

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Indra Winquest  
District General Manager

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

**DATE:** March 1, 2023

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

ACTION ITEM	TARGET DATE COMPLETION	RESPONSIBLE PARTY	STATUS
Effluent Storage Tank Project <i>*updated 3/1/23</i>		GM Winquest/Director of PW Underwood	Jacobs is working to complete 100% plans and specifications
Effluent Pipeline Project <i>*updated 3/1/23</i>		GM Winquest/ Director PW Underwood	Granite Construction is advertising the bid package for subcontractors for the work to be completed in 2023.
<b>Internal Controls Project(s)</b> Review of Internal Control Policies and Procedures	Ongoing	Director of Finance Navazio	Purchasing policies drafted and approved by BOT 7/27/22; initial re-write of Finance and Accounting procedures manual has been completed; currently being reviewed in conjunction with Tyler system implementation.
Review of Board Policies re Budget and Fiscal Management  Capitalization (8.1 / 9.1) Fund Balance / Reserves (7.1) Capital Program (12.1 / 13.1)  <i>*updated 2/8/23</i>	Fall/Winter 2022	Director of Finance Navazio	New Capitalization and Reserve policies completed – approved by BOT 1/12/22. Draft updates to Capital Program Planning and Budgeting policies presented to BOT 11/9 – final review and adoption <i>Pending.</i>
Incline Beach House Project <i>*updated 3/1/23</i>	TBD	Engineering Dept/GM Winquest/Chairman Dent	The Board will be sending out a community survey to solicit information to inform scope and design of the project. Additionally, staff and the Board will be continuing discussions related to the LSC Traffic Study to identify areas that

			could potentially implemented as part of a broader Incline Beach House project.
Special Counsel to Review Beach Deed, potential revisions to Ordinance 7, Employee use of District Beaches, Policy 16.1.1, Commercial Operations on District Beaches  <i>*updated 3/1/23</i>	Completed	GM Winqest/Legal Counsel Nelson	Completed. Board of Trustees
Community Dog Park Committee  <i>*updated 3/1/23</i>	Ongoing	GM Winqest	The GM Advisory Committee on a Community Dog Park is now actively meeting and have most recently met the following dates: 1/4/23, 1/18/23, 2/1/23 and 2/16/23. The committee is currently finalizing a community wide survey to solicit information to inform final recommendations to the board of trustees.
USACE Grant Funding for Tank (Pond Lining)/Pipeline Projects  <i>*updated 3/1/23</i>	TBD	GM Winqest/ Director PW Underwood	Army Corp has submitted for their internal review, a draft Model Agreement for Tank project grant funding.
Employee Privileges (ideas for replacement of recession of beach access)	March 22 or April 12	GM Winqest with Senior Team	Staff is working to gather ideas and thoughts on items that could replace the loss of beach access for employees; an initial list has been put together. Input is being sought from a variety of Staff and Staff hopes to have an updated list of ideas and thoughts for the Board to consider at the March 22 or April 12 meeting.
Ordinance 7 Amendments	Additional revisions Winter 2022/23	GM Winqest/Director of Parks & Recreation Leijon.	Staff provided an end of season report on how the revisions to Ordinance 7 worked and any potential recommendation for further revisions and/or operational changes at the 11/9/22 meeting. A public hearing has been set for

			further revisions to the Ordinances as discussed by the Board of Trustees.
<i>*updated 3/1/23</i>			
Utility Rate Study  <i>*updated 3/1/23</i>	Year 1- Completed 4/22 Year 2 - Target April '23	Director of Finance Navazio/Director of PW Underwood	See Board Memo for this meeting 3/8/23

**Diamond Peak Ski Resort Update**

The ski venue completed its 88<sup>th</sup> day of operation at the end of February where last season the count was 75 days at the end of February. Through February, the year to date total daily visit count was 66,960 as compared to 75,475 visits through the end of February 2022, noting that last season included 13 less operating days as the ski area opened on December 16 2021.

Visits for the month of February were 26,688, 15% below the 31,505 visit count for February 2022. February included visits 16% below the 5-year average and 18% below the 10-year average. During the 9 day Saturday through Sunday period of Presidents week we saw 13,519 visits as compared to 16,216 in 2022, the 5-year average for Ski week period includes 16,785 skier visits and a record high of 25,807 visits for the 9-day period in 2017. On Saturday February 19, a clear sunny day, we recorded 2,901 visits, the high for the current season. During the remainder of the holiday week high winds, extremely cold temperatures and snowfall equated to an average daily visitation of 1,200 for the period. For the month, we recorded 82" of snowfall as compared to 10" in February 2022. The season to date total for the 2022/23 season is at 285" whereas last season we recorded 187" at the end of February.

The table below provides current (CY Actual) and prior year (PY Actual) performance indicators for the month of February.

