

MEMORANDUM

TO: Board of Trustees

FROM: Karen Crocker
Interim General Manager

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

DATE: October 9, 2024

INTERIM GENERAL MANAGERS UPDATE

I. Washoe County Interaction

A letter from IVGID requesting additional staffing for the Finance Department was sent to Washoe County on Friday, September 27, 2024.

II. Rubin Brown Report Status

Interim Finance Director, Griffith will be presenting an update on the Observations as a separate item as part of this agenda packet. This report will be a regular item on a monthly basis.

III. Audit Committee

The next Audit Committee will be held on Tuesday, October 15 @ 3:00 pm at IVGID's Administration building.

IV. Annual Audit Status

Our annual audit for Fiscal Year 24 will start on October 21, 2024, with the DavisFarr Auditors being on site on October 28, 2024.

Fiscal Year Budget 2024 Augmentation Request was denied by the Nevada Board of Taxation. Attached is the denial letter.

V. Request for Proposal for Management Services

This request for proposal was placed on PlanetBids on Friday, August 30, 2024. Responses were due by 9:00 am on September 25, 2024. We did not receive any proposals for Management Services.

VI. Nevada Department of Taxation

The Interim Finance Director Griffith and Interim General Manager Crocker has been meeting with the Department of Taxation on a weekly basis to discuss and show progress on our deficiencies. There is a meeting scheduled for October 23rd, by The Department of Taxation, where Interim Finance Director Griffith and Interim General Manager Crocker will be attending.

VII. Fiscal Year 2025 Budget Status

Interim General Manager Crocker will be giving a verbal report on recommendations.

VIII. Board of Trustees Town Hall

The IVGID Board of Trustees held a Town Hall meeting, where community members submitted questions for Trustees to respond to.

IX. Venue Status Reports

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

X. Public Records Log

Public Records Log for Requests from May 10, 2024, through October 3, 2024, attached to this report, and can be reviewed online at <https://ivgid.nextrequest.com/requests>

XI. ATTACHMENTS

- 1) Audit Letter from the Department of Taxation
- 2) DavisFarr Engagement Letter
- 3) Augmentation Letter
- 4) September 2024 Venue Status Reports
- 5) Town Hall Presentation
- 6) Public Records Request Log



STATE OF NEVADA
DEPARTMENT OF TAXATION

Web Site: <https://tax.nv.gov>
Call Center: (866) 962-3707

LAS VEGAS OFFICE
700 E. Warm Springs Rd, Suite 200
Las Vegas, Nevada 89119
Phone (702) 486-2300
Fax (702) 486-2373

JOE LOMBARDO
Governor
GEORGE KELESIS
Chair, Nevada Tax Commission
SHELLIE HUGHES
Executive Director

CARSON CITY OFFICE
3850 Arrowhead Dr., 2nd Floor
Carson City, Nevada 89706
Phone: (775) 684-2000
Fax: (775) 684-2020

RENO OFFICE
4600 Kietzke Lane, Suite L.235
Reno, NV 89502
Phone: (775) 687-9999
Fax: (775) 688-1303

September 18, 2024

Incline Village General Improvement District
Susan Griffith/Interim Director of Finance
893 Southwood Blvd
Incline Village, NV 89451

Re: Annual Audit Report – Fiscal Year 2023

Dear Ms. Griffith:

Pursuant to NRS 354.6245, the Department of Taxation is charged with the review of all annual audits to determine their compliance with statutes and/or regulations adapted pursuant to NRS 354.594. The department must also identify all violations of statute and/or regulations reported therein.

Your audit did not meet the provisions required in NRS 354.624(4).

- An expression of opinion on the financial statements was not included in the audit due to:
 - A New Accounting System
 - Significant Turnover of Financial Staff
 - Numerous Misstatements in The Accounting Records
 - On Going Forensic Due Diligence Investigation
 - The auditors referenced the basis for disclaimer opinion stating they were unable to complete the analytical review procedures of revenues and expenses and were not able to obtain sufficient audit evidence supporting other amounts in the financial statements
 - In accordance with GAAP District management is responsible for the preparation and fair presentation of the financial statements, for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- Also, in our review of your audit, we noticed that the audit referred to Capital Improvement Project Budget Carry-Forward. Pursuant to NRS 354.620 any unencumbered balance on an accrual or modified accrual basis or any unexpended balance on a cash basis remaining to the credit of any appropriation shall lapse at the end of the fiscal year and shall revert to the available balance of the fund from which appropriated.

Please provide the department an update as to management's progress on IVGID's internal control deficiencies #2023-001 and #2023-002 as mentioned in the audit.

In reference to #2023-002 please provide monthly bank reconciliations for May, June, and July 2024 as provided to the board of directors for IVGID and discussed at the CLGF meeting on August 7, 2024. Please provide the items above, no later than September 30, 2024.

If you have any questions, please call me at 775-684-2065 or e-mail me at Kgrahmann@tax.state.nv.us.

Sincerely,

Kellie Grahmann, Budget Analyst
Local Government Finance
Department of Taxation

CC: General Manger, Karen Crocker
Board Chairman, Sara Schmitz
Auditor, Davis Farr



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September 19, 2024

Incline Village General Improvement District
Susan Griffith, Interim Director of Finance
893 South Blvd
Incline Village, NV 89451

Re: Augmentation Dated January 31, 2024, for Fiscal Year 2023-24

Dear Ms. Griffith:

The Department of Taxation has received the Resolution No. 1907 dated January 31, 2024, augmenting the general fund. This augmentation for the FY 23/24 budget is not approved, and the Department determined the augmentation did not have the necessary available resources in accordance with NAC 354.410. Ending fund balance is NOT an available resource.

Please be advised the related documents received did not meet the requirements of NRS 354.598005. Further information was discussed with the District, as shown below:

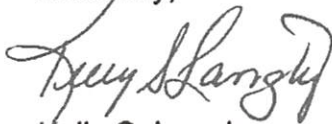
- Resolution (Exhibit 1)
 - Documentation stated that the available resources were \$2,628,245 which is the ending fund balance, not a resource, in accordance with NAC 354.410(1).
 - Documentation states additional unanticipated resources - these are not resources they are expenses.
- Notice of Public Hearing (Exhibit 2)
 - Documentation references "Carry forward" of the Information Technology General Fund – This is not a resource per NAC 354.410. NRS 354.620 states any unencumbered balance or any unexpended balance remaining shall lapse at the end of the fiscal year and shall revert to the available balance of the fund from which appropriated.
 - General Fund Reserves – not a resource, not a reserve – This is the ending fund balance. See NRS 354.620 above.
 - Recreation Services, Beach Utility Reserves, Internal Services Reserves – not in the augmentation – if augmenting Enterprise Funds or Internal Service Funds, they should be recorded in the following quarterly economic survey in accordance with NRS 354.598005(4).
- Budget Forms Schedule 4413LGF (Exhibit 3)
 - Revenue – No New Available Resources.

- Revenue – beginning fund balance identified needs to reflect the final budget.
- Revenue – audited beginning fund balance less than final budget. Augmentation reflects over expenditure in the final budget 2024 in the beginning fund balance.
- Expenditure – There should only be 4 object classifications: Salaries, Employee Benefits, Service & Supplies, and Capital outlay.
- Expenditure – See Contingency on the last page before ending fund balance.
- Expenditure – Needs to match the final budget numbers (Column 2).
- Expenditure – The revision amount was added to the expenses and to the ending fund balance.
- Revenues & Expenditures - need to match total fund commitments and fund balance needs to equal available resources.

The items referenced above did not meet the NRS 354.598005 requirements for augmentations.

Should you have any questions, please do not hesitate to contact Kellie Grahmann at (775) 684-2065 or by e-mail at Kgrahmann@tax.state.nv.us.

Sincerely,



Kelly S. Langley
Supervisor Local Government Finance
Department of Taxation

CC: General Manager, Karen Crocker
District Board Chairman, Sara Schmitz
Externa Auditor, Davis Farr, CPA



RESOLUTION NO. 1907

A RESOLUTION TO AUGMENT THE 2023-2024 BUDGET OF INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

WHEREAS, the total resources of the General Fund, Incline Village General Improvement District were budgeted to be \$10,076,699 on July 1, 2023; and

WHEREAS, the total available resources are now determined to be \$2,628,245.

