

MEMORANDUM**TO:** Board of Trustees**THROUGH:** Mike Bandelin, Interim General Manager**FROM:** Shelia Leijon, Director of Parks & Recreation

SUBJECT: Review, discuss, and possibly approve: (1) Acceptance of a seasonal Ice Skating Rink, at zero cost to IVGID, on behalf of the Incline Village/Crystal Bay communities from the Incline Ice Foundation; (2) Direct staff and District Counsel to negotiate a right of entry agreement between IVGID and Ice-America for delivery and setup of a seasonal Ice Skating Rink on Preston Field at zero cost to IVGID; and (3) Establishing a 5-month pilot program, starting on approximately December 9, 2023 and ending on approximately April 14, 2024, for a seasonal Ice Skating Rink operation at Preston Field with all services being performed by existing IVGID Staff and which is anticipated to be a break-even program. (Requesting Staff Member: Director of Parks & Recreation Shelia Leijon)

RELATED STRATEGIC PLAN BUDGET INITIATIVE(S): **Principle #1 - Service** – Execute the short and long-term strategy as they relate to various district venue and facility master plans and studies as the roadmap for the future.

RELATED DISTRICT POLICIES, PRACTICES, RESOLUTIONS OR ORDINANCES 2019 Community Services Master Plan

DATE: November 8, 2023**I. RECOMMENDATION**

That the Board of Trustees makes a motion to:

1. Accept the seasonal Ice Skating Rink, at zero cost to IVGID, on behalf of the Incline Village/Crystal Bay communities from the Incline Ice Foundation;
2. Direct staff and District Counsel to negotiate a right-of-entry agreement between IVGID and Ice-America for delivery and setup of a seasonal Ice Skating Rink on Preston Field at zero cost to IVGID; and
3. Establish a 5-month pilot program, starting on approximately December 9,

2023 and ending on approximately April 14, 2024, for a seasonal Ice Skating Rink operation at Preston Field with all services being performed by existing IVGID Staff and which is anticipated to be a break-even program.

II. BACKGROUND

In December of 1994, a passionate group of Incline Village/Crystal Bay residents formed the Incline Ice Foundation (IIF) whose mission was to raise funds through donations and provide the community with a regulation-sized indoor ice skating facility. The group endeavored diligently, but failed to see their vision become a reality. The funds raised for the ice skating rink are currently held by IIF.

Recently, the IIF representative discussed this project with IVGID Staff who revisited the 2019 Community Services Master Plan; a discussion about providing the community with a seasonal ice skating rink began. Staff and IIF had discussions with the goal of resurrecting IIF's vision of collaborating on a seasonal ice skating rink operation at Preston Field. IIF agreed to purchase a 4,100 square foot ice skating rink package from Ice-America with their donated funds that were designated for this purpose. After purchase, IIF would then gift the rink to the Incline Village/Crystal Bay communities and gift the remaining funds to IVGID Community Services for ice skating rink operations. Exhibit A is the proposal from Ice-America for the IIF purchase.

Preston Field, located at 700 Tahoe Boulevard, Incline Village, NV 89451, APN 124-032-33, includes a flat softball/baseball/football field available to both residents and non-residents and is the ideal site for a seasonal ice skating rink for our communities. Preston Field is secured with fencing, has existing storage facilities, spectator seating, restrooms, parking and lighting; map is located at Exhibit B.

The District possesses the skills and knowledge to work with Ice-America's technicians in the set-up of the ice skating rink and to perform the tasks required to support a community ice skating rink, such as WiFi, power, storage during off-season, snow removal, and staffing. The District's responsibility, once the purchase is made by IIF will be to accept ownership of the portable ice skating rink and a transfer of warranty will take place from IIF and Ice-America to the District. There are several other considerations that will come with the ownership of this portable ice skating rink and they are as follows:

Utilities: The District shall be responsible for payment of all field utilities; see Exhibit C for Tahoe City Public Utility District (TCPUD) power rates for a similar operation.