Diamond Peak Ski Resort Key Performance Indicators 02/01/2023 - 02/28/2023			
Item	February 22 PY Actual	February 23 CY Actual	Variance
Operating Days	28	28	-
Skier Visits	31,313	26,688	(4,625)
PPH Lift Tickets	3,551	3,054	(497)
Non-PPH Lift Tickets	11,697	11,435	(262)
PPH Season Passes YTD	4,371	4,351	(20)
Non-PPH Season Passes YTD	4,035	4,079	44
Food & Beverage Guest Checks	18,904	22,108	3,204
Food & Beverage Guest Check Average	\$23.26	\$21.61	-\$1.65
Rental Equipment Units	5,437	5,035	(402)
Child Ski Center Lessons Taught	1,685	1,053	(632)
Ski and Ride Center Lessons Taught	2,673	2,225	(448)
Personnel Hours Worked	20,898	23,501	2,603
Snow Grooming Operating Hours	1,209	1,094	(115)
Snow Grooming Operating Miles	4,021	3,716	(305)

## **Key Project Updates**

*For more information on current district capital projects.*

Webpage Link:

<https://www.yourtahoeplace.com/ivgid/resources/construction-updates>

## **Employee Recruitment and Retention**

At the January 25<sup>th</sup> Board of Trustees Meeting, the Board of Trustees took action to eliminate beach access as a recreation benefit for all IVGID employees. The Board has directed Staff to develop additional recruitment and retention concepts and strategies to possibly replace the loss of this benefit as well as remaining focused on ensuring IVGID is a desirable place to work in the existing extremely competitive labor environment. Staff has developed draft concepts and strategies and is currently in the process of preparing to gather additional information from district staff. Staff is planning to agendize a discussion with the Board at the March 22, 2023 Meeting.

## **Ordinance 7, paragraph 110 - Report**

Following is the excerpt from Ordinance 7, which dictates this report:

110. The Director of Parks and Recreation and the General Manager shall set up systems to collect and shall collect data electronically and otherwise, and make reports available to the Board of Trustees as to the impact of the changes in this Ordinance on or before March 1 of each year, commencing on March 1, 2023, at a public meeting, so that the policies and procedures set forth in this Ordinance 7 effective June 1, 2022 can be reviewed. Thereafter, each year, on or about March 1, the policies and procedures set forth in this Ordinance 7, effective dated June 1, 2022, will be reviewed by the General Manager and Director of Parks and Recreation, with the Board, which review shall include detailed usage information that shall be tracked electronically.

On November 9, 2022, the Director of Parks and Recreation gave a 2022 beach season report in reference to this paragraph from Ordinance 7. Additionally, staff is currently working with the Board on further revisions to Ordinance 7. Here is the link to this report as a reference:

[https://www.yourtahoeplace.com/uploads/pdf-ivgid/2022\\_Beach\\_update\\_PowerPoint\\_Final.pdf](https://www.yourtahoeplace.com/uploads/pdf-ivgid/2022_Beach_update_PowerPoint_Final.pdf)

## **Update on Evaluation of Recreation Punch Cards**

Staff was given direction, during the Ordinance 7 Revision process, to evaluate the concept, as recommended by the Ordinance 7 Committee, of the ability to use a recreation punch card to purchase up to the full value of daily access to IVGID recreation venues including ski, golf, the recreation center, and the tennis and pickleball center. The current process only allows

the card to discount the rate from the Non IVGID Passholder rate to the IVGID Passholder Rate. Staff has evaluated this along with other concepts that may alleviate some of the existing challenges that exist with administering recreation punch cards. Including financial transparency and reporting, budgeting, and how and what venues the recreation punch card values are being utilized as these values relate to the allocation of the Recreation and Beach Facility Fees.

On the subject of allowing recreation punch cards the ability to purchase the full daily value for access, Staff has determined that the District can administrate this, however it's really challenging to predict if this will change the behavior of recreation punch card usage and furthermore affect the venues both financially and operationally. If the Board wants to pursue this concept, it's recommended that Staff implements a one year pilot/trial program to measure the effectiveness and overall value to the parcel owners as well as any impacts it may have either favorable or unfavorable at the district venues.

However, Staff is concerned that if the goal is to significantly revise how recreation punch cards are structured or possibly replace with a different concept, it makes very little sense to implement any changes to recreation punch cards at this time. Staff will be agendizing a discussion regarding this topic at an upcoming meeting during the budget process where concepts and ideas will be presented for discussion and feedback that could inform the 2023-24 budget.

### **Financial Transparency**

The Finance Department has completed the January close and posted monthly financial reports to the District's website for the months. Accounting Staff has updated its month-end close schedule to ensure that all month-end activity is posted to the general ledger within 10-business days, and monthly reports posted within 14 business days following the end of the accounting period. Staff is also working on producing a monthly Capital Projects status report to supplement the quarterly CIP Popular Status Report presented to the Board.

Update on significant projects currently underway include:

*Implementation of Tyler/Munis Financial System* – Staff resolved issue related to payment processing and is in the process of updating new procedures to facilitate timely approval and processing of invoices. We are also developing training tools to support financial reporting.

*OpenGov Conversion to Tyler* – This project is underway with a go live target date of April 15<sup>th</sup>.

*Review and update of selected Board Policies and Practices* – Capital Planning and Budgeting Policies/Practices (Policy 12.1.0, 13.1.0 and Practice 13.2.0) – Pending/delayed.

