

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Mike Bandelin  
Interim District General Manager

**SUBJECT:** General Manager's Status Report  
Prepared for the meeting of November 8, 2023

**DATE:** November 2, 2023

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### Contract Review Update

The Washoe County School District Joint Use Agreement has a requirement for an annual review which has been conducted. It has been agreed that no changes be made at this time and that 2024 or 2025 might be a good time to review it in its entirety due to the construction occurring at the Incline High School and the uncertainty with the Incline Middle School.

The Parasol Tahoe Community Foundation storage space agreement will be renewed upon presentation and this is executed by Staff without Board review as it is simply an agreement for the use of storage space at the building. Presently, the storage there is for Community Services program such as the Incliners, etc.

### Venue Status Reports

Venue status reports are attached for both September and October.

### Policy 22.1.0 – External Entity Involvement

The quarterly reports for July 1 to September 30, 2023 are attached to this report.

### Public Records Log – July 1, 2023 to October 31, 2023

07/06/2023	Katz, Aaron	Project Manager Job Description	07/12/2023	Complete
07/31/2023	Homan, Mick	Correspondence re Ord 7 and Beach legal opinions	09/29/2023	Complete
08/04/2023	Paul, Gwen	Emails: Trustees & Mr. Dobler; Trustees and AC Chair Nolet starting 1/1/2023 to present (date filled)		
08/08/2023	Ashton, Don	Reports from Moss Adams	08/23/2023	Complete
08/14/2023	Abel, Mike	Files on he and his wife	08/14/2023	Complete
08/14/2023	Abel, Mike	Kaye Shackford and Mattford Group	08/18/2023	Complete
08/22/2023	Wells, Kristie	Emails: Carey, etc and re: Dobler	09/08/2023	Complete (withdrawn)
08/22/2023	Wells, Kristie	Emails: GSG etc. 8/1/2016 to 8/22/2023	09/08/2023	Complete (withdrawn)
08/23/2023	Krolick, Gail	Emails: Carey and Dobler re suspension	09/08/2023	Complete (withdrawn)
08/24/2023	Solt, Jasen	S&W easement documents – Cal Neva	09/05/2023	Complete
08/28/2023	Riner, Dr. Myles	Mick Homan's recent resignation letter	08/28/2023	Complete
09/08/2023	Dobler, Cliff	Emails: Kahrs to BOT re ltr from Dee Carey	09/13/2023	Complete
09/11/2023	Katz, Aaron	NVEnergy replacement – helicopter charges	09/12/2023	Complete

General Manager's Status Report -2-  
 Prepared for the meeting of November 8, 2023

November 2, 2023

09/11/2023	Barth, Megan	Banking information, reconciliations, salaries and benefits, general ledger, notary	09/12/2023	Partial response
09/11/2023	Hicks, Joshua	Golf Genius emails	10/24/2023	Awaiting response from Mr. Hicks
09/19/2023	Becker, Mary	Employment Contracts for Dobler, Schmitz, Dent and Tulloch	09/19/2023	Complete
09/20/2023	Dobler, Cliff	3 invoices: Granite Construction	09/21/2023	Complete
09/21/2023	Johnson, John	Vote Tally – Golf Advisory Committee	09/21/2023	Complete
09/22/2023	Wright, Frank	Submittal by Trish McKowen read at the 09/19/2023 BOT meeting	09/27/2023	Complete
09/25/2023	Dobler, Cliff	Invoices from Silver State Law	10/04/2023	Complete
09/26/2023	Riner, Dr. Myles	Emails: Schmitz and Winquest during 09/1/2022 to 09/14/2022	09/26/2023	Complete
09/26/2023	Dobler, Cliff	Correspondence between Granite and Silver State Law from 9/1/2022 to today related to CMAR contract only		
09/27/2023	Katz, Aaron	Travel to Natl's Recreation and Parks Ass'n Convention in Dallas, TX in October 2023	10/02/2023	Complete
10/02/2023	Usinger, Carolyn	Complaint Documentation from 7/12/2023 BOT Meeting		
10/02/2023	Usinger, Carolyn	Pricing Practice – Older Versions	10/02/2023	Complete
10/05/2023	Usinger, Carolyn	Personnel/HR Policies to include whistleblower, anti-discrimination and anti-bullying	10/09/2023	Complete
10/09/2023	Dobler, Cliff	Emails from Carey to Dobler between 8/1/2020 to 1/31/21	10/09/2023	Complete
10/09/2023	Dobler, Cliff	Estimates – Engineering Department	10/26/2023	Complete
10/12/2023	Katz, Aaron	Senior Transportation		
10/16/2023	Wells, Kristie	Emails – Schmitz to Golf Advisory Committee	10/23/2023	Complete
10/20/2023	Katz, Aaron	TCF – Rockfest	11/01/2023	Complete
10/24/2023	Becker, Mary	Emails – Schmitz and Krasner	10/25/2023	Complete
10/24/2023	Courtney, Cindy	Agreement between IVGID and NVEnergy	10/24/2023	Complete
10/26/2023	Katz, Aaron	Lawn Mower service hours and service/maintenance records	10/26/2023	Complete
10/27/2023	Homan, Mick	Emails on a variety of topics from 5/1/2023 to 8/1/2023		
10/27/2023	Dobler, Cliff	Listing of Kitchen Equipment from 8/9 Packet		
10/28/2023	Katz, Aaron	P-Card: 1/1/2019 to present: Allen, Riley and Rau		
10/27/2023	Dobler, Cliff	Brycon Contract and Amendment along with McCuen Construction bid		
10/31/2023	Dobler, Cliff	Maintenance records for Championship Golf course equipment from 6/1/2019 to present		

