Active | Complete |

| | |
|-----------------|--------------------|
| Total Cost | \$19,474.12 |
| Est. Res. Hours | 38.75 |
| Act. Res. Hours | 410.75 |

Description At a point approximately 4.5mi. south from Sand Harbor entrance on SR-28.

Notes At milepost CC 2.00

Notes

ASSETS

| Asset Number | Name | Class | Location | Complete | Cost |
|--------------|-------------------|---------------------|------------------------------|--------------------------|------|
| EXPORTFM | EXPORT FORCE MAIN | Equipment/WWTP/PIPE | Effluent Disposal Facilities | <input type="checkbox"/> | |

RESOURCES

| Employee | | | | | | | |
|--------------------|-----------|----------|------------|------------|-------------|------------|--|
| Name | Date | Pay Type | Est. Hours | Act. Hours | Hourly Cost | Total Cost | |
| GIBBS, STEVE | 1/17/2023 | Regular | | 2 | \$101.95 | \$203.90 | |
| PANULLO, KIRK | 1/17/2023 | Regular | 0 | 2 | \$67.05 | \$134.10 | |
| BLISS, MICHAEL | 1/17/2023 | Regular | 0 | 5 | \$62.79 | \$313.95 | |
| YOUNGBLOOD, JIM | 1/17/2023 | Regular | 0 | 3 | \$140.11 | \$420.33 | |
| GIBBS, STEVE | 1/18/2023 | Regular | | 9 | \$101.95 | \$917.55 | |
| PANULLO, KIRK | 1/18/2023 | Regular | 0 | 10 | \$67.05 | \$670.50 | |
| GUTIERREZ, ALFONSO | 1/18/2023 | Regular | 0 | 10 | \$77.16 | \$771.60 | |
| STUMP, CARL | 1/18/2023 | Regular | 0 | 10 | \$65.32 | \$653.20 | |
| GLASSBURN, CHRIS | 1/18/2023 | Regular | 0 | 10 | \$58.37 | \$583.70 | |
| HUBELE, SCOTT | 1/18/2023 | Regular | 0 | 10 | \$102.62 | \$1,026.20 | |
| FREISTROFFER, ERIC | 1/18/2023 | Regular | 0 | 6 | \$79.46 | \$476.76 | |
| MALSAM, JESSE | 1/18/2023 | Regular | 0 | 10 | \$59.83 | \$598.30 | |
| BLISS, MICHAEL | 1/18/2023 | Regular | 0 | 10 | \$62.79 | \$627.90 | |
| BARLOW-A, DAREL-A | 1/18/2023 | Regular | 0 | 10 | \$98.12 | \$981.20 | |
| YOUNGBLOOD, JIM | 1/18/2023 | Regular | 0 | 4 | \$140.11 | \$560.44 | |
| HUBELE, SCOTT | 1/19/2023 | Regular | 0 | 2 | \$102.62 | \$205.24 | |
| ROBBINS, BILL | 1/19/2023 | Overtime | 0.75 | 0.75 | \$120.27 | \$90.20 | |
| GIBBS, STEVE | 1/19/2023 | Regular | 15 | 4 | \$101.95 | \$407.80 | |
| SANDERS, TROY | 1/19/2023 | Overtime | 13 | 13 | \$136.60 | \$1,775.80 | |

| | | | | | | |
|--------------------|-----------|---------|--------------|---------------|-------------------|--------------------|
| DODGE, JEFFERY | 1/19/2023 | Regular | 9 | 8 | \$36.66 | \$293.28 |
| GUTIERREZ, ALFONSO | 1/23/2023 | Regular | 0 | 2 | \$77.16 | \$154.32 |
| FREISTROFFER, ERIC | 1/23/2023 | Regular | 0 | 2 | \$79.46 | \$158.92 |
| BLISS, MICHAEL | 1/23/2023 | Regular | 0 | 2 | \$62.79 | \$125.58 |
| MALSAM, JESSE | 1/23/2023 | Regular | 0 | 2 | \$59.83 | \$119.66 |
| | | | <u>37.75</u> | <u>146.75</u> | <u>\$2,062.02</u> | <u>\$12,270.43</u> |

| Equipment | | | | | | |
|---|-----------|----------|-------------|---------------|-----------------|-------------------|
| Name | Date | Pay Type | Est. Hours | Act. Hours | Hourly Cost | Total Cost |
| 703-SERVICE TRUCK | 1/18/2023 | Hourly | 0 | 10 | \$15.00 | \$150.00 |
| 707-SERVICE TRUCK | 1/18/2023 | Hourly | 0 | 10 | \$15.00 | \$150.00 |
| 755-2017 CATERPILLAR 420 BACKHOE | 1/18/2023 | Hourly | 0 | 10 | \$39.00 | \$390.00 |
| 829-2020 CHEVROLET MED DUTY DUMP TRUCK | 1/18/2023 | Miles | 0 | 25 | \$1.85 | \$46.25 |
| 807-12 YARD VAC-CON TRUCK | 1/18/2023 | Hourly | 0 | 10 | \$95.00 | \$950.00 |
| 708-SERVICE TRUCK | 1/19/2023 | Hourly | 0 | 3 | \$15.00 | \$45.00 |
| 752-2016 THOMPSON 200 HP ELECTRIC PUMP | 1/19/2023 | Hourly | 0 | 24 | \$24.00 | \$576.00 |
| 807-12 YARD VAC-CON TRUCK | 1/23/2023 | Hourly | 0 | 2 | \$95.00 | \$190.00 |
| 587-2004 KENWORTH PETERBILT TRUCK | 1/23/2023 | Miles | 0 | 168 | \$1.85 | \$310.80 |
| 475-2002 4" GODWIN TRAILER MOUNTED TRASH PUMP | 1/26/2023 | Daily | 1 | 1 | \$300.00 | \$300.00 |
| | | | <u>1.00</u> | <u>263.00</u> | <u>\$601.70</u> | <u>\$3,108.05</u> |

| Contractor | | | | | | |
|-------------------------------|-----------|----------|-------------|-------------|-------------------|-------------------|
| Name | Date | Pay Type | Est. Hours | Act. Hours | Hourly Cost | Total Cost |
| SILVER STATE BARRICADE & SIGN | 1/23/2023 | Hourly | 0 | 1 | \$1,420.00 | \$1,420.00 |
| | | | <u>0.00</u> | <u>1.00</u> | <u>\$1,420.00</u> | <u>\$1,420.00</u> |

| PARTS | | | | | | | | |
|------------------|-----------|----------------|------------------|------|-------------|--------------|-------------------|-------------------|
| Name | Date | Warehouse | Location | UOM | Est. Units | Act. Units | Unit Cost | Total Cost |
| ROMAC BARREL 16" | 1/18/2023 | Main Warehouse | Default Location | Each | 0 | 2 | \$761.18 | \$1,522.36 |
| RINGS, BLACK 16" | 1/18/2023 | Main Warehouse | Default Location | Each | 0 | 4 | \$115.08 | \$460.32 |
| RUBBERS 16" | 1/18/2023 | Main Warehouse | Default Location | Each | 0 | 4 | \$58.74 | \$234.96 |
| BASE ROCK | 1/18/2023 | Main Warehouse | Default Location | YD | 0 | 4 | \$17.00 | \$68.00 |
| HYDRO PATCH | 1/18/2023 | Main Warehouse | Default Location | YD | 0 | 2 | \$110.00 | \$220.00 |
| | | | | | <u>0.00</u> | <u>16.00</u> | <u>\$1,062.00</u> | <u>\$2,505.64</u> |

| Misc Cost | | | | | |
|-----------------------|-----------|----------|----------------|-------------|-----------------|
| Description | Cost Date | Comments | Price | Qty | Total Cost |
| ROMAC 501 bolt up kit | 1/19/2023 | | \$85.00 | 2 | \$170.00 |
| | | | <u>\$85.00</u> | <u>2.00</u> | <u>\$170.00</u> |



NDEP # 230212-01
Report Date: 2/12/2023 Report Time: 11:00 AM



Complaint/Spill Report Form
State of Nevada
Telephone: (888) 331-6337
Fax: (775) 687-8335

Incident Date: 2/12/2023 Incident Time: 6:00 AM

Do You Want to Remain Anonymous? No

Reporting Person: Jim Youngblood

Reporting Agency: Incline Village GID

Reporter Email: _____

Address: 1220 Sweetwater Road Phone: (775)832-1203

City: Incline Village State: NV Zip: 89451

Discharger/Owner/Operator of Facility: Incline village improvement district

Address: 1220 Sweetwater Road DOT#: _____

City: Incline Village State: NV Zip: 89451

Contact Person Jim Youngblood Phone: (775)832-1203

APN#: _____ UST Facility ID / BWPC Permit #: _____

Facility Address if different from discharger: Highway 28, 2 miles north of highway 50 intersection

City: Incline village State: NV County: Washoe County

Location of Complaint/Spill: West shoulder SR 28, south of Skunk Harbor Trailhead, Rural Carson City

Township: _____ Range: _____ Section: _____ Q,Q2: _____ Mile Marker: _____

Easting: _____ Northing: _____

Type of Material Discovered: Reclaimed Water/Treated Effluent

Material Description: _____

Concentration / Analytical Data: Not Determined

Quantity Found: Unknown Container: Pipeline

Media Affected: Soil If UST, Confirmed Visually? No

Cause of Complaint/Spill:

Old pipe or coupler appears to have burst.

Remedial Action Taken:

Pumps have been turned off, in process of mobilizing a crew to undertake repairs and cleanup

Oversite/Enforcement:
NDEP Lake Tahoe

Email Address:
kuchnicki@ndep.nv.gov;
pcomba@ndep.nv.gov;ndep.bwpc.spillreports@ndep.nv.gov;
jrcollins@ndep.nv.gov; ekingsland@ndep.nv.gov

cc: NDEP Administration, Greg Lovato

glovato@ndep.nv.gov; jcarr@ndep.nv.gov; jkinder@ndep.nv.gov

cc: NDEP BCA Chief, Jeff Collins

jrcollins@ndep.nv.gov

04152023-424

cc: NDEP PIO, Samantha Thompson sthompson@dnr.nv.gov
cc: Nevada State Lands statelands@lands.nv.gov
cc: Tahoe Drinking Water Association reg.reports@ivgid.org; steve_gibbs@ivgid.org;
madonna_dunbar@ivgid.org; aseifert@ndep.nv.gov; lkieu@ndep.nv.gov; E-
cc: TRPA, Steve Sweet Data_BSDW@ndep.nv.gov
ssweet@trpa.org

Comments:

Report Taken By: Kevin Salls

Work Order



Department
Division Pipeline
WO Date 2/13/2023 1:44 PM
Start Date 2/12/2023 1:44 PM
End Date 2/16/2023 4:12 PM
Main Task EXPORT LINE

DETAILS

Type Corrective
Requested By ERIC FREISTROFFER
Supervisor SCOTT HUBELE
Lead Worker ERIC FREISTROFFER

Shut Down
Lock Out
Interrupt Service
Safety

| | |
|---------------|--------------|
| Medium | Close |
| Priority | Status |

| | |
|-------------|-----------|
| 3 | 0% |
| Days Active | Complete |

| | |
|-----------------|--------------------|
| Total Cost | \$32,105.62 |
| Est. Res. Hours | 0 |
| Act. Res. Hours | 495.5 |

Crew
Cause
Resolution
Project
General Location Hwy 28 just prior to candy cane valve.
Address

Description Repair export line leak. Repaired with Romac barrels and rings. New pipe section cut at 50". Major hillside erosion below leak site.

Notes

ASSETS

| Asset Number | Name | Class | Location | Complete | Cost |
|--------------|-------------------|---------------------|------------------------------|--------------------------|--------------------|
| EXPORTFM | EXPORT FORCE MAIN | Equipment/WWTP/PIPE | Effluent Disposal Facilities | <input type="checkbox"/> | 32105.61 |
| | | | | | <u>\$32,105.61</u> |

RESOURCES

| Employee | Name | Date | Pay Type | Est. Hours | Act. Hours | Hourly Cost | Total Cost |
|----------|--------------------|-----------|----------|------------|------------|-------------|------------|
| | ROBBINS, BILL | 2/11/2023 | Overtime | 0 | 1 | \$120.27 | \$120.27 |
| | MALSAM, JESSE | 2/12/2023 | Overtime | 0 | 3 | \$89.74 | \$269.22 |
| | STUMP, CARL | 2/12/2023 | Overtime | 0 | 17.75 | \$97.98 | \$1,739.15 |
| | MALSAM, JESSE | 2/12/2023 | Overtime | 0 | 17.75 | \$89.74 | \$1,592.89 |
| | ROBBINS, BILL | 2/12/2023 | Overtime | 0 | 19.5 | \$120.27 | \$2,345.27 |
| | OLSEN, BOB | 2/12/2023 | Overtime | 0 | 13 | \$133.92 | \$1,740.96 |
| | GIBBS, STEVE | 2/12/2023 | Overtime | 0 | 12.75 | \$152.92 | \$1,949.73 |
| | KAMBITSCH, BRYAN | 2/12/2023 | Overtime | 0 | 16.75 | \$142.12 | \$2,380.51 |
| | PATTERSON, JASON | 2/12/2023 | Overtime | 0 | 8.5 | \$87.55 | \$744.18 |
| | SANDERS, TROY | 2/12/2023 | Regular | 0 | 13.5 | \$91.07 | \$1,229.45 |
| | GUTIERREZ, ALFONSO | 2/12/2023 | Overtime | 0 | 14 | \$115.74 | \$1,620.36 |
| | GLASSBURN, CHRIS | 2/12/2023 | Overtime | 0 | 14 | \$87.55 | \$1,225.70 |
| | FREISTROFFER, ERIC | 2/12/2023 | Overtime | 0 | 14 | \$119.19 | \$1,668.66 |
| | STEPHENS, ZACHARY | 2/12/2023 | Overtime | 0 | 14 | \$87.55 | \$1,225.70 |
| | MALSAM, JESSE | 2/13/2023 | Overtime | 0 | 2.5 | \$89.74 | \$224.35 |
| | MALSAM, JESSE | 2/13/2023 | Regular | 0 | 4 | \$59.83 | \$239.32 |
| | ROBBINS, BILL | 2/13/2023 | Regular | 0 | 2 | \$80.18 | \$160.36 |
| | GIBBS, STEVE | 2/13/2023 | Regular | 0 | 8 | \$0.00 | \$0.00 |
| | PANULLO, KIRK | 2/13/2023 | Regular | 0 | 2 | \$67.05 | \$134.10 |
| | GUTIERREZ, ALFONSO | 2/13/2023 | Overtime | 0 | 2 | \$115.74 | \$231.48 |

| | | | | | | |
|--------------------|-----------|----------|-------------|---------------|-------------------|--------------------|
| FREISTROFFER, ERIC | 2/13/2023 | Overtime | 0 | 2 | \$119.19 | \$238.38 |
| GLASSBURN, CHRIS | 2/13/2023 | Overtime | 0 | 2 | \$87.55 | \$175.10 |
| STEPHENS, ZACHARY | 2/13/2023 | Overtime | 0 | 2 | \$87.55 | \$175.10 |
| GUTIERREZ, ALFONSO | 2/13/2023 | Regular | 0 | 4 | \$77.16 | \$308.64 |
| FREISTROFFER, ERIC | 2/13/2023 | Regular | 0 | 4 | \$79.46 | \$317.84 |
| STUMP, CARL | 2/13/2023 | Regular | | 3 | \$65.32 | \$195.96 |
| MALSAM, JESSE | 2/14/2023 | Regular | 0 | 4 | \$59.83 | \$239.32 |
| FREISTROFFER, ERIC | 2/14/2023 | Regular | 0 | 1 | \$79.46 | \$79.46 |
| GUTIERREZ, ALFONSO | 2/16/2023 | Regular | 0 | 3 | \$77.16 | \$231.48 |
| FREISTROFFER, ERIC | 2/16/2023 | Regular | 0 | 3 | \$79.46 | \$238.38 |
| BLISS, MICHAEL | 2/16/2023 | Regular | 0 | 3 | \$62.79 | \$188.37 |
| STUMP, CARL | 2/16/2023 | Regular | 0 | 3 | \$65.32 | \$195.96 |
| MALSAM, JESSE | 2/16/2023 | Regular | 0 | 3 | \$59.83 | \$179.49 |
| GLASSBURN, CHRIS | 2/16/2023 | Regular | 0 | 3 | \$58.37 | \$175.11 |
| | | | <u>0.00</u> | <u>240.00</u> | <u>\$3,006.60</u> | <u>\$23,780.23</u> |

