

MEMORANDUM

TO: Board of Trustees

FROM: Bobby Magee, District General Manager

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

DATE: August 6, 2024

District General Manager Verbal Update

Venue Status Reports

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

“1895 Report” – Update non-profit Discounted use of Venues

Policy 22.1.0 – Disclosure of External Entity Involvement

The quarterly reporting for April 1, 2024, through June 30, 2024.

Public Records Log

Public Records Log for Any Prior unfulfilled Requests and January 11, 2024 through July 30, 2024, is attached to this report.

III. ATTACHMENTS

July 2024 Venue Status Reports
1895 Report – Update non-profit discounted use of Venues
Policy 22.1.0 – Disclosure of External Entity Involvement Reporting
Public Records Request Log

MEMORANDUM

TO: Bobby Magee, General Manager
FROM: Erin Feore, Director of Human Resources
SUBJECT: Monthly Venue Manager Status Report
DATE: July 29, 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 Parks & Recreation (start date in July)
IT Technician
SCADA Technician/Instrumentation Technician

Openings

Contracts & Purchasing Manager (interviews ongoing)
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. The team continues to maintain contact with their network of regional professionals to stay ahead of hiring trends. Additionally, 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 team attended one job fair in the month of July and has three scheduled for September, 2024.

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 team has been working on developing ongoing training for directors, managers and supervisors on various topics such as: *(this is not an exhaustive list of all the trainings currently in development)*

- Sexual Harassment and Discrimination (updating current training program)
- Coaching and Team Building
- Essential Elements of Performance Review
- District Policy and Resolutions (Directors only)

As noted in our previous report, the Safety team worked closely with other divisional leadership to ensure a happy and safe July 4th celebration for residents and guests of Incline Village. The following stats were compiled:

- One minor worker’s compensation related staff injury
- No arrests
- One call for emergency services following a resident’s health crisis

Separately, the Safety staff completed their annual review of District fire extinguishers to ensure all remain in compliance and fully charged.

The Attrition Report is as follows:

July:

<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>	<u>Prior Yr - 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	2.419
February, 2024	574	11	21	564	569	3.659	5.745
March, 2024	564	14	45	533	548.5	7.979	12.317
April, 2024	533	43	230	346	439.5	43.152	28.795
May, 2024	346	112	13	445	395.5	3.757	12.085
June, 2024	445	68	5	508	476.5	1.124	2.614
July, 2024	508	16	9	515	511.5	1.772	3.64
*Reconfigured reporting based on recommendations for clarity							

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: Bobby Magee
District General Manager

FROM: Paul Raymore
Marketing & Communications Manager

SUBJECT: Status Report for July 2024 – Marketing & Communications

DATE: July 29, 2024

IVGID Marketing & Communications Department

July 2024 Accomplishments + August 2024 Plans

JULY 2024 ACCOMPLISHMENT HIGHLIGHTS

New YourTahoePlace.com website redesign project:

Marketing & Communications staff are continuing to maintain both the current YourTahoePlace.com website and the new YourTahoePlace.com (WordPress) website, in anticipation of launching the new site as soon as we are given the go-ahead. Since the originally planned June 13 launch date for the new YourTahoePlace.com website, the team has spent a total of 49 hours making updates to the website, and then duplicating those changes on the new YourTahoePlace.com website platform to ensure it's up to date when we launch it. This double update requirement doubles the time we spend making these updates.

The team at KPS3 (our website developers) is awaiting instructions on potentially updating the new website's color scheme to better match the IVGID logo colors, while still staying within the bounds of ADA website accessibility requirements for color contrast.

One District – One Team

IVGID Magazine:

- Began process of gathering content for Fall/Winter 2024 edition (delivered in September)
- Starting to define content guidelines for October “Annual Report” edition – looking for input from Board of Trustees and IVGID Senior Management Team on what type of information they would like this year’s Annual Report edition to contain.

