

MEMORANDUM

TO: Board of Trustees

FROM: Bobby Magee, District General Manager

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

DATE: July 10, 2024

District General Manager Verbal Update

Venue Status Reports

Venue status reports are attached for June 2024 (covering department accomplishments over the past month and department outlook and goals for the upcoming month)

Public Records Log

Public Records Log for Any Prior unfulfilled Requests and January 11, 2023 through July 3, 2024, is attached to this report.

III. ATTACHMENTS

June 2024 Venue Status Reports
Public Records Request Log

MEMORANDUM

TO: Board of Trustees

FROM: Susan Herron
Director of Administrative Services

SUBJECT: Administrative Services Activities in June and Planned Activities in July

DATE: July 10, 2024

Following is a bulleted list of the items accomplished in June and in no particular order:

- Assisted RWTB II with all required paperwork
- Assisted other entities with all required paperwork for the July events
- Worked on Practice 6.2.0 with Trustees Tulloch, Schmitz and General Manager Magee
- Reviewed and approved Parks and Recreation items as needed
- Attended several meetings regarding matters of interest to IVGID
- Completed an ICMA training
- Renewed, personally, membership in IIMC
- Worked on and at the Employee Appreciation event
- Processed District paperwork as required/needed
- Assisted with Board memorandums and packets
- Attended Staff meetings and Board meetings
- Worked with several public members to obtain answers to their questions
- Placed required ads into the newspaper
- Monitored and responded to info@ivgid.org inquiries
- Worked on public records requests

Following is a bulleted list of the items that may be worked on in July and in no particular order:

- Complete the required work on Practice 6.2.0 so that it can go before the Board of Trustees for approval at the 7/31 meeting
- Continue Parks and Recreation support as needed
- Monitor and respond to info@ivgid.org inquiries
- Assist with Board memorandums
- Attend Staff and Board meetings
- Work with public as needed
- Process paperwork
- Work on any special projects as requested by the District General Manager
- Continue to assist members of the community
- Work on public records requests

MEMORANDUM

TO: Bobby Magee, General Manager
FROM: Erin Feore, Director of Human Resources
SUBJECT: Monthly Venue Manager Status Report
DATE: July 1, 2024

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

Director of Public Works
Senior Accountant
Director of Parks & Recreation (pending start date in July)
SCADA Technician

Openings

Contracts & Purchasing Manager (interviews ongoing)
IT Technician
Senior Engineer
Lift Operations - Supervisor

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

The Recruitment team continues to remain very busy throughout the summer months. In June, the team attended two job fairs (one in Incline Village and one in Reno) and has one scheduled for July (in Incline Village). Separately, they maintain contact with their network of regional professionals to stay ahead of hiring trends. The team has continued to develop their report to track the ROI of candidates per job fair; the HR Director will share this information with the General Manager as data becomes available.

The HR/Recruiting team continues to manage ongoing hiring/rehiring processes and employee file maintenance. Further, the HR Staff will be partnering with Pool/Pact to begin Phase 1 of Pool/Pact's Human Resources Compliance Assessment program. In this program, PoolPact will assist the District with ensuring the strong foundation built remains durable and weaknesses in effectiveness are identified for correction. This program consists of two very detailed phases; the first phase reviews District personnel files, training records, job descriptions, ADA & FMLA processes, recruitment practices and posting of legally required notices. Following successful completion of this assessment, the District becomes eligible for Enterprise Risk Management Excellence Program (ERMEP) grants ranging from \$500 - \$1,250. Phase I is scheduled to begin in August, 2024.

District required trainings are ongoing and are conducted 1-2 times per week as needed. Additionally, the HR staff have attended the following trainings in May/June and will attend in July:

- Various Pool/Pact trainings
- Nevada Employer Association – Payscale Peer
- Littler Mendelson – Insider’s View of the EEOC
- SHRM (Society of Human Resources Management) – SHRM Annual Conference, 2024

The Safety team has been working closely with venue management to help organize and manage the safety related aspects of the District’s July 4th week-long celebrations. Additional information about their completed and ongoing activities will be updated with the next Venue Status Report.

Lastly, the Benefits team has been working closely with the District’s Fitness, Health and Wellness Coordinator to develop Districtwide employee wellness programs. While initial programs had been developed, Staff are in the process of redefining some of these programs to ensure careful compliance with the District’s budget is maintained. Further, Staff have gotten an earlier-than-normal start on overall evaluation of Plan Administrators/Insurance Providers to ensure both provide services and products that meet the needs of District employees, while remaining cost effective. As strategies are developed, the HR Director will keep the General Manager informed.

The Attrition Report is as follows:

For May:

Month	Start Ttl # of EE's	Hired*	Ttl Term EE's	End Ttl # of EE's	Avg # of EE's	Attrition Rate
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
May, 2024	346	112	13	445	395.5	3.757

For June:

Month	<u>Start Ttl #</u> of EE's	<u>Hired*</u>	<u>Ttl Term</u> EE's	<u>End Ttl # of</u> EE's	<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
May, 2024	346	112	13	445	395.5	3.757
June, 2024	445	68	5	508	476.5	1.124

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.

MEMORANDUM

TO: Board of Trustees

FROM: Mike Gove
Director of Information Technology

SUBJECT: Information Technology Activities in June

DATE: July 10, 2024

Long Term Initiatives:

The Email Migration Project is currently 2 (almost 3) weeks ahead of schedule with no identified risks.

The Active Network POS Assessment Project is currently on schedule with no identified risks.

The Server Cluster Replacement Project is currently in the proposal stage and is scheduled to start the 3 week in July.

Service Desk:

There were 129 Service Desk incidents opened in June with 111 of them being resolved.

MEMORANDUM

TO: Bobby Magee
District General Manager

FROM: Paul Raymore
Marketing & Communications Manager

SUBJECT: Status Report for June 2024 – Marketing & Communications

DATE: July 10, 2024

IVGID Marketing & Communications Department June 2024 Accomplishments + July 2024 Plans

JUNE 2024 ACCOMPLISHMENT HIGHLIGHTS

New YourTahoePlace.com website redesign project:

By early June, IVGID's marketing and communications staff had put the final content into the new WordPress platform for the new YourTahoePlace.com website and we entered a "content freeze" period while KPS3 (our website developers) prepared the site for a planned launch on June 13.

That launch did not take place on June 13 as changes were requested by the Board of Trustees. Updates below were made:

- Updated text on About IVGID page under "Facilities and Weddings" accordion element to say "community of Incline Village" instead of "town of Incline Village."
- Updated text on About IVGID page under Public Works accordion element to say "solid waste (trash service) contract" instead of just "solid waste contract" to make it more evident what this refers to.

