

**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Indra Winquest  
General Manager

**SUBJECT:** General Manager's Status Report  
Prepared for the meeting of January 28, 2021

**DATE:** January 20, 2021

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**Staffing Recruitment & Notification**

The Human Resources and Senior Management teams are very busy with multiple key recruitments. The District has formally hired a Controller who started on January 11, 2021. The District has a verbal commitment from our top candidate for the Director of Public Works. The General Manager and the Human Resources Department are working through final details and a signed offer is expected soon. Recruitment of the Parks & Recreation Superintendent has been completed and an offer to top candidate is being formalized. The District General Manager will keep the Board of Trustees and community up to date on these key recruitments.

**Ordinance 7 General Manager Advisory Committee**

A page on the IVGID website has been created and that link is <https://www.yourtahoepace.com/ivgid/general-managers-committee-on-ordinance-7>. Meeting minutes have been placed on the website. The last meeting of the committee was held on scheduled January 12, 2021. The next scheduled meeting is Tuesday, January 26, 2021. There will be a verbal update at the Board of Trustees meeting on January 28, 2021.

**Mid-Year Update to District General Manager Goals for Fiscal Year 2020-2021**

Following are the accepted goals for the District General Manager for Fiscal Year 2020-2021 (September 30, 2020) and a mid-year update on each goal:

<b>GOAL</b>	<b>UPDATE</b>
Effectively manage through COVID crisis to have an outcome that is favorable to the adopted District's budget and the overall health and safety of staff and the community members at IVGID venues & Facilities	At present, the District's overall budget performance is trending favorable to budget across most program areas. Shortfall in revenues are more than offset by lower than budgeted expenditures as a result of aggressive cost-saving measures.
Improve financial reporting by ensuring that the CIP Popular Report on capital is issued in a timely manner, capital data sheets are updated and accurate, and provide quarterly budget updates to the Board of Trustees	Quarterly CIP Popular Report and Budget update due for quarter ending September 2020 was provided to the Board on November 18, 2020; quarterly budget update for quarter ending December 2020 will be provided to the Board on February 10, 2021; quarterly budget update for quarter ending March 2021 will be provided to the Board in late April/early May; and quarterly budget update for quarter ending June 2021 will be provided to the Board in August 2021.

GOAL	UPDATE
Conduct and complete a Public Works Performance Management and Asset Management Study	This contract was awarded by the Board of Trustees at their January 13, 2021 Board meeting with Raftelis. The anticipated completion date of this work is June 15, 2021.
Bring forward to the Board of Trustees (via Audit Committee) for consideration improved District Internal Control policies, procedures and practices based on Director of Finance recommendations along with input from outside consultant(s).	Framework for Internal Controls will again be presented to the Audit Committee this month. Finance staff is reviewing existing policies and procedures, identifying priority areas of concern as well as developing scope for possible outside assistance in order to implement best practices for internal controls. New staff has been hired with direct expertise in developing and implementing internal controls. Two Moss Adams Reports have been finalized that both will impact positively areas of internal controls as it relates to Contract Management, and various areas within finance.
Manage transition to Enterprise Fund Accounting once consultant has rendered their recommendation and that recommendation is approved by the Board of Trustees and concurred to by the State of Nevada	The District is set for a hearing with the Department of Taxation on January 28, 2021. The 2021-22 Budget is planned to be produced in Enterprise Fund Accounting format.
Work with the Board of Trustees and community to evaluate and bring forward to the Board of Trustees proposed amendments to Ordinance 7	The GM's Committee on Ordinance 7 began meeting on September 28, 2020. There have been five meetings and the goal is to be providing recommendation to the community and Board of Trustees in the Spring
Review and recommend to the Board of Trustees punch card utilization and accounting improvements	On September 9, 2020, there was a Board workshop on punch card accounting. Additionally, a contract was issued to Moss Adams that included a review and opinion on Punch Card Accounting. As a result, contra revenue accounting for punch card transactions will be eliminated beginning with the 2021-22 budget. An alternative method(s) of accounting will be discussed. Lastly, the Ordinance 7 General Manager's Committee is discussing the future of Recreation Punch Cards.
Develop and bring forward to the Board of Trustees a 2021/2022/2023 Strategic Plan for their approval	Staff is working on preliminary updates to provide a draft 2021 – 2023 Strategic Plan for review and discussion at a Board of Trustees Meeting in February/March. Staff will then bring back a final draft for approval based on discussion and feedback received.
Transition to a new firm to provide legal services to the District once selected by the Board of Trustees	The legal services agreement with Best Best & Krieger was discussed at the Board's December 2020 meeting and it was reviewed by outside independent counsel. Presently, the contract is with the Best Best & Krieger representative for final review. Assuming that this final review is without change, the legal services agreement will be executed and this goal will be completed.
The Board of Trustees agreed to setting a date for the District General Manager's performance evaluation no later than September 30, 2021 and conduct that evaluation at a meeting closest to that date but not later than that date.	This date is not presently included on the District's long range calendar.