

**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Robert Harrison  
District General Manager

**SUBJECT:** District General Manager's Monthly Status Report – January 2025.

**DATE:** February 12, 2025

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**I. District General Manager January Update**

- An on-site meeting was held this week with the Design Build team at the facilities at Incline Village Beach to discuss the design of the Incline Beach Beach-house capital project and how we can best incorporate a “stage” for the summer band concerts. We will be able to modify the design to incorporate a band shelter and have electrical power added next to the site. At 30% design, this is a great time to have a community input session on the decision. We will coordinate a science fair style community input session on the current design.
- We are making sure and steady progress on the audit and cleaning up the Tyler Munis financial system. The Finance Director will be providing a status update. We are working on a contract with Baker Tilly to assist us with pooled cash, reconciliations, and fixed assets. The additional support will enable us to clean up these backlogs. Jennifer and I met with the two Kate’s from Tax and there is an expectation that there won’t be more extensions granted. So having the audit into them is critical, and we are working with our auditor to move forward as expeditiously as possible. I want to thank the entire finance team for working hard on meeting these deadlines and getting the system operational. It is a lot of extra work in addition to the routine work affiliated with their positions.
- I have had the opportunity to tour our utilities operations and am impressed with the modern technology we have, the redundant systems we have put in place to ensure the resilience of the system in the event of an emergency, and the excellent condition of the shops and administrative offices. We have a committed group of employees there as well.

- I sent an email to employees this week introducing myself and setting expectations. The senior leadership team and I are holding an all-employee meeting in person and via zoom on February 19 at 10 a.m. that will provide employees with the opportunity to ask questions and provide a venue for me to discuss with them organizational systems and the way we do business with departments and with each other.
- I have included my first six-month priorities for the Board to consider at the next meeting. I look forward to the conversation and to make sure we are in alignment on Board priorities and where I'll be focusing time over the next six months.
- Enclosed you will find the various monthly reports from the departments.

## **II. Venue Status Reports**

See the attached reports for January 2025.

## **III. Policy 22.1.0 External Entity Involvement Reporting**

4<sup>th</sup> Quarter 10-01-2024 to 12-31-2024

## **IV. Public Records Log**

Public Records Log for Requests from December 31, 2023, to date can be reviewed online at <https://ivgid.nextrequest.com/requests>

## **V. ATTACHMENTS**

- 1) January 2025 Venue Status Reports
- 2) Policy 22.1.0 External Entity Involvement Reporting

# **Venue Status Reports January 2025**

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Susan Herron  
Director of Administrative Services

**SUBJECT:** Administrative Services Activities in January and Planned Activities in February

**DATE:** February 1, 2025

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Following is a bulleted list of the items that were worked on in January and in no particular order:

- Monitor and respond to info@ivgid.org inquiries
- Assist/prepare Board memorandums
- Attend Staff and Board meetings
- Work with the public as needed
- Process paperwork
- Work on any special projects as requested by the District General Manager
- Assist with onboarding the new General Manager
- Work on Phase 2 of the parcel master list project
- Work on public records requests

The following is a bullet list of the items that may be worked on in February and in no particular order:

- Monitor and respond to info@ivgid.org inquiries
- Assist/prepare Board memorandums
- Attend Staff and Board meetings
- Work with the public as needed
- Process paperwork
- Work on any special projects as requested by the District General Manager
- Work on Phase 2 of the parcel master list project
- Work on public records requests

