

MEMORANDUM

TO: Board of Trustees

FROM: Susan Herron
Director of Administrative Services

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

DATE: August 1, 2024

Following is a bulleted list of the items accomplished 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 July 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
- Worked with public as needed
- Process paperwork
- Work on any special projects as requested by the District General Manager
- Worked on public records requests
- Updated the mailing list for the IVGID Magazine
- Completed the Policy and Procedure 141, Resolution 1895 Report
- Worked through the Audit Committee member recruitment advertising to publication.

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

- 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
- Work on public records requests
- Complete work on Audit Committee member recruitment

MEMORANDUM

TO: Bobby Magee
FROM: Finance Department
SUBJECT: Status Report for July 2024 – Finance/Accounting
DATE: August 5, 2024

Finance and Accounting

Rubin Brown Report: Staff prepared a list of each observation showing as Fixed, Currently Working On, and Work to Correct Has Not Yet Started. Other departments were consulted as the observations related to their areas.

Inventories: Staff conducted the physical inventories of the Champion and Mountain Pro Shops (including coordinating observations of outside auditors); staff assisted with the physical inventory of Tennis; staff observed the physical inventories of Food and Beverage; staff spot checked the physical inventory of Public Works. Work began on the entries for inventory reconciliations.

PACT Payroll Audit: Staff completed this report working with the HR Department.

2024 Interim Audit: Staff met with Davis Farr personnel, received the list of selected items for testing, and began providing the supporting documents to the auditors.

Year-End Close: Staff worked to complete the close of Accounts Payable for FY24. Staff began preparing payroll reconciliations and posting year-end accruals. Progress on decreasing the reconciling items on the monthly bank reconciliations continued.

Blanket POs: Staff, working with other departments, prepared the list of needed FY25 Blanket POs.

Tyler: Staff continued to work with other departments to provide training, concentrating on user access and YTD Budget Reports. Tyler workflow items continue to be addressed for changes in personnel. Staff is in the initial stages of implementing the inventory module.

Treasurer's Report: This report was revised to report Cost Center activities without CIP and Depreciation. This change was later returned to its original format.

Indebtedness Report: This report was submitted. Also related to indebtedness the July 1 payments were processed, reconciled, and recorded. Documentation was obtained to support requests for reimbursement from the SRF loan.

MEMORANDUM

TO: Bobby McGee
General Manager IVGID District

FROM: Timothy Sands
General Manager of Golf Operations

SUBJECT: Status Report for July 2024 – Golf Operations

DATE: August 6th, 2024

Golf Operations Update - (July 2024)

- Chris Sarten Food & Beverage Consultant Report submitted to the Board for review
- Continuing to see high levels of Non-Resident Play at both courses
- Seasonal Staff transition – large portion of our service staff will be leaving of school and we will trimmed down labor cost through the rest of the season

MEMORANDUM

TO: Bobby Magee, District General Manager

FROM: Mike Gove, Director of Information Technology

SUBJECT: July IT Status Report

DATE: 08/05/24

BACKGROUND

Long Term Initiatives:

- The Email Migration Project was completed on 07/26/24
- The Active Network POS Assessment Project is currently on schedule with no identified risks, with an expected completion date near the end of 2024 (working with consultant to refine the expected date based on current tasks).
- The Server Cluster Replacement Project is currently on schedule with the equipment expected to be delivered the week of 08/05/24 with an expected completion date of 09/20/24.

Service Desk:

There were 180 service desk requests opened with 165 of them being resolved for the month of July.

Personell:

IT Technician position offer made with an expected start date of 08/05/24

MEMORANDUM

TO: Bobby Magee, District General Manager

FROM: Karen Crocker, Director of Parks and Recreation

SUBJECT: July IT Status Report

DATE: **August 5, 2024**

BACKGROUND

The new Director of Parks and Recreation started on July 22, 2024.

Her focus for the last 2 weeks has been catching up on projects that have been delayed such as recommended changes to Ordinance 7, and a reporting of number of picture passes and punch cards issued to each parcel number within the district. These items will be presented to the Board at the August 28th meeting. In addition, Director Crocker has been reviewing the department's budget along with analyzing staffing levels and positions.