Date Requested	By Whom	Subject	Date Responded	Status/Comments	LINK	REDACTIONS MADE (Y/N)
01/26/2023	White, Lilly	E-Mails/Text Messages: All Trustees from 11/13 to present		3/23/23: Requestor advised that records are now with legal for review and Staff is working on schedule of completion date.		
02/16/2023	Katz, Aaron	10-year CIP detail assigned to Ski	03/02/2023	Complete	1	N
02/25/2023	Gumz, Joy	Requesting an updated Chart of Accounts	03/07/2023	Complete	2	N
02/28/2023	Wright, Frank	Beach House Project – multiple items	02/28/2023 03/03/2023 03/17/2023	Responded on 2/28 and requester had follow up questions. Advised requester of response date of 3/31	3	N
02/28/2023	Gumz, Joy	P-Card (Jan 2022 – February 28, 2023)	03/07/2023	Complete	4	N
03/02/2023	Gumz, Joy	Personnel Policy & Whistleblower Policy	03/03/2023	Complete	5	N
03/07/2023	Katz, Aaron	For one or possibly two seasons in or about 2018 IVGID permitted the value in one or more punch cards to buy down the cost of an IVGID Mtn Golf Course play pass to zero. And for one season in or about 2020 IVGID permitted the same use of one or more punch cards to buy down the cost of an IVGID Tennis Center season pass. I would like to examine IVGID produced documents to the public explaining the particulars of both.	03/07/2023 03/15/2023	Complete	6	N
03/07/2023	Dobler, Cliff	CCMedia Agreement	03/10/2023	Complete	7	N
03/10/2023	Katz, Aaron	Beach House Staff Time	03/22/2023	Complete	8	N
03/12/2023	Dobler, Cliff	Spill Report – Effluent Pipe	03/16/2023	Complete	9	N
03/12/2023	Dobler, Cliff	Effluent Pipeline & Lining Charges		In Process		
03/14/2023	Katz, Aaron	Procurement Card Purchases		In Process		
03/15/2023	Gumz, Joy	Data West contract	03/17/2023	Complete	10	N
03/15/2023	Katz, Aaron	Union Contracts – OT, lunch	03/22/2023	Complete	11	N
03/15/2023	Katz, Aaron	Kaye Shackford Seminar	03/23/2023	Complete	12	N
03/16/2023	Abel, Mike	PW Emails		In Process – with Legal for review		
03/16/2023	Miller, Judith	W2 Register	03/21/2023	Complete	13	N
03/16/2023	Dobler, Cliff	Spill Reports - Additional	03/22/2023	Complete	14	N
03/19/2023	Katz, Aaron	Travel Authorization – Seminar	03/21/2023	Complete	15	N
03/23/2023	Gumz, Joy	Employee Benefit Plan		In Process		
03/23/2023	Wright, Frank	Golf Tee Times	03/30/2023	Complete	16	N
04/03/2023	Katz, Aaron	Summaries of all revenues and expenses assigned by staff to the following functions [Champ course range; bar cart sales; lessons, club rentals, pro shop merchandise sales; food, beer, wine and liquor sales at each golf course (in other words, NOT including those sales at the Grille Restaurant nor reported under facility sales); and, the Grille Restaurant] for the following fiscal years [July 1, 2018-June 30, 2019; July 1, 2019-June 30, 2020; July 1, 2020-June 30, 2021; July 1, 2021-June 30, 2022; and July 1, 2022-June 30, 2023 (at least to date)] separately for the District's Champ and Mountain golf courses.		In Process		

From: Melissa N. Robertson
To: s4s@ix.netcom.com
Subject: RE: Records Request - 10 year CIP detail assigned to SKI
Date: Thursday, March 2, 2023 2:57:55 PM

Hello Mr. Katz,

Below are two links to Board packets where the information you have requested can be found:

https://www.yourtahoeplace.com/uploads/pdf-ivgid/G.11_.pdf
agenda packet page 204/PDF page 161

https://www.yourtahoeplace.com/uploads/pdf-ivgid/G.2._-_General_Business_-_Budget_Workshop.pdf
agenda packet pages 190-192/PDF pages 51-53

Thank you.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
http://yourtahoeplace.com

-----Original Message-----
From: s4s@ix.netcom.com <s4s@ix.netcom.com>
Sent: Thursday, February 16, 2023 9:44 AM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: Records Request - 10 year CIP detail assigned to SKI

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Melissa -

Another records request.

Page 127 of the Jan 25 Board packet includes a breakdown of CIPs assigned by staff to Ski.

I call your attention to $2.2655M assigned to fleet vehicle replacement. But there is no breakdown as to the specific vehicle replacements which are represented by those numbers. Well I want to examine records which evidence every vehicle and every attachment to every vehicle which is represented by each of the yearly numbers disclosed.

In other words, $161K is disclosed for this fiscal year. I want records evidencing each and every vehicle/attachment represented by this $161K. And so on and so forth.

Thank you for your cooperation. Aaron Katz

From: Melissa N. Robertson
To: J Gumz
Subject: RE: public records request - Tyler schedule
Date: Tuesday, March 7, 2023 9:06:06 AM

Hi Ms. Gumz,

The chart of accounts has been updated consistent with the implantation of the Tyler/Munis Financial System and can be found here:

https://www.yourtahoeplace.com/ivgid/financial-transparency/chart-of-accounts

Please let me know if there should be anything further you are requesting.

Thank you.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
http://yourtahoeplace.com

From: J Gumz <j.gumz1@gmail.com>
Sent: Saturday, February 25, 2023 10:11 AM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: Re: public records request - Tyler schedule

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

The chart of accounts needs to be updated.
https://www.yourtahoeplace.com/ivgid/financial-transparency/chart-of-accounts
The venues are to be enterprise funds. That change was made over a year ago.
And the fund class appears to be a new segment.
The chart of accounts
1. should have a date (last updated clearly displayed)
2. explain the segments of the GL Chart of Accounts
3. ideally show the updater name and job title (in this case, Martin Williams, but he left. [part of your Internal Controls]

You have told me that staff says the CoA is accurate - I beg to differ.

What do I have to do to get an updated chart of accounts?

Description	Code	Segment	Fund Type	Fund Class
General	100	Fund	Governmental	General
Utilities	200	Fund	Proprietary	Enterprise
Golf	320	Fund	Governmental	Special Revenue CS
Facilities	330	Fund	Governmental	Special Revenue CS
Ski	340	Fund	Governmental	Special Revenue CS
Recreation Programs	350	Fund	Governmental	Special Revenue CS
Community Services Administration	360	Fund	Governmental	Special Revenue CS
Parks	370	Fund	Governmental	Special Revenue CS
Tennis	380	Fund	Governmental	Special Revenue CS
Beach	390	Fund	Governmental	Special Revenue B
Fleet	410	Fund	Proprietary	Internal Service
Engineering	420	Fund	Proprietary	Internal Service
Building	430	Fund	Proprietary	Internal Service
Workers Compensation	450	Fund	Proprietary	Internal Service
Golf	520	Fund	Governmental	Capital Projects
Facilities	530	Fund	Governmental	Capital Projects
Ski	540	Fund	Governmental	Capital Projects
Recreation Programs	550	Fund	Governmental	Capital Projects
Other Recreation	560	Fund	Governmental	Capital Projects
Parks	570	Fund	Governmental	Capital Projects
Tennis	580	Fund	Governmental	Capital Projects
Beach	590	Fund	Governmental	Capital Projects
Debt Service	600	Fund	Governmental	Debt Service
Golf	620	Fund	Governmental	Debt Service
Facilities	630	Fund	Governmental	Debt Service
Ski	640	Fund	Governmental	Debt Service
Recreation Programs	650	Fund	Governmental	Debt Service
Other Recreation	660	Fund	Governmental	Debt Service
Parks	670	Fund	Governmental	Debt Service
Tennis	680	Fund	Governmental	Debt Service
Beach	690	Fund	Governmental	Debt Service
Cash Pool	925	Fund	Governmental	Government Activities
Payroll Clearing	950	Fund	Governmental	Government Activities
Non-Depreciable Fixed Assets	975	Fund	Governmental	Government Activities
Long Term Debt	980	Fund	Governmental	Government Activities
Capital Assets	990	Fund	Governmental	Government Activities

On Thu, Feb 23, 2023 at 1:46 PM Melissa N. Robertson <mnr@ivgid.org> wrote:

> Hi Ms. Gumz,
>
> I wanted to acknowledge receipt of your email. I will get together with Staff on this and respond further early next week.
>
> **Melissa Robertson**
> District Clerk
> Incline Village General Improvement District

893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
http://yourtahoeplace.com

From: J Gumz <j.gumz1@gmail.com>
Sent: Wednesday, February 22, 2023 12:37 PM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: public records request - Tyler schedule

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

This is a public records request under NRS 239.
Please provide by email a copy of the project schedule for the Tyler implementation.
Please provide all detail in the schedule, including subsystems, assigned role, task/activity.
These schedules should already be available - if they are not, please do not create a public record for me.
PDF format is ideal.

Please provide a copy of all status reports since Dec 10, 2022.

If there is any charge for these public records, please notify me in advance.

Thank you.

J. Gumz

-----Original Message-----
From: Melissa N. Robertson
Sent: Tuesday, February 28, 2023 10:20 AM
To: 'Frank Wright' <alpinesportss@gmail.com>
Subject: RE: Which fund?

Hi Mr. Wright,

Thank you again for your patience. The following information responds to this public records request related to staff time charged to the "beach house" project:

1) Engineering staff time is budgeted and paid for out of our Engineering Internal Service Fund (420), as follows:

Fund	Dept.	Div.	Object(s)
420	42	930	5010 - Salary
420	42	930	5050-5700 - Benefits

2) Engineering staff time charged to the Beach House project is then "charged" to the Project, with funding provided in the approved Beach Fund capital plan, as follows:

Fund	Dept.	Div.	Object	Project	
390	38	990	7510 - R&M General	3973LI1302	(Capital Expense Project)

Thank you.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
http://yourtahoeplace.com

-----Original Message-----
From: Frank Wright <alpinesportss@gmail.com>
Sent: Friday, February 17, 2023 12:38 PM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: Which fund?

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Melissa, under the public records act, could you provide me the name of the account assigned to the funds paying for staff time for the beach house?
Thank you Frank

-----Original Message-----
From: Melissa N. Robertson
Sent: Tuesday, February 28, 2023 12:01 PM
To: 'Frank Wright' <alpinesportss@gmail.com>
Subject: RE: Billing

Hello,

I wanted to send the link that was sent on 2/6; please see attached. Were you able to access the documents after clicking on the link?

Here is the information you have requested:

Cost code: 100-10-990-6010
General Fund, Legal

Thank you.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
http://yourtahoeplace.com

-----Original Message-----
From: Frank Wright <alpinesportss@gmail.com>
Sent: Tuesday, February 28, 2023 11:08 AM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: Billing

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Mellisa,
Please provide to me under the public records act the Billings from Balkenbush! (I’m still waiting for those) and the account from which they were paid.
I would like to see the actual invoices!
Thank you
Frank

Sent from my iPhone

From:	Melissa N. Robertson
To:	J Gumz
Subject:	RE: public records requests - Pcard transactions
Date:	Tuesday, March 7, 2023 8:45:25 AM
Attachments:	PRA Procurement Card Transactions 6.1.2022 - 2.28.2023 (Gumz).pdf

Hello,

Attached is the report that is responsive to your request for all procurement card activity.
Thank you.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
http://yourtahoeplace.com

From: J Gumz <j.gumz1@gmail.com>
Sent: Tuesday, February 28, 2023 12:10 PM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: public records requests - Pcard transactions

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good day:
This is a public records request under NRS 239.
I had previously requested p-card data from Jan 1, 2022 - June 3, 2022 for All payment cards or credit cards for which IVGID is responsible.
I am now requesting all p-card data from Jun 4, 2022 - Feb 28, 2023, and any transactions from the period Jan-Jun 3, 2022 NOT INCLUDED on the prior report (attached) or that were STILL BEING CODED, and the ACCT code in the report was blank.

Please include the following data:
Transaction Id, Cardholder Name, Transaction Date, Posting Date, Merchant Name, Merchant City, State/Province, General Ledger Allocation Amount, Purchase Amount, Receipt Image (Y/N), Receipt Submitted (Y/N), Description, and Full General ledger account number [including Fund, Object, and any other General Ledger segment].

Note: If a transaction amount is split between multiple General ledger accounts, the SUM of the General Ledger Allocation Amounts for the transaction should equal the Purchase Amount.
If there is any charge for this data, please notify me in advance.
Thank you.
J. Gumz

Cardholder Name 1	Card Number (Last 4)	G/L Account	Amount	Merchant Name	Description	Posting Date	Transaction Date	Receipt Image	Sales Tax Amount	Statement Approved By	Statement Reviewed By	Statement Status
MIKE BANDELIN	XXXXXXXXXXX1625	340-34-620-7685	325	CALIFORNIA SKI INDUSTRY	Attendance expense ski California operations conference at Palisades Tahoe	06012022	05312022	N	0			Closed
JEFF CLOUTHIER	XXXXXXXXXXX1724	320-31-420-7415	-179.99	AMZN MKTP US	Refund of ramps	06012022	05312022	N	0	J. HOWARD	JEFF CLOUTHIER	Closed
JEFF CLOUTHIER	XXXXXXXXXXX1724	320-31-420-7415	49.98	AMZN MKTP US 1X22H03F0	Work gloves	06012022	05312022	Y	0	J. HOWARD	JEFF CLOUTHIER	Closed
JEFF CLOUTHIER	XXXXXXXXXXX1724	320-31-420-7430	134.96	AMZN MKTP US 1X36N7A92	Work boots	06012022	05312022	Y	0	J. HOWARD	JEFF CLOUTHIER	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	350-48-850-7415	266.64	FLUIDTROL	Gasket and acrylic cover for strainer basket	06012022	05312022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
MADONNA DUNBAR	XXXXXXXXXXX8189	200-28-990-7415	1252.25	SQ BELLA AFFAIR	balance on luncheoun	06012022	05312022	Y	103.49	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
MADONNA DUNBAR	XXXXXXXXXXX8189	200-28-990-7415	75.24	SQ ?	luncheoun centerpieces	06012022	05312022	Y	5.74	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-46-820-7415	51.37	COSTCO WHSE #0025	Conversation Cafe supplies	06012022	05312022	Y	5.14	SHELIA LEIJON	JENNIFER MOORE	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-00-000-2871	15.99	COSTCO WHSE #0025	Vets Club lunch supplies	06012022	05312022	Y		SHELIA LEIJON	JENNIFER MOORE	Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	390-39-780-7415	127.1	AMZN MKTP US 9813K3GB3	$127.10 PPE dog vests	06012022	05312022	Y	0	INDRA WINQUEST	STEVEN PHILLIPS	Closed
JOSE SANCHEZ	XXXXXXXXXXX1529	200-22-870-7405	202.99	AMZN MKTP US 1X3U83E72	Amazon.com order number: 113-3925401-8583464: 1 of: Xerox VersaLink C400/C405 Black T	06012022	05312022	Y	0		JOSE SANCHEZ	Closed
DON SHOWS	XXXXXXXXXXX1660	370-43-780-7680	325	PRZ.COM	Turf Mgt Training plus discount $325	06012022	05312022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	390-39-530-7415	255.96	TRACTOR SUPPLY CO #1822	Beach Oil Barrel	06022022	05312022	Y	0			Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-860-7415	48.86	AMZN MKTP US 1X3GT6192	Costumes Kids dance	06012022	06012022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-860-7415	104.95	AMZN MKTP US 1X4Y61022	costumes Kids dance	06012022	06012022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	194.43	AMZN MKTP US 1X7WE1XL2	Costumes kids dance	06022022	06012022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-860-7415	91.96	AMZN MKTP US 1X5W79XR2	costumes kids dance	06022022	06012022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-860-7415	48.86	AMZN MKTP US 1X3Z12XM2	Costumes kids dance	06022022	06012022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
LISA HOOPES	XXXXXXXXXXX1880	100-12-130-7350	299	ZIPRECRUITER, INC.	online IT Network Tech listing	06022022	06012022	N	0	ERIN FEORE	LISA HOOPES	Closed
CARL STUMP	XXXXXXXXXXX6992	200-25-230-7520	569.73	THE HOME DEPOT 3312	WRRF Condo Countertop materials for SCADA equipment	06032022	06012022	Y	0	JIM YOUNGBLOOD	CARL STUMP	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	320-31-530-7310	269.58	YELP INC 855-380-9357	Grille Reservation Software	06022022	06012022	Y	0			Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	320-31-530-7680	69	CICERONE CERTIFICATION P	beer cicerone test	06022022	06012022	Y	6.42			Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	390-39-530-7415	335.29	AMZN MKTP US RG7G15O63	Beach Oil Pump	06022022	06012022	Y	0			Closed
SARAH G VIDRA	XXXXXXXXXXX2219	200-27-380-7415	34.99	SCHEDULICITY8775820494	HHW and E-Waste Collection appointment softwear. June 2022.	06022022	06012022	Y	0	MADONNA DUNBAR	SARAH VIDRA	Closed
JUSTIN BLUHM	XXXXXXXXXXX1666	430-53-940-7515	1275.39	PRODRINKINGFOUNTAINS	Drinking fountain for champ golf	06032022	06022022	Y	0	J. HOWARD	JUSTIN BLUHM	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	300	AMZN MKTP US WS4ZX0DG3	Pool noodles for Jr. Lifeguard camp	06022022	06022022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	370-43-780-7415	6	SP CASE-MATE SERVICE	insurance warranty $6	06032022	06022022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
VICTOR GUTIERREZ	XXXXXXXXXXX8085	330-33-510-7415	564.96	LOWES #01024	BBQ for Aspen	06032022	06022022	Y	0	J. HOWARD	VICTOR GUTIERREZ	Closed
VICTOR GUTIERREZ	XXXXXXXXXXX8085	330-33-500-7415	28.91	AMZN MKTP US 0Q1TB2LR3	Batteries	06032022	06022022	Y	0	J. HOWARD	VICTOR GUTIERREZ	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-690-7415	108.11	ULINE SHIP SUPPLIES	casters for a table	06022022	06022022	N	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-690-7415	8.76	AMAZON.COM JI6NI1NY3	Operating supplies	06022022	06022022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	405.78	ADOBE CREATIVE CLOUD	Adobe Licenses	06032022	06022022	Y	0		CHRIS LAVERY	Closed
MATTHEW MELILLI	XXXXXXXXXXX1856	340-34-630-7415	-68.99	AMAZON.COM AMZN.COM/BILL	Return items	06032022	06022022	N	0	MIKE BANDELIN		Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	320-32-980-7415	29.99	AMZN MKTP US 6C1CB09U3	wristbands for golf events	06032022	06022022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
JUSTIN BLUHM	XXXXXXXXXXX1666	430-53-940-7515	179.99	AMAZON.COM HW5S74TR3	handy cap pole admin bathroom	06062022	06032022	Y	0	J. HOWARD	JUSTIN BLUHM	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	370-43-780-7415	130.59	AMZN MKTP US 5R3PK55A3	Graffiti remover $130.59	06062022	06032022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-990-7340	14.99	ADOBE INC	Software fee	06062022	06032022	N	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
SHELIA A LEIJON	XXXXXXXXXXX2029	380-45-880-7415	146.77	COSTCO WHSE #0025	French Open Program	06062022	06032022	Y	11.21	INDRA WINQUEST	SHELIA LEIJON	Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	390-39-780-7430	114.99	AMZN MKTP US RN9RL62G3 AM	$114.99 PPE safety boots	06062022	06032022	Y	0	INDRA WINQUEST	STEVEN PHILLIPS	Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	370-43-780-7510	1421	BOCCE COURTS AMERICA	$1421.00 bocce mix	06062022	06032022	Y	0	INDRA WINQUEST	STEVEN PHILLIPS	Closed
JEFF CLOUTHIER	XXXXXXXXXXX1724	320-31-420-7415	49.3	AMAZON.COM FU2212UP3	Work gloves	06062022	06052022	Y	0	J. HOWARD	JEFF CLOUTHIER	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	1.99	GOOGLE GOOGLE STORAGE	Google Cloud	06062022	06052022	Y	0		CHRIS LAVERY	Closed
JOHN OLSON	XXXXXXXXXXX1098	340-34-620-7685	325	CALIFORNIA SKI INDUSTRY	Registration to attend LMOE training for Ski California.	06062022	06052022	Y	0	MIKE BANDELIN	JOHN OLSON	Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	390-39-780-7415	14.99	AMZN MKTP US AL8CM55N3	$14.99 PPE Safety boot insert	06062022	06052022	Y	0	INDRA WINQUEST	STEVEN PHILLIPS	Closed
JIM E YOUNGBLOOD	XXXXXXXXXXX2235	200-22-230-7405	45.19	AMZN MKTP US 5O45T2163	Coffee for the WRRF	06062022	06052022	Y	0	BRAD UNDERWOOD	JIM YOUNGBLOOD	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7430	600	AMZ NEEDEN	uniforms	06072022	06062022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-860-7415	594	AMZ NEEDEN	uniforms	06072022	06062022	Y		SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-00-000-7710	838.07	AMZ NEEDEN	retail	06072022	06062022	Y		SHELIA LEIJON	PANDORA BAHLMAN	Closed
TIM BUXTON	XXXXXXXXXXX1682	200-22-870-7415	43	WASHOE CO RECORDER OTC	Easement	06072022	06062022	N	0			Closed
TIM BUXTON	XXXXXXXXXXX1682	200-22-870-7415	1.51	AMS SERVICE FEE 101573	Easement	06082022	06062022	N	0			Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	21.99	AMZN MKTP US VP29N5SL3	Bracelets for Jr. Lifeguard camp	06072022	06062022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	8.99	AMZN MKTP US Q646I01J3	Beads for bracelets for Jr. Lifeguard camp	06072022	06062022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
J. DARREN HOWARD	XXXXXXXXXXX0365	320-32-410-7835	172.18	AUTOPAY/DISH NTWK	Dish Network payment for Mountain Course - NO Receipt given	06082022	06062022	N	0	INDRA WINQUEST	J. HOWARD	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-630-7340	52.99	ADOBE CREATIVE CLOUD	Software fee	06072022	06062022	N	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
TIMOTHY E MCKEON	XXXXXXXXXXX1849	430-53-940-7520	55.13	PRO LIGHTING	Ski Lodge downlight LED lamps	06072022	06062022	Y	0	J. HOWARD	TIMOTHY MCKEON	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	340-34-980-7310	52.99	ADOBE CREATIVE CLOUD	Adobe Creative Cloud software subscription - Video Photo Coordinator	06072022	06062022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	340-34-980-7310	52.99	ADOBE CREATIVE CLOUD	Adobe Creative Cloud software subscription - Marketing Manager	06072022	06062022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
JACLYN M REAM	XXXXXXXXXXX2128	340-34-980-7310	52.99	ADOBE 800-833-6687	Monthly licensing fees for Adobe Creative Suite software for Marketing Coordinator	06072022	06062022	N	0	MIKE BANDELIN		Closed
BRAD UNDERWOOD	XXXXXXXXXXX7221	430-52-930-7340	100	NV BOARD OF ENGINEERS	Civil Engineering License Renewal	06072022	06062022	Y	0	INDRA WINQUEST	BRAD UNDERWOOD	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-00-000-0720	85.16	SAMSCLUB.COM	food merch	06092022	06072022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
MIKE BANDELIN	XXXXXXXXXXX1625	340-34-620-7685	241.95	PALISADES TAHOE ROCKER	Expensed District staff meeting lunch while attending maintenance and operations conference.	06092022	06072022	N	0			Closed
JEFF CLOUTHIER	XXXXXXXXXXX1724	320-31-420-7340	430	GOLF COURSE SUPERINTENDE	Jeff GCSAA 2022 dues	06082022	06072022	Y	36.59	J. HOWARD	JEFF CLOUTHIER	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	570	SOFT SURBOARDS INC	Rescue board for beaches	06082022	06072022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
MICHAEL GOVE	XXXXXXXXXXX1781	100-12-130-7680	3800	PAYPAL MATTFORDGRO	Negotiating Solutions Training for IT Director - 100-12-130-7680	06082022	06072022	N	0			Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-46-820-7415	35.78	COSTCO WHSE #0025	Bocce supplies	06082022	06072022	Y	2.73	SHELIA LEIJON	JENNIFER MOORE	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	19.5	RALEY S #113	operating half n half	06102022	06082022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
MATTHEW BELOTE	XXXXXXXXXXX5653	100-12-130-7300	21.98	AMZN MKTP US GV1SI8MJ3	CA-570 AC Adapter Charger Compatible Canon	06092022	06082022	Y	0			Closed
JUSTIN BLUHM	XXXXXXXXXXX1666	430-53-940-7515	1275.39	PRODRINKINGFOUNTAINS	rec drinking fountain	06092022	06082022	Y	0	J. HOWARD	JUSTIN BLUHM	Closed
MADONNA DUNBAR	XXXXXXXXXXX8189	200-28-990-7415	107.5	USPS PO 3117610450	water bottle raffle mailing	06092022	06082022	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
TIM KELLY	XXXXXXXXXXX7591	350-46-831-7415	113.64	SCHEELS RENO SPARKS	Softballs for adult softball leagues	06092022	06082022	Y	0	SHELIA LEIJON	TIM KELLY	Closed
TIM KELLY	XXXXXXXXXXX7591	350-46-831-7415	56.28	DICKS SPORTING GOODS	softballs for adult leagues	06092022	06082022	Y	4.3	SHELIA LEIJON	TIM KELLY	Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	370-43-780-7415	-108.99	AMZN MKTP US	-$108.99 credit PPE Boots	06092022	06082022	Y	0	INDRA WINQUEST	STEVEN PHILLIPS	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	200-22-990-8120	442.6	IN MDK LLC	Slott Peak water testing. CIP 2299WS1706	06092022	06082022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	19.18	THE HOME DEPOT #3312	Wood for lifeguard chairs at beaches	06132022	06092022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
MADONNA DUNBAR	XXXXXXXXXXX8189	200-28-990-7415	686.8	THE WEBSTAURANT STORE INC	replacement heads parts TWSA water stations	06102022	06092022	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
J. DARREN HOWARD	XXXXXXXXXXX0365	320-31-460-7835	135.16	DTV DIRECTV SERVICE	Direct TV-Golf Shop	06102022	06092022	N	0	INDRA WINQUEST	J. HOWARD	Closed
J. DARREN HOWARD	XXXXXXXXXXX0365	320-31-530-7835	135.16	DTV DIRECTV SERVICE	Direct TV-Chateau	06102022	06092022	N		INDRA WINQUEST	J. HOWARD	Closed
LAUREN A IIDA	XXXXXXXXXXX1898	330-33-500-7415	225	SIERRAMOBILESTORAGE	onsite storage	06102022	06092022	Y	0	J. HOWARD	LAUREN IIDA	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-490-7415	194.12	AMZN MKTP US N520D0FB3	snowmaking/brush crew supplies	06102022	06092022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-490-7415	14.29	AMZN MKTP US 5Z57M01I3	snowmaking/brush crew supplies	06102022	06092022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-690-7415	43.07	HOMEDEPOT.COM	fluorescent Lights	06132022	06092022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	49.99	AMZN MKTP US 5O5OB0ER3	Repair Parts	06132022	06102022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7530	45.15	AMZN MKTP US A83YH9JO3	janitorial vac bags	06132022	06102022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7835	112.03	SPECTRUM	cable tv	06132022	06102022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	83	CLARION SAFETY SYSTEM	Replacement safety sign for Burnt Cedar Pool	06132022	06102022	Y	4.7	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-46-820-7415	7.89	COSTCO WHSE #0025	Moonlight Hikes supplies	06132022	06102022	Y	.6	SHELIA LEIJON	JENNIFER MOORE	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-48-840-7415	36.27	COSTCO WHSE #0025	Recreation Center supplies - $36.27	06132022	06102022	Y	6.81	SHELIA LEIJON	JENNIFER MOORE	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-46-820-7415	52.95	COSTCO WHSE #0025	Moonlight Hikes - $52.95	06132022	06102022	Y		SHELIA LEIJON	JENNIFER MOORE	Closed
BOB E OLSEN	XXXXXXXXXXX2060	200-22-230-7515	131.09	GASKET SPECIALTIES INC	BC Gaskets	06132022	06102022	Y	13.76	JIM YOUNGBLOOD	BOB OLSEN	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	380-45-980-7415	28.15	AWARDZONE-F1E192T1	Plaque for 2019 Incline Open Tennis Tournament winners - to mount on trophy	06132022	06102022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-46-820-7415	220.02	TOTAL WINE AND MORE	Moonlight Hikes supplies	06132022	06112022	Y	0	SHELIA LEIJON	JENNIFER MOORE	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	350-48-980-7415	65	MAILCHIMP MISC	Monthly Mailchimp email marketing service fees - Rec share	06132022	06112022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	320-31-980-7415	70	MAILCHIMP MISC	Monthly Mailchimp email marketing service fees - Golf Champ	06132022	06112022	Y		MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	320-32-980-7415	50	MAILCHIMP MISC	Monthly Mailchimp email marketing service fees - Golf Mt	06132022	06112022	Y		MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	380-45-980-7415	40	MAILCHIMP MISC	Monthly Mailchimp email marketing service fees - Tennis	06132022	06112022	Y		MIKE BANDELIN	PAUL RAYMORE	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	14.98	AMZN MKTP US QO8TA29D3	Repair Parts	06132022	06122022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	420-52-930-7415	59.99	AMAZON.COM M111V0RO3 AMZN	Field Books for Principal Engineer.	06132022	06122022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
CURTIS G TRUJILLO	XXXXXXXXXXX2193	100-13-150-7685	22.18	GUS'S FRIED CHICKEN-NOLA	Dinner on Sunday.	06132022	06122022	Y	1.92		CURTIS TRUJILLO	Closed
CURTIS G TRUJILLO	XXXXXXXXXXX2193	100-13-150-7685	39	CURB SVC METAIRIE	Taxi from the airport to the hotel.	06132022	06122022	Y	0		CURTIS TRUJILLO	Closed
JEFF CLOUTHIER	XXXXXXXXXXX1724	320-31-420-7415	172.37	THE HOME DEPOT #3309	Planters, concrete glue	06152022	06132022	Y	0	J. HOWARD	JEFF CLOUTHIER	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	-19.18	THE HOME DEPOT #3312	Return of wood we didnt need	06152022	06132022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
VICTOR GUTIERREZ	XXXXXXXXXXX8085	430-53-940-7515	386	A ROOTER MAN PLUMBING	Clear clog in Grille	06142022	06132022	Y	0	J. HOWARD	VICTOR GUTIERREZ	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	200-22-970-7320	14.76	AMAZON.COM XW4TQ6SK3	Replacement cable for PW Conference Room AV system.	06132022	06132022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
CURTIS G TRUJILLO	XXXXXXXXXXX2193	100-13-150-7685	8.95	SUBWAY 42681	Lunch on Monday.	06142022	06132022	Y	.71		CURTIS TRUJILLO	Closed
CURTIS G TRUJILLO	XXXXXXXXXXX2193	340-34-990-7415	150	NSAA	National Ski Area Association Salary Survey	06142022	06132022	Y	0		CURTIS TRUJILLO	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7440	279.99	AMZN MKTP US V49ZP12I3	Tools	06152022	06142022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7430	514.08	AMAZON.COM W40GJ4X83 AMZN	Uniforms	06152022	06142022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	84.98	AMZN MKTP US UH5X98333	Thimbles for beach ropes	06152022	06142022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	24	NDOWLICENSINGCOM	AIS decals for kayaks	06152022	06142022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	5.4	POSTAL EXPRESS	Tape for sending back wrong order	06152022	06142022	Y	.41	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	15	DOMAINSDONERIGHT LLC	domain renewal - golfincline.com	06152022	06142022	Y	0		CHRIS LAVERY	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-00-000-2871	101	AMZN MKTP US 3C7QI64I3 AM	Paper Products - Vets - 1000 items Incliners - 500 items 2/3 1/3 split of the bill	06152022	06142022	Y	0	SHELIA LEIJON	JENNIFER MOORE	Closed
CURTIS G TRUJILLO	XXXXXXXXXXX2193	100-13-150-7685	41.4	CURB SVC METAIRIE	Taxi from the hotel to the airport.	06152022	06142022	Y	0		CURTIS TRUJILLO	Closed
CURTIS G TRUJILLO	XXXXXXXXXXX2193	100-13-150-7685	269.82	RIVERFRONT FRONT DESK	Hotel charge for one night. 1st night was paid as a deposit on 12.7.21.	06162022	06142022	Y	0		CURTIS TRUJILLO	Closed
CURTIS G TRUJILLO	XXXXXXXXXXX2193	100-13-150-7685	11.59	LUCKY DOGS MSY-B	Lunch on Tuesday.	06162022	06142022	Y	1.08		CURTIS TRUJILLO	Closed
CURTIS G TRUJILLO	XXXXXXXXXXX2193	100-13-150-7685	30	RENO-TAHOE AIRPORT AUTH	Parking at the airport.	06162022	06142022	Y	0		CURTIS TRUJILLO	Closed
TIM BUXTON	XXXXXXXXXXX1682	200-22-870-7415	43	WASHOE CO RECORDER PHONE	Easement	06162022	06152022	N	0			Closed
TIM BUXTON	XXXXXXXXXXX1682	200-22-870-7415	1.51	AMS SERVICE FEE 101573	Easement	06162022	06152022	N	0			Closed

Cardholder Name 1	Card Number (Last 4)	G/L Account	Amount	Merchant Name	Description	Posting Date	Transaction Date	Receipt Image	Sales Tax Amount	Statement Approved By	Statement Reviewed By	Statement Status
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	-300	AMZN MKTP US	Returned pool noodles - wrong size	06152022	06152022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
MICHAEL GOVE	XXXXXXXXXXX1781	100-12-130-7300	180.94	AMZN MKTP US TH0FO2X33 AM	Outdoor Cat6 Cable for IT Stock 100-12-130-7300	06162022	06152022	N	0			Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	49	LIVESTREAM.COM	Livestream Monthly Charge	06162022	06152022	Y	0		CHRIS LAVERY	Closed
CURTIS G TRUJILLO	XXXXXXXXXXX2193	100-13-150-7685	15	NOLA CONVENTION CENTER	Breakfast on Tuesday - the register ran out of receipt paper.	06162022	06152022	N	1.3		CURTIS TRUJILLO	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	29.99	AMZN MKTP US RB1RG9U53	Repair Parts	06172022	06162022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7440	208.88	AMZN MKTP US BO5667KM3	Tools	06172022	06162022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-00-000-0710	499.75	AMAZON.COM 1E8W218I3	retail merch disc golf	06172022	06162022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
JEFF CLOUTHIER	XXXXXXXXXXX1724	320-31-420-7415	217.78	SP FIREHOSEDIRECTCOM	Watering hoses	06172022	06162022	Y	0	J. HOWARD	JEFF CLOUTHIER	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	30	USLA DUES	Dues for United States Lifeguarding Association for beach lifeguarding	06202022	06162022	Y	2.16	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
STEVE GIBBS	XXXXXXXXXXX3705	200-25-230-7515	65	AMZN MKTP US VE6JD5AX3	Welding darkening lens	06172022	06162022	Y	0	JIM YOUNGBLOOD	STEVE GIBBS	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-690-7415	83.5	ULINE SHIP SUPPLIES	casters for a table	06162022	06162022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	390-39-780-7415	51.49	AMZN MKTP US ZU6TG50Q3	$51.49 gardening tool blade	06162022	06162022	Y	0	INDRA WINQUEST	STEVEN PHILLIPS	Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	390-39-780-7415	114.99	AMZN MKTP US Y516A9CX3	$114.99 PPE boots	06172022	06162022	Y	0	INDRA WINQUEST	STEVEN PHILLIPS	Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	370-43-780-7430	139.96	AMZN MKTP US Y516A9CX3	$139.96 uniforms	06172022	06162022	Y		INDRA WINQUEST	STEVEN PHILLIPS	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	101	AMAZON.COM A647E38F3	operating cups	06172022	06172022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
JEFF CLOUTHIER	XXXXXXXXXXX1724	320-32-420-7415	80.31	AMZN MKTP US M41R80MK3	Measuring scale	06172022	06172022	Y	0	J. HOWARD	JEFF CLOUTHIER	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	19.99	AMZN MKTP US PM0722YQ3	Cones for Mini Guard program	06202022	06172022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	370-43-780-7415	154.68	AMZN MKTP US OI89I0UA3	$154.68 PPE bike parts	06202022	06172022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
MICHAEL GOVE	XXXXXXXXXXX1781	100-12-130-7310	499	B2B PRIME 198441HP2	100-12-130-7310 - Amazon Business Prime Account Annual	06202022	06172022	N	0			Closed
TIMOTHY E MCKEON	XXXXXXXXXXX1849	430-53-940-7520	-92.86	PRO LIGHTING	Refund from previous order from April 3, 2022	06202022	06172022	Y	0	J. HOWARD	TIMOTHY MCKEON	Closed
TIMOTHY E MCKEON	XXXXXXXXXXX1849	430-53-940-7515	669.5	A ROOTER MAN PLUMBING	Lost receipt. BC beach mens and womens shower. This was for opening day per Steve Phillips	06202022	06172022	N	0	J. HOWARD	TIMOTHY MCKEON	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-00-000-2871	186	DISTRICT HEALTH EHS	Temporary Food Permit - Vets Club Pancake Breakfast 2022	06202022	06172022	Y	11.16	SHELIA LEIJON	JENNIFER MOORE	Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	390-39-780-7415	17.98	AMZN MKTP US PR9GL3FP3	$17.98 pack for PPEs	06202022	06172022	Y	0	INDRA WINQUEST	STEVEN PHILLIPS	Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	370-43-780-7310	79	APPOINTMENT-PLUS/STORMSOU	$79.00 App Plus Software Lic	06202022	06172022	Y	0	INDRA WINQUEST	STEVEN PHILLIPS	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	340-34-980-7310	29.99	ADOBE STOCK	Monthly licensing fees for Adobe Stock royalty-free photo/video/music subscription service	06202022	06172022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	340-34-980-7210	2000	STOKE MEMBERSHIP	STOKE Certified annual dues for Diamond Peak 2022-23 operating season - we pay in advance	06202022	06172022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	200-22-970-7415	55.24	AMZN MKTP US MS8GB90P3	Billing Office check writer supplies.	06172022	06172022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	420-52-930-7415	-63.89	ENGINEER SUPPLY LLC	Refund for unavailable Engineering supplies.	06202022	06172022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	19.58	AMZN MKTP US 7Z64E5NZ3 AM	Key rings for beach keys	06202022	06182022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-13-160-7415	20	ZOOM.US 888-799-9666	Zoom Webinar License - Per Shelia	06202022	06182022	Y	0		CHRIS LAVERY	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	350-48-860-7415	20	ZOOM.US 888-799-9666	Zoom Webinar License - Per Shelia	06202022	06182022	Y			CHRIS LAVERY	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	389	ZOOM.US 888-799-9666	Zoom Webinar and Host Licensing	06202022	06182022	Y			CHRIS LAVERY	Closed
JOSE SANCHEZ	XXXXXXXXXXX1529	330-33-530-7300	149.99	AMZN MKTP US R78ZB4IJ3	L7 iPad Case - Square Chip Card Reader Case Compatible with iPad Mini Models 4/5 and Squar	06202022	06182022	Y	0		JOSE SANCHEZ	Closed
JOSE SANCHEZ	XXXXXXXXXXX1529	320-31-530-7300	149.98	AMZN MKTP US R78ZB4IJ3	L7 iPad Case - Square Chip Card Reader Case Compatible with iPad Mini Models 4/5 and Squar	06202022	06182022	Y			JOSE SANCHEZ	Closed
JOSE SANCHEZ	XXXXXXXXXXX1529	100-12-130-7300	35.94	AMZN MKTP US W756Z4Z13 AM	3 SABRENT USB 2.0 to Serial 9-Pin DB-9 RS-232 Converter Cable ordered from Amazon.com	06202022	06182022	Y	0		JOSE SANCHEZ	Closed
CURTIS G TRUJILLO	XXXXXXXXXXX2193	100-13-150-7340	269	HR CERTIFICATION INSTITUT	HRCI Recertification	06202022	06182022	Y	0		CURTIS TRUJILLO	Closed
CURTIS G TRUJILLO	XXXXXXXXXXX2193	100-13-150-7340	100	SHRM CERTIFICATION	SHRM Recertification	06202022	06182022	Y	0		CURTIS TRUJILLO	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-00-000-0720	78.96	SAMSCLUB.COM	food merch	06212022	06192022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	390-39-780-7415	76.74	AMZN MKTP US 2C6TM3BJ3	$76.74 PPE face shield	06202022	06192022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-690-7415	377.78	AMZN MKTP US HT1P50BO3	Light Fixtures	06202022	06192022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
JOSE SANCHEZ	XXXXXXXXXXX1529	100-12-130-7300	30.87	AMZN MKTP US X60UW81H3	OIKWAN Console Cable,USB Console Cable, USB to RJ45 Console Cable with FTDI chip	06202022	06192022	Y	0		JOSE SANCHEZ	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-00-000-0720	36.86	AMAZON.COM VU0S86F23 AMZN	food merch	06212022	06202022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	17.28	RALEY S #113	operating half n half	06222022	06202022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	905.7	AMZN MKTP US 5D0MX40D3	Two way marine radios for beaches	06202022	06202022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	219	AMZN MKTP US OI1XM5S83	Lane line protector for Burnt Cedar Pool to protect lane lines from breaking on deck and to preve	06212022	06202022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	39.46	AMZN MKTP US 0V6948JD3	Wrench for lane line ratchets at Burnt Cedar	06212022	06202022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	370-43-780-7415	9.99	AMZN MKTP US ZK1TM6RL3	$9.99 Grinding wheel	06202022	06202022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	370-43-780-7415	120.54	AMAZON.COM PT5NE4LL3 AMZN	$120.54 MAKITA BRUSH CUTT	06212022	06202022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-00-000-2871	843.24	AMZN MKTP US L122S3MD3 AM	Paper products - Vets - 1000 Incliners - 500 2/3 of bill and 1/3 of bill split	06212022	06202022	Y	0	SHELIA LEIJON	JENNIFER MOORE	Closed
MATTHEW BELOTE	XXXXXXXXXXX5653	100-12-130-7300	299	AMZN MKTP US 8L8A56YA3	Magewell USB Capture HDMI Gen2 - USB 3.0 HD Video Capture Dongle	06222022	06212022	Y	0			Closed
JEFF CLOUTHIER	XXXXXXXXXXX1724	320-31-420-7415	61.42	AMAZON.COM M63575583	Hose fittings	06222022	06212022	Y	0	J. HOWARD	JEFF CLOUTHIER	Closed
JEFF CLOUTHIER	XXXXXXXXXXX1724	320-31-420-7415	99.98	AMZN MKTP US QY8810ZU3	Weed wands	06222022	06212022	Y	0	J. HOWARD	JEFF CLOUTHIER	Closed
JEFF CLOUTHIER	XXXXXXXXXXX1724	320-31-420-7415	342.11	UNDERHILL	Irrigation parts	06222022	06212022	Y	0	J. HOWARD	JEFF CLOUTHIER	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	24.98	AMZN MKTP US 2X5TF1TK3	Swim lesson and Mini Guard Camp toys and keys for faucet	06222022	06212022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	251.87	THE HOME DEPOT #3312	Umbrella bases, clock, dust buster for Burnt Cedar Pool	06232022	06212022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
MATTHEW MELILLI	XXXXXXXXXXX1856	340-34-630-7340	60	MSFT E0800J80Z6	Monthly fee for SharePoint	06212022	06212022	N	0	MIKE BANDELIN		Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-46-820-7415	41.74	COSTCO WHSE #0025	Bocce Supplies	06222022	06212022	Y	3.19	SHELIA LEIJON	JENNIFER MOORE	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	340-34-630-7415	210	BEARDSLEY PUBLISHIN	Classified ad in SAM Magazine for Slope Maintenance Manager position	06222022	06212022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-630-7415	175.66	AMZN MKTP US UW0NG1TS3	tools	06232022	06222022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-00-000-2871	36.36	JOANN STORES JOANN.COM	Veterans Club tablecloths	06232022	06222022	Y	2.3	SHELIA LEIJON	JENNIFER MOORE	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-00-000-2871	16.56	JOANN STORES JOANN.COM	Veterans Club tablecloths	06232022	06222022	Y	1.05	SHELIA LEIJON	JENNIFER MOORE	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-00-000-2871	6.64	JOANN STORES JOANN.COM	Veterans Club tablecloths	06232022	06222022	Y	.42	SHELIA LEIJON	JENNIFER MOORE	Closed
JIM E YOUNGBLOOD	XXXXXXXXXXX2235	200-22-240-7430	82.47	AMZN MKTP US JY6JY8FX3	Uniform JY	06232022	06222022	Y	0	BRAD UNDERWOOD	JIM YOUNGBLOOD	Closed
JIM E YOUNGBLOOD	XXXXXXXXXXX2235	200-25-240-7430	82.48	AMZN MKTP US JY6JY8FX3	Uniform JY	06232022	06222022	Y		BRAD UNDERWOOD	JIM YOUNGBLOOD	Closed
JEFF CLOUTHIER	XXXXXXXXXXX1724	320-31-420-7415	153.98	AMZN MKTP US LC8V62E83	Range finder, batteries, chalk markers, sod knives	06242022	06232022	Y	0	J. HOWARD	JEFF CLOUTHIER	Closed
MADONNA DUNBAR	XXXXXXXXXXX8189	200-28-990-7685	5	GOTOCOM GOTOMEETING	monthly toll fee TWSA number	06242022	06232022	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
J. DARREN HOWARD	XXXXXXXXXXX0365	320-31-410-7415	115	AWARD ZONE	Trophys engraved for Trophy Case 2020 and 2021	06272022	06232022	Y	0	INDRA WINQUEST	J. HOWARD	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-00-000-2871	16.56	JOANN STORES JOANN.COM	Veterans Club tablecloths	06242022	06232022	Y	1.05	SHELIA LEIJON	JENNIFER MOORE	Closed
BOB E OLSEN	XXXXXXXXXXX2060	200-25-230-7430	44	AMAZON.COM NM4HN0FV3	work shoes	06232022	06232022	Y	0	JIM YOUNGBLOOD	BOB OLSEN	Closed
BOB E OLSEN	XXXXXXXXXXX2060	200-25-230-7680	108	NEVADA WATER RESOURCES	Marlette Water tour	06242022	06232022	Y	0	JIM YOUNGBLOOD	BOB OLSEN	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	420-52-930-7415	154.42	COLUMN	Legal ad, RFQ Utility Master Plan	06242022	06232022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	100-10-990-7010	695.31	COLUMN	Legal Ad, Annual Fiscal Statement	06242022	06232022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	200-22-970-7415	144.95	AMZN MKTP US 419B57GJ3 AM	PW Office Supplies	06242022	06232022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	200-22-970-7415	21.64	AMZN MKTP US 9D3QN2JM3 AM	PW Office Supplies	06242022	06232022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
BILL C ROBBINS	XXXXXXXXXXX2144	200-25-230-7430	35.13	AMZN MKTP US 1A7M89UO3	Uniform order.	06232022	06232022	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
BILL C ROBBINS	XXXXXXXXXXX2144	200-25-230-7430	79.95	AMZN MKTP US GP7SG55L3	Uniform order.	06242022	06232022	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	330-33-500-7310	44.99	AMAZON.COM X27LQ2H63 AMZN	battery adapter	06242022	06232022	Y	0			Closed
JIM E YOUNGBLOOD	XXXXXXXXXXX2235	200-25-230-7515	1726.23	JENDCO SAFETY SUPPLY	12 Grit bin liners	06272022	06232022	Y	0	BRAD UNDERWOOD	JIM YOUNGBLOOD	Closed
JUSTIN BLUHM	XXXXXXXXXXX1666	430-53-940-7515	1625	A ROOTER MAN PLUMBING	Disputed charge	06272022	06242022	N	0	J. HOWARD	JUSTIN BLUHM	Closed
JUSTIN BLUHM	XXXXXXXXXXX7432	430-53-940-7520	-1625	DISPUTE-A ROOTER MAN PLUM	Disputed charge service not performed	08052022	06242022	N	0	J. HOWARD	JUSTIN BLUHM	Closed
STEVE GIBBS	XXXXXXXXXXX3705	200-25-220-7520	790.71	ROSS CONTROLS	3-way air valve for SPS-9	06242022	06242022	Y	0	JIM YOUNGBLOOD	STEVE GIBBS	Closed
BOB E OLSEN	XXXXXXXXXXX2060	200-25-230-7430	129.84	PATAGONIA DIRECT INC.	uniform	06242022	06242022	Y	0	JIM YOUNGBLOOD	BOB OLSEN	Closed
BROOKE SMITH - LA FATA	XXXXXXXXXXX8371	330-33-530-7415	60.81	JIFFYS PIZZA	Pizza	06272022	06242022	N	0			Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	-29.99	AMZN MKTP US	Credit Repair Parts	06272022	06252022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-890-7415	10.99	AMZN MKTP US RQ6VS9XG3	kid zone supplies	06272022	06252022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
MATTHEW BELOTE	XXXXXXXXXXX5653	330-33-530-7300	300	AMZN MKTP US NO75L4SQ3	Apple iPad mini 4 32GB, Wi-Fi Cellular, Space Gray	06272022	06252022	Y	0			Closed
MATTHEW BELOTE	XXXXXXXXXXX5653	320-31-530-7300	300	AMZN MKTP US NO75L4SQ3	Apple iPad mini 4 32GB, Wi-Fi Cellular, Space Gray	06272022	06252022	Y				Closed
BILL C ROBBINS	XXXXXXXXXXX2144	200-25-230-7430	91.2	AMZN MKTP US IP6NL81A3	Uniform order.	06272022	06252022	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-860-7415	563.56	HYDRO FIT	water fitness	06272022	06262022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	32.96	AMZN MKTP US XK2SR5NL3	operating spoons forks	06272022	06262022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-890-7415	78.7	AMZN MKTP US DC96Q6SA3	kid zone supplies	06272022	06262022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	390-39-780-7310	9.99	PP ADOBE INC	Adobe soft-Lic	06272022	06262022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
MICHAEL GOVE	XXXXXXXXXXX1781	100-12-130-7310	204	EIG CONSTANTCONTACT.COM	Constant Contact for Board Meeting/Agenda 100-12-130-7310	06272022	06262022	N	0			Closed
VICTOR GUTIERREZ	XXXXXXXXXXX8085	430-53-940-7515	618	A ROOTER MAN PLUMBING	Clear clog at dish pit	06272022	06262022	Y	0	J. HOWARD	VICTOR GUTIERREZ	Closed
BILL C ROBBINS	XXXXXXXXXXX2144	200-25-230-7430	326.23	AMZN MKTP US OY85561F3	Uniform order.	06272022	06262022	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	320-31-530-7415	0.8	CROSS BORDER TRANS FEE	transaction fee	06272022	06262022	Y	0			Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	330-33-500-7310	20	SCREENCLOUD	Chateau Screen	06272022	06262022	Y	0			Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	350-48-980-7415	60	SCREENCLOUD	Rec Screens	06272022	06262022	Y				Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	320-31-530-7310	109.89	PANDORA INTERNET RADIO	yearly subscription	06272022	06262022	Y	0			Closed
JEFF CLOUTHIER	XXXXXXXXXXX1724	320-31-420-7415	121.24	THE HOME DEPOT #3309	Tools, irrigation parts 320-31-420-7415	06292022	06272022	Y	0			Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	-21.98	THE HOME DEPOT #3312	Return of wood we didnt need	06292022	06272022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	390-39-780-7415	10.95	AMZN MKTP US 8D7I28FZ3	$10.95 brake bleed kit	06282022	06272022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
JOHN OLSON	XXXXXXXXXXX1098	340-34-620-7435	102.84	HARBOR FREIGHT TOOLS2945	Oil-evac pump for APU service.	06282022	06272022	Y	7.85	MIKE BANDELIN	JOHN OLSON	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	340-34-630-7415	600	IN BEARDSLEY PUBLISHING	Online banner advertising in SAM Magazine for Slope Maintenance Manager job on behalf of M	06282022	06272022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	461.39	ULINE SHIP SUPPLIES	gym mats	06282022	06282022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	19.99	AMZN MKTP US U13N11MM3	operating sugar	06282022	06282022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	16.99	AMZN MKTP US JN8R10KW3	operating pin wheels	06292022	06282022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
STEVE GIBBS	XXXXXXXXXXX3705	200-25-230-7520	109.99	AMZN MKTP US 2G0AY57Y3	Welding tips for various jobs	06292022	06282022	Y	0	JIM YOUNGBLOOD	STEVE GIBBS	Closed
KRISTINE LEBO	XXXXXXXXXXX7177	200-25-230-7428	392.98	AMZN MKTP US FH8R71ZO3	Examination of Water and Wastewater	06292022	06282022	N	0			Closed
SHELIA A LEIJON	XXXXXXXXXXX2029	350-46-831-7415	631	AMZN MKTP US PU01676B3	Bocce Ball furniture - TO BE REFUNDED BY ITF	06292022	06282022	Y	0	INDRA WINQUEST	SHELIA LEIJON	Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	390-39-780-7415	112.99	AMZN MKTP US X57SI3F23	$112.99 PPE boots	06292022	06282022	Y	0	INDRA WINQUEST	STEVEN PHILLIPS	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	330-33-500-7310	26.95	MOOD PANDORA	Chateau Pandora	06292022	06282022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	320-31-530-7310	26.95	MOOD PANDORA	Grille Pandora	06292022	06282022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-530-7310	26.95	MOOD PANDORA	Loft Bar Pandora	06292022	06282022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-36-530-7310	26.95	MOOD PANDORA	Snowflake Pandora	06292022	06282022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
DAREL BARLOW	XXXXXXXXXXX5661	200-25-230-7350	56.73	MOFOS PIZZA AND PASTA	Lunch for crew after extended assignment worked straight through lunch and beyond.	06302022	06292022	Y	0	JIM YOUNGBLOOD	DAREL BARLOW	Closed
MATTHEW BELOTE	XXXXXXXXXXX5653	100-12-130-7300	2471.6	AMAZON.COM DI8V61YD3	APC 1500VA Smart UPS with SmartConnect,100-12-130-7300	06302022	06292022	Y	0			Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	155.28	CLARION SAFETY SYSTEM	Safety sign for Burnt Cedar Pool	06302022	06292022	Y	8.79	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed

04152023-012

Cardholder Name 1	Card Number (Last 4)	G/L Account	Amount	Merchant Name	Description	Posting Date	Transaction Date	Receipt Image	Sales Tax Amount	Statement Approved By	Statement Reviewed By	Statement Status
SAMANTHA GOUGH	XXXXXXXXXXX1971	390-39-780-7415	14.87	AMZN MKTP US 9V9X094E3	Bike tools	06292022	06292022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	390-39-780-7415	15.87	AMZN MKTP US 1I9GX1E33	$15.87 brake parts bike	06302022	06292022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
J. DARREN HOWARD	XXXXXXXXXXX0365	320-31-410-7340	682	PGA OF AMERICA MEMBERS	PGA Dues for Rob Bruce 320-31-410-7340	06302022	06292022	Y	0	INDRA WINQUEST		Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-630-7415	12.61	AMZN MKTP US P21E544P3	K allen wrench tool	06302022	06292022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-630-7415	26.79	AMAZON.COM VC5686YT3	Drink powder mix for hydration	06302022	06292022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-00-000-2871	195.89	COSTCO WHSE #0025	Vets Club Pancake Breakfast	06302022	06292022	Y	14.96		JENNIFER MOORE	Closed
BOB E OLSEN	XXXXXXXXXXX2060	200-25-230-7430	64.95	AMAZON.COM K43W01CJ3	Uniform	06302022	06292022	Y	0	JIM YOUNGBLOOD	BOB OLSEN	Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	390-39-780-7430	137.02	AMZN MKTP US QH2615HZ3	$137.02 PPEs uniforms	06292022	06292022	Y	0	INDRA WINQUEST	STEVEN PHILLIPS	Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	390-39-780-7430	1215.84	HIVIS & SUMMIT SAFETY	High Visual PPEUniforms $1215.84 beaches	07012022	06292022	Y	172.86	INDRA WINQUEST	STEVEN PHILLIPS	Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	370-43-780-7430	1215.84	HIVIS & SUMMIT SAFETY	High Visual PPE Uniforms $1215.84 parks	07012022	06292022	Y		INDRA WINQUEST	STEVEN PHILLIPS	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	25.96	AMAZON.COM M104Y67K3	operating paper towels	07012022	06302022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
MATTHEW BELOTE	XXXXXXXXXXX5653	100-12-130-7300	155.07	AMZN MKTP US WB9WY9163	LC-SM 6Port Duplex Box Cables 12 Port Wall Mount Fiber Enclosure, 100-12-130-7300	07012022	06302022	Y	0			Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	58.04	AMAZON.COM SC66E49H3	Clock for Burnt Cedar Pool	07012022	06302022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	390-39-780-7415	77.64	AMZN MKTP US V29R68OS3 AM	$77.64 PPE Face Shields	07012022	06302022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
VICTOR GUTIERREZ	XXXXXXXXXXX8085	330-33-500-7415	319.98	AMZN MKTP US FN4DQ2AM3	umbrella weighted bases	07012022	06302022	Y	0	J. HOWARD	VICTOR GUTIERREZ	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-630-7415	33.9	AMZN MKTP US QL13N5XA3	tools for brush crew	07012022	06302022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-690-7415	268.03	VENTFAB INC.	Replacement motor for Loren cook	07012022	06302022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
SHELIA A LEIJON	XXXXXXXXXXX2029	390-39-710-7415	84.26	AMZN MKTP US B66UM65E3	Organizational supplies for beach shacks	07012022	06302022	Y	0	INDRA WINQUEST	SHELIA LEIJON	Closed
SHELIA A LEIJON	XXXXXXXXXXX2029	390-39-710-7415	182.01	WWW COSTCO COM	Staff snacks for beach Hosts July 4th	07012022	06302022	Y	0	INDRA WINQUEST	SHELIA LEIJON	Closed
SHELIA A LEIJON	XXXXXXXXXXX2029	390-39-850-7415	182	WWW COSTCO COM	Staff snacks for lifeguards July 4th	07012022	06302022	Y		INDRA WINQUEST	SHELIA LEIJON	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	340-34-980-7310	49.99	GOPRO.COM/SUBSCRIPTION	Subscription to GoPro cloud storage and camera management software	07012022	06302022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	340-34-980-7300	133.14	GOPRO.COM	GoPro camera grip and battery grip	07012022	06302022	Y	10.17	MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	340-34-980-7415	6.99	AMZN MKTP US HY0FX3WJ3	Replacement pucks for Diamond Peaks Plinko game for special events	07012022	06302022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-990-7350	117.17	SAMSCLUB.COM	food staff could not leave building	07042022	07012022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	179.96	AMZN MKTP US P17X94SK3	Sunscreen for beaches	07042022	07012022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	26.89	PACIFIC SANDS INC	Tile cleaner for Burnt Cedar Pool	07042022	07012022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	390-39-780-7415	17.44	AMZN MKTP US CV8JR3RN3	$17.44 Spool reel wire	07042022	07012022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
VICTOR GUTIERREZ	XXXXXXXXXXX8085	330-33-500-7415	503.98	AMZN MKTP US UY4KV0SU3	Umbrellas	07012022	07012022	Y	0	J. HOWARD	VICTOR GUTIERREZ	Closed
LISA HOOPES	XXXXXXXXXXX1880	100-12-130-7350	299	ZIPRECRUITER, INC.	IT Network Admin Online	07042022	07012022	Y	0	ERIN FEORE	LISA HOOPES	Closed
J. DARREN HOWARD	XXXXXXXXXXX0365	320-31-530-7415	61.26	AMZN MKTP US DQ64E9IO3	Cup Holders for Beaches water cups 320-31-530-7415	07012022	07012022	Y	0	INDRA WINQUEST		Closed
J. DARREN HOWARD	XXXXXXXXXXX0365	320-31-440-7415	57.54	AMAZON.COM MA3QZ48M3	Detergent for Cart Barn - 320-31-440-7415	07042022	07012022	Y	0	INDRA WINQUEST		Closed
SHELIA A LEIJON	XXXXXXXXXXX2029	390-39-710-7415	1599.98	BESTBUYCOM806656666284	2022 budget 2 e-bikes Beach Ambassadors and Leads to offset staff mileage	07042022	07012022	Y	0	INDRA WINQUEST	SHELIA LEIJON	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-00-000-2871	53.88	COSTCO WHSE #0127	Vets Club Pancake Breakfast	07042022	07012022	Y	3.81		JENNIFER MOORE	Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	370-43-780-7430	62.82	AMZN MKTP US VR3314XH3	$62.82 PPE uniforms	07012022	07012022	Y	0	INDRA WINQUEST	STEVEN PHILLIPS	Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	390-39-780-7430	64.58	AMAZON.COM WY8SR74L3 AMZN	$64.58 PPEs uniforms	07042022	07012022	Y	0	INDRA WINQUEST	STEVEN PHILLIPS	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	320-31-530-7310	269.58	YELP *YELP 855-380-9357	grille yelp service	07042022	07012022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
SARAH G VIDRA	XXXXXXXXXXX2219	200-27-380-7415	34.99	SCHEDULICITY8775820494	HHW and E-waste appointment software July 2022	07042022	07012022	Y	0	MADONNA DUNBAR	SARAH VIDRA	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-990-7350	152.37	RALEY S #113	staff who couldnt leave building	07042022	07022022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	299.97	AMZN MKTP US GG0T69SI3	operating pop ups	07042022	07022022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	405.78	ADOBE CREATIVE CLOUD	Adobe Licenses - July	07042022	07022022	Y	0		CHRIS LAVERY	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	320-31-530-7310	42.87	AMAZON.COM VK35N6WY3 AMZN	Labels	07042022	07022022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7350	55.98	RALEY S #113	food staff couldnt leave building	07052022	07032022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-990-7340	14.99	ADOBE INC	Subscription for document editing	07042022	07032022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-00-000-2871	129.98	MHS INCLINE VILLAGE, INC	Vets Club tarps to protect Aspen Grove pavers - Pancake Breakfast	07042022	07032022	Y	9.92		JENNIFER MOORE	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	420-52-930-7415	97.98	AMZN MKTP US 2T28T2T33	Engineering supplies - tree tags.	07042022	07032022	Y	0		RONNIE RECTOR	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	38.94	AMAZON.COM T60TP2H03	operating coffee	07052022	07042022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	91.9	AMZN MKTP US NU8UP8L23 AM	operating - canvas	07052022	07042022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-990-7415	158.34	MOFOS PIZZA AND PASTA	25 percent to Rec	07062022	07042022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	390-39-990-7415	475.01	MOFOS PIZZA AND PASTA	75 percent to Beach	07062022	07042022	Y		SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	22.26	RALEY S #113	operating - coffee	07062022	07042022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	39.92	AMZN MKTP US 5A26P7I73	Pool toys for swim lessons at BC Pool	07052022	07042022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-46-820-7415	61.69	ACE HARDWARE CORPORATION	Bocce - portable BBQ	07052022	07042022	Y	0		JENNIFER MOORE	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	95.88	AMZN MKTP US R68406KU3	Pool toys for swim lessons at BC Pool	07062022	07052022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	392	HOMEDEPOT.COM	Umbrella bases for BC Pool	07072022	07052022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	305	HOMEDEPOT.COM	Umbrellas for BC Pool	07072022	07052022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	390-39-780-7415	224.67	SP SWISS KNIFE SHOP	Multi tool	07062022	07052022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	370-43-780-7415	224.67	SP SWISS KNIFE SHOP	Multi tool	07062022	07052022	Y		STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	1.99	GOOGLE GOOGLE STORAGE	Google Drive - July	07062022	07052022	Y	0		CHRIS LAVERY	Closed
DAREL BARLOW	XXXXXXXXXXX5661	200-25-230-7680	50	CALIFORNIA WATER ENVIRON	CEU training	07072022	07062022	Y	4.65	JIM YOUNGBLOOD	DAREL BARLOW	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	27.99	CARSON DONUT	Donuts for staff meeting	07072022	07062022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
BRAD ECK	XXXXXXXXXXX1765	430-53-940-7520	30.72	THE HOME DEPOT #3312	Vents for Mt. Golf ice machine enclosure.	07082022	07062022	Y	0	JUSTIN BLUHM	BRAD ECK	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-630-7340	52.99	ADOBE CREATIVE CLOUD	Subscription for document editing and creating - slopes department	07072022	07062022	N	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-46-820-7415	25	RNO AIRPORT PARKING MPAY	Annual RNO Parking permit fee - Senior Transportation	07072022	07062022	Y	0		JENNIFER MOORE	Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	370-43-780-7430	-10.46	HIVIS & SUMMIT SAFETY	HIVIS credit -$10.46	07082022	07062022	Y	0	INDRA WINQUEST	STEVEN PHILLIPS	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	340-34-980-7310	52.99	ADOBE CREATIVE CLOUD	Monthly Adobe Creative Suite subscription fee - marketing manager	07072022	07062022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	340-34-980-7310	52.99	ADOBE CREATIVE CLOUD	Monthly Adobe Creative Suite subscription fee - video photo coordinator	07072022	07062022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
JACLYN M REAM	XXXXXXXXXXX2128	340-34-980-7310	52.99	ADOBE 800-833-6687	Adobe Creative Cloud software used in marketing	07072022	07062022	Y	0	MIKE BANDELIN		Closed
DON SHOWS	XXXXXXXXXXX0050	370-43-780-7415	32.11	BEST BUY 00001339	Best But $32.11 cords for computer	07072022	07062022	Y	2.13	STEVEN PHILLIPS	DON SHOWS	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	330-33-530-7415	59.12	SMRTFOODSVC502	steam table foil pans	07082022	07062022	Y	4.18	J. HOWARD	WILLIAM VANDENBU	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	1476.19	SIMPLE TIRE	Repair Parts	07082022	07072022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-00-000-0720	7.76	WALMART.COM AA	food merch	07082022	07072022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	603.74	AMZN MKTP US YO5UU9ZU3	Pool noodles for Jr. Guard and Mini Guard Camps	07082022	07072022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	330	SPECTRUM PRODUCTS	Crank for pool cover reel BC Pool	07082022	07072022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	849.99	AMZN MKTP US QK0IT9EM3	Floating platform for Jr. Guard and Mini Guard Camps	07082022	07072022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	499	THE HOME DEPOT #3312	Large umbrella for BC wading pool	07112022	07072022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
J. DARREN HOWARD	XXXXXXXXXXX0365	320-32-410-7835	162.07	AUTOPAY/DISH NTWK	Mount Course Monthly Dish charge - no receipt 320-32-410-7835	07112022	07072022	N	0	INDRA WINQUEST		Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-46-820-7415	165.27	COSTCO WHSE #0025	Senior programs supplies - Moonlight Hikes, Conversation Cafe	07082022	07072022	N	12.62		JENNIFER MOORE	Closed
JOHN OLSON	XXXXXXXXXXX1098	340-34-620-7435	19.75	AMZN MKTP US FE0WD91N3	Tie-down straps for securing loads.	07082022	07072022	Y	0	MIKE BANDELIN	JOHN OLSON	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	380-45-980-7415	46	JONES SCHOOL SUPPLY CO.,	Ribbons for Incline Open medals and awards 100 qty	07112022	07072022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
SARAH G VIDRA	XXXXXXXXXXX2219	200-27-380-7415	119.98	AMZN MKTP US WS6AS2BE3	Equipment Calibration, donation for the venue.	07072022	07072022	Y	0	MADONNA DUNBAR	SARAH VIDRA	Closed
SARAH G VIDRA	XXXXXXXXXXX2219	200-28-990-7415	119.99	AMZN MKTP US WS6AS2BE3	Equipment Calibration, donation for the venue.	07072022	07072022	Y		MADONNA DUNBAR	SARAH VIDRA	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	849.99	AMZN MKTP US 3C1L971K3	Floating platform for Jr. Guard and Mini Guard Camps	07082022	07082022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	44.97	AMAZON.COM 7L46S35N3 AMZN	Jumbo volleyballs for Mini Guard camp	07112022	07082022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	44.92	BIG 5 SPORTING GOODS 360	Pool noodles for Jr. Guard camp	07112022	07082022	Y	2.98	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
JOHN OLSON	XXXXXXXXXXX1098	340-34-620-7435	21.75	AMZN MKTP US GA63V1073	Tie-down straps for securing loads.	07112022	07082022	Y	0	MIKE BANDELIN	JOHN OLSON	Closed
JOHN OLSON	XXXXXXXXXXX1098	340-34-620-7415	510.92	AMZN MKTP US I08U095G3	Two cases of grease for ski-lift line work.	07112022	07082022	Y	0	MIKE BANDELIN	JOHN OLSON	Closed
LAUREN A IIDA	XXXXXXXXXXX1898	330-33-500-7415	235	SIERRAMOBILESTORAGE	onsite mobile storage	07112022	07092022	Y	0	J. HOWARD	LAUREN IIDA	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	20.17	DNH GODADDY.COM	GoDaddy Renewal - InclinePickleBall	07112022	07092022	Y	0		CHRIS LAVERY	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-46-820-7415	62.97	AMZN MKTP US HN6NJ1OJ3	Compostable plates - Senior Programs	07112022	07092022	Y	0		JENNIFER MOORE	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-48-990-7415	99.33	AMZN MKTP US XW6WH6XQ3	Rec Center office supplies	07112022	07092022	Y	0		JENNIFER MOORE	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	126	AMZN MKTP US ZQ89G5IX3	Repair Parts	07112022	07102022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7835	112.03	SPECTRUM	cable tv	07112022	07102022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-46-820-7415	176.66	AMAZON.COM VE34265O3 AMZN	Senior Programs - Incliners - prepacked biodegradable flatware	07112022	07102022	Y	0		JENNIFER MOORE	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-860-7415	132.94	AMZN MKTP US 2Q3N857A3 AM	Aqua Fitness music system	07122022	07112022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	139.8	SP SWIMOUTLET.COM	Lifeguard whistles	07122022	07112022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-46-820-7415	15	RENO-TAHOE AIRPORT AUTH	RNO transponder for Traverse	07122022	07112022	Y	0		JENNIFER MOORE	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-46-820-7415	38.77	COSTCO WHSE #0025	Moonlight Hike supplies	07122022	07112022	Y	4.75		JENNIFER MOORE	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-00-000-2871	23.38	COSTCO WHSE #0025	Vets Club supplies	07122022	07112022	Y			JENNIFER MOORE	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	350-48-980-7415	70	MAILCHIMP MISC	Monthly Mailchimp email marketing service fees - Rec share	07122022	07112022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	320-31-980-7415	75	MAILCHIMP MISC	Monthly Mailchimp email marketing service fees - Golf Champ	07122022	07112022	Y		MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	320-32-980-7415	50	MAILCHIMP MISC	Monthly Mailchimp email marketing service fees - Golf Mt	07122022	07112022	Y		MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	380-45-980-7415	50	MAILCHIMP MISC	Monthly Mailchimp email marketing service fees - Tennis	07122022	07112022	Y		MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	380-45-980-7415	524.54	ETSY.COM - LASERDESIGNONA	2022 Incline Open Tennis and Pickleball Tournament awards and medals	07122022	07112022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
BROOKE SMITH - LA FATA	XXXXXXXXXXX8371	330-33-500-7415	500	CASEYS #2240	Dispute charge	07132022	07112022	N	0			Closed
BROOKE SMITH - LA FATA	XXXXXXXXXXX8371	300-33-500-7415	500	CASEYS #2240	Dispute charge	07132022	07112022	N	0			Closed
BROOKE SMITH - LA FATA	XXXXXXXXXXX8371	330-33-500-7415	-500	DISPUTE-CASEYS #2240	refund of fraudulent charges	09212022	07112022	N	0		BROOKE SMITH-LA FA	Closed
BROOKE SMITH - LA FATA	XXXXXXXXXXX8371	330-33-500-7415	-500	DISPUTE-CASEYS #2240	refund of fraudulent charges	09212022	07112022	N	0		BROOKE SMITH-LA FA	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	121.41	COSTCO WHSE #0127	Supplies for Mini Guard Camp	07132022	07122022	Y	8.58	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
BOB E OLSEN	XXXXXXXXXXX2060	200-25-230-7430	80.98	AMAZON.COM CN3ZW69J3	uniform	07132022	07122022	Y	0	JIM YOUNGBLOOD	BOB OLSEN	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	200-22-970-7415	82.96	RAINBOW PRINTING & OFFICE	Office supplies	07132022	07122022	Y	0		RONNIE RECTOR	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	330-33-530-7415	251.91	AMZN MKTP US IA8FA15Z3	beer buckets for lobster feed	07132022	07122022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	320-00-000-0720	83.12	AMZN MKTP US BH9B23RU3	poi for event	07132022	07122022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	80.97	AMZN MKTP US UH6ZF5F73 AM	operating - plates	07142022	07132022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-00-000-0720	98.04	SAMSCLUB.COM	food merch	07152022	07132022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
BRAD ECK	XXXXXXXXXXX1765	430-53-940-7520	42.91	THE HOME DEPOT #3312	B.C. life guard sink repair.	07152022	07132022	Y	0	JUSTIN BLUHM	BRAD ECK	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-690-7415	1850.58	AMSTEP PRODUCTS	new treads for concrete stairs	07142022	07132022	Y	92.53	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
TIMOTHY E MCKEON	XXXXXXXXXXX1849	430-53-940-7520	18.97	AMZN MKTP US M67B74UZ3	Lighting mesh	07142022	07132022	Y	0	JUSTIN BLUHM	TIMOTHY E MCKEON	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	420-52-930-7415	252.86	ULINE SHIP SUPPLIES	Sandwich-board signs for No Boat Parking at DP lower parking lot.	07132022	07132022	Y	0		RONNIE RECTOR	Closed

04152023-013

Cardholder Name 1	Card Number (Last 4)	G/L Account	Amount	Merchant Name	Description	Posting Date	Transaction Date	Receipt Image	Sales Tax Amount	Statement Approved By	Statement Reviewed By	Statement Status
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	320-00-000-0720	196.17	COSTCO WHSE #0127	food for operations	07142022	07132022	Y	13.86	J. HOWARD	WILLIAM VANDENBU	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	149.51	AMZN MKTP US XR3XE1JZ3	operating cups	07152022	07142022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-00-000-0720	87.31	AMAZON.COM 2058X5633 AMZN	food merch	07152022	07142022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
MADONNA DUNBAR	XXXXXXXXXXXX8189	200-28-990-7415	4138.91	4IMPRINT, INC	550 custom metal bottles	07152022	07142022	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
CARL STUMP	XXXXXXXXXXXX6992	200-22-240-7680	3	WF4NVENVIROP SERVICE FEE	Grade 1 Certification E Pay Fee	07152022	07142022	Y	0	JIM YOUNGBLOOD	CARL STUMP	Closed
CARL STUMP	XXXXXXXXXXXX6992	200-22-240-7680	120	NV ENVIRONMENTAL PROTECT	Grade 1 Certification Test Fee	07152022	07142022	Y	0	JIM YOUNGBLOOD	CARL STUMP	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	320-00-000-0720	228.46	SMRTFOODSVC502	food for operations	07182022	07142022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
MATTHEW BELOTE	XXXXXXXXXXXX5653	100-12-130-7300	98.01	AMZN MKTP US F51KD5K73	USB C Hub Multiport Adapter, Dockteck 7-in-1 USB-C Hub, 100-12-130-7300	07182022	07152022	Y	0			Closed
JUSTIN BLUHM	XXXXXXXXXXXX1666	430-53-940-7430	90.8	AMAZON.COM TS0F10733	Uniform Purchase Brad	07182022	07152022	Y	0	J. HOWARD	JUSTIN BLUHM	Closed
JEFF CLOUTHIER	XXXXXXXXXXXX1724	320-31-420-7350	251.55	MOFOS PIZZA AND PASTA	Lunch for 20 maintenance employees 320-31-420-7350	07182022	07152022	Y	0			Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7415	206.9	AMZN MKTP US MJ3AR24O3	$206.90 pitching rubbers	07182022	07152022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7415	76.86	VISTAPRINT	Visit-print Business cards $76.86	07182022	07152022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
LAUREN A IIDA	XXXXXXXXXXXX1898	330-33-500-7405	49.46	AMZN MKTP US 0Y1PL5UQ3	office supplies	07182022	07152022	Y	0	J. HOWARD	LAUREN IIDA	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	9.87	ADOBE ACROPRO SUBS	Addtl Adobe License Revenue Office	07182022	07152022	Y	0		CHRIS LAVERY	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	49	LIVESTREAM.COM	Livestream - July	07182022	07152022	Y	0		CHRIS LAVERY	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	420-52-930-7415	43	WASHOE CO RECORDER OTC	Notice of Completion Recording, Slott Peak Waterlines	07182022	07152022	Y	0		RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	420-52-930-7415	1.51	AMS SERVICE FEE 101573	Notice of Completion Recording, Slott Peak Waterlines	07182022	07152022	Y	0		RONNIE RECTOR	Closed
JOSE SANCHEZ	XXXXXXXXXXXX1529	100-12-140-7415	6.96	AMZN MKTP US 1D7JS0403	iPhone Screen Protector for John Dollar. Ordered from Amazon.com	07152022	07152022	Y	0			Closed
JOSE SANCHEZ	XXXXXXXXXXXX1529	100-12-130-7300	14.35	AMZN MKTP US Y72GI9EM3	Replacement phone battery for Food Beverage Grille phone. Ordered from Amazon.com	07182022	07152022	Y	0			Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	38.94	AMAZON.COM ID6EM6Q53 AMZN	operating - coffee	07182022	07172022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
JEFF CLOUTHIER	XXXXXXXXXXXX1724	320-31-420-7415	37.99	AMZN MKTP US WV23896A3	Batteries for irrigation radios 320-31-420-7415	07182022	07172022	Y	0			Closed
JOHN OLSON	XXXXXXXXXXXX1098	340-34-620-7433	39.99	AMAZON.COM 157XA0V53 AMZN	Work gloves, safety equipment.	07182022	07172022	Y	0	MIKE BANDELIN	JOHN OLSON	Closed
STEVEN PHILLIPS	XXXXXXXXXXXX2086	370-43-780-7310	79	APPOINTMENT-PLUS/STORMSOU	$79.00 App Plus	07182022	07172022	Y	0	INDRA WINQUEST	STEVEN PHILLIPS	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7310	29.99	ADOBE STOCK	Monthly Adobe Stock subscription fee - video photo coordinator	07182022	07172022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
JIM E YOUNGBLOOD	XXXXXXXXXXXX2235	200-22-240-7840	39.98	AMZN MKTP US IG4JV7KU3	Cell phone case and screen protector Jesse	07182022	07172022	Y	0	BRAD UNDERWOOD	JIM YOUNGBLOOD	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-13-160-7415	20	ZOOM.US 888-799-9666	Zoom Webinar License - Rec - Per Shelia	07192022	07182022	Y	0		CHRIS LAVERY	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	350-48-860-7415	20	ZOOM.US 888-799-9666	Zoom Webinar License - Rec - Per Shelia	07192022	07182022	Y			CHRIS LAVERY	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	389	ZOOM.US 888-799-9666	Zoom Webinar and Host Licenses	07192022	07182022	Y			CHRIS LAVERY	Closed
SHELIA A LEIJON	XXXXXXXXXXXX2029	390-39-710-7415	30.94	AMAZON.COM 4B8YP4CE3	Protective cell phone case for District issued Lead Host phone	07182022	07182022	Y	0	INDRA WINQUEST	SHELIA LEIJON	Closed
JOHN OLSON	XXXXXXXXXXXX1098	340-34-620-7433	89.99	AMZN MKTP US 8H6LC9E03	Work gloves, safety equipment.	07192022	07182022	Y	0	MIKE BANDELIN	JOHN OLSON	Closed
JOSE SANCHEZ	XXXXXXXXXXXX1529	200-22-970-7300	42.99	AMZN MKTP US ID7F77P23	Dual Monitor Stand for new Sewer Treatment Plant Supervisor. Ordered from Amazon.com	07192022	07182022	Y	0			Closed
CURTIS G TRUJILLO	XXXXXXXXXXXX2193	410-51-900-7415	189	TAHOE FOREST HOSPITAL DIS	Fleet Employee Vaccinations TDAP, HEP A/B	07202022	07182022	Y	0	ERIN FEORE	CURTIS TRUJILLO	Closed
CURTIS G TRUJILLO	XXXXXXXXXXXX2193	100-12-120-7415	69.5	TAHOE FOREST HOSPITAL DIS	Post Accident Drug Screen in Finance.	07202022	07182022	Y		ERIN FEORE	CURTIS TRUJILLO	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	559.58	HYDRO FIT	operating coffee	07202022	07192022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
JEFF D BENDORF	XXXXXXXXXXXX1658	200-22-240-7680	350	EB CVU-101 2 DAY COUR	Cla-Valve class for Eric F.	07202022	07192022	Y	0			Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	390-39-850-7340	55.99	SP SWIMOUTLET.COM	Special order swim lesson suit	07202022	07192022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7415	92.32	AMZN MKTP US 0L7209E63	$92.32 chair wheels	07202022	07192022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
LAUREN A IIDA	XXXXXXXXXXXX1898	330-33-500-7680	30	FSP RENO TAHOE NACE	Networking and professional development meeting	07202022	07192022	Y	0	J. HOWARD	LAUREN IIDA	Closed
LAUREN A IIDA	XXXXXXXXXXXX1898	320-00-000-0720	1795.25	SQ HAPPY TIERS BAKERY	baked goods for banquet resale	07202022	07192022	Y	0	J. HOWARD	LAUREN IIDA	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	200-25-230-7515	551.25	EBAY O 16-08881-83456	Cisco ETA 9300 Switches - Coding Per J. Youngblood	07202022	07192022	Y	0		CHRIS LAVERY	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	200-25-220-7515	551.25	EBAY O 16-08881-83456	Cisco ETA 9300 Switches - Coding Per J. Youngblood	07202022	07192022	Y			CHRIS LAVERY	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	200-22-220-7515	551.25	EBAY O 16-08881-83456	Cisco ETA 9300 Switches - Coding Per J. Youngblood	07202022	07192022	Y			CHRIS LAVERY	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	200-22-230-7515	551.25	EBAY O 16-08881-83456	Cisco ETA 9300 Switches - Coding Per J. Youngblood	07202022	07192022	Y			CHRIS LAVERY	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	380-45-980-7415	46	JONES SCHOOL SUPPLY CO.,	Ribbons for Incline Open medals and awards additional 100 qty	07212022	07192022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-970-7415	21.08	AMZN MKTP US 3Z54K4BX3	Wall clock for conference room.	07202022	07192022	Y	0		RONNIE RECTOR	Closed
JOSE SANCHEZ	XXXXXXXXXXXX1529	200-22-970-7300	42.49	AMZN MKTP US VX0CP8X23	Wireless Keyboard and Mouse for new Sewer Treatment Plant Supervisor. Ordered from Amazon	07202022	07192022	Y	0			Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7490	210.48	AMZN MKTP US C02215Q03	Repair Parts	07212022	07202022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	109	AMZN MKTP US S84S932C3	operating - cones safety	07212022	07202022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	149.51	AMZN MKTP US 4G63V0PE3	operating hot cup	07212022	07202022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
MATTHEW BELOTE	XXXXXXXXXXXX5653	100-12-130-7300	1250.97	AMZN MKTP US L573V4F33	APC UPS Battery Replacement, RBC57, for APC Smart-UPS , 100-12-130-7300	07212022	07202022	Y	0			Closed
MATTHEW BELOTE	XXXXXXXXXXXX5653	100-12-130-7330	34.64	AMZN MKTP US 8K1VX5I83	VIVO Dual VESA Bracket Adapter, Horizontal Assembly Moun, 100-12-130-7300	07212022	07202022	Y	0			Closed
JEFF D BENDORF	XXXXXXXXXXXX1658	200-22-240-7405	158.5	AMZN MKTP US Q45MQ7MP3	Pipeline printer cartridges	07212022	07202022	Y	0			Closed
JEFF CLOUTHIER	XXXXXXXXXXXX1724	320-31-420-7415	616.5	AMZN MKTP US 6K88E86K3	Irrigation nozzles, pump 320-31-420-7415	07212022	07202022	Y	0			Closed
MADONNA DUNBAR	XXXXXXXXXXXX8189	200-28-990-7415	144.89	SP GREEN PAPER PRD	Paper cups for water stations	07212022	07202022	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
MADONNA DUNBAR	XXXXXXXXXXXX8189	200-27-380-7415	158.64	SP GREEN PAPER PRD	paper plates for IVGID PW	07212022	07202022	Y		BRAD UNDERWOOD	MADONNA DUNBAR	Closed
LAUREN A IIDA	XXXXXXXXXXXX1898	330-33-500-7415	31.98	AMZN MKTP US S20T87KV3	cleaning supplies	07202022	07202022	Y	0	J. HOWARD	LAUREN IIDA	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-240-7340	91	CALIFORNIA WATER ENVIRON	Cert renewal, D. Barlow Plant Maint Tech	07212022	07202022	Y	8.46		RONNIE RECTOR	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-920-7430	65.8	AMZN MKTP US UW9VX8EO3	Uniforms	07212022	07212022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7490	191.99	AMZN MKTP US 7X4EB7TJ3	Repair Parts	07222022	07212022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	390-39-710-7415	7.05	AMZN MKTP US 0K23V0PE3	beach first aid	07222022	07212022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	15	AMZN MKTP US 6D6U67OC3	sterile gloves	07222022	07212022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	390-39-710-7415	14.99	AMZN MKTP US 6D6U67OC3	sterile gloves	07222022	07212022	Y		SHELIA LEIJON	PANDORA BAHLMAN	Closed
JEFF D BENDORF	XXXXXXXXXXXX1658	200-22-240-7405	398.89	AMZN MKTP US XE4J129C3	Pipeline printer cartridges	07222022	07212022	Y	0			Closed
JAMIE FELLOWS	XXXXXXXXXXXX7438	430-53-940-7520	43.98	THE HOME DEPOT #3311	wood for chateau	07252022	07212022	Y	0	JUSTIN BLUHM	JAMIE FELLOWS	Closed
VICTOR GUTIERREZ	XXXXXXXXXXXX8085	330-33-500-7415	165.56	THE HOME DEPOT #3310	farm wood table repairs and oscillating fan	07252022	07212022	Y	0	J. HOWARD	VICTOR GUTIERREZ	Closed
LAUREN A IIDA	XXXXXXXXXXXX1898	330-33-500-7415	35.99	AMZN MKTP US S73ZZ47N3	menu sign holder	07222022	07212022	Y	0	J. HOWARD	LAUREN IIDA	Closed
MATTHEW MELILLI	XXXXXXXXXXXX1856	340-34-630-7340	60	MSFT E0800JLD1D	Monthly fee for SharePoint	07222022	07212022	N	0			Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	420-52-930-7415	62	AWWA.ORG	Book - Air Valves, Air-Release, Air-Vacuum, and Combination	07212022	07212022	Y	0		RONNIE RECTOR	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	320-31-530-7405	148.79	AMZN MKTP US TY57B1MP3	office supplies	07222022	07212022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7490	244.98	SQ TADIBROTHERS	Repair Parts	07252022	07222022	Y	23.27	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-00-000-0710	497.89	FINIS, INC.	merchandise	07252022	07222022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
DAREL BARLOW	XXXXXXXXXXXX5661	200-22-230-7520	2528.75	4TE C JF DISTRIBUTORS	New pre hung exterior fire door for BCWDP UV room	07252022	07222022	Y	0	JIM YOUNGBLOOD	DAREL BARLOW	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7510	46.04	LOWES #00907	$46.04 concrete strength fiber	07252022	07222022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
J. DARREN HOWARD	XXXXXXXXXXXX0365	320-31-410-7415	80.37	MARKER SUPPLY	Markers for scoreboards 320-31-410-7415	07252022	07222022	Y	0	INDRA WINQUEST		Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	420-52-930-7415	160	AMZN MKTP US JW0T473F3	Additionally numbered tree tags for Engineering	07252022	07222022	Y	0		RONNIE RECTOR	Closed
BILL C ROBBINS	XXXXXXXXXXXX2144	200-25-220-7520	190	BILCO AMESBURY TRUTH	keys for sps-15 floor hatch	07262022	07222022	Y	9.5	JIM YOUNGBLOOD	BILL ROBBINS	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-00-000-0710	1000.19	FINIS, INC.	merchandise	07252022	07232022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
JUSTIN BLUHM	XXXXXXXXXXXX1666	430-53-940-7430	191.93	AMAZON.COM X44172GJ3 AMZN	Uniform Purchase Justin	07252022	07232022	Y	0	J. HOWARD	JUSTIN BLUHM	Closed
MADONNA DUNBAR	XXXXXXXXXXXX8189	200-28-990-7685	5	GOTOCOM GOTOMEETING	toll free number for video calls	07252022	07232022	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-690-7415	77.48	THE WEBSTAURANT STORE INC	Loren cook wheel	07252022	07232022	N	5.9	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-920-7430	244.93	AMAZON.COM UI6OR60L3	Uniforms	07252022	07242022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
LAUREN A IIDA	XXXXXXXXXXXX1898	330-33-500-7405	29.98	AMZN MKTP US AP6RK11H3	mints for front desk	07252022	07242022	Y	0	J. HOWARD	LAUREN IIDA	Closed
TIMOTHY E MCKEON	XXXXXXXXXXXX1949	430-53-940-7520	18.84	AMZN MKTP US J00DW44M3	Lighting mesh	07252022	07242022	Y	0	JUSTIN BLUHM	TIMOTHY MCKEON	Closed
JENNIFER L MOORE	XXXXXXXXXXXX1872	350-48-840-7415	38.72	AMAZON.COM 9Q2335X53 AMZN	Rec Center Coffee filters	07252022	07242022	Y	0		JENNIFER MOORE	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	390-39-850-7425	59.7	AMZN MKTP US QP1QB46U3	Pool reagents for BC	07262022	07252022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	390-39-780-7415	32.35	AMZN MKTP US 2J9HQ3A53	PPE Safety Hydration	07262022	07252022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	390-39-780-7415	85.26	AMZN MKTP US J52LT6CC3	PPE Safety Hydration	07262022	07252022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
VICTOR GUTIERREZ	XXXXXXXXXXXX8085	330-33-500-7415	14.99	AMZN MKTP US QP5CG1V53	replacement string light bulbs	07262022	07252022	Y	0	J. HOWARD	VICTOR GUTIERREZ	Closed
LAUREN A IIDA	XXXXXXXXXXXX1898	330-33-500-7415	11.99	AMZN MKTP US R43X94PN3 AM	playing cards for drink tickets	07262022	07252022	Y	0	J. HOWARD	LAUREN IIDA	Closed
LAUREN A IIDA	XXXXXXXXXXXX1898	330-33-530-7415	81.13	AMZN MKTP US A61IX5823	glass drink dispensers	07262022	07252022	Y	0	J. HOWARD	LAUREN IIDA	Closed
LAUREN A IIDA	XXXXXXXXXXXX1898	330-33-530-7415	214.95	AMZN MKTP US HM4P21QY3	plastic drink dispensers	07262022	07252022	Y	0	J. HOWARD	LAUREN IIDA	Closed
LAUREN A IIDA	XXXXXXXXXXXX1898	330-33-500-7405	10.99	AMAZON.COM E14C87503 AMZN	pens	07262022	07252022	Y	0	J. HOWARD	LAUREN IIDA	Closed
JENNIFER L MOORE	XXXXXXXXXXXX1872	350-00-000-0720	53.97	COSTCO WHSE #0025	Rec Center Food Merchandise - Gatorade	07262022	07252022	Y	19.47		JENNIFER MOORE	Closed
JENNIFER L MOORE	XXXXXXXXXXXX1872	350-48-840-7415	135.12	COSTCO WHSE #0025	Rec Center Operating - Coffee service	07262022	07252022	Y			JENNIFER MOORE	Closed
JENNIFER L MOORE	XXXXXXXXXXXX1872	350-48-820-7415	65.95	COSTCO WHSE #0025	Senior Programs - Conversation Cafe Supplies	07262022	07252022	Y			JENNIFER MOORE	Closed
JENNIFER L MOORE	XXXXXXXXXXXX1872	350-48-840-7415	3.59	AMZN MKTP US OG6O27B83	Coffee Filters	07262022	07252022	Y	0		JENNIFER MOORE	Closed
JENNIFER L MOORE	XXXXXXXXXXXX1872	350-48-990-7415	20.14	AMAZON.COM UU2T647P3 AMZN	Rec Center batteries	07262022	07252022	Y	0		JENNIFER MOORE	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	390-39-780-7415	98.84	AMZN MKTP US 3K5CI3723	Weedeater string consumable tool	07272022	07262022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	390-39-780-7310	9.99	PP ADOBE INC	Computer Licens	07272022	07262022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
LISA HOOPES	XXXXXXXXXXXX1880	100-12-130-7350	441.13	ZIPRECRUITER, INC.	IT Tech with IT Network Admin online listing	07272022	07262022	Y	0	ERIN FEORE	LISA HOOPES	Closed
LISA HOOPES	XXXXXXXXXXXX1880	320-31-410-7350	30.34	NV CAREER STUDIO, UNR	Champ jobs	07272022	07262022	Y	0	ERIN FEORE	LISA HOOPES	Closed
LISA HOOPES	XXXXXXXXXXXX1880	320-32-410-7350	30.34	NV CAREER STUDIO, UNR	Mtn jobs	07272022	07262022	Y		ERIN FEORE	LISA HOOPES	Closed
LISA HOOPES	XXXXXXXXXXXX1880	390-39-850-7350	31.33	NV CAREER STUDIO, UNR	Aquatics jobs	07272022	07262022	Y		ERIN FEORE	LISA HOOPES	Closed
LISA HOOPES	XXXXXXXXXXXX1880	370-43-780-7350	30.33	NV CAREER STUDIO, UNR	Parks jobs	07272022	07262022	Y		ERIN FEORE	LISA HOOPES	Closed
LISA HOOPES	XXXXXXXXXXXX1880	350-48-990-7350	31.33	NV CAREER STUDIO, UNR	Rec jobs	07272022	07262022	Y		ERIN FEORE	LISA HOOPES	Closed
LISA HOOPES	XXXXXXXXXXXX1880	320-31-530-7350	31.33	NV CAREER STUDIO, UNR	Food Beverage Champ	07272022	07262022	Y		ERIN FEORE	LISA HOOPES	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	3.84	ADOBE ACROPRO SUBS	Adobe Acrobat - Pro-Rated Additional License	07272022	07262022	Y	0		CHRIS LAVERY	Closed
SHELIA A LEIJON	XXXXXXXXXXXX2029	390-39-710-7415	792.49	BESTBUYCOM806664302876	2023 budget 1 e-bike for Beach Ambassadors and Leads to offset staff mileage	07272022	07262022	Y	0	INDRA WINQUEST	SHELIA LEIJON	Closed
SHELIA A LEIJON	XXXXXXXXXXXX2029	390-39-710-7415	792.49	BESTBUYCOM806664302876	2023 budget 1 e-bike for Beach Ambassadors and Leads to offset staff mileage	07272022	07262022	Y	0	INDRA WINQUEST	SHELIA LEIJON	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	320-31-980-7415	0.36	CROSS BORDER TRANS FEE	Foreign transaction fee for repair service for metabones camera adapter - photo video equipment	07282022	07262022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	320-31-980-7415	36	PAYPAL METABONES	Repair service for metabones camera adapter - photo video equipment	07282022	07262022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	330-33-530-7310	0.8	CROSS BORDER TRANS FEE	transaction fee	07262022	07262022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	330-33-530-7310	20	SCREENCLOUD	chateau screen	07262022	07262022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	350-48-980-7310	60	SCREENCLOUD	recreation center screen	07262022	07262022	Y		J. HOWARD	WILLIAM VANDENBU	Closed
JIM E YOUNGBLOOD	XXXXXXXXXXXX2235	200-22-230-7430	117.26	BOOT BARN #47	uniforms Jeff Dodge	07282022	07262022	Y	0		JIM YOUNGBLOOD	Closed
JIM E YOUNGBLOOD	XXXXXXXXXXXX2235	200-25-230-7430	117.27	BOOT BARN #47	Uniform Jeff Dodge	07282022	07262022	Y			JIM YOUNGBLOOD	Closed
JUSTIN BLUHM	XXXXXXXXXXXX1666	430-53-940-7515	271.8	AMAZON.COM ZT3A60E03	Air purify filters small	07282022	07272022	Y	0	J. HOWARD	JUSTIN BLUHM	Closed
JUSTIN BLUHM	XXXXXXXXXXXX1666	430-53-940-7515	556	AMZN MKTP US EZ4VV5DN3	Air purifier large filters	07282022	07272022	Y	0	J. HOWARD	JUSTIN BLUHM	Closed

