

**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Bobby Magee, District General Manager

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

**DATE:** March 13, 2024

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**District General Manager Verbal Update**

**Venue Status Reports**

Venue status reports are attached for February 2024.

**Public Records Log**

Public Records Log for August 14, 2023 to March 8, 2024, is attached to this report.

**III. ATTACHMENTS**

February 2024 Venue Status Reports  
Public Records Request Log

## MEMORANDUM

**TO:** Bobby Magee  
General Manager

**FROM:** Adam Cripps  
Assistant Director of Finance

**SUBJECT:** Status Report for February 2024 – Finance/Accounting

**DATE:** March 13, 2024

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### Finance and Accounting

Audit for the Year Ended June 30, 2023 The Accounting team continues to work daily with providing additional documents and supporting information to Davis Farr. While Davis Farr continues their work towards completion, staff has prioritized this item and continues to provide documents and information as expediently as possible in order to complete the project. Current expectations are that Davis Farr will be able to produce an opinion on or before March 27, 2024.

Forensic Audit February 6, 2024 the contract with RubinBrown for the forensic audit was fully executed with the first Provided by Client (PBC) request being received by staff February 8, 2024.

Tyler Enterprise (Formerly Known as Munis) Implementation Project This item was identified by the Board on August 24, 2023 as the Finance Department's top priority of special projects.

- Enterprise/Munis Year to Date Budget Reporting – After the completion of the Budget Entry training, the internal budget team within the Finance Department has gone back out to staff for additional trainings which allow for departments and divisions to begin to run their own reports in respects to their budgets and actuals. This updated ability allows for departments, in conjunction with Finance, to better manage their budgeted resources, while maintaining compliance with the use of those resources.
- ERP System Internal Controls – The team continues to evaluate proper controls within the system and work with departments on appropriate levels of access for varying positions within the organization. This is increasingly so with the expansion of year to date budget reporting to the departments.

*One District – One Team*

Internal Controls Project Baker Tilly staff has been asked to review the current state of internal controls throughout IVGID operations with the expectation of making recommendations regarding these controls at a policy level, based on industry standards and best practices. Actions to be taken in order to complete this task will include, interviews with staff along with an in-depth review of current policies in place with the District. Finance has begun to receive some foundational work to review.

Financial Transparency, a specific section within IVGID's website has begun to receive regular updates to the *Weekly Payment of Bills* and *District Financials* sections.

Finally, the Finance team, working with Human Resources continues the recruitment for the vacant Revenue Technician, Payroll Generalist and Senior Accountant positions.

## MEMORANDUM

**TO:** Bobby Magee, General Manager  
**FROM:** Erin Feore, Director of Human Resources  
**SUBJECT:** Monthly Venue Manager Status Report  
**DATE:** March 7, 2024

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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 positions:

### **Filled**

General Manager – Golf Operations  
Collections/Distribution Operator  
Facilities Operations – Lead  
Parks & Recreation – Administrative Specialist

### **Openings**

HR/Recruitment Assistant  
Senior Accountant  
Payroll Generalist  
District General Manager (filled in March, 2024)  
Revenue Office Technician

Although the information above reflects the positions filled in February, the HR Department is very excited to welcome Bobby Magee to the role of District General Manager. We look forward to partnering with him as we dive into some of our biggest projects: Implementation of the Tyler/Munis portal for Applicant Tracking Services; revision and update of the District Personnel Policies; creation and implementation of District wide training programs – just to name a few.

During these winter months, our Talent Acquisition Specialist works with regional partners to identify job fairs and employment related conferences (EDawn, for example). Following the most recent EDawn (Economic Development Authority for Western Nevada, held in Reno) she was able to provide the HR Department with invaluable data to include\*:

- Nevada ranked #1 in the nation for job growth with a 3.1% job growth between 2022-2023.
- Between 2021-2022, Reno's population grew to welcome approximately 25,000 new residents. Of these new residents, approximately 47.5% are estimated to be from California.
- As of December, 2023 – the median sale price for homes in Washoe County was \$505,000. This is a slight decrease from 2022's end of year estimate for median home prices.
- The average cost of rent in Northern Nevada is \$1,798/month and there is estimated to only be a 5.3% vacancy rate for rental properties.
- In 2023, 12 new manufacturing companies moved to Northern Nevada while 4 other existing manufacturing companies expanded their operations. In total of the 16 employers, 7 report an average hourly wage of \$40.00 for their employees.

\*We feel these are important stats to watch and consider, as we analyze our staffing needs and compensation packages.

The February Attrition Report is as follows:

<b>Month</b>	<b>Start Ttl # of EE's</b>	<b>Hired*</b>	<b>Ttl Term EE's</b>	<b>End Ttl # of EE's</b>	<b>Avg # of EE's</b>	<b>Attrition Rate</b>
January, 2022	343		24	319	331	6.997
February, 2022	329		22	307	318	6.687
March, 2022	321		48	273	297	14.953
April, 2022	278		47	231	254.5	16.906
May, 2022	273		7	266	269.5	2.564
June, 2022	308		17	291	299.5	5.519
July, 2022	292		18	274	283	6.164
August, 2022	308		32	276	292	10.390
September, 2022	288		16	272	280	5.556
October, 2022	287		25	262	274.5	8.711
November, 2022	379		4	375	377	1.055
December, 2022	459		9	450	454.5	1.961
January, 2023	496		12	484	490	2.419
February, 2023	470		27	443	456.5	5.745
March, 2023	479		59	420	449.5	12.317
April, 2023	448		129	319	383.5	28.795
May, 2023	422		51	371	396.5	12.085
June, 2023	459		12	447	453	2.614
July, 2023	467		17	450	458.5	3.640
August, 2023	462		64	398	430	13.853
September, 2023	408	11	46	373	390.5	11.275
October, 2023	373	32	51	354	363.5	13.673
November, 2023	354	168	10	512	433	2.825
December, 2023	512	80	19	573	542.5	3.711
January, 2024	573	27	25	575	574	4.363
February, 2024	574	11	21	564	569	3.659

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.

