

MEMORANDUM

TO: Board of Trustees

FROM: Karen Crocker, Acting General Manager

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

DATE:
September 4, 2024

GENERAL MANAGER UPDATE**Washoe County Interaction**

Staff has reached out to Washoe County, and they are available to answer any questions Staff might have. In addition, it is recommended that IVGID request an Interim Finance Director.

Rubin Brown Status List

Rubin Brown has requested final payment, and it is being held pending release and receipt of all contract items, such as the data.

IVGID's Controller has submitted to the State of Nevada, Department of Taxation the bank reconciliations for the month of May 2024. June and July reconciliations are 80% complete. They will be 100% completed by the week of September 9, 2024.

Treasurer Tulloch is working with DavisFarr to get an updated quote and finalize the engagement letter.

September 24, 2024 Townhall

The Chateau has been reserved for Tuesday, September 24, 2024, for a Townhall. Staff will be sending out the notice on September 17, 2024, to solicit questions from our community. The reason this townhall was rescheduled from September 25, 2024, was because there is a golf tournament and dinner on September 25, 2024 which is a full paying event.

Director of Finance Job Opportunity

The Director of Finance job posting was completed on Friday, August 30, 2024. Feedback was received from Trustees Noble, Tonking and Tulloch prior to posting.

Request for Proposal for Management Services

This request for proposal was placed on PlanetBids on Friday, August 30, 2024. Responses are due September 25, 2024.

Venue Status Reports

See the attached reports for August. There is no golf report

Staff Recognition

Madonna Dunbar, Resource Conservationist and TWSA President, was recently notified that she is the recipient of a Golden Pinecone Lifetime Achievement award. She will receive this award at a gala event on October 10. Staff is so very proud of her achievement – congratulations Madonna!

Congratulations to Pandora Bahlman for her 24 years of service with IVGID. She will be retiring as the Recreation Center Manager on September 13, 2024.

Public Records Log

Public Records Log for Any Prior unfulfilled Requests and January 11, 2024, through September 5, 2024, is attached to this report.

III. ATTACHMENTS

August 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 August and Planned Activities in September

DATE: September 4, 2024

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

- Complete work on Audit Committee member recruitment
- Completed two online ICMA trainings
- 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
- Reworked the 1895 report
- Worked on a club memorandum of understanding draft
- Met with Washoe County representatives

Following is a bulleted list of the items that may be worked on in September 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
- Update the contract list
- Take a vacation

MEMORANDUM

TO: Karen Crocker
Acting District General Manager

FROM: Mike Gove
Director of Information Technology

SUBJECT: August IT Status Report

DATE: September 4, 2024

BACKGROUND

Long Term Initiatives:

- The Active Network POS Assessment Project is currently on schedule with an identified risk being any changes to ordinance 7 during the assessment phase. 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, the equipment has been received has been partially installed and is being configured. Expected completion date of 09/20/24.
- Work has begun on preparing a SOW and Quote for the request for assistance from Tyler, currently no expected completion date.

Service Desk:

There were 126 service desk requests opened with 124 of them being resolved for the month of July.

Personnel:

IT Technician's first day of work was August 5th, 2024

MEMORANDUM

To: Karen Crocker, Acting General Manager
From: Karen Crocker, Director of Parks and Recreation
Subject: Status Report for July/August 2024 – Parks & Recreation Department
Date: September 11, 2024

Parks & Recreation Overview

July and August are the busiest months of the year in all Parks and Recreation Department categories including revenue transaction, users and participants, marketing and operations of beaches, all venues and facilities, pass renewal & purchase, classes, services, programs, events, and tournaments. Additionally, it is extremely busy with the demand of seasonally sensitive building maintenance repairs & projects, purchasing of supplies, and grounds/park maintenance.

Recreation Center

- Gross revenue for the Recreation Center operating is \$193,504
- Expenses are \$97,302, year to date
- Total memberships and members on 9.5.24 (including flex passes, one-week, one-month, three-month, six-month, ongoing and annual) are: 1793 memberships translates to 2541 members.
- Highlighted maintenance at the center: reseal of the basketball gymnasium floor – Croft Beck Floors, ongoing replacement of lighting in group fitness room, HVAC filters quarterly replacement in July, Soap dispensers in restrooms and locker room were hired wired by Buildings staff (saving on batteries), and lawns and gardens have been exceptionally maintained.
- The Recreation Center Manager Pandora Bahlman, an IVGID staff member for 24-years is retiring from the manager position on 9.13.24.

