

MEMORANDUM

TO: Steven J. Pinkerton
General Manager

FROM: Gerald W. Eick, CPA CGMA
Director of Finance, Accounting, Risk Management and Information
Technology

SUBJECT: Status Report for August 2015 – Finance/Accounting, Risk
Management and Information Technology

DATE: September 18, 2015

Finance and Accounting

Audit for the Year Ending June 30, 2015 District staff conducted accounting completeness and cutoff steps for year end. Eide Bailly has established an electronic file for submissions of data. A trial balance was uploaded for the auditor's use. A large portion of the Comprehensive Annual Financial Report was drafted to be ready for fieldwork. Fieldwork is scheduled for September. The auditor's report will be done in early November with acceptance of the entire audit in December.

Continued Development of a Financial Transparency Website The District established public access to a new page on the web site. The Summary of Capital Projects Budget Activity was posted.

Support for implementation of point of sales systems Various members of the accounting staff are assisting with Vermont for Recreation, RTP for the ski resort and food & beverage and considerations for the selection of a system for golf. A solution for the actual administration of punch cards has been found utilizing RTP and will be integrated into all systems. The credit card processor applications have been filed for RTP. In general we continue to refine methods for integration of the daily uploads to post transactions from each system.

Initiation of Operating Budget for the Year Ending June 30, 2016 The first financial statement for the new fiscal year resulted in comments about consistency between years and the budget. Staff is working on reformatting the presentation to address these concerns. July financial report will be reissued under the new format. The start of the use of capital projects and debt service funds almost meant a change in presentation of facility fees dedicated to those

activities. Staff will also look to allocate the prior year fees to each component to allow for better comparisons year on year and to budget. This will first affect September.

Risk Management and Safety Initiatives

We held the District Safety Week August 10-13. A number of activities and trainings were held with a broad participation by each department.

We have been working on a safety condition at the Incline Fields regarding a retaining wall. Our insurance POOL arranged a review by Willis Risk Management. Our Engineering staff has developed a recommendation for mitigation. The work will be conducted this fall. We originally thought we'd need to consider asking for use of the Community Services contingency, however, we have identified several projects that will not take place this year and we can fit this spending into the current budget. We will be including this in the semi-annual CIP reports to be next issued in January.

Information Technology

Vermont Point of Sales System Data base and interface configurations are being developed for the Vermont Point of Sales System. Averill Consulting is coordinating testing and integration.

RTP ONE Point of Sales System The staff implementation team has completed the major portions of the business process review. Many products and process were install and begun testing during the month. A solution was identified and processed for credit card processing. The EMV chip card portion will be completed in early 2016.

EMV Chip Processing The October 2015 Federal Trade Commission deadline is considered a recommendation not a requirement. The District has opened a separate CIP project for the EMV equipment for all venues. Ski has identified a vendor and expects to place an order for equipment in November. Golf has not selected a system yet. The system for recreation is pending based on our existing relationship with a referral from Vermont.

SysAid Support Ticketing System Implementation The system was fully implementing across the District in August. Training continues as does getting everyone comfortable reporting service requests in this new manner.

Fiber Ethernet Connections for the District We have energized getting each location room ready for AT&T. Their engineering and field staff have been ordering cable and inspecting locations. Work continues to progress towards a fall completion. The Ethernet is planned to be in place by October 2015.

Live Streaming The equipment has been received and was setup by PolyCom technicians who had to customize the configuration of the production server. The new camera has been tested for its pan, zoom and tilt features. The capacity of the new system requires more internet connection that we can provide until the fiber Ethernet is fully install. Therefore we have continued to use the old system.

Web Content Our Webmaster continues with the web site project staff on updates, security settings, and various requested enhancements to functionality.

Citizen Request Management as a part of Communications The District has selected Citizen Request Management, by Accela, which allows online access to staff by sending e-mails under assigned topics. The system not only is inviting to citizens, but also provides ways to post and send information, as well as track the timeliness of response to requests. Implementation is scheduled in October to be led by our full time Communications Coordinator.

IQM2 Board Packet Management Software The IT Steering Committee has agreed to oversee a process to re-engage in the development of the automated process for assembling and distribution Board of Trustee Meeting Packets and related information. The implementation will start by the end of 2015. The next steps are to appoint a project team and to review with Accela how the product implementation process is best completed given their acquisition of the software provider.

Other

Washoe County Citizen Advisory Board Through June 30, 2015 the District held assigned positions on the Washoe County Citizens Advisory Board (aka CAB). The Board had appointed Trustee Devine and utilized Gerry Eick as the alternate, which he has been for many years. The County encouraged someone with an IVGID to apply to the CAB following it reorganization. Gerry Eick has applied and was appointed September 10, 2015. The General Manager approved this application. The CAB focus will be on development and planning, with occasional community forums. The connection with the process is a good form of communication with the County.