## MEMORANDUM

**TO:** Robert Harrison  
District General Manager

**FROM:** Mike Bandelin  
Diamond Peak Ski General Manager

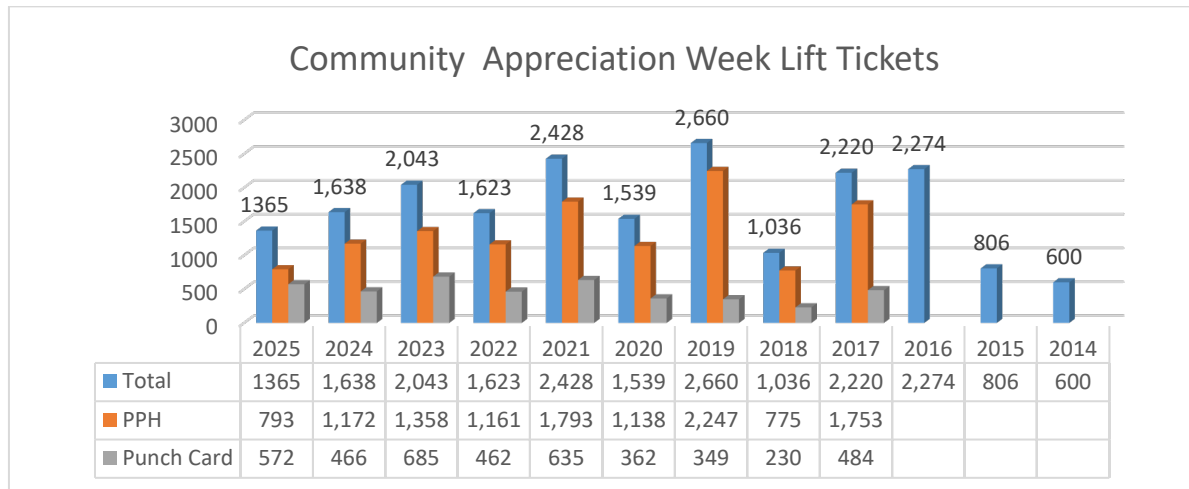
**SUBJECT:** Venue Status Report – Ski Venue – January 2025

**DATE:** February 12, 2025

The ski venue completed its 57<sup>th</sup> day of operation at the January. Department managers successfully recruited and trained staff to provide services levels to accommodate holiday visitation during the Christmas / New Years and MLK periods.

The visitation in skier visits is at 77,792 through January as compared to 63,817 the January during the previous season. Of the 77,792 visits 37.5% were accessed through tickets and 62.4% were passes.

The ski venue held the annual community appreciation week beginning January 27, 2024 through February 2, 2024. The weeklong event provides free access to the venue for picture pass holders. The table below shows a year-over-year amount of lift tickets provided.



The tables below provide the ski venues Key Performance Indicators for the month of December and January, The tables include the annual forecast of measured units and the monthly amount compared to the prior month as well as year to date.

Staff will note that overall units are trending slightly above last year’s numbers, keeping in mind that last season levels were average through January. Mid-week and weekend end business has been slow to date as far as the business side of the operation although staff receives many compliments related snow surface conditions from local pass holders. To date, the holiday periods have provided strong visitation in all departments. Staff has been preparing for the upcoming Presidents weekend holiday including Ski and Skate.

### December

Diamond Peak Ski Venue							
Service Measure Units	Forecast FY2024-25	PY Actual Dec. 2023	CY Actual Dec. 2024	Monthly Variance	PY YTD 23/24 Actual	CY YTD 24/25 Actual	% of Forecast
<b>12/01/2024 - 12/31/2024</b>							
Opening Date	12/12/2024	12/7/2023	12/5/2024				
Closing Date	4/19/2025	4/21/2024					
Operating Days	130	25	27	2	25	27	21%
Skier Visits	160,000	26,810	34,153	7,343	26,810	34,153	21%
PPH Lift Tickets	9,000	2,811	2,113	(698)	2,811	2,113	23%
Non PPH Lift Tickets	42,517	11,518	11,038	(480)	11,518	11,038	26%
PPH Season Passes YTD	3,900	4,162	4,515	353	4,162	4,515	116%
Non PPH Season Passes YTD	4,195	3,748	4,881	1,133	3,748	4,881	116%
Food & Beverage Guest Checks	93,700	16,482	17,947	1,465	16,482	16,482	18%
Rental Equipment Units	28,300	4,464	4,971	507	4,464	28,519	101%
Child Ski Center Lessons Taught	5,450	655	724	69	655	5,326	98%
Ski and Ride Center Lessons Taught	10,850	1,508	1,602	94	1,803	1508	14%