# **Venue Status Reports September and October 2023**

## MEMORANDUM

**TO:** Mike Bandelin  
Interim General Manager

**FROM:** Bobby Magee  
Interim Director of Finance

**SUBJECT:** Status Report for September 2023 – Finance/Accounting

**DATE:** **October 4, 2023**

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### **Finance and Accounting**

Audit for the Year Ended June 30, 2023 In September, consultants from Baker Tilly have continued to work on catching up the various bank reconciliation statements. The work will continue into early-to-mid October. Consultant Pam Day has worked diligently on the “Prepared by Client” list of documents that have been requested by the Auditors; the list is nearing completion at this time. The Auditors were initially scheduled to begin their audit fieldwork on October 2<sup>nd</sup>; due to the delays noted above that start date was canceled and will be rescheduled in the near future. Finance will continue to work with Davis Farr on the impacts of the timing of completion of the Audit, based on known delays and any potential impacts related to the completion of a Forensic Audit.

Tyler Munis Implementation Project The Finance team has been working with Tyler Technologies on finishing any remaining items on the implementation punch list. Independently, multiple people completed a full reconciliation of the general ledger at the time of transition from the Innoprise to Tyler ERP conversion. Both teams came to identical conclusions, and an accounting adjustment was made to Tyler in order to reconcile the starting balances. As identified during previous Board meetings, this item was priority #1 for both the Board and the Finance team. The ‘beginning balance’ item has now been completed and the Finance Department has moved on to other Tyler implementation activities which will be reported on later.

### Standardized Journal Entry Documentation

The Finance team has been developing standard procedures for documenting auditable trails for all transactions within the Tyler Munis ERP system. In the new system, Journal Entries (JE) are now entered with a standardized documentation sheet of 'why' the entry is being made, along with additional backup documents to support the transaction. This new process will create a clear audit trail for future review of any JE's for years to come.

### Money Market Sweep Account

With a new Revenue Manager on board, the Department began to work on a review of the organizations active cash management activities. It was discovered that all of the pooled cash sitting in the IVGID main checking account was idle. In September the Finance team worked with Treasurer Tulloch on the concept, and also with Wells Fargo to set up an overnight money market sweep account. The new account is in full compliance with the IVGID Investment Management Policy (Board Policy 11.1.0) The sweep account is expected to begin earning interest on idle funds in October 2023.

### Transparent Nevada Data Project

On September 29<sup>th</sup>, the Finance Department sent a new file to Transparent Nevada detailing the information previously requested by their agency, in the format they needed to upload the information to their website. While previously the data sent to them was in full compliance with the Freedom of Information Act, Transparent Nevada further requested that the data be sorted and categorized into a format that was easy for upload to their site. Finance worked actively with the Human Resources department to complete the activities, and according to Transparent Nevada the public should see the 2022 data on their website imminently.

### Forensic Audit RFP

In accordance with the Board's Direction to issue a Forensic Audit RFP, on September 29<sup>th</sup> the solicitation document was release to the public. It was posted to the IVGID Planet Bids portal, on the District website, and also sent individually to known interested firms who are qualified to perform the work.

## MEMORANDUM

**TO:** Mike Bandelin  
Interim General Manager

**FROM:** Bobby Magee  
Interim Director of Finance

**SUBJECT:** Status Report for October 2023 – Finance/Accounting

**DATE:** November 8, 2023

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### Finance and Accounting

Audit for the Year Ended June 30, 2023 In October, the team continued to work with Baker Tilly on completing bank reconciliations as far back as July 2022. The Baker Tilly team has created a “Development and Proofing” concept where the initial June 2022 results are heavily scrutinized and tested for any financial errors, and proofing of the comparative functions. Once the concept has been verified to be accurate, the methodology will be applied to each subsequent month. This process includes going line by line for each transaction, and then tracing each individual transaction back to the two financial systems that are being used to understand how they relate to the general ledger and the cash accounts. A number of transactions were flagged and sent to Finance staff for further research, analysis, and corrections if needed. Once this process is completed, Baker Tilly will complete a secondary reconciliation to verify that the month is correctly balanced. The process, while slow and cumbersome for the first month, will be refined, with lessons learned to be applied to the remainder of the unreconciled months. To date, the process is being applied in various stages to six months worth of reconciliations.

Tyler Munis Implementation Project The Finance team attended multiple virtual trainings in October related to the capabilities and best practices of the Munis system. Beginning in November, Finance will be holding frequent meetings with the IT Department and Tyler Technologies to complete a review and assessment of each current process and workflow within the Munis system.

