MEMORANDUM

TO: Board of Trustees
THROUGH: Steve Pinkerton
       General Manager
FROM: Indra Winquest
       Parks & Recreation Director
SUBJECT: August 2018 Parks & Recreation Status Report
DATE: September 17, 2018

<table>
<thead>
<tr>
<th>Incline Village Parks &amp; Recreation Status Report</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recreation Center Monthly Touches</td>
<td>9,506</td>
<td>33,258</td>
<td>36,081</td>
</tr>
<tr>
<td>Fiscal (YTD) Touches</td>
<td>20,533</td>
<td>66,169</td>
<td>74,970</td>
</tr>
<tr>
<td>Parks &amp; Rec Counter Monthly Touches</td>
<td>22,234</td>
<td>23,605</td>
<td>23,974</td>
</tr>
<tr>
<td>Fiscal (YTD) Touches</td>
<td>45,593</td>
<td>44,876</td>
<td>45,149</td>
</tr>
<tr>
<td>Seniors Monthly Touches</td>
<td>903</td>
<td>1,055</td>
<td>1,298</td>
</tr>
<tr>
<td>Fiscal (YTD) Touches</td>
<td>3,511</td>
<td>3,329</td>
<td>3,713</td>
</tr>
<tr>
<td>Aquatics Monthly Touches</td>
<td>5,055</td>
<td>5,952</td>
<td>5,907</td>
</tr>
<tr>
<td>Fiscal (YTD) Touches</td>
<td>11,679</td>
<td>13,644</td>
<td>12,629</td>
</tr>
<tr>
<td>Fitness Monthly Touches</td>
<td>2,776</td>
<td>2,883</td>
<td>3,113</td>
</tr>
<tr>
<td>Fiscal (YTD) Touches</td>
<td>5,810</td>
<td>6,158</td>
<td>6,387</td>
</tr>
<tr>
<td>Youth/Family/Events Monthly Touches</td>
<td>1,333</td>
<td>1,096</td>
<td>728</td>
</tr>
<tr>
<td>Fiscal (YTD) Touches</td>
<td>2,984</td>
<td>2,608</td>
<td>2,642</td>
</tr>
<tr>
<td>Sports Monthly Touches</td>
<td>844</td>
<td>978</td>
<td>691</td>
</tr>
<tr>
<td>Fiscal (YTD) Touches</td>
<td>1,599</td>
<td>1,609</td>
<td>1,330</td>
</tr>
<tr>
<td>Facility/Field Rentals Monthly Touches</td>
<td>7,725</td>
<td>8,100</td>
<td>7,990</td>
</tr>
<tr>
<td>Fiscal (YTD) Touches</td>
<td>21,175</td>
<td>22,800</td>
<td>21,065</td>
</tr>
<tr>
<td>Monthly Beach Touches w/o boat &amp; Jet</td>
<td>53,778</td>
<td>49,919</td>
<td>53,567</td>
</tr>
<tr>
<td>Fiscal (YTD) Touches</td>
<td>126,580</td>
<td>126,250</td>
<td>132,051</td>
</tr>
<tr>
<td>Monthly Tennis Touches</td>
<td>3,244</td>
<td>3,012</td>
<td>2,825</td>
</tr>
<tr>
<td>Fiscal (YTD) Touches</td>
<td>7,128</td>
<td>6,483</td>
<td>6,241</td>
</tr>
<tr>
<td>Department Monthly Totals</td>
<td>107,398</td>
<td>129,858</td>
<td>136,174</td>
</tr>
<tr>
<td>Department Fiscal YTD Totals</td>
<td>246,592</td>
<td>293,926</td>
<td>306,177</td>
</tr>
</tbody>
</table>
RECREATION CENTER

- Electronic people counter reported total visits of 24,444 for the Rec Center in August. Rec Center revenue was $6,668 and 17,703 YTD. Factors that contributed to increase revenue were the June Temporary Membership rate increase, and good merchandise sales. In addition, it was a busier summer because of the heat in Northern California and Nevada as well as fire in many major parks and recreation areas in Northern California and Nevada, which drove more tourists to the lake.
- Interviewed and hired two new yoga instructors, and still in the process of hiring several instructors to augment the Group Fitness Instructor, team.
- Additional discussions were conducted with building maintenance (Justin, Ken & John) and Fitness Mgr Shelia Leijon to complete a few maintenance items including: new file cabinet downstairs, different soap dispensers for Rec Center, installation of the pilasters in the downstairs locker rooms, lights above the showers in both locker rooms, new rubber on basketball back boards, repair of drywall across from group fitness, installation of new kick plates on some very damaged doors, and new flooring in back office space.
- We did not receive the SNC student fitness membership contract.