WHEREAS, said additional unanticipated resources are as follows:

Salaries and Benefits	\$749,800
Information Technology FY22-23 Carry Forward	\$122,149
Services and Contracts	\$641,000

Total: \$1,512,949

WHEREAS, there is a need to apply these excess proceeds in the General Fund.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that Incline Village General Improvement District shall augment its

2023-2024 budget by appropriating \$1,512,949.00 for use in the General Fund, thereby increasing its appropriations from \$10,076,699 to \$11,589,648. A detailed schedule is attached to this Resolution and by reference is made part thereof.

IT IS FURTHER RESOLVED, that the Clerk shall forward the necessary documents to the Department of Taxation, State of Nevada.

.....

I hereby certify that the foregoing is a full, true and correct copy of a resolution duly passed and adopted at a Special held meeting of the Board of Trustees of the Incline Village General Improvement District on the 31st day of January, 2024, by the following vote:



AYES:

Trustee Dent
Trustee Noble
Trustee Tulloch
Trustee Schmitz
Trustee Tanking

NAYS:

None

ABSENT:

APPROVED AS TO FORM:

[Signature]

Sergio Rudin
Legal Counsel

By: [Signature] 1-31-24
Sara Schmitz
Chair, IVGID Board of Trustees

ATTEST: [Signature]
District Clerk

NOTICE OF PUBLIC HEARING

IVGID is proposing a budget augmentation including a General Fund appropriation increase. The proposed augmentation would increase the total IVGID budget by \$5,469,649 which includes a General Fund increase of \$1,512,949.

The proposed budget increases are due to the following factors:

- Funding of the Tennis Court rehabilitation project
- Funding the Finance Department for additional accounting resources
- Carryforward of the Information Technology General Fund items from Fiscal Year 2022-23
- Funding of the recommended Forensic Due Diligence Audit contract
- Funding of the recommended Point of Sale system
- Funding of the Finance Department staffing additions

The unanticipated revenue sources are:

- General Fund Reserves in the amount of \$1,512,949
- Recreational Services Reserves, Beach Utility Reserves, Internal Services Reserves in the cumulative amount of \$3,956,700.

Copies of the proposed documents are available at 893 Southwood Blvd., Incline Village, NV 89451

The public hearing will be held:
**Wednesday, January 31, 2024 not earlier than 6:00 pm and as soon thereafter as practicable at
893 Southwood Blvd, Incline Village, Nevada**
Please check the posted Board of Trustees Notice of Meeting for any changes.

The 2023 Budget, which were presented to the Board of Trustees on May 25, 2023, is available on the website:
<https://www.yourtahoeplace.com/ivgid/board-of-trustees/archived-agendas-and-packets-2023-january-june>

If you have comments about the proposed changes to the budget augmentation, please contact the IVGID Clerk.

By mail: 893 Southwood Boulevard Incline
Village, Nevada 89451 Attn:
Department Of Finance

Phone: (775) 832-1100
Fax: (775) 832-1331
E-mail: info@ivgid.org



Exhibit 3

REVENUES	FINAL BUDGET	REVISIONS	REVISED REVENUE RESOURCES
Taxes			
Ad Valorem Property Tax	2,145,020.00		2,145,020.00
Personal Property Tax	13,000.00		13,000.00
LGTA State Taxes	269,300.00		269,300.00
Subtotal Taxes:	2,427,320.00		2,427,320.00
Intergovernmental:			
Consolidated Tax (CTX)	1,910,494.00		1,910,494.00
Subtotal Intergovernmental	1,910,494.00		1,910,494.00
Miscellaneous:			
Investment Income	111,000.00		111,000.00
Interfund Charges	145,903.00		145,903.00
Sales & Fees	50,360.00		50,360.00
Operating Contributions	12,100.00		12,100.00
Operating Grants	800.00		800.00
Subtotal Other	320,163.00		320,163.00

(Local Government)
 Schedule B - _____ General Fund _____ Fund
 REVISED REVENUE SCHEDULE

Page _____

REVENUES	FINAL BUDGET	REVISIONS	REVISED REVENUE RESOURCES
SUBTOTAL REVENUE ALL SOURCES	4,657,977.00		4,657,977.00
OTHER FINANCING SOURCES			
Operating Transfers in (Sch T)			
Proceeds of Long-Term Debt			
Other			
SUBTOTAL OTHER FINANCING SOURCES			
BEGINNING FUND BALANCE			
Reserved	747,155.00		
Unreserved	3,935,371.00		
TOTAL	4,682,526.00		
BEGINNING FUND BALANCE	-		
Prior Period Adjustments			
Residual Equity Transfers			
TOTAL			
AVAILABLE RESOURCES	9,340,503.00		

(Local Government)
Schedule B - _____ General Fund _____ Fund
REVISED REVENUE SCHEDULE

Page _____

EXPENDITURE BY FUNCTION AND ACTIVITY	FINAL BUDGET	REVISIONS	REVISED EXPENDITURES
			-
			-
			-
SUBTOTAL EXPENDITURES	8,010,299.00	1,512,949.00	9,523,248.00
OTHER USES			
Contingency (not to exceed 3% of total expenditures)			
Operating Transfers			
SUBTOTAL OTHER USES			
ENDING FUND BALANCE			
Reserved			
Unreserved	1,330,204.00	1,512,949.00	2,843,153.00
TOTAL			
ENDING FUND BALANCE	1,330,204.00	1,512,949.00	2,843,153.00
Prior Period Adjustments			
Residual Equity Transfers			
TOTAL FUND COMMITMENTS AND FUND BALANCE	9,340,503.00	1,512,949.00	10,853,452.00

(Local Government)
Schedule B - _____ General Fund _____ Fund

Page _____

Venue Status Reports September 2024

MEMORANDUM

TO: Karen Crocker
Interim District General Manager

FROM: Mike Bandelin
Diamond Peak Ski General Manager

SUBJECT: Venue Status Report – Ski Venue – September 2024

DATE: October 9, 2024

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). The District will see delivery of the grooming vehicle in late November.

The replacement ski shuttle bus as well the purchase of two snowmaking fan gun projects are currently in procurement contract negotiations and may be in agenzized for Board review and approval in the month of November.

The main lodge electrical entrance project is on schedule to release bid documents this fall and follow up with a Board of Trustees contract award during the month of January.

The Red Fox ski lift counterweight cable replacement project was completed. Staff has determined that the haul rope grips will not be replaced as the grips meet now meet specific clearance criteria when installed on the new haul rope.

Ski Venue

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	

MEMORANDUM

TO: Karen Crocker
Interim General Manager

FROM: Susan Griffith
Interim Director of Finance

SUBJECT: Status Report for September 2024 – Finance/Accounting

DATE: **October 9, 2024**

Finance and Accounting

The department has been working on the following items during 3rd quarter 2024:

- Completed the regular accounting cycles and tasks in the general ledger and subsidiary ledgers. Completed regular updates with the various departments regarding their budget activities and provide relevant analyses and reports. Provide public records request information.
- Transferred and trained workload of open Accountant position to others in the department.
- Absorbed services previously performed by consultants for various tasks and allocate to staff or postpone work. Examples: Bank reconciliation, updated capital asset schedule, fixed asset entry and depreciation, stale dated check files.
- Completed physical counts and spot inventories for the various IVGID locations.
- Compiled list of issues relevant to the functionality and errors within the Tyler accounting system. Some examples: Requisition Entry, Dropping Discounts, new budget loading,
- Completed the interim audit work for FY24.
- Navigated accounts payables issues without blanket purchase orders, implementing a CURF process, and providing training to staff. This process takes approximately one FTE equivalent away from other tasks within the

department as well as impacting others that have to perform time-sensitive additional approvals for departments involved in the CURF transactions due to lack of board-approved blanket purchase orders.