Team Building – National Breast Cancer Awareness Month

In October, the entire Finance team chose to engage in a team building and community support effort. Each Wednesday throughout the month, all Finance staff wore pink shirts in honor of National Breast Cancer Awareness Month. Finance wishes to express our support for everyone in the Incline Village community who has been affected by this terrible disease.





*One District – One Team*



## MEMORANDUM

**TO:** Mike Bandelin  
Interim General Manager

**FROM:** Darren Howard  
Director of Golf & Community Services

**SUBJECT:** Status Report through September 2023 – Golf Season

**DATE:** October 25, 2023

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### Championship Course

#### **Course Closure and Fall Maintenance**

The Championship course is on schedule to close after the last day of play on October 17. Jeff Clouthier and his staff are currently finishing fall maintenance work such as Aerate fairways, Tree work, Weed control, preparing bunker edges, nursery prep, patch greens, soil samples, irrigation projects, top-dress fairways, weed-eat native areas, aerate and top-dress greens (once course is closed) and much more. Jeff Clouthier and his crew do an amazing job prepping the course for the winter and ultimately making sure the course is good coming out of the winter due to the Fall Maintenance program!

### Mountain Course

#### **Course Closure and Fall Maintenance**

Last day of play at the Mountain course will be October 15. The same routine goes on at the Mountain course for closure as it does at the Championship course. Some items of note that are a little different are: Patching greens from previous winter affects, edge cart paths, fairway bunker renovations on #5 and #18, prepping #15 tee for winter, tree work, cleaning up areas around new cart path project and aerate greens the day after closing.

#### **Mountain Course Cart Path Project**

Cart Path Work has been completed for the fall on the Mountain course and when the weather gets better in the spring, the entire cart path will then be slurry sealed, along with re-building the wall on #13 tee. This work will not interfere with opening the golf course or interrupt any play. For the first time in five seasons, the Mountain course will open and have play all season with no interruptions, unless it is weather related.

**Play and Revenue through September**

Championship Course	Green Fees			Rentals			Range		
2023	Actual	Budget	Difference	Actual	Budget	Difference	Actual	Budget	Difference
June	\$ 440,870.85	\$ 350,300.00	\$ 90,570.85	\$ 9,195.00	\$11,680.00	\$ (2,485.00)	\$ 34,938.00	\$ 41,310.00	\$ (6,372.00)
July	\$ 635,541.31	\$ 648,242.00	\$ (12,700.69)	\$ 14,466.00	\$20,000.00	\$ (5,534.00)	\$ 45,066.00	\$ 45,150.00	\$ (84.00)
Aug	\$ 610,777.45	\$ 648,443.00	\$ (37,665.55)	\$ 12,260.00	\$12,000.00	\$ 260.00	\$ 32,018.00	\$ 33,495.00	\$ (1,477.00)
Sept	\$ 467,601.24	\$ 507,929.00	\$ (40,327.76)	\$ 6,829.00	\$ 8,000.00	\$ (1,171.00)	\$ 18,441.00	\$ 18,925.00	\$ (484.00)
Season total	\$ 2,154,790.85	\$ 2,154,914.00	\$ (123.15)	\$ 42,750.00	\$51,680.00	\$ (8,930.00)	\$ 130,463.00	\$ 138,880.00	\$ (8,417.00)
Total revenue	\$ 2,328,003.85	\$ 2,345,474.00	\$ (17,470.15)					Total behind	\$ (17,470.15)

  

Mountain Course	Green Fees			Rentals			Range			
2023	Actual	Budget	Difference	Actual	Budget	Difference	Actual	Budget	Difference	
June	\$ 121,123.00	\$ 131,868.00	\$ (10,745.00)	\$ 5,825.00	\$ 7,000.00	\$ (1,175.00)				
July	\$ 242,198.00	\$ 223,829.00	\$ 18,369.00	\$ 8,980.00	\$11,500.00	\$ (2,520.00)				
Aug	\$ 212,220.00	\$ 209,962.00	\$ 2,258.00	\$ 10,340.00	\$10,000.00	\$ 340.00				
Sept	\$ 111,599.56	\$ 168,622.00	\$ (57,022.44)	\$ 5,280.00	\$ 6,500.00	\$ (1,220.00)				
Season total	\$ 687,140.56	\$ 734,281.00	\$ (47,140.44)	\$ 30,425.00	\$35,000.00	\$ (4,575.00)				
Total revenue	\$ 717,565.56	\$ 769,281.00	\$ (51,715.44)						\$ (51,715.44)	
				\$ (69,185.59)	Total revenue vs budget					

  

Championship Course	2022			2023			% Change		
Season Rounds									
Picture Pass Holder	5282			6876			30%		
Non-PPH	4271			4390			3%		
Guest	1833			1740			-5%		
Play Pass	6561			5708			-13%		
Other	674			1096			63%		
Rounds through Septem	18621			19810			6%		
									15 Days of total closure

<b><u>Play Pass Sales –</u></b>	<u>2022</u>	<u>2023</u>
Championship Course	\$555,267	\$513,013
Mountain Course	\$91,448	\$75,834

**Overview**

Play is a little ahead of last season, but not quite what we had budgeted. The biggest improvement is the increase in daily Picture Pass Holder rounds, which has attributes to a higher per round average and ultimately more income. The late start for the Mountain course, along with multiple days of no play either due to weather or cart path project work, has put the Mountain course behind budgeted revenue. Hopefully having the Mountain course fully operational for 15 days in October will help the revenue there. September was the worst month for revenue at both courses and most of that can be attributed to

weather and course closure at the Mountain Course due to Cart Path Project. The good news is, expenses are projected to be much lower than budget and most of that is not being able to be fully staffed at all venues as well as deferring some expenses that were not totally needed. The bottom-line for both courses should be very good once all expenses have been realized.

