

Policy 22.1.0
Disclosure of External
Entity Involvement



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Disclosure of External Entity Involvement

POLICY. The Incline Village General Improvement District emphasizes transparency and understands that state law creates minimum standards. In some instances it may be appropriate to impose stricter requirements than those set forth in the Nevada Revised Statutes (NRS). While IVGID encourages Trustees and employees to be involved in local community groups, this involvement may result in real or perceived conflicts of interest. Various provisions of the NRS, including NRS 281A, prohibit IVGID officials from participating in decisions affecting their “commitments in a private capacity” and otherwise impose disclosure or recusal requirements on decisions impacting officials’ organizations.

While these requirements impose important minimum standards that avoid actual conflicts of interest, they do not provide transparency regarding potential conflicts of interest or otherwise ensure that officials are proactively disclosing potential conflicts of interest.

As defined in this Policy, “Qualifying Groups” shall be for profit, not-for-profit, and non-profit associations, businesses, or entities, however organized.

To provide additional transparency beyond state minimum requirements, IVGID Trustees, Audit Committee Members, and senior management employees shall report on a quarterly basis any Qualifying Groups to which they are an employee, member, or officer, or with whom they receive cash compensation or in-kind compensation (which shall include all non-monetary benefits that an organization provides in addition to or in lieu of cash compensation). Member of a Qualifying Group does not include simply listing a party affiliation as part of a voter registration or being a parishioner or regular attendee of a church, synagogue, mosque, or other religious group. Senior employees shall include the General Manager, department heads, and any supervisors with signature authority under Policies 21.1.0 or 21.2.0 as identified by the General Manager.

Reports shall be made quarterly due by January 15th, April 15th, July 15th, and October 15th and shall be included in the General Manager’s report or similar item in the next regularly scheduled Board of Trustees meeting after such dates.

RESPONSIBILITY. The District Clerk shall be responsible for developing reporting forms, notifying officials of their obligation to file reports, and maintaining such reports. All forms shall be public records.

The General Manager shall adopt and enforce personnel policies to ensure compliance with this Policy. The Board of Trustees shall enforce this Policy against Trustees, Audit Committee Members, and the General Manager.

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Reporting Form

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Employee Name: K.Crocker

Reporting Period: from 7-1 to 9-30

Name of External Entity, Group or Organization:

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

Reporting Schedule

Period from 7-1 to 9-30; due to District Clerk or designee by 10-14
 Period from 10-1 to 12-31; due to District Clerk or designee by 1-14
 Period from 1-1 to 3-31; due to District Clerk or designee by 4-14
 Period from 4-1 to 6-30; due to District Clerk or designee by 7-14

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Employee Name: Erin Feore

Reporting Period: from 7-1 to 9-30

Name of External Entity, Group or Organization:

Entity Name	Type of Membership Personal or Professional	Compensation Information (if none, write "N/A")
SHRM (Society for HR Management)	Professional	N/A
Northern NV HR Association	Professional	N/A
Nevada Association of Employers (NAE)	Professional	N/A
PoolPact HR Oversight Committee	Professional	N/A

<p>Reporting Schedule</p> <p>Period from 7-1 to 9-30; due to District Clerk or designee by 10-14</p> <p>Period from 10-1 to 12-31; due to District Clerk or designee by 1-14</p> <p>Period from 1-1 to 3-31; due to District Clerk or designee by 4-14</p> <p>Period from 4-1 to 6-30; due to District Clerk or designee by 7-14</p>

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Employee Name: Mike Gove

Reporting Period: from 7-1 to 9-30

Name of External Entity, Group or Organization:

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

Reporting Schedule

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Employee Name: Susan Herron

Reporting Period: 07-01-2024 to 09-30-2024

Name of External Entity, Group or Organization:

Entity Name	Type of Membership Personal or Professional	Compensation Information (if none, write "N/A")
North Lake Tahoe Fire Protection District	Director	\$3600 per year as per NRS

Reporting Schedule

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Employee Name: Susan Griffith

Reporting Period: from 7-1 to 9-30

Name of External Entity, Group or Organization:

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

<p>Reporting Schedule</p> <p>Period from 7-1 to 9-30; due to District Clerk or designee by 10-14</p> <p>Period from 10-1 to 12-31; due to District Clerk or designee by 1-14</p> <p>Period from 1-1 to 3-31; due to District Clerk or designee by 4-14</p> <p>Period from 4-1 to 6-30; due to District Clerk or designee by 7-14</p>