- Responsive to needs of other departments for reports, requests for budgetary information, procurement cards and related transaction issues, and unique transactions.
- Learned and worked to correct issues such as actual FY25 budget numbers and improper FY24 budget augmentation filing with the Department of Taxation.
- Transferred and trained on workload of open Director of Finance and Assistant Director of Finance to others in the department as items arise.
- Trained staff and examined cost allocations and related reports to understand the various allocations activities and record year-end adjustments into the general ledger.
- Attended regular meetings with the Department of Taxation's Local Government Finance Analysts to inform new personnel of IVGID compliance issues, train on processes and procedures, and provide requested materials.
- Preparation for ski season by revenue staff.
- Working on closing out the general ledger for FY24, completing bank reconciliations and related work in preparation for the auditors field work scheduled for the last two weeks of October 2024.
- Receipt and examination of parcel tax report dated September 26, 2024. A list of unpaid parcel numbers as of this date is attached. Residents have until October 7, 2024 to make payment to Washoe County. An updated report will be provided to the Board at the October 30, 2024 meeting.

In addition to the items listed above, staff analyzed options to get additional accounting help. Options implemented include assistance from other IVGID staff, a letter request to Washoe County for temporary assistance, and recruitments for the Director of Finance and Accountant vacancies. In consideration of budgetary constraints, the Assistant Director of Finance is not being filled in FY24. Attached please find a copy of the letter to Washoe County.

Parcels with Unpaid Status as of 09/26/24:

12206021	12516201	12629408	13018052
12208102	12516203	12629409	13019101
12208103	12516204	12629415	13019109
12208201	12516207	12629421	13020203
12209013	12516314	12629444	13020321
12211103	12517216	12630103	13020327
12211108	12517217	12630109	13020416
12211209	12517301	12630111	13021110
12211501	12517307	12630116	13022106
12211516	12518103	12630203	13022111
12211608	12518105	12643033	13022209
12211625	12518106	12643039	13022219
12212404	12518107	12643042	13022222
12212421	12518108	12643044	13023034
12212509	12518109	12644012	13024158
12212807	12518111	12645018	13033211
12212908	12518112	12647004	13033212
12212911	12518113	12647007	13033301
12213210	12518115	12647012	13033405
12213314	12518118	12649010	13033602
12213506	12518119	12650020	13033606
12214101	12518120	12650023	13033609
12216211	12518121	12651001	13033611
12216224	12518122	12652114	13033612
12219103	12518123	12655008	13033703
12219106	12518124	12655010	13038303
12219111	12518125	12655014	13039004
12219307	12518126	12655018	13101212
12219327	12518127	12656042	13101304
12219336	12518128	12657012	13101309
12219402	12518129	12657035	13101317
12219503	12518131	12706014	13102104
12219504	12518524	12707101	13102111
12219505	12518530	12707108	13103202
12220121	12521106	12707131	13103212
12220124	12522120	12707323	13107002
12220203	12523117	12707409	13107024
12220223	12523303	12707524	13107038
12221126	12523306	12707622	13108023
12221146	12524315	12707624	13112109
12221302	12524337	12707701	13112111
12221303	12524429	12710020	13112138
12221308	12524506	12710025	13112203
12221314	12535206	12710028	13112214
12221517	12536113	12712025	13113206
12225108	12537302	12713207	13114019

Parcels with Unpaid Status as of 09/26/24:

12225202	12538202	12713227	13114040
12225209	12538209	12725003	13114047
12251006	12538301	12725004	13118023
12251008	12538503	12725040	13120143
12253021	12543115	12729004	13120233
12303306	12543201	12729011	13122101
12304301	12543205	12729024	13122105
12310101	12543207	12730029	13122410
12310108	12543303	12730030	13123101
12313107	12544106	12730049	13123310
12313108	12544210	12730057	13123326
12313307	12545108	12730076	13123404
12313411	12545110	12730077	13125014
12313412	12546202	12730087	13125015
12313507	12546309	12731014	13125028
12314301	12546313	12732006	13126137
12314304	12548104	12732007	13126145
12316101	12548228	12732024	13127007
12316506	12548233	12732050	13127013
12316514	12549108	12732058	13127017
12326012	12549114	12733013	13201101
12327102	12550103	12736114	13203001
12327217	12550209	12736124	13203020
12327402	12550302	12736225	13203053
12327402	12551120	12744005	13203080
12327403	12552110	12745001	13205211
12328208	12552302	12746004	13205324
12329102	12552306	12747015	13205405
12329302	12553123	12748003	13206108
12329501	12553129	12756012	13206109
12403216	12553135	12760003	13206113
12404212	12554111	12803203	13206318
12404330	12554113	12803213	13206329
12404342	12555301	12805220	13219104
12404347	12576001	12806002	13219110
12404359	12577001	12807201	13219209
12406301	12608103	12808002	13221118
12406311	12608112	12812019	13221123
12406404	12608118	12813204	13222107
12406410	12608129	12827002	13222208
12406412	12608257	12827003	13222301
12406413	12608343	12836214	13224011
12407113	12608403	12915001	13225103
12407119	12608410	12915003	13225108
12407128	12609002	12918001	13225139
12407131	12609014	12920001	13226003
12407203	12610209	12925106	13226004

Parcels with Unpaid Status as of 09/26/24:

12408106	12611018	12925115	13226005
12408206	12612012	12925204	13226006
12408218	12612015	12925208	13228001
12408222	12613004	12925216	13230003
12408226	12613009	12926016	13231001
12408228	12613013	12927005	13240003
12408328	12615101	12929123	13241001
12408505	12615104	12929235	13243105
12408507	12615204	12942001	13243106
12408516	12615227	12965043	13243107
12434005	12615238	12965045	13243108
12434022	12616207	13006102	13243109
12439001	12617116	13008101	13243110
12440007	12617119	13008107	13243111
12481006	12617305	13008216	13243201
12490001	12617307	13008222	13243205
12490002	12617316	13008229	13243207
12491102	12623103	13008233	13243208
12492103	12624102	13008306	13243209
12492109	12625108	13008314	13243210
12504103	12626308	13009002	13248002
12513134	12627205	13016209	13256024
12513502	12628019	13016216	13256031
12514106	12629201	13016332	13257005
12514108	12629216	13018013	13257015
12514206	12629224	13018016	13257018
12515103	12629256	13018018	13262104
12515301	12629257	13018024	
12515513	12629301	13018029	
12516125	12629329	13018039	



September 26, 2024

Chair Alexis Hill
Washoe County Board of Supervisors
1001 E. Ninth Street
Reno, NV 89512

Eric Brown, County Manager
1001 E. Ninth Street
Reno, NV 89512

Dear Chair Alexis Hill and County Manager Brown,

In accordance with the vote of the Board of Trustees of the Incline Village General Improvement District (“District”) held at the meeting on September 11, 2024, meeting, this letter is intended to serve as the written request of the Board of Trustees under NRS 318.098 for assistance of Washoe County. The District seeks the assistance to fill the positions of 3 full-time equivalent employees for the following positions: Accountant Position and two Accounting Technician Positions. The work required by the District shall consist of accounts payable and data entry in the District’s finance department.

In accordance with NRS 318.098, the District is prepared to pay the actual additional expenses and costs of Washoe County necessitated by this request. The District appreciates the assistance of Washoe County with this request.

Please do not hesitate to contact District Interim General Manager Karen Crocker at (775)883-8803 should you have any additional questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sara Schmitz", with a long, sweeping tail extending to the right.