### January

Diamond Peak Ski Venue							
Service Measure Units	Forecast FY2024-25	PY Actual Jan. 2024	CY Actual Jan. 2025	Monthly Variance	PY YTD 23/24 Actual	CY YTD 24/25 Actual	% of Forecast
<b>01/01/2025 - 01/31/2025</b>							
Opening Date	12/12/2024	12/7/2023	12/5/2024				
Closing Date	4/19/2025	4/21/2024					
Operating Days	130	31	31	-	56	58	45%
Skier Visits	160,000	37,007	42,322	5,315	63,817	76,475	48%
PPH Lift Tickets	9,000	2,370	2,775	405	6,151	4,888	54%
Non PPH Lift Tickets	42,517	9,015	13,326	4,311	20,533	24,364	57%
PPH Season Passes YTD	3,900	4,299	4,439	140	4,299	4,439	114%
Non PPH Season Passes YTD	4,195	3,917	4,929	1,012	3,917	4,929	117%
Food & Beverage Guest Checks	93,700	21,014	23,548	2,534	37,496	41,495	44%
Rental Equipment Units	28,300	4,135	4,602	467	8,599	9,573	34%
Child Ski Center Lessons Taught	5,450	869	1,845	976	1,524	2,569	47%
Ski and Ride Center Lessons Taught	10,850	1,601	1,754	153	1,702	3,356	31%

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.

### **Capital Projects**

The Districts ski fund (34) FY2024/25 includes total capital appropriations of \$1,125,000 for the following projects.

Staff received approval from the Board of Trustees at their meeting on January 29, 2024 to solicit a Request for Qualifications document to complete a Needs Assessment for the ski venues Snowflake Lodge facility. (Item G.2.)

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 received delivery of the grooming vehicle on November 4, 2024.

The replacement ski shuttle bus procurement approval is planned to be included on the agenda at an upcoming Board of Trustees meeting.

The purchase of two snowmaking fan gun projects is currently in the process of being reviewed by the Finance Director and the District General Manger.

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 at a future meeting.

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 carrier grips now meet specific clearance criteria when installed on the new haul rope.

The replacement Snowmobile project is currently being reviewed by the Finance Director and the District General Manager.

## **Ski Venue FY 2025 Capital Projects**

<b>Budget Amount</b>	<b>Project Description</b>
\$550,000	Replace Grooming Vehicle - Originally purchased in 2014.
\$205,000	This Project Replaces One of the Two 2010 Ski Shuttle Busses
\$20,000	This Project Replaces Mountain Operations Snowmobile
\$100,000	This project consists of the procurement of two snowmaking fans guns
\$175,000	This project replaces the 1966 electrical entrance panels at the ski venue main lodge.
<u>\$75,000.</u>	Replace Red Fox Ski Lift 1979 Counterweight Cable and Haul Rope Carrier Grips
\$1,125,000	



## MEMORANDUM

**TO:** Robert Harrison, District General Manager  
**FROM:** Erin Feore, Director of Human Resources  
**SUBJECT:** Monthly Venue Manager Status Report - January  
**DATE:** February 12, 2025

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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**

District General Manager  
Director of Finance  
Senior Parks and Recreation Clerk

**Openings**

First Assistant Golf Professional  
Collection/Distribution Operator I/II  
General Manager – Golf Operations

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

The District Senior HR Analyst/Safety Supervisor began serving as president of the Nevada Risk Management Association, holding their first meeting in mid-January. This organization was formed by experienced Nevada enterprise risk professionals to assist POOL/PACT county/city Managers, sheriffs/chiefs, superintendents, HR managers, safety directors, financial officers, brokers, and others who are responsible for risk-related management roles. POOL/PACT is a non-profit statutorily created entity, comprised of over 140 public entities with nearly 16,000 employees throughout the state of Nevada. IVGID's participation in this new program will be instrumental in our Risk Management team receiving timely information on critical Risk related topics.