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Employee Name: Kate S. Nelson

Reporting Period: 7/1/2024 – 9/30/2024

Name of External Entity, Group or Organization:

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

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Board or Committee Member Name: David Noble

Reporting Period: 07/01/24 – 09/30/24

Name of External Entity, Group or Organization:

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

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Board or Committee Member Name: Sara Schmitz

Reporting Period: From July 1st to September 30th, 2024

Name of External Entity, Group or Organization:

Entity Name	Type of Membership Personal or Professional	Compensation Information (if none, write "N/A")
Incline Village Crystal Bay Community 1 st	Personal	N/A

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Board or Committee Member Name: Michaela Tonking_____

Reporting Period: ___Third Quarter_____

Name of External Entity, Group or Organization:

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

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Board or Committee Member Name: R.M. Tulloch

Reporting Period: From July 1st to September 30th , 2024

Name of External Entity, Group or Organization:

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

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Employee Name: Vito Brandle

Reporting Period: 7/1/24 – 9/30/24

Name of External Entity, Group or Organization:

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

<p><u>Reporting Schedule</u> Period from 7-1 to 9-30; due to District Clerk or designee by 10-14 Period from 10-1 to 12-31; due to District Clerk or designee by 1-14 Period from 1-1 to 3-31; due to District Clerk or designee by 4-14 Period from 4-1 to 6-30; due to District Clerk or designee by 7-14</p>
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MEMORANDUM

TO: Board of Trustees

FROM: Karen Crocker
Interim General Manager

SUBJECT: Interim General Manager's Monthly Status Report – October 2024

DATE: November 13, 2024

I. Point-of-Sale Update

Please see the venue status report from Information Technology.

II. Budget Breakdown for the Alta Vista Contract at Public Works

Please see the venue status report from Public Works.

III. Venue Status Reports

See the attached venue status reports for October; there is no golf report.

IV. Public Records Log

The Public Records Log for Requests is attached to this report and can be reviewed online at <https://ivgid.nextrequest.com/requests>

V. ATTACHMENTS

- 1) Venue Status Reports
- 2) Public Records Request Log

Venue Status Reports October 2024

MEMORANDUM

TO: Board of Trustees

FROM: Susan Herron
Director of Administrative Services

SUBJECT: Administrative Services Activities in October and Planned Activities in November

DATE: November 1, 2024

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

- Monitor and respond to info@ivgid.org inquiries
- Assist with Board memorandums
- Attend Staff and Board meetings
- Work with public as needed
- Process paperwork
- Work on any special projects as requested by the District General Manager
- Work on public records requests
- Attended POOL/PACT Leadership Conference
- Worked extensively on the 2024/2025 budget and 2023/2024 budget

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

- Monitor and respond to info@ivgid.org inquiries
- Assist with Board memorandums
- Attend Staff and Board meetings
- Work with public as needed
- Process paperwork
- Work on any special projects as requested by the District General Manager
- Work on public records requests
- Filled in for the District Clerk during her vacation

MEMORANDUM

TO: Karen Crocker
Interim General Manager

FROM: Susan Griffith
Interim Director of Finance

SUBJECT: Status Report for October 2024 – Finance/Accounting

DATE: **November 5, 2024**

Finance and Accounting

The department has been working on the following items in October:

- Directed workload priorities with current staffing levels to complete regular accounting procedures and tasks for accounts payable, general ledger and subsidiary ledgers. Completed regular updates with the various departments regarding their budget activities and provide analysis reports. Provide public records request information.
- Revenue team closeout of Golf and Ski operations preparation is underway.
- Held meetings to discuss improvements and issues with the Tyler MUNIS accounting system and prioritized the work that will need to be done in the system.
- Prioritized FY24 audit work to complete year-end general ledger reconciliations, make adjusting entries, prepare required items and pull audit sample transactions. The FY24 audit work continues remotely through November 15, 2024.
- 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. Also attended the October 23, 2024 Committee Meeting in Reno, Nevada.
- Worked with HR on the selection and scheduling of Accountant candidates to begin interviewing the first week of November.