**Safety & Training:**

The Senior HR Analyst/Safety Supervisor conducted 12 District trainings (to include District Orientation and Customer Service trainings). The Senior Analyst and Safety Specialist worked together on evaluating additional safety specific resources and policies, to include: investigation documentation & policies, AED stations and emergency response plans.

## MEMORANDUM

**TO:** Bobby Magee  
District General Manager

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

**SUBJECT:** Public Works February 2024 Monthly Report

**DATE:** March 6, 2024

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### ***Special Projects:***

Public Works is working on developing the Lead Service Line Inventory as required by NDEP/EPA Lead and Copper Rule. PW is currently asking all homeowners to fill out the survey found using the following link. There is also a video and information to help guide the homeowner on how to find their water service line pipe material type.

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

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

### ***Engineering Summary of Projects:***

Note the Engineering Department only has 2 full time employees to manage all FY23/24 Capital Improvement and Capital Expense Projects (Effluent Pipeline & Storage Tank PM remains with HK) – as a result projects have been evaluated for priority and schedules have been adjusted

- Capital Investment Committee – Snowflake Lodge Needs Assessment Update/Owner's Programing, 5 YR CIP review
- Hold for Funding/Permitting/Contract – Bike Park
- RFP/RFQ – Skate Park Enhancement, Rec Center HVAC Evaluation
- Planning – Boat Ramp Evaluation, Fire Hydrant Replacement, Ski Way Pavement Rehabilitation, Incline Beach House, DP /Grease Interceptor/Fuel Tank/Upper Parking Lot Pavement
- Design – Burnt Cedar Emergency Fuel Tank Replacement, DP Electrical Service Entrance
- Bidding – SPS#5 Wetwell & Manhole Coating, Alder Ave Waterline Replacement
- Construction – Reservoir Coating R5-3A R5-3B (early summer 2024), Mountain Golf Cart Path Phase II (spring 2023), Meter Register & Transponder Installation (meters on order), Snowmaking/Pump Station Improvements, SPS #1, Effluent Storage Tank (5/1/24), Effluent Export Pipeline (5/1/24)
- Construction Complete – Crystal Peak Waterline Replacement, Fall Pavement Maintenance, Effluent Export Pipeline (GMP 1), Utility Adjustment in NDOT ROW, Wetlands Improvements, Mountain Golf Cart Path Phase II (fall 2023 work) and Phase III, Diamond Peak Kitchen, Burnt Cedar RFID Pedestrian Gate Access

### ***Water/Wastewater Treatment:***

- Water Production – Total 27.082 MG, Daily Avg 0.897 MGD, Daily Max 1.292 MGD
- Wastewater Processed - 28.663 MGD, 0.988 MGD Daily Avg., 1.130 MGD Daily Max
- Total Call Outs – 15

### ***Pipeline:***

- Water Leak Repairs – 3 (Hwy 28 at Christmas Tree Village\*, 6" near Skate Park, 834 Tyner\*\*)
- Fire Hydrant Repair - 0

- Export Line – inspected ARVs along Hwy 28
- After Hour Service Calls – 6 (12 hrs OT)
- Change out 37 meter transponders – work being done by meter reader with assistance as needed by pipeline
- Snow Removal at District Venues (196 hours)

**Compliance:**

- Backflow tests – 57
- Plan Checking – 38

**Waste Not:**

- HHW & E-Waste – Closed for Season – RFQ for collection and removal of waste for each collection event is currently open
- Solid Waste Ordinance 1 Violations February: 1 reviewed by staff
- Staff updated the Emergency Action Plan for 2024
- Staff produced the 2024 Hazardous Waste Emergency Response Plan

**Fleet:**

- Preventative Maintenance Hours – 339
- Corrective Maintenance Hours – 337
- CIP Projects Hours – 0

**Laboratory:**

- Potable Water Testing
  - System Samples Taken – 15
    - Total Coliform (#CFU/100mL) – 0
    - Avg. Total Res CL2 (mg/L) – 0.89
  - Outside Samples Taken – 1
  - WasteNot Water Quality Samples Taken – 1
- Wastewater Testing
  - Bacteriological Samples (Spooner Pump Station) – 4
  - Monthly Avg. Total Res CL2 (Spooner Pump Station) – 3.5 mg/L
  - Total Monthly TSS Analysis – 4
  - Total Monthly BOD Analysis – 4
  - Total Phosphorus Analysis - 1

**Major Capital Improvement Project Status**

- Effluent Pipeline Replacement Project GMP 2
  - CMAR Contract approved by Board 12/13/23
  - RFQ for Inspection and Testing Services Award BOT 4/10/24
- Effluent Storage Tank Project
  - BOT 2/28/24 Approved to move forward with CMAR
  - CMAR Agreement to BOT
- Incline Beach House
  - BOT 2/28/24 BOT Approved 30% Design Build for Incline Beach House and Access Improvements
- Skate Park Enhancement
  - Award of Design Build to BOT 4/10/2024

**\*868 Tahoe Blvd 02.20.24** – a lead at a waterline service lateral was discovered. Water needed to be shut off to the east portion of the Christmas Tree Village. Two food establishment businesses were impacted – Crosby's and Thania's Juice Bar. A precautionary boil water notice was issued and Nevada Division of Environmental Protection (NDEP) and Northern Nevada Public Health (NNPH) were notified. Food establishments are not allowed to operate if under a precautionary boil water notice. IVGID Laboratory staff collected bacteriological (BacT) samples two consecutive days (2/20 & 2/21). All samples passed and the precautionary boil water notice was lifted.