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.
- Public hearing notifications regarding water & sewer rates
- Website updates for PW: wetlands hunting program, construction traffic impacts, Resolution 1908, water & sewer rates, bidding information, NTPUD sewer spill, red flag warnings
- Social media monitoring & explanation: IVGID Comm account
- Worked with District Legal counsel to refine EXL Media agreement for FY2025. Prepared Board Memo regarding EXL Media agreement for FY2025 (for inclusion on 8/6/2024 BOT meeting agenda).
- Worked with District Legal counsel to refine proposed Lila Lapanja – IVGID marketing ambassador agreement. Prepared Board Memo regarding this potential agreement for 7/31/2024 BOT meeting agenda).
- Attendance at community meetings: 4th of July coordination, IVCB Community Forum, PIO Basin collaboration call, Tahoe Care Tahoe Trails meeting, NV Energy PSOM and Emergency coordination call, weekly pipeline project updates

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.
- The Grille: social promotion of daily specials
- Golf flyer design for events, program signups, etc.
- Hosting golf events such as Nine & Wine
- Photo & Video shoots: Junior Golf Camp, Whiskey & Wedges clinic, PGA Junior League, Get Golf Ready clinics, golf merchandise

One District – One Team

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, Kids Tennis Camp

Weddings & Facilities Marketing & Communications:

- Ongoing social media promotion of weddings & events department

Parks & Recreation Marketing & Communications:

- Parks & Rec flyer design for clinics, events, etc.
- Youth Summer Camp promotion
- Website updates for: corporate memberships, holiday hours, etc.
- Social media updates: holiday hours, bocce ball socials, summer yoga retreat, adult ballet, youth pickleball camp
- Photo & Video shoots: baseball camp, basketball camp, adult softball league, summer splash swim program, rowing camp, skate camp, flag retirement
- 4th of July: social and email updates, booth staffing at Village Green community fair on July 2, helped staff beach gates during busy holiday weekend, staffing Veterans Recognition event and Flag Retirement Ceremony, website updates around free Hyatt BBQ at Incline Beach

Diamond Peak Marketing & Communications:

- Email marketing: Amazon Prime Day season pass promo email

AUGUST 2024 PLANS

New YourTahoePlace.com website redesign project:

As of July 29, 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 August, we will be editing and finalizing content for the Fall/Winter 2024 edition and beginning to gather content for the October “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. This year we are also seeking input from the Board of Trustees and IVGID Senior Team on whether they would like to see the content in the Annual Report edition evolve from the past year’s format.

General Projects:

- If the EXL Media agreement is approved by the board, we will work with EXL Media to begin planning our FY2025 paid advertising campaigns for Diamond Peak, the Golf Courses, and the Facilities department.
- Start work with the Purchasing & Contract Manager (if hired) and/or the PW Contracts Manager to refine the RFP process for our publishing agreement for the IVGID Magazine in calendar year 2026 and beyond.
- Start work with the Purchasing & Contract Manager (if hired) and/or the PW Contracts Manager to refine the RFP process for the District’s media buying services agreement for FY2026.
- Ongoing 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, Club Fitting Days
- Photo & Video shoots: Club Fitting Days 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 Pickleball tournament.
- 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 Pickleball Tournament, kids camps & clinics

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:

- Email marketing and social media posts to promote regular Parks & Rec Center operations and programs.
- Photo & Video shoots: Senior programs, personal trainers

Diamond Peak Marketing & Communications:

- Ongoing social media promotion of season passes and summer fun
- Begin planning for winter 2024-25 events

MEMORANDUM

TO: Bobby Magee
District General Manager

FROM: Kate Nelson
Director of Public Works

SUBJECT: Public Works May 2024 Monthly Report

DATE: July 31, 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, Snowflake Lodge Needs Assessment Update/Owner's Programing, Kassbohrer PistenBully Snow Grooming Vehicle - Meeting to be held August 20th
- Hold for Funding/Permitting/Contract – Bike Park Phase I
- 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 – Burnt Cedar Emergency Fuel Tank Replacement, Christmas Tree Village FH lateral replacement (SR28), DP Electrical Service Entrance
- Construction – Reservoir Coating R5-3A R5-3B, Meter Register & Transponder Installation, Snowmaking/Pump Station Improvements (punch list work), SPS #1, Effluent Storage Tank, Effluent Export Pipeline, Alder Ave Waterline Replacement, SPS#5 Wetwell & Manhole Coating, Tyner Pavement Slurry Seal, WRRF Roof Replacement
- Construction Complete – Tyner Pavement Reinstatement, SR 28 Emergency Reinstatement, Mountain Golf Roof (Cart Barn & Clubhouse)

Month end reports for the following divisions were not available in time for board packet

Water/Wastewater Treatment: Pipeline:

Compliance:

Waste Not:

Fleet:

Laboratory:

