

**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Bobby Magee, District General Manager

**SUBJECT:** District General Manager's Monthly Status Report - April 2024.

**DATE:** April 30, 2024

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**District General Manager Verbal Update**

**Venue Status Reports**

Venue status reports are attached for April 2024.

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

The quarterly reports for January 1 to March 31, 2024 are attached to this report.

**Public Records Log**

Public Records Log for Any Prior unfulfilled Requests and January 11, 2023 to May 2, 2024, is attached to this report.

**III. ATTACHMENTS**

April 2024 Venue Status Reports  
Policy 22.1.0 Disclosure of External Entity Involvement  
Public Records Request Log

## MEMORANDUM

**TO:** Bobby Magee  
District General Manager

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

**SUBJECT:** Venue Status Report – Ski Venue – April 2024

**DATE:** May 8, 2024

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### Season to Date

December 7<sup>th</sup> - Opening day – 3 lifts with 4 trails  
December 16<sup>th</sup> - Opened Lakeview ski lift including Ridge and Popular trails  
December 23<sup>rd</sup> - Peak period begins. Opened Penguin, Freeway and Dusty's Trails added Redfox Ski Lift  
January 6<sup>th</sup> - Opened Wiggle Trail  
January 7<sup>th</sup> - Peak period ends, opened Luggis and Powder Trails  
January 13<sup>th</sup> – Opened Lightning, Diamond Back, Battle Born and Showoff Trails  
January 13<sup>th</sup> – Crystal Lift delayed opening 11:30 am (icing), opened Flume and Spillway Trails  
January 14<sup>th</sup> – Crystal Lift delayed opening 11:00 am (icing)  
January 17<sup>th</sup> – Opened Lakeview and FIS Trails  
January 17<sup>th</sup> – 100% of the developed terrain open  
February 10<sup>th</sup> – U10 Ski Race on Showoff  
February 11<sup>th</sup> - U10 Ski Race on Showoff  
February 17<sup>th</sup> – Presidents Week peak period begins  
February 25<sup>th</sup> - Presidents Week peak period ends  
March 1<sup>st</sup> – Late opening on Crystal Lift closed at 3:00 pm- weather related  
March 2<sup>nd</sup> – Operated Lakeview and Lodgepole Lifts only – weather related  
March 3<sup>rd</sup> – Late opening on Crystal – icing on Lift Components  
March 4<sup>th</sup> – Late opening on Crystal – icing on Lift Components  
March 15<sup>th</sup> – Season Ski Passes go on sale for the 2024/25 ski season  
March 24<sup>th</sup> – Luggi Foeger Uphill Race  
April 20<sup>th</sup> – DPST Diamond Cup Community Ski Race  
April 21<sup>st</sup> – Community Dummy Downhill Event – Closing day

Staff will remind the Board that through the installation and operating of the RFID system at the ski lifts staff is recording an increase in skier visits as each pass and ticket for access is recorded unlike previous season where the equipment for access was outdated and performed inadequately.

The YTD skier visit count through April totals 161,361 as compared to 93,348 for the same period last season. The April visit count for this season is 17,705 compared to 11,942 in April 2023. The five year average for the month of April is 7,413 visits. Staff will note that future reporting on skier count will provide a more comparable indicator than the information being presented during this season.

The replacement of the rental snowboard equipment that was approved by the District's Board of Trustees in March of 2023 and currently in service to our customers.

The District Board of Trustees approved a capital improvement project which included a reconfiguration of the Main Lodge kitchen as well as replacing the walk-in cooler and freezer unit. The project has been completed and is currently in use.

The Board of Trustees also approved a planned project of painting the exterior of the base facility buildings. The exterior painting of the Main Lodge and the Skier Services building has been completed.

The Board of Trustees approved the planned and budgeted Snowmaking Pump House Improvement Project at their meeting on August 30, 2023 (Item G.5). Currently, staff is in receipt and delivery of the equipment including new pipe, fittings and valve makeups. The fabrication contractor is currently dismantling the current piping configuration and beginning pipe fitting and construction of the new pipe layout according to the plan set. Updates on the project will be provided periodically.

The Board of Trustees approved the planned and budgeted project of the procurement of a 14 passenger shuttle van at their meeting on August 30, 2023 (Item G.7). Currently, the shuttle van is in the manufacturing stage and the District expects delivery in midsummer.

Season Pass prices for the 2024/25 season were approved by the Board at their meeting on February 28, 2024 (Item G. 1) and staff initiated the sale of the passes for next season beginning on March 15, 2024.

Throughout the operating season staff will provide monthly information related to service measures and KPI's. The table below provides results of the Ski Venue Service Measures for the month of April including current and prior periods as well as year to date indicators.

Staff will note that in April 2023 the venue operated for the entire month whereas the venue operated for 21 days during April 2024.

Diamond Peak Ski Venue							
Service Measure Units	Budget FY2023-24	PY Actual April 2023	CY Actual April 2024	Variance PY vs. CY	PY YTD Actual	CY YTD Actual	% of Forecast
<b>04/01/2024 - 04/30/2024</b>							
Opening Date	12/7/2023				12/3/2022	12/7/2023	
Closing Date	4/14/2024				5/1/2023	4/21/2024	
Operating Days	130	30	30	-	148	137	105%
Skier Visits	130,000	11,853	17,705	5,852	81,406	161,361	124%
PPH Lift Tickets	9,000	1,125	677	(448)	11,310	10,129	113%
Non PPH Lift Tickets	42,517	3,592	2,547	(1,045)	37,633	34,646	81%
PPH Season Passes YTD	3,900	-	-		4,351	4,231	108%
Non PPH Season Passes YTD	4,195	-	-		4,079	4,567	109%
Food & Beverage Guest Checks	93,700	12,448	9,225	(3,223)	88,412	88,364	94%
Rental Equipment Units	28,300	2,667	1,721	(946)	18,648	18,657	66%
Child Ski Center Lessons Taught	5,450	376	330	(46)	3,596	3,940	72%
Ski and Ride Center Lessons Taught	10,850	970	728	(242)	7,472	7,600	70%

Picture pass holder lift tickets provided through April are lower by 448 tickets or 40%. YTD PPH tickets sold are 10% or 1,181 tickets under as compared to the previous year to date period. Staff will note that our intension in the future is to be able to report on the amount of paid versus punch card use tickets.

