MEMORANDUM

TO: Board of Trustees

FROM: Steven J. Pinkerton
General Manager

SUBJECT: General Manager's Status Report
Prepared for the meeting of March 28, 2018

DATE: March 19, 2018

2018-2019 Budget
After receiving the Board's feedback at the March 13 Board Meeting, Staff is in the final stages of preparing the draft budget for the upcoming fiscal year. Staff is performing a final review of the numbers and will be transferring this information into the format required by the State of Nevada. The Board will formally consider the State-required draft budget at the April 11, 2018 meeting.

The Capital Improvement Project (CIP) Budget was posted on our website March 14, 2018. Just a reminder that the annual CIP tour will be conducted on March 26, 2018 and the Board review is scheduled for the regular Board Meeting on March 28, 2018.

Financial Transparency

We are now more than halfway through the budget year. Revenues continue to come in better than expected while expenses are near budget. Despite the lack of snow, Diamond Peak is on target to meet their budget through the end of February.

Also, as noted the last three months, the CIP Expenditures for the Year ending June 30, 2017 is posted in the CIP section of the Financial Transparency page. This is the information that was presented at the October 25, 2017 Board of Trustees Meeting.

In addition, as noted at the October 25, 2017 meeting, the video recording and presentation materials for the IVGID Community Forum on Finances is located on the Resources page of our website.

Venue Status Reports
Just a reminder that Venue Status reports are available on a monthly basis for key venues and operations. Reports are prepared for Public Works, Parks &
Recreation, Finance/Accounting, Risk Management, Human Resources and Ski and Golf when they are in season.

The reports are typically posted by the middle of each month and can be accessed on the District’s “Resources” web page.

**Washoe County Tahoe Area Plan**
The Tahoe Regional Planning Agency (TRPA) completed a review of the draft Washoe County Tahoe Area Plan which was submitted on November 30, 2017.

TRPA Staff has requested significant modifications to the draft plan prior to recommending conformance with the Lake Tahoe Regional Plan and adoption by the TRPA Governing Board.

IVGID Staff will continue to work with Washoe County in an attempt to help finalize a plan which can meet the needs of the local community and meet TRPA’s requirements.

**Washoe County Building Permits Requiring TRPA Approval**
Several members of the public have expressed concern regarding changes to the Washoe County permitting process for projects in the Washoe County portion of the Lake Tahoe Basin.

While it will not have any impact on IVGID review of projects, it does shift some plan review responsibilities from Washoe County to TRPA.

More specific information regarding the changes are described in the document attached to this update.

**Capital Projects Update**

**Public Works Storage Building**
Work on the building is approaching substantial completion with occupancy expected by early April. There is remaining earthwork on the project that will occur after the start of the TRPA grading season on May 1, 2018 including final grading around the building exterior, removal of the underground storage tank, and final paving.

**Sewer Pump Station 8 Improvements**
Major mechanical equipment, piping, and HVAC equipment has been installed. Work is currently focused on installation of electrical equipment and the new motor control center.
Effluent Export Pipeline Repairs
All thirteen repair locations have been completed. Select concrete curb repair, permanent guard rail repair, and final pavement restoration will occur when Granite Construction resumes work on the SR-28 Pathway Project in the spring of 2018. Work is currently focused on preparing the collected pipe segments for shipment to PICA Corporation for analyses.

Wastewater Treatment Plant Operations Space Reconfiguration
The contractor has mobilized and work is underway. Asbestos abatement and demolition is complete with work now focused on rough-in of framing, mechanical, electrical, and plumbing.

Incline Park Ballfields Renovations
Design work is underway with Lloyd Consulting Group with the goal of bidding the project late winter 2018 to allow mobilization in May 2018.

Robert & Robin Holman Family Bike Park
The first phase of this project is substantially complete and included a beginner pump track; beginner, intermediate, and advanced flow trails; installation of District-supplied ramps; temporary and permanent BMPs; and drainage improvements. Additional prefabricated ramps for completion of the advanced flow trail will be installed in the spring under the existing Phase I contract with Sierra Trail Works. Work is currently focused on final budgeting and design adjustments to allow bidding for construction of the second phase (advanced pump track) in 2018.