Major Capital Improvement Project Status

- Effluent Pipeline Replacement Project GMP 2
 - Crews are outperforming production rates (ahead of schedule)
 - Crews are not allowed to work Week of August 5th due to Hot August Nights
 - First tie over completed 7/31/2024 (new pipe 7,500 LF)
 - Total new pipe in service to date is 12,800 LF
- Effluent Storage Tank Project
 - Tank erection has begun, dome panels and side panels started being placed week of July 29th
- 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
 - 30% Designed received
 - CIC meeting 8/20/24
- Alder Avenue Water Main Replacement
 - Construction to finish week of August 5th

MEMORANDUM

TO: Bobby Magee
District General Manager

FROM: Susan Herron
Director of Administrative Services

SUBJECT: Policy and Procedure Resolution No. 141, Resolution No. 1895 Report

Policy and Procedure 141/Resolution 1895 Report

The above policy and procedure has an annual reporting requirement and the following satisfies that requirement:

- Thirty five complimentary lift tickets to Diamond Peak - \$5,425. (total)
- Four complimentary rounds of golf (foursome) at the Mountain Golf Course - \$1,440. (total)
- Two complimentary rounds of golf at the Mountain Golf Course - \$170. (total)
- Five complimentary one-month Family Recreation Center Membership - \$1220 (total)

Facilities has provided the following rental spaces at discounted rates:

<u>DATE</u>	<u>USER</u>	<u>RATE – DISCOUNT = NET CHARGE</u>
7/7/2023	TIGC	\$500 - \$500 = 0
7/9/2023	TIGC Couples	\$1500 - \$1500 = \$0
7/10/2023	Lifeline Screening	\$500 - \$0 = \$500
7/10/2023	IVGCL	\$500 - \$500 = \$0
7/11/2023	Republican Women	\$500 - \$500 = \$0
7/12/2023	IVGC Director’s Cup	\$1500 - \$1500 = \$0
7/12/2023	TIGC Summer BBQ	\$1500 - \$1500 = \$0
7/13/2023	Lobster Feed	\$3,745 - \$3,245 = \$500
7/15/2023	Transportation Summit	\$7990 – \$3930 = \$4060
7/17/2023	IVGCL Invitational	\$500 - \$500 = 0
7/18/2023	IVGCL Invitational – Day 2	\$500 - \$500 = 0
7/18/2023	Incliners BBQ	\$2770 - \$2368 = \$402
7/19/2023	IVGC	\$500 - \$500 = 0
7/20/2023	Niners Founders Lunch	\$500 - \$500 = 0
7/21/2023	IVGC Invitational – Day 1	\$500 - \$500 = 0
7/22/2023	IVGC Invitational – Day 2	\$500 - \$500 = 0
7/23/2023	IVGC Invitational – Day 3	\$4970 - \$4970 = \$0
7/25/2023	IVGCL	\$500 - \$500 = 0
7/25/2023	TIGC	\$500 - \$500 = 0
7/26/2023	IVGC	\$500 - \$500 = 0
7/26/2023	Teesters	\$500 - \$500 = 0
7/27/2023	Vets Club	\$830-\$830=-\$0