One District – One Team

- Broke up IVGID Board of Trustees page into two pages to cut down on scrolling requirements:
 - IVGID Board of Trustees: <http://ytp.iv.ivgid.website.bc.kps3dev.com/about-ivgid/ivgid-board-of-trustees/>
 - IVGID Trustee Candidate Resources: <http://ytp.iv.ivgid.website.bc.kps3dev.com/about-ivgid/ivgid-board-of-trustees/ivgid-trustee-candidate-resources/>
- Remade IVGID Board of Trustees page with fewer design components and more plain text components to reduce Trustee photo sizes and clicking requirements to see additional Trustees: <http://ytp.iv.ivgid.website.bc.kps3dev.com/about-ivgid/ivgid-board-of-trustees/>
- Finished adding all Committees with separate pages for each. Main Committees page identifies whether committee is board-appointed or GM-appointed: <http://ytp.iv.ivgid.website.bc.kps3dev.com/about-ivgid/committees/>

In addition to these updates, the marketing & communications team has spent 41.6 hours from June 13 to July 1 making typical updates (adding new events, updating prices, etc.) to both the current YourTahoePlace.com website, and then duplicating those changes on the new YourTahoePlace.com website to ensure it's up to date when we launch it. This double update requirement doubles the time we spend making these updates.

IVGID Magazine:

- Completed content gathering, editing and proofing for Summer 2024 edition (delivered June 28)
- Worked with IVGID Legal Counsel to define 2025 calendar year contract extension options with CCMedia for 2025 IVGID Magazine production. Presented options to Board of Trustees at June 12, 2024 board meeting.

General Projects:

- Website, email and social promotion of IVGID PW Water Service Line Survey requirements
- Uploading IVGID Board of Trustees packet information to Board Meetings & Agendas page of website.
- Email newsletters about Board of Trustees meetings, traffic control updates, venue's modified hours, etc.
- Website updates for PW: bidding opportunities
- Social media monitoring & explanation: IVGID Comm account
- ZeroRisk Manager Training
- IVGID Employee Cookbook recipe solicitation, formatting and cookbook design

Golf Course Marketing & Communications:

One District – One Team

- Email marketing and social media posts to promote regular Golf Course operations and programs including pre-arrival and post-departure emails, and regular newsletter content.
- Golf flyer design for events, program signups, etc.
- Hosting golf events such as Nine & Wine, Ladies Chip & Sip
- Photo & Video shoots: Nine & Wine, golf merchandise

Tennis & Pickleball Marketing & Communications:

- Updated design for and ordered 2024 Incline Open Tennis & Pickleball medals.
- Email marketing and social media posts to promote Incline Open tournaments.
- Email marketing and social media posts to promote regular Tennis & Pickleball Center operations and programs.
- Tennis & Pickleball flyer design for clinics, events, etc.
- Photo & Video shoots: French Open Mixer, Pre-Game Fitness clinic

Weddings & Facilities Marketing & Communications:

- Review of weddings paid advertising campaigns. Working with EXL Media to pause all paid advertising (other than pre-paid campaigns on annual contracts) as of June 30, 2024.
- Ongoing social media promotion of weddings & events department

Parks & Recreation Marketing & Communications:

- Parks & Rec flyer design for clinics, events, etc.
- Youth Summer Camp promotion
- Photo & Video shoots: Girls softball, community clean up, bike park, Rec Center entrance, personal trainer bios & tips, Tai Chi, lifeguard training, Burnt Cedar Horizons Camp

Diamond Peak Marketing & Communications:

- Photo & Video shoots: Red Fox chairlift haul rope replacement project

JULY 2024 PLANS

New YourTahoePlace.com website redesign project:

As of July 1, we are awaiting approval from the IVGID General Manager and Board of Trustees to restart the launch sequence with KPS3 for the new website, and/or instructions for further changes to make before launch.

When give the go ahead for launch, we will begin a public outreach campaign including press releases to the local media, email newsletters to residents and stakeholders, and social posts to our social media accounts.

We will also promote the new CivicPlus portal for Board of Trustees meeting materials, with FAQs to explain the new functionality available to our residents.

IVGID Magazine:

During July, we will begin the planning process for gathering content for both the Fall/Winter 2024 edition and the Annual Report edition of the IVGID Magazine. This process involves reaching out to all IVGID departments featured in the magazine and asking for updates on programs, facilities, etc.

General Projects:

- We will work with our media buying partner EXL Media to create a new agreement for fiscal year 2024-25 and present this agreement to the IVGID Board of Trustees for potential approval.
- Start work with the Purchasing & Contract Manager (if hired) and/or the PW Contracts Manager to define an RFP process for our publishing agreement for the IVGID Magazine in calendar year 2026 and beyond.
- Website, email and social promotion of IVGID PW Water Service Line Survey requirements
- Uploading IVGID Board of Trustees packet information to Board Meetings & Agendas page of website.
- Email newsletters about Board of Trustees meetings, traffic control updates, venue's modified hours, etc.

Golf Course Marketing & Communications:

- Email marketing and social media posts to promote regular Golf Course operations and programs including pre-arrival and post-departure emails, and regular newsletter content.
- Golf flyer design for events, program signups, etc.
- Hosting golf events such as Nine & Wine, Whiskey & Wedges
- Photo & Video shoots: Whiskey & Wedges clinic, new driving range hitting mats, junior golf programs
- Once paid advertising budgets are defined and approved, work with EXL Media and GM of Golf Operations to evaluate potential golf campaigns if needed.

Tennis & Pickleball Marketing & Communications:

- Email marketing and social media posts to promote Incline Open tournaments.
- Email marketing and social media posts to promote regular Tennis & Pickleball Center operations and programs.
- Tennis & Pickleball flyer design for clinics, events, etc.
- Photo & Video shoots: Incline Open Tennis Tournament

Weddings & Facilities Marketing & Communications:

- Once paid advertising budgets are defined and approved, work with EXL Media to restart weddings campaigns.
- Ongoing social media promotion of weddings & events department
- Photo & Video shoots: Aspen Grove, Food & Beverage options, etc.

