

## MEMORANDUM

**TO:** Board of Trustees

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

**SUBJECT:** General Manager's Status Report  
Prepared for the meeting of June 19, 2019

**DATE:** June 11, 2019

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### **Financial Transparency**

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

Through the first ten months of the Fiscal Year, District-wide revenues are \$3,484,561 ahead of projected budget and District-wide operating uses are \$701,049 below projected budget. In total, we are \$4.2 million to the good for year to date budget. For the month of April, we were \$566,369 to the good due to the extended season at Diamond Peak. Skier visits continued to trend above average, and yield per skier continued to exceed expectations.

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

Also please note that the 2019-20 adopted budget is now available for detailed viewing on the District's OpenGov.com portal, which is accessible from the Financial Transparency page.

In addition, based on feedback received at the May 22, 2019 Board of Trustees Meeting, saved views for the Hyatt Sports Shop are now accessible in the OpenGov.com toolbar. Interested parties can click on pre-saved views of the Combined Golf and Ski budget, or click on budgets for either the Golf or Ski Budget Divisions. Other recent saved views include "Charitable Allowances (4270)" and "Charitable Allowances by Venue."

### **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, the Public Works status report for April notes that there were no new Public Works contracts issued in April. It also provides updates on the three construction contracts that were issued that month in March.

This report also includes monthly updates on Public Works benchmarks. For example, customer service requests in March numbered 85, slightly below the three-year average for April of 93. For the Fiscal Year-to-Date, customer service requests are ten below the three-year average of 882.

There were five Trash Complaints (actual call-outs) in April. For the Fiscal Year-to-Date, complaints are 31 versus 334 the previous year.

Wastewater flow was at 35 million in March, which was consistent with the three-year average. For the Fiscal Year-to-Date, total flows are at 292 million, below the three-year average of 306 million.

The Business Office had another busy month with 60 accounts delinquent, 252 owners with potential water leaks, and one shut off for non-payment. Of the 4,588 accounts billed monthly, 1,274 now receive their bills online.

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

The Human Resources Status Report included updates on employee recruitment, training, community relations and worker's compensation.

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**

### **Design**

#### **WRRF Aeration System Improvements**

The aeration process of wastewater treatment supplies oxygen to facilitate the biological activity that converts raw sewage into treated wastewater effluent. The plant has six 200,000-gallon aeration basins with two jet aeration clusters per basin. These clusters utilize pressurized air to mix and recirculate the wastewater and provide the necessary oxygen to the microorganisms. The pressurized air is delivered by multistage centrifugal blowers that are metered by electronically operated valves in order to keep the correct balance of oxygen in the aeration basins at all times. This project funds the design and replacement of the aeration system equipment at the WRRF. The age of the equipment, the number of hours of operation, and condition assessment indicates the existing centrifugal blowers are at the end of their serviceable life. Additionally, the blowers are no longer supported by the manufacturer and replacement parts are difficult to acquire. Jacobs Engineering is working on the designs documents and final bid level documents are scheduled to be completed in the July 2019 to replace aeration blowers and associated piping, valves and control system. The Engineering staff will then bid the construction project in August 2019, with construction beginning in September 2019 and substantial completion in May 2020.

#### **SPS #1 – (Overflow Parking Lot)**

The District owns 18 sewer pumping stations in Incline Village and Crystal Bay. Sewer Pump Station #1 collects and transports 50 percent of the raw sewage and transport to the wastewater treatment plant on Sweetwater Road. If something were to happen to Sewer Pump Station #8 there is a direct bypass that would send all of the raw sewage to Sewer Pump Station #1, thus accounting for 75 percent of the raw sewage in the District. Constructed in the early 1970s this station has provided reliable service. The station contains the mechanical and electrical equipment to pump sewage to the wastewater treatment plant. The equipment in the station to be replaced as a part of this project are the variable frequency drives for the three pump sets. 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). Final bid level documents are expected in July 2019. The Engineering staff will then bid the construction project in August 2019, with Construction anticipated for the fall/winter 2019-20.

