

## 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 March 2015 – Finance/Accounting, Risk  
Management and Information Technology

**DATE:** April 15, 2015

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### **Finance and Accounting**

Audit for the Year Ending June 30, 2015 Staff communicated with Eide Bailly about the prospective timing of their planned work and delivery of the report. This was given to the Audit Committee. The Committee recommended appointment of Eide Bailly and the Board of Trustees concurred. Notice was sent to the State of Nevada as required by law.

Initiative for Fiscal Year 2015-16 Fund Accounting Changes Staff provided information about these changes to the Board of Trustees during the strategic workshops and produced several examples of the format for use at the early April meetings. Staff is also working to develop the use of the format for public presentations later in the budget process.

Implementation of Accounting System Upgrade We continue to work with the vendor to get updated ad hoc financial reporting capabilities within the new system. Until that is complete the monthly financial reports will be functional but not fully in a format we intend to use long term.

The District began issuing a report that provides check detail including account numbers and transaction description.

Budget for 2015-16 At the request of the General Manager, the Director of Finance has developed formats for individual funds, sub funds and both functional and object based documents. The District will not be presenting detailed budget documents to the Board, pending several policy decisions. Venue staff has completed work on personnel, performance measures and

revenue matters and this information has been used in the District-wide presentations distributed to date.

### **Risk Management and Safety Initiatives**

The Safety Specialist worked with Nevada EPA on the specifications for a containment and hazardous material handling system. The apparatus has been installed and in the process of being inspected.

We have been advised by the Washoe County Engineer they plan striping the crosswalk at Ski Beach in May. They are also considering our suggestion for a crosswalk at Incline Way between the Recreation Center and Village Green.

We have received and will be installing the seasonal speed bumps at both the gate area and inbound lane of Ski Beach to reduce vehicle and pedestrian risks. We coordinated the style of equipment with the fire department to make sure they approve of the design, since they use this area as a fire lane.

The District has given permission to the Washoe County Emergency Operations Center and the North Lake Tahoe Fire Protection District to utilize Diamond Peak as a location for a community evacuation drill on May 30. There will be several exercises and a community information display during that daylong event. Monthly meetings are held to plan for the events.

### **Information Technology**

IT Network Report District staff and our contractor continue to install Recreation, Golf, Admin and Public Works Wi-Fi equipment. The Recreation Center and Golf Wi-Fi is next and has been partially completed. Preparations have begun for the network location at Public Works and their Wi-Fi which are to be completed in April.

Vermont Point of Sales System Data base uploads and interface configurations were developed for the Vermont Point of Sales System. Testing and import of data is ongoing with a completion in April.

Food & Beverage Point of Sales System A potential point of sale system for food and beverage was identified. We have received a proposal and have gotten answers and a second version to address several issues. A decision will be made and brought to the Board after July 1 as a part of the next year CIP process. An implementation is planned ahead of the ski 2015-16 season.

Fiber Ethernet Connections for the District We received proposals from two vendors for the Ethernet fiber network operating system for District's venues, including review and enhancements to each original proposal. One vendor has requested the opportunity to amend their proposal and we are awaiting their responses. The District also participated in the Tahoe Prosperity Fund survey, which has led to a third potential vendor being identified. We are waiting to see if they will be in a position to make a proposal. They may not be able to have the necessary infrastructure in place to meet our timing request. A report is expected to be made to the Board in May. We do expect to have an Ethernet in place by October 2015.

Ski Beach Camera A new camera has been acquired for the Ski Beach Boat Ramp area. It is being configured and will be part of the opening in April.

#### Other Matters

Our Web Coordinator continues with the web site project staff on updates security settings, and access to venue staff for managing content.

The District is exploring several communication tools. One is called Citizen Request Management which allows online access to staff by sending e-mails under assigned topics. The system not only is inviting, but also provides ways to post and send information, as well as track the timeliness of response. Our General Manger is familiar with the vendor.

The District is working on the final stages of a financial reporting program called Open.Gov. The system allows the District to post financial information that can be converted to graphs and diagrams which may be more reader friendly. We expect to place the links on our website in April. During March they provided us with ideas of how other governments present this tool. The Controller and Web Coordinator are formulating a new page on the District's web site that will be dedicated to Financial Transparency. It will have financial reports, the Open.Gov tool and other financial data.