MEMORANDUM

TO: Board of Trustees
FROM: Steven J. Pinkerton
       General Manager

SUBJECT: General Manager's Status Report
Prepared for the meeting of July 24, 2018

DATE: July 16, 2018

Financial Transparency

The Monthly District Financials are posted on the Financial Transparency page
https://www.yourtahoeplace.com/ivgid/financial-transparency. Month and Year
Ending June 30, 2018 (Pre-Audit) is now posted.

As June 30 is the end of the Fiscal Year, these financials provide the final pre-audit
numbers for the 2017-18 Fiscal Year.

Overall, operating sources (i.e. revenues) exceeded originally budgeted operating
sources by nearly $1.3 million. Operating uses (expenditures) were approximately
three-quarters of a million dollars less than the original budget and over $1 million
less than the revised budget. Operating Sources (Uses) (revenues less
expenditures) were nearly $2 million better than the original budget.

Another recent post on the Financial Transparency page is the Capital
Improvement Expenditures and Debt Service Expenditures for the Three Quarters
Ending March 31, 2018. This is available by clicking on the Capital Improvement
Projects icon on the page.

Also, as noted for the last six months, the Capital Improvement Project
Expenditures for the Year Ending June 30, 2017 is posted in the Capital
Improvement Projects section of the Financial Transparency page. This is the
information that was presented at the October 25, 2017 Board of Trustees Meeting.

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.
These reports are used to provide the Board of Trustees and the community with a summary of the activities for each venue, including significant expenditures performed under the General Manager’s authority. For example, the Public Works status report for May provides a list of the five construction contracts issued that month valued at between $17,000 and $31,943.

In addition, it provides real time updates of construction in progress. For example, the May Public Works Status Report provides detailed information on the four major projects currently underway. It notes the Original Contract Amount, Change Orders to Date, Current Total Contract Amount, Total Payments for Work Completed to Date, and Current Balance to Completion (including retainage).

The Finance/Accounting and Risk Management Status Report for June provides an update on the State of Nevada Sales Tax Refund in Washoe County and a number of other timely issues along with an update on the District’s cash investments.

In addition, we’ve published the Notification to Spend for Fiscal Year 2019. In the past, we’d sent this as an email to the Board of Trustees. It is now in the Monthly Status Report so that it is available for public review.

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

**Bidding Opportunities**

The District’s “Resources” web page also includes a Bidding Opportunities link for businesses and the community.

Invitations to Bid, a quarterly update of projects awarded in excess of $25,000 in value since April 30, 2015 along with a link to pertinent Nevada Revised Statutes (NRS) code sections related to procurement and contracts are included in this section of the web page.

In addition, it includes a link to planetbids.com, which is where interested parties can search for District bid opportunities and review all bid documents. For recent bidding opportunities, it includes a list of prospective bidders and bid results.
Termination of 2009 MOU between ITF and IVGID

Attached is a letter, dated June 30, 2018, from the Incline-Tahoe Foundation (ITF) regarding the Memorandum of Understanding (MOU) dated September 30, 2009 whereby ITF and IVGID agree to jointly work on certain recreational projects benefiting the Incline Village-Crystal Bay community. In the letter, ITF states the following:

"ITF appreciates the partnership that it has had with IVGID and IVIGD staff, and anticipates a continuing close working relationship, but given the evolutionary changes in our organization, we believe the terms of the MOU, although effective when entered into, no longer serve the purposes of either organization effectively today. We believe that, instead, working on a project-by-project MOU basis allows us both to address the specifics of each project more particularly and should be the process that we continue to use going forward.

Accordingly, pursuant to Section 13 of the MOU, please consider this letter to be written notice of termination of the MOU.

We look forward to our continued collaboration."

Capital Projects Update

Public Works Storage Building

Work on the project is complete and Notice of Completion was issued on July 3, 2018. Remaining work includes project close-out activities and release of final payment.

Sewer Pump Station 8 Improvements

Work is substantially complete however all three new pumps suffered catastrophic failure of the impellers due to a casting batch defect by the manufacturer. The station is currently being by-passed and the pumps are undergoing warranty repair. Pump reinstallation is scheduled to begin the week of July 16.

Effluent Export Pipeline Repairs

All thirteen repair locations have been completed. Select concrete curb repair, permanent guard rail repair, and final pavement restoration will be completed over the course of the summer of 2018. Granite will be completing the remaining work
items in alignment with completion of similar work elsewhere on the project. Curb repair, guard rail replacement, and paving repairs will occur at the end of the construction season likely beginning in September.

**Wastewater Treatment Plant Operations Space Reconfiguration**

Work on the project is complete with Operations Staff moved in and the improvements in service.

**On-Call Crew Quarters**

Project is underway with demolition complete and work currently focused on rough-in of framing, mechanical, electrical, and plumbing. Work is progressing on budget and schedule.

**Incline Park Ballfields Renovations**

The project formally advertised for bids on April 27th with bid opening on May 24th. No bids were received. Staff has consulted with the project donor, as well as the bidders that had expressed interest in the project, and the project will be rebid in this fall with a construction schedule covering May through October 2019. Rebidding in the fall will allow any prospective bidders to pursue the project early in their 2019 bidding schedule. Allowing a longer construction window will help reduce any potential schedule risk to the perspective bidders in hopes of increasing bidder interest.