Beaches

Over the course of August, the beaches saw the following number of visits and revenue:

- IVGID Recreation Pass Holder Visits: 37,466
- IVGID Recreation Punch Card Visits: 8,974
- Guests paid by Credit Card Visits: 7,570 with a revenue of \$107,840
- Boats launched via Season Pass: 510
- Boats launched via Punch Card: 142
- Boats launched via Credit Card: 627 with a revenue of \$14,905

The Ski Beach Boat Launch also reduced hours to 7am – 7:30pm on August 26th. The Board will be updated if there are plans to reduce hours further in September.

Parks

The Parks Department is responsible for Interco ground maintenance, trash removal, irrigation, planting, raking, ball field prep, tree and plant debris removal and other support for Admin Building, Aspen Grove, Village Green Recreation Center, Tennis/Pickleball Center, High School stadium field, Ridgeline Park Ball fields, Parks building Preston ball field and park, bocce courts, skate park and bike park, volleyball courts, disc golf course, Fitness Trail, all three beaches, playgrounds at beaches and parks, and other trails and rest areas in the district. They collaborate with all venues staff and management.

Highlights of operations this summer were:

- Prep for three ballfield tournaments and leagues all summer. IVGID Adult Softball continues Wednesdays and Thursdays. Softball tournaments August 10, 11 and 31st. Hardball tournament August 2, 3, 4, IVGID Adult Softball continues Wednesdays and Thursdays. Softball tournaments August 10, 11 and 31st. Hardball tournament August 2, 3, 4, and various soccer camps, and AYSO in August. High School baseball practices in August.
- Clean-up Aspen Grove special event, schedule activities and weddings
- Tracking data for cleanup efforts, litter, dog waste, and micro plastics
- Updates on Urban Forestry efforts, ongoing defensible space efforts with Parks staff at Admin parcel and Fitness Trail in August
- Review of Operating and CIP budgets each month with accounting, purchasing and maintenance of Parks equipment
- Prepare daily/monthly schedule/use report of all above mentioned parks, trails, facilities, ball fields, picnics areas, etc.

One District ~ One Team

- Review and support efforts for beautification of planters and flowerbeds Met with Incline Education Fund staff regarding beautification project specifically painting some bear-boxes with select Middle School students.
- Attend monthly Safety Committee Meeting. Review safety efforts with HR, Safety Specialist, inspections, monthly fire extinguisher and first aid kits, ongoing safety trainings, and special events safety. Parks eye wash stations will now be checked and signed off weekly.
- Irrigation repairs ongoing
- Review volunteers' efforts that support Parks and Beaches. Court workers working off sentence of 36 hours in August completed. Bike Park, Waste Not cleanup efforts, goose patrol volunteers, High School teams, trash and litter cleanup efforts.
- Replaced lights at Preston Park and Ridgeline Field #3. Adjustments made to some light fixtures at Ridgeline Field #3.
- Parks staff participated in August 2024 District Safety Committee meeting. Fire extinguishers and weekly 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 August included: Special Events, playground safety inspections conducted weekly by certified playground safety inspector.
- Noxious weed control continues throughout parks. Collaboration with North Tahoe Conservation District and keeping them updated regarding removal of noxious weeds.
- One J-1 international students continue to work at the 967 Lakeshore beaches until August 30th.
- Clean-up ongoing picnics scheduled at Recreation Center Bocce Ball, group picnic areas at the parks and the beaches.
- Skate School Camp ongoing at the Skate Park Mon-Fri; continues all summer.

Tennis

Gross revenue for July and August programs, retail merchandise, lessons, programs, admissions, private instruction and two tournaments: \$146,332
Expenses 120,654.62 YTD.

Aquatics Beaches & Recreation Center

Gross Revenue July/August including Beach & Recreation Center programs and services is 160,073 -Tyler.

