

## MEMORANDUM

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

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

**SUBJECT:** Status Report for December 2018 – Finance/Accounting and Risk Management

**DATE:** January 15, 2019

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### Finance and Accounting

Audit for the Fiscal Year Ending June 30, 2018 The CAFR was presented to the Audit Committee and Board on December 12 and accepted. It was filed with the State of NV by the 12/31 deadline and distributed to the public.

Sales Tax Refund by the State of NV, Affecting District Revenues Based on earlier information, the District's provision was made to absorb 18 monthly reductions up to \$3,000. The repayment of the District's share of the AT&T sales tax refund started being posted in October. The reduction for each of three months of our CTX distribution approximates \$1,679. For December it was \$2,849. Similar reductions are expected for remaining periods, although the State has indicated the amount may change with each payment. The provision will be adjusted with the last payment.

Popular Reporting Format being Updated Staff assembled another round of sample formats utilizing the audited results from June 2018. The Director of Finance presented a report for the December Board meeting. It included results of each major venue, graphs for the Facility Fee and Capital Expenditure and a presentation of balance sheets and operating results that can be traced to the audited government-wide financial statements. The Board gave feedback for further study of using more graphics.

Operating and Capital Budgets for the 2019-2020 Fiscal Year The District has a calendar covering October 2018 to May 2019. To date the emphasis has been to update performance and service levels measurements to drive financial requests, look at personnel adjustments, and consider any new requests for capital improvement projects. Most venue updated details and justifications. Many District wide utilities and internal charges were updated in December.

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

Progress on Insurance Claim for Mountain Course Clubhouse Staff is actively working with the NV POOL, adjusters, and contractors to finalize the amount of the claim from the August 11 fire. Pricing is difficult given the current bid environment. Contractor availability is also a concern. Several options for replacement or renewal are being considered depending on total costs. The NV POOL has indicated a willingness to consider a different scope of work other than the insured full replacement. It is possible the operating needs for the building have changed from its former layout, and it would be a better use of all resources to rebuild according to future needs.

Fall Protection Devices were installed on Burnt Cedar and Chateau Roofs The Safety Specialist has been working with the Buildings Maintenance Department and an outside contractor to get necessary fall protection at the pool and Chateau area. These were completed. Staff has scheduled training in January for the proper use of the harness and anchors.

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 is being implemented through CIP projects affecting those locations as 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. Department Managers will continue individual implementation.

Safety Committee Venue staff, HR, and the Safety Specialist continues 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.