DATE	USER	RATE – DISCOUNT = NET CHARGE
8/2/2023	IVGC	\$500 - \$500 = 0
8/8/2023	IVGCL	\$500 - \$500 = 0
8/8/2023	Republican Women	\$1650-\$1650=\$0
8/9/2023	IVGC	\$500 - \$500 = 0
8/10/2023	Sierra Angels	\$1680 - \$1680 = \$0
8/10/2023	Sierra Angels	\$500 - \$500 = 0
8/13/2023	TIGC	\$500 - \$500 = 0
8/15/2023	IVGCL	\$500 - \$500 = 0
8/15/2023	Incliners	\$2770 - \$2368 = \$402
8/15/2023	IVGC	\$500 - \$500 = 0
8/24/2023	IVGC	\$500 - \$500 = 0
8/24/2023	Taste of Incline	\$2808-\$2308=\$500
8/27/2023	IVGC Couples Mixie	\$1,500-\$1500=\$0
8/29/2023	IVGCL	\$500 - \$500 = 0
8/29/2023	Shabby Chic	\$2250-\$1750=\$500
8/29/2023	TIGC Closing	\$1500-\$1500=\$0
8/30/2023	Teesters	\$500 - \$500 = 0
8/30/2023	IVGC Annual	\$1500-\$1500=\$0
9/5/2023	TIGC	\$500 - \$500 = 0
9/6/2023	IVGC Farewell Friends	\$1500-\$1500=\$0
9/7/2023	IVBOR	\$3300-\$2800=\$500
9/12/2023	Republican Women	\$1650-\$1650=\$0
9/12/2023	Mountain Niners	\$1500-\$1500=\$0
9/19/2023	Incliners	\$2770 - \$2368 = \$402
9/21/2023	Teesters	\$500 - \$500 = 0
9/24/2023	Hospital Auxiliary Golf	\$540-\$540=\$0
9/28/2023	Vets Club	\$830-\$830=-\$0
9/28/2023	Sierra Angels	\$1680 - \$1680 = \$0
10/10/2023	Republican Women	\$1650-\$1650=\$0
10/13/2023	TCF Fall Fest	\$4970-\$4970=\$0
10/17/2023	Incliners	\$2770 - \$2368 = \$402
11/4/2023	Craft Fair	\$7400-\$6900=\$500
11/14/2023	Republican Women	\$1650-\$1650=\$0
11/14/2023	Incliners	\$2770 - \$2368 = \$402
11/20/2023	IHS Awards Banquet	\$1980-\$1480=\$500
12/4/2023	CBYC Holiday Party	\$2620-\$2620=\$0
12/9/2023	Brunch with Santa	\$4118-\$3628=\$500
12/12/2023	Republican Women	\$1650-\$1650=\$0
12/15/2023	MOAA Holiday Party	\$1850-\$1850=-\$0
1/16/2024	Incliners	\$2620- \$2218 = \$402
2/6/2024	Incliners	\$1305- \$930 = \$375
2/13/2024	Republican Women	\$580-\$580=\$0
2/20/2024	Incliners	\$2620- \$2218 = \$402
2/29/2024	Vets Club	\$290-\$290=\$0

DATE	USER	RATE – DISCOUNT = NET CHARGE
3/10/2024	DP Pass Appreciation	\$920-\$420=\$500
3/12/2024	Republican Women	\$580-\$580=\$0
3/19/2024	Incliners	\$2770- \$2368 = \$402
3/28/2024	Vets Club	\$290-\$290=\$0
4/9/2024	Republican Women	\$580-\$580=\$0
4/16/2024	Incliners	\$2770- \$2368 = \$402
4/17/2024	Sierra Sothebys	\$1650- \$402 = \$1248
4/20/2024	Pete Lewis COL	\$915-\$225=\$690
4/25/2024	Vets Club	\$290-\$290=\$0
4/25/2024	TFS Crystal Cabaret	\$3490-\$2990=\$500
5/2/2024	Sierra Angels	\$1680 - \$1680 = \$0
5/11/2024	IVNS Brunch	\$6990 - \$6490 = \$500
5/14/2024	Republican Women	\$2995-\$2495=\$500
5/19/2024	International Wine Society	\$2745-\$1821=\$924
5/21/2024	Incliners	\$2995-\$1821=\$1174
5/22/2024	IVGC	\$500 - \$500 = 0
5/28/2024	TIGC	\$500 - \$500 = 0
5/29/2024	IVGC	\$500 - \$500 = 0
5/29/2024	TIGC	\$500 - \$500 = 0
5/30/2024	Vets Club	\$340-\$340=\$0
5/30/2024	Teesters	\$500 - \$500 = 0
5/31/2024	IHS Prom	\$2070-\$1570=\$500
6/3/2024	Niners	\$500 - \$500 = 0
6/4/2024	IVGCL	\$500 - \$500 = 0
6/4/2024	TIGC	\$500 - \$500 = 0
6/5/2024	IVGCL	\$500 - \$500 = 0
6/5/2024	IVGC	\$500 - \$500 = 0
6/6/2024	TIGC	\$1500-\$1500 = 0
6/6/2024	Sierra Sothebys	\$1650- \$402 = \$1248
6/9/2024	TIGC	\$500-\$500=-\$0
6/10/2024	IVGC Scotch on the Rocks	\$1500 - \$1500 = 0
6/11/2024	TIGC	\$500 - \$500 = 0
6/11/2024	IVGCL	\$500 - \$500 = 0
6/12/2024	AAUW	\$832-\$332=\$500
6/12/2024	IVGC	\$500 - \$500 = 0
6/12/2024	Teesters	\$500 - \$500 = 0
6/13/2024	Billy Hayes Golf	\$500 - \$500 = 0
6/17/2024	IVGC	\$1500 - \$1500 = 0
6/17/2024	Thank A Vet Golf	\$1500 - \$1500 = \$0
6/17/2024	TIGC	\$500 - \$500 = 0
6/16/2024	Incliners	\$2995-\$2593=\$402