Equipment

| Name | Date | Pay Type | Est. Hours | Act. Hours | Hourly Cost | Total Cost |
|--|-----------|----------|-------------|---------------|-----------------|-------------------|
| 678-SERVICE TRUCK | 2/12/2023 | Hourly | 0 | 3 | \$20.75 | \$62.25 |
| 668-SERVICE TRUCK | 2/12/2023 | Hourly | 0 | 20.5 | \$15.00 | \$307.50 |
| 677-SERVICE TRUCK | 2/12/2023 | Hourly | 0 | 13 | \$15.00 | \$195.00 |
| 752-2016 THOMPSON 200 HP ELECTRIC PUMP | 2/12/2023 | Daily | 0 | 1 | \$300.00 | \$300.00 |
| 587-2004 KENWORTH PETERBILT TRUCK | 2/12/2023 | Hourly | 0 | 100 | \$0.00 | \$0.00 |
| 703-SERVICE TRUCK | 2/12/2023 | Hourly | 0 | 14 | \$15.00 | \$210.00 |
| 708-SERVICE TRUCK | 2/12/2023 | Hourly | 0 | 14 | \$15.00 | \$210.00 |
| 755-2017 CATERPILLAR 420 BACKHOE | 2/12/2023 | Hourly | 0 | 14 | \$39.00 | \$546.00 |
| 807-12 YARD VAC-CON TRUCK | 2/12/2023 | Hourly | 0 | 14 | \$95.00 | \$1,330.00 |
| 678-SERVICE TRUCK | 2/13/2023 | Hourly | 0 | 2 | \$15.00 | \$30.00 |
| 587-2004 KENWORTH PETERBILT TRUCK | 2/13/2023 | Miles | 0 | 40 | \$1.85 | \$74.00 |
| 703-SERVICE TRUCK | 2/13/2023 | Hourly | 0 | 2 | \$15.00 | \$30.00 |
| 708-SERVICE TRUCK | 2/13/2023 | Hourly | 0 | 2 | \$15.00 | \$30.00 |
| 755-2017 CATERPILLAR 420 BACKHOE | 2/13/2023 | Hourly | 0 | 2 | \$39.00 | \$78.00 |
| 807-12 YARD VAC-CON TRUCK | 2/13/2023 | Hourly | 0 | 2 | \$95.00 | \$190.00 |
| 807-12 YARD VAC-CON TRUCK | 2/13/2023 | Hourly | 0 | 3 | \$95.00 | \$285.00 |
| 703-SERVICE TRUCK | 2/16/2023 | Hourly | 0 | 3 | \$15.00 | \$45.00 |
| 708-SERVICE TRUCK | 2/16/2023 | Hourly | 0 | 3 | \$15.00 | \$45.00 |
| 829-2020 CHEVROLET MED DUTY DUMP TRUCK | 2/16/2023 | Hourly | 0 | 3 | \$0.00 | \$0.00 |
| | | | <u>0.00</u> | <u>255.50</u> | <u>\$820.60</u> | <u>\$3,967.75</u> |

PARTS

| Name | Date | Warehouse | Location | UOM | Est. Units | Act. Units | Unit Cost | Total Cost |
|------------------|-----------|----------------|------------------|------|------------|------------|-----------|------------|
| BASE ROCK | 2/13/2023 | Main Warehouse | Default Location | YD | 0 | 80 | \$17.00 | \$1,360.00 |
| BASE ROCK | 2/14/2023 | Main Warehouse | Default Location | YD | 0 | 20 | \$17.00 | \$340.00 |
| RINGS, BLACK 16" | 2/14/2023 | Main Warehouse | Default Location | Each | 0 | 4 | \$115.08 | \$460.32 |
| ROMAC BARREL 16" | 2/14/2023 | Main Warehouse | Default Location | Each | 0 | 2 | \$761.18 | \$1,522.36 |
| RUBBERS 16" | 2/14/2023 | Main Warehouse | Default Location | Each | 0 | 4 | \$58.74 | \$234.96 |

| | | | | | | | |
|-------------|-----------|------------------------------------|----|-------------|---------------|-------------------|-------------------|
| HYDRO PATCH | 2/16/2023 | Main Warehouse Default Location | YD | 0 | 2 | \$110.00 | \$220.00 |
| | | | | <u>0.00</u> | <u>112.00</u> | <u>\$1,079.00</u> | <u>\$4,137.64</u> |

Misc Cost

| Description | Cost Date | Comments | Price | Qty | Total Cost |
|--|-----------|----------|----------------|--------------|-----------------|
| Special bolt up kit for 16" Romac barrels and rings | 2/14/2023 | | \$11.00 | 20 | \$220.00 |
| | | | <u>\$11.00</u> | <u>20.00</u> | <u>\$220.00</u> |



NDEP # 220223-03
Report Date: 2/23/2022 Report Time: 3:46 PM



Complaint/Spill Report Form
State of Nevada
Telephone: (888) 331-6337
Fax: (775) 687-8335

Incident Date: 2/23/2022 Incident Time: 9:15 AM

Do You Want to Remain Anonymous? No

Reporting Person: Jeff Bendorff

Reporting Agency: Incline Village GID

Reporter Email: _____

Address: 1220 Sweetwater Road Phone: (775)832-1203

City: Incline Village State: NV Zip: 89451

Discharger/Owner/Operator of Facility: Incline Village GID

Address: 1220 Sweetwater Road DOT#: _____

City: Incline Village State: NV Zip: 89451

Contact Person Jeff Bendorff Phone: (775)832-1203

APN#: _____ UST Facility ID / BWPC Permit #: _____

Facility Address if different from discharger: 3.6 Miles NW of Hwy 50 on State Route 28

City: _____ State: NV County: Washoe County

Location of Complaint/Spill: 3.6 Miles NW of Hwy 50 on State Route 28

Township: _____ Range: _____ Section: _____ Q,Q2: _____ Mile Marker: _____

Type of Material Discovered: _____

Material Description: _____

Concentration / Analytical Data: _____

Quantity Found: between 800-900 gallons Container: _____

Media Affected: Pavement If UST, Confirmed Visually? No

Cause of Complaint/Spill: _____

A leak on the export line (transmits from Incline Village to Carson), caused about 800-900 gallons of treated effluent to be released. The effluent ran across the pavement and did not make it to soil or water.

Remedial Action Taken: _____

Line was shut down. Effluent evaporated and mixed with snow on the road.

Oversite/Enforcement: _____

Email Address: _____

NDEP Lake Tahoe

kuchnicki@ndep.nv.gov;
pcomba@ndep.nv.gov;ndep.bwpc.spillreports@ndep.nv.gov;
jrcollins@ndep.nv.gov; ekingsland@ndep.nv.gov

cc: NDEP Administration, Greg Lovato

glovato@ndep.nv.gov; jcarr@ndep.nv.gov; jkinder@ndep.nv.gov

cc: NDEP BCA Chief, Jeff Collins

jrcollins@ndep.nv.gov; rebecca.bodnar@ndep.nv.gov

cc: NDEP PIO, Samantha Thompson sthompson@dcnr.nv.gov
cc: Nevada State Lands, Lucy Wong lwong@lands.nv.gov
cc: Tahoe Drinking Water Association reg.reports@ivgid.org; steve_gibbs@ivgid.org;
madonna_dunbar@ivgid.org;
aseifert@ndep.nv.gov; lkieu@ndep.nv.gov; rjjohnson@ndep.nv.gov; E-
Data_BSDW@ndep.nv.gov
cc: TRPA, Steve Sweet ssweet@trpa.org
cc: LEPC Washoe County, Darryl Cleveland dcleveland@tmcc.edu; tmoore@washoeschools.net;
emillette@cityofsparks.us; leightons@reno.gov

Comments:

Report Taken By: Megan Slayden

Work Order



Department
Division Pipeline
WO Date 2/23/2022 10:00 AM
Start Date 2/23/2022 10:00 AM
End Date 2/23/2022 6:00 PM
Main Task EXPORT LINE

DETAILS

Type Corrective
Requested By JEFF BENDORF
Supervisor JEFF BENDORF
Lead Worker SCOTT HUBELE

Shut Down
Lock Out
Interrupt Service
Safety

Emergency **Close**
Priority Status

14 **0%**
Days Active Complete

| | |
|-----------------|-------------------|
| Total Cost | \$6,354.19 |
| Est. Res. Hours | 0 |
| Act. Res. Hours | 111 |

Crew
Cause
Resolution
Project
General Location
Address

Description Leak on export line " in the S turns", 3.6 Mi. W of US 50 on SR 28 at site of previous leak. Spill of approx. 600 to 800 gal ran across road and was absorbed by snow. No streams or waterways effected. Replaced rubber gaskets in Romac coupler to repair leak. Reported spill to NDEP report # 220223-03.

Notes

ASSETS

| Asset Number | Name | Class | Location | Complete | Cost |
|--------------|----------------------|------------------------|------------------------------|--------------------------|-------------------|
| EXPORT | EFFLUENT EXPORT LINE | Structure/WRRF FAC/WET | Effluent Disposal Facilities | <input type="checkbox"/> | 6354.19 |
| | | | | | <u>\$6,354.19</u> |

RESOURCES

| Employee | | | | | | | |
|--------------------|-----------|----------|-------------|--------------|-----------------|-------------------|--|
| Name | Date | Pay Type | Est. Hours | Act. Hours | Hourly Cost | Total Cost | |
| BENDORF, JEFF | 2/23/2022 | Regular | 0 | 8 | \$92.51 | \$740.08 | |
| HUBELE, SCOTT | 2/23/2022 | Regular | 0 | 8 | \$76.04 | \$608.32 | |
| ORTON, CHRISTOPHER | 2/23/2022 | Regular | 0 | 8 | \$71.88 | \$575.04 | |
| MORRIS, DREW | 2/23/2022 | Regular | 0 | 8 | \$69.92 | \$559.36 | |
| FREISTROFFER, ERIC | 2/23/2022 | Regular | 0 | 8 | \$69.84 | \$558.72 | |
| GUTIERREZ, ALFONSO | 2/23/2022 | Regular | 0 | 8 | \$67.81 | \$542.48 | |
| BLISS, MICHAEL | 2/23/2022 | Regular | 0 | 8 | \$56.28 | \$450.24 | |
| LIGGETT, DAN | 2/23/2022 | Regular | 0 | 2 | \$68.99 | \$137.98 | |
| NELSON, KATE | 2/28/2022 | Regular | 0 | 1 | \$162.49 | \$162.49 | |
| | | | <u>0.00</u> | <u>59.00</u> | <u>\$735.76</u> | <u>\$4,334.71</u> | |

| Equipment | | | | | | | |
|-----------------------------------|-----------|----------|------------|------------|-------------|------------|--|
| Name | Date | Pay Type | Est. Hours | Act. Hours | Hourly Cost | Total Cost | |
| 583-SAFETY TRAILER | 2/23/2022 | Daily | 0 | 1 | \$30.00 | \$30.00 | |
| 668-SERVICE TRUCK | 2/23/2022 | Hourly | 0 | 8 | \$15.00 | \$120.00 | |
| 807-12 YARD VAC-CON TRUCK | 2/23/2022 | Hourly | 0 | 8 | \$95.00 | \$760.00 | |
| 680-SERVICE TRUCK | 2/23/2022 | Hourly | 0 | 8 | \$15.00 | \$120.00 | |
| 587-2004 KENWORTH PETERBILT TRUCK | 2/23/2022 | Miles | 0 | 10 | \$1.85 | \$18.50 | |

| | | | | | | |
|--|-----------|--------|-------------|--------------|-----------------|-------------------|
| 829-2020 CHEVROLET MED DUTY DUMP TRUCK | 2/23/2022 | Miles | 0 | 10 | \$1.85 | \$18.50 |
| 679-FLATBED | 2/24/2022 | Hourly | 0 | 2 | \$15.00 | \$30.00 |
| 707-SERVICE TRUCK | 2/24/2022 | Hourly | 0 | 5 | \$15.00 | \$75.00 |
| | | | <u>0.00</u> | <u>52.00</u> | <u>\$188.70</u> | <u>\$1,172.00</u> |

PARTS

| Name | Date | Warehouse | Location | UOM | Est. Units | Act. Units | Unit Cost | Total Cost |
|-------------|-----------|----------------|------------------|------|-------------|-------------|----------------|-----------------|
| RUBBERS 16" | 2/24/2022 | Main Warehouse | Default Location | Each | 0 | 2 | \$58.74 | \$117.48 |
| | | | | | <u>0.00</u> | <u>2.00</u> | <u>\$58.74</u> | <u>\$117.48</u> |

| Misc Cost | | | | | | |
|----------------------|-----------|----------|-----------------|--------------|-----------------|--|
| Description | Cost Date | Comments | Price | Qty | Total Cost | |
| Light stand rental | 3/1/2022 | | \$520.00 | 1 | \$520.00 | |
| Base Rock | 2/24/2022 | | \$7.50 | 8 | \$60.00 | |
| 16 in Romac bolt kit | 2/24/2022 | | \$150.00 | 1 | \$150.00 | |
| | | | <u>\$677.50</u> | <u>10.00</u> | <u>\$730.00</u> | |

From: [Melissa N. Robertson](#)
To: [Susan A. Herron](#)
Subject: FW: Public Records Request
Date: Thursday, April 6, 2023 1:39:29 PM
Attachments: [Travel Authorizations.pdf](#)

Original request from Mr. Katz on 3/19 and response on 3/21.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
<http://yourtahoepplace.com>

-----Original Message-----

From: Melissa N. Robertson
Sent: Tuesday, March 21, 2023 1:05 PM
To: 's4s@ix.netcom.com' <s4s@ix.netcom.com>
Subject: RE: Public Records Request

Hello,

Please see the attached document.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
<http://yourtahoepplace.com>

-----Original Message-----

From: s4s@ix.netcom.com <s4s@ix.netcom.com>
Sent: Sunday, March 19, 2023 10:24 PM
To: Info IVGID <info@ivgid.org>; mr@ivgid.org
Subject: Public Records Request

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Attached.

Written requests by Mike Gove and Kate Nelson to their superiors for advance approval to spend specified dollars on lodging/meals/seminar fees for Sep 2022 Network Solutions seminar; approvals; written requests for payments/reimbursements after the fact; approvals.

Thank you, Aaron Katz

04152023-433



TRAVEL AUTHORIZATION
DO NOT USE FOR REIMBURSEMENT SUBMITTAL

To (Supervisor): Brad Underwood Cost Center: 420-52-930-7685

From (Employee): Kate Nelson

TRIP DETAILS

Purpose of Trip: Attend the CWEA Conference in San Diego. I am a part of the selected speakers for Lake Tahoe Utility Approach to Efficiency and Improved Operations: How two utilities optimized plant performance. This is an opportunity to discuss the success of the WRRF Aeration Project and provide the career growth opportunity to speak at a large conference.

Period of Travel: from April 18, 2023 to April 21, 2023


Destination: San Diego

Estimated Trip Expenses:

- 1. Transportation (air, auto, etc.) \$ 950.00 **
- 2. Lodging 3 days @ \$ 189 a day \$ 567.00
- 3. Meals 1ST & LAST DAY 2 @ \$ 55.50
DAYS 1 @ \$ 74 Total Trip \$ 185
- 4. Conference Fees, Business Relations \$ 675
- 5. Misc. expenses (i.e. taxi, shuttle, etc.) \$ 300

Car Rental & Parking

**PW has a flight credit on United that will be used to cover cost

Employee: 

TOTAL \$ 1,727.00

Date: 2/9/2023

Approved by: Brad B. Underwood
Digitally signed by Brad B. Underwood
Date: 2023.02.09 16:02:13 -08'00'

Date: _____

Supervisor: _____
Dept Head: 

Date: 2/14/23



TRAVEL AUTHORIZATION
DO NOT USE FOR REIMBURSEMENT SUBMITTAL

To (Supervisor): Indra Winquest Cost Center: 100-12-130

From (Employee): Mike Gove

TRIP DETAILS

Purpose of Trip: Professional growth - Negotiating Solutions Workshop

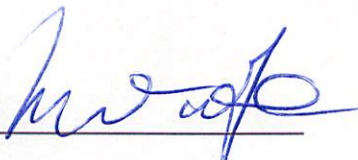
Period of Travel: from 9/26/2022 to 9/30/2022

Destination: Granlibakken in Tahoe City, California

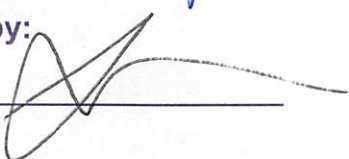
Estimated Trip Expenses:

- 1. Transportation (air, auto, etc.) \$ 100.00
- 2. Lodging _____ days @ \$ _____ a day \$ 2,000.00 Cost Center Obj - 7685
- 3. Meals 1ST & LAST DAY 2 @ \$ _____
DAYS _____ @ \$ _____ Total Trip \$ Included
- 4. Conference Fees, Business Relations \$ 3,800.00 Cost Center Obj - 7680
- 5. Misc. expenses (i.e. taxi, shuttle, etc.) \$ _____

TOTAL \$ 5,900.00

Employee: 

Date: 9/26/22

Approved by: 

Date: 9/22/22

Dept Head: _____

Date: _____

NOTE! A copy of this form must accompany each request for payments related to this trip AND upon completion of the trip. (advances or reimbursements)

From: [Melissa N. Robertson](#)
To: [Frank Wright](#)
Subject: RE: Public records
Date: Thursday, March 30, 2023 4:46:03 PM
Attachments: [Full Overview.pdf](#)
[IVGC.pdf](#)
[IVGCL.pdf](#)
[Mnt 9ers.pdf](#)
[Polo Club.pdf](#)
[Teesters.pdf](#)
[TIGC.pdf](#)

Hi Mr. Wright,

I shared your emails with Staff and they have provided the attached documents in response to your request.

Also, as for the emails from 1/1/23-3/30/23 – Staff will work on compiling these emails and I will provide an update on the status by 4/6.

- all emails between Nick Holigan, the new golf pro and the public, especially the representatives of each golf club
- all emails between Darren Howard and anybody outside of IVGID

Thank you.

Melissa Robertson

District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
<http://yourtahoepalace.com>

From: Frank Wright <alpinesportss@gmail.com>
Sent: Thursday, March 30, 2023 10:28 AM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: Re: Public records

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

January 1, 2023 to March 30, 2023, as well as any other golf employee like the new golf pro just hired!