Parks & Recreation Marketing & Communications:

- Local Heroes Community Fair booth staffing (July 2)
- 4th of July week help at beaches as needed
- Email marketing and social media posts to promote regular Parks & Rec Center operations and programs.
- Photo & Video shoots: Summer camps, Summer Splash Swim program, personal trainers

Diamond Peak Marketing & Communications:

- Email marketing: Amazon Prime Day season pass promo, summer operations updates
- Ongoing social media promotion of season passes, summer fun

Parks JUNE 2024 Status Report

- Contractor conducted pavement work and striping at Incline Beach parking lot June 4th & 5th.
- Two dead tree branches hung up in tree canopy removed from trees at Ski Beach.
- Parks staff participated in June 12, 2024 District Safety Committee meeting. Fire extinguishers and eye wash station signed off. First aid cabinets checked and filled with needed supplies. AED batteries checked at Parks building and remains ready. Training provided in June included; Special Events, Vehicle Safety Training. Playground safety inspections conducted weekly by certified playground safety inspector.
- IVGID Arbor Day Arbor Day celebration took place at Burnt Cedar Beach June 14th; four trees planted. Poisoned trees (from 2023) removed prior to new tree planting.
- Boat ramp side concrete curb stops put back in place and 4' red cones removed from site.
- Repaired split rail fence on Public Works' easement next to Fitness Trail.
- Parks employee Jose (Junior) Ortega completed two additional irrigation trainings, one on valve repairs and another on electrical trouble-shooting.
- Parks staff replaced eleven irrigation valves in June.
- Music scheduled Fridays and Wednesdays at Incline Beach starting late May through September.
- Decomposed granite added to pathways at Ski Beach, Incline Beach, Aspen Grove and Village Green.
- Noxious weed control continues throughout parks. Collaboration with North Tahoe Conservation District and keeping them updated regarding removal of noxious weeds.
- Playground plastic welding repairs conducted at Incline Beach, Burnt Cedar and Preston Park as part of routine maintenance.
- Three J-1 international students started June 1st Noelia Rocha, Joaquin Ramirez, and Daniela Rosero. They all completed District Orientation and Customer Service Training as required by HR.

- Aeration, slicing and overseeding work continues in the parks and beaches. Spring seed is germinating and coming up well everywhere.
- Little League activity continues in June. Hardball and softball tournaments start in June. Special events begin and go throughout the summer.
- Ongoing picnics scheduled at Recreation Center Bocce Ball and group picnic areas at the parks and the beaches through September.
- Fresh wasp attractant replaced in traps throughout parks and beaches to capture queens and reduce wasp nests in parks.
- Brush Crew worked at West Park and Preston Park in June. Downed tree along Incline Creek was bucked up and branches chipped. Parks staff removed rounds so they would not end up in the creek. Parks staff conducted defensible space work at the Fitness Trail property easement. Pruning dead branches at Burnt Cedar Beach.
- New approach for the high school graduation this year. Graduation was scheduled on Stadium Field June 18th, and Parks staff coordinated with school staff. They requested the irrigation system be turned off June 14,15, 16, 17, 18.
- New signage installed to identify courts at the Tennis/Pickle-ball Center.
- New bollard posts installed on both sides of the bridges at Incline and Ski Beach.
- Beavers continue to bring down aspen trees along Third Creek and Incline Creek. Parks staff has wrapped aspen tree trunks with chicken wire to prevent any more damage to trees.
- Sand added to volleyball court nearest water at Ski Beach.
- IVGID Adult Softball began mid-month on Wednesdays and Thursdays.
- IVGID Tai Chi began in Aspen Grove Backyard on Tuesdays and Thursdays.
- Youth summer camps started at Burnt Cedar and Ski Beaches at the end of June.
- Soccer Camp on Ridgeline Park fields at the end of the month.
- Skate School Camp started at the Skate Park Mon-Fri; continues all summer.
- Preparations and planning ongoing for July 4th week.

MEMORANDUM

TO: Bobby Magee
District General Manager

FROM: Kate Nelson
Director of Public Works

SUBJECT: Public Works May 2024 Monthly Report

DATE: July 1, 2024

Special Projects:

Public Works has posted notices to over 2100 users that have not provided any feedback to date. We are working on reaching out to these property owners to assist them with this request in order to meet the deadline to comply with the Lead and Copper Rule.

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 \(yourtahoeplace.com\)](#)

Engineering Summary of Projects:

Currently recruiting for the Senior Engineering position – little interest to date. With the recent hiring freeze, not being able to backfill Engineering Manager and Principal Engineer position will have a negative impact on facilitating CIP and Capital Expense projects. Staff is evaluating what projects are able to be completed and which projects will be on hold. Note the Engineering Department only has 2 full time employees to manage all FY23/24 & FY24/25 Capital Improvement and Capital Expense Projects (Effluent Pipeline & Storage Tank PM remains with HK) HK serving as EM & PE

- Capital Investment Committee – 30% Design Options for Skate Park (due date 7/26), Snowflake Lodge Needs Assessment Update/Owner’s Programing, Meeting requested for week of August 19th
- Hold for Funding/Permitting/Contract – Bike Park
- RFP/RFQ –
- Planning – Boat Ramp Evaluation, Fire Hydrant Replacement, Ski Way Pavement Rehabilitation, DP/Grease Interceptor/Fuel Tank/Upper Parking Lot Pavement
- Design – Ponderosa Waterline Replacement, Incline Beach House (30% deliverables received), Skate Park Enhancement, Rec Center HVAC
- Bidding – WRRF Roof (award BOT 7/10/24), Burnt Cedar Emergency Fuel Tank Replacement, Christmas Tree Village FH lateral replacement (SR28), DP Electrical Service Entrance
- Construction – Reservoir Coating R5-3A R5-3B (start 7/5/24), , Meter Register & Transponder Installation, Snowmaking/Pump Station Improvements (commissioning week of July 1&8), SPS #1, Effluent Storage Tank, Effluent Export Pipeline, Alder Ave Waterline Replacement, SPS#5 Wetwell & Manhole Coating (start 7/29/24), Tyner Pavement Reinstatement
- Construction Complete – Tyner Pavement Reinstatement, SR 28 Emergency Reinstatement, Mountain Golf Roof (Cart Barn & Clubhouse)

Water/Wastewater Treatment:

- Water Production – Total 122.985 MG, Daily Avg 4.1 MGD, Daily Max 4.516 MGD
- Wastewater Processed - 26.828 MGD, 0.894 MGD Daily Avg., 0.979 MGD Daily Max
- Total Call Outs – 22

Pipeline:

- 1800+ Lead service line inventory door hangers
- Water Leak Repairs – 2
- Replaced one failed ARV on Effluent Export Pipeline
- Fire Hydrant Repair - 6
- After Hour Service Calls – 8 (30 hrs OT)
- 51 Meters transponders changed out
- Hydroflush sewer lines = not available at time of packet