Sara Schmitz

Board Chair
Incline Village Board of Trustees

cc:
Karen Crocker, Interim General Manager (kmc@ivgid.org)
Sergio Rudin, District General Counsel (Sergio.Rudin@bbkllaw.com)

MEMORANDUM

TO: Karen Crocker, Interim General Manager
FROM: Erin Feore, Director of Human Resources
SUBJECT: Monthly Venue Manager Status Report
DATE: September 27, 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

Lift Operations - Supervisor

Openings

Senior Engineer

District General Manager

Director of Finance

Contracts & Purchasing Manager

Contracts Administrator I/II

Accountant

Recreation Supervisor – Sports & Community Programs

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 attended a number of local and regional job fairs & recruitment events:

9/4/24 – Incline High School Back to School

9/5/24 – UNR Part-time and Seasonal Job Fair

9/18/24 – Diamond Peak Job Fair

9/25/24 – Carson City Job Fair

9/28/24 – WCSO Community Picnic

Additionally, the HR and Recruitment teams, having partnered with the Incline Middle School staff, held a meeting for students enrolled in the “Exploratory Class”. In this meeting, students learned about employment: how to apply for a job, what employers are looking for, what skills are important, etc. This was a resounding success and there are plans to partner with schools to continue this program.

The HR/Recruiting team continues to manage ongoing hiring/rehiring processes and employee file maintenance. As mentioned in a previous report, the HR Staff has partnered with PoolPact to begin Phase 1 of the Pool'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.

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)

Over the past two months (August and September) the Safety team has completed the following tasks:

- Created a new process with Tahoe Forest Occupational Health to receive direct reporting from First Advantage for random drug testing reporting.
- Working with SCATS (Safety Consultation and Training Section), completed review of Diamond Peak Stage 1 – identification of deficiencies:
 - Early findings suggest that Diamond Peak will pass the SCATS inspection with flying colors. Given the complexity of their work environment, their success in passing this extensive review is highly commendable.
- Assessment of new “Live Scan” station has received preliminary approval from the State; this will allow IVGID to bring employee fingerprinting in-house. In doing so, we anticipate an increased response time (for reporting) by 100-200% and will offer a cost savings in supplies, materials and payments to vendors for fingerprint processing. This assessment is ongoing, and its resolve will be reported in the future.
- Attended a Safehold Meeting (Ski Industry Specific) training for Safety, Risk and insurance for Ski resorts.

The Attrition Report is as follows:

August:

Month	Start Ttl # of EE's	Hired*	Ttl Term EE's	End Ttl # of EE's	Avg # of EE's	Attrition Rate	Notes
January, 2023	496		12	484	490	2.419	
February, 2023	470		27	443	456.5	5.745	
March, 2023	479		59	420	449.5	12.317	
April, 2023	448		129	319	383.5	28.795	
May, 2023	422		51	371	396.5	12.085	
June, 2023	459		12	447	453	2.614	
July, 2023	467		17	450	458.5	3.640	
August, 2023	462		64	398	430	13.853	
September, 2023	408	11	46	373	390.5	11.275	
October, 2023	373	32	51	354	363.5	13.673	
November, 2023	354	168	10	512	433	2.825	
December, 2023	512	80	19	573	542.5	3.711	
January, 2024	573	27	25	575	574	4.363	
February, 2024	574	11	21	564	569	3.659	
March, 2024	564	14	45	533	548.5	7.979	
April, 2024	533	43	230	346	439.5	43.152	
May, 2024	346	112	13	445	395.5	3.757	
June, 2024	445	68	5	508	476.5	1.124	Ttl Variance between 2023-2024 = .001
July, 2024	508	16	9	515	511.5	1.772	
August, 2024	515	10	101	424	469.5	19.612	Most term's related to back to school/end of summer

September:

Month	Start Ttl # of EE's	Hired*	Ttl Term EE's	End Ttl # of EE's	Avg # of EE's	Attrition Rate	Notes
January, 2023	496		12	484	490	2.419	
February, 2023	470		27	443	456.5	5.745	
March, 2023	479		59	420	449.5	12.317	
April, 2023	448		129	319	383.5	28.795	
May, 2023	422		51	371	396.5	12.085	
June, 2023	459		12	447	453	2.614	
July, 2023	467		17	450	458.5	3.640	
August, 2023	462		64	398	430	13.853	
September, 2023	408	11	46	373	390.5	11.275	
October, 2023	373	32	51	354	363.5	13.673	
November, 2023	354	168	10	512	433	2.825	
December, 2023	512	80	19	573	542.5	3.711	
January, 2024	573	27	25	575	574	4.363	
February, 2024	574	11	21	564	569	3.659	
March, 2024	564	14	45	533	548.5	7.979	
April, 2024	533	43	230	346	439.5	43.152	
May, 2024	346	112	13	445	395.5	3.757	
June, 2024	445	68	5	508	476.5	1.124	Ttl Variance between 2023-2024 = .001
July, 2024	508	16	9	515	511.5	1.772	
August, 2024	515	10	101	424	469.5	19.612	Most term's related to back to school/end of summer
September, 2024	424	10	22	412	418	5.189	

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: Karen Crocker, Acting District General Manager

FROM: Mike Gove, Director of Information Technology

SUBJECT: September IT Status Report

DATE: 10/3/24

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 was completed on time, the week of 9/20/24. All virtual servers have been migrated and are operational on the new cluster hardware.
- The quote for Tyler Systems support for the Finance and HR department will be presented for Board Approval at the 10/9 meeting.

Service Desk:

There were 144 service desk requests opened with 124 of them being resolved for the month of September.

MEMORANDUM

TO: Board of Trustees

FROM: Karen Crocker
Interim General Manager

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

DATE: October 9, 2024

INTERIM GENERAL MANAGERS UPDATE

I. Washoe County Interaction

A letter from IVGID requesting additional staffing for the Finance Department was sent to Washoe County on Friday, September 27, 2024.

II. Rubin Brown Report Status

Interim Finance Director, Griffith will be presenting an update on the Observations as a separate item as part of this agenda packet. This report will be a regular item on a monthly basis.

III. Audit Committee

The next Audit Committee will be held on Tuesday, October 15 @ 3:00 pm at IVGID's Administration building.

IV. Annual Audit Status

Our annual audit for Fiscal Year 24 will start on October 21, 2024, with the DavisFarr Auditors being on site on October 28, 2024.

Fiscal Year Budget 2024 Augmentation Request was denied by the Nevada Board of Taxation. Attached is the denial letter.

V. Request for Proposal for Management Services

This request for proposal was placed on PlanetBids on Friday, August 30, 2024. Responses were due by 9:00 am on September 25, 2024. We did not receive any proposals for Management Services.

VI. Nevada Department of Taxation

The Interim Finance Director Griffith and Interim General Manager Crocker has been meeting with the Department of Taxation on a weekly basis to discuss and show progress on our deficiencies. There is a meeting scheduled for October 23rd, by The Department of Taxation, where Interim Finance Director Griffith and Interim General Manager Crocker will be attending.

VII. Fiscal Year 2025 Budget Status

Interim General Manager Crocker will be giving a verbal report on recommendations.

VIII. Board of Trustees Town Hall

The IVGID Board of Trustees held a Town Hall meeting, where community members submitted questions for Trustees to respond to.

IX. Venue Status Reports

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

X. Public Records Log

Public Records Log for Requests from May 10, 2024, through October 3, 2024, attached to this report, and can be reviewed online at <https://ivgid.nextrequest.com/requests>

XI. ATTACHMENTS

- 1) Audit Letter from the Department of Taxation
- 2) DavisFarr Engagement Letter
- 3) Augmentation Letter
- 4) September 2024 Venue Status Reports
- 5) Town Hall Presentation
- 6) Public Records Request Log

MEMORANDUM

TO: Karen Crocker
Interim General Manager

FROM: Paul Raymore
Marketing & Communications Manager

SUBJECT: Status Report for September 2024 – Marketing & Communications

DATE: Oct. 3, 2024

IVGID Marketing & Communications Department September 2024 Accomplishments + October 2024 Plans

SEPTEMBER 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 by the Board of Trustees. Since the originally planned June 13 launch date for the new YourTahoePlace.com website, the MarCom team has spent a total of 58.5 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.

MarCom staff sat down with Chair Schmitz and Interim GM Crocker on September 23 to discuss concerns raised by Chair Schmitz with the new YourTahoePlace.com website design and navigation menu structure. MarCom staff provided Chair Schmitz and Interim GM Crocker with a spreadsheet that details the proposed new website menu structure and are awaiting feedback/recommendations on how to reorganize the menu structure to reflect their desired page hierarchy.