- Horizons Camp had 126 total participants
- Summer Paddle Camp had a total of 93 participant
- Mini Lifeguard Camp had 124 participants
- Jr. Lifeguard Camp had 53 participants

- First ever Rowing Camp had 17 participants
- Burnt Cedar Swim Lesson program had 255 participants
- First ever Spanish Swim Lesson program had 17
- Private Lessons brought in \$6101
- Swim Team had 21 participants

- Expenses for both pools were \$353,172 which is primarily lifeguard hourly wages attributed to the community demand to use Burnt Cedar pool, and government regulations to operate the pools.
- The Rec Center Pool will be closing for repairs from September 14-22. Burnt Cedar Pool will remain open for the season until September 29.

Parks & Recreation Counter

Highlights of Parks & Recreation Counter in addition to all customer service financial transactions:

- Issued a total of 1,597 passes, with 1,423 for all-area access, 52 labeled as "No Beach," and 122 purchased and marked as "No Beach Guest/No Golf."
- Distributed 3,878 punch cards, including 2,623 with beach access, 22 without beach access, and 1,233 purchased and labeled as "No Golf."
- Over Labor Day weekend, conducted a kayak rack cleanup, removing 15 kayaks and paddleboards that were stored outside the designated racks. We also reached out via email to individuals with empty racks to check if they wanted to continue using their spot for the upcoming season.

MEMORANDUM

TO: Karen Crocker
Acting District General Manager

FROM: Kate Nelson
Director of Public Works

SUBJECT: Public Works August 2024 Monthly Report

DATE: September 5, 2024

CONGRATULATIONS:

Madonna Dunbar is the 2024 Golden Pinecone Sustainability – Lifetime Achievement Awardee. She will be celebrated for her work on October 10, 2024 at the Green Gala in Reno.

Defensible Space:

Update as requested by the BOT

FY24 Expenses:

Utility Water (20002299-7560)	\$ 43,343.93
Utility Sewer (20002599-7560)	\$ 43,343.93
Rec Admin (30364999-7560)	\$ 86,747.85
TOTAL:	\$173,465.71

Special Projects:

Public Works is working on finalizing the Lead Service Line Inventory as required by NDEP/EPA Lead and Copper Rule. PW is reaching out to the last remaining homeowners to assist them with filling out the survey found using the following link.

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

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

Engineering Summary of Projects:

Currently recruiting for the Senior Engineering position with interviews to be held soon. 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 – Meeting on August 20th – feedback received on the 30% Design Options for Skate Park, feedback received on the Snowflake Lodge Needs Assessment Update/Owner’s Programing, and Kassbohrer PistenBully Snow Grooming Vehicle (advanced to BOT for approval at the 8/28/24 meeting)
- Hold for Funding/Permitting/Contract – Bike Park Phase I
- RFP/RFQ – SCADA Masterplan
- 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) – project waiting for F&B report to the Board with recent staffing loss return to the BOT is TBD, Skate Park Enhancement, Rec Center HVAC
- Bidding – Burnt Cedar Emergency Fuel Tank Replacement, DP Electrical Service Entrance
- Construction – Meter Register & Transponder Installation, Snowmaking/Pump Station Improvements (punch list work), SPS #1, Effluent Storage Tank, Effluent Export Pipeline, WRRF Roof Replacement (tentative start 9/23), SR 28 Mill and Overlay (tentative start 9/17)

- Construction Complete – Tyner Pavement Reinstatement, SR 28 Emergency Reinstatement, Mountain Golf Roof (Cart Barn & Clubhouse), Christmas Tree Village FH lateral replacement (SR28), Reservoir Coating R5-3A R5-3B, Alder Ave Waterline Replacement, SPS#5 Wetwell & Manhole Coating, Tyner Pavement Slurry Seal

Water/Wastewater Treatment:

- Water Production – Total 134.627 MG, Daily Avg 4.343 MGD, Daily Max 4.928 MGD
- Wastewater Processed - 29.932 MGD, 0.996 MGD Daily Avg., 1.202 MGD Daily Max
- Total Call Outs – 45

Pipeline:

- Water Leak Repairs – 3 main, 1 service line
- ARV repair at candy cane on Effluent Export Pipeline
- Meters tested - 4
- After Hour Service Calls – 12 (28 hrs OT) & (118 hrs OT for Meter transponder Installations)
- 330 Meters transponders changed out
- Hydroflush sewer lines = 6,060 LF

Compliance:

- Backflow tests – 261
- Plan Checking – 34

Waste Not:

- HHW Collection = 4 events with a total of 88 customers served (33 e-waste, 32 hazardous, 40 both, 3 no shows, 11 without appointment)
- Solid Waste Incidents = 22 (8 warnings, 3 violations (1 fine, 2 WRC))
- Completed water quality monitoring
- Waste Management's Green Waste Recycling Curbside Collection Program – September 30 – November 1.