A Look Ahead – September

- Ongoing consideration of purchasing or renting another vending machine for snacks to help reduce congestion at the front counter during peak times.
- Continue implementation of a few sales strategies: a tag line for the Membership and Fitness experience at the Recreation Center, and involving Kari Ferguson in corporate membership sales.
- Formalizing completed and ongoing strategic goals for the Recreation Center; starting with more department meetings; commission on retail and rec membership sales.
- Update and review of 5 year CIP plan.
- Survey of Rec Center Members.
- Fitness Instructors annual meeting planned for end of September
- Complete the following: new file cabinet downstairs, different soap dispensers for Rec Center, installation of the pilasters in the downstairs locker rooms, lights above the showers in both locker rooms, new rubber on basketball back boards, repair of drywall across from group fitness, installation of new kick plates on some very damaged doors, and new flooring in back office space.

RECREATION COUNTER

- Continued training of back end operation of Vermont software system to Senior Rec Clerks.
- Brainstormed reorganization of some kayak rack locations.
AUGUST 2018 STATUS -3- SEPTEMBER 17, 2018

REPORT – PARKS AND RECREATION

- Fall programming input to Vermont Systems.

A Look Ahead – September

- Back end software procedure training to additional Rec Clerk staff and Supervisors.
- Hold end of season Beaches meeting with supervisory staff to discuss summer procedures.
- Rec Center Member Appreciation BBQ on Wednesday, September 20th.

FITNESS, HEALTH AND WELLNESS

- Tai Chi with Dave Norehad continues
- Held Personal Training meeting to discuss procedures and brainstorm moving forward.
- PT sessions continue to excel

A Look Ahead – September

- Fall Youth Dance classes will begin at the Rec Center.

SENIORS

- 343 Incliners attended the monthly events held in August. Two monthly dinners – including “Not-So-Hot-August Nights parade, a singles night, and book club meeting occurred.
- Transportation:
  - Tuesdays - Carson City – Aug 7 & 21 / Reno – Aug 14 & 28
  - Wednesdays - Local (IV/CB/KB) – August 1, 8, 15, 22, & 29. Truckee Wednesday is August 15.
- Conversation Café:
  - Aug 2: Guest - Commissioner Marsha Berkbigler to answer questions.
  - Aug 9: guest – Tom Lotshaw from TRPA to answer questions
  - Aug 16: Current Events
  - Aug 23: Franklin Method of Tai Chi for Seniors and their Health
  - Aug 30: People’s Choice
- Weekly 55+ Summer Hiking Series took 64 people to various Tahoe basin destinations plus another 17 on a Moonlight Hike to the Crystal Bay Lookout.
- Veterans Club hosted their monthly meeting with 64 members in attendance plus another 9 for board meeting.

A Look Ahead – September

- Transportation:
  - Tuesdays - Carson City – Sept 11 & 25 / Reno – Sept 4 & 18
  - Wednesdays - Local (IV/CB/KB) – Sept 5, 12, 19, & 26. Truckee Wednesday is Sept 19.
- Conversation Café:
  - Sept 6: Guest – “A Morning with Trustee Phil Horan” – Q & A
  - Sept 13: Guest – “A Morning with Trustee/Candidate Tim Callicrate” – Q & A
  - Sept 20: Guest - “A Morning with Trustee Peter Morris” – Q & A
  - Sept 27:Guest - “A Morning with Trustee/Candidate Kendra Wong” – Q & A
  - Oct 4: Guest - “A Morning with Trustee Matthew Dent” – Q & A
• Summer Hiking Series continues with treks Lake Winnemucca, Incline Flume, & Rubicon Trail! Join fellow hikers each Tuesday for fun, exercise, and exploration! Hikers depart from the Recreation Center at 8:30am. Pre-registration requested.
• Summer Bocce and BBQ Socials at Ski Beach will continue on a week-by-week basis depending on weather and registrations! Join the fun on Wednesdays at 4:00pm. Pre-registration by noon the day before is required. Bring a grill item and a side dish to share. Wine and appetizers provided.
• All are welcome to attend the Incline Village Veterans Club Community Ball – “Commemorating the 100th Anniversary of Armistice Day”. Join the community for cocktails, dinner, dancing and socializing on Sept 27, 5:00-10:00pm at the Chateau. Tickets available at the Recreation Center.
• The last “Moonlight Hike with Wine & Snacks Social” is Sept 27. Ride or hike to the Crystal Bay Lookout for breathtaking views of the sunset and moonrise. Transportation provided and is also available if you would like a ride to the top to enjoy the fun!