MEMORANDUM

TO: Karen Crocker, Interim General Manager
FROM: Erin Feore, Director of Human Resources
SUBJECT: Monthly Venue Manager Status Report - November
DATE: November 6, 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

Senior Engineer
Recreation Supervisor – Sports & Community Programs

Openings

District General Manager
Director of Finance
Contracts & Purchasing Manager
Accountant

As has been discussed at recent Board meetings, the HR Director has worked with the Board of Trustees to move the General Manager recruitment process forward. On October 30, 2024, the Director introduced five candidates to the Board of Trustees. Following those interviews, three candidates were invited to return to answer follow up questions (on November 13th), with the intent of selecting the next District General Manager.

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

As the summer operations come to a close, and the “ramp up” for winter operation staffing begins, the HR team has been very busy with on-and-off boarding approximately 150 employees. Our Recruitment team continues to attend regional job fairs to promote IVGID as a great place to work. Lastly, the team continues to partner with the Incline Middle School staff to introduce their students enrolled in the Exploratory Class to learn 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.

District required trainings are ongoing and are conducted 1-2 times per week as needed. Additionally, the team has finalized the recently developed, 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)

The October Attrition Report is as follows:

<u>Month</u>	<u>Start Ttl # of EE's</u>	<u>Hired*</u>	<u>Ttl Term EE's</u>	<u>End Ttl # of EE's</u>	<u>Avg # of EE's</u>	<u>Attrition Rate</u>	<u>Notes</u>
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	
October, 2024	418	14	106	326	372	25.359	Most term's related to back to school/end of summer

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, Interim District General Manager

FROM: Mike Gove, Director of Information Technology

SUBJECT: October IT Status Report

DATE: November 6, 2024

BACKGROUND

Long Term Initiatives:

- Active Network POS System Assessment Update:
 - **Delivered:** The acceptance of phase 1 being the Project Charter happened on September 6th, 2024. Discussions during this phase, specific to direction on whether modifications to Ordinance 7 would be in scope for this project or not and how potential ordinance changes may affect the downstream functional requirements and solution design resulted in timing delays. It was ultimately determined that any changes to ordinance 7 would be out of scope for this engagement.
 - **Current State:** Phase 2, the Functional Requirements, is currently being finalized, with many interviews and multiple on-site discovery sessions taking place. Both teams continue to be engaged in the process and expect delivery and acceptance to be completed by end of November.
 - **Projected Milestones & Project Completion:** Concurrently as the Functional Requirements are being finalized, initial Phase 3 - Solution Designs are being considered and potential options are being vetted. This phase is expected to be delivered in late January 2025. Once Solution Design is delivered, the Project Plan and Budget will be targeted to be completed and delivered by the end of February 2025.
- The agreement with flaik Sports USA Inc. for support of aligning the chart of accounts in the RTP Point of Sale system with the Tyler chart of accounts will be on the Agenda for the Board's meeting on November 13th. This works is expected to start November 15th and be completed by the 15th of December.

Short Term Task:

- Multiple internal user access audits were conducted across all Point of Sale systems and the Tyler ERP Platform.
- The Golf department's season closure was performed, plans to setup the indoor simulator once the outdoor range has closed due to weather.
- Many efforts are on going to open Diamond Peak and prepare the technical infrastructure to have a successful winter season.

Service Desk:

There were 184 service desk requests opened with 163 of them being resolved for the month of October.

MEMORANDUM

TO: Karen Crocker
Interim General Manager

FROM: Paul Raymore
Marketing & Communications Manager

SUBJECT: Status Report for October 2024 – Marketing & Communications

DATE: Nov. 4, 2024

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

OCTOBER 2024 TASKS

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 60.7 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.

One District – One Team

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 October 2024 “special edition” (delivered in late October)
- IVGID ad design for Magazine
- Prep work and structure for December 2024 edition
- Writing content for upcoming December (winter 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
- Attendance at community meetings: PIO Basin collaboration call, Tahoe Take 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, bidding information
- Updates on traffic controls related to Effluent Export Pipeline project on social media and website
- Wetlands Hunting Program promotion and updates
- Post and share Public Works Newsletter
- Wrap up of water service line survey project

Golf Course Marketing & Communications:

- Email marketing and social media posts to promote final month of regular Golf Course operations
- The Grille: social promotion of daily specials
- Golf survey reporting
- Continually updated website with operations updates and new hours
- Photo & Video shoots: golf closing weekend video