The HR team continues to evaluate ongoing training opportunities for District staff and remains an engaged partner with Pool/Pact to ensure outside training opportunities are communicated both clearly and in a timely manner to District staff.

The January Attrition Report is as follows:

<b>Month</b>	<b>Start Ttl #</b>		<b>Ttl Term</b>	<b>End Ttl # of</b>		<b>Attrition Rate</b>
	<b>of EE's</b>	<b>Hired*</b>	<b>EE's</b>	<b>EE's</b>	<b>Avg # of EE's</b>	
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
July, 2024	508	16	9	515	511.5	1.772
August, 2024	515	10	101	424	469.5	19.612
September, 2024	424	10	22	412	418	5.189
October, 2024	418	14	106	326	372	25.359
November, 2024	372	92	37	427	399.5	9.946
December, 2024	427	172	7	592	509.5	1.639
January, 2025	592	22	15	599	595.5	2.534

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:** Robert Harrison, District General Manager

**FROM:** Mike Gove, Director of Information Technology

**SUBJECT:** January IT Status Report

**DATE:** February 12, 2025

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### **BACKGROUND**

Long Term Initiatives:

- Active Network POS System Assessment:
  - Project has been delayed; a budgetary guidance report will be provided in March with the final assessment being delivered in April.
  
- Tyler Continued Implementation Engagement:
  - Financial Investment Assessment:
    - The financial investment assessments have been completed, and the Assessment Report has been provided for staff.
    - The HR/Payroll investment assessments are scheduled for the week of 02/10/25.
  
- VOIP Phone System Upgrade:
  - Staff are in communication with PacStates to plan for a FY26 project.
    - Budgetary numbers have been provided and will be included in the FY26 budget proposal.

Short Term Task:

- Final cut-over to Civic Plus for video and Public Board Information
- Annual Security Certificate Updates Performed
- Migration from Office 2016 to O365 for all end users completed
- Continued Network security improvements and maintenance

Service Desk:

There were 188 service desk requests opened with 166 of them being resolved for the month of January 2025.

## MEMORANDUM

**TO:** Robert Harrison  
General Manager

**FROM:** Paul Raymore  
Marketing & Communications Manager

**SUBJECT:** Status Report for January 2025 – Marketing & Communications

**DATE:** Feb. 12, 2025

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## **IVGID Marketing & Communications Department**

### JANUARY 2025 TASKS

#### **New YourTahoePlace.com website redesign project:**

As of February 3, after hearing back from Board members that they would like to see the new website move forward, we have reached out to our website developers KPS3 to restart our launch sequence for the new YourTahoePlace.com website. Our developers will get back to us with a window when their team is ready to support us through the transition process, which involves a content freeze for the current website, setting up redirects from the old website URLs to the new website URLs, transitioning the IVGID online Job Application portal onto a new platform and rebuilding the jobs database, and quality assurance testing and updates.

Once we have a launch date, 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 January we began laying the groundwork for the April 2025 edition of the magazine. Basic planning takes place including outreach to staff, new content brainstorming and development, template setup, etc.

### **General Projects:**

- Uploading IVGID Board of Trustees packet information to Board Meetings & Agendas page of website
- Website updates: Posting of new staff updates (IVGID GM updates), ensuring that new YourTahoePlace.com website content is up to date
- Email newsletters about Board of Trustees meetings, Diamond Peak IVGID Community Appreciation Week, Last Tracks lottery, etc.
- Creation and distribution of The Watercooler employee email newsletter
- Updates to IVGID's intranet employee website
- Social media monitoring & explanation: IVGID Comm account on Facebook and NextDoor
- Attendance at community meetings: PIO Basin collaboration call, Destination Stewardship Council Meeting, Tahoe Take Care Tahoe Trails meeting, Incline Crystal Bay Community Forum bi-weekly meetings
- Social share of Community appreciation week through all platforms
- Website updates regarding holiday venue modifications
- Social share of holiday venue modifications

