MEMORANDUM

TO: Board of Trustees

FROM: Steven J. Pinkerton
       General Manager

SUBJECT: General Manager’s Status Report
         Prepared for the meeting of August 27, 2018

DATE: August 17, 2018

Financial Transparency


For the first month of the new Fiscal Year, District-wide revenues are $134,614 ahead of projected budget and District-wide operating uses at $390,257 below projected budget.

Also a reminder that Month and Year Ending June 30, 2018 (Pre-Audit) is now posted as well. As June 30 is the end of the Fiscal Year, these financials provide the final pre-audit numbers for the 2017-18 Fiscal Year.

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 June notes that two construction contracts were issued that month valued between $17,191 and $51,100.

In addition, it provides real time updates of construction in progress. For example, the June Public Works Status Report provides detailed information on the three 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 July 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 Risk Management and Safety initiatives.

In addition, the June Finance/Accounting and Risk Management Status Report 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.
Capital Projects Update

Incline Creek Culvert Rehabilitation at Diamond Peak

Granite Construction has mobilized to the site and taken delivery of major project materials. Work currently focuses on completion of the creek diversion system and excavation in advance of the pipe ramming of the upper portion of the 72-inch culvert.

Effluent Export Pipeline Repairs and Condition Assessment

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.

PICA is scheduled to arrive on site to begin condition assessment on September 10th. Work currently focuses on preparing the pipeline and Spooner Pump Station for the inserting and removing the condition assessment tool.

On-Call Crew Quarters

Project is approaching completion with work currently focused on mechanical, electrical, and plumbing finishes and equipment start-up.

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

Small project work will resume after Labor Day with cart path paving at the Championship Golf Course, demolition of the old starter shack at the Championship Golf Course, roofing rehabilitation at the Snowflake Lodge, 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 second survey last month and closed the survey earlier this week. The survey subject was: “Please share your feedback regarding the services provided by IVGID Public Works.”

Similar to the first survey, the vast majority of the respondents were property owners with over 60 percent full time residents.

We hope to roll out another survey in the near future.

Mountain Course – Kitchen Fire

A fire broke out in the kitchen at the Mountain Course Clubhouse at approximately 2:00 am on Saturday August 11, 2018.
The alarm systems functioned properly and the North Lake Tahoe Fire Protection District was on site very quickly to extinguish the fire.

The Kitchen sustained major fire damage and there was a strong odor of smoke throughout the building. Utility service was quickly restored to the building and staff has been able to continue to operate the golf course without any interruptions in service. However, the clubhouse building (other than the restrooms) is not publicly accessible due to the fire and smoke damage.

The fire damaged areas have been demolished and damage mitigation is underway, and staff is working with our insurance carrier to assess the overall condition of the building post fire.

We will provide the Board of Trustees with further information as it becomes available.

**Staffing Update**

Director of Asset Management/District Engineer Brad Johnson last day with IVGID was August 17, 2018.

While we determine how to best allocate Brad's many responsibilities for the long term, we have made the following temporary assignments:

Joe Pomroy will be responsible for the Engineering and Fleet Divisions. Principal Engineer Charley Miller will be the District Engineer and also be responsible for management of the Engineering staff, Buildings and Compliance Divisions.

**Washoe County Federal Lands Bill**

Staff recently met with representatives from Washoe County and the U.S. Forest Service regarding the Washoe County Federal Lands bill.

Washoe County is in the process of refining the requested draft bill language and is soliciting input from all the respective parties including IVGID.

They were also planning on meeting with the Washoe Tribe regarding their interest in Federal Lands as well.

We anticipate Washoe County providing us with modified bill language and updated boundary maps within the next month.