Am I going to get the tee times assigned to the various clubs that was sent to each club for this season? I believe these times were sent out in February of this year! Why is this information being concealed, it's readily available and has been distributed to the various clubs! It's a public record!

Thank you Frank

Sent from my iPhone

On Mar 30, 2023, at 10:16 AM, Melissa N. Robertson <mnr@ivgid.org> wrote:

04152023-436

Hello,

Please provide a date range for the emails between Nick H and the public.

Melissa Robertson

District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
<http://yourtahoeplace.com>

From: Frank Wright <alpinesportss@gmail.com>
Sent: Thursday, March 30, 2023 9:31 AM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: Re: Public records

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Melissa.,

Today is the fifth business day for my tee time assignment documentation for the clubs!
As an added request I would like all emails between Nick Holigan, the new golf pro and the public, especially the representatives of each golf club!
Thank you Frank

Sent from my iPhone

On Mar 29, 2023, at 5:49 PM, Frank Wright <alpinesportss@gmail.com> wrote:

Melissa,

I know you are only the messenger, but you failed to provide the actual tee times for each club as I requested, like I said I have one already with the blocked out times for one of the clubs, I want all the blocked out times for every club! Darren has sent these tee times to each club, he is hiding this information trying to be do an end around the request, this is intentional concealment! I know he has sent this information to each club! So please provide what I requested!

Thank you

Frank

Sent from my iPhone

Begin forwarded message:

From: "Melissa N. Robertson" <mnr@ivgid.org>
Date: March 29, 2023 at 1:37:42 PM PDT
To: Frank Wright <alpinesportss@gmail.com>
Subject: RE: Public records

04152023-437

Hi Mr. Wright,

Staff has provided the attached in response to your request. Thank you.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
<http://yourtahoepalace.com>

-----Original Message-----

From: Frank Wright <alpinesportss@gmail.com>
Sent: Friday, March 24, 2023 3:05 PM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: Re: Public records

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Melissa,
I will make this as clear as possible!
Each golf club was given tee times for the champ course for this summer. Each club got those tee times from the golf staff in February or there about. I have a copy of one of the clubs tee times, I want to see them all! Each club assigned tee times! These times have been given out and are not available to the rest of the general public, please don't make this a chore, it's a straight forward request, send me what the golf staff sent to the golf clubs letting each club know assigned tee times!

Thank you
Frank

Sent from my iPhone

> On Mar 24, 2023, at 1:17 PM, Melissa N. Robertson <mnr@ivgid.org> wrote:

>

> Hi Mr. Wright,

>

> Thank you for your email. Staff has asked if you are able to provide any additional detail/clarification on your request in effort to ensure you are provided with what you are looking for. They have asked if you are you looking for the total number of rounds booked/reserved by the Clubs?

>

> Thank you.

>

> Melissa Robertson
> District Clerk
> Incline Village General Improvement District
> 893 Southwood Boulevard
> Incline Village Nevada 89451
> P: 775-832-1268
> mnr@ivgid.org
> [https://linkprotect.cudasvc.com/url?
a=http%3a%2f%2fyourtahoepalace.com&c=E.1.cbHbVXWJ8klgxkn9iI8CvpczkvZOMFjdWIBYH6BOK-
uxuoTqoVoi8UOSa3Ag18-jhW9sCnqtFvVn574j2rh75bBD-
WxAQty9fdxZSBaSxb0A7mqFH8.&typo=1](https://linkprotect.cudasvc.com/url?a=http%3a%2f%2fyourtahoepalace.com&c=E.1.cbHbVXWJ8klgxkn9iI8CvpczkvZOMFjdWIBYH6BOK-uxuoTqoVoi8UOSa3Ag18-jhW9sCnqtFvVn574j2rh75bBD-WxAQty9fdxZSBaSxb0A7mqFH8.&typo=1)

>

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04152023-438

> -----Original Message-----
> From: Frank Wright <alpinesportss@gmail.com>
> Sent: Thursday, March 23, 2023 12:20 PM
> To: Melissa N. Robertson <mnr@ivgid.org>
> Subject: Public records
>
> CAUTION: This email originated from outside your organization. Exercise
caution when opening attachments or clicking links, especially from unknown
senders.
>
>
>
> Hi Melissa,
> Under the public records that I request copies of the tee-times that were
assigned to all the golf clubs in February by each respective golf club these tee-
times were sent to the golf clubs by the golf management team, and each golf
club assigns those tee-times to the respective clubs. Please provide those tee-
times that were sent to each golf club. I have one copy already so I know they
exist so please send me all of them.
> Thank you
> Frank Wright

2023 Calendar Overview

| | Date | Event | Time | Number | Format | | Champ Event | Mountain Event |
|--------------|---------|--------------------------------|-----------|--------|-------------------------|------------------------|-------------|----------------|
| | | 5.17.23 Maintenance Day | | | | | | |
| 1 Thursday | 5.18.23 | IVGCL | 10:30am | 8TT | Play Day | Majors or bigger event | | |
| 2 Thursday | 5.18.23 | IVGCL | 1:30pm | 8TT | Play Day | | | |
| 3 Thursday | 5.18.23 | TIGC | 11am | 12TT | Play Day | IVGCL | | |
| 4 Friday | 5.19.23 | IVGC | 9am | 16 | Play Day | | | |
| 5 Friday | 5.19.23 | TIGC | 11am | 12TT | Play Day | TIGC | | |
| 6 Friday | 5.19.23 | Teesters | 11:30am | 16 | Play Day | | | |
| 7 Saturday | 5.20.23 | TIGC | 10am | 12TT | Play Day | IVGC | | |
| 8 Monday | 5.22.23 | TIGC | 10am | 12TT | Play Day | | | |
| 9 Monday | 5.22.23 | IVGC | 9am | 16 | Play Day | Teesters | | |
| 10 Monday | 5.22 | MTN 9'ers | 9am | 100 | Board Meet no golf | | | |
| 11 Tuesday | 5.23.23 | IVGCL | 10am | 8TT | Play Day | | | |
| 12 Tuesday | 5.23.23 | TIGC | 11am | 12TT | Play Day | | | |
| 13 Wednesday | 5.24.23 | IVGC | 9:30am SG | 40 | Play Day | Couples | | |
| 14 Wednesday | 5.24.23 | Teesters | 9:30amSG | 16 | Play Day | | | |
| 15 Thursday | 5.25.23 | IVGCL | 10am | 8TT | Play Day | MTN 9ers | | |
| 16 Thursday | 5.25.23 | TIGC | 11am | 12TT | Play Day | | | |
| 17 Thursday | 5.25.23 | IVGCL | 1:30pm | 4TT | Play Day | | | |
| 18 Thursday | 5.25.23 | Brandon Palser | 2pm | 20TT | Outside Group | | 1 | |
| 19 Friday | 5.26.23 | IVGC | 9am | 16TT | Play Day | Outside | | |
| 20 Friday | 5.26.23 | Teesters | 10am | 12TT | Play Day | | | |
| 21 Friday | 5.26.23 | TIGC | 11am | 12TT | Play Day | Demo | | |
| 22 Friday | 5.26 | Polo Club | 12pm | 20TT | Play Day | | | |
| 23 Friday | 5.26.23 | Friday Golf | 2pm | 20TT | Skins | | | |
| 24 Saturday | 5.27.23 | TIGC | 11am | 12TT | Play Day | | | |
| 25 Monday | 5.29.23 | IVGC | 9am | 16TT | Play Day | Polo Club | | |
| 26 Monday | 5.29.23 | TIGC | 11am | 12TT | Play Day | | | |
| 27 Tuesday | 5.30.23 | TIGC | 8:30am SG | 44 | Midweek #1 | | | |
| 28 Tuesday | 5.30.23 | IVGCL | 8:30amSG | 20 | Play Day | | | |
| 29 Tuesday | 5.30.23 | MTN 9'ers | 4:30pm | | Buddy Training! | | | |
| 30 Wednesday | 5.31.23 | IVGC | 9amSG | 40 | CHACHA | | 1 | |
| 31 Wednesday | 5.31.23 | Teesters | 9amSG | 20 | Play Day | | | |
| 32 Wednesday | 5.31.23 | Teesters | 1:30pm | 8TT | Maintenance Play | | | |
| 33 Wednesday | 5.31.23 | MTN 9'ers | 4:30pm | N/A | Buddy Party Meet/Greet! | | | |
| 34 Wednesday | | 5.31.23 Maintenance Day | | | | | | |
| 35 Thursday | 6.1 | IVGCL | 10am | 8TT | Play Day | | | |
| 36 Thursday | 6.1 | TIGC | 10:20am | 12TT | Play Day | | | |
| 37 Thursday | 6.1 | David Levingston | 11am | 40TT | Outside Group | | 1 | |
| 38 Thursday | 6.1 | IVGCL | 1:30pm | 4TT | Play Day | | | |
| 39 Friday | 6.2 | IVGC | 9am | 16TT | Play Day | | | |
| 40 Friday | 6.2 | Teesters | 10am | 12TT | Play Day | | | |
| 41 Friday | 6.2 | TIGC | 11am | 12TT | Play Day | | | |
| 42 Friday | 6.2 | Polo Club | 12pm | 20TT | Play Day | | | |
| 43 Friday | 6.2.23 | Friday Golf | 2pm | 20TT | Skins | | | |
| 44 Saturday | 6.3 | TIGC | 11am | 12TT | Play Day | | | |
| 45 Sunday | 6.4 | IVGC Couples | 1:30pm | 40SG | Couples Funday! | | 1 | |
| 46 Monday | 6.5 | IVGC | 8:30am | 16SG | Play Day | | | |
| 47 Monday | 6.5 | Teesters M/C | 8:30amSG | 20 | Play Day | | | |
| 48 Monday | 6.5 | TIGC | 8:30am | 12SG | Play Day | | | |
| 49 Monday | 6.5 | Kids & Horses | 1:45pm | 80-100 | Charity Shotgun | | 1 | |
| 50 Monday | 6.5 | MTN 9'ers | 10am | 64SG | Sweeps #1 | | | 1 |

| | | | | | |
|--------------|------|-------------------------|---------------------|-------|------------------------------|
| 51 Tuesday | 6.6 | IVGCL | 8:30am | 36SG | Welc.back SG |
| 52 Tuesday | 6.6 | TIGC | 8:30am | 44SG | Midweek #2 |
| 53 Tuesday | 6.6 | MTN 9'ers | 5:30pm | N/A | Opening Dinner @ Chateau |
| 54 Wednesday | 6.7 | IVGC | 8:30am | 44SG | Play Day |
| 55 Wednesday | 6.7 | Teesters | 8:30am | 20SG | Play Day |
| 56 Wednesday | 6.7 | TIGC | 8:30am | 12SG | Play Day |
| 57 Wednesday | 6.7 | IVGCL | Opening Lunch | 60 | No Golf |
| 58 Thursday | 6.8 | IVGCL | 8:30am | 20TT | Play Day |
| 59 Thursday | 6.8 | TIGC | 10am | 12TT | Play Day |
| 60 Thursday | 6.8 | MTN 9'ers | 10am | 72SG | Opening Scramble |
| 61 | 6.9 | Josh Heart | Cancelled on 2.7.23 | | |
| 62 Friday | 6.9 | IVGC | 9am | 16TT | Play Day |
| 63 Friday | 6.9 | TIGC | 10am | 12TT | Play Day |
| 64 Friday | 6.9 | XXIO Fitting Day | 10am-2pm | | FITTING DAY |
| 65 Friday | 6.9 | Teesters | 11am | 12TT | Play Day |
| 66 Friday | 6.9 | Polo Club | 12pm | 20TT | Play Day |
| 67 Friday | 6.9 | Friday Golf | 2pm | 20TT | skins |
| 68 Saturday | 6.10 | TIGC | 10am | 24TT | Play Day |
| 69 Saturday | 6.10 | Mizuno Fitting Day | 10am-2pm | | FITTING DAY |
| 70 Saturday | 6.10 | PING fitting day | 11am-3pm | | FITTING DAY |
| 71 Sunday | 6.11 | TIGC | 1:30pm | 76SG | Opening Scramble |
| 72 Monday | 6.12 | Teesters M/C | 8:30am | 40SG | Member-Member |
| 73 Monday | 6.12 | IVGC Couples | 9am | 110SG | Scotch on the rocks |
| 74 Monday | 6.12 | MTN 9'ers | 10:30am | 64 | Sweeps #1 |
| 75 Tuesday | 6.13 | IVGCL | 8:30am | 36SG | Game Day #2 |
| 76 Tuesday | 6.13 | TIGC | 8:30am | 48SG | Midweek #3 |
| 77 Tuesday | 6.13 | GameOn Golf Tournament | 11am | 72SG | Outside on Mountain Course |
| 78 Tuesday | 6.13 | MTN 9'ers | 11:30am-12:30pm | 20 | Play Like a Pro |
| 79 Tuesday | 6.13 | MTN 9'ers | 3pm-4:30pm | 36TT | Sweeps #1 |
| 80 Wednesday | 6.14 | IVGC | 8:30am | 48SG | Play Day |
| 81 Wednesday | 6.14 | Teesters | 8:30am | 40SG | Member-Member |
| 82 Wednesday | 6.14 | IVGCL | 1:50&2pm | 8TT | Play Day |
| 83 Wednesday | 6.14 | Teesters | 1:30pm | 8TT | Maintenance Play |
| 84 Wednesday | | 6.14.23 Maintenance Day | | | |
| 85 Thursday | 6.15 | IVGCL Teesters | 8:30am | 20TT | Play instead of Mixie |
| 86 Thursday | 6.15 | | 1:30&1:40 | 8TT | |
| 87 Thursday | 6.15 | Teesters | | | Are they wanting to play? |
| 88 Thursday | 6.15 | TIGC | 8:30am | 20SG | |
| 89 | | | | | |
| 90 Friday | 6.16 | IVGC | 9am | 16TT | Play Day |
| 91 Friday | 6.16 | TIGC | 10am | 12TT | Play Day |
| 92 Friday | 6.16 | Teesters | 11am | 12TT | Play Day |
| 93 Friday | 6.16 | Polo Club | 12pm | 20TT | Play Day |
| 94 Friday | 6.16 | Friday Golf | 2pm | 20TT | skins |
| 95 Saturday | 6.17 | TIGC | 10am | 12TT | Play Day |
| 96 Saturday | 6.17 | Cobra Demo Day | 10am-2pm | | DEMO DAY |
| 97 Sunday | 6.18 | | | | |
| 98 Monday | 6.19 | TIGC hosts Tahoe Donner | 8:30am | 64SG | Match |
| 99 Monday | 6.19 | IVGCL | 8:30am | 36SG | Presidents Cup |
| 100 Monday | 6.19 | Teesters M/C | 9am | 20 | Play Day |
| 101 Monday | 6.19 | PTSD Veterans Charity | 1:45pm | 80 | Outside Golf Champ course |
| 102 Monday | 6.19 | Mountain Niners | 9am | | Board Meeting - All Invited |
| 103 Monday | 6.19 | Mountain Niners | 10am | 64TT | Sweeps #2 |
| 104 Monday | 6.19 | Mountain Niners | 4:30-5:30pm | 64TT | Play like a Pro - Happy Hour |
| 105 Tuesday | 6.20 | IVGCL | 8:30am | 36SG | Presidents Cup Day 2 |