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.

IVGID Magazine:

- Completed final edits for Fall/Winter 2024 edition (delivered in mid-September)
- IVGID ad design for Magazine
- Researched and wrote long-form content on major IVGID CIP projects for upcoming October (special edition) version of the IVGID Magazine

General Projects:

- 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.
- Social media monitoring & explanation: IVGID Comm account
- Promoted IVGID BOT Town Hall meeting (held Sept. 24) via email and social media channels to all residents and community members
- Attendance at community meetings: PIO Basin collaboration call, Tahoe Care Tahoe Trails meeting, NV Energy PSOM and Emergency coordination call, weekly pipeline project updates, Incline Crystal Bay Community Forum bi-weekly meetings
- Creation and distribution of The Watercooler employee email newsletter
- Updates to IVGID's intranet employee website

Public Works Communications:

- Website updates for PW: construction traffic impacts, water & sewer rates, bidding information
- Website, email and social promotion of IVGID PW Water Service Line Survey requirements
- Distribution of information about yard waste programs, household hazardous waste collections, and the community-wide clean up day via email and social media
- Updates on traffic controls related to Effluent Export Pipeline project on social media and website

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.
- Fall Tahoe Golf Giveaway promotion with Hyatt
- The Grille: social promotion of daily specials

- Golf flyer design for events, program signups, etc.
- Photo & Video shoots/edits: golf merchandise, The Grille brunch, The Grille interior and exterior, Duck Head Apparel (3rd party shoot)
- Continually updated website with operations updates and new hours

Tennis & Pickleball Marketing & Communications:

- Email marketing and social media posts to promote Incline Open tournament winners/results.
- Email marketing and social media posts to promote regular Tennis & Pickleball Center operations and programs.
- Continually updated website with operations updates, weather updates and new hours

Weddings & Facilities Marketing & Communications:

- Ongoing social media promotion of weddings & events department
- Promotion of Holiday Parties at The Chateau: video edits, social media posts, graphics, website updates
- Photo & Video: ongoing outreach to photographers and videographers for content

Parks & Recreation Marketing & Communications:

- Parks & Rec flyer design for clinics, events, etc.
- 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: Lila Lapanja in Rec. Center, flag football, sound bath meditation, fall foliage
- Creation of the easy-to-use registration for the Trail of Treats and Terror
- Communication regarding Wi-Fi and phone outages due to the impact of the Davis Fire

Diamond Peak Marketing & Communications:

- Email marketing: preparation for Preseason Season Pass campaign push in October – email template design
- Paid advertising setup: design and copywriting for 2024-25 DP employment campaigns, season pass sales campaigns and regular season campaigns.
- Graphic design: handheld trail map, events flyer, job fair and recruitment flyers, social media, promotional items
- Events: Diamond Peak Job Fair, Sherriff's Community Picnic, planning for fall/winter events

- Website updates for: events
- Photo & Video: recruitment promo video edits, UnBirthday video edits, organization

OCTOBER 2024 PLANS

New YourTahoePlace.com website redesign project:

As of October 3, we are awaiting approval from the IVGID Interim 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 October we will be editing and finalizing content for the October 2024 edition of the IVGID Magazine. This process involves reaching out to all IVGID departments featured in the magazine and asking them to proof their content in this edition. This year we included multi-media reports on the Effluent Storage Tank project and Effluent Export Pipeline project.

- IVGID ad design for Magazine

General Projects:

- 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
- 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.

- Creation and distribution of The Watercooler employee email newsletter
- Updates to IVGID's intranet employee website

Public Works Communications:

- Website updates for PW: construction traffic impacts, CIP project updates, bidding information
- Continuing website, email and social promotion of IVGID PW Water Service Line Survey requirements
- Updates on traffic controls related to Effluent Export Pipeline project on social media and website

Golf Course Marketing & Communications:

- Email marketing and social media posts to promote end-of-season Golf Course operations and programs including pre-arrival and post-departure emails, and regular newsletter content
- Final push for golf courses customer surveys, and preliminary data analysis of survey results shared with golf management team
- Photo & Video shoots: fall maintenance, fall colors, special events

Tennis & Pickleball Marketing & Communications:

- Email marketing and social media posts to promote end-of-season Tennis & Pickleball Center operations and programs
- Reports and analysis of Incline Open player surveys to Tennis & Pickleball Center staff

Weddings & Facilities Marketing & Communications:

- Continue to work with EXL Media to restart weddings campaigns, focusing on high-yield weddings that drive profit within the Facilities department
- Ongoing social media promotion of weddings & events department offers
- Continued promotion of holiday parties at The Chateau
- Photo & Video shoots: Aspen Grove in fall, Food & Beverage options, holiday parties, 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, aquatics, etc.
- Website updates as needed for new programs, events, etc.

- MarCom team will represent Diamond Peak at Trail of Treats and Terror, will provide event photos for all partners, and will help with event coordination as needed
- Update information regarding IVGID Hunting program on website and push via social media and email

Diamond Peak Marketing & Communications:

- Ongoing social media promotion of season passes and 2024-25 products
- Continue planning for winter 2024-25 events – outreach to internal and external partners, media organizations, etc.
- Prep marketing materials for 2024-25 paid advertising campaigns, automated email campaigns, social media campaigns
- Sales outreach to partner resorts and lodging properties, travel/trade partners and regional DMOs
- Public relations outreach to local/regional/ski media
- Prep flyers and signage for display around the resort
- Order new trail maps for 2024-25 ski season
- Evaluate and reorder promotional products as needed for events, giveaways and other promotions
- Website updates include 2024-25 pricing for all products, new programs, etc.
- Google Analytics testing and analysis for paid media campaigns and organic marketing channels
- Preparation for attendance at Avalanche Sale (Nov. 1-2) in Reno Convention Center – consumer ski show and swap meet with resorts in attendance

MEMORANDUM

TO: Karen Crocker
Interim General Manager

FROM: Parks and Recreation

SUBJECT: Monthly Venue Status Report

DATE: October 2, 2024

Parks September 2024 Status Report

- Support and service to three weekend ballfield tournaments; hardball tournaments Sept 6-8 and 21-22.
- Support and service to Aspen Grove special events, weddings and scheduled activities.
- Support and service to Tennis/Pickleball Center and activities.
- Support and collaboration with Beach Hosts and Ambassadors.
- Track data for cleanup efforts, litter, dog waste, and micro plastics.
- Support for other special event tournaments, group picnics, and events.
- Ongoing support in developing Skate Park enhancement CIP.
- Updates on Urban Forestry efforts, ongoing defensible space efforts with Parks staff at Admin parcel, Fitness Trail, Disc Course, and Earth Walk Trail.
- Review Parks Operating and Beaches Operating budgets and CIP budgets monthly with Accounting Department staff.
- Complete monthly Interco charges to Admin, Aspen Grove, Recreation Center, Tennis/Pickleball Center and High School stadium field.
- 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 selected Middle School students.
- Attended 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. Trainings included: Pickup safety, raking, lifting properly, Hantavirus procedures, and using PPEs for protection. Playground safety inspections conducted weekly by certified playground safety inspector.
- Reviewed weekly event schedules and activities planned and provided support with outstanding customer service.