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

See the attached report for February 2023.

**Public Records Requests**

Following are the public records requests from February 2, 2023 to March 1, 2023.

Date Requested	By Whom	Subject	Date Responded	Status/Comments
01/09/2023	Gumz, Joy	Payroll Information – CY 2022	02/28/2023	Complete
01/12/2023	Abel, Mike	Please provide by email: 1. unredacted invoices dated from Dec 2021 to Jan 10, 2023 from legal firm Thorndal Armstrong Delk Balkenbush Eisinger; 2. any emails, memorandum or other written materials related to the Scope of Services to be provided by Thorndal Armstrong Delk Balkenbush Eisinger per the engagement letter dated Dec 8, 2021 and accepted by General Manager Winqest Dec 20, 2021; 3. Any "work product" such as recommendations and/or opinion or report or legal definitions or other materials as the engagement letter dated Dec 9, 2021 stated opinion and recommendation were to be provided.	02/04/2023	Complete
01/26/2023	Katz, Aaron	Ski Resort and Burnt Cedar Beach	02/02/2023 02/08/2023 Complete	Burnt Cedar Beach items; Ski resort items.
01/26/2023	White, Lilly	E-Mails/Text Messages: All Trustees from 11/13 to present		Requester was advised that Staff is looking at a schedule to respond. 01/31/23: Trustees requested to provide information. 02/03/23: Trustee Noble's information sent and Requester advised of a 2/28 fulfillment. 02/17/23: Trustee Dent's information sent 02/08/23: Trustee Tulloch's information sent 02/28/23: Requestor advised of new delivery date of 3/24
01/27/2023	Wright, Frank	Balkenbush Invoices	02/04/2023	Complete
01/27/2023	Martini, Margaret	Balkenbush invoices, salary range, job description, Chateau invoice	02/06/2023	Complete
01/30/2023	Katz, Aaron	Line Item Budget	02/01/2023 02/07/2023	Complete Additional information sent Note: Line item budget posted to the IVGID website after the 02/22/2023 BOT meeting
01/30/2023	Miller, Judith	Recreational Privilege Document	01/31/2023	Complete

01/30/2023	Wright, Frank	Same items that he requested on 11/15/2022 and that he was provided/responded to on 11/18/2022	02/02/2023	Complete
02/06/2023	Katz, Aaron	Salary Range Grade Numbers and Monetary Ranges of 14 positions	02/07/2023	Complete
02/06/2023	Wright, Frank	The total compensations for employees for the years 2017, 2018, 2019, 2020, 2021 and 2022	02/08/2023	Complete
02/09/2023	Katz, Aaron	Unreimbursed Internal Services Staff Time expended in preparation of the 2/8/2023 Beach House Project presentation to the IVGID Board	02/16/2023	Complete
02/13/2023	Dobler, Cliff	Evidence of pre-approval of the State Treasurer's office for the \$52 million SRF loan	02/28/2023	Complete
02/13/2023	Katz, Aaron	IVGID's Electric Vehicle Charging Stations	03/01/2023	Complete
02/16/2023	Katz, Aaron	10-year CIP detail assigned to Ski		
02/17/2023	Wright, Frank	Name of the account assigned to the funds paying for Staff time for the Beach House	02/28/2023	Complete
02/22/2023	Gumz, Joy	Tyler: Project schedule for implementation and all status reports since 12/10/2022	02/28/2023	Requestor advised of a 3/24 completion date
02/22/2023	Wright, Frank	Job Posting, Job Description, etc. and Job titles and descriptions for all newly created Director positions as well as advertisements, etc. and salaries.		Note: These are the same items that he requested on 11/15/2022 and that he was provided/ responded to on 11/18/2022 and that were resent on 02/02/2023
02/23/2023	Wright, Frank	Copy of the document that Dr. Myles Riner submitted to the Board at the 2/22/2023 Board meeting	02/28/2023	Complete
02/25/2023	Gumz, Joy	Requesting an updated Chart of Accounts		
02/28/2023	Wright, Frank	Beach House Project – multiple items		
02/28/2023	Wright, Frank	Balkenbush invoices again	02/28/2023	Complete
02/28/2023	Gumz, Joy	P-Card (Jan 2022 – February 28, 2023)		

**PURCHASE ORDERS APPROVED BY GENERAL MANAGER**  
**February 2023**

PO Number	Fiscal Year	Description	Status	Open Amount	Total Amount	Vendor	Vendor Name	Department	Approved
22300275	2023	Completion of Rate Study, Water	Printed	\$ 38,762.50	\$ 54,885.00	1441 HDR Engineering, Inc	HDR Engineering, Inc	Public Works	2/23/2023
22300276	2023	Network Upgrades	Printed	70,608.52	70,608.52	3475 SHI International Co	SHI International Co	Admin. - I/T	2/23/2023
22300277	2023	Pool Maintenance	Printed	50,000.00	50,000.00	2738 Lee Joseph, Inc.	Lee Joseph, Inc.	Recreation - Aquatics	2/24/2023