## **M E M O R A N D U M**

**TO:** Mike Bandelin, Interim General Manager  
**FROM:** Erin Feore, Director of Human Resources  
**SUBJECT:** Monthly Venue Manager Status Report  
**DATE:** October 24, 2023

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The Human Resources team continues with recruitment efforts for ongoing seasonal staffing and our full-time/year-round staffing needs. Currently, the HR Department has ten full-time/year round positions posted. In the months of August and September, the following positions have been filled:

**Filled**

Meter Technician I  
Controller  
Accounts Payable Technician  
Lift Operations Manager (internal promotion)  
Buildings Maintenance II – Recreation Center  
Water/Wastewater Operator in Training  
*Pending start date:* Assistant Director of Finance

**Opened**

Electrician/Instrumentation Technician  
General Manager  
HR/Recruitment Assistant  
Safety Specialist  
Senior Accountant  
Collection/Distribution Operator in Training  
Management Analyst  
Public Works Technician

Our Talent Acquisition Specialist, Lisa Hoopes, continues to seek out and attend regional job fairs to promote the District as preferred employer in Incline Village. Lisa and the Marketing and Management teams at Diamond Peak held a job fair on October 13<sup>th</sup>; this yielded 60+ attendants. As we continue the hiring processes for the Diamond Peak Winter 23/24 season, I will report back with how many of the participants were ultimately hired for IVGID positions. Further, I am developing a recruitment report that will identify stats on application-to-hire information that will help us target best recruitment sites for advertising; further, it will help us identify responsiveness and timely communication from hiring managers.

As approved by the Board of Trustees on August 30, 2023, IVGID has entered into an agreement for professional services with Bob Hall and Associates (BHA) for the recruitment of the General Manager position. In September, we finalized the advertising brochure and their team began the outreach to candidates. On October 30, 2023, the HR team will be meeting with Bob Hall to review candidate information and discuss next steps. It is our goal to have candidate information to the Trustees soon thereafter.

The September Attrition Report is as follows:

<b>Month</b>	<b>Start Ttl # of EE's</b>	<b>Ttl Term EE's</b>	<b>End Ttl # of EE's</b>	<b>Avg # of EE's</b>	<b>Attrition Rate</b>
January, 2022	343	24	319	331	6.997
February, 2022	329	22	307	318	6.687
March, 2022	321	48	273	297	14.953
April, 2022	278	47	231	254.5	16.906
May, 2022	273	7	266	269.5	2.564
June, 2022	308	17	291	299.5	5.519
July, 2022	292	18	274	283	6.164
August, 2022	308	32	276	292	10.390
September, 2022	288	16	272	280	5.556
October, 2022	287	25	262	274.5	8.711
November, 2022	379	4	375	377	1.055
December, 2022	459	9	450	454.5	1.961
January, 2023	496	12	484	490	2.419
February, 2023	470	27	443	456.5	5.745
March, 2023	479	59	420	449.5	12.317
April, 2023	448	129	319	383.5	28.795
May, 2023	422	51	371	396.5	12.085
June, 2023	459	12	447	453	2.614
July, 2023	467	17	450	458.5	3.640
August, 2023	462	64	398	430	13.853
September, 2023	408	46	362	385	11.275

Finally, the HR team is collaborating with the Senior Leadership Team to develop and send our 1<sup>st</sup> quarter (Fiscal Year 2023-2024) Employee Survey. It is our intention to focus on employee satisfaction with leadership, training, and compensation.

## MEMORANDUM

**TO:** Mike Bandelin  
Interim General Manager

**FROM:** Shelia Leijon  
Director of Parks and Recreation

**SUBJECT:** Status Report for September 2023 – Parks and Recreation

**DATE:** October 25, 2023

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### REC CENTER

#### **Recreation Buildings Maintenance II**

Human Resources and Parks & Rec successfully recruited and hired a qualified Recreation Building Maintenance II candidate. As previously reported, this position will provide building maintenance services with a focus on the year-round projects at the Rec Center, seasonal projects at Tennis and Beach venues, and districtwide maintenance projects, as time permits.

Completed September maintenance projects at the Rec Center include:

- Interior and exterior Window Cleaning
- Replacement of HVAC filters
- Gym floor resealing

Look for the return of the popular Winter Sports Conditioning Class on Wednesday, Saturday and Sunday from 9am – 10am, October 18 through December 17.