Fleet:

- Update as requested by the BOT: proposed additional equipment to be added to the new trucks are toolboxes and bed covers. These purchases will be made via p-card to an outside vendor to take advantage of better pricing than from the dealer
- 14 passenger van delivery expected Fall 2024
- Preventative Maintenance Hours – 399
- Corrective Maintenance Hours – 424
- CIP - 0
- Other – 60
- PM to CM ratio = 48.5%

Laboratory:

- Information 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)
 - Total pipe installed to date is 9,970 LF
 - Jack and Bore at Secret Creek scheduled for week of 9/9
- Effluent Storage Tank Project
 - Tank prestressing will begin
 - Washoe County Board of Adjustment approved night work this will help maintain the schedule since some time was lost due to weather and unsuitable materials

- With the night work approved, the schedule looks to have the tank online for gravity feed by October 18, 2024
- Incline Beach House
 - Received 30% deliverables
 - F&B to present data requested by Board TBD
- Skate Park Enhancement
 - Progress Meetings ongoing
 - 30% Designed received
 - CIC meeting 8/20/24
 - Will be presented to the Board in October

M E M O R A N D U M

TO: Karen Crocker
Acting District General Manager

FROM: Mike Bandelin
Diamond Peak Ski General Manager

SUBJECT: Venue Status Report – Ski Venue – August 2024

DATE: September 4, 2024

Since the ski venue closed for the season on April 21, 2024, there have been 144 calendar days. Staff has been working on and completing annual maintenance of the equipment, infrastructure and assets. Seasonal managers of departments will be on boarded in the near future as recruiting for seasonal staff begins in October for the upcoming season.

Staff provided a memorandum to the Capital Investment Committee Meeting at their meeting on August 20, 2024 (Item F.2) for review and discussion related to the proposed draft Request for Qualifications to perform a Needs Assessment related to the Districts Snowflake Lodge at the Ski Venue. The RFQ, with suggested modifications from the Capital Investment Committee was approved to present the recommendation to the District’s Board of Trustees at a future meeting.

The Districts ski fund (34) FY2024/25 includes total capital appropriations of \$1,125,000 for the following projects. To date, the replacement grooming vehicle project has been approved by the Board of Trustees at their meeting on August 28, 2024 (Item G.5). Staff is in the process of completing the remaining projects in the following table.

Budget Amount	Project Description
\$550,000.00	Replace Grooming Vehicle - Originally purchased in 2014.
\$205,000.00	This Project Replaces One of the Two 2010 Ski Shuttle Busses
\$20,000.00	This Project Replaces Mountain Operations Snowmobile
\$100,000.00	This project consists of the procurement of two snowmaking fans guns
\$175,000.00	This project replaces the 1966 electrical entrance panels at the ski venue main lodge.
\$75,000.00	Replace Red Fox Ski Lift 1979 Counterweight Cable and Haul Rope Carrier Grips
\$1,125,000.00	

Public Records Request Log

Friday, September 6, 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 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

Friday, September 6, 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
24-015	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

Friday, September 6, 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
24-024	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

Friday, September 6, 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
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:	0
Overdue:	0

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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Overdue:	0

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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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Due Today:	0
Overdue:	0

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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/IO (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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Due Today:	0
Overdue:	0

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-065	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:	0
Overdue:	0

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		Complete	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:	0

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
24-086	1 Hour	Complete	✓ 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		Complete	✓ 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		Partial - in progress	✓ 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		Complete	✓ 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		In process - with Legal Counsel	✓ 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	20 Minutes	Complete	✓ 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: mriner@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