04152023-014

Cardholder Name 1	Card Number (Last 4)	G/L Account	Amount	Merchant Name	Description	Posting Date	Transaction Date	Receipt Image	Sales Tax Amount	Statement Approved By	Statement Reviewed By	Statement Status
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7425	74.59	AMZN MKTP US IR6MN18D3	Reagents for Burnt Cedar Pool	07292022	07272022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7425	18.57	AMZN MKTP US 501EX43F3	Reagents for BC Pool	07282022	07272022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
TIM KELLY	XXXXXXXXXXX7591	350-46-831-7415	214.54	WWW.SCHEELS.COM	softballs for adult leagues and paradise mens tournament Labor Day	07282022	07272022	Y	0	SHELIA LEIJON	TIM KELLY	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-990-7350	600	PAYPAL PARKERBOHON	Ad for recruitment of Slope Mgr.	07282022	07272022	Y	0			Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-990-7415	0.46	CROSS BORDER TRANS FEE	Shipping	07282022	07272022	N	0			Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-490-7415	46.19	DIY SPARE PARTS	Brush Crew Supplies	07282022	07272022	Y	0			Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-690-7415	373.56	THE HOME DEPOT 3312	Supplies for Building improvements	07292022	07272022	Y	0			Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-690-7415	574.5	THE HOME DEPOT 3312	Supplies for Building improvements	07292022	07272022	Y	0			Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-970-7415	21.99	RAINBOW PRINTING & OFFICE	General office supplies	07282022	07272022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	420-52-930-7415	391.25	RAINBOW PRINTING & OFFICE	No Parking signs, copy paper	07282022	07272022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
SARAH G VIDRA	XXXXXXXXXXXX2219	200-28-990-7415	10	EB JULY 28 2022 STATE	State of the Lake Presentation 2022 TERC	07282022	07272022	Y	0	MADONNA DUNBAR	SARAH VIDRA	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-990-7490	96.45	EBAY O 12-08917-63309	Repair Parts	07292022	07282022	Y	5.95	JIM YOUNGBLOOD	RICH ALLEN	Closed
TIM BUXTON	XXXXXXXXXXXX1682	200-22-870-7415	43	WASHOE CO RECORDER OTC	Easement 138 Mayhew	07292022	07282022	Y	0	KATE NELSON	TIM BUXTON	Closed
TIM BUXTON	XXXXXXXXXXXX1682	200-22-870-7415	1.51	AMS SERVICE FEE 101573	138 Mayhew easement administrative charges	08012022	07282022	Y	0	KATE NELSON	TIM BUXTON	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-450-7415	57.43	AMZN MKTP US 0B74R3IZ3	Air Filters	07292022	07282022	Y	0			Closed
JOHN OLSON	XXXXXXXXXXX1098	340-34-620-7510	1777.58	RM YOUNG COMPANY	Replacement wind meter for Crystal Express, Tower 19.	07282022	07282022	Y	0	MIKE BANDELIN	JOHN OLSON	Closed
JOHN OLSON	XXXXXXXXXXX1098	340-34-620-7433	86.69	AMAZON.COM 9O69R4Q03 AMZN	Safety pants for Lift Maintenance.	07292022	07282022	Y	0	MIKE BANDELIN	JOHN OLSON	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	380-45-980-7010	25	FACEBK THTDBFKUD2	Boosted Facebook Post for Incline Open Tennis Pickleball Tournaments	07292022	07282022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
BILL C ROBBINS	XXXXXXXXXXXX2144	200-25-230-7415	27.9	AMZN MKTP US EZ5DB6Y43	Hand soap.	07292022	07282022	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
BILL C ROBBINS	XXXXXXXXXXXX2144	200-25-230-7405	54.35	AMAZON.COM 9B9YT9EI3 AMZN	Packaging tape and pencil cup.	07292022	07282022	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	330-33-500-7310	26.95	MOOD PANDORA	Chateau Pandora	07292022	07282022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7310	26.95	MOOD PANDORA	Loft Bar Pandora	07292022	07282022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-36-530-7310	26.95	MOOD PANDORA	Snowflake Pandora	07292022	07282022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	320-31-530-7310	26.95	MOOD PANDORA	Grille Pandora	07292022	07282022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	330-33-530-7415	1735.35	THE WEBSTAURANT STORE INC	replacement flatware	08012022	07282022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
TIM BUXTON	XXXXXXXXXXXX1682	200-22-870-7415	1.51	AMS SERVICE FEE 101573	138 Mayhew encroachment agreement administrative charge	08012022	07292022	Y	0	KATE NELSON	TIM BUXTON	Closed
TIM BUXTON	XXXXXXXXXXXX1682	200-22-870-7415	43	WASHOE CO RECORDER OTC	Encroachment 138 Mayhew	08012022	07292022	Y	0	KATE NELSON	TIM BUXTON	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7425	30.44	AMZN MKTP US DJ74N0IS3	Reagents for BC Pool	08012022	07292022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	370-43-780-7510	106.8	HOMEDEPOT.COM	$106.80 fiber concrete additive RC	08012022	07292022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
LAUREN A IIDA	XXXXXXXXXXX1898	330-33-500-7415	3543.17	BIZCHAIR	40 replacement cross back chairs for rental inventory	08012022	07292022	Y	0	J. HOWARD	LAUREN IIDA	Closed
JOHN OLSON	XXXXXXXXXXX1098	340-34-620-7415	169.26	NDT SUPPLY COM INC	Batteries for Non Destructive Testing equipment for testing lift components.	08012022	07292022	Y	14.12	MIKE BANDELIN	JOHN OLSON	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-240-7680	108	OWPSACSTATE	Collection Systems Maintenance training textbook	08012022	07292022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
BILL C ROBBINS	XXXXXXXXXXXX2144	200-25-230-7433	212.11	AMZN MKTP US XD6GK3IE3	Breakroom supplies.	08012022	07292022	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	330-33-500-7415	300.5	THE HOME DEPOT 3312	power washer parts	08012022	07292022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	122	HOMEDEPOT.COM	Umbrellas for BC Pool	08012022	07302022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
VICTOR GUTIERREZ	XXXXXXXXXXX8085	330-33-500-7415	9.99	AMZN MKTP US ID4B07493	Reflective tape	08012022	07302022	Y	0	J. HOWARD	VICTOR GUTIERREZ	Closed
LAUREN A IIDA	XXXXXXXXXXX1898	330-33-530-7415	107.97	AMZN MKTP US 6A6KU0NB3	buffet sign holders	08012022	07302022	Y	0	J. HOWARD	LAUREN IIDA	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	380-45-980-7010	25	FACEBK W95FDFBUD2	Boosted Facebook Post for Incline Open Tennis Pickleball Tournaments	08012022	07302022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	420-52-930-7415	30.53	ULINE SHIP SUPPLIES	Return shipping expense for unused parking lot signs.	08012022	07302022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
JOHN OLSON	XXXXXXXXXXX1098	340-34-620-7435	66.23	AMZN MKTP US HN25L9183	Replacement tools/bag for the Lift Department.	08012022	07312022	Y	0	MIKE BANDELIN	JOHN OLSON	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	350.3	SUPERIOR HYDRAULICS	Repair parts	08022022	08012022	Y	26.75	JIM YOUNGBLOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-00-000-0720	55.29	AMAZON.COM XE3YA2RW3	food merch	08022022	08012022	Y	0	SHELIA LEIJON		Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-00-000-0710	299.85	AMAZON.COM T888S7W83	merch disc golf	08022022	08012022	Y	0	SHELIA LEIJON		Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	23.52	RALEY S #113	operating	08032022	08012022	Y	0	SHELIA LEIJON		Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7425	16	AMZN MKTP US LJ2GR0AB3	Reagents for BC Pool cyanuric acid tester	08022022	08012022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	83.8	COSTCO WHSE #0127	Supplies for Mini Guard and Jr. Guard camps	08022022	08012022	Y	5.92	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	49	HOMEDEPOT.COM	Umbrella base	08032022	08012022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	370-43-780-7415	66.04	AMZN MKTP US 225QW0VJ3	$66.04 PPE Hydration container	08022022	08012022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
VICTOR GUTIERREZ	XXXXXXXXXXX8085	330-33-500-7415	45.9	AMZN MKTP US WE59P6TR3	Wall protector	08022022	08012022	Y	0	J. HOWARD	VICTOR GUTIERREZ	Closed
SHELIA A LEIJON	XXXXXXXXXXX2029	380-45-880-7415	191.21	COSTCO WHSE #0025	Stock for Tennis Center Vending Machine	08022022	08012022	Y	14.6		SHELIA LEIJON	Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	370-43-780-7415	165.5	AMZN MKTP US G77IQ4IB3	Safety hydration packs $165.50	08022022	08012022	Y	0		STEVEN PHILLIPS	Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	390-39-780-7430	84.41	AMZN MKTP US 7T6D64WO3 AM	$84.41 PPE uniforms pants shorts	08022022	08012022	Y	0		STEVEN PHILLIPS	Closed
BILL C ROBBINS	XXXXXXXXXXXX2144	200-25-230-7415	33.99	AMZN MKTP US SU4P865W3	Laundry detergent.	08022022	08012022	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	320-31-530-7310	269.58	YELP INC 855-380-9357	yelp software	08022022	08012022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
SARAH G VIDRA	XXXXXXXXXXXX2219	200-27-380-7415	34.99	SCHEDULICITY8775820494	HHW and E-Waste scheduling software.	08022022	08012022	Y	0	MADONNA DUNBAR	SARAH VIDRA	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-00-000-0720	212.2	SAMSCLUB.COM	food merch	08042022	08022022	Y	0	SHELIA LEIJON		Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7425	45.99	AMZN MKTP US OU74C2HC3	Reagents for BC Pool	08032022	08022022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7425	39.8	AMZN MKTP US QL8TD97Q3	Reagents for BC Pool	08032022	08022022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7425	70	AMZN MKTP US B510E7HB3	Gloves for beaches	08032022	08022022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	77.94	AMAZON.COM RO73V1BD3	Puddle jumpers and swim diapers for BC Pool	08032022	08022022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	51.95	AMZN MKTP US 5F27G01J3	Mini Guard camps toys	08032022	08022022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	439.76	ADOBE CREATIVE CLOUD	Adobe Licenses - August	08032022	08022022	Y	0		CHRIS LAVERY	Closed
SHELIA A LEIJON	XXXXXXXXXXX2029	390-39-710-7415	206.84	COSTCO WHSE #0025	Beach Host snacks and beverages	08032022	08022022	Y	15.79		SHELIA LEIJON	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	14.99	AMZN MKTP US BE2VG7CI3	Swim diapers	08042022	08032022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
ERIN FEORE	XXXXXXXXXXX5473	100-13-150-7680	125	LITTLER MENDELSON PC	Littler HR Conference	08032022	08032022	Y	0		ERIN FEORE	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	390-39-780-7415	186.96	AMZN MKTP US SZ3I29TW3	Bike parts $186.96	08032022	08032022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
J. DARREN HOWARD	XXXXXXXXXXX0365	320-32-410-7340	682	PGA OF AMERICA MEMBERS	PGA membership - 320-32-410-7340	08042022	08032022	N	0			Closed
LAUREN A IIDA	XXXXXXXXXXX1898	330-33-500-7415	48.58	AMAZON.COM 1D02W89L3 AMZN	premium printer paper for wedding packets	08042022	08032022	Y	0	J. HOWARD	LAUREN IIDA	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	16.44	ADOBE ACROPRO SUBS	Adobe Licenses - Additional User - PW	08042022	08032022	Y	0		CHRIS LAVERY	Closed
CARL STUMP	XXXXXXXXXXX6992	200-22-240-7680	69	ABC-NV	PSI Testing payment Grade 1 Distribution Cert.	08042022	08032022	Y	0	JIM YOUNGBLOOD	CARL STUMP	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7330	119	INCLINE VILLAGE TIRE	Contracted labor	08042022	08042022	Y	0	JIM YOUNGBLOOD	RICH ALLEN	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	334.99	AMZN MKTP US EX5AL2NM3	repair parts	08052022	08042022	Y	0	JIM YOUNGBLOOD	RICH ALLEN	Closed
LISA HOOPES	XXXXXXXXXXX1880	100-13-150-7680	100	LITTLER MENDELSON PC	2022 NV Regional Employer Conf Reno	08052022	08042022	Y	0	ERIN FEORE	LISA HOOPES	Closed
LAUREN A IIDA	XXXXXXXXXXX1898	330-33-500-7685	219	WEDDING MBA	conference attendance for Brooke	08052022	08042022	Y	0	J. HOWARD	LAUREN IIDA	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-990-7340	14.99	ADOBE INC	Subscription to edit documents	08042022	08042022	Y	0			Closed
CARL STUMP	XXXXXXXXXXX6992	200-22-240-7680	57.25	DMV-10	CDL Learners permit fees	08052022	08042022	Y	0	JIM YOUNGBLOOD	CARL STUMP	Closed
CARL STUMP	XXXXXXXXXXX6992	200-22-240-7435	86.02	THE HOME DEPOT 3310	Wheels for welder cart Alfie, Nails and bucket for truck 703	08082022	08042022	Y	0	JIM YOUNGBLOOD	CARL STUMP	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	330-33-500-7415	728.97	THE HOME DEPOT 3312	power washer for facilities	08082022	08042022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	208.43	AMZN MKTP US 8U93X7J43	Repair Parts	08052022	08052022	Y	0	JIM YOUNGBLOOD	RICH ALLEN	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	-208.43	AMZN MKTP US	Returned Repair Part	08082022	08052022	Y	0	JIM YOUNGBLOOD	RICH ALLEN	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	390-39-780-7415	191.22	AMAZON.COM Q00XZ8M43 AMZN	ice maker $181.22 Beaches	08082022	08052022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	370-43-780-7415	191.22	AMAZON.COM Q00XZ8M43 AMZN	ice maker $181.22 Parks	08082022	08052022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
VICTOR GUTIERREZ	XXXXXXXXXXX8085	330-33-500-7415	16.7	AMZN MKTP US M179M3F53	Drink dispenser	08082022	08052022	Y	0	J. HOWARD	VICTOR GUTIERREZ	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	1.99	GOOGLE GOOGLE STORAGE	August - Google Cloud Storage	08082022	08052022	Y	0		CHRIS LAVERY	Closed
BILL C ROBBINS	XXXXXXXXXXXX2144	200-25-230-7433	14.83	AMZN MKTP US N90ES6BA3	Sqwincher hydration packs.	08082022	08052022	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	22.94	AMAZON.COM O745583P3	Puddle jumper	08082022	08062022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	116	AMZN MKTP US U67G81LW3	Sunscreen	08082022	08062022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
J. DARREN HOWARD	XXXXXXXXXXX0365	320-32-410-7830	162.07	AUTOPAY/DISH NTWK	Dish Network monthly charge Mountain Course - no receipt	08082022	08062022	N	0			Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-690-7340	52.99	ADOBE CREATIVE CLOUD	Subscription to create digital and edit documents	08082022	08062022	Y	0			Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	340-34-980-7310	52.99	ADOBE CREATIVE CLOUD	Monthly licensing fees for Adobe Creative Cloud applications - marketing manager	08082022	08062022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	340-34-980-7310	52.99	ADOBE CREATIVE CLOUD	Monthly licensing fees for Adobe Creative Cloud applications - video photo coordinator	08082022	08062022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
JACLYN M REAM	XXXXXXXXXXX2128	340-34-980-7310	52.99	ADOBE 800-833-6687	Monthly Adobe software subscription	08082022	08062022	Y	0	MIKE BANDELIN	JACLYN REAM	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-860-7415	34.98	POWER SYSTEMS	fitness equip	08242022	08082022	Y	0	SHELIA LEIJON		Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	370-43-780-7415	35.99	AMZN MKTP US YA7RZ5GD3	$35.99 PP Hydration product	08092022	08082022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-240-7340	387	CALIFORNIA WATER ENVIRON	New membership, C. Stump	08092022	08082022	Y	35.98	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-25-230-7680	279	CA-NV SECTION, AWWA	Training course, Chief Chemist	08092022	08082022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	39.95	AMZN MKTP US UE2GE7Q63 AM	operating	08102022	08092022	Y	0	SHELIA LEIJON		Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-00-000-0720	36.86	AMAZON.COM 727GB3W33	food merch	08102022	08092022	Y	0	SHELIA LEIJON		Closed
ERIN FEORE	XXXXXXXXXXX5473	100-13-150-7685	270.98	SHRM HSG 888.241.8396	SHRM Conference 2023 - lodging	08102022	08092022	Y	20.65		ERIN FEORE	Closed
LAUREN A IIDA	XXXXXXXXXXX1898	330-33-500-7415	235	SIERRAMOBILESTORAGE	on site additional storage	08102022	08092022	Y	0	J. HOWARD	LAUREN IIDA	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	340-34-980-7310	24.99	GOOGLE VC TECHNOLOGY	aerial drone guidance software for video photo coordinator	08102022	08092022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
CURTIS G TRUJILLO	XXXXXXXXXXX2193	100-13-150-7680	1295	SOCIETYFORHUMANRESOURCE	Early Bird registration for Society for Human Resources Management Annual Conference - reiml	08102022	08092022	Y	0	ERIN FEORE	CURTIS TRUJILLO	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-920-7490	18.98	AMZN MKTP US 4T7XH5C03	Repair Parts	08112022	08102022	Y	0	JIM YOUNGBLOOD	RICH ALLEN	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	184.99	AMZN MKTP US 986L51EV3	Repair Parts	08112022	08102022	Y	0	JIM YOUNGBLOOD	RICH ALLEN	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-920-7510	1839	AMZN MKTP US EV7MD5H23	Replace broken Jack	08112022	08102022	Y	0	JIM YOUNGBLOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7835	112.03	SPECTRUM	cable tv	08112022	08102022	Y	6.05	SHELIA LEIJON		Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-00-000-0720	107.01	SAMSCLUB.COM	food merch	08122022	08102022	Y	0	SHELIA LEIJON		Closed
MADONNA DUNBAR	XXXXXXXXXXX8189	200-27-380-7415	82.01	TRADER JOE'S #082 QPS	reimbursed by Madonna Dunbar	08112022	08102022	Y	1.98	JIM YOUNGBLOOD	MADONNA DUNBAR	Closed
STEVE GIBBS	XXXXXXXXXXX3705	200-25-230-7520	77.4	THE HOME DEPOT #3309	Casters for new welding cart	08122022	08102022	Y	0	JIM YOUNGBLOOD	STEVE GIBBS	Closed
BOB E OLSEN	XXXXXXXXXXX2060	200-25-230-7433	799	AMZN MKTP US TE57S3WZ3	Gas monitor	08112022	08102022	Y	0	JIM YOUNGBLOOD	BOB OLSEN	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	420-52-930-7415	-220	ULINE SHIP SUPPLIES	Credit for returned signs - too large for our purpose.	08102022	08102022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	330-33-500-7415	1922.31	THE WEBSTAURANT STORE INC	chair cushions	08112022	08102022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	6	DMV-08	New vehicle registration	08122022	08112022	Y	0	JIM YOUNGBLOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-00-000-0720	40.46	WALMART.COM AA	food merch	08122022	08112022	Y	0	SHELIA LEIJON		Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	380-45-880-7415	120.73	COSTCO WHSE #0025	Pickleball Open supplies	08122022	08112022	Y	9.22	SHELIA LEIJON	JENNIFER MOORE	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	380-45-880-7415	24.94	SMART AND FINAL 585	Pickleball open supplies	08122022	08112022	Y	0	SHELIA LEIJON	JENNIFER MOORE	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	350-48-980-7415	70	MAILCHIMP MISC	Monthly Mailchimp email marketing service fee - Rec share	08122022	08112022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	320-31-980-7415	75	MAILCHIMP MISC	Monthly Mailchimp email marketing service fee - Golf champ	08122022	08112022	Y		MIKE BANDELIN	PAUL RAYMORE	Closed

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Cardholder Name 1	Card Number (Last 4)	G/L Account	Amount	Merchant Name	Description	Posting Date	Transaction Date	Receipt Image	Sales Tax Amount	Statement Approved By	Statement Reviewed By	Statement Status
PAUL A RAYMORE	XXXXXXXXXXXX2110	320-31-980-7415	50	MAILCHIMP MISC	Monthly Mailchimp email marketing service fee - Golf Mt	08122022	08122022	Y		MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	380-45-980-7415	30	MAILCHIMP MISC	Monthly Mailchimp email marketing service fee - Tennis	08122022	08112022	Y		MIKE BANDELIN	PAUL RAYMORE	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	390-39-850-7415	71.86	COSTCO WHSE #0127	Supplies for end of season thank you party and debrief for staff	08152022	08122022	Y	5.08	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-25-240-7685	251.33	RTI SWHOTELS RAMADA BY WY	ClaVal class travel expense, E. Freistroffer	08152022	08122022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-25-240-7685	278.96	SOUTHWES 5262153157116	ClaVal class travel expense, E. Freistroffer.	08152022	08122022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	30	DOMAINSDONERIGHT LLC	Domain Renewal - yourtahoeplace.com	08152022	08132022	Y	0		CHRIS LAVERY	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	30	DOMAINSDONERIGHT LLC	Domain Renewal - ivgid.org	08152022	08132022	Y	0		CHRIS LAVERY	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7430	357.57	AMAZON.COM FG6D265I3	Uniforms	08152022	08142022	Y	0	JIM YOUNGBLOOD	RICH ALLEN	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7490	227.48	AMAZON.COM HT6481JL3 AMZN	Repair Parts	08152022	08142022	Y	0	JIM YOUNGBLOOD	RICH ALLEN	Closed
JUSTIN BLUHM	XXXXXXXXXXXX7432	430-53-940-7430	20.3	AMZN MKTP US 3P63Y5JZ3	Uniforms	08152022	08142022	Y	0	J. HOWARD	JUSTIN BLUHM	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	390-39-850-7415	207.77	PANDA EXPRESS #934 P	Food for end of season thank you party debrief for staff	08152022	08142022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	390-39-850-7435	123.79	AMAZON.COM 781EO5A43 AMZN	Portable power cleaner for BC Pool deck	08152022	08142022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-00-000-0720	225.88	SAMS CLUB #4768	food merch	08152022	08152022	Y	0	SHELIA LEIJON		Closed
MATTHEW BELOTE	XXXXXXXXXXXX5653	100-12-130-7300	1309.95	AMZN MKTP US FD3RG4AP3	Dell P2419H 24 Inch LED-Backlit, Anti-Glare, 3H Hard Coating IPS Monitor	08162022	08152022	Y	0			Closed
MICHAEL GOVE	XXXXXXXXXXXX1781	100-12-130-7300	339	AMZN MKTP US R014O4TO3	Chateau wireles phone 100-12-130-7300	08162022	08152022	N	0			Closed
TIM KELLY	XXXXXXXXXXXX7591	350-46-831-7415	394.9	AWARD ZONE	Trophies for adult softball and soccer leagues summer 2022	08172022	08152022	Y	0	SHELIA LEIJON	TIM KELLY	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	49	LIVESTREAM.COM	Livestream - August	08162022	08152022	Y	0		CHRIS LAVERY	Closed
SHELIA A LEIJON	XXXXXXXXXXXX2029	390-39-710-7415	1969.82	FULL SOURCE LLC	FullSource Beach Staff Uniforms ordered 06 22 delivered 08 22 half order	08162022	08152022	Y	0		SHELIA LEIJON	Closed
JOHN OLSON	XXXXXXXXXXXX1098	340-34-620-7415	12.95	HAWK ELECTRONICS	Fuse holder for electrical repair at Crystal Express.	08172022	08152022	Y	0	MIKE BANDELIN	JOHN OLSON	Closed
JOHN OLSON	XXXXXXXXXXXX1098	340-34-620-7510	35.46	HAWK ELECTRONICS	Replacement fuse terminal	08172022	08152022	Y	0	MIKE BANDELIN	JOHN OLSON	Closed
DAREL BARLOW	XXXXXXXXXXXX5661	200-25-230-7680	50	CALIFORNIA WATER ENVIRON	PLC Scada training CWEA for CEUS	08172022	08162022	Y	4.65	JIM YOUNGBLOOD	DAREL BARLOW	Closed
JUSTIN BLUHM	XXXXXXXXXXXX7432	430-53-940-7430	23.98	AMZN MKTP US 5I8CA5RY3	Uniforms	08172022	08162022	Y	0	J. HOWARD	JUSTIN BLUHM	Closed
BOB E OLSEN	XXXXXXXXXXXX2060	200-25-230-7515	1066.13	KAESER COMPRESSORS, INC	filters for Keaser blower	08172022	08162022	Y	1	JIM YOUNGBLOOD	BOB OLSEN	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-240-7340	105	CALIFORNIA WATER ENVIRON	Collection cert renewal, D. Barlow.	08172022	08162022	Y	9.76	KATE NELSON	RONNIE RECTOR	Closed
RICH ALLEN	XXXXXXXXXXXX1609	200-22-970-8120	1947.69	SP DIAMONDBACK	Bed cover new vehicle. Project Number 2097LV2220	08182022	08172022	Y	148.69	JIM YOUNGBLOOD	RICH ALLEN	Closed
MATTHEW BELOTE	XXXXXXXXXXXX5653	100-12-130-7300	34.19	AMZN MKTP US 8W83M6A83	Trianium Tempered Glass Screen Protector designed for Apple iPhone 13 OTTERBOX COMM	08172022	08172022	Y	0			Closed
MATTHEW BELOTE	XXXXXXXXXXXX5653	100-12-130-7300	20	EBAY O 05-08995-75796	Cisco Switch Blank Modules	08182022	08172022	Y	0			Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7415	278.83	AMZN MKTP US 0S2HR14K3 AM	$278.83 truck bed hardware	08172022	08172022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	390-39-780-7415	36	VILLAGE SKI LOFT	$36.00 Bike tube	08182022	08172022	Y	1.44	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
TIMOTHY E MCKEON	XXXXXXXXXXXX1849	430-53-940-7430	68.8	C-A-L RANCH STORES #18	Jacket and boots.	08182022	08172022	Y	0	JUSTIN BLUHM	TIMOTHY MCKEON	Closed
STEVEN PHILLIPS	XXXXXXXXXXXX2086	370-43-780-7310	79	APPOINTMENT-PLUS/STORMSOU	$79.00 scheduling license software	08182022	08172022	Y	0		STEVEN PHILLIPS	Closed
KAYLEN PRIOR	XXXXXXXXXXXX7481	200-25-230-7428	13.89	AMZN MKTP US RZ6O689A3	Periodic Table of The Elem	08182022	08172022	N	0			Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7310	29.99	ADOBE STOCK	Monthly Adobe Stock royalty free music and creative asset licensing fees - video production	08182022	08172022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7430	59.51	AMZN MKTP US KY2TG5MW3	Uniforms	08182022	08182022	Y	0	JIM YOUNGBLOOD	RICH ALLEN	Closed
MATTHEW BELOTE	XXXXXXXXXXXX5653	100-12-130-7300	124.85	AMAZON.COM H51N27G03	Logitech M510 Wireless Computer Mouse for PC with USB Unifying Receiver	08192022	08182022	Y	0			Closed
JUSTIN BLUHM	XXXXXXXXXXXX7432	430-53-940-7415	47.36	AMZN MKTP US NT55V5ZB3	Uniforms	08192022	08182022	Y	0	J. HOWARD	JUSTIN BLUHM	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	390-39-850-7425	41.98	AMZN MKTP US G8A85WP3	Reagents for BC Pool	08192022	08182022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
MADONNA DUNBAR	XXXXXXXXXXXX8189	200-28-990-7470	370.32	FASTSIGNS OF RENO & CARSO	10 water station signs	08192022	08182022	Y	0	JIM YOUNGBLOOD	MADONNA DUNBAR	Closed
BRAD ECK	XXXXXXXXXXXX1765	430-53-940-7520	56.13	KULLY SUPPLY	Bottle filler valve for group fitness drinking fountain.	08192022	08182022	Y	3.73	JUSTIN BLUHM	BRAD ECK	Closed
BRAD ECK	XXXXXXXXXXXX1765	430-53-940-7520	19.99	AMZN MKTP US TO08C93U3	Latch for gate at ct. 5 Tennis Center.	08192022	08182022	Y	0	JUSTIN BLUHM	BRAD ECK	Closed
ERIC FREISTROFFER	XXXXXXXXXXXX6682	200-22-240-7680	3	WF4NVENVIROP SERVICE FEE	Servicee fee for NDEP test payment	08192022	08182022	Y	0	JIM YOUNGBLOOD	ERIC FREISTROFFER	Closed
ERIC FREISTROFFER	XXXXXXXXXXXX6682	200-22-240-7680	120	NV ENVIRONMENTAL PROTECT	NDEP grade 3 water test	08192022	08182022	Y	0	JIM YOUNGBLOOD	ERIC FREISTROFFER	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7415	17	SQ SK BASEBALL HOLDINGS	$17.00 parking	08192022	08182022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
MICHAEL GOVE	XXXXXXXXXXXX1781	100-12-130-7300	1199.96	BESTBUYCOM806670496167	100-12-130-7300 Monitors	08192022	08182022	N	0			Closed
MICHAEL GOVE	XXXXXXXXXXXX1781	100-12-130-7300	599.98	BESTBUYCOM806670496167	100-12-130-7300 Monitors	08192022	08182022	N	0			Closed
LISA HOOPES	XXXXXXXXXXXX1880	350-48-850-7350	99	2CO.COM AQUATICJOBSNET	Online job listing Aquatics Maintenance Specialist featured	08192022	08182022	Y	0	ERIN FEORE	LISA HOOPES	Closed
LISA HOOPES	XXXXXXXXXXXX1880	350-48-850-7350	174	ASSOCIATIO THE NRPA C	Online job posting Aquatics Maintenance Specialist featured	08192022	08182022	Y	0	ERIN FEORE	LISA HOOPES	Closed
LISA HOOPES	XXXXXXXXXXXX1880	350-48-850-7350	75	CA PARK REC SOCIETY	Job Posting Aquatics Maintenance Specialist	08192022	08182022	Y	0	ERIN FEORE	LISA HOOPES	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-990-8120	2200	SQ CHICKEN HAWK TR	Shipping for	08192022	08182022	Y	0			Closed
TIMOTHY E MCKEON	XXXXXXXXXXXX1849	430-53-940-7430	104.97	AMAZON.COM GX3CJ2RW3	Pants	08192022	08182022	Y	0	JUSTIN BLUHM	TIMOTHY MCKEON	Closed
STEVEN PHILLIPS	XXXXXXXXXXXX2086	370-43-780-7415	46.72	AMAZON.COM 5E0NQ2I03 AMZN	PPE leg protection uniforms	08192022	08182022	Y	0		STEVEN PHILLIPS	Closed
KAYLEN PRIOR	XXXXXXXXXXXX7481	200-25-230-7428	79.39	AMZN MKTP US XQ3E053M3 AM	Lab Supply	08192022	08182022	N	0			Closed
BILL C ROBBINS	XXXXXXXXXXXX2144	200-25-230-7433	189.28	AMAZON.COM GO44M0F73	Kneeling pads.	08192022	08182022	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-13-160-7415	20	ZOOM.US 888-799-9666	Zoom Webinar Licenses - Recreation - Coding per Shelia	08222022	08192022	Y	0		CHRIS LAVERY	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	350-48-860-7310	20	ZOOM.US 888-799-9666	Zoom Webinar Licenses - Recreation - Coding per Shelia	08222022	08192022	Y			CHRIS LAVERY	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	389	ZOOM.US 888-799-9666	Zoom Webinar and Host Licenses	08222022	08192022	Y			CHRIS LAVERY	Closed
TIMOTHY E MCKEON	XXXXXXXXXXXX1849	430-53-940-7520	86.53	THE HOME DEPOT #3309	Lamp adapters for Ski Lodge chandeliers.	08222022	08192022	Y	3.93	JUSTIN BLUHM	TIMOTHY MCKEON	Closed
STEVEN PHILLIPS	XXXXXXXXXXXX2086	390-39-780-7415	778.5	HD SUPPLY FACILITIES	Parking warning notices	08222022	08192022	Y	0		STEVEN PHILLIPS	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-25-240-8120	601	TAHOE REGIONAL PLANNING A	Application fee, pre-approval meeting, Effluent Line project, CIP 2524SS1010.	08222022	08192022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
JAY RYDD	XXXXXXXXXXXX1669	340-34-990-8120	1400	3D CONCRETE LLC	Concrete suport for new child ski center surface lift CIP#3467LE1703	08222022	08192022	N	165	MIKE BANDELIN	JAY RYDD	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	320-31-530-7415	58.79	AMZN MKTP US SV3M40AD3	kitchen printer paper	08222022	08192022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-630-7340	60	MSFT E0800JZAVZ	SharePoint used to communicate and document with Staff	08222022	08202022	Y	0			Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	40.34	DNH GODADDY.COM	Domain Renewal - inclineweddings.com	08222022	08202022	Y	0		CHRIS LAVERY	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	320-31-530-7415	25.9	AMZN MKTP US 2Q8MP1DD3	epson printer cartridges	08222022	08202022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-48-850-7415	19.98	AMZN MKTP US F18B652C3	Blood pressure cuff	08222022	08212022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
JAMIE FELLOWS	XXXXXXXXXXXX7438	430-53-940-7430	119.25	LEVIS OUTLET 942	uniform	08222022	08212022	Y	0	JUSTIN BLUHM	JAMIE FELLOWS	Closed
VICTOR GUTIERREZ	XXXXXXXXXXXX8085	330-33-500-7415	11.99	AMZN MKTP US HG7ME7B03	pressure washer QD	08222022	08212022	Y	0	J. HOWARD	VICTOR GUTIERREZ	Closed
LAUREN A IIDA	XXXXXXXXXXXX1898	330-33-530-7415	17.82	AMZN MKTP US I85E930E3	lighters for buffet sterno	08222022	08212022	Y	0	J. HOWARD	LAUREN IIDA	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	320-31-530-7415	82.15	AMZN MKTP US L03OR30T3	cord locks	08222022	08212022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	390-39-710-7415	151.51	COSTCO WHSE #0025	beaches	08232022	08222022	Y	14.09	SHELIA LEIJON		Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	32.98	COSTCO WHSE #0025	rec	08232022	08222022	Y		SHELIA LEIJON		Closed
MIKE BANDELIN	XXXXXXXXXXXX1625	340-34-620-7415	29.36	RALEY S #113	dry ice purchase for installation of torque hub on lake view ski lift	08242022	08222022	Y	0		MIKE BANDELIN	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-48-850-7415	50.96	SP SWIMOUTLET.COM	Pull buoys	08232022	08222022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
LAUREN A IIDA	XXXXXXXXXXXX1898	330-33-500-7405	4.27	AMAZON.COM P55FY8E23	glue sticks	08232022	08222022	Y	0	J. HOWARD	LAUREN IIDA	Closed
TIMOTHY E MCKEON	XXXXXXXXXXXX1849	430-53-940-7520	157.88	WWW.SUPERBRIGHTLEDS.CO	Light fixtures for Mt. Golf	08232022	08222022	Y	0	JUSTIN BLUHM	TIMOTHY MCKEON	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	320-31-530-7415	199.75	AMZN MKTP US LF97Y9HJ3	legal cardstock	08222022	08222022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	27	AMZN MKTP US H90Y07KD3	operating hangers	08242022	08232022	Y	0	SHELIA LEIJON		Closed
DAREL BARLOW	XXXXXXXXXXXX5661	200-25-230-7520	134.45	THE HOME DEPOT #3312	Lumber for partitions wetlands bathroom access only	08252022	08232022	Y	0	JIM YOUNGBLOOD	DAREL BARLOW	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	390-39-850-7415	27.06	COMPLIANCESIGNS.COM	Emergency phone sign	08242022	08232022	Y	1.26	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
MADONNA DUNBAR	XXXXXXXXXXXX8189	200-28-990-7685	5	GOTOCOM GOTOMEETING	toll free number monthly	08242022	08232022	Y	0	JIM YOUNGBLOOD	MADONNA DUNBAR	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7415	102.49	AMZN MKTP US XL67U13K3	Weed trimmer string	08242022	08232022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
STEVEN PHILLIPS	XXXXXXXXXXXX2086	370-43-780-7415	55.99	AMZN MKTP US IC11M4AY3 AM	First aid kit stock	08242022	08232022	Y	0		STEVEN PHILLIPS	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	320-31-530-7415	104.43	AMZN MKTP US J40PR0V83	paper cutter	08242022	08232022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	330-33-530-7415	167.75	AMZN MKTP US ZW23A3RZ3	key locks for power cords	08242022	08232022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	15.98	AMZN MKTP US YO41T2LJ3	operating border	08252022	08242022	Y	0	SHELIA LEIJON		Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	390-39-850-7425	23.48	AMZN MKTP US EM32G97B3	Deionized water for cleaning out TDS monitor	08252022	08242022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	390-39-780-7415	154.98	AMZN MKTP US QM43901H3	bike parts	08252022	08242022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7415	-42.86	AMZN MKTP US	Credit $42.86	08252022	08242022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
JENNIFER L MOORE	XXXXXXXXXXXX1872	350-00-000-2871	223.88	COSTCO WHSE #0127	Veterans Club BBQ Supplies	08252022	08242022	Y	25.45	SHELIA LEIJON	JENNIFER MOORE	Closed
JENNIFER L MOORE	XXXXXXXXXXXX1872	350-46-820-7415	65.35	COSTCO WHSE #0127	Senior Programs supplies - Conversation Cafe	08252022	08242022	Y		SHELIA LEIJON	JENNIFER MOORE	Closed
JENNIFER L MOORE	XXXXXXXXXXXX1872	350-48-840-7415	61.55	COSTCO WHSE #0127	Recreation Center supplies	08252022	08242022	Y		SHELIA LEIJON	JENNIFER MOORE	Closed
JENNIFER L MOORE	XXXXXXXXXXXX1872	350-48-990-7415	9.49	COSTCO WHSE #0127	Recreation Front Counter supplies	08252022	08242022	Y		SHELIA LEIJON	JENNIFER MOORE	Closed
JOHN OLSON	XXXXXXXXXXXX1098	340-34-620-7415	22.45	THE HOME DEPOT #3312	Striping paint for locating underground services.	08262022	08242022	Y	1.49	MIKE BANDELIN	JOHN OLSON	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	420-52-930-7415	77	TAHOE REGIONAL PLANNING A	Preliminary plan check fees, Mtn Golf Phases 2 and 3.	08252022	08242022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7490	79.99	AMAZON.COM VP9TP57G3	Repair Parts	08262022	08252022	Y	0	JIM YOUNGBLOOD	RICH ALLEN	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7490	793.25	SIMPLE TIRE	Repair Parts	08262022	08252022	Y	0	JIM YOUNGBLOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-00-000-0720	79.8	AMZN MKTP US TR89P15C3	food merch	08252022	08252022	Y	0	SHELIA LEIJON		Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7530	34.49	AMZN MKTP US UE9EV9NB3	janitorial	08262022	08252022	Y	0	SHELIA LEIJON		Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-990-7415	59.28	AMZN MKTP US UE9EV9NB3	operating	08262022	08252022	Y		SHELIA LEIJON		Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7530	87.36	AMAZON.COM L391669T3	janitorial	08262022	08252022	Y	0	SHELIA LEIJON		Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-890-7415	12.18	AMAZON.COM QT9UV18G3 AMZN	snacks kid zone	08262022	08252022	Y	0	SHELIA LEIJON		Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-890-7415	53.55	AMAZON.COM 8F9A82NF3 AMZN	snacks kid zone	08262022	08252022	Y	0	SHELIA LEIJON		Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	18.98	AMZN MKTP US QN4076F73	operating border	08262022	08252022	Y	0	SHELIA LEIJON		Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7685	319.48	EXPEDIA 72375196244448	NPSI training airfare	08262022	08252022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	390-39-780-7680	287.5	NEVADA RECREATION & PARK	Training NPSI beaches	08262022	08252022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7680	287.5	NEVADA RECREATION & PARK	training NPSI parks	08262022	08252022	Y		STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7685	25	SWA EARLYBRD5269933819285	Playground safety training travel	08292022	08252022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	390-39-780-7680	25	SWA EARLYBRD5269933819286	Playground safety training travel	08292022	08252022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	390-39-780-7685	182.95	SOUTHWES 5262157997513	Playground Safety Training travel	08292022	08252022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
MICHAEL GOVE	XXXXXXXXXXXX1781	100-12-130-7350	38.43	MOFOS PIZZA AND PASTA	IT Stuff Lunch for OT 100-12-130-7350	08262022	08252022	Y	0			Closed
KAYLEN PRIOR	XXXXXXXXXXXX7481	200-22-220-7430	248.65	AMZN MKTP US VA6OB5I13	uniforms	08252022	08252022	N	18.94			Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	330-33-530-7415	2436.83	THE WEBSTAURANT STORE INC	cambro boxes and banquet equipment	08262022	08252022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7310	9.99	PP ADOBE INC	Adobe software license fee	08292022	08262022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
LISA HOOPES	XXXXXXXXXXXX1880	100-12-130-7350	499	ZIPRECRUITER, INC.	IT Tech, IT Network Admin Online Listing 100.12.130.7350	08292022	08262022	Y	0	ERIN FEORE		Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7405	415	AMZN MKTP US Y10X142H3	Monitor Arms	08292022	08262022	Y	0			Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7405	19.98	AMZN MKTP US AK1KT0173	Monitor Visa Mounts	08292022	08262022	Y	0			Closed
JOHN OLSON	XXXXXXXXXXXX1098	340-34-620-7433	269.75	AMZN MKTP US 7K7GH32J3	Fall Arrest/Climbing Harness for Lift Maintenance line work.	08292022	08262022	Y	0			Closed
JOHN OLSON	XXXXXXXXXXXX1098	340-34-620-8120	25.01	COPPER STATE MPOS	Materials for RFID project.	08292022	08262022	Y	0			Closed

Cardholder Name 1	Card Number (Last 4)	G/L Account	Amount	Merchant Name	Description	Posting Date	Transaction Date	Receipt Image	Sales Tax Amount	Statement Approved By	Statement Reviewed By	Statement Status
PAUL A RAYMORE	XXXXXXXXXXXX2110	320-31-410-7350	25	PAYPAL NTBA	North Tahoe Business Association membership purchased on HR behalf to allow for recruitment	08292022	08262022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	320-32-410-7350	25	PAYPAL NTBA	North Tahoe Business Association membership purchased on HR behalf to allow for recruitment	08292022	08262022	Y		MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	390-39-850-7350	25	PAYPAL NTBA	North Tahoe Business Association membership purchased on HR behalf to allow for recruitment	08292022	08262022	Y		MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	350-48-990-7350	25	PAYPAL NTBA	North Tahoe Business Association membership purchased on HR behalf to allow for recruitment	08292022	08262022	Y		MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	320-31-530-7350	25	PAYPAL NTBA	North Tahoe Business Association membership purchased on HR behalf to allow for recruitment	08292022	08262022	Y		MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	200-22-990-7350	25	PAYPAL NTBA	North Tahoe Business Association membership purchased on HR behalf to allow for recruitment	08292022	08262022	Y		MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	200-25-990-7350	25	PAYPAL NTBA	North Tahoe Business Association membership purchased on HR behalf to allow for recruitment	08292022	08262022	Y		MIKE BANDELIN	PAUL RAYMORE	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	420-52-930-7415	105	TRENCH PLATE RENTAL CO	Traffic control plan to replace manhole at Northwood and SR 28.	08292022	08262022	Y	0		RONNIE RECTOR	Closed
TROY SANDERS	XXXXXXXXXXXX5566	200-25-230-7405	162.28	AMZN MKTP US A62HT5N63	Ordered wrong drums, returning and should see credit soon. Credit received 9/13/2022.	08292022	08262022	Y	0	JIM YOUNGBLOOD	TROY SANDERS	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	330-33-530-7310	0.8	CROSS BORDER TRANS FEE	transaction fees	08262022	08262022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	330-33-530-7310	20	SCREENCLOUD	chateau screen	08262022	08262022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	350-48-980-7310	60	SCREENCLOUD	rec screens	08262022	08262022	Y		J. HOWARD	WILLIAM VANDENBU	Closed
VICTOR GUTIERREZ	XXXXXXXXXXXX8085	330-33-500-7415	124.98	AMZN MKTP US YL8QE02T3	battery backup for light control, mints	08292022	08282022	Y	0			Closed
JOHN OLSON	XXXXXXXXXXXX1098	340-34-620-7433	411.69	AMAZON.COM G638F1473	Fall Arrest/Climbing Harness for Lift Maintenance line work.	08292022	08282022	Y	0			Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-970-7350	124.16	AMZN MKTP US XI3RZ6WZ3	Kitchen supplies for staff.	08292022	08282022	Y	0		RONNIE RECTOR	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	320-31-530-7310	26.95	MOOD PANDORA	Grille Pandora	08292022	08282022	Y	0		WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-36-530-7415	26.95	MOOD PANDORA	Snowflake Pandora	08292022	08282022	Y	0		WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	330-33-500-7310	26.95	MOOD PANDORA	Chateau Pandora	08292022	08282022	Y	0		WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7310	26.95	MOOD PANDORA	Loft Bar Pandora	08292022	08282022	Y	0		WILLIAM VANDENBU	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-860-7415	140.69	POWER SYSTEMS	fitness equipment small	09022022	08292022	Y	0			Closed
MADONNA DUNBAR	XXXXXXXXXXXX8189	200-28-990-7415	408.06	AMZN MKTP US JE0PU36M3	TWSA - station parts and dog rolls	08302022	08292022	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
STEVE GIBBS	XXXXXXXXXXXX3705	200-22-230-7515	120.87	GASKET SPECIALTIES INC	Teflon Gaskets for back pressure valve at BCWDP	08302022	08292022	Y	0	JIM YOUNGBLOOD	STEVE GIBBS	Closed
STEVE GIBBS	XXXXXXXXXXXX3705	200-25-230-7520	5.13	NORTHSHORE ACE HARDWARE	1 PVC fitting for #2 water at WRRF	08312022	08292022	Y	.35	JIM YOUNGBLOOD	STEVE GIBBS	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7415	140.2	AMZN MKTP US R89IE5373	$140.20 truck tie down hardware	08302022	08292022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-630-7510	328.82	FILTER ELEMENT STORE	Snowmaking maintenance	08302022	08292022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-630-7510	153.81	SOUTHERN PARTS & ENGINEER	Snowmaking maintenance	08312022	08292022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-920-7490	10.03	AMZN MKTP US 1V1RO8GH1	Repair Parts	08312022	08302022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-920-7490	35.06	AMAZON.COM 1A7OG3913 AMZN	Repair Parts	08312022	08302022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-920-7490	55.26	AMZN MKTP US 1B5UC3DL3	Repair Parts	08312022	08302022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
BRAD ECK	XXXXXXXXXXXX1765	430-53-940-7520	27.92	LOWES #01024	Tennis gate repair parts.	08312022	08302022	N	0	JUSTIN BLUHM	BRAD ECK	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	390-39-780-7415	184.62	AMZN MKTP US H725T91T3	$184.62 PPE safety boot, lockNlube tip	08312022	08302022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
TIM KELLY	XXXXXXXXXXXX7591	350-46-811-7415	119.4	CANVA 103523-26520625	Canva for flyer design for youth and adult sports for the year.	08312022	08302022	Y	0	SHELIA LEIJON	TIM KELLY	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-990-7405	40.88	AMZN MKTP US SV3EY7ZY3 AM	Components to steam wireless in Conference room	08302022	08302022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-690-7415	84.78	HOMEDEPOT.COM	Materials to fix sink	09012022	08302022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
BOB E OLSEN	XXXXXXXXXXXX2060	200-25-230-7433	74.86	TARGET.COM	Hand sanitizer	08312022	08302022	Y	0	JIM YOUNGBLOOD	BOB OLSEN	Closed
JOHN OLSON	XXXXXXXXXXXX1098	340-34-620-7433	69.99	AMAZON.COM 492RL0P63 AMZN	Safety pants for Lift Maintenance.	08302022	08302022	Y	0			Closed
JOHN OLSON	XXXXXXXXXXXX1098	340-34-620-7415	110.87	POSTAL EXPRESS	Shipping to Doppelmayr for parts inspection	08312022	08302022	Y	8.46			Closed
JOHN OLSON	XXXXXXXXXXXX1098	340-34-620-7415	29.9	AMZN MKTP US 1V6V76VM1 AM	heat illness prevention electrolyte replacement	08312022	08302022	Y	0			Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-970-7433	189.07	ULINE SHIP SUPPLIES	Front door mats for Public Works Bldg A	08302022	08302022	Y	0		RONNIE RECTOR	Closed
CURTIS G TRUJILLO	XXXXXXXXXXXX2193	320-31-530-7433	30.67	IN ALPHA PRO SOLUTIONS,	Reasonable Suspicion - Alcohol Testing Kits	08312022	08302022	Y	0	ERIN FEORE	CURTIS TRUJILLO	Closed
CURTIS G TRUJILLO	XXXXXXXXXXXX2193	320-32-530-7433	30.67	IN ALPHA PRO SOLUTIONS,	Reasonable Suspicion - Alcohol Testing Kits	08312022	08302022	Y		ERIN FEORE	CURTIS TRUJILLO	Closed
CURTIS G TRUJILLO	XXXXXXXXXXXX2193	340-34-530-7433	30.66	IN ALPHA PRO SOLUTIONS,	Reasonable Suspicion - Alcohol Testing Kits	08312022	08302022	Y		ERIN FEORE	CURTIS TRUJILLO	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-920-7490	32.99	AMZN MKTP US ET4Q47OV3	Repair Parts	08312022	08312022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
LAUREN A IIDA	XXXXXXXXXXXX1898	330-33-500-7405	34.99	AMAZON.COM O10I466X3 AMZN	replacement keyboard	08312022	08312022	Y	0		LAUREN IIDA	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	15	DOMAINSDONERIGHT LLC	visitincline.com - domainsdoneright	09012022	08312022	Y	0			Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	330-33-500-7415	-1309.63	THE WEBSTAURANT STORE INC	chair cushion return - no receipt available	09022022	08312022	N	0		WILLIAM VANDENBU	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-920-7490	156.9	AMZN MKTP US 1V04776F1	Repair Parts	09022022	09012022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	19.92	RALEY S #113	operating coffee	09052022	09012022	Y	0			Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	456.75	ADOBE PR CREATIVE CL	Adobe September Licenses	09022022	09012022	Y	0			Closed
KAYLEN PRIOR	XXXXXXXXXXXX7481	200-22-230-7430	248.99	DANNER-LACROSSE	Work Boots	09022022	09012022	Y	0	JIM YOUNGBLOOD	KAYLEN PRIOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-970-7350	49.83	SQ HAPPY TIERS BAK	Going away, Customer Service Rep	09022022	09012022	Y	3.23		RONNIE RECTOR	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	320-31-530-7310	269.58	YELP INC 855-380-9357	Grille yelp software	09022022	09012022	Y	0		WILLIAM VANDENBU	Closed
SARAH G VIDRA	XXXXXXXXXXXX2219	200-27-380-7415	34.99	SCHEDULICITY8775820494	HHW and E-Waste Scheduling software.	09022022	09012022	Y	0	MADONNA DUNBAR	SARAH VIDRA	Closed
MATTHEW BELOTE	XXXXXXXXXXXX5653	100-12-130-7300	10.99	AMZN MKTP US NX2NL9RF3	iPhone 13 Case, with Tempered Glass Screen Protector Included STARSHOP Military Grade 12	09052022	09022022	Y	0		MATTHEW BELOTE	Closed
MATTHEW BELOTE	XXXXXXXXXXXX5653	100-12-130-7300	59.9	AMZN MKTP US 1V94U19J1	Lenovo ThinkPad Compact USB Keyboard with TrackPoint	09052022	09022022	Y	0		MATTHEW BELOTE	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-48-850-7415	471.02	SP SWIMOUTLET.COM	Goal and ball bag for Splash Ball program	09022022	09022022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH	Closed
MADONNA DUNBAR	XXXXXXXXXXXX8189	200-28-990-7680	100	IN NORTH TAHOE BUSINESS	TWSA business membership	09052022	09022022	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	340-34-630-7450	77	TAHOE REGIONAL PLANNING A	TRPA Tree Removal Permit DP	09052022	09022022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
KAYLEN PRIOR	XXXXXXXXXXXX7481	200-25-230-7428	505.95	WALGREENS US #4788	Wallet stolen on IVGID property - Wells fargo handled expenses by closing the account, reimbur	09052022	09022022	N	0	JIM YOUNGBLOOD	KAYLEN PRIOR	Closed
KAYLEN PRIOR	XXXXXXXXXXXX7481	200-25-230-7428	504.94	WAL-MART #1648	Wallet stolen on IVGID property - Wells fargo handled expenses by closing the account, reimbur	09052022	09022022	N	0	JIM YOUNGBLOOD	KAYLEN PRIOR	Closed
TROY SANDERS	XXXXXXXXXXXX5566	200-25-230-7470	249.45	AMZN MKTP US 1V43N1EP0	Ordered new drums for office printer	09052022	09022022	Y	0	JIM YOUNGBLOOD	TROY SANDERS	Closed
CARL STUMP	XXXXXXXXXXXX6992	200-22-240-7430	134.25	DANNER-LACROSSE	waterproof work boots	09052022	09022022	Y	0	JIM YOUNGBLOOD	CARL STUMP	Closed
CARL STUMP	XXXXXXXXXXXX6992	200-25-240-7430	134.25	DANNER-LACROSSE	waterproof work boots	09052022	09022022	Y		JIM YOUNGBLOOD	CARL STUMP	Closed
JUSTIN BLUHM	XXXXXXXXXXXX7432	430-53-940-7515	67.9	LOWES #00321	Restock supplies PW building B shop	09052022	09032022	Y	0		JUSTIN BLUHM	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-48-850-7415	104.01	AMZN MKTP US 1V1TA9U31	Water polo balls for Splash Ball program	09052022	09032022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-990-7340	14.99	ADOBE INC	Monthly subscription to edit documents	09052022	09032022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
JOHN OLSON	XXXXXXXXXXXX1098	340-34-620-7415	29.98	AMZN MKTP US 1V6JJ7R61 AM	heat illness prevention electrolyte replacement	09052022	09032022	Y	0			Closed
DON SHOWS	XXXXXXXXXXXX0050	370-43-780-7685	15	SWA EARLYBRD5269934799646	SWA travel to safety training	09052022	09032022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXXX0050	390-39-780-7685	160.98	SOUTHWES 5262161216984	Airline to safety training beaches	09052022	09032022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXXX0050	370-43-780-7685	160.99	SOUTHWES 5262161216984	Airline to safety training parks	09052022	09032022	Y		STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXXX0050	370-43-780-7680	322.5	UTAH RECREATION AND PARKS	Playground safety training	09052022	09032022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXXX0050	390-39-780-7680	322.5	UTAH RECREATION AND PARKS	Playground safety training	09052022	09032022	Y		STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXXX0050	390-39-780-7685	15	SWA EARLYBRD5269934799647	SWA for safety training	09052022	09032022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
JEFF CLOUTHIER	XXXXXXXXXXXX1724	320-31-420-7350	98.17	AMAZON.COM 1F4BJ8C51	Sunscreen	09052022	09042022	Y	0		JEFF CLOUTHIER	Closed
JEFF CLOUTHIER	XXXXXXXXXXXX1724	320-31-420-7415	21.95	AMZN MKTP US 1V8FE5H50	Chalk markers	09052022	09042022	Y	0		JEFF CLOUTHIER	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	17.5	AMZN MKTP US 1F4359LG1	operating batteries	09062022	09052022	Y	0			Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-48-850-7415	298.45	SP SWIMOUTLET.COM	Water polo balls for Splash Ball program and swim fins for swim team	09062022	09052022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-860-7415	43.99	AMZN MKTP US 1F0AN0T31	water fitness storage	09072022	09062022	Y	0			Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-00-000-0720	70.06	SAMSCLUB.COM	food merch	09082022	09062022	Y	0			Closed
JEFF CLOUTHIER	XXXXXXXXXXXX1724	320-31-420-7415	90.14	AMAZON.COM 1F9KG2AT1	Swiffer, ramps	09072022	09062022	Y	0		JEFF CLOUTHIER	Closed
JEFF CLOUTHIER	XXXXXXXXXXXX1724	320-31-420-7415	58.26	AMAZON.COM 1F9KG2AT1	Ramps	09072022	09062022	Y			JEFF CLOUTHIER	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	390-39-850-7415	9.4	AMZN MKTP US 1V2NA9790	Rubber end caps for exposed screws beneath BC Pool slide	09062022	09062022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	390-39-850-7415	-849.99	AMZN MKTP US	Return of platform x 1 for Jr. Guard program. It was lost in transit and returned to Amazon	09062022	09062022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH	Closed
MADONNA DUNBAR	XXXXXXXXXXXX8189	200-27-380-7330	650	IN CHEROKEE EXPRESS LLC	E waste trailer transport	09082022	09062022	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7415	24.97	AMZN MKTP US 1V14Z2VV2	Bulletin cabinet hardware $24.97	09072022	09062022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7415	81	AMZN MKTP US 1V8J92I20	Bulletin cabinet hardware $81.00	09072022	09062022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-990-7340	52.99	ADOBE CREATIVE CLOUD	Monthly subscription to create digital art for printing and social media	09072022	09062022	N	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-630-7415	80.65	AMZN MKTP US 1V19J9I30	Chop Saw blades for shop use	09072022	09062022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7310	52.99	ADOBE CREATIVE CLOUD	Adobe Creative Cloud monthly subscription cost - marketing manager	09072022	09062022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7310	52.99	ADOBE CREATIVE CLOUD	Adobe Creative Cloud monthly subscription cost - video photo coordinator	09072022	09062022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
JACLYN M REAM	XXXXXXXXXXXX2128	340-34-980-7310	52.99	ADOBE 800-833-6687	Monthly Adobe software subscription	09072022	09062022	Y	0	MIKE BANDELIN	JACLYN REAM	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7490	564	SIMPLE TIRE	Repair Parts	09082022	09072022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	390-39-850-7415	24.88	AMZN MKTP US 1F2BE6FN0	Rubber end caps for exposed screws beneath BC Pool slide	09082022	09072022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-48-850-7415	38.85	AMZN MKTP US 1F5LF4FC0	Disposable gloves	09082022	09072022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-48-850-7415	13.07	AMZN MKTP US 1F5B02FV0	Dive rings for swim lessons	09082022	09072022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-48-850-7425	89	AMZN MKTP US 1V1MQ2D42	Scale and metal control RC pool	09082022	09072022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7415	756.74	COVERCRAFT DIRECT	$756.74 seat covers trucks	09082022	09072022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-490-7415	17.97	AMZN MKTP US 1V31A78I2	Brush Crew PPE	09082022	09072022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	1.99	GOOGLE GOOGLE STORAGE	Google Drive - September	09082022	09072022	Y	0			Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	20.17	DNH GODADDY.COM	GoDaddy Renewal - inclinevillageattahoe	09082022	09072022	Y	0			Closed
SHELIA A LEIJON	XXXXXXXXXXXX2029	390-39-710-7415	6.95	AMZN MKTP US 1F1DD0OT0	Ink pads for Beach entrance hand stamps	09082022	09072022	Y	0		SHELIA LEIJON	Closed
JENNIFER L MOORE	XXXXXXXXXXXX1872	350-48-840-7415	181.07	COSTCO WHSE #0025	Recreation Center supplies	09082022	09072022	Y	17.84		JENNIFER MOORE	Closed
JENNIFER L MOORE	XXXXXXXXXXXX1872	350-46-820-7415	52.56	COSTCO WHSE #0025	Senior Programs - Conversation Cafe Moonlight Hike supplies	09082022	09072022	Y			JENNIFER MOORE	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	420-52-930-7415	144	HIGHTAIL	Annual renewal of Engineerings large file sharing program	09072022	09072022	Y	0		RONNIE RECTOR	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7330	308.37	INCLINE VILLAGE TIRE	Contracted service	09092022	09082022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-48-850-7415	10.99	AMZN MKTP US 1V0NF19F2	Bulletin board supplies	09092022	09082022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-630-7415	141.02	AMZN MKTP US 1F4BM43W0	Plasma Cutter Tip for cutting metal at shop. Protection gloves - PPE	09092022	09082022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-630-7415	251.11	FILTER ELEMENT STORE	Filters for the snowmaking air compressors	09092022	09082022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-630-7415	426.04	THE HOME DEPOT 3312	Plywood for terrain park rails	09122022	09082022	Y	28.24	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7310	29.99	DRONELINK	Drone guidance software for Public Works video project.	09092022	09082022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7490	6	DMV-08	New vehicle registration	09122022	09092022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-46-831-7415	179.95	AMAZON.COM 1F3HE9110	sports vb cart	09122022	09092022	Y	0			Closed
MATTHEW BELOTE	XXXXXXXXXXXX5653	100-12-130-7300	599.97	AMAZON.COM 1F08A71Q0	APC UPS 1500VA UPS Battery Backup and Surge Protector, BX1500M Backup Battery Power	09122022	09092022	Y	0		MATTHEW BELOTE	Closed
MADONNA DUNBAR	XXXXXXXXXXXX8189	200-28-990-7010	62.5	IN SWIFT ONE LLC	TWSA web ad	09122022	09092022	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
MADONNA DUNBAR	XXXXXXXXXXXX8189	200-27-380-7010	62.5	IN SWIFT ONE LLC	BearSmart web ad	09122022	09092022	Y		BRAD UNDERWOOD	MADONNA DUNBAR	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	390-39-780-7415	132.24	AMZN MKTP US 1F6OS66Z1	$132.24 office supplies	09122022	09092022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
LAUREN A IIDA	XXXXXXXXXXXX1898	330-33-500-7350	49.99	RALEY'S ONLINE #905	employee farewell cake	09122022	09092022	Y	0		LAUREN IIDA	Closed
LAUREN A IIDA	XXXXXXXXXXXX1898	330-33-500-7415	235	SIERRAMOBILESTORAGE	on site mobile storage	09122022	09092022	Y	0		LAUREN IIDA	Closed

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Cardholder Name 1	Card Number (Last 4)	G/L Account	Amount	Merchant Name	Description	Posting Date	Transaction Date	Receipt Image	Sales Tax Amount	Statement Approved By	Statement Reviewed By	Statement Status
LAUREN A IIDA	XXXXXXXXXXXX1898	330-33-500-7415	161.94	AMZN MKTP US 1V6379RF2	twinkle lights for ballroom	09122022	09092022	Y	0		LAUREN IIDA	Closed
TIM KELLY	XXXXXXXXXXXX7591	350-46-811-7415	305.8	NFLFLAG17535	Extra flag football jerseys for our youth.	09122022	09092022	Y	0	SHELIA LEIJON	TIM KELLY	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-990-8120	648.55	NORTHERN NEVADA REBAR	Cutting and bending of Rebar Pieces for RFID entry gates at the ski lift entrance	09122022	09092022	Y	49.51	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
SHELIA A LEIJON	XXXXXXXXXXXX2029	390-39-710-7415	138	AMZN MKTP US 1F7RB4EA0	Ink pads for Beach entrance hand stamps	09122022	09092022	Y	0		SHELIA LEIJON	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7310	57	FS WEBODM.ORG	Drone mapping software installer for DP parking lot mapping project	09122022	09092022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
BILL C ROBBINS	XXXXXXXXXXXX2144	200-22-230-7520	507.45	MARSHALL WOLF AUTOMATION,	mcc cabinet filters. Partial order.	09122022	09092022	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
JAY RYDD	XXXXXXXXXXXX2169	340-34-990-8120	41.28	AMZN MKTP US 1F4GH81Z0	rebar ties for RFID project	09122022	09092022	Y	0			Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7835	112.03	SPECTRUM	cable tv	09122022	09102022	Y	6.05			Closed
STEVE GIBBS	XXXXXXXXXXXX3705	200-25-230-7430	169.94	SPORTSMANS WAREHOUSE 229	Work clothes	09122022	09102022	Y	0	JIM YOUNGBLOOD	STEVE GIBBS	Closed
STEVE GIBBS	XXXXXXXXXXXX3705	200-25-230-7430	389.9	CAB STORE VERDI, NV	Work clothes	09122022	09102022	Y	0	JIM YOUNGBLOOD	STEVE GIBBS	Closed
CURTIS G TRUJILLO	XXXXXXXXXXXX2193	100-13-150-7680	48.51	MHS INCLINE VILLAGE, INC	Time Clock Training Supplies for new Tyler Time Clocks.	09122022	09102022	Y	3.7	ERIN FEORE	CURTIS TRUJILLO	Closed
CURTIS G TRUJILLO	XXXXXXXXXXXX2193	100-13-150-7680	9.98	MHS INCLINE VILLAGE, INC	Time Clock Training Supplies for new Tyler Time Clocks.	09122022	09102022	Y	.76	ERIN FEORE	CURTIS TRUJILLO	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	350-48-980-7415	70	MAILCHIMP MISC	Monthly MailChimp email marketing service - Rec share	09122022	09102022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	320-31-980-7415	75	MAILCHIMP MISC	Monthly MailChimp email marketing service - Golf Champ	09122022	09112022	Y		MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	320-32-980-7415	50	MAILCHIMP MISC	Monthly MailChimp email marketing service - Golf Mt	09122022	09112022	Y		MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	380-45-980-7415	30	MAILCHIMP MISC	Monthly MailChimp email marketing service - Tennis	09122022	09112022	Y		MIKE BANDELIN	PAUL RAYMORE	Closed
JAY RYDD	XXXXXXXXXXXX2169	340-34-990-8120	22.99	AMZN MKTP US 1F0U133K2	rebar tie tool for RFID project	09122022	09112022	Y	0			Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-48-850-7415	13.98	AMZN MKTP US 1F32G3SO0	Bulletin board supplies	09132022	09122022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
TIMOTHY E MCKEON	XXXXXXXXXXXX1849	430-53-940-7520	157.08	WWW.SUPERBRIGHTLEDS.CO	Light fixtures for east and west park.	09132022	09122022	Y	0	JUSTIN BLUHM	TIMOTHY MCKEON	Closed
KATHRYN NELSON	XXXXXXXXXXXX8819	200-25-990-8120	724	TAHOE REGIONAL PLANNING A	TRPA Application Fee for Effluent Storage Tank Disturbance Verification - CIP#2599SS2010	09132022	09122022	Y	0			Closed
STEVEN PHILLIPS	XXXXXXXXXXXX2086	390-39-780-7415	447.68	COSTCO WHSE #0127	$447.68 flower bulbs beaches	09132022	09122022	Y	31.62		STEVEN PHILLIPS	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	420-52-930-7415	2964.3	UPLIFT DESK	Standing desks for Engineering staff. Includes sales tax credited back separately.	09132022	09122022	Y	0		RONNIE RECTOR	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-920-7490	99.56	AMAZON.COM 1M5IK1JA1 AMZN	Repair parts	09142022	09132022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	390-39-850-7415	15.48	AMZN MKTP US 1M03074R1	Caps to cover exposed bolts BC Pool slide	09132022	09132022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7415	167.55	AMAZON.COM 1F9AL9920	air purifier for diamond peak offices	09142022	09132022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	420-52-930-7415	-226.3	UPLIFT DESK	Credit back of sales tax paid on separate desks for Engineering staff transaction.	09142022	09132022	Y	0		RONNIE RECTOR	Closed
TROY SANDERS	XXXXXXXXXXXX5566	200-25-230-7405	-150.23	AMZN MKTP US	Refund credit for returned for wrong product purchased	09142022	09132022	Y	0	JIM YOUNGBLOOD	TROY SANDERS	Closed
DON SHOWS	XXXXXXXXXXXX0050	370-43-780-7685	408.98	FAIRFIELD INN & SUITES	Travel- hotel playground safety training	09142022	09132022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	320-31-530-7415	61.97	AMZN MKTP US 1F4DN6V82	guest checks	09132022	09132022	Y	0		WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	330-33-530-7415	397.71	THE WEBSTAURANT STORE INC	sheet pans and wire racks	09142022	09132022	Y	0		WILLIAM VANDENBU	Closed
JIM E YOUNGBLOOD	XXXXXXXXXXXX2235	200-22-240-7430	109.99	AMZN MKTP US 1F3RE6UO0	Uniform Jim Y.	09142022	09132022	Y	0	BRAD UNDERWOOD	JIM YOUNGBLOOD	Closed
JIM E YOUNGBLOOD	XXXXXXXXXXXX2235	200-25-240-7430	110	AMZN MKTP US 1F3RE6UO0	Uniform Jim Y.	09142022	09132022	Y		BRAD UNDERWOOD	JIM YOUNGBLOOD	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-920-7490	33.98	AMZN MKTP US 1F3XC5DJ2	Repair parts	09152022	09142022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7490	259.71	AMZN MKTP US 1M77080B1	Repair Parts	09152022	09142022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-920-7490	44.95	AMZN MKTP US 1M2XT0O70	Repair parts	09152022	09142022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-690-7415	110.62	AMZN MKTP US 1M1RZ1AB1	Materials for maintenance	09152022	09142022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
KATHRYN NELSON	XXXXXXXXXXXX8819	350-48-990-8120	150	PAYPAL NORTHLAKETA	NLTFPD Plan Fee for the Rec Center Expansion Project - CIP4884BD2201 to be reimbursed by	09152022	09142022	Y	0			Closed
SARAH G VIDRA	XXXXXXXXXXXX2219	200-27-380-7415	40.55	AMZN MKTP US 1F8SS0D12	Clean Up Event Gloves kids small	09152022	09142022	Y	0	MADONNA DUNBAR	SARAH VIDRA	Closed
SARAH G VIDRA	XXXXXXXXXXXX2219	200-27-380-7415	43.2	AMZN MKTP US 1F0QE0DV2	Clean Up Event Gloves medium/large	09152022	09142022	Y	0	MADONNA DUNBAR	SARAH VIDRA	Closed
MATTHEW BELOTE	XXXXXXXXXXXX5653	100-12-130-7300	279.9	AMAZON.COM 1F3LD97R2 AMZN	Logitech MK270 Wireless Keyboard And Mouse Combo For Windows, 2.4 GHz Wireless, Com	09152022	09152022	Y	0		MATTHEW BELOTE	Closed
MATTHEW BELOTE	XXXXXXXXXXXX5653	100-12-130-7300	59.99	AMZN MKTP US 1M58J6X31	Pioneer Ravz Plus Black Active Noise Cancelling Wired Earphones with Microphone	09162022	09152022	Y	0		MATTHEW BELOTE	Closed
JEFF CLOUTHIER	XXXXXXXXXXXX1724	320-31-420-7350	202.04	CENTRO MARKET	Food for maintenance and golf staff	09192022	09152022	Y	19.03		JEFF CLOUTHIER	Closed
JEFF CLOUTHIER	XXXXXXXXXXXX1724	320-32-420-7350	67.35	CENTRO MARKET	Food for maintenance and golf staff	09192022	09152022	Y			JEFF CLOUTHIER	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	390-39-850-7415	470.98	AMZN MKTP US 1F9VT6712	Shed for chemical storage BC Pool	09162022	09152022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
MADONNA DUNBAR	XXXXXXXXXXXX8189	200-27-380-7430	150.06	NORTHFACE VF OUTDOOR	2 rain jackets Dunbar Williams	09162022	09152022	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
BRAD ECK	XXXXXXXXXXXX1765	430-53-940-7515	47.98	AMZN MKTP US 1M9MF3XO1	Filter for Rec air purifier.	09162022	09152022	N	0	JUSTIN BLUHM	BRAD ECK	Closed
ERIC FREISTROFFER	XXXXXXXXXXXX6682	200-22-240-7680	269.14	THRIFTY #0071821	Rental car deposit/gas	09192022	09152022	Y	0	JIM YOUNGBLOOD	ERIC FREISTROFFER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-690-7415	165.9	HOMEDEPOT.COM	Sockets for outside light fixtures	09162022	09152022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	49	LIVESTREAM.COM	Livestream September - October	09162022	09152022	Y	0			Closed
JOHN OLSON	XXXXXXXXXXXX1098	340-34-620-7435	45.99	AMZN MKTP US 1M72B6ZW0	Tap and die for Service Brake disc at Lakeview Lift.	09162022	09152022	Y	0			Closed
STEVEN PHILLIPS	XXXXXXXXXXXX2086	390-39-780-7415	335.76	COSTCO WHSE #0127	$335.76 flower bulbs	09162022	09152022	Y	23.72		STEVEN PHILLIPS	Closed
STEVEN PHILLIPS	XXXXXXXXXXXX2086	390-39-780-7415	363.74	COSTCO WHSE #0127	$363.74 flower bulbs	09162022	09152022	Y	25.69		STEVEN PHILLIPS	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	320-31-530-7405	36.43	AMZN MKTP US 1M0C23PE1	waste cartridge	09162022	09152022	Y	0		WILLIAM VANDENBU	Closed
JIM E YOUNGBLOOD	XXXXXXXXXXXX2235	200-22-240-7680	1750	SQ THREE VETERANS ENTERP	Carl Stump CDL class	09162022	09152022	Y	0	BRAD UNDERWOOD	JIM YOUNGBLOOD	Closed
JIM E YOUNGBLOOD	XXXXXXXXXXXX2235	200-25-240-7680	1750	SQ THREE VETERANS ENTERP	Carl Stump CDL class	09162022	09152022	Y		BRAD UNDERWOOD	JIM YOUNGBLOOD	Closed
JIM E YOUNGBLOOD	XXXXXXXXXXXX2235	200-22-240-7430	26.99	AMZN MKTP US 1M7300GA1	Uniform JY	09162022	09152022	Y	0	BRAD UNDERWOOD	JIM YOUNGBLOOD	Closed
JIM E YOUNGBLOOD	XXXXXXXXXXXX2235	200-22-240-7433	87.65	AMZN MKTP US 1M7300GA1	Safety energy drink mix	09162022	09152022	Y		BRAD UNDERWOOD	JIM YOUNGBLOOD	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7490	235.92	AMZN MKTP US 1M53V2EF0	Repair Parts	09192022	09162022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
MATTHEW BELOTE	XXXXXXXXXXXX5653	100-12-130-7300	278.52	AMAZON.COM 1M1Y46OO0	Crucial RAM 8GB DDR4 3200MHz CL22 or 2933MHz or 2666MHz Laptop Memory	09192022	09162022	Y	0		MATTHEW BELOTE	Closed
MADONNA DUNBAR	XXXXXXXXXXXX8189	200-27-380-7430	-6.31	NORTHFACE VF OUTDOOR	tax refunded	09192022	09162022	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
MADONNA DUNBAR	XXXXXXXXXXXX8189	200-27-380-7415	430.88	THE ORVIS COMPANY INC	waders and boots for lake water sampling Williams	09192022	09162022	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
MADONNA DUNBAR	XXXXXXXXXXXX8189	200-27-380-7430	-5.15	NORTHFACE VF OUTDOOR	tax refunded	09192022	09162022	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
SCOTT HUBELE	XXXXXXXXXXXX6690	200-22-240-7520	959.99	AMZN MKTP US 1M1XR8OH2	Furniture for on call condo remodel	09192022	09162022	Y	0	JIM YOUNGBLOOD	SCOTT HUBELE	Closed
SCOTT HUBELE	XXXXXXXXXXXX6690	200-22-240-7520	179.98	AMZN MKTP US 1F38F0W52	Furniture for on call condo remodel	09192022	09162022	Y	0	JIM YOUNGBLOOD	SCOTT HUBELE	Closed
LAUREN A IIDA	XXXXXXXXXXXX1898	330-33-500-7405	42.05	AMAZON.COM 1M63D2AR0 AMZN	batteries and wireless keyboard	09192022	09162022	Y	0		LAUREN IIDA	Closed
STEVEN PHILLIPS	XXXXXXXXXXXX2086	390-39-780-7415	78.8	AMZN MKTP US 1M2XT0BH1 AM	$78.00 vests Goose Patrol	09192022	09162022	Y	0		STEVEN PHILLIPS	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	320-31-530-7415	299	WWW.FOODLABELMAKER.COM	label software for food products	09192022	09162022	N	0		WILLIAM VANDENBU	Closed
JIM E YOUNGBLOOD	XXXXXXXXXXXX2235	200-22-230-7433	61.18	AMZN MKTP US 1F5WT5RK2	Safety/Uniform Fire rated Maria	09162022	09162022	Y	0	BRAD UNDERWOOD	JIM YOUNGBLOOD	Closed
JIM E YOUNGBLOOD	XXXXXXXXXXXX2235	200-25-230-7433	61.17	AMZN MKTP US 1F5WT5RK2	Safety/Uniform Fire rated Maria	09162022	09162022	Y		BRAD UNDERWOOD	JIM YOUNGBLOOD	Closed
JEFF CLOUTHIER	XXXXXXXXXXXX1724	320-32-420-7340	500	PY AUDUBON INTERNATIONAL	Mountain Course dues	09192022	09172022	Y	0		JEFF CLOUTHIER	Closed
SCOTT HUBELE	XXXXXXXXXXXX6690	200-22-240-7520	783.99	AMZN MKTP US 1M4ZA2661	Furniture for on call condo remodel	09192022	09172022	Y	0	JIM YOUNGBLOOD	SCOTT HUBELE	Closed
STEVEN PHILLIPS	XXXXXXXXXXXX2086	370-43-780-7310	79	APPOINTMENT-PLUS/STORMSOU	Appointment Plus lic fee $79.00	09192022	09172022	Y	0		STEVEN PHILLIPS	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7310	29.99	ADOBE STOCK	Adobe Stock subscription for royalty-free music, images, etc.	09192022	09172022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-990-7415	39.99	AMZN MKTP US 1M9GU3MA0	monitor stand	09192022	09182022	Y	0			Closed
BRAD ECK	XXXXXXXXXXXX1765	430-53-940-7430	105.98	AMAZON.COM 1M1OG1781	Work jacket.	09192022	09182022	N	0	JUSTIN BLUHM	BRAD ECK	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-690-7415	13.95	AMZN MKTP US 1M5GE0T42	Materials for maintenance	09192022	09182022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-13-160-7415	20	ZOOM.US 888-799-9666	Zoom Webinar License - Rec - Per Shelia	09192022	09182022	Y	0			Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	350-48-860-7415	20	ZOOM.US 888-799-9666	Zoom Webinar License - Rec - Per Shelia	09192022	09182022	Y				Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	389	ZOOM.US 888-799-9666	Zoom Webinar and Host Licensing	09192022	09182022	Y				Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	320-31-530-7415	22.98	AMZN MKTP US 1M6VE73G2	hot dog press	09192022	09182022	Y	0		WILLIAM VANDENBU	Closed
JIM E YOUNGBLOOD	XXXXXXXXXXXX2235	200-22-230-7433	115.44	AMAZON.COM 1M5NQ6KC1	Safety uniform Maria	09192022	09182022	Y	0	BRAD UNDERWOOD	JIM YOUNGBLOOD	Closed
JIM E YOUNGBLOOD	XXXXXXXXXXXX2235	200-25-230-7433	115.44	AMAZON.COM 1M5NQ6KC1	Safety uniform Maria	09192022	09182022	Y		BRAD UNDERWOOD	JIM YOUNGBLOOD	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	20.86	HALEY S #113	operating half n half	09212022	09192022	Y	0			Closed
DAREL BARLOW	XXXXXXXXXXXX5661	200-25-210-7520	224.65	THE HOME DEPOT 3312	supplies for ARV export line	09212022	09192022	Y	0	JIM YOUNGBLOOD	DAREL BARLOW	Closed
JUSTIN BLUHM	XXXXXXXXXXXX7432	430-53-940-7515	534.99	AMAZON.COM 1M9EY7RV1 AMZN	Air Purifier for building A PW.	09202022	09192022	Y	0		JUSTIN BLUHM	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	390-39-850-7415	152.24	AMZN MKTP US 1M59R4I91	Chemical hazard signs	09202022	09192022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
SCOTT HUBELE	XXXXXXXXXXXX6690	200-22-240-7520	430	AMZN MKTP US 1M7WG46U0	Furniture for on call condo remodel	09202022	09192022	Y	0	JIM YOUNGBLOOD	SCOTT HUBELE	Closed
KAYLEN PRIOR	XXXXXXXXXXXX1696	200-25-230-7428	106.75	AMZN MKTP US 1M5BW1RQ1	Office/lab supplies	09202022	09192022	N	0	JIM YOUNGBLOOD	KAYLEN PRIOR	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7460	44.85	POSTAL EXPRESS	shipping of metabones camera lens adapter for repairs	09202022	09192022	Y	3.42	MIKE BANDELIN	PAUL RAYMORE	Closed
JACLYN M REAM	XXXXXXXXXXXX2128	340-34-980-7300	7.98	AMZN MKTP US 1M5AB3PL2	cord for hard drive	09202022	09192022	Y	0	MIKE BANDELIN	JACLYN REAM	Closed
JACLYN M REAM	XXXXXXXXXXXX2128	340-34-990-7350	113.56	BINGBANNERS	Diamond peak job fair banners	09202022	09192022	Y	0	MIKE BANDELIN	JACLYN REAM	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-00-000-0720	54.14	SAMSCLUB.COM	food merch	09222022	09202022	Y	0			Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-48-850-7425	69.52	AMZN MKTP US 1U4AG9OM1	Chemical reagents	09212022	09202022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
LAUREN A IIDA	XXXXXXXXXXXX1898	330-33-500-7415	13.52	AMZN MKTP US 1U1UT24B1	air freshener for building	09212022	09202022	Y	0		LAUREN IIDA	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-630-7340	60	MSFT E0800KCYZ1	SharePoint subscription	09212022	09202022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
JOHN OLSON	XXXXXXXXXXXX1098	340-34-620-7415	128.53	IN RENO HYDRAULIC & REBU	Repair for Lodgepole Lift service brake.	09212022	09202022	Y	0			Closed
JOHN OLSON	XXXXXXXXXXXX1098	340-34-620-8120	42.98	THE HOME DEPOT #3311	Material for RFID project. Ticket Checking	09222022	09202022	Y	3.28			Closed
STEVEN PHILLIPS	XXXXXXXXXXXX2086	370-43-780-7415	43.29	AMZN MKTP US 1M3AQ7QC2 AM	$43.29 bear spray	09212022	09202022	Y	0		STEVEN PHILLIPS	Closed
JAY RYDD	XXXXXXXXXXXX2169	340-34-690-7685	525	NSAA	NSAA fall seminar registration	09212022	09202022	Y	0			Closed
JAY RYDD	XXXXXXXXXXXX2169	340-34-690-7685	175	NSAA	NSAA fall seminar registration	09212022	09202022	Y	0			Closed
BRAD UNDERWOOD	XXXXXXXXXXXX7185	420-52-930-7310	1199	CONSENSUSDO	Template Documents for Construction Contracts	09212022	09202022	Y	0		BRAD UNDERWOOD	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-48-850-7425	39.92	AMZN MKTP US 1U7510LK1	Chemical reagents	09212022	09212022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Closed
JAMIE FELLOWS	XXXXXXXXXXXX7438	430-53-940-7430	178.62	WORK WORLD #109	uniform	09232022	09212022	Y	0	JUSTIN BLUHM	JAMIE FELLOWS	Closed
SCOTT HUBELE	XXXXXXXXXXXX6690	200-22-240-7520	309.99	AMZN MKTP US 1M73V6RL0	Furniture for on call condo remodel	09212022	09212022	Y	0	JIM YOUNGBLOOD	SCOTT HUBELE	Closed
LAUREN A IIDA	XXXXXXXXXXXX1898	330-33-500-7415	37.94	AMAZON.COM 1U5TR0ZW1 AMZN	scented candles for building	09222022	09212022	Y	0		LAUREN IIDA	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-990-8120	726.23	WHITE CAP #445	materials and supplies to install RFID entry gates at the ski lift entrance	09222022	09212022	Y	55.44	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	41.34	DNH GODADDY.COM	GoDaddy Renewal - inclinepublicworks	09222022	09212022	Y	0			Closed
JOHN OLSON	XXXXXXXXXXXX1098	340-34-620-8120	475.08	COPPER STATE MPOS	Material for RFID project.	09212022	09212022	Y	0			Closed
JOHN OLSON	XXXXXXXXXXXX1098	340-34-620-7415	160	NSAA	ANSI B77 2022 office copies for Lift Maintenance.	09222022	09212022	Y	0			Closed
JOHN OLSON	XXXXXXXXXXXX1098	340-34-620-7685	175	NSAA	Registration to attend Fall Education Conference at Palisades Tahoe.	09222022	09212022	Y	0			Closed
STEVEN PHILLIPS	XXXXXXXXXXXX2086	390-39-780-7415	275.75	AMAZON.COM 1U1Y433U1 AMZN	$275.75 PPE rain gear	09222022	09212022	Y	0		STEVEN PHILLIPS	Closed
STEVEN PHILLIPS	XXXXXXXXXXXX2086	390-39-780-7415	209.85	COSTCO WHSE #0127	$209.85 flower bulbs beaches	09222022	09212022	Y	29.65		STEVEN PHILLIPS	Closed
STEVEN PHILLIPS	XXXXXXXXXXXX2086	370-43-780-7415	209.85	COSTCO WHSE #0127	$209.85 flower blubs parks	09222022	09212022	Y			STEVEN PHILLIPS	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-25-240-7680	1.25	WF4NVENVIROP SERVICE FEE	Epayment service charge, J. Youngblood Grade 4 Water Operator cert renewal.	09222022	09212022	Y	0		RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-25-240-7680	50	NV ENVIRONMENTAL PROTECT	J. Youngblood Grade 4 Water Operator cert renewal.	09222022	09212022	Y	0		RONNIE RECTOR	Closed
JIM E YOUNGBLOOD	XXXXXXXXXXXX2235	200-22-230-7430	121.49	AMZN MKTP US 1U8504NJ1	Safety Uniform Maria	09222022	09212022	Y	0	BRAD UNDERWOOD	JIM YOUNGBLOOD	Closed
JIM E YOUNGBLOOD	XXXXXXXXXXXX2235	200-25-230-7430	121.49	AMZN MKTP US 1U8504NJ1	Safety Uniform Maria	09222022	09212022	Y		BRAD UNDERWOOD	JIM YOUNGBLOOD	Closed
DAREL BARLOW	XXXXXXXXXXXX5661	200-25-230-7520	157.54	THE HOME DEPOT #3312	Supplies for WRRF painting	09262022	09222022	Y	0	JIM YOUNGBLOOD	DAREL BARLOW	Closed

04152023-018

Cardholder Name 1	Card Number (Last 4)	G/L Account	Amount	Merchant Name	Description	Posting Date	Transaction Date	Receipt Image	Sales Tax Amount	Statement Approved By	Statement Reviewed By	Statement Status
MATTHEW BELOTE	XXXXXXXXXXX5653	100-12-130-7300	304.66	AMZN MKTP US 1U2QB0AK1	NanoStation M5 locoM5 Indoor/Outdoor airMAX CPE 5GHz High-Power 2x2 MIMO Point to I	09232022	09222022	Y	0		MATTHEW BELOTE	Closed
MATTHEW BELOTE	XXXXXXXXXXX5653	100-12-130-8105	920	AMZN MKTP US 1U8JY5ND0	CIP: 3499CE22201Ubiquiti GigaBeam Plus airMAX 60 GHz Radio System with True Duplex C	09232022	09222022	Y	0		MATTHEW BELOTE	Closed
LAUREN A IIDA	XXXXXXXXXXXX1898	330-33-500-7415	13.17	AMZN MKTP US 1U4NG8J21	air freshener for building	09222022	09222022	Y	0		LAUREN IIDA	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-690-7415	14.48	LEDLIGHT.COM	Light Sockets	09222022	09222022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
BILL C ROBBINS	XXXXXXXXXXXX2144	200-22-230-7515	19.95	MARSHALL WOLF AUTOMATION,	Shipping charge for mcc cabinet filters. Partial order.	09232022	09222022	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
CURTIS G TRUJILLO	XXXXXXXXXXXX2193	100-13-150-7433	21.38	FADV DRUG TESTING	Random Drug Testing Pool Administration Fee - First Advantage	09232022	09222022	Y	.85	ERIN FEORE	CURTIS TRUJILLO	Closed
CURTIS G TRUJILLO	XXXXXXXXXXXX2193	200-22-870-7415	69.5	TAHOE FOREST HOSPITAL DIS	Random Drug Testing	09262022	09222022	Y	0	ERIN FEORE	CURTIS TRUJILLO	Closed
CURTIS G TRUJILLO	XXXXXXXXXXXX2193	200-25-240-7415	108.5	TAHOE FOREST HOSPITAL DIS	Random Drug Testing	09262022	09222022	Y		ERIN FEORE	CURTIS TRUJILLO	Closed
CURTIS G TRUJILLO	XXXXXXXXXXXX2193	200-22-240-7415	69	TAHOE FOREST HOSPITAL DIS	Random Drug Testing	09262022	09222022	Y		ERIN FEORE	CURTIS TRUJILLO	Closed
CURTIS G TRUJILLO	XXXXXXXXXXXX2193	410-51-900-7415	69.5	TAHOE FOREST HOSPITAL DIS	Random Drug Testing	09262022	09222022	Y	0	ERIN FEORE	CURTIS TRUJILLO	Closed
CURTIS G TRUJILLO	XXXXXXXXXXXX2193	200-22-220-7415	126	TAHOE FOREST HOSPITAL DIS	Hep A/B Vaccination	09262022	09222022	Y		ERIN FEORE	CURTIS TRUJILLO	Closed
CURTIS G TRUJILLO	XXXXXXXXXXXX2193	200-25-240-7415	125	TAHOE FOREST HOSPITAL DIS	DOT Physical	09262022	09222022	Y		ERIN FEORE	CURTIS TRUJILLO	Closed
CURTIS G TRUJILLO	XXXXXXXXXXXX2193	200-25-240-7415	125	TAHOE FOREST HOSPITAL DIS	DOT Physical	09262022	09222022	Y		ERIN FEORE	CURTIS TRUJILLO	Closed
CURTIS G TRUJILLO	XXXXXXXXXXXX2193	320-31-530-7415	69.5	TAHOE FOREST HOSPITAL DIS	Random Drug Testing	09262022	09222022	Y		ERIN FEORE	CURTIS TRUJILLO	Closed
CURTIS G TRUJILLO	XXXXXXXXXXXX2193	200-22-220-7415	126	TAHOE FOREST HOSPITAL DIS	Hep A/B Vaccination	09262022	09222022	Y		ERIN FEORE	CURTIS TRUJILLO	Closed
CURTIS G TRUJILLO	XXXXXXXXXXXX2193	320-31-420-7415	69.5	TAHOE FOREST HOSPITAL DIS	Random Drug Testing	09262022	09222022	Y		ERIN FEORE	CURTIS TRUJILLO	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	320-31-530-7350	299.97	AMZN MKTP US 1U34S04Z0	kennel for staff to bring pets that cannot be left alone - employee retention initiative	09232022	09222022	Y	0		WILLIAM VANDENBU	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7490	99.95	AMZN MKTP US 1U02U9CY2	Repair Parts	09262022	09232022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	55.93	RALEY S #113	operating half n half	09262022	09232022	Y	0			Closed
DAREL BARLOW	XXXXXXXXXXXX5661	200-22-240-7430	249.99	RED WING SHOE STORE 0	uniform boots	09262022	09232022	Y	0	JIM YOUNGBLOOD	DAREL BARLOW	Closed
MADONNA DUNBAR	XXXXXXXXXXXX8189	200-28-990-7685	5	GOTOCOM GOTOMEETING	toll free number monthly	09262022	09232022	N	0	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
BRYAN KAMBITSCH	XXXXXXXXXXXX5101	200-25-230-7340	185	CALIFORNIA WATER ENVIRON	Certification renewal	09262022	09232022	N	17.2	JIM YOUNGBLOOD	CLAUDIA DASILVA	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7300	451.83	MONOPRICE, INC.	Patch Panel and Network Cables	09232022	09232022	Y	0			Closed
STEVEN PHILLIPS	XXXXXXXXXXXX2086	370-43-780-7415	129.35	AMAZON.COM 1U3WD6XF1 AMZN	$129.35 PPE boots	09262022	09232022	Y	0		STEVEN PHILLIPS	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-25-240-7340	100	CALIFORNIA WATER ENVIRON	M. Bliss Collection System Maintenance cert renewal.	09262022	09232022	Y	9.3		RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-230-7340	202	CALIFORNIA WATER ENVIRON	K. Prior CWEA membership fee.	09262022	09232022	Y	18.78		RONNIE RECTOR	Closed
TROY SANDERS	XXXXXXXXXXXX5566	200-22-230-7460	126.23	POSTAL EXPRESS	Shipping and insurance for UV testers annual calibration from Factory.	09262022	09232022	Y	9.64	JIM YOUNGBLOOD	TROY SANDERS	Closed
SARAH G VIDRA	XXXXXXXXXXXX2219	200-27-380-7415	34.99	AMZN MKTP US 1U46U6EO0	John W. Headset for computer	09262022	09232022	Y	0	MADONNA DUNBAR	SARAH VIDRA	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-910-7430	209.94	AMAZON.COM 1U47Z3LK2	Uniforms	09262022	09242022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7430	47.22	SP TRUEWERK	$47.22 uniforms	09262022	09242022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7430	256.59	SP TRUEWERK	$259.59 uniforms	09262022	09242022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SCOTT HUBELE	XXXXXXXXXXXX6690	200-22-240-7405	83.21	AMAZON.COM 1U34U4G70 AMZN	printer toner	09262022	09242022	Y	0	JIM YOUNGBLOOD	SCOTT HUBELE	Closed
LAUREN A IIDA	XXXXXXXXXXXX1898	320-00-000-0720	59.85	WHOLEFDS RNO 10293	tempheh for buffet service	09262022	09242022	Y	0		LAUREN IIDA	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	51.92	AMAZON.COM 1U22A8E72 AMZN	operating coffee	09262022	09252022	Y	0			Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7415	26	PAYPAL ARMADILLO	$26.00 safety door stop	09262022	09252022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
MICHAEL GAYE	XXXXXXXXXXXX1780	100-12-130-7685	1992.8	GRANLIBAKKEN RESORT AND C	100-12-130-7685 - Hotel, Meals for Negotiating Solutions workshop. 9.26 to 9.30 Director of IT	09272022	09252022	N	0			Closed
KATHRYN NELSON	XXXXXXXXXXXX8819	420-52-930-7680	1992.8	GRANLIBAKKEN RESORT AND C	Hotel expense for Negotiating Solutions Training for Kate. GL420-52-930-7680	09272022	09252022	Y	0			Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7310	9.99	PP ADOBE INC	$9.99 adobe lic fee	09272022	09262022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
LISA HOOPES	XXXXXXXXXXXX1880	100-12-130-7350	499	ZIPRECRUITER, INC.	IT Tech, Admin Online Listing Subscription 100.12.130.7350	09272022	09262022	Y	0	ERIN FEORE		Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7310	1.92	CROSS BORDER TRANS FEE	foreign transaction fee associated with subscription to QR Code Generator service	09272022	09262022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7310	191.88	QR-CODE-GENERATOR.COM	Annual subscription to QR Code Generator service for DP lift ticket stock use	09272022	09262022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	350-48-980-7310	60	SCREENCLOUD	rec screencloud	09262022	09262022	Y	0		WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	330-33-500-7310	20	SCREENCLOUD	chateau screencloud	09262022	09262022	Y			WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	350-48-980-7310	0.8	CROSS BORDER TRANS FEE	transaction fee for marketing screens	09262022	09262022	Y			WILLIAM VANDENBU	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-48-850-7415	29.29	AMZN MKTP US 1U3RE0K81	N95 masks	09272022	09272022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH	Closed
LISA HOOPES	XXXXXXXXXXXX1880	340-34-630-7350	200	IN BEARDSLEY PUBLISHING	online job listing Slope Maint Mør Ski Area Mgmt-SAM	09282022	09272022	Y	0	ERIN FEORE	LISA HOOPES	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	420-52-930-7415	1774	UPLIFT DESK	Two standing desks for Engineering staff.	09282022	09272022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
BILL C ROBBINS	XXXXXXXXXXXX2144	200-25-230-7515	58.95	AMZN MKTP US 1U6B127X1	Battery Tender	09272022	09272022	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
MATTHEW BELOTE	XXXXXXXXXXXX5653	100-12-130-7300	174	AMZN MKTP US 1U9PM2RW1	Ubiquiti Networks Instant 802.3af Indoor Gigabit PoE Converter INS-3AF-I-G	09282022	09282022	Y	0		MATTHEW BELOTE	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7415	64.94	FBB KINGSIZE TEL ORD	Costume for Penguin Pete - Diamond Peak mascot	09282022	09282022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-25-230-7340	202	CALIFORNIA WATER ENVIRON	Membership renewal, S. Gibbs	09292022	09282022	Y	18.78	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-25-240-7340	202	CALIFORNIA WATER ENVIRON	Membership renewal, E. Freistroffer	09292022	09282022	Y	18.78	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-870-7340	202	CALIFORNIA WATER ENVIRON	Membership renewal, J. Donahue.	09292022	09282022	Y	18.78	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-25-230-7340	202	CALIFORNIA WATER ENVIRON	Membership renewal, B. Olsen.	09292022	09282022	Y	18.78	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-870-7340	202	CALIFORNIA WATER ENVIRON	Membership renewal, D. Morris.	09292022	09282022	Y	18.78	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-25-240-7680	202	CALIFORNIA WATER ENVIRON	Membership renewal, J. Youngblood	09292022	09282022	Y	18.78	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-25-230-7340	202	CALIFORNIA WATER ENVIRON	Membership renewal, B. Kambitsch.	09292022	09282022	Y	18.78	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-240-7340	202	CALIFORNIA WATER ENVIRON	Membership renewal, D. Barlow.	09292022	09282022	Y	18.78	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-25-230-7340	202	CALIFORNIA WATER ENVIRON	Membership renewal, B. Robbins.	09292022	09282022	Y	18.78	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-25-240-7340	202	CALIFORNIA WATER ENVIRON	Membership renewal, A. Gutierrez.	09292022	09282022	Y	18.78	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-870-7340	202	CALIFORNIA WATER ENVIRON	Membership renewal, T. Buxton.	09292022	09282022	Y	18.78	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-25-240-7340	202	CALIFORNIA WATER ENVIRON	Membership renewal, M. Bliss.	09292022	09282022	Y	18.78	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-970-7340	202	CALIFORNIA WATER ENVIRON	Membership renewal, D. Liggett.	09292022	09282022	Y	18.78	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-25-240-7340	202	CALIFORNIA WATER ENVIRON	Membership renewal, S. Hubele.	09292022	09282022	Y	18.78	KATE NELSON	RONNIE RECTOR	Closed
CARL STUMP	XXXXXXXXXXXX6992	200-22-240-7680	7	DMV-10	Driver History Report for CDL School	09292022	09282022	Y	0	JIM YOUNGBLOOD		Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	330-33-500-7310	26.95	MOOD PANDORA	Chateau Pandora	09292022	09282022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	320-31-530-7310	26.95	MOOD PANDORA	Grille Pandora	09292022	09282022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-36-530-7310	26.95	MOOD PANDORA	Snowflake Pandora	09292022	09282022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7310	26.95	MOOD PANDORA	Loft Bar Pandora	09292022	09282022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7490	337.7	WASHOE METAL FABRICATING	Repair Parts	10032022	09292022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
DAINGL BARLOW	XXXXXXXXXXXX5661	200-25-240-7515	42.68	THE HOME DEPOT #3312	quantity of 4 Concrete stakes for securing guard shack at wetlands. The receipt for this purchase	09302022	09292022	N	0	JIM YOUNGBLOOD	DAREL BARLOW	Closed
MADONNA DUNBAR	XXXXXXXXXXXX8189	200-27-380-7460	19.1	USPS PO 3117610450	bottle mailing	09302022	09292022	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-990-8120	660.42	WHITE CAP #040	RFID Gates	09302022	09292022	Y	50.42	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
STEVEN PHILLIPS	XXXXXXXXXXXX2086	390-39-780-7415	184.26	AMZN MKTP US 140J2ZZK1	$184.26 reflect vest goose patrol	09302022	09292022	Y	0		STEVEN PHILLIPS	Closed
TROY SANDERS	XXXXXXXXXXXX5566	200-25-230-7340	250	SQ NEVADA WATER EN	NVEA Reciprocity Troy Sanders	09302022	09292022	Y	0	JIM YOUNGBLOOD		Closed
BROOKE SMITH-LA FATA	XXXXXXXXXXXX7473	330-33-500-7415	588	CONNECTEAM.COM	Banquet staff communication and scheduling application / annual	09302022	09292022	Y	0	J. HOWARD	BROOKE SMITH-LA FA	Closed
JON TEKULVE	XXXXXXXXXXXX6651	340-34-660-7340	380	PSIA-AASI	PSIA/AASI Member School Dues	09302022	09292022	Y	0	MIKE BANDELIN	JON TEKULVE	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-48-850-7415	6.99	AMZN MKTP US 141TP0OL2	Key ring for locker fob	10032022	09302022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-48-850-7425	86.24	AMZN MKTP US 141TP0OL2	Chemical reagents	10032022	09302022	Y		SHELIA LEIJON	GWYNNE CUNNINGH	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7510	93	SP TOTAL RESTROOM	hooks locker room	10032022	10012022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7510	69.26	ULINE SHIP SUPPLIES	shower dispenser	10032022	10012022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-48-850-7415	414.98	SP SWIMOUTLET.COM	Goal for Splash Ball program	10032022	10012022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-690-7415	367.49	AMAZON.COM 1417M4VR0 AMZN	New Drill saw	10032022	10012022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	456.75	ADOBE PR CREATIVE CL	Adobe Oct - 2022	10032022	10012022	Y	0		CHRIS LAVERY	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	40.34	DNH GODADDY.COM	GoDaddy - IVGIDBeachStudy Domain	10032022	10012022	Y	0		CHRIS LAVERY	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-870-7340	302	AWWA.ORG	Membership renewal, T. Buxton.	10032022	10012022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	320-31-530-7310	269.58	YELPINC 855-380-9357	Grille Yelp Service	10032022	10012022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
SARAH G VIDRA	XXXXXXXXXXXX2219	200-27-380-7415	34.99	SCHEDULICITY8775820494	HHW and E-Waste Scheduling software, October 2022.	10032022	10012022	Y	0	MADONNA DUNBAR	SARAH VIDRA	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	17.98	AMZN MKTP US 149JO9540	operating felt	10032022	10022022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	390-39-850-7415	35.49	WM SUPERCENTER #1648	Food for end of season staff meeting and staff thank you	10032022	10022022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	390-39-850-7415	81.33	COSTCO WHSE #0127	Food for end of season staff meeting and staff thank you	10032022	10022022	Y	5.75	SHELIA LEIJON	GWYNNE CUNNINGH	Closed
SCOTT HUBELE	XXXXXXXXXXXX6690	200-22-240-7405	106.99	AMZN MKTP US 146AQ7PX1	Coffee disputed charge - Dispute	10032022	10022022	N	0	JIM YOUNGBLOOD		Closed
SCOTT HUBELE	XXXXXXXXXXXX6690	200-22-240-7515	-106.99	DISPUTE-AMZN MKTP US 146A	Dispute for Amazon Charge	11232022	10022022	N	0	JIM YOUNGBLOOD	CLAUDIA DASILVA	Closed
SHELIA A LEIJON	XXXXXXXXXXXX2029	390-39-710-7350	70.46	COSTCO WHSE #0055	Beach staff snacks	10032022	10022022	Y	5.38			Closed
JON TEKULVE	XXXXXXXXXXXX6651	340-34-670-7415	26.99	AMZN MKTP US 146P04TB2	Contact Paper for CSC Slat-wall Display	10032022	10022022	Y	0	MIKE BANDELIN	JON TEKULVE	Closed
MATTHEW BELOTE	XXXXXXXXXXXX5653	100-12-130-7300	16.99	AMZN MKTP US 147391SR0	SPIDERCASE for iPhone 12 Case/iPhone 12 Pro Case,	10042022	10032022	Y	0		MATTHEW BELOTE	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-990-7340	14.99	ADOBE INC	subscription for editing PDF documents	10042022	10032022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
TIMOTHY E MCKEON	XXXXXXXXXXXX1849	430-53-940-7520	179.07	PRO LIGHTING	LED lamp for PWA parking lot	10042022	10032022	Y	0	J. HOWARD	TIMOTHY MCKEON	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-910-7430	-209.94	AMAZON.COM	Return Credit Uniforms	10052022	10042022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7490	45.94	AMZN MKTP US 143EZ8UH0	Repair Parts	10052022	10042022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
MIKE BANDELIN	XXXXXXXXXXXX1625	340-34-000-8120	422.97	THE HOME DEPOT 3312	RFID Gantry concrete form materials	10062022	10042022	Y	0			Closed
LAUREN A IIDA	XXXXXXXXXXXX1898	330-00-000-0720	562.5	SQ HAPPY TIERS BAKERY	payment for pastries quiche etc resold for events	10052022	10042022	Y	0	J. HOWARD	LAUREN IIDA	Closed
DON SHOWS	XXXXXXXXXXXX0050	390-39-780-7415	75	FLUME TRAIL BIKES	$75.00 Bike tune up	10062022	10042022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7490	624.61	SIMPLE TIRE	Repair Parts	10062022	10052022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7490	281.44	GAHHAUTOMOTIVE	Repair Parts	10062022	10052022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7510	16.99	AMZN MKTP US 144868UM1 AM	locker room	10062022	10052022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	14.9	RALEY S #113	operating half n half	10072022	10052022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
DAREL BARLOW	XXXXXXXXXXXX5661	200-22-240-7430	67.5	W & T GRAPHIX	Uniform embroidery for Jesse Malsam	10062022	10052022	Y	10.29	JIM YOUNGBLOOD	DAREL BARLOW	Closed
DAREL BARLOW	XXXXXXXXXXXX5661	200-25-240-7430	67.5	W & T GRAPHIX	Uniform embroidery for Jesse Malsam	10062022	10052022	Y		JIM YOUNGBLOOD	DAREL BARLOW	Closed
ERIC FREISTROFFER	XXXXXXXXXXXX6682	200-22-240-7680	69	ABC-NV	Grade 3 Distribution test center fee	10062022	10052022	Y	0	JIM YOUNGBLOOD	ERIC FREISTROFFER	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7405	66.03	AMZN MKTP US 142GY6RW1	Laptop Bag - IT Supply	10062022	10052022	Y	0		CHRIS LAVERY	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	1.99	GOOGLE GOOGLE STORAGE	Google Drive - October	10062022	10052022	Y	0		CHRIS LAVERY	Closed
SHELIA A LEIJON	XXXXXXXXXXXX2029	390-39-710-7415	-34.5	AMZN MKTP US	Refund for Beach hand stamp ink pads	10062022	10052022	Y	0			Closed
SHELIA A LEIJON	XXXXXXXXXXXX2029	390-39-710-7415	-103.5	AMZN MKTP US	Refund for Beach hand stamp ink pads	10062022	10052022	Y	0			Closed
TROY SANDERS	XXXXXXXXXXXX5566	200-25-230-7460	23	POSTAL EXPRESS	D.O. Probe shipping for repair at YSI	10072022	10052022	Y	1.76	JIM YOUNGBLOOD		Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7490	818.5	SIMPLE TIRE	Repair Parts	10072022	10062022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7490	281.44	GAHHAUTOMOTIVE	Repair Parts	10072022	10062022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	37.46	SP TOTAL RESTROOM	operating locker room hooks	10072022	10062022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed

04152023-019

Cardholder Name 1	Card Number (Last 4)	G/L Account	Amount	Merchant Name	Description	Posting Date	Transaction Date	Receipt Image	Sales Tax Amount	Statement Approved By	Statement Reviewed By	Statement Status
BRAD ECK	XXXXXXXXXXX1765	430-53-940-7520	20.68	THE HOME DEPOT #3312	Screw in stakes for golf.	10102022	10062022	Y	0	JUSTIN BLUHM		Closed
LAUREN A IIDA	XXXXXXXXXXX1898	330-33-500-7300	209.9	AMZN MKTP US 1K0S683T0	scanner for front desk	10072022	10062022	Y	0	J. HOWARD	LAUREN IIDA	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-630-7415	49.98	AMZN MKTP US 143TR4KA2	Operating supplies for Slopes	10072022	10062022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-630-7415	28.47	AMZN MKTP US 1K3VK8O31	Cold Weather gloves	10072022	10062022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-690-7415	58.17	AMZN MKTP US 1K8E683P0	socket adapter for lamp	10072022	10062022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-630-7340	52.99	ADOBE CREATIVE CLOUD	online editing software to edit documents and create	10072022	10062022	N	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	14.8	ADOBE ACROPRO SUBS	Adobe Oct - 2022 - Additional License	10062022	10062022	Y	0		CHRIS LAVERY	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	340-34-980-7300	866.09	GOPRO.COM	GoPro cameras for Diamond Peak winter video projects	10072022	10062022	Y	66.11	MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	340-34-980-7310	52.99	ADOBE CREATIVE CLOUD	Monthly Adobe Creative Cloud software subscription - Video Photo Coordinator	10072022	10062022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	340-34-980-7310	52.99	ADOBE CREATIVE CLOUD	Monthly Adobe Creative Cloud software subscription - Marketing Manager	10072022	10062022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
JACLYN M REAM	XXXXXXXXXXX2128	340-34-980-7310	52.99	ADOBE 800-833-6687	Monthly Adobe software subscription	10072022	10062022	Y	0	MIKE BANDELIN	JACLYN REAM	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	330-33-530-7415	490.61	THE WEBSTAURANT STORE INC	soup cups	10072022	10062022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
SARAH G VIDRA	XXXXXXXXXXX2219	200-27-380-7415	36.99	AMZN MKTP US 1K7RX0FS1	Offices Supplies for JW.	10072022	10062022	Y	0	MADONNA DUNBAR	SARAH VIDRA	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-860-7415	290.95	POWER SYSTEMS	fitness equipment	10132022	10072022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	390-39-780-7415	13.08	PAYPAL WWWRIPSTOPB	$13.08 RIP Stop	10102022	10072022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SCOTT HUBELE	XXXXXXXXXXX6690	200-22-240-7430	151.77	AMZN MKTP US 1K2Y84EQ0	2022 uniform boots	10102022	10072022	Y	0	JIM YOUNGBLOOD		Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	15	DOMAINSDONERIGHT LLC	Domain Renewal - diamondpeak.com	10102022	10072022	Y	0		CHRIS LAVERY	Closed
DIANA ROBB	XXXXXXXXXXX5093	200-22-970-7415	692.37	ULINE SHIP SUPPLIES	Meter Tech Office Locker	10072022	10072022	Y	0	BRAD UNDERWOOD		Closed
BILL C ROBBINS	XXXXXXXXXXX2144	200-22-230-7425	34.99	AMZN MKTP US 1K54E1J81	Isopropyl alcohol for BCWDP.	10102022	10072022	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
DON SHOWS	XXXXXXXXXXX0050	390-39-780-7685	202.95	PLANET HOLLYWD ADV DEPO	Hotel Irrigation Association Conference	10102022	10072022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	390-39-780-7685	25	SWA EARLYBRD5269938554129	SWA airfare	10102022	10072022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	390-39-780-7685	177.96	SOUTHWES 5262174440494	SWA airfare	10102022	10072022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	370-43-780-7685	879	THE IRRIGATION ASSOCIATIO	Irrigation conf.training	10102022	10072022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	390-39-780-7685	25	SWA EARLYBRD5269938554128	SWA airfare	10102022	10072022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
BOB E OLSEN	XXXXXXXXXXX2060	200-25-230-7430	193.79	DT DULUTH TRADING CO	uniform	10102022	10082022	Y	0	JIM YOUNGBLOOD	BOB OLSEN	Closed
SCOTT HUBELE	XXXXXXXXXXX6690	200-22-240-7430	482.71	AMZN MKTP US 1K5BY6HU1	2022 uniforms	10102022	10092022	Y	0	JIM YOUNGBLOOD		Closed
LAUREN A IIDA	XXXXXXXXXXX1898	330-33-500-7415	235	SIERRAMOBILESTORAGE	on site storage	10112022	10092022	Y	0	J. HOWARD	LAUREN IIDA	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7835	112.03	SPECTRUM	Cable TV	10112022	10102022	Y	6.05	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7510	13.99	AMZN MKTP US 1K97U6AI2	RM Maintenance Locker room	10112022	10102022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	499.9	AMAZON.COM 1K7P99UX0 AMZN	RM Maintenance	10112022	10102022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
MADONNA DUNBAR	XXXXXXXXXXX8189	200-28-990-7415	567	STICKER MULE	reorder - Tahoe Tap small stickers	10112022	10102022	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	370-43-780-7415	5.24	AMZN MKTP US 1K1KB6920	sewing needles $5.24 canvas repair	10112022	10102022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
LISA HOOPES	XXXXXXXXXXX1880	340-34-990-7350	38.75	NV CAREER STUDIO, UNR	UNR Fall Career/Internship Fair Oct 25 2022 10a-2p Ski Aquatics Food-Bev Rec	10112022	10102022	Y	0	ERIN FEORE	LISA HOOPES	Closed
LISA HOOPES	XXXXXXXXXXX1880	390-39-850-7350	38.75	NV CAREER STUDIO, UNR	UNR Fall Career/Internship Fair Oct 25 2022 10a-2p Ski Aquatics Food-Bev Re	10112022	10102022	Y		ERIN FEORE	LISA HOOPES	Closed
LISA HOOPES	XXXXXXXXXXX1880	340-34-530-7350	38.75	NV CAREER STUDIO, UNR	UNR Fall Career/Internship Fair Oct 25 2022 10a-2p Ski Aquatics Food-Bev Re	10112022	10102022	Y		ERIN FEORE	LISA HOOPES	Closed
LISA HOOPES	XXXXXXXXXXX1880	350-48-990-7350	38.75	NV CAREER STUDIO, UNR	UNR Fall Career/Internship Fair Oct 25 2022 10a-2p Ski Aquatics Food-Bev Re	10112022	10102022	Y		ERIN FEORE	LISA HOOPES	Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	390-39-780-7415	99.98	AMZN MKTP US 1K8FO41H2 AM	Bulb cages $99.98 pest control	10112022	10102022	Y	0		STEVEN PHILLIPS	Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	390-39-780-7415	159	AMAZON.COM 1K7004UP0 AMZN	$159.00 PPE boots	10112022	10102022	Y	0		STEVEN PHILLIPS	Closed
KAYLEN PRIOR	XXXXXXXXXXX1696	200-22-230-7430	165	W & T GRAPHIX	water	10112022	10102022	Y	13.2			Closed
KAYLEN PRIOR	XXXXXXXXXXX1696	200-25-230-7430	165	W & T GRAPHIX	wastewater	10112022	10102022	Y				Closed
BILL C ROBBINS	XXXXXXXXXXX2144	200-22-230-7415	7.99	AMZN MKTP US 1K5AV62B0	Microfiber Cleaning cloths for BCWDP.	10112022	10102022	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
BILL C ROBBINS	XXXXXXXXXXX2144	200-22-230-7415	13.99	AMZN MKTP US 1K6FO0EU2	Microfiber cleaning cloths for BCWDP.	10112022	10102022	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
BILL C ROBBINS	XXXXXXXXXXX2144	200-22-230-7415	23.87	AMZN MKTP US 1K7YL32Z0	Trigger sprayers for cleaning bottles.	10112022	10102022	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
JEFF CLOUTHIER	XXXXXXXXXXX1724	320-31-420-7415	61.1	POSTAL EXPRESS	Postage for mailing Champ soil samples	10122022	10112022	Y	4.66	J. HOWARD	JEFF CLOUTHIER	Closed
LISA HOOPES	XXXXXXXXXXX1880	340-34-990-7350	180	SQ INCLINE BOOSTERS CLUB	IHS Banner 2022-23 Ski Pks-Rec TennisPickleball Champ Golf Mtn Golf	10112022	10112022	Y	0	ERIN FEORE	LISA HOOPES	Closed
LISA HOOPES	XXXXXXXXXXX1880	350-48-980-7350	180	SQ INCLINE BOOSTERS CLUB	IHS Banner 2022-23 Ski Pks-Rec TennisPickleball Champ Golf Mtn Golf	10112022	10112022	Y		ERIN FEORE	LISA HOOPES	Closed
LISA HOOPES	XXXXXXXXXXX1880	380-45-880-7350	180	SQ INCLINE BOOSTERS CLUB	IHS Banner 2022-23 Ski Pks-Rec TennisPickleball Champ Golf Mtn Golf	10112022	10112022	Y		ERIN FEORE	LISA HOOPES	Closed
LISA HOOPES	XXXXXXXXXXX1880	320-31-980-7350	180	SQ INCLINE BOOSTERS CLUB	IHS Banner 2022-23 Ski Pks-Rec TennisPickleball Champ Golf Mtn Golf	10112022	10112022	Y		ERIN FEORE	LISA HOOPES	Closed
LISA HOOPES	XXXXXXXXXXX1880	320-32-980-7350	180	SQ INCLINE BOOSTERS CLUB	IHS Banner 2022-23 Ski Pks-Rec TennisPickleball Champ Golf Mtn Golf	10112022	10112022	Y		ERIN FEORE	LISA HOOPES	Closed
BOB E OLSEN	XXXXXXXXXXX2060	200-25-230-7520	25.98	NORTHSHORE ACE HARDWARE	Gate valve for Clarifier WRRF	10132022	10112022	Y	0	JIM YOUNGBLOOD	BOB OLSEN	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	350-48-980-7415	70	MAILCHIMP MISC	Monthly MailChimp email marketing service - Rec share	10122022	10112022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	320-31-980-7415	75	MAILCHIMP MISC	Monthly MailChimp email marketing service - Golf Champ	10122022	10112022	Y		MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	320-32-980-7415	50	MAILCHIMP MISC	Monthly MailChimp email marketing service - Golf Mt	10122022	10112022	Y		MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	380-45-980-7415	30	MAILCHIMP MISC	Monthly MailChimp email marketing service - Tennis	10122022	10112022	Y		MIKE BANDELIN	PAUL RAYMORE	Closed
JON TEKULVE	XXXXXXXXXXX6651	340-34-670-7415	95.98	AMZN MKTP US 1K3M11GZ2	Stain for CSC and SRC Tech benches and Boarder for Slat Wall Display in CSC	10122022	10112022	Y	0	MIKE BANDELIN	JON TEKULVE	Closed
JON TEKULVE	XXXXXXXXXXX6651	340-34-680-7415	152.99	AMZN MKTP US 1K8G80V42	Bagless vacuum	10122022	10112022	Y	0	MIKE BANDELIN	JON TEKULVE	Closed
JON TEKULVE	XXXXXXXXXXX6651	340-34-660-7415	21.99	AMZN MKTP US 1K8G80V42	Drill Holder	10122022	10112022	Y		MIKE BANDELIN	JON TEKULVE	Closed
JON TEKULVE	XXXXXXXXXXX6651	340-34-670-7415	219.86	AMZN MKTP US 1K8G80V42	Bagless vacuum, contact paper, drill holder and tools	10122022	10112022	Y		MIKE BANDELIN	JON TEKULVE	Closed
JON TEKULVE	XXXXXXXXXXX6651	340-34-670-7415	567.67	STORE SUPPLY WAREHOUSE	Slat Wall for CSC Merchandise display	10122022	10112022	Y	0	MIKE BANDELIN	JON TEKULVE	Closed
CURTIS G TRUJILLO	XXXXXXXXXXX2193	100-13-150-7685	234.97	SOUTHWES 5262175543836	Loss Control Committee Meeting - Boulder City	10132022	10112022	Y	0	ERIN FEORE		Closed
CURTIS G TRUJILLO	XXXXXXXXXXX2193	100-13-150-7685	234.97	SOUTHWES 5262175543837	Loss Control Committee Meeting - Boulder City	10132022	10112022	Y	0	ERIN FEORE		Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7430	262.54	DT DULUTH TRADING CO	Uniforms	10132022	10122022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	81.68	AMZN MKTP US 1K0VM2BB2	Repair Parts	10132022	10122022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	59.14	AMZN MKTP US HT0PY5OC1 AM	operating	10132022	10122022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-00-000-0720	224.71	SAMS CLUB RENEWAL	food merch	10142022	10122022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-630-7415	63.76	SP DIESEL BELTING	spare belts for air house equipment	10132022	10122022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	370-43-780-7415	25.99	NAPAAUTOPARTS	Napa auto parts $25.99 adaptor	10132022	10122022	Y	0		STEVEN PHILLIPS	Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	390-39-780-7480	447.1	BTS SUNSTATE EQUIP	Compressor rental beaches irrigation blowout	10132022	10122022	Y	35.76		STEVEN PHILLIPS	Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	370-43-780-7480	447.1	BTS SUNSTATE EQUIP	Compressor rental Parks irrigation blowout	10132022	10122022	Y			STEVEN PHILLIPS	Closed
DIANA ROBB	XXXXXXXXXXX5093	200-22-970-7415	1276	UPLIFT DESK	Meter Tech New Desk	10132022	10122022	Y	0	BRAD UNDERWOOD		Closed
DIANA ROBB	XXXXXXXXXXX5093	200-22-970-7415	159.95	AMZN MKTP US HT4G87F21	File Cabinet for Meter Tech	10132022	10122022	Y	0	BRAD UNDERWOOD		Closed
JON TEKULVE	XXXXXXXXXXX6651	340-34-660-7415	333.76	SONCO PERIMETER SECURIT	Outdoor Flags - 2	10132022	10122022	Y	64.46	MIKE BANDELIN	JON TEKULVE	Closed
JON TEKULVE	XXXXXXXXXXX6651	340-34-670-7415	343.76	SONCO PERIMETER SECURIT	Outdoor Flags - 2	10132022	10122022	Y		MIKE BANDELIN	JON TEKULVE	Closed
JON TEKULVE	XXXXXXXXXXX6651	340-34-670-7415	166.89	SONCO PERIMETER SECURIT	Outdoor Flags - 1	10132022	10122022	Y		MIKE BANDELIN	JON TEKULVE	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	27.95	AMZN MKTP US HT91U73E1	Repair Parts	10142022	10132022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	818.5	SIMPLE TIRE	Repair Parts	10142022	10132022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	139.29	AMZN MKTP US HT9UJ3P00	Repair Parts	10142022	10132022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	47.85	RALEY S #113	operating half/half flowers	10172022	10132022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
MATTHEW BELOTE	XXXXXXXXXXX5653	100-12-130-7300	29.15	AMZN MKTP US HT5A94TS1	Crucial RAM 8GB DDR4 2666 MHz CL19 Laptop Memory	10142022	10132022	Y	0		MATTHEW BELOTE	Closed
STEVE GIBBS	XXXXXXXXXXX3705	200-25-230-7350	141.02	MOFOS PIZZA AND PASTA	Multi-department teamwork appreciation: clarifier plug retrieval	10142022	10132022	Y	0	JIM YOUNGBLOOD	STEVE GIBBS	Closed
LAUREN A IIDA	XXXXXXXXXXX1898	330-33-530-7415	40.98	AMZN MKTP US 1K9S44Q42	dispensers and charging cables	10132022	10132022	Y	0	J. HOWARD	LAUREN IIDA	Closed
DIANA ROBB	XXXXXXXXXXX5093	420-52-930-7415	56.77	AMZN MKTP US HT0XQ0ZE1	Laptop bag for Principal Engineer	10142022	10132022	Y	0	BRAD UNDERWOOD		Closed
MATTHEW BELOTE	XXXXXXXXXXX5653	100-12-130-7300	238.12	AMAZON.COM HT8CD38M0 AMZN	Cisco Business CBS350-8P-E-2G Managed Switch	10172022	10142022	Y	0		MATTHEW BELOTE	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	350-48-850-7415	99.98	THE HOME DEPOT 3312	Microwave to replace broken one at Rec Center	10172022	10142022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-630-7415	156.25	COMMERCIAL IND SUPPLY	Gaskets for 4-strainer in pump house	10172022	10142022	Y	1.56	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
SHELIA A LEIJON	XXXXXXXXXXX2029	360-49-990-7415	239.8	WM SUPERCENTER #1648	Trail candy - a portion to be reimbursed by ITF	10172022	10142022	Y	0			Closed
SHELIA A LEIJON	XXXXXXXXXXX2029	360-49-990-7415	184.9	COSTCO WHSE #0127	Trail of Treats Candy - a portion to be reimbursed by ITF	10172022	10142022	Y	13.06			Closed
SHELIA A LEIJON	XXXXXXXXXXX2029	360-49-990-7415	616.62	COSTCO WHSE #0127	Trail of Treats Candy - a portion to be reimbursed by ITF	10172022	10142022	Y	43.56			Closed
SHELIA A LEIJON	XXXXXXXXXXX2029	360-49-990-7415	36.98	COSTCO WHSE #0127	Trail of Treats Candy - a portion to be reimbursed by ITF	10172022	10142022	Y	2.61			Closed
BROOKE SMITH-LA FATA	XXXXXXXXXXX7473	330-33-500-7685	999.13	SOUTHWEST VACATIONS	2022 Wedding Merchants Business Academy Conference / Travel	10172022	10142022	Y	59.94	J. HOWARD	BROOKE SMITH-LA FA	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	320-31-530-7310	39.79	THE HOME DEPOT #3312	cleaning supplies	10172022	10142022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	134.99	AMZN MKTP US 1K2J89YL2 AM	Repair Parts	10172022	10152022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	49	LIVESTREAM.COM	LiveStream - October 2022	10172022	10152022	Y	0		CHRIS LAVERY	Closed
TROY SANDERS	XXXXXXXXXXX5566	200-22-230-7490	195.62	SHERWIN WILLIAMS 708645	Sherwin Williams Marine paint hardener for Res 8B-1	10172022	10152022	Y	14.93	JIM YOUNGBLOOD		Closed
SHELIA A LEIJON	XXXXXXXXXXX2029	390-39-710-7415	297.74	SQ INCLINE PUBLIC HOUSE	Beach Staff End of the season debrief and party	10172022	10162022	Y	18.19			Closed
MIKE BANDELIN	XXXXXXXXXXX1625	340-34-990-7405	21.56	RAINBOW PRINTING & OFFICE	Purchase of office supplies	10182022	10172022	Y	0			Closed
MADONNA DUNBAR	XXXXXXXXXXX8189	200-27-380-7685	15	PARKING	parking 3 day conference 10/17-19	10192022	10172022	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-48-840-7415	84.45	COSTCO WHSE #0025	Rec Center coffee service	10182022	10172022	Y	7.17	SHELIA LEIJON	JENNIFER MOORE	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-46-820-7415	9.49	COSTCO WHSE #0025	Senior Programs supplies - Conversation Cafe	10182022	10172022	Y		SHELIA LEIJON	JENNIFER MOORE	Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	370-43-780-7310	79	APPOINTMENT-PLUS/STORMSOU	$79.00 software Lic. fee	10182022	10172022	Y	0		STEVEN PHILLIPS	Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	370-43-780-7480	-50	BTS SUNSTATE EQUIP	$50.00 credit rental equip.	10192022	10172022	Y	0		STEVEN PHILLIPS	Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	390-39-780-7480	-64.45	BTS SUNSTATE EQUIP	$64.45 cred. rental equip.	10192022	10172022	Y	0		STEVEN PHILLIPS	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	340-34-980-7310	29.99	ADOBE STOCK	Monthly Adobe Stock royalty free music photo video subscription service	10182022	10172022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
BROOKE SMITH-LA FATA	XXXXXXXXXXX7473	320-31-520-7415	2175	SIERRAMOBILESTORAGE	Grille Furniture Winter Storage	10182022	10172022	Y	0	J. HOWARD	BROOKE SMITH-LA FA	Closed
MADONNA DUNBAR	XXXXXXXXXXX8189	200-27-380-7685	15	PARKING	parking 3 day conference 10/17-19	10202022	10182022	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	390-39-780-7685	38.91	PANDA EXPRESS 467	$36.91 safety training expense	10192022	10182022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	370-43-780-7685	23.99	PAYPAL UBER	$23.99 safety training expense	10192022	10182022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-13-160-7415	20	ZOOM.US 888-799-9666	Zoom Webinar License - Per Shelia	10192022	10182022	Y	0		CHRIS LAVERY	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	350-48-860-7415	20	ZOOM.US 888-799-9666	Zoom Webinar License - Per Shelia	10192022	10182022	Y			CHRIS LAVERY	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7415	389	ZOOM.US 888-799-9666	Zoom Webinar and Host Licensing	10192022	10182022	Y			CHRIS LAVERY	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	340-34-980-7415	49.95	SP PRO-TEC HELMETS	Replacement helmet for Penguin Pete costume	10192022	10182022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
SARAH G VIDRA	XXXXXXXXXXX2219	200-27-380-7415	64.97	AMZN MKTP US H87AU1OI0	2022 HHW clothing for JW.	10182022	10182022	Y	0	MADONNA DUNBAR	SARAH VIDRA	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	740.88	ULINE SHIP SUPPLIES	operating Gym clean mats and frames	10192022	10192022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	69.96	AMZN MKTP US HT60T8HG2	operating	10202022	10192022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	23.84	RALEY S #113	half'n half	10212022	10192022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
MATTHEW BELOTE	XXXXXXXXXXX5653	100-12-130-7300	37.9	AMZN MKTP US H88916ZJ1	Ultimate Support Pole Size Adapter for TS-80	10202022	10192022	Y	0		MATTHEW BELOTE	Closed
TIM BUXTON	XXXXXXXXXXX1682	200-22-870-7430	100	CA-NV SECTION, AWWA	Tims AWWA renewal of specialist certifications .	10202022	10192022	Y	0	KATHLEEN	TIM BUXTON	Closed
JEFF CLOUTHIER	XXXXXXXXXXX1724	320-32-420-7415	31	POSTAL EXPRESS	Postage for mailing Mountain soil samples	10202022	10192022	Y	2.37	J. HOWARD	JEFF CLOUTHIER	Closed

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Cardholder Name 1	Card Number (Last 4)	G/L Account	Amount	Merchant Name	Description	Posting Date	Transaction Date	Receipt Image	Sales Tax Amount	Statement Approved By	Statement Reviewed By	Statement Status
MADONNA DUNBAR	XXXXXXXXXXXX8189	200-27-390-7685	15	PARKING	parking 3 day conference 10/17-19	10212022	10192022	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7685	15.28	PANDA EXPRESS 467	$15.28 safety training expense	10202022	10192022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7685	15.97	PAYPAL UBER	$15.97 safety training expense	10202022	10192022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	390-39-780-7685	11.98	PAYPAL UBER	$11.98 safety training expense	10202022	10192022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	390-39-780-7685	43.9	SUNSET CAFE	$43.90 safety training exp	10212022	10192022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	1659.99	GOTOCOM LOGMEINCENTRAL	Central Base 100 yearly subscription	10202022	10192022	Y	0		CHRIS LAVERY	Closed
SHELIA A LEIJON	XXXXXXXXXXXX2029	360-49-990-7415	299	HOMEDEPOT.COM	Trail of Treats decoration - a portion to be reimbursed by ITF	10212022	10192022	Y	0			Closed
TIMOTHY E MCKEON	XXXXXXXXXXXX1849	430-53-940-7520	663.26	PHYSICAL EDUCATION EQUIP	Retractable safety harness for basketball back board.	10202022	10192022	Y	0	J. HOWARD	TIMOTHY MCKEON	Closed
JENNIFER L MOORE	XXXXXXXXXXXX1872	360-49-990-7415	967.33	COSTCO WHSE #0127	Trail of Treats candy	10202022	10192022	Y	68.33	SHELIA LEIJON	JENNIFER MOORE	Closed
JENNIFER L MOORE	XXXXXXXXXXXX1872	360-49-990-7415	129.43	COSTCO WHSE #0127	Trail of Treats candy	10202022	10192022	Y	9.14	SHELIA LEIJON	JENNIFER MOORE	Closed
KATHRYN NELSON	XXXXXXXXXXXX8819	200-25-990-8120	896	TAHOE REGIONAL PLANNING A	TRPA Coverage Verification Application Fee - Effluent Storage Tank	10202022	10192022	Y	0			Closed
TROY SANDERS	XXXXXXXXXXXX5566	200-25-230-7440	76.84	AMZN MKTP US H80L74FL1	SS Chain	10202022	10192022	Y	0	JIM YOUNGBLOOD		Closed
TROY SANDERS	XXXXXXXXXXXX5566	200-25-230-7440	46	AMZN MKTP US H870B7OB1	Magnets	10202022	10192022	Y	0	JIM YOUNGBLOOD		Closed
TROY SANDERS	XXXXXXXXXXXX5566	200-25-230-7440	65.4	AMZN MKTP US H853Z6EF0	Absorbent powder	10202022	10192022	Y	0	JIM YOUNGBLOOD		Closed
JON TEKULVE	XXXXXXXXXXXX6651	340-34-680-7415	324.15	AMZN MKTP US H88NG64Q1	POS station stools	10202022	10192022	Y	0	MIKE BANDELIN	JON TEKULVE	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	320-31-530-7415	209.76	AMZN MKTP US H87XL4050	nylon strapping for equipment moving	10202022	10192022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7490	792.65	SIMPLE TIRE	Repair Parts	10212022	10202022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7685	16.98	PAYPAL UBER	$16.98 safety training expense	10212022	10202022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7685	3	PAYPAL UBER	$3.00 safety training exp.	10212022	10202022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7685	1	PAYPAL UBER	Safety training expense $1.00	10212022	10202022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	390-39-780-7685	3	PAYPAL UBER	$3.00 safety training exp	10212022	10202022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	390-39-780-7685	12.97	PAYPAL UBER	$12.97 safety training exp.	10212022	10202022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
LAUREN A IIDA	XXXXXXXXXXXX1898	330-33-500-7415	1973.7	BIZCHAIR	full fleet of 200 replacement chair pads. receipt to follow	10212022	10202022	N	0	J. HOWARD	LAUREN IIDA	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-990-7415	1066.02	WF WAYFAIR283817352 3	furniture for office - conference room table and cabinets	10212022	10202022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7310	1020	ALCHEMER LLC	Annual licensing fee for Alchemer online survey tool used by all Community Services venues and	10212022	10202022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
TROY SANDERS	XXXXXXXXXXXX5566	200-25-230-7440	155.85	AMZN MKTP US H848K6XR0	Absorbent pads and magnets	10212022	10202022	Y	0	JIM YOUNGBLOOD		Closed
CARL STUMP	XXXXXXXXXXXX6992	200-22-240-7680	57.25	DMV-10	CDL License Fee for CDL School	10212022	10202022	Y	0	JIM YOUNGBLOOD		Closed
JON TEKULVE	XXXXXXXXXXXX6651	340-34-680-7415	379.99	AMZN MKTP US H83OO61Y0	Rental Shop Reception Desk	10202022	10202022	Y	0	MIKE BANDELIN	JON TEKULVE	Closed
JON TEKULVE	XXXXXXXXXXXX6651	340-34-680-7415	126.84	AMAZON.COM H82OI1NI1	Cordless Drill for Rental Shop	10212022	10202022	Y	0	MIKE BANDELIN	JON TEKULVE	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7310	0.04	CROSS BORDER TRANS FEE	fee for screen	10212022	10202022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7310	4	SCREENCLOUD	food court screen	10212022	10202022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	320-31-530-7350	156.97	LUPITAS MEXICAN RESTAURAN	lunch for cleaning team	10212022	10202022	N	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7310	0.04	CROSS BORDER TRANS FEE	fee for screen	10212022	10202022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7310	0.04	CROSS BORDER TRANS FEE	screen fee	10212022	10202022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7310	0.04	CROSS BORDER TRANS FEE	screen fee	10212022	10202022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7310	4	SCREENCLOUD	food court screen	10212022	10202022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7310	4	SCREENCLOUD	food court screen	10212022	10202022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7310	4	SCREENCLOUD	food court screen	10212022	10202022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7530	69	INLAND SUPPLY CO. (RENO)	janitorial	10242022	10212022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
JEFF CLOUTHIER	XXXXXXXXXXXX1724	320-31-420-7350	177.94	MOFOS PIZZA AND PASTA	End of season pizza for staff	10242022	10212022	Y	0	J. HOWARD	JEFF CLOUTHIER	Closed
JEFF CLOUTHIER	XXXXXXXXXXXX1724	320-32-420-7350	44.48	MOFOS PIZZA AND PASTA	End of season pizza for staff	10242022	10212022	Y		J. HOWARD	JEFF CLOUTHIER	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7685	39.57	SUNSET CAFE	39.57 safety training exp	10242022	10212022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7685	17.1	PORT OF SUBS 0039	$17.10 safety training exp	10242022	10212022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	390-39-780-7685	15.97	PAYPAL UBER	$15.97 safety training exp	10242022	10212022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	390-39-780-7685	48	RENO-TAHOE AIRPORT AUTH	$48.00 safety training exp	10242022	10212022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
LAUREN A IIDA	XXXXXXXXXXXX1898	330-33-500-7405	46.33	AMZN MKTP US H86AT4Q20	folders for office	10242022	10212022	Y	0	J. HOWARD	LAUREN IIDA	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-630-7340	60	MSFT E0800KQMK3	online application for communication between staff	10212022	10212022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7685	13.59	ROBERTO'S TACO SHOP	Dinner at UNR Ski Swap event at Reno Convention Center	10242022	10212022	Y	1.04	MIKE BANDELIN	PAUL RAYMORE	Closed
JACLYN M REAM	XXXXXXXXXXXX2128	340-34-980-7685	13.7	ROBERTO'S TACO SHOP	UNR Ski Swap food	10242022	10212022	Y	1.05	MIKE BANDELIN	JACLYN REAM	Closed
TROY SANDERS	XXXXXXXXXXXX5566	200-25-230-7505	181	YSI	D.O. Probe repairs at YSI	10242022	10212022	Y	0	JIM YOUNGBLOOD		Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	19.98	AMZN MKTP US H85PT6MV1	operating	10242022	10222022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	390-39-780-7685	54.17	TEXAS ROADHOUSE #2738	$54.1raining safety exp	10242022	10222022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7685	118.55	SUNSET HOTEL FD	$118.55 safety training hotel	10242022	10222022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7430	125.84	AMZN MKTP US HT41W0UY2	uniform vests	10242022	10222022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
JEFF CLOUTHIER	XXXXXXXXXXXX1724	320-32-990-7505	207.44	THE HOME DEPOT 3309	Irrigation parts for addition around 1 green - CIP # 3241GC1404	10252022	10232022	Y	0	J. HOWARD	JEFF CLOUTHIER	Closed
MADONNA DUNBAR	XXXXXXXXXXXX8189	200-28-990-7685	5	GOTOCOM GOTOMEETING	monthly toll free number	10242022	10232022	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
JIM E YOUNGBLOOD	XXXXXXXXXXXX2235	200-22-240-7430	116.84	BOOT BARN #47	Chris Glassburn Uniform	10242022	10232022	Y	0	BRAD UNDERWOOD	JIM YOUNGBLOOD	Closed
JIM E YOUNGBLOOD	XXXXXXXXXXXX2235	200-25-240-7430	116.84	BOOT BARN #47	Chris Glassburn Uniform	10242022	10232022	Y		BRAD UNDERWOOD	JIM YOUNGBLOOD	Closed
ERIN FEORE	XXXXXXXXXXXX5473	100-13-150-7340	229	SOCIETYFORHUMANRESOURCE	SHRM professional membership for 2022-2023	10252022	10242022	Y	0			Closed
KAYLEN PRIOR	XXXXXXXXXXXX1696	200-22-230-7680	172.5	CA-NV SECTION, AWWA	Conference	10252022	10242022	N	0			Closed
KAYLEN PRIOR	XXXXXXXXXXXX1696	200-25-230-7680	172.5	CA-NV SECTION, AWWA	Conference	10252022	10242022	N				Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7490	84.99	AMZN MKTP US H83W33012	Repair Parts	10262022	10252022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	18.99	AMZN MKTP US H03HN7LM0	hooks locker room	10262022	10252022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	148.38	AMZN MKTP US H802039T1	operating hot cups	10262022	10252022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-00-000-0720	60.45	AMAZON.COM H07ZS1LT0	merch. food	10262022	10252022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
MATTHEW BELOTE	XXXXXXXXXXXX5653	100-12-130-7300	13.95	AMZN MKTP US H88OO2RZ1	COOLQO Compatible for iPhone 12 /iPhone 12 Pro Case 6.1 Inch, with 2 x Tempered Glass Scr	10262022	10252022	Y	0		MATTHEW BELOTE	Closed
MATTHEW BELOTE	XXXXXXXXXXXX5653	100-12-130-7300	89.99	AMZN MKTP US H88YI6R21	APC Smart-UPS SC 450 SC450R1X542 New Compatible Replacement Battery Pack	10262022	10252022	Y	0		MATTHEW BELOTE	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7210	35.94	GROCERY OUTLET TRUC	Pumpkins for Diamond Peak Trail of Treats station	10262022	10252022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
JON TEKULVE	XXXXXXXXXXXX6651	340-34-660-7680	80	PSIA WESTERN DIVISION	Jon Tekulve PSIA-AASI Directors Meeting	10262022	10252022	Y	0	MIKE BANDELIN	JON TEKULVE	Closed
JON TEKULVE	XXXXXXXXXXXX6651	340-34-660-7680	153.76	MAMMOTH MOUNTAIN INN	Hotel for PSIA/AASI Directors meeting	10272022	10252022	Y	0	MIKE BANDELIN	JON TEKULVE	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7490	143.71	AMZN MKTP US H861295P2	Repair Parts	10272022	10262022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-920-7490	28.98	AMZN MKTP US H86ZF7ME2	Repair Parts	10272022	10262022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-860-7680	355	MAD DOGG ATHLETICS INC	education-Sam Bixler	10272022	10262022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7510	385.08	AMZN MKTP US H05358050	locker room hooks	10272022	10262022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
ERIC FREISTROFFER	XXXXXXXXXXXX6682	200-22-240-7430	52	AMZN MKTP US H89T43VA2	Uniforms	10272022	10262022	Y	0	JIM YOUNGBLOOD	ERIC FREISTROFFER	Closed
ERIC FREISTROFFER	XXXXXXXXXXXX6682	200-22-240-7430	25.98	AMAZON.COM H082B1F11	Uniforms	10272022	10262022	Y	0	JIM YOUNGBLOOD	ERIC FREISTROFFER	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7685	185	ISA	$185 arborist training	10272022	10262022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
LISA HOOPES	XXXXXXXXXXXX1880	200-25-220-7350	12.5	CRAIGSLIST.ORG	Online Elect Instr Tech job listing Reno	10272022	10262022	Y	0	ERIN FEORE	LISA HOOPES	Closed
LISA HOOPES	XXXXXXXXXXXX1880	200-25-230-7350	12.5	CRAIGSLIST.ORG	Online Elect Instr Tech job listing Reno	10272022	10262022	Y		ERIN FEORE	LISA HOOPES	Closed
LISA HOOPES	XXXXXXXXXXXX1880	100-12-130-7350	249.5	ZIPRECRUITER, INC.	Online job listing IT Tech	10272022	10262022	Y	0	ERIN FEORE	LISA HOOPES	Closed
LISA HOOPES	XXXXXXXXXXXX1880	430-53-940-7350	249.5	ZIPRECRUITER, INC.	Online job listing Bldgs Supt	10272022	10262022	Y		ERIN FEORE	LISA HOOPES	Closed
SCOTT HUBELE	XXXXXXXXXXXX6690	200-22-240-7350	150.71	AUSTIN'S	Employee appreciation lunch.	10272022	10262022	Y	0	JIM YOUNGBLOOD		Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	15	DOMAINSDONERIGHT LLC	Domain Renewal - linkprotect.cudasvc.com	10272022	10262022	Y	0		CHRIS LAVERY	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	15	DOMAINSDONERIGHT LLC	Domain Renewal - InclineGolf.com	10272022	10262022	Y	0		CHRIS LAVERY	Closed
STEVEN PHILLIPS	XXXXXXXXXXXX2086	370-43-780-7415	148	DAY-TIMER US	$148.00 office supply	10272022	10262022	Y	0		STEVEN PHILLIPS	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-25-240-7340	1.25	WF4NVENVIROP SERVICE FEE	C. Glassburn cert renewal, processing fee.	10272022	10262022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-25-240-7340	50	NV ENVIRONMENTAL PROTECT	C. Glassburn cert renewal.	10272022	10262022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
DIANA ROBB	XXXXXXXXXXXX5093	200-22-970-7415	39	UPLIFT DESK	Control for Meter Technician Desk	10272022	10262022	Y	0	BRAD UNDERWOOD		Closed
JAY RYDD	XXXXXXXXXXXX2169	340-34-620-7415	32.41	LOWES #00321	cut off saw blades for conveyor project	10272022	10262022	Y	2.47			Closed
JAY RYDD	XXXXXXXXXXXX2169	340-34-620-7415	20.18	THE HOME DEPOT #3311	cut off saw blades for RFID project	10282022	10262022	Y	1.54	MIKE BANDELIN	JAY RYDD	Closed
TROY SANDERS	XXXXXXXXXXXX5566	200-22-230-7415	351.44	COSTCO WHSE #0127	Security Cameras for 8B-1 Res.	10272022	10262022	Y	24.83	JIM YOUNGBLOOD		Closed
DON SHOWS	XXXXXXXXXXXX0050	370-43-780-7310	9.99	PP ADOBE INC	$9.99 Adobe lic fee	10272022	10262022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
JON TEKULVE	XXXXXXXXXXXX6651	340-34-660-7680	80	PSIA WESTERN DIVISION	James Pedersen PSIA/AASI Directors Meeting	10272022	10262022	Y	0	MIKE BANDELIN	JON TEKULVE	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7310	1.6	CROSS BORDER TRANS FEE	screen fee	10262022	10262022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7310	120	SCREENCLOUD	DIAMOND PEAK SCREEN	10262022	10262022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	330-33-500-7310	40	SCREENCLOUD	chateau screen	10262022	10262022	Y		J. HOWARD	WILLIAM VANDENBU	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7510	39.96	AMZN MKTP US H86HM8BF2	RM General - drains	10282022	10272022	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Closed
ERIC FREISTROFFER	XXXXXXXXXXXX6682	200-22-240-7430	105.97	AMAZON.COM H01TR5VP0	Uniform for Jessie Malsam	10282022	10272022	Y	0	JIM YOUNGBLOOD	CLAUDIA DASILVA	Closed
LAUREN A IIDA	XXXXXXXXXXXX1898	330-33-500-7680	50	FSP RENO TAHOE NACE	networking and educational event	10282022	10272022	Y	0	J. HOWARD	LAUREN IIDA	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-990-7415	-86.62	WF WAYFAIR283817352 3	credit from purchase where item were damaged	10272022	10272022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7490	130.73	AMZN MKTP US H02WH4HB0	Repair Parts	10282022	10282022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
TIM BUXTON	XXXXXXXXXXXX1682	200-22-870-7430	579.9	CAB STORE VERDI, NV	Tims union clothing allowance.	10312022	10282022	Y	0			Closed
MADONNA DUNBAR	XXXXXXXXXXXX8189	200-28-990-7415	752.89	MUTT MITT.COM	Dog waste dispensers -12 units	10282022	10282022	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	390-39-780-7415	70.41	THE HOME DEPOT #3312	$70.41 storage bins	10312022	10282022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
LAUREN A IIDA	XXXXXXXXXXXX1898	330-33-500-7415	83.97	AMZN MKTP US H82OE7KU2	replacement lighting for beams in ballroom	10312022	10282022	Y	0	J. HOWARD	LAUREN IIDA	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-690-7415	30.66	SP TOTAL RESTROOM	Toilet paper dispenser keys	10312022	10282022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	330-33-500-7310	26.95	MOOD PANDORA	chateau pandora	10312022	10282022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-36-530-7310	26.95	MOOD PANDORA	snowflake pandora	10312022	10282022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	320-31-530-7310	26.95	MOOD PANDORA	grille pandora	10312022	10282022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7310	26.95	MOOD PANDORA	loft bar pandora	10312022	10282022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
JEFF CLOUTHIER	XXXXXXXXXXXX1724	320-31-420-7680	265	GOLF COURSE SUPERINTENDE	Registration for GCSAA conference	10312022	10292022	Y	22.55	J. HOWARD	JEFF CLOUTHIER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-630-7415	160.38	AMZN MKTP US H03692511	Equipment for slopes	10312022	10292022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
JENNIFER L MOORE	XXXXXXXXXXXX1872	360-49-990-7415	-47.97	COSTCO WHSE #0025	Reimbursement for unopened bags of candy from Trail of Treats	10312022	10292022	Y	-3.66	SHELIA LEIJON		Closed
JENNIFER L MOORE	XXXXXXXXXXXX1872	360-49-990-7415	-202.37	COSTCO WHSE #0025	Reimbursement for unopened bags of candy from Trail of Treats	10312022	10292022	Y	-15.45	SHELIA LEIJON		Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-910-7490	131	AMAZON.COM H00E96UE0 AMZN	Repair parts	10312022	10302022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-00-000-7415	23.76	AMZN MKTP US H00G11930	food merch	10312022	10302022	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Closed
LAUREN A IIDA	XXXXXXXXXXXX1898	330-33-500-7415	11.75	AMAZON.COM H07G119K0	c batteries	10312022	10302022	Y	0	J. HOWARD	LAUREN IIDA	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-630-7415	44.25	AMZN MKTP US H82ZY8Y72	snowmaking supplies	10312022	10302022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed

04152023-021

Cardholder Name 1	Card Number (Last 4)	G/L Account	Amount	Merchant Name	Description	Posting Date	Transaction Date	Receipt Image	Sales Tax Amount	Statement Approved By	Statement Reviewed By	Statement Status
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-630-7415	103.1	AMZN MKTP US H88844WL2	Snowmaking supplies	10312022	10302022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7340	360	FLEETPROS	Membership Dues	11012022	10312022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-00-000-0720	56.84	SAMSCLUB.COM	food merch	11022022	10312022	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Closed
ERIC FREISTROFFER	XXXXXXXXXXX6682	200-22-240-7430	39	AMZN MKTP US H03WC5KY1	3 T-shirts for uniform	11012022	10312022	Y	0	JIM YOUNGBLOOD	CLAUDIA DASILVA	Closed
LISA HOOPES	XXXXXXXXXXX1880	430-53-940-7350	360	JOBS AVAILABLE INC	Bldgs Supt. Online Job Listing 430-53-940-7350	11012022	10312022	Y	0			Closed
LAUREN A IIDA	XXXXXXXXXXX1898	330-33-500-7310	3156	WWW.ALLSEATED.COM	floor planning software	11012022	10312022	Y	0	J. HOWARD	LAUREN IIDA	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	200-22-970-7340	100	CALIFORNIA WATER ENVIRON	Collection Systems cert renewal, D. Liggett	11012022	10312022	Y	9.3	KATE NELSON	RONNIE RECTOR	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	370-43-780-7415	287.81	LOWES #00907	$287.81 fencing- concrete fiber	11022022	11012022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	390-39-780-7415	233.8	THE HOME DEPOT 8560	$233.80 storage bins-Op sup	11032022	11012022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
LISA HOOPES	XXXXXXXXXXX1880	200-25-220-7350	34	ONLINE JOB ADS INDEED	EIT Job listing 200-25-220-7350 - $34, and 200-25-230-7350 - $34	11022022	11012022	Y	0			Closed
LISA HOOPES	XXXXXXXXXXX1880	200-25-230-7350	34	ONLINE JOB ADS INDEED	EIT Job listing 200-25-220-7350 - $34, and 200-25-230-7350 - $34	11022022	11012022	Y	0			Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-48-990-7415	67.56	COSTCO WHSE #0025	350-48-990-7415 - $67.56 and 350-46-820-7415 - $24.58	11022022	11012022	Y	7.03	SHELIA LEIJON		Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-46-820-7415	67.56	COSTCO WHSE #0025	350-48-990-7415 - $67.56 and 350-46-820-7415 - $24.58	11022022	11012022	Y	7.03	SHELIA LEIJON		Closed
JOHN OLSON	XXXXXXXXXXX1098	340-34-620-7415	47.25	AMZN MKTP US H28OF6Z80	340-34-620-7415 PPE winter gloves	11022022	11012022	N	0			Closed
BILL C ROBBINS	XXXXXXXXXXX2144	200-25-230-7415	13.98	HOMEDEPOT.COM	Shop supplies.	11032022	11012022	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
BILL C ROBBINS	XXXXXXXXXXX2144	200-25-230-7415	15.98	HOMEDEPOT.COM	Shop supplies.	11032022	11012022	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
BILL C ROBBINS	XXXXXXXXXXX2144	200-25-230-7415	13.98	HOMEDEPOT.COM	Shop supplies.	11032022	11012022	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
TROY SANDERS	XXXXXXXXXXX5566	200-22-230-7415	-21.89	COSTCO WHSE #0127	Tax Refund for Charge on Card	11022022	11012022	Y	-1.55	JIM YOUNGBLOOD	CLAUDIA DASILVA	Closed
DON SHOWS	XXXXXXXXXXX0050	370-43-780-7685	13.73	MCDONALD'S F36256	$13.73 safety class expense meal	11022022	11012022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	390-39-780-7685	28.99	PAYPAL UBER	$28.99 transportation Uber	11022022	11012022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	370-43-780-7685	7.04	THE COFFEE BEAN AND TEA L	$7.04 safety train. expense meal	11022022	11012022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	370-43-780-7685	8.22	PAYPAL UBER	$8.22 Uber ride training exp	11032022	11012022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	370-43-780-7685	8.57	PAYPAL UBER	$8.57 Uber expense safety training	11032022	11012022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	370-43-780-7685	3	PAYPAL UBER	$3.00 Uber expense safety train.	11032022	11012022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	370-43-780-7685	22.99	R R BBQ MIDVALE 08	$22.99 safety training meal	11032022	11012022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	370-43-780-7685	3	PAYPAL UBER	$3.00 Uber safty training exp.	11032022	11012022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	370-43-780-7685	3	PAYPAL UBER	$3.00 Uber ride training exp	11032022	11012022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	370-43-780-7685	16.3	FAIRFIELD INN & SUITES	$16.30 conf. expense	11072022	11012022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	320-31-530-7310	269.58	YELPINC 855-380-9357	grille yelp subscription will be refunded	11022022	11012022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-530-7415	189.9	AMZN MKTP US H09A36AH2	baskets for grid wall displays	11022022	11012022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-530-7435	3127.33	THE WEBSTAURANT STORE INC	pots pans and plastic containers. small wares for season.	11022022	11012022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-530-7415	174	AMZN MKTP US H05913UF1	peg hooks and wire grid wall for food court displays	11022022	11012022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
SARAH G VIDRA	XXXXXXXXXXX2219	200-27-380-7415	34.99	SCHEDULICITY8775820494	HHW and E-Waste Scheduling System for November 2022.	11022022	11012022	Y	0	MADONNA DUNBAR	SARAH VIDRA	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	974.45	SIMPLE TIRE	Repair Parts	11032022	11022022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	792.65	SIMPLE TIRE	Repair Parts	11032022	11022022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	1215.99	SIMPLE TIRE	Repair Parts	11032022	11022022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	814.46	SIMPLE TIRE	Repair Parts	11032022	11022022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-00-000-0720	47.76	WALMART.COM	food merch	11032022	11022022	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7510	148.07	AMZN MKTP US H261K3LX1	gates kid zone	11032022	11022022	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	350-48-850-7415	91.68	HOMEDEPOT.COM	Insulated cover for chlorine barrels	11042022	11022022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-630-7415	41.24	AMZN MKTP US H21WW64M1	snowmaking supplies	11032022	11022022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-690-7415	36.74	AMZN MKTP US H04NJ7MH2	thermostat	11032022	11022022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	473.74	ADOBE PR CREATIVE CL	Adobe Licenses - November 22	11022022	11022022	Y	0			Closed
JOHN OLSON	XXXXXXXXXXX1098	340-34-620-7415	93.65	AMZN MKTP US H21R36FG1	340-34-620-7415 PPE winter gloves	11032022	11022022	Y	0			Closed
DON SHOWS	XXXXXXXXXXX0050	370-43-780-7685	1	PAYPAL UBER	$1.00 Uber safety training exp	11032022	11022022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	370-43-780-7685	3	PAYPAL UBER	Uber $3.00 safety training exp	11032022	11022022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	370-43-780-7685	12.9	PAYPAL UBER	$12.90 Uber safety training exp	11032022	11022022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	390-39-780-7685	54.49	TEXAS ROADHOUSE #2037	$54.49 safety train exp. meal	11032022	11022022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	370-43-780-7685	12.9	PAYPAL UBER	$12.90 Uber training exp.	11032022	11022022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	370-43-780-7685	8.79	PAYPAL UBER	$8.79 safety training exp	11032022	11022022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	390-39-780-7685	3	PAYPAL UBER	$3.00 Safety conf. Uber	11042022	11022022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	370-43-780-7685	8.96	PAYPAL UBER	$8.96 safety conf. Uber	11042022	11022022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	390-39-780-7685	5	PAYPAL UBER	$5.00 safety conf. Uber	11042022	11022022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
JON TEKULVE	XXXXXXXXXXX6651	340-34-670-7415	-4.32	THE HOME DEPOT #3312	Refund for sales tax that was accidentally charged by home depot	11042022	11022022	Y	-4.32	MIKE BANDELIN	JON TEKULVE	Closed
JON TEKULVE	XXXXXXXXXXX6651	340-34-670-7415	65.13	THE HOME DEPOT #3312	Slat-Wall trim for CSC Merchandise. Sales Tax was refunded on a separate transaction	11042022	11022022	Y	4.32	MIKE BANDELIN	JON TEKULVE	Closed
CURTIS G TRUJILLO	XXXXXXXXXXX2193	100-13-150-7680	445.52	ACE RENT A CAR- LAS VEGA	Travel exp for PoolPact meeting loss prevention in Boulder City, NV	11022022	11022022	Y	0	ERIN FEORE		Closed
CURTIS G TRUJILLO	XXXXXXXXXXX2193	100-13-150-7680	29.84	THE COFFEE CUP	Meal Expense for PoolPact loss prevention meeting in Boulder City	11032022	11022022	Y	0	ERIN FEORE		Closed
CURTIS G TRUJILLO	XXXXXXXXXXX2193	100-13-150-7680	24	RENO-TAHOE AIRPORT AUTH	Airport parking for PoolPact training loss prevention in Boulder City, NV	11032022	11022022	Y	0	ERIN FEORE		Closed
CURTIS G TRUJILLO	XXXXXXXXXXX2193	100-13-150-7680	-300	ACE RENT A CAR- LAS VEGA	Deposit returned for rental car.	11032022	11022022	Y	0	ERIN FEORE		Closed
CURTIS G TRUJILLO	XXXXXXXXXXX2193	100-13-150-7680	9.63	BURGER KING #4MN LAS	Lunch at airport on way back from Loss Control Committee meeting in Boulder City NV.	11042022	11022022	Y	0	ERIN FEORE		Closed
CURTIS G TRUJILLO	XXXXXXXXXXX2193	100-13-150-7680	25.07	SHELL OIL 57425781408	Gas for rental car at Loss Control Committee meeting in Boulder City NV.	11042022	11022022	Y	0	ERIN FEORE		Closed
CURTIS G TRUJILLO	XXXXXXXXXXX2193	100-13-150-7680	204.78	BEST WESTERN HOOVER DAM	Hotel for John Dollar at the Loss Control Committee meeting in Boulder City NV.	11042022	11022022	Y	0	ERIN FEORE		Closed
CURTIS G TRUJILLO	XXXXXXXXXXX2193	100-13-150-7680	184.3	BEST WESTERN HOOVER DAM	Hotel for Curtis Trujillo for the Loss Control Commettee meeting in boulder City NV.	11042022	11022022	Y	0	ERIN FEORE		Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-530-7300	235.57	AMZN MKTP US H29G113W0	dual monitor stand and desk accessory for exec chef office at ski	11022022	11022022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-530-7415	92.77	AMZN MKTP US H219Q40L0	food court signage and wall mounts for grid wall	11032022	11022022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	320-31-530-7415	20.54	AMZN MKTP US H279J5LC1	plug locks	11032022	11022022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	52.6	AMZN MKTP US H26TE73G1	operating - cups	11042022	11032022	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Closed
MATTHEW BELOTE	XXXXXXXXXXX5653	100-12-130-7300	276.43	AMZN MKTP US H03QB4B02	Keystone Jacks and Termination Tool	11042022	11032022	Y	0		MATTHEW BELOTE	Closed
MATTHEW BELOTE	XXXXXXXXXXX5653	340-34-990-7300	69.99	AMZN MKTP US H03E16BD2	Tocretoare 12 x 10 x 6 Electrical Box Enclosur	11042022	11032022	Y	0		MATTHEW BELOTE	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	370-43-780-7415	-99	LOWES #00321	-$99.00 credit	11042022	11032022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-690-7415	9.94	AMZN MKTP US H29T05XA0	Supplies for property ops	11042022	11032022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-990-7340	14.99	ADOBE INC	Document editing subscription	11042022	11032022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-690-7415	49.99	AMZN MKTP US H27JY3XY0	Work pants	11042022	11032022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-48-840-7510	38.36	AMZN MKTP US H20750V10	Drain catchers for Rec Ctr locker room showers	11042022	11032022	Y	0	SHELIA LEIJON		Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-48-990-7415	47.49	AMZN MKTP US H04U86872	Rec counter office supplies - nametag magnets	11042022	11032022	Y	0	SHELIA LEIJON		Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-48-990-7415	54.09	AMAZON.COM H21VX3041 AMZN	Rec Counter office supplies - pens	11042022	11032022	Y	0	SHELIA LEIJON		Closed
RONNIE RECTOR	XXXXXXXXXXX2136	200-25-240-7340	105	CALIFORNIA WATER ENVIRON	Cert renewal, D. Morris.	11042022	11032022	Y	9.76	KATE NELSON	RONNIE RECTOR	Closed
DON SHOWS	XXXXXXXXXXX0050	390-39-780-7685	3	PAYPAL UBER	$3.00 safety conf. Uber	11042022	11032022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	370-43-780-7685	9.99	PAYPAL UBER	$9.99 conf exp Uber	11042022	11032022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	390-39-780-7685	8.89	PAYPAL UBER	$8.89 safety conf. Uber	11042022	11032022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	370-43-780-7685	54.48	TEXAS ROADHOUSE #2037	$54.48 safety conf. meal exp	11042022	11032022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	390-39-780-7685	13.93	PAYPAL UBER	$13.93 safety conf. Uber	11042022	11032022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	370-43-780-7685	3	PAYPAL UBER	$3.00 safety conf. Uber	11042022	11032022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	390-39-780-7685	14.91	PAYPAL UBER	$14.91 safety conf. Uber	11042022	11032022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	390-39-780-7685	3	PAYPAL UBER	$3.00 safety conf. Uber	11042022	11032022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	370-43-780-7685	3	PAYPAL UBER	$3.00 conf exp Uber	11072022	11032022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7510	95.99	AMZN MKTP US H25EM1EY1	General Maint	11072022	11042022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
JEFF CLOUTHIER	XXXXXXXXXXX1724	320-32-420-7415	29.99	OPENSNOW & OPENSUMMIT	Weather service subscription	11072022	11042022	Y	0	J. HOWARD	JEFF CLOUTHIER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-690-7415	43.98	AMZN MKTP US H29O53MW0	light bulbs	11042022	11042022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-690-7415	76.68	ZAZZLE INC	Signs for parking lots	11072022	11042022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-690-7415	1845.76	SP WELLAVITA INC	Cones for parking lot	11072022	11042022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
TIMOTHY E MCKEON	XXXXXXXXXXX1849	430-53-940-7520	67.97	PRO LIGHTING	LED lamps for Rec Center outside globe light fixtures	11072022	11042022	Y	0		TIMOTHY MCKEON	Closed
JOHN OLSON	XXXXXXXXXXX1098	340-34-620-7415	159.1	AMAZON.COM H25O37V21 AMZN	340-34-620-7415 Lift Maze rope	11072022	11042022	Y	0			Closed
RONNIE RECTOR	XXXXXXXXXXX2136	200-25-230-7430	446	W & T GRAPHIX	Uniforms	11072022	11042022	Y	169.97	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	200-25-240-7430	495.55	W & T GRAPHIX	Uniforms	11072022	11042022	Y		KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	430-53-940-7430	99.11	W & T GRAPHIX	Uniforms	11072022	11042022	Y		KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	200-22-870-7430	148.67	W & T GRAPHIX	Uniforms	11072022	11042022	Y		KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	420-52-930-7430	247.78	W & T GRAPHIX	Uniforms	11072022	11042022	Y		KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	410-51-990-7430	297.33	W & T GRAPHIX	Uniforms	11072022	11042022	Y		KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	200-25-240-7430	346.89	W & T GRAPHIX	Uniforms	11072022	11042022	Y		KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	200-27-380-7430	148.67	W & T GRAPHIX	Uniforms	11072022	11042022	Y		KATE NELSON	RONNIE RECTOR	Closed
TROY SANDERS	XXXXXXXXXXX5566	200-22-240-7415	310.58	AMZN MKTP US H20D048M0	Motor Overload for 8B-1 Res.	11072022	11042022	Y	0	JIM YOUNGBLOOD	CLAUDIA DASILVA	Closed
TROY SANDERS	XXXXXXXXXXX5566	200-22-230-7520	187.11	RENO WINDUSTRIAL CO	Valve Rebuild kits for Ozone Generator Burnt Cedar	11072022	11042022	Y	13.06	JIM YOUNGBLOOD	CLAUDIA DASILVA	Closed
DON SHOWS	XXXXXXXXXXX0050	370-43-780-7685	22.98	BURBANK AIRPORT FOOD & BE	$22.98 conf exp meal	11072022	11042022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	370-43-780-7685	11.96	PAYPAL UBER	$11.96 conf exp Uber	11072022	11042022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	370-43-780-7685	5	PAYPAL UBER	$5.00 conf expense Uber	11072022	11042022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	370-43-780-7685	3	PAYPAL UBER	$3.00 Cnf exp Uber	11072022	11042022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	390-39-780-7685	46.55	PAYPAL UBER	$46.55 conf exp Uber	11072022	11042022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXX0050	370-43-780-7685	22.4	SLC UINTA BREWING 6231115	$22.40 Travel exp	11072022	11042022	Y	1.4	STEVEN PHILLIPS	DON SHOWS	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	390-39-780-7415	492.63	SP TRUEWERK	$492.63 PPE winter gear	11072022	11052022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
J. DARREN HOWARD	XXXXXXXXXXX0365	320-32-990-7685	2.82	CROSS BORDER TRANS FEE	Transaction fee for PGA Show car	11072022	11052022	Y	0	INDRA WINQUEST	J. HOWARD	Closed
J. DARREN HOWARD	XXXXXXXXXXX0365	320-31-990-7685	282.38	ECONOMYBOOKINGS.COM	PGA show Car	11072022	11052022	Y	0	INDRA WINQUEST	J. HOWARD	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-690-7340	52.99	ADOBE CREATIVE CLOUD	Subscription for online creation	11072022	11052022	N	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	1.99	GOOGLE GOOGLE STORAGE	Google Drive - November 22	11072022	11052022	Y	0			Closed
TIMOTHY E MCKEON	XXXXXXXXXXX1849	430-53-940-7520	229.18	THE HOME DEPOT 3312	Heaters for treatment plant for temporary heat during construction. Having computer issues, will	11072022	11052022	Y	0		TIMOTHY MCKEON	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	340-34-980-7310	52.99	ADOBE CREATIVE CLOUD	Monthly Adobe Creative Cloud licensing fees - marketing manager	11072022	11052022	Y	0			Closed
TROY SANDERS	XXXXXXXXXXX5566	200-25-230-7440	78.8	AMAZON.COM H24IS7MJ1	E and I Truck tools	11072022	11052022	Y	0	JIM YOUNGBLOOD	CLAUDIA DASILVA	Closed
LAUREN A IIDA	XXXXXXXXXXX1898	330-33-500-7415	9.99	AMZN MKTP US H250N57U0	replacement chair feet	11072022	11062022	Y	0	J. HOWARD	LAUREN IIDA	Closed

04152023-022

Cardholder Name 1	Card Number (Last 4)	G/L Account	Amount	Merchant Name	Description	Posting Date	Transaction Date	Receipt Image	Sales Tax Amount	Statement Approved By	Statement Reviewed By	Statement Status
LAUREN A IIDA	XXXXXXXXXXX1898	330-33-500-7415	5.99	AMZN MKTP US H08397YF2	replacement table feet	11072022	11062022	Y	0	J. HOWARD	LAUREN IIDA	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-690-7415	15.98	AMZN MKTP US H20EK45L1	People counter for buses	11072022	11062022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	20.17	DNH GODADDY.COM	GoDaddy - IVCBVetsClub	11072022	11062022	Y	0			Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	390-39-780-7415	83.4	AMZN MKTP US H05V71YG2	$83.40 PPE Reflective vests dog	11072022	11062022	Y	0	INDRA WINQUEST	STEVEN PHILLIPS	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	340-34-980-7310	52.99	ADOBE CREATIVE CLOUD	Monthly Adobe Creative Cloud licensing fees - photo and video coordinator	11072022	11062022	Y	0			Closed
JACLYN M REAM	XXXXXXXXXXX2128	340-34-980-7310	52.99	ADOBE 800-833-6687	Monthly Adobe software subscription	11072022	11062022	Y	0	MIKE BANDELIN	JACLYN REAM	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	200-22-990-7415	28.98	AMZN MKTP US H29UA68J1	Office Supplies, $28.98 order on receipt.	11072022	11062022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	200-22-970-7415	111.75	AMZN MKTP US H27SK0KM0	Office Supplies, partial of $226.86 order on receipt.	11072022	11062022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	200-22-970-7415	115.11	AMZN MKTP US H21XE0HS1	Office Supplies, partial of $226.86 order on receipt.	11072022	11062022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	200-22-970-7415	58.49	AMZN MKTP US H03JH3YA2	Office Supplies, $58.49 order on receipt.	11072022	11062022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
BROOKE SMITH-LA FATA	XXXXXXXXXXX7473	330-33-500-7685	29.95	LAS VEGAS MONORAIL	Wedding MBA Las Vegas Travel	11072022	11062022	Y	0	J. HOWARD	BROOKE SMITH-LA FA	Closed
BROOKE SMITH-LA FATA	XXXXXXXXXXX7473	330-33-500-7685	28.91	CURB SVC LV DELUXE	Wedding MBA Las Vegas Travel	11072022	11062022	Y	0	J. HOWARD	BROOKE SMITH-LA FA	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-530-7300	214.95	AMZN MKTP US H24VO9O72	keyboards and docks for ski office desks	11072022	11062022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	53.17	AMZN MKTP US H26MZ9DO1	Repair Parts	11082022	11072022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
JEFF CLOUTHIER	XXXXXXXXXXX1724	320-31-420-7415	204.98	SP STRONG ARM STORE	Snow fencing	11082022	11072022	Y	0	J. HOWARD	JEFF CLOUTHIER	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	350-48-850-7415	144	SP SWIMOUTLET.COM	Swim caps for Splash Ball program	11082022	11072022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	350-48-850-7340	70	US MASTERS SWIMMING	US Masters Swimming annual fee for Incline Tahoe Masters swim team	11082022	11072022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	370-43-780-7415	199.95	AMZN MKTP US HB1VE4LH0 AM	$199.95 PPE winter boots	11082022	11072022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	200-25-240-7340	130	SQ NEVADA WATER EN	Cert renewal, C. Glassburn.	11082022	11072022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	200-25-240-7340	70	SQ NEVADA WATER EN	Cert renewal, C. Glassburn.	11082022	11072022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	10.97	AMZN MKTP US H229701V1	operating bulletin boards	11092022	11082022	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Closed
TIM BUXTON	XXXXXXXXXXX1682	200-22-870-7415	43	WASHOE CO RECORDER OTC	Easement for 790 Tyner way. tlb	11092022	11082022	Y	0			Closed
TIM BUXTON	XXXXXXXXXXX1682	200-22-870-7415	1.51	AMS SERVICE FEE 101573	790 Tyner Easement	11102022	11082022	Y	0			Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	390-39-780-7415	-37.63	SP TRUEWERC	$37.63 credit winter gear	11092022	11082022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	390-39-780-7415	176.9	AMZN MKTP US H29LV3T82	$176.90 PPE Winter gear, boots	11092022	11082022	Y	0	INDRA WINQUEST	STEVEN PHILLIPS	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	200-25-240-7340	1.25	WF4NVENVIROP SERVICE FEE	Cert renewal service fee, C. Glassburn.	11092022	11082022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	200-25-240-7340	50	NV ENVIRONMENTAL PROTECT	Cert renewal, C. Glassburn.	11092022	11082022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
DIANA ROBB	XXXXXXXXXXX5093	200-22-970-7415	1403	UPLIFT DESK	PW Admin Supervisor Desk	11092022	11082022	Y	0	BRAD UNDERWOOD	DIANA ROBB	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-530-7415	166.66	THE WEBSTAURANT STORE INC	dunnage racks for ski walk-in	11102022	11082022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-46-820-7415	8.99	AMZN MKTP US HB6A20090	bulletin board operating	11102022	11092022	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	5.51	AMZN MKTP US H23LP4MT2	bulletin board	11102022	11092022	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-00-000-0720	151.44	SAMSCLUB.COM	food merch	11112022	11092022	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	350-48-850-7415	136.44	AMZN MKTP US H27SP6VB2	Water polo balls for Splashball program	11102022	11092022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
JOHN W DOLLAR	XXXXXXXXXXX1740	100-13-150-7415	172.42	MOFOS PIZZA AND PASTA	Safety Committee End of Year Planning Meeting	11102022	11092022	Y	0	ERIN FEORE	JOHN DOLLAR	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	200-22-990-7415	-0.94	AMZN MKTP US	Refund for delayed shipping.	11102022	11092022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	200-22-990-7415	-3.07	AMZN MKTP US	Refund for delayed shipping.	11102022	11092022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
BROOKE SMITH-LA FATA	XXXXXXXXXXX7473	330-33-500-7415	2835	SIERRAMOBILESTORAGE	Event equipment storage	11102022	11092022	Y	0	J. HOWARD	BROOKE SMITH-LA FA	Closed
JON TEKULVE	XXXXXXXXXXX6651	340-34-680-7415	269.99	AMZN MKTP US HB1J964E1	Storage cabinet for rental shop	11092022	11092022	Y	0	MIKE BANDELIN	JON TEKULVE	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7340	95	GOLF COURSE SUPERINTENDE	Dues	11112022	11102022	Y	8.08	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7835	112.03	SPECTRUM	cable tv	11112022	11102022	Y	6.05	SHELIA LEIJON	CLAUDIA DASILVA	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	24.91	RALEY S #113	operating half'n half	11142022	11102022	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	200-22-990-7415	-1.44	AMZN MKTP US	Refund for delayed shipping.	11102022	11102022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	200-22-990-7415	-0.54	AMZN MKTP US	Refund for delayed shipping.	11102022	11102022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
TROY SANDERS	XXXXXXXXXXX5566	200-22-230-7440	373.14	CPI COLEPARMERINSTRUMT	NSIT Thermometer for Burnt Cedar Instrument calibrations	11112022	11102022	Y	25.02	JIM YOUNGBLOOD	CLAUDIA DASILVA	Closed
BROOKE SMITH-LA FATA	XXXXXXXXXXX7473	330-33-500-7685	66	RENO-TAHOE AIRPORT AUTH	Wedding MBA Las Vegas Travel	11112022	11102022	Y	0	J. HOWARD	BROOKE SMITH-LA FA	Closed
BROOKE SMITH-LA FATA	XXXXXXXXXXX7473	330-33-500-7685	28.91	CURB SVC LV YCS	Wedding MBA Las Vegas Travel	11112022	11102022	Y	0	J. HOWARD	BROOKE SMITH-LA FA	Closed
BROOKE SMITH-LA FATA	XXXXXXXXXXX7473	330-33-500-7685	176.88	MGM GRAND - FRONT DESK	Wedding MBA Las Vegas Travel	11142022	11102022	N	0	J. HOWARD	BROOKE SMITH-LA FA	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-530-7405	90.96	AMZN MKTP US H20NA7QP2	labels for dymo printer	11112022	11102022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7510	524.49	AMZN MKTP US HB1L02H50	tools building maintenance	11112022	11112022	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	111.2	IN CHEMSPA IND,DBA SPAPA	shower gel	11142022	11112022	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Closed
JEFF CLOUTHIER	XXXXXXXXXXX1724	320-31-420-7685	248.98	SOUTHWES 5262186302393	Flight from GCSAA conference	11142022	11112022	Y	0	J. HOWARD	JEFF CLOUTHIER	Closed
JEFF CLOUTHIER	XXXXXXXXXXX1724	320-31-420-7685	226.98	SOUTHWES 5262186299178	Flight to GCSAA conference	11142022	11112022	Y	0	J. HOWARD	JEFF CLOUTHIER	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	370-43-780-7415	25.98	AMZN MKTP US HB8684DA0	$25.98 wall sign holders	11142022	11112022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	350-48-980-7415	70	MAILCHIMP MISC	Monthly MailChimp email marketing services - Rec share	11142022	11112022	Y	0			Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	320-31-980-7415	75	MAILCHIMP MISC	Monthly MailChimp email marketing services - Golf Champ	11142022	11112022	Y				Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	320-32-980-7415	50	MAILCHIMP MISC	Monthly MailChimp email marketing services - Golf Mt	11142022	11112022	Y				Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	380-45-980-7415	30	MAILCHIMP MISC	Monthly MailChimp email marketing services - Tennis	11142022	11112022	Y				Closed
JAY RYDD	XXXXXXXXXXX2169	340-34-650-7415	462.53	PATAGONIA INC.	Patrol uniforms	11142022	11112022	Y	0	MIKE BANDELIN	JAY RYDD	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	390-39-780-7430	606.24	CARHARTT	$606.24 High Vis. winter uniforms	11142022	11122022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7510	56.94	AMAZON.COM HB4LX82R1 AMZN	wheels RM General repair	11142022	11122022	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7510	17.99	AMZN MKTP US HB3C416N1	tool RM General	11142022	11132022	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	354.84	AMZN MKTP US HB0Q14U40	tools rm general	11142022	11132022	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Closed
MATTHEW BELOTE	XXXXXXXXXXX5653	100-12-130-7300	9.88	AMZN MKTP US HB8WA79U0	Case for Samsung Galaxy S20	11142022	11132022	Y	0		MATTHEW BELOTE	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	350-48-850-7415	10.98	AMZN MKTP US HB4O86Q81	Scissors for Aquatics programs	11142022	11132022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	350-48-850-7415	52.87	AMZN MKTP US HB6HW59A0	Cones and markers for Splash Ball program	11142022	11132022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	350-48-850-7415	44.71	AMZN MKTP US HB5635D51	Disposable gloves	11142022	11132022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	350-48-850-7415	77.94	AMZN MKTP US HB9YJ9Q31	Kids safety back floats for swim lessons and Splash Ball programs	11142022	11132022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
J. DARREN HOWARD	XXXXXXXXXXX0365	320-31-990-7685	584	UNITED 0162446880879	PGA Show airline tickets Darren-Greg-Nick	11152022	11132022	Y	0	INDRA WINQUEST	J. HOWARD	Closed
J. DARREN HOWARD	XXXXXXXXXXX0365	320-31-990-7685	584	UNITED 0162446880880	PGA Show airline tickets Darren-Greg-Nick	11152022	11132022	Y	0	INDRA WINQUEST	J. HOWARD	Closed
J. DARREN HOWARD	XXXXXXXXXXX0365	320-31-990-7685	584	UNITED 0162446880881	PGA Show airline tickets Darren-Greg-Nick	11152022	11132022	Y	0	INDRA WINQUEST	J. HOWARD	Closed
J. DARREN HOWARD	XXXXXXXXXXX0365	320-31-410-7405	60.61	OFFICE DEPO #2605	Toner for Printer	11152022	11132022	Y	4.63	INDRA WINQUEST	J. HOWARD	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-690-7415	19.98	AMZN MKTP US HB3KY4WZ0 AM	tape for snow stakes	11142022	11132022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
TIMOTHY E MCKEON	XXXXXXXXXXX1849	430-53-940-7520	148.56	PRO LIGHTING	4 foot light fixtures for aerobics room.	11142022	11132022	Y	0		TIMOTHY MCKEON	Closed
DIANA ROBB	XXXXXXXXXXX5093	200-22-970-7415	99	SKYROAM, INC.	Hotspot for one month for PW Admin Mgr	11142022	11132022	Y	0	BRAD UNDERWOOD	DIANA ROBB	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-530-7300	33.64	AMZN MKTP US HB5JG6970	usb hub	11142022	11132022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	875	DISTRICT HEALTH EHS	UST Permit	11152022	11142022	Y	52.5	BRAD UNDERWOOD	RICH ALLEN	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	875	DISTRICT HEALTH EHS	UST Permit	11152022	11142022	Y	52.5	BRAD UNDERWOOD	RICH ALLEN	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	875	DISTRICT HEALTH EHS	UST Permit	11152022	11142022	Y	52.5	BRAD UNDERWOOD	RICH ALLEN	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	390-39-780-7430	-46.28	CARHARTT	Credit $46.28 PPE winter gear	11152022	11142022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
J. DARREN HOWARD	XXXXXXXXXXX0365	320-31-410-7300	1280.85	AMZN MKTP US HB3AA4UZ1	Projector for Golf Simulator - scheduled to be replaced in 2019, but carried over until it finally br	11152022	11142022	Y	0	INDRA WINQUEST	J. HOWARD	Closed
LAUREN A IIDA	XXXXXXXXXXX1898	330-33-500-7415	150.99	AMZN MKTP US HB42Q62Z1	facilities tool set and cord covers	11152022	11142022	Y	0	J. HOWARD	LAUREN IIDA	Closed
LAUREN A IIDA	XXXXXXXXXXX1898	330-33-500-7415	-83.97	AMZN MKTP US	refund for lighting for beams	11152022	11142022	Y	0	J. HOWARD	LAUREN IIDA	Closed
LAUREN A IIDA	XXXXXXXXXXX1898	330-33-500-7405	7.59	AMAZON.COM HI7870O30	dry erase markers	11152022	11142022	Y	0	J. HOWARD	LAUREN IIDA	Closed
LAUREN A IIDA	XXXXXXXXXXX1898	330-33-500-7415	24.99	AMAZON.COM HI7870O30	firestick for photo display for tours	11152022	11142022	Y		J. HOWARD	LAUREN IIDA	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7300	358.38	AMZN MKTP US HB19F6971	Mitel 6940 - Headset 100-12-130-7300	11152022	11142022	Y	0			Closed
RONNIE RECTOR	XXXXXXXXXXX2136	200-25-240-7340	1.25	WF4NVENVIROP SERVICE FEE	Cert Renewal service fee, D. Morris.	11152022	11142022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	200-25-240-7340	50	NV ENVIRONMENTAL PROTECT	Cert renewal, D. Morris.	11152022	11142022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
JON TEKULVE	XXXXXXXXXXX6651	340-34-680-7415	77.2	AMAZON.COM HB3U58WO1 AMZN	New Microwave for Rental Shop Break Area	11152022	11142022	Y	0	MIKE BANDELIN	JON TEKULVE	Closed
JON TEKULVE	XXXXXXXXXXX6651	340-34-660-7415	171.98	AMAZON.COM HB3U58WO1 AMZN	2 new desk chairs for SRC office	11152022	11142022	Y		MIKE BANDELIN	JON TEKULVE	Closed
JON TEKULVE	XXXXXXXXXXX6651	340-34-670-7415	171.98	AMAZON.COM HB3U58WO1 AMZN	2 new desk chairs for CSC office	11152022	11142022	Y		MIKE BANDELIN	JON TEKULVE	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-680-7310	26.95	MOOD PANDORA	rental shop pandora	11152022	11142022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-530-7430	182.4	AMZN MKTP US HB50P0AB2	hats for staff diamond peak	11152022	11142022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	222.4	IN CHEMSPA IND,DBA SPAPA	shower gel	11162022	11152022	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Closed
JEFF CLOUTHIER	XXXXXXXXXXX1724	320-31-420-7415	-204.98	SP STRONG ARM STORE	Refund for snow fencing	11172022	11152022	Y	0	J. HOWARD	JEFF CLOUTHIER	Closed
ERIC FREISTROFFER	XXXXXXXXXXX6682	200-22-240-7680	215	CALIFORNIA WATER ENVIRON	Grade 3 collections test application fee	11162022	11152022	Y	19.99	JIM YOUNGBLOOD	CLAUDIA DASILVA	Closed
LAUREN A IIDA	XXXXXXXXXXX1898	330-33-500-7415	56.91	AMAZON.COM HB3338BV2 AMZN	scented candles for chateau	11162022	11152022	Y	0	J. HOWARD	LAUREN IIDA	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	49	LIVESTREAM.COM	Livestream - November 22	11162022	11152022	Y	0			Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	390-39-780-7415	159.83	AMZN MKTP US H42V7N90	$159.83 pest repelent	11162022	11152022	Y	0	INDRA WINQUEST	STEVEN PHILLIPS	Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	340-34-980-7460	7.56	USPS PO 3117600402	Mailing Diamond Peak lift tickets to wholesale acconts 340-34-980-7460	11162022	11152022	Y	0			Closed
RONNIE RECTOR	XXXXXXXXXXX2136	420-52-930-7415	139.66	COLUMN	Publishing of Notice of Completion, Rec Ctr Locker Rooms.	11162022	11152022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
BILL C ROBBINS	XXXXXXXXXXX2144	200-25-230-7405	48.1	AMZN MKTP US HB0104UH1	Office supplies.	11152022	11152022	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-36-530-7300	57.96	AMAZON.COM HB6QT0XI2	firestick for snowflake digital signage	11162022	11152022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-530-7415	131.77	AMZN MKTP US HI2HC7NU0	remote magnets for digital signage and power cord	11162022	11152022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-530-7435	1199	THE WEBSTAURANT STORE INC	pretzel and pizza warmer diamond peak	11162022	11152022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-530-7300	70.75	AMZN MKTP US HI0JK3Z70	tv mount for digital signage in main level of ski resort	11162022	11152022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-530-7300	44.13	AMZN MKTP US HB2X15WJ1	presentation remote	11162022	11152022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	41.66	RALEY S #113	operating - shower gel	11182022	11162022	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-00-000-0720	93.44	SAMSCLUB.COM	food merch	11182022	11162022	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7510	106.94	THE HOME DEPOT #3310	RM General	11182022	11162022	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7510	-51.96	THE HOME DEPOT #3310	credit to the 106.94 charge	11182022	11162022	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Closed
LAUREN A IIDA	XXXXXXXXXXX1898	330-33-500-7415	87.92	AMZN MKTP US HI30G2PV0	string lights for birch tree rental	11172022	11162022	Y	0	J. HOWARD	LAUREN IIDA	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7300	251.46	AMZN MKTP US HI2LA4NR1	Radio Antenna Mount - Ski - Ubiquity Radio Mount Install 100-12-130-7300 CIP CO23340100	11172022	11162022	Y	0			Closed
PAUL A RAYMORE	XXXXXXXXXXX2110	340-34-980-7310	29.99	ADOBE STOCK	Monthly Adobe Stock royalty-free music licensing service fees 340-34-980-7310	11172022	11162022	Y	0			Closed
JAY RYDD	XXXXXXXXXXX2169	340-34-650-7415	19.99	AMZN MKTP US HI5T79NJ1	Key drop box for patrol room	11172022	11162022	Y	0	MIKE BANDELIN	JAY RYDD	Closed
JAY RYDD	XXXXXXXXXXX2169	340-34-650-7415	377.99	HOMEDEPOT.COM	Reels for boundary ropes	11182022	11162022	Y	0	MIKE BANDELIN	JAY RYDD	Closed
BROOKE SMITH-LA FATA	XXXXXXXXXXX7473	330-33-500-7415	56.94	ETSY.COM - HELLOAM	Event Decor purchase	11162022	11162022	N	0	J. HOWARD	BROOKE SMITH-LA FA	Closed
BROOKE SMITH-LA FATA	XXXXXXXXXXX7473	330-33-500-7415	0.06	BCF ETSY UPLIFT	Event Decor	11162022	11162022	N	0	J. HOWARD	BROOKE SMITH-LA FA	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-530-7300	719.99	AMAZON.COM HI2255MQ0 AMZN	tv for main level of ski digital signage	11172022	11162022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed

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Cardholder Name 1	Card Number (Last 4)	G/L Account	Amount	Merchant Name	Description	Posting Date	Transaction Date	Receipt Image	Sales Tax Amount	Statement Approved By	Statement Reviewed By	Statement Status
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7440	27.07	A CARBIENER MATCO TOOL	Tools	11172022	11172022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	148.38	AMZN MKTP US HB8NQ8K12	lids operating	11182022	11172022	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7510	149.97	AMAZON.COM HB52J5UW2	soap holders for showers	11182022	11172022	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	168.9	COSTCO WHSE #0025	operating coffee	11182022	11172022	Y	12.9	SHELIA LEIJON	CLAUDIA DASILVA	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-630-7510	73.56	SP DIESEL BELTING	replacement belts	11172022	11172022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-630-7415	209.96	AMZN MKTP US HI5D61311	tools for snowmaking	11172022	11172022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7300	29.98	AMAZON.COM HI5Z07061	Computer Speakers - Stock 100-12-130-7300	11182022	11172022	Y	0			Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	34.82	AMAZON.COM HI6L448G0 AMZN	Antenna Mount - Ski - Ubiquity Radios for RFID Project 100-12-130-7300 CIP CO23340100	11182022	11172022	Y	0			Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	13.75	AMAZON.COM HI9L188Z0 AMZN	Dewalt 3/8 inch x 12 inch drill bit - Ski - Ubiquity Radio Mount Install 100-12-130-7300 CIP C	11182022	11172022	Y	0			Closed
JOHN OLSON	XXXXXXXXXXX1098	340-34-620-7415	321.58	AMZN MKTP US HB47R0IP2 AM	340-34-620-7415 Operating Supply	11182022	11172022	Y	0			Closed
STEVEN PHILLIPS	XXXXXXXXXXX2086	370-43-780-7310	79	APPOINTMENT-PLUS/STORMSOU	$79 App.-Plus computer lic. fee	11182022	11172022	Y	0	INDRA WINQUEST	STEVEN PHILLIPS	Closed
JAY RYDD	XXXXXXXXXXX2169	340-34-650-7415	254.29	CIA MEDICAL	Splints for patrol	11182022	11172022	Y	0	MIKE BANDELIN	JAY RYDD	Closed
JAY RYDD	XXXXXXXXXXX2169	340-34-650-7415	15.59	AMZN MKTP US HI2NE35V0	Key rings for key box	11182022	11172022	Y	0	MIKE BANDELIN	JAY RYDD	Closed
JAY RYDD	XXXXXXXXXXX2169	340-34-650-7415	27.96	AMZN MKTP US HI1XX3X10	speaker for radio	11182022	11172022	Y	0	MIKE BANDELIN	JAY RYDD	Closed
TROY SANDERS	XXXXXXXXXXX5566	200-22-230-7515	230.99	AMZN MKTP US HB7ED5782	Camera for Master plan	11182022	11172022	Y	0	JIM YOUNGBLOOD	CLAUDIA DASILVA	Closed
BROOKE SMITH-LA FATA	XXXXXXXXXXX7473	330-33-500-7415	-56.94	ETSY.COM - HELLOAM	Event Decor return	11182022	11172022	N	0	J. HOWARD	BROOKE SMITH-LA FA	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	1215.99	SIMPLE TIRE	Repair Parts	11212022	11182022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-00-000-2871	1110	WREATHS ACROSS AMERICA	Senior Programs - Veterans Club	11212022	11182022	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7510	147.15	THE HOME DEPOT #3311	RM General - repair janitorial closet sink	11212022	11182022	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	370-43-780-7415	299.99	AMZN MKTP US HI3CO6BN1	$299.99 white board	11212022	11182022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	370-43-780-7415	66.84	VISTAPRINT	$66.84 printing	11212022	11182022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-13-160-7415	20	ZOOM.US 888-799-9666	Zoom Webinar License - per Shelia	11212022	11182022	Y	0			Closed
CHRIS LAVERY	XXXXXXXXXXX0965	350-48-860-7415	20	ZOOM.US 888-799-9666	Zoom Webinar License - per Shelia	11212022	11182022	Y				Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	389	ZOOM.US 888-799-9666	Zoom webinar and host licensing	11212022	11182022	Y				Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-00-000-2871	1200	WREATHS ACROSS AMERICA	Wreaths for graves of veterans	11212022	11182022	Y	0	SHELIA LEIJON		Closed
TROY SANDERS	XXXXXXXXXXX5566	200-22-230-7440	-25.02	CPI COLEPARMERINSTRUMT	Taxes credited from charge. No invoice as of yet from them.	11212022	11182022	Y	0	JIM YOUNGBLOOD	CLAUDIA DASILVA	Closed
LAUREN A IIDA	XXXXXXXXXXX1898	330-33-500-7405	-7.59	AMAZON.COM	return of dry erase markers	11212022	11192022	Y	0	J. HOWARD	LAUREN IIDA	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	38.94	AMAZON.COM HI6889WF0	operating coffee	11212022	11202022	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	370-43-780-7415	27.98	AMZN MKTP US HI14T3GC2	$27.98 file container	11212022	11202022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-630-7340	60	MSFT E0800L4OFD	SharePoint to communicate with team	11212022	11202022	N	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-530-7310	0.12	CROSS BORDER TRANS FEE	screen fee	11212022	11202022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-530-7310	11.61	SCREENCLOUD	screen fee	11212022	11202022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
JIM E YOUNGBLOOD	XXXXXXXXXXX2235	200-22-240-7415	599	TRACTOR SUPPLY CO #1753	Metal T posts for meter staking	11212022	11202022	Y	0	BRAD UNDERWOOD	JIM YOUNGBLOOD	Closed
MATTHEW BELOTE	XXXXXXXXXXX5653	340-34-990-7300	34.82	AMAZON.COM HW6QN7LN1 AMZN	2 of: Philips Universal Adjustable TV Antenna Mount	11222022	11212022	Y	0		MATTHEW BELOTE	Closed
MATTHEW BELOTE	XXXXXXXXXXX5653	340-34-990-7300	13.75	AMAZON.COM HW17I7LU1 AMZN	DEWALT Drill Bit, Black Oxide, 3/8-Inch x 12-Inch	11222022	11212022	Y	0		MATTHEW BELOTE	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-530-7310	0.03	CROSS BORDER TRANS FEE	screen fee	11222022	11212022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-530-7310	3.23	SCREENCLOUD	screen fee	11222022	11212022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-530-7415	247.98	AMZN MKTP US HI3LF9WY1	can sliders for coolers at ski	11222022	11212022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7405	49.99	AMZN MKTP US HI7F72KQ2	Office Supplies	11232022	11222022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	42.1	AMAZON.COM HW7IR5TK0	operating	11222022	11222022	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	63.62	AMAZON.COM HW69E03W1	operating	11232022	11222022	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-890-7415	12.12	SAMSCLUB.COM	kid zone snack	11252022	11222022	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	20.46	AMZN MKTP US HW1ZO30N0	Float keepers for buoys at beaches	11232022	11222022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	390-39-850-7415	73.5	AMZN MKTP US HW1GM2TT0	Hardware for swim area ropes beaches	11232022	11222022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-690-7415	43.3	BRIMAR INDUSTRIES	Signs for parking lot	11222022	11222022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	20.17	DNH GODADDY.COM	GoDaddy - IVGIDBEACHSTUDY	11232022	11222022	Y	0			Closed
BILL C ROBBINS	XXXXXXXXXXX2144	200-25-230-7405	12.94	AMZN MKTP US HW9TM41L0	Office supplies.	11232022	11222022	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
JON TEKULVE	XXXXXXXXXXX6651	340-34-660-7415	9.99	AMZN MKTP US HI6473S32	Magnet Latches for SRC office cabinet	11232022	11222022	Y	0	MIKE BANDELIN	JON TEKULVE	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-530-7350	212.56	MOFOS PIZZA AND PASTA	pizza for staff meeting	11232022	11222022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
MADONNA DUNBAR	XXXXXXXXXXX8189	200-28-990-7685	5	GOTOCOM GOTOMEETING	monthly toll free number for conference calls	11252022	11232022	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-630-7510	223.4	COMMERCIAL IND SUPPLY	gasket for snowmaking values in pumphouse	11252022	11232022	Y	2.23	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
JOHN OLSON	XXXXXXXXXXX1098	340-34-620-7415	407.66	THE HOME DEPOT 3312	340-34-620-7415 PPE winter gloves	11252022	11232022	Y	0			Closed
JAY RYDD	XXXXXXXXXXX2169	340-34-650-7415	1036.13	PATAGONIA INC.	uniforms for patrol	11252022	11232022	Y	0	MIKE BANDELIN	JAY RYDD	Closed
LAUREN A IIDA	XXXXXXXXXXX1898	330-33-500-7415	33.57	AMZN MKTP US HW8IF6HU0	screwdriver set	11252022	11242022	Y	0	J. HOWARD	LAUREN IIDA	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	320-31-530-7310	-269.58	YELPINC 855-380-9357	yelp credit	11252022	11242022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	25.96	AMAZON.COM HW6YC4BD1 AMZN	pickleball	11282022	11252022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7300	25.48	AMZN MKTP US HW0EJ3D50	Dymo Label Stock	11282022	11252022	Y	0			Closed
JOHN OLSON	XXXXXXXXXXX1098	340-34-620-7415	54.12	TRACTOR SUPPLY #2274	equipment purchase	11282022	11252022	N	4.13	MIKE BANDELIN		Closed
BILL C ROBBINS	XXXXXXXXXXX2144	200-25-230-7405	30.93	AMZN MKTP US HW25628H1	Office supplies.	11282022	11252022	Y	0	TROY SANDERS	BILL ROBBINS	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	370-43-780-7310	9.99	PP ADOBE INC	$9.99 Adobe lic software	11282022	11262022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
LISA HOOPES	XXXXXXXXXXX1880	430-53-940-7350	499	ZIPRECRUITER, INC.	Online Job Listing Bldgs Supt.	11282022	11262022	Y	0	ERIN FEORE	LISA HOOPES	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-980-7415	2.4	CROSS BORDER TRANS FEE	screen fee	11282022	11262022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-530-7310	140	SCREENCLOUD	Food Court Screens	11282022	11262022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-980-7310	40	SCREENCLOUD	Marketing Screens	11282022	11262022	Y		J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	330-33-500-7310	20	SCREENCLOUD	Chateau Screen	11282022	11262022	Y		J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-980-7415	40	SCREENCLOUD	Rec Screens	11282022	11262022	Y		J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-530-7415	148.99	THE WEBSTAURANT STORE INC	togo containers	11282022	11272022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-00-000-0720	67.94	SAMSCLUB.COM	food merch	11302022	11282022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
DAREL BARLOW	XXXXXXXXXXX5661	200-25-210-7520	32.98	THE HOME DEPOT #3312	New toilet seat for Wetlands bathroom	11302022	11282022	Y	0	JIM YOUNGBLOOD		Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	350-48-850-7680	35	NRPA OPERATING	NRPA Staffing webinar	11292022	11282022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH	Closed
MADONNA DUNBAR	XXXXXXXXXXX8189	200-28-990-7010	62.5	IN SWIFT ONE LLC	web ads tahoe tap	11292022	11282022	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
MADONNA DUNBAR	XXXXXXXXXXX8189	200-27-380-7010	62.5	IN SWIFT ONE LLC	web ads bearsmart	11292022	11282022	Y		BRAD UNDERWOOD	MADONNA DUNBAR	Closed
MADONNA DUNBAR	XXXXXXXXXXX8189	200-28-990-7010	62.5	IN SWIFT ONE LLC	web ads tahoe tap	11292022	11282022	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
MADONNA DUNBAR	XXXXXXXXXXX8189	200-27-380-7010	62.5	IN SWIFT ONE LLC	web ads bearsmart	11292022	11282022	Y		BRAD UNDERWOOD	MADONNA DUNBAR	Closed
JAY RYDD	XXXXXXXXXXX2169	340-34-630-7415	1427.51	APPLIED IND TECH 2783	pillow block bearings for C-45 cooling fans	11292022	11282022	Y	108.98	MIKE BANDELIN	JAY RYDD	Closed
JAY RYDD	XXXXXXXXXXX2169	340-34-650-7415	42.72	BOUND TREE MEDICAL LLC	cardboard splints	11302022	11282022	Y	0	MIKE BANDELIN	JAY RYDD	Closed
JAY RYDD	XXXXXXXXXXX2169	340-34-650-7415	139	BOUND TREE MEDICAL LLC	cardboard folding splints	11302022	11282022	Y	0	MIKE BANDELIN	JAY RYDD	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	320-31-530-7310	26.95	MOOD PANDORA	Grille Pandora	11292022	11282022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-530-7310	26.95	MOOD PANDORA	Loft Bar Pandora	11292022	11282022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	330-33-500-7310	26.95	MOOD PANDORA	Chateau Pandora	11292022	11282022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-36-530-7310	26.95	MOOD PANDORA	Snowflake Pandora	11292022	11282022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	390-39-780-7340	120	ISA	IS-Arborist membership	11302022	11292022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	390-39-780-7685	434.24	EXPEDIA 72440479712286	$434.24 Travel exp. hotel	11302022	11292022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-46-820-7415	82.44	COSTCO WHSE #0025	Senior Programs - Conversation Cafe supplies	11302022	11292022	Y	10.15	SHELIA LEIJON	JENNIFER MOORE	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-48-840-7415	50.55	COSTCO WHSE #0025	Rec Center Coffee Service	11302022	11292022	Y		SHELIA LEIJON	JENNIFER MOORE	Closed
JOHN OLSON	XXXXXXXXXXX1098	340-34-620-7415	181.5	LOWES #00321	Lift operations supplies	12012022	11292022	N	0	MIKE BANDELIN		Closed
JOHN OLSON	XXXXXXXXXXX1098	340-34-620-7415	106.84	LOWES #00321	Lift operations operating supplies	12012022	11292022	N	0	MIKE BANDELIN		Closed
DON SHOWS	XXXXXXXXXXX0050	390-39-780-7685	-202.95	PLANET HOLLYWD ADV DEPO	credit $202.95 travel exp	12012022	11292022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
JON TEKULVE	XXXXXXXXXXX6651	340-34-680-7415	-269.99	AMZN MKTP US	Refund for undelivered Item.	11302022	11292022	Y	0	MIKE BANDELIN	JON TEKULVE	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-00-000-0720	58.56	AMAZON.COM PM3AK9N73	food merch	11302022	11302022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-00-000-0720	52.42	SAMSCLUB.COM	food merch	12022022	11302022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
JEFF CLOUTHIER	XXXXXXXXXXX1724	320-31-420-7430	179.99	AMZN MKTP US 2E72M8JJ3	Winter boots for Martin	12012022	11302022	Y	0	J. HOWARD	JEFF CLOUTHIER	Closed
JEFF CLOUTHIER	XXXXXXXXXXX1724	320-32-420-7430	179.99	AMZN MKTP US 2E72M8JJ3	Winter boots for Jose	12012022	11302022	Y		J. HOWARD	JEFF CLOUTHIER	Closed
JEFF CLOUTHIER	XXXXXXXXXXX1724	320-31-420-7415	11.99	AMZN MKTP US ZK7S77AX3	Part for Chemical room addition	12012022	11302022	Y	0	J. HOWARD	JEFF CLOUTHIER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-990-7415	299.99	AMAZON.COM QP3H186X3 AMZN	Replace computer wall monitor admin conference room	11302022	11302022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
JAY RYDD	XXXXXXXXXXX2169	340-34-650-7415	610.66	PATAGONIA INC.	unifor jackets for NSP alumni program	11302022	11302022	Y	0	MIKE BANDELIN	JAY RYDD	Closed
JAY RYDD	XXXXXXXXXXX2169	340-34-630-7415	37.63	LOWES #00321	CLR for snowcat windows	12012022	11302022	Y	2.87	MIKE BANDELIN	JAY RYDD	Closed
JAY RYDD	XXXXXXXXXXX2169	340-34-650-7415	-254.29	CIA MEDICAL	refund	12022022	11302022	Y	0	MIKE BANDELIN	JAY RYDD	Closed
JAY RYDD	XXXXXXXXXXX2169	340-34-650-7415	12.36	BOUND TREE MEDICAL LLC	shipping for cardboard splints	12022022	11302022	Y	0	MIKE BANDELIN	JAY RYDD	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-36-530-7310	0.17	CROSS BORDER TRANS FEE	screen fee	12012022	11302022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-36-530-7310	17.33	SCREENCLOUD	Snowflake Screen	12012022	11302022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
JIM E YOUNGBLOOD	XXXXXXXXXXX2235	200-22-220-7515	78.89	ARROW INDUSTRIAL SALES	SCADA control box enclosure for WPS 8B-1	12012022	11302022	Y	0	BRAD UNDERWOOD	JIM YOUNGBLOOD	Closed
JIM E YOUNGBLOOD	XXXXXXXXXXX2235	200-22-230-7415	1026.82	RALEY S #113	Water for customers during boil water notification in the Mercury Court area.	12022022	11302022	Y	0	BRAD UNDERWOOD	JIM YOUNGBLOOD	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-690-7415	21.24	AMAZON.COM GR3VK59G3	3 Dead Latches	12022022	12012022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	473.74	ADOBE PR CREATIVE CL	Adobe - Monthly License	12022022	12012022	Y	0			Closed
JOHN OLSON	XXXXXXXXXXX1098	340-34-620-7415	23.96	AMZN MKTP US PF4YG3HD3	Lift operations supplies	12022022	12012022	N	0	MIKE BANDELIN		Closed
JOHN OLSON	XXXXXXXXXXX1098	340-34-620-7415	71.28	AMAZON.COM 9O3SH3P93 AMZN	Electrical din rail purchase	12022022	12012022	N	0	MIKE BANDELIN		Closed
RONNIE RECTOR	XXXXXXXXXXX2136	200-25-240-7340	100	AWS E-COMMERCE	Welder Certification renewal, A. Gutierrez.	12022022	12012022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
TIM BUXTON	XXXXXXXXXXX1682	200-22-870-7340	225	IAPMO	UPC Code receipt 225.00 account 200-22-870-7340 TLB	12052022	12022022	Y	0	KATE NELSON		Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	16.99	ADOBE ACROPRO SUBS	Adobe - Additional License	12022022	12022022	Y	0			Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	31.98	ADOBE PS CREATIVE CL	Adobe - Additional License	12022022	12022022	Y	0			Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	-16	INCLINE VILLAGE F & B	Food and Bev - PinPad Test Transaction - REFUND	12052022	12022022	Y	-1.22			Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	16	INCLINE VILLAGE F & B	Food and Bev - PinPad Test Transaction	12052022	12022022	Y	1.22			Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-46-820-7415	15.88	AMZN MKTP US RG0XX3003	Senior Programs - Transportation	12052022	12022022	Y	0	SHELIA LEIJON	JENNIFER MOORE	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-48-990-7415	77.85	AMZN MKTP US WO08677Q3	Rec Ctr office supplies	12052022	12022022	Y	0	SHELIA LEIJON	JENNIFER MOORE	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	200-25-230-7685	473.73	HOTELSCOM7244244238046	SCADA Training, hotel, M. Moreno.	12052022	12022022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXX2136	420-52-930-7415	273.86	COLUMN	Publication of Invitation to Bid, DB Kitchen Remodel	12052022	12022022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
TROY SANDERS	XXXXXXXXXXX5566	200-25-220-7510	13.57	MHS INCLINE VILLAGE, INC	Pipe Insulation for SPS-7	12052022	12022022	Y	1.04	JIM YOUNGBLOOD	CLAUDIA DASILVA	Closed

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Cardholder Name 1	Card Number (Last 4)	G/L Account	Amount	Merchant Name	Description	Posting Date	Transaction Date	Receipt Image	Sales Tax Amount	Statement Approved By	Statement Reviewed By	Statement Status
JON TEKULVE	XXXXXXXXXXX6651	340-34-670-7415	75.33	AMZN MKTP US C084X44M3	Cups for hot chocolate and water CSC	12052022	12022022	Y	0	MIKE BANDELIN	JON TEKULVE	Closed
JON TEKULVE	XXXXXXXXXXX6651	340-34-670-7415	7.99	DISNEY PLUS	Disney Plus Subscription for CSC	12052022	12022022	Y	0	MIKE BANDELIN	JON TEKULVE	Closed
JON TEKULVE	XXXXXXXXXXX6651	340-34-670-7415	150.48	AMZN MKTP US 2C5NR2BM3	Cardstock for timecards	12052022	12022022	Y	0	MIKE BANDELIN	JON TEKULVE	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7310	0.16	CROSS BORDER TRANS FEE	fee for screen	12052022	12022022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7310	16	SCREENCLOUD	base lodge screen	12052022	12022022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7415	16	INCLINE VILLAGE F & B	testing pos credit follows	12052022	12022022	N	1.22	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7415	-16	INCLINE VILLAGE F & B	refund for pos testing	12052022	12022022	N	-1.22	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7415	-16	INCLINE VILLAGE F & B	refund for pos testing	12052022	12022022	N	-1.22	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7415	16	INCLINE VILLAGE F & B	testing pos credit follows	12052022	12022022	N	1.22	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-00-000-0720	64.63	CHEFSTORE 7502	food for food court	12052022	12022022	Y	4.57	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7415	107.65	THE HOME DEPOT #3312	hole saw for stainless tables to pass electrical cords through in food court	12052022	12022022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	12.5	AMAZON.COM ST2VY07B3	operating	12052022	12032022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
JOHN OLSON	XXXXXXXXXXX1098	340-34-620-7415	62.79	AMZN MKTP US AV7HL88S3	replace personnel gloves	12052022	12032022	N	0	MIKE BANDELIN		Closed
JOHN OLSON	XXXXXXXXXXX1098	340-34-620-7415	84.99	AMZN MKTP US EH9HL1U83	purchase traffic cones for ski lift loading and unloading areas	12052022	12032022	N	0	MIKE BANDELIN		Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7415	95.11	AMZN MKTP US LT9QJ5Z23	D size batteries for paper towel dispensers	12052022	12032022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	41.97	AMZN MKTP US 8H8CV1R33 AM	Repair Parts	12052022	12042022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	19.92	AMZN MKTP US 7B83U2AY3	operating	12052022	12042022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	390-39-780-7685	41.06	PAYPAL UBER	$41.06 Uber travel exp	12052022	12042022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-990-7340	14.99	ADOBE ACROPRO SUBS	Subscription for Adobe editor	12052022	12042022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-690-7415	10.99	AMZN MKTP US 8X4B087F3	Kitchen cleaning equipment	12052022	12042022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-690-7415	11.98	AMZN MKTP US OO8SH3ON3	Kitchen cleaning equipment	12052022	12042022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
BRAD UNDERWOOD	XXXXXXXXXXX7185	200-22-990-7405	97.41	BEST BUY 00008565	Charging cord for laptop computer	12052022	12042022	Y	7.42	INDRA WINQUEST	BRAD UNDERWOOD	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7415	51.55	AMAZON.COM 5S3NJ84E3 AMZN	daymark labeling supplies	12052022	12042022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7415	66.75	WAL-MART #1648	drawer organizers for food court	12052022	12042022	Y	4.27	J. HOWARD	WILLIAM VANDENBU	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-990-7405	119.92	AMZN MKTP US U18DW4J43	Office supplies	12062022	12052022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-630-7340	52.99	ADOBE CREATIVE CLOUD	Subscription for Adobe	12062022	12052022	N	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	1.99	GOOGLE GOOGLE STORAGE	Google Drive - December	12062022	12052022	Y	0			Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7310	52.99	ADOBE CREATIVE CLOUD	Monthly licensing fee for Adobe Creative Cloud suite - marketing manager	12062022	12052022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
JAY RYDD	XXXXXXXXXXX2169	340-34-650-7415	30.7	AMZN MKTP US 2B5QN18C3	uniform name tags	12052022	12052022	Y	0	MIKE BANDELIN	JAY RYDD	Closed
JON TEKULVE	XXXXXXXXXXX6651	340-34-670-7415	19.38	AMZN MKTP US JV4C30O63	Wall measuring tape for csc	12062022	12052022	Y	0	MIKE BANDELIN	JON TEKULVE	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7430	28.74	AMZN MKTP US 4T7XM1T83	Unniforms	12062022	12062022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
JEFF CLOUTHIER	XXXXXXXXXXX1724	320-31-420-7415	536.02	AMZN MKTP US XJ6C96673	Parts for Chemical room addition	12072022	12062022	Y	0	J. HOWARD	JEFF CLOUTHIER	Closed
BRAD ECK	XXXXXXXXXXX1765	430-53-940-7520	44.04	NORTHSHOREDOORPARTS	Gate remote for WWRF lab truck.	12072022	12062022	Y	0	J. HOWARD	BRAD ECK	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	390-39-780-7415	170.95	PAYPAL AM LEONARD	$170.95 snow shovels	12072022	12062022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	340-34-680-7300	259	AMZN MKTP US RW6PF1233	Mitel Switch for Rental Phone - Per Tekulve	12072022	12062022	Y	0			Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-46-820-7415	50.55	MOFOS PIZZA AND PASTA	Snowshoe lunches	12072022	12062022	Y	0	SHELIA LEIJON	JENNIFER MOORE	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7310	52.99	ADOBE CREATIVE CLOUD	Monthly licensing fee for Adobe Creative Cloud suite - video photo coordinator	12072022	12062022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
JACLYN M REAM	XXXXXXXXXXXX2128	340-34-980-7310	52.99	ADOBE 800-833-6687	Monthly Adobe software subscription	12072022	12062022	Y	0	MIKE BANDELIN	JACLYN REAM	Closed
JAY RYDD	XXXXXXXXXXX2169	340-34-650-7415	225	AMZN MKTP US KK3HS1KU3	Viole straps	12072022	12062022	Y	0	MIKE BANDELIN	JAY RYDD	Closed
JON TEKULVE	XXXXXXXXXXX6651	340-34-680-7415	179.94	AMZN MKTP US U84PW3TV3	Hutch for Rental Shop Break Area	12062022	12062022	Y	0	MIKE BANDELIN	JON TEKULVE	Closed
JON TEKULVE	XXXXXXXXXXX6651	340-34-670-7415	39	AMZN MKTP US KJ3VA4XS3	rubber bands for CSC repair shop	12072022	12062022	Y	0	MIKE BANDELIN	JON TEKULVE	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7310	239.88	ADOBE ACROPRO SUBS	adobe subscription	12072022	12062022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7415	1368.54	THE WEBSTAURANT STORE INC	containers, pots and pans	12072022	12062022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-990-7415	-719.59	WF WAYFAIR2838173523	Replace admin conference room table	12072022	12072022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
SHELIA A LEIJON	XXXXXXXXXXXX2029	360-49-990-7350	55	MOFOS PIZZA AND PASTA	Teambuilding event - Holiday decorating of Aspen Grove - Pizza for staff	12082022	12072022	Y	0	INDRA WINQUEST	SHELIA LEIJON	Closed
JOHN OLSON	XXXXXXXXXXX1098	340-34-620-7415	143.99	AMZN MKTP US LB66H6ND3 AM	supply personnel safety helmet	12082022	12072022	N	0	MIKE BANDELIN		Closed
JON TEKULVE	XXXXXXXXXXX6651	340-34-680-7415	174.98	AMZN MKTP US UK6960HF3	New ski rack for repair shop	12082022	12072022	Y	0	MIKE BANDELIN	JON TEKULVE	Closed
JON TEKULVE	XXXXXXXXXXX6651	340-34-670-7415	49.99	AMAZON.COM NG76J4833	Small shop vac for tuning bench	12082022	12072022	Y	0	MIKE BANDELIN	JON TEKULVE	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	370-43-780-7685	25.94	PAYPAL UBER	$25.94 Uber	12092022	12082022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-990-7430	62.2	SP BK DESIGNS	Screen prints for uniforms	12092022	12082022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-690-7415	28.24	AMAZON.COM JL2DI1M73 AMZN	Swifter cleaning system	12092022	12082022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-690-7415	43.32	AMAZON.COM 1Q5CJ3GX3 AMZN	Swifter cleaning system	12092022	12082022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-46-820-7415	180.79	COSTCO WHSE #0127	Senior Programs - Conversation Café holiday potluck	12092022	12082022	Y	12.77	SHELIA LEIJON	JENNIFER MOORE	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	420-52-930-7415	283.25	COLUMN	Publication of Bid - Crystal Peak Waterlines	12082022	12082022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
JAY RYDD	XXXXXXXXXXX2169	340-34-650-7415	37.46	AMAZON.COM ZW8HX2IJ3	water proofer	12082022	12082022	Y	0	MIKE BANDELIN	JAY RYDD	Closed
JAY RYDD	XXXXXXXXXXX2169	340-34-650-7415	458.03	AMZN MKTP US AJ08M93G3	drills and radio speaker mics	12092022	12082022	Y	0	MIKE BANDELIN	JAY RYDD	Closed
TROY SANDERS	XXXXXXXXXXX5566	200-22-230-7520	132.99	GALLAGHER FLUID SEALS,	Gaskets for Ozone Generation at Burnt Cedar	12122022	12082022	Y	10.99	JIM YOUNGBLOOD	TROY SANDERS	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7415	2073.11	THE WEBSTAURANT STORE INC	paper liners for food trays	12092022	12082022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	814.46	SIMPLE TIRE	Repair Parts	12122022	12092022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	8.64	RALEY S #113	operating pine cones	12122022	12092022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	22.96	RALEY S #113	operating half n half	12122022	12092022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
HUDSON KLEIN	XXXXXXXXXXX8801	200-22-990-8120	300	NV ENVIRONMENTAL PROTECT	BSDW application fee for Crystal Peak watermain replacement	12122022	12092022	Y	0	KATE NELSON	KLEIN HUDSON	Closed
HUDSON KLEIN	XXXXXXXXXXX8801	200-22-240-7415	7.5	WF4NVENVIROP SERVICE FEE	service fee for BSDW application Crystal Peak Rd Watermain replacement	12122022	12092022	Y	0	KATE NELSON	KLEIN HUDSON	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-990-7350	119.99	AMAZON.COM ZL6I57L43	Toaster for employee breakroom	12122022	12092022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
JACLYN M REAM	XXXXXXXXXXXX2128	340-34-980-7210	6.98	RALEY S #113	kickoff party supplies	12122022	12092022	Y	0	MIKE BANDELIN	JACLYN REAM	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-970-7415	194.99	AMZN MKTP US UO8OK05O3	Tall chair for Billing Office Supervisor.	12122022	12092022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7415	25.64	AMZN MKTP US AW9UF44M3	bulletin board	12122022	12092022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7835	112.03	SPECTRUM	charter.spectrum cable tv	12122022	12102022	Y	6.05	SHELIA LEIJON	PANDORA BAHLMAN	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-990-7415	703.35	AMZN MKTP US WM7ZT0YS3	Hand Warmers for staff	12122022	12102022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-530-7415	2598.33	WF WAYFAIR3845335556	Outdoor furniture for Loft Bar	12122022	12102022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7430	93.93	AMZN MKTP US Q1UL0AB3	Uniforms	12122022	12102022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7530	37.09	AMAZON.COM 835E72Q53 AMZN	janitorial	12122022	12112022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
JOHN OLSON	XXXXXXXXXXX1098	340-34-620-7415	649.91	AMZN MKTP US MV9SA3YY3 AM	purchase safety snowmobile helmet for personnel	12122022	12112022	N	0	MIKE BANDELIN		Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	350-48-980-7415	70	MAILCHIMP MISC	Monthly MailChimp email marketing services - Rec Share	12122022	12112022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	320-31-980-7415	75	MAILCHIMP MISC	Monthly MailChimp email marketing services - Golf Champ	12122022	12112022	Y		MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	320-32-980-7415	50	MAILCHIMP MISC	Monthly MailChimp email marketing services - Golf Mt	12122022	12112022	Y		MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	380-45-980-7415	30	MAILCHIMP MISC	Monthly MailChimp email marketing services - Tennis	12122022	12112022	Y		MIKE BANDELIN	PAUL RAYMORE	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-970-7320	34.55	AMZN MKTP US 0W3XY7GT3 AM	Keyboard for Billing Office Supervisor.	12122022	12112022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
JAY RYDD	XXXXXXXXXXX2169	340-34-650-7415	29.99	AMAZON.COM W302Y4K43 AMZN	water cooler	12122022	12112022	Y	0	MIKE BANDELIN	JAY RYDD	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7430	147.03	AMZN MKTP US 6M1987553	Uniforms	12132022	12122022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7530	21.96	AMAZON.COM TR6JL1ZH3 AMZN	fabuloso Janitorial	12132022	12122022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
J. DARREN HOWARD	XXXXXXXXXXX0365	320-31-410-7415	29.99	AMZN MKTP US 6W0929FP3	Pool noodles to protect the front of the simulator	12132022	12122022	Y	0	INDRA WINQUEST	J. HOWARD	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-990-7430	-19.95	SP BK DESIGNS	Refund partial for screen prints ordered for uniforms	12122022	12122022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-48-840-7415	135.12	COSTCO WHSE #0025	Rec Center Coffee Service	12132022	12122022	Y	13.62	SHELIA LEIJON	JENNIFER MOORE	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-00-000-0720	6.89	COSTCO WHSE #0025	Recreation Center Vending service	12132022	12122022	Y		SHELIA LEIJON	JENNIFER MOORE	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-46-820-7415	36.36	COSTCO WHSE #0025	Senior Programs - trips and ongoing supplies	12132022	12122022	Y		SHELIA LEIJON	JENNIFER MOORE	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	420-52-930-7415	1.51	AMS SERVICE FEE 101573	Recording service charge, Notice of Completion.	12132022	12122022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-25-240-7340	150	SQ NEVADA WATER EN	Collection System OIT, J. Malsam	12132022	12122022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	420-52-930-7415	43	WASHOE CO RECORDER OTC	Recording Fee, Notice of Completion	12132022	12122022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
JAY RYDD	XXXXXXXXXXX2169	340-34-650-7415	6.95	AMZN MKTP US D68408IZ3	magnets for signs	12132022	12122022	Y	0	MIKE BANDELIN	JAY RYDD	Closed
JAY RYDD	XXXXXXXXXXX2169	340-34-650-7415	11.51	AMZN MKTP US UE8N40A93	magnets for uphill sign	12132022	12122022	Y	0	MIKE BANDELIN	JAY RYDD	Closed
JAY RYDD	XXXXXXXXXXX2169	340-34-650-7415	419.53	HARKEN/CASCADE RESCUE	toboggan tow bar for snowmobile patient protector pad	12132022	12122022	Y	0	MIKE BANDELIN	JAY RYDD	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-36-530-7415	95.88	THE HOME DEPOT 3312	work gloves, coat rack supplies	12142022	12122022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-00-000-0720	164.65	SAMSCLUB.COM	food merch	12152022	12132022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
SCOTT HUBELE	XXXXXXXXXXX9304	200-22-240-7350	114.82	MOFOS PIZZA AND PASTA	employee recognition lunch	12142022	12132022	Y	0	JIM YOUNGBLOOD	SCOTT HUBELE	Closed
SCOTT HUBELE	XXXXXXXXXXX9304	200-22-240-7405	107.1	AMAZON.COM VT2QL0XL3	new appliances for break room and on site condo	12142022	12132022	Y	0	JIM YOUNGBLOOD	SCOTT HUBELE	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-46-820-7415	102.53	MOFOS PIZZA AND PASTA	Senior Programs - Snowshoe lunches	12142022	12132022	Y	0	SHELIA LEIJON	JENNIFER MOORE	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7415	268	THE HOME DEPOT 3312	batteries, hose, wall plates, plug ends	12152022	12132022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-00-000-0720	39.98	AMAZON.COM 7W2T83AJ3	food merch	12152022	12142022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
MATTHEW BELOTE	XXXXXXXXXXX5653	100-12-130-7310	79	DRI X1 DISCOVERY	Outlook Search Plugin	12152022	12142022	Y	.16		MATTHEW BELOTE	Closed
JEFF CLOUTHIER	XXXXXXXXXXX1724	320-31-420-7340	220	GOLF COURSE SUPERINTENDE	Spencer GCSAA dues	12152022	12142022	Y	18.72	J. HOWARD	JEFF CLOUTHIER	Closed
J. DARREN HOWARD	XXXXXXXXXXX0365	320-31-410-7415	25.98	AMZN MKTP US WY1ZD6JX3	special tees to be used in the simulator	12152022	12142022	Y	0	INDRA WINQUEST	J. HOWARD	Closed
SCOTT HUBELE	XXXXXXXXXXX9304	200-25-240-7680	69	ABC-NV	test center purchase for chris glassburn collection 1 test	12152022	12142022	Y	0	JIM YOUNGBLOOD	SCOTT HUBELE	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-680-7310	26.95	MOOD PANDORA	Rental Shop Pandora	12152022	12142022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7430	33.58	AMZN MKTP US PO97Y4PE3	Uniforms	12162022	12152022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
BRAD ECK	XXXXXXXXXXX1765	430-53-940-7415	219.99	WORK WORLD 109 RENO	New boots	12162022	12152022	Y	0	J. HOWARD	BRAD ECK	Closed
BRAD ECK	XXXXXXXXXXX1765	430-53-940-7520	30.32	THE HOME DEPOT #3310	Bulbs for PWA lobby.	12192022	12152022	Y	0	J. HOWARD	BRAD ECK	Closed
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-630-7415	253.7	AMZN MKTP US RX92F5813	Snow shovels	12162022	12152022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	49	LIVESTREAM.COM	Livestream - December	12162022	12152022	Y	0			Closed
JOHN OLSON	XXXXXXXXXXX1098	340-34-620-7415	70.9	AMZN MKTP US LT2PS4IE3	lift operations supplies	12162022	12152022	N	0	MIKE BANDELIN		Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7310	3.72	CROSS BORDER TRANS FEE	Foreign transaction fee for the PTGui software purchase	12192022	12152022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7310	372	WWW.PTGUI.COM	Photo editing software for Photo Coordinator - panorama stitching	12192022	12152022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
DIANA ROBB	XXXXXXXXXXX5093	200-22-970-7350	50.87	RALEY S #113	Drinks for Public Works Team Meeting	12192022	12152022	Y	0	BRAD UNDERWOOD	DIANA ROBB	Closed
CURTIS G TRUJILLO	XXXXXXXXXXX2193	100-13-150-7415	229	SOCIETYFORHUMANRESOURCE	SHRM Annual Membership	12162022	12152022	Y	0	ERIN FEORE	CURTIS TRUJILLO	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-36-530-7415	202.99	AMZN MKTP US WP1WO2Q53	ski racks for snowflake lodge	12152022	12152022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-00-000-0720	11.52	AMAZON.COM RP7MD7ZY3	food merch	12192022	12162022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-00-000-0720	39.04	AMAZON.COM QD3ET5UL3	food merch	12192022	12162022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	4.98	RALEY S #113	half n half	12192022	12162022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed

04152023-025

Cardholder Name 1	Card Number (Last 4)	G/L Account	Amount	Merchant Name	Description	Posting Date	Transaction Date	Receipt Image	Sales Tax Amount	Statement Approved By	Statement Reviewed By	Statement Status
MATTHEW BELOTE	XXXXXXXXXXXX5653	340-34-990-7300	77.81	EBAY O 16-09476-66395	Com 2 for Lenova Tiny	12192022	12162022	Y	0		MATTHEW BELOTE	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-690-7415	28.24	AMAZON.COM 0B1ES4P43 AMZN	Swifter cleaning system	12192022	12162022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-690-7415	-28.24	AMAZON.COM AMZN.COM/BILL	Refund for Swifter cleaning system	12192022	12162022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	8.77	ADOBE ACROPRO SUBS	Adobe - Additional License	12192022	12162022	Y	0			Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7310	29.99	ADOBE STOCK	Monthly licensing fee for Adobe Stock royalty-free music and photo service	12192022	12162022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
JACLYN M REAM	XXXXXXXXXXXX2128	340-34-980-7210	27.79	AMZN MKTP US RO5EK8AM3	candy canes for santa	12192022	12162022	Y	0	MIKE BANDELIN	JACLYN REAM	Closed
JACLYN M REAM	XXXXXXXXXXXX2128	340-34-980-7300	7.69	AMZN MKTP US RO5EK8AM3	USB cable	12192022	12162022	Y		MIKE BANDELIN	JACLYN REAM	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	41.97	AMZN MKTP US 6159R0KJ3	pickleballs	12192022	12172022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
TIMOTHY E MCKEON	XXXXXXXXXXX1849	430-53-940-7520	10.42	AMZN MKTP US EW9O35WD3	Desk top calendar 2023	12192022	12172022	Y	0	J. HOWARD	TIMOTHY MCKEON	Closed
TIMOTHY E MCKEON	XXXXXXXXXXX1849	430-53-940-7520	33.18	AMAZON.COM 9P4ZG6OC3 AMZN	At-a-glance calendar book 2023	12192022	12172022	Y	0	J. HOWARD	TIMOTHY MCKEON	Closed
TROY SANDERS	XXXXXXXXXXXX5566	200-22-230-7300	143.88	AMAZON.COM MI7NH7ZM3	UPS Batteries	12192022	12172022	Y	0	JIM YOUNGBLOOD	TROY SANDERS	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	25.98	AMAZON.COM CD8ZT6AT3 AMZN	Repair Parts	12192022	12182022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	235.16	AMAZON.COM CQ0FL3KA3	operating hot cups	12192022	12182022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-13-160-7415	20	ZOOM.US 888-799-9666	Zoom Webinar License - Per Shelia	12192022	12182022	Y	0			Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	350-48-860-7415	20	ZOOM.US 888-799-9666	Zoom Webinar License - Per Shelia	12192022	12182022	Y				Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	389	ZOOM.US 888-799-9666	Zoom Webinar and Host Licenses	12192022	12182022	Y				Closed
SARAH G VIDRA	XXXXXXXXXXXX2219	200-27-380-7415	239.88	ADOBE ACROPRO SUBS	Document Software 2023 subscription.	12192022	12182022	Y	0	MADONNA DUNBAR	SARAH VIDRA	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7685	639.21	AMERICAN AIR0012357431837	Travel Expense	12202022	12192022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7680	545	BOBIT BUSI GOVERNMENT	Conference fee	12202022	12192022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7530	39.96	AMZN MKTP US OY1B45QA3	dawn soap janitorial	12202022	12192022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
JEFF CLOUTHIER	XXXXXXXXXXX1724	320-31-420-7415	26.22	AMAZON.COM BC4Z80TX3	Spikes for tee markers	12202022	12192022	Y	0	J. HOWARD	JEFF CLOUTHIER	Closed
LISA HOOPES	XXXXXXXXXXX1880	200-25-220-7350	649	YM CAREERS	AWWA Online Electrician Instrumentation Tech job listing with jobs email to members	12212022	12192022	Y	0	ERIN FEORE	LISA HOOPES	Closed
LISA HOOPES	XXXXXXXXXXX1880	200-25-220-7350	375	APWA - WORK ZONE	Online Electrician Instrumentation Tech job listing	12212022	12192022	Y	0	ERIN FEORE	LISA HOOPES	Closed
LISA HOOPES	XXXXXXXXXXX1880	200-25-220-7350	305	PAYPAL CWEA	Online Electrician Instrumentation Tech job listing	12212022	12192022	Y	0	ERIN FEORE	LISA HOOPES	Closed
TIM KELLY	XXXXXXXXXXX7591	350-46-831-7415	91.97	AWARD ZONE	volleyball trophy	12222022	12192022	Y	0	SHELIA LEIJON	TIM KELLY	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	7.12	ADOBE ACROPRO SUBS	Adobe - Additional License	12202022	12192022	Y	0			Closed
DAREL BARLOW	XXXXXXXXXXXX5661	200-22-220-7680	1.25	WF4NVENVIROP SERVICE FEE	Service fee for NDEP renewal	12212022	12202022	Y	0	JIM YOUNGBLOOD		Closed
DAREL BARLOW	XXXXXXXXXXXX5661	200-22-220-7680	50	NV ENVIRONMENTAL PROTECT	NDEP Water renewal Grade 4	12212022	12202022	Y	0	JIM YOUNGBLOOD		Closed
MATTHEW BELOTE	XXXXXXXXXXXX5653	100-12-130-7300	159.76	MONOPRICE, INC.	Cat 6	12212022	12202022	Y	0		MATTHEW BELOTE	Closed
ERIC FREISTROFFER	XXXXXXXXXXXX6682	200-25-240-7435	131.25	RAUSCH ELECTRONICS USA	Sewer CCTV camera air fittings for link sleeve installation	12222022	12202022	Y	0	SCOTT HUBELE	ERIC FREISTROFFER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-990-7340	60	MSFT E0800LIYA3	Adobe cloud to create graphics	12212022	12202022	N	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-46-820-7415	107.54	MOFOS PIZZA PASTA INC	Senior snowshoe lunches	12212022	12202022	Y	0	SHELIA LEIJON	JENNIFER MOORE	Closed
BILL C ROBBINS	XXXXXXXXXXXX2144	200-22-230-7680	1.25	WF4NVENVIROP SERVICE FEE	2022 Drinking Water Operator Certification Renewal.	12212022	12202022	Y	0	TROY SANDERS	BILL ROBBINS	Closed
BILL C ROBBINS	XXXXXXXXXXXX2144	200-22-230-7680	50	NV ENVIRONMENTAL PROTECT	2022 Drinking Water Operator Certification Renewal.	12212022	12202022	Y	0	TROY SANDERS	BILL ROBBINS	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7415	139.74	THE WEBSTAURANT STORE INC	long handled pizza peel	12212022	12202022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
JEFF CLOUTHIER	XXXXXXXXXXX1724	320-31-420-7415	146.37	AMAZON.COM HV0BP9ZF3 AMZN	Snowshoes	12222022	12212022	Y	0	J. HOWARD	JEFF CLOUTHIER	Closed
KAYLEN PRIOR	XXXXXXXXXXXX1696	200-25-230-7405	59.9	AMZN MKTP US 6I0WQ6BK3 AM	office/lab supplies	12222022	12212022	Y	0	JIM YOUNGBLOOD	KAYLEN PRIOR	Closed
KAYLEN PRIOR	XXXXXXXXXXXX1696	200-25-230-7405	12.96	AMZN MKTP US XN5P422G3 AM	office/lab supplies	12222022	12212022	Y	0	JIM YOUNGBLOOD	KAYLEN PRIOR	Closed
KAYLEN PRIOR	XXXXXXXXXXXX1696	200-22-230-7405	12.98	AMZN MKTP US LB7H55S13 AM	office/lab supplies	12222022	12212022	Y	0	JIM YOUNGBLOOD	KAYLEN PRIOR	Closed
KAYLEN PRIOR	XXXXXXXXXXXX1696	200-25-230-7405	9.95	AMZN MKTP US JP3SM3493 AM	office/lab supplies	12222022	12212022	Y	0	JIM YOUNGBLOOD	KAYLEN PRIOR	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7350	110.03	MEHFIL BISTRO	Employee recruitment and retention lunch celebrating launch of DP.com website	12222022	12212022	Y	4.84	MIKE BANDELIN	PAUL RAYMORE	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	420-52-930-7430	69.5	W & T GRAPHIX	Uniforms, Engineering	12222022	12212022	Y	5.3	KATE NELSON	RONNIE RECTOR	Closed
JEFF CLOUTHIER	XXXXXXXXXXX1724	320-31-420-7340	165	SIERRA NEVADA GCSA	Jeff 2023 dues	12222022	12222022	Y	0	J. HOWARD	JEFF CLOUTHIER	Closed
CASEY JEFFERS	XXXXXXXXXXXX0722	350-48-840-7510	49.96	THE HOME DEPOT #3310	Flood barrier 350.98.840.7510Request by front de	12262022	12222022	Y	0	SHELIA LEIJON	CASEY JEFFERS	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-530-7415	-198.36	WF WAYFAIR3845335556	Refund for Taxes on outdoor furniture purchased	12232022	12222022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-970-7415	61.42	AMZN MKTP US J88916JS3 AM	Computer mouse, Billing Office Supervisor.	12232022	12222022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
JAY RYDD	XXXXXXXXXXXX2169	340-34-650-7415	15.99	AMZN MKTP US 866KD3I13	magnets	12232022	12222022	Y	0	MIKE BANDELIN	JAY RYDD	Closed
CURTIS G TRUJILLO	XXXXXXXXXXXX2193	320-31-530-7415	139	TAHOE FOREST HOSPITAL DIS	Random drug testing, Food and Beverage, GH	12262022	12222022	Y	0	ERIN FEORE	CURTIS TRUJILLO	Closed
CURTIS G TRUJILLO	XXXXXXXXXXXX2193	410-51-900-7415	69.5	TAHOE FOREST HOSPITAL DIS	Random Drug Testing - WR	12262022	12222022	Y		ERIN FEORE	CURTIS TRUJILLO	Closed
CURTIS G TRUJILLO	XXXXXXXXXXXX2193	200-25-240-7415	138.5	TAHOE FOREST HOSPITAL DIS	Random Drug Testing - MB	12262022	12222022	Y	0	ERIN FEORE	CURTIS TRUJILLO	Closed
CURTIS G TRUJILLO	XXXXXXXXXXXX2193	200-22-240-7415	138.5	TAHOE FOREST HOSPITAL DIS	Random Drug Testing - EF	12262022	12222022	Y		ERIN FEORE	CURTIS TRUJILLO	Closed
CURTIS G TRUJILLO	XXXXXXXXXXXX2193	200-25-240-7415	108.5	TAHOE FOREST HOSPITAL DIS	Random Drug Testing - SH	12262022	12222022	Y		ERIN FEORE	CURTIS TRUJILLO	Closed
MATTHEW BELOTE	XXXXXXXXXXXX5653	340-34-990-7300	629	AMZN MKTP US 2L9CD6MZ3	Com 2 for Lenova Tiny	12232022	12232022	Y	0		MATTHEW BELOTE	Closed
MADONNA DUNBAR	XXXXXXXXXXXX8189	200-28-990-7685	5	GOTOCOM GOTOMEETING	Monthly toll free number	12262022	12232022	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
CASEY JEFFERS	XXXXXXXXXXXX0722	350-48-840-7415	21.87	THE HOME DEPOT #3310	Batteries for remote front desk350-489-907-415	12262022	12232022	Y	0	SHELIA LEIJON	CASEY JEFFERS	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-990-7340	139	AMAZON PRIME PK60C1C43	Subscription for Amazon Prime	12262022	12242022	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	390-39-780-7310	9.99	PP ADOBE INC	Adobe license fee	12272022	12262022	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7415	196.6	AMAZON.COM CJ7C30R83	150 gal storage bin for lost and found items at DP	12272022	12262022	Y	0	MIKE BANDELIN	PAUL RAYMORE	Closed
JAY RYDD	XXXXXXXXXXXX2169	340-34-650-7415	6.98	AMZN MKTP US 7R69P39T3	magnets for sign	12272022	12262022	Y	0	MIKE BANDELIN	JAY RYDD	Closed
JAY RYDD	XXXXXXXXXXXX2169	340-34-630-7415	178.01	AMZN MKTP US UK15P5933 AM	cordless grinder	12272022	12262022	N	13.59	MIKE BANDELIN	JAY RYDD	Closed
JAY RYDD	XXXXXXXXXXXX2169	340-34-650-7415	-27.96	AMZN MKTP US	speaker mic for hand held radio	12272022	12262022	Y	0	MIKE BANDELIN	JAY RYDD	Closed
DON SHOWS	XXXXXXXXXXXX0050	390-39-780-7415	108.8	THE HOME DEPOT #3312	$108.80 plywood	12282022	12262022	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7310	2.8	CROSS BORDER TRANS FEE	feese for screens	12262022	12262022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7310	120	SCREENCLOUD	Food Court screens	12262022	12262022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-980-7310	40	SCREENCLOUD	Marketing Screens DP	12262022	12262022	Y		J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7310	20	SCREENCLOUD	Base Lodge Info Screen	12262022	12262022	Y		J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-36-530-7310	20	SCREENCLOUD	Snowflake Screen	12262022	12262022	Y		J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	330-33-500-7310	20	SCREENCLOUD	Chateau Screen	12262022	12262022	Y		J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	350-46-980-7310	60	SCREENCLOUD	Recreation Center Screen	12262022	12262022	Y		J. HOWARD	WILLIAM VANDENBU	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-00-000-0720	29.26	AMAZON.COM GU96L6OG3	food merch for resale not operating supply 0720 correct object	12282022	12272022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
DAREL BARLOW	XXXXXXXXXXXX5661	200-25-210-7430	49.98	AMAZON.COM U22OR6F03 AMZN	Uniforms	12272022	12272022	Y	0	JIM YOUNGBLOOD		Closed
DAREL BARLOW	XXXXXXXXXXXX5661	200-25-210-7430	49.99	AMAZON.COM U22OR6F03 AMZN	Uniforms	12272022	12272022	Y		JIM YOUNGBLOOD		Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7460	12	USPS PO 0579380160	20 stamps purchased	12282022	12272022	Y	0		PAUL RAYMORE	Closed
BILL C ROBBINS	XXXXXXXXXXXX2144	200-25-230-7415	38.64	AMAZON.COM YF4A39HQ3 AMZN	laundry detergent	12282022	12272022	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
TROY SANDERS	XXXXXXXXXXXX5566	200-25-230-7415	108.2	AMAZON.COM VN3WE05Z3	Storage organizer for on-call condo.	12282022	12272022	Y	0	JIM YOUNGBLOOD	TROY SANDERS	Closed
JON TEKULVE	XXXXXXXXXXXX6651	340-34-680-7415	798	ROCKVILLE AUDIO	Speakers and Amp for Rental Shop	12282022	12272022	Y	0		JON TEKULVE	Closed
SARAH G VIDRA	XXXXXXXXXXXX2219	200-27-380-7415	364.5	NEVADA WATER RESOURCES	Nevada Water Resource Association membership and annual conference registration for Water U	12282022	12272022	Y	0		SARAH VIDRA	Closed
SARAH G VIDRA	XXXXXXXXXXXX2219	200-28-990-7415	364.5	NEVADA WATER RESOURCES	Nevada Water Resource Association membership and annual conference registration for Water U	12282022	12272022	Y			SARAH VIDRA	Closed
JIM E YOUNGBLOOD	XXXXXXXXXXXX2235	200-22-240-7405	25.88	AMZN MKTP US GV2J817O3	Meeting notebook	12272022	12272022	Y	0	BRAD UNDERWOOD	JIM YOUNGBLOOD	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	316.64	GAHH	Repair Parts. Seat Covers	12292022	12282022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	281.44	GAHH	Repair Parts. Seat Covers	12292022	12282022	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-48-850-7415	27.42	AMAZON.COM KC28O4Z13	Noise-canceling headphones for pump room	12282022	12282022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-48-850-7415	175	NRPA OPERATING	NRPA Annual membership for G. Cunningham	12292022	12282022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH	Closed
LISA HOOPES	XXXXXXXXXXX1880	100-13-150-7340	229	SOCIETYFORHUMANRESOURCE	Annual SHRM membership professional 100.13.150.7340	12292022	12282022	Y	0	ERIN FEORE		Closed
SCOTT HUBELE	XXXXXXXXXXXX9304	200-25-240-7680	69	ABC-NV	collections grade 1 exam for Jesse Malsam	12292022	12282022	Y	0	JIM YOUNGBLOOD	SCOTT HUBELE	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-00-000-0720	57.47	COSTCO WHSE #0025	Rec Ctr vending supplies	12292022	12282022	Y	8.05	SHELIA LEIJON	JENNIFER MOORE	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-46-820-7415	47.96	COSTCO WHSE #0025	Senior Programs - Conversation Cafe supplies	12292022	12282022	Y		SHELIA LEIJON	JENNIFER MOORE	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-46-820-7415	27.99	MHS INCLINE VILLAGE, INC	Sr Transportation - snowbrush	12292022	12282022	Y	2.14	SHELIA LEIJON	JENNIFER MOORE	Closed
JOHN OLSON	XXXXXXXXXXX1098	340-34-620-7415	8.98	AMZN MKTP US 5B7UB73Y3	Lift maintenance replacement tool	12292022	12282022	N	0			Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-36-530-7310	26.95	MOOD PANDORA	Snowflake Pandora	12292022	12282022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	320-31-530-7310	26.95	MOOD PANDORA	Grille Pandora	12292022	12282022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7310	26.95	MOOD PANDORA	Loft Bar Pandora	12292022	12282022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	330-33-500-7310	26.95	MOOD PANDORA	Chateau Pandora	12292022	12282022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	86.56	AMZN MKTP US F06Y948M3	operating	12302022	12292022	Y	6.61	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-00-000-0720	133.87	SAMSCLUB.COM	food merch	01022023	12292022	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
JOHN OLSON	XXXXXXXXXXX1098	340-34-620-7415	49.48	AMZN MKTP US ZA2OD3FL3	Lift maintenance replacement tool	12302022	12292022	N	0			Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	420-52-930-7415	146.37	COLUMN	Bid Advertisement, On-Call Professional Services	12302022	12292022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	420-52-930-7415	310.09	COLUMN	Bid Advertisement, Crystal Peak Waterlines	12302022	12292022	Y	0	KATE NELSON	RONNIE RECTOR	Closed
CURTIS G TRUJILLO	XXXXXXXXXXXX2193	100-13-150-7405	518.58	EBAY O 20-09517-19976	Fed and State Posters for all District Locations	12302022	12292022	Y	37.6	ERIN FEORE	CURTIS TRUJILLO	Closed
MATTHEW BELOTE	XXXXXXXXXXXX5653	100-12-130-7310	899.98	DNH GODADDY.COM	IVGID.ORG Wildcard Certificate 100-12-130-7310	01022023	12302022	Y	0			Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-48-850-7415	12	NRPA OPERATING	Grant-writing class G. Cunningham	01022023	12302022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH	Closed
J. DARREN HOWARD	XXXXXXXXXXXX0365	320-31-990-7340	295	NATIONAL GOLF FOUNDATION	National Golf Foundation Yearly Dues 320-31-990-7340	01022023	12302022	Y	19.3			Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-690-7415	2190	RENO TAHOE LIMOUSINE	Will receive Refund - Payment for transportation services on peak days/shuttle out of service	01022023	12302022	Y	174		STEPHANIE KOEHLER	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-48-850-7415	-5.99	AMAZON.COM	Refund for shipping cost on late item noise-canceling headphones	01022023	12312022	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH	Closed
LISA HOOPES	XXXXXXXXXXX1880	100-13-150-7350	249.5	ZIPRECRUITER, INC.	HR Payroll Generalist	01022023	12312022	Y	0	ERIN FEORE		Closed
LISA HOOPES	XXXXXXXXXXX1880	320-31-530-7350	83.17	ZIPRECRUITER, INC.	Sous Chef	01022023	12312022	Y		ERIN FEORE		Closed
LISA HOOPES	XXXXXXXXXXX1880	320-32-530-7350	83.16	ZIPRECRUITER, INC.	Sous Chef	01022023	12312022	Y		ERIN FEORE		Closed
LISA HOOPES	XXXXXXXXXXX1880	330-33-530-7350	83.17	ZIPRECRUITER, INC.	Sous Chef	01022023	12312022	Y		ERIN FEORE		Closed
TROY SANDERS	XXXXXXXXXXXX5566	200-25-230-7435	106.1	EBAY O 19-09522-56499	PLC batteries	01022023	12312022	Y	8.1	JIM YOUNGBLOOD	TROY SANDERS	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7415	25.35	AMZN MKTP US ON4OI4LH3	knife blades for flattop scraper	01022023	12312022	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	556.69	ADOBE PR CREATIVE CL	Adobe Licenses	01022023	01012023	Y	0		CHRIS LAVERY	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	185.8	IN CHEMSPA IND,DBA SPAPA	shower gel operating	01032023	01022023	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
JON TEKULVE	XXXXXXXXXXXX6651	340-34-670-7415	10.99	DISNEY PLUS	Disney plus Subscription	01032023	01022023	Y	0		JON TEKULVE	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7415	534.23	AMZN MKTP US 3V7A46XH3	labeling machine for printing and cutting vinyl stickers	01032023	01022023	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-990-7340	14.99	ADOBE ACROPRO SUBS	Subscription service to edit documents	01042023	01032023	Y	0		STEPHANIE KOEHLER	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-46-820-7415	138.9	MOFOS PIZZA PASTA INC	Senior snowshoe lunches	01042023	01032023	Y	0	SHELIA LEIJON	JENNIFER MOORE	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-25-240-7340	100	CALIFORNIA WATER ENVIRON	Cert renewal, E. Freistroffer	01042023	01032023	Y	9.3	KATE NELSON	RONNIE RECTOR	Closed
JAY RYDD	XXXXXXXXXXXX2169	340-34-620-7415	411.22	THE HOME DEPOT 3312	de icing materials for crystal quad	01052023	01032023	Y	27.26			Closed

Cardholder Name 1	Card Number (Last 4)	G/L Account	Amount	Merchant Name	Description	Posting Date	Transaction Date	Receipt Image	Sales Tax Amount	Statement Approved By	Statement Reviewed By	Statement Status
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7350	147	SP MISE LLC	shoes for staff member	01042023	01032023	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-00-000-0720	76.5	CHEFSTORE 7502	food for diamond peak kitchen	01042023	01032023	Y	5.4	J. HOWARD	WILLIAM VANDENBU	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7490	2338.65	SIMPLE TIRE	Repair Parts	01052023	01042023	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-46-831-7415	11.59	AMZN MKTP US OU0YQ4DF3	Wrist bands for Community Snowshoe events	01052023	01042023	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-48-850-7415	8.99	AMZN MKTP US ZD46O2ZD3	Bulletin board supplies	01052023	01042023	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-46-831-7415	135.92	AMZN MKTP US RD4358XJ3	Glow sticks for Community Snowshoe Events	01052023	01042023	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	390-39-780-7415	308.43	JACKS SMALL ENGINES & GEN	$308.43 equipmnent parts	01062023	01042023	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
KATHRYN NELSON	XXXXXXXXXXXX8819	200-22-870-7680	1195	IN B & L BACKFLOW TESTIN	D. Morris cross connection specialist training	01052023	01042023	Y	0	BRAD UNDERWOOD	KATE NELSON	Closed
BROOKE SMITH-LA FATA	XXXXXXXXXXXX8841	330-33-500-7310	4788	PLANNING POD	Venue Management Software / annual	01052023	01042023	Y	0	J. HOWARD	BROOKE SMITH-LA FA	Closed
MATTHEW BELOTE	XXXXXXXXXXXX5653	340-34-990-8120	220.99	EBAY O 09-09544-26925	Ruckus Zoneflex R710 Dual Band Wireless Access -- 340-34-990-8120 CIP project # 3499CE2	01052023	01052023	Y	0			Closed
MATTHEW BELOTE	XXXXXXXXXXXX5653	100-12-130-7300	813.9	AMAZON.COM 0V9TP3YE3 AMZN	APC Back-UPS Pro, 700VA UPS Battery Backup Surge Protector BR700G. 100-12-130-7300	01062023	01052023	Y	0			Closed
JEFF CLOUTHIER	XXXXXXXXXXXX1724	320-31-420-7405	43.26	AT-A-GLANCE US	2023 planner	01062023	01052023	Y	0	J. HOWARD	JEFF CLOUTHIER	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	390-39-780-7430	79	SP TRUEWERK	$79.00 PPE uniform	01062023	01052023	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-630-7340	52.99	ADOBE CREATIVE CLOUD	Subscription service to create graphics and documents	01062023	01052023	N	0		STEPHANIE KOEHLER	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	1.99	GOOGLE GOOGLE STORAGE	Google ONEDrive	01062023	01052023	Y	0		CHRIS LAVERY	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-10-990-7405	290	KAESER & BLAIR, INC	Monitor Calendars	01062023	01052023	Y	0		CHRIS LAVERY	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	384	LASTPASS.COM	LastPass Subscription	01062023	01052023	Y	0		CHRIS LAVERY	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	155	DIAMOND PEAK ONLINE STOR	Diamond Peak Estore Test Transaction	01092023	01052023	Y	11.83		CHRIS LAVERY	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	-155	DIAMOND PEAK SKI RESORT	Diamond Peak Estore Test Transaction - Refund	01092023	01052023	Y	-11.83		CHRIS LAVERY	Closed
JENNIFER L MOORE	XXXXXXXXXXXX1872	350-48-840-7415	28.98	COSTCO WHSE #0025	Rec Ctr coffee service	01062023	01052023	Y	3.43	SHELIA LEIJON	JENNIFER MOORE	Closed
JENNIFER L MOORE	XXXXXXXXXXXX1872	350-46-820-7415	15.99	COSTCO WHSE #0025	Senior Programs - Transportation	01062023	01052023	Y		SHELIA LEIJON	JENNIFER MOORE	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7310	52.99	ADOBE CREATIVE CLOUD	Adobe Creative Cloud software monthly licensing fee - marketing manager	01062023	01052023	Y	0		PAUL RAYMORE	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	25.99	AMZN MKTP US XI37G1D33	dry erase	01092023	01062023	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	203.42	AMZN MKTP US Q82DM8X83	file cabinet	01092023	01062023	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
MATTHEW BELOTE	XXXXXXXXXXXX5653	100-12-130-7300	229.9	AMAZON.COM JC3OV0I53 AMZN	Logitech MK270 Wireless Keyboard And Mouse Combo For Windows, 100-12-130-7300	01092023	01062023	Y	0			Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	390-39-780-7680	280	PP EB 2023 GREEN INDUSTR	$280 HortTraining	01092023	01062023	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7310	52.99	ADOBE CREATIVE CLOUD	Adobe Creative Cloud software monthly licensing fee - Photo and Video Coordinator	01092023	01062023	Y	0		PAUL RAYMORE	Closed
JACLYN M REAM	XXXXXXXXXXXX2128	340-34-980-7310	52.99	ADOBE 800-833-6687	Monthly Adobe software subscription	01092023	01062023	Y	0		JACLYN REAM	Closed
JAY RYDD	XXXXXXXXXXXX2169	340-34-650-7415	714	IN ALPHA PRO SOLUTIONS,	DOT breath alcohol swab testing certifications	01092023	01062023	Y	0			Closed
TROY SANDERS	XXXXXXXXXXXX5566	200-25-230-7435	31.9	AMZN MKTP US LL5Q69213	Centrifuge PLC Batteries	01092023	01062023	Y	0	JIM YOUNGBLOOD	TROY SANDERS	Closed
TIMOTHY E MCKEON	XXXXXXXXXXXX1849	430-53-940-7515	349.22	PRO LIGHTING	LED lamps for PWB pipeline storage.	01092023	01072023	Y	0	J. HOWARD	TIMOTHY MCKEON	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7530	49.96	AMZN MKTP US UG4JQ6P63	janitorial soap	01092023	01082023	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
JACLYN M REAM	XXXXXXXXXXXX2128	340-34-980-7685	300	NSAA	national ski areas association winter conference	01092023	01082023	Y	0		JACLYN REAM	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-970-7405	14.97	AMZN MKTP US XL4QM6PR3	Office supplies	01092023	01082023	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-970-7405	13.63	AMAZON.COM 2W7932CR3 AMZN	Office supplies	01092023	01082023	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-970-7405	180.05	AMZN MKTP US 114MP8DA3	Office supplies	01092023	01082023	Y	0	KATE NELSON	RONNIE RECTOR	Closed
JAY RYDD	XXXXXXXXXXXX2169	340-34-990-7685	1200	NSAA	NSAA winter conference registration	01092023	01082023	Y	0			Closed
JAY RYDD	XXXXXXXXXXXX2169	340-34-990-7685	125	NSAA	NSAA winter conference lift safety course registration	01092023	01082023	Y	0			Closed
JAY RYDD	XXXXXXXXXXXX2169	340-34-620-7415	105	AMZN MKTP US 608L143V3	replacement ski helmet	01092023	01082023	Y	0			Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7350	214.16	CARHARTT COMPANY GEAR	uniforms	01092023	01082023	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7350	47.82	AMAZON.COM B64XT2V13 AMZN	cleaning janitorial	01102023	01092023	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	17.9	AMAZON.COM U694H4VS3	Dawn Janitorial	01102023	01092023	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7310	2.49	PP GOOGLE GOOGLE STORAGE	$2.49 Goggle storage	01112023	01092023	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-690-7415	59.9	AMZN MKTP US FA17055E3	Gloves	01102023	01092023	Y	0		STEPHANIE KOEHLER	Closed
JACLYN M REAM	XXXXXXXXXXXX2128	340-34-980-7210	82.94	AMZN MKTP US 478280KL3	led torches for ullr fest event	01092023	01092023	Y	0		JACLYN REAM	Closed
JACLYN M REAM	XXXXXXXXXXXX2128	340-34-980-7415	28.69	AMZN MKTP US BK1P52Q23 AM	clear flyer holders wall mounted	01102023	01092023	Y	0		JACLYN REAM	Closed
DON SHOWS	XXXXXXXXXXXX0050	390-39-780-7415	0.18	CROSS BORDER TRANS FEE	$.18 freight border fee	01112023	01092023	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
DON SHOWS	XXXXXXXXXXXX0050	390-39-780-7415	17.98	PAYPAL CHINATERA CHIN	$17.98 hardware pins	01112023	01092023	Y	0	STEVEN PHILLIPS	DON SHOWS	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7835	112.03	SPECTRUM	cable tv	01112023	01102023	Y	6.05	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-860-7415	51.98	AMZN MKTP US 8M2GS5Q33	programs	01112023	01102023	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	222.4	IN CHEMSPA IND,DBA SPAPA	shower gel	01112023	01102023	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
DAREL BARLOW	XXXXXXXXXXXX5661	200-25-210-7680	40	CALIFORNIA WATER ENVIRON	CWEA training	01112023	01102023	Y	3.72	JIM YOUNGBLOOD	DAREL BARLOW	Closed
TIM KELLY	XXXXXXXXXXXX7591	350-46-831-7415	694.39	GK ELITE	girls gymnastics grips and safety wristbands	01112023	01102023	Y	0			Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-970-7405	-17.76	AMZN MKTP US	Shipping Refund	01112023	01102023	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	420-52-930-7415	43	WASHOE CO RECORDER OTC	Recording fee, Notice of Completion	01112023	01102023	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	420-52-930-7415	1.51	AMS SERVICE FEE 101573	Recording fee, Notice of Completion	01122023	01102023	Y	0	KATE NELSON	RONNIE RECTOR	Closed
JAY RYDD	XXXXXXXXXXXX2169	340-34-650-7415	63.97	AMZN MKTP US O859R56A3	PPE work gloves	01102023	01102023	Y	0			Closed
TROY SANDERS	XXXXXXXXXXXX5566	200-25-230-7435	626.85	AMAZON.COM RY3SX5YQ3 AMZN	UPS for #1 Centrifuge Control Panel	01112023	01102023	Y	0	JIM YOUNGBLOOD	TROY SANDERS	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-00-000-0720	9.48	AMAZON.COM 285GJ6KP3	food merch	01112023	01112023	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-00-000-0720	11.99	WALMART.COM	food merch	01122023	01112023	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-00-000-0720	59.98	WALMART.COM	food merch	01122023	01112023	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	27.99	AMZN MKTP US M08I36LH3	GFR heat operating	01122023	01112023	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	34.99	AMZN MKTP US 2N2303Y33	GFR heat operating	01122023	01112023	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	16.4	RALEY S #113	half n half	01132023	01112023	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
DAREL BARLOW	XXXXXXXXXXXX5661	200-25-220-7415	28.98	AMZN MKTP US YR9AV9UX3	Phone case	01122023	01112023	Y	0	JIM YOUNGBLOOD	DAREL BARLOW	Closed
SAMANTHA GOUGH	XXXXXXXXXXXX1971	390-39-780-7415	-22.48	JACKS SMALL ENGINES & GEN	Credit $22.48	01122023	01112023	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-690-7415	159.6	AMZN MKTP US 5I0OP9B73	gloves	01122023	01112023	Y	0		STEPHANIE KOEHLER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-690-7415	79.8	AMZN MKTP US QK0MD4HY3	gloves	01122023	01112023	Y	0		STEPHANIE KOEHLER	Closed
JENNIFER L MOORE	XXXXXXXXXXXX1872	350-46-820-7415	112.67	MOFOS PIZZA PASTA INC	Senior snowshoe lunches	01122023	01112023	Y	0	SHELIA LEIJON	JENNIFER MOORE	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	350-48-980-7415	80	MAILCHIMP MISC	Monthly MailChimp email marketing services - Rec Share	01122023	01112023	Y	0		PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	320-31-980-7415	80	MAILCHIMP MISC	Monthly MailChimp email marketing services - Golf Champ	01122023	01112023	Y			PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	320-32-980-7415	50	MAILCHIMP MISC	Monthly MailChimp email marketing services - Golf Mt	01122023	01112023	Y			PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	380-45-980-7415	50	MAILCHIMP MISC	Monthly MailChimp email marketing services - Tennis	01122023	01112023	Y			PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7415	-300	DIAMOND PEAK SKI RESORT	Testing Last Tracks ticket sales on live Onestore - refund	01132023	01112023	Y	-22.91		PAUL RAYMORE	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7415	300	DIAMOND PEAK ONLINE STOR	Testing Last Tracks ticket sales on live Onestore - purchase	01132023	01112023	Y	22.91		PAUL RAYMORE	Closed
TROY SANDERS	XXXXXXXXXXXX5566	200-22-220-7440	399.95	A CARBIENER MATCO TOOL	Torque Wrench for Burnt Cedar Ozone Valves	01122023	01112023	Y	0	JIM YOUNGBLOOD	TROY SANDERS	Closed
JIM E YOUNGBLOOD	XXXXXXXXXXXX2235	200-22-970-7510	218.99	WWW.VEVOR.COM	Carpet for front entrance of PW	01122023	01112023	Y	0	BRAD UNDERWOOD	JIM YOUNGBLOOD	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	639.85	AMZN MKTP US RA4OB7Z23	dance programs	01132023	01122023	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	8.1	RALEY S #113	half n half	01162023	01122023	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-00-000-0720	189.84	SAMSCLUB.COM	food merch	01162023	01122023	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
MADONNA DUNBAR	XXXXXXXXXXXX8189	200-28-990-7680	311	AMERICAN WATER WORKS ASSO	Dunbar- professional membership renewal	01132023	01122023	Y	31.1	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-13-160-7415	20	ZOOM.US 888-799-9666	Zoom Webinar License - Per Shelia	01132023	01122023	Y	0		CHRIS LAVERY	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	350-48-860-7415	20	ZOOM.US 888-799-9666	Zoom Webinar License - Per Shelia	01132023	01122023	Y			CHRIS LAVERY	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	212.24	ZOOM.US 888-799-9666	Zoom Webinar and Host Licensing	01132023	01122023	Y			CHRIS LAVERY	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-36-530-7415	564.41	THE WEBSTAURANT STORE INC	plates for last tracks	01132023	01122023	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
CASEY JEFFERS	XXXXXXXXXXXX0722	350-48-840-7605	535.56	THE HOME DEPOT 3310	Rec Center repair parts	01162023	01132023	Y	0			Closed
TIM KELLY	XXXXXXXXXXXX7591	350-46-831-7415	-50	GK ELITE	girls gymnastics wristband Grip	01162023	01132023	Y	0			Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	40.34	DNH GODADDY.COM	GoDaddy - InclineFacilites and InclineRecreation domains	01162023	01132023	Y	0		CHRIS LAVERY	Closed
JENNIFER L MOORE	XXXXXXXXXXXX1872	350-48-990-7415	29.59	AMZN MKTP US HR2KI70Y3	Office equipment - Front Desk	01132023	01132023	Y	0	SHELIA LEIJON	JENNIFER MOORE	Closed
JENNIFER L MOORE	XXXXXXXXXXXX1872	350-48-990-7430	836.5	IN SWIZZLE	Staff uniform jackets	01162023	01132023	Y	0	SHELIA LEIJON	JENNIFER MOORE	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	420-52-930-7415	80	AWWA.ORG	Water manual for Engineering.	01132023	01132023	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-25-240-7680	170	WEF MAIN	Membership renewal, J. Youngblood	01162023	01132023	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	420-52-930-7430	30	W & T GRAPHIX	Uniforms, Engineering	01162023	01132023	Y	2.29	KATE NELSON	RONNIE RECTOR	Closed
CURTIS G TRUJILLO	XXXXXXXXXXXX2193	100-13-150-7350	359	YM CAREERS	Job posting, American Society of Safety Professionals ASSP job board - Safety Specialist position	01162023	01132023	Y	0	ERIN FEORE	CURTIS TRUJILLO	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-36-530-7415	544.67	PARTS TOWN	repair parts for bbq at snowflake	01162023	01132023	Y	38.68	J. HOWARD	WILLIAM VANDENBU	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7530	-23.91	AMAZON.COM AMZN.COM/BILL	credit janitorial	01162023	01142023	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
CASEY JEFFERS	XXXXXXXXXXXX0722	350-48-840-7605	336.73	THE HOME DEPOT 3310	Rec Center repair parts	01162023	01142023	Y	0			Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7430	-14.19	CARHARTT COMPANY GEAR	uniforms	01162023	01142023	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-36-530-7415	-38.68	PARTS TOWN	tax reimbursement for bbq parts	01162023	01142023	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-680-7310	26.95	MOOD PANDORA	rental shop pandora	01162023	01142023	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	49	LIVESTREAM.COM	Livestream Subscription	01162023	01152023	Y	0		CHRIS LAVERY	Closed
JON TEKULVE	XXXXXXXXXXXX6651	340-34-680-7415	37.64	AMAZON.COM ZG0LY3BJ3 AMZN	Speaker wire	01162023	01152023	Y	0		JON TEKULVE	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	36.99	AMZN MKTP US SS0H43YV3	coffee operating	01172023	01162023	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-00-000-0720	29.96	RALEY S #113	food merch	01182023	01162023	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	13.12	RALEY S #113	operating	01182023	01162023	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
MATTHEW BELOTE	XXXXXXXXXXXX5653	340-34-990-8120	526	AMZN MKTP US ZI5PN6O63	MOXA UPort 1110-1 Port RS-232 USB-to-Serial Converter 340-34-990-8120 CIP project # 3499	01162023	01162023	Y	0			Closed
BRAD ECK	XXXXXXXXXXXX1765	430-53-940-7415	226.31	AMZN MKTP US MT8F11E33	Dolly cart for Bldgs shop. 430-53-940-6360	01172023	01162023	Y	0			Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7310	29.99	ADOBE STOCK	Adobe Stock royalty free music and image licensing service monthly fee	01172023	01162023	Y	0		PAUL RAYMORE	Closed
BILL C ROBBINS	XXXXXXXXXXXX2144	200-25-230-7415	33.9	AMZN MKTP US 8W1MF2933	soap	01172023	01162023	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
JON TEKULVE	XXXXXXXXXXXX6651	340-34-680-7415	9.99	AMZN MKTP US 629J79DM3	Speaker wire connectors	01162023	01162023	Y	0		JON TEKULVE	Closed
JON TEKULVE	XXXXXXXXXXXX6651	340-34-670-7415	198	AMAZON.COM CE33R0ZZ3 AMZN	New Drills for CSC	01162023	01162023	Y	0		JON TEKULVE	Closed
JON TEKULVE	XXXXXXXXXXXX6651	340-34-670-7415	99.98	AMZN MKTP US 2W9376YM3	Paper cups for CSC	01162023	01162023	Y	0		JON TEKULVE	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-00-000-0720	7.53	AMAZON.COM CY0EW4ML3	K-cup merch	01182023	01172023	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-00-000-0720	58.9	AMZN MKTP US H921520C3	K-Cup Merch	01182023	01172023	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-860-7415	671.55	GOPHER SPORT	mats	01182023	01172023	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed

04152023-027

Cardholder Name 1	Card Number (Last 4)	G/L Account	Amount	Merchant Name	Description	Posting Date	Transaction Date	Receipt Image	Sales Tax Amount	Statement Approved By	Statement Reviewed By	Statement Status
MATTHEW BELOTE	XXXXXXXXXXX5653	340-34-990-8120	263	AMZN MKTP US EM12X3PE3	MOXA UPort 1110-I Port RS-232 USB-to-Serial Converter 40-34-990-8120 CIP project # 349	01172023	01172023	Y	0			Closed
MADONNA DUNBAR	XXXXXXXXXXX8189	200-28-990-7415	399.4	AMZN MKTP US A96BG6643	doggy rolls for handout TWSA outreach	01182023	01172023	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-46-820-7415	156.65	MOFOS PIZZA PASTA INC	Senior snowshoe lunches	01182023	01172023	Y	0	SHELIA LEIJON	JENNIFER MOORE	Closed
JACLYN M REAM	XXXXXXXXXXXX2128	340-34-980-7685	35.26	RESORT AT SQUAW CREEK F&	lunch at NSAA conference	01192023	01172023	Y	2.26		JACLYN REAM	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-870-7340	285	CA-NV SECTION, AWWA	Cert renewal, J. Donohue	01192023	01172023	Y	0	KATE NELSON	RONNIE RECTOR	Closed
JON TEKULVE	XXXXXXXXXXXX6651	340-34-680-7415	14.4	AMAZON.COM VA54W8SC3 AMZN	Gorrila Glue for repair shop	01172023	01172023	Y	0		JON TEKULVE	Closed
JIM E YOUNGBLOOD	XXXXXXXXXXXX2235	200-22-230-7433	811.34	JM TEST SYSTEMS INC	ARC FLASH SUIT	01182023	01172023	Y	0	BRAD UNDERWOOD	JIM YOUNGBLOOD	Closed
JIM E YOUNGBLOOD	XXXXXXXXXXXX2235	200-25-230-7433	811.34	JM TEST SYSTEMS INC	ARC FLASH SUIT	01182023	01172023	Y		BRAD UNDERWOOD	JIM YOUNGBLOOD	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7330	735	MILNE TOWING SERVICES	Contracted Repair. Towing truck to dealer for repair	01202023	01182023	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	439.54	AMZN MKTP US 5D6N97RM3	Keurig operating	01182023	01182023	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-00-000-0720	119.42	SAMSCLUB.COM	food merch	01192023	01182023	N	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-48-850-7340	180	NRPA OPERATING	NRPA membership renewal Meagan Ballew. Needed to keep AFO certification current.	01192023	01182023	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
KAYLEN PRIOR	XXXXXXXXXXXX1696	200-22-230-7680	199.99	AMERICAN WATER COLLEGE	Water course for Caitlin	01192023	01182023	Y	0	JIM YOUNGBLOOD	KAYLEN PRIOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-25-240-7680	100	CA-NV SECTION, AWWA	Cert renewal, J. Youngblood	01192023	01182023	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-25-230-7350	262.66	MOFOS PIZZA PASTA INC	Lunch for crew repairing leak on export line, 1/18/2023	01192023	01182023	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-870-7340	210	CA-NV SECTION, AWWA	Cert renewal, D. Morris	01192023	01182023	Y	0	KATE NELSON	RONNIE RECTOR	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7415	234.93	THE WEBSTAURANT STORE INC	plastic pan liners	01192023	01182023	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
MADONNA DUNBAR	XXXXXXXXXXXX8189	200-27-380-7430	105.01	MERRELL.COM	work boots - Dunbar	01202023	01192023	Y	5.94	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
CASEY JEFFERS	XXXXXXXXXXXX0722	350-48-840-7605	174.94	AMZN MKTP US JH6T061M3	Rec Center repair parts	01202023	01192023	Y	0			Closed
CASEY JEFFERS	XXXXXXXXXXXX0722	350-48-840-7605	83.5	LEGEND FITNESS	Rec Center repair parts	01232023	01192023	Y	0			Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	20.17	DNH GODADDY.COM	GoDaddy - InclinersTahoe domain	01202023	01192023	Y	0		CHRIS LAVERY	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	329	ZOOM.US 888-799-9666	Zoom - Additional Webinar/Rooms Licenses	01202023	01192023	Y	0		CHRIS LAVERY	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-25-240-7340	200	SQ NEVADA WATER EN	Operator cert training, C. Glassburn	01202023	01192023	Y	0	KATE NELSON	RONNIE RECTOR	Closed
BILL C ROBBINS	XXXXXXXXXXXX2144	200-25-230-7405	132.15	AMZN MKTP US 3J7H347U3	office supplies	01202023	01192023	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
BILL C ROBBINS	XXXXXXXXXXXX2144	200-25-230-7405	40.78	AMZN MKTP US 227TX8KX3	office supplies	01202023	01192023	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
TROY SANDERS	XXXXXXXXXXXX5566	200-25-230-7680	277	WEF MAIN	WEF and CWEA Membership Troy Sanders	01202023	01192023	Y	0	JIM YOUNGBLOOD	TROY SANDERS	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-46-831-7415	268.77	COSTCO WHSE #0025	Snacks for Snowshoe event	01232023	01202023	Y	20.52	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-690-7340	60	MSFT E0800LWPEE	SharePoint for mt ops to communicate and document	01232023	01202023	N	0		STEPHANIE KOEHLER	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	7.12	ADOBE ACROPRO SUBS	Adobe - Additional License - Kari Brandt	01202023	01202023	Y	0		CHRIS LAVERY	Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	200-22-970-7415	460	AMZN MKTP US J68IX2EY3	Desk Scanner for Dan Liggett - Per Diana Robb	01202023	01202023	Y	0		CHRIS LAVERY	Closed
BILL C ROBBINS	XXXXXXXXXXXX2144	200-25-230-7415	122.69	AMZN MKTP US OW40B3SZ3	breakroom supplies	01232023	01202023	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7490	155	AMZN MKTP US ID2BL03K3	Repair Parts	01232023	01212023	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	390-39-710-7350	19.78	COSTCO WHSE #0025	Food supplies for beach staff	01232023	01212023	Y	4.97	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-00-000-0720	45.37	COSTCO WHSE #0025	Snacks for Rec Center guest resale	01232023	01212023	Y		SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
BRAD ECK	XXXXXXXXXXXX1765	430-53-940-7415	-31.33	AMZN MKTP US	Shipping refund credit for dolly cart. 430-53-940-7415	01232023	01212023	Y	0			Closed
J. DARREN HOWARD	XXXXXXXXXXXX0365	320-31-990-7685	45	UNITED 0169826224225	PGA Show baggage320-31-990-7685	01232023	01212023	Y	0			Closed
J. DARREN HOWARD	XXXXXXXXXXXX0365	320-31-990-7685	35	UNITED 0169826224224	PGA Show baggage 320-31-990-7685	01232023	01212023	Y	0			Closed
CASEY JEFFERS	XXXXXXXXXXXX0722	350-48-840-7605	77.93	THE HOME DEPOT #3310	Rec Center repair parts	01232023	01212023	Y	0			Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7350	17.07	SAFEWAY #1592	Supplies for Diamond Peak employee party games	01232023	01212023	Y	0		PAUL RAYMORE	Closed
TROY SANDERS	XXXXXXXXXXXX5566	200-25-230-7440	28	AMZN MKTP US PB5CJ0U13	Voltage checking pen	01232023	01212023	Y	0	JIM YOUNGBLOOD	TROY SANDERS	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-860-7415	159.98	AMZN MKTP US 2V7ZB05R3	file cabinet	01232023	01222023	N	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
MATTHEW BELOTE	XXXXXXXXXXX5653	100-12-130-7300	41.56	AMZN MKTP US ZB1FT4AL3	SPIDERCASE Designed for iPhone 12 100-12-130-7300	01232023	01222023	Y	0			Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-48-850-7415	16.46	AMAZON.COM H32MY1LE3 AMZN	Dry erase markers for pool deck white boards	01232023	01222023	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
JON TEKULVE	XXXXXXXXXXXX6651	340-34-680-7300	497.7	AMZN MKTP US AJ8AC56G3	Scanners for rental shop	01232023	01222023	Y	0		JON TEKULVE	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7450	10.08	WF4NVFIREMAR SERVICE FEE	Permits	01242023	01232023	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7450	310	NEVADA FIRE MARSHAL	Permits	01242023	01232023	Y	0	BRAD UNDERWOOD	RICH ALLEN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-860-7415	6.49	AMZN MKTP US VC2OX2RH3	ball pump needles operating	01242023	01232023	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-860-7415	83.48	AMZN MKTP US HA5P07ST3	FHW office operating	01242023	01232023	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	234.12	AMAZON.COM Q08TU61Q3	cups operating	01242023	01232023	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-48-850-7415	65	SQ RECREATION	Charged in error	01242023	01232023	N	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-48-850-7415	73.9	AMZN MKTP US KI4TY5903	Clocks for pool deck	01242023	01232023	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
MADONNA DUNBAR	XXXXXXXXXXXX8189	200-28-990-7685	5	GOTOCOM GOTOMEETING	monthly toll free conference line	01242023	01232023	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
ERIC FREISTROFFER	XXXXXXXXXXXX6682	200-22-240-7680	69	ABC-NV	Grade 1 water distribution test at PSI testing center for Jesse Malsam	01242023	01232023	Y	0	JIM YOUNGBLOOD	CLAUDIA DASILVA	Closed
CASEY JEFFERS	XXXXXXXXXXXX0722	350-48-840-7605	-89	SQ RECREATION	Rec Center repair parts	01242023	01232023	Y	0			Closed
CASEY JEFFERS	XXXXXXXXXXXX0722	350-48-840-7605	-200	SQ RECREATION	Rec Center repair parts	01242023	01232023	Y	0			Closed
CASEY JEFFERS	XXXXXXXXXXXX0722	350-48-840-7605	89	SQ RECREATION	Rec Center repair parts	01242023	01232023	Y	0			Closed
CASEY JEFFERS	XXXXXXXXXXXX0722	350-48-840-7605	200	SQ RECREATION	Rec Center repair parts	01242023	01232023	Y	0			Closed
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	224	SOLARWINDS	Solarwinds Subscription - 2023	01242023	01232023	Y	0		CHRIS LAVERY	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-970-7405	24.75	AMZN MKTP US FI4NT1Z13	Office supplies	01242023	01232023	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-970-7405	39.17	AMAZON.COM 5H44Y4QI3	Office supplies	01242023	01232023	Y	0	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-25-230-7340	95	CALIFORNIA WATER ENVIRON	Cert renewal, B. Olsen	01242023	01232023	Y	8.83	KATE NELSON	RONNIE RECTOR	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	200-25-240-7340	100	CALIFORNIA WATER ENVIRON	Cert renewal, A. Gutierrez	01242023	01232023	Y	9.3	KATE NELSON	RONNIE RECTOR	Closed
TROY SANDERS	XXXXXXXXXXXX5566	200-25-230-7440	74.95	AMZN MKTP US E65B517B3	Tool bag for E and I Service truck..	01242023	01232023	Y	0	JIM YOUNGBLOOD	TROY SANDERS	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	36.45	RALEY S #113	half half operat	01262023	01242023	N	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-48-850-7415	20.02	THE HOME DEPOT #3311	Cleaning supplies	01262023	01242023	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
MADONNA DUNBAR	XXXXXXXXXXXX8189	200-28-990-7415	934.67	BIERLIN PACKAGING	Glass bottles	01252023	01242023	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-630-7415	57.84	AMZN MKTP US FZ9PT9YH3	brake part cleaner	01252023	01242023	Y	0		STEPHANIE KOEHLER	Closed
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-630-7415	9.75	AMZN MKTP US 439KI6FL3	disincentive wipes	01252023	01242023	Y	0		STEPHANIE KOEHLER	Closed
JENNIFER L MOORE	XXXXXXXXXXXX1872	350-46-820-7415	48.92	MOFOS PIZZA PASTA INC	Senior snowshoe lunches	01252023	01242023	Y	0	SHELIA LEIJON	JENNIFER MOORE	Closed
BILL C ROBBINS	XXXXXXXXXXXX2144	200-25-230-7415	147.48	AMZN MKTP US 2I8VW0573	breakroom supplies	01252023	01242023	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
TROY SANDERS	XXXXXXXXXXXX5566	200-25-230-7440	56.8	AMZN MKTP US BV79T8FX3	Insulated electrical screwdrivers for E and I service truck.	01242023	01242023	Y	0	JIM YOUNGBLOOD	TROY SANDERS	Closed
JON TEKULVE	XXXXXXXXXXXX6651	340-34-680-7300	434.85	AMZN MKTP US PX1G45JU3	Signature pads for Rental Shop	01252023	01242023	Y	0		JON TEKULVE	Closed
MATTHEW BELOTE	XXXXXXXXXXX5653	200-22-970-7300	499.96	AMAZON.COM XK8KD39F3	Dell Curved Monitor 27 Inch - 50 percent to 200-22-970-7300 -- 50 percent to 10001212 Objec	01252023	01252023	Y	0			Closed
MATTHEW BELOTE	XXXXXXXXXXX5653	100-12-120-7300	499.96	AMAZON.COM XK8KD39F3	Dell Curved Monitor 27 Inch - 50 percent to 200-22-970-7300 -- 50 percent to 10001212 Objec	01252023	01252023	Y	0			Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	370-43-780-7310	342	WHENIWORK.COM	$342 When I work lic fee	01262023	01252023	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	390-39-780-7310	342	WHENIWORK.COM	$342 When I work lic fee	01262023	01252023	Y		STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7010	1300	IN LOCALS CREATIVE	Graphic design work for Luggi Foeger Festival - logo and flyer design	01262023	01252023	Y	0		PAUL RAYMORE	Closed
RONNIE RECTOR	XXXXXXXXXXXX2136	420-52-930-7415	195	NIGP - IWEB	Membership renewal, R. Rector	01272023	01252023	Y	0	KATE NELSON	RONNIE RECTOR	Closed
BILL C ROBBINS	XXXXXXXXXXXX2144	200-25-230-7415	6.88	AMZN MKTP US L563A22A3	breakroom supplies	01262023	01252023	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7510	152.16	SUNRISE ENVIRONMENTAL	alcohol spray Janitorial	01272023	01262023	Y	0	SHELIA LEIJON	PANDORA BAHLMAN	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-48-850-7415	87	USA SWIMMING, INC.	USA Coaching fee Meagan Ballew	01262023	01262023	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-48-850-7415	-65	SQ RECREATION	Reversal of charge made in error	01272023	01262023	N	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Closed
SAMANTHA GOUGH	XXXXXXXXXXX1971	370-43-780-7310	9.99	PP ADOBE INC	$9.99 Adobe lic fee	01272023	01262023	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Closed
LISA HOOPES	XXXXXXXXXXX1880	100-13-150-7350	249.5	ZIPRECRUITER, INC.	HR Payroll Generalist	01272023	01262023	Y	0	ERIN FEORE		Closed
LISA HOOPES	XXXXXXXXXXX1880	320-32-530-7350	83.17	ZIPRECRUITER, INC.	Sous Chef	01272023	01262023	Y		ERIN FEORE		Closed
LISA HOOPES	XXXXXXXXXXX1880	320-32-530-7350	83.17	ZIPRECRUITER, INC.	Sous Chef	01272023	01262023	Y		ERIN FEORE		Closed
LISA HOOPES	XXXXXXXXXXX1880	330-33-530-7350	83.16	ZIPRECRUITER, INC.	Sous Chef	01272023	01262023	Y		ERIN FEORE		Closed
J. DARREN HOWARD	XXXXXXXXXXXX0365	320-31-990-7685	45	UNITED 0169827394182	PGA Show luggage 320-31-990-7685	01302023	01262023	Y	0			Open
J. DARREN HOWARD	XXXXXXXXXXXX0365	320-31-990-7685	35	UNITED 0169827394181	PGA Show luggage 320-31-990-7685	01302023	01262023	Y	0			Open
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7010	20.96	CREATIVE MARKET	Font purchased as part of Luggi Foeger Festival design project	01272023	01262023	Y	0		PAUL RAYMORE	Closed
BILL C ROBBINS	XXXXXXXXXXXX2144	200-22-230-7680	75	OWPSACSTATE	water treatment course	01272023	01262023	Y	0	JIM YOUNGBLOOD	BILL ROBBINS	Closed
TROY SANDERS	XXXXXXXXXXXX5566	200-25-230-7435	14.9	USPS PO 3117610450	Shipping for plc boards	01272023	01262023	Y	0	JIM YOUNGBLOOD	TROY SANDERS	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	330-33-500-7310	2.8	CROSS BORDER TRANS FEE	screen fee	01262023	01262023	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7310	140	SCREENCLOUD	food court and base lodge screen	01262023	01262023	Y	0	J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-36-530-7310	20	SCREENCLOUD	snowflake screen	01262023	01262023	Y		J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	330-33-500-7310	20	SCREENCLOUD	chateau screen	01262023	01262023	Y		J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-980-7415	40	SCREENCLOUD	marketing screens	01262023	01262023	Y		J. HOWARD	WILLIAM VANDENBU	Closed
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	350-48-980-7415	60	SCREENCLOUD	rec screens	01262023	01262023	Y		J. HOWARD	WILLIAM VANDENBU	Closed
J. DARREN HOWARD	XXXXXXXXXXXX0365	320-31-990-7685	96	RENO-TAHOE AIRPORT AUTH	PGA Show parking 320-31-990-7685	01302023	01272023	Y	0			Open
J. DARREN HOWARD	XXXXXXXXXXXX0365	320-31-990-7685	1282.35	VISTA CAY RESORT BY MI	PGA Shoe lodging 320-31-990-7685	01302023	01272023	Y	0			Open
SCOTT HUBELE	XXXXXXXXXXXX9304	200-25-240-7680	69	ABC-NV	Chris glassburn collection II test	01302023	01272023	Y	0	JIM YOUNGBLOOD	SCOTT HUBELE	Approved
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-690-7415	27.98	AMZN MKTP US 4W1NS71X3	parts for snow blower	01302023	01272023	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Approved
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-690-7415	13.49	AMZN MKTP US 4K99V8613	parts for snow blower	01302023	01272023	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Approved
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-690-7415	15.99	AMZN MKTP US AS3KA5MZ3 AM	Cleaner	01302023	01272023	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Approved
BOB E OLSEN	XXXXXXXXXXXX2060	200-25-230-7680	149	OWPSACSTATE	Wastewater 1 course for Jason	01302023	01272023	Y	0	TROY SANDERS	BOB OLSEN	Approved
BROOKE SMITH-LA FATA	XXXXXXXXXXXX8841	330-33-500-7415	48.86	AMAZON.COM UT1134343	printer paper	01302023	01272023	Y	0	J. HOWARD		Approved
CARL STUMP	XXXXXXXXXXXX6992	200-22-240-7680	3	WF4NVENVIROP SERVICE FEE	Operator 2 Cert test payment.	01302023	01272023	Y	0	JIM YOUNGBLOOD	CARL STUMP	Approved
CARL STUMP	XXXXXXXXXXXX6992	200-22-240-7680	120	NV ENVIRONMENTAL PROTECT	Operator 2 Cert Payment service charge.	01302023	01272023	Y	0	JIM YOUNGBLOOD	CARL STUMP	Approved
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	330-33-500-7310	26.95	PANDORA.MOODMEDIA.COM	Grille Pandora	01302023	01282023	Y	0	J. HOWARD	WILLIAM VANDENBU	Approved
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7310	26.95	PANDORA.MOODMEDIA.COM	Loft Bar Pandora	01302023	01282023	Y	0	J. HOWARD	WILLIAM VANDENBU	Approved
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-36-530-7310	26.95	PANDORA.MOODMEDIA.COM	Snowflake Pandora	01302023	01282023	Y	0	J. HOWARD	WILLIAM VANDENBU	Approved
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	320-31-530-7310	26.95	PANDORA.MOODMEDIA.COM	Chateau Pandora	01302023	01282023	Y	0	J. HOWARD	WILLIAM VANDENBU	Approved
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	119.27	AMZN MKTP US YN8GZ9363	operating - fork/sleeve	01302023	01292023	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Approved
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-00-000-0720	74.03	AMZN MKTP US YN8GZ9363	food merch	01302023	01292023	Y		SHELIA LEIJON	CLAUDIA DASILVA	Approved
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-690-7415	200.48	AMZN MKTP US EN7704TN3	gloves for staff	01302023	01292023	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Approved

04152023-028

Cardholder Name 1	Card Number (Last 4)	G/L Account	Amount	Merchant Name	Description	Posting Date	Transaction Date	Receipt Image	Sales Tax Amount	Statement Approved By	Statement Reviewed By	Statement Status
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-00-000-0720	24.28	AMAZON.COM 4V3Q53XJ3	food merch	01312023	01302023	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Approved
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-00-000-0720	111.76	SAMSCLUB.COM	food merch	02012023	01302023	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Approved
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-46-831-7415	130.44	AMZN MKTP US 701480I93	Snacks for Community Snowshoe events	01312023	01302023	Y	0	SHELIA LEIJON	GWYNNE CUNNINGHA	Approved
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-690-7415	358.66	EQUIPARTS CORP	Sink Parts	01312023	01302023	Y	23.47	MIKE BANDELIN	STEPHANIE KOEHLER	Approved
KAYLEN PRIOR	XXXXXXXXXXXX1696	200-25-230-7428	23.63	AMZN MKTP US 8C8AX3SB3	Couldnt not find work gloves that fit locally so had to buy on amazon	01312023	01302023	Y	0	JIM YOUNGBLOOD	KAYLEN PRIOR	Approved
KAYLEN PRIOR	XXXXXXXXXXXX1696	200-22-230-7428	34.32	AMZN MKTP US 7D7UP2E43	lab supplies - was waiting on gloves from distributor so needed to purchase a couple boxes on am	01312023	01302023	Y	0	JIM YOUNGBLOOD	KAYLEN PRIOR	Approved
JAY RYDD	XXXXXXXXXXXX2169	340-34-620-7415	402.98	NATIONAL TOOL GRINDING	lunseated passenger deceleration device	01312023	01302023	Y	0	MIKE BANDELIN	JAY RYDD	Approved
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-00-000-0720	50.98	AMZN MKTP US Y10QT8OU3	food merch	02012023	01312023	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Approved
STEVE GIBBS	XXXXXXXXXXXX0392	200-25-230-7433	23.63	AMZN MKTP US GJ1CX2BW3	work gloves	02012023	01312023	Y	0	TROY SANDERS	STEVE GIBBS	Approved
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7680	75	APPLIED PAVEMENT TECH	$75.00 NV Ag Hort training	02012023	01312023	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Approved
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	20.17	DNH GODADDY.COM	TheChateauAtLakeTahoe Domain Renewal	02012023	01312023	Y	0		CHRIS LAVERY	Reviewed
JENNIFER L MOORE	XXXXXXXXXXXX1872	350-46-820-7415	193.15	MOFOS PIZZA PASTA INC	Senior snowshoe lunches	02012023	01312023	Y	0	SHELIA LEIJON	JENNIFER MOORE	Approved
TROY SANDERS	XXXXXXXXXXXX5566	200-25-230-7320	61.99	AMZN MKTP US TN1FG0JZ3	External HDD	02012023	01312023	Y	0	JIM YOUNGBLOOD	TROY SANDERS	Approved
TROY SANDERS	XXXXXXXXXXXX5566	200-25-230-7433	45.96	AMZN MKTP US TN1FG0JZ3	LED Road flares for sludge truck	02012023	01312023	Y		JIM YOUNGBLOOD	TROY SANDERS	Approved
DON SHOWS	XXXXXXXXXXXX0050	390-39-780-7680	75	APPLIED PAVEMENT TECH	$75.00 NV Ag Hort training	02012023	01312023	Y	0	STEVEN PHILLIPS	DON SHOWS	Approved
RICH ALLEN	XXXXXXXXXXXX1609	410-51-920-7490	121.8	AMZN MKTP US 2K7LJ1ZJ3	Repair parts	02012023	02012023	Y	0	BRAD UNDERWOOD	RICH ALLEN	Approved
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7530	209.91	INLAND SUPPLY CO. (RENO)	janitorial supplies	02022023	02012023	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Approved
JEFF CLOUTHIER	XXXXXXXXXXXX1724	320-31-420-7415	794.78	LOWES #01024	Plywood, split rail, rebar, tools	02022023	02012023	Y	0	J. HOWARD	JEFF CLOUTHIER	Approved
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	573.68	ADOBE PR CREATIVE CL	Adobe Licenses - February	02022023	02012023	Y	0		CHRIS LAVERY	Reviewed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7210	18	INCLINE VILLAGE F & B	Lunch for visiting journalists and influencers at Base Lodge Provisions	02032023	02012023	Y	1.37	MIKE BANDELIN	PAUL RAYMORE	Approved
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-870-7680	395	IN B & L BACKFLOW TESTIN	Cross Connection training, J. Donahue	02022023	02012023	Y	0	KATE NELSON	RONNIE RECTOR	Approved
TIM BUXTON	XXXXXXXXXXXX1682	200-22-870-7685	1348.95	NV RURAL WATER ASSO	Nevada rural water conference for 3 compliance employees.	02032023	02022023	Y	0	KATE NELSON	TIM BUXTON	Approved
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7415	168.5	TIGERTOUGH	Vehicle #730 parts-Parks	02032023	02022023	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Approved
SAMANTHA GOUGH	XXXXXXXXXXXX1971	390-39-780-7415	168.5	TIGERTOUGH	Vehicle #730 parts-Beaches	02032023	02022023	Y		STEVEN PHILLIPS	SAMANTHA GOUGH	Approved
LISA HOOPES	XXXXXXXXXXXX1880	410-51-900-7350	25	CRAIGSLIST.ORG	Mechanic II online job listing	02032023	02022023	Y	0	ERIN FEORE	LISA HOOPES	Approved
BRYAN KAMBITSCH	XXXXXXXXXXXX5101	200-22-230-7515	207	MARSHALL WOLF AUTOMATION,	Ozone Generation Cabinet air filters	02032023	02022023	Y	0	TROY SANDERS	BRYAN KAMBITSCH	Approved
BOB E OLSEN	XXXXXXXXXXXX2060	200-25-220-7430	88	AMZN MKTP US IZ81Q5T23	Uniform	02032023	02022023	Y	0	TROY SANDERS	BOB OLSEN	Approved
JON TEKULVE	XXXXXXXXXXXX6651	340-34-670-7415	10.99	DISNEY PLUS	Disney Plus for CSC	02032023	02022023	Y	0	MIKE BANDELIN	JON TEKULVE	Approved
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7490	301.6	AMAZON.COM FM74Y4QA3 AMZN	Repair parts	02062023	02032023	Y	0	BRAD UNDERWOOD	RICH ALLEN	Approved
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-860-7415	65.11	TST SUNSHINE DELI & CATE	cookies for program recital	02062023	02032023	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Approved
TIM KELLY	XXXXXXXXXXXX7591	350-46-831-7415	-50	GK ELITE	gymnastics grips for bars	02062023	02032023	Y	0	SHELIA LEIJON	TIM KELLY	Approved
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-990-7340	14.99	ADOBE ACROPRO SUBS	Subscription to edit PDFs	02062023	02032023	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Approved
KAYLEN PRIOR	XXXXXXXXXXXX1696	200-25-230-7428	46.99	AMZN MKTP US DN3MJ92O3	lab supplies	02062023	02032023	Y	0	JIM YOUNGBLOOD	KAYLEN PRIOR	Approved
JAY RYDD	XXXXXXXXXXXX2169	340-34-620-7415	54.76	AMZN MKTP US 0T0DF1VB3	llitt maze materials eye and snap hooks	02062023	02032023	Y	0	MIKE BANDELIN	JAY RYDD	Approved
CURTIS G TRUJILLO	XXXXXXXXXXXX2193	200-22-990-7433	33.12	FADV DRUG TESTING	Random Testing Pool Administration	02062023	02032023	Y	1.32	ERIN FEORE	CURTIS TRUJILLO	Approved
RICH ALLEN	XXXXXXXXXXXX1609	410-51-920-7490	190.18	AMZN MKTP US 5U8US0UF3	Repair Parts	02062023	02042023	Y	0	BRAD UNDERWOOD	RICH ALLEN	Approved
RICH ALLEN	XXXXXXXXXXXX1609	410-51-920-7490	16.66	AMZN MKTP US 9W9W68443	Repair parts	02062023	02042023	Y	0	BRAD UNDERWOOD	RICH ALLEN	Approved
TIMOTHY E MCKEON	XXXXXXXXXXXX1849	430-53-940-7520	818	PRO LIGHTING	Two WRRF parking lot LED fixtures.	02062023	02042023	Y	0	J. HOWARD	TIMOTHY MCKEON	Approved
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-630-7340	52.99	ADOBE CREATIVE CLOUD	Subscription to create graphics and documents	02062023	02052023	N	0	MIKE BANDELIN	STEPHANIE KOEHLER	Approved
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	1.99	GOOGLE GOOGLE STORAGE	GoogleOne Cloud Storage - February	02062023	02052023	Y	0		CHRIS LAVERY	Reviewed
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7310	52.99	ADOBE CREATIVE CLOUD	Monthly licensing fees for Adobe Creative Cloud applications - marketing manager	02062023	02052023	Y	0	MIKE BANDELIN	PAUL RAYMORE	Approved
BROOKE SMITH-LA FATA	XXXXXXXXXXXX8841	330-33-500-7415	9.99	AMZN MKTP US J76754IR3	chair repair	02062023	02052023	Y	0	J. HOWARD		Approved
BROOKE SMITH-LA FATA	XXXXXXXXXXXX8841	330-33-500-7415	36.49	AMAZON.COM LF0VT5XM3	batteries	02062023	02052023	Y	0	J. HOWARD		Approved
BROOKE SMITH-LA FATA	XXXXXXXXXXXX8841	330-33-500-7415	9.59	AMZN MKTP US 6E22V3ZZ3	AV adapter	02062023	02052023	Y	0	J. HOWARD		Approved
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7680	60	EB 2023 GREEN INDUSTR	$60 Hort-pesticide-safety training	02072023	02062023	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Approved
TIMOTHY E MCKEON	XXXXXXXXXXXX1849	430-53-940-7520	36.95	AMZN MKTP US O43T36NH3	Case for new phone	02072023	02062023	Y	0	J. HOWARD	TIMOTHY MCKEON	Approved
TIMOTHY E MCKEON	XXXXXXXXXXXX1849	430-53-940-7520	15.97	AMZN MKTP US E62041WW3	Screen saver for new phone	02072023	02062023	Y	0	J. HOWARD	TIMOTHY MCKEON	Approved
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7310	52.99	ADOBE CREATIVE CLOUD	Monthly licensing fees for Adobe Creative Cloud applications - video photo coordinator	02072023	02062023	Y	0	MIKE BANDELIN	PAUL RAYMORE	Approved
JACLYN M REAM	XXXXXXXXXXXX2128	340-34-980-7310	52.99	ADOBE 800-833-6687	Monthly Adobe software subscription	02072023	02062023	Y	0	MIKE BANDELIN	JACLYN REAM	Approved
JAY RYDD	XXXXXXXXXXXX2169	340-34-650-7415	172.82	EMERGENCY MEDICAL PRODUC	first aid room supplies	02082023	02062023	Y	0	MIKE BANDELIN	JAY RYDD	Approved
SARAH G VIDRA	XXXXXXXXXXXX2219	200-27-380-7415	655.39	IN CURIE ENVIRONMENTAL S	Disposal of 2022 HHW Season Radioactive Smoke Detectors.	02072023	02062023	Y	0	MADONNA DUNBAR	SARAH VIDRA	Approved
RICH ALLEN	XXXXXXXXXXXX1609	410-51-920-7490	-0.2	AMZN MKTP US	Repair parts	02082023	02072023	Y	0	BRAD UNDERWOOD	RICH ALLEN	Approved
RICH ALLEN	XXXXXXXXXXXX1609	410-51-920-7490	-5.69	AMZN MKTP US	Repair parts	02082023	02072023	Y	0	BRAD UNDERWOOD	RICH ALLEN	Approved
RICH ALLEN	XXXXXXXXXXXX1609	410-51-920-7490	-0.1	AMZN MKTP US	Credit Repair Parts	02082023	02072023	Y	0	BRAD UNDERWOOD	RICH ALLEN	Approved
DAREL BARLOW	XXXXXXXXXXXX5661	200-25-210-7405	20.86	AMZN MKTP US I84XG6H23	mouse pad for office	02082023	02072023	Y	0	JIM YOUNGBLOOD	DAREL BARLOW	Approved
GWYNNE C CUNNINGHAM	XXXXXXXXXXXX7871	350-46-831-7415	220.18	COSTCO WHSE #0127	Snacks for Community Snowshoe events	02082023	02072023	Y	15.55	SHELIA LEIJON	GWYNNE CUNNINGHA	Approved
ERIN FEORE	XXXXXXXXXXXX5473	100-13-150-7405	650.5	EFILE/FORMSTAX	ACA Year End forms receipt pending from payroll	02082023	02072023	N	0			Open
IVGID FINANCE	XXXXXXXXXXXX0328	100-12-120-7340	280	GOVERNMENT FINANCE OFFIC	GFOA annually membership	02082023	02072023	Y	0	HEATHER BARAGA	CLAUDIA DASILVA	Approved
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	20.17	DNH GODADDY.COM	InclineSeniors Domain Renewal	02082023	02072023	Y	0		CHRIS LAVERY	Reviewed
JENNIFER L MOORE	XXXXXXXXXXXX1872	350-46-820-7415	76.69	MOFOS PIZZA PASTA INC	senior snowshoe lunches	02082023	02072023	Y	0	SHELIA LEIJON	JENNIFER MOORE	Approved
PAUL A RAYMORE	XXXXXXXXXXXX2110	340-34-980-7210	88.62	RACE RESULT AMERICAS INC.	Race bib numbers for Luggi Foeger Uphill Downhill Festival	02082023	02072023	Y	0	MIKE BANDELIN	PAUL RAYMORE	Approved
JACLYN M REAM	XXXXXXXXXXXX2128	340-34-980-7210	270	DIAMOND PEAK ONLINE STOR	luggi event test purchase	02092023	02072023	Y	20.61	MIKE BANDELIN	JACLYN REAM	Approved
JACLYN M REAM	XXXXXXXXXXXX2128	340-34-980-7210	-270	DIAMOND PEAK SKI RESORT	luggi event test purchase refund	02092023	02072023	Y	-20.61	MIKE BANDELIN	JACLYN REAM	Approved
JON TEKULVE	XXXXXXXXXXXX6651	340-34-680-7415	163.8	SUN VALLEY SKI TOOLS, INC	Outstanding invoice from 2020 COVID Shutdown - Boot juice and Iron for Rental Shop	02082023	02072023	Y	0	MIKE BANDELIN	JON TEKULVE	Approved
DAREL BARLOW	XXXXXXXXXXXX5661	200-25-220-7405	87.82	AMZN MKTP US KH3XW3JE3	Ergonomic mouse	02092023	02082023	Y	0	JIM YOUNGBLOOD	DAREL BARLOW	Approved
LISA HOOPES	XXXXXXXXXXXX1880	320-31-410-7350	31.67	NV CAREER STUDIO, UNR	UNR PT Internship Fair Feb 16 Champ	02092023	02082023	Y	0	ERIN FEORE	LISA HOOPES	Approved
LISA HOOPES	XXXXXXXXXXXX1880	320-32-410-7350	31.67	NV CAREER STUDIO, UNR	UNR PT Internship Fair Feb 16 Mtn	02092023	02082023	Y		ERIN FEORE	LISA HOOPES	Approved
LISA HOOPES	XXXXXXXXXXXX1880	390-39-850-7350	31.67	NV CAREER STUDIO, UNR	UNR PT Internship Fair Feb 16 Aquatics	02092023	02082023	Y		ERIN FEORE	LISA HOOPES	Approved
LISA HOOPES	XXXXXXXXXXXX1880	370-43-780-7350	31.66	NV CAREER STUDIO, UNR	UNR PT Internship Fair Feb 16 Parks	02092023	02082023	Y		ERIN FEORE	LISA HOOPES	Approved
LISA HOOPES	XXXXXXXXXXXX1880	350-48-990-7350	31.67	NV CAREER STUDIO, UNR	UNR PT Internship Fair Feb 16 Rec	02092023	02082023	Y		ERIN FEORE	LISA HOOPES	Approved
LISA HOOPES	XXXXXXXXXXXX1880	320-31-530-7350	31.66	NV CAREER STUDIO, UNR	UNR PT Internship Fair Feb 16 Food Bev Champ	02092023	02082023	Y		ERIN FEORE	LISA HOOPES	Approved
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	15	DOMAINSDONERIGHT LLC	Tahoe2o - Domain Renewal	02092023	02082023	Y	0		CHRIS LAVERY	Reviewed
JENNIFER L MOORE	XXXXXXXXXXXX1872	350-00-000-2871	88.22	MOFOS PIZZA PASTA INC	Vets Club Board meeting/social	02092023	02082023	Y	0	SHELIA LEIJON	JENNIFER MOORE	Approved
JENNIFER L MOORE	XXXXXXXXXXXX1872	350-48-840-7415	21.92	RALEY S #113	Rec Ctr Coffee service	02102023	02082023	Y	0	SHELIA LEIJON	JENNIFER MOORE	Approved
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-970-7405	25.61	AMZN MKTP US TZ55J67V3	Office supplies	02092023	02082023	Y	0	KATE NELSON	RONNIE RECTOR	Approved
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	330-33-530-7415	135.09	THE WEBSTAURANT STORE INC	wheels for banquet tables	02092023	02082023	Y	0	J. HOWARD	WILLIAM VANDENBU	Approved
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7490	41.78	AMZN MKTP US 9P7TA1GW3	Repair Parts	02102023	02092023	Y	0	BRAD UNDERWOOD	RICH ALLEN	Approved
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7530	37.54	AMZN MKTP US HE4IO24R0	vacuum bags janitorial	02102023	02092023	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Approved
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	117.59	AMAZON.COM NM9CX8263	operating coffee cups	02102023	02092023	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Approved
MATTHEW BELOTE	XXXXXXXXXXXX5653	100-12-130-7300	169.88	AMZN MKTP US HE04Y8NL0	Phone Cases	02102023	02092023	Y	0			Open
JEFF CLOUTHIER	XXXXXXXXXXXX1724	320-31-420-7685	587.25	HAMPTON INNS	Orlando hotel for Golf Course Superintendents golf show	02132023	02092023	Y	0	J. HOWARD	JEFF CLOUTHIER	Approved
BRAD ECK	XXXXXXXXXXXX1765	430-53-940-7440	779.99	AMZN MKTP US R743M88N3	Air Sled appliance mover.	02102023	02092023	Y	0	J. HOWARD	BRAD ECK	Approved
STEVE GIBBS	XXXXXXXXXXXX0392	200-25-230-7405	230.86	AMZN MKTP US 4V3C04RB3	multiple phone chargers and AC adaptors	02102023	02092023	Y	0	TROY SANDERS	STEVE GIBBS	Approved
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7415	1358	ADA ENTERPRISES	$1358. planters bocce-ball	02102023	02092023	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Approved
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-39-780-7310	99.99	PP GOOGLE GOOGLE STORAGE	$99.99 Goggle file storage	02132023	02092023	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Approved
LISA HOOPES	XXXXXXXXXXXX1880	410-51-900-7350	649	YM CAREERS	AWWA online with email Mechanic II job listing	02102023	02092023	Y	0	ERIN FEORE	LISA HOOPES	Approved
STEVEN PHILLIPS	XXXXXXXXXXXX2086	390-39-780-7415	188.2	AMAZON.COM Q36645QU3 AMZN	$188.20 steam-cleaner	02102023	02092023	Y	0	SHELIA LEIJON	STEVEN PHILLIPS	Approved
BROOKE SMITH-LA FATA	XXXXXXXXXXXX8841	330-33-500-7415	139	AMAZON PRIME HE89Z8JD0	prime membership	02102023	02092023	Y	0	J. HOWARD		Approved
WILLIAM VANDENBURG	XXXXXXXXXXXX2201	340-34-530-7310	95.88	CRICUT	subscription to software	02102023	02092023	N	0	J. HOWARD	WILLIAM VANDENBU	Approved
RICH ALLEN	XXXXXXXXXXXX1609	410-51-900-7490	161.48	AMZN MKTP US HE4UO2PA0	Repair Parts	02132023	02102023	Y	0	BRAD UNDERWOOD	RICH ALLEN	Approved
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7835	111.98	SPECTRUM	cable TV	02132023	02102023	Y	6	SHELIA LEIJON	CLAUDIA DASILVA	Approved
LISA HOOPES	XXXXXXXXXXXX1880	410-51-900-7350	267	RENOTAHOEJOBS.COM	Mechanic II online job posting	02102023	02102023	Y	0	ERIN FEORE	LISA HOOPES	Approved
CASEY JEFFERS	XXXXXXXXXXXX0722	350-48-840-7415	474.5	AMZN MKTP US TT4HI9NU3	backpack vac.	02132023	02102023	Y	0	SHELIA LEIJON	CASEY JEFFERS	Approved
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-690-7415	23.34	SP BATTERYCLERK US	Safety light battery	02132023	02102023	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Approved
STEPHANIE KOEHLER	XXXXXXXXXXXX9514	340-34-690-7415	20.74	SP BATTERYCLERK US	Safety light battery	02132023	02102023	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Approved
CHRIS LAVERY	XXXXXXXXXXXX0965	100-12-130-7310	12.14	ADOBE ACROPRO SUBS	Adobe - Additional License	02102023	02102023	Y	0		CHRIS LAVERY	Reviewed
TROY SANDERS	XXXXXXXXXXXX5566	200-22-230-7505	1050	DENORA WATER TECHNOLOG	UV Sensor calibrations and Freight	02102023	02102023	Y	0	JIM YOUNGBLOOD	TROY SANDERS	Approved
MADONNA DUNBAR	XXXXXXXXXXXX8189	200-28-990-7415	132.66	BERLIN PACKAGING	glass bottles labels	02132023	02112023	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Approved
PAUL A RAYMORE	XXXXXXXXXXXX2110	350-48-980-7415	160	MAILCHIMP MISC	Monthly MailChimp email marketing expenses - Rec Share	02132023	02112023	Y	0	MIKE BANDELIN	PAUL RAYMORE	Approved
PAUL A RAYMORE	XXXXXXXXXXXX2110	320-31-980-7415	70	MAILCHIMP MISC	Monthly MailChimp email marketing expenses - Golf Champ	02132023	02112023	Y		MIKE BANDELIN	PAUL RAYMORE	Approved
PAUL A RAYMORE	XXXXXXXXXXXX2110	320-32-980-7415	30	MAILCHIMP MISC	Monthly MailChimp email marketing expenses - Golf Mt	02132023	02112023	Y		MIKE BANDELIN	PAUL RAYMORE	Approved
RONNIE RECTOR	XXXXXXXXXXXX2136	420-52-930-7405	62.07	AMZN MKTP US H993Z7IP1	Office supplies, Engineering	02132023	02112023	Y	0	KATE NELSON	RONNIE RECTOR	Approved
RICH ALLEN	XXXXXXXXXXXX1609	410-51-920-7440	25.98	AMZN MKTP US HE3SO7BE0	Tools	02132023	02122023	Y	0	BRAD UNDERWOOD	RICH ALLEN	Approved
CASEY JEFFERS	XXXXXXXXXXXX0722	350-48-840-7415	189.54	AMZN MKTP US HE64I2QD0	Nut Setter Set to repair the air handler	02132023	02122023	Y	0	SHELIA LEIJON	CASEY JEFFERS	Approved
STEVEN PHILLIPS	XXXXXXXXXXXX2086	370-43-780-7415	36.57	AMAZON.COM HE8S16830 AMZN	$36.57 steam-cleaner attach	02132023	02122023	Y	0	SHELIA LEIJON	STEVEN PHILLIPS	Approved
RONNIE RECTOR	XXXXXXXXXXXX2136	200-22-970-7405	8.76	AMZN MKTP US HE7ZJ7HF0	Office supplies, Billing	02132023	02122023	Y	0	KATE NELSON	RONNIE RECTOR	Approved
JAY RYDD	XXXXXXXXXXXX2169	340-34-650-7415	17.47	AMZN MKTP US HE1YU8CZ1	uniform nametags	02132023	02122023	Y	0	MIKE BANDELIN	JAY RYDD	Approved
JAY RYDD	XXXXXXXXXXXX2169	340-34-630-7415	258	THE HOME DEPOT #3312	reel for rope line	02142023	02122023	Y	0	MIKE BANDELIN	JAY RYDD	Approved
JON TEKULVE	XXXXXXXXXXXX6651	340-34-670-7415	99.98	AMZN MKTP US UK57M9HG3	Hot Cocoa Cups CSC Receipt x 2	02132023	02122023	Y	0	MIKE BANDELIN	JON TEKULVE	Approved
RICH ALLEN	XXXXXXXXXXXX1609	410-51-920-7440	37.89	AMZN MKTP US HE4YC7O72	Tools	02142023	02132023	Y	0	BRAD UNDERWOOD	RICH ALLEN	Approved
PANDORA BAHLMAN	XXXXXXXXXXXX8221	350-48-840-7415	36.88	AMAZON.COM HE0BD8L81	swiffer GFR/office	02142023	02132023	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Approved
MATTHEW BELOTE	XXXXXXXXXXXX5653	100-12-130-7440	30.36	AMZN MKTP US HE84J4Z01	Cable Leader 18 AWG	02142023	02132023	Y	0			Open
MATTHEW BELOTE	XXXXXXXXXXXX5653	100-12-130-7300	24.99	AMZN MKTP US HE3NS7KA0	Xscorpion 100 Ft	02142023	02132023	Y	0			Open
MATTHEW BELOTE	XXXXXXXXXXXX5653	100-12-130-7440	223.99	AMAZON.COM HE07T97T0 AMZN	BROTHER P-TOUCH-E550W	02142023	02132023	Y	0			Open
SAMANTHA GOUGH	XXXXXXXXXXXX1971	370-43-780-7685	330.75	IN NEVADA LANDSCAPE ASSO	NV Landscape Assoc conf	02142023	02132023	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Approved

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Cardholder Name 1	Card Number (Last 4)	G/L Account	Amount	Merchant Name	Description	Posting Date	Transaction Date	Receipt Image	Sales Tax Amount	Statement Approved By	Statement Reviewed By	Statement Status
SAMANTHA GOUGH	XXXXXXXXXXX1971	390-39-780-7685	330.75	IN NEVADA LANDSCAPE ASSO	NV Landscape Assoc conf	02142023	02132023	Y		STEVEN PHILLIPS	SAMANTHA GOUGH	Approved
SAMANTHA GOUGH	XXXXXXXXXXX1971	370-43-780-7340	75	IN NEVADA LANDSCAPE ASSO	NV Lands.Assoc membership	02142023	02132023	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Approved
SAMANTHA GOUGH	XXXXXXXXXXX1971	390-39-780-7340	75	IN NEVADA LANDSCAPE ASSO	NV Lands.Assoc membership	02142023	02132023	Y		STEVEN PHILLIPS	SAMANTHA GOUGH	Approved
JAY RYDD	XXXXXXXXXXX2169	340-34-650-7415	64.6	AMAZON.COM HE6N702Q0	boundry line tree hooks	02142023	02132023	Y	0	MIKE BANDELIN	JAY RYDD	Approved
MATTHEW BELOTE	XXXXXXXXXXX5653	100-12-130-7310	2758	PROGRESS SOFTWARE FORMERL	PROGRESS SOFTWARE - WHATSUP License	02162023	02142023	Y	0			Open
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	350-48-850-7340	40	ASSOC OF AQUATIC PROS	Annual membership for G Cunningham	02152023	02142023	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Approved
IVGID FINANCE	XXXXXXXXXXX0328	340-34-960-7830	370.68	SPECTRUM	Charter Internet Sports Shop acct 8354 13 002 0333282	02152023	02142023	Y	14.83	HEATHER BARAGA	CLAUDIA DASILVA	Approved
IVGID FINANCE	XXXXXXXXXXX0328	100-12-130-7830	659.55	SPECTRUM	Spectrum Internet for Admin	02152023	02142023	Y	42.2	HEATHER BARAGA	CLAUDIA DASILVA	Approved
IVGID FINANCE	XXXXXXXXXXX0328	100-10-990-7830	395.53	SPECTRUM	Spectrum Cable for Admin	02152023	02142023	Y		HEATHER BARAGA	CLAUDIA DASILVA	Approved
TIMOTHY E MCKEON	XXXXXXXXXXX1849	430-53-940-7520	45.91	AMAZON.COM HE2MC6091 AMZN	REC Center Wiremold cable raceway for sauna	02152023	02142023	Y	0	J. HOWARD	TIMOTHY MCKEON	Approved
STEVEN PHILLIPS	XXXXXXXXXXX2086	370-43-780-7415	11.7	AMAZON.COM HE55I43Q2 AMZN	$11.70 office supplies	02152023	02142023	Y	0	SHELIA LEIJON	STEVEN PHILLIPS	Approved
STEVEN PHILLIPS	XXXXXXXXXXX2086	370-43-780-7340	15	ARBOR DAY FOUNDATION	$15.00 Arbor Day Foundation	02152023	02142023	Y	0	SHELIA LEIJON	STEVEN PHILLIPS	Approved
JAY RYDD	XXXXXXXXXXX2169	340-34-650-7415	19.94	AMZN MKTP US HE1NJ0Y90	zip ties	02152023	02142023	Y	0	MIKE BANDELIN	JAY RYDD	Approved
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-680-7310	26.95	PANDORA.MOODMEDIA.COM	Rental Shop Pandora	02152023	02142023	Y	0	J. HOWARD	WILLIAM VANDENBU	Approved
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	22.88	RALEY S #113	half'n half	02172023	02152023	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Approved
MATTHEW BELOTE	XXXXXXXXXXX5653	100-12-130-7300	150.08	AMAZON.COM HE64N1XV1 AMZN	MONOPRICE SLIMRUN CAT6A	02162023	02152023	Y	0			Open
MATTHEW BELOTE	XXXXXXXXXXX5653	100-12-130-7440	274.84	AMZN MKTP US HP9S094L0	Klein Tools	02162023	02152023	Y	0			Open
CASEY JEFFERS	XXXXXXXXXXX0722	350-48-840-7415	-80	SQ RECREATION	Testing for venting at Rec Center	02152023	02152023	Y	0	SHELIA LEIJON	CASEY JEFFERS	Approved
CASEY JEFFERS	XXXXXXXXXXX0722	350-48-840-7415	80	SQ RECREATION	Testing for venting at Rec Center	02152023	02152023	Y	0	SHELIA LEIJON	CASEY JEFFERS	Approved
CASEY JEFFERS	XXXXXXXXXXX0722	350-48-840-7415	474.5	AMZN MKTP US HE92S1XT1	350.48.840.7415 This one will be returned. Damage in shipping.	02162023	02152023	Y	0	SHELIA LEIJON	CASEY JEFFERS	Approved
BRYAN KAMBITSCH	XXXXXXXXXXX5101	200-25-230-7430	422.07	ARIAT INTERNATIONAL, INC.	Uniform	02162023	02152023	Y	0	TROY SANDERS	BRYAN KAMBITSCH	Approved
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	49	LIVESTREAM.COM	Livestream - February	02162023	02152023	Y	0		CHRIS LAVERY	Reviewed
JENNIFER L MOORE	XXXXXXXXXXX1872	350-46-820-7415	162.42	CROSBY'S TAVERN	Senior snowshoe lunches	02162023	02152023	Y	0	SHELIA LEIJON	JENNIFER MOORE	Approved
PAUL A RAYMORE	XXXXXXXXXXX2110	340-34-980-7210	2407.8	SILIPINT	Souvenir pint glasses for Beer Luggi division of Luggi Foeger Uphill Downhill Festival	02162023	02152023	Y	0	MIKE BANDELIN	PAUL RAYMORE	Approved
RONNIE RECTOR	XXXXXXXXXXX2136	200-22-970-7405	32.11	AMZN MKTP US HE4YL2XR1	Office supplies	02162023	02152023	Y	0	KATE NELSON	RONNIE RECTOR	Approved
RONNIE RECTOR	XXXXXXXXXXX2136	420-52-930-7415	241.65	COLUMN	Invitation to Bid, Bike Park	02162023	02152023	Y	0	KATE NELSON	RONNIE RECTOR	Approved
BROOKE SMITH-LA FATA	XXXXXXXXXXX8841	330-33-500-7415	32.99	AMAZON.COM HP4IQ6OG0	polaroid paper/couple pictures	02162023	02152023	Y	0	J. HOWARD		Approved
CARL STUMP	XXXXXXXXXXX6992	200-22-240-7680	69	ABC-NV	Payment for testing Center OP2 test.	02162023	02152023	Y	0	JIM YOUNGBLOOD	CARL STUMP	Approved
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7490	36.71	AMAZON.COM HE2NM3HX1 AMZN	Repair Parts	02172023	02162023	Y	0	BRAD UNDERWOOD	RICH ALLEN	Approved
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-00-000-0720	78.08	AMAZON.COM HP23Z0ND0 AMZN	food merch	02172023	02162023	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Approved
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-00-000-0720	59.92	RALEY S #113	drink merch	02202023	02162023	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Approved
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-00-000-0720	213.37	SAMSCLUB.COM	food merch	02202023	02162023	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Approved
BRAD ECK	XXXXXXXXXXX1765	430-53-940-7520	146.8	AMZN MKTP US HE8AB4VF2	Vent fan motor for Mt. Golf.	02172023	02162023	Y	0	J. HOWARD	BRAD ECK	Approved
BRAD ECK	XXXXXXXXXXX1765	430-53-940-7520	48.22	LOWES #01024	WWRF ceiling tiles	02172023	02162023	Y	0	J. HOWARD	BRAD ECK	Approved
CASEY JEFFERS	XXXXXXXXXXX0722	350-48-840-7415	15.65	7-ELEVEN 33022	WD 40	02202023	02162023	N	.03	SHELIA LEIJON	CASEY JEFFERS	Approved
BRYAN KAMBITSCH	XXXXXXXXXXX5101	200-25-230-7430	-32.22	ARIAT INTERNATIONAL, INC.	Tax reimbursement	02162023	02162023	Y	0	TROY SANDERS	BRYAN KAMBITSCH	Approved
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-690-7415	33.9	AMZN MKTP US HP5903J30	6 volt battery	02172023	02162023	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Approved
JENNIFER L MOORE	XXXXXXXXXXX1872	350-00-000-2871	807	IN DELTA CHALLENGE COINS	Veterans Club - Club challenge coins for distribution sale	02172023	02162023	Y	0	SHELIA LEIJON	JENNIFER MOORE	Approved
KAYLEN PRIOR	XXXXXXXXXXX1696	200-22-230-7428	51.47	AMZN MKTP US HE0N368T1	lab supplies - have to purchase specific detergent for labware	02172023	02162023	Y	0	JIM YOUNGBLOOD	KAYLEN PRIOR	Approved
PAUL A RAYMORE	XXXXXXXXXXX2110	340-34-980-7310	29.99	ADOBE STOCK	Monthly Adobe Stock licensing fee for royalty-free music images etc - video photo coordinator	02172023	02162023	Y	0	MIKE BANDELIN	PAUL RAYMORE	Approved
RONNIE RECTOR	XXXXXXXXXXX2136	200-22-970-7433	90.59	ULINE SHIP SUPPLIES	Safety supplies	02162023	02162023	Y	0	KATE NELSON	RONNIE RECTOR	Approved
BROOKE SMITH-LA FATA	XXXXXXXXXXX8841	330-33-500-7415	89.99	AMZN MKTP US HE1SM51P2	file cablinet / events office	02162023	02162023	Y	0	J. HOWARD		Approved
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7440	51.71	AMAZON.COM HE9QL6KQ1	Tools	02202023	02172023	Y	0	BRAD UNDERWOOD	RICH ALLEN	Approved
MATTHEW BELOTE	XXXXXXXXXXX5653	100-12-130-7440	159.8	AMZN MKTP US HP4S73010	Jonard Tools ES-1964ERG , V-Max 1-Punch Down	02202023	02172023	Y	0			Open
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	7.28	ADOBE ACROPRO SUBS	Adobe - Additional License	02202023	02172023	Y	0		CHRIS LAVERY	Reviewed
RONNIE RECTOR	XXXXXXXXXXX2136	200-22-230-7425	78.5	IN TAHOE LAND PLANNING	Permitting assistance, BCWDP Fuel Tank	02202023	02172023	Y	0	KATE NELSON	RONNIE RECTOR	Approved
TROY SANDERS	XXXXXXXXXXX5566	200-25-230-7460	97.64	POSTAL EXPRESS	Postage for shipping two pieces of equipment back to Hach repair center.	02202023	02172023	Y	3.9	JIM YOUNGBLOOD	TROY SANDERS	Approved
CASEY JEFFERS	XXXXXXXXXXX0722	350-48-840-7415	73.36	THE HOME DEPOT #3310	350.48.840.7415 Clear coat scateth proof paint and rollers.	02202023	02182023	Y	0	SHELIA LEIJON	CASEY JEFFERS	Approved
CHRIS LAVERY	XXXXXXXXXXX0965	100-13-160-7415	20	ZOOM.US 888-799-9666	Zoom Webinar License - Recreation - Coding per Shelia	02202023	02182023	Y	0		CHRIS LAVERY	Reviewed
CHRIS LAVERY	XXXXXXXXXXX0965	350-48-860-7415	20	ZOOM.US 888-799-9666	Zoom Webinar License - Recreation - Coding per Shelia	02202023	02182023	Y			CHRIS LAVERY	Reviewed
CHRIS LAVERY	XXXXXXXXXXX0965	100-12-130-7310	289	ZOOM.US 888-799-9666	Zoom Webinar and Host Licenses	02202023	02182023	Y			CHRIS LAVERY	Reviewed
TIMOTHY E MCKEON	XXXXXXXXXXX1849	430-53-940-7520	64.52	ULINE SHIP SUPPLIES	PWA dome mirror for hallway	02202023	02182023	Y	0	J. HOWARD	TIMOTHY MCKEON	Approved
RONNIE RECTOR	XXXXXXXXXXX2136	200-22-970-7405	146.99	AMZN MKTP US HE2FA1901	Office supplies, Billing	02202023	02182023	Y	0	KATE NELSON	RONNIE RECTOR	Approved
TIMOTHY E MCKEON	XXXXXXXXXXX1849	430-53-940-7520	167	PRO LIGHTING	Chateau LED lamps	02202023	02192023	Y	0	J. HOWARD	TIMOTHY MCKEON	Approved
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-840-7415	64.9	AMAZON.COM HP6F59OE2 AMZN	operating - coffee	02202023	02202023	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Approved
MATTHEW BELOTE	XXXXXXXXXXX5653	100-12-130-7300	693.52	AMAZON.COM HP1JB4JA1 AMZN	CISCO BUSINESS CBS350	02212023	02202023	Y	0			Open
KAYLEN PRIOR	XXXXXXXXXXX1696	200-25-230-7430	27	AMAZON.COM HP8O36J51	Caitlins Uniform	02212023	02202023	Y	4.12	JIM YOUNGBLOOD	KAYLEN PRIOR	Approved
KAYLEN PRIOR	XXXXXXXXXXX1696	200-22-230-7430	27.11	AMAZON.COM HP8O36J51	Caitlins Uniform	02212023	02202023	Y		JIM YOUNGBLOOD	KAYLEN PRIOR	Approved
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-530-7415	69.3	AMZN MKTP US HP92M24B2	hepa filters	02212023	02202023	Y	0	J. HOWARD	WILLIAM VANDENBU	Approved
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-00-000-0720	331.1	CHEFSTORE 7502	Food for food court	02212023	02202023	Y	23.39	J. HOWARD	WILLIAM VANDENBU	Approved
PANDORA BAHLMAN	XXXXXXXXXXX8221	350-48-860-7415	185.83	AMZN MKTP US HE3DY08E2	file cabinet	02212023	02212023	Y	0	SHELIA LEIJON	CLAUDIA DASILVA	Approved
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-630-7340	60	MSFT E0800MAU0P	Sharepoint for departments to communicate info	02222023	02212023	N	0	MIKE BANDELIN	STEPHANIE KOEHLER	Approved
JENNIFER L MOORE	XXXXXXXXXXX1872	350-46-820-7415	108.56	MOFOS PIZZA PASTA INC	Senior snowshoe lunches	02222023	02212023	Y	0	SHELIA LEIJON	JENNIFER MOORE	Approved
JENNIFER L MOORE	XXXXXXXXXXX1872	350-48-840-7415	135.12	COSTCO WHSE #0025	Rec Ctr coffee service	02222023	02212023	Y	10.32	SHELIA LEIJON	JENNIFER MOORE	Approved
KAYLEN PRIOR	XXXXXXXXXXX1696	200-25-230-7428	74.76	AMZN MKTP US HP6M233Y2	lab supplies	02222023	02212023	Y	0	JIM YOUNGBLOOD	KAYLEN PRIOR	Approved
BROOKE SMITH-LA FATA	XXXXXXXXXXX8841	330-33-500-7415	10.2	AMAZON.COM HP8PD6U1A0	notebook	02222023	02212023	Y	0	J. HOWARD		Approved
SARAH G VIDRA	XXXXXXXXXXX2219	200-27-380-7680	206.1	360TRAINING.COM INC	HAZWOPER training for John Williams.	02222023	02212023	Y	0	MADONNA DUNBAR	SARAH VIDRA	Approved
DAREL BARLOW	XXXXXXXXXXX5661	200-25-230-7520	83.6	THE HOME DEPOT 3312	Lumber for shop sander mounting tool storage for truck	02242023	02222023	Y	0	JIM YOUNGBLOOD	DAREL BARLOW	Approved
MATTHEW BELOTE	XXXXXXXXXXX5653	100-12-130-7300	95.92	AMAZON.COM HP5HS6012	SanDisk 64GB	02232023	02222023	Y	0			Open
STEVE GIBBS	XXXXXXXXXXX0392	200-22-230-7680	209	OWPSACSTATE	Sac-State course and book Water Treatment I for Maria Williams	02232023	02222023	Y	0	TROY SANDERS	STEVE GIBBS	Approved
J. DARREN HOWARD	XXXXXXXXXXX0365	320-31-410-7410	21.64	IN WIRED SOLUTIONS	USB port for golf shop 320-31-410-7410	02242023	02222023	Y	1.65			Open
STEPHANIE KOEHLER	XXXXXXXXXXX9514	340-34-990-7415	65.97	AMZN MKTP US HD02A8CC0	will be refunded -	02232023	02222023	Y	0	MIKE BANDELIN	STEPHANIE KOEHLER	Approved
KATHRYN NELSON	XXXXXXXXXXX8819	420-52-930-7685	671.7	CALIFORNIA WATER ENVIRON	CWEA Conference	02232023	02222023	Y	62.45	BRAD UNDERWOOD	KATE NELSON	Approved
PAUL A RAYMORE	XXXXXXXXXXX2110	340-34-980-7415	51.97	TAHOE FOREST HOSPICE THRI	used ski jacket and ski pants for visiting media or VIPs who need to borrow gear - size XL	02232023	02222023	Y	4.28	MIKE BANDELIN	PAUL RAYMORE	Approved
RONNIE RECTOR	XXXXXXXXXXX2136	200-22-970-7405	19.68	AMAZON.COM HP5XI8XB1	Office supplies	02232023	02222023	Y	0	KATE NELSON	RONNIE RECTOR	Approved
JAY RYDD	XXXXXXXXXXX2169	340-34-650-7415	23.99	AMZN MKTP US HP1Z43GM2	oxygen masks	02232023	02222023	Y	0	MIKE BANDELIN	JAY RYDD	Approved
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-00-000-0720	187.8	CHEFSTORE 7502	food for food court	02232023	02222023	Y	3.49	J. HOWARD	WILLIAM VANDENBU	Approved
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	350-48-850-7415	37.5	AMZN MKTP US HD02D1ZO0	Disposable gloves	02232023	02232023	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Approved
MADONNA DUNBAR	XXXXXXXXXXX8189	200-28-990-7685	5	GOTOCOM GOTOMEETING	monthly toll free number	02242023	02232023	Y	0	BRAD UNDERWOOD	MADONNA DUNBAR	Approved
BRAD ECK	XXXXXXXXXXX1765	430-53-940-7520	198.5	AMZN MKTP US HD1ZS9N90	Indoor Fan Furnace blower	02242023	02232023	Y	0	J. HOWARD	BRAD ECK	Approved
KATHRYN NELSON	XXXXXXXXXXX8819	420-52-930-7685	213.19	TOWN AND COUNTRY - LOD	CWEA Conference, hotel deposit one night plus tax	02272023	02232023	Y	0	BRAD UNDERWOOD	KATE NELSON	Approved
RONNIE RECTOR	XXXXXXXXXXX2136	200-28-990-7415	112.82	COLUMN	HHW RFQ Bid, TWSA	02242023	02232023	Y	0	KATE NELSON	RONNIE RECTOR	Approved
BILL C ROBBINS	XXXXXXXXXXX2144	200-25-230-7405	8.73	AMZN MKTP US HP9215BK1	Office supplies.	02242023	02232023	Y	0	TROY SANDERS	BILL ROBBINS	Approved
BILL C ROBBINS	XXXXXXXXXXX2144	200-25-230-7680	311	AMERICAN WATER WORKS ASSO	AWWA renewal fee.	02242023	02232023	Y	31.1	TROY SANDERS	BILL ROBBINS	Approved
JAY RYDD	XXXXXXXXXXX2169	340-34-620-7415	115.2	THE HOME DEPOT #3312	de icing supplies for crystal quad 12volt battery charger for schoolhouse lift	02272023	02232023	Y	7.64	MIKE BANDELIN	JAY RYDD	Approved
BROOKE SMITH-LA FATA	XXXXXXXXXXX8841	330-33-500-7415	16.95	AMZN MKTP US HD5JP6FS0	Dust off / computer maintenance	02232023	02232023	Y	0	J. HOWARD		Approved
BROOKE SMITH-LA FATA	XXXXXXXXXXX8841	330-33-500-7415	3.99	AMAZON.COM HP1QD0QZ1 AMZN	pencils	02242023	02232023	Y	0	J. HOWARD		Approved
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7440	96.12	AMZN MKTP US HD5JI3E50	Tools	02272023	02242023	Y	0	BRAD UNDERWOOD	RICH ALLEN	Approved
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7430	199.95	AMAZON.COM HD1MA0GQ0 AMZN	Uniforms	02272023	02242023	Y	0	BRAD UNDERWOOD	RICH ALLEN	Approved
GWYNNE C CUNNINGHAM	XXXXXXXXXXX7871	350-48-850-7415	65.18	AMZN MKTP US HD4FK1AW0	Disposable gloves	02272023	02242023	Y	0	SHELIA LEIJON	GWYNNE CUNNINGH/	Approved
KAYLEN PRIOR	XXXXXXXXXXX1696	200-25-230-7680	753.82	NV RURAL WATER ASSO	Did not have a receipt on purchase, but I added a screenshot of the confirmation. We will be atten	02272023	02242023	Y	0	JIM YOUNGBLOOD	KAYLEN PRIOR	Approved
RICH ALLEN	XXXXXXXXXXX1609	410-51-900-7440	165.34	AMAZON.COM HP0TF27O2 AMZN	Tools	02272023	02252023	Y	0	BRAD UNDERWOOD	RICH ALLEN	Approved
JAY RYDD	XXXXXXXXXXX2169	340-34-650-7415	19.99	AMZN MKTP US HP9H98971	oxygen line tips	02272023	02252023	Y	0	MIKE BANDELIN	JAY RYDD	Approved
SAMANTHA GOUGH	XXXXXXXXXXX1971	370-43-780-7310	9.99	PP ADOBE INC	$9.99 Adobe lic fee	02272023	02262023	Y	0	STEVEN PHILLIPS	SAMANTHA GOUGH	Approved
LISA HOOPES	XXXXXXXXXXX1880	410-51-900-7350	166.33	ZIPRECRUITER, INC.	Mechanic II Online listing	02272023	02262023	Y	0	ERIN FEORE	LISA HOOPES	Approved
LISA HOOPES	XXXXXXXXXXX1880	100-13-150-7350	166.33	ZIPRECRUITER, INC.	HR Payroll Generalist Online listing	02272023	02262023	Y		ERIN FEORE	LISA HOOPES	Approved
LISA HOOPES	XXXXXXXXXXX1880	320-31-530-7350	55.45	ZIPRECRUITER, INC.	Sous Chef Online listing	02272023	02262023	Y		ERIN FEORE	LISA HOOPES	Approved
LISA HOOPES	XXXXXXXXXXX1880	320-32-530-7350	55.44	ZIPRECRUITER, INC.	Sous Chef Online listing	02272023	02262023	Y		ERIN FEORE	LISA HOOPES	Approved
LISA HOOPES	XXXXXXXXXXX1880	330-33-530-7350	55.45	ZIPRECRUITER, INC.	Sous Chef Online listing	02272023	02262023	Y		ERIN FEORE	LISA HOOPES	Approved
CASEY JEFFERS	XXXXXXXXXXX0722	350-48-840-7415	15.98	AMZN MKTP US HP4D18WN1	Nut kit air handler	02272023	02262023	N	0	SHELIA LEIJON	CASEY JEFFERS	Approved
CASEY JEFFERS	XXXXXXXXXXX0722	350-48-840-7415	32.22	AMZN MKTP US HD9O09HQ0	Rivet nut tool reinstall guard on hvac exhaust fan 4 and locker rooms	02272023	02262023	N	0	SHELIA LEIJON	CASEY JEFFERS	Approved
RONNIE RECTOR	XXXXXXXXXXX2136	200-22-970-7405	74.69	AMZN MKTP US HD6BI4820	Office supplies	02272023	02262023	Y	0	KATE NELSON	RONNIE RECTOR	Approved
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-530-7310	2.8	CROSS BORDER TRANS FEE	transaction fee	02272023	02262023	Y	0	J. HOWARD	WILLIAM VANDENBU	Approved
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-530-7310	160	SCREENCLOUD	Food Court Screens	02272023	02262023	Y	0	J. HOWARD	WILLIAM VANDENBU	Approved
WILLIAM VANDENBURG	XXXXXXXXXXX2201	340-34-980-7310	40	SCREENCLOUD	Marketing Screens	02272023	02262023	Y		J. HOWARD	WILLIAM VANDENBU	Approved
WILLIAM VANDENBURG	XXXXXXXXXXX2201	330-33-500-7310	20	SCREENCLOUD	Chateau Screen	02272023	02262023	Y		J. HOWARD	WILLIAM VANDENBU	Approved
WILLIAM VANDENBURG	XXXXXXXXXXX2201	350-48-980-7310	60	SCREENCLOUD	Rec Screens	02272023	02262023	Y		J. HOWARD	WILLIAM VANDENBU	Approved
MATTHEW BELOTE	XXXXXXXXXXX5653		110	EBAY O 03-09761-53965		02282023	02272023	N	0			Cycle-to-date
CASEY JEFFERS	XXXXXXXXXXX0722	350-48-840-7415	19.98	AMZN MKTP US HD2E49KR0	Rec Center repair parts	02282023	02272023	N	0			Cycle-to-date
CHRIS LAVERY	XXXXXXXXXXX0965		15	DOMAINSDONERIGHT LLC		02282023	02272023	N	0			Cycle-to-date
STEVEN PHILLIPS	XXXXXXXXXXX2086	370-43-780-7340	95	CA PARK REC SOCIETY	CPRS membership fee	02282023	02272023	Y	0			Cycle-to-date
STEVEN PHILLIPS	XXXXXXXXXXX2086	370-43-780-7685	347.5	CA PARK REC SOCIETY	CPRS safety playground course exam	02282023	02272023	Y	0			Cycle-to-date
STEVEN PHILLIPS	XXXXXXXXXXX2086	390-39-780-7685	347.5	CA PARK REC SOCIETY	CPRS safety playround course exam	02282023	02272023	Y				Cycle-to-date
RONNIE RECTOR	XXXXXXXXXXX2136		30	PY W & T GRAPHIX SCREEN		02282023	02272023	N	0			Cycle-to-date
RONNIE RECTOR	XXXXXXXXXXX2136		141.5	PY W & T GRAPHIX SCREEN		02282023	02272023	N	0			Cycle-to-date

Cardholder Name 1	Card Number (Last 4)	G/L Account	Amount	Merchant Name	Description	Posting Date	Transaction Date	Receipt Image	Sales Tax Amount	Statement Approved By	Statement Reviewed By	Statement Status
WILLIAM VANDENBURG	XXXXXXXXXXX2201		139.99	AMAZON.COM HD24X9NF2 AMZN		02282023	02272023	N	0			Cycle-to-date
WILLIAM VANDENBURG	XXXXXXXXXXX2201		262.05	AMZN MKTP US HD7AU6442		02282023	02272023	N	0			Cycle-to-date

From: Melissa N. Robertson
Sent: Friday, March 3, 2023 2:07 PM
To: 'J Gumz' <j.gumz1@gmail.com>
Subject: RE: Personnel Policy Manual

Hi Ms. Gumz,

Please find attached the Personnel Policy Manual.