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 15th, April 15th, July 15th, and October 15th 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: Adam Cripps

Reporting Period: 4-1 to 6-30

Name of External Entity, Group or Organization:

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

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

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 of 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: Erin Feore, HR Director

Reporting Period: 04/01/2024 - 06/30/2024

Name of External Entity, Group or Organization:

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

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 of 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: Kate S. Nelson

Reporting Period: 4/1/2024 – 6/01/2024

Name of External Entity, Group or Organization:

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

<p>Reporting Schedule</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>

Disclosure of External Entity Involvement – Policy 22.1.0

Reporting Form

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Employee Name: Mike L. Bandelin

Reporting Period: April 1, 2024 to June 30, 2024

Name of External Entity, Group or Organization:

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

<p>Reporting Schedule</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>

Disclosure of External Entity Involvement – Policy 22.1.0

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Employee Name: Mike Gove

Reporting Period: April 1, 2024 to June 30, 2024

Name of External Entity, Group or Organization:

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

<p>Reporting Schedule</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>

Disclosure of External Entity Involvement – Policy 22.1.0

Reporting Form

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Employee Name: Susan Herron

Reporting Period: 04-01-2024 to 06-30-2024

Name of External Entity, Group or Organization:

Entity Name	Type of Membership Personal or Professional	Compensation Information (if none, write "N/A")
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
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Disclosure of External Entity Involvement – Policy 22.1.0

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Board or Committee Member Name: Matthew Dent

Reporting Period: 4/1 to 6/30/ 2024

Name of External Entity, Group or Organization:

Entity Name	Type of Membership Personal or Professional	Compensation Information (if none, write "N/A")
P&P Consulting		
Dent Organization		
Dente Capital		
Academic Freedom		

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
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Disclosure of External Entity Involvement – Policy 22.1.0

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Employee Name: David Noble

Reporting Period: 04/01/24 – 06/30/24

Name of External Entity, Group or Organization:

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

<p>Reporting Schedule</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>

Disclosure of External Entity Involvement – Policy 22.1.0

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Board or Committee Member Name: Michaela Tonking_____

Reporting Period: __Second Quarter_____

Name of External Entity, Group or Organization:

Entity Name	Type of Membership Personal or Professional	Compensation Information (if none, write "N/A")
APA Consulting	Professional	paid
MHT LLC	Professional	Paid
We the People Coach	Personal	n/a

<p>Reporting Schedule</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>

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:

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

Reporting Schedule

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Disclosure of External Entity Involvement – Policy 22.1.0

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Employee Name: Vito Brandle

Reporting Period: 4/1/24 – 6/30/24

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>
N/A		

Reporting Schedule

Period from 7-1 to 9-30; due to District Clerk or designee by 10-14
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Public Records Request Log

Thursday, August 1, 2024

Due Today:	1
Overdue:	1

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 Leijon; 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 11/11/2023 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 Governace
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 review/approve proposed agreement referenced in paragraph 1 above	1/12/2024		Public Works
24-010	30 Minutes	Complete	✓ Monday, January 8, 2024	Dobler, Cliff	Request Granite IVGID correspondance, 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	2 Hours	Complete	✓ Thursday, March 14, 2024	Homan, Mick	1. It is my understanding that Sara Schmitz attempted to have the people collecting signatures for the recall petition removed from the designated public forum areas at IVGID facilities, including Incline Beach. 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 2. It is my understanding after listening to multiple BOT meetings that Sara Schmitz attempted to restrict the issuance of Picture Passes to residential parcels owned by legal entities, including but not limited to corporations, limited liability corporations and other ownership structures other than individual ownerships 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.	2/19/2024		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? Let's enhance my public records request to include copies of expenses, and payments from	01/25/2024		Accounting/ Finance

Public Records Request Log

Thursday, August 1, 2024

Due Today:	1
Overdue:	1

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
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
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

Public Records Request Log

Thursday, August 1, 2024

Due Today:	1
Overdue:	1

Log No.	Time Logged	Status		Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
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
24-29		Complete				Account Creation - Request			
24-030		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.	3/8/2024		Human Resources
24-31		Complete	✓	Tuesday, February 20, 2024	Miller, Judith	Request 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
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, August 1, 2024