**\*\*834 Tyner Way Water Service Lateral Leak 2/29/2024** – at approximately 04:50 Pipeline On-Call person was notified of a water leak near 830 Tyner Way. 06:00 water pumps turned off (approximate 70 homes without water). 06:30 the pipeline crew headed out to expose the leak. Washoe County Roads and Sherriff's office offered assistance. IVGID Risk Manager and Safety Specialist were contracted to work with the property owner of 603 Lariat Circle. Nevada Division of Environmental Protection (NDEP) and Northern Nevada Public Health (NNPH) were notified that IVGID would be issuing a precautionary boil water notice to approximately 70 homes. IVGID Staff posted notices to all effected residences. The paved road had multiple locations of failure and only one way traffic was allowed. Pipeline crew excavated and exposed the 14" AC watermain and the leak had developed from a failed service saddle. Pipeline crew had the repair completed and all but one home's water was restored by 12:45. IVGID laboratory staff collected 3 bacteriological (BacT) samples at 12:50. The last house had its water restored by 15:00. Pipeline crew had the excavation backfilled by 16:30, and the Washoe County Road Department crew used asphalt grindings from the Washoe County yard and compacted the road to a passable condition. 16:30 water pumps were turned back on and began to fill the reservoirs. On March 1, 2024, IVGID laboratory staff returned to collect the second set of BacT samples for testing. On March 2, 2024 the precautionary boil water notice was rescinded, all effected residences, NDEP and NNPH were notified.







## M E M O R A N D U M

**TO:** Bobby Magee  
District General Manager

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

**SUBJECT:** Venue Status Report – Ski Venue – February 2024

**DATE:** March 14, 2024

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### Season to Date Update

December 7<sup>th</sup> - Opening day – 3 lifts with 4 trails  
December 16<sup>th</sup> - Opened Lakeview ski lift including Ridge and Popular trails  
December 23<sup>rd</sup> - Peak period begins. Opened Penguin, Freeway and Dusty's trails added Redfox ski lift  
January 6<sup>th</sup> - Opened Wiggle trail  
January 7<sup>th</sup> - Peak period ends, opened Luggis and Powder trails  
January 13<sup>th</sup> – Opened Lightning, Diamond Back, Battle Born and Showoff trails  
January 13<sup>th</sup> – Crystal lift delayed opening 11:30 am (icing), opened Flume and Spillway trails  
January 14<sup>th</sup> – Crystal lift delayed opening 11:00 am (icing)  
January 17<sup>th</sup> – Opened lakeview and FIS trails  
January 17<sup>th</sup> – 100% of the developed terrain open  
February 10<sup>th</sup> – U10 ski race on Showoff  
February 11<sup>th</sup> - U10 ski race on Showoff  
February 17<sup>th</sup> – Presidents week peak period begins  
February 25<sup>th</sup> - Presidents week peak period ends

Staff will remind the Board that through the installation and operating of the RFID system at the ski lifts staff is recording an increase in skier visits as each pass and ticket for access is recorded unlike previous season where the equipment for access was outdated and performed inadequately.

The YTD skier visit count through February totals 107,403 as compared to 67,401 for the same period last season. The February visit count for this season is 43,586 compared to 26,688 February 2023.

For Presidents week, the visit count was 22,228 as compared to the previous holiday week of 13,110 visits.

Snowmaking operations at the venue have concluded for the season at the end of January.

The replacement of the rental snowboard equipment that was approved by the District's Board of Trustees in March of 2023 and currently in service to our customers.

The District Board of Trustees approved a capital improvement project which included a reconfiguration of the Main Lodge kitchen as well as replacing the walk-in cooler and freezer unit. The project has been completed and is currently in use.

The Board of Trustees also approved a planned project of painting the exterior of the base facility buildings. The exterior painting of the Main Lodge and the Skier Services building has been completed.

The Board of Trustees approved the planned and budgeted Snowmaking Pump House Improvement Project at their meeting on August 30, 2023 (Item G.5). Currently, staff is awaiting the delivery of replacement equipment to the ski venue in March. Upon receipt of the equipment staff will move the equipment to the pump house to be staged. The fabrication contractor is planning on mobilizing to the site with their equipment in March. Updates on the project will be provided periodically.

The Board of Trustees approved the planned and budgeted project of the procurement of a 14 passenger shuttle van at their meeting on August 30, 2023 (Item G.7). Currently, the shuttle van is in the manufacturing stage and the District expects delivery late spring early summer.

Throughout the operating season staff will provide monthly information related to service measures and KPI's. The table below provides results of the Ski Venue Service Measures for the month of January.

<b>Diamond Peak Ski Venue</b>							
<b>Service Measure Units</b>	<b>Budget FY2023-24</b>	<b>PY Actual Feb. 2023</b>	<b>CY Actual Feb. 2024</b>	<b>Variance PY vs. CY</b>	<b>PY YTD Actual</b>	<b>CY YTD Actual</b>	<b>% of Forecast</b>
<b>02/01/2024 - 02/29/2024</b>							
Opening Date	12/7/2023	12/3/2022	12/7/2023				
Closing Date	4/14/2024				5/1/2024		
Operating Days	130	28	29	1	88	85	65%
Skier Visits	130,000	26,688	43,709	17,021	67,401	107,526	83%
PPH Lift Tickets	9,000	3,054	3,139	85	9,205	7,170	80%
Non PPH Lift Tickets	42,517	11,435	9,205	(2,230)	31,968	26,788	63%
PPH Season Passes YTD	3,900	4,351	4,231	(120)	4,351	4,231	108%
Non PPH Season Passes YTD	4,195	4,079	4,567	488	4,079	4,567	109%
Food & Beverage Guest Checks	93,700	22,108	24,773	2,665	59,604	59,662	64%
Rental Equipment Units	28,300	5,035	5,087	52	13,634	12,917	46%
Child Ski Center Lessons Taught	5,450	1,053	1,230	177	2,577	2,958	54%
Ski and Ride Center Lessons Taught	10,850	2,225	2,108	(117)	3,927	5,302	49%

Picture pass holder lift tickets increased by 3% for the period as compared to January 2023. Non PPH tickets sold showed a decrease of 20% for the period or a decrease of 16% year to date.