- Irrigation repairs ongoing throughout summer and reducing watering in fall as weather changes. Valve box replacements, replacing sprinklers, adjusting sprinklers, changing nozzles, pipe repairs, etc.
- Reviewed volunteers' efforts that support Parks and Beaches, Bike Park, Waste Not cleanup efforts, Goose Patrol volunteers, High School teams, trash and litter cleanup efforts.
- Support music scheduled Fridays and Wednesdays at Incline Beach into the middle of September.
- Noxious weed control continues throughout parks. Collaborating with North Tahoe Conservation District and keeping them updated regarding removal of noxious weeds.
- Rain event required wattles and sandbag for erosion control at some park locations.
- J-1 international students completed summer jobs and returned to Ecuador.
- High School football and soccer games and practices taking place in September. Fields fertilized, seeded, vole holes filled in off playing surface, sprinkler repair, inspections conducted, mowed three times per week per request by school staff.
- Incline Middle School and Lake Tahoe School hosted 20 middle schools at a Cross-Country Race held Friday 9- 6-24.
- IVGID Adult Softball continues Wednesdays and Thursdays. Softball tournaments in September.
- IVGID Tai Chi continue in Aspen Grove Backyard Thursdays into early October, weather permitting.
- AYSO soccer started in August and continued throughout September.
- Flag Football at Ridgeline Fields.
- High School baseball practices on Ridgeline Field #3.
- One ton of field conditioning material added to Ridgeline #3 infield and field. 44 yards of warning track material added to Preston Field and Ridgeline Fields. Estimates for ballfield padding and windscreens were requested.
- Buildings Department items to address in Parks: leak in ceiling at Parks Building, domestic water shut offs in mid-October for restrooms, and drinking faucets.
- Beavers coming up Incline Creek and damaging aspen trees on IVGID property and Hyatt property. Parks staff wrapping trees with chicken wire to prevent damage.
- Wasp nests addressed in September at numerous locations including Recreation Center, Village Green, Disc Course, Pump Track, and Burnt Cedar Beach

Beaches September 2024 Status Report

Over the course of September, the beaches saw the following number of visits:

- **IVGID Recreation Pass Holder Visits: 19,647**
- **IVGID Recreation Punch Card Visits: 2,953**
- **Guests paid by Credit Card Visits: 2,418 with a revenue of \$36,056**
- **Boats launched via Season Pass: 331**
- **Boats launched via Punch Card: 69**
- **Boats launched via Credit Card: 319 with a revenue of \$7,325**

The Ski Beach Boat Launch also reduced hours to 8am – 6pm on September 30th.

The Puppy Plunge Event is scheduled to take place on October 19th from 2pm-4pm at Ski Beach and the ramp will be closed throughout the duration of that event. The Boat Ramp will go to reservation only on October 20th. Thank you!

Recreation Center September 2024 Status Report

The Rec Center had approx. 30,493 walk in visits for the month of September.

Rec Center Daily Fees and Memberships:

- **259 ongoing Memberships for a total dollar amount \$17,921.50**
- **35 declined cards for a total of \$2348. We will be reaching out to collect payment and the memberships will be suspended until payment is received.**
- **169 memberships (non-recurring Membership and flex passes) this includes couples and families. total \$33,383.50**
- **5841 memberships visit for the month September**
- **470 paid daily entries for \$6,061**

IVGID Recreation Passes and Punch Cards September 2024:

- **241 All Area Access**
- **2 No Beach**
- **13 No Golf No Beach guest**
- **Beach access 190 (34 no golf)**
- **No Beach access 2**

Tennis Center September 2024 Status Report

Facility reservations Pickleball:

PPH FEE \$2,650

Tennis Adult Daily Clinic:

Non PPH FEE 18 \$481

PPH FEE 54 \$1,188.00

Tennis Beginner Clinic:

Non PPH FEE 2 \$50

PPH FEE 10 \$250

Tennis Advanced Beginner Clinic:

Non PPH FEE 5 \$125

PPH FEE 21 \$425

Tennis Extreme Drill and Play:

Non PPH FEE 2 \$90

PPH FEE 3 \$120

Tennis Ladies Doubles:

Non PPH FEE 2 \$70

PPH FEE 14 \$540

Beginner Pickleball Clinic:

Non PPH FEE 3 \$85

PPH FEE 10 \$300

Advanced Beginner Pickleball Clinic:

Non PPH FEE 20 \$500

Senior Programs September 2024 Status Report

Conversation Café – Kicked off a 6-week series of “Get to Know the Candidates” with a portion of the program dedicated to asking questions of our 6 Board of Trustee Candidates (one guest candidate per week from Sept 19 – Oct 24. The usual number of people averages 25-35 per week this time of year.

Hiking Series – The seasonal Hiking Series is in its last month before transitioning to snowshoeing. To date, 207 people have participated so far this year!

Sr. Transportation – 121 riders were transported to their medical, social, & personal appointments, errands, and obligations in the month of September, thanks to Senior Transportation services.

September’s outing of the month was “Reno Hot Air Balloon Races” where participants left the Recreation Center at 4:00am to get to Reno in time to see the spectacular ascent of all the illuminated balloons just before dawn.

Incliners – hosted a “Crosby’s Breakfast Event” on Sept 3 and an Oktoberfest-themed dinner at Aspen Grove on Sept 17

IVCB Veterans Club held their monthly General Membership meeting at Aspen Grove on Sept 26 and manned an informational booth at the Sheriff’s Community Appreciation Picnic on Saturday, Sept 28 on the Village Green.

Other ongoing monthly adult/senior opportunities included JabberWalkies (shorter, easier hikes on Mondays), Mountain/E-biking on Wednesdays, Bocce Social on the last Thursday of the month, and a host of group fitness, aquacise, spin, and yoga classes designed for all ages and abilities.



IVGID BOARD OF TRUSTEES TOWN HALL MEETING

For the first time in 22 years, we were notified that dogs are allowed on the Championship golf course "as long as golfers sign a waiver stating dog will remain in the golf cart" (for the 4.5 hrs.?). We witnessed a dog in front of us running around greens and through sand traps while golfing the course. Staff was notified, but unsympathetic as long as "we were keeping pace".

Question: Was there a vote by the HOA to allow dogs on the course? If not, who made the decision and when?

Question: Golfers sign a “waiver” to state dogs won’t leave the golf cart during the round (for 4.5 hrs.?). What is the penalty for violating that waiver?

What is the compensation (assuming no charge to bring dog on course?) for wear-and-tear on the golf carts and for golfers behind dogs that leave sand traps with dog prints?

Question: Lastly, has the HOA considered the legal (and long-term) implications of allowing dogs on the Championship golf course?

The IVGID Board of Trustees should address the following concerns regarding public records requests:

There are ongoing issues with the district's compliance with the Nevada Public Records Act (NRS 239). Specifically:

1. Public Records Request 24-116, submitted on August 22, 2024, for electronic copies of Rubin Brown forensic audit working papers has not been fulfilled.
2. The Rubin Brown contract states that all materials prepared for IVGID services are district property, which should include these workpapers.
3. Multiple follow-up inquiries about this and other unfulfilled public records requests have gone unanswered.

Given these apparent violations of state law:

What steps will the Board take to ensure IVGID promptly responds to and fulfills all pending public records requests?

How will the Board improve IVGID's overall public records request process to achieve full compliance with NRS 239 going forward?

What accountability measures will be put in place for staff who fail to properly handle public records requests?

Please advise community what you are doing about helping to reduce the fire insurance premiums for homes and especially HOA townhomes and condos that the state classifies as commercial businesses?

This is a state and local crisis that needs to be addressed as so few insurers get to name any price they want that affects the value of residences in Incline Village.

In one of his last meetings as a GM, Mr. Magee said that the 7 million dollars that was observed missing/unaccounted for in the Due Diligence Audit was “reconciled”. And when asked how, he again stated it was reconciled.

Can you explain this statement and tell us why it was originally missing and why did it take so long to find and the full details of these monies?

In a recent board meeting interim GM Crocker indicated that many of the recommendations from the Rubin Brown report might take years to accomplish.

Since most if not all of the recommendations were basic Management 101, why should they take years to implement?

Why does the snack shack bid and bar always go to incline spirits? They have owned a monopoly on the beaches as well as property and I have inquired every year asking for the opportunity to bid and every year I have received different responses but yet they get the contract.

This doesn't seem fair to other small businesses never getting the opportunity.

In a recent newspaper op-ed, it was stated that there is broad consideration for privatization or sale of IVGID resources.

Has this ever been a consideration by the current board or views of any current trustee candidates that you know of?

Do you favor maintaining the beach deed as it has been upheld by the courts Over and over again?

Given the evidence of improper capitalization of expenses as LAND assets dating back to 1990 of over \$13 million (see the web site articles on the ourivcbvoice.com web site e.g.)