Below is a Link to Whistleblower Policy:

https://www.yourtahoeplace.com/uploads/pdf-parks-rec/Whistleblower_Policy_adopted_on_01112023.pdf

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
http://yourtahoeplace.com

From: J Gumz <j.gumz1@gmail.com>
Sent: Thursday, March 2, 2023 10:25 AM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: Personnel Policy Manual

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good day:

This is a public records request under NRS 239.

Please provide by email
a current, approved copy of the District Personnel Policy Manual.
If any personnel policy has not been included in this manual but is applicable, e.g. Whistleblower Policy, please include these documents as separate attachments.

If there is any charge for this public record, please notify me in advance.

Thank you.

J. Gumz

PERSONNEL POLICIES

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1. GENERAL PROVISIONS

1.1. Purpose

These policies are adopted by the Board of Trustees to carry out Incline Village General Improvement District's (District) level one policy statement to adopt uniform personnel policies that will enable each employee to make his/her fullest contribution to the programs and services of the District. There will be no practice statements or categories associated with these personnel policies due to their high level of importance.

1.2. Scope

In cases where the application of these policies would conflict with a collective bargaining agreement that is in effect between a recognized employee organization and the District, the provisions of the collective bargaining agreement will govern. In all other cases, these policies will govern. Nothing in these policies is intended to supersede applicable state or federal laws or administrative regulations related to personnel matters. These policies apply to all employees unless otherwise stated.

1.3. Administration

The District reserves the right to change these personnel policies at any time, upon approval by the Board of Trustees, excluding any Federal or State regulations that need to meet compliance. Nothing contained in these policies is intended to confer any property right in continued employment or imply a contract of employment.

All employees of the District are expected to read and familiarize themselves with the contents of these policies. A hard copy of the approved policies is available in every department of the District as well as being available on the District's Intranet.

All changes, revisions, additions, and deletions of these policies will

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be approved by the Board of Trustees and communicated to employees through their Department Head.

Whenever feasible, the District will inform employees of proposed revisions to the adopted policies prior to requesting Board approval of the proposed changes.

1.4. Administrative Directive

The Director of Human Resources, through the General Manager, will have the authority and the duty to develop and communicate administrative directives, interpretive memoranda, and other administrative procedures to execute these policies, and to implement the District's personnel program on a consistent basis. Department Heads, through the General Manager, may implement, revise or rescind departmental policies and procedures specific for an individual department, where necessary for the proper administration of the department that are consistent with these policies.

1.5. Change of Address

It is the responsibility of each employee to keep the District informed, in writing or by email, of current address, telephone number, emergency contact, change of name, and any other information relating to employment status.

1.6. Personnel Files

1.6.1. Maintenance of Personnel Files

The District maintains a master personnel file for each employee. An employee's supervisor or manager may elect to maintain copies of documents and agrees to return department files to human resources when the employee terminates. If copies of documents are maintained, they must be kept in a secure, locked cabinet and kept confidential. The

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Human Resources master file may contain the following but not limited to: employment application, resume, offer letter, job description, list of property issued; employment history within the District; performance evaluations, all disciplinary actions including performance improvement plans, verbal warnings, written reprimands, suspensions, notice of termination or elimination, and last chance agreements. At the time of hire, each new employee will complete all government-required documentation, including documentation required for the legal right to work in the United States, an I-9 form, all District- required documentation, and when applicable, documentation for benefit plan enrollments, including eligibility of spouse, domestic partners and dependents, and beneficiary designations. Employees are required to notify Human Resources of any changes in eligibility of spouse, domestic partners and dependents for covered benefits and changes in beneficiary designations. Where required, the employee is responsible for providing a copy of his/her driver's license or other required license or certificate, including proof of fingerprinting. Additionally, an employee must notify his/her supervisor or manager of any suspension, restriction, or revocation of his/her driver's license, permit, or other license or certification required for the performance of his/her assigned job.

1.6.2. Employee Access

An employee may view the contents of his/her personnel file upon request. All inspections must be conducted in the presence of a Human Resources employee. An employee may request copies of any or all documents in his/her file, but may not remove any documents from the file.

1.6.3. Negative Information

The District will not put negative or derogatory material in an employee's personnel file unless the employee has had a reasonable opportunity to review the material beforehand. The

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District will require the employee to sign such material to indicate they have reviewed it. If the employee refuses to sign such material, the District may place it in the employee's personnel file with a dated notation that the employee refused to sign such material after having been given an opportunity to do so. Whenever possible, another supervisor or manager should be used as a witness to the employee's refusal, and should co-sign the entry along with the originating supervisor.

1.6.4. Employee Information Submitted

Statements by an employee, submitted in rebuttal to adverse material placed in his/her personnel file, will be included in the employee's personnel file. The District may place other information submitted by the employee in the personnel file if the District finds that such information is relevant to the employee's work history with the District.

1.6.5. Verification of Employment

Upon a request for verification of employment, the District will provide only dates of employment, base salary, and job titles. The District will not give out an employee's address or telephone number without proper authority; i.e., a written release signed by the employee, a court order, or a subpoena. (See *Section 3.7.2, Providing References*)

1.7. Confidential Information

1.7.1. Identification of Confidential Information

The following types of personal information and employment records concerning current employees, former employees, and applicants for employment that the District maintains are confidential:

1. All information related to an employment application

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including, but not limited to, letters of reference, résumés, or his/her status as an applicant for employment.

2. All information that the District received or compiled concerning the qualifications of an applicant or an employee including, but not limited to, reports by employers, law enforcement officials, or other individuals concerning the hiring, promotion, performance, conduct, or background of applicants or employees.

3. Ratings, rankings, scoring sheets, or remarks by members of an interview team or individual interviewers concerning an applicant or results from any testing or employment screening process.

4. Materials used in employment examinations including answers, rating guides, score sheets, etc., on any written exam or rating criteria for interviews.

5. Information in an employee's file or record of employment which relates to his/her:

   a. Performance;

   b. Conduct, including any proposed or imposed disciplinary action taken including performance improvement plans, verbal warnings, written reprimands, suspensions, notice of termination or elimination and last chance agreements;

   c. Race, ethnic identity or affiliation, ancestry, age, gender, marital status, number and names of dependents, military/veteran status, genetic information, gender identity or expressions, living arrangements, domestic partnership, membership in any organization, political affiliations, sexual

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orientation, national origin, disability, date of birth, or social security number;

d. Past or present home address, telephone number, post office box, or relatives; and

e. All information concerning the voluntary or involuntary termination of an employee, other than the dates of actual employment.

6. The name of an employee's/former employee's designated beneficiary.

7. All medical information concerning an employee or applicant including, but not limited to:

a. Pre-employment and post-employment medical and psychological examinations;

b. Disability and documentation relating to reasonable accommodation requested or granted;

c. Drug testing;

d. Pregnancy, doctor's certification and other communication; and

e. Any other medical information that an employee or applicant has voluntarily provided or the District has requested.

8. All confidential medical information will be kept in files segregated from other personnel and employment records. Access to such files will be strictly limited to those with a demonstrable need-to-know. This would include:

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a. Supervisors and managers, regarding necessary restrictions and accommodations in the employee's duties;

b. First-aid and safety personnel;

c. Government officials investigating compliance with the Americans with Disabilities Act (ADA), as amended, on request;

d. State Workers' Compensation office officials; and

e. Insurance company employees when the company requires a medical examination to provide health or life insurance (29 C.F.R. §1630.14(c) (1)).

9. All information contained in a confidential investigative file. The investigative files may include but not limited to complaint forms, investigatory reports of alleged policy and/or legal violations including unlawful harassment, discrimination, and related matters, and other District Policy violations and witness statements and interview notes. The District will keep all confidential investigative documentation in files separate from other personnel and employment records with access limited to only those with a demonstrable business need-to-know. When and if it becomes the basis for disciplinary action, it will be part of the file to which the employee has access.

1.7.2. Access to Confidential Information

Confidential information is maintained by Human Resources and may be kept in a secure locked cabinet, secure locked storage space, with restricted access, and/or on-line on a secure server, with password protection when not being used.

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Access to confidential records is restricted to the following, depending on the information requested:

1. The employee;

2. The employee's manager/supervisor, with a business need-to- know, or as needed for a reasonable accommodation, and Director of Human Resources, or designee;

3. Persons authorized pursuant to any state or federal law or court order;

4. Counsel retained by or on behalf of the District; and

5. Any other parties with whom the District has a contractual relationship in order to enable the District to respond accurately and fully to any lawsuit, complaint, grievance, or other statutory appeal filed by or on behalf of an employee or former employee against the District.

6. The former employee within 60 days of separation.

7. An employee's representative with signed release.

1.7.3. Responsibilities

Supervisors and managers are responsible for confidential information entrusted to or routed through them, including books, reports and other confidential material in their care.

Employees should refrain from discussing items from internal meetings, work incidents or other confidential information, with the public or other employees not directly involved with the information. Confidential information will be shared with those on a business need-to-know basis.

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1.7.4. Disposal of Confidential Information

The District will, in accordance with good personnel practices and the District's Retention Schedule, properly dispose of **any** records containing employee or applicant personal or financial information that is not required by law to be retained. An electronic record will be destroyed in accordance with the applicable schedule in a manner that ensures the information cannot be retrieved or reconstructed, including, without limitation, overwriting, degaussing and the physical destruction of the storage media.

The District will determine whether to dispose the confidential information by utilizing an internal process i.e. shredding or by procuring the services of a qualified document destruction contractor.

1.8. Legal Process Serving

The legal process allows for a variety of forms of process to be served upon the District. Following are some the types of legal process and identifies the responsible District representative.

1.8.1. Lawsuit

A lawsuit is any legal action initiated against the District by a third party. The General Manager must be notified immediately and be provided a copy of the lawsuit. District General Counsel must also receive a copy of the lawsuit.

1.8.2. Summons

A summons accompanies legal documents (for example a subpoena or formal complaint) and commands the receiver to make the appropriate response. Upon receipt of a summons for personnel or payroll records, contact should be made with the Director of Human Resources. All other summons for

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records contact should be made with the General Manager.

1.8.3. Service of Criminal Process

In the event of service of criminal process (arrest warrant) upon an employee, the Director of Human Resources or Director of Finance, Accounting & Risk Management should be notified to:

1. Verify the serving officers' credentials;

2. Verify the validity of the arrest warrant; and

3. Arrange for the discreet escort of the employee.

1.8.4. Process Serving regarding District Business

A subpoena being served regarding District business will be accepted by the Clerk to the Board of Trustees, the General Manager, and/or the Director of Finance, Accounting & Risk Management. District General Counsel must also receive a copy of the subpoena.

1.8.5. Process Serving regarding a District Employee

Should a process server attempt to serve a District employee on the job, the server should be informed that the District does not allow its employees to be served while at work. If the process server creates a disturbance or refuses to leave without serving the employee, the Director of Finance, Accounting & Risk Management or Director of Human Resources should be contacted.

1.8.6. Garnishment

A garnishment is an attachment of wages to satisfy a debt between a District employee and a third party. Garnishment

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actions will be processed by Payroll, which also has the responsibility to inform the employee of the action.

All information pertaining to a garnishment will be maintained in a locked cabinet in Payroll until satisfied. Closed garnishments will then be placed in a separate employee's confidential file held in Payroll.

1.9. Related Forms

- Address/Emergency Contact form

Adopted September 30, 2009; Effective November 1, 2009
Adopted and Effective February 10, 2010
Adopted June 13, 2012; Effective July 1, 2012
Adopted March 12, 2014; Effective April 1, 2014

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2. EMPLOYEE RELATIONS

2.1 General

It is the policy of the District to provide its employees with a work environment that is free of encumbrances that might interfere with the ability of each employee to perform their respective jobs. Foremost in this basic tenet is the District's intention to deal with each employee fairly and consistently in all employment-related situations.

To accomplish this objective, the District has established and will utilize an open door practice designed to ensure all views and concerns are heard, so that differences of opinion or other views relating to work situations can be dealt with in a timely manner. In all situations, the District will consider its commitment to diversity and equal employment opportunity.

The District insists that each of its employees behave in a manner consistent with its tenet of consistent treatments and its belief in respect for the individual. All business relationships should be above reproach and built on a foundation of trust to minimize bias and maximize consistent and legal business transactions.

These policies apply to all employees unless otherwise stated.

2.2. Fair Employment Practices

2.2.1 Policy

It is the policy of the District to provide equal employment opportunity for all applicants and employees. The District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender (including pregnancy), marital status, sexual orientation, national origin, ancestry, disability, veteran status, or any other classification protected by applicable discrimination laws. The District recognizes the

Adopted September 30, 2009; Effective November 1, 2009
Adopted and Effective February 10, 2010
Adopted June 13, 2012; Effective July 1, 2012
Adopted March 12, 2014; Effective April 1, 2014

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fundamental rights of applicants and employees to be assessed on the basis of their qualifications and abilities. Recognition of seniority and current employment with the District may also be considered.

The District will:

1. Recruit, hire, train, and promote in all job classifications without regard to race, color, religion, age, gender (including pregnancy), marital status, sexual orientation, national origin, ancestry, disability, veteran status, or genetic information as well as to ensure that all compensation, benefits, transfers, layoffs, return from layoffs, District-sponsored training and education, social, and recreation programs will be administered in conformance with the District's policy.

2. Comply with all applicable laws prohibiting discrimination in employment including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Equal Employment Opportunity Act of 1972, the Immigration Reform and Control Act of 1986, the Americans with Disabilities Act, as amended, the Genetic Information Nondiscrimination Act of 2008, the applicable Nevada Revised Statutes (NRS) on Equal Employment Opportunity (NRS 613), and any other applicable federal, state, and local statutory provisions.

3. Provide reasonable accommodation wherever the need for such is known by the District, and/or the applicant or employee indicates a need for such reasonable accommodation, provided that the individual is otherwise qualified to perform the essential functions of the assigned job and the employee's performance of the assigned job duties does not pose a threat to the safety of himself/herself or others.

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4. Hold all managers and supervisors responsible for ensuring that personnel policies, guidelines, practices, procedures, and activities are in compliance with federal and state fair employment practices, statutes, rules, and regulations.

2.2.2 Scope

This policy applies to all persons involved in the operation of the District and prohibits harassment or discrimination by any employee, including supervisors and coworkers, customers or clients of the District, and any vendor or other service provider with whom the District has a business relationship. The District will not tolerate instances of harassment or discrimination, whether or not such behavior meets the threshold of unlawful conduct. While single incidents of alleged harassment or discrimination may not be sufficiently severe or pervasive to rise to the level of being a violation of the law, the behavior is unacceptable and the District does not allow such conduct and may impose appropriate disciplinary action against any employee engaging in such behavior, up to and including termination.

2.2.3 Equal Employment Opportunity Officer Designated

The primary responsibilities for ensuring fair employment practices for the District are promoted and adhered to are assigned to the District's designated Equal Employment Opportunity (EEO) Officer. The District's designated EEO Officer will also serve as the Americans with Disabilities (ADA), as amended, Coordinator, and as such, also has responsibility for coordinating the District's compliance with federal and state disability laws. The Director of Human Resources is the District's EEO Officer.

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2.3. Unlawful Harassment

2.3.1 Definition

Unlawful harassment is considered a form of discrimination and is defined as any conduct directed toward another because of that person's race, color, religion, age, gender, sexual orientation, national origin, ancestry, disability, or veteran status, or any other basis that is inappropriate or offensive as determined by using a reasonable person standard. The "reasonable person" standard considers conduct in question offensive.

2.3.2 Prohibited Conduct

The District will not tolerate any form of unlawful harassment, including any behavior on the part of employees, volunteers, clients, customers, vendors, etc., that impairs an employee's ability to perform his/her duties. Examples of unlawful harassment include, but are not limited to:

1. Verbal conduct such as derogatory comments, slurs, epithets, or unwanted sexual advances, invitations, pressure for dates or sexually degrading or suggestive words or comments made in person, in writing, via telephone or via electronic means.

2. Visual conduct such as derogatory posters, notices, email, photographs, cartoons, drawings, gestures, leering, or displaying sexually suggestive objects or pictures.

3. Physical conduct such as unwanted touching, impeding or blocking normal movement, or interfering with work or movement.

4. Threats or demands, either direct or veiled, to submit to

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sexual requests in order to keep a job or avoid some job-related loss, and offers of job benefits in return for sexual favors.

5. Retaliation for opposing, reporting, or threatening to report harassment, assisting another employee in filing an unlawful harassment complaint, or for participating in a harassment investigation, proceeding, or hearing.

2.4 Dealing with Allegations of Discrimination and/or Unlawful Harassment

2.4.1 Process

Employees or applicants who believe they are being discriminated against or subjected to any form of unlawful harassment by another (e.g. employee, customer, vendor, contractor, etc.) because of their race, color, religion, age, gender (including pregnancy), marital status, sexual orientation, national origin, ancestry, disability, and/or veteran status, as well as those who believe they have witnessed another employee being subjected to discrimination and/or harassing behavior, have an affirmative duty to bring the situation to the attention of the District. Upon hire, employees will be provided a copy of the summarized policy, as well as the opportunity to discuss the policy during the new hire orientation process. In addition, a copy of this policy will be made available to applicants upon request.

2.4.2 Employee Responsibilities

Employees who believe they personally are being or have been subjected to discriminatory action and/or are the target of any form of unlawful harassment, or have witnessed any other employee being subjected to discrimination or harassment, should:

1. Identify the offensive behavior to the alleged harasser

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and request that the harasser cease the conduct.

Note: An employee is **NOT** required to talk directly to the harasser or to his/her supervisor. It is ***critical***, however, that the employee contact one of the individuals listed in 2. or 3. below if s/he believes s/he is being harassed or has witnessed what the employee believes to be harassment directed to or committed by another employee(s).

2. If the employee feels uncomfortable in speaking directly to the alleged harasser or if the employee requested the harassing behavior to cease, but the request did not produce the results desired, the employee should report the conduct as soon as possible to a supervisor or manager or to the District's designated EEO Officer, the Director of Human Resources.

3. Employees who believe the EEO Officer has engaged in discriminatory or harassing conduct should bring such concerns to the attention of the General Manager. The General Manager will designate an objective person to conduct an investigation of such allegations. Employees may also report the conduct to the Chair of the Board of Trustees or the District's General Counsel.

4. Applicants are encouraged to contact a representative from Human Resources Department or the Director of Human Resources.

2.4.3 Supervisor/Manager Responsibilities

Regardless of whether the employee involved is in the supervisor's or manager's department and regardless of how s/he became aware of the alleged discriminatory and/or harassing conduct, all supervisors and managers **must** immediately report all allegations or complaints of discrimination or unlawful harassment or observations of such

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conduct to a Department Head, or the Director of Human Resources. A supervisor's/manager's failure to immediately report such activities, complaints, or allegations will result in discipline, up to and including termination.

2.4.4 Reporting Requirements

A Department Head is required to report this information to his/her immediate supervisor, the General Manager or the Director of Human Resources, and may not conduct a formal investigation, release findings, or administer discipline prior to this disclosure and without specific authorization to do so.

2.4.5 Investigation

Upon being made aware of allegations or complaints of discriminatory conduct and/or unlawful harassment, the District will ensure that such allegations or complaints are promptly investigated. The District treats all allegations or complaints of discrimination or unlawful harassment seriously and requires all employees to be candid and truthful during the investigation process.

The District will make efforts to ensure that all investigations are kept as confidential as reasonably possible. Due to the sensitive nature of investigations involving unlawful harassment, employees will be strongly encouraged to refrain from discussing the subject content with others, particularly while the investigation is in progress. Employees may be required, upon request to provide information to regulatory agencies and/or the employee's legal counsel. The District will release information obtained only to those individuals with a need to know for the administration of the complaint, or as required by law.

The employee who made the initial allegation or complaint, as well as the individual, against whom the allegation or complaint was made, will be made aware of the final

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determination by the District.

If evidence arises that an employee in the investigation made intentionally false statements, that employee will be disciplined, up to and including termination.

If it is determined that discrimination and/or unlawful harassment has occurred, the District will take disciplinary action against the perpetrator commensurate with the severity of the offense. Such disciplinary action may include, but is not limited to, a verbal and/or written reprimand, counseling, transfer, suspension without pay, and/or termination. The District will also initiate action to deter any future incidents of discrimination or harassment from occurring.

With regard to disability-related complaints, the EEO Officer (when appropriate, working with the complainant) will propose a resolution to the complaint based upon the findings of such investigation. Such resolution will include reasonable accommodation when the District determines that such a reasonable accommodation can be provided by the District.

2.4.6 Training

The District will provide periodic training to all employees on the prevention of discrimination and unlawful harassment. All new employees will be provided a copy of the summarized policy upon hire and the contents will be discussed during the new hire orientation process.

2.4.7 Prohibition Against Retaliation

Retaliation is adverse treatment which occurs because of opposition to unlawful workplace discrimination and/or harassment. The District will not tolerate any retaliation by management or by any other employee against an employee who exercises his/her rights under this policy. Any employee who believes s/he has been retaliated or discriminated against

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in any manner whatsoever as a result of having filed a complaint, assisted another employee in filing a complaint, or participated in an investigative process should immediately notify the Director of Human Resources. The District will promptly investigate and deal appropriately with any allegation of retaliation.

2.5 Employee Bullying

2.5.1 Definition

The District defines bullying as repeated mistreatment of one or more persons by one or more perpetrators that takes one of the following forms but not limited to:

1. Verbal abuse;

2. Offensive conduct/behaviors (including nonverbal, physical, and cyber bullying) which are threatening, humiliating, or intimidating; or

3. Workplace interferences, such as sabotage, which prevents work from getting done.

2.5.2 Purpose

The purpose of this policy is to communicate to all employees, including supervisors and managers, that the District will not tolerate bullying behavior. Employees found in violation of this policy may be subject to disciplinary action.

2.5.3 Prohibited Conduct

The District considers the following types of behavior examples of bullying:

1. *Verbal Bullying:* Slandering, ridiculing or maligning an employee or his/her family; persistent name calling

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which is hurtful, insulting, or humiliating; yelling, screaming, shouting, and cursing, chronic teasing; belittling opinions or constant criticism.

2. *Physical Bullying*: Pushing, shoving, kicking, poking, tripping, assault threat or implied threat of physical assault, damage to an employee's work area or property.

3. *Nonverbal Bullying:* Nonverbal threatening gestures or glances which convey threatening messages; threatening actions; socially or physically excluding or disregarding a person in a work-related activity.

4. *Cyber Bullying:* Repeatedly tormenting, threatening, harassing, humiliating, embarrassing, or otherwise targeting an employee using email, instant messaging, text messaging, or any other type of digital technology.

5. *Workplace Interference:* Making unreasonable work demands, sabotaging which prevents work from getting done; making false accusations of wrongdoing; deliberately tampering with a person's work area or property; assigning menial tasks outside of a person's normal job duties.

2.5.4 Dealing with Allegations of Bullying

1. Process

Employees who believe they are being bullied by another (e.g. employee, customer, vendor, contractor, etc.), as well as those who believe they have witnessed another employee being subjected to bullying behavior, have an affirmative duty to bring the situation to the attention of the District by informing his/her supervisor, manager or Department Head.

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2. Supervisor/Manager Responsibilities

A supervisor/manager is required to address the inappropriate behavior and report this information to his/her Department Head, or the Director of Human Resources as soon as possible.

3. Investigation

Upon being made aware of allegations or complaints of bullying, the District will ensure that such allegations or complaints are investigated where deemed necessary.

The District will make efforts to ensure that all investigations are kept as confidential as reasonably possible. The District will release information obtained only to those individuals necessarily involved in the investigation and the administration of the complaint, or as required by law.

The employee who raised initial concern, as well as the individual against whom the concern or allegation was made, will be made aware of the final determination.

If it is determined that bullying has occurred, the District will take appropriate action.

2.5.5 Prohibition Against Retaliation

The District will not tolerate any retaliation by management or by any other employee against an employee who exercises his/her rights under this policy. Any employee who believes s/he has been retaliated or discriminated against in any manner whatsoever as a result of having filed a complaint, assisted another employee in filing a complaint, or participated in an investigative process should immediately notify the Director of Human Resources. The District will promptly investigate and deal appropriately with any allegation of

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retaliation.

2.5A Disciplinary Actions Taken Under Ordinance 7 for Misconduct

2.5A.1 Statement of Purpose

The purpose of this policy is to provide IVGID's professional staff with direction from the IVGID Board on what it considers to be appropriate penalties under Ordinance 7 for misconduct by those using IVGID's recreational facilities. In promulgating this policy and adopting Ordinance 7, the Board's overriding goal is to guarantee a pleasant user experience for all of our customers. This policy and Ordinance 7 should be used only in the extreme situations laid out below in Section III, to penalize behavior that does not result in the actual decrease in enjoyment of use by other customers.

While this policy has been prepared primarily for IVGID's recreational facilities, it is also applicable to its Public Works and Administrative facilities as well such that should an abuse occur that is defined below, at Public Works, and the customer and/or guest is a recreational pass holder, their privileges may be suspended in accordance with this policy.

2.5A.2 Behavior that affects the ability of our residents and guests to enjoy IVGID's Recreational Facilities

a. Physically Abusive Behavior

1. IVGID will not tolerate physically abusive behavior directed towards its recreational customers and guests by other recreational customers and/or guests. Any such behavior shall result in a suspension of recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.)* as follows:

   First time a penalty is imposed: Suspension of all recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.)* for a

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Adopted and Effective February 10, 2010
Adopted June 13, 2012; Effective July 1, 2012
Adopted March 12, 2014; Effective April 1, 2014

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minimum of three (3) months and a maximum of three (3) years;

Second time a penalty is imposed and thereafter: Suspension of all recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.)* for a minimum of three (3) years with no maximum suspension.

Physical abusive behavior determination is left to the sole discretion of IVGID.

2. Likewise, IVGID will not tolerate any behavior that is intended to communicate a threat of physical abusive behavior directed towards its customers and guests by other recreational customers and/or guests. Any such behavior shall result in a suspension of recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.)* as follows:

First time a penalty is imposed: Suspension of all recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.)* for a minimum of one (1) month and a maximum of one (1) year;

Second time a penalty is imposed and thereafter: Suspension of all recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.)* for a minimum of six (6) months with no maximum suspension.

Threatening of physical abuse determination is left to the sole discretion of IVGID.

b. Verbal Attacks. A Verbal Attack (see Definitions below) directed at a customer or guest shall result in a suspension of

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recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.)* as follows:

First time a penalty is imposed: Suspension of all recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.)* for a minimum of one (1) month and a maximum of three (3) months;

Second time a penalty is imposed: Suspension of all recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.)* for a minimum of six (6) months with a maximum suspension of one (1) year;

Thereafter: Suspension of all recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.)* for a minimum of one (1) year with a maximum suspension of three (3) years.

c. Chronic Rule Breaking. IVGID has adopted rules that govern the use of its recreational facilities. When users violate those rules it often impacts the ability of other users to enjoy IVGID's facilities. Therefore, chronic violation of IVGID's facilities' rules may result in a suspension of recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.)* as follows:

First time a penalty is imposed: Suspension of all recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.)* for a minimum of two (2) weeks and a maximum of one (1) month;

Second time a penalty is imposed and thereafter: Suspension of all recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.)* for a minimum of three (3) months

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with a maximum suspension of one (1) year.

d. Damaging IVGID real property and chattel. IVGID takes great pride in its recreational assets. IVGID acknowledges, however, that one consequence of sports is that recreational assets are often damaged in the ordinary course of their use. Chronically damaging AND/OR intentionally damaging IVGID's recreational assets, however, may result in a suspension of recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.)* as follows:

First time a penalty is imposed: Suspension of all recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.)* for a minimum of two (2) weeks and a maximum of six (6) months; reimbursement of said damage maybe expected.

Second time a penalty is imposed and thereafter: Suspension of all recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.)* for a minimum of one (1) month with a maximum suspension of three (3) years.

e. Profanity. The use of profanity (see Definitions below) demonstrates poor manners. And, although it is not in IVGID's purview to legislate manners, chronic profane language and/or gestures may negatively impact IVGID's customers' enjoyment. Therefore, chronic profane language and/or gestures made in the vicinity of IVGID's residents and/or guests who take offense at such language/gestures may result in a suspension of recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.)* as follows:

First time a penalty is imposed: Suspension of all recreational privileges *(maybe venue specific and/or*

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Adopted and Effective February 10, 2010
Adopted June 13, 2012; Effective July 1, 2012
Adopted March 12, 2014; Effective April 1, 2014

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all recreational venues i.e. golf, ski, parks, etc.) for a minimum of two (2) weeks and a maximum of one (1) month;

Second time a penalty is imposed: Suspension of all recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.)* for a minimum of one (1) month with a maximum suspension of two (2) months;

Thereafter: Suspension of all recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.)* for a minimum of one (1) month with a maximum suspension of three (3) months.

F. Abuse of Recreational Privileges. IVGID provides access to its recreational venues via the rules established in IVGID Ordinance 7. Chronic abuse of and/or failure to abide by the rules in Ordinance 7 may result in a suspension of recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.)* as follows:

First time a penalty is imposed: Suspension of all recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.)* for a minimum of two (2) weeks and a maximum of six (6) months;

Second time a penalty is imposed and thereafter: Suspension of all recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.)* for a minimum of one (1) month with a maximum suspension of three (3) years.

G. The National Ski Area Association (NSAA) "Your Skier Responsibility Code". Because of the dangers involved in the sport of snow skiing and/or snowboarding, Diamond Peak (as

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well as most ski resorts in the United States) has adopted the "Your Skier Responsibility Code". Diamond Peak's Your Responsibility Code imposes additional responsibilities on skiers/ snowboarder at Diamond Peak, and establishes penalties for when those responsibilities are not met. The IVGID Board of Trustees expressly approves the Diamond Peak "Your Skier Responsibility Code".

2.5A.3 Behavior directed towards IVGID's Staff

The IVGID Board of Trustees strongly recommends that every member of IVGID's staff, who is customer-facing, receive customer service training on how to deal with irate and verbally abusive customers. This training will provide, in great detail via role playing, how to handle the aforementioned situations/customers. It is incumbent upon each member of the IVGID Staff to make their very best efforts to neutralize this behavior to the very best of their ability as this is the intent of the aforementioned training.

In the event that the behavior continues, IVGID Staff has been trained to remove themselves from the situation, elevate the situation to the next level of supervision, and document their experience, in writing, in as much detail as possible. Only in the following rare cases should staff consider applying the punitive measures established by Ordinance 7 and this Policy for behavior that affects staff but not IVGID's customers' enjoyment of IVGID's facilities:

a. <u>Physically Abusive Behavior</u>

1. IVGID will not tolerate physically abusive behavior directed towards its staff. Any such behavior shall result in a suspension of recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.)* as follows:

First time a penalty is imposed: Suspension of all recreational privileges *(maybe venue specific and/or*

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all recreational venues i.e. golf, ski, parks, etc.) for a minimum of three (3) months and a maximum of three (3) years;

Second time a penalty is imposed and thereafter: Suspension of all recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.)* for a minimum of three (3) years with no maximum suspension.

2. Likewise, IVGID will not tolerate any behavior that is intended to communicate a threat of physical abusive directed towards its staff. Any such behavior shall result in a suspension of recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.) as follows:*

First time a penalty is imposed: Suspension of all recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.)* for a minimum of one (1) month and a maximum of one (1) year;

Second time a penalty is imposed and thereafter: Suspension of all recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.)* for a minimum of six (6) months with no maximum suspension.

b. Verbal Attacks. The IVGID Board expects its staff to be trained with appropriate ways to address and mitigate situations where a customer, resident or guest verbally abuses a staff member. And, while the Board anticipates that customer service training will also address how to deal with verbal attacks made against staff members, providing good customer service need not extend to IVGID's staff continually tolerating verbal attacks. Therefore, chronic verbal attacks directed at an IVGID staff member may result in a suspension of recreational

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privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.) as follows:*

First time a penalty is imposed: Suspension of all recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.)* for a minimum of one (1) month and a maximum of three (3) months;

Second time a penalty is imposed: Suspension of all recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.)* for a minimum of six (6) months with a maximum suspension of one (1) year;

Thereafter: Suspension of all recreational privileges *(maybe venue specific and/or all recreational venues i.e. golf, ski, parks, etc.)* for a minimum of one (1) year with a maximum suspension of three (3) years.

2.5A.4. Matters left to the discretion of the Recreational Venue Manager

The IVGID Board of Trustees acknowledges the distinction between misconduct that may result in the suspension of recreational privileges for a specific period of time, and misconduct that leads to removing a customer from a recreational venue. . The Board of Trustees leaves it in the discretion of each individual recreational venue manager to develop reasonable policies and procedures for asking a customer to promptly (i) discontinue their use of the venue and (ii) leave the premises for the remainder of the day, (iii) penalty to be determined by management.

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INCLINE VILLAGE
GENERAL IMPROVEMENT DISTRICT
ONE DISTRICT ~ ONE TEAM

Policy # 2.5A Disciplinary Actions Behavior Incident Report

Date:_____

Customer Name & Address :_____

_____

Employee Name and location of incident: _____

_____

The observed behavior below on _____ is considered unacceptable:
date

- ☐ Physically Abusive Behavior
- ☐ Verbal Attack
- ☐ Chronic Rule Breaking
- ☐ Damaging IVGID real property and chattel
- ☐ Profanity
- ☐ Abuse of Recreational Privileges
- ☐ Disobeying the "Your Skier Responsibility Code
- ☐ Other:_____

Details:_____

_____

_____

Use additional pages as necessary to complete information.

Reported to supervisor: _____ _____
Date Signature of Employee

_____ _____
Date Supervisor/Manager/Director

2.5A.5. Criminal Behavior

With respect to potential criminal activities of our residents and guests that do not fall clear under this Policy, the Board of Trustees acknowledges that County, State and Federal laws should dictate all appropriate penalties.

2.5A.6 Definitions

For purposes of this Policy, the following terms shall have the following definitions:

a. "**Chronic**": Repeated on numerous occasions. For purposes of this Policy, IVGID shall take the following steps to determine the existence of "Chronic" misconduct:

   1. IVGID staff has sent the bad actor a written notice setting forth the inappropriate behavior and the consequences of continued misconduct, AND
   2. The misconduct has continued after such written notice, AND
   3. The Senior Manager of the recreational venue where the misconduct has most recently taken place holds a sit-down meeting with the bad actor to review in person the inappropriate behavior and details the consequences of continuing such inappropriate behavior[1], AND
   4. The subsequent continuation of that misconduct may be considered to be "Chronic".

b. "**Profanity**": Words and gestures that a reasonable person would find outrages his or her moral or physical senses.

c. "**Verbal Abuse**": A negative defining statement told to the

[1] For purposes of determining "Chronic" misconduct, if the senior manager who is tasked with hold a "sit-down" meeting with a bad actor is, after good faith attempts, unable to carry out such meeting because the bad actor refuses or is unable to attend, then sending a second letter to the bad actor setting forth the misconduct and the consequences of continued misconduct shall suffice.

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person or about the person or by withholding any response thus defining the target as non-existent. Verbal Abuse includes but is not limited to withholding, bullying, defaming, defining, trivializing, harassing, diverting, interrogating, accusing, blaming, blocking, countering, lying, berating, taunting, put downs, abuse disguised as a joke, discounting, threatening, name-calling, yelling and raging.

d. "**Verbal Attack**": Is to ridicule vehemently with pure language and gestures. A Verbal Attack is an extreme form of verbal abuse. It most often includes yelling or raging. A Verbal Attack need not include Profanity, but profanity alone, even if directed at a person, does not constitute a Verbal Attack.

2.6 Employment Disabilities

2.6.1 Purpose

The District recognizes that the preceding sections of its personnel policy relating to fair employment practices encompass its commitment to fair and equitable treatment of all employees and applicants, including those with disabilities. The District also recognizes that there are specific issues relating to individuals with disabilities that must be individually addressed. The District acknowledges its responsibility to ensure that individuals in the workplace can efficiently and safely perform the essential functions of their jobs without posing a direct threat to themselves and others.

2.6.2 Policy

It is the District's policy to comply proactively with the applicable employment provisions of disability laws, including the ADA, as amended. The District does not tolerate discrimination against any qualified individual with a disability in regard to any terms, conditions, or privileges of employment and prohibits any type of harassment or discrimination based on the physical or mental disability, history of disability, or

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perceived disability of an individual holding or seeking employment with the District.

The District is committed to provide reasonable accommodation wherever the need for such is known to the District or whenever the employee or applicant indicates a need for reasonable accommodation, provided that the individual is otherwise qualified to perform the essential functions of the assigned job and the employee's performance of the assigned job duties does not pose an obvious threat to the safety of him/herself or others.

2.6.3 Determination of Disability

In determining whether an employee or an applicant has a disability under the law, the employee/applicant must have a physical or mental impairment that substantially limits one or more life activity, have a record of such impairment, or is regarded as having such impairment. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

2.6.4 Disability-Related Inquiries

The District will adhere to the provisions of applicable laws regarding an employer's limitations on making disability-related inquiries or requiring medical examinations at each of the three stages of the employment process: pre-offer, post-offer/pre-employment, and employment.

The District's restrictions regarding disability-related inquiries and medical examinations apply to **all** employees/applicants, whether or not they have disabilities. A disability-related

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question to an applicant may be a violation of law, even though the applicant may not have a disability.

The District may require the employee to provide a fitness-for-duty certification from an appropriate medical provider whenever the District has reason to believe the employee may be unable to perform the essential functions of his/her job.

2.6.5 Confidentiality of Medical Records

The District will treat any medical information obtained from a disability-related inquiry or medical exam, as well as any medical information voluntarily disclosed by an employee, as a confidential medical record. Confidential medical records also include medical information from voluntary health or wellness programs. The District will share such information only with appropriate supervisors, managers, first aid and safety personnel, and officials investigating compliance claims on a need-to-know basis. Such information may be disclosed to appropriate District personnel or outside consultants and attorneys in relation to any employment issue between the employee and the District, if the medical records are relevant to any such dispute. Any medical information will **not** be kept in the employee's personnel file. Such medical information will be kept in a separate secure confidential file as described in Section 1.7.1, subparagraph 8.

2.6.6 Accommodation

1. Accommodation for Applicants

Whenever an applicant requests accommodation in applying for, testing, or interviewing for a position with the District, the ADA Coordinator will determine whether the applicant's condition constitutes a disability under the disability laws. The District's ADA Coordinator will then determine whether the request for accommodation for a covered disability is reasonable or if another type

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of accommodation can be provided. In making that determination of reasonableness, the ADA Coordinator will consider whether granting such requests might impose an undue hardship on the District.

2. Accommodation for Employees

When the District has some objective reason to believe an employee may need some type of accommodation to perform his/her essential job functions, the District will initiate an interactive process with the employee to find out what accommodation the employee might need. Also, whenever an employee approaches his/her supervisor, the District's ADA Coordinator, or any other manager within the District requesting some type of accommodation, the District will initiate the interactive process. Whenever a manager or supervisor becomes aware that an employee has requested or may require some type of accommodation, the manager/supervisor should promptly notify the ADA Coordinator. Upon learning of the employee's request for accommodation, the ADA Coordinator will arrange to meet with the supervisor and the employee to discuss his/her accommodation request, the need for any reasonable documentation of the disability and the associated functional limitations, and the impact of the proposed accommodation on the District. Review of an employee's particular situation by an outside medical review officer will assist the District in determining appropriate accommodation.

2.6.7 Requirements of Other Laws

The District may make disability-related inquiries and require medical exams that are required or necessitated by applicable laws or regulations; e.g., federal safety regulations, Occupational Safety and Health Administration (OSHA) requirements, etc.

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2.6.8 Glossary of ADA-Related Terms

1. An **"essential function"** is a fundamental job duty of the position held or desired. A function is essential if the job exists to perform that function, a limited number of other employees are available to perform the function, or the function requires special skill or expertise. Determinations as to essential functions must be made on a case-by-case basis and are normally determined based on such factors as:

    a. The written job description prepared before advertising or interviewing applicants for the job;

    b. In the District's judgment, the amount of time spent performing the function;

    c. Input as to the actual work experience of past employees in the job or current employees in similar jobs; and

    d. The nature of the work operation and the consequences of not having the function performed.

    Marginal functions associated with any job should not be considered essential functions. Punctuality and regular work hours may not be an essential function of some jobs. For example, if the job functions can be performed without the presence of a supervisor, adhering to established work hours may not be an essential function. Therefore, reasonable accommodations to the contrary may be necessary.

2. A **"disability-related inquiry"** is a question (or series of questions) likely to elicit information about a disability.

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Generally, disability-related inquiries are not allowed during the hiring process. Examples of disability-related inquiries include:

a. Asking whether the employee/applicant currently has or has ever had a disability, how s/he became disabled, or inquiring about the nature or severity of an employee's/applicant's disability;

b. Asking an employee/applicant a broad question about his/her impairments that are likely to elicit information about a disability;

c. Asking an employee/applicant whether s/he is currently taking any prescription drugs or medication; and

d. Asking about an employee's/applicant's genetic information.

Other examples of prohibited disability-related questions include, but are not limited to, asking about an employee's/applicant's prior workers' compensation history, and asking an employee's/applicant's coworkers, family member, doctor, or other person about the employee's/applicant's disability.

Questions that are not likely to elicit information about a disability are not prohibited under the ADA. These types of inquiries include asking employees/applicants about their general well-being, whether they can perform the essential job functions and whether they currently use illegal drugs. The District may also ask an employee, but not a job applicant, about non-disability-related impairments such as how s/he broke his/her arm.

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3. A **"medical examination"** is a procedure or test usually given by a health care professional or in a medical setting that seeks information about an individual's physical or mental impairments or health. Medical examinations include, but are not limited to:

   a. Vision tests conducted and analyzed by an ophthalmologist or optometrist;

   b. Blood pressure screening and cholesterol testing; nerve conduction tests;

   c. Range-of-motion tests that measure muscle strength and motor function;

   d. Audiological or other hearing tests

   e. Pulmonary function tests;

   f. Psychological tests designed to identify a mental disorder or impairment; and

   g. Diagnostic procedures such as x-rays, CAT scans, and MRI's.

   Procedures and tests that employers may require that are generally not considered medical examinations include:

   a. Blood and urine tests to determine the **current** illegal use of drugs;

   b. Physical agility and physical fitness tests; and

   c. Tests that evaluate an employee's/applicant's ability to read labels or distinguish objects as part

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of a demonstration of the ability to perform actual job functions.

4. Under the ADA, an **"employee"** is an individual employed by an employer. Generally, an individual is an employee if the employer controls the means and manner of his/her work performance. Where more than one entity controls the means and manner of how an individual's work is done, the individual may be an employee of each entity.

2.7 Drug-Free and Alcohol-Free Workplace

2.7.1. Purpose

The District has the responsibility to its employees and the public to insure safe working conditions for its employees and a productive work force unimpaired by chemical substance abuse. The District also has a responsibility, pursuant to the Drug Free Workplace Act of 1988, to create a drug-free workplace.

The District recognizes that substance abuse in our nation and our community exacts staggering costs in both human and economic terms. Substance abuse can be reasonably expected to produce impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, rising health care costs, and diminished interpersonal relationship skills. This drug and alcohol free workplace policy applies to volunteers as well as employees.

2.7.2 Policy

1. The District is committed to:

   a. Maintaining a safe, drug-free and alcohol-free workplace for all employees;

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b. Assisting employees who recognize they have a problem with drugs and/or alcohol and assist with providing appropriate treatment;

c. Periodically providing employees with information about the dangers of workplace drug and/or alcohol abuse; and

d. When appropriate, taking disciplinary action for failure to comply with this policy.

2. The District strictly prohibits the following behavior:

a. The use, sale, attempted sale, manufacture, attempted manufacture, purchase, possession or cultivation, distribution and/or dispensing of illegal drugs by an employee at any time and in any amount while on duty or on District property. This prohibition includes the use or possession of prescription medicines for which the individual does not have a valid prescription and the inappropriate use of prescribed medicines for which the employee has a valid prescription. In addition, the District prohibits employees from possessing open containers of alcoholic beverages while on duty and from working with a blood-alcohol level of .02 or more at any time.

b. Bringing alcohol, illegal drugs, and other substances which may impair the safety or welfare of employees or the public onto the premises controlled by the District or placing them in vehicles or equipment operated on behalf of the District.

3. Reporting Requirements

a. A supervisor who receives information and/or is a

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witness to any use of drugs or alcohol by an employee which violates the District's policies or the law, is required to immediately report this information to his/her Department Head, the Director of Human Resources or the Director of Accounting, Finance & Risk Management. The information reported should include:

I. The person(s) involved, including all witnesses;

II. Any information gathered, such as actual observation of drug/alcohol use, the presence of paraphernalia, observation of any unusual physical signs or behaviors;

III. A written record of specific conversations held with the accused and any witnesses; and

IV. All pertinent facts, including date(s), time(s), and location(s).

b. A Department Head is required to report this information to the General Manager, the Director of Human Resources or the Director of Finance, Accounting & Risk Management, and may <u>not</u> conduct a formal investigation, release findings, or administer discipline prior to this disclosure and without specific authorization to do so.

c. An employee who witnesses or obtains information regarding illegal drug/alcohol use by the incident to that individual's supervisor/ manager.

4. Specimen collection, drug testing procedures, sample collection, and alcohol testing procedures will comply

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with all applicable provisions of federal and state law.

5. A positive test result for alcohol or drugs will be grounds for disciplinary action, up to and including termination.

6. Employees in safety-sensitive positions as defined in 49 CFR Part 382, et seq., are subject to the Federal Department of Transportation (DOT) (49 CFR Part 40) and the Federal Motor Carrier Safety Regulations (FMCSR), as prescribed by the Federal Motor Carrier Safety Administration (FMCSA) (49 CFR Parts 382, 383, 387, 390-397, and 399), *as stated in Section F of the District's Operations and Safety Manual,* as well as the District's Drug-Free and Alcohol-Free Workplace Policy.

2.7.3 Employee Responsibilities

Each employee is responsible for reviewing and complying with the District's Drug-Free and Alcohol-Free Workplace Policy.

1. Each employee is responsible for meeting standards for work performance and safe on-the-job conduct.

2. Employees are not to report to work under the influence of alcohol, illegal drugs, or misused prescription or over-the-counter drugs.

3. Employees who suspect they may have a substance abuse problem are encouraged to seek counseling and rehabilitation from a substance abuse professional or other treatment provider. An Employee Assistance Program (EAP) is available for all employees; see Section 6.9. For employees with benefits, the District's medical insurance coverage may provide for payment of some or all of the treatment costs.

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4. It is the employee's responsibility and obligation to determine, by consulting a physician if necessary, whether or not a legal drug s/he is taking may or will affect his/her ability to safely and efficiently perform his/her job duties. An employee whose impairment may affect job performance must contact his/her supervisor and attempt to find an appropriate alternative assignment. If none is available, the employee may take sick leave or be placed on a medical leave of absence (if available and the employee otherwise qualifies) or take other steps consistent with the advice of a physician. If an employee reports to work under the influence of prescription medication and, as a result, endangers him/herself or others, the employee may be disciplined, up to and including termination.

5. Each employee must report the facts and circumstances of any criminal drug or alcohol conviction to their supervisor. If an employee's duties involve driving a vehicle, the employee must report to his/her supervisor a conviction for driving under the influence (DUI), and/or revocation or suspension of the driver's license pending adjudication. Notification to the District must occur before resuming work duties or no later than five (5) days after the conviction or revocation/suspension. Failure to notify the District will result in disciplinary action, up to and including termination. The supervisor will immediately notify the District's Director of Finance, Accounting & Risk Management or Director of Human Resources.

6. Employees must act as responsible representatives of the District and as law-abiding citizens. It is every employee's responsibility to report violations of this policy to his/her immediate supervisor or to Human Resources. Such reporting is critical in preventing serious injuries or damage to other employees, the

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public and/or District's property.

7. Employees who are required to submit to a drug/alcohol testing must complete and sign the consent form, if available.

2.7.4 Supervisor Responsibilities

Supervisors are responsible for:

1. Determining if reasonable suspicion exists to warrant drug and/or alcohol testing and documenting, in writing, the specific facts, symptoms, or observations that are the basis for the reasonable suspicion.

2. Submitting the documentation to the Department Head or designee.

3. Complying with the appropriate provisions outlined in this policy that apply to supervisory personnel.

2.7.5 Department Head Responsibilities

The Department Head or his/her designee is responsible for:

1. Authorizing and coordinating the drug and/or alcohol testing of employees.

2. Requesting completion of the consent form.

3. Notifying employees of positive test results and their right to a retest of the same sample.

4. Implementing disciplinary action against employees who fail to comply with provisions outlined in this policy.

5. Notifying the District's Director of Finance,

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Accounting & Risk Management of an employee's conviction of a federal or state criminal drug and/or alcohol statute violation.

6. Ensuring that the drug and/or alcohol test forms and results are kept confidential and only provided to employees with a business need for the information.

2.7.6 Risk Management Responsibilities

Risk Management will be responsible for:

1. Providing communication and training on this policy to include a training program to assist supervisors/ managers and Department Heads to recognize the conduct and behavior that gives rise to a reasonable suspicion of drug and/or alcohol use by employees and how to effectively intervene.

2. Receiving and maintaining employee drug and alcohol testing records and files from all sources and assuring that they are kept confidential.

3. Making drug and/or alcohol testing and notice forms available at the designated collection site(s).

4. Notifying appropriate Department Heads of positive results of drug and alcohol tests.

5. Administering the contract with a third party to provide drug and alcohol testing services.

6. Overseeing the administration of the District's Drug-Free and Alcohol-Free Workplace Policy.

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2.7.7 Employee Education

The District maintains information relating to the hazards of and treatment for drug- and alcohol-related problems. Proactive training and information will be sponsored by the District periodically. Any employee may voluntarily seek advice, information, and assistance. Medical confidentiality will be maintained consistent with this policy.

2.7.8 Employee Assistance and Voluntary Referral

1. The District strongly encourages employees who suspect they have substance abuse problems to voluntarily refer themselves to a treatment program. A voluntary referral is defined as being one that occurs prior to any positive test for illegal drugs or alcohol under this policy and prior to any other violation of this policy, including a criminal conviction of that individual for a drug- or alcohol-related offense. A decision to participate in the (EAP) will not be a protection or defense from discipline.

2. Any employee who voluntarily requests assistance in dealing with a personal drug and/or alcohol problem may do so through a private treatment program for drug and alcohol problems. An employee who is being treated for substance abuse in a recognized rehabilitation program may, if the ADA, as amended applies, be entitled to reasonable accommodation so long as the employee is conforming to the requirements of the program and is abstaining from the use of controlled substances and/or alcohol.

3. The employee must agree to release treatment information to the District to permit the monitoring of the employee's ongoing compliance with the treatment recommendation. Any related leave will be considered to be medical leave under the provisions of the Family

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and Medical Leave Act (FMLA) if the employee is eligible. Employees requiring in-patient treatment are requested to notify the Director of Finance, Accounting & Risk Management or Director of Human Resources in advance of the treatment admission. After such accommodation, the discontinuation of any involvement with alcohol and/or drugs is an essential requisite for continued employment. Upon completion of a substance abuse program, employees must take and pass a return-to- work test and sign a return-to-work agreement that will include a commitment to follow recommendations given by the treatment provider and other conditions as the District deems appropriate.

4. The cost of the drug or alcohol rehabilitation or treatment program will be borne by the employee and/or the employee's insurance provider. All information regarding an employee's participation in treatment will be held in strict confidence. Only information that is deemed business necessity will be shared by the District's management. Employees are limited to treatment for substance abuse one time only under this policy.

2.7.9 Reasonable Suspicion Testing

1. When a supervisor/manager or Department Head has reasonable suspicion that an employee may be under the influence of alcohol and/or drugs, the employee in question will be directed by the Department Head or designee or the District's Director of Finance, Accounting & Risk Management to submit to drug and/or alcohol testing by a third party that the District has contracted with to provide drug and alcohol testing services. The employee may be suspended with pay pending results of the test.

2. The supervisor/manager will be responsible to

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determine if reasonable suspicion exists to warrant drug and/or alcohol testing and will be required to document, in writing, the specific facts, symptoms, or observations which form the basis for such reasonable suspicion. When possible, the documentation will be forwarded to the Department Head or designee to authorize the drug and/or alcohol test of an employee.

3. Circumstances which constitute a basis for determining reasonable suspicion may include, but are not limited to:

   a. Information provided either by reliable and credible sources or independently corroborated.

   b. The first line supervisor or another supervisor/ manager receives information from a reliable and credible source as determined by the Department Head that an employee is violating the District's policy.

   c. The first line supervisor or another supervisor/manager directly observes an employee using drugs or alcohol while an employee is on duty.

   d. Drug or alcohol paraphernalia, possibly used in connection with illicit drugs or alcohol, found on the employee's person or at or near the employee's work area.

   e. Evidence that the employee has tampered with a previous drug and/or alcohol test.

4. The following behaviors will also contribute toward reasonable suspicion and, collectively or independently, on a case-by-case basis may provide a sufficient reason for requesting a drug and/or alcohol test:

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a. *A pattern of abnormal or erratic behavior*.
This includes, but is not limited to, a single, unexplainable incident of serious abnormal behavior or a pattern of behavior which is radically different from what is normally displayed by the employee or grossly differing from acceptable behavior in the workplace.

b. *Presence of physical symptoms of drug and/or alcohol use.*
The supervisor observes physical symptoms that could include, but are not limited to, glassy or bloodshot eyes, slurred speech, poor motor coordination, or slow or poor reflex responses different from what is usually displayed by the employee or generally associated with common ailments such as colds, sinus problems, hay fever, and diabetes.

c. *Violent or threatening behavior*.
First Incident: If an employee engages in unprovoked, unexplained, aggressive, violent, and/or threatening behavior against any person, the Department Head may request that the employee submit to drug and/or alcohol testing.

Second Incident: Whether or not an employee has previously received formal counseling or disciplinary action for unprovoked, unexplained, aggressive, violent, or threatening behavior, upon a second or subsequent episode of similar behavior/conduct, the Department Head will request that the employee undergo drug and/or alcohol testing.

d. *Absenteeism and/or tardiness*.
If an employee has previously received disciplinary action for absenteeism and/or

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tardiness, a continued poor record that warrants a second or subsequent disciplinary action may, in combination with other relevant behaviors, result in drug and/or alcohol testing.

5. An employee who is required to submit to reasonable suspicion testing will be provided transportation by the District to the location of the test. After the employee submits to the test or if the employee refuses to be tested, the District will provide transportation for the employee to his/her home.

2.7.10 Post-Accident Testing

1. Each employee involved in an OSHA-recordable accident may be tested for drugs and/or alcohol as soon as possible after the accident, but after any necessary emergency medical attention has been provided. OSHA-recordable accidents are those accidents that result in but are not limited to:

   a. Medical treatment other than first-aid treatment;

   b. Work restrictions;

   c. Days away from work;

   d. Loss of consciousness; or

   e. Transfer to another job.

Additionally, any accident in which there is property damage estimated to be valued at or in excess of two thousand five hundred ($2,500) may trigger a post-accident test. The manager will make the discretionary decision if the test will be administered. An employee who is required to submit to post-accident testing will be provided transportation by the District

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to the location of the test.

2. In the event an employee is so seriously injured that s/he cannot provide a blood, breath, or urine specimen at the time of the accident, the employee must provide necessary authorization, as soon as the employee's physical condition allows, to enable the District to obtain hospital records or other documents that indicate whether there were drugs or alcohol in the employee's system when the accident occurred.

3. In the event federal, state, or local officials conducted drug and/or alcohol testing following an accident, the employee will be required to sign a release allowing the District to obtain the test results from such officials.

4. An employee who is subject to a post-accident test must remain readily available for testing. An employee who leaves the scene before the test is administered or who does not make him/herself readily available may be deemed to have refused to be tested, and such refusal will be treated as a positive test. Further, the employee, subject to a post-accident test, must refrain from consuming alcohol for eight (8) hours following the accident or until the employee submits to an alcohol test, whichever comes first.

5. For safety reasons, an employee required to submit to post-accident testing may be placed on leave of absence with or without pay pending receipt of the post-accident testing results and any related investigation.

2.7.11 Consequence of Refusal to Submit to Testing/ Adulterated Specimen

1. An employee who refuses to submit to testing for drugs and/or alcohol will be subject to disciplinary action, up to and including termination. An employee

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who consents to a drug or alcohol test but fails to appear timely at the collection site, or who fails to give his/her urine sample after reasonable opportunity to do so, will be treated as a refusal to submit to a drug or alcohol test.

2. Submission of an altered or adulterated specimen or substitution of a specimen by a specimen donor will be considered a refusal to comply with this policy and subject the employee to disciplinary action, up to and including termination.

2.7.12 Testing Guidelines

1. The District, through a contracted third party that provides drug and alcohol testing services, will test for the following types of substances:

   a. Marijuana

   b. Cocaine, including crack

   c. Opiates, including heroin and codeine

   d. Amphetamines, including methamphetamines

   e. Phencyclidine (PCP)

   f. Alcohol

   g. Other drugs may be added to this list.

2. Where applicable, the District will follow federal testing procedures for drugs and alcohol set forth by the Federal Department of Transportation (DOT) 49 CFR Part 40 and the Federal Motor Carrier Safety Regulations (FMCSR). These regulations may be

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amended from time to time.

2.7.13 Option for Drug Retest (For Commercial Drivers License (CDL) Program only)

1. No later than seventy-two (72) hours after receipt of a positive drug test, an employee who tests positive may request a confirmatory retest of the same sample at his/her expense at a certified laboratory of his/her choice.

2. Upon request, the outside medical review officer will authorize the laboratory holding the employee's sample to release to a second laboratory, approved by the Department of Health and Human Services, a sufficient quantity of the sample to conduct a second testing analysis.

3. The employee will be required to authorize the laboratory to provide the District with a copy of its test results. The accuracy of the test results will be verified by the laboratory conducting the analysis.

2.7.14 Searches

1. If the District suspects that an employee or on-site contractor is in possession of illegal drugs, alcohol, or contraband in violation of this policy, the District may request the individual to submit to a search of his/her person, personal effects, vehicles, lockers, desks, work area, baggage, and employee quarters. By entering into or being present at a job site while on District time or representing the District in any way, an individual is deemed to have consented to such searches. If an individual is asked to submit to a search and refuses, that individual will be considered insubordinate and will be escorted off the job site and disciplined, as appropriate.

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2. Searches will be conducted by management personnel and may or may not be conducted in the presence of the person whose property or work area is searched. Any suspected contraband will be confiscated and may be turned over to law enforcement as appropriate. Any person whose property is confiscated will be given a receipt for that property by the District's representative conducting the search.

2.7.15 Discipline Related to Abuse

1. Employees in violation of the provisions of this policy will be subject to disciplinary action, up to and including termination.

2. An employee may be found to have violated this policy on the basis of any appropriate evidence including, but not limited to:

   a. Direct observation of illegal use of drugs, prohibited use of alcohol, or possession of illegal drugs or alcohol or related contraband;

   b. Evidence obtained from a motor vehicle citation, an arrest, or a criminal conviction for use or possession of illegal drugs or for the use, or being under the influence, of alcohol on the job;

   c. A verified positive test result; or

   d. An employee's voluntary admission.

3. Prior to determining its course of action, the District may direct an employee who has tested positive to submit to an evaluation by a substance abuse professional. The evaluation will attempt to determine the extent of the

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employee's use of or dependence on the abused substance(s) and, if necessary, recommend an appropriate program of treatment.

4. If an evaluation is conducted which results in a recommendation for treatment, continued employment may, but is not required, to be allowed if the recommended treatment is immediately begun and successfully completed. The treatment program may include, but is not limited to, rehabilitation, counseling, and after-care to prevent future substance use/abuse problems. The treatment program will **not** be at the District's expense; however, employees may use benefits provided by applicable insurance coverage, if covered. Failure by the employee to enroll in the recommended treatment program, to consistently comply with the program's requirements, to complete it successfully, and/or to complete any continuing care program will be grounds for immediate termination from employment. Employees are limited to substance abuse treatment one time only under this policy.

5. If the District agrees to continue employment, an employee who violates this policy and undergoes rehabilitation for drugs or alcohol will, as a condition of returning to work, be required to agree to follow-up testing as established by the District's Director of Finance, Accounting & Risk Management or designee. The extent and duration of the follow-up testing will depend upon the safety and security nature of the employee's position and the nature and extent of the employee's substance abuse problem. The District's Director of Finance, Accounting & Risk Management or designee will review the conditions of continued employment with the employee prior to the employee returning to work. Any such condition for continued employment will be given to the employee in writing.

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Any employee subject to return-to-work testing that has a confirmed positive drug or alcohol test will be in violation of this policy and subject to termination.

6. Disciplinary action will also be taken for any job performance or behavior that would otherwise be cause for disciplinary action.

2.7.16 Confidentiality

All medical and rehabilitation records are confidential medical records and may not be disclosed without the prior written consent of the employee, authorizing court order, or otherwise as permitted by state and federal law. Positive test results may only be disclosed to the employee; the appropriate medical and substance abuse treatment providers; the District's General Counsel; a District representative necessary to respond to an alleged violation of this policy; individuals within the District who have a business need-to-know of drug and/or alcohol testing results; and a court of law or administrative tribunal in any adverse personnel action.

2.7.17 Glossary of Drug-Free and Alcohol-Free Workplace Related Terms

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

Alcohol Use: The drinking or swallowing of any beverage, liquid mixture, or preparation (including any medication) containing alcohol.

Applicant: A person, including a current employee, applying for any position with the District.

Contraband: Any item such as illegal drugs, drug

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paraphernalia, or other related items whose possession is prohibited by this policy.

Conviction: A finding of guilt, including a plea of no contest or imposition of sentence or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug or alcohol statutes.

Department Head/Department Manager: An employee or position designated by the General Manager to be in charge of a District department.

Drug Test: A urinalysis (urine) test that includes specimen collection and testing by a Department of Health and Human Services (DHHS) certified laboratory. Both a screening test and a confirmation test must be used to establish a positive test result.

District Premises: All District property and facilities, the surrounding grounds and parking lots, leased space, District-motor driven equipment/vehicles, offices, desks, cabinets, closets, etc.

Illegal Drugs: Any controlled substance or drug, the sale, possession, cultivation, transfer, use, purchase, or distribution of which is illegal. Illegal drugs include prescription drugs not legally obtained and/or prescription drugs not being used in the manner, combination, or quantity prescribed, or by the individual for whom prescribed.

Legal Drugs: Prescription drugs and over-the-counter drugs that have been legally obtained and are being used in the manner, combination, and quantity for which they were prescribed or manufactured.

Positive Drug or Alcohol Test: Any detectable level of drugs or its metabolite (in excess of trace amounts attributable to secondary exposure) in an employee's urine or blood. With

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respect to alcohol, a blood alcohol concentration of 0.02 or higher constitutes a positive test.

Substance Abuse Professional: A licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with the knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol-related disorders.

Supervisor: An employee who has been authorized to select, train, schedule, and evaluate the work of other employees, and to make decisions or effectively recommend actions related to the hiring, evaluation, and discipline of assigned employees. This person may also serve as the Department Head.

2.8 Prohibition of Workplace Violence

2.8.1 Policy

The District is committed to providing for the safety and security of all employees, customers, visitors, and property.

2.8.2 Scope

This policy applies to all employees, including regular, part-time temporary, seasonal, and elected officials, as well as contract and temporary and volunteer workers and anyone else on the District's property.

2.8.3 Implementation of Policy

1. The District will not tolerate any form of workplace violence including acts or threats of physical violence, intimidation, harassment, hostile behavior, and/or

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coercion, which involve or affect the District or which occur on property owned or controlled by the District or during the course of the District's business. Examples of workplace violence include, but are not limited to, the following:

a. All threats (including direct, conditional, or veiled) or acts of violence occurring on premises owned or controlled by the District, regardless of the relationship between the District and the parties involved in the incident.

b. All threats of any type or acts of violence occurring off the District's premises involving someone who is acting in the capacity of a representative of the District.

c. All threats of any type or acts of violence occurring off the District's premises involving an employee of the District, if the threats or acts affect the legitimate interests of the District.

d. Any acts or threats resulting in a criminal conviction of an employee or agent of the District or of an individual performing service for the District on a contract or temporary basis which adversely affect the legitimate interests and goals of the District.

2. Specific examples of conduct which may be considered threats or acts of violence include, but are not limited to, the following:

a. Hitting, shoving, or otherwise physically assaulting an individual;

b. Direct, conditional, or veiled threats of harm directed to an individual or his/her family, friends,

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associates, or property;

c. The intentional or malicious destruction or threat of destruction of the District's property, or property of another employee;

d. Harassing or threatening telephone calls, notes, letters, or computer messages;

e. Harassing surveillance or stalking;

f. Unauthorized possession or inappropriate use of firearms, weapons, hazardous biological or chemical substances, or explosives while on District business.

3. The District desires to detect and deter real, potential, or threatened violence. Every employee is required to report immediately any acts of violence or any threat of violence against any co-worker, supervisor, manager, elected official, customer, visitor, or other individual. Supervisory and managerial personnel who witness or become aware of any acts or threats of violence must notify their superior immediately. Department Heads must report any acts or threats of violence to Human Resources. Every other person on District property is encouraged to report incidents of threats or acts of violence of which s/he is aware. Threats or acts of violence may include:

a. Discussing weapons or bringing them to the workplace.

b. Displaying overt signs of extreme stress, resentment, hostility, or anger.

c. Making threatening remarks.

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d. Sudden or significant deterioration of performance.

e. Displaying irrational or inappropriate behavior.

4. Reports of violence or threatening behavior should be made to the Human Resources Department, the Director of Finance, Accounting &Risk Management, an employee's immediate supervisor or manager, or any other supervisory or management employee. Employees may directly contact law enforcement personnel if they believe there is an imminent threat to the safety and health of employees. The District is committed to ensuring that employees reporting real or perceived threats in good faith will not be subject to harassment or retaliation. Nothing in this policy alters any other reporting obligation established in the District policies or in state, federal, or other applicable law.

2.8.4 Violations

1. Violations of this policy by any employee will lead to disciplinary action, up to and including termination and/or appropriate legal action. The District may also take appropriate disciplinary action against any employee who intentionally makes a false or malicious statement about coworkers or others.

2. Actions necessary for bona fide self-defense or protection of employees of the District or of District property will not be considered to violate this policy.

2.8.5 Temporary Restraining Orders

1. The District may apply for an order for protection against harassment in the workplace under the terms of Nevada Revised Statutes (NRS) 33.200 – 33.360 when it has reason to believe that:

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a. A person knowingly threatens to cause or commits an act that causes:

I. Bodily injury to him/herself or to another person;

II. Damage to the property of another person; or

III. Substantial harm to the physical or mental health or safety of a person;

b. The threat is made or an act committed against the District, any employee of the District while performing employment duties, or against a person present at the District's workplace; and

c. The threat would cause a reasonable person to fear that the threat will be carried out or the act would cause a reasonable person to feel terrorized, frightened, intimidated, or harassed.

2. Such order of protection against harassment in the workplace may:

a. Forbid the alleged harasser from contacting the District, an employee of the District while performing his/her duties, and any person while the person is present at the District's workplace;

b. Order the alleged harasser to stay away from the workplace; and

c. Order such other relief as the court deems necessary to protect the District, the workplace of the District, the District's employees while performing their job duties, and any other persons

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who are present at the workplace.

2.9 Employment of Relatives (Nepotism)

Pursuant to NRS 281.210, no supervisor, manager or appointing authority, including Trustees of the District may employ in any capacity on behalf of the District any relative who is within the third degree of consanguinity or affinity (see Appendix A Consanguinity/Affinity Chart). Existing employees may continue in their current position following the election of their relative to an appointing authority position.

No two benefitted employees shall work within the same department within the first degree of Consanguinity/Affinity. Departments are identified as Public Works, Parks & Recreation, Golf, Ski and Administration.

In addition, no person will be hired or promoted to a position that would require supervision by a relative who is within the third degree of consanguinity or affinity. For purposes of this paragraph, supervision includes first, second or higher levels of supervision. (Example: An employee reports to an immediate supervisor, who reports to a Division Manager, who reports to a Department Head. The employee may not be related within the third degree of consanguinity or affinity to the supervisor, Division Manager or Department Head.)

2.10 Code of Conduct and Ethical Standards

Employees of the District recognize that employment with the District is a public trust. To preserve that trust, the District insists on the highest code of conduct and ethical standards. The purpose of this policy is to define and establish standards of ethical conduct that are required of public officials and employees so as to ensure their professional integrity in the performance of their duties. SB228 requires that employees hired after June 13, 2013 will be provided information prepared by Nevada Ethics Commission concerning standards under NRS 281.

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The employees of the District must comply with the following provisions while performing their duties and responsibilities and/or representing themselves as an employee of the District. This list is not all-inclusive, but simply provides the basic level of conduct expected.

1. All employees will conduct themselves with honesty and integrity in the course of performing their job.

2. They will act with care and diligence in the course of their employment.

3. They will treat everyone, including coworkers, subordinates, supervisors, customers and the public, with the utmost respect and courtesy.

4. They will accept and value differences amongst each other, our customers and the public.

5. They will comply with all applicable federal, state, and local laws.

6. They will comply with any lawful and reasonable direction given by someone in the District who has authority to give the direction.

7. They will maintain appropriate confidentiality.

8. They will disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with their employment.

9. They will be at work and on time regularly and perform their job duties in a responsible manner.

10. They will use District resources in a manner that is

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acceptable to the District.

11. They will not provide false or misleading information in response to a request for information that is made for official purposes in connection with their employment.

12. They will, at all times, act in a way that upholds the values and the integrity and good reputation of the District.

13. They will comply with any other conduct requirement that is prescribed by the District as well as District policies.

In addition, consistent with the provisions of NRS 281A.400 and NRS 281.230, District's officials and employees are required to comply with the following ethical standards:

1. No official or employee shall seek or accept any gift, service, favor, employment, engagement, perquisite, gratuity, or economic opportunity or advantage which would tend improperly to influence a reasonable person in his/her position to depart from the faithful and impartial discharge of his/her public duties.

2. No official or employee shall use his/her position with the District to secure or grant unwarranted privileges, preferences, exemptions, or advantages for him/herself, any member of his/her household, any business entity in which s/he has a significant pecuniary interest, or any other person.

3. No official or employee shall participate as an agent of government in the negotiation or execution of a contract between the governmental entity and any private business in which s/he has a significant pecuniary interest.

4. No official or employee shall accept any salary, retainer, augmentation, expense allowance, or other compensation from any private source for the performance of his/her duties as an official or employee.

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5. If an official or employee acquires, through his/her public duties or relationships, any information which, by law or practice, is not at the time available to the public generally, s/he shall not use such information to further his/her own current or future pecuniary interests or the current or future pecuniary interests of any other person or business entity.

6. No official or employee shall suppress any governmental report or other document or information because the release of such report or information has the potential to impact his/her own pecuniary interests or those with whom s/he has a business or personal relationship.

7. No official or employee shall use governmental time, property (including monies or funds), equipment, or other facility to benefit his/her personal or financial interests.

8. No official or employee shall attempt to benefit his/her personal or financial interest(s) by influencing or intimidating a subordinate.

9. No official or employee shall seek other employment or contracts through the use of his/her official position or the influence associated thereto.

10. An official or employee shall not, in any manner, directly or indirectly, receive any commission, personal profit, or compensation of any kind resulting from any contract or other transaction in which the District is in any way interested or affected except:

    a. A member of any board, commission, or similar body who is engaged in the profession, occupation, or business regulated by the board, commission, or body may, in the ordinary course of his/her business, bid on or enter into a contract with any governmental agency, except the board or commission of which s/he is a

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member, if s/he has not taken part in developing the contract plans or specifications and s/he will not be personally involved in opening, considering, or accepting offers.

b. A public officer or employee, other than an officer or employee described in a. above, may bid on or enter into a contract with a governmental agency if the contracting process is controlled by rules of open competitive bidding, the sources of supply are limited, s/he has not taken part in developing the contract plans or specifications, and s/he will not be personally involved in opening, considering, or accepting offers.

c. District employees will maintain professional conduct at all times with the Board of Trustees, other employees, the public and other agencies, and avoid any conduct that may be detrimental to the District.

d. Exceptions for small gifts such as food which can be shared with other staff are acceptable as are tips for tip approved positions. Recreational venues may accept promotional items that are approved by the Department Head as long as under no circumstances will favoritism be displayed for a product as a result of a supplier gift.

Violations of any of the above provisions may result in disciplinary action, up to and including termination.

2.11 Political Activity

Employees are not to engage in political activity of any kind during working hours. This includes, but is not limited to: soliciting money, influence, service, or any other valuable thing to aid, promote, or defeat any political committee or the nomination or election of any person to public office. Wearing or displaying of apparel, buttons, insignia, or other items which advocate for or against a political candidate or a political cause is also an example of political activity

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not allowed during work hours. Additionally, no person will attempt to coerce, command, or require a person holding or applying for any position or employment, including a citizen requesting services supplied by the District, to influence or to give money, service, or other valuable thing to aid, promote, or defeat any political committee, or to aid, promote, or defeat the nomination or election of any person to public office.

Employees may not participate in any of the above-mentioned activities off duty while wearing a uniform, name tag, or any other item identifying them as a representative of the District.

Employees may not use any District resources, including but not limited to: interoffice mail, email, telephone, facsimile machines, Internet, or copy machines to engage in any political activity outside the approved scope of the employees' official duties.

2.11.1 Running for, or Holding, Political Office

While employees are encouraged to participate in the political process, they must understand the District also has an obligation to provide service to the public.

Employees who are seeking, or who have been elected or appointed to public office, are not to conduct any business related to these activities while on duty. This includes all the items listed in the previous section (i.e., political activity).

If there is a conflict with, or the activities hinder the performance of the duties with the District, the employee will comply with one of the following: (final approval is at the District's sole discretion)

1. The employee will be expected to resign their position;

2. The employee may apply and seek approval for use of accrued leave time, or;

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3. The employee may request unpaid leave.

The District's leave policies addressing continuation of health insurance, retirement benefits, accrual of additional leave time, and job and seniority status will be applied in this situation. The District's time and attendance program must be utilized for 2 above.

If there is any question regarding this policy, employees should contact their supervisor for clarification.

2.12 Distribution, Solicitation and Vending

The District restricts solicitation and distribution of material on its premises by non-employees. Limited solicitation and distribution by employees may be permitted during non-working hours. Prior approval must be obtained from the employee's Department Head. Distribution, solicitation or vending is not permitted in work areas at any time, except on matters directly related to District business, and is not permitted in non-work areas during the scheduled working hours of either the employee who is distributing, soliciting or vending or the employee who is the object of the activity.

2.13 Work Stoppage Prohibited

No employee will instigate, promote, encourage, sponsor, or engage in any strike, picketing, slowdown, concerted work stoppage, sick out, or any other intentional interruption of work. Any employee who violates the provisions of this section will be subject to disciplinary action, up to and including termination.

2.14 Use of District Property and Premises

Employee's use of District property and equipment including, but not limited to, monies and funds, communication equipment, District owned system data (blogs, internet customer lists, etc.), vehicles, tools, equipment, and facilities are only for work-related purposes. When using District property and equipment, employees are

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expected to exercise care, perform required maintenance, and follow all operating instructions as well as comply with safety standards and guidelines. Employees are not to misuse, destroy, or otherwise use in an improper or unsafe manner any property of the District. Employees should not make unauthorized copies or perform or allow any other unauthorized use of District keys or other access devices. District vehicles are to be used for District purposes only. Personal use of District vehicles is not allowed.

Any employee who violates the provisions of this section will be subject to disciplinary action and may be required to reimburse the District for damages or loss.

The District may authorize the examination of lockers, desks, vehicles, and all other property and spaces owned or controlled by the District to check for the presence of any unauthorized material, weapons of any type, or controlled substances including, but not limited to alcohol and illegal drugs. Prior notice to employees that District-owned property or space is to be searched is not required. A search may be conducted either in or outside the employee's presence.

2.15 Telephone Policy

The District's telephone policy covers phone usage while at work for land lines and cellular telephones. The use of hand held cellular telephones, including texting/instant messaging while operating District vehicle is **prohibited**.

2.15.1 Personal Telephone Calls

District telephone usage for personal calls should be kept to a minimum, and the calls should be made during lunch hours or authorized breaks. If it is necessary to make or receive a call during working hours, keep such calls as brief as possible. Personal telephone calls or facsimile that incur either message unit charges or long distance toll charges must be repaid.

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2.15.2 Cellular Telephone

The District requires certain positions within the District to use a cellular telephone for business purposes. The need and business purpose for use of a cellular telephone will be stated clearly in the job description. Factors which support cellular telephone use include, but are not limited to:

1. Performing work which requires the employee to be out of the office on a regular basis where availability of a land line telephone is limited.

2. Performing work which requires the employee to regularly serve in an off-duty, on-call status a minimum of 2-3 days a week.

3. Performing work which requires the employee to stand by for emergency call back where once called, time becomes a significant response factor.

4. Where the safety of the employee or of participants at a District sponsored program or event requires it.

5. Managerial Responsibilities

   Each employee in a position requiring a cellular telephone will be offered a District provided cellular telephone.

6. At the time of hire or as soon as thereafter as practicable, the employee's supervisor and/or manager will discuss with the employee the requirement for a cellular telephone. The supervisor and/or manager should have a copy of the employee's job description where the requirement for a cellular telephone is noted.

7. Should the discussion conclude with the employee

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being issued a District cellular telephone, the employee and manager and/or supervisor will complete a Cell Phone Agreement and take the completed form to the District's Information Technology Department to obtain the District cellular telephone.

8. The District requirement for being issued a District cellular telephone include:

   a. **No** personal telephone calls will be made or received except in the case of an emergency. In the case of an emergency call(s), the expectation will be that the employee will reimburse the District for said call(s).

   b. If there are calls identified as not for District business purposes that appear on the District's cellular telephone bills, the employee must reimburse the District for all these telephone calls. Further, the employee will be required to explain these calls to their supervisor and/or manager and will be subject to progressive discipline if the calls were not for emergencies.

   c. All accessories for the District's cellular telephone will be provided by the District if it is determined needed by the employee's supervisor and/or manager and the District's Information Technology Department.

   d. It is the responsibility of the employee to take care of the provided District cellular telephone.

   e. Should the employee lose or damage the District provided cellular telephone, and the loss or damage was due to negligent behavior, the employee will be responsible for the immediate replacement.

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9. The employee and manager and/or supervisor may determine that the employee's personal cellular telephone will be used rather than a District issued cellular telephone. In this case, the employee and manager and/or supervisor will complete a Personal Cell Phone Agreement and take the completed form to the District's Information Technology Department to obtain appropriate access to District electronic resources on the employee's personal cellular telephone.

10. If a position requires a cellular telephone, it is the employee's responsibility to make sure that their cellular telephone number is listed in all directories that the District maintains.

11. If a position within the District requires a cellular telephone that means that the cellular telephone will be available during regularly scheduled work hours for District calls. The District recognizes that there will be times, such as vacation or illness, when the cellular telephone will be unavailable. It is the employee's responsibility to alert their supervisor and/or manager when these situations occur.

2.16 Information Technology

2.16.1 Policy

The District requires employees to use information technology (computer systems, telecommunication and other devices, and electronic information) responsibly.

2.16.2 Privacy

The District respects the individual privacy of its employees;

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however, employees should not expect privacy with respect to any of their activities when using the District's computer and/or telecommunication property, systems, or services. Use of passwords or account numbers by employees does not create a reasonable expectation of privacy and confidentiality of information being maintained or transmitted. The District reserves the right to review, retrieve, read, and disclose any files, messages, or communications that are created, sent, received, or stored on the District's computer systems and/or equipment. The District's right to review, also called monitoring, is for the purpose of ensuring the security and protection of business records, preventing unlawful and/or inappropriate conduct, and creating and maintaining a productive work environment.

2.16.3 Use

1. The computers, associated hardware and software, including electronic mail (email or instant messaging "IM") and access to on-line services (the Internet), as well as voice mail (on land lines and District provided cellular telephones), pagers, smart phones (e.g. BlackBerry, iPhones) and faxes, that belong to the District and, as such, are provided for business use. Very limited or incidental use by employees for personal, non-business purposes is acceptable as long as it is:

    a. Conducted on personal time (i.e., during designated breaks or meal periods);

    b. Does not consume system resources or storage capacity; or

    c. Does not involve any prohibited uses.

2. Employees loading, importing, or downloading files from sources outside the District's system, including files from the Internet and any computer storage device, must ensure the files and devices are scanned with the District's current virus detection software before installation and execution.

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Compliance to copyright and/or trademark laws prior to downloading files and/or software must be adhered to explicitly.

3. Employees may use information technology, including the Internet, during work hours on job-related matters to gather and disseminate information, maintain their currency in a field of knowledge, participate in professional associations, and communicate with colleagues in other organizations regarding business issues.

4. An employee's use of the District's computer systems, telecommunication equipment and systems, and other devices or the employee's use of personally-owned electronic devices to gain access to District's files or other work-related materials maintained by the District constitutes the employee's acceptance of this policy and its requirements.

5. Employees are encouraged to contact the District's Information Technology departments to report receipt of unsolicited inappropriate messages or materials.

2.16.4 Prohibited Use

Prohibited use includes, but is not limited to, the following:

1. Sending, requesting, or storing messages or images that a "reasonable person" would consider to be offensive, disruptive, harassing, threatening, derogatory, defamatory, pornographic, indicative of illegal activity, or any that contain belittling comments, slurs, or images based on race, color, religion, age, gender (including pregnancy), marital status, sexual orientation, national origin, ancestry, and/or disability.

2. Sending, requesting, or storing chain letters.

3. Subscriptions to newsletters, advertising, clubs, or other

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periodic email which is not necessary for the performance of the employee's assigned duties.

4. Sending, requesting, or storing solicitations on behalf of any club, society, philanthropic or similar organization.

5. Sending, requesting, or storing union-related solicitations.

6. Engaging in political activities including, but not limited to, solicitation or fundraising.

7. Engaging in religious activities including, but not limited to, proselytizing or soliciting contributions.

8. Conducting outside employment in any manner.

9. Engaging in illegal, fraudulent, defamatory, or malicious conduct.

10. Writing or participating in blogs and social media that injure, disparage, and/or defame the District, members of the public, and/or District employees' reputations by name or implication.

11. Downloading, uploading, or otherwise transmitting without authorization:

    a. Confidential or proprietary information or material

    b. Materials in violation of current owner's rights

    c. Illegal information or material

    d. Sexually explicit material

12. Obtaining unauthorized access to other systems.

13. Using another person's password or account number without explicit authorization by the District.

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14. Accessing, reading, copying, misappropriating, altering, misusing, or intentionally destroying the information/files of the District and other users without explicit authorization.

15. Loading unauthorized software or software not purchased or licensed by the District.

16. Breaching or attempting to breach any security systems or otherwise maliciously tampering with any of the District's electronic systems including, but not limited to, introducing viruses.

17. Using the District's information technology for personal, non-business purposes in other than a very limited or incidental way.

2.16.5 Temporary Access

In the event a supervisor or manager needs to access email and/or files related to an employee's individual account or has a concern about an individual employee's computer use, those requests must be directed through the Director of Information Technology to ensure security.

2.16.6 Violation of Policy

Improper or prohibited use of the District's Information Technology property, systems, or services will result in discipline, up to and including termination.

2.17 Social Media

2.17.1 Policy

The District has a reasonable expectation that employees act with honesty, integrity, transparency and respect for the rights, privileges,

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privacy, sensibilities, and property of others in their usage of social media, especially in the business context. By doing so, employees will be abiding by applicable laws, including copyright law, and the District's Information Technology policy. Employees are expected to protect the privacy of the District and its employees. Employees are prohibited from disclosing personal employee information and any other proprietary and non-public information to which employees have access, to the extent such discussion or disclosures are not protected under state or federal law. The District's excellent reputation for integrity and business ethics should never be taken for granted. In order to maintain this excellent reputation employees are expected to comply with the District's Code of Conduct and Ethical Standards and exercise good judgment in their decisions and actions involving use of social media.

2.17.2 Definition

Social media is defined as any usage of Web technologies and sites such as blogging (WordPress, Blogger, etc.); microblogging (e.g. Twitter, Foursquare, etc.), photosharing (e.g. Flickr, Twitpic, etc.), video sharing (e.g. YouTube, Vimeo, Viddler, etc.), social networking (e.g. Facebook, Linkedlin, Plaxo, etc.) and so forth. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy.

2.17.3 District Business Use

Only employees in positions approved by their Department Heads to use social media may use District resources and/or District time to conduct such activities and then within policy guidelines. Employees authorized to use social media as a part of their job responsibilities are expected to differentiate their business identity from his or her personal identity in online social networking situations.

2.17.4 Personal Use

Consistent with the District's Information Technology policy,

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personal use of District electronic resources to access social media environments is to be conducted on personal time (i.e., during designated breaks or meal periods) and is limited to incidental use. Incidental use must not interfere with an employee's job performance or another employee's job performance or compromise the functionality of the District's network.

Individuals using social media for personal use are not permitted to present personal opinions in ways that imply support, endorsement or opposition by the District. Employees are not authorized and, therefore, restricted to speak on behalf of the District. When there is a reasonable possibility for confusion between business and personal statements, including opinions or views on any issue, the statement or material posted must be accompanied by a disclaimer; an explicit statement that the employee is speaking for himself or herself and not as a representative of the District. An example of a disclaimer is: *The contents, including all opinions and views expressed, in my (profile, blog or on my page) are mine alone and do not represent the views of my employer, my co-workers, or any other person.*

2.17.5 Monitoring

The District does not routinely monitor social media sites or usage, however, as with other electronic resources, the District Information Technology Department staff may perform activities necessary to ensure the integrity, functionally and security of the District's electronic resources. Related District policies on Employee Relations such as Unlawful Harassment and Code of Conduct and Ethical Standards apply in the social media environment. Employees need to be aware other employers, organizations and individuals do monitor and share information they find in social media forum. Posted information is public information.

Ultimately employees are solely responsible for what they post online. Before creating content, employees should consider some of the risks and rewards that are involved, including conduct that adversely affects job performance, the performance of coworkers, or

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otherwise affects employees, customers, suppliers and people who work on behalf of the District and the District's interests.

2.17.6 Violation of Policy

The District requests and strongly urges employees to report any violations or possible or perceived violations to their immediate supervisor and/or manager or Human Resources. Violations include discussions of the District and its employees, discussion of proprietary and non-public information, and any unlawful activity related to blogging or social networking, to the extent such discussions are not protected under state or federal law.

In response to concerns, complaints or information provided by individuals, District staff may look at the social media environment and any identified violations of District policies will result in disciplinary action up to and including termination.

2.18 Outside Employment/Outside Business Interests

2.18.1 Policy

In order to maintain a work force that is fit and available to provide proper services and carry out functions of the District, employees are restricted from engaging in outside employment and/or outside business interest if it conflicts with District employment.

2.18.2 Conflicting Employment

Outside employment and/or outside business interest is considered in conflict with District employment if it:

1. Interferes with or negatively impacts the employee's ability to perform his/her assigned job.

2. Prevents the employee's availability for work beyond normal working hours, such as emergencies or peak work periods,

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when such availability is a regular part of the employee's job.

3. Is conducted during the employee's work hours.

4. Requires the services of other employees during their normally scheduled work hours.

5. Makes use of the District's telephones, computers, supplies, or any other resources, facilities, or equipment.

6. Is represented as or perceived to be an activity of the District or an activity endorsed, sanctioned, or recommended by the District.

7. Requires the employee to schedule time off at specific times that could disrupt the operation of the District or interfere with the employee's obligation to the District.

8. Results in a public impression or appearance of impropriety or conflict with the employee's commitment to the District as an employee.

2.18.3 Procedure

1. An employee must notify his/her supervisor or manager of the outside employment and/or outside business interest if such outside employment and/or outside business interest may be reasonably perceived to be in possible conflict with his/her employment, or if the employee is unsure about a perceived conflict or his/her obligations to the District.

2. If there is an actual or perceived conflict between the employee's outside employment and/or outside business interest and the employee's employment with the District, the supervisor or manager will inform the employee that the outside employment and/or outside business interest is not allowed or is allowed only under certain conditions.

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3. In the event of such a determination, the employee will be asked to take the appropriate action requested or to terminate the outside employment if she/he wishes to remain an employee of the District.

4. Determinations by the District may be reviewed and modified by the District at any time in its discretion. Employees adversely impacted by a re-determination will be notified and provided a reasonable time period to take appropriate action to terminate the outside employment and/or outside business interest if she/he wishes to remain an employee of the District.

2.19 Use of Tobacco

The District is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. As required by NRS 202.2483 (Nevada Clean Indoor Air Act) and also motivated by the District's desire to provide a healthy work environment for all employees, the use of tobacco products, including electronic cigarettes and similar products, excluding "nicorette" gum is prohibited within any building owned, leased, contracted for and utilized by the District. This prohibition extends to anywhere within work areas that are routinely or regularly used by employees including but not limited to: work areas, restrooms, hallways, employee lounges, cafeterias, conference and meeting rooms, lobbies, and reception areas. The District may designate an outdoor smoking area for its employees. Additionally, the District does not allow smoking and the use of tobacco products in all vehicles it owns or uses. Employees of the District are not allowed to smoke in public view while in District Uniform.

2.20 Dress and Grooming

2.20.1 Policy

It is important that District employees present themselves as professionals. An element of professionalism is dress attire. Appropriate and professional business and casual attire, professional demeanor, and personal hygiene are important in maintaining a positive image for the District.

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All District employees must observe appropriate grooming and personal hygiene and need to report to work in neat, clean and appropriate business attire, including appropriate footwear. It is preferred that tattoos and head jewelry are not visible, specific department manager approval will be needed. Clothing that is inappropriately casual and/or noticeably worn, faded, tight fitting or revealing is not allowed. Examples include, but are not limited to low hanging, baggy pants, tank tops, tube tops and spandex pants.

Some departments have found it necessary to establish a stricter dress code, including requiring uniforms. Each department is responsible for describing its code to its employees.

Employees unsure whether attire or grooming is appropriate should ask his/her supervisor.

2.20.2 Enforcement

When an employee's dress or grooming does not meet with the professional image of the District, the immediate supervisor will discuss the issue with the employee. Employees may be sent home to change and will not be paid for the time away from the workplace. If continued counseling fails to result in the desired response, the supervisor may initiate disciplinary action.

2.21 Domestic Partners

The District recognizes a domestic partnership exists where two individuals (all genders included), have registered with the appropriate office of the State in which they reside and have received a state issued certificate of domestic partnership.

2.21.1 Coverage

Full-time/year-round, multi-seasonal/year-round, part-time year round employees in benefited positions, and seasonal managers are

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covered by this policy and can elect coverage for their domestic partners. This includes coverage for District provided health care benefits, recreational privileges (status specific), sick leave use, annual leave use, family illness and bereavement leave to care for their domestic partners or the dependents of a domestic partner, as applicable.

2.21.2 Certificate of Domestic Partnership

No person will be recognized as a domestic partner until they have registered with the appropriate office of the State in which they reside and have received a state issued certificate of domestic partnership.

2.22 Employee Dating/Marriage and Supervisory/Managerial Dating

2.22.1 Policy

The District recognizes that an environment where employees maintain clear boundaries between personal and workplace interactions is most effective for conducting business. Although this policy does not prevent the development of friendships or romantic relationships between coworkers, it does establish boundaries as to how relationships will progress during working hours and within the working environment. Individuals in supervisory/managerial roles are subject to more stringent requirements under this policy. However, employees in supervisory/managerial positions are precluded from having a romantic relationship with any subordinate employee.

2.22.2 Scope

1. No spouse, significant other, live-in partner, child or other family member, within the first degree of Consanguinity or Affinity (see Appendix A Consanguinity/Affinity Chart), shall serve in the same department, division or facility in a benefitted capacity. Departments are defined as Public Works, Parks & Recreation, Golf, Ski and Administration.

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2. If two benefitted employees enter into one of the defined relationships within the first degree of Consanguinity or Affinity during the course of their mutual employment, it must be disclosed to Human Resources. If it is determined by management that a relationship adversely effects the work environment, one of the two employees must change jobs or voluntarily leave the District within 6 months.

3. If the relationship is not brought to the attention of Human Resources and it is exposed, Human Resources will make the determination if one employee must change jobs or voluntarily leave the District within 6 months.

4. Relationships that are already established prior to the enactment of this policy will be allowed to exist; unless it has been determined by management and/or Human Resources the relationship adversely affects or poses a potential conflict of interest in the department.

5. If the District has a re-organization that places an existing relationship in the same department, division or facility, the District reserves the right to subject that relationship to review at its convenience.

Relationships that are documented with the District prior to April 1, 2014 will be subject to continued review at the District's convenience. Where problems or potential risks are identified, management will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure the parties involved no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions, financial transactions, etc. are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases other measures may be necessary. If it has been determined by management and/or Human Resources that the relationship adversely affects business

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operations, one of the two employees must consider applying for another available position within the district or voluntarily leave the District within 60 days.

For those benefitted employees hired or transferred after April 1, 2014, will not be allowed to be the same department with a family member within the first degree of consanguinity & affinity. If two benefitted employees enter into a romantic relationship it must be disclosed to Human Resources. If employees do not disclose a relationship to Human Resources or management and Human Resources or management observe behavior that is perceived to be a romantic relationship, Human Resources and management reserve the right to enter into communication with the employees to discuss possible outcomes.

2.22.3 Supervisor/Manager Responsibilities

1. Employees employed in supervisory/managerial positions need to be aware of their status as role models, their access to sensitive information, and their ability to influence others. It is because of this, employees in supervisory/managerial positions are precluded from participating in a romantic relationship with a subordinate employee.

2. Violation of this policy could result in disciplinary action up to and including termination.

2.23 Children in the Workplace

To avoid disruptions to the employee and coworkers, potential distractions in serving members of the community and to reduce personal and property liability, employees are requested not to bring children to the workplace. This policy is intended to address the presence of children while the employee is on duty and does not include official functions or activities promoted by the District, or planned visits from children to the workplace.

Supervisors may grant a temporary exception to this rule, to accommodate

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the employee. If an exception is granted, it is the responsibility of the employee to supervise and control the movements of the child. It is not acceptable to request an accommodation to bring sick children into the workplace.