Non PPH tickets sold during the month were down 1,045 tickets or 29%. YTD tickets sold were also down 2,987 tickets or 8%.

Picture pass holder season passes purchased numbers are slightly down 3% year to date from the previous year whereas Non Picture season pass sales increased from the previous year by 12%.

Equipment Rental units are showing a decrease in sales of 35% or 946 units for April while year to date rented units are nearly identical to last season.

Children lesson products decreased by 9% or 946 lessons in April and increased 10% year to date. Adult ski and snowboard lesson provided decreased by 25% from the previous month of April period and sales of lesson products has increased 2% year to date.

## MEMORANDUM

**TO:** Bobby Magee  
General Manager

**FROM:** Adam Cripps  
Assistant Director of Finance

**SUBJECT:** Status Report for April 2024 – Finance/Accounting

**DATE:** May 08, 2024

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### Finance and Accounting

Forensic Audit: Staff continues to respond to inquiries from RubinBrown.

Tyler Enterprise (Formerly Known as Munis) Implementation Project: This item was identified by the Board on August 24, 2023 as the Finance Department's top priority of special projects.

- Enterprise/Munis Staff Training: Finance Staff, trained by Tyler Technologies representatives, have worked with staff District-wide on training how utilizing reporting tools built within the Enterprise ERP system.
- ERP System Internal Controls: The team continues to evaluate proper controls within the system and work with departments on appropriate levels of access for varying positions within the organization. This continues and expands deeper with the workflow project.

Internal Controls Project: Baker Tilly staff has been asked to review the current state of internal controls throughout IVGID operations with the expectation of making recommendations regarding these controls at a policy level, based on industry standards and best practices. Draft baseline reports have been provided to staff for review.

Finally, the Finance team, working with Human Resources to fill the following vacancies: Purchasing and Contracts Manager, Sr. Accountant, and Payroll Generalist. Purchasing and Contracts Manager candidate evaluations are underway.

**MEMORANDUM**

**TO:** Bobby McGee  
General Manager IVGID District

**FROM:** Timothy Sands  
General Manager of Golf Operations

**SUBJECT:** Status Report for April 2024 – Golf Operations

**DATE:** April 29<sup>th</sup>, 2024

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**Golf Operations Update - (April 2024)**

- Promotion of Rob Bruce to Head Golf Professional
- Driving Range opened April 26<sup>th</sup>
- Championship course scheduled to open May 10<sup>th</sup>
- Mountain course scheduled to open May 24<sup>th</sup>
- Hired and trained lead golf shop staff
- Filling open positions next week to round out total operations of cart barn/driving range & golf shop staff
- PPH, Guest, and Non-residents rates are set
- Working on play pass presentation for May 8<sup>th</sup> BOT meeting.

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

**TO:** Bobby Magee, General Manager  
**FROM:** Erin Feore, Director of Human Resources  
**SUBJECT:** Monthly Venue Manager Status Report  
**DATE:** April 26, 2024

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The Human Resources team continues with recruitment efforts for ongoing seasonal staffing and full-time/year-round staffing needs. Our Talent Acquisition Specialist continues to manage the recruitment efforts for the District and has reported the following Open/Filled Full Time/Year Round (FT/YR) positions:

**Filled**

HR Recruiting Assistant  
Lift Technician  
Public Works Customer Service Clerk  
Revenue Office Technician  
Senior Head Golf Professional

**Openings**

Payroll Generalist  
Contracts & Purchasing Manager  
SCADA Instrumentation Technician  
Senior Accountant  
Senior Engineer

The Human Resources team continues to support the District operations with ongoing new/rehire processing, terminations of employment, etc.

The Recruitment team was very busy throughout the month of April, having attended five separate job fairs (both onsite and virtual). These job fairs were held in Reno, Tahoe City, and Incline Village. The Recruitment team is updating their ROI reporting and future status reports will include data on rates of hire specifically from these events.

District required training continued throughout the month of April; further, the Senior HR Analyst and HR Director met to discuss quarterly management training opportunities; we have begun to research both required and important topics, as well as District specific topics to keep the management staff engaged with Districtwide operations and expectations. It is our expectation to have the draft training prepared and ready for review by early June, 2024.

The Safety team has also been very busy throughout the month of April. The following are completed tasks:

- Successful SCATS (Safety Consultation & Training Section) audit of the golf courses. Recommended safety improvements are currently being evaluated with an estimated completion date of May 31, 2024.
- Updated District Vehicle & Incident Report forms for management completed.
- Continued working on creation of Standard Operating Procedures for various Safety Data Sheets, as required by OSHA.

Lastly, the Benefits team has been working closely with the District’s Fitness, Health and Wellness Coordinator to develop Districtwide employee wellness programs. These programs may include everything from fitness challenges to nutritional education, etc. While we’re still in the early stages of development, we are very eager to get the final program outlined and proposed to management.

The April Attrition Report is as follows:

<u>Month</u>	<u>Start Ttl # of EE's</u>	<u>Hired*</u>	<u>Ttl Term EE's</u>	<u>End Ttl # of EE's</u>	<u>Avg # of EE's</u>	<u>Attrition Rate</u>
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	11	46	373	390.5	11.275
October, 2023	373	32	51	354	363.5	13.673
November, 2023	354	168	10	512	433	2.825
December, 2023	512	80	19	573	542.5	3.711
January, 2024	573	27	25	575	574	4.363
February, 2024	574	11	21	564	569	3.659
March, 2024	564	14	45	533	548.5	7.979
April, 2024	533	43	230	346	439.5	43.152
<b>*Reconfigured reporting based on recommendations for clarity</b>						

Note: per recommendations for clarity in reporting, we have outlined both hired and terminated employee counts. It should be understood that these numbers may change based on the timing of this report.



