

## MEMORANDUM

**TO:** Steven J. Pinkerton  
General Manager

**FROM:** Gerald W. Eick, CPA CGMA  
Director of Finance

**SUBJECT:** Status Report for December 2017 – Finance/Accounting and Risk Management

**DATE:** January 23, 2018

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### Finance and Accounting

Audit for the Year Ending June 30, 2017 Staff received the final report for November 29 and prepared the Board of Trustee and Audit Committee items for December 13, 2017 meetings. The Audit was accepted and filed in a timely manner with the State of Nevada. The public copies were distributed soon after the meeting.

Audit for the Year Ending June 30, 2018 Staff facilitated the discussion and appointment of Eide Bally under their five year proposal with the Audit Committee and the Board of Trustees. The appointment was made to meet NRS requirements.

Sales Tax Refund by the State of NV, Affecting District Revenues On August 14, the District was advised by the NV Dept. of Taxation that a sales tax refund was proposed that will likely reduce revenues in 2017-18. The taxes were collected over three prior years. The District has made a provision for the estimated \$60,000 refund and an entry was applied to June 30, 2017. Staff monitored the discussions that will eventually determine the final amount and the terms by which the refund will be executed, if approved by the Nevada Tax Commission. Plans for another meeting did not occur. The District was advised the Tax Commission approved the refund in January 2018 without stated terms. We will continue to monitor this matter for proper accounting once the refund begins.

Financial Transparency Website The Controller works each month to improve Opengov.com and our monthly financial reporting to be consistent and informative. December included reviewing usefulness of the templates.

Development of a Popular Report Format The General Manager's Committee discussed Popular Reporting and performed its fact-finding, which was reported to the entire Board on August 2, with all the other reports. Further determination of the content of any other reports will be decided by the Board of Trustees following consideration of alternative formats for Popular Reporting. The timing for this next step is not known. It is intended to be part of the Board's 2018 Work Plan. A Capital Projects presentation on October 25 did not use any new format, but it is promised to be reissued if the format is changed.

Monitoring CIP for the current 2017-18 Project Year Performance management of CIP included quarterly Project Manager's meeting. The meetings discuss status of each project. Status is reviewed for new and carryover projects which was included in the 2017-18 budget. Staff also coordinates a Capital Improvement Project Report. The first quarterly report for the 2017-18 fiscal year will be posted in December. Several changes in plans and scope have already occurred for 2017-18 projects to reflect updated circumstances for weather related projects, the Bike Park, and the Mountain Golf Course Cart Fleet.

Operating and Capital Budgets for the 2018-19 Fiscal Year Substantial progress has been made by all venues for input of their preliminary budget requests for review by the General Manager. The Senior Team has agreed to a general outline for the production of a budget for approval in May. The critical dates will be reflected in the Board of Trustees Long Range Calendar.

Investment Status at December 30, 2017 The second quarter had changes in investment due to maturities taken for paying for CIP project costs. This process will continue through the fiscal year with many millions of dollars budgeted. Those investments that can be renewed are getting higher rates with the changes in Federal Reserve Policy. District holdings at face amount as of December 30, 2017 are:

	2017-18	2018-19	2019-20+
CD's	\$2,750,000	\$5,250,000	\$3,500,000
US Government Agencies	\$ -	\$4,250,000	\$4,250,000

Assistance with Public Works Administrative Copier Replacement This copier and printer was budgeted to be replaced with a new unit in January through another lease. Since the old unit was also on a lease, advance notice of intent was requested by the lessor. The result of the process was to determine an outright purchase was a better financial transaction. Staff assisted with the analysis and placement of the new unit.

Replacement of the District Administration High Volume Copier This copier and printer was planned of replacement in 2017-18. It was purchased in August 2013. However, the unit has shown considerable unreliability over the last four months. The service vendor noted it was quickly reaching end of its service life. The meter showed over 1.7 million copies produced. Staff found a government purchasing program with Xerox that allowed the \$31,000 budgeted purchase to be completed for \$24,800. After months of struggling with large Board packets, that caused delays while waiting for service work, we now have a reliable unit. We were also able to obtain greater volume of paper trays to facilitate the large runs associated with Board Packets.

Information and History on District's Obtaining unbuildable tax delinquent properties Staff assembled information for the General Manager and Legal Counsel to publish on the history of parcels claimed from Washoe County by the District under the tax forfeiture program. These properties were claimed mainly to allow eliminating them from the active recreation roll until they were restored to someone willing to pay the fees. The District was not actively listing the properties pending development of a comprehensive Policy. The District has received periodic inquiries about the lots and have completed restoring recreation privileges to three of the lots. We have concluded put a to hold on any further transactions until the Policy is adopted.

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

ARC Flash Labeling We have ongoing work under the CIP budgeting for the five-year plan. Various venues have proposed projects to address updating panels. We are continuing a protocol for not working on any panel with live power.

In support of the overall process of protocols for 'Lock Out Tag Out,' District venues are inventorying and evaluating conditions for all energized equipment covered by the OSHA regulations. This will lead to other projects or operating adjustments, including establishing procedures specific to locations. This will be implemented through the rest of 2017-18 and as CIP projects affecting those locations are completed.

Safety Committee continues to promote utilization of TORCH-Learning Management System The safety committee and District staff continue to work on the implementation of the record keeping system for various training and learning opportunities. TORCH-LMS is a member service provided by the Nevada Public Agency Insurance POOL. Part of the TORCH program planning identified increased activity for 2017-18 for Lock Out Tag Out procedures. The updated

system went live November 1. Training and implementation is ongoing with our managers and supervisors.

Safety Committee Venue staff, HR, and the Safety Specialist are working with the POOL on an updated online Material Handling Library. The POOL has purchased the upgraded system as member service. This system has proven invaluable to the District to meet its documentation requirements for hazardous material handling. The upgrade included conversion of the current database and training on the new system. The new system went live in November. There is ongoing training with venues to get new data input established. IVGID is one of the first to implement it among POOL members.

Support for Grant Application for Emergency Generator for Community Shelter at the IVGID Recreation Center For a number of years the Incline Village and Crystal Bay community has operated under the emergency plan to utilize the High School as a primary shelter, with the Recreation Center as the second choice. The severe winter of 2016-17 highlighted the real possibility of the need for a shelter, either due to snow or temperature conditions. Neither of the shelter locations have back up power. Our community does experience power outages. The Washoe County Emergency Operations Center has long advocated for obtaining a generator for the situation. When the Recreation Center boiler was replaced, the new electrical panel included the necessary switch to allow the building to be hooked up to a portable generator. The North Lake Tahoe Fire Protection District is exploring a grant opportunity to obtain the long needed generator. IVGID has expressed its willingness to house, maintain and operate the generator in support of this critical need, since its facility may one day be the shelter that is used. During the January 2017 Avalanche Alert, the High School could not be accessed, and the Recreation Center was on alert to establish a shelter. The Community would be better served if we had the ability to have power if a wider spread outage happened, as it did during that event.