Compliance:

- Backflow tests – 362
- Plan Checking – 32

Waste Not:

- Staff participated in Community Clean-Up Day & Block Party (78 volunteers, 234 hours, 301 pounds of trash, 30 miles of roadways, paths and trails cleaned)
- HHW Collection = 4 events with a total of 111 customers served
- Solid Waste Incidents = 22 (7 warnings, 12 violations (10 fines, 1 WRC, 1 commercial service level upgrade)
- Completed water quality monitoring

Fleet:

- Preventative Maintenance Hours – 336
- Corrective Maintenance Hours – 422
- CIP - 0
- Other - 81
- 6 mechanics (productivity = 87%)

Laboratory:

- Staff is working with treatment staff to assist in sampling and testing of the change in 3 basin process treatment
 - Microbiological activity in the aeration basins is non-existent
 - BOD & TSS higher than previous years
 - Increased ammonia in effluent greater than influent – suggests anaerobic digestion occurring
- Performed initial (baseline) sampling for PFAS on both raw water and treated water, this will allow staff to prepare for the upcoming required UCMR 5 testing in 2025
- Potable Water Testing
 - System Samples Taken – 15
 - Total Coliform (#CFU/100mL) – 0
 - Avg. Total Res CL2 (mg/L) – 0.87
- Wastewater Testing
 - Not available in time for packet

Major Capital Improvement Project Status

- Effluent Pipeline Replacement Project GMP 2
 - Crews are outperforming production rates (ahead of schedule)
- Effluent Storage Tank Project
 - 80% of pre-cast concrete pours compete
- Incline Beach House
 - Received 30% deliverables

- F&B and GM Golf to present data requested by Board (7/31)
- Skate Park Enhancement
 - Progress Meetings ongoing
 - Site design underway
- Alder Avenue Water Main Replacement
 - Construction to start begin 7/8

Public Works Accomplishments June 2024

Utilities

- Fence installed Willow Court to keep vehicles/trash off District property
- Review of CIP & Operating budgets FY2024/25

Collection/Distribution:

- Service line inventory door hangers.
- Grease removal SPS1.
- Warehouse inventory.
- Ongoing “dead transponder” change outs.
- Water main leak repairs.
- Fire Hydrant repairs.
- Pressure reducing valves rebuilds.
- Ongoing hydro flushing.

Treatment:

- Monthly compliance reports submitted to State and local regulators had no permit violations.
- Nitrite/ Nitrate and Ammonia sensors installed and commissioned by end of Month.
- South basins cleaned and ready for annual maintenance projects.
- Fire extinguishers recertified at all facilities.
- Testing for new SKI snowmaking piping.
- BCWDP All calibrations completed for the month, UV reference sensors sent out for factory calibration.

Laboratory:

- Performed initial sampling for PFAS on both raw water and treated water and will receive results in July. This will allow us to understand our baseline and prepare for the upcoming UCMR 5 testing in 2025.
- All instruments have been received. Lab staff installed the new lab water system and autoclave, and are waiting for installs on both Thermo instruments, which will happen in July/August.
- Lastly, the lab is working with treatment staff to assist in sampling and testing of the change in 3 basin process treatment from the previous activated sludge aeration basins to A2/O 3 basin pho-redox treatment. Updates are included below
 - Collectively the lab dedicates 10 hours per week to this process change which results in testing, sampling, and discussion of the new process
 - Microbiological activity in the aeration basins is non-existent. We are not seeing any bugs in our MLSS or RAS.
 - BOD and TSS are higher than in previous years.
 - Increased ammonia in effluent is now greater than influent by more than 5 units.

Administration:

- Physically posted over 2,000 properties in collaboration with the pipeline team to address the water service line inventory mandated by the EPA.
- Effectively managed and responded to over 100 customer inquiries related to the postings, aiding customers in completing their surveys.

Waste Not:

- Served total of 111 customers (28-e waste, 25-hazardous waste, 58-both) 10 no shows
- Collected batteries, printer cartridges, lightbulbs and electronics from IVGID venues

- Reviewed 22 solid waste incidents – 7 warnings, 12 violations (10 fines, 1 wildlife resistant cart, 1 commercial service upgrade)
- June 1 – Community Clean-Up Day & Block Party – Collaborated with The League to Save Lake Tahoe (Tahoe Blue Crew), IVCBA, Washoe County Library System, Incline Education Fund, The HIS Highlanders, Waste Management, and Clean Tahoe
 - 78 Volunteers (234 volunteer hours)
 - 301 lbs. of Trash
 - 30 miles of roadways, paths and trails cleaned
- TWSA – facilitated a research project with DRI, Microplastics in/retained by wastewater treatment wetlands, continued work with microplastics/perchlorate, outreach Drink Tahoe Tap program; dog waste collection, water sampling as part of the annual report data collection, Tahoe Keys AIS update on implementation plan and court case review, TRPA E-DNA training session

Internal Services

Engineering:

- Effluent Pipeline Project has outperformed contract schedule production rates; currently ahead of schedule
- Effluent Storage tank has completed 80% of its pre-cast concrete pours
- WRRF Roof project successfully bid; BOT approval pending 07/10/24
- Ponderosa & Tunnel Creek water main replacement 30% and 75% design levels completed
- SPS5 Pump Station rehab project successfully bid/awarded and pre-construction completed; schedule work start July 29, 2024.
- Completed Tyner Rd emergency work contract work
- Completed SR28 effluent pipeline failure repair and embankment repair contract
- SPS1 electrical upgrades continued, auxiliary connection improvements completed
- 2024 spring pavement maintenance contracts at beaches completed
- Incline Beach House 30% Design Documents submitted

Fleet:

- Working collaboratively with Golf operations to ensure all equipment is ready when needed, adjusted per requests, and keeping up with preventative maintenance as well
- Began large repair on RPM Snow Blower, removed auger shafts to evaluate if able to be straightened or need to be replaced

Buildings:

- Installed AC in guard shacks per GMs request
- SPS1 exhaust fan completed
- Safety signs placed at golf course cart paths
- Bar facade for aspen grove
- Door repairs throughout district
- Upgraded lights ski fleet
- Upgraded lights ski lodge
- Painted cart barn champ course
- General plumbing repairs through the district
- Painted and mitigated rust on railing around burnt cedar
- Fixed with help of contractor multiple HVAC units across the district
- Installed power upgrade Aspen Grove
- Repaired garage doors throughout the district
- Troubleshoot front gate made some progress and a plan for repairs

Public Works Goals July 2024

Utilities

- CIP and Operating Budget reviews, Tyler Training

Collection:

- CCTV sewer line easements.
- Ongoing sewer hydro-flushing.
- Ongoing PRV rebuilds.
- District drain checks/cleaning.
- Walk and inspect export line/ARV's to Jack Valley Rd

Treatment:

- Submit monthly compliance reports to State and local regulators on time
- Working to reduce backlog on work orders
- Fine tuning communications with reservoirs and pump stations
- Support effluent export line tie in
- Continue to monitor and adjust 3 basin process after the high flows around 4th

Laboratory:

- UV-Vis will be installed this month and working on having the IC installed as well
- Lab staff will be starting a 5 series online Microbiology course to better understand wastewater microbes and bugs.
- Begin working in Nexgen to categorize and implement all lab assets

Administration:

- Implement a new rate increase along with additional fees.
- Improve compliance payment processing to streamline operations and reduce the current complexity.
- Continue facilitating the water service line inventory until the October deadline is met.