### **Public Works Communications:**

- Website updates for PW: CIP project updates, bidding information
- Social media communications: PW water shutoff @ Village Blvd.
- Quarterly Public Works newsletter upload
- Public Works newsletter social share

### **Golf Course Marketing & Communications:**

- Email marketing and social media posts to promote off-season Golf Course operations and programs

### **Weddings & Facilities Marketing & Communications:**

- Continued 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 including Wine & Tapas pop-up event, Sunday Brunch pop-up event, and entire pop-up event series
- Continued promotion of winter weddings, micro weddings and elopements at The Chateau
- Photo & Video shoots: Wine & Tapas event

### **Parks & Recreation Marketing & Communications:**

- Email marketing and social media posts to promote regular Parks & Rec Center operations and programs
- Website updates as needed for new programs, events, posting new membership form, updating weekly fitness schedules on website, etc.
- Holiday venue modifications
- Uploading venue schedules to the website
- Updating spring programming information on websites

### **Diamond Peak Marketing & Communications:**

- Updates and training for Diamond Peak's AI Chatbot – monitoring conversations, retraining bot as needed, creating Q&A documents for bot training, updating website based on frequently asked questions the bot receives
- Ongoing social media promotion of all things skiing related, special events, deals and IVGID Pass holder discounts – IVGID Community Appreciation Week promotion
- Snow reporting duties every morning of ski season
- Continue planning for winter 2024-25 events – outreach to internal and external partners, media organizations, etc.
  - Last Tracks Ticket sales to IVGID Pass holders
  - Luggi Foeger Festival planning & sponsor outreach
- Updates to marketing materials for 2024-25 paid advertising campaigns, automated email campaigns, social media based on ROI analysis of ongoing campaigns
- Continual sales outreach to partner resorts and lodging properties, travel/trade partners and regional DMOs
- Public relations outreach to local/regional/ski media
- Update flyers and signage for display around the resort
- Manage digital signage content resort wide
- Hold annual Ski Safety Day in collaboration with Ski California
- Website updates include new programs and events, conditions updates, etc.
- Google Analytics analysis for paid media campaigns and organic marketing
- Events: Live Music (Jan. 4), Never Summer Demo (Jan. 24), Ski Safety Day (Jan. 25), IVGID Community Appreciation Week (Jan. 27 – Feb. 2), ULLR Fest (Jan. 31)
- Photo & Video: new snow photos/videos, chairlift safety video, Crystal deicing video, terrain park shoot, video edits for Diamond Peak social media campaigns, photos at special events above
- Collaboration on Hoppy Hour hop water promotion with Alibi
- Helping out around resort as needed during busy peak days on MLK weekend
- Sales Dept: Communication with 3<sup>rd</sup> party resellers of DP ski tickets (Tickets At Work, GetSkiTickets.com) and resupply of barcodes to these resellers

## MEMORANDUM

TO: Bob Harrison, General Manager

FROM: Karen Crocker  
Director of Parks and Recreation

SUBJECT: Venue Status Report Parks and Recreation – January 2025

DATE: February 12, 2025

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### RECREATION ADMIN/FRONT DESK

Kristen Ferrall has been promoted to the position of Recreation Front Desk Clerk where she will oversee front desk operations, Ordinance 7 resident passes, and memberships. Kristen has been with the District for 18 years in a variety of capacity. We are pleased to have her in this new role. Staff have been working on FY25/26 budget and capital improvement project budget.

### PARKS

The January 2025 Parks Status Report highlights various initiatives and tasks undertaken by the Parks Department, including support for activities at Aspen Grove, winter snow and ice management, and collaboration on safety and security at parks and beaches. Preparations for winter encompassed restroom and equipment winterization, erosion control measures, and the storage of seasonal gear. Weekly playground safety inspections and other maintenance activities were conducted to ensure public safety. Volunteer contributions included holiday decorations and park closures. Plans for January 2025 involve budget preparation, continued defensible space work, tree maintenance, and seasonal site preparations such as Christmas tree recycling and playground maintenance.