District’s Records Retention Schedule
Work continues on bringing the District’s Records Retention Schedule current to State standards. Staff and District General Counsel recently met with our representatives at the State Archives and presented them the progress to date which they liked and agreed that we are on the right path. Our representatives from State Archives are researching a couple of questions we presented and further stated that they are working on a State-wide update so it would behoove the District to delay their submittal until that update, from the State, is presented and then rework to that approved update. The process, once the District’s Records Retention Schedule is ready, will be to submit it to State Archives for their approval, they will provide written approval, and then it will come before the District’s Board of Trustees for their approval. It is our goal to complete this task no later than the end of calendar year 2018.
Submittal Guide for Washoe County Building Permits Requiring TRPA Approval

For Residential only: New Single Family Dwellings, Remodels, Additions, Patio Covers, Decks and Driveways (not on Lake Shore or Scenic View)

BACKGROUND

Washoe County, Nevada and the Tahoe Regional Planning Agency (TRPA) have announced a change in the permitting process for projects in the Washoe County portion of the Lake Tahoe Basin. Previously, Washoe County accepted and reviewed permit applications on behalf of TRPA to ensure that projects comply with TRPA regulations. People working on projects in the Washoe County portion of the Tahoe Basin will now submit those requests directly to TRPA planners. This shift in the permit review process officially took effect on Dec. 5, 2017.

Washoe County will continue to issue building permits and to provide the standard project review required under International Building Codes (ICC codes).

Reviews for these projects are conducted on a first-come-first serve basis order and aimed at 15-20 working days (for the 1st review).

NEW

To better serve the public, TRPA will make a planner available starting on March 1, 2018 at the Washoe County Community Services Building, located at 855 Alder in Incline Village, every Thursday from 9:00 AM until 12noon and 1:00 PM until 4:00 PM. The counter closes from 12:00 – 1:00 PM for lunch. New applications are accepted until 3:00 PM. TRPA staff will be available to answer questions and accept applications at this location for conformance with TRPA regulations that apply to residential additions and modifications, new construction of single-family and multi-family residential structures, commercial projects, and qualified-exempt residential activities. Customers can also request to have TRPA files brought to the Incline Office to review on-site or conduct concurrent reviews.

PROCESS FOR OBTAINING A TRPA PERMIT APPROVAL:

1) PRE-TRPA APPROVAL MUST BE OBTAINED FROM NORTH LAKE FIRE PROTECTION DISTRICT PRIOR TO TRPA PERMIT SUBMITTAL FOR DEFENSIBLE SPACE

NLTFPD is conveniently located near the Incline Community Center where on Thursdays you can now drop off TRPA plans.

Location: 866 Oriole Way Incline Village, NV

Hours: 8am to 5pm Monday to Friday

Contact: (775) 831-0351
NLTFPD DEFENSIBLE SPACE PLANS
A defensible space inspection is required for all projects requiring a Washoe County Building Permit. The following text must be included on the cover sheet, site plan, or civil site plan.

Establish and maintain defensible space surrounding structures in accordance with the 2012 International Wildland Urban Interface Code (IWUIC) with amendments in NLTFPD Resolutions 13-1 and 13-2. A defensible space inspection is required to provide for safe separation between structures and wildland vegetation. All items noted during the inspection must be corrected prior to permit closeout. Contact an NLTFPD Inspector at (775) 831-0351 ext. 8118 to schedule an appointment.

A defensible space plan is required for all projects requiring a Tahoe Regional Planning Agency (TRPA) permit. “Qualified Exempt” projects do not require a defensible space plan. Plans must be submitted to NLTFPD for pre-approval prior to submitting to TRPA and Washoe County. Refer to the NLTFPD Construction and Development Guide, along with other useful information to achieve compliance with defensible space, on the NLTFPD website under Fuels Management.

For Info, Payments & Applications visit: http://www.nltfpd.net/prevention/plan-reviews/

DEFENSIBLE SPACE PLAN SPECIFICATIONS
- Minimum 2 sets, size: 18” x 24” sheet size
- No greater than 2’ contour interval lines
- Indicate all current and proposed structures on the property, show all property boundaries
- Indicate scale and North arrow required
- Show all trees and vegetation taller than 3 feet in height regardless of diameter
- Show all individual plant or brush fields 20 square feet or larger in area
- Show all tree drip lines and all roads (public or private), driveways in and abutting the property

Please provide a contact name and phone number. Complex projects or those requiring a site visit may require additional time for review. Reviews of projects with snow covered property may not be possible until later in the season.
2) TRPA Approval

- The first step is to determine if your proposed project will require TRPA approval, and if so, what level of approval is required. Some proposals can be approved as a “Qualified Exempt Activity,” and others may require a full TRPA project permit. Please see the TRPA “Exempt/Qualified Exempt Activity Application” for a description of what can be approved at this level. (http://www.trpa.org/wp-content/uploads/Exempt-Qualified_Exempt_Activity_Application.pdf).