### AQUATICS

#### **Burnt Cedar Pool**

- Summer operations at Burnt Cedar Pool ended on October 1, 2023. The winterization process has been completed. The new Sister Bay pool deck furniture was assembled and is being stored at Burnt Cedar, in anticipation of the opening of the 2024 summer season.

#### **Rec Center Pool**

- The Rec Center Pool closed at noon on September, 10, 11, 23 and 24 due to staffing shortages
- Fall indoor swim lessons have resumed at the Rec Center

- Research for the reinstallation of the Rec Center pool diving board is in progress for the 2024 2025 FY. The board was removed in 2023 due to safety concerns.

## **PARKS**

### **IVGID Parks & Open Spaces accommodated:**

- Fall soccer returns with the fields lined and goals in place at Preston Field, Village Green and Ridgeline Park. These venues accommodate AYSO weekly practices and games
- Community events and field rentals in the month of September included: the 5<sup>th</sup> Annual Lake Tahoe School and Incline Middle School Track meet throughout Incline Park on September 1; the Rotary Duck Drop at Lower Village Green on September 4; the Village Pet Foundation fundraiser at Preston on September 16; X-TERRA triathlon at the Village Green on September 16; the WC Sheriff's Picnic at Ridgeline Park on September 16; and three ballfield tournaments at Ridgeline and Preston throughout the month of September
- Parks conducted a Goose Patrol orientation September 19

### **Village Green Dog Park**

After a brief hiatus, the Dog Park Committee will resume meeting on October 17. The October 17 agenda includes TRPA updates, reviewing and refining survey questions and discussing three potential design options for Village Green.

## **TENNIS PICKLEBALL CENTER**

The 2023 Season Ends October 22.

### **Tennis:**

- Black Eagle Consulting completed court inspections in September. The report regarding court condition is expected mid-October. The Tennis Committee is scheduled to meet on October 23 to review and discuss the report.

### **Pickleball:**

- A dedicated Pickleball AED was delivered in September. The AED will be installed in spring 2024. The Pickleball committee is researching the best option for CPR AED instruction for the Pickleball community
- Three Paddle Saddles were purchased and installed improving the rotations at Pickleball
- Research on a spring 2024 Pickleball machine purchase is in process
- Staff is working on an improved Pickleball bench option, including an in-house modification of existing benches

- The Pet Network hosted a fundraiser at the Pickleball Center, piloting a new revenue stream for the Tennis Pickleball. The sold-out event featured food & beverage prepared and served by the IVGID Catering Department.

**BEACHES**

Summer operations at the IVGID beaches comes to a close on October 15 with the Puppy Plunge Dog Days of Summer event kicking off access for local dogs and their humans on Ski Beach. Winter Beach operations will begin on October 16 at all three beaches.

**Beach Staffing Fall/Winter - Spring/Summer 2023 2024**

Timeframe	Gates Open	Gates Close	Ambassador	Beach Hosts	Boat Ramp
Sunday October 15 - Sunday November 10	6:00am	7:00pm - 8:00pm	7:00am - 8:30pm	NONE	Reservation Only
Monday November 11 - Sunday March 9th	6:00am	6:00pm - 7:00pm	7:00am - 8:30pm	NONE	Reservation Only
Monday March 10 - Sunday April 14	6:00am	7:00pm - 8:00pm	7:00am - 8:30pm	NONE	Reservation Only
Monday April 15 - Sunday June 16	6:00am	8:00pm - 9:30pm	7:00am - 10:00pm	9:00am - 6:00pm	9:00am - 6:00pm
Monday June 17 - Monday September 2	6:00am	9:30pm - 10:00pm	7:00am - 10:00pm	7:00am - 8:00pm	7:00am - 8:00pm
Tuesday September 3 - Sunday October 20	6:00am	8:00pm - 9:30pm	7:00am - 10:00pm	9:00am - 6:00pm	9:00am - 6:00pm

NOTE: Schedule is dependant on staff availability, weather and is subject to change based on District AQI and Lightning Policy

- \*Daylights savings time begins
- \*Daylight savings end 11/03

Progress on the RFID gate for Burnt Cedar Beach continues. The gate and panel have been fabricated. Tholl Fencing will be on site the week of October 23 to measure duct placement.

**Preliminary 2023 Beach Numbers**

- a. Guest totals (Punch and Credit Card Access)
  - i. Totals
    1. Adults: 47,030
    2. Youth: 12,795
- b. Recreation Card totals (Picture Pass)
  - i. Total: 155,867
- c. Daily boat launch totals
  - i. One-way: 602
  - ii. Round-Trip: 2571
- d. Boat Launch Season passes sold
  - i. Purchased: 226
  - ii. Scanned: 3153
- e. Goose Patrol dogs
  - i. Scanned: 4412



### **Beach Signage Project**

The final three No Public Beach Access signs will be installed in strategic locations along Lakeshore Blvd. during October, staffing and weather permitting. Thank you to the PW staff for helping to complete this project.