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|---------------|------|-------------------------|-------------|-------|--------------------------------|--|--|---|
| 106 Tuesday | 6.20 | IVGC | 9am | | Member-Member Day 1 | | | 1 |
| 107 Tuesday | 6.20 | Teesters M/C | 4:30pm | 8TT | Play Day | | | |
| 108 Tuesday | 6.20 | Mountain Niners | 3pm | 36TT | Sweeps #2 | | | |
| 109 Wednesday | 6.21 | IVGC | 8:30am | | Member-Member Day 2 | | | 1 |
| 110 Wednesday | 6.21 | TIGC | 9am | | Member-Member Day 1 | | | 1 |
| 111 Wednesday | 6.21 | Teesters | 8:30am | 20SG | Play Day | | | |
| 112 Wednesday | 6.21 | IVGCL | 2:30pm | 4TT | | | | |
| 113 Thursday | 6.22 | TIGC | 8:30am | | Member-Member Day 2 | | | 1 |
| 114 Thursday | 6.22 | IVGCL | 8:30am | 20 | | | | |
| 115 Thursday | 6.22 | IVGCL | 2pm | 8TT | | | | |
| 116 Thursday | 6.22 | Mountain Niners | 9am | 64TT | Sweeps #2 | | | 1 |
| 117 Thursday | 6.22 | Mountain Niners | 4:30-6:30pm | 64TT | Pot Luck - Happy Hour | | | |
| 118 Friday | 6.23 | IVGCL | | | Golf Staff Appreciation Day | | | |
| 119 Friday | 6.23 | IVGC | 9am | 20TT | Play Day | | | |
| 120 Friday | 6.23 | TIGC | 10am | 12TT | Play Day | | | |
| 121 Friday | 6.23 | Teesters | 11am | 12TT | Play Day | | | |
| 122 Friday | 6.23 | Polo Club | 11:30am | 40TT | Member-Member | | | 1 |
| 123 Friday | 6.23 | Bryon Kataoka Group | 1pm | 20TT | Champ course outside group | | | 1 |
| 124 Friday | 6.23 | Friday Golf | 2pm | 20TT | skins | | | |
| 125 Saturday | 6.24 | Marc Buller Group | 8:30am | 72 SG | Outside Group Mountain Course | | | 1 |
| 126 Saturday | 6.24 | Taylor Richardson Group | 9am | 16TT | Champ course outside group | | | 1 |
| 127 Saturday | 6.24 | TIGC | 10am | 12TT | Play Day | | | |
| 128 Saturday | 6.24 | George Lotti Group | 11:30am | 24TT | 4/5 residents & Guests | | | 1 |
| 129 Sunday | 6.25 | IVGC Couples | 1:30pm | 40SG | | | | 1 |
| 130 Sunday | 6.25 | TIGC | 1:30pm | 48SG | Couples Outing #1 | | | 1 |
| 131 Monday | 6.26 | Teesters | 8:30am | 20SG | Presidents Cup Day 1 | | | 1 |
| 132 Monday | 6.26 | IVGC | 8:30am | 24SG | Play Day | | | |
| 133 Monday | 6.26 | IVGCL | | | Cocktail Pairings Party | | | |
| 134 Monday | 6.26 | Mountain Niners | 10am | 48TT | 18 Hole Day | | | |
| 135 Tuesday | 6.27 | IVGCL | 8:30am | 36SG | Member-Member | | | 1 |
| 136 Tuesday | 6.27 | TIGC | 8:30am | 40SG | MW #4 | | | |
| 137 Tuesday | 6.27 | Teesters M/C | 4:30pm | 8TT | Play Day | | | |
| 138 Tuesday | 6.27 | Mountain Niners | 3pm | 32TT | Open Play | | | |
| 139 Wednesday | 6.28 | Mountain Niners | 9am | 72SG | MTN9ers VS Tahoe Donnor | | | 1 |
| 140 Wednesday | 6.28 | IVGC | 8:30am | 44SG | | | | |
| 141 Wednesday | 6.28 | Teesters | 8:30am | 20SG | Presidents Cup Day 2 | | | 1 |
| 142 Wednesday | 6.28 | TIGC | 5:30pm | 40SG | Horse Race | | | 1 |
| 143 Wednesday | 6.28 | Teesters | 1:30pm | 8TT | Maintenance Play | | | |
| 144 | 6.28 | IVGCL | 2pm | 8TT | | | | |
| 145 Wednesday | | | | | 6.28.23 Maintenance Day | | | |
| 146 Thursday | 6.29 | IVGCL | 9am | 20TT | Play Day | | | |
| 147 Thursday | 6.29 | | 2pm | 8TT | | | | |
| 148 Thursday | 6.29 | Mountain Niners | 9am | 52SG | Open Play B9 | | | |
| 149 Friday | 6.30 | IVGC | 9am | 24TT | Play Day | | | |
| 150 Friday | 6.30 | Teesters | 11am | 12TT | Play Day | | | |
| 151 Friday | 6.30 | TIGC | 10am | 12TT | Play Day | | | |
| 152 Friday | 6.30 | Polo Club | 12pm | 20TT | Play Day | | | |
| 153 Friday | 6.30 | Friday Golf | 2pm | 20TT | skins | | | |
| 154 Saturday | 7.1 | | | | | | | |
| 155 Sunday | 7.2 | | | | | | | |
| 156 Monday | 7.3 | | | | | | | |
| 157 Monday | 7.3 | Mountain Niners | 10am | 44TT | Open Play | | | |
| 158 Tuesday | 7.4 | | | | | | | |
| 159 Tuesday | 7.4 | Mountain Niners | 2pm | 24TT | Open Play | | | |
| 160 Wednesday | 7.5 | | | | | | | |

Open Play!

| | | | | | | |
|---------------|------|-------------------------|--------------------------------|-------|----------------------------|---|
| 161 Thursday | 7.6 | IVGCL | 9am | 16TT | Play Day | |
| 162 Thursday | 7.6 | TIGC | 10am | 12TT | Play Day | |
| 163 Thursday | 7.6 | Mountain Niners | 9am | 44SG | Open Play back nine | |
| 164 Friday | 7.7 | IVGC | 8:30am | 20SG | Play Day | |
| 165 Friday | 7.7 | TIGC | 8:30am | 40SG | Red/White/Blue Tourney | 1 |
| 166 Sunday | 7.9 | IVGC Couples | 1:30pm | 40 SG | | |
| 167 Sunday | 7.9 | TIGC Champ Course | 4pm | 48SG | Couples Outing #2 | 1 |
| 168 Monday | 7.10 | IVGCL | 8:30am | 32SG | Game Day #3 | |
| 169 Monday | 7.10 | IVGC | 8:30am | 24SG | Play Day | |
| 170 Monday | 7.10 | Teesters M/C | 9am | 16SG | Play Day | |
| 171 Monday | 7.10 | Mountain Niners | 9am | 100 | Board Meeting | |
| 172 Monday | 7.10 | Mountain Niners | 10am | 52SG | Mini #1 | 1 |
| 173 Tuesday | 7.11 | TIGC | 8:30am | 12TT | Play Day | |
| 174 Tuesday | 7.11 | Mountain Niners @ Champ | 11:30-12:30 | 20 | Play Like a Pro | 1 |
| 175 Tuesday | 7.11 | Mountain Niners | 3pm | 36TT | Mini #1 | 1 |
| 176 Wednesday | 7.12 | IVGC | 8:30am | 44SG | Directors Cup | 1 |
| 177 Wednesday | 7.12 | TIGC | 8:30am | 72 | BBQ Aspen Grove | |
| 178 Wednesday | 7.12 | IVGCL | 2:30pm | 4TT | Tee time | |
| 179 Wednesday | 7.12 | Teesters | 8:30am | 20SG | Play Day | |
| 180 Wednesday | 7.12 | Teesters | 1:30pm times | 8TT | Maintenance Day Play | |
| 181 Wednesday | 7.12 | Mountain Niners | 1:30pm | 44 | At Champ #1 | 1 |
| 182 Wednesday | | | 7.12.23 Maintenance Day | | | |
| 183 Thursday | 7.13 | IVGCL | 9am | 20TT | Tee time | |
| 184 Thursday | 7.13 | Dan Klien Golf Group | 10am | 20TT | Outside Group | 1 |
| 185 Thursday | 7.13 | IVGCL | 2pm | 8TT | | |
| 186 Thursday | 7.13 | Mountain Niners | 9am | 52SG | Mini #1 | 1 |
| 187 Friday | 7.14 | IVGC | 8am | 20TT | Play Day | |
| 188 Friday | 7.14 | Georgatown Golf Club | 8:50am | 40TT | Outside Group | 1 |
| 189 Friday | 7.14 | TIGC | 10:20am | 12TT | Play Day | |
| 190 Friday | 7.14 | Teesters | 11am | 12TT | Play Day | |
| 191 Friday | 7.14 | Polo Club | 12pm | 20TT | Play Day | |
| 192 Friday | 7.14 | Friday Golf | 2pm | 20TT | skins | |
| 193 Saturday | 7.15 | TIGC | 11am | 48TT | Championship Qualifying | 1 |
| 194 Saturday | 7.15 | Cobra Demo Day | 10am-2pm | | DEMO DAY | |
| 195 Monday | 7.17 | IVGC | 8am | 20TT | Play Day | |
| 196 Monday | 7.17 | Teesters M/C | 8:30amSG | 16 | Play Day | |
| 197 Monday | 7.17 | TIGC | 9am | 12TT | Play Day | |
| 198 Monday | 7.17 | TIGC | 11am | 24TT | Club Champs Rnd 1 | 1 |
| 199 Monday | 7.17 | IVGCL | 1:30pm | 72SG | Member-Guest | 1 |
| 200 Monday | 7.17 | Mountain Niners | 10am | 48 | Open Play | |
| 201 Tuesday | 7.18 | IVGCL | 8:30am | 72SG | Member-Guest | 1 |
| 202 Tuesday | 7.18 | TIGC | 8:30am | 20 SG | Play Day | |
| 203 Tuesday | 7.18 | Mountain Niners | 3pm | 32TT | Open Play | |
| 204 Wednesday | 7.19 | IVGC | 8:30am | 24SG | Play Day | |
| 205 Wednesday | 7.19 | Teesters | 8:30am | 20SG | Play Day | |
| 206 Wednesday | 7.19 | TIGC | 11am | 12TT | Club Champs Semi Final | 1 |
| 207 Thursday | 7.20 | IVGCL | 9am | 20TT | Tee time | |
| 208 Thursday | 7.20 | IVGCL | 2pm | 8TT | | |
| 209 Thursday | 7.20 | TIGC | 8:30am | 12TT | Open Play | |
| 210 Thursday | 7.20 | TIGC | 11am | 12TT | Club Champs Final | 1 |
| 211 Thursday | 7.20 | Polo Club | 12pm | 20TT | Play Day | |
| 212 Thursday | 7.20 | Mountain Niners | 10am | 72SG | Founders Tournament | |
| 213 Friday | 7.21 | IVGC | 1:30 & 4pm | 96SG | IVGC Invitational | 1 |
| 214 Saturday | 7.22 | IVGC | 8:30am & Noon | 96SG | IVGC Invitational | 1 |
| 215 Saturday | 7.22 | IVGCL | 9am | 36SG | MILE Event Mountain Course | 1 |

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| | | | | | | | |
|---------------|------|--------------------------------|-----------------|---------|--------------------------------|---|---|
| 216 Sunday | 7.23 | IVGC | 8:30am | 96SG | IVGC Invitational | 1 | |
| 217 Sunday | 7.23 | TIGC M/C | 2pm | 48SG | Couples outing #3 | 1 | |
| 218 Monday | 7.24 | IVGC | 9am | 24TT | Play Day | | |
| 219 Monday | 7.24 | Teesters M/C | 8:30am SG | 16 | Play Day | | |
| 220 Monday | 7.24 | TIGC | 9am | 12TT | Play Day | | |
| 221 Monday | 7.24 | TIGC | | 32 | at Donner | | |
| 222 Monday | 7.24 | Mountain Niners | 10am | 48TT | Sweeps #3 | | 1 |
| 223 Tuesday | 7.25 | TIGC | 8:30am | 44SG | Mid Week #5 | 1 | |
| 224 Tuesday | 7.25 | IVGCL | 1:30pm | 32 SG | Game Day #4 xmas in July | 1 | |
| 225 Tuesday | 7.25 | Teesters M/C | 8:30am | 40SG | Member Guest Day 1 at mountain | | 1 |
| 226 Tuesday | 7.25 | Mountain Niners | 3pm | 32TT | Sweeps #3 | | 1 |
| 227 Wednesday | 7.26 | IVGC | 8:30am | 44 SG | Play Day | | |
| 228 Wednesday | 7.26 | IVGCL | 1:50&2pm | 8TT | Tee time | | |
| 229 Wednesday | 7.26 | Teesters | 8:30am | 40SG | Member Guest Day 2 | 1 | |
| 230 Wednesday | 7.26 | Teesters | 1:30pm | 8TT | Maintenance Play | | |
| 231 Wednesday | 7.26 | TIGC | 5:30pm | 40SG | Summer Evening Golf | 1 | |
| 232 Wednesday | | 7.26.23 Maintenance Day | | | | | |
| 233 Thursday | 7.27 | IVGC | Couples no golf | TBD | Mystery Dinner | | |
| 234 Thursday | 7.27 | TIGC | 8:30am | 12TT | Play Day | | |
| 235 Thursday | 7.27 | IVGCL | 9am | 24TT | Tee time | | |
| 236 Thursday | 7.27 | Mountain Niners | 9am | 48TT | Sweeps #3 | | 1 |
| 237 Friday | 7.28 | Polo Club | 12pm | 20TT | Play Day | | |
| 238 Friday | 7.28 | Friday Golf | 2pm | 20TT | skins | | |
| 239 Friday | 7.28 | Outside group CHAMP | 7:50am | 16TT | Connor Hawkinson | 1 | |
| 240 Friday | 7.28 | IVGC | 8:30am | 20TT | Play Day | | |
| 241 Friday | 7.28 | TIGC | 10am | 12TT | Play Day | | |
| 242 Friday | 7.28 | Teesters | 11am | 12TT | Play Day | | |
| 243 Friday | 7.28 | Outside group Mountain | 1:30pm | 16TT | Connor Hawkinson | | 1 |
| 244 Saturday | 7.29 | Summer Golf Classic | 10amTBD | SG 120 | Champ Course Buy Out | 1 | |
| 245 Sunday | 7.30 | IVGC Couples | 2pm | 40SG | | | |
| 246 Monday | 7.31 | Teesters M/C | 8:30am SG | 16 | Play Day | | |
| 247 Monday | 7.31 | IVGC | 9am | 24SG | Play Day | | |
| 248 Monday | 7.31 | TIGC | 8:30am | 60SG | Day 1-Presidents Day Comp | 1 | |
| 249 Monday | 7.31 | Mountain Niners | 10am | 48TT | Sweeps #4 | | 1 |
| 250 Tuesday | 8.1 | TIGC | Noon | 60TT | Presidents Day 2 | 1 | |
| 251 Tuesday | 8.1 | IVGCL | 8:30am | 32SG | Game Day #5 | 1 | |
| 252 Tuesday | 8.1 | Mountain Niners | 3pm | 32TT | Sweeps #4 | | 1 |
| 253 Wednesday | 8.2 | IVGC | 8:30am | 44SG | Play Day | | |
| 254 Wednesday | 8.2 | Teesters | 8:30am | 20SG | Play Day | | |
| 255 Wednesday | 8.2 | TIGC | 8:30am | 12SG | TIGC Play Day | | |
| 256 Thursday | 8.3 | IVGCL | 8:30am | 20TT | Play Day | | |
| 257 Thursday | 8.3 | IVGCL | 2pm | 8TT | | | |
| 258 Thursday | 8.3 | Mountain Niners | 9am | 52SG | Sweeps #4 & Beat The Pro | | 1 |
| 259 Friday | 8.4 | IVGC | 8:30am | 20TT | Play Day | | |
| 260 Friday | 8.4 | Teesters | 9:30am | 16TT | Play Day | | |
| 261 Friday | 8.4 | TIGC | 10am | 12TT | Play Day | | |
| 262 Friday | 8.4 | Polo Club | 12pm | 20TT | Play Day | | |
| 263 Friday | 8.4 | Friday Golf | 2pm | 20TT | Skins | | |
| 264 Saturday | 8.5 | TIGC | 10am | 12TT | Play Day | | |
| 265 Sunday | 8.6 | TIGC Champ Course | 1:30pm | 48SG | Couples Day | | |
| 266 Monday | 8.7 | IVGC | 8am | 24TT | Play Day | | |
| 267 Monday | 8.7 | Teesters M/C | 8:30am | 16TT | Play Day | | |
| 268 Monday | 8.7 | TIGC | 9am | 12TT | Play Day | | |
| 269 Monday | 8.7 | Mountain Niners | 10am | 48TT B9 | Mini #2 3 blind mice | | 1 |
| 270 Tuesday | 8.8 | TIGC | 8:30am | 44SG | Midweek #6 | 1 | |