- If your proposal requires a TRPA permit, and it includes the creation or relocation of existing land coverage, two pieces of information are required before a project application can be submitted. These two components are a land capability verification (LCV) and a verification of existing coverage. If your property was built before 1987 and TRPA has no files dated 1987 or later, you will first need to submit an application for an LCV and a coverage verification. If your property is a single-family dwelling, this can be submitted as a single “Site Assessment” application. For multiple family dwellings, or non-residential projects, these will be submitted as two separate applications. To search TRPA records for a property: https://parcels.laketahoeinfo.org/

- All TRPA applications can be found on the TRPA website: http://www.trpa.org/permitting/permit-applications/

- Each TRPA application includes a checklist of items that shall be submitted with each application. Please review these closely, as each application can have different checklist items (e.g., assessment applications require multiple site plans, and project applications require a single set of site plan, floor plans and elevation drawings).

- When all the applicable information has been gathered, the application can be submitted with the appropriate information to TRPA.

- Depending on the type of application, TRPA may require additional information, which will be requested during the initial planner review.

- TRPA planner will review the application and issue a conditional permit.

- When applicant has met all special conditions, an appointment will be scheduled to acknowledge the permit, which will include stamping the plans.

- During the acknowledgement process, any applicable mitigation fees will be paid, as well as posting a security for the project.

- When the project has been acknowledged, and all applicable temporary Best Management Practices (BMPs) are in place, a pre-grade inspection shall be scheduled prior to starting the project. The pre-grade inspection shall be scheduled with the appropriate TRPA inspector.

- When the project has been completed, including installation of all applicable BMPs, a final inspection will be requested with a TRPA inspector.

- When the project passes the final inspection, the inspector will request that the security be released back to whoever posted it.

- In addition to the standard project review process outlined above, there are two other options available that can streamline the process for applicants.

- TRPA’s “Express Check” review: For projects that have limited scope and minimal environmental impacts, TRPA now offers a time-shortened process for reviewing projects. TRPA will require additional information up front, with the goal of issuing the permit and
acknowledging it in one appointment. Please see these guidelines for projects that may meet these criteria (http://www.trpa.org/permitting/express-check-permitting/).

- **Third-Party Review:** For projects that do not meet the “Express Check” criteria, applicants can request a third-party review of a project to shorten the review time. Cost estimates (and proposed review time) will be provided to the applicant, which, if accepted, shall be paid in addition to the application fee.

TRPA staff can be reached at the Stateline, NV office by calling # (775) 588-4547, and ask for the planner-on-call.

**TRPA Website:**  [http://www.trpa.org/permitting/](http://www.trpa.org/permitting/)

**TRPA Contact Information:**
- **Phone number:** (775) 588-4547
- **Fax:** (775) 588-4527
- **Mailing Address:** PO Box 5310, Stateline, NV 89449
- **Email us:** trpa@trpa.org
- **Office location:** 128 Market Street, Stateline, Nevada

**TRPA Front Counter Hours:**
TRPA’s front counter is open Monday, Wednesday, Thursday and Friday, 9:00 AM -12:00 PM, and 1:00 – 4:00 PM. The counter closes from 12:00 – 1:00 PM for lunch and is closed on Tuesdays. New applications are accepted until 3:00 PM.

**TRPA Alternative location at Washoe County Incline Village Community Center Front Counter Hours:**
To better serve the public, TRPA will make a planner available starting on March 1, 2018 at the Washoe County Community Services Building, located at 855 Alder in Incline Village, every Thursday from 9:00 AM until 12noon and 1:00 PM until 4:00 PM. The counter closes from 12:00 – 1:00 PM for lunch. New applications are accepted until 3:00 PM.

### 3) Washoe County Building Approval

Permits submitted through the Washoe County Building Program are routed to appropriate Washoe departments/division/districts for review. For specific info please connect with us at:

**Location:** 1001 East Ninth Street in Reno, NV (Washoe Complex)
**Contact:** (775)328-2020

**Website:** for adopted Building Codes, Fees, checklists, handouts and applications visit: [https://www.washoecounty.us/building/index.php](https://www.washoecounty.us/building/index.php)

For permit status and info: [www.onenv.us](http://www.onenv.us)