Picture pass holder season passes purchased YTD numbers are slightly down 3% year to date from the previous period where as the Non Picture season pass sales increased from the previous year by 12%.

Picture pass lift tickets sold in February increased by 3% as compared to the to the prior February and are down 22% YTD.

Non PPH Lift tickets showed a decrease in sales by 20% for the month as well as a decrease YTD by 16%.

Equipment Rental units sold are showing a 5% decrease YTD compared to the previous period. Children lessons have increased by 17% in February and 15% YTD.

Adult ski and snowboard lesson have also increased by 5% from the previous February period and sales of lesson products indicate a 35% increase YTD.

**Public Records Request Log**

**Friday, March 8, 2024**

Due Today:	0
Overdue:	0

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
		Complete	Monday, August 14, 2023	Abel, Mike	Kaye Shackford and Mattford Group	8/18/2023		
		Complete	Tuesday, August 22, 2023	Wells, Kristie	Emails: Carey, etc and re: Dobler	9/8/2023		
		Complete	Tuesday, August 22, 2023	Wells, Kristie	Emails: GSG etc. 8/1/2016 to 8/22/2023	9/8/2023		
		Complete	Wednesday, August 23, 2023	Krolick, Gail	Emails: Carey and Dobler re suspension	9/8/2023		
		Complete	Thursday, August 24, 2023	Solt, Jasen	S&W easement documents – Cal Neva	9/5/2023		
		Complete	Monday, August 28, 2023	Riner, Dr. Myles	Mick Homan's recent resignation letter	8/28/2023		
		Complete	Friday, September 8, 2023	Dobler, Cliff	Emails: Kahrs to BOT re ltr from Dee Carey	9/13/2023		
		Complete	Monday, September 11, 2023	Katz, Aaron	NVEnergy replacement – helicopter charges	9/12/2023		
		Complete	Monday, September 11, 2023	Barth, Megan	Banking information, reconciliations, salaries and benefits, general ledger, notary	9/12/2023		
		Complete	Monday, September 11, 2023	Hicks, Joshua	Golf Genius emails	10/24/2023		
		Complete	Tuesday, September 19, 2023	Becker, Mary	Employment Contracts for Dobler, Schmitz, Dent and Tulloch	9/19/2023		
		Complete	Wednesday, September 20, 2023	Dobler, Cliff	3 invoices: Granite Construction	9/21/2023		
		Complete	Thursday, September 21, 2023	Johnson, John	Vote Tally – Golf Advisory Committee	9/21/2023		
		Complete	Friday, September 22, 2023	Wright, Frank	Submittal by Trish McKowen read at the 09/19/2023 BOT meeting	9/27/2023		
		Complete	Monday, September 25, 2023	Dobler, Cliff	Invoices from Silver State Law	10/4/2023		
		Complete	Tuesday, September 26, 2023	Riner, Dr. Myles	Emails: Schmitz and Winquest during 09/1/2022 to 09/14/2022	9/26/2023		
		Complete	Tuesday, September 26, 2023	Dobler, Cliff	Correspondence between Granite and Silver State Law from 9/1/2022 to today related to CMAR contract only	9/26/2023		
		Complete	Wednesday, September 27, 2023	Katz, Aaron	Travel to Nat'l's Recreation and Parks Ass'n Convention in Dallas, TX in October 2023	10/2/2023		
		Complete	Monday, October 2, 2023	Usinger, Carolyn	Complaint Documentation from 7/12/2023 BOT Meeting			
		Complete	Monday, October 2, 2023	Usinger, Carolyn	Pricing Practice – Older Versions	10/2/2023		
		Complete	Thursday, October 5, 2023	Usinger, Carolyn	Personnel/HR Policies to include whistleblower, anti-discrimination and anti-bullying	10/9/2023		
		Complete	Monday, October 9, 2023	Dobler, Cliff	Emails from Carey to Dobler between 8/1/2020 to 1/31/21	10/9/2023		