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

**TO:** Bobby Magee  
District General Manager

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

**SUBJECT:** Public Works April 2024 Monthly Report

**DATE:** May 1, 2024

### ***Special Projects:***

Public Works is working on developing the Lead Service Line Inventory as required by NDEP/EPA Lead and Copper Rule. PW is currently asking all homeowners to fill out the survey found using the following link. There is also a video and information to help guide the homeowner on how to find their water service line pipe material type.

Use this link for more information, view an informational video, and to get to the survey:

[Public Works Lead & Copper Rule Survey | Incline Village General Improvement District - IVGID - Incline Village, Crystal Bay, Lake Tahoe \(yourtahoepace.com\)](#)

### ***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 - Senior Engineer position is currently being advertised

- Capital Investment Committee – Snowflake Lodge Needs Assessment Update/Owner's Programing, Carry Forward Project and YR 1 of 5 YR CIP review
- Hold for Funding/Permitting/Contract – Bike Park
- RFP/RFQ – Rec Center HVAC Evaluation (Award 5/8),
- Planning – Skate Park Enhancement, Boat Ramp Evaluation, Fire Hydrant Replacement, Ski Way Pavement Rehabilitation, Incline Beach House, DP /Grease Interceptor/Fuel Tank/Upper Parking Lot Pavement
- Design – Burnt Cedar Emergency Fuel Tank Replacement, DP Electrical Service Entrance
- Bidding – SPS#5 Wetwell & Manhole Coating, WRRF Roof,
- Construction – Reservoir Coating R5-3A R5-3B (early summer 2024), Mountain Golf Cart Path Phase II (spring 2023), Meter Register & Transponder Installation (meters on order), Snowmaking/Pump Station Improvements, SPS #1, Effluent Storage Tank, Effluent Export Pipeline, Pavement Maintenance (Spring), Alder Ave Waterline Replacement, Mountain Golf Roof (Cart Barn & Clubhouse)
- Construction Complete – Crystal Peak Waterline Replacement, Fall Pavement Maintenance, Effluent Export Pipeline (GMP 1), Utility Adjustment in NDOT ROW, Wetlands Improvements, Mountain Golf Cart Path Phase II (fall 2023 work) and Phase III, Diamond Peak Kitchen, Burnt Cedar RFID Pedestrian Gate Access

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

- Not Available in time to meet packet cutoff deadline

### ***Pipeline:***

- Water Leak Repairs – 2
- Fire Hydrant Repair - 0
- After Hour Service Calls – 2 (12 hrs OT)

- Meters Tested = 13
- 217 Meters transponders changed out
- Snow removal at District venues = 6.75 hours
- Hydroflush sewer lines = 16,991 feet

**Compliance:**

- Backflow tests – 146
- Plan Checking – 23

**Waste Not:**

- Not Available in time to meet packet cutoff deadline

**Fleet:**

- Preventative Maintenance Hours – 381
- Corrective Maintenance Hours – 431
- CIP Projects Hours – 4

**Laboratory:**

- Not Available in time to meet packet cutoff deadline

**Major Capital Improvement Project Status**

- Effluent Pipeline Replacement Project GMP 2
  - Traffic Control Set Up Week of 4/22/24
  - TRPA pre-grade inspection completed
  - Saw Cutting of asphalt started week of 4/22/24
  - BMP installation completed week 4/22/24
  - Materials Delivery
- Effluent Storage Tank Project
  - Pre-Construction Meeting held
  - TRPA preliminary pre-grade inspection completed
  - BMPs installed week of 4/29/24
  - Rock breaking crew started work week of 4/22/24
- Incline Beach House
  - Progress Meetings ongoing
  - Updates given at Board of Trustees Meetings
- Skate Park Enhancement
  - Board of Trustees approved Award of 30% Design Build on 4/10/2024
  - Kickoff meeting held 4/17/2024

## Memorandum

**To:** Board of Trustees  
**Through:** Kate Nelson, Interim Director of Public Works  
**From:** Hudson Klein, PE – Interim Engineering Manager  
**Date:** April 30, 2024  
**RE:** Emergency water main repair – SR28 at Christmas Tree Village

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This memorandum is to provide a summary and update for the repair works carried out by Burdick Excavating Co (BEC) on the asbestos cement (AC) water main gate valve (GV) situated within Nevada State Route 28 (SR28) right-of-way (ROW) at the Christmas Tree Village in Incline Village. The repairs were completed by BEC between March 18, 2024 and March 21, 2024.

### Background:

A water leak was observed at the road surface in front of the Christmas Tree Village in February 2024 due to a failed service lateral serving the western portion of Christmas Tree Village; IVGID Pipeline Staff successfully completed the lateral repair. Several days later, the adjacent gate valve box was observed leaking to the road surface. IVGID Pipeline Staff manually exercised the valve and that temporarily resolved the leak, but the leak was again observed within the next week. Based on the relative age of the existing GV and AC main (1970s), Staff made the call to replace the leaking GV (versus GV repair) as it posed a significant risk to newly repaved SR28 (completed 2023).

A request for proposals was issued in February 2024 to multiple contractors. Responsive bids were received from Granite Construction and Burdick Excavating Co; BEC was the low bidder at \$41,000 and was awarded the job on March 12, 2024 via the CURF approval process.

### Repair Work and Change Order/Additional Work:

IVGID Staff secured a temporary occupancy permit with NDOT and coordinated the repair and related traffic impacts with appropriate NDOT personnel. BEC mobilized Monday, March 18, 2024 to complete the repair. Additionally, affected water customers were notified of the service disruption for March 19, 2024 and the (Bureau of Safe Drinking Water) regulatory requirement for a subsequent precautionary boil-water notice to affected customers until March 21, 2024. This affected all of the businesses within the Christmas Tree Village, the

commercial complex at the southwest corner of SR28 and Village Blvd (Starbucks building), and a legal office and landscape nursery west of the Christmas Tree Village.