One District – One Team

Tennis & Pickleball Marketing & Communications:

- Email marketing and social media posts to promote final month of Tennis & Pickleball Center operations and programs
- Continually updated website with seasonal 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: weekly classes, holiday hours, boat ramp closures and hours, new programming, winter programming, field schedules, etc.
- Parks & Recreation email to subscribers regarding fall programs and events.
- Social media updates: holiday hours, boat ramp hours, aqua sound bath meditation, dogs are allowed on Ski Beach, indoor pickleball, Trail of Treats, and pool, fall programs
- Photo & Video shoots/edits: Winter Sports Conditioning, Trail of Treats, Puppy Plunge, Lila Lapanja content, picnic area, adult ballet, personal trainer videos
- Staffing at Trail of Treats photo booth and distribution of family photos from the event
- Assisted in event planning and registration for Trail of Treats event

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
- Ordered new trail maps for 2024-25 ski season
- Email marketing: preparation of creative for automated pre-arrival and post-departure email campaigns for ski season (sent via CRM database)

One District – One Team

- 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, flex pass flyer, season pass flyers, promotional items
- Events: Diamond Peak Job Fair #2, Trail of Treats booth, prep for Avalanche Sale and Warren Miller, planning for fall/winter events
- Website updates for: events, 2024-25 prices (lift tickets, rentals, lessons, etc.)
- Planning for 2025 Last Tracks ticketing lottery
- Photo & Video: snowmaking video edit & photos, season pass deadline video, flex pass videos

NOVEMBER 2024 PLANS

New YourTahoePlace.com website redesign project:

As of November 4, 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 to be passed along to the MarCom team.

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 November we will be editing and finalizing content for the December 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 winter edition features a lot of Diamond Peak content, along with events and programs from other year-round venues and departments.

- IVGID ad design for Magazine
- Edits and proofing of December edition

One District – One Team

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, 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: CIP project updates, bidding information

Golf Course Marketing & Communications:

- Email marketing and social media posts to promote off-season Golf Course operations and programs
- Photo & Video shoots: indoor golf simulator, holiday sales in Golf Shop

Tennis & Pickleball Marketing & Communications:

- Email marketing and social media posts to promote indoor pickleball at the Rec. Center

Weddings & Facilities Marketing & Communications:

- Continue to work with EXL Media to optimize 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: holiday parties, winter weddings, etc.

Parks & Recreation Marketing & Communications:

- Email marketing and social media posts to promote regular Parks & Rec Center operations and programs
- Photo & Video shoots: personal trainers, aquatics, etc.
- Website updates as needed for new programs, events, etc.

One District – One Team

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
- Events: Attendance at Avalanche Sale (Nov. 1-3) in Reno Convention Center (a consumer ski show and swap meet with resorts in attendance) plus Warren Miller movie premiere in Pioneer Theater in Reno (Nov. 2), Pray for Snow Party, Employee benefits fair
- Photo & Video: editing new :15 second and :30 second DP video advertisements for 2024-25 media buys

MEMORANDUM

TO: Karen Crocker
Interim General Manager

FROM: Parks and Recreation

SUBJECT: Monthly Venue Status Report

DATE: November 13, 2024

Beaches October 2024 Status Report

Over the course of October, the beaches saw the following number of visits. Keep in mind that the booths stopped staffing on October 20th; however, the boat ramp is still available by reservation:

IVGID Recreation Pass Holder Visits: 6,487
IVGID Recreation Punch Card Visits: 678
Guests paid by Credit Card Visits: 481 with a revenue of \$7,112
Boats launched via Season Pass: 114
Boats launched via Punch Card: 35
Boats launched via Credit Card: 138 with a revenue of \$2,840

The Ski Beach Boat Launch moved to reservation only on October 20th. We had 35 reservations booked through October 31st.

Recreation Center October 2024 Status Report

261 ongoing memberships for a total dollar amount \$18,115.50
34 declined payment \$2,312.00. We have already brought 20 of the accounts up to date.
232 non-reoccurring memberships for a a total of \$60,129.60
304 daily visits \$4,797.00

IVGID Recreation Passes and Punch Cards.