## MEMORANDUM

**TO:** Mike Bandelin  
Interim General Manager

**FROM:** Kate Nelson  
Interim Director of Public Works

**SUBJECT:** Public Works September Monthly Report

**DATE:** October 9, 2023

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### ***Engineering Summary of Projects:***

Note the Engineering Department only has 2 full time employees to manage all FY23/24 Capital Improvement and Capital Expense Projects (Effluent Pipeline & Storage Tank PM remains with HK) – as a result projects have been evaluated for priority and schedules have been adjusted.

- Capital Investment Committee – Snowflake Lodge Needs Assessment
- Hold for Funding/Permitting/Contract – Bike Park, Effluent Storage Tank
- RFP/RFQ – Skate Park Enhancement, SPS#5 Wetwell & Manhole Coating, Incline Beach House, Rec Center HVAC Evaluation
- Planning – Boat Ramp Evaluation, Fire Hydrant Replacement, Ski Way Pavement Rehabilitation
- Design – Alder Ave Waterline Replacement, Reservoir 3-1 WPS 4-2/5-1 Pavement & Slope Stabilization, Burnt Cedar Emergency Fuel Tank Replacement, DP Electrical Service Entrance/Grease Interceptor/Fuel Tank/Upper Parking Lot Pavement, Burnt Cedar RFID Ped Gate Access
- Bidding – SPS #1(9/28/23)
- Construction – Effluent Export Pipeline, DP Kitchen, Reservoir Coating R5-3A R5-3B (early summer 2024), Mountain Golf Cart Path Phase II & III, Utility Adjustment in NDOT ROW, Wetlands Improvements, Meter Register & Transponder Installation (meters on order), Snowmaking/Pump Station Improvements
- Construction Complete – Crystal Peak Waterline Replacement, Fall Pavement Maintenance

***Water/Wastewater Treatment:*** Crew worked with Granite to perform tie over #2 of the effluent export line 10/5

- Water Production – Parity Meter is installed but need to get Oct readings before accurate information can be shared

- Wastewater Processed - 25.268 MG, 0.842 MGD Daily Avg., 1.075 MGD Daily Max
- Total Call Outs – 46

**Pipeline:**

- Water Leak Repairs – 6
  - After Hour Service Calls – 9 (20 hr OT)
  - Change out 46 meter transponders
  - Water Sample Stations Installed - 3
- \*Pipeline crew continues to cover the meter reader duties impacting preventative maintenance work.

**Compliance:**

- Backflow tests – 170
- Plan Checking – 25

**Waste Not:**

- HHW & E-Waste – 67
- Green Waste Recycling Curbside Collection Project October 2 – October 27
- Hosted the Great Sierra River and Beach CleanUp 9/23/2023, 28 Community volunteers collected 60 pounds of trash and 5 pounds of recyclable materials from SEZ within Incline Village/Crystal Bay
- EPA Pollution Prevention Specialist Thomas Vinton performed an onsite review of the HHW operations

**Fleet:**

- Preventative Maintenance Hours – 422
- Corrective Maintenance Hours – 233.4
- CIP Projects Hours – 23.1

**Laboratory:**

- Potable Water Testing
  - System Samples Taken – 15
    - Total Coliform (#CFU/100mL) – 0
    - Avg. Total Res CL2 (mg/L) – 0.88
  - Outside Samples Taken – 2
  - WasteNot Water Quality Samples Taken – 2
- Wastewater Testing
  - Bacteriological Samples (Spoooner Pump Station) – 4
  - Monthly Avg. Total Res CL2 (Spoooner Pump Station) – 3.16 mg/L

- Total Monthly TSS Analysis – 4
- Total Monthly BOD Analysis – 4
- Total Phosphorus Analysis - 1

### ***Major Capital Improvement Project Status***

- Effluent Pipeline Replacement Project
  - Granite has installed 2,043 LF of new pipe in the month of September
- Effluent Storage Tank Project
  - USACE continues to work on the environmental assessment. It is anticipated that the final determination will be completed by USACE by the end of November.
  - Following USACE's environmental clearance, Granite will be able to advertise for subcontractors to develop the GMP.
- Incline Beach House
  - Staff is working on preparing package for design build RFP documents to be advertised
  - RFP documents will be reviewed by CIC prior to advertisement
- Skate Park Enhancement
  - Staff is working on preparing package for design build RFP documents to be advertised
  - RFP documents will be reviewed by CIC prior to advertisement

# MEMORANDUM

**TO:** Mike Bandelin

**FROM:** Kate Nelson

**SUBJECT:** Public Works August Monthly Report

**DATE:** November 2, 2023

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## ***Engineering Summary of Projects:***

Note the Engineering Department only has 2 full time employees to manage all FY23/24 Capital Improvement and Capital Expense Projects (Effluent Pipeline & Storage Tank PM remains with HK) – as a result projects have been evaluated for priority and schedules have been adjusted