Due Today:	1
Overdue:	1

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
20-033	30 Minutes	Complete	✓ Saturday, February 24, 2024	Wells, Kristie	Expenses related to the recent investigation of an IVGID employee 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		Human Resources
24-034	1 hour	Complete	✓ Thursday, February 22, 2024	Katz, Aaron	Thank you Heidi Before I file a criminal complaint for concealment, which will extend to Sergio because he's the one instructing you to conceal legitimate public records, I will make one final attempt. Sergio's explanation is disingenuous. Because it responds to a set for facts that differ from my public records request. Sergio utilizes a technique honed to an art by your predecessor. Restate a requester's request differently than he/she has requested, and then respond to the different request. Here Sergio states I requested review of Mr. Kelly's time off requests/approvals, and usage of time off balances between 7/1/22 and 2/17/24. " Although I did request records evidencing	03/19/202		Human Resources
24-035	45 Minutes	Complete	✓ Tuesday, March 5, 2024	Morley Craig	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. Thank you for your assistance.	3/12/2024		Public Works
24-036	45 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. As provided by the open records law, I will expect your response with five (5) business days. See Nev. Rev. Stat. Sec. 239.0107	3/12/2024		Public Works
24-037	1 Hour	Complete	✓ 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 Leijon Susan Herron The time period would be from June 1, 2023 to present day, March 9, 2024.	4/30/2024		General Governance
24-038	10 Minutes	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.	3/16/2024		Accounting/ Finance, & PW
24-039	15 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.	3/18/2024		Accounting/ Finance
24-040	3 Hours	Complete	✓ Tuesday, March 12, 2024	Terry, Erron	Any and all emails from or to Shelia Leijon regarding IVCBA for the last 12 months.	4/16/2024		General Governance

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Due Today:	1
Overdue:	1

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-041	12 Hours 30 Minutes	Complete	✓ 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.	4/30/2024		General Governance
24-042	1 Hour	Complete	✓ 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 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	10 Minutes	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	10 Minutes	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	5 hours 30 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	4/15/2024		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	4/23/2024		General Governance
24-049	30 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	Comple	✓ 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
24-051	15 Minutes	Complete	✓ Tuesday, April 9, 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

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Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-052	30 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?	4/25/2024		Parks, Rec. & Beaches
24-053	30 Minutes	Complete	✓ 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	10 Minutes	Complete	✓ Tuesday, April 23, 2024	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	10 Minutes	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	30 Minutes	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 Dept 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	30 Minutes	Complete	✓ 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.	4/30/2024		Accounting/ Finance
24-058	45 Minutes	Complete	✓ Monday, April 29, 2024	Katz, Aaron	Hello Erin - 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. And I am forwarding it to Heidi for that reason. Thank you for your cooperation. Aaron Katz	5/6/2024		Human Resources

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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	30 Minutes	Complete	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.	5/7/2024		Public Works
24-060	15 Minutes	Complete	Wednesday, May 1, 2024	Kelly, Deirdre	Greetings, 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, Regards,	5/8/2024		General Governance
24-061	No Time Recorded	Complete	Sunday, May 5, 2024	Dawson, Bryan	Hello, I hope all 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: RA/Resist (Resisting/Resisting Arrest) BAT/Battery Asslt/Asslt/Assault Fleeing/AF (Aggravated Fleeing) Impers PO/O (Impersonating an Officer) FTS/FSO (Failure to Stop for an Officer) For the filtered search, reports with any of the charges listed above would work. These records will not be used for commercial purposes. Although there may be numerous reports, please forward all the files. Once you have the reports, kindly send them to this email address: b.dawsonn98@gmail.com. Additionally, if there is a portal or form I need to complete, I would appreciate it if you could direct me accordingly. Thank you for your assistance, and I look forward to your reply.	5/13/2024		General Governance
24-062	No Time Recorded	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 AFCD I would appreciate a prompt response.	5/13/2024		Accounting/ Finance
24-063	No Time Recorded	Complete	Monday, May 6, 2024	Katz, Aaron	The 2023 ACFR 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 obligation.	5/13/2024		Accounting/ Finance
24-064	1 hour 15 minutes	In process	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 Schackleford, Kevin McKowen,			Human Resources General Governance