Waste Not:

- HHW Collection – 125 appointments available
- Continue to Collect batteries, printer cartridges, lightbulbs and electronics from IVGID venues
- Work with customers to avoid Solid Waste Violations
- July 5 – DP Ski Team Community Clean-Up Day
- Fireworks Sampling – Perchlorate
 - Partnered with DRI and IVGID Laboratory to participate in EPA/North American Lake Management Society 2024 Surface Water Sampling Project
 - Sample July 1, July 5, and July 11
- TWSA – facilitated a research project with DRI, Microplastics in/retained by wastewater treatment wetlands, continued work with microplastics/perchlorate, outreach Drink Tahoe Tap program; dog waste collection, water sampling as part of the annual report data collection, Tahoe Keys AIS update on implementation plan and court case review, TRPA E-DNA training session

Internal Services

Engineering:

- Release Public Bid for the Burnt Cedar emergency generator fuel tank replacement
- Start construction of Alder Ave water main replacement
- Complete additional pressure testing on Effluent Pipeline project.
- Begin erection of the pre-cast tank at the WRRF

- Release RFP for completion of Christmas Tree Village FH lateral replacement (SR28)
- Completion of 30% Skate Park design(s)
- Rec Center HVAC Design project continues
- Construction at SPS1 building upgrades continues

Fleet:

- Continue to work collaboratively with Golf operations to ensure all equipment is ready when needed, adjusted per requests, and keeping up with preventative maintenance as well
- Provide coverage of one mechanic on July 4th for Golf
- Finish large repair on RPM Snow Blower
- Review CIP and Operating Budgets, receive Tyler training, begin to execute rolling stock CIP

Buildings:

- Install gutters and drainage on PW Building C
- Secure PW by getting gate to function properly
- Upgrade admin HVAC controls as requested by HR
- Continue to upgrade electrical as it fails
- Continue to repair and maintain all buildings infrastructure

Public Records Request Log

Wednesday, July 3, 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			✓ Friday, March 8, 2024	Wells, Kristie	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 Lejon; Susan Herron	Partial/ in process		Clerk
24-008	1.5 hour	Complete	✓ Saturday, January 6, 2024	Wells, Kristie	I would like to receive copies of all of the Director of Information Technology emails from 11/1/2023 to 12/31/2023 going to and from any/all Trustees. I would also like a list of all telephone calls, using either their personal phone and/or District phone. This would be incoming and outgoing and would include text messages. This is just a listing with dates and times. The date of this request is Saturday, January 6, 2024 as I am not able to fill that in electronically on this form.	3/11/2024		General Governance
24-009	30 Minutes	Complete	✓ Monday, January 8, 2024	Katz, Aaron	1. Billings from BB&K re: review/approval proposed HDR Engineering contract for update to water/sewer rate study - agreement included in Board packet for Jan 10, 2024 meeting; 2. E-mails/other writings between BB&K/IVGID staff reviewing/approving/explaining proposed agreement referenced in paragraph 1 above; 3. E-mails/other writings between anyone at IVGID/BB&K asking BB&K	1/12/2024		Public Works
24-010	30 Minutes	Complete	✓ Monday, January 8, 2024	Dobler, Cliff	Request Granite IVGID correspondence, Diamond Peak Walk in Cooler and Prep area	1/17/2024		Public Works
24-011	10 Minutes	Complete	✓ Thursday, January 11, 2024	Kahrs, Linda	Please send me pdf copy via email of the executed contract with RubinBrown LLP	1/19/2024		Accounting/ Finance
24-012		Complete	✓ Thursday, January 11, 2024	Wells, Kristie	I would like copies of all of the Interim Director of Finance emails from 11/1/2023 to 1/10/2024 going to and from any/all Trustees as well as any communication Interim Director of Finance had with the Audit Chairman Chris Nolet. This includes a list of all telephone calls, using either their personal phone and/or a District phone. This would be incoming and outgoing and would include text messages. This is just a listing with dates and times. The date of this request is 1/11/2024.	3/11/2024		General Governance
24-013			✓ 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
24-014	1.1 hrs	Complete	✓ Friday, January 19, 2024	Wright, Frank	Did Shelia Lejon have the authority to make payments to IVCB/BA on behalf of the veterans club? How were these payments made? Check, cash, money order? Debit card?	01/25/2024		Accounting/ Finance
24-015	30 Minutes	Complete	✓ Friday, January 12, 2024	Katz, Aaron	Kate Nelson's staff time billed to Public Works (to include date services provided, amount of time, description of services, hourly rate applied, out of pocket costs incurred) associated with: 1. Communications with HDR Engineering pertaining to an update of last June's (2023's) water/sewer rate study; 2. Familiarity with and researching water/sewer rate studies in anticipation of her request the Board authorize an update to last June's water/sewer study; 3. Preparation of staff memo and attachments included in Board packet for January 10, 2024 meeting; 4. Preparation for presentation of this agenda item to the Board on January 10, 2024; 5. Actual presentation of this agenda item to the Board on January 10, 2024.	2/9/2024		Public Works
24-016	10 Minutes	Complete	✓ Tuesday, January 16, 2024	Homan, Mick	Please provide me with the updated terms and conditions and/or scope of services that led to the revised contract pricing "not to exceed \$350,000", as referenced by Mr. McGee and Trustee Tulloch during the aforementioned meeting.	1/23/2024		Accounting/ Finance