PARKS

• Parks staff participated in the District safety week and put on a number of safety trainings for Parks staff. Playground safety inspection conducted monthly by Parks staff who are NRPA Certified Playground Safety Inspectors. Fire extinguishers signed off monthly, eyewash station and Parks AED inspected and signed off monthly.
• The new masonry block planters in front of Aspen Grove had an irrigation system installed.
• Aspen Grove turf-grass over-seeded and fertilized.
• IVGID league softball last games ended the season. Softball tournaments and baseball tournaments took place.
• The Rotary Club installed a memorial bench at the Tennis Center. Rotary Club members stained three benches. Bench installs to take place in August, September.
• Picnic table repaired and returned to Burnt Cedar
• Lounge chairs at the beaches had tags placed on them. (Wording: “Please practice respectful beach etiquette. Use only the space you need, and please do not leave belongings unattended. You must be present at the beach property to enjoy this chair. Share our chairs and the beach. Thank you, and have a great day!”)
• Bear-proof food and ice chest boxes storage cabinets are now available at the Preston Park picnic area.
• Noxious weeds were removed along west Park, Fitness Trail, Village Green and Third Creek SEZ area.
• Fitness trail station #3 platform repaired and station #7 scheduled for repair.
• Community Service worker from the Incline Village Justice Court finished his 40 hours of community service in August.
• Special event Art Festival took place on Preston Field and was successful.
• Soccer goals in place and fields lined for AYSO soccer.
• Parks staff worked at Village Green, which included over-seeded with perennial ryegrass and bluegrass seed.
• Coordinated with XTERRA special event’s staff and event was successful.
• Staff rototilled the volleyball courts at Ski beach and 26 tons of sand were delivered to Burnt Cedar so the volleyball court could be refurbished.
• Ongoing maintenance repairing jumps of take-off and landing areas at the Pump Track was conducted.
• Soccer goals were ordered, delivered and reimbursement for the goals from AYSO is pending.
• Bike rack removed at Recreation Center, new bike rack installed 8/17/2018.
• Bocce ball block border repaired at Ski Beach
• Irrigation valve failures at Preston Field, eight valves replaced.
• Contacted volunteers and requested increased presence of Goose Patrol at Burnt Cedar to deter geese.
• Wasp traps were placed out in some parks locations to attract wasps away from the public. Four in-ground wasp nests that posed a danger to customers were treated by a commercial pest control company.

A Look Ahead – September
• Fields activities including hardball tournaments, AYSO, SNC dry land training and SNC lacrosse.
• Tree pruning at Aspen Grove scheduled in September.
• Fire Marshall Inspection to take place at Parks Building.
• Bike rack installation at Village Green and Pump Track to take place.
• Rotary Club memorial benches to be installed at Fitness Course and Burnt Cedar.
• Additional paddleboard racks to be placed at the beach.
• Planting upgraded masonry flowerbed at Aspen Grove.
• Seasonal staff update includes J-1 visa employees returning to their countries. Other students returning to college.

YOUTH, FAMILY & COMMUNITY PROGRAMS

• Coordinate camp and camp clean up at Sierra Nevada College
• Begin Fall program marketing
• Update website for department
• Planning for winter programming
• 4th of July beaches support
• Organize the Water Carnival
• Coordinating LITE program

A Look Ahead – September

• Wrap up Summer programming
• Assist with the Community Services Mater Plan Interactive meeting
• Fall program marketing
• Panning out summer staff
• Working on the Quarterly Calendar
• Coordinate the Trail of treats
• Working on Dog Days event

SPORTS

• TK basketball continues
• Adult Softball continues
• Chico State Volleyball practice and free clinic mid-August

A look ahead – September

• Adult Volleyball League registration
• Adult co-ed softball continues through Sept. 6
• Volleyball Camp will take place

AQUATICS

• Stroke clinics continuing
• Session IV/B of Summer swim lessons completed with high enrollment
• Swim team with steady numbers
• Water Carnival August 4th well-attended

A Look Ahead – September

• Burnt Cedar Pool open through September 30th
• Fall Swim Lesson session I/A begins September 23rd
• Beaches no longer guarded
• Pre-Swim Team added, starting September 4th

TENNIS

• Incline Open Tournament held August 10-12. Participation numbers were the highest in several years.
• IVGID Appreciation Days held August 17-18
• Nationally ranked Laura Fenton Pickleball camps late August or early September

A Look Ahead – September

• Nationally ranked Laura Fenton Pickleball clinics early September
• Pickleball World Team event will be held concurrent to Laura Fenton clinics.