### WPS 2-1 Incline – (Burnt Cedar Beach)

Water Pump Station 2-1 (WPS 2-1) is located at the Burnt Cedar Water Disinfection Plant (BCWDP) and pumps the disinfected potable water into the water distribution system to serve Incline Village and Crystal Bay. WPS 2-1 was largely constructed in 1972 with minor upgrades in 1995 and 2012. The electric motor control centers (MCCs) and switchgear at WPS 2-1 date to the original 1972 installation. This equipment does not meet modern OSHA requirements for Arc Flash safety and the MCCs and switchgear is at the end of its service life and no longer supported by the respective manufacturers. 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 bid level documents are expected in June 2019. The Engineering staff will then bid the construction project in June 2019, with construction beginning in August 2019 and substantial completion in April 2020.

## **Construction**

### Repair Deck, Stairs, and Powder Coat all Patio Deck Railings

This project will replace the railings and southern stairway on the eastside deck at the Recreation Center. The Board awarded the contract to Bruce Purves Construction on April 10, 2019. Project is in construction and stairwell removal has been completed.

### Water Reservoir Safety and Security Improvements

This project would replace the ladders that access the top of the water reservoirs, install intermediate access platforms, install protective railings and install new fall protection devices. The exterior access to the roof area is required to meet the needs of the District to monitor the water quality in the reservoirs and perform routine repairs to radio communication equipment. The ladders also need to be secured from access by the public. The reservoir ladders, fall protection, platforms, and protective railings will meet the current Occupational Safety and Health Administration (OSHA) safety standards. The Board awarded the contract to Resource Development Company on April 10, 2019. Construction will begin this summer and is expected to be substantially complete by June 30, 2020.

### ADA Access to Golf Course Bathrooms (Mountain Course)

The Mountain Golf Course on-course bathrooms at holes #6 and #13, and the site surrounding the restrooms are not in compliance with current American Disabilities Act (ADA) requirements for access due to excessive cross slopes between the golf cart parking and the restrooms entryway. This project will re-construct the cross slopes and pave access from the golf cart parking to the restrooms entryway. The project was awarded to Colbre Grading and Paving at the January 23, 2019 Board

Meeting. Construction began the week of the June 3<sup>rd</sup> with the delivery of temporary restrooms.

### Incline Park Ballfields Renovations

The project was awarded to Rapid Construction at the March 18, 2019 District Board meeting. The project was reduced in scope to only improvements at Field #3 to include:

- New Baseball specific Turf Infield, Drainage, and Irrigation
- New outfield specific French Drain
- New Scoreboard with naming rights panel
- New Modular Batting Cages with retaining/seating wall
- New Foul Poles
- Expansion of outfield dimensions, fencing replacement, and renovated outfield warning track
- New Backer Board at Backstop/Includes padding
- New enclosed custom modular Dugouts with equipment storage
- Site Signage Improvements

The project will begin late June as the weather allows and will be substantially completed by August 30, 2019.

### Other Projects

The grant funded Incline Creek Restoration project located on the Hole 14 of the Championship Golf Course was awarded to Aspen Developers with construction slated for post-Labor Day 2019. Pavers are being installed at the Chateau.

### IVGID Quarterly

The April edition has now been distributed. This Quarterly includes the Spring-Summer Recreation Guide along with features on the Incline Village Library and the IVGID Appreciation Days. The June quarterly is at the printers and should be released shortly. The next quarterly includes a number of features on our Public Works department, our summer event calendar and an update on our current construction projects.

### Tahoe East Shore Trail Debut

The June Quarterly also has a feature on the Tahoe East Shore Trail. The 3-mile stretch of trail, starting near Tunnel Creek Café and terminating at Sand Harbor, is expected to open at the end of this month.

Staff is working with other stakeholders to ensure that parking, operations and maintenance all run smoothly from day one. I will be attending an all-hands meeting on June 20<sup>th</sup> to discuss logistics for the opening.

A formal grand opening ceremony is scheduled for June 28, 2019 at 3:30pm.

**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. Washoe County did indicate that the U.S. 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, Washoe County 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.

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

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

In the meantime, based on Board input, staff is reviewing alternate means for securing use of the property.