Friday, September 6, 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
24-096	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	30 Minutes	Complete	✓ 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	30 Minutes	Complete	✓ 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
24-101	30 Minutes	Complete	✓ Tuesday, July 30, 2024	Katz, Aaron	I would like to examine the recent Food and Beverage report undertaken by consultant Chris Sarten. I have been informed the report has been delivered to the District.	8/6/2024		Parks, Rec. & Beaches, GM
24-102	10 Minutes	Complete	✓ Friday, August 2, 2024	Katz, Aaron	As a PRR request, I would like to examine records evidencing the following: 1. Adam Cripps' request for leave of absence; 2. Adam Cripps' notice of IVGID employment termination; 3. Ronnie Rector's notice of IVGID employment termination; 4. Tim Kelly's notice of IVGID employment termination; 5. Pandora Bahlman's notice of IVGID employment termination; Thank you for your cooperation. Aaron Katz	8/9/2024		Human Resources
24-103			✓ Tuesday, August 6, 2024	Gumz, Joy	Please provide 1) a list of the procurement card records for specific individuals over the Scope Period that was provided to RubinBrown for the forensic audit. 2) evidence of repayment of any/all repayment or re-imbusement of procurement card transactions over the last 3 years. Thank you.	8/24/2024		

Public Records Request Log

Friday, September 6, 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
24-104			✓ Wednesday, July 31, 2024	Katz, Aaron	Apparently attorney Sergio Rudin performed legal services associated with negotiation and drafting of a catering services agreement with Jesse Collett dba 7 Sins BBQ executed June 4, 2024 allegedly for an employee appreciation lunch. With respect to this event, I would like to examine the following: 1. Billings originating from Mr. Rudin's lawfirm for all work performed regarding negotiation of and drafting of said agreement. Those billings should include the date(s) work was performed in the negotiation of and drafting of said agreement, a description of that work as performed related in any manner to negotiation of and drafting of said agreement, the time expended insofar as negotiation of and drafting of said agreement, the billing rate for each description of work performed, and out of pocket costs advanced related to negotiation of and drafting of said agreement. 2. Documents evidencing payment of the billing(s) referenced in paragraph 1 above. 3. Documents evidencing the District's chart of account numbers assigned to any portion or all of the payments referenced in paragraph 2 above. 4. Evidence of the insurance and insurance endorsements produced by Mr. Collett satisfying the conditions of paragraph 3.2.10.2-3.2.10.9 of the agreement referenced herein. Thank you, Aaron Katz	8/7/2024		General Governance, Accounting
24-105	45 Minutes	Complete	✓ Tuesday, August 6, 2024	Gumz, Joy	Please provide all invitation communications regarding the employee BBQ to be held on or about June 25, 2024. Communications might be texts, emails, flyers or other means relaying the DATE, TIME, LOCATION and other pertinent info (such as how to request a vegan meal). This may require IT to provide emails or other communications, but this Department is not an OPTION - so General Governance has been selected.	8/21/2024		General Governance
24-106	45 Minutes	Complete	✓ Tuesday, August 6, 2024	Katz, Aaron	Regarding the Chris Sartan Food and Beverage Contract: How about the contract between Mr. Sartan and IVGID? Who exactly engaged him? How about the invoicing from Sartan to IVGID? How about evidence of payment, as well as the chart of account number(s) assigned to that payment?	8/23/2024		General Governance, Accounting/ Finance
24-107	30 Minutes	Complete	✓ Thursday, August 8, 2024	Village Alliance	Please provide by electronic copy the final report or any report subsequent to the preliminary report from the forensic auditor Rubin Brown, as well as all management responses. The preliminary report was delivered on or about July 9, 2024, and the subsequent report was supposedly delivered on or about Aug 7, 2024	8/15/2024		General Governance
24-108	1 Hour	Complete	✓ Thursday, August 8, 2024	Homan, Mick	I would like all emails to or from each of the Trustees containing "Troon" since May 1 2024.	8/16/2024		General Governance
24-109			✓ Friday, August 9, 2024	McKowen, Patricia	I am requesting all of the emails between Trustee Schmitz and Bobby McGee from July 22, 2024 to August 9, 2024. All emails 2 weeks prior to the board meeting including a few days after through August 9, 2024.			General Governance
24-110			✓ Thursday, August 8, 2024	Katz, Aaron	Exhibit "B" to the July 3, 2024 F&B Sartan report includes a column of "inter-district" use of our facilities for FY 2023-24. I want to examine the particulars of all that use. That would be: the date of the use; what facility was used; by whom that facility was used; for what event that facility was used; the regular rate for the use of that facility; the actual rate assessed for the use of that facility. Thank you for your cooperation. Aaron Katz	8/15/2024		General Governance
24-111	10 Minutes	Complete	✓ Monday, August 12, 2024	Catshelake	May I please have a copy of the Active Networks agreement that was entered into in March 2024.	8/20/2024		Accounting/ Finance
24-112	15 Minutes	Complete	✓ Tuesday, August 13, 2024	Barth, Megan	I am seeking a copy of the near-final draft of the audit report by RubinBrown sent to IVGID trustees on August 12. If I could please have this report by the end of today or tomorrow, that would be most appreciated. I will be reporting on their findings in a upcoming article.	8/20/2024		
24-113								