82 Punch Cards with Beach access.
5 Punch Cards Beach, No Golf.

232 IVGID Recreation passes.
8 IVGID Recreation Purchased Passes.

MEMORANDUM

TO: Karen Crocker
Acting District General Manager

FROM: Kate Nelson
Director of Public Works

SUBJECT: Public Works October 2024 Monthly Report

DATE: November 5, 2024

CONGRATULATIONS:

Madonna Dunbar retired from IVGID on October 31, 2024 after 17 years of service.
https://www.tahoedailytribune.com/news/tahoe-champion-madonna-dunbar-heads-back-to-her-rolling-roots/?fbclid=IwY2xjawGWHARleHRuA2FlbQlXMQABHbHh29Dge66gdwCr1YBgnWADwyljlxXY2yJGGuf9kidv7L8Y5afsy_Svw_aem_XHcMHmhPe9kZbp9PLKPR3A

Special Projects:

Public Works has completed the required Lead Service Line Inventory. The regulatory deadline was October 17, 2024 and IVGID's information was submitted to NDEP on October 11, 2024. This was an enormous undertaking as the project involved determining the material of every service line (waterline from the meter to the customer) and developing a database for regulatory compliance. I would like to THANK the following staff members who worked tirelessly to accomplish this project ahead of schedule:

Jim Youngblood, Kaylen Prior, Caitlin Dunnington, Darel Barlow, John Williams, Teri Fitzpatrick, Deon O'Leary, Heidi Roessel, Diana Rob, Kari Ferguson, and Michael Harrigan

Engineering Summary of Projects:

The Senior Engineering position has been filled with the candidate scheduled to start Jan. 6, 2025. PW Staff are looking forward to welcoming Rick Swinth and his 30 years of civil design experience to the team.

- Capital Investment Committee – Future agenda items: SCADA Masterplan, Future Waterline Replacement, Reservoir Recoating
- Hold for Funding/Permitting/Contract – Bike Park Phase II
- RFP/RFQ – SCADA Masterplan – re-release of RFQ due in November 2024.
- Planning – Boat Ramp Evaluation, Fire Hydrant Replacement, Ski Way Pavement Rehabilitation, DP/Grease Interceptor/Fuel Tank/Upper Parking Lot Pavement
- Design –Skate Park Enhancement, Rec Center HVAC (100% design package delivered 11/05/24))
- Bidding – Ponderosa Waterline Replacement, Burnt Cedar Emergency Fuel Tank Replacement, DP Electrical Service Entrance
- Construction –Meter Register & Transponder Installation, Snowmaking/Pump Station Improvements (punch list work), SPS #1, Effluent Storage Tank, Effluent Export Pipeline (GMP2), WRRF Roof Replacement (tentative start 5/25),
- Construction Complete – Tyner Pavement Reinstatement, SR 28 Emergency Reinstatement, Mountain Golf Roof (Cart Barn & Clubhouse), Christmas Tree Village FH lateral replacement (SR28), Reservoir Coating R5-3A R5-3B, Alder Ave Waterline Replacement, SPS#5 Wetwell & Manhole Coating, Tyner Pavement Slurry Seal, SR 28 Mill and Overlay (tentative start 9/17)

Water/Wastewater Treatment:

- Water Production – Total 74.629 MG, 2.204 Daily Avg MGD, Daily Max 3.493 MGD
- Wastewater Processed - 22.405 MGD, 0.723 MGD Daily Avg., 0.831 MGD Daily Max
- Total Call Outs – 16

Pipeline:

- Water Leak Repairs – 1 main
- ARV repairs on Effluent Export Pipeline
- Meters tested - 3
- After Hour Service Calls – 12 (57 hrs OT) & (71 hrs OT for Meter transponder Installations)
- 304 Meters transponders changed out
- Hydroflush sewer lines = 32,078 LF
- CCTV sewer lines = 541 LF

Compliance:

- Backflow tests – 163
- Plan Checking – 25

Waste Not:

- HHW Collection = 2024 Season Totals 430 customers served (121 e-waste, 121 hazardous, 205 both, 21 no shows, 46 without appointment)
- Solid Waste Incidents = 30 (10 warnings, 12 violations, 6 determined no violation, 2 pending)
- Completed water quality monitoring
- Waste Management's Green Waste Recycling Curbside Collection Program – September 30 – November 1.