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| 271 Tuesday | 8.8 | IVGCL | 8:30am | 32SG | Game Day #6 | 1 | | |
| 272 Tuesday | 8.8 | Mountain Niners | 3pm | 32TT B9 | Mini #2 3 blind mice | | 1 | |
| 273 Wednesday | 8.9 | IVGC DR vs MM | 8:30am | 36 SG | IVGS Desert Rates Vs Mountain Men | 1 | | |
| 274 Wednesday | 8.9 | Teesters | 8:30am | 20SG | Play Day | | | |
| 275 Wednesday | 8.9 | Mountain Niners | 1:30pm | 44 | At Champ #2 | 1 | | |
| 276 Thursday | 8.9 | IVGCL | 1:50pm&2pm | 8TT | Behind MN game | | | |
| 277 Wednesday | | 8.9.23 Maintenance Day | | | | | | |
| 278 Thursday | 8.10 | IVGCL | 9am | 20TT | | | | |
| 279 Thursday | 8.10 | IVGCL | 2pm | 8TT | | | | |
| 280 Thursday | 8.10 | Polo Club | 12pm | 20TT | Play Day | | | |
| 281 Thursday | 8.10 | Mountain Niners | 9am | 48TT B9 | Mini #2 3 blind mice | | | |
| 282 Friday | 8.11 | IVGC | 8am | 24TT | Play Day | | | |
| 283 Friday | 8.11 | Teesters | 9am | 16TT | Play Day | | | |
| 284 Friday | 8.11 | TIGC Practice | 10am | 60TT | TIGC M/G Practice Round | 1 | | |
| 285 Friday | 8.11 | Friday Golf | 2pm | 20TT | skins | | | |
| 286 Saturday | 8.12 | TIGC | 8:30amSG | 96 | Member-Guest | 1 | | |
| 287 Sunday | 8.13 | TIGC | 8:30amSG | 96 | Member-Guest | 1 | | |
| 288 Monday | 8.14 | Teesters M/C | 8:30am | 16TT | Play Day | | | |
| 289 Monday | 8.14 | IVGCL | 8:30am | 28SG | Pine Cone | | | |
| 290 Monday | 8.14 | IVGC | 8:30am | 24SG | Play Day | | | |
| 291 Monday | 8.14 | TIGC | 8:30am | 12SG | Play Day | | | |
| 292 Monday | 8.14 | Mountain Niners | 9am | 100 | Board Meeting Chateau | | | |
| 293 Monday | 8.14 | Mountain Niners | 10am | 48TT | Sweeps #5 | | 1 | |
| 294 Tuesday | 8.15 | IVGCL | 8:30am | 28 TT | Pine Cone | | | |
| 295 Tuesday | 8.15 | Mountain Niners | 3pm | 32TT | Sweeps #5 | | 1 | |
| 296 Wednesday | 8.16 | IVGC GD | 8:30am | 40SG | | | | |
| 297 Wednesday | 8.16 | Teesters | 8:30am | 20SG | Play Day | | | |
| 298 Wednesday | 8.16 | TIGC | 1:30pm | 40SG | Mid Week #7 | | | |
| 299 Thursday | 8.17 | IVGCL | 9am | 16TT | | | | |
| 300 Thursday | 8.17 | TIGC | 10am | 12TT | Play Day | | | |
| 301 Thursday | 8.17 | IVGCL | 2pm | 8TT | | | | |
| 302 Thursday | 8.17 | Polo Club | 11:30am | 40TT | Member Guest Practice Round | 1 | | |
| 303 Thursday | 8.17 | Mountain Niners | 9am | 48TT | Sweeps #5 | | | |
| 304 Friday | 8.18 | IVGC | 9am | 24TT | Play Day | | | |
| 305 Friday | 8.18 | TIGC | 10am | 12TT | Play Day | | | |
| 306 Friday | 8.18 | Teesters | 11am | 16TT | Play Day | | | |
| 307 Friday | 8.18 | Polo Club | Noon | 52TT | Member Guest Round 1 | 1 | | |
| 308 Saturday | 8.19 | Polo Club | Noon | 52TT | Member Guest Round 2 | 1 | | |
| 309 Saturday | 8.19 | TIGC | 10am | 12TT | Play Day | | | |
| 310 Sunday | 8.20 | TIGC Couples | 1:30pm | 40SG | Couples Outing #5 | 1 | | |
| 311 Monday | 8.21 | IVGC | 8am | 24TT | Play Day | | | |
| 312 Monday | 8.21 | TIGC | 9:30am | 12TT | Play Day | | | |
| 313 Monday | 8.21 | Mountain Niners | 3:30pm | 54SG | Pitch & Putt | | 1 | |
| 314 Tuesday | 8.22 | TIGC Vs IVGC | 8:30am | 72SG | Pairings night | | | |
| 315 Tuesday | 8.22 | IVGCL | 8:30am | 36 | Beat the Pro | | | |
| 316 Tuesday | 8.22 | Mountain Niners | 3:30pm | 54SG | Pitch & Putt | | 1 | |
| 317 Wednesday | 8.23 | TIGC Vs IVGC | 8:30am | 72SG | Big Match Round 1 | 1 | | |
| 318 Wednesday | 8.23 | IVGCL | 1:50pm&2pm | 8TT | Play Day | | | |
| 319 Wednesday | 8.23 | Teesters | 8:30am | 20SG | Play Day | | | |
| 320 Wednesday | 8.23 | Teesters | 1:30pm times | 8TT | Maintenance Day Play | | | |
| 321 Wednesday | | 8.23.23 Maintenance Day | | | | | | |
| 322 Thursday | 8.24 | TIGC Vs IVGC | 8:30am | 72SG | Big Match Round 2 | 1 | | |
| 323 Thursday | 8.24 | IVGCL | 1:30pm | 32SG | Play Day | | | |
| 324 Thursday | 8.24 | Mountain Niners | 9am | 48TT | 18 Hole Day | | | |
| 325 Friday | 8.25 | IVGC | 8am | 24TT | Play Day | | | |

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| 326 Friday | 8.25 | Teesters | 9:30am | 16TT | Play Day |
| 327 Friday | 8.25 | TIGC | 10:30am | 12TT | Play Day |
| 328 Friday | 8.25 | Polo Club | 12pm | 20TT | Play Day |
| 329 Friday | 8.25 | Friday Golf | 2pm | 20TT | skins |
| 330 Saturday | 8.26 | TIGC | 10am | 12TT | Play Day |
| 331 Sunday | 8.27 | IVGC Couples Mixie | 2pm | 48SG | Mixie Tournament |
| 332 Monday | 8.28 | Teesters M/C | 8:30am | 24TT | Club Championship |
| 333 Monday | 8.28 | IVGC | 9am | 24TT | Play Day |
| 334 Monday | 8.28 | TIGC | 10:30am | 12TT | Play Day |
| 335 Monday | 8.28 | Mountain Niners | 10am | 56TT | Club Champ Front Nine |
| 336 Tuesday | 8.29 | TIGC | 9am | 44SG | MW #8 |
| 337 Tuesday | 8.29 | IVGCL | 9am | 32SG | Game Day #7 |
| 338 Tuesday | 8.29 | Mountain Niners | 3pm | 32TT | Open Play |
| 339 Wednesday | 8.30 | IVGC Annual | 8:30am | 64 SG | |
| 340 Wednesday | 8.30 | Annual Closing Party | No golf | | Party at a house! |
| 341 Thursday | 8.31 | IVGCL | 8:30am | 20TT | Play Day |
| 342 Thursday | 8.31 | IVGCL | 2pm | 8TT | Play Day |
| 343 Thursday | 8.31 | TIGC | 9:30am | 12TT | Play Day |
| 344 Thursday | 8.31 | TIGC Closing Dinner | | | |
| 345 Monday | 8.28 | Mountain Niners | 9am | 56SG | Club Champ Back Nine |
| 346 Friday | 9.1 | IVGC | 9:30am | 24TT | Play Day |
| 347 Friday | 9.1 | TIGC | 10:30am | 12TT | Play Day |
| 348 Friday | 9.1 | Teesters | 11am | 16TT | Play Day |
| 349 Friday | 9.1 | Polo Club | 12pm | 20TT | Play Day |
| 350 Friday | 9.1 | Friday Golf | 2pm | 20TT | skins |
| 351 Saturday | 9.2 | TIGC | 10am | 12TT | Play Day |
| 352 Sunday | 9.3 | TIGC | 9am | 76SG | Closing Scramble |
| 353 Monday | 9.4 | Teesters M/C | 8:30am | 16TT | Play Day |
| 354 Monday | 9.4 | IVGC | 9am | 24TT | Play Day |
| 355 Monday | 9.4 | TIGC | 10am | 12TT | Play Day |
| 356 Monday | 9.4 | Mountain Niners | 9am | 36SG | Back Nine Open Play |
| 357 Tuesday | 9.5 | TIGC | 9am | 48SG | MW #9 |
| 358 Tuesday | 9.5 | TIGC Annual Meeting with members post golf that day | | | |
| 359 Tuesday | 9.5 | IVGCL | 9am | 36 SG | LAST Swing |
| 360 Tuesday | 9.5 | Mountain Niners | 3pm | 32TT | Open Play |
| 361 Wednesday | 9.6 | IVGC Couples | 9am | 92SG | Fairwell Good Friends |
| 362 Wednesday | 9.6 | Teesters | 9am | 20SG | Play Day |
| 363 Wednesday | 9.6 | Teesters | 2pm | 8SG | Play Day |
| 364 Wednesday | 9.6 | IVGCL | 2:pm | 4SG | Play Day |
| 365 Wednesday | 9.6 | Mountain Niners | 1:30pm | 44 SG | At Champ #3 |
| 366 Wednesday | | 9.6.23 Maintance Day | | | |
| 367 Thursday | 9.7 | IVGCL | 9am | 20TT | Play Day |
| 368 Thursday | 9.7 | TIGC | 10am | 12TT | Play Day |
| 369 Thursday | 9.7 | Mr. Ringot 20231 | 10:30am | 16 players | Outside Group Champ Course |
| 370 Thursday | 9.7 | IVGCL | 1:30pm | 4TT | Play Day |
| 371 Friday | 9.8 | Teesters | 11am | 16TT | Play Day |
| 372 Friday | 9.8 | IVGC | 9:30am | 24TT | Play Day |
| 373 Friday | 9.8 | TIGC | 10:30am | 12TT | Play Day |
| 374 Friday | 9.8 | Frank Garcia Goats Bridge Classic | 11:40am | 16TT | Chris Arras Outside group |
| 375 Friday | 9.8 | Polo Club | 12:20pm | 20TT | Play Day |
| 376 Friday | 9.8 | Friday Golf | 2pm | 20TT | skins |
| 377 Saturday | 9.9 | TIGC | 10am | 12TT | Play Day |
| 378 Monday | 9.11 | Teesters M/C | 8:30am | 16TT | Play Day |
| 379 Monday | 9.11 | IVGC | 9am | 24TT | Play Day |
| 380 Monday | 9.11 | Mountain Niners | 9am | 100 | Board Meeting Chateau |

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| 381 Monday | 9.11 | Mountain Niners | Noon | 72SG | Closing Event / Happy Hour | | | 1 |
| 382 Tuesday | 9.12 | IVGCL | 9am | 8TT | Play Day | | | |
| 383 Tuesday | 9.12 | TIGC | 10am | 12TT | Play Day | | | |
| 384 Tuesday | 9.12 | Mountain Niners | 5pm | 100 | Closing Dinner Chateau | | | |
| 385 Wednesday | 9.13 | IVGC | 8:30am | 24SG | Play Day | | | |
| 386 Wednesday | 9.13 | Teesters | 8:30am | 20SG | Play Day | | | |
| 387 Wednesday | 9.13 | Brent Stromgren (TJ affiliate) | 8:30am | 20SG | Outside play | | 1 | |
| 388 Wednesday | 9.13 | IVGCL | 1:30pm | 4TT | 9 holes | | | |
| 389 Thursday | 9.14 | IVGCL | 9am | 16TT | Play Day | | | |
| 390 Thursday | 9.14 | TIGC | 10am | 12TT | Play Day | | | |
| 391 Thursday | 9.14 | TJ Invitational | 9am | 100SG | Outside Tournament | | 1 | |
| 392 Thursday | 9.14 | Mountain Niners | | | Niners @ Donner AWAY | | | |
| 393 Friday | 9.15 | TJ Invitational | 9am | 100SG | Outside Tournament | | 1 | |
| 394 Friday | 9.15 | Teesters | 9am | 16TT | Play Day | | | |
| 395 Friday | 9.15 | IVGC | 10am | 24TT | Play Day | | | |
| 396 Friday | 9.15 | TIGC | 11am | 12TT | Play Day | | | |
| 397 Friday | 9.15 | LTI | Time TBD | 16 | Rich Hawthorne MC or Ch TBD | | | |
| 398 Saturday | 9.16 | Santiago Group | 9am | 28TT | Outside Group | | 1 | |
| 399 Saturday | 9.16 | TIGC | 10am | 12TT | Play Day | | | |
| 400 Saturday | 9.16 | LTI | 9am | 100 | Mountain Course | | | 1 |
| 401 Sunday | 9.17 | LTI | 9am | 100 | Outside event Champ course TBD | | 1 | |
| 402 Monday | 9.18 | Teesters M/C | 8:30am | 16TT | Play Day | | | |
| 403 Monday | 9.18 | IVGC | 9am | 24TT | Play Day | | | |
| 404 Monday | 9.18 | TIGC | 10am | 12TT | Play Day | | | |
| 405 Monday | 9.18 | St. Francis of Assisi | 1:30pm | 72 | Charity Event | | 1 | |
| 406 Monday | 9.18 | SWGL | 10:30am | 88 SG | Outside Group Mountain Course | | | 1 |
| 407 Monday | 9.18 | Mountain Niners | 3pm | 32TT | Open Play | | | |
| 408 Tuesday | 9.19 | IVGCL | 9am | 16TT | Play Day | | | |
| 409 Wednesday | 9.20 | IVGC | 9am | 40SG | GD | | | |
| 410 Wednesday | 9.20 | Teesters | 9am | 20SG | Play Day | | | |
| 411 Wednesday | 9.20 | Teesters | 1:30pm | 8TT | Play Day | | | |
| 412 Wednesday | 9.20 | IVGCL | 1:50pm | 4TT | 9 holes | | | |
| 413 Wednesday | | | | | 9.20.23 Maintenance Day | | | |
| 414 Wednesday | 9.20 | IVGCL | 2:30pm | 4TT | Play Day | | | |
| 415 Thursday | 9.21 | IVGCL | 9am | 16TT | Play Day | | | |
| 416 Thursday | 9.21 | TIGC | 10am | 12TT | Play Day | | | |
| 417 Thursday | 9.21 | Mountain Niners | 10am | 28TT | Open Play | | | |
| 418 Friday | 9.22 | IVGC | 10am | 24TT | Play Day | | | |
| 419 Friday | 9.22 | TIGC | 11am | 12TT | Play Day | | | |
| 420 Friday | 9.22 | Teesters | 11:30am | 16TT | Play Day | | | |
| 421 Friday | 9.22 | Polo Club | 12:10pm | 20TT | Play Day | | | |
| 422 Friday | 9.22 | Friday Golf | 2pm | 20TT | skins | | | |
| 423 Saturday | 9.23 | Sierra Invitational / Stag | 9am | 150+ | Shotgun both courses | | 1 | 1 |
| 424 Sunday | 9.24 | Golf From the Heart | 1:45pm | 100SG | Charity Champ afternoon | | 1 | |
| 425 Monday | 9.25 | Teesters M/C | 8:30am | 16TT | Play Day | | | |
| 426 Monday | 9.25 | IVGC | 9am | 24TT | Play Day | | | |
| 427 Monday | 9.25 | Mountain Niners | Noon | 28SG | Open Play | | | |
| 428 Tuesday | 9.26 | IVGCL | 9am | 16TT | Play Day | | | |
| 429 Tuesday | 9.26 | TIGC | 10am | 12TT | Play Day | | | |
| 430 Wednesday | 9.27 | CATT | 10am | 144SG | Outside Champ Tournament | | 1 | |
| 431 Thursday | 9.28 | IVGC | 9am | 40SG | GD | | | |
| 432 Thursday | 9.28 | Teesters | 9am | 20SG | Play Day | | | Need to tell |
| 433 Thursday | 9.28 | IVGCL | 9am | 16TT | Play Day | | | |
| 434 Thursday | 9.28 | TIGC | 10am | 12TT | Play Day | | | Shotgun 9am |
| 435 Thursday | 9.28 | Mountain Niners | 10am | 28TT | Open Play | | | |

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| 436 Friday | 9.29 | IVGC | 10am | 24TT | Play Day |
| 437 Friday | 9.29 | TIGC | 11am | 12TT | Play Day |
| 438 Friday | 9.29 | Teesters | 11:30am | 16TT | Play Day |
| 439 Friday | 9.29 | Nevada Golf Events | 8:30am | 100 | Outside Golf Tournament |
| 440 Saturday | 9.30 | | | | |
| 441 Sunday | 10.1 | | | | |
| 442 Monday | 10.2 | IVGC | 9am | 24TT | Play Day |
| 443 Monday | 10.2 | TIGC | 11am | 12TT | Play Day |
| 444 Monday | 10.2 | Mountain Niners | 9am | 100 | Board Meeting |
| 445 Monday | 10.2 | Mountain Niners | 11am | 28TT | Open Play |
| 446 Tuesday | 10.3 | TIGC | 11am | 12TT | Play Day |
| 447 Wednesday | 10.4 | Teesters | 11am | 16TT | Play Day |
| 448 Wednesday | 10.4 | IVGCL | 2:30pm | 4TT | Play Day |
| 449 Thursday | 10.5 | IVGCL | 10am | 16TT | Play Day |
| 450 Thursday | 10.5 | TIGC | 11am | 12TT | Play Day |
| 451 Thursday | 10.5 | Mountain Niners | 10am | 20TT | Open Play |
| 452 Friday | 10.6 | IVGC | 10am | 24TT | Play Day |
| 453 Friday | 10.6 | Teesters | 11am | 16TT | Play Day |
| 454 Friday | 10.6 | TIGC | 11am | 12TT | Play Day |
| 455 Friday | 10.6 | Polo Club | Noon | 20TT | Play Day |
| 456 Friday | 10.6 | Friday Golf | 2pm | 20TT | skins |
| 457 Saturday | 10.7 | TIGC | 11am | 12TT | Play Day |
| 458 Sunday | 10.8 | | | | |
| 459 Monday | 10.9 | IVGC | 10am | 24TT | Play Day |
| 460 Monday | 10.9 | TIGC | 11am | 12TT | Play Day |
| 461 Monday | 10.9 | Mountain Niners | 10am | 20TT | Open Play |
| 462 Tuesday | 10.10 | | | | |
| 463 Wednesday | 10.11 | Teesters | 11am | 16TT | Play Day |
| 464 Thursday | 10.12 | IVGCL | 10am | 16TT | Play Day |
| 465 Thursday | 10.12 | TIGC | 11am | 12TT | Play Day |
| 466 Friday | 10.13 | IVGC | 10am | 24TT | Play Day |
| 467 Friday | 10.13 | TIGC | 11am | 12TT | Play Day |
| 468 Friday | 10.13 | Teesters | 11am | 16TT | Play Day |
| 469 Friday | 10.13 | Polo Club | Noon | 20TT | Play Day |
| 470 Saturday | 10.14 | TIGC | 11:20am | 12TT | Play Day |
| Sunday | 10.15 | | | | |
| Monday | 10.16 | | | | |
| Tuesday | 10.17 | | | | |
| Wednesday | 10.18 | | | | |
| Thursday | 10.19 | | | | |
| Friday | 10.2 | | | | |
| Saturday | 10.21 | | | | |
| Sunday | 10.22 | | | | |