- Capital Investment Committee – Snowflake Lodge Needs Assessment
- Hold for Funding/Permitting/Contract – Bike Park, Effluent Storage Tank
- RFP/RFQ – Skate Park Enhancement, Incline Beach House, Rec Center HVAC Evaluation
- Planning – Boat Ramp Evaluation, Fire Hydrant Replacement, Ski Way Pavement Rehabilitation
- Design – Alder Ave Waterline Replacement, Reservoir 3-1 WPS 4-2/5-1 Pavement & Slope Stabilization, Burnt Cedar Emergency Fuel Tank Replacement, DP Electrical Service Entrance/Grease Interceptor/Fuel Tank/Upper Parking Lot Pavement, Burnt Cedar RFID Ped Gate Access
- Bidding – SPS#5 Wetwell & Manhole Coating, SPS #1(open 11/2/23)
- Construction –DP Kitchen (11/17/23), Reservoir Coating R5-3A R5-3B (early summer 2024), Mountain Golf Cart Path Phase II & III (fall work complete), Meter Register & Transponder Installation (meters on order), Snowmaking/Pump Station Improvements
- Construction Complete – Crystal Peak Waterline Replacement, Fall Pavement Maintenance, Effluent Export Pipeline (GMP 1), Utility Adjustment in NDOT ROW, Wetlands Improvements (11/3/23)

## ***Water/Wastewater Treatment:***

- Water Production – Total 57.439 MG, Daily Avg 1.853 MGD, Daily Max 3.029 MGD
- Wastewater Processed - 21.312 MG, 0.687 MGD Daily Avg., 0.939 MGD Daily Max
- Total Call Outs – 30

## ***Pipeline:***

- Water Leak Repairs – 4
- After Hour Service Calls – 10 (24 hr OT)
- Change out 33 meter transponders
- Water Sample Stations Installed – 1 (task completed)

\*Pipeline crew continues to cover the meter reader duties impacting preventative maintenance work.

\*Pipeline crew installed 3 road signs on Lakeshore Blvd for Parks/Rec Dept.

## ***Compliance:***

- Unavailable (not received prior to posting deadline)

## ***Waste Not:***

- Unavailable (not received prior to posting deadline)

## ***Fleet:***

- Unavailable (not received prior to posting deadline)

## ***Laboratory:***

- Unavailable (not received prior to posting deadline)

### ***Major Capital Improvement Project Status***

- Effluent Pipeline Replacement Project
  - Granite has completed GMP 1 and is finalizing punch list items
- Effluent Storage Tank Project
  - USACE continues to work on the environmental assessment. It is anticipated that the final determination will be completed by USACE by the end of November.
  - Following USACE's environmental clearance, Granite will be able to advertise for subcontractors to develop the GMP.
- Incline Beach House
  - Staff is working on preparing package for design build RFP documents to be advertised
  - RFP documents will be reviewed by CIC prior to advertisement (11/8/23)
- Skate Park Enhancement
  - Staff is working on preparing package for design build RFP documents to be advertised
  - RFP documents will be reviewed by CIC prior to advertisement (11/8/23)

## M E M O R A N D U M

**TO:** Mike Bandelin  
Interim General Manager

**FROM:** Mike Bandelin  
Diamond Peak General Manager

**SUBJECT:** Venue Status Report – Ski – October 2023

**DATE:** November 1, 2023

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### Staff Recruitment

The Ski Venue hiring managers have busy with their annual fall duties of recruiting staff for the winter season including attending career fairs, calling potential applicants, interviews, hiring and onboarding tasks.

The consensus is that the recruitment efforts thus far have been good and we are hopeful that the ongoing efforts will continue to be strong.

### Off Season Maintenance of Infrastructure

The maintenance work performed on ski lifts, snowmaking facilities, buildings, slopes and the vehicles during the summer months has nearly concluded.

### Currently

Staff has scheduled the annual ski lift maintenance and condition assessment to be performed by Safe Hold which is the Districts general liability insurance company for the ski venue. The two day inspection will take place beginning on November 6, 2023.

Snowmaking operations began for the 2023/24 winter ski season on October 29<sup>th</sup> and operations were successful for the first initial run of the system for the season. Warming temperatures followed.

The District Board of Trustees approved a capital improvement project to take place this summer which included a reconfiguration of the kitchen as well as replacing the walk-in cooler and freezer unit. The project is on schedule for completion by the end of November. Staff will plan on providing a project conclusion report to our board of Trustees.

The Board of Trustees also approved a planned project of painting the exterior of the base facility buildings. To date, the exterior painting has been completed at the main lodge and crews are working on the painting the skier services building.

The Special Use Permit application with USFS has been submitted to the Regional Office for review including a check in with the LTBMU Forest Supervisor for review prior to final approval.

The ski venue plans to open for the season on Thursday December 7, 2023 conditions permitting.

The ski venue guest services office is open and staffed Monday through Friday for in person related questions



# **Policy 22.1.0**

## **Reports**

**07-01-2023 to**  
**9-30-2023**



## Disclosure of External Entity Involvement Policy 22.1.0

**POLICY.** The Incline Village General Improvement District emphasizes transparency and understands that state law creates minimum standards. In some instances it may be appropriate to impose stricter requirements than those set forth in the Nevada Revised Statutes (NRS). While IVGID encourages Trustees and employees to be involved in local community groups, this involvement may result in real or perceived conflicts of interest. Various provisions of the NRS, including NRS 281A, prohibit IVGID officials from participating in decisions affecting their “commitments in a private capacity” and otherwise impose disclosure or recusal requirements on decisions impacting officials’ organizations.