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Overdue:	1

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-065	15 Minutes	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 Trustees on February 22, 2023. The 3-31-2023 report was provided to the Board of Trustees on March 31, 2023. If the reports have not been completed so state.	5/15/2024		Accounting/ Finance
24-066	10 Minutes	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		Accounting/ Finance
24-067	5 Minutes	Complete	✓ Friday, May 10, 2024	Dunsworth, Paul	Building permits, as-built plans, inspection records/sign offs and certificates of occupancy for the 2021 remodel of 618 Woodridge Circle	5/10/2024		General Governance
24-068	30 Minutes	Complete	✓ Monday, May 13, 2024	Katz, Aaron	Documents in Support of Proposed Water and Sewer Rate Increases 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 examine them at the District's admin offices at 10 A.M. on Monday, May 13, 2024. Thank you for your cooperation, Aaron Katz	5/13/2024		General Governance
24-069			✓ 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.			General Governance
24-070	15 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 inspection at the District's admin offices. Are those docs in electronic format? If so, can you please provide me with copies as attachments to an e-mail of transmission? If not available in electronic format, please advise as I intend to physically examine them at the District's admin offices at 10 A.M. on Monday, May 13, 2024. Thank you for your cooperation, Aaron Katz	5/13/2024		General Governance
24-071	1 hour	Complete	✓ Monday, May 13, 2024	Dobler, Cliff	Please provide for my examination any and all contracts and change orders with Sierra Nevada Construction (SNC) regarding the Mt. Golf Cart Path Restoration Phase II project. The original contract was awarded on May 10, 2023 for \$187,000 and subsequent change orders were required in September 2023 and in December, 2023 amounting to \$252,000. This data can be found on the 12-13-2023 memorandum from Hudson Klein to the Board of Trustees. Thanks Clifford F. Dobler	6/6/2024		Public Works

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Due Today:	1
Overdue:	1

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-072	1 Hour	Reopened 07/29	✓ 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 who approved payment. That's why I am sending a copy of this e-mail to our GM and Board Clerk Heidi White.			Public Works & Finance
24-073	15 Minutes	Complete	✓ Sunday, May 26, 2024	Katz, Aaron	The Dep't 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. Remember 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."	6/4/2024		Accounting/ Finance
24-074	15 Minutes	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	6/11/2024		Accounting/ Finance
24-075	45 Minutes	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 The excel/CSV should suffice for now, and if there is any email I see where I need the actual contents, I will submit a new PRR. Thank you.	6/18/2024		General Governance
24-076	30 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. This is a public records request (as I could not find where you have located the official public records requests in the website under the living here tab) and is dated 6-10-2024. Thank you,	6/19/2024		Public Works
24-077	10 Minute	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	6/17/2024		Accounting/ Finance
24-078	10 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		Human Resources
24-079	10 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

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Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-080	30 Minutes	Complete	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." \$333.33 with Wayfair (3601001433) for "furniture." \$645.94 with Full Source, Inc. for "beach uniforms." I want to examine: Invoicing or purchase order receipts for each of these purchases which indicates: the date(s) of purchase; a breakdown of each and every item purchased which responds to each of the above-charges; a breakdown of the amounts assessed for each and every item purchased as reflected above; the date(s) corresponding to when each and every item purchased above was ordered/purchased; any shipping charges assessed for each of the purchases included in the above-charges; any credit card convenience/other card charges assessed because any of the purchase(s) above were made with a credit card; any tip or gratuity assessed in connection with any of the purchases identified above; the identity of each person who authorized each of the above-purchases.	7/5/2024		Accounting/ Finance
24-081	30 Minutes	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.	7/1/2024		General Governance
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 & Public Works
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.	6/27/2024		Public Works
24-084	10 Minutes	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?	6/26/2024		Parks, Rec. & Beaches
24-085	1 hour	Complete	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 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.	7/10/2024		Accounting/ Finance