Public Records Request Log

Friday, September 6, 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
24-114		In Progress	Monday, August 19, 2024	Johnson, David	Hello, My name is David. I'm requesting a list (preferably PDF) of residential properties with water shut off due to non-payment in the district. I'm specifically looking between 06/2024 - 08/19/2024. Thank you in advance!	8/26/2024		Public Works
24-115			Sunday, August 18, 2024	Katz, Aaron	I would like to examine back up documentation/invoicing/other writings describing services realized and Chart of Account Number(s) assigned for the following disclosed checks: Date: May 2, 2024 - #11822320 - \$143.05 - The Rossignol Group Date: May 2, 2024 - #8898 EFT - \$5,678.34 - Group Rossignol USA, Inc. Date: May 10, 2024 - #11822387 - \$226.52 - Michael Hohl Motor Co. Date: May 16, 2024 - #8955 EFT - \$10,400.50 - Hero Environmental, LLC Date: May 23, 2024 - #11822483 - \$9,338.37 - Ritch's Body Shop Date: May 23, 2024 - #8983 EFT - \$6,415.00 - Horn Legend/Skins Game Date: May 23, 2024 - #8989 EFT - \$512.65 - Madonna Dunbar Date: May 31, 2024 - #9052 EFT - \$2,132.59 - WageWorks, Inc. Thank you for your cooperation. Aaron Katz	8/26/2024		Accounting/ Finance
24-116			Thursday, August 22, 2024	Gumz, Joy	Please provide an electronic copy of the workpapers prepared by Rubin Brown. If the Consultant has not provided all original materials (including electronic files) to the District, they should do so to comply with the terms of the contract. Key Points: 1. Ownership: The Rubin Brown Contract clause clearly states that "all... material prepared by or worked upon by Consultant for the Services shall be the exclusive property of the District." This unambiguously establishes the District's ownership of all materials, including workpapers. 2. Electronic format: Given that workpapers are generally kept electronically in modern practice, this would include all electronic files and documents related to the audit. 3. Consultant's rights: The clause allows the Consultant to retain copies of the files they created, which they call "Work Papers." However, this doesn't negate the District's ownership of the original materials. 4. Transfer of materials: The Consultant should have ensured the District received all materials, including original workpapers, at the end of the engagement. This aligns with the clause stating that these materials are the "exclusive property of the District." 5. In Nevada, government records are presumed to be public unless there is a specific exemption or confidentiality provision. And there is no exception for audit workpapers. ***** Rubin Brown contact Clause 3.5.3.1 Documents & Data. All source code, reports, programs, manuals, disks, tapes, and any other material prepared by or worked upon by Consultant for the Services shall be the exclusive property of the District, and the District shall have the right to obtain from Consultant and to hold in District's name copyrights, trademark registrations, patents, or whatever protection Consultant may appropriate to the subject matter. Consultant shall provide District with all assistance reasonably required to perfect the rights in this subsection. Notwithstanding the foregoing, pursuant to Consultant's record retention policy, at the conclusion of this Agreement or any Task Order, Consultant may retain copies of files created by Consultant (collectively "Work Papers") and Consultant will destroy all pertinent Work Papers after a retention period of seven (7) years, after which time these items will no longer be available ("Record Retention Period"). Consultant's email retention policy is eighteen (18) months, after which time emails will no longer be available ("Email Retention Period"). Retention policy: The Consultant's right to retain copies is subject to their retention policy (7 years for general workpapers, 18 months for emails). This doesn't affect the District's			General Governance
24-117			Thursday, September 5, 2024	Katz, Aaron	Please provide the invoice or sales receipt from Western Supply related to the purchase of valve on August 23, 2024 by Parks employee Jose Ortega Jr	9/12/2024		Accounting/ Finance