Public Records Request Log

Wednesday, July 3, 2024

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Overdue:	0

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-017	1.5 hrs	Complete	✓ Tuesday, January 16, 2024	Dobler, Cliff	Please provide for my examination any and all invoices and any and all change orders from vendors who were engaged on the capital project #4899FF1202. This would be for all fiscal years and according to the 10/25/2023 carryover report prepared by Magee the costs were \$1,176,820.	1/23/2024		Accounting/ Finance
24-018	10 Minutes	Complete	✓ Tuesday, January 16, 2024	Dobler, Cliff	Please provide for my examination the contract and scope of work with RubinBrown regarding the forensic audit.	1/23/2024		Accounting/ Finance
24-019	30 minutes	Complete	✓ Friday, January 19, 2024	Dobler, Cliff	Please provide for my examination the Incident report filed by Darren Howard regarding a purported incident on 9-15-2020 between Mr. Howard and myself. Please provide for my examination the Incident reports, I assume, filed by the Golf shop staff member, the Head Golf Pro and the IVGID Merchandising Manager reported to Mrs. Dee Carey on June 2, 2020.	2/7/2024		Human Resources
24-020	10 Minutes	Complete	✓ Sunday, January 21, 2024	Cat	Please email me a PDF copy of the negotiated scope of work AND negotiated terms and conditions as mentioned by Trustee Tulloch at the 1/10/2024 Board meeting.	1/29/2024		Accounting/ Finance
24-021	15 Minutes	Complete	✓ Friday, January 19, 2024	Katz, Aaron	1. Writings originating from IVGID offering Bobby Magee/his firm the position of interim finance director for IVGID. 2. Writings originating from Bobby Magee/his firm accepting the position of interim finance director for IVGID. 3. Writing evidencing agreement between Bobby Magee/his firm and IVGID insofar as the former's services as interim finance director for IVGID. 4. To the extent Bobby Magee's/his firm's compensation and expense reimbursements are concerned, as the interim finance director for IVGID is concerned, and if not included in the writing referenced in paragraph 3 above, I would like to examine writings evidencing Bobby Magee's/his firm's right to compensation and expense reimbursements from IVGID as its interim finance director is concerned. 5. To the extent the term of any agreement referenced in paragraph 3 above is concerned, and its termination, are not addressed, I would like to examine writings evidencing that term and its possible termination.	1/26/2024		Accounting/ Finance
24-022	10 Minutes	Complete	✓ Tuesday, January 23, 2024	Cat	Please provide a PDF copy of the Notice to Proceed issued to RubinBrown LLP.	1/29/2024		Accounting/ Finance
24-023	10 Minutes	Complete	✓ Monday, January 22, 2024	Gumz, Joy	Update and Explain 8 digit expense organization G/L Code	1/29/2024		Accounting/ Finance
24-024	15 Minutes	Complete	✓ Wednesday, January 18, 2023	Katz, Aaron	To Bobby Magee - What is your/your firm's compensation and benefits as interim director of finance for IVGID? And for how long? Do you/does your firm regularly submit invoices for payment and if so, to whom? Do you or does your firm have a written agreement with the District that provides therefore? And if so, would you mind sharing it? Were you offered your current position with IVGID via a writing and if so, would you mind sharing it?	1/25/2024		Accounting/ Finance
24-025	1 Hour	Complete	✓ Monday, January 29, 2024	Gumz, Joy	1. Audited Financial statements from fiscal year 1968, fiscal year 1969, fiscal year 1976, fiscal year 1977, and fiscal year 1985. 2. The "Official Statement" for bonds issued in 1968 and 1976. An "Official Statement" is the Information packet required by the securities & exchange commission when municipal bonds are issued 3. The Job description for "Principal Engineer" (Public Works).	3/7/2024		Accounting/ Finance
24-026	15 Minutes	Complete	✓ Tuesday, January 30, 2024	Bratcher, Becky	Copies of the Winning Statements of Qualification for the following 2 projects: Utility Master Plan (2022) Farr West Engineering, Effluent Pipeline and Pond Lining Projects 2021, HDR engineering, Jacobs Engineering Group	2/6/2024		Public Works
24-027	10 Minutes	Complete	✓ Wednesday, January 31, 2024	Cat	May I have the Baker Tilly invoice listed on the most recent Treasurers Report in the 1/31/2024 packet.	2/1/2024		Accounting/ Finance
24-028	10 Minutes	Complete	✓ Monday, November 13, 2023	Gumz, Joy	2) Attendance / timekeeping records for all employees for the calendar year 2022	Extended		Human Resources
24-029	Not Recorded	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

Wednesday, July 3, 2024

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Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-030	2 Hours	Partial	✓ Tuesday, June 25, 2024	Katz, Aaron	The board packet for tomorrow's meeting includes a series of procurement card purchases. I want to examine back up purchase details for several of Pandora Bahlman purchases. They are as follows: \$132.78 with Sam's Club for "food for resale." \$163.18 with Sam's Club for "food for resale." \$241.00 with TST Sunshine Deli & Cafe for "refreshments for dance program recital"	7/9/2024		General Governance
24-031	1.5 Hours	Complete	✓ Monday, June 10, 2024	Wells, Kristie	I would like to receive an excel or CSV list including the date, to/from, and the entire subject of emails between the following: Any Trustee to/from Bobby Magee Any Trustee to/from Adam Cripps Any Trustee to/from Heidi White Date range: May 1, 2024 to June 1, 2024	6/28/2024		General Governance
24-032	30 Minutes	Complete	✓ Tuesday, June 18, 2024	Carey, Anna	I heard about the new employee BBQ that is significantly more expensive than the previous employee BBQ's. Can I see the contract and approval process, as I heard this was approved and I yet didn't see it on the agenda or discussed at the last board meeting. Don't all contracts have to go to the board per policy 3.1.0?	6/25/2024		General Governance
24-033	1 hour 30Min	Complete	✓ Monday, June 24, 2024	Katz, Aaron	I would like to examine a copy of the Disc Golf Course agreement entered into between the District and some non-profit disc golf club. My recollection is the agreement is more than ten (10) years old.	6/25/2024		General Governance
24-034	45 Minutes	Complete	✓ Wednesday, June 12, 2024	Martini, Margaret	In front of 794 Tyner way there has been much tree cutting. Upon contacting the fire dept to see if they were the ones doing the tree cutting and marking. They are not. And informed me that that was an IVGID project to cut down diseased trees. The trees that were cut did not look diseased to me so I would like to request a copy of the Contract by IVGID with Rockwood Tree company specifically to include the location of the marked trees that where removed and the ongoing, if any, removal of trees along. That stretch of Tyner that has fire road access. I did not see any other location that has marked trees for removal in front of any other address. It looks subspecialty like a view enhancement project for the benefit of 794 Tyner Way As it would be hard to believe that all the diseased or crowded trees could only be in that location	6/19/2024		Public Works
24-035	45 Minutes	Complete	✓ Monday, June 10, 2024	Katz, Aaron	Can I please get a copy of the 2024-25 budget filed yesterday with the NDOT? Also, I want a copy of the central services cost allocation plan expressly attested to by Adam Cripps. I don't want to do a formal public records request as	6/17/2024		Accounting/ Finance