Staffing: The District shall be responsible for staffing and collection of entrance fees/skate rental fees. See Exhibit D – Programs, Pricing, Hours and Dates of Services and Exhibit E – Staffing

Installation Oversight: Upon acceptance of the ice skating rink from IIF, a right-of-entry agreement will be required for Ice-America to enter the District's Preston Field/Park for setup and installation. District Staff will prepare the agreement under the guidance of BB&K and it will undergo the appropriate review process. At a minimum, the District will require proof of Workers Compensation Insurance and Proof of Liability Insurance that names the District as additionally Insured for \$1mil/\$2mil aggregate. Once the agreement is approved and the certificate(s) of insurance are received, District staff will work with Ice-America's technicians to ensure Preston Field is prepared adequately for the set-up of the ice skating rink.

Coordination and Communication: The District shall provide the Director of Parks & Recreation or her designee to serve as the primary contact for coordination and direction of the District's obligations. All references in this agreement to coordination and communication with the District shall be directed to the Director of Parks & Recreation or her designee.

Applications and permits for events which constitute Special Events, as defined by the District, will be handled through the District's Special Event permitting process. This includes but is not limited to any and all permits with North Lake Tahoe Fire Protection District and Washoe County.

Event Fees: The District shall set the fees for entrance to the ice skating rink for individuals, parties, club events, etc. The fee structure will include resident and non-resident rates, along with the applicability of punch card discounts for entrance. Final approval of the fees shall be the sole responsibility of the District. See Exhibit D which discusses pricing structure, hours of operation and dates of service.

Ice Skating Rink Hours: The District will determine the opening/closing hours for the ice skating rink which will best serve the community. The ice rink will be closed to the public, at the discretion of the District representative, for unscheduled events including, but not limited to, inclement weather, unscheduled maintenance needs, safety or access issues.

Dates of Service: The District will determine the dates of operation for the ice rink, based on weather, scheduled uses for Preston Field (baseball, football, etc.), and any other circumstances which would impact the operation of the ice rink; see Exhibit D.

Storage: The District shall be responsible for the storage of the portable ice skating rink during off-season months.

The District shall be responsible for operation and maintenance of its own property with respect to the following:

Parking lot maintenance

Park Trash/Recyclables Removal
Snow removal
Installation of WiFi
Point of Sale system
Restroom maintenance

Recognition of the IIF: The District will ensure that IIF receives recognition for its generous donation to the community; what that recognition is to be is yet to be determined and it will be approved by the Director of Parks & Recreation or her designee in coordination with the Interim District General Manager.

III. BID RESULTS

There are no bid results related to this project. The purchase agreement between Ice-America and IIF is included as Exhibit A.

IV. FINANCIAL IMPACT AND BUDGET

See Exhibits D and E

V. ALTERNATIVES

The Board of Trustees chooses not to accept the gift of an ice skating rink from IIF on behalf of the IV/CB communities.

VI. COMMENTS

DISTRICT IMPROVEMENT, COST REDUCTION, RETURN ON INVESTMENT OR PRODUCTIVITY ENHANCEMENT

Receiving the gift of a 4,100 square foot ice skating rink provides the District with a valuable recreation asset at no cost. Additionally, it provides the communities with an outdoor winter recreation activity as described in the 2019 Community Services Master Plan and it maximizes the use of an otherwise "closed" summer venue during the winter months.

VII. BUSINESS IMPACT/BENEFIT

This item is not a "rule" within the meaning of Nevada Revised Statutes, Chapter 237, and does not require a Business Impact Statement.

VIII. ATTACHMENTS

1. Exhibit A - Ice America Proposal
2. Exhibit B - Preston Field Map
3. Exhibit C - TCPUD Power Expense
4. Exhibit D - Pricing Structure, hours of operation and dates of service
5. Exhibit E - Staffing

IX. DECISION POINTS NEEDED FROM THE BOARD OF TRUSTEES

That the Board of Trustees:

1. Accept the seasonal ice skating rink, at zero cost to IVGID, on behalf of the

- Incline Village/Crystal Bay communities from IIF;
2. Direct staff and District Counsel to negotiate a right-of-entry agreement between IVGID and Ice-America for delivery and setup of a seasonal ice skating rink on Preston Field at zero cost to IVGID; and
 3. Establishing a 5-month pilot program, starting on approximately December 9, 2023 and ending on approximately April 14, 2024, for a seasonal ice skating rink operation at Preston Field with all services being performed by existing IVGID Staff and which is anticipated to be a break-even program.