What steps is the District taking to investigate and rectify these seemingly fraudulent activities, and how will the Board ensure transparency in this process?

And has the external auditor Davis Farr been provided this information?

The District's latest capital project summary calls for over \$56M of vital beach and recreation facility projects within the next 5 years. In addition to the \$72M or more of effluent pipeline replacement projects. Given staff's history at accurately estimating the costs of such projects, many of us believe we're looking at as much as \$100M in beach and recreation facility projects. So the questions:

1. Where is the money (i.e., "sustainability") going to come from to pay for these projects?
2. Does it really make financial sense to shackle local parcel owners with this level of indebtedness when the world's tourists don't have to pay anything for the mere availability to access and use these facilities?
3. Haven't we simply "bitten off more than we can chew?"

Naysayers in our community dispute that we are government. Instead, they claim we're only "quasi public."

1. Do you agree with this view? And if so,

2. Can you please define the term "quasi public?"

3. And share with us where in the NRS this definition appears?

Naysayers in our community claim we're not in the commercial "for profit" recreation business. Rather, we provide quality recreation amenities primarily for the use of our residents. And for this reason, it doesn't matter if we lose money operating, maintaining and upgrading these amenities because we're really spending money on ourselves.

1. Do you agree with these views? And if so,
2. Why do we spend over \$1.25M annually marketing these amenities to the world's tourists?
3. And why do we spend tens of thousands of dollars of unreimbursed staff time publishing the IVGID Magazine which is distributed to thousands of the world's tourists as an insert in the Tahoe Daily Tribune Newspaper, and otherwise?
we've been told is published to inform our local parcel owners of these amenities?
4. And have we ever conducted a study which determines how much additional revenue we realize as a result of these marketing efforts which we would not have otherwise realized but for those efforts?

For Trustee Schmitz:

Please name two positive things that you have accomplished during your term as Chair of the Board.

For Trustee Dent

Have you repaid the \$800,000 loan from the Dobler Family Trust? If so, when?

For Trustee Tulloch

You have abstained from votes recently, why do you abstain instead of voting yes or no? Abstaining is typically used when one may have some conflict.

For Trustee Tonking

Do you think the Board of Trustees, prior to the end of this year, should hire a permanent General Manager?

Or would you prefer that hiring to be done by the incoming Board once seated?

For Trustee Schmitz

In reviewing the document, dated June 18, 2024, that you prepared regarding the Board's goals for 2024, you were supposed to hold a mid-year Town Hall, you didn't-why didn't you?

For Trustee Tonking

Do you think it is the right time for the Board to be discussing the pricing practice, Practice 6.2.0 and as a candidate for the 2025 Board, wouldn't you rather see the new Board tackle this practice?

For Trustee Tulloch

You were the lead on the Moss Adams report and one of the tasks within that report was to create a new Strategic Plan for the District; you have not brought up this subject in months therefore can we, the public, assume that this will be a task for the new Board once seated?

For Trustee Dent

The Incline Beach House has been your pet project for a number of years and today we are truly not on track for any kind of replacement. Why is that?

For Trustee Schmitz

Are you currently living in your home on Lakeshore or are you living in a short-term rental while your home on Lakeshore is for sale?

For Trustee Dent

Bobby Magee has left the District- how much money did that departure cost this District?

For Trustee Dent

You are leaving this Board in a few months, please name one or two things that you have accomplished during calendar year 2024 that has been positive for our community?

For Trustee Tonking

Why is the District moving away from personal training services?

For Trustee Tonking

Do you know what the plan is to replace the Recreation Center
Manager who just retired?

For Trustee Schmitz

On the 4th of July, the Hyatt provided food at Incline Beach to all beachgoers. Why was there no contract? And why wasn't it held where ALL community members to be served?

And please don't say there was a contract because all the public records requests made to date shows there was no contract.

For Trustee Tulloch

What are your top three goals for the coming calendar year of 2025?

Please be specific as to how you think it will benefit all Community Members.

For Trustee Tulloch

As the Chair of the Capital Improvement Committee, how do you justify setting a Beach Facility Fee which generates roughly \$2.3 million with capital needs for \$4.25 million?

For Trustee Schmitz

You were the leader in slashing the budget for 2024/2025 and thus you recommended and got passed a Recreation Facility that generates roughly 50 to 75% of the capital needs of the District. In 2023/2024, you set only a Beach Facility Fee and no Recreation Facility.

How do you justify your intentional bombing of keeping our facilities maintained and up to date for the past two years?

For Trustee Schmitz

Red, White and Tahoe Blue did not fulfill the clean up requirements as required in their permit. This means that our lake was not completely cleaned up after the 4th of July fireworks.

How does this make you feel?

For Trustee Dent

The most recent consultant's report stated that a culture for the District should be set at the top, which means the Board of Trustees, yet there hasn't been a whisper of an agenda item to date on this topic - are you going to request one?

For Trustee Tulloch

You have been overheard expressing disdain for several IVGID employees and you have even made disparaging comments during Board meetings.

Please be specific in explaining why you think this type of behavior is appropriate and should be tolerated.

For Trustee Tonking

Collaboration is the heartbeat of this community, yet IVGID is now the most least favored partner within our community; what do you plan on doing, if you are re elected, to improve this reputation?

For any Trustee

Can you recite IVGID mantra, mission, vision and values statements?

For Trustee Tonking

We have only a handful of long term, experienced IVGID employees left within the ranks. They are the knowledge base of this District.

What do you plan on doing to ensure that they are recognized and kept, if they want to be, working for the District?

For Trustee Dent

It is rumored that you are moving out of the District, is this true? And if it is, when are you moving?

For Trustee Tulloch

Have you made a final payment to Rubin Brown?

And, as a follow up, have they completed all their work?

For Trustee Schmitz

Your long-range calendar appears as though you are trying to cram in a lot of actions prior to your departure. Since it is the end of September, do you really think that is necessary since you aren't coming back?

If it's about sustainability of the facilities, and you can perhaps blame past boards for not planning for the future, but why did this board reduce the fees, when everyone knows we are underfunded in our capital account. It was stated there is a Nevada statute that required the action, if so please identify the statute.

I heard that IVGID is responsible for the grass dying on the football field at Incline High School.
What happened and what can be done?

Can we get an update on the General Manager Hiring Process?

Did the RFP go out?

Do you feel our best path forward is to hire staff we need ourselves?

What is the status of our request to Washoe County for the loaned Financial and Accounting Resources?

After the Election, Who is Responsible for removing and disposing of all of the Candidate Yard Signs?

My understanding of “privatizing” IVGID Services related to the Management of various aspects of services such as Food and Beverage or the Golf Courses but does NOT imply the sale of recreational property or the sale of facilities.

Is this correct?

The Board directed 1.2 Million dollars be cut from the Park and Rec. budget for the 2024-25 fiscal year. This resulted in all CIP and maintenance being cut from the Rec. Center.

Is it the position of the Board to allow the Rec. Center and other Parks and Rec. Facilities to fall into disrepair so they can be torn down?

Or is there another reason to refuse improvements and maintenance to the community assets?

Could the district consider rotating Kayak and Paddleboard storage space (i.e. 2 or 3 year lease) vs. keeping the current allocated Ad Infinitum Policy?

Thank you for Attending the



IVGID BOARD OF TRUSTEES TOWN HALL MEETING

Have a Wonderful Evening!