**Public Records Request Log**

**Friday, March 8, 2024**

Due Today:	0
Overdue:	0

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
		Complete	Monday, October 9, 2023	Dobler, Cliff	Estimates – Engineering Department	10/26/2023		
		Complete	Thursday, October 12, 2023	Katz, Aaron	Senior Transportation	10/12/2023		
		Complete	Monday, October 16, 2023	Wells, Kristie	Emails – Schmitz to Golf Advisory Committee	10/23/2023		
		Complete	Friday, October 20, 2023	Katz, Aaron	TCF – Rockfest	11/1/2023		
		Complete	Tuesday, October 24, 2023	Becker, Mary	Emails – Schmitz and Krasner	10/25/2023		
		Complete	Tuesday, October 24, 2023	Courtney, Cindy	Agreement between IVGID and NVEnergy	10/24/2023		
		Complete	Thursday, October 26, 2023	Katz, Aaron	Lawn Mower service hours and service/maintenance records	10/26/2023		
		Complete	Friday, October 27, 2023	Homan, Mick	Emails on a variety of topics from 5/1/2023 to 8/1/2023			
		Complete	Friday, October 27, 2023	Dobler, Cliff	Listing of Kitchen Equipment from 8/9 Packet	10/30/2023		
		Complete	✓ Friday, October 27, 2023	Katz, Aaron	P-Card: 1/1/2019 to present: Allen, Riley and Rau	12/13/2023		Accounting/ Finance
		Complete	✓ Saturday, October 28, 2023	Dobler, Cliff	Brycon Contract and Amendment along with McCuen Construction bid	11/10/2023		
		Complete	Tuesday, October 31, 2023	Dobler, Cliff	Maintenance records for Championship Golf course equipment from 6/1/2019 to present	11/7/2023		
		Complete	Saturday, November 4, 2023	Katz, Aaron	Agreement for purchase/ sale of Sister Bay pool deck furniture. (Burnt Cedar Pool)	11/7/2023		Parks, Rec. & Beaches
23-099	4.5 hrs	Complete	✓ Sunday, November 5, 2023	Gumz, Joy	Fixes aset Physical Inventory and general ledger sheets for each department FY 2021 thru 2023	11/6/2025		Accounting/ Finance
23-100	1.5 hrs	Complete	✓ Sunday, November 5, 2023	Dobler, Cliff	Statement of qualifications from Byron and McCuen Construction RE: Diamond Peak Kitchen Equipment	11/10/2023		Public Works
23-101	1.5 Hours	Complete	✓ Thursday, November 9, 2023	Dobler, Cliff	Correspondence regarding 2018 conversation with Dobler and IVGID Employee	1/25/2024		Human Resources
23-102	30 min	Complete	✓ Saturday, December 23, 2023	Dobler, Cliff	Emails from Dobler to Herron stated in 10-01-2020 draft letter Dee Carey originally requested 11/9 and withdrawn	1/25/2024		Human Resources
23-103	30 min	Complete	✓ Thursday, November 9, 2023	Dobler, Cliff	request 10-06-2023 Dee Carey e-mails	1/25/2024		Human Resources
23-104	30 min	Complete	✓ Thursday, November 9, 2023	Dobler, Cliff	Request file on Cliff Dobler	1/25/2024		Human Resources
23-105	1.5 hrs	Complete	✓ Monday, November 13, 2023	Gumz, Joy	1) 12/15/2020 to 01/16/2022, fleet service records repair transaction cost detail	1/25/2024		Human Resources

**Public Records Request Log**

**Friday, March 8, 2024**

Due Today:	0
Overdue:	0

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
23-106			✓ Monday, November 13, 2023	Gumz, Joy	2) Attendance / timekeeping records for all employees for the calendar year 2022	Extended		Human Resources
23-107	30 Minute	Complete	✓ Monday, November 13, 2023	Gumz, Joy	3) Labor distribution report for calendar year 2022 GL Detail	11/17/2023		Human Resources
23-108	30 Minute	Complete	✓ Wednesday, November 22, 2023	Dobler, Cliff	IVGID Request for Qualifications DP Coolers and Prep Reconfiguration	11/22/2023		Public Works
23-109		Complete withdrawn	✓ Monday, November 27, 2023	Wright, Frank	IVGID payments to IVCB Business Alliance (IVCBA) for the past three years.	11/28/2023		Parks, Rec. & Beaches
23-110	10 Minutes	Complete	Tuesday, November 28, 2023	Van Miltenburg, Jan Willem	Do PGA Members/ Professional golfers receive Reduced Green Fee	11/29/2023		Golf Course
23-111		Complete withdrawn	✓ Wednesday, November 29, 2023	Frank Wright	Who Authorized the use of IVGID logo	12/05/2023		Interim General Manager
23-112		Complete withdrawn	✓ Wednesday, November 29, 2023	Wright, Frank	Who gave permission to IVCBA to use the parking lot for Job Fair, who provided refreshments, etc. EMAIL 11/28 6:09	12/5/2023		Interim General Manager
23-113		Complete withdrawn	✓ Wednesday, November 29, 2023	Wright, Frank	who authorized our involvement and how much did it cost IVGID	12/5/2023		Interim General Manager
23-114		Complete No record	✓ Wednesday, November 29, 2023	Gumz, Joy	Provide the Date(s) the fixed Asset Physical Inventories were performed.	12/6/2023		Accounting/ Finance
23-115	1.5 hrs	Complete	✓ Monday, December 4, 2023	Miller, Judith	Table of Approved Positions for FY 22-23 including grade & class	12/4/2023		Human Resources
23-116	1.0 hrs	Complete	✓ Sunday, December 3, 2023	Dobler, Cliff	Executed Agreement between IVGID and Diamond Peak Ski Education Foundation	12/6/2023		Clerk
23-117	2.0 hrs	Complete	✓ Sunday, December 3, 2023	Dobler, Cliff	provide Opinion of Probable Construction Costs (OPPC)- July 2023 - Effluent Pipeline	12/7/2023		Public Works
23-118	1.0 hrs	Complete	✓ Sunday, December 3, 2023	Dobler, Cliff	Request - Agreement between IVGID and Federal Gov on the wetlands located in Douglas County	12/6/2023		Public Works
23-119	1.0 hrs	Complete	✓ Saturday, December 9, 2023	Wright, Frank	Request - Offer Letter to Ms. Herron for her promotion, signed by then GM Indra Winqest. Personnel Action Noticee submitted to Payroll for processing, Job Posting (document) for the Admin. Service Director re: where position was posted and dates posted	12/15/2023		Human Resources
23-120	2.0 hrs	Complete	✓ Sunday, December 17, 2023	Wright, Frank	Request - S. Herron's Bi-monthly paystub's records for pay periods 09-15-2022 through 11-14-2022	12/18/2023		Human Resources
23-121	0.5 hrs	Complete	✓ Monday, December 18, 2023	Wright, Frank	Request - copy of all applications for Director of Administrative Services position (including S. Herron's)	12/20/2023		Human Resources
23-122	2.5 hrs	Complete	✓ Monday, December 18, 2023	Wright, Frank	Names interview committee with time and date of interviews held for Administrative Service position.	12/20/2023		Human Resources
23-123	4.0 hrs	Complete	✓ Tuesday, December 19, 2023	Dobler, Cliff	NLTFPD - Amendment to cooperative Agreement with IVGID	1/9/2024		Accounting/ Finance
23-124	2.5 hrs	Complete	✓ Tuesday, December 26, 2023	Tonking, Michaela	Provide all invoices from BBK Law - dates 01/01/2021 to present.	12/26/2023		Accounting/ Finance

