

MEMORANDUM

TO: Steven J. Pinkerton
General Manager

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

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

DATE: November 14, 2017

Finance and Accounting

Audit for the Year Ending June 30, 2017 Staff has work with the outside auditor throughout the month in support of the final reviews of the report. Both expect the release of the report, as planned, in November. Part of this work included the documented second review by District staff.

Community Forum October 18 The District General Manager and the Director of Finance presented information to answer five set question about the District's finances. The audited results as of June 30, 2017 were known, and though not issued, was presented to give the community the latest insights into the IVGID finances.

Moody's Bond Rating The District has received notice the rating remains at Aa1.

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 be 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 is monitoring 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. A meeting in November has been requested to discuss the options. The refund is an unprecedented size affecting many entities. IVGID is affected to a relatively lesser degree.

Financial Transparency Website The Controller works each month to improve Opengov.com and our monthly financial reporting to be consistent and informative.

October included adding several more templates and preparing a demonstration for the Community Forum.

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 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. However, a presentation is planned for October 25 did not use any new format, but is promised to be reissued if the format is changed.

Support for implementation of point of sales systems There is ongoing effort to enhance functionality of Vermont and RTP. Each month we look more at reporting processes. Venue staff implemented additional procedures to refine daily close outs which have greatly improved the quality of uploads and posting abilities on a timely manner. The current efforts are to edit product setup to aid in cleaner daily close out and uploads.

Performance Measurement The General Manager has asked Accounting and Finance to assist venues with performance measurement in ways to emphasize execution, not just the budget. The 2017-18 budget process has identified improvements. These include development of venues specific items that address results and performance. Venue Dashboards will be updated for the next quarterly report.

Monitoring CIP for the current 2017-18 Project Year Part of performance management are the quarterly CIP Project Manager's meeting. These meetings are for the General Manager and the Director of Finance to assess progress and discuss status of each project. A list for the carryover projects was included in the 2017-18 budget. This list was expanded for the Indebtedness Report to add the Effluent Pipeline Project which is carried over to multiple years. Staff has coordinated the close of the fiscal year and data assembled for the annual audit, with the Capital Improvement Project Report, which was released October 25. This work considered factors to identify the various nature of both and actual as well as status of projects as they proceed. 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. Details will be released as they are finalized.

Operating and Capital Budgets for the 2018-19 Fiscal Year The General Manager kicked off the budget process in September. The Finance Director has started to

populate items that are District wide. Check-in status meetings are set for early November. A full budget calendar will be released by November 30.

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.

Security Services Planning The Board of Trustees approved a new contract in September. The new contract starts in October to avoid the possibility of a change at the highest point of activity. Staff completed the daily detailed schedule with the vendor.

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 goes live November 1.

Summer Fire Extinguisher and Fall Protection Inspections Venue staff worked with the Safety Specialist to complete annual inspections. Thank you to all department for their preparation and passing these important tests and updates.

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 goes live November 1. IVGID is one of the first to implement it among POOL members.

Fire Marshall Annual Inspection completed for District Venues Staff accompanied the Fire Marshall through the annual inspection. Several items were identified for

added safety of our facilities and the public. Risk Management and the Buildings Maintenance Department is working with individual venues to address these points. A CIP project exit for doors from the 2016 inspection in the Chateau is in progress. Detection and alarm indicators have been planned to be to the Admin Building to address an ADA issue.