**Robert and Robin Holman Family Bike Park**

The first phase of this project is 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, under the existing Phase I contract with Sierra Trail Works, were completed in May and the park is open to the public. The Tahoe Regional Planning Agency has inspected and approved the completed first phase. The underground and rough grading of the advanced pump track was put out to bid in May; however, bids received exceeded currently available grant funds. Construction of the advanced pump track will occur once additional project fund raising is sufficiently in hand with ITF. In order to minimize the impacts of construction to public use during the inaugural season and to allow additional time for project fundraising, planned work for this season will focus only on installation of site signage and a drinking fountain.
Other Projects

A variety of smaller projects including flatscape improvements at Ski Beach and Aspen Grove, facility improvements at Aspen Grove, and pavement improvements throughout the District were completed through the end of June. Small project work will resume after Labor Day with cart path paving at both Golf Courses, retaining wall improvements at the Mountain Course, roof replacement at the Mountain Course Clubhouse, and Base Lodge deck improvements at Diamond Peak.

Citizen Survey Tool

As we mentioned in previous updates, the District has amended its agreement with OpenGov to add their Open Town Hall citizen engagement platform to enhance our ability to receive feedback from the community.

This community survey tool is already used by Washoe County along with many other public agencies.

The District issued its first survey last month and closed the survey last week. The first survey subject was: “How can IVGID improve its public communication and outreach methods to more effectively inform and engage the community?”

Nearly 550 responses were registered. Assuming each participant spent an average of three minutes responding to the survey, that is 27.4 hours of community feedback!

A little over half the respondents were registered users. Over 60% of the users were full time residents and over 95 percent were property owners.

Beaches 101 Community Meeting

District Staff hosted a “Beaches 101” Community Meeting at the Chateau on the evening of July 11, 2018.

Over 200 people attended the event, which included a detailed presentation on beach history, litigation and operations, followed by a question and answer session, and concluding with a chance to have individual conversations with staff involved in beach operations, finance and capital projects.

The event was recorded and was posted in the “Resources” section of the District’s website. The PowerPoint presentation and supporting material are posted as well.
**Staffing Update**

Director of Asset Management/District Engineer Brad Johnson has accepted the General Manager position for the North Lake Tahoe Public Utilities District.

His last day with IVGID will be August 17, 2018.

While this is a great promotional opportunity for Brad, it is a huge loss for the District.

Staff will be spending the next few weeks determining who will be taking on Brad's many responsibilities in the near term.

**Washoe County Federal Lands Bill**

On April 27, 2018, I sent the following email to each Trustee:

*Good Afternoon:*

*As you know, the Board of Trustees approved a resolution on December 14, 2016 in support of the proposed Federal Lands Legislation and identified a number of properties within our community to include for possible transfer to IVGID.*

*The District has worked collaboratively with Washoe County staff, along with our federal office holders over the past year and a half in support of this effort. As you also know, IVGID has spent the past few decades conducting a very active fuels management and forest health program on the IVGID lands surrounding our community. Acquisition of these key parcels would assist in expanding those efforts to ensure the lands that comprise the Wildland Urban Interface surrounding our community and District owned facilities are proactively managed to mitigate the risks of high severity wildfires. Acquisition would also help enhance the quality of public recreation available to the residents and visitors to the communities of Incline Village and Crystal Bay.*

*I understand that the Washoe Tribe has now expressed interest in the parcels requested by the District for the Lands Bill.*

*The Tribe has expressed interest in parcels during the previous Federal Legislative processes, so this was not entirely unexpected.*

*I will be reaching out to the Washoe Tribe and will coordinate discussions with the Tribe and Washoe County to discuss the mutual interests in the parcels and reach a positive outcome. I will keep you informed as the process moves forward.*
Thanks,
Steve

There is no further update at this time regarding the information in the email.
June 30, 2018

Mr. Steve Pinkerton, General Manager
Incline Village General Improvement District
980 Incline Way
Incline Village, Nevada 89451

Re: Termination of September 30, 2009 Memorandum of Understanding

Dear Mr. Pinkerton:

As you know, the Incline-Tahoe Foundation (formerly, the Incline-Tahoe Parks and Recreation Vision Foundation, Inc. ("ITF")) and the Incline Village General Improvement District ("IVGID") entered into a Memorandum of Understanding dated September 30, 2009 (the "MOU") whereby ITF and IVGID agreed to jointly work on certain recreational projects benefiting the Incline Village-Crystal Bay community.

ITF appreciates the partnership that it has had with IVGID and IVGID staff, and anticipates a continuing close working relationship, but given the evolutionary changes in our organization, we believe that the terms of the MOU, although effective when entered into, no longer serve the purposes of either organization as effectively today. We believe that, instead, working on a project-by-project MOU basis allows us both to address the specifics of each project more particularly and should be the process that we continue to use going forward.

Accordingly, pursuant to Section 13 of the MOU, please consider this letter to be written notice of termination of the MOU.

We look forward to our continued collaboration.

Best personal regards,

Dolores J. Holets, Board President
Incline-Tahoe Foundation

The Incline-Tahoe Foundation is a 501(c)(3) non-profit organization, tax ID number 27-0825168