2.24 Related Forms

- Consanguinity/Affinity Chart
- Documentation for Reasonable Suspicion Drug/Alcohol Testing
- Drug/Alcohol Test Informed Consent
- Suggested Steps for Reasonable Suspicion Drug/Alcohol Testing
- District Cellular Telephone/Radio Agreement
- Personal Cellular Telephone/Mobile Devise Use Agreement
- Personnel Action Notice (PAN)
- Acknowledgement and Waiver Regarding Employee Dating
- Disciplinary Actions Behavior Incident Report

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3. EMPLOYMENT

THIS POLICY COVERS HIRING FOR YEAR-ROUND FULL AND PART- TIME BENEFITED POSITIONS, SEASONAL MANAGER AND MULTI- SEASONAL YEAR-ROUND POSITIONS. SECTIONS 3.3, 3.14, 3.15, 3.16, AND 3.17 APPLY TO HIRES IN ALL EMPLOYMENT STATUSES.

3.1 Scope

Hiring appropriately qualified individuals is critical to the continued success of the District. It is recognized that the role of the department is critical in the hiring process and that utilizing the subject matter expertise of those in the hiring department will help ensure the selection of the most appropriately qualified candidate for each position. Therefore, in addition to involving department management, establishing a consistent selection process for recruiting, testing, and hiring is vital to the District's continued success.

3.2 Job Announcements

Position vacancies will be posted a minimum of five work days to allow potentially qualified and interested individuals to learn of employment opportunities. If the Department Head determines that sufficient candidates exist within the District, the Department Head may limit applicants for the position to current District employees. These positions will be posted on the District's Intranet. If the vacancy is for a Seasonal Manager position, and it has been identified the person who held the position the previous season the District do not need to re-post the position as a job vacancy. If there are not sufficient candidates within the District's workforce, then the recruitment efforts will begin by posting the opportunity on the District's website as well as the District's Intranet. To encourage applicants from diverse sources, position opportunities will be posted on other identified websites, newspaper advertisement, professional publications or associations as the Department Head feels appropriate. Additionally, employees will be notified via email of

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Adopted and Effective February 10, 2010
Adopted June 13, 2012; Effective July 1, 2012
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position opportunities. The announcement will normally include:

1. Title and salary of the position;

2. Nature of the work to be performed, including the essential job functions;

3. Minimum as well as any preferred qualifications, including education and/or experience, knowledge, skills, and abilities, as well as required certification;

4. Manner of applying; and

5. Notice that the District is an Equal Employment Opportunity (EEO) employer, and Americans with Disabilities (ADA) accommodations are available.

3.3 Applications (*applies to hires in all employment statuses*)

Applications for employment may either be completed on-line or on the District approved application form. Applicants must complete a separate application form for each vacancy unless they are applying for multiple positions and so indicate on the application form. The hiring manager may also require resumes, completed supplemental questionnaires, and other evidence of education, training, experience, or other lawful requirements. Applications submitted become the property of the District.

3.4 Application Filing Periods

Vacancy announcements will specify the application filing period. Applications must be received by the date specified. The filing period may end on a specific date and/or may allow acceptance of applications until a sufficient number of appropriately qualified candidates have applied. The Human Resources Department, consulting with department management, will determine when sufficient applications have been received. The filing period will end at the close of the business day or at the specific time stated on the

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vacancy announcement.

All application must be submitted to the District's Human Resources Department and will be entered in an applicant tracking system and routed to appropriate departments.

3.5 Disqualification of Applicants

An applicant may be disqualified from consideration for employment if, but not limited to:

1. The application does not indicate the applicant possesses the qualifications and skills required for the position.

2. The application is not fully and/or truthfully completed.

3. The applicant has prior convictions that relate to the position for which s/he is being considered. Prior conviction will not automatically disqualify an applicant from employment; however, an applicant's prior conviction of a crime may be considered in the employment decision.

4. The applicant has been discharged from or resigned in lieu of dismissal from any prior employment for any cause which would constitute a reason for dismissal from employment with the District.

5. The applicant does not appear at a scheduled interview.

6. The applicant demonstrated an unsatisfactory employment record.

7. The applicant is a former employee who is not eligible for re-hire.

8. All information should be forwarded to Human Resources where it will be included as part of the official applicant screening process and/or employment record.

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3.6 Selection Process

The techniques used in the selection process will be impartial and practical, and should relate to the qualifications and suitability of applicants to perform the job duties and responsibilities. Factors evaluated through the selection process may include, but are not limited to, the knowledge, ability, skill, achievement, physical and mental fitness, and job-related personal characteristics including customer service skills. The selection process may include any or combination of the following selection techniques:

1. Evaluation of the employment applications;

2. Assessment of experience, training, and/or education;

3. Written or computer tests;

4. Individual and/or group interviews;

5. Performance tests; and

6. Evaluation of work performance and work samples.

The District may determine, at any point of the recruitment process that only those applicants who are considered most appropriately qualified for the vacancy being filled will continue to be considered.

3.6.1 *Interviewing Applicants*

Selecting the most appropriately qualified candidate for the position will reduce turnover, reduce the costs associated with training, and improve the effectiveness of the District. Once applications have been evaluated and a determination has been made regarding which applicants are selected for an interview versus those who will not be interviewed, all applicants should be notified of their status. The hiring

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manager will notify Human Resources of those candidates that will not be interviewed so that letters may be sent to them.

The interviewing portion of the selection process is critical for determining which applicants are the most appropriately qualified to do the job. Prior to conducting the interview, managers should:

1. Review the job description.

2. Create job-related questions to ask each candidate to help ensure consistency. Ask open-ended, job-related questions about past work experiences to identify skills and strengths. Have candidates describe an actual situation or instance that allows him/her to demonstrate how they actually responded to that situation, rather than what she/he thinks you want to hear.

3. Convene an interview team made up of knowledgeable individuals within the department, District, or if applicable, the community.

Each candidate interviewing for the position should be asked the same job-related questions. The questions should help measure the extent to which each candidate possesses the necessary knowledge, skills, and abilities required for the position. When necessary, ask follow-up questions to clarify the responses of the candidates. Avoid asking questions that are unlawful and/or not related to the position. Sample questions are available from Human Resources Department.

3.6.2 Selection Decision

Employment decisions must be based solely on merit. Consistent with applicable federal, state, and local laws and regulations employment decisions may not be influenced by race, color, religion, age, gender (including pregnancy), marital status, sexual orientation, national origin, ancestry,

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disability and/or veteran status. The hiring manager has ultimate responsibility for the selection of the candidate for hire; however, he/she should take input from the other members of the interview team. The hiring manager is responsible for ensuring the selected candidate meets the required level of education, experience, certification, license, etc. The hiring manager will document the basis of their decision to select a particular candidate; i.e. why he/she is the most appropriately qualified and the best fit for the position. The hiring manager must also document why other candidates were not selected. The hiring manager will submit all documentation related to the selection process to the Human Resources Department for inclusion in the recruiting file.

3.6.3 Interview Expense

The General Manager may approve certain reasonable expenses for final applicants who come from out-of-state for management level positions.

3.7 Reference Checks

Acquiring and providing accurate employment references is an important component of acquiring, retaining, and providing relevant information concerning employees. Therefore, the District is committed to adhering to the following procedure whenever conducting a background/reference check for an applicant for employment or when responding to inquiries from others for information regarding a current or former employee.

3.7.1 Acquiring References

Reference checks are conducted to assist the District in assessing an applicant's fit with employment with the District. Any employee of the District who attempts to acquire reference information on an applicant must comply with the following:

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1. Obtain a District employment application that is signed and dated by the applicant. The applicant must have completed all relevant sections of the application.

2. Obtain authorization from the applicant by means of his/her signature directly on the application and/or separate release form for the release of information from former employers, military, educational institutions, other institutions, personal references, and their individuals listed on the application. Authorization for release of such information by the applicant includes a release from liability of any company, institution, or individual providing such information. If an applicant refuses to sign such a release, s/he will be eliminated from further consideration for employment with the District.

3. Inform the applicant that the District will conduct a background/reference check and that evaluating the applicant's suitability for employment includes contacting employment and other references, educational institutions, and personal and professional associates to verify information provided.

4. Develop questions that are related to the essential functions of the position and are non-discriminatory. Questions related to an applicant's training, knowledge, skills, production, timeliness of work, and ability to work with others are examples of appropriate inquiries. Discriminatory or non-work related questions such as family or marital status, disabilities, age, and related areas are not appropriate.

   Note: For safety-sensitive positions as defined by 42 CFR Part 382 and U.S. Department of Transportation regulations, the District will obtain, pursuant to an applicant's written consent, information on his/her alcohol tests with a concentration result of .02 or

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greater, verified positive controlled substance test results, and refusals to be tested within the preceding two (2) years from date of application which are maintained by the previous employers.

5. Identify the appropriate individual(s) to question regarding the applicant's work performance, knowledge, skills, and abilities related to the essential functions of the position.

6. Adequately document the conversation and record refusals to provide information.

7. Maintain strict confidentiality of all background/reference information. Only employees, supervisors, or management officials of the District who have a demonstrable work-related need-to-know should be accorded access to such information.

8. All information obtained should be forwarded to Human Resources where it will remain as a part of the official applicant screening process and/or employment record.

3.7.2 Providing References

All requests for employment information will be referred to the Human Resources Department. Only those personnel designated by the Director of Human Resources are authorized to release employment information to third parties.

The District has a neutral reference policy as well as a confidential information policy. Only the following personnel information and employment records that the District maintains concerning current and former employees will be provided upon request:

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1. Name

2. Job Title

3. Dates of Employment

4. Salary

5. Information regarding an employee terminated for violent actions in the workplace or who may have demonstrated dangerous behavior in the workplace will be provided only after consultation with District's General Counsel.

6. Employment information and opinions regarding the character, honesty, and potential for violence of the District's employees may be provided to governmental employers, including, but not limited to, any federal, state, county, municipality or city employers, or any other private (non-governmental) employer where the employee's character, honesty, sexual misconduct, and include, but are not limited to, jobs which involve public potential for violence are relevant issues. Examples safety, entrustment for the care or safety of children, the elderly, or positions having access to money and/or valuables. The District must provide information requested by law enforcement agencies in accordance with NRS 239B. The District does not provide letters of reference.

7. Records which are required for employees in safety-sensitive positions, as defined in 42 CFR Part 382 and U.S. Department of Transportation regulations, will be made available to subsequent employers upon receipt of written request from the employee or former employee.

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8. In accordance with NRS 239.012, a public officer or employee who acts in good faith in disclosing or refusing to disclose information and his/her employer are immune from liability for damages, either to the requester or to the person whom the information concerns.

3.8 Offers of Employment

3.8.1 Job Offer Letters

After an applicant has been selected for employment or promotion, the Department Head will extend an official written offer of employment. The written offer must be approved by the Department Head, the Director of Human Resources and the General Manager prior to extending a verbal offer of employment. The hiring supervisor or manager may contact the selected applicant by telephone to determine whether there is continued interest in employment and to indicate that a request for hire has been made, but must state that only a notification in writing can be considered as an official job offer. Offers of employment may be made contingent upon the results of a background check, the applicant passing certain additional tests, and/or submitting other documentation of qualifications when such are relevant to the specific job in question. All offers of employment are contingent upon the candidate providing original documents verifying his/her right to work in the United States and completing a Form I-9, Employment Eligibility Verification.

3.8.2 Notifications

The hiring supervisor or manager will notify all unsuccessful applicants interviewed that they have not been selected, either verbally or in writing. The hiring supervisor will document any verbal notification and forward the information to the Human Resources Department. Human Resources will notify applicants that were not selected for interviews.

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3.8.3 Conditional Offers

All offers of initial and continuing employment are conditioned upon the applicant furnishing satisfactory evidence of identity and legal authority to work in the United States. Each applicant must attest to his/her identity and legal authority to work in the United States in accordance with the applicable federal statute by completing and signing Form I-9, Employment Eligibility Verification. Depending on the specific position, offers of employment may also be contingent upon passing a background check, submitting documentation of qualifications, and/or obtaining job-required licenses.

3.9 Probationary Period

All new and rehired employees in a benefited eligible position, except those identified as "at-will," will serve a 12 month probationary period. Current employees who are promoted or transferred will also be required to serve a 12 month probationary period. During this probationary period, the employee and the District have the opportunity to evaluate one another and determine whether the employee is a good fit for the position. At its sole discretion, the District may extend this probationary period up to six months when the District has had insufficient opportunity to assess the employee's ability to perform the job functions or such extension is determined appropriate. The employment relationship can be terminated by the employee or by the District at any time during the probationary period or during the extension of the probationary period, with or without cause or advance notice.

Prior to completion of the probationary period, the supervisor will conduct at least one performance evaluation to determine the advisability of continued employment.

3.10 Transfers

A transfer is a lateral move to a job in the same pay range as the

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employee's present position. An employee who wants to transfer to another available position must be qualified for the identified position and complete a District Application form. If the transfer is to another department, after notifying his/her current supervisor, the employee must then contact the hiring supervisor or manager, who will consider the transfer request by conducting discussions with the employee and appropriate supervisors or managers with knowledge of the employee's job performance. The hiring supervisor will also consider the employee's past performance, qualifications, abilities, and job experience as key factors in evaluating transfer requests. Approval of the transfer is at the sole discretion of the District.

3.11 Promotions

The District encourages employees to apply for promotional opportunities for which they are qualified. Promotions will be based on the qualifications of all candidates for the positions. Employees interested in announced positions must complete a District Application form which will be provided to the hiring supervisor or manager. Employees must also inform their current supervisor or manager of their intent to apply for a promotional opportunity.

3.12 Reassignment

District management reserves the right to reassign employees based upon the needs of the District. Reasonable attempt will be made to place employees into vacant positions without the need to decrease pay and/or other benefits.

3.13 Bridging of Service

The District may reinstate a former employee who worked at least one year and held a full-time year-round benefitted position at the time of termination. The individual must be re-hired into a full-time year- round benefitted position within five years of termination to be considered for bridging of service. Upon reinstatement, the District will use an adjusted hire date, which provides a length of service equal to the original service time minus the time away from the

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District. Bridging employees are only eligible for the current benefits offered to new hires at the time of their rehire date. The benefits that will be bridged will be vacation accrual rate and Pension eligibility vesting schedule. Sick time or sick leave buy back will not be bridged. Employees will not be entitled to any benefits or contributions for the period they were not on the District's payroll.

3.14 Employment of Minors (*applies to hires in all employment statuses*)

Pursuant to the Fair Labors Standard Act (FLSA) for this policy minors are defined as individuals ages 14 and 15 years old. No person will be hired into a District position under the age of 14. Those employees, ages 14 and 15, may only be allowed to work as follows:

While School is in Session
Work only outside regular school hours Work only between 7:00 a.m. – 7:00 p.m. Work no more than three hours per day Work no more than 18 hours per week

Not During School Session
Work only between 7:00 a.m. – 9:00 p.m. Work no more than eight hours per day Work no more than 40 hours per week

During School Breaks
Same as "Not During School Session"

Supervisors must adhere to the Fair Labor Standards Act (FLSA) regulations on prohibited employment for minors 14 to 16 years of age.

3.15 District Orientation *(applies to new hires in all employment statuses)*

The District recognizes that an appropriate and timely orientation program aids in the assimilation of new staff members.

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The hiring supervisor or manager will be responsible to ensure every new hire attends District orientation. District orientation includes, but is not limited to, a review of the organization and services of the District, work rules, standards of performance, and personnel policies and procedures including the policies relating to fair employment practices, illegal harassment, workplace violence, and alcohol and drug abuse. Customer Service training will be included in the District's orientation to ensure all employees are aware of the District's culture of Customer Retention Service Excellence. Additionally, the supervisor or manager will ensure that the new employee:

1. Has completed all new hire paperwork including payroll and benefit forms;

2. Will receive or be provided access to the District's personnel policies;

3. Has been introduced to other employees; and

4. Has had the opportunity to have questions addressed.

3.16 License/Occupational Certification *(applies to all employment statuses)*

3.16.1 Purpose

The District mandates that, if required by the current job, all employees obtain and maintain a valid license, certificate, permit, or other occupational certification issued by the state, county, city, or other applicable authority. Under no circumstances will an employee operate a District vehicle without an appropriate driver's license.

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3.16.2 Employee Responsibilities

1. All employees who must possess a valid license, including a driver's license, certificate, permit, or other occupational certification as required by their position, must adhere to the provisions of NRS Chapter 425 including those provisions relating to paternity determination and child support.

   Employees in positions that require a valid driver's license must notify their supervisor immediately if their license is suspended or revoked. In the event the employee receives notice of revocation or non-renewal of a license, certificate, permit, or occupational certification as a result of a violation of NRS 425, s/he will immediately notify his/her supervisor. The employee will not perform any task for which the license, certificate, permit, or other occupational certification is required after the license, certificate, permit, or occupational certification has been non-renewed or revoked.

   If the employee has been notified and does not satisfy any noted deficiency within thirty days from receipt of notice, his/her renewal license, certificate, permit, or occupational certification, by statute, will not be approved and will be revoked or suspended by the issuing agency. This action will remain in effect until s/he satisfies the deficiency. If the District Attorney schedules a hearing to review the case, the employee's license, certificate, permit, or other occupational certification will remain valid pending the results of the hearing.

2. In the event the employee does not have a valid license, certificate, permit, or occupational certification, s/he does not meet the job requirements. Failure to meet the job requirements will result in reassignment or

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termination.

3.17 Fingerprinting *(applies to all employment statuses)*

District employees and volunteers, 18 years or older, whose position requires routine contact with children and/or seniors, or those having access to the records of children, and employees serving or selling alcohol must be fingerprinted. Fingerprinting requirements are identified in the job descriptions.

The District requires an "Authorization of Records Search" form be completed and signed by the employee or volunteer being fingerprinted. Employees in positions that have a requirement for a Washoe County Work Permit must complete the Washoe County Sheriff's Office Application for Work Permit prior to being fingerprinted. An offer of employment is contingent upon the results of the record search completed after being fingerprinted.

Assembly Bill 155 is a new law passed by the 2013 Nevada State Legislative Session. Effective October 1, 2013, IVGID is responsible to inform employees & volunteers holding positions involved in organized activities for children, of their mandatory duty to report any suspicion of child abuse and neglect. Because this is a "written obligation," employees in specific positions must complete a form to confirm they have been made aware of the reporting responsibility. IVGID will provide a copy of this acknowledgement to the employee and retain one in the employee's file. Staff has identified the positions required to complete the acknowledgement.

3.18 Volunteer Program

3.18.1 Purpose

The District recognizes that there are benefits to members of the community to become involved in the delivery of the District's programs and services for primarily civic, charitable or humanitarian reasons. Individuals have an interest in assisting public agencies by applying their knowledge, skills,

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and experiences to worthwhile endeavors on a volunteer basis. Also, the community and the District receive enhanced services because of the individual's specialized skills and commitment. Using volunteers is a true win-win situation for those willing to volunteer for the District and for the community. FLSA regulations state that volunteer work for their employer must not be a part of their regular job duties, and cannot be performed during their regular working hours.

3.18.2 Scope

This policy covers the essential elements of an effective volunteer program which is compliant with applicable state and federal regulations pertaining to the District's volunteers. As this policy is broad in scope, individual departments should establish additional specific requirements consistent with this policy to guide the use of volunteers within the specific program areas.

3.18.3 Planning

Prior to implementing a volunteer program, a department will develop a plan for utilizing volunteers.

1. The plan **may** include:

    a. Job assignment descriptions for each volunteer.

    b. A statement describing how and by whom volunteers are overseen.

2. The plan must include:

    a. A needs assessment and a statement outlining how volunteers will be used to meet these needs;

    b. A budget for any personnel costs, operating

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costs, and direct and indirect costs

c. A program to recognize and reward volunteer services.

3.18.4 Recruiting, Screening, Interviewing, and Selecting Volunteers

As it is with employees, the District's ability to meet its goals and objectives is directly related to the skill and ability of volunteers selected. Criteria for selecting volunteers should be developed in the same manner as used for selecting new employees.

The District prohibits discrimination, harassment, or retaliation directed at volunteers on the basis of their race, color, religion, age, gender (including pregnancy), marital status, sexual orientation, national origin, ancestry, disability, and/or veteran status.

The recruitment, screening, and interviewing process should be planned and sufficiently thorough to result in selecting the best volunteer possible for departmental needs.

Volunteer applicants engaged in activities for the District on a regular basis will complete the District's volunteer application, including an acknowledgment that the function to be performed is not a paid position and the person is truly volunteering his/her services.

The Department Head or designees will solve problems associated with the volunteer's performance or behavior. However, if problems cannot be corrected, the services of the volunteer should discontinue.

Specific requirements that apply to employees in certain occupations such as fingerprinting apply to volunteers performing similar duties or responsibilities. These

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requirements will be coordinated through Human Resources Department.

3.18.5 Managing Volunteers

Volunteers will receive appropriate oversight for the functions performed including an orientation to the District's policies and procedures, departmental operating procedures, safety practices, and other relevant information. This orientation will be provided by the Department Head or designee.

Day-to-day oversight of volunteers will be conducted as with employees. Adequate equipment and supplies, as well as a safe working environment, will be provided for volunteers.

The Department Head will maintain detailed and accurate records of volunteer activities including a roster of active volunteers. The roster information should include the name of the volunteer, position title, start date. The roster must be sent to the Human Resources Department. The Department Head or designee will remove volunteers from the roster whenever volunteers are inactive for more than thirty (30) days and notify the Human Resources when a volunteer is removed from the roster. The Department Head must ensure that all volunteers complete required District forms.

Volunteers may be reimbursed for expenses incurred. In addition, the District may provide limited and reasonable benefits to volunteers. The benefits provided cannot be in an amount or of a type that implies that the volunteer is being paid a wage or salary for time spent as a volunteer, or for the quantity or quality of the work performed. All such benefits must be approved, in advance, by the Director of Human Resources.

Volunteers are held to the District's Code of Conduct and Ethical Standards. Annual performance evaluations may also be completed on volunteers.

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Volunteers serve at the pleasure of the District and are subject to dismissal at any time with or without cause.

3.19 Related Forms

- Employee Authorization of Records Search
- Employment Application
- I-9 Form
- Volunteer Agreement and Emergency Contact
- Volunteer Application
- Volunteer Authorization of Records Search
- Volunteer Release of Liability
- Volunteer Worker's Compensation Waiver

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4. COMPENSATION PLAN

4.1 General

The District's compensation philosophy compliments its business strategies and objectives by providing a competitive total compensation framework designed to attract and retain a quality workforce. Demonstrated excellence may be rewarded with pay for performance.

The District's compensation programs and practices will comply with all relevant government regulations, meet the District's business needs, and be reflective of appropriate market based data.

4.2 Pay Periods and Paydays

Pay periods begin on a Sunday at 12:00 a.m. and end two weeks later on Saturday at 11:59 p.m. Employees will be paid every other Friday. If a Friday payday falls on a District observed holiday, employees will be paid the preceding Thursday.

4.3 Work Week Defined

The normal work week begins at 12:00 a.m., on Sunday and ends seven (7) days (168 hours) later at 11:59 p.m. on the next Saturday. Employees working an agreed upon "flex schedule" have a documented different work week.

4.4 Work Time

4.4.1 Attendance

Employees are expected to be at work and ready to work at the beginning of their assigned shifts. Employees are also expected to return from meal and break periods in a timely manner.

Adopted September 30, 2009; Effective November 1, 2009
Adopted and Effective February 10, 2010
Adopted June 13, 2012; Effective July 1, 2012
Adopted March 12, 2014; Effective April 1, 2014

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4.4.2 Work Schedules

Work hours are scheduled according to the needs of the District. The following applies for full-time year-round employees:

1. Employees working a five-day, forty-hour week (designated 5/8) work eight (8) hours per day for five (5) days in any work week and receive two (2) days off.

2. Employees working a four-day, forty-hour week (designated 4/10) work ten (10) hours per day for four (4) days in any work week and receive three (3) days off.

3. Employees working a flex schedule, (designated flex) have documented different workweeks which begin on their identified flex day.

For all other employees your Department Head, Manager, or Supervisor will identify your work schedule, based on the needs of the District.

4.4.3 Rest Periods

Employees are allowed a ten (10) minute break or rest period for each work period of four (4) or more hours.

4.4.4 Lactation Breaks

Lactation break time requirement for nursing mothers in the Patient Protection and Affordable Care Act ("PPACA"), which took effect when the PPACA was signed into law on March 23, 2010 (P.L. 111-148). This law amended Section 7 of the Fair Labor Standards Act (FLSA).

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1. General Requirements

Employers are required to provide "reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child's birth each time such employee has need to express the milk." Employers are also required to provide "a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk."

The FLSA requirement of break time for nursing mothers to express breast milk does not preempt State laws that provide greater protections to employees (for example, providing compensated break time, providing break time for exempt employees, or providing break time beyond 1 year after the child's birth).

2. Time and Location of Breaks

Employers are required to provide a reasonable amount of break time to express milk as frequently as needed by the nursing mother. The frequency of breaks needed to express milk as well as the duration of each break will likely vary.

A bathroom, even if private, is not a permissible location under the Act. The location provided must be functional as a space for expressing breast milk. If the space is not dedicated to the nursing mother's use, it must be available when needed in order to meet the statutory requirement. A space temporarily created or converted into a space for expressing milk or made available when needed by the nursing mother is sufficient provided that the space is shielded from view, and free from any intrusion from co-workers and the public.

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3. Coverage and Compensation

Only employees who are not exempt from section 7, which includes the FLSA's overtime pay requirements, are entitled to breaks to express milk. While employers are not required under the FLSA to provide breaks to nursing mothers who are exempt from the requirements of Section 7, they may be obligated to provide such breaks under State laws.

Employers are not required under the FLSA to compensate nursing mothers for breaks taken for the purpose of expressing milk. However, where employers already provide compensated breaks, an employee who uses that break time to express milk must be compensated in the same way that other employees are compensated for break time. In addition, the FLSA's general requirement that the employee must be completely relieved from duty or else the time must be compensated as work time applies.

4. FLSA Prohibitions on Retaliation

Section 15(a)(3) of the FLSA states that it is a violation for any person to "discharge or in any other manner discriminate against any employee because such employee has filed any complaint or instituted or caused to be instituted any proceeding under or related to this Act, or has testified or is about to testify in any such proceeding, or has served or is about to serve on an industry committee."

Employees are protected regardless of whether the complaint is made orally or in writing. Complaints made to the Wage and Hour Division are protected, and most courts have ruled that internal complaints to an employer are also protected.

Any employee who is "discharged or in any other manner discriminated against" because, for instance, he or she has filed a complaint or cooperated in an investigation, may file a retaliation complaint with the Wage and Hour Division or may file a private cause of action seeking appropriate remedies including, but not limited to, employment, reinstatement, lost wages and an additional equal amount as liquidated damages.

4.4.5 Meal Periods

Employees who work eight (8) or more hours are allowed an uninterrupted, unpaid meal period of at least thirty (30) minutes. If an employee's meal period is less than thirty (30) minutes or if an employee performs any job duties during their meal period, then the meal period will be paid as hours worked.

Depending on the working environment, an employee may be allowed to combine a break and a meal period in the middle of their work day, with supervisor approval.

4.4.6 Work Assignments

Work should be scheduled in a manner which allows employees rest and meal periods. Rest and meal periods are scheduled by the supervisor in a manner that allows maximum public access to the District's services. The supervisor may adjust rest and meal periods from time to time to meet the needs of individual employees and/or to respond to changes in department workload.

4.5 Time Reporting

4.5.1 Purpose

Recording of hours worked and/or leave time taken by

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employees are necessary to provide an accurate basis for preparing paychecks, to assure compliance with federal and state law, and to maintain an effective and efficient cost accounting system. For payroll purposes, non-exempt and recreational-exempt employees covered by the Fair Labor Standards Act (FLSA) must report all time spent performing work.

4.5.2 Hours Worked

Non-exempt and recreational-exempt employees will be paid for all hours worked. Hours worked include, but are not limited to:

1. Time worked before or after the normally assigned shift, or any other irregular hours, **even if the employee volunteers his/her time**.

2. Rest periods of ten (10) minutes or less.

3. Travel time that occurs during an employee's normally scheduled work hours, including regular days off, holidays, etc.

4. Hours spent at lectures, training activities and/or when working at home when approved by the supervisor.

4.5.3 Position Designations - Exempt, Non-Exempt or Recreational-Exempt

All positions are identified as "exempt", "non-exempt", or "recreational-exempt" according to federal and state laws and regulations. Only employees in positions designated "non-exempt" are eligible for overtime compensation.

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4.5.4 Responsibility for Exempt, Non-Exempt, or Recreational-Exempt Designation

The Director of Human Resources or designee examines and evaluates all position descriptions and duties performed to determine the designation of the position as exempt or non-exempt or recreational-exempt. Department Heads or Managers will notify the Director of Human Resources when the duties of a position have substantially changed in order to ensure an accurate designation.

4.5.5 Responsibility for Time Reporting

The District has chosen to use an automated time reporting system. Employees are responsible for scanning in and out of work. Supervisors are **not** to alter or adjust employee punches, unless it is necessary to ensure the employee is paid properly. All adjustments **must** be documented as to why the adjustment was made in order to comply with Fair Labor Standard Act (FSLA).

4.6 Overtime

4.6.1 Non-Exempt Employees

1. Employees in positions designated as “non-exempt” will be eligible for overtime compensation for hours worked in excess of ten (10) hours in any one (1) work day or hours worked over forty (40) in one (1) work week.

2. Employees working in dual positions are overtime eligible if any one of the positions is designated as non-exempt.

3. All overtime hours must be specifically authorized in advance by the employee’s supervisor or manager. Overtime will be compensated at one and one-half (1.5) times the employee’s regular rate of pay. Employees

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who earn overtime may, with the approval of the supervisor, elect to receive compensatory time off in lieu of overtime pay. Compensatory time will be earned at the rate of one and one-half (1.5) hours off for each overtime hour worked. Employees who elect compensatory time off may accrue up to 80 hours. When an employee has exceeded the maximum number of hours specified, the excess hours will be paid out as overtime. Compensatory time off is to be taken at the earliest time which is mutually agreeable to the employee and supervisor or manager. Paid overtime will be included in the same paycheck covering the pay period in which the overtime was earned. Any compensatory time on the books will be paid out upon termination.

4. Time paid but not worked, such as sick leave, holidays, and vacation, counts toward hours worked for the purpose of computing overtime hours.

4.6.2 Exempt Employees

Generally, exempt employees are hired with the understanding that they are responsible for accomplishing the duties required for their assigned position. It is District policy to comply with all aspects of the FLSA including its salary-basis requirements. Therefore, making any deductions from the salaries of exempt employees which are not allowed by law is prohibited.

Consistent with the FLSA and NRS, employees in exempt positions are not required to be paid for overtime.

Exempt employees utilizing intermittent leave, under the Family Medical Leave Act (FMLA), may have their pay deducted, including from sick or annual leave balances, for partial day or hour-by-hour absences.

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1. Subject to certain exceptions set forth in the FLSA regulations and FMLA as provided above, if an organization does not have a bona fide vacation and sick leave policy, an exempt employee must be paid the full salary for any work week in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees will not need to be paid for any work week in which they perform no work, unless the employee is on approved paid leave. FLSA provides that deductions may be made when the employee absents him/herself from work for a day or more for personal reasons, other than sickness or accident.

2. The District has bona fide vacation and sick leave policies therefore may deduct a partial days' absence from an employee's accrued leave, but not from the employee's pay or salary. Accordingly, if the employee does not have accrued leave and still works part of a day, the employee must be paid their full salary. However, if an employee does not have accrued leave and is absent for a full day then the District can deduct from the employee's pay or salary for that full day.

3. Deductions will also be made to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. The District will pro rate an employee's salary based upon the days worked during the initial and terminal pay period of employment.

4. Exempt employees, working in an office environment, are generally expected to be available to perform their job duties during normal business hours (usually 8:00 a.m. to 5:00 p.m., Monday through Friday). It is expected that in order for exempt employees to complete their assigned work from time to time, it will be

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necessary that they work beyond the normal work days and business hours. A manager may choose to recognize an exempt employee for hours worked beyond normal business hours.

a. In recognition of instances when an employee has completed an extraordinary work assignment and spent substantially more than a typical work week to accomplish the job, managers may allow an exempt employee to take limited periods of time off without using accrued paid leave. This time off is known as Administrative Leave. The amount of time off should correlate with the extraordinary effort and is at the sole discretion of the manager.

b. There is a cap of 64 hours of Administrative Leave during a calendar year for an exempt employee in recognition of extraordinary work assignments completed. Administrative Leave must be documented in the time & attendance program and approved by the employee's manager.

c. The limited periods of time off do not constitute additional compensation to exempt employees on an hour-for-hour basis for hours worked in excess of forty (40) hours per week. Accordingly, exempt employees will not accrue a balance of compensatory leave hours.

d. An exempt employee may be paid overtime, in unusual situations, and not void their otherwise exempt status as specifically provided under the FLSA.

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4.6.3 Recreational-Exempt Employees

Positions identified as "Recreational-Exempt" are positions working only in a seasonal environment and as such employees in recreational-exempt positions are not eligible for overtime compensation. Employees working in dual positions are overtime eligible if one of the positions is designated as non-exempt.

4.6.4 Safe Harbor

As stated above, the District identifies positions as "exempt" and "non-exempt" based on job duties in accordance with the provisions of the FLSA and applicable state law. "Recreational-Exempt" positions are those working only in seasonal environment. If an employee feels the position is improperly identified, s/he should request a review from the Director of Human Resources. A review will be conducted in a timely manner and should an error be identified, the District will act to correct any errors as soon as practicable. The District will not make improper deductions of pay from any employee, regardless of exempt or non-exempt status. Improper deductions should be reported to the Controller or Director of Human Resources. The issue will be investigated and the District will act to reimburse the employee if an error is found. The District will continuously make a good faith commitment to comply with all provisions of FLSA and state laws and intends this policy of correction to satisfy the safe harbor provisions of the FLSA regulations, as amended effective August 23, 2004.

If a non-exempt employee feels s/he has been improperly paid for overtime under the FLSA or state law, it is the responsibility of the employee to seek correction by reporting any error to the Controller or Director of Human Resources within twenty (20) working days of the close of the payroll period in which the error occurred. An investigation will be conducted in a timely manner and the District will act to

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correct any errors as soon as practicable.

Additionally, if a seasonal employee has a concern regarding the Recreational-Exempt status, that concern should be brought to the attention of the Director of Human Resources as soon as possible.

4.7 Rates of Pay

4.7.1 Compensation Plan

Each benefitted position will be assigned to a salary grade in the compensation plan. Assignment to a salary grade will be based on the relative level and complexity of the duties, responsibilities, and authority of the job. The District determines the ranges for salary grades based on these considerations:

1. Rates paid by the District for comparable work;

2. Internal relationships of other jobs in the same or similar occupation;

3. Rates paid by other employers for comparable work; and

4. Other financial commitments of the District.

The District may adjust the minimum and maximum for each salary range periodically as changes in any of the factors listed above occur or to recruit and retain qualified employees for each job.

4.7.2 Starting Salaries

Supervisors or managers determine the starting salary, within the assigned salary range, taking into consideration the

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experience the new hire brings with them and what others employees in the same or comparable positions are earning. Department Heads must approve starting salaries, prior to an offer being extended. Starting salaries above the mid-point of the salary range must be approved by the General Manager, prior to the offer of employment.

4.7.3 Promotional Increases

Except as may otherwise be provided by a collective bargaining agreement, a regular employee who is promoted will receive a salary increase that takes into consideration the experience the employee brings with them, what others employees in the same or comparable positions are earning and how long since the employees last salary increase. Supervisors and managers make the recommendation, with approval by the Department Head, as long as budget monies are available.

4.7.4 Y-Rating

The District may pay an employee, whose position is reduced to a lower salary grade as a result of reclassification or reorganization not associated with layoff or discipline and not the result of employee action or request, at his/her current rate of pay which is above the top of the range. Similarly, an employee in a position which has its salary range adjusted to a lower level may also be paid at a rate of pay above the top of the range. This rate will be known as a Y-Rate.

An employee who is at a Y-Rate above the top of the range will continue to receive the Y-Rate until a change in the rate of pay for the employee's new salary grade becomes equal to or greater than the employee's Y-Rate.

4.8 Salary Increases

Through the annual budgeting process, the District's Board of

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Trustees may approve salary increases based on performance and the District's ability to pay. These increases, if any, are publicized prior to the start of the fiscal year.

4.9 Work Out-of-Class

Employees may be temporarily assigned the duties and responsibilities of a budgeted, higher level position when the position becomes vacant or because of temporarily increased workload requirements. When that occurs, the employee will be paid five percent (5%) above their current rate of pay, or minimum of the salary range for the higher level position, whichever is greater.

4.10 Call-in Pay

Except as may otherwise be provided by a collective bargaining agreement, a regular non-exempt employee who is called in to work or to attend a meeting on a scheduled day off will be paid a minimum of two hours, or actual hours worked if more than two.

4.11 Work Hour Reduction

Due to business conditions, non-exempt and seasonal employees may be sent home prior to the end of their normal shift and paid only for the actual hours worked.

4.12 Discretionary Bonus

Exemplary performance by any employee may be recognized and rewarded with a discretionary bonus. This policy outlines the requirements so there is consistency when District employees are rewarded for going beyond their job description. There are two types of discretionary bonuses "Economic Difference" and "You Make a Difference".

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4.12.1 General Requirements for both Bonus Plans

a. No bonus is guaranteed.

b. Full time and part-time benefited employees must be employed one (1) full year.

c. Seasonal employees must have worked the entire season and be eligible for rehire.

d. The rating on the most recent performance evaluation must be ' at 'Meets Requirements' to earn a "You Make a Difference" and/or "Economic Difference" Bonus.

e. No bonus is given for completing job description duties and responsibilities.

f. Employee cannot be under any disciplinary action or on a Performance Improvement Plan.

g. Bonus check should be presented by Division head with direct supervisor present.

h. All bonus nominations up to $500 must be reviewed and signed off either by Director of Public Works, Director of Finance, Accounting & Risk Management or the Director of Human Resources. The purpose of this review is to ensure consistency throughout the District. Bonus nominations for $500 or more must be reviewed and approved by the General Manager.

4.12.2 Economic Difference Bonus

a. Ten percent (10%) of the calculated first year savings with deductions taken for any increase in other expenses or capital expenditures.

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b. Maximum Economic Difference Bonus payable is $2,500.

4.12.3 You Make a Difference Bonus

a. Must have worked outside of class.

b. Must have put in extraordinary number of hours for an exempt position.

c. Must do something significant outside of job description.

d. Received special recognition from the public or Board of Trustees.

e. Received special recognition from an industry, a professional or a charitable organization.

4.13 Related Forms

- Bonus Nomination Form

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5. LEAVE PLANS

THIS SECTION COVERS LEAVES FOR YEAR ROUND FULL AND PART-TIME BENEFITED POSITIONS, SEASONAL MANAGERS AND MULTI-SEASONAL YEAR ROUND POSITIONS UNLESS OTHERWISE IDENTIFIED. POLICIES 5.9, 5.10 AND 5.11 APPLY TO ALL EMPLOYEES

5.1 Holidays

5.1.1 Holidays Designated

The following holidays are recognized by the District:

- New Year's Day – January 1
- Martin Luther King, Jr.'s Birthday – Third Monday in January
- President's Day – Third Monday in February
- Memorial Day – Last Monday in May Independence Day – July 4
- Labor Day – First Monday in September
- Nevada Day – Last Friday in October
- Veterans Day – November 11
- Thanksgiving Day – Fourth Thursday in November
- Family Day – Friday following the fourth Thursday in November
- Christmas Day – December 25

Any day declared a legal holiday by the President of the United States and/or the Governor of the State of Nevada will be observed in accordance with the presidential or gubernatorial proclamation.

5.1.2 Holiday Pay

1. Recognized holidays are typically non-work days, except for seasonal operations. All non-exempt full time year round employees and non-exempt benefit eligible

Adopted September 30, 2009; Effective November 1, 2009
Adopted and Effective February 10, 2010
Adopted June 13, 2012; Effective July 1, 2012
Adopted March 12, 2014; Effective April 1, 2014

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part-time year round employees will be paid for their regularly scheduled hours at his/her rate of pay for each recognized holiday. Non-exempt benefit eligible part-time year round employees are not paid for holidays that occur on days the employee is not regularly scheduled. Exempt employees receive their regular salary for holidays.

2. Due to the nature of the District's business, eligible employees may not be allowed to take the holiday off on the day it occurs, but may be given a substitute day off in the same pay period. Substitute days off must be documented in the District time & attendance program.. *The decision to grant holiday time off rests with the supervisor and/or manager of the department.* Holiday time worked will either be paid out, received compensatory time or banked in the time & attendance system.

5.1.3 Weekend Holidays

If a holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a regularly scheduled day off, the employee will observe the holiday on the next regularly scheduled work day, unless an alternative is authorized by the supervisor or manager.

5.1.4 Banked Holidays

Should an employee be required to work a designated holiday, the supervisor or manager may authorize the designated holiday to be banked for the employee's use in the future. Banked holidays must be "banked" in the District's time & attendance program in the same pay period in which the designated holiday occurs. Banked holidays must be taken within six (6) months of when they are banked and must be used prior to the employee using accrued vacation. Any

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banked holiday time on the books would be paid out at end of employment. No other accrual of holidays is allowed.

5.1.5 Work on Holidays

Non-exempt employees who work on a designated holiday and are not provided a substitute day off, will be paid for the holiday plus one and one-half (1.5) times their regular rate of pay for any time worked on a holiday. Bargaining unit employees who work on a holiday will be paid as provided in the collective bargaining agreement.

5.1.6 Seasonal Managers

Seasonal Managers do not earn holiday pay and are not eligible for holiday benefits.

5.2 Vacation

5.2.1 Vacation Accrual

1. All regular full-time employees will earn vacation for the first and second pay periods of the month as follows:

Years of Service	Bi-Weekly Accrual	Annual Accrual
Hire* to 4 years	3.3333 hours	80 hours
4 yrs but less than 9 years	5 hours	120 hours
9 yrs but less than 14 years	6.667 hours	160 hours
14 years or more	8.333 hours	200 hours

*No accrual for first six months, however 40 hours of vacation is credited to employee in the pay period following completion of six months of employment in a benefited position. Employee will be able to access their vacation following their six month anniversary.

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Note: Employees hired on or after July 1, 2012 will earn a maximum of 160 hours of annual vacation accrual.

2. Benefit eligible part-time year round employees working 24 hours or more a week, after one year of service; earn one-half of the above vacation accrual rates.

3. Seasonal Managers, working seven (7) months or more, accrue vacation at the rate 3.333 hour for the first and second pay periods of the month.

5.2.2 Maximum Accrual

Accrued vacation hours may not exceed 200 hours at the end of each calendar year. Any vacation hours in excess of 200 will not carry forward and will be lost. In establishing this "use it or lose it" vacation policy, the only exception would be if an employee is not allowed to take a scheduled vacation because of business necessity, the Department Head may request a one-time payout of hours in excess of 200, with approval of the General Manager.

5.2.3 Use of Vacation

Vacation is provided to employees for the purpose of rest and relaxation from their duties and for attending to personal business. Employees are strongly encouraged to use vacation in the year it is earned. Employees must request vacation through the time & attendance program for approval by their supervisor providing as much notice as possible. Employees may not use vacation hours before they are accrued.

5.2.4 Vacation Pay at Termination

Upon termination, an employee with more than six (6) months of continuous employment will be paid for all accrued vacation at the employee's last regular rate of pay. Employees, who

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leave benefited positions and remain with the District, will be paid out accrued vacation.

5.3 Sick Leave

5.3.1 Sick Leave Accrual

The District expects each employee to be available for work on a regular and reliable basis. The District is aware of the need for income protection when an employee is sick or injured. Therefore;

a. Full time year round employees, seasonal managers, working seven (7) months or more and multi-seasonal year round employees will accrue four (4) hours of sick leave in the first and second pay periods each month.

b. After one year of service in a benefit eligible position, part-time year round employees working 24 or more hours per week in a benefited position will accrue two (2) hours of sick leave in the first and second pay periods each month.

c. There is no maximum accrual for sick leave.

5.3.2 Use of Sick Leave

Sick leave is for use in situations in which the employee must be absent from work due to:

a. His/her own physical illness or injury.

b. His/her own exposure to contagious diseases or when attendance at work is prevented by public health requirements.

c. The need to care for a dependent child, spouse, registered domestic partner, or parent who resides with

Adopted September 30, 2009; Effective November 1, 2009
Adopted and Effective February 10, 2010
Adopted June 13, 2012; Effective July 1, 2012
Adopted March 12, 2014; Effective April 1, 2014

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an employee or who is dependent upon the employee for support.

d. Medical, dental or vision appointments for the employee, in excess of two hours away from work, no more than once a month. Every attempt should be made to schedule appointments at the start of end of regular work day.

e. Any disability, including disability caused or contributed to by pregnancy, miscarriage, abortion, or childbirth, or to supplement disability payments to maintain an employee's regular pay.

f. To supplement workers compensation benefits to maintain an employee's regular pay

5.3.3 Abuse of Sick Leave

Use of sick leave for purposes other than those listed above is abuse of sick leave. Abuse of sick leave is cause for disciplinary action, up to and including termination.

5.3.4 Illness During Vacation

If an employee on vacation suffers an illness or injury that requires medical treatment from a licensed physician or health practitioner, s/he may elect to change that time to sick leave, with approval of the supervisor. The employee must provide written proof from a health care provider.

5.3.5 Placing an Employee on Sick Leave

A supervisor or manager may place an employee on sick leave if he/she has an illness that appears to be contagious or due to a known or suspected illness or injury.

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5.3.6 Return to Work

An employee on sick leave may be required to provide a statement from a licensed physician or health practitioner certifying the employee's fitness to return to work.

5.3.7 Sick Leave Sell-Back (does not apply to seasonal managers)

For eligible employees hired prior to July 1, 2011, during November of each year, the District will provide an opportunity to each eligible employee to "sell" back to the District one half (1/2) of their unused sick leave balance, up to a maximum of forty eight (48) hours. The sale will occur at the employee's current hourly rate of pay and the employee must be an active employee at the time of the sell back. Unused sick leave will be forfeited upon termination of employment or leaving a benefited position but remaining with the District.

Seasonal Managers are not eligible for the sick leave sell-back provision. However, Seasonal Managers, working seven (7) months or more who return to the District in the same capacity for the next season will have their sick leave balance re-instated.

5.3.8 Sick Leave at Retirement

Employees who elect to retire after 20 years of service with the District may receive up to 20% of their accrued sick leave hours; adding 2% additional each year to 25 years (30% at 25 years) and 4% additional each year thereafter to a maximum sick leave buyout of 50% of up to 960 hours after 30 years of service.

As an alternative, employees retiring after 20 years or more of service may elect to convert their eligible sick leave hours with the same limitations identified above to a non-interest bearing

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District account for the purpose of paying medical insurance coverage and/or out-of-pocket medical expenses such as deductibles and co-payments at double the rate to a maximum of 100% of up to 960 hours after 30 years of service.

The non-interest bearing District account will be assigned a present value as of the date of retirement equal to the number of hours of sick leave times the employee's base hourly salary at the time of retirement. The District will debit said account on a dollar-for-dollar basis. This benefit is for the employee only, is non-transferable and does not survive the retiree.

5.3.9 Sick Leave Procedures

1. Leave Approval

   An employee needs to request use of sick leave through the time & attendance program as soon as the need for a leave is known. The supervisor determines whether to approve use of accrued sick leave and will approve such a request whenever it is deemed reasonable.

2. Notification

   Any employee who is ill or unable to report to work for any reason will notify his/her immediate supervisor no later than fifteen (15) minutes following the employee's normal work reporting time. In the event of a continuing illness, the employee needs to continue to notify on a daily basis, his/her immediate supervisor or at appropriate intervals agreed on by the supervisor of his/her condition. The supervisor may deny sick leave requests which are not in compliance with this policy.

3. Doctor's Certification

   The supervisor may require an employee to provide a

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medical doctor's certification stating that the illness/injury incapacitated the employee from performing his/her duties, was necessary for the employee to make full and timely recovery, or was appropriate to avoid the spread of a contagious disease. The certification will also verify the employee's fitness for return to work.

5.4 Donation of Time

The District understands that employees may experience situations when their sick leave and/or vacation accrual balances are insufficient to cover catastrophic illnesses and/or injuries. In those instances the District will provide an opportunity for other employees, with accrued balances, to donate to individual employee's sick leave or vacation balances in order to assist in these difficult situations. Participation in this program is strictly voluntary.

The donation program exists to assist employees in overcoming hardship as a result of insufficient paid time off. Employees who want to donate time are limited to a maximum donation of 40 hours of sick leave or vacation time, per calendar year. Employees wanting to donate time must notify the Director of Human Resources and/or the Payroll Department, in writing or by email, the number of hours they wish to donate, the type of hours, either sick or vacation, and the name of the employee to receive the donation. Any donated time is treated as used by the donating employee and the amount of hours donated is permanently deducted from the donating employee's current accruals.

Employees receiving sick leave or vacation hours must exhaust all of their sick leave and vacation accruals prior to receiving any donated time. Employees receiving donated sick leave during a calendar year are not allowed to participate in the sick leave sell-back in the same calendar year, if they are eligible for the sick leave sell-back.

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5.5 Leave of Absence Without Pay

5.5.1 Policy

The District will consider requests for leaves of absence without pay under certain circumstances. Approval will be for exceptional circumstances and conditions, such as personal matters, education or prolonged illness. Approvals of these leaves are at the discretion of the Department Head with approval of the General Manager. Such leaves may be extended for an additional period of up to six (6) months at the sole discretion of the District. The District will require the use of all accrued paid leave prior to granting leave without pay. Failure to return from a leave of absence without pay will be considered a resignation.

5.5.2 Procedure

1. Approval – Less Than 30 Days

   Leaves of absence without pay not exceeding thirty (30) days may be granted by the Department Head. Employees should request the leave at least 30 days in advance, if possible, and obtain approval from their department head.

2. Approval – More Than 30 Days

   Leaves of absence without pay exceeding thirty (30) days may be granted by the Department Head with approval by the General Manager. Employees should request the leave at least 30 days in advance, if possible, and obtain approval from their department head and General Manager.

3. Employees on Unpaid Leaves

   Employees on unpaid leaves of absence are not

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guaranteed there will be a position available when they return. The District will make every effort to return an employee to his/her most recent position or another comparable position. Employees must make payment arrangements for outstanding loans from their Pension Plan, if applicable. Employees are required to periodically contact their supervisor during their leave, with updates on their status and anticipated return date.

4. Failure to Return

An employee who fails to return to duty on the date specified is considered to have resigned from his/her position, unless there is a proven compelling reason beyond the control of the employee.

5. Insurance

Benefitted employees on approved leave of absence without pay may continue their medical, dental, and vision insurance coverage in accordance with Consolidated Omnibus Budget Reconciliation Act (COBRA) health benefit continuation regulations.

6. Medical Leaves

The District will require a physician's certification or other appropriate type of verification to substantiate a need for a medical leave of absence without pay.

7. Benefit Accrual

Vacation and sick leave do not accrue during an unpaid leave of absence.

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5.6 Court Leave

5.6.1 When Granted

The District will grant court leave to allow benefited employees to serve as juror or a witness in a court proceeding provided that the employee is not a party to the action. Employees need to provide their supervisors with relevant documents verifying the need for court leave as soon as the need becomes known.

5.6.2 Compensation

Subject to the following conditions, eligible employees will receive their regular base rate of pay for those hours spent in court, traveling to and from court when such time occurs during employee's regular scheduled work days and hours of work.

1. Court leave will not result in payment of overtime or be considered as hours worked for purposes of determining eligibility for overtime, unless the court leave is related to the employee's job responsibilities.

2. Upon completion of jury/court/witness service for which the employee received his/her regular pay, the employee will forward any compensation received from the court or other party to the District upon receipt. Reimbursements received for out-of-pocket expenses such as meals, mileage, and lodging may be kept by employee.

3. An employee will not receive pay for the work time missed if s/he is required to miss work because of court appearances in a matter to which the employee is a party or to serve as a witness for a party who has filed an action against the District or the employee is subpoenaed to appear on a matter unrelated to employment. However, the employee may choose to

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use his/her vacation.

5.6.3 Subpoena for Court Appearance

Whenever a civil or criminal subpoena requires the appearance of an employee for a hearing regarding District matters, time away from work will be paid. The appearance will be regarded as an official on-duty assignment.

5.7 Bereavement Leave

A benefited employee who must be absent from work to attend the funeral of a family member who is within the third degree of consanguinity or affinity may use up to a maximum of forty (40) hours of bereavement leave per each occurrence. Bereavement leave longer than forty (40) hours may be charged to accumulated vacation or leave without pay with the advance approval of the District. Supervisors or managers may require evidence of attendance at the funeral. See Appendix – A, Consanguinity/Affinity Chart.

5.8 Emergency Conditions/Inclement Weather

5.8.1 Emergency Road Conditions

1. Any non-exempt employee who is unable to report to work due to road closures or hazardous road conditions caused by ice, snow, floodwaters, washouts, or slides will not receive regular salary. Employees are advised to use their best judgment in making a decision of whether or not to report to work under such conditions. Should an employee decide to remain at his/her residence, all reasonable attempts should be made to notify his/her immediate supervisor. Any employee wishing to receive payment for time missed due to hazardous road conditions may do so by using either accrued vacation or accrued compensatory leave time, if available.

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2. Any non-exempt employee who reports to work late due to road closures or hazardous road conditions will be compensated only for the actual hours worked. In the event the employee wishes to receive a full day's pay, s/he may use vacation or accrued compensatory leave time, if available, to complete the normal work period.

3. Any employee who elects not to report to work due to hazardous road conditions or reports to work late under such conditions will not be subject to discipline.

5.8.2 Inclement Weather

1. All District facilities will normally remain open during inclement weather. If severe weather does occur, the Department Head may decide to change hours. This decision should be communicated to the General Manager.

2. When an employee cannot report for their assigned shift due to inclement weather, they are expected to provide as much notice as possible to their supervisor. Employees may use a vacation day to compensate for the missed day or they may take the day as an unpaid day off.

3. Any employee who chooses not to report to work on a designated inclement weather day will not be subject to discipline unless a pattern of abuse is identified.

5.9 Military Leave (applies to <u>all</u> employees that meet the requirements)

5.9.1 Policy

Employees who are members of the uniformed services are

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entitled to military leave. The uniformed services include the Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service Commissioner Corps, the reserve components of these services, and any other category dispatched by the President in time of war or nation's emergency. The Army National Guard and Air National Guard are also covered. In addition, under the Public Health Security and Bioterrorism Response Act of 2002, certain disaster response work and authorized training will be considered.

5.9.2 Notice and Notification

1. The District provides employees with notice of their rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA). This requirement is met by posting the notice where the District customarily places notices for employees.

2. The District may require written orders or verbal notice of service obligation, but will waive the requirement if notice is impossible or unreasonable.

5.9.3 Salary and Benefits

1. Compensation

   a. The employee is entitled to fifteen (15) working days of leave with pay in one calendar year (NRS 281.145).

   b. The District is not required to pay the employee's salary after fifteen (15) working days.

   c. The employee may choose to use vacation and/or compensatory time, if any, before going on leave without pay.

Adopted September 30, 2009; Effective November 1, 2009
Adopted and Effective February 10, 2010
Adopted June 13, 2012; Effective July 1, 2012
Adopted March 12, 2014; Effective April 1, 2014

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2. Health Insurance

There is no impact to the employee's insurance coverage, including life insurance included in the District's health insurance package. The District will continue to make premium payments for thirty (30) days. Employee may then continue coverage similar to that required by the COBRA for either twenty-four (24) months or through the day after the date on which the employee fails to apply for reemployment in a timely manner; whichever is lesser (see *Reemployment*, *Section 5.9.4.* below). The District will reinstate health insurance coverage upon the employee's prompt reemployment without exclusions or waiting periods. An employee who takes up to ninety (90) days after leaving the military before commencing his/her reemployment may stay on the military health insurance; however, it is the employee's responsibility to verify the continuation, scope, and duration of coverage.

3. Seniority

An employee is entitled to the seniority (and rights and benefits governed by seniority) s/he had accrued at the commencement of military leave, plus any additional seniority rights and benefits that s/he would have attained if s/he had remained continuously employed (the escalator principle). However, if a probationary period is a bona fide period of observation and evaluation, the returning employee must complete the remaining period of probation upon reemployment. The District will count time served for the purpose of determining annual and sick leave accrual rates. Additionally, the District will count time in the military when determining the employee's rate of pay. The District is not required to accumulate annual or sick leave for an employee during his/her absence. The escalator principle will be applied to a returning

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employee's merit pay increases.

4. Retirement

   Time served will be counted as work time for purposes of retirement. The District will make contribution payments to the retirement plan as if the employee had not left, provided the employee returns to work. The District contribution will be based on the rate of pay the employee would have been paid had s/he not been called to military service. An exception to this requirement is when the higher pay is based on additional knowledge, skill, or ability that can only be gained by work experience.

5. Death or Disability

   If an employee does not return to work due to death or disability, the survivor or disability benefit is treated as if the employee had been working until the date of the death or disability. The District will make the retirement contribution up to the date of the death or disability.

6. Other Leave

   The District will count time served in the military when calculating the employee's FMLA eligibility.

5.9.4 Reemployment

1. An employee has certain report-to-work obligations following military service. Eligible returning service members will be promptly reemployed, which in most cases means within two weeks of reporting. The employee's report-to-work obligations are:

   a. Service of one to thirty (30) days: The beginning of the next regularly-scheduled work period on

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the first full day following completion of service, and expiration of an eight-hour rest period following safe transportation home.

b. Service of thirty-one (31) to one hundred eighty (180) days: Application for reinstatement must be submitted not later than fourteen (14) days after completion of military duty.

c. Service of one hundred eighty-one (181) or more days: Application for reinstatement must be submitted not later than ninety (90) days after completion of military duty.

2. The deadline for reinstatement may be extended for up to two years for persons who are convalescing due to a disability incurred or aggravated during military service, and the District will make reasonable accommodations for the impairment.

3. Reemployment rights apply to veterans whose cumulative period of uniformed service does not exceed five years while employed by the same District. Time spent in National Guard and reservist training does not count towards the five-year period.

5.9.5 Discharge

If time served is greater than thirty (30) days, but less than one hundred eighty-one (181) days, an employee may not be discharged within one hundred eighty (180) days of reemployment, except for just cause. If time served is greater than one hundred eighty (180) days, an employee may not be discharged for one year, except for just cause.

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5.10 Voting Time Off (applies to all employees that meet the below requirements)

Employees who are registered voters who do not have sufficient time outside normal working hours may, without loss of pay, take time off to vote at the start or the end of their regular workday. Time off should be approved by their supervisor at least two working days in advance of the election. Employees may be provided up to a maximum of two hours paid time off for voting purposes. If additional time is required, it will be provided without pay.

5.11 School Activities Leave

Employees with a child enrolled in public or private schools are allowed four (4) hours of leave, per child, each school year to:

1. Attend parent-teacher conferences;
2. Attend school-related activities during regular school hours;
3. Volunteer or otherwise be involved at the school in which the child is enrolled during regular school hours; and
4. Attend school-sponsored events.

The school activities leave will be taken in one hour increments and will be mutually agreed upon by the employee and his/her supervisor. School Activities Leave is unpaid leave; however employees with benefits may use accrued vacation time. Employees must complete a leave request form for School Activities Leave.

5.12 Family and Medical Leave (FMLA) (applies to <u>all</u> employees that meet the requirements)

5.12.1 Policy

The District, as a public employer, is covered under the FMLA, and will comply with the requirements of the FMLA. The District provides all employees with form WHD-1420, Employee Rights & Responsibilities under the Family Medical Leave Act, and also ensures the information is posted in

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conspicuous places throughout the District.

1. Eligibility

   Employees who have been employed by the District a total of twelve months and have worked for the District at least one thousand two hundred-fifty (1,250) hours during the preceding 12-month period are eligible for FMLA leave. The required twelve months of employment does not have to be consecutive. There may be a break in service as long as it does not exceed seven (7) years. There is an exception to the 7-year condition for USERRA covered military service or written agreements. All employees meeting the above qualifications qualify for FMLA regardless of the employment status, seasonal, part-time, etc.

2. Compensation During Leave

   FMLA leave will be unpaid leave unless the employee has accrued paid leave and is otherwise eligible to use the leave. If an employee requests leave for the employee's own serious health condition, for the serious health condition of the employee's spouse, child, or parent, to provide military caregiver leave, or exigency leave the employee **must** use any available accrued sick leave (if it qualifies under employer's sick leave use requirements) and/or vacation and compensatory time leave as part of the FMLA leave. When substituting accrued paid leave, the employee must comply with the employer's procedural requirements, terms and conditions of the paid leave policy as appropriate; the remainder of the leave period will then consist of unpaid FMLA leave. Employees are made aware of the requirements to use sick, vacation and compensatory time as appropriate in the District's Family and Medical Leave Act Designation Notice.

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3. Intermittent or Reduced Schedule Leave

When medically necessary (as distinguished from voluntary treatments and procedures) or for any qualifying exigency, leave may be taken on an intermittent or reduced schedule basis. Leave for bonding with a healthy newborn or placement of a healthy child for adoption or foster care is not considered medically necessary and, therefore, may only be taken on a reduced schedule or intermittent basis upon approval of the employee's Department Head. Employees needing intermittent leave or reduced schedule leave must make a reasonable effort to schedule their leave so as not to disrupt unduly the District operations. If leave is foreseeable, the District may require an employee on intermittent leave or reduced schedule leave to temporarily transfer to an available alternative position for which the employee is qualified if the position has equivalent pay and benefits and better accommodates the employee's intermittent or reduced schedule leave. Intermittent leave and reduced schedule leave reduces the twelve (12) week entitlement only by the actual time used. An employee who has been transferred under this section has reinstatement rights to his/her former position until the end of the 12-month FMLA leave year.

5.12.2 Duration of and Reasons for Leave

Any eligible employee, as defined above, may be granted a total of twelve (12) work weeks of unpaid family and medical leave (which can run concurrent with paid leave) during a 12-month period, with the exception of Military Caregiver Leave as provided in section 5.12.3 below. This period is measured backward from the date an employee uses any FMLA leave.

A "work week" is defined as a calendar week, regardless of the number of days the employee normally works. Twelve (12)

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weeks does not entitle the employee working three (3) days a week to sixty (60) leave days, but rather twelve (12) weeks. FMLA may be granted for the following reasons:

1. The birth of the employee's child and in order to care for the child;

2. The placement of a child with the employee for adoption or foster care;

3. To care for the employee's spouse, child, or parent who has a serious health condition; or

4. An employee's own serious health condition that prevents the employee from performing one or more of the essential functions of his/her job. Serious health conditions may include conditions resulting from job-related injuries and/or illnesses; or

5. Due to a qualifying exigency arising when an employee's spouse, son, daughter, or parent is a covered military member on covered active duty or has been notified of an impending call to covered active duty.

   Exigency Leave:

   - Short-term notice deployment (deployment in seven or less calendar days)
   - Military events and activities
   - Childcare and school activities
   - Family support or assistance programs
   - Financial and legal arrangements
   - Counseling
   - Service member's rest and recuperation leave (limited to 15 calendar days for each instance)
   - Post-deployment activities
   - Parental leave for the spouse, son, daughter, or

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parent of a military member to care for the military member's parent who is incapable of self-care. The leave may be sued for arranging for alternate care, providing care, admitting or transferring the patient to a care facility, or attending a meeting with care facility staff. Additional activities arising out of active duty that the District and employee agree upon.

Covered Active Duty:

a. In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country.

b. In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in support of a contingency operation.

A serious health condition is an illness, injury, impairment, or physical or mental condition of incapacity or treatment that involves:

i. Inpatient care (overnight stay) in a hospital, hospice, or residential medical care facility.

ii. Continuing treatment by (or under the supervision of a) health care provider for a period of incapacity of more than three (3) consecutive full calendar days, combined with at least two (2) visits to a health care provider within thirty (30) days of the first day of incapacity or one (1) visit to a

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health care provider requiring a regimen of continuing treatment, e.g., prescription medication.

Unpaid FMLA leave will run concurrently with paid vacation, sick, and/or personal leave. Unpaid FMLA leave may also run concurrently with Workers' Compensation leave or other benefits.

The entitlement to FMLA for the birth or placement of a child for adoption or foster care will expire twelve (12) months from the date of the birth or placement. If both an employee and his/her spouse are employed by the District, their combined time off may not exceed twelve (12) work weeks during any 12-month period for the birth, adoption or foster care of a child, or care of a parent with a serious health condition. Each spouse is, however, eligible for the full twelve (12) work weeks within a 12-month period to care for a son, daughter, or spouse with a serious health condition.

Employees may not take more than a combined total of twelve (12) weeks for all FMLA qualifying reasons listed in section 5.12.2.

5.12.3 Military Caregiver Leave

An eligible employee, as defined in 5.11.1.1. above, may be granted a total of twenty-six (26) weeks of unpaid FMLA leave (which can run concurrent with paid leave) during a 12-month period to provide caregiver leave for a seriously ill or injured covered service member or veteran who is the employee's spouse, son, daughter, parent or next of kin. This period is always measured forward from the date an employee takes FMLA leave to care for the covered service member or veteran and ends twelve (12) months after that date.

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Employees cannot take more than a combined total of twenty-six (26) weeks for military caregiver leave or because of other FMLA qualifying reasons as provided in 5.12.2. above. A husband and wife both working for the District are limited to a combined total of twenty-six (26) weeks of FMLA military caregiver leave.

The Covered Service member under the Military Caregiver leave must be:

a. A current member of the Armed Forces (including a member of the National Guard or Reserves), who is undergoing medical treatments, recuperation, or therapy, is otherwise in outpatient status; or is otherwise on the temporary disability list, for a serious injury or illness that:

- Was incurred by the covered service member in the line of duty on active duty in the Armed Forces, or
- Existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and
- May render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

b. A covered veteran is an individual who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during the five-year period* prior to the first date the eligible employee takes FMLA leave to care for the covered veteran who is undergoing medical

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treatment, recuperation, or therapy, for a serious injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is:

- A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or

- A physical or mental condition for which the covered veteran has received a U. S. Department of Veteran Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based in whole or in part, on the condition precipitating the need for military caregiver leave: or

- A physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or

- An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veteran Affairs Program of Comprehensive Assistance for Family Caregivers.

*The period between 10-28-09 and 03-08-13 is excluded in the determination of the five-year period.

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5.12.4 Notice of Leave

An employee intending to take FMLA leave because of an expected birth or placement or child for adoption or foster care, a planned medical treatment or medical care, or qualifying exigency, shall provide notice for such leave at least thirty (30) days before the leave is to begin. If a requested leave will begin in less than thirty (30) days, the employee must give notice to his/her immediate supervisor and/or Human Resources representative as soon as the necessity for the leave is known. Reasonable advance notice is required for all leaves, even if the event necessitating the leave is not foreseeable.

Within five (5) business days (absent extenuating circumstances) of receiving notice that 1) an employee requests to use FMLA leave, or 2) the District acquires knowledge that a leave may be for a FMLA-qualifying reason, the District will complete IVGID's FMLA Designation Notice. Completion of this notice will designate if an employee is eligible for FMLA or, if an employee is not eligible, the reasons(s) why s/he is not eligible. The notice will designate if the employee is required to obtain certification related to medical conditions and/or required family relationships. The District may require the use of FMLA leave for any absence which would otherwise qualify as FMLA leave, even if no formal application for such leave was made by the employee, provided notice is given to the employee. Employees cannot waive, nor may the employers induce employees to waive their rights under FMLA.

5.12.5 Certification of Leave

1. Serious health condition

   A request for leave based on the serious health condition of the employee or the employee's spouse,

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child, or parent requires a statement from the treating health care provider. The statement must state the date on which the health condition commenced, the probable duration of the condition, and the medical facts regarding the condition. This statement must be received within fifteen (15) calendar days, absent extenuating circumstances.

2. Exigency leave

Employees requesting FMLA leave for qualifying exigency may be required to complete IVIGD's Certification of Qualifying Exigency for Military Family Leave and provide a copy of the military member's active duty orders or other documentation issued by the military which indicates that the military member is on covered active duty or call to covered active duty status. Employees requesting FMLA leave for military caregiver leave may be required to complete IVGID's Certification for Serious Injury or Illness of Covered Service Member for Family Medical Leave within fifteen (15) calendar days, barring extenuating circumstance.

3. Caregiver leave

Employees requesting FMLA leave for military caregiver leave are required to complete IVGID's certification of Serious Injury or Illness of Covered Service member for Military Family Leave or Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave within fifteen (15) calendar days, absent extenuating circumstances. Employees may also submit invitational travel orders (ITOs) or invitational travel authorizations (ITAs) issued to any family member to join an injured or ill service member at his/her bedside in lieu of forms.

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4. Incomplete or Insufficient Certification (cure period)

   If a certification is incomplete or insufficient, the employee will be given seven (7) calendar days (unless not practicable under the particular circumstances despite the employee's diligent good faith efforts) to cure any such deficiency. If the deficiencies specified by the employer are not cured in the resubmitted certification, the employer may deny the taking of FMLA leave. A certification that is not returned to the employer is not considered incomplete or insufficient, but constitutes a failure to provide certification.

5. Clarification or Authentication of certification

   The District may contact the employee's health care provider for the purpose of clarification or authentication after giving the employee an opportunity to clarify specific discrepancies. Only the Director of Human Resources or Human Resources Analyst may contact the health care provider.

6. Second and Third opinions

   If the District questions the validity of the certification, the District may require at its expense that the employee obtain a second opinion from a health care provider designated by the District. If the second opinion conflicts with the original opinion, the District may require, at its expense, that the employee obtain the opinion of a third health care provider designated or approved jointly by the District and the employee. This third opinion will be considered final and binding on both parties.

   Second and third opinions are not permitted for leave to care for a covered service member when the certification has been completed by a Department of

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Defense or Department of Veterans Affairs health care provider. However, second and third opinions are permitted when the certification has been completed by other health care providers as provided for by law.

Second and third opinions are not allowed on a fitness for duty certification.

7. Recertification

In instances where the minimum duration of leave anticipated by the original certification is more than thirty (30) days, the District may require the employee to recertify that the original medical condition still exists. Such requests can be made no more frequently than the minimum duration of the leave requested (e.g., 40 days) or once every six (6) months in connection with an absence.

In situations where the minimum duration of leave anticipated by the original certification is less than thirty (30) days, the District may request recertification if the employee requests an extension of leave, the circumstances described by the original certification have changed significantly, or the District receives information casting doubt upon the continuing validity of the certification.

Recertification is not permitted for leave to care for a covered service member.

8. Annual Medical Certification

The District may require the employee to provide new medical certification, not recertification, for his/her first FMLA-related absence in a new 12-month leave year.

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5.12.6 Designation Notice

Within five (5) business days absent extenuating circumstances of receipt of all required information, the District will make a determination if the employee's request for a leave is for FMLA-qualifying reason. The District will notify the employee if the leave is approved or not.

If the District cannot make a determination from the information provided, they will use this notice to:

1. Indicate the information presented is incomplete or insufficient and provide the employee seven (7) calendar days to provide complete information.

2. Provide notice to an employee if a second or third medical certification is required.

The District will also use this notice to designate a fitness-for-duty certificate which will be required prior to returning to work.

5.12.7 Benefits Coverage During Leave

During a period of FMLA leave, an employee will be retained on the District's health plan under the same conditions that would apply if the employee was not on FMLA leave. To continue health coverage, the employee must continue to make any contributions that he/she would otherwise be required to make. Failure of the employee to pay his/her share of the health insurance premium may result in loss of coverage.

If the employee fails to return to work after the expiration of the FMLA leave, the employee may be required to reimburse the District for payment of health insurance premiums during the leave, unless the reason the employee cannot return is due to circumstances beyond the employee's control. The definition of beyond the employee's control includes a large

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variety of situations such as: the employee being subject to layoff, continuation, recurrence, or the onset of an FMLA-qualifying event; or the employee's spouse's unexpected worksite relocation of more than seventy-five (75) miles from the current worksite.

An employee who takes family or medical leave will not lose any seniority or employment benefits that accrued before the date the leave began and will be entitled to any unconditional pay increase, such as cost of living increase, granted to all employees during the FMLA leave period.

1. Outside Employment

   An employee may not accept other employment during an FMLA absence if the job conflicts with the reason the employee is on FMLA leave; e.g., an employee is on FMLA leave due to a back injury and accepts a job requiring heavy lifting. All other requirements of the District's outside employment policy apply.

2. Periodic Reporting

   Any employee on FMLA leave must notify the District periodically of his/her status and intention to return to work. The District will determine how often the employee must provide this notification.

3. Change in Duration of Leave and/or Return Prior to Expiration

   If an employee wishes to return to work prior to the expiration of a FMLA leave period, s/he must notify the Director of Human Resources within three (3) business days prior to the employee's planned return. Employees may be required to provide a fitness-for- duty certification (if indicated on the designation notice) specifically addressing the employee's ability to perform

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the essential functions of his/her job, prior to returning to work if the FMLA leave of absence was due to the employee's own serious health condition. Employees required to present a fitness-for-duty certification may be delayed in restoration to employment until certification is provided. Second and third opinions are not allowed on a fitness-for-duty certification.

4. Request an Extension of Leave

An employee who requests an extension of FMLA leave due to the continuation of a qualifying exigency, care for service member, continuation, recurrence, or onset of his/her own serious health condition, or of the serious health condition of the employee's spouse, child, or parent, must submit a request for an extension, in writing, to the District. This written request should be made as soon as the employee realizes that s/he will not be able to return at the expiration of the leave period. Any additional time requested beyond the FMLA 12 week period (or 26-week period for caregiver leave), will not be considered as FMLA. Rather, such time, if approved will be characterized as either paid or unpaid leave, thereby ending the District's reinstatement obligations included in Section 5.12.8. Nothing in this policy limits the District's obligations of reasonable accommodation under the Americans with Disabilities Act.

5.12.8 Return from Leave

Upon returning to work, an employee on FMLA leave will be restored to his/her most recent position or to a position with equivalent pay, benefits, and other terms and conditions of employment. In most cases, employees return to their most recent position, however the District cannot guarantee that an employee will be returned to his/her original position. The District will determine whether a position is an "equivalent position" as defined by FMLA. Employee's

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right to restoration, however, cease at the end of the applicable 12-month FMLA leave year.

Employees may be required to provide a fitness-for-duty certification (if indicated on the designation notice) specifically addressing the employee's ability to perform the essential functions of his/her job, prior to returning to work if the FMLA leave of absence was due to the employee's own serious health condition. Employees required to present a fitness-for-duty certification may be delayed in restoration to employment until certification is provided. Second and third opinions are not allowed on a fitness for duty certification.

Key employees may be denied job restoration if such denial is necessary to prevent substantial and grievous economic injury to the operations of the District and the employee was given written notice they were considered a key employee at the time they gave notice of FMLA leave or when the leave commenced.

5.12.9 Failure to Return from Leave

Failure of an employee to return to work upon the expiration of an FMLA leave of absence will subject the employee to disciplinary action, up to and including termination, unless the District has granted an additional (paid or unpaid) extension. (Note: Refer to the District's other leave policies.)

5.13 Related Forms

- Employee Rights & Responsibilities under the Family Medical Leave Act (FMLA Form WHD-1420)
- Consanguinity/Affinity Chart – Appendix A

Adopted September 30, 2009; Effective November 1, 2009
Adopted and Effective February 10, 2010
Adopted June 13, 2012; Effective July 1, 2012
Adopted March 12, 2014; Effective April 1, 2014

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6. BENEFITS

THIS SECTION COVERS BENEFITS FOR YEAR ROUND FULL AND PART-TIME BENEFITED POSITIONS, SEASONAL MANAGERS, WORKING SEVEN (7) MONTHS OR MORE AND MULTI-SEASONAL YEAR ROUND POSITIONS. INFORMATION, FORMS, AND SUMMARY PLAN DESCRIPTIONS ARE AVAILABLE FROM HUMAN RESOURCES. SECTIONS 6.9, 6.10, AND 6.11 APPLY TO ALL EMPLOYEES

6.1 General

The District's benefits philosophy compliments its business strategies and objectives by providing part of a competitive total compensation framework designed to attract and retain a quality workforce. The District will periodically review the benefits offered and make adjustments as the District deems appropriate.

The District's benefits programs and practices will comply with all relevant government regulations, meet our business needs, and be reflective of appropriate market based data.

6.2 Health Insurance Coverage

6.2.1 Eligibility

Employees are eligible to enroll in group health insurance plans (medical, dental, and vision coverage) effective the first of the month following date of hire in a benefits eligible position. Dependents of employees, as defined in the current plan booklet, are also eligible for coverage under the insurance plan. Employees hired on or after July 1, 2012, seasonal managers working seven (7) months or more and multi-seasonal year round employees working in one managerial position on or after July 1, 2012 will contribute 25% of the cost of dependent coverage. The District will continue to pay the cost of employee's coverage.

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6.2.2 Benefits

The specific terms and conditions of coverage are specified in the plan document for medical, prescription drug, dental, and vision insurances issued by the insurance companies.

6.2.3 Plan Changes

The District will, from time to time, evaluate the health coverage plan that is offered and make adjustments, as the District deems appropriate, in the level of coverage and the amount of premium cost to be paid by the District.

6.2.4 Privacy Practices

In order to comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996, the District has developed a notice that describes how medical information may be used and disclosed and how employees can obtain access to that information; see Appendix B for Notice of Privacy Practices.

6.3 Life Insurance Coverage

6.3.1 Eligibility

Employees are eligible to enroll in a term life insurance and accidental death and dismemberment insurance plan effective the first of the month following date of hire in a benefits eligible position.

6.3.2 Policy

The specific terms and conditions of coverage are specified in the plan document issued by the insurance company and are available from the Human Resources Department.

Adopted September 30, 2009; Effective November 1, 2009
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Adopted June 13, 2012; Effective July 1, 2012
Adopted March 12, 2014; Effective April 1, 2014

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6.3.3 Coverage

Employees are covered by term life insurance policy and accidental death and dismemberment (AD&D) policy of $25,000 each. Department Heads are covered with term life insurance policy and AD&D policy of $50,000 each.

6.3.4 Plan Changes

The District will, from time to time, evaluate the term life insurance and AD&D plans that are offered and make adjustments, as the District deems appropriate, in the level of coverage and the amount of premium cost to be paid by the District.

6.3.5 Supplemental Voluntary Life Insurance

This insurance is available to employees only through payroll deductions with the cost based on amount of coverage and age of employee.

6.4 Disability Coverage

6.4.1 Short Term Disability

An employee off work due to an illness or injury for more than thirty (30) calendar days may be eligible to receive 60% of pre-disability earnings with $500 weekly maximum for up to ninety (90) days through a District provided program.

6.4.2 Long Term Disability **(All Seasonal Managers are exempt from this benefit)**

An employee off work due to an illness or injury for more than ninety (90) days may be eligible to receive 66 2/3% of pre-disability earning with a $7,500 monthly maximum through a District provided program.

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6.4.3 Plan Changes

The District will, from time to time, evaluate the disability plans offered and make adjustments, as the District deems appropriate, in the level of coverage and the amount of premium cost to be paid by the District.

6.5 Retirement (All Seasonal Managers are exempt from this benefit)

The District contributes 12.3% of an employee's earnings into a Money Purchase Plan (Defined Contribution Plan also known as 401A plan) after six (6) months of employment in an eligible position. Vesting for this plan is:

1. 25% at one year of employment in an eligible position
2. 50% at two years of employment in an eligible position
3. 75% at three years of employment in an eligible position
4. 100% at four years of employment in an eligible position

Bargaining unit eligible employees may elect to enroll in the Union Retirement Plan in lieu of the District's Money Purchase Plan. Details are available from a Union Steward or Union Business Representative.

6.6 Deferred Compensation (All Seasonal Managers are exempt from this benefit)

Employees may defer a portion of their taxable income by participation in a deferred compensation plan (457 Plan). The District will match 100% of an employee's contribution up to 2% of their annual earnings.

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Initial enrollment may be made at any time during the year for earnings beginning the first of the month following employment. Changes in contribution are governed by the terms and conditions of the particular plan.

Department Heads are not eligible for the matching contribution as the District provides for a 5% contribution into a deferred compensation plan beginning the first of the month following employment or promotion.

6.7 Training and Continuing Education

The District, subject to availability of budgeted funds, may provide educational opportunities for employees.

6.7.1 Seminars/Outside Training

The District may provide for travel and attendance at a seminar or outside training opportunity. An employee must obtain approval from his/her Department Head prior to registering to attend. The following criteria must be met:

1. The seminar or outside training opportunity offers necessary training that would improve the employee's performance in his/her current position, or

2. The seminar or outside training opportunity offers training needed for the employee's developmental needs.

6.7.2 Educational Assistance

Employees may be reimbursed up to $1,500 towards an undergraduate degree or $4,000 for a graduate degree, annually, for tuition and/or fees, other than books, for career-related education. The following qualifications must be met:

1. Employees must have minimum one year

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continuous service or four consecutive seasons with the District.

2. The course must be taken from an accredited institution of higher learning.

3. The course must be job or industry related or be required for a degree that is job or industry related.

4. An employee must request approval for educational assistance from his/her Department Head, prior to registering for classes. Upon approval by the Department Head, the request is forwarded for review and approval by the Director of Human Resources and General Manager.

5. Employees who do not complete the course with a grade of "C" or better, or who voluntarily terminate their employment within twelve (12) months of receiving educational assistance, must reimburse the District for the full amount of the assistance provided.

6.8 Benefits for Part-time Positions

Part-time year round employees working more than 24 hours each week in a designated "benefits eligible" position are eligible for benefits after one (1) year of continuous employment.

6.8.1 Eligibility

1. Employee must work an average 24-39 hours per week for one continuous year in a "benefits Eligible" position.

2. Employee must continue to regularly work 24-39 hours per week to remain eligible for part-time benefits.

3. Where approved, employee may combine two jobs as

long as the year-round status is maintained (12 months each calendar year).

4. If an employee works less than 48 hours per pay period or less than 24 hours per week they may lose their part-time year round benefit status. (An exception would be an employee off on approved Leave of Absence).

5. Seasonal, temporary, limited part-time and on-call positions are ineligible for part-time year round benefits.

6. Department Head, Director of Human Resources and General Manager must approve offers for "benefits eligible" positions and/or individual requests to convert from a full-time year round position to a part-time year round position.

6.8.2 Benefits

1. The District will pay 50% of the cost of health insurance; including medical, dental, vision, short-term disability, long-term disability, life insurance, and AD&D.

2. Half-time accruals for vacation and sick leave.

3. Pro-rated holiday pay.

4. Pension contributions, deferred compensation, employee assistance and recreational privileges are the same as full-time year round employees.

6.9 Employee Assistance Program

The District provides an Employee Assistance Program (EAP) to all employees that provides counseling, confidential support and other services to employees and their dependents for both work and life challenges; see Human Resources Department for details.

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6.10 Recreation Privileges

District employees and their dependents may be eligible to receive recreation privileges at District facilities during their term of employment as presented in the current IVGID Employee Recreation Privileges brochure. *Participation is strictly voluntary and is not a requirement of employment.* Employee photo identification must be shown when utilizing any of these privileges. Where applicable, peak period definitions and restrictions, availability limitations and access arrangements will be set by the Department Head. The District's paying customers have priority and employees are expected to leave an activity if a paying customer would otherwise be turned away. The District's employee recreational privileges are subject to change by the Board of Trustees and may be revoked if the privilege is abused by an employee and/or their qualified dependents.

Silver Card – An eligible employee with at least ten years of full-time service (or equivalent for seasonal manager) but less than twenty years of service with the District at the time of separation, will receive a Silver Card entitling the employee to 50% discount of the applicable resident rate at District recreational facilities for life.

Gold Card – An eligible employee with at least twenty years of full-time service (or equivalent for seasonal manager) with the District at the time of separation will receive a Gold Card entitling the employee to free use of District recreational facilities for life.

6.11 Workers' Compensation (All District employees are covered by this benefit)

Employees and volunteers (excluding Ski Patrol Volunteers) are insured under the provisions of the State Workers' Compensation Act for injuries received while at work for the District. Employees are required to report all on-the-job accidents, injuries, or illness to their immediate supervisor as soon as reasonably possible or within twenty-four (24) hours of the accident, injury, or illness.

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The following provisions are adopted pursuant to and are intended to implement the requirements of NRS 616:

1. When an employee is injured at work, he/she must immediately notify his/her supervisor and within seven (7) days following the incident complete a "Notice of Injury or Occupational Disease" form (commonly referred to as a "C-1" form). The employee will now have 90 days to see a doctor.

2. If the employees sees a doctor within the 90-day period, a "Claim For Compensation/Report of Initial Treatment" (commonly referred to as a "C-4" form) must be completed by both the employee and the doctor. This form is provided and completed at the doctor's office or emergency room during the initial visit.

3. Following the doctor's or emergency room visit, the employee will receive a copy of the C-4 form. The employee must take that copy of the C-4 form to his/her supervisor. The supervisor will need to then complete another form, the "Employer's Report of Industrial Injury or Occupational Disease" (commonly referred to as a "C-3" form).

4. The C-1 form and the C-3 forms are sent to the District's Third Party Administrator, who, in turn, must accept or deny the workers' compensation claim within thirty (30) working days of receipt of the C-4 form from the doctor or emergency room.

For additional and more complete information, employees should consult the District's Operations and Safety Manual, Section C.

Employees in benefitted position, who have accrued sick leave, may elect to use his/her sick leave to make up the difference between his/her normal salary and the amount of any benefit for temporary total disability received, exclusive of reimbursement or payment of medical or hospital expenses.

The District is committed to providing work, when possible, for

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employees who have been restricted by a treating physician due to a work-related injury or illness. Such work will be provided subject to availability. Work will be assigned according to the nature of the injury or illness and the limitations set forth by the treating physician. Every effort will be made to place employees in positions within their own department. If necessary, an employee will be placed wherever an available and appropriate position is available.

While on temporary modified duty, employees will continue to receive their regular rate of pay.

An employee on temporary modified duty must furnish a written update of their medical condition to his/her Department Manager from the treating physician after each visit in order to remain in the temporary job.

6.12 Related Forms

- IVGID Employee Recreation Privileges
- Notice of Privacy Practices
- Educational Assistance Form

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Adopted and Effective February 10, 2010
Adopted June 13, 2012; Effective July 1, 2012
Adopted March 12, 2014; Effective April 1, 2014

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7. TRAVEL EXPENSES

7.1 Policy

1. Employees will be reimbursed for reasonable travel expenses, which are required for the performance of their assigned duties, with prior management approval.

2. To obtain reimbursement, employees must provide adequate justification and support for expenses with appropriate backup receipts and documentation.

3. Reimbursement will be made only for actual expenses or per diem authorized under this policy.

7.2 Allowances

7.2.1 Mileage

The District will attempt to make a vehicle available to employees to use for official travel. If there are no District vehicles available and the employee must use a personal vehicle, mileage will be reimbursed at the per mile rate set by the Internal Revenue Service in effect at the time of the travel. If an employee drives a personal vehicle when commercial air travel would be more efficient, the mileage reimbursement will be limited to the cost of the airfare.

Mileage reimbursement will be based on actual miles driven (evidenced by odometer readings) not to exceed the distance of the business destination from your District work location. Commuting mileage from an employee's home to the employee's work location will not be reimbursed. Mileage reimbursement can be requested and approved by using the appropriate form available on the District's Intranet.

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7.2.2 Lodging

Moderate cost lodging should be pre-arranged at a location nearest to the meeting/training site as possible. Reimbursement will be based on the cost of a single room if available. A detailed receipt for charges is required for reimbursement of incurred lodging expenses.

7.2.3 Meals

1. The cost of meals will be reimbursed on a per diem rate, in accordance with Internal Revenue Service, Publication 1542 "Per Diem Rates". The current table has an access link from the District's Intranet.

2. No reimbursement will be allowed for actual expenses for any meal which is provided or made available to an employee as part of the cost of a meeting, class, or other function, regardless of whether the employee partakes of the provided meal or purchases his/her meal elsewhere.

3. Reimbursement for the actual cost of meals (instead of using a per diem rate) must be supported by detailed receipts.

7.2.4 Other Expenses

Necessary business telephone calls, one telephone call home for each day away from work, parking charges, and/or ground transportation will be reimbursed based upon accompanying receipts.

7.2.5 Unallowable Expenses

1. The District will not reimburse for fines and parking tickets, towing or impounding fees, traffic violations, alcoholic beverages, personal entertainment, tobacco,

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or expenses unrelated to the business purpose of the travel.

2. The District discourages combining personal travel with business travel due to the public's perception regarding the use of District funds. Employees must clearly disclose any personal travel and/or vacation time to be taken in conjunction with District travel. An employee's family may accompany the employee on District business, provided travel is not in a District vehicle. The District will not, however, pay any additional expenses so incurred.

3. The District will not reimburse tips over 15% of the cost of the meal.

7.3 Processing

7.3.1 Travel Authorization Forms

For overnight travel, employees must complete a Travel Authorization form and obtain approval from his/her supervisor and Department Head prior to the travel taking place. The Travel Authorization form should be sent to Accounts Payable for scanning and retention.

7.3.2 Expense Reports

Expense reports, with required receipts for reimbursement of travel expenses, are to be submitted after supervisory approval to Accounts Payable within seven (7) working days following the trip.

7.3.3 Advances

Employees may request an advance to cover anticipated expenses of at least fifty dollars ($50.00). When advanced

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funds have been provided, all unused funds must be returned with a completed expense report submitted to Accounts Payable within five (5) working days following any trip. Expense reports must be approved by the employee's supervisor.

7.4 Related Forms

- Travel Authorization Form (Completed prior to overnight travel)
- Expense Report (Must be completed when an advance other than per diem has been received)
- Mileage Reimbursement Form (Completed when only mileage is being reimbursed)

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8. PROCUREMENT CARDS

8.1 Policy

The Incline Village General Improvement District's Procurement Card Program is established as an efficient, cost-effective method for purchasing and paying transactions within the established usage limits. The program is designed to complement the use of the District's Purchase Orders, Direct Pay Invoices, and/or facilitate employee travel expenses.

8.2 Scope

The Procurement Card is **not** intended:

1. To avoid or bypass the District's purchasing or payment procedures.

2. To replace purchase orders issued by the District for purchase commitments.

3. To over ride travel authorization procedures.

4. For personal use.

8.3 Authority of Issuance

The General Manager or designee will approve issuance of all cards to cardholders and all credit limits. The District's Accounting Department will issue cards upon the General Manager's or designee's approval and maintain the original signed Cardholder Agreements. Copies may be requested from the Accounting Department.

Any subsequent change in the permanent credit limit must be supported by a request from the employee's supervisor, and then approved by the General Manager or designee. Supervisors can

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request a "Set- Up Form" from the Accounting Department. Once all approval levels have been received, the Accounting Department will submit the form to the credit card issuer. The Accounting Department will keep the revised "Set-Up Form" in the cardholder's procurement card folder.

8.4 Termination of Employment with the District

Upon termination of employment with the District, the Procurement Card must be turned in immediately to the employee's Supervisor or to the Director of Human Resources.

8.5 Benefit of the District

All purchases made with a District Procurement Card must be for the use and benefit of the District. *No personal purchases are allowed.*

8.6 Verification of Transactions

The Accounting Department will verify Procurement Card activity. The District has established the primary verification and approval process for its Procurement Cards is an online system. All receipts will be reviewed for accuracy, appropriate activity and inappropriate activity. Unauthorized use will result in consequences ranging from suspension of card to disciplinary action, up to and including termination.

8.7 Revocation of a Procurement Card

District Supervisors, the General Manager, and the Director of Finance, Accounting and Risk Management have the right to revoke a Procurement Card at any time, for any reason.

8.8 Splitting of Charges

Splitting of charges in order to avoid exceeding cardholder's individual spending limit is prohibited.

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8.9 Gratuity

If the procurement card is used to purchase a meal, a maximum limit up to 15% gratuity may be placed on the card. Any additional tip will be a personal expense. Provide the charge slips to support the base amount of the purchase.

8.10 Receipts

All purchases must be evidenced by a receipt which is turned into the Accounting Department. The receipts should include details of what was purchased and the account codes for posting the charge to the procurement card. The receipt should be turned in within five (5) days of the charge.

8.11 Accounting Processing and Reconciliation

1. All card purchases must be within employees established purchase limit. The Accounting Department maintains the Procurement Card receipts in a pending file for reconciliation with the monthly statement. If a receipt is missing, the employee will be contacted immediately. If a receipt is not available, the purchase details will be documented and approved by the employee's supervisor, and then forwarded to the Accounting Department.

2. The Procurement Card receipts are reviewed to ensure that goods purchased are authorized and to ensure that no Nevada sales tax was included.

3. After reconciliation of the individual Procurement Card with the online system, all purchases are entered in the database system and prepared for payment in accordance with the District's Accounting Policies and Procedures.

4. All Procurement Card payments to the bank are processed monthly to assure that they progress through the District's

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financial system and are paid by the payment deadline set by contract.

5. The cardholder and his/her supervisor approve all purchases online. The Accounting Department will maintain all receipts in a procurement card provider folder for archiving.

8.12 Cardholder's Responsibilities

1. The Procurement Card will be used by the approved cardholder, whose name is embossed on the card, or by another IVGID employee who has received advanced approval from the cardholder.

2. Cardholders are responsible for the security of the Procurement Card and the transactions made against the card. The credit card is issued in the approved cardholder's name. The cardholder may use their card immediately upon receipt, signing for, and online activation.

3. The cardholder is responsible for not exceeding his/her purchase limits. If a purchase is necessary that will exceed the established limit, the employee must obtain approval from his/her Supervisor. If approved, the Supervisor will notify the Accounting Department of this one-time exception, and the Accounting Department will then notify the credit card issuer.

4. The cardholder must report lost or stolen cards to the District's Accounting Department and to his/her supervisor immediately.

5. The cardholder must surrender their Procurement Card to their Supervisor or the Director of Human Resources upon termination of employment.

6. It is the cardholder's responsibility, as an agent of the District, to ensure that State of Nevada sales tax is not charged. Tax exempt cards and forms are available in the Accounting

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Department and the tax-exempt number is on the front of the Procurement Card.

7. The cardholder must verify the receipt of materials ordered with the Procurement Card and must follow-up with the merchant to resolve any delivery problems, discrepancies, or damaged goods.

8. The cardholder is responsible for following up with the merchant on any erroneous charges, disputed items, or returns as soon as possible. The District's Accounting Department should be notified as soon as possible of any Procurement Card credits or disputes with a merchant.

9. Within five (5) days from date of purchase, coded receipts must be sent to the Accounting Department by the employee. The receipt must include the employee's printed name, along with his/her signature. If it is a food purchase, then the names of all persons present must be included and business purpose stated.

10. Each Cardholder is responsible for reconciling and approving their transactions online. The cardholder's supervisor will also review and approve all items online.

8.13 Related Forms

- Procurement Card Agreement
- Card Set-up Form

Adopted September 30, 2009; Effective November 1, 2009
Adopted and Effective February 10, 2010
Adopted June 13, 2012; Effective July 1, 2012
Adopted March 12, 2014; Effective April 1, 2014

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9. PERFORMANCE MANAGEMENT

9.1 Statement

The District believes that all employees should receive an opportunity to discuss their performance and career with their supervisor. To that end, the District's performance management process is designed to be a formal, objective, constructive, consistent, and on-going process to communicate with the employee on job performance standards and behaviors. Unsigned behavior incident forms may be used as part of the evaluation process when co-signed by a witness to the employee's refusal to sign. The District views performance management as an on-going process that focuses on the future and continued growth of employees.

9.1.1 Purpose

The performance management process exists to ensure timely and periodic two-way communication between employees and supervisors regarding job performance. This process is designed to:

1. Clarify the District goals/objectives and link them to performance expectations.

2. Motivate employees through feedback.

3. Maximize employee potential by identifying training needs and developing specific plans for continual improvement.

4. Document performance achievements.

5. Identify and resolve performance deficiencies.

6. Provide on-going opportunities for supervisors to coach and encourage personal development and

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improved job performance.

7. Assist in planning by identifying high performing and under-performing employees and identify plans for continued and future growth and/or improvement.

8. Maximize employee potential.

9.1.2 Ongoing Communication Regarding Performance

It is the policy of the District and the responsibility of each supervisor to routinely provide employees with accurate, constructive feedback regarding job performance expectations, accomplishments, deficiencies, and opportunities for growth. Recognizing that periodic formal performance evaluations cannot take the place of ongoing communication and feedback, the District encourages frequent, ongoing discussions of job performance and expectations between employees and supervisors.

9.1.3 Frequency of Performance Evaluations

Formal performance evaluations are to be conducted a minimum of once a year or at the end of a season on the District's Performance Management Evaluation forms. Additionally, supervisors may conduct formal evaluations at the following times:

1. For new employees, after 12 months of employment.

2. Twelve (12) months following transfer to a new position.

3. When there is a significant change (either improvement or deterioration) in performance or behavior affecting the job.

4. Within six (6) months following an evaluation

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documenting that the employee's performance needs substantial improvement. The District encourages frequent, ongoing meetings between the employee and supervisor and a Performance Improvement Plan.

5. At any other more frequent interval as the supervisor deems appropriate. In addition, informal performance communications (feedback) should occur routinely and regularly throughout an evaluation cycle.

9.1.4 Written Record

Immediate supervisors will conduct evaluations in a private meeting with the employee. Formal evaluations will be in writing, utilizing the District's Performance Management Evaluation forms. All information on the form will be consistent with the information communicated verbally during the performance evaluation meeting with the employee. Employees will be allowed an opportunity to comment on the evaluation, sign the forms, and receive a copy. A copy of the evaluation, along with any written comments by the employee, will be placed in the employee's personnel file.

9.1.5 Personnel Actions Resulting from Performance Evaluations

Personnel actions, whether positive or adverse, are based on an assessment of the overall performance and behavior of the employee, rather than on a single performance evaluation.

Substandard performance or violation of a policy or procedure which necessitates disciplinary action is not part of the performance evaluation process and will be addressed as provided in *Section 12 Disciplinary Actions and Appeals* of these policies.

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9.1.6 Employee Involvement

The District strongly encourages employee participation in the performance evaluation process. Opportunities for participation include the following:

1. Supervisors providing employees with an opportunity to present a self-evaluation which the supervisor may then consider prior to and discuss during the evaluation meeting.

2. Discussions between the supervisor and the employee for the purpose of establishing performance expectations for the next evaluation period.

3. If requested by the employee, a discussion with the next level supervisor to review any disagreements over a performance evaluation.

9.2 Procedure

9.2.1 Steps in the Performance Evaluation Process for year round employees

As part of the performance evaluation process, supervisors will:

1. Establish and communicate expectations and/or standard for the employee to meet. Refer to the District's Performance Evaluation Users Guide for District-wide expectations for each competency.

2. Review any notes taken on the employee's performance since the last formal evaluation and the employee's self-evaluation, if provided.

3. Complete a Performance Management Evaluation form

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covering the employee's actual performance since last formal evaluation.

4. Have next level management review draft evaluation form prior to holding discussion with the employee.

5. Schedule a meeting with the employee and provide them a copy of the evaluation form to read, prior to the meeting.

6. During the evaluation meeting:

   a. Use specific examples to provide a candid, objective, constructive, and complete description of how the employee performed during the evaluation period. Discuss both the "what's" and "how's" of the employee's performance, strategies for growth and improvement, and the employee's goals for personal growth.

   b. Provide a clear assessment of the employee's potential and future with the District.

   c. Jointly establish new performance expectations for the next performance evaluation cycle.

   d. Obtain appropriate signatures and employee comments.

   e. Review and discuss any areas of disagreement. Document any agreed upon follow-up.

   f. Completed performance evaluation forms are to be sent to Human Resources to be filed in the employee's personnel file. Refer to Annual Evaluation Checklist to ensure all items have been completed.

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7. Continue to monitor performance, providing feedback, as well as coaching and counseling, throughout the evaluation cycle.

9.2.2 Performance Evaluation Process for seasonal employees

Prior to the end of the season, supervisors are to complete a seasonal performance management evaluation form for each employee. Supervisors are to meet with the employee to discuss the ratings and comments and to obtain employee comments, if any, and have the employee sign their evaluation form. Completed evaluation forms are to be sent to the Human Resources Department for filing in the employee's personnel file.

9.3 Related Forms

- Evaluation Form
- Self Evaluation Form
- 360 Feedback Form
- Seasonal and Part-Time Year Round Evaluation Form

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Adopted and Effective February 10, 2010
Adopted June 13, 2012; Effective July 1, 2012
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10. EMPLOYEE SEPARATION

10.1 Resignation

10.1.1 Notice

Employees are requested to provide at least two (2) weeks notice, in writing, to their supervisor or manager of their intent to resign their employment. At the sole discretion of the District, an employee may withdraw a resignation at any time prior to its effective date. An employee's failure to give appropriate notice when resigning may constitute a conditional or no re-hire status with the District.

10.1.2 Return of District Property

When separating from employment, an employee must return all District property including employee identification card, clothing, keys, tools, equipment, procurement cards, cellular telephones and/or radio and other items of value on or prior to the last day of employment. Use of a Termination Checklist is encouraged for year-round employees.

10.1.3 Job Abandonment

Employees who are absent from work without approved leave (no call – no show) will result in disciplinary action up to and including termination, which will be considered a resignation. A no call – no show is determined as up to 3 days of not showing up; however department can make the determination from 1-3 days of not showing up.

10.1.4 Final Paycheck

The District will issue a final paycheck by the next payday following the effective date of termination or within seven (7) days, whichever is earlier. If sufficient notice is given by the

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employee, the District *may* issue a paycheck sooner when the employee resigns in good standing.

10.2 Layoffs

The District may layoff employees because of the end of a season, lack of work, lack of funds, material change in duties or organization; or in the interests of economy, efficiency; or for other appropriate causes, as determined by the District.

10.2.1 Alternatives to Layoff (for year round employees)

Whenever a layoff is anticipated, the District will notify employees whose jobs may be affected by the situation and explain all available options to them. The District will make reasonable efforts to integrate affected employees into other available positions. The District may also utilize options in lieu of layoffs where feasible such as part-time work schedules, reduction in work hours, job sharing, or reductions in classification or pay.

10.2.2 Order of Layoffs

For year round employees, the order of layoff among employees in the same class within a department will be as follows: employees serving a probationary period will be considered first, and then all other employees will be considered.

In deciding which employees will be laid off and which retained, the District will consider job-related factors such as job knowledge, skill, and ability to do the required work; previous work experience, including ability to perform other jobs which the employee may be called upon to perform as a result of the layoff; attendance, safety, and disciplinary records; performance evaluations while with the District; and efficiency of operations.

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10.3 Discharge

Discharges occur when previous counseling and/or disciplinary actions fail to help an employee improve their performance, or change their behavior or when a single offense warrants such action; see *Section 12 Disciplinary Actions and Appeals*.

10.4 Exit Interviews

Full-time year round employees leaving the District will be asked to participate in an exit interview with the Human Resources Department. The purpose of conducting exit interviews is to obtain honest feedback from each employee as to why they are leaving, gather information from their experiences with the District and identify where the District can improve in a continuing effort to attract and retain quality employees.

10.5 Related Forms

- Termination Checklist

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11. RULES FOR CONDUCT AND BEHAVIOR

11.1 Statement

By accepting employment with the District, an employee has a responsibility to the District, and to other employees, to adhere to certain rules of behavior and conduct. This is in addition to a duty of loyalty based on the District's Vision, Mission and Value Statements. The purpose of stating the rules of behavior and conduct is to be certain that each employee understands some of the conduct that is expected of all District employees. Rules of conduct are needed to help everyone work together efficiently, effectively and harmoniously. When each person is aware that she/he can fully depend upon fellow workers to follow the rules of conduct and behavior, the District establishes a better place to work for everyone.

11.2 Unacceptable Activities and/or Behaviors

The District expects each employee to act in a mature and responsible manner at all times while at work or representing the District.

Note: The following list does not include all types of conduct and behaviors that can result in disciplinary action up to and including termination.

1. Willfully or intentionally violating or failing to comply with the District's policies, rules, regulations, and/or procedures.

2. Violation of security or safety rules or failure to observe safety rules or District's safety practices; failure to wear required safety equipment; tampering with District equipment or safety equipment; or engaging in conduct that creates a safety or health hazard to other employees, the public, and/or him/herself.

3. Negligence or any careless action which endangers the life or

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safety of another person.

4. Being intoxicated or under the influence of a controlled substance while at work or on-call status; use, possession or sale of a controlled substance in any quantity while on District premises, except medications prescribed by a physician which does not impair work performance.

5. Possession, bringing, or aiding others in bringing unauthorized firearms, weapons, hazardous biological material or chemicals, or other dangerous substances onto property owned or controlled by the District.

6. Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on District premises or when representing the District; fighting, or provoking a fight on District property, or negligent damage of property.

7. Refusing to obey instructions properly issued by a supervisor or manager pertaining to work; refusal to assist where needed, or other disrespectful conduct directed toward a supervisor or manager.

8. Threatening, intimidating, or coercing fellow employees on or off the premises at any time, for any purpose.

9. Engaging in an act of sabotage; negligently causing the destruction or damage of property, or the property of fellow employees, customers, suppliers, or visitors in any manner.

10. Theft or unauthorized possession of District property or the property of fellow employees; unauthorized possession or removal of any District property, including documents, from the premises without prior permission from management; or unauthorized use of District equipment or property for personal reasons.

11. Dishonesty; falsification or misrepresentation on an application

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for employment or other District records, forms or reports.

12. Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.

13. Conducting a lottery or gambling on District premises, other than a small Super Bowl and/or World Series pool.

14. Unsatisfactory or careless work; failure to meet production or quality standards.

15. Any act of harassment, sexual, racial or other; telling sexist or racist jokes; making racial or ethnic slurs; any act of bullying.

16. Leaving work before the end of a workday or not being ready to work at the start of a workday, without appropriate approval; stopping work before time specified for such purposes.

17. Sleeping during working hours.

18. Failure to report an absence or late arrival; frequent and/or unexplained absences; tardiness; no call/no show for scheduled work period; walking off the job; failure to follow departmental procedure for notification of absence or late to work; misuse of sick leave.

19. Obscene or abusive language toward any manager, employee or visitor; indifference or rudeness toward a visitor or fellow employee; any disorderly/antagonistic conduct on District premises.