Fleet:

- Preventative Maintenance Hours – 306
- Corrective Maintenance Hours – 426
- CIP - 0
- Other – 165
- PM to CM ratio = 41.8%

Laboratory:

- Staff has completed all of the wastewater proficiency testing for 2024
- Staff is currently working to complete all of the water proficiency testing for 2024 which is on target to be completed by end of year
- Potable Water Testing – Reports not available in time for packet
- Wastewater Testing
 - Bacteriological Samples (Spooner Pump Station) – 5
 - Monthly Avg. Total Res CL2 (Spooner Pump Station) – 4.12 mg/L
 - Total Monthly TSS Analysis – 5
 - Total Monthly BOD Analysis – 5
 - Total Phosphorus Analysis - 1

Major Capital Improvement Project Status

- Effluent Pipeline Replacement Project GMP 2
 - CMAR completed 11,400 LF in GMP2 to date. Currently 1,900LF ahead of production schedule for the GMP2
 - Total pipe installed to date (GMP1 & GMP2) is 16,685 LF
- Effluent Storage Tank Project
 - Final Tank leak testing has been completed
 - Permanent BMPs and winterization completed by 11/08/25
 - WRRF use of the Tank scheduled for start on 11/08/24.
 - Punch list and final painting to occur in 2025 due to weather/temperature restrictions

- Contract change orders and time extension to be completed by December 31, 2024
- Skate Park Enhancement
 - Progress Meetings ongoing
 - 30% Designed received
 - Will be presented to the Board on December 11, 2024.
 - Staff and design team to present recommended option for Board consideration and direction.

Janitorial Alta Vista Contract Budget

Per Board Request, the following provides a budget breakdown for the Alta Vista Janitorial Contract covering various District facilities, approved by the Board of Trustees on October 30, 2024.

The funding for this contract is drawn from the General Fund, Utility Fund, and Community Services Fund's Janitorial Services budgets. However, to fully cover the total contract cost, additional funds need to be reallocated to the Janitorial Services budget. Specifically, we propose transferring funds from the Buildings Maintenance Services budget to the Janitorial Services expense accounts for Aspen Grove, Chateau and Mountain Golf.

By reclassifying these funds, we intend to ensure full coverage of the Alta Vista contract within the approved budget framework.

The following table provides a detailed breakdown of the budget for the Alta Vista Janitorial Contract, showing the amounts allocated for each venue, the current fiscal year (FY 2024/25) budget, and any necessary reclassifications to meet the contract requirements. The Interim Director of Finance has reviewed and approved these reclassifications.

GL Budget	Venue	FY 2024/25 Budget	Contract Amount	Amount of GL Reclassification Required
10001099-7530	Administration	\$9,400	\$8,920.20	
20002297-7530	Utilities Shared	\$24,400	\$21,500.10	
20002523-7530	Sewer Treatment	\$11,900	\$10,278.10	
30333351-7530	Aspen Grove	\$4,350	\$8,920.20	
30333351-7550	Aspen Grove	\$22,812		\$4,570.20
30333350-7530	Chateau	\$16,650	\$47,667.29	
30333350-7550	Chateau	\$121,795		\$31,017.29
30323299-7530	Mtn. Golf	\$7,535	\$8,975.95	
30323299-7550	Mtn. Golf	\$27,704		\$1,440.95
Total Contract			\$106,261.83	

7530 represents the Janitorial Services object code (see attached budget report).

7550 represents the Buildings Maintenance Services object code (see attached budget report).