Public Records Request Log

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Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-036	45 Minutes	Complete	Monday, June 10, 2024	Katz, Aaron	Resignation by Bobby Magee as IVGID GM; Resignation by Adam Cripps as IVGID Ass't Finance Director.	6/17/2024		General Governance
24-037	1 Hour	Complete	Wednesday, June 5, 2024	Dobler, Cliff	Please provide for my examination the budget form 4404LGF for fiscal year 2024 - 2025 which was filed with the Department of Taxation on or about June 1, 2024	6/12/2024		Accounting/ Finance
24-038	10 Minutes	Complete	Saturday, May 25, 2024	Katz, Aaron	I am making a public records request for records which evidence every expenditure on project #4378BD2202 (Skateboard Park Project) to date. I want to know when the expenditure was incurred, what it was for, how much was paid and when, and the Dept of Taxation was supposed to have issued us a certificate of compliance or non-compliance for the tentative budget Mr. Cripps submitted on April 17, 2024. Three days before our May 29, 2024 public hearing date. I would like to examine the same. Tuesday morning if possible given the public hearing is set for May 29, 2024.	6/4/2024		Accounting/ Finance, & PW
24-039	15 Minutes	Complete	Sunday, May 26, 2024	Katz, Aaron	Please provide for my examination any and all contracts and change orders with Sierra Nevada Construction (SNC) regarding the Mt. Golf Cart Path Restoration	6/4/2024		Accounting/ Finance
24-040	3 Hours	Complete	Monday, May 13, 2024	Dobler, Cliff	Documents in Support of Proposed Water and Sewer Rate Increases	6/3/2024		Public Works
24-041	4 Hours 30 Minutes	Complete	Monday, May 13, 2024	Katz, Aaron	The notice of public hearing in yesterday's TDT Newspaper states that the subject documents above are available for inspection at the District's admin offices. Are those docs in electronic format? If so, can you please provide me with copies as an attachment to an e-mail? If not available in electronic format, please advise as I otherwise intend to physically	5/20/2024		Public Works
24-042		Complete	Friday, May 10, 2024	Wells, Kristie	I recently requested a copy of the Rubin Brown agreement. Item 11 in Exhibit A references Ruben Brown reviewing up to seven (7) specific complaints that have been filed. I would like to know who, exactly, filed those complaints, when they were filed, and what those complaints were about, specifically. I assume these were done via email and I would rather not have to ask staff to burn hours pulling all these for the public record. As you are in the thick of this project, I expect that you can provide that to me quickly, and easily	5/20/2024		General Governance
24-043	10 Minutes	Complete	Monday, May 13, 2024	Katz, Aaron	Preliminary Report Prepared by the IVGID Board in Support of Proposed Rec and Beach Facility Fees and Resolution of Adopted Along With Notice of Public Hearing Therefore The notice of public hearing in yesterday's TDT Newspaper states that the subject documents above (report and resolution adopting the same) are available for	5/20/2024		General Governance
24-044	0	Complete	Friday, May 10, 2024		Building permits, as-built plans, inspection records/sign offs and certificates of occupancy for the 2021 remodel of 618 Woodridge Circle	5/17/2024		General Governance
24-045	0	Complete	Tuesday, May 7, 2024	Dobler, Cliff	Please provide for my examination the following Popular CIP Status Report for the following dates: September 30, 2023; December 31, 2023; March 31, 2024. To assist you in your search. The 9-30-2022 report was provided to the Board of Trustees on 11-9-2022. The 12-31-2022 report was provided to the Board of	5/15/2024		Accounting/ Finance
24-046	4 Hours	Complete	Wednesday, May 8, 2024	Wells, Kristie	I would like a copy of the Rubin Brown agreement for the work being done on the forensic due diligence audit. I looked through previous requests and there was one made, but the agreement had not been signed yet, so the agreement "did not exist" then. I also did not see this agreement provided in the board packet for the May 8th meeting even though there is an Amendment being requested	5/15/2024		General Governance
24-047	1.5 Hours	Complete	Sunday, May 5, 2024	Dawson, Bryan	I hope this is well. I'm Bryan Dawson from uncovered media. I am writing to request all incident reports from June 2023 that involve any of the following charges, under the Freedom of Information Act:	5/13/2024		General Governance
24-048	30 Minutes	Complete	Monday, May 6, 2024	Dobler, Cliff	Please provide for my examination the annual report titled Summary of CIP Activity by Project for the fiscal year ending 6/30/2023 This report has been produced and is the detail backup for the Capital Assets section of the 2023 AECR	5/13/2024		Accounting/ Finance
24-049	15 Minutes	Complete	Monday, May 6, 2024	Katz, Aaron	The 2023 AECR mentions a \$585,843 obligation due from the internal services to the general fund. I would like to examine writings evidencing that obligation including the term, interest rate, and persons who approved this obligation. Additionally, I would like to examine board resolutions expressly approving this	5/13/2024		Accounting/ Finance

Public Records Request Log

Wednesday, July 3, 2024

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Overdue:	0

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-050	30 Minutes		Monday, May 6, 2024	McKowen, Patricia	I would like any and all documents including emails and other records regarding these Incline residents that may include emails from Mike Bandelin, Bobby McGee and any and all Trustees. Seeking to uncover any investigations into these residents. Kristie Wells, Linda Kahrs, Trish McKowen, Mary Kleingartner, Bill Kahrs, Carolyn Usinger, Tim Callicrate, Sandra Richards, Kaye Schackelford, Kevin McKowen,	5/13/2024		General Governance
24-051	15 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. Thank you in advance,	5/8/2024		
24-052	5 Minutes	Withdrawn	Tuesday, April 30, 2024	Ericson, Grace	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 conflict in facilities within the project limits will require prior rights investigation. Monday through April 29, 2024, at 10 A.M., I will to examine and receive copies of:	5/7/2024		Public Works
24-053		Complete	Monday, April 29, 2024	Katz, Aaron	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 Application for Certificate of Excellence in financial reporting submitted to the CFOA for the District's 2023 ACFR;	5/6/2024		Accounting/ Finance
24-054	5 Minutes	NO RECORDS Responsive to this Request	Monday, April 29, 2024	Katz, Aaron	Rather than forcing me to do a PRA request, can you please provide the following:	5/6/2024		Accounting/ Finance
24-055	0	Complete	Monday, April 29, 2024	Katz, Aaron	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	5/6/2024		Human Resources
24-056	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
24-057	0		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: https://www.flashvote.com/ivgid-nv/surveys/good-government-03-24 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	4/30/2024		General Governance
24-058	15 Minutes	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