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IVGC Calendar 2023

| Event | Time | Chariman | Vice-Chair | Date | Type | # players |
|-------------------------------|--------------------------|---------------|-------------|----------------------|----------------|-----------|
| Desert Classic | | Kenny Smith | | 23rd-25th April | Couples | |
| Play Day | 9am | | | Friday 19th May | Tee Times | 16 |
| Play Day | 9am | | | Monday 22nd May | Tee Times | 16 |
| Game Day #1 Format TBD | 9:30am | | | Wednesday May 24th | Shotgun | 40 |
| Play Day | 9am | | | Friday May 26th | Tee Times | 16 |
| Play Day | 9am | | | Monday May 29th | Tee Times | 20 |
| Game Day #2 Format TBD | 9am | | | Wednesday May 31st | Shotgun | 40 |
| Play Day | 9am | | | Friday June 2nd | Tee Times | 16 |
| <i>IVGC / IVGCL Couples</i> | 1:30pm | | 40 | Sun, June 4th | Shotgun | 40 |
| Play Day | 8:30am | | | Monday June 5th | Shotgun | 20 |
| Game Day #3 Format TBD | 8:30am | | | Wednesday June 7th | Shotgun | 44 |
| Play Day | 9am | | | Friday June 9th | Tee Times | 20 |
| Scotch on the Rocks | 9am | Dave Rinehart | Russel Cory | Monday June 12th | Couples | 92 |
| Game Day #4 Format TBD | 8:30am | | | Wednesday June 14th | Shotgun | 48 |
| Play Day | 9am | | | Friday June 16th | Tee Times | 16 |
| Member-Member | 8:30am Shotgun both days | Jim Novak | Mark Geweke | 20-21 June | Men | 64 |
| Play Day | 9am | | | Friday June 23rd | Tee Times | 20 |
| <i>IVGC / IVGCL Couples</i> | 1:30pm | | 40 | Sun, June 25th | Shotgun | 40 |
| Play Day | 8:30am | | | Monday June 26th | Shotgun | 24 |
| Game Day #5 Format TBD | 8:30am | | | Wednesday June 28th | Shotgun | 48 |
| Play Day | 9am | | | Friday June 30th | Tee Times | 24 |
| Play Day | 8:30am | | | Friday July 7th | Shotgun | 24 |
| <i>IVGC / IVGCL Couples</i> | 1:30pm | | 40 | Sun, July 9th | Shotgun | 40 |
| Play Day | 8:30am | | | Monday July 10th | Shotgun | 24 |
| Directors Cup | 8:30am | Dick Medland | Multiple | 12-Jul | Men shotgun | 44 |
| Play Day | 8:30am | | | Friday July 14th | Tee times | 24 |
| Play Day | 8:30am | | | Monday July 17th | Shotgun | 24 |
| Play Day | 8:30am | | | Wednesday July 19th | Shotgun | 24 |
| Invitational | | Mike Hurst | Bob Seymour | 21st-23rd July | Men | 96 |
| <i>IVGC / IVGCL Couples</i> | 1:30pm | | 40 | Sun, July 23rd | Shotgun | 40 |
| Play Day | 9am | | | Monday 24th July | Tee Times | 24 |
| Game Day #6 Format TBD | 8:30am | | | Wednesday 26th July | Shotgun | 44 |
| Play Day | 8:30am | | | Friday July 28th | Tee times | 24 |
| Mystery Dinner | | Joyce Bock | | July 28th | Couples | |
| Play Day | 8:30am | | | Monday 31st July | Shotgun | 24 |
| Game Day #7 Format TBD | 8:30am | | | Wednesday August 2nd | Shotgun | 44 |
| Play Day | 8:30am | | | Friday August 4th | Tee times | 24 |
| <i>IVGC / IVGCL Couples</i> | 1:30pm | | 40 | Sun, August 6th | Shotgun | 40 |
| Play Day | 8am | | | Monday August 7th | Tee times | 24 |

| | | | | | | |
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| Desert Rats vs Mountain Men | 8:30am | Rob Watson | | 9-Aug | Men Shotgun | |
| Play Day | 8am | | | Friday August 11th | Tee times | 24 |
| Play Day | 8am | | | Monday August 14th | Tee times | 24 |
| Game Day #8 Format TBD | 8:30am | | | Wednesday August 16th | Shotgun | 40 |
| Play Day | 9am | | | Friday August 18th | Tee times | 24 |
| IVGC / IVGCL Couples | 1:30pm | | 40 | Sun, August 20th | Shotgun | 40 |
| Play Day | 8am | | | Monday August 21st | Tee times | 24 |
| IVGC vs TIGC | 8:30am both days | Jeff Deal | Mike Muratore | 23-24 August | Men | 72 |
| Play Day | 8am | | | Friday August 25th | Tee times | 24 |
| Mixie | | Mick Homan | Tom Rowland, Debbie Weber, Joanne Benjamin | 27-Aug | Couples | 40 |
| Play Day | 9am | | | Monday August 28th | Tee times | 24 |
| Annual | 8:30am | Bob Quinn | Steve Ross | 30-Aug | Men | 64 |
| Play Day | 9:30am | | | Friday September 1st | Tee times | 20 |
| Play Day | 9am | | | Monday September 4th | Tee times | 20 |
| Farewell Good Friends | 9am | Steve Lenihan Co-chair | Kaz Yonehana Co-chair | 6-Sep | Couples shotgun | 96 |
| Play Day | 9:30am | | | Friday September 8th | Tee times | 20 |
| Play Day | 9am | | | Monday September 11th | Tee times | 20 |
| Play Day | 8:30am | | | Wednesday September 13th | Shotgun | 20 |
| Play Day | 9am | | | Monday September 18th | Tee times | 20 |
| Game Day #9 Format TBD | 9am | | | Wednesday September 20th | Shotgun | 40 |
| Play Day | 10am | | | Friday 22nd September | Tee times | 20 |
| Play Day | 9am | | | Monday September 25th | Tee times | 20 |
| Game Day #10 Format TBD | 9am | | | Thursday September 28th | Shotgun | 40 |
| Play Day | 10am | | | Monday October 2nd | Tee times | 16 |
| Play Day | 10am | | | Friday October 6th | Tee times | 16 |
| Play Day | 10am | | | Monday October 9th | Tee times | 16 |
| Play Day | 10am | | | Friday October 13th | Tee times | 16 |
| Whitehawk | | Dan and Patty. Beadle | | 11-13 September | Couples | |

2023 IVGC-LADIES CALENDAR - Play Days and Tournaments

2.1.23

| | 2023 DATES | | 2023 # REQUESTED | 2022 ACTUAL* | NOTES |
|--|-----------------------|----------------|---------------------|-----------------|-------------------------|
| <i>DESERT CLASSIC - COUPLES EVENT</i> | April 23rd-25th | AWAY | | | |
| Open Play | Thurs, May 18th | 10:30am | 8 | | Tee times |
| Open Play | Thurs, May 18th | 1:30pm | 8 | | Tee Times |
| Open Play | Tue, May 23rd | 10am | 8 | | Tee Times |
| Open Play | Thurs, May 25th | 10am | 8 | | Tee Times |
| Open Play | Thurs, May 25th | 1:30pm | 4 | | Tee Times |
| Open Play | Tues, May 30th | 8:30am | 20 | | Shotgun |
| Open Play | Thurs, June 1st | 10am | 8 | | Tee Times |
| Open Play | Thurs, June 1st | 1:30pm | 4 | | Tee Times |
| IVGC / IVGCL Couples | Sun, June 4th | 1:30pm | 40 | | Shotgun |
| PLAY DAY #1 - WELCOME BACK | TUES., JUNE 6 | 8:30 AM | 36 | 36 | GOLF & LUNCH |
| Opening Lunch | WED., JUNE 7 | NO GOLF | 60 | 55 | LUNCH ONLY |
| Open Play | Thurs, June 8th | 8:30am | 20 | | Tee Times |
| Open Play | Thurs, June 15th | 1:30pm | 8 | | Tee Times |
| <i>SCOTCH ON THE ROCKS - COUPLES EVENT</i> | MON., JUNE 12 | IVGC | 110 | | |
| PLAY DAY #2 | TUES., JUNE 13 | 8:30 AM | 32 | 32 | GOLF & LUNCH |
| Open Play | Wed, June 14th | 1:50&2pm | 8 | | Tee Times |
| Open Play | Thurs, June 15th | 8:30am | 20 | | Shotgun |
| Open Play | Thurs, June 15th | 1:30pm | 8 | | Tee Times |
| President's Cup - Day 1 | MON., JUNE 19 | 8:30 AM | 36 | 32 | NO LUNCH |
| President's Cup - Day 2` | TUES., JUNE 20 | 8:30 AM | 36 | 32 | GOLF & LUNCH |
| Open Play | Wed, June 21st | 2:30pm | 4 | | Tee Time |
| Open Play | Thurs, June 22nd | 8:30am | 20 | | Shotgun |
| Open Play | Thurs, June 22nd | 1:30pm | 8 | | Tee times |
| Golf Staff Appreciation | FRI., JUNE 23 | NO GOLF | | | |
| IVGC / IVGCL Couples | Sun, June 25th | 1:30pm | 40 | | Shotgun |
| Ladies Member-Member Cocktail Pairings | MON, JUNE 26 | NO GOLF | | | PRIVATE HOME |
| Ladies Member-Member | TUES., JUNE 27 | 8:30 AM | 36 | 30 | GOLF & LUNCH |
| Open Play | Wednesday, June 28th | 1:50pm & 2pm | 8 | | 9 holes |
| Open Play | Thurs, June 29th | 9am | 20 | | Tee Times |
| Open Play | Thurs, June 29th | 1:30pm | 8 | | Tee Times |
| No Event - July 4th Holiday | TUES., JULY 4 | NO GOLF | | | |
| Open Play | Thurs, July 6th | 9am | 16 | | Tee Time |

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|---|-------------------------------|-------------------------|-----------|-----------|-------------------------------|
| <i>IVGC / IVGCL Couples</i> | <i>Sun, July 9th</i> | <i>1:30pm</i> | 40 | | Shotgun |
| PLAY DAY #3 | MON., JULY 10 | 8:30 AM | 32 | 25 | GOLF & LUNCH |
| <i>MEN'S DIRECTORS CUP W/COUPLES DINNER</i> | <i>WED., JULY 12</i> | <i>IVGC</i> | | | |
| <i>Open Play</i> | <i>Thurs, July 13th</i> | <i>9am</i> | 20 | | <i>Tee Times</i> |
| <i>Open Play</i> | <i>Thurs, July 13th</i> | <i>1:30pm</i> | 8 | | <i>Tee Times</i> |
| Day 1 of Invitational | MON., JULY 17 | 1:30pm | 80 | | GOLF & LUNCH |
| Day 2 of Invitational | TUES., JULY 18 | 8:30 AM | 80 | 68 | LUNCH AWAY |
| <i>Open Play</i> | <i>Thurs, July 20th</i> | <i>9am</i> | 20 | | <i>Tee Time</i> |
| <i>Open Play</i> | <i>Thurs, July 20th</i> | <i>1:30pm</i> | 8 | | <i>Tee Times</i> |
| MEN'S INVITATIONAL | FRI.-SUN., JULY 21-23 | IVGC | | | |
| M.I.L.E. AT THE MOUNTAIN COURSE | SAT., JULY 22 | 9:00 AM | 36 | 32 | GOLF & BOX LUNCHES |
| PLAY DAY #4 - XMAS in JULY | TUES., JULY 25 | 1:30 PM | 32 | 25 | GOLF, WINE & APPS |
| <i>Open Play</i> | <i>Wednesday, July 26th</i> | <i>1:50pm & 2pm</i> | 8 | | <i>9 holes</i> |
| <i>Open Play</i> | <i>Thurs, July 27th</i> | <i>9am</i> | 24 | | <i>Tee Time</i> |
| <i>Open Play</i> | <i>Thurs, July 27th</i> | <i>1:30pm</i> | 8 | | <i>Tee Times</i> |
| MYSTERY DINNER | FRI., JULY 28 | IVGC | | | PRIVATE HOME |
| <i>IVGC / IVGCL Couples</i> | <i>Sun, July 30th</i> | <i>1:30pm</i> | 40 | | Shotgun |
| PLAY DAY # 5 | TUES., AUG 1 | 8:30 AM | 32 | 26 | GOLF & LUNCH |
| <i>Open Play</i> | <i>Thurs, August 3rd</i> | <i>8:30am</i> | 20 | | <i>Tee Time</i> |
| <i>Open Play</i> | <i>Thurs, August 3rd</i> | <i>1:30pm</i> | 8 | | <i>Tee Times</i> |
| <i>IVGC / IVGCL Couples</i> | <i>Sun, August 6th</i> | <i>1:30pm</i> | 40 | | Shotgun |
| PLAY DAY # 6 | TUES., AUG 8 | 8:30 AM | 32 | 25 | GOLF & LUNCH |
| <i>Open Play</i> | <i>Wednesday, August 9th</i> | <i>1:50pm & 2pm</i> | 8 | | <i>9 holes</i> |
| <i>Open Play</i> | <i>Thurs, August 10th</i> | <i>9am</i> | 20 | | <i>Tee Time</i> |
| <i>Open Play</i> | <i>Thurs, August 10th</i> | <i>1:30pm</i> | 8 | | <i>Tee Times</i> |
| Pine Cone - Day 1 | MON., AUG 14 | 8:30 AM | 28 | 21 | NO LUNCH |
| Pine Cone - Day 2 | TUES., AUG 15 | 8:30am TEE TIMES | 28 | 21 | LUNCH W/EXTRA # |
| <i>Open Play</i> | <i>Thurs, August 17th</i> | <i>9am</i> | 16 | | <i>Tee Time</i> |
| <i>Open Play</i> | <i>Thurs, August 17th</i> | <i>2pm</i> | 8 | | <i>Tee Times</i> |
| <i>IVGC / IVGCL Couples</i> | <i>Sun, August 20th</i> | <i>1:30pm</i> | 40 | | Shotgun |
| BEAT THE PRO | TUES., AUG 22 | 8:30 AM | 36 | 31 | GOLF & LUNCH |
| <i>Open Play</i> | <i>Wednesday, August 23rd</i> | <i>1:50pm & 2pm</i> | 8 | | <i>9 holes</i> |
| <i>Open Play</i> | <i>Thursday, August 24th</i> | <i>1:30pm</i> | 32 | | <i>18 hole shotgun</i> |
| COUPLES MIXIE | SUN., AUG 27 | IVGC | | | |
| PLAY DAY #7 | TUES., AUG 29 | 9:00 AM | 32 | 30 | GOLF & LUNCH |
| Annual/Closing Party (same day as men) | WED., AUG 30 | NO GOLF | | | PRIVATE HOME |
| <i>Open Play</i> | <i>Thurs, August 31st</i> | <i>8:30am</i> | 20 | | <i>Tee Time</i> |

| | | | | | |
|---|----------------------------------|---------------|-----------|----|------------------|
| <i>Open Play</i> | <i>Thurs, August 31st</i> | <i>1:30pm</i> | 8 | | <i>Tee Times</i> |
| Golfer's last Swing | TUES., SEPT 5 | 9:00 AM | 36 | 36 | LUNCH AWAY |
| FAREWELL GOOD FRIENDS - COUPLES EVENT | WED., SEPT 6 | IVGC | | | |
| <i>Open Play</i> | <i>Thurs, Sept. 7th</i> | <i>9am</i> | 20 | | <i>Tee Time</i> |
| WHITEHAWK | MON.-TUES., SEPT 11-12 | AWAY | | | |
| <i>Open Play</i> | <i>Tues, Sept 12th</i> | <i>9am</i> | 8 | | <i>Tee Time</i> |
| <i>Open Play</i> | <i>Wednesday, September 13th</i> | <i>1:30pm</i> | 4 | | <i>9 holes</i> |
| <i>Open Play</i> | <i>Thurs, Sept. 14th</i> | <i>9am</i> | 16 | | <i>Tee Time</i> |
| <i>Open Play</i> | <i>Tues, Sept 19th</i> | <i>9am</i> | 16 | | <i>Tee Time</i> |
| <i>Open Play</i> | <i>Wednesday, September 20th</i> | <i>1:50pm</i> | 4 | | <i>9 holes</i> |
| <i>Open Play</i> | <i>Thurs, Sept. 21st</i> | <i>9am</i> | 16 | | <i>Tee Time</i> |
| <i>Open Play</i> | <i>Tues, Sept 26th</i> | <i>9am</i> | 16 | | <i>Tee Time</i> |
| <i>Open Play</i> | <i>Thurs, Sept. 28th</i> | <i>9am</i> | 16 | | Shotgun |
| <i>Open Play</i> | <i>Tuesday, October 3rd</i> | <i>10am</i> | 16 | | <i>Tee Times</i> |
| <i>Open Play</i> | <i>Wed, Oct. 4th</i> | <i>2:30pm</i> | 4 | | <i>Tee Times</i> |
| <i>Open Play</i> | <i>Thurs, Oct. 5th</i> | <i>10am</i> | 16 | | <i>Tee Times</i> |
| <i>Open Play</i> | <i>Tuesday, October 10th</i> | <i>10am</i> | 16 | | <i>Tee Times</i> |
| <i>Open Play</i> | <i>Thurs, Oct. 12th</i> | <i>10am</i> | 16 | | <i>Tee Times</i> |
| | | | | | |
| * 2022 ACTUAL NUMBERS FROM KATHERINE HOLLAND | | | | | |
| <i>IVGC COUPLES EVENTS in Italic</i> | | | | | |
| PLAY DAYS are in Bold | | | | | |