#### **Safety and Maintenance**

- Maintain ice-melt buckets throughout beaches and park venues to prevent slip-and-fall accidents.
- Completed Chain Link Fence Repairs at the Baseball Fields.
- Parks staff attended 1-6-2025 district safety committee meeting.
- Checked and signed off on the park eye wash stations weekly, AED devices, and fire extinguishers monthly.
- Conduct sign maintenance throughout parks and facilities. Replaced old signs.

#### **Safety Trainings**

*One District – One Team*

- **Training sessions:**

- 1. 1-3, 25 Equipment safety, evacuation building, fire safety.
- 2. 1-24-25 Situational awareness to prevent accidents.
- 3. 1-31-25 Working around equipment and installing tractor attachments.
- 4. 1-16-25 Blood Borne Pathogen Training conducted by Chris Easley.

### **Urban Forestry Efforts**

- Ongoing green-waste cleanup and defensible space tasks carried out by Parks staff.
- Remove a downed tree in the Fitness Trail.
- Perform tree inspections and maintenance.
- Completing and submitting the **Tree City USA** application for the National Arbor Day Foundation.

### **Playgrounds**

- Conducted weekly playground safety inspections by a certified playground safety inspector. Playground swings are still removed due to frozen ground conditions to prevent injury from falling to the surface.

### **Equipment**

- Delivered equipment to the Fleet Department for service and repairs.

### **Specific Site Updates**

- Replaced old signs at the Recreation Center.
- Cleanup of micro-plastics at Hermit, Ski, and Incline Beaches after wind and high wave events.
- Christmas tree recycling completed at Overflow Parking Lot

## **FITNESS, HEALTH & WELLNESS**

The highlight this month is a special “The Twisted Triathlon Program” is a community wide challenge where people form teams and compete in active lifestyle fitness activities. Registration is open and continuing...

## **ADULT & YOUTH PROGRAMS**

Adult and Youth Sports:

- Adult Volleyball began on January 21 and runs through March 26. Gross Revenue:
  - Non PPH: \$1080
  - PPH: \$810



- Swim Lessons are ongoing. January Gross Revenue:
  - Non PPH: \$751
  - PPH: \$1722
- Ninjas is ongoing
- Gymnastics is ongoing
- Swim Team, Pre-Swim Team and Swim Clinic are all ongoing
- Youth Basketball League starts 2/3/25

## **AQUATICS**

Group swim lessons had 18 kids signed up and brought in \$608 Private swim lessons had 40 sign-ups and brought in \$4,411. Swim teams had 17 swimmers and brought in \$764. Youth Swim Clinic had only 4 sign-ups and brought in \$114.

We started our Infant Swimming Resource program last month, and it is proving to be incredibly popular. We are renting out lane space for this, and our net revenue is \$1580 for two six-week sessions.

## **SENIOR PROGRAMS**

- Active Adult 55+ Ski Board clinics run on Wednesday mornings at Diamond Peak is going strong with 82 participants
- Line Dancing has been selling out each week

## MEMORANDUM

**TO:** Bob Harrison  
District General Manager

**FROM:** Kate Nelson  
Director of Public Works

**SUBJECT:** Public Works January 2025 Monthly Report

**DATE:** February 5, 2025

**Notable Items:**

***Congratulations:***

- **Jesse Malsam**, Compliance, Passed his Grade II CWEA Collection System Maintenance State Examination
- **Tim Buxton**, Compliance, Passed his AWWA Backflow License Renewal Examination
- CWEA Sierra Section Award Winners:
  - Mechanical Technician Person of the Year: **Darel Barlow**
  - Operator Person of the Year: **Jason Patterson**
  - Pretreatment, Pollution, Prevention & Stormwater Person of the Year: **Jesse Malsam**
  - Plant of the Year (Small): **Incline Village GID**

DPW has submitted a Letter of Intent to the USACE 595 Program for Increment #3 funding of the Effluent Export Pipeline Project. The funding request is for \$18,000,000.