The project was originally expected to take two to three days to complete, depending on existing ground and infrastructure conditions. However, the work was delayed by difficulty locating the existing AC main; this is typical of the old water mains as they do not have tracer wire and AC pipes are unable to be accurately located with standard equipment. The result was the 6" fire hydrant (FH) lateral included in the repair zone was damaged necessitating additional repair scope including approximately six feet of new 6" pipe and additional fittings.

IVGID Pipeline Staff were promptly notified of the water main damage and responded to support BEC, to minimize impact to water customers, and to ensure the repair was completed as efficiently as possible. At final connection, an additional leak was discovered in the existing 6" steel FH lateral downstream of the new connection point. Therefore, additional new pipe was required and installed on Thursday, March 21, 2024. The excavation was backfilled and the road temporarily reinstated with hot-mix asphalt (HMA). Water service was fully restored on Tuesday, March 19 with the precautionary boil water requirement removed on Thursday, March 21, 2024, as per original customer notice.

Financial Summary:

The two bids received varied from \$41,000 to \$111,000. As above, BEC was the successful low bidder and the project contract was approved at \$41,000. The extra work required by the unforeseen, existing pipe failures and inaccurate USA locate resulted in a net increase of approximately \$9,000. The total value of the BEC contract increased to \$50,023.96. As the repair was an emergency situation, the project costs were not previously allocated in the utility budget; therefore, the costs are proposed to be drawn from unused/remaining budget from completed capital projects (i.e. Crystal Peak Waterline, Utility Rate Study) as highlighted by Staff at the April 10, 2024 Board meeting.

Remaining Work:

The HMA patch used to resurface SR28 is temporary only. NDOT requires newly paved roads be suitably reinstated to an equivalent condition. In 2023, SR28 was newly re-surfaced with an open-grade asphalt product that is strictly regulated with regard to the mix design of the asphalt product and the ambient temperatures at which it is placed. This open-graded asphalt is generally only available in the summer and early fall seasons. Therefore, IVGID are required to remove the temporary HMA and place compliant NDOT and, further, a minimum of 25-feet from each end of the repair limits must be milled and overlaid with a new 1" thick open-grade asphalt course. This work will be bid out in the spring/summer once the local asphalt plants

have the NDOT-accepted open-grade asphalt in production. This timing and cost are not currently known.

Further, the existing 6" steel FH lateral that was observed as part of the repair is an old steel line and is not in a reliable condition. Therefore, Staff propose to replace the full length of this lateral across SR28 from the north side of the road to the south side to avoid a potential failure of this existing line during subsequent compaction efforts related to the road reinstatement. This additional work was unable to be completed in March due to the conditions of the NDOT permit and subcontractor availability. This portion of work will be completed in advance of the road reinstatement as part of the contract for the mill/overlay of SR28. Staff will bring this forward to the Board for approval when the timing and costs are known. This is anticipated in the summer 2024 construction season.



## Policy 22.1.0

### Disclosure of External Entity Involvement

**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 associations, businesses, or entities, however organized.

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 employee, member, or officer, or with whom they receive cash compensation or in-kind compensation (which shall include all non-monetary benefits that an organization provides in addition to or in lieu of cash compensation). Member of a Qualifying Group does not include simply listing a party affiliation as part of a voter registration or being a parishioner or regular attendee of a church, synagogue, mosque, or other religious group. Senior employees shall include the General Manager, department heads, and any supervisors with signature authority under Policies 21.1.0 or 21.2.0 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> and shall be included in the General Manager’s report or similar item in the next regularly scheduled Board of Trustees meeting after such dates.

**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**

This reporting form is to be completed by IVGID Trustees, Audit Committee Members, and Senior Management employees and shall be done on a quarterly basis (see the reporting schedule below). Senior employees shall include the General Manager, Department Heads, and any supervisors with signature authority under Policies 21.1.0 or 21.2.0 as identified by the General Manager. The requirements are to report any Qualifying Group to which they are an employee, member or officer, or with whom they receive cash compensation or in-kind compensation (which shall include all non-monetary benefits that an organization provides in addition to or in lieu of cash compensation). Member of a Qualifying Group does not include simply listing a part affiliation as part of a voter registration or being a parishioner or regular attendee of a church, synagogue, mosque, or other religious group. Qualifying Group, as defined in Policy 22.1.0, is a for profit, not-for-profit, and non-profit associations, businesses, or entities, however organized.

Employee Name: Mike L. Bandelin\_\_\_\_\_

Reporting Period: \_\_\_1/01/2024 – 3/31/2024\_\_\_\_\_

Name of External Entity, Group or Organization:

<b>Entity Name</b>	<b>Type of Membership Personal or Professional</b>	<b>Compensation Information (if none, write "N/A")</b>
Ski California	Professional	N/A

<p><b>Reporting Schedule</b></p> <p>Period from 7-1 to 9-30; due to District Clerk or designee by 10-14</p> <p>Period from 10-1 to 12-31; due to District Clerk or designee by 1-14</p> <p>Period from 1-1 to 3-31; due to District Clerk or designee by 4-14</p> <p>Period from 4-1 to 6-30; due to District Clerk or designee by 7-14</p>
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**Disclosure of External Entity Involvement – Policy 22.1.0**

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Employee Name: Adam Cripps

Reporting Period: 1-1 to 3-31

Name of External Entity, Group or Organization:

<b>Entity Name</b>	<b>Type of Membership Personal or Professional</b>	<b>Compensation Information (if none, write "N/A")</b>
Town of Apple Valley	Professional	Cash Compensation

<p><b>Reporting Schedule</b></p> <p>Period from 7-1 to 9-30; due to District Clerk or designee by 10-14</p> <p>Period from 10-1 to 12-31; due to District Clerk or designee by 1-14</p> <p>Period from 1-1 to 3-31; due to District Clerk or designee by 4-14</p> <p>Period from 4-1 to 6-30; due to District Clerk or designee by 7-14</p>
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**Disclosure of External Entity Involvement – Policy 22.1.0**

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Employee Name: Erin Feore

Reporting Period: 01/01/2024 - 03/31/2024

Name of External Entity, Group or Organization:

<b>Entity Name</b>	<b>Type of Membership Personal or Professional</b>	<b>Compensation Information (if none, write "N/A")</b>
SHRM (Society for HR Management)	Professional	N/A
Northern NV HR Association	Professional	N/A
Nevada Association of Employers (NAE)	Professional	N/A

**Reporting Schedule**

Period from 7-1 to 9-30; due to District Clerk or designee by 10-14  
 Period from 10-1 to 12-31; due to District Clerk or designee by 1-14  
 Period from 1-1 to 3-31; due to District Clerk or designee by 4-14  
 Period from 4-1 to 6-30; due to District Clerk or designee by 7-14

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

**Reporting Form**

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Employee Name: Susan Herron

Reporting Period: 01-01-2024 to 03-31-2024

Name of External Entity, Group or Organization:

<b><i>Entity Name</i></b>	<b><i>Type of Membership Personal or Professional</i></b>	<b><i>Compensation Information (if none, write "N/A")</i></b>
North Lake Tahoe Fire Protection District	Director	\$3600 per year as per NRS

**Reporting Schedule**

Period from 7-1 to 9-30; due to District Clerk or designee by 10-14  
Period from 10-1 to 12-31; due to District Clerk or designee by 1-14  
Period from 1-1 to 3-31; due to District Clerk or designee by 4-14  
Period from 4-1 to 6-30; due to District Clerk or designee by 7-14

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

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Employee Name: Shelia Leijon

Reporting Period: January 1, 2024 – March 31, 2024

Name of External Entity, Group or Organization:

<b>Entity Name</b>	<b>Type of Membership Personal or Professional</b>	<b>Compensation Information (if none, write "N/A")</b>
ITF	Co-founder, IVGID Laision	N/A
Rotary Club of Tahoe Incline	Immediate Past Co- president, Individual member	N/A
IVCBA	Founding Board Member	N/A

<p><b>Reporting Schedule</b></p> <p>Period from 7-1 to 9-30; due to District Clerk or designee by 10-14</p> <p>Period from 10-1 to 12-31; due to District Clerk or designee by 1-14</p> <p>Period from 1-1 to 3-31; due to District Clerk or designee by 4-14</p> <p>Period from 4-1 to 6-30; due to District Clerk or designee by 7-14</p>
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**Disclosure of External Entity Involvement – Policy 22.1.0**

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Employee Name: Bobby Magee

Reporting Period: 1/1/24 - 3/31/24

Name of External Entity, Group or Organization:

<i>Entity Name</i>	<i>Type of Membership Personal or Professional</i>	<i>Compensation Information (if none, write "N/A")</i>

**Reporting Schedule**

- Period from 7-1 to 9-30; due to District Clerk or designee by 10-14
- Period from 10-1 to 12-31; due to District Clerk or designee by 1-14
- Period from 1-1 to 3-31; due to District Clerk or designee by 4-14
- Period from 4-1 to 6-30; due to District Clerk or designee by 7-14

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

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Employee Name:  Kate S. Nelson

Reporting Period:  1/1/2024 – 3/31/2024

Name of External Entity, Group or Organization:

<b>Entity Name</b>	<b>Type of Membership Personal or Professional</b>	<b>Compensation Information (if none, write "N/A")</b>
Washoe County Planning Commissioner – District 2	Professional	\$80/meeting attended
Truckee Meadows Regional Planning Commissioner – Washoe County	Professional	\$80/meeting attended

<p><b>Reporting Schedule</b></p> <p>Period from 7-1 to 9-30; due to District Clerk or designee by 10-14</p> <p>Period from 10-1 to 12-31; due to District Clerk or designee by 1-14</p> <p>Period from 1-1 to 3-31; due to District Clerk or designee by 4-14</p> <p>Period from 4-1 to 6-30; due to District Clerk or designee by 7-14</p>
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**Disclosure of External Entity Involvement – Policy 22.1.0**

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Employee Name: David Noble

Reporting Period: 01/01/24 – 03/31/24

Name of External Entity, Group or Organization:

<b>Entity Name</b>	<b>Type of Membership Personal or Professional</b>	<b>Compensation Information (if none, write "N/A")</b>
David Scott Noble d/b/a DSN Consulting	Personal	Yes
Skiprock Partners, LLC	Personal	Yes

<p><b>Reporting Schedule</b></p> <p>Period from 7-1 to 9-30; due to District Clerk or designee by 10-14</p> <p>Period from 10-1 to 12-31; due to District Clerk or designee by 1-14</p> <p>Period from 1-1 to 3-31; due to District Clerk or designee by 4-14</p> <p>Period from 4-1 to 6-30; due to District Clerk or designee by 7-14</p>
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**Disclosure of External Entity Involvement – Policy 22.1.0**

OR

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Employee Name: Sara Schmitz

Reporting Period: 1-1 → 3-31-2024

Name of External Entity, Group or Organization:

<b>Entity Name</b>	<b>Type of Membership Personal or Professional</b>	<b>Compensation Information (if none, write "N/A")</b>
Incline Village Crystal Bay Community 1st	President	none-volunteer
Incline Village Crystal Bay Veterans Club	member	+ volunteer

**Reporting Schedule**

Period from 7-1 to 9-30; due to District Clerk or designee by 10-14  
 Period from 10-1 to 12-31; due to District Clerk or designee by 1-14  
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**Disclosure of External Entity Involvement – Policy 22.1.0**

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Employee Name: \_\_\_\_\_ Michaela Tonking \_\_\_\_\_

Reporting Period: \_\_\_\_\_ 4/15/2024 \_\_\_\_\_

Name of External Entity, Group or Organization:

<b>Entity Name</b>	<b>Type of Membership Personal or Professional</b>	<b>Compensation Information (if none, write "N/A")</b>
Augenblick Palaich and Associates	Professional	Paid
MHT LLC	Professional	Paid
Incline High School WTP	Personal	n/a

