**MEMORANDUM**

**TO:** Board of Trustees  
**THROUGH:** Indra Winquest  
Interim General Manager  
**FROM:** Parks & Recreation Team  
December 2019 Parks & Recreation Department Status Report  
**DATE:** March 15, 2020

<table>
<thead>
<tr>
<th>Incline Village Parks &amp; Recreation Status Report</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
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<tr>
<td>Recreation Center Monthly Touches</td>
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**Department Monthly Totals**  
49,815  
41,101  
38,538

**Department Fiscal YTD Totals**  
451,447  
515,062  
0
RECREATION CENTER

- Recreation Center Revenue is up from 2019 February Revenue by 14,919 for the month, and 12,315 YTD
- Quotes for Fitness Equipment 2019-20 CIP will be confirmed.
- Incline Glass measured for mirrors to cover holes left by hygiene machines and will schedule the repair for March. Also one glass door and one window pane broke in February. Scheduling fix in March.
- Facility Specialist John Fardelmann is on Medical leave.
- Commission incentive plan for front counter is completed and approved, and will be discussed with front desk employees end of March or beginning of April.
- Kid Zone party flyer was created by Jacque Ream. Kid Zone space will be available for parties in April.
- CC Cleaning is bleaching more hard surfaces as a safeguard against viruses
- Evaluations and PANs completed for February completed.
- Rovers have been helping keep the gym floor swept and locker-rooms stocked during John Fardelmann's absence.
- Justin, Brad, Tim and Jaime from buildings have been helping with Rec. Center facility repair needs.
- Dan Vargas filling in on locker repairs, chemical cabinet installation and early morning inspection during John’s absence
- Flooring project in back offices and aquatics office is complete. Jennifer, Gwynne, Kerrie, Kari, Shane, Barry, Tom R, Tom, Adam, Senior program employees, Dan V, John F, and more helped remove and replace furnishings. Thank you to all.
- The P&R Counter and Rec Center Management will end the offer to suspended memberships (except for illness or injury) and will add a 9-month membership package.
- New pricing is complete. Increase will take place in April

A Look Ahead

- Ongoing consideration of purchasing or renting two vending machine for snacks at Tennis and Rec Center to help reduce congestion at the front counter during peak times and reduce theft/maintain better control
- Raffle and incentive program roll out to encourage residents to create a profile for online registration and update their contact information...delayed
- Review results of Rec Center Member survey
- General Maintenance will be assigned to IVGID Buildings and outside vendors
- Meet to discuss CAPRA accreditation
- Clean drains at the Recreation Center
- Paint Metal Powder coated door jams
- March April evaluation
- March send letter to members about membership changes

RECREATION COUNTER
Kayak Renewals
• Worked on RecConnect
• Issued Access tickets in preparation for the 4th of July
• Worked on punch card and pass renewals
• Staff Training for clerks

A Look Ahead
• Additional Kayak rental rack slot sales.
• Continue issuing passes and punch cards
• 4th of July!

FITNESS, HEALTH AND WELL
• Reset 2020 Fitness Challenge Fat Tuesday Kickoff Party took place on 2/25 members and employees enjoyed early registration benefits, food and festivities. The Challenge runs from March 1 to April 12.
• The Avy Savvy partnership program with SNC, SAC, DPSEF and IVGID began in February. The lectures, held in the Fireside room at Diamond Peak, provided valuable information for participants of all ages. The topics attracted many participants who have not attended Parks & Rec Programs in the past.
• IT, Accounting and Parks & Rec met to discuss the goal of creating a streamlined P&R program process
• The Rec Center Program team’s February meeting took place at the Washoe County Community Center. The team brainstormed on how the offsite space could be utilized to address the Rec Center’s overcrowding and lack of programming space. An additional team meeting took was held where the team brainstormed programs for the upcoming summer season
• Parks & Rec provided preliminary program information for Draft 1 of the spring summer guide (under the guidance of Kari Ferguson). The guide will be distributed in April

A Look Ahead
• Beginning Adult and Children’s Piano starts March 12 at the Donald W Reynolds Community Non Profit Center
• Over 26 RESET 2020 specialty lectures, workshops, lunches and presentations will take place at the Rec Center in the month of March
• Partnership youth program discussions with Boys and Girls Club have been rescheduled to March 6
• Look for many new and returning programs and events to take place in summer 2020, brought to you by the amazing Parks & Rec team!

SENIORS
Senior Transportation services helped 121 local seniors take care of business and get where they needed to go. Shopping, medical appointments, recreational activities, and travel opportunities were accomplished by participating patrons.

Senior Transportation – group shuttle schedule
• Tuesdays – Carson City Jan 14 & 28; Reno Jan 7 & 21
• Wednesdays – Local (IV/CB/KB) Jan 8, 15, 22, & 29
• Friday Local – Jan 3, 10, 17, 24, & 31; Friday Truckee – Jan 10

Conversation Café:
• Jan 9: How important are morals in society? Should the government define and regulate moral behavior?
• Jan 16: If you had the power, how would you change the world?; what would you do?
• Jan 23: Current Events
• Jan 30: IVGID UPDATE with Indra Winquest

• 55+ Snowshoeing began with 44 participants this month! Meet at the Recreation Center by 10:00am, returning by 2:00pm. Join the group for a fun trek in the local snow and wrap up with lunch at a local eatery! Snowshoe hikes are weather-dependent.
• Incliner events hosted 416 local seniors for their two January dinners, book club, singles dinner, & Apres Ski lunches.
• 55+ Ski Clinics saw 75 people hit the slopes at DP to hone their skiing skills!
• Incline Village Veterans Club resumed their monthly general meetings at the Chateau with 46 attendees to hear a fellow member speak, enjoy a pizza and salad lunch, and camaraderie.