EXHIBIT A

Ice America Proposal

807 Sprucelake Drive
Harbor City, CA 90719
323-776-9423



Price List
Holiday Rink Purchase
2023.1d

PRICE LIST / PRODUCTION BUDGET

Project No: Seasonal Ice Rink Purchase Price List 2023.1d	Prepared By: SWW	CATEGORY SUMMARY
Title: Incline Village Ice Rink	Date: 9/18	Product: Ice Rink Purchase
Production Dates: TBD 2023	Revised: 10/10	Purpose: recreational ice rink installation
Location: TBD - Incline Village, NV	Actual:	
Open Dates: TBD		

PRODUCTION DESCRIPTION: Purchase of custom radius 15m x 25meter (approx 82' x 50') portable ice rink, & ancillary equipment
Installation, training, estimated delivery/shipping
Optional Production elements: Ice Resurfer, Chiller purchase
Rental Skates, Rolling Racks, Bobbies, Tricycles & Base for ice rink

NOTES: Also available: operations, maintenance

ASSUMPTIONS: Budget is based on approximately 82' x 50' ice surface

Not included in this budget: hotel, generator, lighting, audio, ticket office, tent

tax, permits, electricity, water, level surface, resurfer ramp, labor, forklift, crane (if req), items below in blue highlight

EXPENSES:

		Unit Price	No.	Total Price	
1	Portable Ice Rink			\$ 257,559	
	Portable Ice Floor Purchase	\$ 28.46	4100	\$ 116,686	approx 82' x 50' ice surface = 4,100 sq.ft
	Aluminum profiles	\$ 72.85	30	\$ 2,186	Aluminum corner profiles 16' x 2.75"
	Glycol	\$ 31.05	1375	\$ 42,694	propylene glycol mix for system including anti corrosives
	Insulation 25psi 1"	\$ 59.20	198	\$ 11,722	owens coming foamular 250 insulation @ 25psi - 4x8'
	Buffer Tank	\$ 3,500	1	\$ 3,500	250+ gal buffer tank with 4" fittings
	Hose Package	\$ 6,125	1	\$ 6,125	estimate for: refrigeration hose/fittings package for the chiller to rink floor
	Liner	\$ 0.32	5000	\$ 1,600	ice rink floor liner @ 6mm
	Header Covers	\$ 150	15	\$ 2,250	header covers - plastic molded
	Draining pump	\$ 13,450	1	\$ 13,450	specialized pump to fill & drain system, glycol and ice area
	Ice-America Resurfer	\$ 57,347	1	\$ 57,347	electric resurfer DF-8
3	Dasher Boards			\$ 46,800	
	PE Transparent	\$ 156	300	\$ 46,800	recreational custom radius clear skating boards & doors
4	Other Ice Rink Equipment			\$ 43,345	
	Roxa Skates	\$ 90	250	\$ 22,500	Roxa skates w/buckles - detailed pricing on separate sheet
	Slate Rack	\$ 1,395	5	\$ 6,975	portable skate racks - collapsing with wheels
	Slate Rack Shelves	\$ 750	1	\$ 750	extension shelves for in between portable racks
	Slate Sharpener	\$ 3,245	1	\$ 3,245	Wisota portable machine w/starter package
	Slate aids 'Bobby & Tommy'	\$ 395	25	\$ 9,875	exclusive patented skating aid "seal" & "reindeer"
5	Installation, Training, Transportation			\$ 78,495	
	Rink installation & removal	\$ 15,000	1	\$ 15,000	Rink installation supervisors (2-in/2-out), labor provided by host
	Production & Import fee	\$ 34,995	1	\$ 34,995	import fees, training, supervisor travel, prod coordination
	Hotel for installation	\$ -	-	\$ -	TBD or provided by client (approx. 30 room nights total)
	Shipping & Trucking	\$ 9,500	3	\$ 28,500	Estimated trucking/shipping ice rink equipment delivery
6	Other Options			\$ 10,875	
	Operations consulting	\$ -	-	\$ -	first year telephone & online support included with package
	Maintenance consulting	\$ -	-	\$ -	first year telephone & online support included with package
	Slate lace area mats	\$ 7.25	1500	\$ 10,875	per square foot - 4'x6' at 3/8" rubber mats
7	Taxes			TBD	local sales tax rates to be determined
A	TOTAL PORTABLE ICE RINK PURCHASE PACKAGE			\$ 437,074	Includes items listed in totals above only