Public Records Request Log

Friday, October 4, 2024

Due Today:	0
Overdue:	15

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Due by	District Cost	Assigned to
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	20 Minutes		Friday, May 10, 2024	Wells, Kristie	I recently requested a copy of the Rubin Brown agreement. Item 11 in Exhibit A references Ruben Brown reviewing up to seven (7) specific complaints that have been filed. I would like to know who, exactly, filed those complaints, when they were filed, and what those complaints were about, specifically. I assume these were done via email and I would rather not have to ask staff to burn hours pulling all these for the public record. As you are in the thick of this project, I expect that you can provide that to me quickly, and easily.	5/20/2024		General Governance
24-070	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
24-072	1 Hour	Complete	Saturday, May 25, 2024	Katz, Aaron	I am making a public records request for records which evidence every expenditure on project #4378BD2202 (Skateboard Park Project) to date. I want to know when the expenditure was incurred, what it was for, how much was paid and when, and who approved payment. That's why I am sending a copy of this e-mail to our GM and Board Clerk Heidi White.	6/27/2024		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

Public Records Request Log

Friday, October 4, 2024

Due Today:	0
Overdue:	15

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

Public Records Request Log

Friday, October 4, 2024

Due Today:	0
Overdue:	15

Log No.	Time Logged	Status		Date Requested	By Whom	Subject	Due by	District Cost	Assigned to
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	7/10/2024		Accounting/ Finance
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	7/8/2024		Accounting/ Finance
24-088		Complete	✓	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		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		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, October 4, 2024

Due Today:	0
Overdue:	15

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	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	8/7/2024		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.	8/7/2024		Public Works & Finance Department
24-100	30 Minutes	Complete	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 #3241L12001. 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.	8/7/2024		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.	8/23/2024		Accounting/ Finance

Public Records Request Log

Friday, October 4, 2024

Due Today:	0
Overdue:	15

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	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.	8/16/2024		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	Catsthelake	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		

Public Records Request Log

Friday, October 4, 2024

Due Today:	0
Overdue:	15

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Due by	District Cost	Assigned to
24-113		Complete	Tuesday, August 13, 2024	Schmitz, Sara	From: Sara Schmitz <schmitz_trustee@ivgid.org> Sent: Friday, August 2, 2024 5:23 AM To: Bobby Magee <bma@ivgid.org> Subject: emails sent by Susan in your absense bobby,	8/20/2024		
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	8/29/2024		General Governance
24-117	15 Minutes	Complete	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

Public Records Request Log

Friday, October 4, 2024

Due Today:	0
Overdue:	15

Log No.	Time Logged	Status		Date Requested	By Whom	Subject	Due by	District Cost	Assigned to
24-118	10 Minutes	Complete	✓	Tuesday, September 10, 2024	Elliot, Roberta	public records that identify the name of the construction company who was working on the concrete on the street at the intersection of Jennifer St. and Susan Ct, Incline Village, NV 89451 during the month of July 2022, the original plans, and the as-built plans. Also being requested is any records of any complaints or injuries happening in that time period	9/17/2024		Public Works
24-119	10 Minutes	Complete	✓	Thursday, September 12, 2024	Dobler, Cliff	Please provide for my examination the section of the general ledger regarding food and beverage operations at the Championship Golf Course for the year ending June 30, 2024.	9/19/2024		Accounting/ Finance
24-120	10 Minutes	Complete	✓	Friday, September 13, 2024	Dobler, Cliff	Please provide for my examination all charges from July 1, 2024 to the present time for capital project Mountain Golf Course Cart Paths #3241LI2001. I request only a listing of charges and no invoices are needed.	9/20/2024		Accounting/ Finance
24-121			✓	Friday, September 13, 2024	Catsthelake	All emails between former General Manager Bobby Magee and Trustee Raymond Tulloch where GM Magee informs Trustee Tulloch of the hiring of the Director of Public Works. Please provide any responses from Trustee Tulloch.	9/13/2024		General Governance
24-122		in process	✓	Saturday, September 14, 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: (30 in total)	10/18/2024		Accounting/ Finance
24-123	5 Minutes	Complete	✓	Saturday, September 14, 2024	Katz, Aaron	Apparently there was a retirement party for employee Pandora Bahlman yesterday at Alibi's. I want to examine records evidencing any payment by/on behalf of IVGID towards that party. And any gifts given to Ms. Bahlman paid by/on behalf of IVGID. I want to see what was purchased, from whom, the amount(s) paid, the chart of account number assigned to each amount, the identity of that/those employee(s) authorizing payment. Assuming any of those payments represent reimbursement to others advancing payment, I want to examine records evidencing to whom those reimbursements were made or are to be made, together with any back up documentation provided by those persons to whom reimbursements were made or are to be made.	9/23/2024		Accounting/ Finance
24-124	5 Minutes		✓	Saturday, September 14, 2024	Katz, Aaron	I want to examine the letter requesting Finance Personnel assistance from Washoe County per NRS 318.098, authorized at the Board's Sep 11, 2024 meeting.	9/27/2024		General Governance
24-125	30 Minutes	Complete	✓	Saturday, September 14, 2024	Katz, Aaron	I would like to examine records surrounding the District's monetary payments to/on behalf of the upcoming 10th Tahoe Film Fest. Whether it's money to become a festival "partner," or otherwise, and whether on behalf of IVGID, TWSA and/or IVGID's Waste Not. I want to see invoicing for payment, evidence of payment (including to whom is the payee), chart of account number(s) assigned, evidence of who authorized payment. I also want to examine all e-mail communications between anyone on behalf of the film festival and anyone at IVTID, TWSA and/or IVGID's Waste Not, in any way connected to the subject 10th Film Festival.	9/23/2024		Accounting/ Finance Public Works
24-126	25 Minutes	Complete	✓	Monday, September 16, 2024	Dobler, Cliff	Please provide for my examination all e mails between Sara Schmitz, Trustee and Bobby Magee, General Manager regarding the grants from Incline Tahoe Foundation. The e mails were on October 31, 2023.	9/23/2024		General Governance
24-127	10 Minutes	Complete	✓	Monday, September 16, 2024	Miller, Judith	Please provide in electronic format any records evidencing any agreement(s) between IVGID and greenup!, a Nevada Corporation, or Nevada Green Business Network.	9/24/2024		General Governance
24-128			✓	Tuesday, September 17, 2024	Dobler, Cliff	Please provide for my examination the general ledger section of the Beaches sub fund for food and beverage operations at the swimming pools (burnt cedar & incline beach) for the year ended 6-30-2024.	9/24/2024		Accounting/ Finance
24-129			✓	Tuesday, September 17, 2024	Dobler, Cliff	Please provide for my examination the general ledger section for food and beverage for the Diamond Peak Ski report . The section would be for the year ending June 30, 2024. There maybe two sections one for the base lodge and one for the Snowflake lodge.	9/24/2024		Accounting/ Finance
24-130	30 Minutes	Complete	✓	Saturday, September 14, 2024	Katz, Aaron	Previous request 24-125 has been closed as partial information was provided Please Provide all e-mail communications between Madonna Dunbar and anyone on behalf of the film festival and anyone at IVTID, TWSA and/or IVGID's Waste Not, in any way connected to the subject 10th Film Festival.	9/23/2024		General Governance
24-131	10 Minutes	Complete	✓	Tuesday, September 24, 2024	Transparent Nevada	Transparent Nevada is requesting a copy of the Incline Village General Improvement District's Employee Compensation Report for the 2023 Calendar Year.	10/30/2024		Human Resources
24-132			✓	Thursday, September 26, 2024	Katz, Aaron	Follow up for PRR 24-122: Related to the back up documentation provided for Ritch's Auto Body repair order #002228 dated 06/10/2024. Please provide detail of services provided and Chart of Account Number assigned for the disclosed check, and the auto insurance records for the vehical serviced at Ritch's Auto Body Repair related to Repair order. (2022 Chevy Silverado)	10/3/2024		General Governance

Public Records Request Log

Friday, October 4, 2024

Due Today:	0
Overdue:	15

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Due by	District Cost	Assigned to
24-133		✓	Saturday, September 28, 2024	Katz, Aaron	I want to examine all written communications between any employee at IVGID and anyone at the NV Green Business Network pertaining to the latter's Golden Pinecone Award and its designation of our Madonna Dunbar as one of this year's recipients. Including but not limited to: 1. applications by anyone at IVGID for this award, 2. payments of any kind and for any reason by or on behalf of IVGID made to or on behalf of the NV Green Business Network, 3. purchases for admission to the upcoming October 10, 2024 Green Gala event. All from November 1, 2023 to the present.	10/7/2024		General Governance, Accounting/ Finance