A Look Ahead
Senior Transportation – group shuttle schedule
• Tuesdays – Carson City Feb 11 & 25; Reno Feb 4 & 18
• Wednesdays – Local (IV/CB/KB) Feb 5, 12, 19, & 26
• Friday Local – Feb 7, 14, 21, & 28; Friday Truckee – Feb 14

• Conversation Café:
  • Feb 6: What are Common, Acceptable Behaviors That are Annoying? Red Cross Volunteer Opportunities.
  • Feb 13: What is the best period of your life so far? What do you think may be the best period of your life?
  • Feb 20: Current Events
  • Feb 27: What was your biggest experience of “culture shock” in another country?

• 55+ Snowshoeing is underway! Meet at the Recreation Center by 10:00am, returning by 2:00pm. Join the group for a fun trek in the local snow and wrap up with lunch at a local eatery! Snowshoe hikes are weather-dependent.
• 55+ Ski Clinics begin Jan 8! Meet at Diamond Peak Loft Bar Wednesdays, 9:30-noon, for a snack, beverage and social time before venturing out for a 2 hour group lesson. Pre-registration requested with participation options available by calling the Recreation Center and inquiring.
• Incliners Potluck dinner is Tuesday, Feb 4, Catered Dinner is Tuesday, Feb 18, along with book club, & singles. Incliners Apres Ski Lunches will be Wednesdays, Feb, 5, 12, & 26 at noon, at Diamond Peak Main Lodge. NO APRES SKI LUNCH FEB 19 DUE TO SKI WEEK ACTIVITIES AT DIAMOND PEAK.
• Veterans Club General meeting will be Thursday, Feb 27, at noon, at the Chateau. Join us for a dynamic speaker, camaraderie, and a pizza & salad lunch.

PARKS
• Parks staff attended February’s District Safety Committee meeting. Fire extinguishers and eye wash station signed off, AED machine checked. NLTFPD Fire Marshall conducted an inspection on 2-14-2020 at the Parks building.
• Playground parts ordered for Incline Beach playground included coated stairs and transfer platform.
• Two additional returning seasonal staff called in to help with spring cleanup; work is weather driven. Ongoing pine needle cleanup conducted at beaches and parks. Drains cleared and maintained.
• Debris cleanup including micro plastics off beaches from wave action, conducted in February.
• Trash/recycle container (bear-box) concrete pad poured and installation of container will occur when concrete cures.
• Installed fish spawning signs at the mouth of Incline Creek and Third Creek.
• Vandalism on 2-9-2020 & 2-29-2020 at Ski Beach; entrance light fixtures broken twice. Sheet of plywood found in Third Creek 2-16-2020, retrieved from water and disposed of. Magic marker graffiti found on restroom doors at Incline Park restroom on 2-18-2020, removed by hand.
• Urban forestry, on February 9, 2020, high winds blew down a pine tree on the Disc Golf Course near Visitors Center. A Parks worker cleaned up the hazard.
• Tree removal and stump grinding conducted at Tennis Center.
• Received National Arbor Day Foundation Tree City USA and Growth Awards for 2019 status.
• Parks staff conducted pruning from the ground throughout the parks.
• Added sand at Ski Beach along block wall that had erosion from wave action.
• Parks staff conducted boat inspections and handled launches and retrievals.
• Budgeting process continues in February for operating and CIP.
• When it is not snowing, High Sierra Patrol (our security service) is locking beach gates nightly. Parks staff locking restrooms in parks just before dark.
• Several Parks staff attended Nevada Landscape Association conference in Reno. Seminars offered will provide knowledge and credits for maintaining certifications in irrigation management, arboriculture, horticulture and pesticide use.

A Look Ahead:
• Due to early spring weather, we are bringing on seasonal staff to clean up parks and begin seeding, slicing, aeration, fertilization.
• Integrated pest management practices to be proactive by installing wasp traps with attractant throughout parks, in effort to capture queens before they breed.
• Snow removal duties for parks pathways, Recreation Center, Administration building, Aspen Grove, and access to restrooms at beaches and parks.
• Continue pruning from the ground, for defensible space, ladder fuels work throughout winter at parks and beaches.
• High School baseball and softball practices start on fields.
• Buildings Department painting inside Incline Beach restrooms.
• Ongoing blowing off tennis and pickleball courts, weather driven.
• Turning on irrigation systems at all park sites. Opening restrooms, turning on drinking faucets as weather permits.
• Parks staff will attend boat ramp operations meeting with TRPA in March.

Community Events:
• Community Snowshoe event

Look Ahead:
• Community Snowshoe event
• Easter Egg Hunt
• Summer Programming

SPORTS
• Teen Indoor Soccer on Fridays is rolling with over 15 players.
• Youth Basketball is in full go with over 70 players from K – 8th grade.
• Adult Indoor Soccer is in full go with 6 teams every Wednesday night.
• Adult Volleyball is in full swing with 6 teams every Tuesday night.
• Youth Basketball will come to an end in March
• Adult Indoor Soccer continues in March.
• Teen Indoor Soccer will still be rolling.
• Adult Volleyball will be in full swing in March.
• Play Like A Champion Youth Volleyball will kickoff March 2.

AQUATICS -
• Session III of Swim lessons well-attended
• Swim team with increasing numbers
• Swim Around Tahoe with increasing numbers
A Look Ahead: March

- Session IV of Winter/Spring swim lessons began 2/24
- Planning for new Spring/Summer programs, including Lifeguard and WSI classes
- Planning next Intersquad meet
- Continuing to recruit swim instructors

TENNIS –

- Tennis Center is Closed

A Look Ahead

- Looking to shut down tennis in mid October
- Pickleball clinics, drop-in and socials continue.
- Pro Shop hours will continue at 9am-6pm closed Sundays.