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13								
	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
100 General Fund								
10001099 Gen Fund Gen Gov Admin								
10 General Government								
7530 Janitorial								
10001099 7530 Janitorial	9,400	0	9,400	925.00	-925.00	9,400.00	.0%	
TOTAL Gen Fund Gen Gov Admin	9,400	0	9,400	925.00	-925.00	9,400.00	.0%	
TOTAL General Fund	9,400	0	9,400	925.00	-925.00	9,400.00	.0%	
TOTAL EXPENSES	9,400	0	9,400	925.00	-925.00	9,400.00		
200 Utility Fund								
20002297 Utilities Water Shared Expense								
22 Water								
7530 Janitorial								
20002297 7530 Janitorial	24,400	0	24,400	.00	.00	24,400.00	.0%	
TOTAL Utilities Water Shared Expense	24,400	0	24,400	.00	.00	24,400.00	.0%	
20002523 Utilities Sewer Treatment								
25 Sewer								
7530 Janitorial								
20002523 7530 Janitorial	11,900	0	11,900	6,370.00	-6,370.00	11,900.00	.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13								
	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
TOTAL Utilities Sewer Treatment	11,900	0	11,900	6,370.00	-6,370.00	11,900.00	.0%	
TOTAL Utility Fund	36,300	0	36,300	6,370.00	-6,370.00	36,300.00	.0%	
TOTAL EXPENSES	36,300	0	36,300	6,370.00	-6,370.00	36,300.00		
300 Recreational Services								
30323299 Golf Mountain Admin & Overhead								
32 Mountain Course								
7530 Janitorial								
30323299 7530 Janitorial	7,535	0	7,535	4,650.00	-4,650.00	7,535.00	.0%	
TOTAL Golf Mountain Admin & Overhead	7,535	0	7,535	4,650.00	-4,650.00	7,535.00	.0%	
30333350 Facilities Chateau								
33 Facilities								
7530 Janitorial								
30333350 7530 Janitorial	16,650	0	16,650	.00	.00	16,650.00	.0%	
TOTAL Facilities Chateau	16,650	0	16,650	.00	.00	16,650.00	.0%	
30333351 Facilities Aspen Grove								
33 Facilities								
7530 Janitorial								
30333351 7530 Janitorial	4,350	0	4,350	2,360.00	-2,360.00	4,350.00	.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13								
	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
TOTAL Facilities Aspen Grove	4,350	0	4,350	2,360.00	-2,360.00	4,350.00	.0%	
TOTAL Recreational Services	28,535	0	28,535	7,010.00	-7,010.00	28,535.00	.0%	
TOTAL EXPENSES	28,535	0	28,535	7,010.00	-7,010.00	28,535.00		
GRAND TOTAL	74,235	0	74,235	14,305.00	-14,305.00	74,235.00	.0%	

** END OF REPORT - Generated by Kathryn Nelson **

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13								
	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
300 Recreational Services								
30323299 Golf Mountain Admin & Overhead								
32 Mountain Course								
7550 BLDGS Maintenance Services								
30323299 7550 BLDGS Maintenance	27,704	0	27,704	6,825.16	.00	20,878.74	24.6%	
TOTAL Golf Mountain Admin & Overhead	27,704	0	27,704	6,825.16	.00	20,878.74	24.6%	
30333350 Facilities Chateau								
33 Facilities								
7550 BLDGS Maintenance Services								
30333350 7550 BLDGS Maintenance	121,795	0	121,795	21,029.35	.00	100,765.65	17.3%	
TOTAL Facilities Chateau	121,795	0	121,795	21,029.35	.00	100,765.65	17.3%	
30333351 Facilities Aspen Grove								
33 Facilities								
7550 BLDGS Maintenance Services								
30333351 7550 BLDGS Maintenance	22,812	0	22,812	5,162.03	.00	17,649.97	22.6%	
TOTAL Facilities Aspen Grove	22,812	0	22,812	5,162.03	.00	17,649.97	22.6%	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL Recreational Services	172,311	0	172,311	33,016.54	.00	139,294.36	19.2%
TOTAL EXPENSES	172,311	0	172,311	33,016.54	.00	139,294.36	
GRAND TOTAL	172,311	0	172,311	33,016.54	.00	139,294.36	19.2%

** END OF REPORT - Generated by Kathryn Nelson **

M E M O R A N D U M

TO: Karen Crocker
Interim District General Manager

FROM: Mike Bandelin
Diamond Peak Ski General Manager

SUBJECT: Venue Status Report – Ski Venue – October 2024

DATE: November 1, 2024

Through the month of October staff and the District's HR department have been actively recruiting for ski venue personnel. The venue has held and attended several jobs fairs to reach as many potential candidates as possible,

Staff has also been working on and completing annual maintenance of the equipment, infrastructure and assets.

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 agenized for Board review and approval in the month of December.

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 FY 2025 Capital Projects

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.
<u>\$75,000.00</u>	Replace Red Fox Ski Lift 1979 Counterweight Cable and Haul Rope Carrier Grips
\$1,125,000.00	

Snowmaking operations began on October 29, 2024 with a total of 52 hours of run time for the month.