**Public Records Request Log**

**Friday, March 8, 2024**

Due Today:	0
Overdue:	0

Log No.	Time Logged	Status	Date Requested	By Whom	Subject	Date Complete or Due by	District Cost	Assigned to
23-125	2.5 hrs	Complete	✓ Tuesday, December 26, 2023	Gumz, Joy	Attendance/ timekeeping records for All employees for CY 2023, 2021, & 2020. Labor distribution Report	1/14/2024		Human Resources
23-126	30 minutes	Complete	✓ Wednesday, December 27, 2023	Wright, Frank	All payments made to IVCBA and MOU's; Who provided authorization, and how much IVGID has paid for ads in IVCBA magazine for the past 2 years.	1/5/2024		Accounting/ Finance
24-001	1.0 hrs	Complete	✓ Sunday, December 31, 2023	Dobler, Cliff	Please provide for my examination a listing of all charges to capital account #4899FF1202 Rec Center Locker Room Improvements. The total amount charged to the account for fiscal year June 30, 2023 was \$1,176,820.	1/8/2024		Parks, Rec. & Beaches
24-002	30 minutes	Complete	✓ Wednesday, January 3, 2024	Kahrs, Linda	Please provide a copy of the contract an/or letter of agreement for whomever an/ or firm that has been hired to conduct any employee investigations within the last 6 months.	1/10/2023		Human Resources
24-003	30 minutes	Complete	✓ Thursday, January 4, 2024	Kahrs, Linda	Please provide the Entity Involvement reports have not included the Audit Committee members, specifically Mr Nolet and Mr Brandel. May I please have their reports as required in the policy?	1/15/2023		Clerk
24-004			✓ Friday, January 5, 2024	Kahrs, Linda	I would like to receive the quarterly report prepared by the IGM on the Whistleblower complaints as required in the policy. I believe there should be at least 2 reports - July to September and October to December	2/14/2024		General Manager
24-005	1.5 hrs	Complete	✓ Friday, January 5, 2024	Dobler, Cliff	According to sworn testimony by Kevin McKowen. an IVGID resident, in a hearing on 12-26-2023 regarding case no: IHS23-00021 please provide a copy of all documents within the 3 1/2 inch file for my review. I would assume that if Mr. McKowen is aware or has reviewed the documents within the 3 1/2 file then I certainly should be privy to the documents.	1/25/2025		Human Resources
24-006	1.0 hrs	Complete	✓ Friday, January 5, 2024	Dobler, Cliff	Please provide for my examination copies of the \$11,874 in charges and related reports to capital project account 1099LI1504 which occurred in fiscal 2015. The account is discribed as Development Lots for Resale.	2/1/2024		Human Resources
24-007	1.0 hrs	Complete	✓ Saturday, January 6, 2024	Gumz, Joy	provide by email a copy of the General Ledger for July 1, 2022 - to date. Please provide all funds, all accounts. 2) Here are the additional questions that followed: Are all Accounts loaded? with the correct balances? For example, I do not see these accounts OBJ - DESCRIPTION: 1813 Service Equipment; 1814 Office Equipment; 1815 IT & Communications Equipment; 1816 Vehicles 3) It has now been over two months - and I have not received an answer on why the General Ledger was out-of-balance by about \$3.9 MILLION dollars. If you and staff have no answer - please provide the General Ledger as of June 30, 2023 as a public records request. 4) Please provide by email a copy of the FY 2024 Detail General Ledger. A request was made in 2023 - and has not yet been filled.	1/22/2024		Accounting/ Finance



**Public Records Request Log**

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24-008	1.5 hour	Partial	✓ Saturday, January 6, 2024	Wells, Kristie	I would like to receive copies of all of the Director of Information Technology emails from 11/1/2023 to 12/31/2023 going to and from any/all Trustees.  I would also like a list of all telephone calls, using either their personal phone and/or District phone. This would be incoming and outgoing and would include text messages. This is just a listing with dates and times.  The date of this request is Saturday, January 6, 2024 as I am not able to fill that in electronically on this form.	3/11/2024		General Governance
24-009	30 Minutes	Complete	✓ Monday, January 8, 2024	Katz, Aaron	1. Billings from BB&K re: review/approval proposed HDR Engineering contract for update to water/sewer rate study - agreement included in Board packet for Jan 10, 2024 meeting;  2. E-mails/other writings between BB&K/IVGID staff reviewing/approving/explaining proposed agreement referenced in paragraph 1 above;  3. E-mails/other writings between anyone at IVGID/BB&K asking BB&K	1/12/2024		Public Works
24-010	30 Minutes	Complete	✓ Monday, January 8, 2024	Dobler, Cliff	Request Granite IVGID correspondance, Diamond Peak Walk in Cooler and Prep area	1/17/2024		Public Works
24-011	10 Minutes	Complete	✓ Thursday, January 11, 2024	Kahrs, Linda	Please send me pdf copy via email of the executed contract with RubinBrown LLP	1/19/2024		Accounting/ Finance
24-012		Partial	✓ Thursday, January 11, 2024	Wells, Kristie	I would like copies of all of the Interim Director of Finance emails from 11/1/2023 to 1/10/2024 going to and from any/all Trustees as well as any communication Interim Director of Finance had with the Audit Chairman Chris Nolet.  This includes a list of all telephone calls, using either their personal phone and/or a District phone. This would be incoming and outgoing and would include text messages. This is just a listing with dates and times.  The date of this request is 1/11/2024.	3/11/2024		General Governance
24-013			✓ Thursday, January 11, 2024	Homan, Mick	Please provide all emails, texts and/or other documentation sent to/received by Sara Schmitz, Matthew Dent,IVGID Human Resources, and/or other IVGID Staff or legal counsel regarding public forums, the recall petition, and/or IVGID beaches from June 15, 2023 to August 1, 2023. Please provide all emails, texts, and/or other documentation sent to/received by Sara Schmitz, Matthew Dent,Human Resources and/or IVGID Staff or legal counsel regarding the issuance of picture passes to residential parcels owned by any legal entity other than an individual or couple from May 1, 2023 to June 30, 2023	2/15/2024		General Governance
24-014	1.1 hrs	Complete	✓ Friday, January 19, 2024	Wright, Frank	Did Shelia lejon have the authority to make payments to IVCB/BA on behalf of the veterans club? How were these payments made? Check, cash, money order? Debit card?	01/25/2024		Accounting/ Finance

