

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 February 2016 – Finance/Accounting, Risk
Management and Information Technology

DATE: **March 16, 2016**

Finance and Accounting

Audit for the Year Ending June 30, 2016 Staff has requested a proposal be prepared and submitted by Eide Bailly LLP, to the Audit Committee.

Financial Transparency Website The quarterly report for CIP was posted early in February. We continue to develop formats for a popular report that can be posted to the website and perhaps incorporated into the IVGID Quarterly. We have reviewed both Washoe County and the Tahoe Donner forms.

Support for implementation of point of sales systems We continue to support the process with RTP. Fewer issues occur relative to transactions. We are now focusing on reports and methods of analysis. Integration for Vermont was started in January, with some testing done February. Vermont's staff is responding with additional development. We participated in demonstrations for a golf system. This led to checking references for credit card processing. The selection and implementation may be delayed to post 2016-summer season.

Capital and Operating Budgets for the Year Ending June 30, 2016 The process of input, review and analysis went through multiple cycles during the month. Many venues made second and third revisions as we approach the preliminary budget report. The State released tax projections that indicate a reduction in the Ad Valorem rate. Staff is working with the State and the County to arrive at an abatement adjusted amount that can be used in the General Fund budget. The Senior Team has reviewed many of the early results and given suggestions for what still needs to be considered. The Capital Budget process included final meetings to review the summary and underlying project data sheets for all items included in the five year summary. We have run several scenarios to fine tune

the asset replacement funding model and underlying procedures and guidance. Additional time is necessary to accumulate everything, the release at the end of the month has been extended into March. We updated the budget calendar and outline for presentations and reviews scheduled through June 2016. The Senior Team has placed matters relative to the Board on the Advanced Calendar.

Support for the Diamond Peak Ski Resort Holiday Season The success of all three holidays has given rise to added review of the degree for budget augmentation needed in April. We are developing estimates for increases to a number of affected expense accounts, all covered by the additional revenue. This level of activity has caused increased ordering of supplies, accruing insurance charges and rent that are factors of revenue. We are also looking at the longer term affects on Net Position should the ski season continue to allow us to realize the benefits of the added operating levels.

Risk Management and Safety Initiatives

ARC Flash Labeling

Staff is continuing the process by establishing a detailed inventory of each location and panel. This will allow us to formulate the true scope of the issues and the possible responses. It is possible that we can handle much of the labeling ourselves with the purchase of a software calculation and labeling package. After the scope is done, we will look at options for using outside vendors versus our staff to complete this project.

Incline Fields Safety Fence

We continue to be working on a safety condition at the Incline Fields regarding a retaining wall. Our Engineering staff has designed a solution. No new work will occur until the spring. 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.

Safety Training

Fleet staff is working with several departments, especially in Public Works to refresh training on major items of equipment. The ski resort continues to emphasize safety with their respective staff meetings.

Emergency Preparedness

District staff met with the North Lake Tahoe Fire Protection District to coordinate the five year update to our Emergency Operations Plan. Since the Plan was

done in 2011, several changes have occurred for facilities in our community. The Emergency Operations Center is now with Washoe County Sherriff and the Fire District. IVGID will no longer have to be ready to assemble a room. However, the Recreation Center is considered the secondary evacuation location. We will look at what needs to be done to meet the objectives of preparedness for that location, and our staff, in support of the community, should an event occur. The goal of the agencies is to have an updated plan by May of 2016. Part of this process will be coordinated with the new interim Fire Chief Ryan Summers.

Information Technology

Vermont Point of Sales System Data base and interface configurations were developed for the Vermont Point of Sales System. Our third party developer and our IT Senior Analyst continue to coordinate testing and integration.

RTP ONE Point of Sales System Their support people worked to fine tune our remaining issues. These will continue over the next several months as new items or events test functionality of the system.

EMV Chip Processing The October 2015 Federal Trade Commission deadline was 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 when given the acceptance by RTP and their merchant processor. Golf has not selected a system yet. The system for recreation is pending based on our existing relationship with a referral from Vermont. All EMV equipment is expected to be ordered when we can be certain all venues can be served consistently. This now appears that it will be carried over to later in the summer of 2016 to be ready for the ski season.

SysAid Support Ticketing System Implementation Our IT Technician used the system's capabilities to inventory computing and communications equipment, licenses and update functions. We have focused the inventory and using it to establish a process of updating and other proactive system management.

Fiber Ethernet Connections for the District The AT&T engineering and field staff installed cable and switch equipment. They took two months longer to make their tests of connections. We learned it was successfully completed February 10. Work continues by Averill Consulting Group to complete their contract for bringing the entire Ethernet into service as soon as possible.

Live Streaming The capacity of the new system requires more internet connection that we can provide until the fiber Ethernet is fully installed. 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 and content. Most of this has focused on RTP. This included completing the new online store for Diamond Peak. We have moved away from old website. We have retained it for now as a backup in case there is any need to review past transactions. We will keep the old files until the end of the ski season in case we need to access files for conversion.

Citizen Request Management as a part of Communications The District has contracted with Citizen Request Management Public Stuff, by Accela, which allows online access to staff by sending e-mails under assigned topics. The implementation continues including improvement to location and way finding. It is managed by our Communications Coordinator. More of the system is being developed, but will not be released for public use until there is comprehensive functionality.

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. This Accela product is now called Legislative Management. The implementation will start early in April 2016 with a review of capabilities and setting an implementation time line. We have yet to fully identify a project team.

Expanded Archive and Back Up System The District added an unbudgeted project to acquire a comprehensive solution to the network back up storage in January. We chose a system from Dell and it was configured by Dell engineers. They are helped the appliance in service. Backups are being performed on a regular basis. The existing equipment will be used for future Utilities Scada system, and will incorporate it in the update scheduled for later in 2016-2017.

Microsoft Licenses for Office 2016 In order to facilitate software upgrade for current and near term replacements, the District order 100 licenses. Most of the month was used to analyze needs and get the order placed. Installation began in the first week of March.