| DAY | DATE | EVENT NAME | FORMAT | NO. OF PLAYERS | START TIME |
|-------|--------|---|--------------------|----------------|------------------|
| Mon | 22-May | Board Meeting | Chateau | All Invited | 9:00 AM |
| Tues | 30-May | Buddy Training Party (By Invitation) | Buddies | 30 | 4:30 PM |
| Wed | 31-May | Buddy Party / Meet 'N Greet (By Invitation) | New Mbrs/Buddies | 60 | 4:30 PM |
| Thurs | 1-Jun | Open Play / New Mbr. & Buddy Play | Tee Times | 64 | 10:00 AM |
| Mon | 5-Jun | Open Play/New Mbr & Buddy Play/Back 9 | Tee Times | 64 | 9:00 AM B9 |
| Tues | 6-Jun | Swing Clinic | | 20 | 10:30 AM |
| Tues | 6-Jun | Opening Dinner @ The Chateau | Fun! | All invited | 5:00 - 7:30 PM |
| Thurs | 8-Jun | Opening Scramble | Shotgun | 72 | 10:00 AM |
| Fri | 9-Jun | Swing Clinic - REPEAT OF 6/6 | | 20 | 8am |
| Mon | 12-Jun | Sweeps (#1) | Tee Times | 64 | 10:30am |
| Tues | 13-Jun | Swing Clinic | Champ Course | 20 | 10:30 AM |
| Tues | 13-Jun | Play Like A Pro | Champ Course | All Invited | 11:30 - 12:30 PM |
| Tues | 13-Jun | Sweeps (#1) | Tee Times | 36 | 3:00-4:30 PM |
| Thurs | 15-Jun | Sweeps (#1) | Tee Times | 64 | 9:00 AM |
| Fri | 16-Jun | Swing Clinic - REPEAT OF 6/13 | | 20 | 8am |
| Mon | 19-Jun | Board Meeting | Chateau | All invited | 9:00 AM |
| Mon | 19-Jun | Sweeps (#2) | Tee Times | 64 | 10:00 AM |
| Mon | 19-Jun | Play Like A Pro - HAPPY HOUR | Mtn. Course | All invited | 4:30 - 5:30 PM |
| Tues | 20-Jun | Swing Clinic | | 20 | 10:30 AM |
| Tues | 20-Jun | Sweeps (#2) | Tee Times | 36 | 3:00 PM |
| Thurs | 22-Jun | Sweeps (#2) | Tee Times | 64 | 9:00 AM |
| Thurs | 22-Jun | Potluck | Happy Hour! | All invited | 4:30-6:30 PM |
| Fri | 23-Jun | Swing Clinic - REPEAT OF 6/20 | | 20 | 8am |
| Mon | 26-Jun | 18 Hole Day | Tee Times | 48 | 10:00 AM |
| Tues | 27-Jun | Swing Clinic | | 20 | 10:30 AM |
| Tues | 27-Jun | Open Play | Tee Times | 32 | 3:00 PM |
| Wed | 28-Jun | Tahoe Donner @ Niners/Luncheon | Shotgun | 36 Full course | 10:00 AM |
| Thurs | 29-Jun | Open Play - Back 9 | Shotgun | 52 | 9:00 AM B9 |
| Fri | 30-Jun | Swing Clinic - REPEAT OF 6/27 | | 20 | 8am |
| Mon | 3-Jul | Open Play | Tee Times | 44 | 10:00 AM |
| Tues | 4-Jul | Open Play | Tee Times | 24 | 2:00 PM |
| Thurs | 6-Jul | Open Play - Back 9 | Shotgun | 44 | 9:00 AM B9 |
| Mon | 10-Jul | Board Meeting | Chateau | All invited | 9:00 AM |
| Mon | 10-Jul | Mini #1 - Most 3's, 4's, 5's, 6's | Tee Times | 52 | 10:00 AM |
| Tues | 11-Jul | Swing Clinic | Champ Course | 20 | 10:30 AM |
| Tues | 11-Jul | Play Like A Pro | Champ Course | All Invited | 11:30 - 12:30 PM |
| Tues | 11-Jul | Mini #1 - Most 3's, 4's, 5's, 6's | Tee Times | 36 | 3:00 PM |
| Wed | 12-Jul | Niners @ Champ #1 | Shotgun | 44 | 1:30 PM |
| Thurs | 13-Jul | Mini #1 - Most 3's, 4's, 5's, 6's | Shotgun | 52 | 9:00 AM |
| Fri | 14-Jul | Swing Clinic - REPEAT OF 7/11 | | 20 | 8am |
| Mon | 17-Jul | Open Play | Tee Times | 48 | 10:00 AM |
| Tues | 18-Jul | Swing Clinic | | 20 | 10:30 AM |
| Tues | 18-Jul | Open Play | Tee Times | 32 | 3:00 PM |
| Thurs | 20-Jul | Founders Tournament / Luncheon | Shotgun | 72 | 10:00 AM |
| Fri | 21-Jul | Swing Clinic - REPEAT OF 7/18 | | 20 | 8am |
| Mon | 24-Jul | Sweeps (#3) | Tee Times | 48 | 10:00 AM |
| Tues | 25-Jul | Swing Clinic | | 20 | 10:30 AM |
| Tues | 25-Jul | Sweeps (#3) | Tee Times | 32 | 3:00 PM |
| Thurs | 27-Jul | Sweeps (#3) | Tee Times | 48 | 9:00 AM |
| Fri | 28-Jul | Swing Clinic - REPEAT OF 7/25 | | 20 | 8am |
| Mon | 31-Jul | Sweeps (#4) | Tee Times | 48 | 10:00 AM |
| Tues | 1-Aug | Swing Clinic | | 20 | 10:30 AM |
| Tues | 1-Aug | Sweeps (#4) | Tee Times | 32 | 3:00 PM |
| Thurs | 3-Aug | Sweeps (#4) / Beat The Pro | Shotgun | 52 | 9:00am |
| Fri | 4-Aug | Swing Clinic - REPEAT OF 8/1 | | 20 | 8am |
| Mon | 7-Aug | Mini #2 - 3 Blind Mice/B9 | Tee Times | 48 | 10:00 AM B9 |
| Tues | 8-Aug | Swing Clinic | | 20 | 10:30 AM |
| Tues | 8-Aug | Mini #2 - 3 Blind Mice/B9 | Tee Times | 32 | 3:00 PM B9 |
| Wed | 9-Aug | Niners @ Champ #2 | Shotgun | 44 | 1:30 PM |
| Thurs | 10-Aug | Mini #2 - 3 Blind Mice/B9 | Tee Times | 48 | 9:00 AM B9 |

Changed from 10am

| | | | | | |
|-------|--------|---------------------------------|--------------|-------------|------------|
| Fri | 11-Aug | Swing Clinic - REPEAT OF 8/8 | | 20 | 8am |
| Mon | 14-Aug | Board Meeting | Chateau | All invited | 9:00 AM |
| Mon | 14-Aug | Sweeps (#5) | Tee Times | 48 | 10:00 AM |
| Tues | 15-Aug | Swing Clinic | | 20 | 10:30 AM |
| Tues | 15-Aug | Sweeps (#5) | Tee Times | 32 | 3:00 PM |
| Thurs | 17-Aug | Sweeps (#5) | Tee Times | 48 | 9:00 AM |
| Fri | 18-Aug | Swing Clinic - REPEAT OF 8/15 | | 20 | 8am |
| Mon | 21-Aug | Pitch & Putt | Shotgun ??? | 54 ?? | 3:30 PM |
| Tues | 22-Aug | Swing Clinic | | 20 | 10:30 AM |
| Tues | 22-Aug | Pitch & Putt | Shotgun ??? | 54 ?? | 3:30 PM |
| Thurs | 24-Aug | 18 Hole Day | Tee Times | 48 | 9:00 AM |
| Fri | 25-Aug | Swing Clinic - REPEAT OF 8/22 | | 20 | 8am |
| Mon | 28-Aug | Club Championship - Front 9 | Tee Times | 56 | 10:00 AM |
| Tues | 29-Aug | Swing Clinic | | 20 | 10:30 AM |
| Tues | 29-Aug | Open Play | Tee Times | 32 | 3:00 PM |
| Thurs | 31-Aug | Club Championship - Back 9 | Shotgun | 56 | 9:00 AM B9 |
| Fri | 1-Sep | Swing Clinic - REPEAT OF 8/29 | | 20 | 8am |
| Mon | 4-Sep | Open Play - Back 9 | Shotgun | 36 | 9:00 AM B9 |
| Tues | 5-Sep | Swing Clinic | | 20 | 10:30 AM |
| Tues | 5-Sep | Open Play | Tee Times | 32 | 3:00 PM |
| Wed | 6-Sep | Niners @ Champ #3 | Shotgun | 44 | 1:30 PM |
| Fri | 8-Sep | Swing Clinic - REPEAT OF 9/5 | | 20 | 4:30 PM |
| Mon | 11-Sep | Board Meeting | Chateau | All invited | 9:00 AM |
| Mon | 11-Sep | Closing Golf Event / Happy Hour | Shotgun | 72 | 12:00 PM |
| Tues | 12-Sep | Closing Dinner @ Chateau | Let's Party! | All invited | 5:00 PM |
| Thurs | 14-Sep | Niners @ Tahoe Donner | Shotgun | AWAY | AWAY |
| Mon | 18-Sep | Open Play | Shotgun | 28 | 3:00 PM |
| Thurs | 21-Sep | Open Play | Tee Times | 28 | 10:00am |
| Mon | 25-Sep | Open Play | Shotgun | 28 | Noon |
| Thurs | 28-Sep | Open Play | Tee Times | 28 | 10:00am |
| Mon | 2-Oct | Board Meeting | Chateau | All invited | 9:00 AM |
| Mon | 2-Oct | Open Play | Tee Times | 28 | 11am |
| Thurs | 5-Oct | Open Play | Tee times | 20 | 10am |
| Mon | 9-Oct | Open Play | Tee times | 20 | 10am |

2023 POLO Club Schedule

FRIDAY May 26th: 12:00pm – 12:40 (20pl)
FRIDAY June 2nd: 12:00pm – 12:40 (20pl)
FRIDAY June 9th: 12:00pm – 12:40 (20pl)
FRIDAY June 16th: 12:00pm – 12:40 (20pl)
FRIDAY June 23rd: 12:00pm – 12:40 (20pl)
FRIDAY June 30th: 12:00pm – 12:40 (20pl)
FRIDAY July 7th: 2:00pm – 2:40pm (20pl)
FRIDAY July 14th: 12:00pm – 12:40pm (20pl)
THURSDAY July 20th: 12:00pm – 12:40pm (20pl)
FRIDAY July 28th: 12:00pm – 12:40pm (20pl)
FRIDAY August 4th: 12:00pm – 12:40 (20pl)
THURSDAY August 10th: 12:00pm – 12:40pm
THURSDAY August 17th – Member Guest Practice Round 11:30am – 1:00pm (40pl)
FRIDAY & SATURDAY August 18th & 19th – Member Guest – Tee Times start at 12:00pm (52pl)
FRIDAY August 25th: 12:00pm – 12:40 (20pl) -
FRIDAY September 1st: 12:00pm – 12:40 (20pl)
FRIDAY September 8th: 12:20pm – 1:00pm (20pl)
FRIDAY September 22nd: 12:10pm – 12:50pm (20pl)
FRIDAY October 6th: 12:00pm – 12:40pm (20pl)
FRIDAY October 13th: 12:00pm – 12:40pm (20pl)

Close Thursday before

Open tee times 30 days before

Teesters 2023 Schedule

| | | | | | |
|--------------|------|--------------|----------------|------|--------------------------------|
| 1 Friday | 5.19 | Teesters | 11:30am | 12TT | Play Day |
| 2 Wednesday | 5.24 | Teesters | 9:30amSG | 20 | Play Day |
| 3 Friday | 5.26 | Teesters | 10amTT | 12 | Play Day |
| 4 Wednesday | 5.31 | Teesters | 9amSG | 20 | Play Day |
| 5 Wednesday | 5.31 | Teesters | 1:30pm times | 8TT | Maintenance Day Play 9 holes |
| 6 Friday | 6.2 | Teesters | 10am | 12TT | Play Day |
| 7 Monday | 6.5 | Teesters M/C | 8:30amSG | 16SG | Play Day #1 |
| 8 Wednesday | 6.7 | Teesters | 8:30am | 20SG | Play Day |
| 9 Friday | 6.9 | Teesters | 11am | 12TT | Play Day |
| 10 Monday | 6.12 | Teesters M/C | 8:30am | 40SG | Member-Member |
| 11 Wednesday | 6.14 | Teesters | 8:30am | 40SG | Member-Member |
| 12 Wednesday | 6.14 | Teesters | 1:30pm times | 8TT | Maintenance Day Play |
| 13 Friday | 6.16 | Teesters | 11am | 12TT | Play Day |
| 14 Monday | 6.19 | Teesters M/C | 8:30amSG | 16 | Play Day |
| 15 Tuesday | 6.20 | Teesters M/C | 4:30pm | 8TT | Play Day #2 |
| 16 Wednesday | 6.22 | Teesters | 8:30am | 20SG | Play Day |
| 17 Friday | 6.23 | Teesters | 11am | 12TT | Play Day |
| 18 Monday | 6.26 | Teesters | 8:30am | 20SG | Presidents Cup Day 1 |
| 19 Tuesday | 6.27 | Teesters M/C | 4:30pm | 8TT | Play Day #3 |
| 20 Wednesday | 6.28 | Teesters | 8:30am | 20SG | Presidents Cup Day 2 |
| 21 Wednesday | 6.28 | Teesters | 1:30pm times | 8TT | Maintenance Day Play |
| 22 Friday | 6.30 | Teesters | 10:30am | 12TT | Play Day |
| 23 Monday | 7.10 | Teesters M/C | 8:30amSG | 16SG | Play Day |
| 24 Tuesday | 7.11 | Teesters M/C | 4:30pm | 8TT | Play Day #4 |
| 25 Wednesday | 7.12 | Teesters | 8:30am | 20SG | Play Day |
| 26 Wednesday | 7.12 | Teesters | 1:30pm | 8SG | Maintenance Day Play |
| 27 Friday | 7.14 | Teesters | 11am | 12TT | Play Day |
| 28 Monday | 7.17 | Teesters M/C | 8:30am SG | 16 | Play Day |
| 29 Wednesday | 7.19 | Teesters | 8:30am | 20SG | Play Day |
| 30 Monday | 7.24 | Teesters M/C | 8:30am SG | 16 | Play Day |
| 31 Tuesday | 7.25 | Teesters M/C | 4:30pm | 8TT | Play Day #5 |
| 32 Tuesday | 7.25 | Teesters M/G | 8:30am | 40SG | Member Guest Day 1 at mountain |
| 33 Wednesday | 7.26 | Teesters M/G | 8:30am | 40SG | Member Guest Day 2 |
| 34 Wednesday | 7.26 | Teesters | 1:30pm times | 8TT | Maintenance Day Play |
| 35 Friday | 7.28 | Teesters | 11am | 12TT | Play Day |
| 36 Monday | 7.31 | Teesters M/C | 8:30amSG | 16 | Play Day |

| | | | | | | |
|----|-----------|-------|--------------|--------------|---------------|----------------------|
| 37 | Tuesday | 8.1 | Teesters M/C | 4:30pm | 8TT | Play Day #6 |
| 38 | Wednesday | 8.2 | Teesters | 8:30am | 20SG | Play Day |
| 39 | Friday | 8.4 | Teesters | 11am | 12TT | Play Day |
| 40 | Monday | 8.7 | Teesters M/C | 8:30am | 16TT 10th tee | Play Day |
| 41 | Tuesday | 8.8 | Teesters M/C | 4:30pm | 8TT | Play Day #7 |
| 42 | Wednesday | 8.9 | Teesters | 8:30am | 20SG | Play Day |
| 43 | Wednesday | 8.9 | Teesters | 1:30pm times | 8TT | Maintenance Day Play |
| 44 | Friday | 8.11 | Teesters | 9:20am | 12TT | Play Day |
| 45 | Monday | 8.14 | Teesters M/C | 8:30am | 16TT | Play Day |
| 46 | Tuesday | 8.15 | Teesters M/C | 4:30pm | 8TT | Play Day #8 |
| 47 | Wednesday | 8.16 | Teesters | 8:30am | 20SG | Play Day |
| 48 | Friday | 8.18 | Teesters | 11am | 12TT | Play Day |
| 49 | Wednesday | 8.23 | Teesters | 8:30am | 20SG | Play Day |
| 50 | Wednesday | 8.23 | Teesters | 1:30pm times | 8TT | Maintenance Day Play |
| 51 | Friday | 8.25 | Teesters | 11am | 12TT | Play Day |
| 52 | Monday | 8.28 | Teesters M/C | 8:30am | 24TT | Club Championship |
| 53 | Wednesday | 8.30 | Teesters | 8:30am SG | 24TT | Club Championship |
| 54 | Friday | 9.1 | Teesters | 11am | 12TT | Play Day |
| 55 | Monday | 9.4 | Teesters M/C | 9:30am | 16TT | Play Day |
| 56 | Wednesday | 9.6 | Teesters | 2pm | 20SG | Play Day |
| 57 | Friday | 9.8 | Teesters | 11am | 12TT | Play Day |
| 58 | Monday | 9.11 | Teesters M/C | 8:30am | 16SG | Play Day |
| 59 | Wednesday | 9.13 | Teesters | 8:30am | 20SG | Play Day |
| 60 | Tuesday | 9.19 | Teesters M/C | 9am | 16SG | Play Day |
| 61 | Wednesday | 9.20 | Teesters | 9am | 20SG | Play Day |
| 62 | Wednesday | 9.20 | Teesters | 1:30pm times | 8TT | Maintenance Day Play |
| 63 | Friday | 9.22 | Teesters | 11am | 12TT | Play Day |
| 64 | Monday | 9.25 | Teesters M/C | 9am | 16TT | Play Day |
| 65 | Wednesday | 9.27 | Teesters | | 20SG | Play Day |
| 66 | Friday | 9.29 | Teesters | | 12TT | Play Day |
| 67 | Wednesday | 10.4 | Teesters | 11am | 12TT | Play Day |
| 68 | Friday | 10.6 | Teesters | 11am | 12TT | Play Day |
| 69 | Wednesday | 10.11 | Teesters | 11am | 12TT | Play Day |
| 70 | Friday | 10.13 | Teesters | 11am | 12TT | Play Day |