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Overdue:	1

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-086	1 Hour	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			Accounting/ Finance
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.	7/30/2024		General Governance
24-089		In progress	Monday, July 8, 2024	catsthelake	I would like a copy of all the Baker-Tilly invoices up to and including those dated June 30, 2024. I would also like a copy of the Baker-Tilly original contract and any and all amendments thereto.	8/15/2024		Accounting/ Finance
24-090			Thursday, July 11, 2024	Wells, Kristie	Following the excel spreadsheet released in PRR 24-75, please provide all documents noted by number in the "R#" column: 3, 9, 10, 15, 16, 19, 20, 23, 26, 32, 33, 39, 44, 45, 46, 49, 51, 54, 57, 62, 63, 64, 67, 68, 69, 70, 77, 79, 85, 86, 87, 88, 96, 97, 98, 101, 114, 120, 126, 135, 136, 137, 138, 139, 140, 143, 155, 156, 157, 159, 160, 161, 165, 168, 175, 176, 177, 178, 181, 184, 185, 188, 189, 190, 195, 204, 207, 211, 219, 234, 238, 243, 245, 246, 249, 252, 256, 261, 262, 263, 264, 266, 267, 270, 271, 272, 273, 280, 281, 282, 283, 297, 301, 302, 303, 310, 316, 317 Thank you.	8/5/2024		General Governance
24-091	Not a Record request	Complete	Monday, July 15, 2024	Gumz, Joy	Thank you for providing PR24-85 I have a follow-up question for Adam Cripps / Finance Dept. Q. The General Ledger appears to be \$(15,782,015.80) out of balance. The Debits of all journals do not equal the credits of all journals. Is this the figure you have?	7/18/2024		Not a PRR
24-092			Friday, July 19, 2024	Gumz, Joy	1) Please provide by email the ACCOUNT DETAIL HISTORY report for fiscal year 2023. 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 : 07/01/2022 and 6/30/2023 2) Please provide by email a fiscal year 2023 trial balance report (general ledger balances for ALL accounts – summarized journals and does not show journal detail)	8/1/2024		Accounting/ Finance
24-093	No Time Recorded	Complete	Wednesday, July 24, 2024	Riner, Dr. Myles	If the IVGID staff has responded in writing to the RubinBrown forensic audit report, please send me by email a copy of this written response to: mliner@comcast.net	7/24/2024		General Governance
24-094	No Time Recorded	Complete	Wednesday, July 24, 2024	Elley, Lin	PPR Pages 24-93	7/24/2024		General Governance
24-095	10 Minutes	Complete	Sunday, July 28, 2024	Miller, Judith	Please provide in electronic format the most recent District Records Retention Schedule approved by the Board of Trustees.	7/28/2024		General Governance

Public Records Request Log

Thursday, August 1, 2024

Due Today:	1
Overdue:	1

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-096	5 Minutes	Complete	✓ Monday, July 29, 2024	Katz, Aaron	So I and others want to know if Mr. Raymore has been promoted to a directorship? Or is he simply sloppy in his reference to himself as director or manager. What is it Mr. Raymore? And if his job position has changed, we want to know his pay grade level. What is it Ms. Feore? Consider this a records request which explains why I have forwarded you a copy of this e-mail.	7/29/2024		Human Resources
24-097			✓ Tuesday, July 30, 2024	Miller, Judith	Please provide all emails and attachments to/from any of the 7 "Senior Team" members (Director of Human Resources Erin Feore, Director of Information Technology Mike Gove, General Manager of Golf Timothy Sands, Director of Administrative Services Susan Herron, General Manager, Diamond Peak Ski Resort Mike Bandelin, Director of Public Works Kate Nelson and Assistant Director of Finance Adam Cripps), GM Bobby Magee, or any IVGID Trustees related to the drafting or approval of the memorandum of the Senior Team's Partial Response...in PRR 24-93 .	8/6/2024		General Governance
24-098			✓ Wednesday, July 31, 2024	Katz, Aaron	Please help me with an employee related expense. The District's chart of accounts lists object code #7350 for employee recruitment and retention. Since you're the Director of HR, can you please share with me the amount budgeted in the 2023-24 General Fund for object code #7350? As well as amounts actually expended and/or incurred and not yet paid for object code #7350 in the General Fund. This detail is not included in the budget materials shared with the public, and as you know, open.gov is not operational. If you're going to pull the public records card on me (which I hope you won't), I am requesting examination of District financial records for 2023-24 which evidence: 1. The amount budgeted as an expense for object code #7350 in the General Fund; and, 2. The amounts actually expended and/or incurred and not yet paid for object code #7350 in the General Fund. Thank you for your cooperation. Aaron Katz			Human Resources & Finance Department
24-099			✓ Wednesday, July 31, 2024	Dobler, Cliff	Please provide for my examination all charges to the capital project Burnt Cedar Pool for fiscal year July 1, 2022 to June 30, 2023. account #3970BD2601. No invoices are required just a listing of charges. The amount listed in the CIP report is \$411,019.10.			Public Works & Finance Department
24-100			✓ Wednesday, July 31, 2024	Dobler, Cliff	Please provide for my examination all charges to the capital project Mountain Golf Course Cart paths for fiscal year July 1, 2023 to June 30, 2024 account #3241LI2001. No invoices are required just a listing of charges. Amount is unknown. My email is cfdobler@aol.com. Software would not allow an entry below.			Golf, Public Works & Finance