RENTALS:

		Unit Price	No	Term	Total Price	
B	Chiller Rental				\$ 58,500	
	Chiller rental package	\$ 165.00	100	3.00	\$ 49,500	3-month rental of chiller, pump, tank
	Delivery, install, pickup	\$ 4,500	1	2	\$ 9,000	estimated 10K forklift, install, removal
C	PURCHASE W/CHILLER RENTAL PACKAGE				\$ 452,229	includes purchasing all equip except chiller / chiller rental

TERMS:

Please check all requested services and include signature below. Prices valid for 30 days only.
50% deposit due to reserve. 50% due upon shipping.

Name: _____

Organization: _____

Signature: _____

Date: _____

DIRECT ALL INQUIRIES TO:

MAKE ALL CHECKS PAYABLE TO:

Scott Williams
tel: 310-323-776-9423
e-mail: swilliams@ice-america.com

Seaside Ice, LLC - dba Ice-America
Attn: Scott Williams
807 Sprucelake Drive
Harbor City, CA 90710

We also accept Visa, Mastercard, AmEx for an additional fee

Legal: Estimate is subject to change. Purchaser/Lessee is responsible for any applicable state & local taxes that may be due.

EXHIBIT B

Preston Field and Park



EXHIBIT C

TCPUD Power Expense 4100 sq. ft. ice surface

Tahoe City Ice Rink Power Costs	January	February	March	November	December	Total
2023 Ice Rink	\$2,999.75	\$3,650.50	\$3,000.00			\$9,650.25
2022 Ice Rink	\$3,196.06	\$3,969.05	\$2,026.49	\$2,594.10	\$2,970.25	\$14,755.95
2021 Ice Rink	\$2,506.73	\$3,266.70	\$1,794.27	\$3,183.29	\$3,301.95	\$14,052.94
2020 Ice Rink	\$1,556.84	\$1,979.32	\$1,680.78	\$2,020.65	\$2,391.58	\$9,629.17
2019 Ice Rink	\$1,641.14	\$1,880.22	\$1,792.22	\$1,544.68	\$1,628.40	\$8,486.66
2018 Ice Rink	\$2,556.46	\$2,739.10	\$1,701.21	\$1,641.14	\$1,857.30	\$10,495.21

EXHIBIT D

PROGRAMS, PRICING, HOURS, DATES OF SERVICE

Dates of Service: Saturday December 9, 2023 to Sunday, April 14, 2024

Hours of Operation

Monday – Thursday: 4:00 pm – 9:00 pm

Friday & Saturday: 11:00 am – 9:00 pm

Sunday: 12:00 noon – 8:00 pm

Programs Hours of Operation

Youth Hockey League: \$125 per player: Includes 3 days a week: 4:00 pm – 5:30 pm

Learn to skate clinics: 2 weekdays 4:00 pm – 5:00 pm, Saturdays from 11:00 am – 12:00 noon

Adult Curling League: 2 nights a week from 7:30 pm – 9:00 pm

Community Skate Hours of Operation

Monday – Friday: 5:30 pm – 7:30 pm; 5:30pm – 9:00 pm when no curling league

Saturday: 12:00 noon – 9:00 pm

Sunday: 12:00 noon – 8:00 pm

Rates

Non-resident adult: \$20

Resident adult: \$10

Non-resident youth: \$20

Resident youth: \$8

Rental Skates: \$5

Facility rental:

Daily: \$500

IVGID: \$375

Hourly: \$125

IVGID: \$100

EXHIBIT E

STAFFING

Opening Day – Saturday December 9, 2023

Closing Day – Sunday, April 14, 2024

Staffing Hours

Monday – Thursday: 4:00 pm – 9:00 pm (20 hours)

Friday & Saturday: 11:00 am – 9:00 pm (20 hours)

Sunday: 12:00 noon – 8:00 pm (8 hours)

Staff needed and Cost

Rec. Leader fully burdened \$19,293

Jr Rec. Leader fully burdened \$14,469