20. Speeding or careless driving of District vehicles.

21. Failure to immediately report damage to, or an accident involving District vehicle and/or equipment.

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22. Soliciting during working hours and/or in working areas on District premises.

23. Undermining the confidence of the Board of Trustees and/or other District management with public statements prior to internal resolution.

24. Conduct that is deemed unbecoming an employee in the District's service, or discourteous treatment of members of the public or a fellow employee, or any other act of omission or commission that impacts negatively on the public's perception of the integrity or credibility of the District or erodes the public confidence in the District.

11.3 Related Forms

None

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12. DISCIPLINARY ACTIONS AND APPEALS

THIS SECTION COVERS DISCIPLINARY ACTIONS AND APPEALS FOR YEAR-ROUND FULL AND PART-TIME BENEFITED POSITIONS, SEASONAL MANAGER AND MULTI- SEASONAL YEAR-ROUND POSITIONS. SECTION 12.6 IS APPLICABLE TO SEASONAL, PART-TIME YEAR-ROUND, LIMITED PART-TIME AND ON-CALL POSITIONS.

12.1 Progressive Discipline

Disciplinary actions are usually required when discussions, clarifications, coachings, directions or explanations of duties, standards, policies, procedures, rules and guidance with respect to performance and/or behavior does not produce required results.

Performance, behavior and circumstances are not all alike and it should be recognized that there cannot be a single standard for all disciplinary actions and progressive disciplinary action is not required or appropriate in every situation.

Disciplinary actions are a twofold process: 1) to correct performance, behavior or other issues; and 2) to document substandard performance and/or conduct and the steps taken to correct the performance and/or behavior.

The District normally uses a system of progressive discipline; however, depending on the severity of the infraction, misconduct, or inappropriate behavior, warnings and/or reprimands may be bypassed.

Disciplinary actions received by an employee will be treated in a cumulative manner. Infractions of different natures will be considered together when assessing whether discharge is warranted. The nature of infractions or performance deficiencies need not be related to warrant discharge, e.g., a performance warning coupled with a work rule violation may result in discharge when their cumulative

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effect is considered.

12.2 Types of Disciplinary Action

1. Verbal Warning – A documented formal discussion with an employee about performance, behavior, conduct, and/or other problems. The supervisor or manager will summarize the discussion, including date when it occurred and those present. Both the supervisor/manager and the employee will sign the documentation.

2. Written Warning – A written document is presented to the employee regarding performance, behavior, conduct and/or other problems. An Incident Report form is available. The documentation will include:

    a. Date

    b. Statement of performance problem(s), behavior and/or other problems being addressed, including policy, procedure or rule violations, if appropriate.

    c. Summary of prior counseling, warnings or disciplinary actions that are related to the performance, behavior and/or other problems.

    d. Statement of expected/required change.

    e. Statement of consequences if issue is not resolved and/or corrected.

3. Suspension – Involuntary absence for a specified period normally not exceeding five (5) days. Generally, when a suspension is for disciplinary purposes, it is without pay. However, there may be instances where suspension is imposed with pay, such as when an employee is suspended with pay pending the results of an administrative investigation or given a decision day.

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4. Salary Reduction – A reduction in pay from the employee's current level within a salary range to a lower level within that same salary range.

5. Demotion – A reduction from a position in one salary range to a position having a lower salary range.

6. Discharge – This course of action is taken when all previous disciplinary action has failed to improve performance, change behavior, or when a single offense warrants such action; *see Section 12.4 for details.*

   Note: Employees in FLSA exempt positions are subject to the following regarding disciplinary pay deductions and unpaid suspensions:

   a. Pay deductions may only be made in cases of violations of safety rules of major significance, including those rules related to the prevention of serious danger in the workplace or to other employees.

   b. Unpaid suspensions may be imposed for infractions of workplace conduct rules, such as rules prohibiting harassment, workplace violence, drug or alcohol use, or for violating state or federal laws. The suspensions must be for serious misconduct, not performance issues. Suspensions must be in full-day increments.

   c. Unpaid suspensions for performance issues must be made in full-week increments.

12.3 Due Process

Prior to taking disciplinary action involving suspension, reduction in pay, demotion or termination, the District will take action to ensure the employee is afforded due process. Due process in regard to employment-related disciplinary action includes making certain the

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employee is provided notice of the reason for disciplinary action and is given the opportunity to provide a response to the proposed disciplinary action prior to the supervisor/manager making a final decision regarding disciplinary action.

12.4 Discharge

The final step in the discipline process is discharge. In some situations this action is taken when all previous or cumulative disciplinary actions have failed to achieve desired results or other situations where a single offense warrants such action. When the proposed disciplinary action is discharge, a written notice of the proposed disciplinary action will be hand delivered or sent certified mail to the employee. The notice will include:

a. The intended disciplinary action and effective date.

b. A statement of what led to the proposed disciplinary action with supporting documentation and/or other evidence (except for confidential and privileged documents).

c. Any other facts or circumstances considered by the manager or Department Head in deciding the proposed disciplinary action.

d. A statement advising the employee of his/her right to file a written response or request a pre-disciplinary conference with his/her Department Head, within three (3) work-days of receipt of the notice of proposed disciplinary action.

e. A statement that the employee's failure to file a written response or request a pre-disciplinary conference in a timely manner will constitute forfeiture on the employee's rights to any further appeal.

f. If the employee requests a pre-disciplinary conference, the Department Head will schedule a meeting with the employee in a timely manner to review the reason and basis

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of the proposed discharge. During this pre- disciplinary conference the employee will have the opportunity to present relevant information that may impact the nature or severity of the proposed disciplinary action.

g. Within three (3) work days from receipt of the employee's written response or conclusion of the pre-disciplinary conference, the Department Head will issue a written decision to the employee. The written decision will inform the employee that:

1. The proposed discharge will be implemented; or

2. The proposed discharge will be modified, with an explanation; or

3. The proposed discharge will be rescinded, with an explanation.

h. The employee may appeal the discharge to the General Manager using Step 3 of the Concern/Dispute Resolution. The decision of the General Manager is final.

12.5 Administrative Leave During Disciplinary Proceedings

By notifying an employee, the District may place an employee on administrative leave, with or without pay pending an investigation of alleged misconduct or performance deficiencies, prior to or during a disciplinary proceeding, or during the review of the employee's response to a proposed disciplinary action. The notice will include a statement that the leave is not a disciplinary action. An employee placed on administrative leave without pay who is later reinstated without disciplinary action being taken will be reimbursed for any pay lost during the administrative leave.

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12.6 Discharge of Employees in Seasonal, Part-time, On-Call and Temporary positions

Employees in seasonal, part-time, on-call and temporary positions will be coached, counseled and/or informed of performance or behavioral deficiencies and provided an opportunity to correct their performance and/or behavior. Prior to discharge, an employee should be told continued performance and/or behavioral deficiencies will lead to termination, unless the performance and/or behavior warrants immediate discharge. Immediate discharges must be approved by the Department Head or designee prior to the immediate discharge and documented for the employee's personnel file.

12.7 Related Forms

- Incident Report Form

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13. CONCERN/DISPUTE RESOLUTION

13.1 Concern/Dispute

When an employee believes he or she has not been treated consistently by the District, or when an employee believes a mistake has been made in the administration of the District's personnel policies or a departmental rule or procedure, every effort will be made to resolve the issue by the District management team. The term "**dispute**," as used herein, excludes the following:

1. Disciplinary action.

2. Any impasse or dispute in collective bargaining negotiations.

3. Any matter within the scope of representation for employees in a recognized bargaining unit.

4. Any matter which may be or has been grieved under an applicable collective bargaining agreement.

5. Termination of a probationary employee.

6. Termination of an at-will employee.

13.2 No Retaliation

The District shall not restrain, coerce, retaliate, interfere with, or discriminate against any employee based on the employee's use of the dispute resolution process.

13.3 Time Limits

1. The time limits set here are essential to the concern/dispute resolution process and will be strictly observed. The time limits may be extended by written agreement, signed by the employee and the District.

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2. If, at any stage of the concern/dispute resolution process, the employee is dissatisfied with the decision rendered, the employee will be responsible for submitting the dispute to the next designated level within the delineated time limits. If the employee fails to submit the concern/dispute to the next designated level within the time limits imposed, the concern/dispute resolution process will be considered terminated, the concern/dispute will be considered settled on the basis of the last decision, and the concern/dispute will not qualify for further appeal or reconsideration.

3. If the appropriate District representative fails to respond within the time limits specified, the employee has the right to proceed to the next step within the prescribed time limits. Any such failure by a District representative will not constitute an admission of the validity of the concern/dispute.

13.4 Concern/Dispute Resolution Process

13.4.1 Discussion with Immediate Supervisor (Step 1.)

1. The employee will first discuss the concern with the immediate supervisor. The discussion should be held within five (5) work days of the action causing the concern or of the date the action reasonably could have been expected to be known to the employee. In no event will any concern/dispute be accepted for consideration more than six (6) months from the date of the initial occurrence causing the concern/dispute, regardless of the date the action became known to the employee.

2. The immediate supervisor will respond to the employee, in writing, within three (3) work days of the discussion between the employee and supervisor.

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13.4.2 Formal Written Notice of Concern/Dispute (Step 2.)

1. In the event the employee believes the concern/dispute has not been satisfactorily resolved at Step 1, the employee may submit the concern/dispute, in writing, to his/her Manager within five (5) work days after receipt of the immediate supervisor's response. The employee may also file a copy with the Director of Human Resources. If the written notice of dispute is not presented within the time limits provided herein, it shall be waived. The Manager must respond, in writing, within five (5) work days. If the employee is not satisfied with the Manager's decision, the employee may request a review by the Department Head, within five (5) work days. The Department Head will make a decision and inform the employee, in writing, within five (5) work days. The Department Head's decision is final for all seasonal and temporary employees. The written notice of concern/dispute should:

    a. Fully describe the concern/dispute and how the employee was adversely affected.

    b. Set forth the section(s) of the written policy or departmental rule allegedly violated and state the specific nature of the violation.

    c. Indicate the date(s) of the incident(s).

    d. Specify the remedy or solution to the dispute sought by the employee.

    e. Be signed by the employee.

2. No modifications in the alleged basic violation will be made subsequent to the filing of a dispute, unless mutually agreed to by both the District and the employee. However, corrections in citations can be

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made at any time by the employee representative.

13.4.3 General Manager Review (Step 3.)

1. If a concern/dispute is not settled at Step 2. of this procedure, the concern/dispute may be appealed in writing to the General Manager within five (5) work days from receipt of the written response from the Department Head. The concern/dispute decision appeal must specifically state the reason the answer(s) previously provided is/are not satisfactory. A meeting, coordinated by the Human Resources Department, may be held with the employee to discuss the concern/dispute.

2. The General Manager will deliver a written decision to the employee within five (5) work days of the meeting outlining the reasons behind the decision. The decision will be final and binding.

13.5 Other

There may be certain situations where an employee is unable or unwilling to approach a supervisor or manager with a concern/dispute, as the supervisor or manager may be the issue, or the situation involves concerns of harassment, or retaliation, and/or discriminatory practices. In these situations, the employee may immediately contact the Department Head of Human Resources to discuss the situation. If Human Resources does not resolve the employee's concern/dispute, the employee may request a meeting with the General Manager.

The Human Resources Department acts as the central repository for all concern/dispute records.

13.6 Related Forms

None

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14. HEALTH AND SAFETY

The District is committed to the health, safety, and well being of all its employees and guests. As a result, the District has an established comprehensive safety and loss prevention program for all employees. The goal is to provide a safe working environment for all employees by reducing their exposure to risks and establishing a program that subscribes to loss prevention, loss control, and loss financing. W e will accomplish our goal through the use of standard safety policies, practices, and procedures, continually monitoring of all locations, employee training, accident investigation, accident prevention and claims management.

14.1 Responsibilities

1. Director of Finance, Accounting & Risk Management

The Director of Finance, Accounting & Risk Management is responsible for the development, coordination and implementation of safety programs and safety education. Responsibilities also include work-site inspections, hazard reduction and/or elimination and accident/ injury investigation, analysis, reporting, employee training programs, and management.

The Director of Finance, Accounting & Risk Management will advise the General Manager as well as Department Heads, supervisors and employees of unsafe conditions, problems related to accident prevention and recommendations for loss control.

The Director of Finance, Accounting & Risk Management will work with employees and Supervisors in consultation with the Washoe County Health officials involving actions to be taken when an employee notifies the District that he/she has a communicable disease.

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2. Department Head

The Department Head is responsible for fulfillment of departmental goals and objectives while focusing on the health and welfare of each employee and customers; with the highest priority being placed on employee safety. It is normal practice for supervisors and other designated employees to be delegated the authority to carry out safety policy, practices and procedures for their area of responsibility; but the responsibility for meeting objectives and the protection of employees in performance of their assignments cannot be delegated.

3. Supervisor

Supervisors will assume the responsibility of their personnel receiving thorough instructions in the safe practices and procedures to be observed in their work situations. They will consistently enforce safety standards and requirements to the utmost of their ability and authority. “Safety First”. Supervisors will act positively to assess risks and eliminate any potential hazards within the activities under their jurisdiction and they will set the example of good safety practice. Safety performance will be assessed along with other phases of supervisor performance. Therefore, it is essential that such records are complete and accurate and that all accidents be fully reported.

Supervisors will work with the Director of Finance, Accounting & Risk Management and an employee who has advised that he/she has a communicable disease to prevent transmission of the disease.

4. Employee

Each employee, as a part of the comprehensive safety and loss prevention program, is expected to place safe work practices and procedures as their highest priority while

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performing their daily tasks. Each employee's commitment to safety must include the tasks of recognizing, identifying, mitigating and reporting hazards to their supervisors that could result in an injury to themselves or others as well as damage to District equipment. Employees must report all accidents or on-the-job injuries to their supervisor, Human Resources or the Director of Finance, Accounting & Risk Management.

Each employee is responsible to fully disclose a communicable disease to his/her Supervisor and/or the Director of Finance, Accounting & Risk Management as soon as the condition is known. Additionally, employees who are sick with a common cold or virus should be responsible and not report to work if they believe they are contagious.

The District will maintain safety and health practices consistent with established policies and regulations. Any suspected unsafe condition, all accidents and/or injuries that occur on the job, and any communicable disease must be reported immediately to a supervisor, Human Resources or the Director of Finance, Accounting & Risk Management.

Compliance with the District's safety rules is considered a condition of employment. Therefore, it is a requirement that each supervisor and employee ensure that safety is an integral part of his/her regular job functions and accept and follow established safety regulations and procedures outlined in the District's Operations and Safety Manual and the District's Occupational Safety and Health Administration (OSHA) Standards Manual.

14.2 Related Forms

District Safety Manual

Adopted September 30, 2009; Effective November 1, 2009
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15. DEFINITION OF TERMS

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

Alcohol Use: The drinking or swallowing of any beverage, liquid mixture, or preparation (including any medication) containing alcohol.

Applicant: A person, including a current employee, who is applying for any position with the District; may also be referred to as a candidate.

Appropriate Action: With regard to discipline; depending on the circumstances and severity of the offense, appropriate action may include, but is not limited to, a verbal or written reprimand, counseling, transfer, suspension without pay, and/or termination at the District's sole discretion.

At-Will: Employment status wherein the employee may be terminated at any time, with or without case. An employee in an at-will status has neither property right nor an expectation of continued employment with the District.

Benefit: A form of valuable consideration paid or provided to an employee, other than salary, overtime pay, on-call pay, and bonuses. Benefits include holidays, leaves, insurance and allowances.

Contraband: Any item such as illegal drugs, drug paraphernalia, or other related items whose possession is prohibited by this policy.

Conviction: A finding of guilt, including a plea of no contest or imposition of sentence or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal laws.

Demotion: Involuntary movement of an employee from one job class to another job class having a lower maximum base rate of pay, as a result of disciplinary action.

Department Head/Department Manager: An individual or position designated by the General Manager to be in charge of a District Department.

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Disability-Related Inquiry: A question (or series of questions) that is likely to elicit information about a disability. (See *Section 2.6.8*. (2) of these policies for a more complete description.)

Disciplinary Actions: A suspension (generally without pay), involuntary demotion, reduction in pay, discharge, written reprimand and/or verbal warning.

Discrimination: Employment decisions or actions which are inappropriately taken or not, because of the applicant's or employee's race, color, religion, age, gender (including pregnancy), marital status, sexual orientation, national origin, ancestry, disability and/or veteran status.

Dispute: Unresolved work-related problems identified by an employee or group of employees pertaining to work-related issues. Disputes may not be related to disciplinary action.

District Premises: All District property and facilities, the surrounding grounds and parking lots, leased space, District-motor driven equipment/vehicles, offices, desks, cabinets, closets, etc.

Discharge: Termination, separation, dismissal, or removal from employment for cause.

Distribution: The act of passing out handbills, circulars, petitions and other printed material.

Domestic Partner: Two individuals (all genders included) who have registered with the appropriate office of the State in which they reside and have received a state issued certificate of domestic partnership.

Drug Test: A urinalysis (urine) test that includes specimen collection and testing by a Department of Health and Human Services (DHHS)-certified laboratory. Both a screening test and a confirmation test must be used to establish a positive test result.

Employee: A person employed in a budgeted position in one of the following

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statuses:

Full-Time Year-Round: Works forty (40) hours per week in a year round capacity, in a benefitted position.

Multi-Seasonal Year-Round 2: Works 40 hours per week in two six-month positions, both of which are in management.

Multi-Seasonal Year-Round 1: Works 40 hours per week in two six-month positions, one of which is in management.

Seasonal Manager 10: Works 40 hours per week for 10 months in a seasonal venue in a management capacity.

Seasonal Manager 7: Works 40 hours per week for 7 to 10 months in a seasonal venue in a management capacity.

Seasonal Manager 6: Works 40 hours per week for 6 months during a season in a management capacity.

Part-Time Year-Round, Benefited: Works at least 24 hours a week, year round in a benefits eligible position.

Part-Time Year-Round: Works 20 or more hours in a week, in a year round capacity.

Limited Part-Time Year-Round: Works 6 or more hours but less than 20 hours per week, in a year round capacity.

On-Call: Works only when scheduled, called in to work or to cover for others.

Seasonal: Works only for a seasonal operation, during seasons (summer or winter) either full-time or part-time capacity.

Exempt Employee: An employee in a position that is exempt from the overtime provisions of the Fair Labor Standards Act. (Such determination is made on the basis of duties and responsibilities performed and the

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method of pay computation).

Non-Exempt Employee: An employee in a position that is subject to the overtime provisions of the Fair Labor Standards Act.

Recreational-Exempt Employee: An employee working in a position in a seasonal operation and as such employees in recreational-exempt positions are not eligible for overtime compensation. Employees working in dual positions are overtime eligible if one of the positions is designated as non-exempt.

Essential Function: A fundamental job duty of the position held or desired. A function is essential if the job exists to perform that function, a limited number of other employees are available to perform the function, or the function requires special skill or expertise. (See Section 2.6.8. (1) of these policies for a more complete description).

Equal Employment Opportunity (EEO) Officer: The staff member assigned the responsibility and authority to receive, investigate, and resolve complaints of alleged discrimination/harassment. This individual also has the responsibility to provide training to the District and assure appropriate notices are posted. The District's EEO Officer is the Director of Human Resources.

Job Description: A description of the essential functions of a job, and the factors and conditions that make it unique from other positions, described in terms of duties, responsibilities, and qualifications.

Illegal Drugs: Any controlled substance or drug which is illegal to sell, possess, cultivate, transfer, use, purchase, or distribute. Illegal drugs include prescription drugs not legally obtained and/or prescription drugs not being used in the manner, combination, or quantity prescribed, or by the individual for whom prescribed.

Layoff: A separation from the District's service because of a shortage of funds, lack of work, end of season, abolishment of a position, reorganization, or for other reasons not reflecting discredit on an employee and for reasons outside of the employee's control.

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Leave Without Pay: Authorized leave in a non-paid status.

Legal Drugs: Prescription drugs and over-the-counter drugs that have been legally obtained and are being used in the manner, combination, and quantity for which they were prescribed or manufactured.

Medical Examination: A procedure or test usually given by a health care professional or in a medical setting that seeks information about an individual's physical or mental impairments or health. (See Section 2.6.8. (3) of these policies for a more complete description).

Non-work Hours: Include break periods, meal periods or the time before or after the employee's scheduled work period.

Outside Employment: Employment with other than the District that may interfere with an employee's ability to perform his/her assigned job with the District.

Positive Drug or Alcohol Test: Any detectable level of drugs or its metabolite (in excess of trace amounts attributable to secondary exposure) in an employee's urine or blood. With respect to alcohol, a blood alcohol concentration of 0.02 or higher constitutes a positive test.

Probationary Period: A 12 month period beginning with the day the employee initially reports for work or starts in a benefit eligible position.

Promotion: The movement of an employee from one salary range to another range having a higher maximum base rate of pay.

Reassignment: An employee from one position to another position – a reasonable attempt will be made to leave pay and/or benefits the same.

Rate of Pay: An employee's current salary.

Reinstatement: The restoration of a laid-off employee to a position in which the employee formerly served as a benefited employee.

Reprimand: A verbal/written notice with an employee about performance,

Adopted September 30, 2009; Effective November 1, 2009
Adopted and Effective February 10, 2010
Adopted June 13, 2012; Effective July 1, 2012
Adopted March 12, 2014; Effective April 1, 2014

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behavior, conduct and/or other problems.

Resignation: A notice by an employee that s/he intends to separate from the District's service; see Section 10.1(1) of these policies for more details.

Salary Grade: The designation of a salary range for a position.

Salary Range: The minimum and maximum salary set for each grade as designated in the Board Approved Standard Salary Ranges.

Solicitation: The act of approaching a person with a request or plea.

Substance Abuse Professional (SAP): A licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of drug- and alcohol-related disorders.

Supervisor: An employee who has been authorized to select, train, schedule, and evaluate the work of other employees, and to make decisions or effectively recommend actions related to the hiring, evaluation, and discipline of assigned employees. This person may also serve as the Department Head.

Suspension: The temporary separation from service, with or without pay, of an employee for disciplinary reasons or pending investigation of an employee's conduct.

Transfer: A lateral change of an employee from one position to another position in the same salary grade.

Uniformed Service: Included active duty, active duty for training, inactive duty training (such as drills), initial active duty training, and funeral honors duty performed by National Guard and reserve members, as well as the period for which a person is absent from a position of employment for the purpose of an examination for determine fitness to perform any such duty.

Vending: The act of selling or attempting to sell goods, services or materials.

Adopted September 30, 2009; Effective November 1, 2009
Adopted and Effective February 10, 2010
Adopted June 13, 2012; Effective July 1, 2012
Adopted March 12, 2014; Effective April 1, 2014

04152023.256

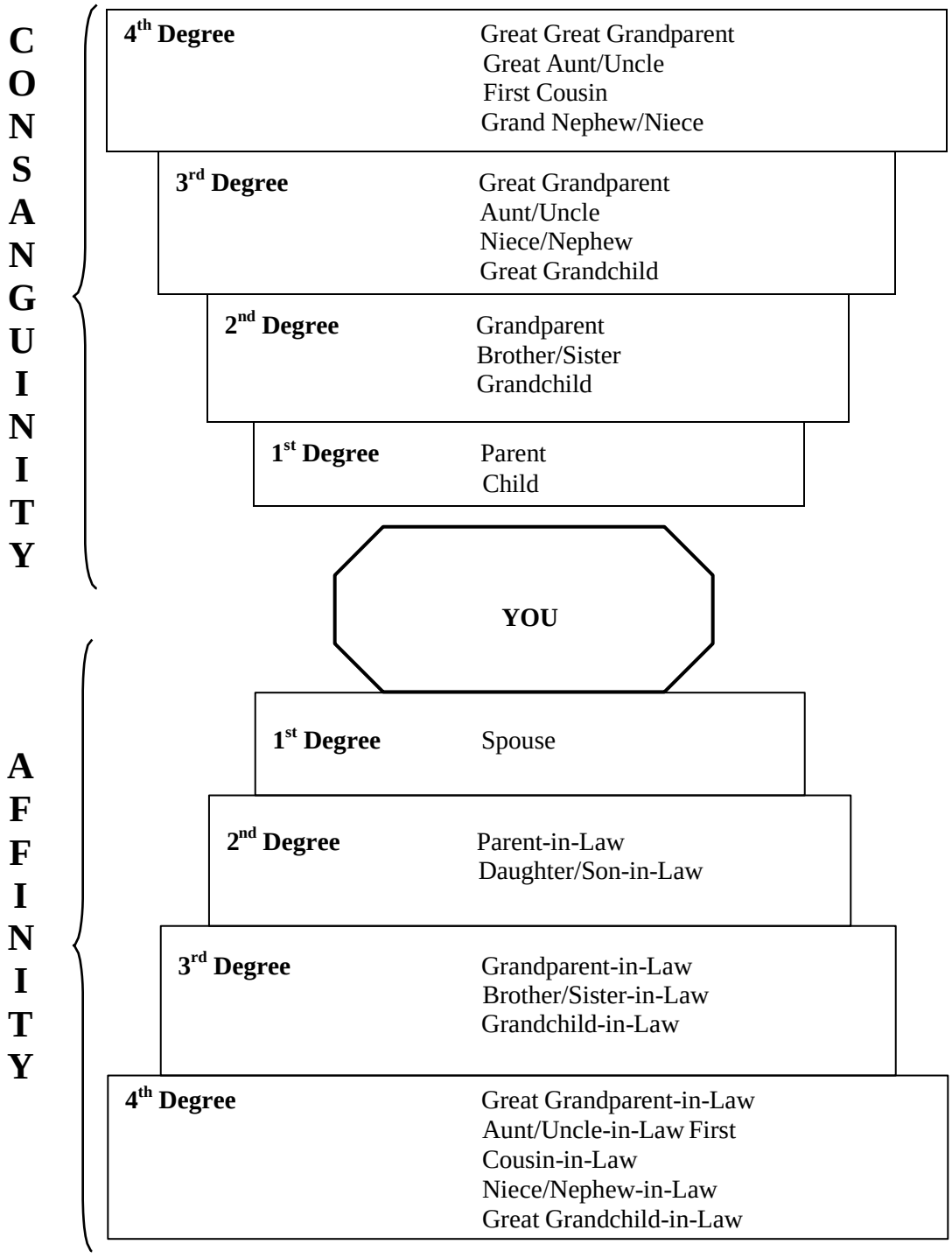
Warning: Verbal or written notice or counseling of an employee specifying required changes in work performance or on-the-job behavior and/or conduct.

Work Week: The normal work week begins at 12:00 a.m., on Sunday and ends seven (7) days (168 hours) later at 11:59 p.m. on the next Saturday. Employees working a "flex schedule" have a documented different work week.

Y-Rating: The change of a position to a different Salary Grade which results from changes in duties and responsibilities where a current employee's rate of pay is above the top of the range; see Section 4.7.4 of these policies for a more complete description.

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Appendix A: Consanguinity/Affinity Chart



Note: Step relationships (step-brother, step-father, etc.) are considered to be the same as blood relationships. Registered Domestic Partners are considered the same as spouse.

Adopted September 30, 2009; Effective November 1, 2009
Adopted and Effective February 10, 2010
Adopted June 13, 2012; Effective July 1, 2012
Adopted March 12, 2014; Effective April 1, 2014

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APPENDIX B: NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

This notice is provided to you in accordance with federal and state privacy laws enacted to protect your medical information. This notice describes the privacy practices of health care carriers listed below and of our Plan, our legal duties, and your rights concerning your medical information.

Health care carriers and our Plan are required to follow the privacy practices that are described in this notice while it is in effect. However, health care carriers and our Plan reserve the right to change privacy practices and the terms of this notice at any time, provided that applicable law permits such changes. If health care carriers and/or our Plan make any substantive changes to our privacy practices, we will modify this notice and send you a new notice within 60 days of the change of the health care carrier and/or our practices.

You may request a copy of this notice at any time. For more information about our privacy practices, or for additional copies of this notice; please contact the Human Resources Department.

This notice applies to the privacy practices of the health care carriers, third party administrators and our group health plan listed below:

NAME	TYPE OF COVERAGE
Saint Mary's Preferred Health Insurance Company, Inc.	MEDICAL
Saint Mary's Preferred Health Insurance Company, Inc.	PRESCRIPTION
Humana	DENTAL
VSP Vision Care	VISION
Horizon Health	EMPLOYEE ASSISTANCE PROGRAM
American Family Life Assurance Co (AFLAC)	FLEXIBLE SPENDING ACCOUNT

USES AND DISCLOSURES OF YOUR MEDICAL INFORMATION

Health care carriers, Third Party Administrators and our Plan are permitted to use or

disclose your protected health information (PHI) for the following purposes:

Treatment Health care carriers, Third Party Administrators, and our Plan may use and disclose your protected health information in order to assist your health care provider (doctors, hospitals, pharmacies, and others) in your diagnosis and treatment.

Payment Health care carriers, Third Party Administrators, and our Plan use and disclose your protected health information to pay claims from doctors, hospitals and other providers for services delivered to you that are covered by your plan, to determine your eligibility for benefits, to coordinate benefits, to examine medical necessity, to obtain premiums, or to be reimbursed by another entity that may be responsible for payment.

Health Care Operations Health care carriers, Third Party Administrators, and our Plan use and disclose your protected health information in order to perform our plan activities, such as quality assessment activities or administrative activities, including data management or customer service. In some cases, we may use or disclose your information for underwriting purposes, determining premiums, and the detection and investigation of fraud.

OTHER PERMITTED OR REQUIRED DISCLOSURES

Health care carriers, Third Party Administrators, and our Plan may also use or disclose your protected health information in support of:

As Required By Law Health care carriers, Third Party Administrators, and our Plan must disclose protected health information about you when required to do so by law.

Plan Administration To the plan sponsor, employer or other organization that sponsors your group health plan, to permit the plan sponsor to perform plan administration functions, as described in your plan documents.

Public Health Activities Health care carriers, Third Party Administrators, and our Plan may disclose protected health information to public health agencies for reasons such as prevention or controlling disease, injury or disability.

Business Associates To persons who provide services to us and assure health care carriers, Third Party Administrators, and our Plan that they will comply with privacy regulations and our procedures on the use of protected health information.

Law Enforcement Health care carriers, Third Party Administrators, and our Plan may disclose protected health information under limited circumstances to a law enforcement official in response to a warrant or similar process; to identify or locate a suspect; or to provide information about the victim of a crime.

Research Under certain circumstances, health care carriers, Third Party Administrators, and our Plan may disclose protected health information about you for research purposes, provided certain measures have been taken to protect your privacy.

Special Government Functions Health care carriers, Third Party Administrators, and our Plan may disclose information as required by military authorities or to authorized federal officials for national security and intelligence activities.

Judicial and Administrative Proceedings Health care carriers, Third Party Administrators, and our Plan may disclose protected health information in response to a court or administrative order. Health care carriers, Third Party Administrators, and our Plan may also disclose protected health information about you in certain cases in response to a subpoena, discovery request or other lawful process.

Industry Regulation Health care carriers, Third Party Administrators, and our Plan may disclose you protected health information to state insurance departments, the U.S. Department of Labor and other government agencies, for activities authorized by law.

Workers' Compensation Health care carriers, Third Party Administrators, and our Plan may disclose protected health information to the extent necessary to comply with state laws for workers' compensation programs.

Coroners, Funeral Directors, Organ Donation Health care carriers, Third Party Administrators, and our Plan may disclose the protected health information of a deceased person to a coroner, medical examiner, funeral director, or organ procurement organization for certain purposes.

OTHER USES OR DISCLOSURES WITH AN AUTHORIZATION

Other uses or disclosures of your protected health information will be made only with your written authorization, unless otherwise permitted or required by law. You may revoke an authorization at any time in writing, except to the extent that we have already taken action on the information disclosed or if we are permitted by law to use the information to contest a claim or coverage under the Plan.

YOUR RIGHTS REGARDING YOUR PROTECTED HEALTH INFORMATION

Right To Access Your Protected Health Information You have the right to review or obtain copies of your protected health information records, with some limited exceptions. Usually the records include enrollment, billing, claims payment and case or medical management records. Your request to review and/or obtain a copy of your protected health information records must be made in writing. Health care carriers, Third Party Administrators, and/or our Plan may charge a fee for the costs of producing, copying and mailing your requested information, but we will inform you of the cost in advance.

Right To Amend Your Protected Health Information If you feel that protected health information maintained by the Plan is incorrect or incomplete, you may request that we amend the information. Your request must be made in writing and must include the reason you are seeking a change. Health care carriers, Third Party Administrators, and/or our Plan may deny your request if, for example, you ask to amend information that was not created by the Plan, as is often the case for health information in our records, or you ask to amend a record that is already accurate and complete.

If Health care carriers, Third Party Administrators, and/or our Plan deny your request to amend, you will be notified in writing. You then have the right to submit to the Health care carrier, Third Party Administrator, and/or our Plan a written statement of disagreement with our decision and the Health care carrier, Third Party Administrator, and/or our Plan have the right to rebut that statement.

Right to an Accounting of Disclosures by the Plan You have the right to request an accounting of disclosures Health care carriers, Third Party Administrators, and/or our Plan have made of your protected health information. The list will not include disclosures related to your treatment, or payment, or health care operations, or disclosures made to you or with your authorization. The list may also exclude certain other disclosures, such as for national security purposes.

Your request for an accounting of disclosures must be made in writing and must state a time period for which you want an accounting. This time period may not be longer than six years and may not include dates before April 14, 2003. Your request should indicate in what form you want the list (for example, on paper or electronically). Health care carriers, Third Party Administrators, and our Plan, may charge for providing the accounting disclosures, but we will inform you of the cost in advance.

Right To Request Restrictions on the Use and Disclosure of Your Protected Health Information You have the right to request that Health care carriers, Third

Party Administrators, and our Plan restrict or limit how we use or disclose your protected health information for treatment, payment or health care operations. *We may not agree to your request.* If we do agree, we will comply with your request unless the information is needed for an emergency. Your request for a restriction must be made in writing. In your request, you must tell us (1) what information you want to limit; (2) whether you want to limit how we use or disclose your information, or both; and (3) to whom you want the restrictions to apply.

Right To Receive Confidential Communications You have the right to request that Health care carriers, Third Party Administrators, and our Plan use a certain method to communicate with you about the Plan or that we send Plan information to a certain location if the communication could endanger you. Your request to receive confidential communications must be made in writing. Your request must clearly state that all or part of the communication from us could endanger you. We will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.

Right to a Paper Copy of This Notice You have a right at any time to request a paper copy of this Notice, even if you had previously agreed to receive an electronic copy.

Contact Information for Exercising Your Rights You may exercise any of the rights described above by contacting our privacy office. See the end of this Notice for the contact information.

If you receive this notice on our web site or by electronic mail (e-mail), you are entitled to receive this notice in written form. Please contact IVGID Human Resources Department to obtain a copy of this notice in written form.

HEALTH INFORMATION SECURITY

Health care carriers, Third Party Administrators, and our Plan require our employees and business associates to follow the Company's security policies and procedures that limit access to health information about members to those employees and or entities that need it to perform their job responsibilities. In addition, we maintain physical, administrative and technical security measures to safeguard your protected health information.

COMPLAINTS

If you believe that your privacy rights have been violated, you may file a complaint with

the carrier, Third Party Administrator, or our Plan as listed on page five of this notice and/or with the Secretary of the Department of Health and Human Services. All complaints to the Health care carriers, Third Party Administrators, and our Plan, must be made in writing and sent to the address listed below.

CARRIER/TPA/PLAN	CONTACT INFORMATION
Saint Mary's Preferred Health Insurance Company, Inc.	Lois J. Paynter – Privacy Office, Senior Director of Operations Saint Mary's Preferred Health Insurance Company, Inc. Member Services Department 1510 Meadow Wood Lane Reno, Nevada 89502 (775) 770-6232 (775) 770-6253 www.SaintMarysHealthplans.com
Standard Insurance Company	Privacy Notice (P7E) P.O. Box 711 Portland, OR 97207-0711 (800) 521-8780
Medical Eye Services	Medical Eye Services Attn: Regulatory/Compliance Department PO Box 25209 Santa Ana, CA 92799-5209 800.877.6372 or 714.619.4660
Horizon Health EAP	1500 Waters Ridge Drive Lewisville, TX 75057 888-293-6948
American Family Life Insurance Co (AFLAC)	Flex Benefit Services 1932 Wynnton Road Columbus, GA 31999 1-800-323-5391

We support your right to protect the privacy of your medical information. We will not retaliate in any way if you choose to file a complaint with us, the Health care carriers, the Third Party Administrators listed above, or the Department of Health and Human Services.

-----Original Message-----
From: Melissa N. Robertson
Sent: Wednesday, March 15, 2023 12:29 PM
To: 's4s@ix.netcom.com' <s4s@ix.netcom.com>
Subject: RE: Records Request - IVGID Documents Explaining Use of Punch Cards to Pay Down Cost of a Mountain Golf Play Pass (in 2018?) and Tennis Center Season Pass (in 2020?) to Zero

Hi Mr. Katz

Thank you for your patience. Staff has advised that there are no earlier references in the files prior to 2018. Staff does not have any further documentation to provide on this request.

Thank you,

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
http://yourtahoeplace.com

-----Original Message-----
From: s4s@ix.netcom.com <s4s@ix.netcom.com>
Sent: Wednesday, March 8, 2023 9:02 AM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: RE: Records Request - IVGID Documents Explaining Use of Punch Cards to Pay Down Cost of a Mountain Golf Play Pass (in 2018?) and Tennis Center Season Pass (in 2020?) to Zero

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Thanks Melissa -

My recollection is that the promotion initially applied only to Mtn Golf. And it was a dollar for dollar credit. Then the following year it was maybe $0.50 per dollar credit. And then it became $0.35 per dollar credit and the credit was opened up to Tennis as well.

Which would mean this all started before 2018. Maybe 2016 or so. Might you have some records going back that early?

Was it mentioned in any of the Board packets going back to 2016?

Thank you, Aaron

-----Original Message-----
From: Melissa N. Robertson <mnr@ivgid.org>
Sent: Mar 7, 2023 2:31 PM
To: s4s@ix.netcom.com <s4s@ix.netcom.com>
Subject: RE: Records Request - IVGID Documents Explaining Use of Punch Cards to Pay Down Cost of a Mountain Golf Play Pass (in 2018?) and Tennis Center Season Pass (in 2020?) to Zero

Hi Mr. Katz,

Attached are 2 PDFs:

• One is the text that was on the online event listing on the https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fyourtahoeplace.com&c=E,1,sFXUtptDqjAQz_Wh1djFt1i78DvassnDKoqiOBFMby2pAbChnPlUxl3D_uj64HPRYm569isJygcixFMF4w2ZsmhzFWDWwDjNmkpQOPv8xgU,&typo=1

website.
• One is the PDF that promoted the program in 2019

Also attached are 6 emails that were sent out to local residents, all of which mention the punch card promotion. These are from both 2018 and 2019.

Thank you,

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
https://linkprotect.cudasvc.com/url?a=http%3a%2f%2fyourtahoeplace.com&c=E,1,YyHF0Cw1j34fIIdyYdHzJKsia58OrheyoOn1TbF0wZITIIjOiN2OrxNiWnpgWjHSoSaIo1gcU_JG3m8y613Vr4X4zSpsezZri-Cz61JTMcUAMEbvmVejTJxN&typo=1

-----Original Message-----
From: s4s@ix.netcom.com
Sent: Sunday, March 5, 2023 9:34 PM
To: Melissa N. Robertson
Subject: Records Request - IVGID Documents Explaining Use of Punch Cards to Pay Down Cost of a Mountain Golf Play Pass (in 2018?) and Tennis Center Season Pass (in 2020?) to Zero

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Melissa -

For one or possibly two seasons in or about 2018 IVGID permitted the value in one or more punch cards to buy down the cost of an IVGID Mtn Golf Course play pass to zero.

And for one season in or about 2020 IVGID permitted the same use of one or more punch cards to buy down the cost of an IVGID Tennis Center season pass.

I would like to examine IVGID produced documents to the public explaining the particulars of both.

Thank you. Aaron Katz

From: Melissa N. Robertson
Sent: Friday, March 10, 2023 9:24 AM
To: 'cfdobler@aol.com' <cfdobler@aol.com>
Subject: RE: Public Records Request - CC Media contract

Hi Mr. Dobler,

I was able to attain a copy sooner than expected; attached is the requested contract. Thank you.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
http://yourtahoeplace.com

From: cfdobler@aol.com <cfdobler@aol.com>
Sent: Tuesday, March 7, 2023 11:42 PM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: Public Records Request - CC Media contract

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Please provide for my examination the executed contract and any amendments between CC Media and IVGID

Cliff Dobler

From:	Melissa N. Robertson
To:	s4s@ix.netcom.com
Subject:	RE: Records Request - IVGID Documents Explaining Use of Punch Cards to Pay Down Cost of a Mountain Golf Play Pass (in 2018?) and Tennis Center Season Pass (in 2020?) to Zero
Date:	Tuesday, March 7, 2023 2:31:13 PM
Attachments:	punch_card_promotion_golf_play_pass_and_Tennis_Season_pass_2019.pdf Website Event Listing - IVGID Punch Card Promotion is Back with new options.pdf 2019 Golf Season officially kicks off next week.msg Incline Tennis Center Now Open for the 2018 Season.msg IVGID Board of Trustees Meeting Golf Updates Events More!.msg Memorial Day Weekend and Mountain Course Opening Day.msg Mountain Course Opens Tomorrow - Friday May 18th.msg Parks Recreation Happenings - May 25 2018.msg

---

Hi Mr. Katz,

Attached are 2 PDFs:

- One is the text that was on the online event listing on the yourtahoeplace.com website.
- One is the PDF that promoted the program in 2019

Also attached are 6 emails that were sent out to local residents, all of which mention the punch card promotion. These are from both 2018 and 2019.

Thank you,

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
http://yourtahoeplace.com

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Sent: Sunday, March 5, 2023 9:34 PM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: Records Request - IVGID Documents Explaining Use of Punch Cards to Pay Down Cost of a Mountain Golf Play Pass (in 2018?) and Tennis Center Season Pass (in 2020?) to Zero

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Hello Melissa -

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I would like to examine IVGID produced documents to the public explaining the particulars of both.

Thank you. Aaron Katz

PUNCH CARD PROMOTION

Mountain Golf Course & Incline Tennis Center







2018/2019 Punch Cards expire May 31. To check your balance or to renew your Punch Card online: https://www.shopincline.com/PunchCards/. You may renew your Punch Card on or after June 1. Call the Parks & Recreation Counter at (775) 832-1310 if you have any questions or need assistance with your Punch Card. Play Passes and Season Pass rates are available online: www.yourtahoeplace.com

The Incline Village General Improvement District is excited to announce a valuable one-time promotion to our Incline Village/Crystal Bay Punch Card Holders. This spring promotion will allow residents to use the remaining value of their 2018/2019 expiring Punch Cards towards the purchase of a Mountain Course Play Pass, and new this year, the Incline Village Tennis Center Season Membership Pass. Here are the details of the Spring Punch Card Promotion:

- This promotion is valid for Punch Cards that have already been issued.
- Each $1 of expiring Punch Card value will be applied as a $.35 cent credit.
- Punch Cards categorized as "No Golf" are not applicable for this promotion.
- Punch Card promotion expires on May 31, 2019. No purchases with Punch Cards may be made after May 31. Beginning June 1, regular sale transactions apply.
- Promotion is valid for Mountain Course Passes and Tennis Center Season Membership Passes ONLY. (Please note: All You Can Play Pass for Both Golf Courses are not included in the promotion.)
- Multiple Punch Cards may be used purchases.
- This promotional Punch Card purchase transaction can only be made at the Championship Course Golf Shop (775) 832-1146 for Golf Passes, Incline Village Recreation Center - Parks & Rec Counter (775) 832-1310, and Incline Village Tennis Center (775) 832-1235 for Tennis Season Membership Passes.
- An example of savings: If you have two 2018/19 punch cards with a total of $332 in remaining value, you may apply all $332 of that remaining value and receive $116.20 of value used towards the purchase of a Mountain Course All You Can Play Season Pass and Tennis Center Season Membership Pass. This promotion, limited to the Mountain Course and Tennis Center only, is an initiative to incentivize additional play. Please note: Passes are non-transferable.

IVGID Punch Card Promotion is Back with new options - *Mountain Golf Play Pass & Incline Village Tennis Center Membership Season Pass*

The Incline Village General Improvement District is excited to announce a valuable one-time promotion to our Incline Village/Crystal Bay Punch Card Holders. This spring promotion will allow Residents to use the remaining value of their 2018/2019 expiring Punch Cards towards the purchase of a Mountain Course Play Pass, and new this year, the Incline Village Tennis Center Season Membership Pass. Here are the details of the Spring Punch Card Promotion:

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An example of savings: If you have two 2018/19 punch cards with a total of $332 in remaining value, you may apply all $332 of that remaining value and receive $116.20 of value used towards the purchase of a Mountain Course All You Can Play Season Pass and Tennis Center Season Membership Pass. This promotion, limited to the Mountain Course and Tennis Center only, is an initiative to incentivize additional play. Please note: Passes are non-transferable. Don’t miss this special promotion.

2018/2019 Punch Cards expire May 31. To check your balance or to renew your Punch Card online: https://www.shopincline.com/PunchCards/. You may renew your Punch Card on or after June 1. Call the Parks & Recreation Counter at (775) 832-1310 if you have any questions or need assistance with your Punch Card. Click the links for a list of Play Passes and Season Pass rates for Golf and Tennis.

Click here for the promo flyer!

From: Group - Golf Info
Sent: Friday, May 10, 2019 4:12 PM
To: Paul Raymore
Subject: 2019 Golf Season officially kicks off next week

Opening weekend and upcoming events View this email in your browser



Welcome Back! 2019 Golf Season

We are very excited to welcome you back to the courses for another great season of Lake Tahoe golf. The Championship Course and The Grille open May 17th and we look forward to seeing new and familiar faces on the course. Speaking of new faces, we've hired a new Director of Golf & Community Services, and a new Head Golf Professional at the Mountain Course. Continue reading below to learn more about Darren, and be sure to open future emails to read Ashley's story.

04152023-271



Golf Season Opening Dates

- The Grille at The Chateau: May 17
- Championship Course: May 17
- Mountain Course: May 27 (conditions permitting)

Practice Facilities at the Championship Course

- Driving Range: Opened May 3 (9am-4:30pm Tues-Sat.until the course opens)
- Chipping Green: Opened May 4
- Putting Green: May 17



Staff Spotlight: Darren Howard

Please help us welcome our new Director of Golf & Community Services, Darren Howard, PGA.

Prior to joining Incline Village Darren was at various prestigious country clubs including, Palmetto Dunes Resort, Hilton Head, SC; Colleton River Plantation, Hilton Head, SC; Blackthorn Club, Johnson City, TN and The Clubs at Houston Oaks, in Houston, Texas. Throughout his career, Darren has organized and executed many events both on a local and national level. The main goal at every club Darren has been at is to take that club to a higher level of service and standards. Darren is very excited to join the IVGID team and enter a new chapter in beautiful Lake Tahoe. View full bio online.

Mother's Day Brunch

This Sunday, May 12, celebrate Mother's Day with a brunch buffet in The Chateau's Grand Ballroom. Seating is limited so purchase your tickets now for the 9:00am seating at The Chateau or by phone. View details online.



04152023-272

Punch Card Promotion



Locals with IVGID Punch Cards: This spring promotion will allow you to use the remaining value of your 2018/2019 expiring IVGID Punch Cards towards the purchase of a Mountain Course Play Pass. Promotion valid through May 31st. View details online.

Golf Shop Sale: May 17-19



Stop by the Championship Golf Shop to get ready for the season and see what's new. Lots of new logo gear including items that will make for great gifts for the Dads and Grads in your life. Save big with these discounts:

- Clearance 60%
- Buy One get One Free on select new apparel

Register for Get Golf Ready

Are you new to golf or returning after many years? Get Golf Ready is a series designed to teach everything you'll need to play golf in just five lessons for only $150. We're also offering some Level 2 courses for graduates or golfers who already know the basics. View schedule and register online.

04152023-273



Upcoming Events

Mark your calendars for these upcoming events. View details and future events on the online calendar.

- 5/12: Mother's Day Brunch
- 5/17: Championship Course & Grille open
- 5/17-19: Golf Shop Sale
- 5/20: Get Golf Ready Level 1 - FULL
- 5/27: Get Golf Ready Level 1
- 5/27: Projected Opening Mtn. Course
- 5/28: Registration opens for Nine & Wine
- 6/3: Get Golf Ready Level 1
- 6/4: Women's Golf Day + Chip & Sip Clinic
- 6/14-16: IVGID Community Appreciation Days
- 6/17: Get Golf Ready Level 2
- 6/22: Multi-Vendor Demo Day
- 6/20: Nine & Wine events begin
- 6/24: Jr Golf Camps begin - register now

Facebook Twitter Website Instagram The Grille

Championship Course 955 Fairway Blvd, Incline Village, NV 89451

www.golfincline.com

Unsubscribe from all IVGID emails

04152023-274

From: Incline Village Tennis Center <tennisemail=ivgid.org@mail143.suw101.mcdlv.net> on behalf of Tennis Email
Sent: Tuesday, May 15, 2018 5:17 PM
To: Paul Raymore
Subject: Incline Tennis Center Now Open for the 2018 Season

Incline Village Tennis Center Update

View this email in your browser





A Message from our Parks & Rec Director, Indra Winquest:

Spring is here and summer is just around the corner! On behalf of the entire Parks & Recreation Department, we would like to welcome the Tennis and Pickle Ball Community back for the 2018 season! As most of you know already, Serena Quarelli decided to step down as the Director of Tennis after last season. Serena's passion and commitment to making our Tennis Center a place for everyone to be proud of has been exemplary. We hope to see Serena make a guest appearance this season, but I think I speak for the entire Tennis and Pickle Ball Community by saying how much we will all miss her.

Change is in the air! You will see some new faces but most of the familiar faces are back. We would like to welcome back Head Tennis Professional, Randy Berg, who will be taking on more of a leadership role this season focusing primarily on the adult programming, socials/mixers and assisting in keeping the facilities in great shape. Tennis Professional, Josh Olivas, will be taking on a leadership role as our youth tennis coordinator, making sure all of the youth programming is outstanding. We would also like to welcome back part time teaching professionals:

04152023-275

Jim Ward, Deanne Larsell, Nick Saadi, as well as Junior Tennis Coaches, Dominic Morelli and Ingrid Carlson. Danielle Pearson is returning as our Senior Tennis Host in the Pro Shop. We feel extremely lucky to have Danielle's skillset handling the pro shop operations. Pickle Ball ambassador and teaching pro Bill Hubb will also be returning handling pickle ball lessons and programming, with Bev Keil again helping organize the Pickle Ball program! Thank you Bill and Bev for all that you do for the Pickle Ball community.

We are also excited to announce that Shane Godcard, Recreation Supervisor for Youth and Adult Sports, as well as Athletic Facilities booking and event management, will be taking on every day supervisory responsibilities at the Tennis Center. Shane has served with the Parks & Recreation Department for ten years, and is well versed in programming and facility management as well as all administration aspects and requirements related to the Tennis Center. Most importantly, Shane is a great communicator and provides a high level of customer service. Along with Shane, Recreation Manager, Chris Cardador will also be assuming management responsibility of the Tennis Center again this season. Chris did an outstanding job working with Serena the last two seasons, and developed a strong understanding of Tennis Center operations. Like Shane, Chris also has a very diverse skill set and is a fantastic communicator as well. We are confident that this amazing team will work together toward continuing to enhance and improve the Tennis Center operations and build on the foundation that has been established.

This season you will also notice some operational and capital maintenance and enhancement projects throughout the summer. In late May (weather depending) locally owned Color Crafters will be working on two projects. As a result of the continuing growth of Pickle Ball, Court 11 will be dedicated solely for Pickle Ball, and court 11 will be resurfaced and painted for Pickle Ball play only. Permanent net structures will be installed as well as some safety netting in between courts. Court 10 will remain joint use for both Pickle Ball and Tennis. Additionally, Color Crafters will be performing the annual crack fill maintenance on courts 1-7.

This Fall, we will be resurfacing courts 3 – 7 and will be transitioning to the US Open blue color as you currently see on courts 1-2 and 8-11. As part of the resurfacing project, we will be adding some much needed drainage improvements to courts which will significantly improve drainage and eliminate some existing challenges that staff faces with routine maintenance as well as major drainage issues in the winter and during heavy rains.

Lastly, we are in the process of hiring a design consultant to work with staff and the tennis community to develop conceptual design concepts for planned renovations in Fall 2019. Exploring renovation opportunities including the pro shop, restroom facilities, deck and gathering area, kitchen facilities, and storage.

04152023-276

We hope that you enjoy the Tennis and Pickle Ball Center this season! Please inquire about all of the fantastic programs and services the Tennis Center has to offer. Please like us on Facebook for all of our latest events and program information, or sign up for the Tennis Center eflyer! Our outstanding staff is ready to make sure that you have a great season at the Tennis Center! See you on the courts!

Indra Winquest
Director of Parks & Recreation

Upcoming Activities & Events

- *5/17: Special Meet and Greet with General Manager, Steve Pinkerton*
- *6/7: Family Ice Cream Tennis Social*
- *7/7: Family Tournament*
- *8/10-12: Annual Incline Open Tournament*



Special Meet & Greet with General Manager Steve Pinkerton

Join us for a special meet and greet with IVGID General Manager Steve Pinkerton this Thursday, May 17th at 5:30pm on the Tennis Center deck. Steve will be there to give an update and answer questions regarding the evolution of the recent Punch Card promotion at the Mountain Golf Course. Additionally, Steve and IVGID Parks & Recreation Director Indra Winquest will be available to discuss and answer questions related to the immediate and long term future of the Tennis Center. We hope to see you on Thursday!!

Date: Thursday, May 17, 2018
Time: 5:30pm

04152023-277



Free Family Ice Cream Social
June 6th, 2018

Bring your rackets for some crazy tennis games. Meet new and returning coaches. Rackets will be provided if you do not have one. Come out and learn about summer youth tennis programs: Clinics, Camps, Academy, Tournaments, Socials, and mingle with other tennis families. Hang out and discuss your family's involvement in our Tennis Programs!

Date: Wednesday, June 6, 2018 - 3pm

Cost: FREE!



Adult Camps

Three day camps for those who want to work on all aspects of their game. Stroke technique, strategy, match play and video analysis and of course, snacks and libations! Full details

Register at the Pro Shop, 964 Incline Way, online here, or by calling (775) 832-1235.



Welcome Back/French Open Mixer:

Saturday June 9th at 12pm – play mixed doubles, will have a potluck/BBQ lunch and will also speak about improvements and upgrades in store for the tennis center

04152023-278



USTA Quick Start Youth Tennis Camps (ages 6-12)

Weekly tennis camps focus on stroke production, techniques, match play and tennis rules through specialized activities and drills. The camp also promotes teamwork, sportsmanship and a high emphasis on fun! Camps are taught by certified USPTA instructors. Other activities in the camp may include swimming and other fun games. Daily drop-in option based on space availability.

Monday - Thursday (One-week sessions run June 18 - August 16, 2018)

Full details



USTA Competitive Junior Tennis Academy Start June 18

This high powered, intense program is designed for the athlete looking to take their game to the next level. Players seeking to compete in tournaments as well as high school and college tennis will find this program is exactly what they need! Daily drop-in upon availability.

Monday - Thursday (min. of 4 students required) One-week sessions run June 18 - August 16, 2018

Full details

04152023-279

Drop In Group Pickleball at the Tennis Center



Pickleball is easy to learn, and can develop into a quick, fast-paced, competitive game for experienced players. Court #11 is lined for Pickleball (with full court conversion coming in late May) and equipment rentals are available. Don't forget the Friday play and BBQ socials every other Friday.

- Tuesdays, Thursdays, Saturday and Sunday 10:00am - 1:00pm
- Beginner's clinics will be held on Tues & Thurs from 11am-12pm and will start June 5th sign-up in advance (Bill Hub is the instructor)

Full details

Planning Ahead:



- Adult clinic on Friday May 18th at 10am with Deanne Larsell (weather dependent!)
- Ladies Night Doubles Mondays at 5-6:30pm (call to sign-up in advance)
- Ladies Day on Tuesdays from 10am-12pm begins June 5th (call to sign-up in advance, limited spots!)
- Wednesday Night mixers begin May 30th – 5-7pm with potluck following!
- Men's Day will begin this Thursday 5/17 at 10am (also weather dependent – sign-up in advance!)

Online Registration

You can now register for a variety of Rec, Tennis, and Golf programs and clinics online. Create your account then start registering online at register.yourtahoeplace.com.



Facebook Website YouTube Parks & Rec

04152023-280

[illegible]

[illegible]

Incline Village Tourism Center [illegible]

[illegible]

[illegible]

YourTahoePlace IVGID · Ski · Golf · Weddings & Events · Parks & Rec · Public Works · Jobs

04152023-281

From: Incline Village General Improvement District <info=ivgid.org@mail117.sea21.rsgsv.net> on behalf of Info IVGID
Sent: Friday, May 18, 2018 2:25 PM
To: Paul Raymore
Subject: IVGID Board of Trustees Meeting, Golf Updates, Events & More!

BOT Announcements & Venue Events View this email in your browser

IVGID Board of Trustees Meeting



The regular meeting of the Incline Village General Improvement District will be held starting at 6 p.m. on Wednesday, May 23, 2018 in the Chateau, 955 Fairway Boulevard, Incline Village, Nevada. Click here for the agenda.

Upcoming Meetings, Activities, and Events



Upcoming Board of Trustees Meeting*

Regular Board Meeting - May 23, and June 13, 2018

Board packets and agendas are available at IVGID's Website: www.yourtahoeplace.com. Please email info@ivgid.org with the subject line

04152023-282

'AGENDA' to receive Board of Trustees meeting agendas via email.

*Meetings dates and times are subject to change.



BI-STATE EVACUATION DRILL - Saturday, *MAY 19, 2018*

The North Lake Tahoe Fire Protection District along with Washoe County Emergency Management, Washoe County Sheriff's Office, Nevada Highway Patrol, California Highway Patrol, North Tahoe Fire Protection District, Cal Fire, Placer County Emergency Management, Placer County Sheriff's Department, Red Cross, IVGID, and partnering agencies will be hosting a full scale simulated wildland fire and community evacuation drill, called the Bi-State Fire, on Saturday, May 19, 2018 at the Tahoe Biltmore (5 NV-28, Crystal Bay, NV 89402).

On the day of the drill, Kings Beach and Incline Village/Crystal Bay residents will be receiving a reverse dial 911 call, which will test the system announcing the drill. The Bi-State Fire Evacuation Drill will affect Kings Beach, Incline Village and Crystal Bay neighborhoods, affecting approximately 1,100 residents. Residents are asked to voluntarily evacuate to Tahoe Biltmore.

All residents and visitors are invited to attend the drill and safety fair at the evacuation center and incident command post inside the Tahoe Biltmore between 9:30am – 2:30pm.

There will be a free lunch, information booths and displays. Additionally, The Tahoe Biltmore is hosting $500 Slot Tournament with free entry for everyone attending the safety fair. The Washoe County Regional Animal Services will provide free microchipping. Helicopters will be performing water

04152023-283

drops above Crystal Bay. Please visit www.nltfpd.net for a map of the affected areas and emergency preparedness classes.

The Bi-State Evacuation Drill and Safety Fair is open to the public – We look forward to seeing you!



The Mountain Course is OPEN!

Please Welcome the New Head Pro at the Mountain Course

We're excited to introduce our new Mountain Course Head Golf Professional, Jessica Dugan, PGA.

Jessica was born in Carson City and raised in Yerington Nevada. She has been a Teaching Professional and Assistant Golf Professional in North Carolina, Arizona, Nevada, California and Florida and she has been a Class A PGA professional since 2006. In the 2007 summer season she was the 1st Assistant at the Mountain Course and earned the prestigious "Summer Seasonal Employee of the Year Award" with IVGID. Jessica is excited to be back with IVGID and she is looking forward to assisting with its continued excellence in the community. View full bio online.



Expiring soon! Punch Card Promotion on Golf Play Pass at the Mountain Course

NEW THIS YEAR! The Incline Village Mountain Course is excited to announce a valuable promotion to our Incline Village/Crystal Bay Punch Card Holders. This spring promotion will allow Residents to use the remaining value of their 2017/2018 expiring Punch Cards towards the purchase of a Mountain Course Play Pass. Promotion expires May 31st, so don't delay. Call

04152023-284

(775) 832-1146 for more information. Click here to learn more.



Tennis Update - May 2018

A Message from our Parks & Rec Director, Indra Winquest:

Spring is here and summer is just around the corner! On behalf of the entire Parks & Recreation Department, we would like to welcome the Tennis and Pickle Ball Community back for the 2018 season! As most of you know already, Serena Quarelli decided to step down as the Director of Tennis after last season. Serena's passion and commitment to making our Tennis Center a place for everyone to be proud of has been exemplary. We hope to see Serena make a guest appearance this season, but I think I speak for the entire Tennis and Pickle Ball Community by saying how much we will all miss her. Click here to read more...



GM's Corner: "To Bid or Not to Bid"

When a public agency or a private company wants to purchase an item or service, they typically go out to bid. Getting bids gives businesses the chance to sharpen their pencil and get you the best price for a good or service.

Seems logical right? Most of the time -- yes.

Click here to read more...

04152023-285



Community Clean-up Events

18th Annual Snapshot Day - May 19, 2018 - Volunteers Needed for the 18th Annual Snapshot Day. All areas of Lake Tahoe/Truckee/Pyramid Lake Watershed www.tahoetruckeesnapshotday.org. Volunteer teams will perform a stream walk, collect field data, grab samples and take photos. Streams will be field tested for dissolved oxygen, conductivity, pH, and temperature. Preregistration required. Email: wastenot@ivgid.org

Beach, Street and Trail Community Cleanup Day - June 2, 2018, 9am - 12noon. Meet at Aspen Grove, 960 Lakeshore Blvd. Incline Village, NV.



May 2018 Public Works News

Click here for your Public Works news.

Have questions about your new trash service? Click here for more information, or call (775) 831-2971.

WASTE MANAGEMENT

Spring Cleaning?! Curbside yard debris collection has begun!

Curbside yard debris collection is offered to Incline Village and Crystal Bay, Nevada residential customers. Collection occurs on your regular service day April 30 through July 20, and October 1 through October 26, 2018. Yard waste left curbside outside of this timeframe is trash and should be disposed of accordingly. Click here for more information.

04152023-286

Draft Environmental Report Released for Lake Tahoe Shoreline Plan

The Tahoe Regional Planning Agency (TRPA) today released a draft environmental impact statement for a proposed Shoreline Plan for Lake Tahoe. The draft report is available for two months of public review and comment that will conclude Monday, July 9. Click here to read more...



Experience your 2018 TRUE TAHOE Summer Jobs

Work and have fun this Summer in Lake Tahoe. Job Details & Application for Incline Village Parks & Recreation and Incline Championship & Mountain Golf Courses are available on our website: www.yourtahoeplace.com. Contact us at jobs@yourtahoeplace.com, 775.832.1100.

Congratulations to Diamond Peak

First ski resort in Lake Tahoe to become STOKE Certified

Renowned for its panoramic views of Lake Tahoe, Diamond Peak Ski Resort is now recognized for their sustainability initiatives as the first ski resort in Lake Tahoe to become STOKE Certified. As one of the early adopters of the STOKE Snow certification program during the 2015/16 season, the community-owned ski resort has been diligently following their Roadmap Report to achieve best practices in snowmaking, interpretation, waste diversion, and community development. Read more...

Watch the video...

04152023-287



SR 28 Shared Use Path Construction Season is Underway

SR 28 Shared Use Path project this season's improvements are underway with ongoing work through Fall on enhancements for the shared-used path, highway safety, accessibility, and water quality.

Motorists should anticipate travel delays of up to 20-30 minutes this Saturday, May 19 from approximately 7 a.m. – 3:30 p.m. with one-lane flagger controlled closures for removal and installation of temporary barrier rail. Regular schedule will resume Sunday, May 20.

Daytime one-lane flagger controlled closures from 7 a.m. – 6:30 p.m. will continue to take place in multiple locations on State Route 28 from the southern end of Incline Village to three miles south of Sand Harbor State Park throughout the summer.

Nighttime hours are Sunday night through Friday morning from 8 p.m. – 6 a.m. and focus on water quality work on State Route 28. Night work will be ongoing through the season.

Looking ahead to Memorial Day weekend, the schedule is consistent with last season: crews will conclude work for the holiday weekend on Friday, May 25 and resume on Tuesday, May 29.

With potential travel delays, vehicle owners are encouraged to be aware of vehicle fuel and/or electric charge range and utilize available fueling/charging stations before traveling through road work zones.

nnect online for more updates and events!

Diamond Peak Diamond Peak Golf Golf The Grove Parks & Rec Tennis

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893 Southwood Blvd. Incline Village, NV 89451

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Visit - Ski - Golf - Weddings & Events - Pay-A-Bill - Public Works - IVGID

04152023-289

From: Group - Golf Info
Sent: Thursday, May 23, 2019 8:23 AM
To: Paul Raymore
Subject: Memorial Day Weekend and Mountain Course Opening Day

Memorial Day weekend and upcoming events View this email in your browser



Early Season Savings + Memorial Day Weekend

We're excited to announce that the Mountain Course will open this Monday, just in time for Memorial Day! The courses are vibrant and in excellent condition, thanks to our amazing maintenance team. **Opening Day at the Mountain Course is Monday, May 27th!**

Take advantage of early season rates through June 13th. Book tee times online or call 775-832-1146 (Championship Course) or 775-832-1150 (Mountain Course). Remember, IVGID Picture Pass Holders get discounted rates - login with your ID# to view IVGID Picture Pass Rates.

Book Tee Times Online



Staff Spotlight: Ashley Wood

Please help us welcome our new Head Golf Professional for the Mountain Course, Ashley Wood, PGA.

Wood, who is both a PGA of America Professional and a certified fitness professional, returns to the Lake Tahoe community of Incline Village after a successful tenure serving as the Head Golf Professional and Director of Fitness at the prestigious Presidio Golf & Concordia Club in San Francisco, from 2016-2019.

"I am very excited to return to my roots and assume the Head Golf Professional position at the very course where I learned the game," said Ashley Wood, PGA.... View full story online.





04152023-291

Spring Maintenance Update



The winter of '18-'19 was another challenging one, with heavy snow combined with multiple rain/snow events that caused ice layers to form on the turf surface as well as throughout the snow pack.

The fall of 2018 and spring of 2019 were focused on projects that improved the player experience as well as the infrastructure of the golf courses. Continue reading the full letter online for a list of projects and updates from our Grounds Superintendent. Read more...

Welcome Back Neil Gunn, PGA



Neil Gunn, PGA is itching to escape the Florida heat and come back to Incline Village Golf Academy for the summer. His first day teaching lessons will be Tuesday, May 28th so call the Golf Shop to get on his schedule now and help us welcome Neil back for another season of Tahoe golf.

His Get Golf Ready courses are already filling up so sign up online now if you're interested in taking Get Golf Ready Level 1 or Level 2.

Golf Shop Memorial Weekend Sale



Update your golf wardrobe or shop for gifts for your dads and grads at the Memorial Day Weekend Sale May 24 - 27. Save up to 60% off select sale products and BOGO deals at the Championship Course and Mountain Course golf shops. Shop deals including:

- Buy one Get one free on select apparel, hats, socks and belts
- 40% off purses, gloves, ball markers, divot tools and head covers
- 30% off shoes, sunglasses and golf bags
- 60% off clearance items - new sale product added from current season collections

04152023-292

Register for Jr Golf Camps



Open to kids 5-15 years old, Incline Village Junior Golf Camps are a great way to get kids interested and involved in golf. These camps do sell out and a few sessions are already full so make sure to register soon. View schedule and register online.

Punch Card Promotion



Locals with IVGID Punch Cards: This spring promotion will allow you to use the remaining value of your 2018/2019 expiring IVGID Punch Cards towards the purchase of a Mountain Course Play Pass. Promotion valid through May 31st. View details online.



Upcoming Events

Mark your calendars for these upcoming events. View details and future events on the online calendar.

- 5/27: Get Golf Ready Level 1
- 5/27: Mountain Course Opening Day
- 5/28: Registration opens for Nine & Wine
- 5/31: Punch Card Promotion ends
- 6/3: Get Golf Ready Level 1
- 6/4: Women's Golf Day + Chip & Sip Clinic
- 6/14-16: IVGID Community Appreciation Days
- 6/17: Get Golf Ready Level 2 - FULL
- 6/22: Multi-Vendor Demo Day
- 6/20: Nine & Wine events begin
- 6/24: Jr Golf Camps begin - register now

Facebook Twitter Website Instagram The Grille

Championship Course 955 Fairway Blvd. Incline Village, NV 89451

www.golfincline.com

Unsubscribe from all IVGID emails

04152023-293

From: Incline Village Golf Courses <info=golfincline.com@mail117.sea21.rsgsv.net> on behalf of Group - Golf Info
Sent: Thursday, May 17, 2018 4:05 PM
To: Paul Raymore
Subject: Mountain Course Opens Tomorrow - Friday, May 18th

Opening weekend and upcoming events View this email in your browser



Welcome Back! 2018 Golf Season

We are very excited to welcome you back to the courses for another great season of Lake Tahoe golf. This off-season our maintenance teams have been able to do extensive work on both courses, and we're confident that we'll be able to provide excellent conditions on both courses as well as our practice facilities all season long. The Championship Course opened last week and the Mountain Course opens tomorrow. Not only is the Mountain Course celebrating 50 years, but we just brought on a new Head Golf Professional. Continue reading to find out about upcoming events and what's new for the 2018 season.

04152023-294



New Head Pro at the Mountain Course

We're excited to introduce our new Mountain Course Head Golf Professional, Jessica Dugan, PGA.

Jessica was born in Carson City and raised in Yerington Nevada. She has been a Teaching Professional and Assistant Golf Professional in North Carolina, Arizona, Nevada, California and Florida and she has been a Class A PGA professional since 2006. In the 2007 summer season she was the 1st Assistant at the Mountain Course and earned the prestigious "Summer Seasonal Employee of the Year Award" with IVGID. Jessica is excited to be back with IVGID and she is looking forward to assisting with its continued excellence in the community. View full bio online.

Bunker Project

Our grounds crew has been working hard for the last four years on a major bunker renovation project. This photo shows the bunker on Hole #17 at the Championship Course which got new edges and sand this spring.



Play Passes: New Options!

Choose from a variety of Play Passes to find the option that will fit your schedule and budget. The new Afternoon All You Can Play Passes are a great value. View prices.



Punch Card Promotion

Locals with IVGID Punch Cards: This spring promotion will allow you to use the remaining value of your 2017/2018 expiring IVGID Punch Cards towards the purchase of a Mountain Course Play Pass. Promotion valid through May 31st. View details online.



04152023-295

Register for Get Golf Ready

Are you new to golf or returning after many years? Get Golf Ready is a series designed to teach everything you'll need to play golf in just five lessons for only $150. We're also offering some Level 2 courses for graduates or golfers who already know the basics. View schedule and register online.



Upcoming Events

Mark your calendars for these upcoming events. View details and register for most programs and clinics online.

- 5/18: Mountain Course opens
- 5/20: Sunday Family Fun Days begin
- 5/21: Get Golf Ready Session 1 - FULL
- 6/4: Get Golf Ready Session 2
- 6/5: Women's Golf Day Chip & Sip Clinic
- 6/15-17: IVGID Community Appreciation Days
- 6/18: Get Golf Ready Session 3
- 6/23: Free Golf Demo Day
- 6/28: Nine & Wine events begin
- 6/25: Jr Golf Camps begin - register now

Facebook Twitter Website Instagram The Grille

Championship Course 955 Fairway Blvd, Incline Village, NV 89451

www.golfincline.com

Unsubscribe from all IVGID emails

04152023-296

From: Incline Village Parks & Recreation <parksandrec=ivgid.org@mail10.us4.mcsv.net> on behalf of Incline Village Parks & Rec
Sent: Friday, May 25, 2018 4:06 PM
To: Paul Raymore
Subject: Parks & Recreation Happenings - May 25, 2018

Activities & Special Events

View this email in your browser







Quick Links & Contact:

775-832-1310
InclineRecreation.com
Online Registration
Group Fitness Schedule
IVGID Quarterly & Rec Guide
IVGID Passes & Punch Cards

Punch Card Promotion for Mountain Course
Now through May 31st

The Incline Village Mountain Course is excited to announce a valuable promotion to our Incline Village/Crystal Bay Punch Card Holders. This spring promotion will allow Residents to use the remaining value of their 2017/2018 expiring Punch Cards towards the purchase of a Mountain Course Play Pass. Here are the specifics of the Spring Punch Card Promotion:

Register ONLINE

Online Registration

Register for Rec. Tennis & Golf programs. clinics, special events and camps online.

04152023-297

- Each $1 of expiring Punch Card value will be applied as a $.50 cent credit.
- Punch Cards categorized as "No Golf" are not applicable for this promotion.
- Punch Card promotion expires on May 31, 2018. No purchases with Punch Cards may be made after May 31. Beginning June 1, regular sale transactions apply.
- Promotion is valid for Mountain Course Passes ONLY. (All You Can Play Pass for Both Courses is not included in the promotion.)
- Multiple Punch Cards may be used for the purchase.
- This promotional Punch Card purchase can only be made at the Championship Course Golf Shop or by calling (775) 832-1146.

An example of what one might save: If you have two 2017/18 punch cards with a total of $300 in remaining value, you may apply all $300 of that remaining value and receive $150 credit toward the purchase of a Mountain Course All You Can Play Season Pass. This promotion, limited to the Mountain Course only, is an initiative to develop programs to incentivize additional play. Please note: Any remaining balance will be removed from the Punch Card.

2017/2018 Punch Cards expire May 31. To check your balance or to renew your Punch Card online, click here. You may renew your Punch Card on or after June 1. Call the Parks & Recreation Counter at (775) 832-1310 if you have any questions or need assistance with your Punch Card.
Full details



We hope you and your dogs enjoyed Ski Beach

Beginning October 15th, dogs are allowed at Ski Beach only, for the fall/winter season! Bring on Summer!



Now Hiring!

Incline Village Parks & Recreation is now hiring for a variety of seasonal and full time jobs. Inquire here.



Be Bear Smart

Please report food waste based trash problems to IVGID's 24 hour Trash Hotline: 775-832-1221. Read more...



Water & Sewer

04152023-298

INCLINE VILLAGE
GENERAL IMPROVEMENT DISTRICT

Recreation Punch Card

00001



SAVE CARD WHEN EMPTY
Current value expires May 31~Renew Value Starting June 1
Renew Value Online @ www.inclinerecreation.com

Skip the line and renew Punch cards online beginning June 1st

What is a Recreation Punch Card?

- Issued in lieu of a IVGID Pass.
- Completely transferable: can be used by anyone who possesses it.
- Issued as an electronic scan card with an initial stored value equal to one-fifth of the annual Recreation Facility Fee: Value is reduced with each use.
- Must be renewed annually after June 1st
- A Recreation Punch Card will expire the following May 31st regardless of when it is issued.
- $15 replacement fee plus payment of any amount used if lost or stolen: Cannot be replaced if completely used.

The Recreation Punch Card can be used to pay for any of the following privileges:

- For beach access parcels - the full cost of guest access to the beaches, pool and daily boat launching fees.
- For all parcels - the difference between the regular rate and IVGID Pass daily or hourly rates at the Recreation Center, Tennis Center, Diamond Peak Ski Resort and IVGID golf courses - the regular rate must still be paid.

Call 775-832-1203 (24/7) to report a water or sewer emergency. Read more...

Renew your Punch Card online

Full details



Sound Celebration Workshop
Sunday, May 27th
11:30am - 1:00pm

During this session you will be bathed in relaxing sound waves, resting on a mat, eyes closed, head on a pillow, wrapped in a comfy blanket. Sacred Gong sound waves will be played for approximately one hour, inviting you to drift in and out of a deep meditative state. Gong Immersion has been known to provide healing and relief from pain, stress and emotional imbalance. The blissful state achieved from this experience can often last for many days. Every session is unique and each experience is individualized. Bring a Yoga mat, cozy blanket, pillow, optional eye mask & journal. Dress in comfy layers.

Day/Date: Sunday, May 27th

Time: 11:30am - 1:00pm

04152023-300

Location: Group Fitness Room - ncline Village Recreation Center, 980 Incline Way

Fees: $30, $25 w/IVGID Pass, $20 for Ages 55+, $35 Day of Class Drop-in

This program qualifies for 5 No Excuses Fitness Challenge Points and is FREE to Fitness Challenge participants. Registration is required to qualify.

Register online with the link at the top of the page!

To register in person or by phone please visit the Recreation Center, 980 Incline Way, or call (775) 832-1310.
Full details



Family Ice Cream Tennis Social
June 6th 3:00pm - 4:30pm

It's FREE! Bring your racquets for some crazy tennis games! Meet new and returning coaches. Racquets will be provided if you do not have one. Come out and learn about summer youth tennis programs: Clinics, Camps, Academy, Tournaments, Socials, and mingle with other tennis families. Hang out and discuss your family's involvement in our Tennis Programs.

Date: Wednesday, June 6, 2018
Time: 3:00pm- 4:30pm
Fee: FREE!

04152023-301

Families and youth 3-18 years old are welcome.

Full details



Youth Day Camp Registration is happening now
So many camps to choose from!

From Paddleboard to Cooking Camp and everything in between! Check out our amazing youth camp opportunities online! Register for Tahoe E.P.I.C. Base Camp by day or week. All specialty camps are by session.

Register online

Full details



Have you tried Pickleball yet?

04152023-302

Pickleball is a fun sport for all ages. This popular activity is played on a modified tennis court with the net lowered to 34 inches at the center. It is easy for beginners to learn, and can develop into a quick, fast-paced, competitive game for experienced players.

The Incline Village Tennis Center has eight lined pickleball courts available. Please inquire about reservations, scheduled drop-in times, and socials. A minimum of 4 people is required for play.

Equipment rentals and sales are available in our Pro Shop including demo paddles, court shoes and apparel. Proper non-marking court shoes are required.
Full details



Earth Studio Arts Camp
Monday - Thursday
June 25 - 28

Earth Studio Art workshops will introduce students to eco-conscious art inspired by the natural environment of beautiful Lake Tahoe. As weather permits, students will explore their surroundings and be working out doors to learn and practice art techniques in watercolors, acrylics, printmaking and clay. On the final day, students will display their works for friends and family to view. All supplies included.
Time: AM session 9:30-11:30am

04152023-303

Time: PM session 12:30-2:30pm
Fees: $231, $195 w/IVGID pass
Location: Recreation Center Campus
Instructor: Alison Lee
Days/Dates: Monday - Thursday June 25 - 28

Full details



Adult Beginning Ballet
Mondays from 12:15pm - 1:30pm

Challenge your mind and stretch your body in a friendly atmosphere with ballet instructor Danielle Pearson. This class includes fundamental ballet techniques for

04152023-304

beginners. Free flowing movements make it an exciting experience while improving posture and balance. No prior ballet training necessary! Ballet Flats required. Call 775.832.1310 for next session dates.

Class Dates: Ongoing Mondays
Time: 12:15 -1:30pm
Session Fee: 4 sessions, $60 or $48 w/IVGID Pass or Rec. Center Membership
Drop-in: $16 or $13 per class w/IVGID Pass or Rec. Center Membership
Punch Card: 11 classes $160 or $130 w/IVGID Pass or Rec. Center Membership
Full details



Moonlight on Lake Tahoe Events
Wednesday, June 27th
Begins at 8:00pm

Join us for a full-moon event under the stars on beautiful Lake Tahoe. Fee includes a guided tour of either Swim, Stand-Up Paddleboard (SUP) or Kayak followed by a social, complete with appetizers, snacks, 2 adult beverages and unlimited non-alcoholic beverages. **Must supply your own personal flotation devices (PFD), kayak or SUP.** Dress appropriately for the activity. Bring a flashlight, towel and a warm change of clothing. Must be 21 years or older to participate. Pre-registration required. For information on watercraft rentals, contact Action Water Sports at (775) 831-4386.

Wednesday, June 27, 2018 (Meet at 8pm)

04152023-305

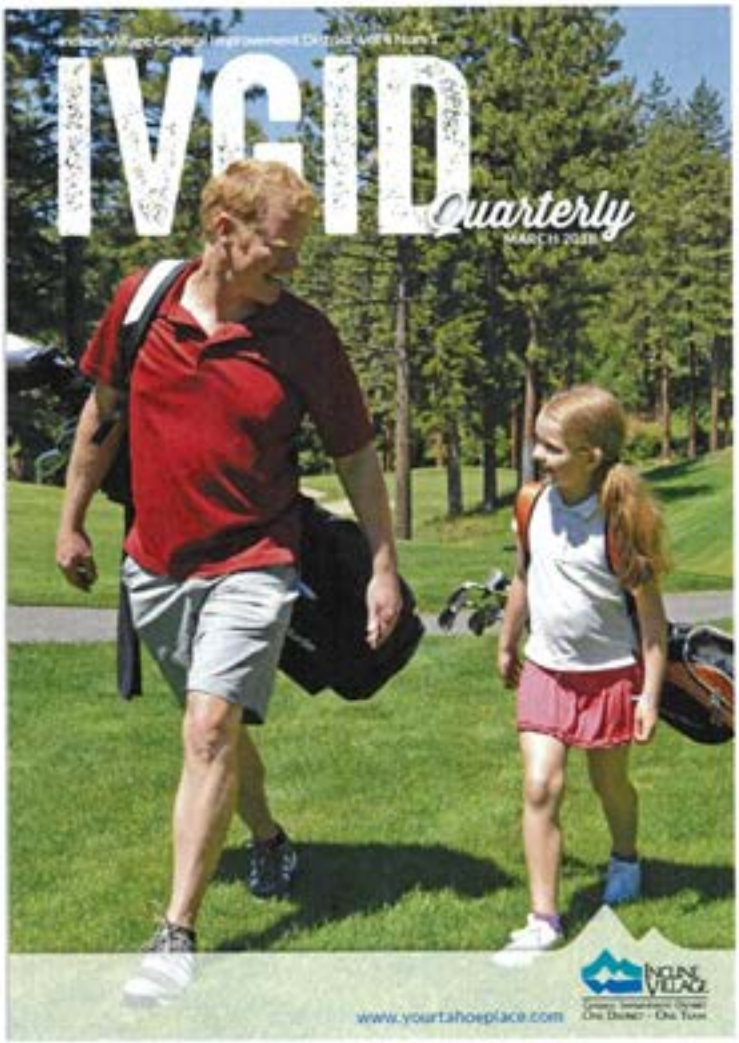
Friday, July 27, 2018 (Meet at 7:45pm)

Sunday, August 26, 2018 (Meet at 7:15pm)

Location: Burnt Cedar Beach

Fee: $35, $28 w/IVGID Pass (per event)

Register online



Pick up your copy today!

The IVGID Quarterly March Edition is out!

In the Quarterly, you will find helpful information to create the most memorable summer ever! Check out a sampling of upcoming summer programs from camps to sports to trips....Plan your summer now! Full details

04152023-306

Planning Ahead? Other Upcoming Events

- Thursday, May 31st: Summer Moonlight Hikes Wine and Cheese Socials
- Tuesday, July 10th: Starlight Cinema Family Movie Night at Aspen Grove

Call 775-832-1310 for details & registration or visit InclineRecreation.com.

Instagram Parks & Rec Website YouTube Tennis

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Incline Village, NV 89451

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MAGAZINE PUBLISHING AGREEMENT
BETWEEN
INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
AND
CREATIVE CONCEPTS MEDIA

Whereas the District exists to serve the public, promote the health, safety, and prosperity of the inhabitants of the Incline Village Improvement District (the "District").

Whereas Creative Concepts Media, Inc. ("dba CCMedia") is a traditional and digital media agency that buys advertising space in media for businesses; and is a sales and publication company for association magazines.

Whereas the District and CCMEDIA intend to work together in partnership to advance their collective goals.

Whereas the District owns and has exclusive right to publish certain publications known as the IVGID Quarterly Magazine (the "Magazine"). The DISTRICT is willing to grant CCMEDIA a license, for the term of this Agreement, to solicit advertising for the publication of the Magazine, collect revenues resulting therefrom, and once received, retain the revenue as set forth below, all in accordance with the terms of this agreement.

Therefore, this Publishing Agreement ("Agreement") is entered into between INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT and CCMedia.

I. Obligations to the Parties.

CCMEDIA shall manage advertising sale, design, and production of the Magazine. In doing so, CCMEDIA's duties will be to:

a. Manage advertising sales efforts for the magazine.
b. Produce 9,500 4-color, 8.5 x 11-inch, saddle-stitched, 40 to 64-page magazines, three times per year in 2021 in February, June and December. (Months may change with mutual agreement, notification, and approval by ~~the District~~ both parties). In 2022 & thereafter, June and December, and October.
c. Produce 12,000 4-color, 8.5 x 11-inch, saddle-stitched, 40 to 64-page magazines, two times per year in 2021 in April and September. (Months may change with mutual agreement, notification, and approval by the District). In 2022 & thereafter, late March/April and September
d. Create advertising sales media kit.
e. Design and layout of the magazine.
f. Gather ads from advertisers and timely production of the magazine.
g. Prepare all advertising sales contracts, invoices and make collections.
h. Reserve up to 60% of space for the District in each magazine.
i. Prepare and send each magazine in PDF format to post on the District website as well as email to homeowners who prefer an electronic version.
j. Provide page three of the magazine for the District's sole marketing use.
k. Retain all advertising sales revenues.

04152023-308

l. Have each magazine inserted one time in the Incline Village issue of the Tahoe Tribune.
m. Pay 50% of the cost to insert in the Tahoe Tribune.

The District shall:

a. Provide content relative to District homeowners.
b. Provide all edited photos, copy art, and cover art for placement in magazine.
c. Provide District confidential mailing list to printer/mail house.
d. Refer interested advertisers to CCMEDIA.
e. Pay for mailing and postage costs for each of the magazines.
f. Pay 50% of the cost to insert the magazine in the Tahoe Tribune.
g. Pay for the cost to print the additional 2,500 magazines two times per year.
h. Post the Magazine on District website.
i. Provide 50 Diamond Peak Ski Resort Non-Peak Daily Lift Tickets per each contracted ski season which shall be transferable, but not for resale.
j. Approve all rate sheets and media kits before distribution.

II. Rights of the Parties.

a. The District shall have the right, in its sole and exclusive discretion, to disapprove of and exclude any product or business from advertising in the Magazine. No competing ski area, golf course, bottled water or tennis related service may be included in the publication.
b. The Parties may agree to change the number of magazines published per year by mutual written agreement. There may also be an agreed upon change in printing quantities with mutual agreement.
c. The District maintains a right to confidentiality of its information. CCMEDIA may not sell or distribute any information it receives from the District in the implementation of this Agreement. At all times hereafter, CCMEDIA will keep in confidence and trust all Confidential Information (labeled as such) that CCMEDIA learns of or receives during the term of this Agreement, and will not use, reproduce, or disclose to others any Confidential Information without District's advance written consent.
d. Neither Party may assign, transfer, or delegate any or all of its rights or obligations under this Agreement, without the prior written consent of the other party. No assignment shall relieve the assigning party of any of its obligations hereunder. Any attempted assignment, transfer, or other conveyance in violation of the foregoing shall be null and void. This Agreement shall be binding upon and shall inure to the benefit of the Parties hereto and their respective successors and permitted assigns.

III. Scope of the Agreement.

a. The license granted herein is for the sole purpose of soliciting purchases of advertising space. All Products shall remain the exclusive property of the District and no other

04152023-309

interest in the Products is granted to CCMEDIA under this Agreement. This Agreement in no way confers upon CCMEDIA a power of attorney or enables CCMEDIA to bind the District in any other way.

b. CCMEDIA enters into this Agreement as, and shall continue to be, an independent contractor. Except as set forth in this Agreement, CCMEDIA shall determine the method, details, and means of performing the Services. Neither CCMEDIA nor CCMEDIA employees or subcontractors shall be deemed to be employees or agents of the District. CCMEDIA is responsible for direct payment, when and as due, of any taxes incurred as a result of the compensation paid under this Agreement, including estimated taxes, as well as for any such payments with respect to CCMEDIA employees or subcontractors, and CCMEDIA shall provide the District with proof of payment upon request.

IV. Party warranties.

a. CCMEDIA represents and warrants that CCMEDIA has full power and authority to enter into this Agreement and to carry out the services contemplated by this Agreement, and that the execution, delivery, and performance of this Agreement have been duly authorized by all requisite corporate action on the part of CCMEDIA.

b. CCMEDIA represents and warrants that CCMEDIA will comply with all laws applicable to the performance of its obligations under this Agreement and to the provision of the services. CCMEDIA represents and warrants that CCMEDIA execution, delivery, and performance of this Agreement will not constitute: (i) a violation of any judgment, order, or decree binding on CCMEDIA; (ii) a breach under any contract by which CCMEDIA is bound; or (iii) an event that would, with notice or lapse of time, or both, constitute such a breach.

c. CCMEDIA represents and warrants that the services to be performed under this Agreement will be performed with the degree of skill and care that is required by current, good, and sound professional procedures and practices, and in conformance with generally accepted professional procedures and industry standards prevailing at the time the services are performed.

d. The District warrants and represents that the District is the sole owner of the Products and is empowered with the sole and exclusive legal rights to enter into this Agreement, subject to the contingencies and conditions stated herein.

e. During the term of this Agreement, District agrees that for the best interest in marketing certain leads (vendors of the association) for advertising, the District will offer reasonable suggestions to CCMEDIA of who would be good prospects for advertising. CCMEDIA agrees to use its best efforts in soliciting advertising and marketing the Products.

V. Term of the Contract.

a. The Contract shall commence on January 1, 2021, and terminate on December 31, 2024, unless mutually terminated earlier in accordance with this Agreement.
b. Either party shall have a mutual right to terminate this Agreement for any reason upon giving ~~sixty-day~~ 120 day notice of its intent, which will include the reason, to terminate the Agreement in writing. In the event of such termination, the terminating party must ensure it satisfies all invoices and outstanding payments before the date of termination.
c. In the event that this Agreement is terminated, CCMEDIA will receive full payment for all ad sales signed by the termination date paid for by the District on termination date. The District shall receive all agreed upon services contained in this Agreement. The District will be responsible for all advertising management for advertisers after the termination of this contract. Upon receiving notice of termination, CCMEDIA will provide to the District all existing contracts, all work product and other documents related to CCMEDIA services for the District.
d. In the event of a Force Majeure event affecting either party's performance of this Agreement for more than thirty consecutive days, the Agreement shall be terminated. Any delay or failure of either Party to perform its obligations under this Agreement will be excused to the extent that the delay or failure was caused directly by an event beyond such Party's reasonable control, without such Party's fault or negligence, and that by its nature it could not have been foreseen by such Party or, if it could have been foreseen, was unavoidable (which events may include natural disasters, pandemics, embargoes, explosions, riots, wars or acts of terrorism) (each, a "Force Majeure Event"). Changes in cost or availability of materials, components or services, market conditions, or supplier actions or contract disputes will not excuse performance by either party. A Party shall give the other Party prompt written notice of any event or circumstance that is reasonably likely to result in a Force Majeure Event, and the anticipated duration of such Force Majeure Event. An affected Party shall use all diligent efforts to end the Force Majeure Event, ensure that the effects of any Force Majeure Event are minimized, and resume full performance under this Agreement as soon as possible.

VI. Disputes over this Agreement.

a. Any controversy or dispute between the parties regarding the terms of this Agreement shall, upon written request from either party, be submitted to binding arbitration. Such arbitration shall be conducted in accordance with the rules of the American Arbitration Association with respect to commercial disputes.
b. The arbitration shall take place in Washoe County, Nevada. Each party shall be responsible for one half the cost of the arbitration though the arbitrator may award costs and fees (including reasonable attorney fees and costs) to the prevailing party.
c. Nevada law shall govern all aspects of this Agreement.

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d. The failure of either party to insist on strict compliance with any of the terms, conditions, or covenants of this Agreement by the other party shall not be deemed a waiver or relinquishment of that right or term in general, or at any other time during the duration of this Agreement.

Other provisions.

e. Entire agreement: This Agreement constitute the sole and entire agreement of the Parties with respect to the subject matter contained herein and therein, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter.
f. Amendment: No amendment to this Agreement is effective unless it is in writing and signed by an authorized representative for each party.
g. No Third-Party beneficiaries: this Agreement benefits solely the parties to the Agreement and their respective permitted successors and assigns. Nothing in this Agreement confers any third party any legal or equitable right or remedy.

IN WITNESS WHEREOF the parties have set their hands as of the date below.

Incline Village General Improvement District By: _____ Indra Winquest District General Manager _____ Tim Callicrate Chair, IVGID Board of Trustees _____ Joshua Nelson IVGID General Counsel	Creative Concepts Media, dba CCMedia By: _____ Laura Partridge President 11/17/20

04152023-312

d. The failure of either party to insist on strict compliance with any of the terms, conditions, or covenants of this Agreement by the other party shall not be deemed a waiver or relinquishment of that right or term in general, or at any other time during the duration of this Agreement.

Other provisions.

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IN WITNESS WHEREOF the parties have set their hands as of the date below.

Incline Village General Improvement District By: _____ Indra Winquest 11·18·2020 District General Manager _____ Tim Callicrate Chair, IVGID Board of Trustees _____ Joshua Nelson IVGID General Counsel	Creative Concepts Media, dba CCMedia By: _____ Laura Partridge 11/17/20 President

04152023-313

d. The failure of either party to insist on strict compliance with any of the terms, conditions, or covenants of this Agreement by the other party shall not be deemed a waiver or relinquishment of that right or term in general, or at any other time during the duration of this Agreement.

Other provisions.

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IN WITNESS WHEREOF the parties have set their hands as of the date below.

Incline Village General Improvement District By: _____ Indra Winquest District General Manager _____ Tim Callicrate Chair, IVGID Board of Trustees _____ Joshua Nelson IVGID General Counsel	Creative Concepts Media, dba CCMedia By: _____ Laura Partridge President 11/17/20

04152023-314

From:	Melissa N. Robertson
To:	Kate Nelson; Brad Underwood; Susan A. Herron
Subject:	FW: RE: Public Records Requests
Date:	Wednesday, March 22, 2023 4:34:14 PM
Attachments:	InclineBeachFacilityStudyJan-Feb2023.pdf

Mr. Katz's response..

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
http://yourtahoeplace.com

From: s4s@ix.netcom.com <s4s@ix.netcom.com>
Sent: Wednesday, March 22, 2023 4:14 PM
To: Melissa N. Robertson <mnr@ivgid.org>
Cc: Matthew Dent <dent_trustee@ivgid.org>; Sara Schmitz <trustee_schmitz@ivgid.org>; Michaela Tonking <tonking_trustee@ivgid.org>; Dave Noble <noble_trustee@ivgid.org>; Ray Tulloch <ray@tulloch4ivgidtrustee.com>; Indra Winquest <ISW@ivgid.org>
Subject: Fw: RE: Public Records Requests

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Thank you Melissa -

WHAT'S WRONG WITH YOU PEOPLE.

I want to examine records which break down a description of what internal services work was performed for the benefit of this project, when it was performed, by whom was it performed, and at what dollar amounts it was billed. You've provided none of this even though records exist (how else could staff come up with the numbers it has?).

Do you intend to provide the records or not? And if so, when. Because if you're not, I am filing a criminal complaint for willful concealment. Please clarify one way or the other.

With respect to item 3, unreimbursed staff time for the superintendent of fleet's (Rich Allen's) presentation to the board, where did the money come from to pay his the salary and benefits 0for Mr. Allen's presentation? Are they not assigned to the Internal Services Fund?

If not then you help me as the NPRA requires you to do. To what fund are Rich Allen's salary and benefits assigned. And if not internal services, then what records mandate he prepare and present presentations to the Board insofar as fleet is concerned (which is a function assigned to internal services)?

Thank you for your cooperation. Aaron Katz

-----Forwarded Message-----
From: Melissa N. Robertson <mnr@ivgid.org>
Sent: Mar 22, 2023 3:13 PM
To: s4s@ix.netcom.com <s4s@ix.netcom.com>
Subject: RE: Public Records Requests

Mr. Katz,

Staff has provided the attached for Items #1 and #2. Also note from Staff that that these hours are not "unreimbursed staff time" as there is an approved project CIP#3973LI1302 which has a budget for engineering time.

Staff has advised that there is no record to provide for item #3 of your request. Thank you.

Melissa Robertson

District Clerk

Incline Village General Improvement District

893 Southwood Boulevard

Incline Village Nevada 89451

P: 775-832-1268

mnr@ivgid.org

http://yourtahoeplace.com

-----Original Message-----
From: s4s@ix.netcom.com <s4s@ix.netcom.com>
Sent: Friday, March 10, 2023 8:09 AM
To: Info IVGID <info@ivgid.org>
Cc: Melissa N. Robertson <mnr@ivgid.org>
Subject: Fw: Public Records Requests

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

3 attached.

Unreimbursed staff time for January, 2023 billed to Beach House project;

Unreimbursed staff time for February, 2023 billed to Beach House project;

Unreimbursed staff time for February 22, 2023 Fleet Dep't presentation to IVGID Board billed to whatever project of department.

Thank you, Aaron Katz

Incline Beach Facility Study
January-February 2023

				Jan 2023	Feb 2023
INCLINE BEACH FACILITY STUDY	3973LI1302	Total Hours	117.5	73	44.5
		Total Cost	$14,702	$9,106	$5,597

From:	Melissa N. Robertson
To:	cfdobler@aol.com
Cc:	Indra Winquest; Brad Underwood; Matthew Dent
Subject:	RE: Public Records request - Spill report - Effluent Pipeline
Date:	Thursday, March 16, 2023 11:30:05 AM
Attachments:	Nexgen_WO 19253.pdf NDEP Spill Report 02082022.pdf

Hi Mr. Dobler,

Please find attached the records you have requested.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
http://yourtahoeplace.com

From: cfdobler@aol.com <cfdobler@aol.com>
Sent: Wednesday, March 15, 2023 2:38 PM
To: Melissa N. Robertson <mnr@ivgid.org>
Cc: Indra Winquest <ISW@ivgid.org>; Brad Underwood <BBU@ivgid.org>; Matthew Dent <dent_trustee@ivgid.org>
Subject: Re: Public Records request - Spill report - Effluent Pipeline

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Melissa - Lets hope you will refrain from performing the historic runaround in obtaining public records.

Attached is a memo by Underwood to the Board on March 1, 2022. On page 2, I have highlighted in yellow the date that the "spill" ocurred and, as indicated, the report filed with NDOT and the NDEP.

To state that there was no "break", then are we to use the word "hole" as Underwood indicated.

Do we need to start playing on words?

It may be that Underwood failed to do a report, but lets get back to when the break or hole ocurred.

Please fulfill my request.

IN addition, could you please provide for my examination the work order to repair the "hole' in the pipeline.

Cliff Dobler

-----Original Message-----
From: Melissa N. Robertson <mnr@ivgid.org>

To: cfdobler@aol.com <cfdobler@aol.com>
Sent: Wed, Mar 15, 2023 12:32 pm
Subject: RE: Public Records request - Spill report - Effluent Pipeline

Hi Mr. Dobler,

The Director of Public Works has advised that no record exists as there was not a pipeline break on 2-8-22.

Thank you.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
http://yourtahoeplace.com

From: cfdobler@aol.com <cfdobler@aol.com>
Sent: Sunday, March 12, 2023 9:54 PM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: Public Records request - Spill report - Effluent Pipeline

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.
Please provide for my examination the spill report for the pipeline break which occurred on 2-8-2022. The report is filed with NDEP

thanks

Cliff Dobler

Work Order

19253

Department	
Division	Pipeline
WO Date	2/9/2022 9:05 AM
Start Date	2/9/2022 9:05 AM
End Date	2/9/2022 9:05 AM
Main Task	EXPORT LINE

DETAILS

Type	Corrective
Requested By	SCOTT HUBELE
Supervisor	JEFF BENDORF
Lead Worker	SCOTT HUBELE
Crew	
Cause	
Resolution	
Project	
General Location	Approx. 2.9 miles northwest from US 50 on Hwy 28.
Address	

Shut Down	☐
Lock Out	☐
Interrupt Service	☐
Safety	☐

Medium	Close
Priority	Status
28	100%
Days Active	Complete

Total Cost	$61,516.36
Est. Res. Hours	0
Act. Res. Hours	235.5

Description: Shut down and repair export line leak.

Notes:

ASSETS

Asset Number	Name	Class	Location	Complete	Cost
EXPORT	EFFLUENT EXPORT LINE	Structure/WRRF FAC/WET	Effluent Disposal Facilities	☑	61516.36
					$61,516.36

RESOURCES

Employee

Name	Date	Pay Type	Est. Hours	Act. Hours	Hourly Cost	Total Cost
GUTIERREZ, ALFONSO	2/8/2022	Regular	0	6	$67.81	$406.86
ORTON, CHRISTOPHER	2/8/2022	Regular	0	6	$71.88	$431.28
LIGGETT, DAN	2/8/2022	Regular	0	6	$68.99	$413.94
MORRIS, DREW	2/8/2022	Regular	0	6	$69.92	$419.52
FREISTROFFER, ERIC	2/8/2022	Regular	0	6	$69.84	$419.04
HUBELE, SCOTT	2/8/2022	Regular	0	6	$76.04	$456.24
BLISS, MICHAEL	2/8/2022	Regular	0	6	$56.28	$337.68
GUTIERREZ, ALFONSO	2/8/2022	Overtime	0	3	$101.71	$305.13
ORTON, CHRISTOPHER	2/8/2022	Overtime	0	3	$107.82	$323.46
GIBBS, STEVE	2/8/2022	Regular	0	2	$87.02	$174.04
PANULLO, KIRK	2/8/2022	Regular	0	6	$60.10	$360.60
LIGGETT, DAN	2/8/2022	Overtime	0	3	$103.48	$310.44
MORRIS, DREW	2/8/2022	Overtime	0	3	$104.88	$314.64
YOUNGBLOOD, JIM	2/8/2022	Regular	0	3	$120.21	$360.63
HUBELE, SCOTT	2/8/2022	Overtime	0	3	$114.06	$342.18
FREISTROFFER, ERIC	2/8/2022	Overtime	0	3	$104.76	$314.28
BLISS, MICHAEL	2/8/2022	Overtime	0	3	$84.42	$253.26
BAUER, TIM	2/8/2022	Regular	0	6.5	$61.05	$396.83
OLSEN, BOB	2/8/2022	Regular	0	6.5	$74.73	$485.75
ROBBINS, BILL	2/8/2022	Regular	0	6.5	$71.86	$467.09

OLSEN, BOB	2/9/2022	Regular		5	$74.73	$373.65
GIBBS, STEVE	2/9/2022	Regular	0	1	$87.02	$87.02
PANULLO, KIRK	2/9/2022	Regular	0	2	$60.10	$120.20
BAUER, TIM	2/9/2022	Regular	0	3.5	$61.05	$213.68
YOUNGBLOOD, JIM	2/9/2022	Regular	0	2	$120.21	$240.42
OLSEN, BOB	2/10/2022	Regular		2.5	$74.73	$186.83
YOUNGBLOOD, JIM	2/10/2022	Regular		1	$120.21	$120.21
BENDORF, JEFF	2/10/2022	Regular	0	4	$92.51	$370.04
GUTIERREZ, ALFONSO	2/10/2022	Regular	0	4	$67.81	$271.24
LIGGETT, DAN	2/10/2022	Regular	0	4	$68.99	$275.96
MORRIS, DREW	2/10/2022	Regular	0	4	$69.92	$279.68
HUBELE, SCOTT	2/10/2022	Regular	0	4	$76.04	$304.16
FREISTROFFER, ERIC	2/10/2022	Regular	0	4	$69.84	$279.36
BLISS, MICHAEL	2/10/2022	Regular	0	4	$56.28	$225.12
PANULLO, KIRK	2/10/2022	Regular	0	2	$60.10	$120.20
OLSEN, BOB	2/11/2022	Regular		2	$74.73	$149.46
			0.00	142.50	$2,911.13	$10,910.10

Equipment

Name	Date	Pay Type	Est. Hours	Act. Hours	Hourly Cost	Total Cost
468-2001 PETERBILT DUMP TRUCK	2/8/2022	Miles	0	33	$1.85	$61.05
678-SERVICE TRUCK	2/8/2022	Hourly	0	9	$15.00	$135.00
707-SERVICE TRUCK	2/8/2022	Hourly	0	9	$15.00	$135.00
708-SERVICE TRUCK	2/8/2022	Hourly	0	9	$15.00	$135.00
755-2017 CATERPILLAR 420 BACKHOE	2/8/2022	Hourly	0	9	$39.00	$351.00
807-12 YARD VAC-CON TRUCK	2/8/2022	Hourly	0	7	$95.00	$665.00
766-SERVICE TRUCK	2/8/2022	Hourly	0	2	$15.00	$30.00
766-SERVICE TRUCK	2/9/2022	Hourly	0	2	$15.00	$30.00
678-SERVICE TRUCK	2/10/2022	Hourly	0	4	$15.00	$60.00
708-SERVICE TRUCK	2/10/2022	Hourly	0	4	$15.00	$60.00
807-12 YARD VAC-CON TRUCK	2/10/2022	Hourly	0	4	$95.00	$380.00
			0.00	92.00	$335.85	$2,042.05

Contractor

Name	Date	Pay Type	Est. Hours	Act. Hours	Hourly Cost	Total Cost
GRANITE CONSTRUCTION	3/9/2022	Hourly	0	1	$45,827.57	$45,827.57
			0.00	1.00	$45,827.57	$45,827.57

PARTS

Name	Date	Warehouse	Location	UOM	Est. Units	Act. Units	Unit Cost	Total Cost
ROMAC BARREL 16"	2/8/2022	Main Warehouse	Default Location	Each	0	2	$761.18	$1,522.36
RINGS, BLACK 16"	2/8/2022	Main Warehouse	Default Location	Each	0	4	$115.08	$460.32
RUBBERS 16"	2/8/2022	Main Warehouse	Default Location	Each	0	4	$58.74	$234.96
BASE ROCK	2/8/2022	Main Warehouse	Default Location	YD	0	7	$17.00	$119.00
					0.00	17.00	$952.00	$2,336.64

Misc Cost

Description	Cost Date	Comments	Price	Qty	Total Cost
16" bolt up kits for Romac barrels	2/8/2022		$200.00	2	$400.00
			$200.00	2.00	$400.00

USER DEFINED FIELDS

Unplanned Water Outage ☑

NDEP # 220208-05

Report Date: 2/8/2022 Report Time: 3:38 PM

Incident Date: 2/8/2022 Incident Time: 9:30 AM

Complaint/Spill Report Form
State of Nevada
Telephone: (888) 331-6337
Fax: (775) 687-8335

Do You Want to Remain Anonymous? No

Reporting Person: Jeff Bendorff

Reporting Agency: Incline Village GID

Reporter Email:

Address: 1220 Sweetwater Road Phone: (775)832-1203

City: Incline Village State: NV Zip: 89451

Discharger/Owner/Operator of Facility: Incline Village GID

Address: 1220 Sweetwater Road DOT#:

City: Incline Village State: NV Zip: 89451

Contact Person Phone: (775)832-1203

APN#: UST Facility ID / BWPC Permit #:

Facility Address if different from discharger: 2.9 Miles Northwest of US HWY 50 on State Route 28

City: Carson City State: NV County: Washoe County

Location of Complaint/Spill: 2.9 Miles Northwest of US HWY 50 on State Route 28

Township: Range: Section: Q,Q2: Mile Marker:

Type of Material Discovered: Reclaimed Water/Treated Effluent

Material Description:

Concentration / Analytical Data: Unknown

Quantity Found: 10,000 Container: Sewer System

Media Affected: Soil; Pavement If UST, Confirmed Visually? No

Cause of Complaint/Spill:

Broken effluent lines lead to release. Release was to retention area which is currently covered with snow. Spill did not reach Lake Tahoe.