On October 24, 2024 Safehold Special Risk performed a survey of the Districts ski lifts operations and maintenance. Staff received the written survey results of recommendations to perform as specified by ANSI – B77. Staff will note that the survey was positive and very few items were listed to perform on the ski lifts.

Public Records Request Log

Monday, November 4, 2024

Due Today:	0
Overdue:	12

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Due by	District Cost	Assigned to
24-069	20 Minutes		Friday, May 10, 2024	Wells, Kristie	I recently requested a copy of the Ruben 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
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

Public Records Request Log

Monday, November 4, 2024

Due Today:	0
Overdue:	15

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

Monday, November 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	2 Hours	Complete	✓	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

Monday, November 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		Documents with Legal 10/15	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

Monday, November 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		Complete	✓ 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

Monday, November 4, 2024

Due Today:	0
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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		In Progress - one document pending	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 - Ritich'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		Waiting on Rubin Brown Response	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

Monday, November 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		Complete	✓ 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	Complete	✓ 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, TWASA 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, TWASA 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		Complete	✓ 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		Complete	✓ 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, TWASA 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

Monday, November 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		Complete	✓ 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
24-134		Complete	✓ Friday, October 4, 2024	Wells, Kristie	I would like a copy of the final RFP that IVGID put out for management services. I would also like to know how many companies responded, and what, exactly, their response was to the RFP; whether that was an email, or a physical letter (please include those documents). Please also include any associated presentations or quotes that were provided with the response. At the Town Hall recently, Trustee Schmitz said it would be on the October 9th meeting agenda. That agenda was just released, and "management services" is not a topic for this meeting.	10/11/2024		General Governance
24-135		Complete	✓ Saturday, October 12, 2024	Katz, Aaron	On November 19, 2014 former IVGID attorney Scott Brooks wrote a "Memorandum" to former GM Steven Pinkerton, Re IVGID costs related to Katz's Claims. I want to examine a complete copy of that memorandum.	10/21/2024		General Governance
24-136			✓ Wednesday, October 16, 2024	Rector, Ronnie	I would like to receive a copy of the Standard Operating Procedure (SOP) related to Public Works Final Reads, dated prior to the current SOP of 8/29/2024.	10/23/2024		Public Works
24-137		Complete	✓ Friday, October 18, 2024	Katz, Aaron	As you know the CLGF sent Karen a certified letter on October 8, 2024 asking the District provide written materials responding to the agenda items specified therein no later than 5 working days before the October 23, 2024 meeting.	10/28/2024		Accounting/ Finance
24-138			✓ Monday, October 21, 2024	Nolet, Chris	I would like to see the operating bank account reconciliation as of June 30, 2023. Both Davis Farr and Reuben Brown noted in written reports that this bank reconciliation was materially out of balance at the June 2023 financial statement close. Reuben Brown noted that this June 30, 2023 bank reconciliation was still materially incomplete well into late spring 2024. Please include a list of all reconciling items that brought the book balance down by almost \$7,000,000, to agree to the bank balance as of June 30, 2023.	10/29/2024		Accounting/ Finance
24-139		Complete	✓ Monday, October 28, 2024	Miller, Judith	Please provide in electronic format all documents, including, but not limited to, the "updated" bank reconciliations for May, June and July of 2024 presented on October 23, 2024 to the Committee on Local Government Finance by Interim Finance Director Sue Griffith or any other representative of IVGID at that meeting.	11/4/2024		Accounting/ Finance
24-140			✓ Tuesday, October 29, 2024	Katz, Aaron	I have been informed that the District has received a letter from Kelly Langley of the Dep't of Taxation wherein Ms. Langley has informed the District that even though it has not provided audited financial statements for 2023, it is relieved of the obligation to do so. So I would like to examine this letter.	11/5/2024		Accounting/ Finance
24-141			✓ Monday, November 4, 2024	Katz, Aaron	I would like to examine all written communications (e-mail or otherwise) between anyone at IVGID and anyone at the Dep't of Taxation concerning IVGID's financial reporting between July 1, 2024 and the present.	11/12/2024		Accounting/ Finance
24-142			✓ Monday, November 4, 2024	Katz, Aaron	I would like to examine DavisFarr's letter to IVGID requesting the information provided in NRS 354.6241 as prefatory to the 2024 audit, and anyone at IVGID's response thereto.	11/12/2024		Accounting/ Finance
24-143								
24-144								
24-145								
24-146								
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24-148								