Public Records Request Log

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Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-059	No time Recorded	In progress	✓ 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
24-060	15 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
24-061	No Time Recorded	Complete	✓ Tuesday, March 12, 2024	Terry, Erron	Any and all emails from or to Shelia Leijon regarding IVCSA for the last 12 months.	4/29/2024		General Governance
24-062			✓ 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
24-063		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	4/16/2024		Public Works
24-064		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
24-065	15 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
24-066	10 Minutes	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
24-067		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

Public Records Request Log

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Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-068	No time Recorded	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
24-069		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
24-070	10 Minutes	Complete	✓ Monday, March 11, 2024	Kern, Rick	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.	4/1/2024		Accounting/ Finance
24-071	1 hour	Complete	✓ Monday, March 11, 2024	McKowen, Patricia	I am requesting a copy of Chris Nolet's resignation letter as the Chair of the Audit Committee.	3/15/2024		Human Resources
24-072		Complete	✓ Tuesday, March 5, 2024	Craig, Morley	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 will expect your response with five (5) business days.	3/12/2024		Public Works
24-073	15 Minutes	Complete	✓ Tuesday, March 5, 2024	Yadav, Kaja;	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.	3/12/2024		Public Works
24-074	15 Minutes	Complete	✓ Monday, February 19, 2024	Miller, Judith	Please provide a list (pdf) Showing the job title, job class (e.g. FYR, 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	3/11/2024		Human Resources
24-075	45 Minutes	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

Public Records Request Log

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Due Today:	0
Overdue:	0

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-076	10 Minutes	Complete	✓ Saturday, February 24, 2024	Wells, Kristie	Please provide the exact total that will be paid to Maupin Cox & 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). I would like to know the exact amount billed and what is owed for the completion of this investigation. I would also like to know how many investigations have been requested by the BoT since June 2020.	3/11/2024		Accounting/ Finance
24-077	10 Minute	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 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 supervisor(s).	3/4/2024		Human Resources
24-078	10 Minutes	Complete	✓ Thursday, February 22, 2024	Katz, Aaron	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	2/29/2024		Human Resources
24-079	10 Minutes	In Progress	✓ Thursday, January 11, 2024	Homan, Mick		2/15/2024		General Governance
24-080	30 Minutes	Complete	✓ Friday, April 12, 7737	Schmitz, Sara	Account Creation - Request	2/14/2024		General Governance
24-081	30 Minutes	Complete	✓ Thursday, February 1, 2024	McKowen, Patricia	Human Resources Cliff Dobler File which is now public Record.	2/8/2024		Human Resources
24-082		In process	✓ Tuesday, June 25, 2024	Dobler, Cliff	Please provide for my examination a list of all charges to account 3970BD2601Burnt Cedar Swimming and Toddler Pool resurface for the fiscal year ending June 30, 2023. The amount is \$411,019.10 according to the CIP report.	7/2/2024		Accounting/ Finance
24-083	30 Minutes	Complete	✓ Wednesday, June 26, 2024	Dobler, Cliff	Please provide for my examination a copy of the complete 2nd responsive bid for \$244,300 for the sewer pump station #5 Wetwell and Manhole rehabilitation project. This project was presented to the Board of Trustees on June 6, 2024.	7/27/2024		Public Works

Public Records Request Log

Wednesday, July 3, 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
24-084		Complete	✓ Wednesday, June 26, 2024	Katz, Aaron	So as a follow up public records request, I want to examine writings between any of our staff and anyone on behalf of proponents of the "Incline Open" disc golf tournament announced for Labor Day Weekend, Sep 1, 2024, evidencing: 1. Request to use our disc golf course for this event; 2. Staff's response(s) thereto; 3. The amounts to be paid to the District for exclusive use of our disc golf course; 4. Any donations by or on behalf of the District to be auctioned off/used by the promoters of this event; 5. The represented purposes of the fundraising efforts which benefit the Lake Tahoe region; 6. Who approved this on behalf of the District?			
24-085			✓ Thursday, June 27, 2024	Gumz, Joy	DEPARTMENTS: Finance Dept and Board of Trustees 1) Please provide by email the ACCOUNT DETAIL HISTORY report for fiscal year 2024 to date. Please use the following OPTIONS Print GL Master Start-of-Year Balances Print GL Master Start-of-Year Balances Print Full GL Account Print JE Comment and Vendor Print Report Options Include Entries Between Dates : 07/01/2023 and 6/30/2024 OPTION: EXPORT TO EXCEL : If the report is defined for a date range and you click Excel, the program displays the Export Filter screen. This screen is used to define the columns to include on the Excel output. OPTION: EXPORT ALL COLUMNS https://help.tylertech.com/EnterpriseERP/2021/gl/Content/Programs/glacthst01.htm?Highlight=account%20detail 2) Please provide by email a fiscal year 2024 trial balance report (general ledger balances for ALL accounts – summarized journals and does not show journal detail) 3) Please provide by email any report or interim communications from the forensic auditor Rubin Brown, as well as all management responses. The report is due end of June 2024. If there are any charges for this public record, please notify me in advance.			Accounting/ Finance
24-086		Partial - In process	✓ Friday, June 28, 2024	catsthelake	May I please have a copy of the contract for the Food and Beverage consultant mentioned at the 6/26 meeting May I please have a copy of the agenda where the above contract came before the Board May I please have all emails between Trustee Schmitz and General Manager Magee for the period of 6/21 to and including 6/28/2024.	7/8/2024		General Governance
24-087			✓ Friday, June 28, 2024	Dobler, Cliff	Please provide for my examination, the final 2024-2025 budget BY VENUE for community services and water, sewer and waste in the utility fund. I do not want just the 4404LGF form	7/8/2024		
24-088			✓ Sunday, June 30, 2024	catsthelake	May I please have a copy of the contract and/or agreement to serve hamburgers and hotdogs on July 4, 2024 at Incline Beach? Also may I please have all emails, texts, and correspondence related to this partnership? Finally, I would like to have the agenda of when this partnership went before the Board and public.	7/9/2024		