<p><b>Reporting Schedule</b></p> <p>Period from 7-1 to 9-30; due to District Clerk or designee by 10-14</p> <p>Period from 10-1 to 12-31; due to District Clerk or designee by 1-14</p> <p>Period from 1-1 to 3-31; due to District Clerk or designee by 4-14</p> <p>Period from 4-1 to 6-30; due to District Clerk or designee by 7-14</p>
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**Disclosure of External Entity Involvement – Policy 22.1.0**

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Employee Name: Raymond Tulloch

Reporting Period: 04/01/24-06/30/24

Name of External Entity, Group or Organization:

<b>Entity Name</b>	<b>Type of Membership Personal or Professional</b>	<b>Compensation Information (if none, write "N/A")</b>
Munro Tulloch, Inc, President & CEO	Professional	Salaried
Mt. Rose Ski Tahoe, Ski Team Head Coach	Professional	Salaried
Far West Masters Ski Racing – Past President, Volunteer position	Personal	N/A
Mt. Rose Snowsports Education Foundation volunteer position	Personal	N/A

<p><b>Reporting Schedule</b></p> <p>Period from 7-1 to 9-30; due to District Clerk or designee by 10-14</p> <p>Period from 10-1 to 12-31; due to District Clerk or designee by 1-14</p> <p>Period from 1-1 to 3-31; due to District Clerk or designee by 4-14</p> <p>Period from 4-1 to 6-30; due to District Clerk or designee by 7-14</p>
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Public Records Request Log

Thursday, May 2, 2024

Due Today:	0
Overdue:	0

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
23-106			✓ Monday, November 13, 2023	Gumz, Joy	2) Attendance / timekeeping records for all employees for the calendar year 2022	Extended		Human Resources
24-013		In Progress	✓ Thursday, January 11, 2024	Homan, Mick	Please provide all emails, texts and/or other documentation sent to/received by Sara Schmitz, Matthew Dent, IVGID Human Resources, and/or other IVGID Staff or legal counsel regarding public forums, the recall petition, and/or IVGID beaches from June 15, 2023 to August 1, 2023. Please provide all emails, texts, and/or other documentation sent to/received by Sara Schmitz, Matthew Dent, Human Resources and/or IVGID Staff or legal counsel regarding the issuance of picture passes to residential parcels owned by any legal entity other than an individual or couple from May 1, 2023 to June 30, 2023	2/15/2024		General Governance
24-028	10 Minutes	Complete	✓ Thursday, February 1, 2024	McKowen, Patricia	Human Resources Cliff Dobler File which is now public Record.	2/8/2024		Human Resources
24-029	Not Recorded	Complete	✓ Friday, April 12, 7737	Schmitz, Sara	Account Creation - Request	2/14/2024		General Governance
24-030	2 Hours	Complete	✓ Monday, February 19, 2024	Miller, Judith	Please provide a list (pdf) Showing the job title, job class (e.g. FTYR, PTYR, etc), grade and FTE's for each of the budgeted positions listed for 2023-2024 on pp.549-553 of the 5/25/23 Board Packet. I already have the table of salary levels, but never received the list containing the position title, class, grade and FTE's (like the one that had been provided in previous years) that I originally requested in July of 2023 and again in February 2024. The list in last year's packet only contained the job title and FTE's.	3/11/2024		Human Resources
24-031	1.5 Hours	Complete	✓ Tuesday, February 20, 2024	Miller, Judith	IVGID's website states "The Senior Transportation Program is a collaborative effort provided by IVGID Senior Programs, Washoe County, NDOT and RTC." Please provide records evidencing any and all financial contributions from Washoe County, NDOT and RTC specifically for IVGID's Senior Transportation Program since July 1, 2022 to the present.	3/11/2024		Parks, Rec. & Beaches and Finance Department
24-032	30 Minutes	Complete	✓ Saturday, February 24, 2024	Wells, Kristie	Please provide the Consulting Agreement and Compensation Plan for Interim Director of Finance, Bobby Magee. I understand IDF Magee, based on his own words, was referred to IVGID by someone at Baker Tilley. Baker Tilley was then paid a \$10,000 "finders fee." I have not seen anything else related to IDF Magee being hired, or any documents that state what his current compensation is as a consultant to IVGID. This has been asked, twice, by Aaron Katz, and I do not believe this request has been fulfilled.  Please provide a copy of the agreement between IVGID and IDF Magee that fully outlines his role, responsibilities, and the compensation he receives in exchange for the work provided to the District. I would expect there to be a clear term of engagement, an exact amount of compensation that was agreed to, and any additional benefits that were to be provided.  Please provide copies of the invoices that have been submitted by IDF Magee or any firm or person representing him seeking payment from IVGID, including those that pertain to general compensation as well as any expense reimbursement that has been requested since he started working with the District.	3/4/2024		Human Resources

