

## MEMORANDUM

**TO:** Board of Trustees

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

**SUBJECT:** General Manager's Status Report  
Prepared for the meeting of February 27, 2019

**DATE:** February 19, 2019

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### **Financial Transparency**

The Monthly District Financials are posted on the Financial Transparency page <https://www.yourtahoepace.com/ivgid/financial-transparency>.

Through the first seven months of the Fiscal Year, District-wide revenues are \$2,215,746 ahead of projected budget and District-wide operating uses are \$982,712 below projected budget. In total, we are \$3.2 million to the good for year to date budget. For the month of January, we were \$429,348 to the good due to a strong holiday season at Diamond Peak. While skier visits were slightly above average, skier revenue to date set a new record – \$5,939,722.

We will be providing an update at the February 27, 2019 Board of Trustees Meeting regarding Diamond Peak's performance during the President's Day Holiday week.

The Capital Improvement Report for the first quarter of the Fiscal Year is now available on the Financial Transparency page.

Also a reminder that the Month and Year Ending June 30, 2018 (Pre-Audit) is now posted as well. As June 30 is the end of the Fiscal Year, these financials provide the final pre-audit numbers for the 2017-18 Fiscal Year.

### **Venue Status Reports**

Venue Status reports are available on a monthly basis for key venues and operations. Reports are prepared for Public Works, Parks & Recreation, Finance/Accounting, Risk Management, Human Resources along with Ski and Golf when they are in season.

These reports are used to provide the Board of Trustees and the community with a summary of the activities for each venue, including significant expenditures

performed under the General Manager's authority. For example, while no new contracts were issued in November or December, the Public Works status report for October notes that two new construction contracts were issued that month valued at \$24,783 and \$53,400.

In addition, it provides real time updates of construction in progress. For example, the December Public Works Status Report provides detailed information on the one major project currently underway. It notes the Original Contract Amount, Change Orders to Date, Current Total Contract Amount, Total Payments for Work Completed to Date, and Current Balance to Completion (including retainage). It also includes updates on two Sewer Pump Replacement projects.

This report also includes monthly updates on Public Works benchmarks. For example, customer service requests in December numbered 61, slightly above the three-year average for November of 58. For the Fiscal Year-to-Date, customer service requests are two above the three-year average of 651.

There was only one Trash Complaint (actual call-outs) in December. This was well below the 23 the previous December. For the Fiscal Year-to-Date, complaints are 19 versus 297 the previous year.

Wastewater flow was at 28 million in December, just below the 29 million for the three-year average. For the Fiscal Year-to-Date, total flows are at 167 million, slightly below the three-year average of 174 million.

Additionally, the October report includes an update on activities related to Waste Not and the Tahoe Water Suppliers Association—for which the District provides management oversight. This section of the report provides a link to the 2016 IVGID Public Works Sustainability Report (<https://www.yourtahoepace.com/public-works/waste-not/waste-not-programs/sustainability>). This report features a sustainability metrics evaluation system and documents Public Works program milestones.

The Finance/Accounting and Risk Management Status Report for December provides an update on the District's annual audit, the Sales Tax Refund by the State of Nevada and a number of other timely issues. It also outlined the District's latest Risk Management and Safety Initiatives.

The Venue Status reports are typically posted by the middle of each month and can be accessed on the District's "Resources" web page.

## **Bidding Opportunities**

The District's "Resources" web page also includes a Bidding Opportunities link for businesses and the community.

Invitations to Bid, a quarterly update of projects awarded in excess of \$25,000 in value since April 30, 2015 along with a link to pertinent Nevada Revised Statutes (NRS) code sections related to procurement and contracts are included in this section of the web page.

In addition, it includes a link to planetbids.com, which is where interested parties can search for District bid opportunities and review all bid documents. For recent bidding opportunities, it includes a list of prospective bidders and bid results.

## **Capital Projects Update**

### **WRRF Aeration System Improvements**

Jacobs Engineering is working on the final design. Final bid level documents are scheduled to be completed in the spring. The project proposes to replace aeration blowers and associated piping, valves and control systems. Engineering staff will bid the construction project in the spring with final project completion expected for later this year.

### **Incline Park Ballfields Renovations**

This project proposes to replace the scoreboard and dugouts on all three ballfields, the infield on Field #3, and irrigation and drainage upgrades. The bid was opened in December. The project received one bid. District staff is reviewing the bid with the contractor and the donor. District staff will report back to the board once we reach a resolution.