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24-015	30 Minutes	Complete	✓ Friday, January 12, 2024	Katz, Aaron	Kate Nelson's staff time billed to Public Works (to include date services provided, amount of time, description of services, hourly rate applied, out of pocket costs incurred) associated with: 1. Communications with HDR Engineering pertaining to an update of last June's (2023's) water/sewer rate study; 2. Familiarity with and researching water/sewer rate studies in anticipation of her request the Board authorize an update to last June's water/sewer study; 3. Preparation of staff memo and attachments included in Board packet for January 10, 2024 meeting; 4. Preparation for presentation of this agenda item to the Board on January 10, 2024; 5. Actual presentation of this agenda item to the Board on January 10, 2024.	2/9/2024		Public Works
24-016	10 Minutes	Complete	✓ Tuesday, January 16, 2024	Homan, Mick	Please provide me with the updated terms and conditions and/or scope of services that led to the revised contract pricing "not to exceed \$350,000", as referenced by Mr. McGee and Trustee Tulloch during the aforementioned meeting.	1/23/2024		Accounting/ Finance
24-017	1.5 hrs	Complete	✓ Tuesday, January 16, 2024	Dobler, Cliff	Please provide for my examination any and all invoices and any and all change orders from vendors who were engaged on the capital project #4899FF1202. This would be for all fiscal years and according to the 10/25/2023 carryover report prepared by Magee the costs were \$1,176,820.	1/23/2024		Accounting/ Finance
24-018	10 Minutes	Complete	✓ Tuesday, January 16, 2024	Dobler, Cliff	Please provide for my examination the contract and scope of work with RubinBrown regarding the forensic audit.	1/23/2024		Accounting/ Finance
24-019	30 minutes	Complete	✓ Friday, January 19, 2024	Dobler, Cliff	Please provide for my examination the Incident report filed by Darren Howard regarding a purported incident on 9-15-2020 between Mr. Howard and myself. Please provide for my examination the Incident reports, I assume, filed by the Golf shop staff member, the Head Golf Pro and the IVGID Merchandising Manager reported to Mrs. Dee Carey on June 2, 2020.	2/7/2024		Human Resources
24-020	10 Minutes	Complete	✓ Sunday, January 21, 2024	Cat	Please email me a PDF copy of the negotiated scope of work AND negotiated terms and conditions as mentioned by Trustee Tulloch at the 1/10/2024 Board meeting.	1/29/2024		Accounting/ Finance

**Public Records Request Log**

**Friday, March 8, 2024**

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24-021	15 Minutes	Complete	✓ Friday, January 19, 2024	Katz, Aaron	1. Writings originating from IVGID offering Bobby Magee/his firm the position of interim finance director for IVGID. 2. Writings originating from Bobby Magee/his firm accepting the position of interim finance director for IVGID. 3. Writing evidencing agreement between Bobby Magee/his firm and IVGID insofar as the former's services as interim finance director for IVGID. 4. To the extent Bobby Magee's/his firm's compensation and expense reimbursements are concerned, as the interim finance director for IVGID is concerned, and if not included in the writing referenced in paragraph 3 above, I would like to examine writings evidencing Bobby Magee's/his firm's right to compensation and expense reimbursements from IVGID as its interim finance director is concerned. 5. To the extent the term of any agreement referenced in paragraph 3 above is concerned, and its termination, are not addressed, I would like to examine writings evidencing that term and its possible termination.	1/26/2024		Accounting/ Finance
24-022	10 Minutes	Complete	✓ Tuesday, January 23, 2024	Cat	Please provide a PDF copy of the Notice to Proceed issued to RubinBrown LLP.	1/29/2024		Accounting/ Finance
24-023	10 Minutes	Complete	✓ Monday, January 22, 2024	Gumz, Joy	Update and Explain 8 digit expense organization G/L Code	1/29/2024		Accounting/ Finance
24-024	15 Minutes	Complete	✓ Wednesday, January 18, 2023	Katz, Aaron	To Bobby Magee - What is your/your firm's compensation and benefits as interim director of finance for IVGID? And for how long? Do you/does your firm regularly submit invoices for payment and if so, to whom? Do you or does your firm have a written agreement with the District that provides therefore? And if so, would you mind sharing it? Were you offered your current position with IVGID via a writing and if so, would you mind sharing it?	1/25/2024		Accounting/ Finance
24-025	1 Hour	Complete	✓ Monday, January 29, 2024	Gumz, Joy	1. Audited Financial statements from fiscal year 1968, fiscal year 1969, fiscal year 1976, fiscal year 1977, and fiscal year 1985. 2. The "Official Statement" for bonds issued in 1968 and 1976. An "Official Statement" is the Information packet required by the securities & exchange commission when municipal bonds are issued 3. The Job description for "Principal Engineer" (Public Works).	3/7/2024		Accounting/ Finance
24-026	15 Minutes	Complete	✓ Tuesday, January 30, 2024	Bratcher, Becky	Copies of the Winning Statements of Qualification for the following 2 projects: Utility Master Plan (2022) Farr West Engineering, Effluent Pipeline and Pond Lining Projects 2021, HDR engineering, Jacobs Engineering Group	2/6/2024		Public Works
24-027	10 Minutes	Complete	✓ Wednesday, January 31, 2024	Cat	May I have the Baker Tilly invoice listed on the most recent Treasurers Report in the 1/31/2024 packet.	2/1/2024		Accounting/ Finance
24-028	10 Minutes	Complete	✓ Thursday, February 1, 2024	McKowen, Patricia	Human Resources Cliff Dobler File which is now public Record.	2/8/2024		Human Resources
24-029	Not Recorded	Complete	✓ Friday, April 12, 7737	Schmitz, Sara	Account Creation - Request	2/14/2024		General Governance

