

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 July 2015 – Finance/Accounting, Risk
Management and Information Technology

DATE: August 17, 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. Fieldwork is scheduled for September. The auditor's report will be done in late October or 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 Debt Management Policy and related State forms were posted during July after being filed with Washoe County and the State of Nevada.

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. Two areas especially include the actual administration of punch cards and the ability to accept them at all venues, and merchant processing of credit cards given that the industry is starting to move towards preferred providers established through the software vendor relationship. In general we continue to provide methods for integration of the daily uploads to post transactions to each system.

Initiation of Operating Budget for the Year Ending June 30, 2016 Each department has reviewed its spreads by month for revenues and expenditures. 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. The July

financial reports will be issued about a week later than normal to facilitate extra review.

Risk Management and Safety Initiatives

The Safety Specialist has met with several departments to complete training for ARC Flash compliance that is required by the end of 2015.

We are preparing programs for the District Safety Week to be conducted in August. Several agencies such as our insurance POOL will be assisting with presentations.

We requested an evaluation of a condition at the Incline Fields regarding a retaining wall. Our insurance POOL has arranged a review by Willis Risk Management and we will receive a recommendation for mitigation. Our Engineering Manager is already begun exploring solutions given the current conditions. This work might have to be done under a Board authorized use of the Community Services budget contingency.

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 for August.

RTP ONE Point of Sales System The staff implementation team is working with the vendor on business process review. IT staff has completed the primary installation of software for Ski and Food and Beverage. A solution was identified and is in the process of being finalized for EMV chip credit card processing. A separate analysis is being conducted to determine the viability of using this technology in other venues. 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.

SysAid Support Ticketing System Implementation The IT staff started using SysAid in March 2015 to test the setup and processes for several months. Several departments were used to test the front line users' ability to make service requests. We have used that information to make further enhancements to the service request templates and will be fully implementing across the District in August.

Fiber Ethernet Connections for the District We have followed up with AT&T to get the final agreements in place. These included reverifying the location addresses and the engineering plan for deployment. The Ethernet is planned to be in place by October 2015.

Live Streaming The District choose to purchase equipment manufactured by Polycom. The equipment has been received and is awaiting final setup by PolyCom technicians who must customize the configuration of the production server. The new camera has been tested for its pan, zoom and tilt features. The old system had a good camera and it will be used to capture an image of speakers other than at the Board head table.

Web Content

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

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 September 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 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.