Public Records Request Log

Thursday, May 2, 2024

Due Today:	0
Overdue:	0

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-033	1 hour 30Min	Complete	✓ Saturday, February 24, 2024	Wells, Kristie	<p>Please provide the exact total that will be paid to Maupin Cox &amp; LeGoy for the investigation they conducted on an employee (reference engagement letters dating November 17, 2023, and December 18, 2023, that were posted in the PRR 24-2).</p> <p>I would like to know the exact amount billed and what is owed for the completion of this investigation.</p> <p>I would also like to know how many investigations have been requested by the BoT since June 2020.</p>	3/11/2024		Accounting/ Finance
24-034	45 Minutes	Complete	✓ Thursday, February 22, 2024	Katz, Aaron	<p>Erin Feore shared with me that there's an electronic form for an employee to request vacation time. And there's the same for his/her supervisor to approve. And that's what I want to examine. Tim Kelly's requests/approval by his superior(s)' approvals for vacation time/sick leave since July 1, 2022. And most specifically for last week and this week (Week ending on 02-17-2024). And if I haven't asked precisely for the records to examine which will result in what I want to examine, then you have a duty to help me frame my request accordingly. So hopefully my request is sufficient, but if it isn't... Sick days as well.</p> <p>I want to see documents evidencing all of Tim's vacation days and sick days since July 1, 2022</p>	2/29/2024		Human Resources
24-035	45 Minutes	Complete	✓ Tuesday, March 5, 2024	Craig, Morley	<p>I write to request access to and a copy of service contract for IVGID Household Hazardous waste and electronic waste collection and disposal services (along with vendor submittals to the proposal request) that covers your household hazardous waste service. If you do not have a current contract, please provide copies of invoices related to household hazardous waste service. Time frame requested is from current to previous 2 years. I, I will expect your response with five (5) business days. See Nev. Rev. Stat. Sec. 239.0107.</p> <p>Thank you for your assistance.</p>	3/12/2024		Public Works
24-036	45 Minutes	Complete	✓ Tuesday, March 5, 2024	Yadav, Kaja;	<p>I write to request access to and a copy of service contract for IVGID Household Hazardous waste and electronic waste collection and disposal services (along with vendor submittals to the proposal request) that covers your household hazardous waste service. If you do not have a current contract, please provide copies of invoices related to household hazardous waste service. Time frame requested is from current to previous 2 years. If your agency does not maintain these public records, please let me know who does and include the proper custodian's name and address.</p> <p>As provided by the open records law, I will expect your response with five (5) business days. See Nev. Rev. Stat. Sec. 239.0107</p>	3/12/2024		Public Works
24-037	1 Hour		✓ Friday, March 8, 2024	Wells, Kristie	<p>I would like to receive all emails sent to anyone by Trustee Sara Schmitz that contain the following words or phrases: Director of Parks and Recreation; Director of Administrative Services; Shelia Leijon; Susan Herron The time period would be from June 1, 2023 to present day, March 9, 2024.</p>	Partial/ in process		Clerk
24-038	10 Minutes	Complete	✓ Monday, March 11, 2024	McKowen, Patricia	<p>I am requesting a copy of Chris Nolet's resignation letter as the Chair of the Audit Committee.</p>	3/15/2024		Human Resources
24-039	15 Minutes	Complete	✓ Monday, March 11, 2024	Kern, Rick	<p>How can I get an update on the status of the IVGID bank reconciliations? I don't want to ambush anyone at the meeting, but I'd like to know if we are now reconciled through February 2024, and if not, thru what month are we reconciled, and the amounts of any outages/discrepancies.</p>	4/1/2024		Accounting/ Finance
24-040	3 Hours	Complete	✓ Tuesday, March 12, 2024	Terry, Erron	<p>Any and all emails from or to Shelia Leijon regarding IVCBA for the last 12 months.</p>	4/29/2024		General Governance

Public Records Request Log

Thursday, May 2, 2024

Due Today:	0
Overdue:	0

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-041	4 Hours 30 Minutes		✓ Thursday, March 14, 2024	Kahrs, Linda	I am making this PRR request for all emails to/from any employee or Trustee of the District from either Aaron Katz and/or Frank Wright for the period of 10/2023 to 03/2024 and I will accept these emails in batches by month i.e. October, November, December, etc. Thank you.	Partial/ in process		General Governance
24-042			✓ Friday, March 22, 2024	Wells, Kristie	I would like to know who, specifically, crafted the questions in the "Good Government" survey that was recently released: <a href="https://www.flashvote.com/ivgid-nv/surveys/good-government-03-24">https://www.flashvote.com/ivgid-nv/surveys/good-government-03-24</a> Please provide all emails about developing this specific survey between any IVGID Board of Trustee, Kevin Lyons, or anyone associated with the FlashVote service. Specifically, which Trustees were involved in developing this survey, what questions did they submit for inclusion, and who approved the final version?	4/30/2024		General Governance
24-043	10 Minutes	Complete	✓ Tuesday, April 2, 2024	Dobler, Cliff	Please provide for my examination all documents delivered to the Nevada Department of Taxation regarding the IGVID June 30, 2023 financial statements which were determined by the Board of Trustees on March 28, 2023.	4/9/2024		Accounting/ Finance
24-044	0	Complete	✓ Tuesday, April 2, 2024	Dobler, Cliff	Please complete the public records request recently made. Please provide the transmittal letter to the Department of Taxation which was part of the 6-30-2023 financial statement documents submitted by IVGID which were approved by the Board of Trustees on March 28, 2024. The transmittal letter was not included in my previous public records request.	4/9/2024		Accounting/ Finance
24-045	0	Complete	✓ Tuesday, April 2, 2024	Dobler, Cliff	Please provide for my examination the Management Representation Letter submitted by IVGID management to Davis Farr, LLP regarding the fiscal June 30, 2023 financial statements	4/9/2024		Accounting/ Finance
24-046	4 Hours	Complete	✓ Thursday, April 4, 2024	Gumz, Joy	Please provide by email or the Nextrequest portal a copy of IVGID's AUDITORS' REPORT from fiscal year 1978 through fiscal year 1984: 1978, 1979, 1980, 1981, 1982, 1983, 1984. This AUDITORS REPORT included the audited financial statements and the Auditors' opinion, and is a permanent record per Nevada laws and regulations.	4/11/2024		Accounting/ Finance
24-047	1.5 Hours	Complete	✓ Sunday, April 7, 2024	Steinburg, Paul	any and all requests by anyone for any records concerning Paul Steinberg in any department or facility	4/30/2024		General Governance
24-048	30 Minutes	Complete	✓ Sunday, April 7, 2024	Steinburg, Paul	any and all inquiries, record request or action in which my name is included by and IVGID trustee or member of the IVGID staff including responses to such requests	4/30/2024		General Governance
24-049	15 Minutes	Complete	✓ Sunday, April 7, 2024	Dobler, Cliff	The letter from DAVIS FARR to IVGID is not what I asked for. I want the letter to DAVIS FARR from IVGID. the letter for several yeas is called; Management's representation letter to auditor. could I please obtain information which I requested	4/15/2024		Accounting/ Finance
24-050	30 Minutes	Complete	✓ Monday, April 8, 2024	Dobler, Cliff	Please provide for my examination the spreadsheets provided by Ms Nelson at the April 4, 2023 Investment Committee regarding carryover projects from fiscal 2024 to 2025. These spreadsheets were not part of the committee packet just posted up on zoom. In the future if supplemental items are presented at a meeting then would be appropriate to have them on the agenda. This would save time on requesting documents.	4/15/2024		Public Works