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**Friday, March 8, 2024**

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24-030			✓ Monday, February 19, 2024	Miller, Judith	Please provide a list (pdf) Showing the job title, job class (e.g. FTYR, PTYR, etc), grade and FTE's for each of the budgeted positions listed for 2023-2024 on pp.549-553 of the 5/25/23 Board Packet. I already have the table of salary levels, but never received the list containing the position title, class, grade and FTE's (like the one that had been provided in previous years) that I originally requested in July of 2023 and again in February 2024. The list in last year's packet only contained the job title and FTE's.	3/11/2024		Human Resources
24-031			✓ Tuesday, February 20, 2024	Miller, Judith	IVGID's website states "The Senior Transportation Program is a collaborative effort provided by IVGID Senior Programs, Washoe County, NDOT and RTC." Please provide records evidencing any and all financial contributions from Washoe County, NDOT and RTC specifically for IVGID's Senior Transportation Program since July 1, 2022 to the present.	3/11/2024		Parks, Rec. & Beaches and Finance Department
24-032	30 Minutes	Complete	✓ Saturday, February 24, 2024	Wells, Kristie	<p>Please provide the Consulting Agreement and Compensation Plan for Interim Director of Finance, Bobby Magee.</p> <p>I understand IDF Magee, based on his own words, was referred to IVGID by someone at Baker Tilley. Baker Tilley was then paid a \$10,000 "finders fee." I have not seen anything else related to IDF Magee being hired, or any documents that state what his current compensation is as a consultant to IVGID. This has been asked, twice, by Aaron Katz, and I do not believe this request has been fulfilled.</p> <p>Please provide a copy of the agreement between IVGID and IDF Magee that fully outlines his role, responsibilities, and the compensation he receives in exchange for the work provided to the District. I would expect there to be a clear term of engagement, an exact amount of compensation that was agreed to, and any additional benefits that were to be provided.</p> <p>Please provide copies of the invoices that have been submitted by IDF Magee or any firm or person representing him seeking payment from IVGID, including those that pertain to general compensation as well as any expense reimbursement that has been requested since he started working with the District.</p>	3/4/2024		Human Resources
24-033			✓ Saturday, February 24, 2024	Wells, Kristie	<p>Please provide the exact total that will be paid to Maupin Cox &amp; LeGoy for the investigation they conducted on an employee (reference engagement letters dating November 17, 2023, and December 18, 2023, that were posted in the PRR 24-2).</p> <p>I would like to know the exact amount billed and what is owed for the completion of this investigation.</p> <p>I would also like to know how many investigations have been requested by the BoT since June 2020.</p>	3/11/2024		Accounting/ Finance

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24-034		Complete	✓ Thursday, February 22, 2024	Katz, Aaron	Erin Feore shared with me that there's an electronic form for an employee to request vacation time. And there's the same for his/her supervisor to approve. And that's what I want to examine. Tim Kelly's requests/approval by his superior(s) approvals for vacation time/sick leave since July 1, 2022. And most specifically for last week and this week (Week ending on 02-17-2024). And if I haven't asked precisely for the records to examine which will result in what I want to examine, then you have a duty to help me frame my request accordingly. So hopefully my request is sufficient, but if it isn't... Sick days as well. I want to see documents evidencing all of Tim's vacation days and sick days since July 1, 2022	2/29/2024		Human Resources
24-035	45 Minutes	Complete	✓ Tuesday, March 5, 2024	Craig, Morley	I write to request access to and a copy of service contract for IVGID Household Hazardous waste and electronic waste collection and disposal services (along with vendor submittals to the proposal request) that covers your household hazardous waste service. If you do not have a current contract, please provide copies of invoices related to household hazardous waste service. Time frame requested is from current to previous 2 years. I, I will expect your response with five (5) business days. See Nev. Rev. Stat. Sec. 239.0107.	3/12/2024		Public Works
24-036	45 Minutes	Complete	✓ Tuesday, March 5, 2024	Yadav, Kaja;	I write to request access to and a copy of service contract for IVGID Household Hazardous waste and electronic waste collection and disposal services (along with vendor submittals to the proposal request) that covers your household hazardous waste service. If you do not have a current contract, please provide copies of invoices related to household hazardous waste service. Time frame requested is from current to previous 2 years. If your agency does not maintain these public records, please let me know who does and include the proper custodian's name and address.  As provided by the open records law, I will expect your response with five (5) business days. See Nev. Rev. Stat. Sec. 239.0107	3/12/2024		Public Works