While these requirements impose important minimum standards that avoid actual conflicts of interest, they do not provide transparency regarding potential conflicts of interest or otherwise ensure that officials are proactively disclosing potential conflicts of interest.

As defined in this Policy, “Qualifying Groups” shall be for profit, not-for-profit, and non-profit corporations, limited liability companies, partnerships, sole proprietorships and community liaison that are located in, operating or intending to operate in, or own or lease property within the Nevada counties of Douglas and Washoe, Carson City, or the California counties of El Dorado, Nevada, Placer, and Sierra.

To provide additional transparency beyond state minimum requirements, IVGID Trustees, Audit Committee Members, and senior management employees shall report on a quarterly basis any Qualifying Groups to which they are an owner, employee, or officer. Senior employees shall include the General Manager, department heads, and any supervisors with signature authority under Policies 20.1.0 or 21.1.0 as identified by the General Manager.

Reports shall be made quarterly due by January 15<sup>th</sup>, April 15<sup>th</sup>, July 15<sup>th</sup>, and October 15<sup>th</sup>. The report required to be filed for July 15, 2023 shall be due July 31, 2023.

**RESPONSIBILITY.** The District Clerk shall be responsible for developing reporting forms, notifying officials of their obligation to file reports, and maintaining such reports. All forms shall be public records.

The General Manager shall adopt and enforce personnel policies to ensure compliance with this Policy. The Board of Trustees shall enforce this Policy against Trustees, Audit Committee Members, and the General Manager.

**Disclosure of External Entity Involvement - Policy 22.1.0**

**Reporting Form**

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Employee Name: Richard Allen

Reporting Period: 07/01/2023 – 09/30/2023

Name of External Entity, Group or Organization:

None.

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**Reporting Schedule**

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Employee Name: Mike Bandelin

Reporting Period: 07/01/2023 – 09/30/2023

Name of External Entity, Group or Organization:

Acting on behalf of the District and Diamond Peak Ski Resort as a member of Ski California

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Employee Name: Matthew Dent

Reporting Period: 4/1 to 6/30 & 7/1 - to 9/30

Name of External Entity, Group or Organization:

P and P consulting, Dent organization, Dent capital, Academic freedom

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Employee Name: Erin Feore

Reporting Period: 07/01/2023 – 09/30/2023

Name of External Entity, Group or Organization:

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Society of Human Resources (SHRM), 9/2022-9/2023  
Northern Nevada Human Resources Association (ongoing)  
American Payroll Association (ongoing)  
Various retail programs: Raley's, Costco, etc. Receive coupons for purchases

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Employee Name: Mike Gove

Reporting Period: 07/01/2023 – 09/30/2023

Name of External Entity, Group or Organization:

None.

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Employee Name: Susan A. Herron

Reporting Period: 07/01/2023 – 09/30/2023

Name of External Entity, Group or Organization:

North Lake Tahoe Fire Protection District, Director

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Employee Name: Shelia Leijon

Reporting Period: 07/01/2023 – 09/30/2023

Name of External Entity, Group or Organization:

ITF – Founder, ex-officio, non-voting liaison for IVGID projects, emeritus President

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Rotary Club of Tahoe Incline – member, past president

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IVCBA – Founder, Human Resources and Community Representative

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Porsche Club of America – member

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07122023

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Employee Name: Bobby Magee

Reporting Period: 07/01/2023 – 09/30/2023

Name of External Entity, Group or Organization:

None.

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Employee Name: Kate S. Nelson

Reporting Period: 07/01/2023 – 09/30/2023

Name of External Entity, Group or Organization:

Washoe County Planning Commission – District 2

Truckee Meadow Regional Planning Agency Commissioner – Washoe County

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Employee Name: DAVID NOBLE

Reporting Period: 7-1 TO 9-30 (2023)

Name of External Entity, Group or Organization:

DAVID SCOTT NOBLE D/B/A DSN CONSULTING

SILVER ROCK PARTNERS, LLC

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Trustee Name: Michaela Tonking

Reporting Period: 07-01-2023 to 09-30-2023

Name of External Entity, Group or Organization:

APA Consulting, MHT LLC

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Trustee Name: Raymond Tulloch

Reporting Period: 07-01-2023 to 09-30-2023

Name of External Entity, Group or Organization:

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Munro Tulloch, Inc. President & CEO

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Mt. Rose Ski Tahoe – Ski Team Head Coach

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Far West Masters Ski Racing – Past President, Volunteer position

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Employee Name: Jim Youngblood

Reporting Period: 07/01/2023 – 09/30/2023

Name of External Entity, Group or Organization:

AWWA

Capital Village HOA

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<p style="text-align: center;"><b>Reporting Schedule</b> Period from 7-1 to 9-30; due to District Clerk or designee by 10-15 Period from 10-1 to 12-31; due to District Clerk or designee by 1-15 Period 1-1 to 3-31; due to District Clerk or designee by 4-15 Period 4-1 to 6-30; due to District Clerk or designee by 7-15</p>
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