DPW has submitted a letter of support to the Nevada Tahoe Conservation District for the Tahoe Meadows South Sustainable Recreation and Pedestrian Safety Improvements Feasibility Analysis 2025 Tahoe Fund Grant call for projects.

DPW reached out to TRPA to discuss coverage issue and plan to move Veteran's Memorial project forward. Meeting set for 2/6.

***Engineering Summary of Projects:***

- Hold for Funding/Permitting/Contract – Skate Park Enhancement (Grant extension approved by Washoe County)
- RFP/RFQ – HHW Container, SCADA Masterplan (open in Feb), Snowflake Lodge Needs Assessment
- Planning – Ski Way Pavement Rehabilitation, DP/Grease Interceptor/Fuel Tank/Upper Parking Lot Pavement, Water Reservoir 3-1 and/or 5-1 Recoat
- Design – Sewer Manhole Improvements, Fire Hydrant Replacement
- Bidding – Burnt Cedar Emergency Fuel Tank Replacement, DP Electrical Service Entrance, HVAC Rec Center (bidding in Feb), Bike Park, Champ Cart Path Holes 10 & 11, Pavement Maintenance
- Construction – Snowmaking/Pump Station Improvements (punch list work), SPS #1 (new electrical install due starting Jan 2025), Effluent Storage Tank (currently winterized), Effluent Export Pipeline (GMP2, currently winterized), WRRF Roof Replacement (tentative start May 2025), Ponderosa Waterline Replacement (est. start date May 2025), Boat Ramp Repairs (February)

- Construction Complete –

**Water/Wastewater Treatment:**

- Water Production – Total 32.051 MG, Daily Avg 1.068 MGD, Daily Max 1.847 MGD
- Wastewater Processed - 27.597 MGD, 0.890 MGD Daily Avg., 1.171 MGD Daily Max
- Total Call Outs – 5

**Pipeline:**

- Water Leak Repairs – 3 main
- ARV repair - In
- Meters tested - 0
- After Hour Service Calls – 10 (20 hrs OT)
- 0 Meters transponders changed out
- Hydroflush sewer lines = 0 LF
- Weekend/after hour snow removal at District venues – 71 hours
- Warehouse inventory pricing adjustments

**Compliance:**

- Backflow tests – 43
- Plan Checking – 12

**Waste Not:**

At the monthly meeting with Waste Management, an open discussion regarding contract negotiations occurred.

- Christmas Tree Chipping Program – Ended January 31
- HHW Container RFP is being advertised
- HHW Program is planning to reopen the week of Memorial Day
- **TWSA**
  - Letter of Acceptance from NDEP for the 2024 Watershed Control Program Annual Report received on January 8. This letter is NDEPs approval of the Annual Report and verification that IVGID's water system is in compliance with the requirements of Nevada Administrative Code (NAC) 445A.525 and 40 Code of Federal Register (CFR) §141.71 and §141.520 (Filtration Exemption)

**Fleet:**

- Preventative Maintenance = 397 hrs
- Corrective Maintenance = 380 hrs
- Emergency = 0.9 hrs (Parks truck transmission went out SR28 and Village)
- Other = 72.95 hrs

**Laboratory:**

- Assisted pipeline crew in running two sets of Fats, Oils & Grease (FOG) bacteriological testing to provide Waste Management.
  - Profile permit under review
- Potable Water Testing
  - System Samples Taken – 15
    - Total Coliform (#CFU/100mL) – 0
    - Avg. Total Res CL2 (mg/L) – 1.09
  - WasteNot Water Quality Samples Taken – 1
- Wastewater Testing
  - Bacteriological Samples (Spoooner Pump Station) – 5
  - Monthly Avg. Total Res CL2 (Spoooner Pump Station) – 4.5 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
  - Planning work for 2025 construction season has begun
- Effluent Storage Tank Project
  - Punch list, final painting to occur in 2025
  - Tank is online
- Skate Park Project
  - Washoe County approved the Grant Extension to 10/15/2026
  - Long Range Calendar - March