Originally on Monday 18th, but have an outside event on

Outside 100+ person events both days

Tournament Tuesday Mountain Course
M/C = Mountain Course
TT = Tee times

SG = Shotgun start
SG = Shotgun start

TIGC EVENT CALENDAR 2023

| # | DATE | Day | EVENT | FORMAT | Sign Up Format | Eligible Members | FOOD | Chairman | Assistants | Slots | Tee Times (5G) |
|----|------|-----|-------------------------------------|--------------------------------|----------------|----------------------------------|---------------------------|---------------------------------|----------------|------------------------|----------------|
| 1 | 5/30 | Tue | Midweek # 1 | 2 Man Shamble | IND | All Members | CA Club Sandwich | Kyle Brown | | 44 | 9:30 AM |
| 2 | 6/6 | Tue | Midweek # 2 | 2 Man Best Ball | IND | All Members | Menu TBD | Bob Riccitelli | | 44 | 8:30 AM |
| 3 | 6/8 | Thu | Opening Dinner | The Chateau | M+G | All Members | Salmon/Beef Buffet | Craig Maples-Bob Riccitelli | | 150 | 5:30 PM |
| 4 | 6/11 | Sun | Opening Scramble | 4 Man Scramble | IND | All Members | Jiffy's Pizza | Wayne Huff | | 76 | 1:30 PM |
| 5 | 6/13 | Tue | Midweek # 3 | Individual Stableford | IND | All Members | No Lunch | Bob Riccitelli | | 48 | 8:30 AM |
| 6 | 6/19 | Mon | TIGC Hosts Tahoe Donner | Match Play | IND | Limited Select Field | Taco bar | William Hale - Michael Briggs | | 32 (16 TIGC) | 8:30 AM |
| 7 | 6/21 | Wed | Member/ Member Day 1 | Scramble/Shamble | M+M | All Members | No Lunch | Bruce Apkarian-Wayne Huff | | 52 | 8:30 AM |
| 8 | 6/21 | Wed | Member/ Member Day 1 | Putting Contest | M+M | All Members | Pulled Pork Sandwiches | Bruce Apkarian-Wayne Huff | | 52 | ~1:30 PM |
| 9 | 6/22 | Thu | Member / Member Day 2 | 2 Man BB/Double Tr. | M+M | All Members | Fried chicken | Bruce Apkarian-Wayne Huff | | 52 | 8:30 AM |
| 10 | 6/25 | Sun | Mixed Teams Outing # 1 | 18-hole Scramble | (M+G)+(M+G) | You Pick | Menu TBD | Wayne Huff-Bruce Apkarian | | 48 | 1:30 PM |
| 11 | 6/27 | Tue | Midweek # 4 | 666 Round Robin | IND | All Members | Lasagna | Scott Lamson | | 40 | 8:30 AM |
| 12 | 6/28 | Wed | Summer Evening Golf | 7 Hole Modified Horserace | M+M | All Members | BBQ Burgers/Bar cart | Phil Klein - Craig Maples | | 40 | 5:30 PM |
| 13 | 7/7 | Fri | Red, White & Blue Patriots Tourney | 6 holes each from R, W, B tees | IND | All Members | Burnt Cedar Beach | Bruce Apkarian | | 40 | 8:30 AM |
| 14 | 7/9 | Sun | Mixed Teams Outing # 2 | 9-hole Scramble | (M+G)+(M+G) | You Pick | Menu TBD | Wayne Huff-Bruce Apkarian | | 48 | 4:00 PM |
| 15 | 7/10 | Mon | TIGC at Tahoe Donner | Match Play | IND | Limited Select Field | Lunch at Tahoe Donner | William Hale | Michael Briggs | 16 (TIG C) | 8:30 AM |
| 16 | 7/12 | Wed | BBQ Outing | 4 Man 2 Best Balls | IND | All Members | No Lunch | Kyle Brown | | 72 | 8:30 AM |
| 17 | 7/12 | Wed | Summer BBQ | Aspen Grove | M+G | All Members | BBQ chicken & ribs buffet | Craig Maples-Bob Riccitelli | | 166 | 5:30 PM |
| 18 | 7/15 | Sat | Club Championship - Qualifying | BW (gross) W&G (net) | IND | All Members | No Lunch | Keith McKinnon - Michael Briggs | | 48 | 11:00 AM* |
| 19 | 7/17 | Mon | Club Championship - Rnd 1 | Match Play (8 per flight) | IND | All Members | No Lunch | McKinnon | Briggs | 24 | 8:30 AM |
| 20 | 7/19 | Wed | Club Championship - Semis | Match Play (4 per flight) | IND | All Members | No Lunch | McKinnon | Briggs | 12 | 11:00 AM* |
| 21 | 7/20 | Thu | Club Championship - Finals | Match Play (4 per flight) | IND | All Members | No Lunch | McKinnon | Briggs | 12 | 11:00 AM* |
| 22 | 7/23 | Sun | Mixed Teams Outing # 3 (Mtn Course) | 18-hole Scramble | (M+G)+(M+G) | You Pick | Burnt Cedar Beach | Wayne Huff-Bruce Apkarian | | 48 | 2:00 PM |
| 23 | 7/25 | Tue | Midweek # 5 | 2 Man Combo | M+M | All Members | Burger buffet | Bob Riccitelli | | 44 | 8:30 AM |
| 24 | 7/26 | Wed | Summer Evening Golf | 7 Hole Modified Horserace | M+M | All Members | BBQ Burgers/Bar cart | Phil Klein - Craig Maples | | 40 | 5:30 PM |
| 25 | 7/31 | Mon | President's Cup Day 1 Matches | Match Play | IND - DRAFT | All Members | No Lunch | Michael Briggs - William Hale | | 60 | 8:30 AM |
| 26 | 8/1 | Tue | President's Cup Day 2 Matches | Match Play | IND - DRAFT | All Members | BBQ Burgers/Bar on lawn | Michael Briggs - William Hale | | 60 | 12:00 PM* |
| 27 | 8/6 | Sun | Mixed Teams Outing # 4 | 18-hole Scramble | (M+G)+(M+G) | You Pick | Menu TBD | Wayne Huff-Bruce Apkarian | | 48 | 1:30 PM |
| 28 | 8/8 | Tue | Midweek # 6 | 2 man BB - Double Trouble | M+M | All Members | No Lunch | Scott Lamson | | 44 | 8:30 AM |
| 29 | 8/11 | Fri | MG Practice Round | Available Tee Times | M+G | All Members | No Lunch | Gordon Morse | | 60 | 10:00 AM |
| 30 | 8/11 | Fri | MG Draw Party - Burnt Cedar Beach | Pre event outing w spouses | (M+G)+(G+G) | Committee Pick of Flights | Catered Dinner | Gordon Morse - Bernie Trujillo | | 160 | 5:00 PM |
| 31 | 8/12 | Sat | Member/Guest Day 1 | Two 9-hole matches - Putting | M+G | All Members | See Putting Contest | ael Briggs, Gordon Morse, Volun | | 100 | 8:30 AM |
| 32 | 8/12 | Sat | Member/ Guest Day 1 | M+G Spouses Event | S+S | All Spouses | Tahoe Gal Brunch Cruise | Briggs, Morse, Volunteers | | 40 | 11:00 AM |
| 33 | 8/12 | Sat | Member/Guest Day 1 | Putting Contest | M+G | All Members | Pulled Pork Sandwiches | Briggs, Morse, Volunteers | | 100 | ~2:00 PM |
| 34 | 8/13 | Sun | Member/Guest Day 2 | Two 9-hole matches | M+G | All Members | See Below | Briggs, Morse, Volunteers | | 100 | 8:30 AM |
| 35 | 8/13 | Sun | Member / Guest Day 2 | Horserace/Awards Lunch | M+G | All Members | Taco bar (w/ Spouses) | Briggs, Morse, Volunteers | | 140 | 1:00 PM |
| 36 | 8/16 | Wed | Midweek # 7 | 4 Man 2-3-1 | M+M+M+M | All Members | Jiffy's Pizza | Bob Riccitelli | | 40 | 1:30 PM |
| 37 | 8/20 | Sun | Mixed Teams Outing # 5 | 18-hole Scramble | (M+G)+(M+G) | You Pick | See Below | Wayne Huff-Bruce Apkarian | | 40 | 1:30 PM |
| 38 | 8/20 | Sun | Mixed Teams Closing Awards Dinner | The Chateau | M+G | Golfers who played in 2023 | Menu TBD | Wayne Huff-Bruce Apkarian | | 60 | 6:30 PM |
| 39 | 8/22 | Tue | TIGC/IVGC Pairings Night | Social | IND | Limited Sel. Field/HCP match | Cocktails reception | Michael Briggs-Kyle Brown | | 36 | 5:00 PM |
| 40 | 8/23 | Wed | TIGC/IVGC Round 1 | Ryder Cup - two man match | IND | Limited Sel. Field/HCP match | No Lunch | Michael Briggs-Kyle Brown | | 36 | 8:30 AM |
| 41 | 8/24 | Thu | TIGC/IVGC Round 2 | Ryder Cup - ind matches | IND | Limited Sel. Field/HCP match | Menu TBD | Michael Briggs-Kyle Brown | | 36 | 8:30 AM |
| 42 | 8/29 | Tue | Midweek # 8 | Individual Stableford | IND | All Members | Menu TBD | Scott Lamson | | 44 | 9:00 AM |
| 43 | 8/31 | Thu | Closing Dinner | The Chateau | M+G | All Members | Salmon/Beef Buffet | Craig Maples-Bob Riccitelli | | 150 | 5:30 PM |
| 44 | 9/3 | Sun | Closing Scramble | 4 Man Scramble | IND | All Members | Menu TBD | Wayne Huff | | 76 | 9:00 AM |
| 45 | 9/5 | Tue | Midweek # 9 | 2 Man Shamble | M+M | All Members - Indexes total >25 | See Below | Kyle Brown | | 48 | 9:00 AM |
| 46 | 9/5 | Tue | Annual Meeting with Members | After Golf & Lunch | N/A | All members | Menu TBD | Michael Briggs | | 48 | after golf |
| 47 | 9/11 | Mon | Board Mtg. and Retreat | TBD | N/A | Board of Directors + New/Currnt. | TBD | Michael Briggs-Kyle Brown | | 12 | 9:30 AM |

* These are sequential Tee Times - NOT A SHOTGUN START TOURNAMENT

| TIGC Open Play Date Calendar 2023 (Rev 1) | | | | | | | | | | | | |
|---|-------|-----------|----------------------|-------|--------------|---|----|-------|----------|-----------|-------|---------------|
| # | DATE | Day | EVENT | Slots | Tee Times | | # | DATE | Day | EVENT | Slots | Tee Times |
| 1 | 5/18 | Thursday | Open Play | 12 | 11:00 AM | ✓ | 37 | 8/5 | Saturday | Open Play | 12 | 10:20 AM |
| 2 | 5/19 | Friday | Open Play | 12 | 11:00 AM | | 38 | 8/7 | Monday | Open Play | 12 | 10:20 AM |
| 3 | 5/20 | Saturday | Open Play | 12 | 11:00 AM | | 39 | 8/14 | Monday | Open Play | 12 | 10:30 AM (SG) |
| 4 | 5/22 | Monday | Open Play | 12 | 11:00 AM | | 40 | 8/17 | Thursday | Open Play | 12 | 10:20 AM |
| 5 | 5/23 | Tuesday | Open Play | 12 | 11:00 AM | | 41 | 8/18 | Friday | Open Play | 12 | 10:20 AM |
| 6 | 5/25 | Thursday | Open Play | 12 | 11:00 AM | | 42 | 8/19 | Saturday | Open Play | 12 | 10:20 AM |
| 7 | 5/26 | Friday | Open Play | 12 | 11:00 AM | | 43 | 8/21 | Monday | Open Play | 12 | 10:20 AM |
| 8 | 5/27 | Saturday | Open Play | 12 | 11:00 AM | | 44 | 8/25 | Friday | Open Play | 12 | 10:20 AM |
| 9 | 5/29 | Monday | Open Play | 12 | 10:20 AM | | 45 | 8/26 | Saturday | Open Play | 12 | 10:20 AM |
| 10 | 6/1 | Thursday | Open Play | 12 | 10:20 AM | | 46 | 8/28 | Monday | Open Play | 12 | 10:20 AM |
| 11 | 6/2 | Friday | Open Play | 12 | 10:40 AM | | 47 | 8/31 | Thursday | Open Play | 12 | 10:20 AM |
| 12 | 6/3 | Saturday | Open Play | 12 | 10:20 AM | | 48 | 9/1 | Friday | Open Play | 12 | 10:30 AM |
| 13 | 6/5 | Monday | Open Play | 12 | 8:30 AM (SG) | | 49 | 9/2 | Saturday | Open Play | 12 | 10:20 AM |
| 14 | 7-Jun | Wednesday | Open Play | 12 | 8:30 AM (SG) | | 50 | 9/4 | Monday | Open Play | 12 | 10:20 AM |
| 15 | 6/8 | Thursday | Open Play | 12 | 10:20 AM | | 51 | 9/7 | Thursday | Open Play | 12 | 10:20 AM |
| 16 | 6/9 | Friday | New Member Open Play | 12 | 10:20 AM | | 52 | 9/8 | Friday | Open Play | 12 | 10:20 AM |
| 17 | 6/10 | Saturday | Open Play | 24 | 10:00 AM | | 53 | 9/9 | Saturday | Open Play | 12 | 10:20 AM |
| 18 | 6/15 | Thursday | Open Play | 12 | 8:30 AM (SG) | | 54 | 9/12 | Tuesday | Open Play | 12 | 10:20 AM |
| 19 | 6/16 | Friday | Open Play | 12 | 8:10 AM | | 55 | 9/14 | Thursday | Open Play | 12 | 10:20 AM |
| 20 | 6/17 | Saturday | Open Play | 12 | 10:20 AM | | 56 | 9/16 | Saturday | Open Play | 24 | 10:00 AM |
| 21 | 6/23 | Friday | Open Play | 12 | 8:10 AM | | 57 | 9/18 | Monday | Open Play | 12 | 10:00 AM |
| 22 | 6/24 | Saturday | Open Play | 12 | 10:20 AM | | 58 | 9/21 | Thursday | Open Play | 12 | 10:20 AM |
| 23 | 6/26 | Monday | Open Play | 12 | 8:30 AM (SG) | | 59 | 9/22 | Friday | Open Play | 12 | 11:00 AM |
| 24 | 7/6 | Thursday | Open Play | 12 | 8:10 AM | | 60 | 9/26 | Tuesday | Open Play | 12 | 10:20 AM |
| 25 | 7/8 | Saturday | Open Play | 12 | 8:10 AM | | 61 | 9/28 | Thursday | Open Play | 12 | 10:00 AM (SG) |
| 26 | 7/10 | Monday | Open Play | 12 | 8:30 AM (SG) | | 62 | 9/30 | Saturday | Open Play | 24 | 10:00 AM |
| 27 | 7/11 | Tuesday | Open Play | 12 | 8:10 AM | | 63 | 10/2 | Monday | Open Play | 12 | 11:20 AM |
| 28 | 7/14 | Friday | Open Play | 12 | 10:20 AM | | 64 | 10/3 | Tuesday | Open Play | 12 | 11:20 AM |
| 29 | 7/17 | Monday | Open Play | 12 | 8:30 AM (SG) | | 65 | 10/5 | Thursday | Open Play | 12 | 11:20 AM |
| 30 | 7/18 | Tuesday | Open Play | 12 | 8:30 AM (SG) | | 66 | 10/6 | Friday | Open Play | 12 | 11:40 AM |
| 31 | 7/20 | Thursday | Open Play | 12 | 10:20 AM | | 67 | 10/7 | Saturday | Open Play | 12 | 11:20 AM |
| 32 | 7/24 | Monday | Open Play | 12 | 10:20 AM | | 68 | 10/9 | Monday | Open Play | 12 | 11:20 AM |
| 33 | 7/27 | Thursday | Open Play | 12 | 10:20 AM | | 69 | 10/12 | Thursday | Open Play | 12 | 11:20 AM |
| 34 | 7/28 | Friday | Open Play | 12 | 9:20 AM | | 70 | 10/13 | Friday | Open Play | 12 | 11:00 AM |
| 35 | 8/2 | Wednesday | Open Play | 12 | 8:30 AM (SG) | | 71 | 10/14 | Saturday | Open Play | 12 | 11:20 AM |
| 36 | 8/3 | Thursday | Open Play | 12 | 10:20 AM | | | | | | | |
| 37 | 8/4 | Friday | Open Play | 12 | 10:20 AM | | 74 | 10/14 | Saturday | Open Play | 12 | 11:20 AM |
| | 8/4 | Friday | Open Play | 12 | 10:20 AM | | | | | | | |