Public Records Request Log

Thursday, May 2, 2024

Due Today:	0
Overdue:	0

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-051	15 Minutes	Complete	Tuesday, April 16, 2024	Dobler, Cliff	Please provide for my examination the spreadsheet regarding estimated engineering man hours required to conduct capital projects for fiscal year 2025.. This spreadsheet was posted on the zoom meeting of April 4, 2024 and can be found as item E.2 and located at 28:00 minutes. It is inappropriate to exclude items provided to the Committee but not in the packets. These items should be posted as backup to the meeting even if received after the packet is released to the public. This has been done in the past. Please post the item.	4/16/2024		Public Works
24-052	5 Minutes	Complete	Thursday, April 18, 2024	Steinburg, Paul	Any and all records of insurance policies that cover the Incline Village Tennis & Pickleball Center. Is this policy separate or included with insurance of other sports and recreational facilities in Incline Village?	0425/2024		General Governance
24-053			Thursday, April 18, 2024	Steinburg, Paul	Who are the multiple sources that Trustee Schmitz refers to in her email to former GM Bandelin on January 2, 2024. In that email, she states that "I have been told my multiple sources that he stated he was GIVEN passes by Shelia."	4/25/2024		General Governance
24-054	5 Minutes	Complete	04/2382024	Wells, Kristie	Please provide a copy of the tentative 2024/2025 budget that I believe was filed with the State of Nevada on April 15, 2024.	4/30/2024		Accounting/ Finance
24-055	0	Complete	Wednesday, April 24, 2024	Dobler, Cliff	Please provide for my examination the IVGID Tentative Budget for fiscal year beginning July 1, 2024 to June 30, 2025. This document was sent to the Department of Taxation by IVGID employee Adam Cripps on or about April 15, 2024 and should be available.	5/2/2024		Accounting/ Finance
24-056	0	Complete	Monday, April 29, 2024	Katz, Aaron	Monday morning, April 29, 2024, at 10 A.M., I want to examine and receive copies of: 1. The District's tentative 2024-25 budget submitted by staff to the Dep't of Taxation ("NDOT"); 2. All District letters accompanying the tentative budget referenced in paragraph 1 above evidencing in part, the date and time when that tentative budget was submitted to the NDOT; 3. The District's BOT agenda seeking approval of the tentative budget referenced in paragraph 1 above; 4. The resolution adopted by the District's BOT approving the tentative budget referenced in paragraph 1 above; 5. Notice of the time and place of a public hearing on the tentative budget referenced in paragraph 1 above which was supposed to have been prepared and disseminated at the same time the District submitted that tentative budget to the NDOT. Please confirm to me ahead of time that said public records will in fact be available for my examination on the date and at the time referenced above. Let me remind you that NRS 239.010(1) instructs that "all public books and public records of a governmental entity must be open at all times during office hours to inspection by any person, and may be fully copied...from those public books and public records." That's why I intend to examine and receive the above-copies on the date and at the time referenced. Thank you for your cooperation. Aaron Katz	5/6/2024		Accounting/ Finance
24-057	0	No records Responsive to this Request	Monday, April 29, 2024	Katz, Aaron	Application for certificate of excellence in financial reporting submitted to the GFOA for the District's 2023 ACFR; The District's payment of the fee for the application reference above; Invoicing from the GFOA for the application referenced above; Any certificate of excellence issued by the GFOA to the District insofar as its 2023 ACFR is concerned.	5/6/2024		Accounting/ Finance

**Public Records Request Log**

**Thursday, May 2, 2024**

Due Today:	0
Overdue:	0

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-058	15 Minutes	Complete	✓ Monday, April 29, 2024	Katz, Aaron	Rather than forcing me to do a PRA request, can you please provide the following: 1. Job description Ass't Director of Finance; 2. Pay grade number for Ass't Director of Finance; 3. Current pay grade summary which depicts compensation ranges for each District pay grade; 4. Current base payment amount for current Ass't Director of Finance; 5. Job description Golf General Manager; 6. Pay grade number for Golf General Manager; 7. Current base payment amount for current Golf General Manager. If you/your colleagues are going to force me to make formal public record request for the above, please consider this e-mail that request.	5/6/2024		Human Resources
24-059	0	Withdrawn	✓ Tuesday, April 30, 2024	Ericson, Grace	The Tahoe Transportation District (TTD) is in the process of designing the SR28 Central Corridor Project located in Carson City and Washoe County from Thunderbird Lodge to Secret Harbor Parking Lot. This project will include approximately 1 mile of trail, parking improvements, transit improvements, pedestrian safety improvements, driveway and access improvements and highway improvements. This project is scheduled for construction in 2026. At this time, we are requesting Record Drawings for all improvements within the project limits as depicted on the enclosed map. Wood Rodgers, Inc. is under contract to the TTD to produce plans, specifications, and contract documents for the Project. Please provide us with your feedback on how the Project may impact your existing or planned future facilities. Any conflicting facilities within the project limits will require prior rights investigation and coordination to determine responsible party for relocation. If your company is interested in placing new facilities, repairing, or upgrading existing facilities, we encourage you to accomplish the work prior to construction of our project to avoid cuts into proposed improvements. We request that you coordinate with our project team to ensure any modified or relocated facilities are coordinated with our improvements to mitigate future conflicts. TTD can make arrangements with you to place utilities in conjunction with our project; if you are interested in making such arrangements, please contact us as soon as possible. ***Vicinity map is a supplemental document and will be provided once account is	5/7/2024		Public Works
24-060	5 Minutes	Complete	✓ Wednesday, May 1, 2024	Kelly, Deirdre	Seeking a copy the 3/21/2001 legal document that is available to the public titled, "District Beaches-Restrictive Deed Covenant"--Factual Review.	5/8/2024		