### **Sewage Pumping Station #1 – (Overflow Parking lot)**

Jacobs Engineering is working on the design for the replacement of the three variable frequency drives (VFD's) and replacement of the motor control center (MCC) that operate the sewage pumping units. Final bid level documents are expected in June. Bidding of this project is expected in summer 2019 with Construction anticipated for the fall/winter 2019-20.

### **Water Pump Station 2-1 Incline – (Burnt Cedar Beach)**

Jacobs Engineering is working on the design for the replacement of the three water pump motor soft starts and replacement of the motor control center (MCC). Final construction documents are expected in late spring 2019. Bidding of this project is expected in summer 2019 with construction anticipated for the winter 2020.

### Other Projects

The Recreation Center Deck/Stairwell will be bid in early February. The Water Reservoir Safety and Security Improvements will be bid in February/March 2019. The replacement of Burnt Cedar pool piping will be bid in March 2019 with construction in April 2019.

### IVGID Quarterly

IVGID property owners should all be in receipt of the February edition of the IVGID Quarterly. This marks the first edition of the fifth year of the Quarterly. Along with the regular department summaries, it includes features on Fuels Management, the Fire District's ISO 1 rating and the SR28 Shared Use Path & Safety Storm Water Enhancements. It also includes nine pages that provide a comprehensive summary of IVGID's finances.

### Washoe County Federal Lands Bill

On September 12, 2018 I sent you a letter from the Chair of the Washoe County Board of County Commissioners regarding the status of the Washoe County Economic Development and Conservation Act (also referred to as the Washoe County Federal Lands Bill).

The letter informed IVGID that they would not be able to include any of our parcels in their request for federal legislation.

In each case, the land was removed in part, due to opposition from the U.S. Forest Service. The County did indicate that the Forest Service would be willing to entertain proposals for potential lease of the parcels by IVGID, which has always been our understanding.

On October 5, 2018, Commissioner Berkbigler and Jamie Rodriguez, Washoe County Government Affairs Manager toured the Forest Service Parcel across from Incline High School. This is one of the parcels included in IVGID's December 2016 request for inclusion in the Washoe County Lands Bill.

Commissioner Berkbigler and Ms. Rodriguez were educated about the benefits that could accrue to both the Forest Service and IVGID from a potential transfer of this property.

Ms. Rodriguez volunteered to facilitate a meeting between IVGID and the Forest Service to discuss the potential benefits in more detail. The Forest Service has not yet provided a time for a potential meeting.

### **Director of Golf**

As noted in the last update, Michael McCloskey's last day with the District was November 17, 2018. Championship Golf Pro Kyle Thornburgh is serving in the interim role until a permanent replacement is hired.

Staff worked with the Professional Golfers Association (PGA) and Borders Golf Group to develop an updated job description. Borders is taking the lead role in the recruitment, with interviews held on February 11. The goal is to have the position filled shortly and the new Director on site by April 1, 2019.

### **Mountain Golf Course Clubhouse Fire**

At the December 12, 2018 Board of Trustees Meeting, the Board of Trustees reviewed and approved a conceptual design for the Mountain Golf Course Clubhouse Fire Damage Repair and Renovation.

As noted that evening, staff was hoping to execute multiple tasks simultaneously. Otherwise, there would be little chance of reopening the Clubhouse meal service facilities for the upcoming season.

To meet this deadline, staff was expediting the design and bid process concurrent with ascertaining the available insurance proceeds. The best case scenario was hoping to put the project out to bid by early January.

At the time of this report, staff continues to work on parallel paths, working with the architect to complete construction plans that are ready for submittal to Washoe County and working with the insurance company to come up with a final number for available proceeds for repair.

We have made progress over the past month with each path, but it is unlikely that any improvements can be made to the Clubhouse before the beginning of the season. We are working on interim solutions for using the Clubhouse this summer, and will provide you with more information at the Board of Trustees meeting.

### **FEMA Reimbursements**

As I noted verbally at the February 6, 2019 Board of Trustees Meeting, we have three reimbursements pending with the Federal Emergency Management Agency (FEMA) for repair projects that met their eligibility requirements. Eligible projects with reimbursement amounts are as follows:

Utility Wetlands: \$12,881

Diamond Peak Maintenance Building: \$38,643

Diamond Peak Culvert Repair: \$331,019