

**MEMORANDUM**

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

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

**SUBJECT:** Status Report for September 2016 – Finance/Accounting and Risk Management

**DATE:** **October 25, 2016**

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**Finance and Accounting**

Audit for the Year Ending June 30, 2016 The auditors completed their onsite fieldwork in September. Part of that process included providing a draft of the financial statements and note for the Comprehensive Annual Financial Report (CAFR). The CAFR including all sections was delivered for technical review October 6. This was a very informative process as it was the first time since we approved the change in accounting, to bring together the budget, actual activity and accounting standards together to achieve a report that serves multiple perspectives and users.

The audit process included in a new format for investment maturities. This will be used quarterly. As of September 30, 2016 investments include:

Maturity	16-17	17-18	18-19	2019 & After
Certificates of Deposit	\$1,200,000	\$7,295,000	\$2,500,000	\$1,100,000
US Agencies	\$ 500,000	\$1,000,000	\$2,250,000	\$2,250,000

Financial Transparency Website The Accounting staff added a template to Opengov.com to allow users to start with the monthly accounting format before they begin to drill down on points of interest. This entry point should reduce the confusion about which filters to apply. A template will be in place for each reporting venue.

Development of a Popular Report Format Our General Manager has requested a format be ready for use for the 2017-2018 budget process. We have reviewed the format used by Tahoe Donner and Washoe County as examples to be considered. We also looked at several formats in the CAFR that may provide a workable opening page. We will likely test several formats over the last half of 2016.

Support for implementation of point of sales systems The accounting department contuse to aid in enhancements to functionality of Vermont and RTP. District staff is active in a second round of enhancements and improvements based on having used both systems for many months. The respective vendors are helping with best practices, reconfiguration of products and other support tasks. We have also worked on the selection of the best solution for golf with the Director of Community Services Director, the Director of Golf, and the IST Director.

EMV Processing Equipment Project This project was opened in July. The equipment for ski and recreation has been ordered. The selection for recreation has led to a change in merchant processing for Vermont. We have helped arrange the implementation to be completed in October. Ski's equipment is on order and should arrive in November following a beta test completed by another user. The overall cost of the project has increased because of a larger than expected number of devices for the ski resort. The original plan of \$25,500 is now approximately \$32,000. The additional cost will be covered by the Ski Capital Projects account.

Performance Measurement The staff worked on testing our ability to monitor measure and report performance measurement factors. Another area of emphasis is the scheduling, monitoring and reporting of labor across days, weeks and seasons. The General Manger is working with accounting staff and department managers to develop internal reports for labor monitoring.

## **Risk Management and Safety Initiatives**

### ARC Flash Labeling

Staff has evaluated each location for its electrical panel condition. We are analyzing the scope of the issues and the possible solutions. We can handle much of the labeling ourselves with the purchase of a software calculation and labeling package. We are considering ways to address physical conditions. After looking at the preliminary results, we have requested each venue put forth a CIP project to address their needs. Engineering will work on identifying standards for our actions. We are continuing a protocol for not working on any panel with live power.

### Emergency Preparedness

We drafted the update to our Emergency Operations Plan. The Plan uses two main factors. These are to have knowledgeable staff present for an incident and then empower them to use common sense appropriate to the event. The current Plan proposes five levels of conditions. As each condition escalates, so does the overall perspective and involvement of the District management. We have used recent incidents to study other responses we may need to develop, in particular

fire watch for extended widespread power outages. The Senior Team will be the next step in the review process. Practice drills are planned for October.

#### Security Services Planning

Once the summer season has been completed for the Beaches, staff has begun a process to set a scope for the process of soliciting proposal for services beginning July 1, 2017. We will also be coordinating this with alarm monitoring as response overnight is an ancillary service. A considerable lead time is necessary to get this in place. The Request for information will go out later in November.

#### Implementation of Recordkeeping for Safety and Other Training

As a part of member services, the Nevada Public Agency Insurance POOL has made an online tool available to record training that is required for all staff under OSHA. This is very comprehensive system that would otherwise cost the District considerable expense. The Safety Committee and staff are working to implement this program over the next months. Managers and Supervisors have begun the process of entering staff names and courses for the record.