Policy 22.1.0  
Disclosure of External  
Entity Involvement



## Policy 22.1.0

### Disclosure of External Entity Involvement

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

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

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

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

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

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

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

**Disclosure of External Entity Involvement – Policy 22.1.0**

**Reporting Form**

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Employee Name: K.Crocker

Reporting Period: from 10-1 to 12-31

Name of External Entity, Group or Organization:

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

**Disclosure of External Entity Involvement – Policy 22.1.0**

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IVGID Employee Name: Erin Feore

Reporting Period: 10/1/24 - 12/31/24

Name of External Entity, Group or Organization:

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

**Reporting Schedule**

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 Period from 4-1 to 6-30; due to District Clerk or designee by 7-14



**Disclosure of External Entity Involvement – Policy 22.1.0**

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Employee Name: Mike Gove

Reporting Period: from 10-1 to 12-31

Name of External Entity, Group or Organization:

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

**Reporting Schedule**

Period from 7-1 to 9-30; due to District Clerk or designee by 10-14  
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**Disclosure of External Entity Involvement – Policy 22.1.0**

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IVGID Employee Name: Susan Griffith

Reporting Period: 10-1-2024 to 12-31-2024

Name of External Entity, Group or Organization:

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

<p><b>Reporting Schedule</b></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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## Disclosure of External Entity Involvement – Policy 22.1.0

### Reporting Form

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Employee Name: Susan Herron

Reporting Period: 10-01-2024 to 12-31-2024

Name of External Entity, Group or Organization:

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

#### **Reporting Schedule**

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**Disclosure of External Entity Involvement – Policy 22.1.0**

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IVGID Employee Name:     Kate S. Nelson    

Reporting Period:     10/1/2024 – 12/31/2024    

Name of External Entity, Group or Organization:

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

<p><b>Reporting Schedule</b></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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**Disclosure of External Entity Involvement – Policy 22.1.0**

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IVGID Employee Name: Kent Walrock

Reporting Period: 10-1-2024 to 12-31-2024

Name of External Entity, Group or Organization:

<b>Entity Name</b>	<b>Type of Membership Personal or Professional</b>	<b>Compensation Information (if none, write "N/A")</b>
<i>National Restaurant Assoc.</i>	<i>Professional</i>	<i>N/A</i>
<i>Crystal Bay Ventures LLC</i>	<i>Personal</i>	<i>N/A</i>

**Reporting Schedule**

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**Disclosure of External Entity Involvement – Policy 22.1.0**

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Board or Committee Member Name: Matthew Dent

Reporting Period: October 1st - December 31st, 2024

Name of External Entity, Group or Organization:

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

**Reporting Schedule**

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**Disclosure of External Entity Involvement – Policy 22.1.0**

**Reporting Form**

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Employee Name: David Noble

Reporting Period: 10/01/24 – 12/31/24

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>
David Scott Noble d/b/a DSN Consulting	Personal	Yes
Skiprock Partners, LLC	Personal	Yes

**Reporting Schedule**

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 Period from 4-1 to 6-30; due to District Clerk or designee by 7-14

Original 060823  
 Revised 031324

**Disclosure of External Entity Involvement – Policy 22.1.0**

**Reporting Form**

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Board or Committee Member Name: Sara Schmitz

Reporting Period: \_\_\_\_\_ From Oct. 1st - Dec. 31st 2024

Name of External Entity, Group or Organization:

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

**Reporting Schedule**

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**Disclosure of External Entity Involvement – Policy 22.1.0**

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Board or Committee Member Name: Michaela Tonking

Reporting Period: From 10-01 to 12-31

Name of External Entity, Group or Organization:

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

<p><b>Reporting Schedule</b></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> <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>
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