Remedial Action Taken:

Line is being fixed. Detention pond will be cleaned up.

Oversite/Enforcement:	Email Address:
NDEP BWPC Lake Tahoe	ndep.bwpc.spillreports@ndep.nv.gov; jrcollins@ndep.nv.gov; ekingsland@ndep.nv.gov
cc: NDEP Administration, Greg Lovato	glovato@ndep.nv.gov; jcarr@ndep.nv.gov; jkinder@ndep.nv.gov
cc: NDEP BCA Chief, Jeff Collins	jrcollins@ndep.nv.gov; rebecca.bodnar@ndep.nv.gov
cc: NDEP PIO, Samantha Thompson	sthompson@dcnr.nv.gov

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cc:	Nevada State Lands, Lucy Wong	lwong@lands.nv.gov
cc:	Tahoe Drinking Water Association	reg.reports@ivgid.org; steve_gibbs@ivgid.org; madonna_dunbar@ivgid.org; aseifert@ndep.nv.gov;lkieu@ndep.nv.gov;rjjohnson@ndep.nv.gov;E-Data_BSDW@ndep.nv.gov
cc:	TRPA, Steve Sweet	ssweet@trpa.org
cc:	LEPC Washoe County, Darryl Cleveland	dcleveland@tmcc.edu; tmoore@washoeschools.net; emillette@cityofsparks.us; leightons@reno.gov

Comments:

Report Taken By: Alexi Lanza

From: Melissa N. Robertson
Sent: Friday, March 17, 2023 3:48 PM
To: 'J Gumz' <j.gumz1@gmail.com>
Subject: RE: Public Records Request - Data West

Hello,

Please see the attached.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
http://yourtahoeplace.com

From: J Gumz <j.gumz1@gmail.com>
Sent: Wednesday, March 15, 2023 11:37 AM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: Public Records Request - Data West

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

This is a public records request under NRS 239.

Please provide a copy by email of the contract with DATA WEST - which is A Div of Harris Systems USA.

Please let me know in advance if there is any charge for this public record.

DATA WEST

MASTER SERVICES AGREEMENT

This Master Services Agreement ("Agreement") is made this **30th day of October 2013** between **Data West Corp.** with a principal office at **72 Suttle Street, Suite M, Durango, CO 81303** ("Company") and **Incline Village General Improvement District** with a principal office at **893 Southwood Blvd, Incline Village, NV 89451** ("Customer")

WHEREAS, Company is engaged in the business of providing geospatial and information technology consulting services; and

WHEREAS, Customer desires to retain Company to perform geospatial and information technology services and functions; and

NOW THEREFORE, in consideration of the mutual promises, covenants and agreements contained herein, the parties have agreed and do agree as follows:

AGREEMENT

1. Contracted Services. This Agreement shall apply to the delivery of information technology services, support, and functions as further described in Statements of Work (SOW) that may be proposed and approved by the parties. Any such approved SOW shall be incorporated herein by reference (the services and functions described in any SOW are hereafter referred to as the "Services"). In the event that the scope of the Services is expanded, revised, or modified, for any SOW incorporated herein, the parties shall prepare and sign an amended or new SOW (or change order), which likewise shall be attached hereto and incorporated herein by reference. Absent the execution of a SOW, this Agreement does not, in and of itself, represent a commitment by Customer to receive any Services from Company or pay Company any fees

2. Term of Agreement.

   a. The term of this Agreement will commence on the Effective Date set forth above and will continue until terminated by either party as provided below ("Term"). In the event that the SOW provides for a different Term, the SOW Term will control for that specific SOW only.

   b. Either party shall have the option to terminate this Agreement, without cause, by providing thirty (30) days notice of its intent to terminate the Agreement without cause. In the event that a SOW provides for a different termination notice period, the SOW termination clause will control for that specific SOW only.

   c. In the event that there is a continuing need for any Services identified in a SOW, after the expiration of this Agreement and Customer requests, in writing, to have Company complete the Services, this Agreement will automatically renew for the period of time that it takes for the completion of such Services.

   d. The Agreement can be terminated for cause, as defined in paragraph 12 (a) herein, at any time provided the alleged breaching party is provided an opportunity to cure the alleged breach in the manner set forth in paragraph 12 (a) below or a Permitted Delay, as defined in paragraph 12 (d) herein, does not apply.

3. Fees and Payment Terms.

   a. In exchange for the Services performed, as set forth in any SOW, Customer agrees to compensate Company at the rates identified in the fee schedule set forth in a SOW. Such rates are exclusive of any federal, state, or local sales or use taxes, or any other taxes or fees assessed on, or in

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connection with any of the Services rendered herein. Customer will pay all undisputed invoices within 30 days of invoice.

b. In addition, Customer shall reimburse Company its actual out-of-pocket expenses as reasonably incurred by Company in connection with the performance of Services

c. A late charge of five per cent (5%) per month, or the legal maximum if less, shall accrue on past due billings unless Customer notifies Company of a billing dispute in writing prior to the payment due date. Customer shall be responsible for any costs incurred by Company in the collection of unpaid invoices including, but not limited to, collection and filing costs and reasonable attorney's fees of not less than fifteen percent (15%) of the outstanding balance due.

4 **Change Orders or Out of Scope Services.** To the extent that Customer requires or requests additional services or services that exceed the Services set forth in any SOW incorporated herein, Company will charge an additional fee for such additional services or out of scope work. Fees for such additional services or out of scope work will be set forth on a Change Authorization Order (CAO), which will also provide a description of the changed or additional service(s) being requested. Once a CAO is signed by both parties, it will be incorporated into the Agreement and have the same legal effect as the SOW that is incorporated into the Agreement.

5 **Independent Contractor.** The parties enter into this Agreement as independent contractors and nothing within this Agreement shall be construed to create a joint venture, partnership, agency, or other employment relationship between the parties. All Company employees who are assigned to perform services at any Customer owned or leased facility shall be considered to be an employee of Company only and will not be considered an agent or employee of Customer for any purpose. Company will be solely responsible for payment of all compensation owed to its employees, including all applicable federal, state and local employment taxes and will make deductions for all taxes and withholdings required by law. In no event will any Company employee be eligible for or entitled to any benefits of Customer.

6 **Confidential Information.**

a. Customer understands and acknowledges that Company may, from time to time, disclose "Confidential Information" to Customer. For purposes of this Agreement, the term "Confidential Information" shall include but not be limited to any nonpublic and/or proprietary information or materials relating to Company's promotional and/or marketing strategy and activity, Company's pricing information (including but not limited to rates, margins, and budgets), Company's financial and budget information, Company's customer lists, information about the education, background, experience, and/or skills possessed by Company employees, Company employee compensation information, Company's service and/or sales concepts, Company's service and/or sales methodology, Company's service and/or sales concepts, Company's service and/or sales methodology, Company's service and/or sales techniques, Company's customer satisfaction data or sales information, or any information which Company marks or identifies as "confidential" at the time of disclosure or confirms in writing as confidential within a reasonable time (not to exceed thirty (30) days) after disclosure. Customer will not disclose Company's Confidential Information to any third party at any time without the prior written consent of the company and shall take reasonable measures to prevent any unauthorized disclosure by its employees, agents, contractors, or consultants. Further, Company's Confidential Information shall include the terms set forth in this Agreement, all of which shall remain the property of Company and shall in no event be transferred, conveyed, or assigned to Customer as a result of the services provided pursuant to this Agreement. The foregoing duty shall survive any termination or expiration of this Agreement.

b. Company also understands and acknowledges that Customer may, from time to time, disclose to Company proprietary ideas, concepts, expertise, and technologies developed by Customer relating

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to computer application programming, installation, and operation (collectively "Customer's Confidential Information"). Customer may further provide to Company documentation, reports, memoranda, notes, drawings, plans, papers, recordings, data, designs, materials, or other forms of records or information relating to Customer's business operations (collectively "Confidential Trade Information"). Company agrees (i) not to use any Customer Confidential Information or Confidential Trade Information for its own use or for any purpose other than the specific purpose of completing the Services; (ii) not to voluntarily disclose any Customer Confidential Information or Confidential Trade Information to any other person or entity; and (iii) to take all reasonable measures to protect the secrecy of, and avoid disclosure or use of, Customer Confidential Trade Information in order to prevent it from falling into the public domain or the possession of persons other than those persons authorized hereunder to have such Customer Confidential Information and/or Confidential Trade Information. The foregoing duty shall survive any termination or expiration of this Agreement.

c. In no event shall Customer use Company's Confidential Information to reverse engineer or otherwise develop products or services functionally equivalent to the products or services of the Owner.

d. The following shall not be considered Confidential Information for the purposes of this Agreement: (a) Information which is or becomes in the public domain through no fault or act of the receiving party; (b) Information which was independently developed by the receiving party without the use of or reliance on the disclosing party's Confidential Information; (c) Information which was provided to the receiving party by a third party under no duty of confidentiality to the disclosing party; or (d) Information which is required to be disclosed by law with no further obligation of confidentiality, provided, however, prompt prior notice thereof shall be given to the party whose Confidential Information is involved.

e. The parties agree that the disclosure of any of the foregoing Confidential Information by either party shall give rise to irreparable injury to the owner of the Confidential Information, inadequately compensable in monetary damages. Accordingly, the non-disclosing party may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies which may available.

7. Customer Responsibilities. In addition to any obligations and responsibilities described in the SOW or elsewhere in this Agreement, Customer shall have shared responsibility with Company regarding the following:

a. To ensure that the necessary business and application knowledge is available and conveyed from the Customer's existing support team to Company's support team.

b. Provide ready access to all appropriate computing platforms, documentation (e.g., program source, copybooks, tables, subroutines) and personnel (i.e., end users and technical representatives) necessary to fully understand the current business systems and environments throughout the life of the engagement.

c. Provide at its facility, office space and equipment for Company's on-site employees. Access will also be provided to the Customer's source libraries, test systems, and test data.

d. Provide external communications capability and/or access to its work facility to enable Company's on-site project team to access the Customer's information technology system for after hours or weekend Services as required.

e. Customer shall assign an employee or representative to be present at the work facility for any after hours or weekend Services provided. In the event that Customer declines or fails to assign an employee or representative to be present during such hours, Customer waives any and all claims

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for any property damage or loss that occurs during such time that Company's employee(s) is on the Customer's work facility.

f. Provide passwords and job numbers to Company employees as needed.

8. **Warranty of Services.** Any warranty offered by Company for Services provided herein shall be set forth in the SOW. In the absence of any warranty language in the SOW, Company warrants that all Services performed pursuant to this Agreement will be performed in accordance with the general standards and practices of the information technology industry in existence at the time the Services are being performed. IN THE EVENT THAT THERE IS NO WARRANTY SET FORTH IN THE SOW, THE FOREGOING EXPRESS LIMITED WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES AND CONDITIONS EXPRESSED OR IMPLIED, ORAL OR WRITTEN, CONTRACTUAL OR STATUTORY, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE TO THE EXTENT APPLICABLE.

9. **Limitation of Liability**. Customer agrees that Company shall not be liable to Customer, or any third party, for (1) any liability claims, loss, damages or expense of any kind arising directly or indirectly out of services provided herein for (2) any incidental or consequential damages, however caused, and Customer agrees to indemnify and hold Company harmless against such liabilities, claims, losses, damages (consequential or otherwise) or expenses, or actions in respect thereof, asserted or brought against Company by or in right of third parties or for (3) any punitive damages. For purposes of this Agreement, incidental or consequential damages shall include, but not be limited to, loss of anticipated revenues, income, profits or savings, loss of or damage to business reputation or good will; loss of Customers; loss of business or financial opportunity, or any other indirect or special damages of any kind categorized as consequential or incidental damages under the law of the State of Colorado. Company's liability for any damages hereunder shall in no event exceed the amount of fees paid by Customer to Company as of the date the alleged damages were incurred.

10. **Indemnification**. Each party shall indemnify, defend and hold harmless the other, its employees, principals (partners, shareholders or holders of an ownership interest, as the case may be) and agents, from and against any third party claims, demands, loss, damage or expense relating to the bodily injury or death of any person or damage to real and/or tangible personal property directly caused solely by the negligence of willful conduct of the indemnifying party, its personnel or agents in connection with the performance of the Services hereunder. To the extent that such claim arises for the concurrent conduct of Customer, Company and/or any third party, it is expressly agreed that Company's liability shall be limited by the terms and provisions of paragraph nine (9) herein and that, with respect to any remaining obligations to pay any third party claims, demands, losses, damages or expenses that are not limited by the terms and provisions of paragraph nine (9) herein, each party's obligations of indemnity under this paragraph shall be effective only to the extent of each party's pro rata share of liability. To receive the foregoing indemnities, the party seeking indemnification must promptly notify the other in writing of a claim or suit and provide reasonable cooperation (at the indemnifying party's expense) and full authority to defend or settle the claim or suit. The indemnifying party shall have no obligation to indemnify the indemnified party under any settlement made without the indemnifying party's written consent.

11. **Equal Opportunity Employer**. Company is an Equal Opportunity Employer and does not discriminate in recruitment, hiring, transfer, promotion, compensation, development, and termination of its employees on the basis of race, color, sex, age, marital status, national origin, handicap, religious beliefs, veteran's status or other protected category as required by applicable Federal, State and local laws. Customer likewise represents that it will not discriminate in the referral or acceptance of Consultants hereunder on the basis of race, color, sex, age, marital status, national origin, handicap, religious beliefs, veteran's status or other protected category as required by applicable federal, state and local laws.

12. **Termination**

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a. Termination for Cause: If either party believes that the other party has failed in any material respect to perform its obligations under this Agreement (including any Exhibits or Amendments hereto), then that party may provide written notice to the other party's management representative describing the alleged failure in reasonable detail. If the alleged failure relates to a failure to pay any sum due and owing under this Agreement, the breaching party shall have ten (10) business days after notice of such failure to cure the breach. If the breaching party fails to cure within ten (10) business days, then the non-breaching party may immediately terminate this Agreement, in whole or in part, for cause by providing written notice to the management representative of the breaching party. With respect to all other defaults, if the breaching party does not, within thirty (30) calendar days after receiving such written notice, either (a) cure the material failure or (b) if the breach is not one that can reasonably be cured within thirty (30) calendar days, then the non-breaching party may terminate this Agreement, in whole or in part, for cause by providing written notice to the management representative of the breaching party.

b. Termination for Bankruptcy: Either party shall have the immediate right to terminate this Agreement, by providing written notice to the other party, in the event that (i) the other party becomes insolvent, enters into receivership, is the subject of a voluntary or involuntary bankruptcy proceeding, or makes an assignment for the benefit of creditors; or (ii) a substantial part of the other party's property becomes subject to any levy, seizure, assignment or sale for or by any creditor or government agency

c. Payments Due The termination of this Agreement shall not release either party from the obligation to make payment of all amounts then or thereafter due and payable.

d Permitted Delays: Each party hereto shall be excused from performance hereunder for any period and to the extent that it is prevented from performing any services pursuant hereto in whole or in part, as a result of delays caused by the other party or an act of God, or other cause beyond its reasonable control and which it could not have prevented by reasonable precautions, including failures or fluctuations in electric power, heat, light, air conditioning or telecommunication equipment, and such nonperformance shall not be a default hereunder or a ground for termination thereof Company's time of performance shall be enlarged, if and to the extent reasonably necessary, in the event: (i) that Customer fails to submit information, instructions, approvals, or any other required element in the prescribed form or in accordance with the agreed upon schedules, (ii) of a special request by Customer or any governmental agency authorized to regulate, supervise, or impact Company's normal processing schedule: (iii) that Customer fails to provide any equipment, software, premises or performance called for by this Agreement, and the same is necessary for Company's performance hereunder. Company will notify Customer of the estimated impact on its processing schedule, if any.

e. Continuation of Services: Company will continue to perform Services during thenotice period unless otherwise mutually agreed upon by the parties in writing. In the event that Customer provides the notice of termination and directs Company not to perform the services through the notice period, Customer agrees to pay Company an amount equal to the amount normally due to Company for the notice period. Upon termination by either party, Customer will pay Company for all services performed and charges and expenses reasonably incurred by Company in connection with the services provided under this Agreement through the date of termination.

13. Miscellaneous Clauses:

a. Non-Restrictive Relationship. Company may provide the same or similar services to other customers and Customer may utilize other information technology service providers that are competitive with company

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b. Waiver. The rights and remedies provided to each of the parties herein shall be cumulative and in addition to any other rights and remedies provided by law or otherwise. Any failure in the exercise by either party of its right to terminate this Agreement or to enforce any provision of this Agreement for default or violation by the other party shall not prejudice such party's rights of termination or enforcement for any further or other's default or violation or be deemed a waiver or forfeiture of those rights.

c. Force Majeure. Neither party will be liable to the other for failure to perform its obligations hereunder if and to the extent that such failure to perform results from causes beyond its control, including and without limitation. strikes, lockouts, or other industrial disturbances, civil disturbances; fires; acts of God; acts of a public enemy; compliance with any regulations, order or requirement of any governmental body or agency; or inability to obtain transportation or necessary materials in the open market.

d. Notices. All notices required under or regarding this Agreement will be in writing and will be considered if delivered personally, mailed via registered or certified mail (return receipt requested and postage prepaid), given by facsimile (confirmed by certification of receipt) or sent by courier (confirmed by receipt) addressed to the following designated parties

If to Company:	If to Customer:
Data West Corp.	Incline Village GID
Attention: Richard Brown	Attention: Joe Pomroy
72 Suttle Street, Suite M	893 Southwood Blvd
Durango, CO 81303	Incline Village, NV 89451

e. Severability. If any term or provision of this Agreement is held to be illegal or unenforceable, the validity or enforceability of the remainder of this Agreement will not be affected.

f. Captions. The section headings in this Agreement are intended solely for convenience of reference and shall be given no effect in the construction or interpretation of this Agreement.

g. Entire Agreement. This Agreement and the SOW(s) and/or CAO(s) incorporated herein constitute the entire agreement between the parties and supersede any prior or contemporaneous communications, representations or agreements between the parties, whether oral or written, regarding the subject matter of this Agreement.

h. Amendments. This Agreement and the Exhibits may be amended only by an instrument in writing executed by the parties hereto. Any written work order submitted by Customer shall not amend the terms of this Agreement and will only be considered (k1) a statement of the work to be performed, (2) set forth any deadlines or schedules; and (3) the additional fees to be charged, if any, for any out of scope work or services stated on the work order.

i. Applicable Law. This Agreement is made under and will be construed in accordance with the law of Colorado without giving effect to that state's choice of law rules. The forum for any dispute or litigation arising out of this Agreement shall be in the Courts of Common Pleas of La Plata County Court or in the Federal District Court for Company's Federal District Jurisdiction.

j. Successors and Third Party Beneficiaries. This Agreement shall inure to the benefit of Company and Customer and any successors or assigns of Company and Customer. No third party shall have any rights hereunder.

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DATA WEST
UTILITY TECHNOLOGIES

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

Data West Corp.

10-31-2013

Joseph M. Grzyb
Geospatial Services Manager

Date

Incline Village General Improvement District

11/5/13

Joe Pomroy
Public Utility Director

Date

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DATA WEST
UTILITY TECHNOLOGIES

ATTN: Joe Pomroy and Samantha Kurashewich

Incline Village General Improvement District
893 Southwood Blvd.
Incline Village, NV 89451

Quote: Incline Village General Improvement District GIS Services (BETA Customer for Viewer)
We charge per hour for our GIS Services. Since Incline Village General Improvement District has agreed to be a BETA GIS customer for Data West Corporation, our services will be provided at a great discount in return for providing feedback on how the Data West Geospatial Department can improve upon our products and services, and keeping this pricing confidential.

GIS Services:
GIS Services include digitizing historical as-built spec drawings and Geocoding Billmaster address information to georeference your consumer accounts. Data West will create a complete GIS foundation of your system. In the future, if Incline Village General Improvement District elects to use this data to create a geometric network of the utility system, Data West GIS personnel will assist in both the creation, implementation, and training. However that will be a separate quote due to increased complexity of the project. In order to offer the best pricing, Data West prefers to sell GIS services in 40 hour blocks. After each 40 hour block is complete, there will be an evaluation by both parties to ensure satisfaction.

Standard Data West GIS Services:
GIS Analyst (1 Analyst) @ $70.00 hourly @ 40 hours = $7,800.00

Incline Village GID Data West GIS Services (services listed above to create GIS foundation):
~~GIS Analyst (1 Analyst) @ $70.00 hourly @ 40 hours = $2,800.00~~
GIS Analyst (1 Analyst) @ $40.00 hourly @ 40 hours = $1,600.00

DATA WEST
UTILITY TECHNOLOGIES

Billmaster-GIS Online Viewer:

Data West signs a minimum of 24 month contract for hosting our Billmaster-GIS viewer. Incline Village GID has approximately 4,263 consumers. As a BETA customer, Data West will drop all charges except yearly maintenance fees. This quote is for the Silverlight viewer hosted by Data West. If you decide to utilize our GIS-Billmaster API with a different viewer, we will still offer a Beta quote, however it will be different than below due to unknown obstacles that may arise using a 3rd party software. Listed below is our standard price for a utility with 4,263 consumers:

24-Month Contract: $300.00 per month; $7,200.00 total
36-Month Contract: $255.00 per month; $9,180.00 total

Incline Village GID BETA Quote:

~~24-Month Contract: $300.00 per month; $7,200.00 total~~ **$475.00 per year; $950.00 Total**
~~36-Month Contract: $255.00 per month; $9,180.00 total~~ **$470.00 per year; $1,410.00 Total**

Joseph M Gryb,
Manager of Geospatial Service
Data West Utility Technologies

Thank you.

J. Gumz

From: Melissa N. Robertson
Sent: Wednesday, March 22, 2023 3:12 PM
To: 's4s@ix.netcom.com' <s4s@ix.netcom.com>
Cc: Indra Winquest <ISW@ivgid.org>; Matthew Dent <dent_trustee@ivgid.org>; Sara Schmitz <trustee_schmitz@ivgid.org>; Michaela Tonking <tonking_trustee@ivgid.org>; Dave Noble <noble_trustee@ivgid.org>; Ray Tulloch <Tulloch_Trustee@ivgid.org>
Subject: RE: Records Request - Union Contracts Which Provide For Employee Overtime Lunch Reimbursements

Hi Mr. Katz,

I have reviewed this request with the Director of Human Resources; the following information has been found:

The only Union contract that provides this reimbursement is the non-supervisory contract, as stated below:

> 4.17 Employer will provide Employees with an opportunity to eat a meal and drink a beverage at the work site for each four (4) hours of continuous overtime work. Employer will pay an additional $20.00 in lieu of a meal break, following NRS statue regarding breaks and meal time, for each four (4) hours of continuous unscheduled / emergency overtime worked. Example: Four (4) hours continuous OT = $20.00, Eight (8) hours continuous OT = $20.00 etc. Employee can be reimbursed by either submitting through petty cash or completing a check request through the accounting department.

The Director of Human Resources has reviewed all of the other contracts (supervisory and superintendent) and none have the same compensation agreement. This contract was executed on 3/10/21, and retroactive to July 1, 2020.

Please find attached copies of the current contracts, as requested. These contracts are also available online at https://emrb.nv.gov/Resources/special/General-Special_Districts/

Thank you Mr. Katz.

Melissa Robertson
District Clerk
Incline Village General Improvement District

893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
http://yourtahoeplace.com

-----Original Message-----
From: s4s@ix.netcom.com <s4s@ix.netcom.com>
Sent: Wednesday, March 15, 2023 6:26 PM
To: Melissa N. Robertson <mnr@ivgid.org>
Cc: Indra Winquest <ISW@ivgid.org>; Matthew Dent <dent_trustee@ivgid.org>; Sara Schmitz <trustee_schmitz@ivgid.org>; Michaela Tonking <tonking_trustee@ivgid.org>; Dave Noble <noble_trustee@ivgid.org>; Ray Tulloch <tulloch_trustee@ivgid.org>
Subject: Records Request - Union Contracts Which Provide For Employee Overtime Lunch Reimbursements

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Melissa and Indra -

So we were going through the most recent bill pays, and we discovered there are quite a number of check pays to unidentified employees for overtime lunch reimbursements per union contract.

The only union contract I am able to pull up is the one approved on April 13, 2022 with the Operating Engineers Local Union No. 3 for our Superintendent employees, whomever they are. Yet a careful review of that contract discloses nothing insofar as overtime lunch reimbursements are concerned.

So my question is what other union contracts exist for which overtime lunch reimbursements are addressed? And to what other employees does it apply to other than superintendent employees?

Moreover, I want to examine all such current contracts and in particular, the portion(s) which provide for overtime lunch reimbursements to our employees covered those contracts.

Please consider this a public records request.

I have not used your online form because I am sending a copy of this request to the Board so they will be aware of the issue at play.

Thank you for your cooperation. Aaron Katz

MEMORANDUM OF UNDERSTANDING

BETWEEN AND FOR

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

AND THE

OPERATING ENGINEERS LOCAL UNION NO. 3

Public Works Operations & Maintenance & Skilled Trades

July 1, 2020 through and including June 30, 2023

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THIS AGREEMENT is by and between INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT, hereinafter called the "Employer," and OPERATING ENGINEERS LOCAL UNION NO. 3 of the International Union of Operating Engineers, AFL-CIO, hereinafter called the "Union."

WITNESSETH

WHEREAS, the Employer desires to enter into an Agreement in order to assist the Employer to obtain competent and efficient Employees to stabilize conditions of employment, and to foster and maintain harmonious relationships between Employer and its Employees.

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements herein contained, the parties hereto hereby agree as follows:

1. RECOGNITION

1.1 Employer recognized the Union as the sole and exclusive agent of its full-time permanent trades and maintenance employees in the utility, fleet and buildings divisions, Finance/Accounting Department, Information Technology Department (IT) excluding all supervisory personnel, and excluding all temporary, part-time, and seasonal personnel.

2. SUBORDINATION

2.1 It is understood that Employer is a quasi-municipal corporation organized under the provisions of NRS Chapter 318. This Agreement is subject to any applicable provisions of Nevada laws that govern general improvement districts. Any provision of this Agreement in conflict with the laws governing general improvement districts shall be considered null and void.

3. NON-DISCRIMINATION

3.1 No Employee shall be discriminated against by the Employer, the Union, or the Employees because of sex, race, color, religion, age, disability, sexual orientation, or national origin.

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4. SHIFTS HOURS OVERTIME AND WORKING CONDITIONS

4.1 A shift shall be defined as forty (40) hours comprised of from eight to ten hours per day consecutively totaling forty hours. By mutual agreement, the Employee may work a different schedule provided the total hours shall not exceed forty (40) hours in any scheduled work week. In the event the starting time is changed for temporary purposes or an emergency that arises, the employer does not need to notify the Union if the temporary changes are less than ten (10) days in duration and no more than thirty (30) days accumulated for the year. The Employer will notify the Union if the starting times are changed for any reason other than temporary purposes and if there is any disagreement, it shall be subject to the Grievance Procedure of this Agreement.

4.2 All authorized overtime in excess of the scheduled day shift as defined above in Section 4.1, or forty (40) hours in any one week, shall be paid at the rate of time and one-half (1-1/2) and shall be calculated on an hourly basis, with the exception of the holidays set forth in Section 5 of this Agreement. Overtime is paid in 15 minute increments.

4.3 Employees not paid when laid off or discharged will be paid for waiting time as per State law

4.4 The Employer shall furnish uniforms, rain gear, boots and hip boots for the following public works divisions: Public Works Administration, Compliance, Buildings, Fleet, Pipeline and Treatment, which employees shall wear during working hours. Employees shall be responsible for keeping uniforms clean and neat. Upon termination, employees shall return all gear issued to them to the Employer. Employees shall receive $630.00 towards a clothing allowance per fiscal year.

4.5 All employees covered by this MOU will be entitled to all applicable contagious disease control shots, if so desired, at no cost to the Employee.

4.6 Employer will endeavor to distribute the overtime equally.

4.7 If the Employee is in a higher classification and is required to work on snow removal, Employee shall be paid in his higher classification.

4.8 If an Employee is required to return to work outside his regularly scheduled work period, Employee shall be paid for a minimum of two (2) hours. If there is such a requirement more than once in any eight consecutive hours, only the first such "call-out" shall be for the minimum of two hours, all others shall be at the actual time required. All such time shall be paid at one and one half (1-1/2) times the regular hourly rate of the Employee. Time shall be computed from the time the Employee leaves their place of residence until their return to that place of residence, unless for any reason part of the time is spent in personal pursuits, and in such cases that time spent in those personal endeavors would be deducted.

4.9 An Employee shall be compensated for a minimum of two (2) hours if Employee reports for work at the designated time the work shift commences and if Employee is ready, able, and willing to begin their work shift. The Employer must notify the Employee at least one (1) hour prior to the commencement of the work shift if conditions are such that no work will be required that day. It will be the Employee's responsibility to provide a telephone

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number to the District which will be the only one used to notify the Employee that no work will be performed during that work shift.

4.10 Certain personnel may be assigned standby duty and shall be compensated at the following rates, per day:

Effective July 1, 2017 Employees assigned Standby and Snow Watch shall be compensated as the following rates, per day:

4.11 ON CALL:

"On-Call" Employees. All Pipeline Division, Treatment Plant Division, Water Treatment Plant, Water Distribution, Certified Grade I or higher Operators, shall be assigned "ON CALL" status. Employees designated as "ON CALL" shall use their best effort to respond to the lower Sweetwater shop, Treatment Plant, Burnt Cedar Plant or site of emergency within thirty (30) minutes regardless of weather conditions. "ON CALL" personnel will be provided a District vehicle. There shall be one member of the Pipeline Division and one member of the Treatment Division "ON CALL" 24 hours a day, 7 days per week, outside of regular business hours, on a rotating basis. When an employee is assigned "ON CALL", an employee may arrange for a qualified substitute employee, acceptable to the Employer, to fill the assignment. The "ON CALL" employee who is responsible for "ON CALL" duty will notify employer and gain approval of this substitution in advance.

On Call Pay:	$ 61.87	Weekdays (Mon. – Fri.)
On Call Pay:	$ 118.12	Weekends/ Holidays (Sat. – Sun. and actual holiday)

4.12 ON CALL LODGING:

"ON CALL" personnel will be provided with furnished lodging at no cost to the Employee at the discretion of the Employer. "ON CALL" personnel that do not choose to utilize the Employer provided lodging shall secure their own lodging within the thirty minute (30-minute) response time. Carson City, Carson Valley, Truckee Meadows and Reno are considered outside the thirty-minute response time area. Other areas will be evaluated on a case by case basis to see if they meet the thirty-minute response time area.

4.13 EMERGENCY STANDBY:

At the discretion of the Utilities Superintendent, multiple employees may be put on Emergency Standby in addition to the on call personnel. This could occur when a major event or disaster is occurring, or pending, such as a water or sewer emergency, fire, flood, blizzard etc. When an employee is called in outside of their regular scheduled work day for Emergency Standby, that employee shall be paid from emergency portal to portal pay (i.e. paid for time spent traveling to the emergency from point of departure to work and back) at the appropriate overtime rate and receive the current GSA mileage reimbursement rate for transportation if they use a personal vehicle.

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Emergency Standby:	$61.87	Weekdays (Mon.	Fri.)
Emergency Standby:	$118.12	Weekends/Holidays (Sat.	Sun. and actual holiday)

4.14 LEAD SNOW WATCH:

Lead snow watch entails one member of the Pipeline Division and Treatment Division who is responsible for determining the amount of snow that has fallen, calls the appropriate number of employees to remove the snow, starts the equipment, assigns the duties of the employees and participates in snow removal. This may require moving equipment and employees to different venues. The lead Snow Watch employee will check the quality of the snow removal of all venues and make corrections as needed. The Lead Snow Watch employee will be provided a District vehicle.

Lead Snow Watch:	$61.87	Weekdays (Mon -	Fri.)
Lead Snow Watch:	$118.12	Weekends/Holidays (Sat.	Sun. and actual holiday)

4.15 SNOW WATCH STANDBY:

Snow watch standby shall be assigned and/or delegated by the Utilities Superintendent, based on the reasonable probability of snowfall. When significant snowstorms are probable in the opinion of the Utilities Superintendent or delegate, additional personnel may be put on snow watch standby. Employees are to be fit for duty and ready to work outside their regularly scheduled work period to assist in snow removal or related activities and remain within a reasonable response time. When this occurs, these additional employees shall be paid the Snow Watch Standby pay whether they are required to report to work outside of their regular shift or not. These additional employees are not required to remain within a 30-minute response area of their place of work unless, in the opinion of the Utilities Superintendent, an impending storm may restrict their ability to report to work in a timely manner; therefore the District shall provide appropriate temporary housing and meals for these employees.

Employees assigned to Snow Watch Standby cannot be assigned Emergency Standby or On Call at the same time. Snow Watch Standby employees will be paid from portal to portal outside of their regular scheduled work days, at the appropriate overtime rate (time and one half or double time for holidays) and receive the current GSA mileage reimbursement rate for transportation if they use a personal vehicle and would be paid for time spent traveling from point of departure to work.

Snow Watch Standby Pay:	$16.88	Weekdays (Mon.	- Fri.)
Snow Watch Standby Pay:	$35.12	Weekends/Holidays (Sat.	-- Sun. and actual holiday)

4.16 ON CALL:

On call pay for the Information and Technology (IT) department is as follows:

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On call:	Saturday	$50.00
On Call:	Sunday	$50.00
Call Out:	Saturday	$50.00
Call Out:	Sunday	$50.00

4.17 Employer will provide Employees with an opportunity to eat a meal and drink a beverage at the work site for each four (4) hours of continuous overtime work. Employer will pay an additional $20.00 in lieu of a meal break, following NRS statue regarding breaks and meal time, for each four (4) hours of continuous unscheduled / emergency overtime worked. Example: Four (4) hours continuous OT - $20.00, Eight (8) hours continuous OT - $20.00 etc. Employee can be reimbursed by either submitting through petty cash or completing a check request through the accounting department.

5. HOLIDAYS

5.1 The following shall be considered as paid holidays under this Agreement and when no work is performed on these days, an Employee shall be paid for their regular scheduled shift at their regular straight-time rate of pay: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Fourth of July, Labor Day, Nevada Day, Veterans' Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. Should any of these holidays fall on Sunday, the following Monday shall be considered the observed paid time off for the holiday. Should any of these holidays fall on Saturday, the preceding Friday shall be considered the observed paid time off for the holiday. In the event there is any work performed on any of the above-mentioned holidays, the Employee shall receive two (2) times the straight time hourly rate for all work performed on the actual **holiday** in addition to the paid holiday.

5.2 The employee is eligible for holiday pay when no work is performed. Employee must work the first regular work day immediately following that holiday unless the Employee shall have been unavailable for work because of: illness or injury sustained by a doctor's certificate showing Employee was unable to work for a period not to exceed thirty (30) days; absence (other than leaves of absence) when authorized by the Employer; and serious illness or death in the Employee's immediate family.

5.3 If a holiday for which pay is due falls during an Employee's scheduled vacation, then the Employee shall take the time off as holiday pay. Example: VVVHV.

6. CERTIFICATION

6.1 Certification shall be required for all Operators other than Operator Trainees based on the requirements contained in current job descriptions.

6.2 Employer shall provide training to all existing and future employees sufficient to qualify Employees to take examinations necessary to achieve the required certifications listed in current job descriptions. Employer, with cooperation of Employee, shall maintain official records. Employer will advance or reimburse Employee for all fees for one test for each

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certification, Employer will pay all costs for certificate renewal. Employee time in examinations shall be compensated by Employer as on-duty time. Transportation to and from test sites will be provided compensated by Employer.

6.3 For any Employee hired or transferred into any positions within this bargaining unit, maintenance of all of the certifications required for that position shall be a condition of employment. Any Employee who does not maintain all of the certifications required for that position shall be demoted to a position within the same operating division, for which the Employee has all of the required certifications. Once obtaining all of the required Operator I certifications, any employee who does not maintain all of the required certifications for Operator I, may, at management's discretion, be terminated for cause. Operator Trainees shall obtain all of the required certifications for the Operator I position within (18) eighteen months of the date of hire as a trainee. Failure to achieve all of the certifications within (18) eighteen months may, at management's discretion, be cause for termination.

6.4 Any Employee newly hired or transferred to fill a vacancy in Water/Wastewater Operator position or Collection/ Distribution Operator position, shall be assigned the highest classification for which he or she possesses all of the requirements, including certifications for: Operator in Training (OIT), Operator I, Operator II, Operator III. Upon achieving all of the requirements, including certifications for a higher classification, an Employee shall be automatically promoted to that higher classification, provided that no automatic promotions shall occur above Operator III. The Assistant Water/Wastewater Operator III Supervisor (Water Lead), Assistant Water/Wastewater Operator III Supervisor (Wastewater Lead) and Assistant Collections/Distribution Operator III Supervisor (Lead) positions are promotional positions.

6.5 Certification of Mechanics. Mechanics shall be compensated with an annual bonus at the end of the fiscal year of $50.00 per certification for the following certifications within their respective job classification so long as those certifications are maintained and current. These certifications are promulgated by the Automotive Service Excellence (ASE) organization and may be subject to change from time to time by that organization or by the Fleet Superintendent. Advancement of Mechanics to higher job classifications shall be on a promotional basis with no automatic promotion for having achieved additional certifications.

Car/Truck Suspension/Steering	Medium/Heavy Truck Air Brake	Car/Light Truck Drive Trains
Car and Light Truck Brakes	Car/Light Truck Engine Repair	Medium/Heavy Truck Drive Train
Medium/Heavy Truck Preventive Maintenance Inspection (PMI)	Medium/Heavy Truck Diesel Engines	Medium/Heavy Truck Electrical/Electronic System

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6.6 Certification of Buildings Maintenance Workers. Advancement of Buildings Maintenance Workers shall be on a promotional basis with no automatic promotion available.

6.7 Employees who maintain a Class A or Class B license shall be compensated with an annual bonus at the end of the fiscal year at the following rate. There will be no stacking of bonuses if an individual holds both classes. .

CLASS A - $350.00

CLASS B $250.00

6.8 Employees who maintain a Confined Space Rescue certificate shall be compensated with an annual bonus of $200.00 at the end of the fiscal year.

6.9 All Personnel in a "Safety Sensitive" position as identified by the 2011 Operations and Safety manual and identified as such in their respective job descriptions and /or classification shall be compensated at the end of the fiscal year with a bonus of $250.00 for holding a District identified "Safety Sensitive" position. Positions to be added to the current District list are: Assistant Mechanic, Mechanic I, and Mechanic II.

7. SALARIES

7.1 The salary ranges listed in Exhibit A is hereby made part of this Agreement, and shall become effective on July 1, 2020.

7.2 Job classifications shall have the salary grades listed in Exhibit B. The Employer will notify the Union in writing when positions listed in Exhibit B are reclassified.

7.3 Upon commencement of full-time permanent work for Employer, a new Employee shall be paid the minimum of the salary grade. At the Employer's discretion, a new Employee with exceptional experience, capabilities or knowledge may be assigned to a rate above the minimum of the salary grade.

7.4 Employees shall hold probationary status for the first twelve months following appointment. Probationary Employees may be terminated without cause. Satisfactory performance during the probationary period, as determined by the Employee's supervisor through a performance evaluation at the completion of the twelve month interval, shall remove the Employee from probationary status. Any probationary Employee receiving an unsatisfactory evaluation may be terminated.

7.5 Upon movement of an Employee from one job classification to another with a higher salary grade, the Employee will move to the greater of (1) the minimum of the new salary grade or (2) to a rate in the new salary grade that provides a salary increase of at least 5% for an upward movement of one grade or 10% for an upward movement of two grades or more. Upon movement of an Employee from one job classification to another with a lower salary grade, the Employee shall receive the commensurate rate in the new salary grade that the Employee had in the former salary grade. No change in anniversary date shall occur.

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7.6 Upon achieving all the required certifications for a position, an Employee shall be paid according to the pay scale for the position. Employees who do not have all of the required certifications for their current position, and Employees in positions that do not have certification requirements, shall only be paid according to the pay scale.

7.7 Salary increase:

1. Effective date of Future Salary Increase:

The salary range listed in Exhibit A is hereby made part of this Agreement, and shall become effective on July 1, 2020

July 1, 2020 COLA increase. Retro to July 1, 2020:

The salary increases will be adjusted upward according to the following annual adjustments: Beginning July 1, 2020. The CPI percentage shall be based upon the actual BLS consumer price indexes Pacific Cities and U.S. City Average in the urban wage earners CPI-W in the chart with March 2020 being the baseline to take effect July 1, 2020, with a floor of 1.0%.

A merit salary increase shall be awarded per the matrix, (Exhibit C) on the employee's annual review date, based on performance.

July 1, 2021 COLA

The salary increases will be adjusted upward according to the following annual adjustments: Beginning July 1, 2021. The CPI percentage shall be based upon the actual BLS consumer price indexes Pacific Cities and U.S. City Average in the urban wage earners CPI-W in the chart with March 2021 being the baseline to take effect July 1, 2021, with a floor of 1.0%.

A merit salary increase shall be awarded per the matrix, (Exhibit C) on the employee's annual review date, based on performance.

July 1, 2022: COLA

The salary increases will be adjusted upward according to the following annual adjustments: Beginning July 1, 2022. The CPI percentage shall be based upon the actual BLS consumer price indexes Pacific Cities and U.S. City Average in the urban wage earners CPI-W in the chart with March 2022 being the baseline to take effect July 1, 2022, with a floor of 1.0%.

A merit salary increase shall be awarded per the matrix, (Exhibit C) on the employee's annual review date, based on performance.

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If July 1st falls within the first seven days of the pay period, pay will be effective the current pay period. If July 1st falls within the second week of payroll, the pay will be the first of the following pay period.

Example: June 25th through July 1st the increase would take effect the first day of the current pay period.

Once an employee reaches the maximum annual salary based on current position and grade, the performance increases would be awarded as a lump sum check, calculated by multiplying the employee's maximum annual salary based on current position and grade by the percentage earned from their performance per the matrix.

7.8 It is agreed the Employer and Union shall establish a mutually acceptable criteria for conducting a salary survey for use in a subsequent memorandum of understanding.

7.9 It is agreed the Employer and the Union shall establish a joint Labor Management Committee to further communications and problem solve matters of mutual concern.

7.10 Parties agree to continue discussion on CPI-Min successor in current MOU (CPI-W) and to engage in discussion six months to one year before expiration of current MOU.

8. LAYOFFS

8.1 Union and Employer understand and agree that Employer may institute furloughs in lieu of layoffs when necessary to reduce costs. Such decision shall be a management prerogative and may be implemented by Employer at its discretion. If Employer decides to utilize layoffs, it shall follow the provisions of this MOU - Section 6.

8.2 If the Employer determines that it will be necessary to lay off Employees within the bargaining unit, then whenever possible, the Employer will inform Employees thirty (30) days prior to layoff. Employees will be laid off in reverse order of seniority by classification within the bargaining unit, except in cases where the Employer can clearly demonstrate that the Employee lacks the skills or ability to perform the duties of his position. Employees who have been laid off will be rehired in the reverse order of layoff (i.e last laid off, first rehired).

8.3 Employees in higher classifications within the bargaining unit will be given the opportunity to demote to lower classifications within the bargaining unit for which they are qualified, recognizing the fact that this could result in the layoff of Employees in lower classes because of less seniority.

8.4 An Employee who has been laid off has the right to re-employment for a period of one hundred and eighty (180) days, provided he has the necessary qualifications for the position to be filled.

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9.LEAVES

9.1 Vacation leave shall accrue from each Employee's original anniversary date, at the following rates:

9.1.a. For each Employee having less than four full years of continuous service to Employer, the employee will accrue six and two-thirds hours per calendar month of employment. The employee will accrue a maximum of 80 hours annually totaling (2 weeks).

9.1.b. For each Employee having at least four full years, but less than nine full years of continuous service to Employer, the employee will accrue ten hours per calendar month of employment. The employee will accrue a maximum of 120 hours annually totaling 3 weeks.

9.1.c. For each Employee having at least nine full years, but less than fourteen full years of continuous service to Employer, the employee will accrue thirteen and one-third hours per calendar month of employment. The employee will accrue a maximum of 160 hours annually totaling 4 weeks..New Employees hired on or after July 1, 2012 will earn up to a maximum of 4 weeks' vacation.

9.1.d. For each Employee having fourteen or more full years of continuous service to Employer, the employee will accrue sixteen and two-thirds hours per calendar month of employment. The employee will accrue a maximum of 200 hours annually totaling (5 weeks).

9.2 The Employer will entertain requests by eligible Employees as to the time at which their vacations will be scheduled, but vacation schedules must necessarily conform to and not unduly interfere with, the operation schedules of the Employer. Preference will be in order of seniority, based on years of service within the bargaining group, provided the remaining Employees are qualified to do the work. Granted leave shall only be revoked under extreme circumstances and not within one month of its commencement.

9.3 Employees must complete six months of employment to be eligible to take vacation. After six months of service, Employer will compensate Employees for accrued vacation which is unused upon termination, at the employee's current wage rate.

9.4 JURY DUTY:

The District will grant court leave to allow benefited employees to serve as juror or a witness in a court proceeding provided that the employee is not a party to the action. Employees need to provide their supervisors with relevant documents verifying the need for court leave as soon as the need becomes known.

9.4.a Jury Duty Compensation: Subject to the following conditions, eligible employees will receive their regular base rate of pay for those hours spent in court, traveling to and from court when such time occurs during employee's regular scheduled work days and hours of work:

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1. Court leave will not result in payment of overtime or be considered as hours worked for purposes of determining eligibility for overtime, unless the court leave is related to the employee's job responsibilities.

2. Upon completion of jury/court/witness service for which the employee received his/her regular pay, the employee will forward any compensation received from the court or other party to the District upon receipt. Employee may keep reimbursements received for out-of-pocket expenses such as meals, mileage, and lodging.

3. An employee will not receive pay for the work time missed if s/he is required to miss work because of court appearances in a matter to which the employee is a party or to serve as a witness for a party who has filed an action against the District or the employee is subpoenaed to appear on a matter unrelated to employment. However, the employee may choose to use his/her vacation.

9.5 Sick leave will accumulate at the rate of eight (8) hours per month, with unlimited accrual. A doctor's certificate may be required by the Employer. Employee will be paid for time off for illness up to the limits of time accumulated. Abuses of sick leave may be subject to disciplinary action. Each Employee having unused sick leave on December 1 of each year shall have the opportunity to "sell" back to the District one-half (1/2) of their unused sick leave balance, up to a maximum of forty-eight (48) hours and shall be compensated at their regular hourly rate for such time. That time so paid shall be deducted from Employee's available accumulated sick leave time. Unused sick leave compensation shall be limited to that time which has accrued in the preceding twelve (12) months. Elimination of the December annual 48-hour sick leave buy back for employees hired after July 1, 2011.

Employees who elect to retire after 20 years of service may elect to receive up to 20% of their accrued sick leave hours; adding 2% additional each year to 25 years (30% after 25 years); and 4% additional year thereafter to a maximum sick leave buyout after 30 years of service of 50% of 960 hours. As an alternative, the Employee may elect to convert their accumulated sick leave hours to a non-interest bearing District account for purpose of paying medical insurance coverage and/or out-of-pocket medical expenses such as deductibles and co-payments at double the rates above, with a maximum of 100% of 960 hours of sick leave.

In the event of a death of a member of the Employee's immediate family, the Employee shall be granted a leave of absence, with pay, for a period of up to forty (40) working hours for final arrangements. For the purposes of this Section, the immediate family shall be defined as those within the 3rd degree of consanguinity or affinity. See Exhibit D for consanguinity and affinity chart. Evidence of death may be required by the Employer.

9.6 Nationwide State or Local Emergency

Should the Federal, State, or Local government declare an emergency requiring the shutdown of nonessential service or the complete shutdown of government for any declared emergency, Employees sent home without pay and without the ability to work from home shall have credited to their leave banks the total accrual for one year added to sick leave and annual leave. These leave banks shall be used to continue normal pay and

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benefits until exhausted. Leave banks will begin normal accrual on anniversary of banked leaves.

10. UNION RIGHTS

10.1 A duly authorized representative of the Union may be permitted to talk on the job with Employees subject to this Agreement, for the purpose of ascertaining whether or not this Agreement is being observed by all parties, or in adjusting grievances, and for no other reasons. Union agrees that this privilege shall be so exercised as to not interfere with the work in the departments.

Orientation of new employees: When a new employee who is governed under this Collective bargaining agreement is hired, a meeting with the union's business agent or active job steward shall be scheduled. It is the sole responsibility of the union representatives to schedule such meetings. This meeting will not be longer than 30 minutes and be held the same day as the employee orientation.

10.2 The union shall notify the Employer of the selection of the job steward.

10.3 The job steward shall not stop the Employer's work for any reason, or tell any Employee covered by this Agreement that Employee cannot work on the job.

10.4 It is hereby mutually understood and agreed that no person is authorized to act as or is to be deemed to be an authorized agent of either party to this Agreement unless the party appointing such authorized agent has first notified the other in writing of such appointment and the scope of the authority of such an agent.

10.5 It is hereby agreed and understood that the following persons and no other shall be the authorized agents of the respective parties until further notice as provided in Section 10.4 hereof;

Duly authorized agent of the Union shall be: Business Manager or Business Representative designated by the Business Manager.

Duly authorized agent of the Employer shall be the General Manager, or any other person authorized by Employer to act as his agent whose identity and scope of authority has been made known to the Local Union by written communication from said Employer.

11. DISCIPLINE AND DISCHARGE

The purpose of this article is to provide for an equitable and expeditious manner of the resolution of disputes arising from the imposition of discipline. The tenure and status of every employee is conditioned on reasonable standards of personal conduct and job performance. Failure to meet such standards shall be just cause for disciplinary action. In

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addition to the causes set forth in the District personnel policies, discipline may be based upon any of the following grounds:

1. Failure to fully perform required duties.
2. Failure to maintain current certifications required by law and by the Job Description, or a certification not required by law will be required following a reasonable period during which employees may obtain such certification.
3. Insubordination,
4. Abuse of employer policies or rules.
5. Unexcused absences,
6. Misuse or abuse of District property or equipment,
7. Substandard job performance,
8. Commission of a crime involving moral turpitude, and
9. Commission of other acts which are incompatible with service to the public. The examples are not exhaustive and the absence of a specific offense from the list of examples shall not be interpreted to mean that any particular conduct or level of performance does not constitute just cause for disciplinary action.

11.1 Any Employee involved in a discussion with their supervisor or management, who has reason to believe that discipline may result from said discussion, shall have the right to request Employee's Steward or Union Representative be present during the discussion. If the Employee wishes to have Union representation during such discussions, it shall be Employee's responsibility to make such wishes known and the Employer shall make arrangements for the desired representation. The Employer agrees that no Employee will be disciplined or discharged without cause. Disciplinary actions may include written warnings, suspensions without pay, demotion, reduction in salary, and discharge. Disciplinary actions may be taken without prior notice of intent and need not be preceded by lesser forms of discipline.

11.2 NOTICE OF INTENT

11.2.1 Written Notice of Intent to suspend for more than ten (10) working days, demote or discharge, shall be given to the employee, either by delivery of the notice to the employee in person, or by placing the Notice of Intent in the United States mail, first class postage paid, in an envelope addressed to the employee at the employee's last known home address.

11.2.2 Such delivery is conclusively presumed to provide actual notice to the affected employee. It shall be the responsibility of the employee to inform the District in writing of any change in such address. Whether delivery is made in person or by mail, the Notice of Intent shall contain a Statement of Delivery or Mailing indicating the date on which the Notice of Intent was personally delivered or mailed. Such date of delivery or mailing shall be the date of issuance of the Notice of Intent.

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11.2.3 The Notice shall inform the employee of:

11.2.4 The charge;

11.2-5 The action intended;

11.2.6 The reasons for the intended action; and.

11.2.7 The effective date of the intended action.

11.2.8 The Notice shall also inform the employee of the right to respond to the Notice of Intent prior to the action being taken, the time limit within which the response should be made, the person to whom the response shall be made, and the response options available to the employee.

11.2.9 A copy of the Notice of Intent will be sent to the Union.

12. EMPLOYEE RESPONSE TO THE NOTICE OF INTENT

12.1 No employee is required to respond to the Notice of Intent. Furthermore, the absence of an employee response does not automatically indicate that the employee agrees with the charges in the Notice, nor does it restrict the employee from grieving any Management action which occurs after the employee's deadline for responding has passed.

12.2 If the Notice is to demote or to suspend the employee for more than ten (10) working days, the employee has the right to respond to the Notice, either orally or in writing. Such response must be received within ten (10) work days from the date of issuance of the Notice of Intent. Late responses need not be considered.

12.3 If the Notice of Intent is to discharge, as an alternative to the oral or written response, the employee may request a meeting with the District. Such response or request for a meeting must be received by the District no later than ten (10) work days from the date of issuance of such Notice of Intent. Such a meeting shall be scheduled within five (5) work days after the request is made. If the employee wishes representation in the meeting, the District shall make arrangement for the employee's representative. if an employee of the District, to be excused from work for the meeting, At the meeting, the employee shall be entitled to give a response, orally or in writing before the District decides on the action to be taken. When the employee is represented by the Union, such response must include any and all facts or defenses known to the employee or to the employee's representative. Late responses need not be considered.

12.4 Verbal and written reprimands shall only be subject to review through Step 4 of the Grievance Procedure and shall not be subject to arbitration or litigation. For any action which is not arbitrable, the affected Employee may prepare a written statement responding to the reprimand and such statement shall be included in the Employee's official personnel file(s) if it is submitted within five (5) calendar days of the final disposition by the General Manager or their designee. Such written responses shall remain in the official personnel file(s) for as long as the reprimand remains in file.

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13. INVESTIGATORY LEAVE

13.1 The District may place an employee on investigatory leave without prior notice in order to review or investigate allegations of conduct which, at the District's sole discretion, would warrant relieving the employee immediately from work duties. If upon conclusion of the investigation neither suspension without pay nor discharge is determined by the District to be appropriate, the employee shall be paid for the leave. If, as a result of the investigation, the District determines that the allegations against the employee support discharge, then the investigatory leave period shall be without pay. If, as a result of the investigation, the District determines that the allegations against the employee support a suspension, then the appropriate portion of the investigatory leave period shall be applied to the suspension.

13.2 When an employee is placed on investigatory leave, the Union will be sent a notice of such action.

13.3 Any Employee being suspended, involuntarily demoted or discharged shall not be removed from the payroll or otherwise adversely affected until after the completion of a pre-disciplinary hearing before the Department Head or acting Department Head. The purpose of a pre-disciplinary hearing is for the Employee to respond to the specific charges and present evidence on their behalf. The Employee must be timely notified in writing of the dismissal, involuntary demotion or suspension and the reasons therefore. The Employee shall have the right to be represented at this hearing by a Union Representative. After hearing the evidence presented at the hearing, the Department Head shall render a written decision within five (5) working days. Discipline more severe than that described in the Notice of Intent may not be imposed without the issuance of a further Notice of Intent; however, the District may reduce such discipline without the issuance of a further Notice of Intent. A copy of the decision will be provided to the Union.

13.4 Upon receiving the Department Head's written decision, an Employee who has been suspended, involuntarily demoted or discharged, shall have the right to appeal such decision through the Grievance and Arbitration Procedure of this Agreement, beginning at Step 4.

14. GRIEVANCES

14.1 Except where a remedy is otherwise provided for, any Employee shall have the right to present a grievance arising from his employment in accordance with the rules and regulations of this procedure. A grievance shall be defined as a dispute between the District and the Union arising over the interpretation or application of a specific provision of this Agreement which is not a management right. Grievances as defined above shall be resolved pursuant to this Article.

14.2 All parties so involved must act in good faith and strive for objectivity, while endeavoring to reach a solution at the earliest possible step of the procedure. The aggrieved Employee shall have the assurance that the filing of a grievance will not result in reprisal of any nature. The aggrieved Employee shall have the right to be represented or accompanied by a Representative of the Union at all stages of the grievance procedure.

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14.3 Certain time limits in the grievance procedure are designed to quickly settle a grievance. It is realized, however, that on occasion the parties concerned may be unable to comply with the established limitations. In such instances, the limitations may be extended upon the mutual agreement of all parties concerned in writing, in advance of the expiration of the time limits. Deadlines which fall on a District non-business day will automatically be extended to the next business day. A business day is Monday through Friday, excluding observed holidays.

14.4 Failure of the aggrieved Employee to file an appeal within the prescribed time limit for any step of the procedure shall constitute abandonment of the grievance. Employer shall abide by prescribed time limits.

14.5 Any person responsible for conducting any conference, meeting or hearing under the formal grievance procedure shall give due and timely notice to all persons concerned.

14.6 When two or more Employees experience a common grievance, they may initiate a single grievance proceeding. The initial hearing of the grievance shall be by the immediate Supervisor, Manager or Department Head who has the prime responsibility for all of the aggrieved Employees.

14.7 The grievance procedure shall be as follows:

Step 1. When an Employee becomes aware that dissatisfaction exists with their work or work situation, Employee should discuss the matter informally with their immediate supervisor. Initial discussion should be sought by the Employee not later than ten (10) working days after the event giving rise to the grievance occurred, or ten (10) working days after the Employee should have had knowledge of the event, whichever is later. The following provisions relating to formal grievance procedure does not restrict the Employee and Supervisor from seeking advice and counsel from Managers and Department Heads when:

a) Mutually consented to by the Employee and Supervisor.

b) It appears that settlement can be reached at this informal level.

Step 2. The Supervisor will hear the grievance and give their written decision within five (5) working days of the receipt of the formal grievance papers.

Step 3. If the written decision of the Supervisor is unsatisfactory to the Employee, the Employee may request that the grievance be presented to the Department Head for review. This request must be made in writing within five (5) working days of the receipt of the Supervisor's decision. The Department Head will hear the grievance and give their written decision within ten (10) working days of the receipt of the formal grievance papers.

Step 4. If the written decision of the Department Head is unsatisfactory to the

Employee, the Employee may request that the grievance be presented to the General Manager for review. This request must be made in writing within five (5) working days of the receipt of the Department Head's decision. The General Manager will hear the

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grievance and give their written decision within ten (10) working days of the receipt of the formal grievance papers.

Step 5. If the written decision of the General Manager is unsatisfactory to the Employee, the Union or Employee within ten (10) working days may request the grievance be advanced to arbitration. The arbitrator list will be requested within one-hundred twenty (120) days and the arbitrator from a list of seven (7) names supplied by the Federal Mediation and Conciliatory Service (FMCS), or another arbitration service mutually agreeable to the Employer and Union. The parties shall select the arbitrator by alternately striking names until one name remains. The Union representative shall strike the first name. The decision of the arbitrator shall be final and binding upon both parties.

14.8 The arbitrator shall have no authority to alter, amend, add to or subtract in any way the terms and conditions of this Agreement. The arbitrator shall confine their decision to a determination of the facts and an interpretation and application of this Agreement. The parties agree to each pay one-half the costs of the arbitrator.

14.9 COMPLAINT RESOLUTION PROCEDURE

14.9.1 TERMS

14.9.2 A complaint is defined as a complaint by an employee or the Union regarding the terms and conditions of an employee's employment which are not subject to the Grievance and Arbitration Procedures.

14.9.3 ADJUSTMENT OF COMPLAINTS

14.9.4 The employee shall attempt to resolve complaints with his/her immediate supervisor as soon as practicable. If the complaint is not resolved through informal discussion, the employee may notify the shop steward. The shop steward shall investigate the complaint and make a report to the Union representative.

14.9.5 When the Union has a complaint or when an Employee's complaint has not been resolved, the Union representative may bring the complaint to the attention of the District. The Union representative and the local Personnel Department will meet to discuss the complaint and to attempt to resolve it.

14.9.6 Informal resolutions, although final, shall not be precedent setting unless otherwise agreed to by the parties. Settlement offers made in this informal process shall not be introduced against a party or in grievances or arbitration.

15. CESSATION OF WORK

15.1 Under no circumstances shall any dispute or disagreement be permitted to cause a cessation of work. Employer hereby declares opposition to lockouts and Union hereby declares opposition to strikes, sympathetic or otherwise, and to stoppage or slowdown of work.

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16. HEALTH AND WELFARE

16.1 Employer will provide and pay 100% of the insurance premium costs of medical, hospital, dental, prescription, and Vision coverage for employees and dependents of all employees hired prior to or on June 30, 2012. Employees hired on or after July 1, 2012 will pay twenty-five percent (25%) of the cost of dependent coverage. The Employer will provide and pay 100% of insurance premium costs for life, accidental death and dismemberment, short term and disability insurances for the employee for the life of the contract.

16.2 The Employer shall provide a long-term disability plan at no cost to the Employees. The current plan will provide a benefit equal to 66 & 2/3% of monthly salary (not to exceed $7,500.00 a month) commencing on the ninety-first (91) day of a qualifying disability.

17. PENSION

17.1 Pension benefits, as set forth herein, shall be paid after six (6) months of employment for Employees in the bargaining unit who choose to participate in the Operating Engineers Pension Trust Fund.

17.2 The Employer shall pay into the Operating Engineers Pension Trust Fund an amount equal to thirteen and one-third 13 1/3% percent of the Employee's gross W2 earnings. This amount includes the contribution to the Union's Retiree's Health Care Trust. (Effective after full ratification date is first payroll after full pay period.)

17.3 All Employees who are enrolled in the union pension system shall continue to be eligible for enrollment in the system, as long as they are full-time Employees of Employer, whether or not they are members of the bargaining unit.

17.4 The Employer shall make the payments provided in Section 17.2 at the times and in the manner provided in the Trust Agreement creating the Pension Trust Fund for Operating Engineers, and is bound by all the terms and conditions thereof and any amendment or amendments thereto. Eligibility of Employees shall be determined by the Trustees of said Trust.

17.5 The Employer shall deduct for union dues and make available an automatic payroll deduction for credit union deposits.

17.6 As an alternative to the Operating Engineers Pension Trust Fund, Employees may elect to enroll in another pension plan available through Employer.

17.7 The District will "match" 100% of an employee's contribution into a deferred compensation plan up to 4% of the employee's annual wages effective August 1, 2005.

Effective July 1, 2017 the contribution rate would increase by 6% totaling 2%

Effective July 1, 2018 the contribution rate would increase by 1% totaling 3% Effective July 1, 2019 the contribution rate would increase by 1% totaling 4%.

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18. MANAGEMENT RIGHTS

18.1 Incline Village General Improvement District retains the exclusive right, except as expressly stated herein, to operate and direct the affairs of the District in all its various aspects, including but not limited to, the right to direct the work force; to determine the size of the work force and the number of employees, classifications, qualifications, fitness and positions; to plan, direct and control all the operations and services of the District; to determine the methods, means, and organization by which such operations and services are to be conducted; to assign and transfer employees within its operations; to combine, divide, or reorganize its operations; to assign and schedule work; to establish and enforce reasonable work rules; to hire, promote, demote, suspend, discipline, as a possible alternative to layoffs the right to discuss furlough of employees, discharge or relieve employees due to lack of work or other legitimate reasons; and to change or eliminate existing methods, equipment operation or department facilities.

18.2 Union agrees that Employer shall have complete freedom in questions involving termination of employment, transfer, advancement, and layoffs due to lack of work, except that no Employee shall be discharged for Union activities. Union recognizes and agrees that reprimands, suspensions and discharges of Employees for inefficiency, carelessness or insubordination are necessary and proper to the successful operation of Employer's business

18.3 Nothing in this Agreement shall be construed as abrogating any rights that either party hereto has under the statutes of the State of Nevada.

19. TERMS OF AGREEMENT

19.1 This Agreement shall become effective on the 1st day of July 2020, and remain in effect through the 30th day of June 2023. This Agreement shall continue in effect from year to year thereafter, unless either of the parties hereto gives notice to the other in writing, pursuant to NRS Chapter 288, in each year during which this Agreement may be automatically renewed, either of a desire to terminate or to modify this Agreement. In the event of such a notice, the parties hereto agree: (1) to meet and confer with the other through their authorized agents for the purpose of negotiating a new Agreement or an Agreement containing the proposed modifications; (2) to notify such State and Federal agencies and boards within the time required by any applicable laws, of the existence of such dispute, provided that no agreement has been reached by that time; and (3) to continue in full force and effect without resorting to strikes or lockouts, all the terms and conditions of the existing Agreement for a period of sixty (60) days after such notice is given to such State or Federal board or agency or until the expiration of the existing Agreement, whichever occurs later.

19.2 Reopener Language: This agreement shall be automatically reopened for all negotiation items beginning with FY2018 (July 1, 2017-June 30, 2020) reported on or about November 1, 2018 in annual audit in the event the revenues to the District's General Fund useable in the year received decline from the total revenues received by the District's General Fund for the previous fiscal year, (audited), by 30% or if the unreserved ending fund balance in the District's General Fund has been budgeted for less than 4% of the actual expenditures from the General fund for the previous fiscal year pursuant to NAC

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354.650(1), and the District has fully complied with the provisions of NAC 354.650(1). The parties agree to the above procedures constitute compliance with NRS 288.150.

20. AGREEMENT BINDING UPON PARTIES

This Agreement shall be binding upon the heirs, executors, administrators, successors, and lessees of the parties hereto. In the event of the reorganization, transfer or change in the method of administering the service provided, the District shall provide the Agreement shall continue in full force and effect with the Union recognized as the proper bargaining representative of the Employees at the facility.

20.1 IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals by their respective officers duly authorized to do so this 16 day of May, 2021.

EMPLOYER:
INCLINE VILLAGE
GENERAL IMPROVEMENT
DISTRICT

Tim Callicrate, Chairman

Sara Schmitz, Secretary

Reviewed and Approved:

Indra Winquest, General Manager

Joshua Nelson, Legal Counsel

UNION:
OPERATOR ENGINEERS
UNION LOCAL NO. 3
of the International Union of
Operating Engineers, AFL-CIO

Steve Ingersoll, President

Bruce Noel, Recording Corresponding Secretary

Tim Neep, Director Public Employees

Ralph Handel, Business Representative

Bob Olsen, Chief Steward

Kristine Lebo, Steward

Chris Orton, Steward

EXHIBIT A

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

Union Salary Ranges

Effective July 1, 2020

PAY Scale

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
Union Salary Ranges
Effective July 1, 2020

Uncertified Scale

Top of Ranges Increased 1.5%
from previous year
Min to Max 40%

	HOURLY			BI WEEKLY			ANNUAL		
GRADE	Minimum	Mid	Max	Minimum	Mid	Max	Minimum	Mid	Max
G3	$19.91	$23.89	$27.87	$1,593	$1,911	$2,230	$41,410	$49,692	$57,974
G4	$20.92	$25.11	$29.29	$1,674	$2,009	$2,343	$43,521	$52,225	$60,929
G5	$21.97	$26.36	$30.75	$1,757	$2,109	$2,460	$45,692	$54,831	$63,969
G6	$22.72	$27.27	$31.81	$1,818	$2,181	$2,545	$47,261	$56,713	$66,165
G7	$25.22	$30.27	$35.31	$2,018	$2,421	$2,825	$52,463	$62,956	$73,449
G8	$27.64	$33.17	$38.70	$2,212	$2,654	$3,096	$57,500	$69,000	$80,500
G9	$30.16	$36.19	$42.22	$2,413	$2,895	$3,378	$62,733	$75,279	$87,826
G10	$32.62	$39.14	$45.66	$2,609	$3,131	$3,653	$67,845	$81,414	$94,983
G11	$35.08	$42.10	$49.12	$2,807	$3,368	$3,929	$72,972	$87,567	$102,161
G12	$37.57	$45.08	$52.60	$3,006	$3,607	$4,208	$78,145	$93,773	$109,402

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
Standard Salary Ranges
Effective July 1, 2020

Top of Ranges Increased 1.5%
from previous year
Min to Max 40%

	HOURLY			BI WEEKLY			ANNUAL		
GRADE	Minimum	Mid	Max	Minimum	Mid	Max	Minimum	Mid	Max
16	$18.65	$22.39	$26.13	$1,492	$1,791	$2,089	$38,801	$46,561	$54,321
18	$20.57	$24.68	$28.80	$1,646	$1,975	$2,304	$42,782	$51,338	$59,895
20	$22.67	$27.20	$31.74	$1,814	$2,176	$2,539	$47,155	$56,586	$66,017
22	$25.00	$30.00	$35.00	$2,000	$2,400	$2,800	$51,996	$62,395	$72,794
25	$28.93	$34.72	$40.51	$2,315	$2,778	$3,241	$60,184	$72,221	$84,258
26	$30.38	$36.46	$42.54	$2,431	$2,917	$3,403	$63,200	$75,840	$88,480
27	$31.90	$38.28	$44.66	$2,552	$3,062	$3,573	$66,362	$79,622	$92,893
32	$40.72	$48.86	$57.00	$3,257	$3,909	$4,560	$84,680	$101,627	$118,565

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EXHIBIT B

JOB CLASSIFICATIONS & GRADES

IWGID Utilities

July 1, 2020

Grade	Job Classification
G11	Sr. Electrician/Instrumentation Technician
	Assistant Water/Wastewater Operator III Supervisor (Water Lead)
	Assistant Water/Wastewater Operator III Supervisor (Wastewater Lead)
	Assistant Collections/Distribution Operator III Supervisor Lead
G10	Collections/Distribution Operator III
	Water/Wastewater Operator III
	Senior Inspector
G9	Collections/Distribution Operator II
	Water/Wastewater Operator II
	Mechanic II
	Inspector II
G8	Electrician/Instrumentation Technician I
	Utilities Asset Management Technician
	Collection/Distribution Operator I
	Water/Wastewater Operator I
	Mechanic I
	Laboratory Analyst I
	Inspector I
	Solid Waste & Regulatory Compliance Technician
G7	Meter Reader I
	Buildings Maintenance III – Electrical
	Buildings Maintenance III – Finish Carpenter
	Buildings Maintenance III – Mechanical Technician
	Inspector I
G6	Buildings Maintenance II
	Collection/Distribution Operator in Training
	Water/Wastewater Operator In Training
G5	Buildings Maintenance I
	Assistant Mechanic
G3	Customer Service Representative

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JOB CLASSIFICATIONS & GRADES
IVGID
Finance/Accounting
Information and Technology (IT)
July 1, 2017

Grade	Job Classification
	Finance/Accounting
16	Administration Technician
18	Accounts Payable Technician
22	Payroll Coordinator
25	Accountant
	Information and Technology (IT)
22	IT Technician
26	IT Network Administrator
32	Principle IS & T Analyst

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EXHIBIT C

Pay - For - Performance Matrix
Fiscal Year 2020 and 2023

If an employee is on a P I P they will not receive an increase for the year.

COLA floor will be no less than 1% and no cap on the ceiling.

Merit Adjustment	Performance Evaluation Rating On Anniversary Date of hire	Performance Increase	Total Pay for Performance Increase
Merit increase	NEEDS IMPROVEMENT	0 %	PERFORMANCE REVIEW
Merit increase	MEETS REQUIREMENTS	2%	PERFORMANCE REVIEW
Merit increase	EXCEEDS REQUIREMENTS	4 %	PERFORMANCE REVIEW

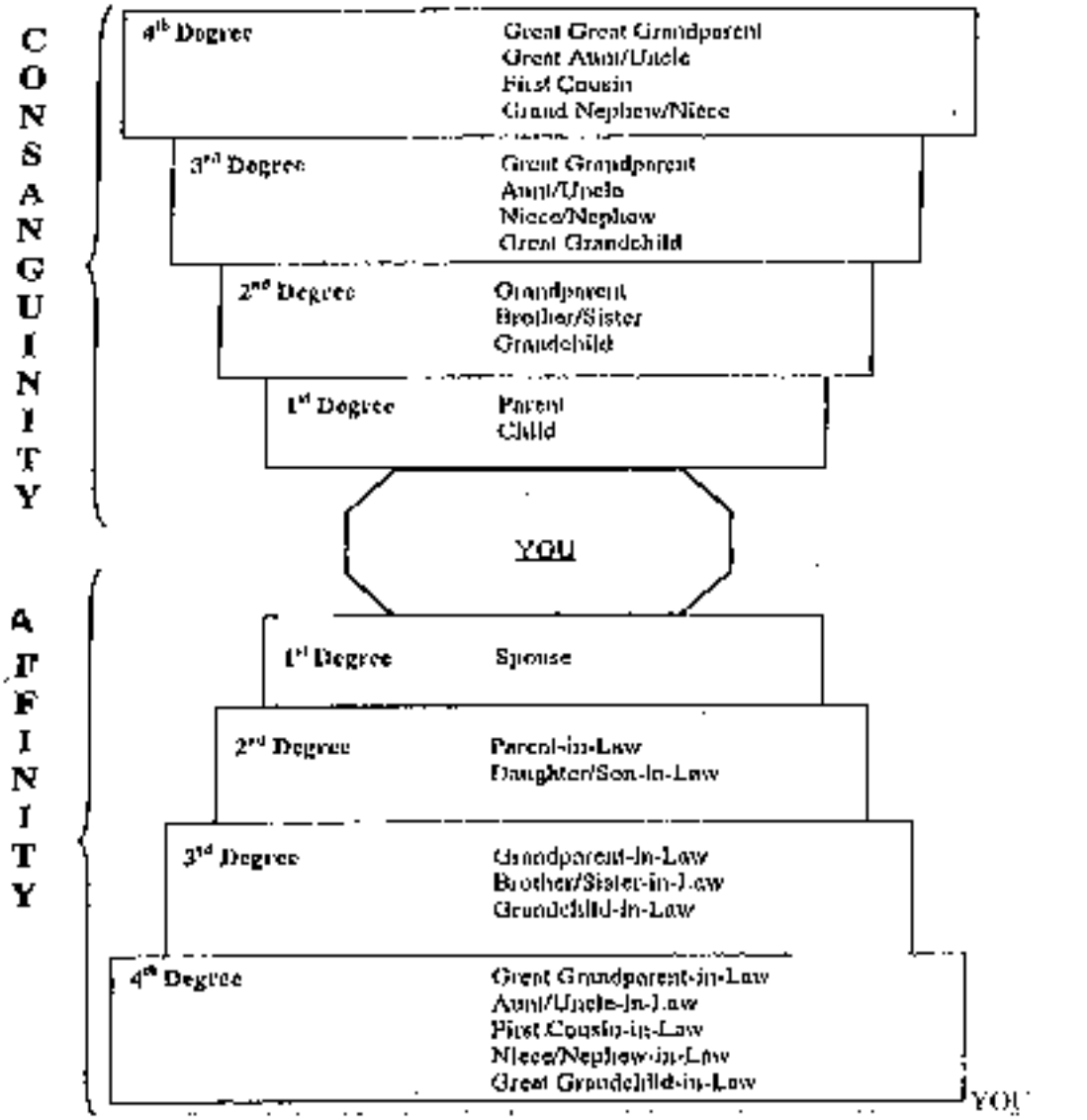
Once an employee reaches the maximum annual salary based on current position and grade, the performance increases would be awarded as a lump sum check, calculated by multiplying the employee's maximum annual salary based on current position and grade by the percentage earned from their performance per the matrix.

(Does not include Working Out of Class increases of pay as those are temporary increases for special circumstances. If those Working out of Classes become permanent to the base annual salary they will be paid out)

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EXHIBIT D

CONSANGUINITY / AFFINITY CHART



Note: Step relationships (step-brother, step-father, etc.) are considered to be the same as blood relationships. Domestic Partners are considered the same as spouse.

EXHIBIT E

Grievant Name: Date:

Department: Work Telephone Number:

Classification: Date of Incident Giving Rise to Grievance:

Article(s) & Section(s) of Contract Violated:

Explanation of Grievance: (Attach additional sheets if needed)

Remedy Sought: (Attach additional sheets if needed)

Employee Signature: Date:

Steward Signature: Date: If available.

Business Representative/Designee Signature: Date:

TO BE COMPLETED BY THE APPROPRIATE MANAGEMENT REPRESENTATIVE:

Date Date of Date of Grievance Received Meeting Response: ____ _ __.

Step 1 Date Date of Date of Grievance (Attach copy of written response) Received Meeting Response:

Step 2 Date Date of Date of Grievance (Attach copy of written response) Received Meeting Response:

Step 3 Date Date of Date of Grievance (Attach copy of written response) Received Meeting Response:

Step 4 Date Date of Date of Grievance (Attach copy of written response) Received Meeting Response

GRIEVANCE FORM

To Be Completed By The Grievant (Please Print or Type)

MEMORANDUM OF UNDERSTANDING

BETWEEN AND FOR

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

AND THE

OPERATING ENGINEERS LOCAL UNION NO. 3

SUPERINTENDENTS' BARGAINING UNIT

July 1, 2020 through and including June 30, 2023

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THIS AGREEMENT is by and between INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT, hereinafter called the "Employer," and OPERATING ENGINEERS LOCAL UNION NO. 3 of the International Union of Operating Engineers, AFL-CIO, hereinafter called the "Union."

WITNESSETH

WHEREAS, the Employer desires to enter into an Agreement in order to assist the Employer to obtain competent and efficient Employees, to stabilize conditions of employment, and to foster and maintain harmonious relationships between Employer and its Employees.

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements herein contained, the parties hereto hereby agree as follows:

1. RECOGNITION

1.1 Employer recognized the Union as the sole and exclusive agent of its full-time, regular Utilities Superintendent.

2. SUBORDINATION

2.1 It is understood that Employer is a quasi-municipal corporation organized under the provisions of NRS Chapter 318. This Agreement is subject to any applicable provisions of Nevada laws that govern general improvement districts. Any provision of this Agreement in conflict with the laws governing general improvement districts shall be considered null and void.

3. NON-DISCRIMINATION

3.1 No employee shall be discriminated against by the Employer, the Union, or the Employees because of sex, race, color, religion, disability, sexual orientation or national origin.

4. HOLIDAYS

4.1 The following shall be considered as paid holidays under this Agreement and when no work is performed on these days, an Employee shall be paid for their regular scheduled shift at their regular straight-time rate of pay: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Fourth of July, Labor Day, Nevada Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. Should any of these holidays fall on Sunday, the following Monday shall be the observed paid time off for the holiday. Should any of these holidays

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fall on Saturday, the preceding Friday shall be the observed paid time off for the holiday. In the event there is any work performed on any of the above-mentioned holidays, the Employee shall receive an additional day off in lieu of the holiday worked.

4.2 In order to be eligible for holiday pay when no work is performed. An Employee must work or be available for work on the last regular work day immediately prior to a holiday, and the first regular work day immediately following that holiday, unless the Employee shall have been unavailable for work because of: illness or injury sustained by a doctor's certificate showing Employee was unable to work for a period not to exceed thirty (30) days; absence (other than leaves of absence) when authorized by the Employer; and serious illness or death in the Employee's immediate family.

4.3 If a holiday for which pay is due falls during an Employee's scheduled vacation, then the Employee shall receive an additional day off with pay.

5. SALARIES

5.1 The salary range listed in Exhibit A is hereby made part of this Agreement, and shall become effective on July 1, 2020. This salary range shall be established equal to the District range number 36.0.

5.2 Job classification shall have the salary grade listed in Exhibit B.

5.3 Upon commencement of full-time, regular work for Employer, a new Employee shall be paid the minimum of the salary grade. At the Employer's discretion, a new Employee with exceptional experience, capabilities or knowledge may be assigned to a rate above the minimum of the salary grade.

5.4 Employees shall hold probationary status for the first twelve months following appointment. Probationary Employees may be terminated without cause. Satisfactory performance during the probationary period, as determined by the Employee's immediate superior through a performance evaluation at the completion of the twelve-month interval, shall remove the Employee from probationary status. Any probationary Employee receiving a below target evaluation may be terminated.

5.5 It is agreed, the Employer and the Union shall establish a mutually acceptable criterion for conducting a salary survey for use in a subsequent memorandum of understanding.

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5.6 It is agreed the Employer and the Union shall establish a joint Labor Management Committee to further communications and problem solve matters of mutual concern.

Effective date of Future Salary Increase

July 1, 2020 COLA increase. Retro to July 1, 2020:

> The CPI percentage shall be based upon the actual BLS consumer price indexes Pacific Cities and U.S. City Average in the urban wage earners CPI-W in the chart with March 2020 being the Year 1 baseline to take effect July 1, 2020, with a floor of 1.0%

A merit salary increase shall be awarded per the matrix, (Exhibit D) on the employee's annual review date, based on performance.

July 1, 2021 COLA

> The CPI percentage shall be based upon the actual BLS consumer price indexes Pacific Cities and U.S. City Average in the urban wage earners CPI-W, in the chart with March 2021 being the baseline to take effect July 1, 2021, with a floor of 1.0%

A merit salary increase shall be awarded per the matrix, (Exhibit D) on the employee's annual review date, based on performance.

July 1, 2022 COLA

> The CPI percentage shall be based upon the actual BLS consumer price indexes Pacific Cities and U.S. City Average in the urban wage earners CPI
>
> -W, in the chart with March 2022 being the baseline to take effect July 1, 2022, with a floor of 1.0%

A merit salary increase shall be awarded per the matrix, (Exhibit D) on the employee's annual review date, based on performance.

If July 1st falls within the first seven days of the pay period, pay will be effective the current pay period. If July 1st falls within the second week of payroll, the pay will be the first of the following pay period.

Example; June 25th through July 1st the increase would take effect the first day of the pay period.

6. LAYOFFS

6.1 If the Employer determines that it will be necessary to layoff the Employee of the bargaining unit, then whenever possible, the Employer will inform the Employee thirty (30) days prior to layoff.

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6.2 An Employee who has been laid off has the right to re-employment for a period of one hundred and eighty (180) days, provided Employee has the necessary qualifications for the position to be filled.

6.3 Nationwide State or Local Emergency Leave: Should the Federal, State or Local government declare an emergency requiring the shutdown of nonessential service or the complete shutdown of government for any declared emergency, Employees sent home without pay and without the ability to work from home shall have credited to their leave banks the total accrual for one year added to sick leave and annual leave. These leave banks shall be used to continue normal pay and benefits until exhausted. Leave banks will begin normal accrual on anniversary of banked leaves.

6.4 Critical Infrastructure of Essential Workers: Operations of essential critical infrastructure requires all employees and support staff involved in operations, maintenance, and compliance to ensure these institutions remain operational and in compliance with Federal, State and local regulatory requirements.

7. LEAVES

7.1 Vacation leave shall accrue from each Employee's original anniversary date, at the following rates:

7.1.a. For each Employee having less than four full years of continuous service to Employer, employee will accrue ten (10) hours per calendar month of employment. Employee will accrue a maximum of 120 hours annually (totaling 3 weeks)

7.1.b. For each Employee having at least four full years, but less than nine full years of continuous service to Employer, employee will accrue thirteen and one-third (13.3) hours per calendar month of employment. Employee will accrue a maximum of one hundred and sixty (160) hours annually (totaling 4weeks). New employees hired on or after July 1, 2012 will earn up to a maximum of 4 weeks' vacation.

7.1.c. For each Employee having at least nine or more full years of continuous service to Employer, employee will accrue sixteen and two-thirds (16.66) hours per calendar month of employment. Employee will accrue a maximum of two hundred (200) hours annually totaling (5 weeks). Employees may maintain up to six weeks (240 hours) of vacation in their leave bank.

7.1.d. Employees must complete six months of employment to be eligible to take vacation. After six months of service, Employer will compensate Employees for

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accrued vacation which is unused upon termination, at the Employee's current wage rate.

7.2 Paid Time Off: Employees shall receive forty (40) hours of Personal Time Off (PTO) per calendar year. Unused PTO may not be carried over and no Employee may accrue more than forty (40) hours of PTO. If the Employee is promoting from a previous PTO-eligible position, their current PTO balance shall remain intact and the next forty (40) hours of accrual will occur with the next calendar year.

7.3 Jury Duty: The District will grant court leave to allow benefited Employees to serve as juror or a witness in a court proceeding provided that the Employee is not a party to the action. Employees need to provide their supervisors with relevant documents verifying the need for court leave as soon as the need becomes known.

7.3a Jury Duty Compensation: Subject to the following conditions, eligible Employees will receive their regular base rate of pay for those hours spent in court, traveling to and from court when such time occurs during employee's regular scheduled work days and hours of work.

Court leave will not result in payment of overtime or be considered hours worked for purposes of determining eligibility for overtime, unless the court leave is related to the employee's job responsibilities.

Upon completion of jury/court/witness service for which the employee received his/her regular pay, the employee will forward any compensation received from the court or other party to the District upon receipt. Reimbursements received for out-of-pocket expenses such as meals, mileage, and lodging may be kept by employee.

An employee will not receive pay for the work time missed if s/he is required to miss work because of court appearances in a matter to which the employee is a party or serve as a witness for a party who has filed an action against the District or the employee is subpoenaed to appear on a matter unrelated to employment. However, the employee may choose to use his/her vacation.

7.4 Sick Leave

7.4.a. Sick leave will accumulate at the rate of eight (8) hours per month, with unlimited accrual. A doctor's certificate may be required by the Employer. Employee will be paid for time off for illness up to the limits of time accumulated. Abuses of sick leave may be subject to disciplinary action. Each Employee having unused sick leave on December 1 of each year shall have the opportunity to "sell" back to the District one-half (1/2) of their unused sick leave balance, up to a maximum of forty-eight (48) hours and shall be compensated at their regular hourly rate for such time. That time so paid shall be deducted from Employee's

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accumulated, available sick leave time. Unused sick leave compensation shall be limited to that time which has accrued in the preceding twelve (12) months. Elimination of December annual 48-hour sick leave buy back for employees hired after July 1, 2011.

7.4.b. Employees who elect to retire after 20 years of service with the District may receive up to 20% of their accrued sick leave hours; adding 2% additional each year to 25 years (30% at 25 years) and 4% additional each year thereafter to a maximum sick leave buyout of 50% of up to 960 hours after 30 years of service.

As an alternative, employees retiring after 20 years or more of service may elect to convert their eligible sick leave hours with the same limitations identified above to a non-interest bearing District account for the purpose of paying medical insurance coverage and/or out-of-pocket medical expenses such as deductibles and co-payments at double the rate to a maximum of 100% of up to 960 hours after 30 years of service

The non-interest bearing District account will be assigned a present value as of the date of retirement equal to the number of hours of sick leave times the employee's base hourly salary at the time of retirement. The District will debit said account on a dollar-for-dollar basis. This benefit is non-transferable and does not survive the retiree. Employees participating in this plan will receive a non employee IRS Form 1099-MISC annually.

7.5 In the event of a death of a member of the Employee's immediate family, the Employee shall be granted a leave of absence, with pay, for a period of up to forty (40) working hours for final arrangements. For the purposes of this Section, the immediate family shall be defined as within the 3rd degree of consanguinity or affinity. See Exhibit C for consanguinity and affinity chart. Evidence of death may be required by the Employer.

8. UNION RIGHTS

8.1 A duly authorized representative of the Union may be permitted to talk on the job with Employees subject to this Agreement, for the purpose of ascertaining whether or not this Agreement is being observed by all parties, or in adjusting grievances, and for no other reasons. Union agrees that this privilege shall be so exercised as to not interfere with the work in the departments.

8.2 It is hereby mutually understood and agreed that no person is authorized to act as or is to be deemed to be an authorized agent of either party to this Agreement unless the party appointing such authorized agent has first notified the other in writing of such appointment and the scope of the authority of such an agent.

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8.3 It is hereby agreed and understood that the following persons and no other shall be the authorized agents of the respective parties until further notice as provided in Section 8.2 hereof: Duly authorized agents of the Union shall be: Business Manager or Business Representative designated by the Business Manager.

Duly authorized agent of the Employer shall be the General Manager, or any other person authorized by Employer to act as his agent whose identity and scope of authority has been made known to the Local Union by written communication from said Employer.

9. DISCIPLINE AND DISCHARGE

9.1 Any Employee involved in a discussion with their immediate superior or management, who has reason to believe that discipline may result from said discussion, shall have the right to request their Steward or Union Representative be present during the discussion. If the Employee wishes to have Union representation during such discussions, it shall be the Employee's responsibility to make such wishes known and the Employer shall make arrangements for the desired representation.

The Employer agrees that no Employee will be disciplined or discharged without cause.

9.2 Verbal and written reprimands shall only be subject to review through Step 4 of the Grievance Procedure and shall not be subject to arbitration or litigation. Provided, however, that a written reprimand that is repeated and which is accompanied by a statement that more severe disciplinary action could follow is subject to arbitration. For any action which is not arbitrable, the affected Employee may prepare a written statement responding to the reprimand and such statement shall be included in the Employee's official personnel file(s), if it is submitted within five (5) calendar days of the final disposition by the General Manager or his/her designee. Such written responses shall remain in the official personnel file(s) for as long as the reprimand remains in file.

9.3 Any Employee being suspended, involuntarily demoted or discharged shall not be removed from the payroll or otherwise adversely affected until after the completion of a pre-disciplinary hearing before the department head or acting department head. The purpose of a pre-disciplinary hearing is for the Employee to respond to the specific charges and present evidence on his/her behalf. The Employee must be timely notified in writing of the dismissal, involuntary demotion or suspension and the reasons therefore. The notice must precede the hearing by at least forty-eight (48) hours, and may be delivered personally to the Employee or mailed to Employee at the Employee's last known address, by registered or certified mail, return receipt requested. If the notice is mailed, the effective date of the notice shall

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be the date of delivery, or if the letter is returned to the sender, three (3) calendar days after mailing, The Employee shall have the right to be represented at this hearing by a Union Representative. After hearing the evidence presented at the hearing, the department head shall render a written decision within five (5) working days.

9.4 If the department head determines that Incline Village General Improvement District is in jeopardy if an Employee is not relieved of duties pending a pre-disciplinary hearing under Section 9.3 hereof, the department head may order, as part of the pre-discipline notice, that the Employee shall take an immediate involuntary leave of absence without pay, which leave shall expire on the date of the department head's written decision under Section 9.3 hereof. Such leave shall be without prejudice to the Employee. If the department head determines, based upon the evidence presented at the hearing, that the appropriate disciplinary action involves a demotion or a suspension of a shorter period of time than the leave of absence, then the Employer shall provide back pay to the Employee for the difference at the end of the same pay period. If the department head determines, based upon the evidence presented at the hearing, that the appropriate disciplinary action involves a suspension of a greater period of time than the leave of absence, or a discharge, then no back pay shall be due and, in the event of a suspension, the beginning date of the suspension shall be the same as the beginning date of the leave of absence.

9.5 Upon receiving the department head's written decision, an Employee who has been suspended, involuntarily demoted or discharged, shall have the right to appeal such decision through the Grievance and Arbitration Procedure of this Agreement, beginning at Step 4.

10. GRIEVANCES

10.1 Except where a remedy is otherwise provided for, any Employee shall have the right to present a grievance arising from his employment in accordance with the rules and regulations of this procedure.

10.2 All parties so involved must act in good faith and strive for objectivity, while endeavoring to reach a solution at the earliest possible step of the procedure. The aggrieved Employee shall have the assurance that filing of a grievance will not result in reprisal of any nature. The aggrieved Employee shall have the right to be represented or accompanied by a Representative of the Union at all stages of the grievance procedure.

10.3 Certain time limits in the grievance procedure are designed to quickly settle a grievance. It is realized, however, that on occasion the parties concerned may be

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unable to comply with the established limitations. In such instances, the limitations may be extended upon the mutual agreement of all parties concerned.

10.4 Failure of the aggrieved Employee to file an appeal within the prescribed time limit for any step of the procedure shall constitute abandonment of the grievance. Employer shall abide by prescribed time limits.

10.5 Any person responsible for conducting any conference, meeting or hearing under the formal grievance procedure shall give due and timely notice to all persons concerned.

10.6 The grievance procedure shall be as follows:

Step 1. When an Employee becomes aware that dissatisfaction exists with their work or work situation, Employee should discuss the matter informally with their department head. Initial discussion should be sought by the Employee not later than ten (10) working days after the event giving rise to the grievance occurred, or ten (10) working days after the Employee should have had knowledge of the event, whichever is later.

Step 2. The Immediate Superior will hear the grievance and give their written decision within five (5) working days of the receipt of the formal grievance papers.

Step 3. If the written decision of the department head is unsatisfactory to the Employee, the Employee may request that the grievance be presented to the General Manager for review. This request must be made in writing within five (5) working days of the receipt of the department head's decision. The General Manager will hear the grievance and give their written decision within ten (10) working days of the receipt of the formal grievance papers.

Step 4. If the written decision of the General Manager is unsatisfactory to the Employee, the Union or Employee within ten (10) working days may request the grievance be advanced to arbitration. The arbitrator list will be requested within one-hundred twenty (120) days and the arbitrator from a list of seven (7) names supplied by the Federal Mediation and Conciliatory Service (FMCS), or another arbitration service mutually agreeable to the Employer and Union. The parties shall select the arbitrator by alternately striking names until one name remains. The Union representative shall strike the first name. The decision of the arbitrator shall be final and binding upon both parties.

10.7 The arbitrator shall have no authority to alter, amend, add to or subtract in any way the terms and conditions of this Agreement. The arbitrator shall confine their decision to a determination of the facts and an interpretation and application of this Agreement. The parties agree to each pay one-half the costs of the arbitrator.

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11. CESSATION OF WORK

11.1 Under no circumstances shall any dispute or disagreement be permitted to cause a cessation of work. Employer hereby declares opposition to lockouts and Union hereby declares opposition to strikes, sympathetic or otherwise, and to stoppage or slowdown of work.

12. HEALTH AND WELFARE

12.1 Employer will provide and pay 100% of the insurance premium costs of medical, hospital, dental, prescription, and vision, for employees and dependents for all employees hired prior to June 30, 2012. All new employees hired after July 1, 2012 will pay twenty-five percent (25%) of dependent coverage. The employer will provide and pay 100% of the insurance premium costs for life, accidental death and dismemberment, and short term disability insurance for theemployee through June 30, 2023.

12.2 The Employer shall provide a long-term disability plan at no cost to the Employees. The current plan will provide a benefit equal to 66 2/3% of monthly salary (not to exceed $7,500.00 a month) commencing on the ninety-first (91) day of a qualifying disability.

13. PENSION

13.1 Pension benefits, as set forth herein, shall be paid after six (6) months of employment for Employees in the bargaining unit who choose to participate in the Operating Engineers Pension Trust Fund.

13.2 The Employer shall pay into the Operating Engineers Pension Trust Fund an amount equal to thirteen and three tenths (13.3) percent of the Employee's gross W2 wages. This amount includes the contribution to the Union's Retiree's Health Care Trust.

13.3 All Employees who are enrolled in the union pension system shall continue to be eligible for enrollment in the system as long as they are full-time Employees of Employer, whether or not they are members of the bargaining unit.

13.4 The Employer shall make the payments provided in Section 13.2 at the times and in the manner provided in the Trust Agreement creating the Pension Trust Fund for Operating Engineers, and is bound by all the terms and conditions thereof and any amendment or amendments thereto. Eligibility of Employees shall be determined by the Trustees of said Trust.

13.5 The Employer shall deduct for union dues and make available an automatic payroll deduction for credit union deposits.

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13.6 As an alternative to the Operating Engineers Pension Trust Fund, Employees may elect to enroll in another pension plan available through Employer.

13.7 The District will "match" 100% of an employee's contribution into a deferred compensation plan up to 6% of the employee's annual wages, effective July 1, 2020.

14. VEHICLE USE AGREEMENT

The District will ensure the Utilities Superintendent has the available use of a District vehicle while at work and working. This vehicle will not be available for use outside of working hours.

15. MANAGEMENT RIGHTS

15.1 Incline Village General Improvement District retains the exclusive right, except as expressly stated herein, to operate and direct the affairs of the District in all its various aspects, including but not limited to, the right to direct the work force; to determine the size of the work force and the number of employees, classifications, and positions; to plan, direct and control all the operations and services of the District; to determine the methods, means, and organization by which such operations and services are to be conducted; to assign and transfer employees within its operations; to combine, divide, or reorganize its operations; to assign and schedule work; to establish reasonable work rules; to hire, promote, demote, suspend, discipline, discharge or relieve employees due to lack of work or other legitimate reasons; and to change or eliminate existing methods, equipment or facilities.

15.2 Union agrees that Employer shall have complete freedom in questions involving termination of employment, transfer, advancement, and layoffs due to lack of work, except that no Employee shall be discharged for Union activities. Union recognizes and agrees that reprimands, suspensions and discharges of Employees for inefficiency, carelessness or insubordination are necessary and proper to the successful operation of Employer's business.

15.3 Nothing in this Agreement shall be construed as abrogating any rights that either party hereto has under the statutes of the State of Nevada.

16. TERM OF AGREEMENT

16.1 This Agreement shall become effective on the 1st day of July 2020, and remain in effect through the 30th day of June 2023. This Agreement shall continue in effect from year to year thereafter, unless either of the parties hereto gives notice to the other in writing, pursuant to NRS Chapter 288, in each year during which this Agreement may be automatically renewed, either of a desire to terminate or to modify this Agreement. In the event of such a notice, the parties hereto agree: (1) to

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meet and confer with the other through their authorized agents for the purpose of negotiating a new Agreement or an Agreement containing the proposed modifications; (2) to notify such State and Federal agencies and boards within the time required by any applicable laws, of the existence of such dispute, provided that no agreement has been reached by that time; and (3) to continue in full force and effect without resorting to strikes or lockouts, all the terms and conditions of the existing Agreement for a period of (60) days after such notice is given to such State or Federal board or agency or until the expiration of the existing Agreement, whichever occurs later.

16.2 Reopener Language - This agreement shall be automatically reopened for all negotiation items beginning with FY 2020(July 1,2020-June 30,2023) reported on or about November 1, 2021 in-annual audit in the event the revenues to the District's General Fund useable in the year received decline from the total revenues received by the District's General Fund for the previous fiscal year, (audited), by 30% or if the unreserved ending fund balance in the District's General Fund has been budgeted for less than 4% of the actual expenditures from the General fund for the previous fiscal year pursuant to NAC 354.650(1), and the District has fully complied with the provisions of NAC 354.650(1). The parties agree to the above procedures constitute compliance with NRS 288.150(2)(w)

17. AGREEMENT BINDING UPON PARTIES

17.1 This Agreement shall be binding upon the heirs, executors, administrators, successors, and lessees of the parties hereto. In the event of the reorganization, transfer or change in the method of administering the service provided, the District shall provide the Agreement shall continue in full force and effect with the Union recognized as the proper bargaining representative of the Employees at the facility.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals by their respective officers duly authorized to do so this 5 day of May 2022, 2021.

EMPLOYER:

Tim Callicrate, Chairman

Sara Schmitz 6-8-22
Sara Schmitz, Secretary

UNION:

Dan Redding
Dan Redding, Business Manager

Bruce Knoll, recording corresponding Secretary

Tim Neep
Tim Neep, Director of Public Employees

Reviewed and Approved:

6-8-22
Indra Winquest, General Manager Representative

Ralph Handel, Business

Joshua Nelson, Legal Counsel

James Youngblood
James Youngblood

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals by their respective officers duly authorized to do so this 5 day of ~~2022~~ May, 2022.

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Exhibit A

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
Union Salary Ranges Pay Scale
Effective July 1, 2020

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
Standard Salary Ranges
Effective July 1, 2021

Top of Ranges Increased 3% from previous year. Min to Max 40%

	HOURLY			BI-WEEKLY			ANNUAL		
GRADE	Minimum	Mid	Max	Minimum	Mid	Max	Minimum	Mid	Max
36	$50.97	$61.16	$71.36	$4,078	$4,893	$5,709	$106,018	$127,222	$148,425

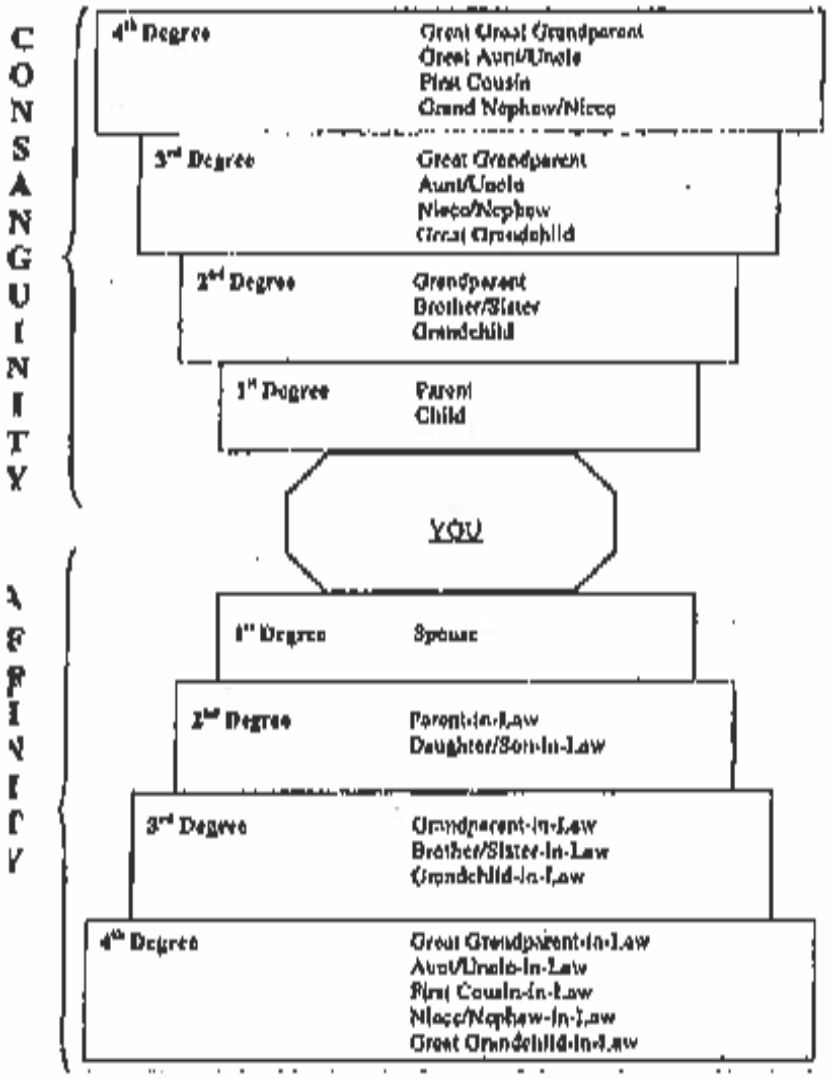
Exhibit B

Incline Village General Improvement District
Effective July 1, 2020
Union Salary Grid and Supervisory Responsibility
Superintendent Bargaining Unit

Supervisor Pay Grade	Job Classification	Highest Position Supervised
32	Fleet Superintendent	G10
32	Utilities Maintenance Supervisor	G10
31	Chief Chemist	G9
31	Collection/Distribution Supervisor	G11
31	Water/Waste Water Supervisor	G11

Exhibit C

CONSANGUINITY / AFFINITY CHART



Note: Step relationships (step-brother, step-father, etc.) are considered to be the same as blood relationships. Domestic Partners are considered the same as spouse.

EXHIBIT D
Pay - For - Performance Matrix
Fiscal Year 2020 to 2023

If an employee is on a P I P they will not receive an increase for the year.

COLA floor will be no less than 1% and no cap on the ceiling.

Incline Village General Improvement District
Effective July 1, 2020
Pay For Performance Matrix
Superintendent Bargaining Unit

Merit Adjustment	Performance Evaluation Rating on Anniversary Date of Hire	Performance Increase %
0%	Needs Improvement	COLA + Merit
2%	Meets Requirements	COLA + Merit
4%	Exceeds Requirements	COLA + Merit

Once an employee reaches the maximum annual salary based on current position and grade, the performance increases would be awarded as a lump sum check, calculated by multiplying the employee's maximum annual salary based on current position and grade by the percentage earned from their performance per the matrix.

This does not include Working out of Class increases of pay, as those are temporary increases for special circumstances. If those Working out of Classes become permanent to the base annual salary, they will be paid out.

EXHIBIT E
GRIEVANCE FORM

Grievant Name	Date
Department	Work Telephone Number
Classification	Date of Incident Giving Rise
Article(s) & Section(s) of Contract Violated	
Explanation of Grievance (Attach additional sheets if needed)	
Remedy Sought (Attach additional sheets if needed)	
Employee Signature Date	
Steward Signature Date If available	
Business Representative/Designee Signature Date	
TO BE COMPLETED BY THE APPROPRIATE MANAGEMENT REPRESENTATIVE Date Received Date of Meeting Date of Grievance Response	
Step 1 Date Received Date of Meeting (Attach copy of written response)	Date of Grievance Response
Step 2 Date Received Date of Meeting (Attach copy of written response)	Date of Grievance Response
Step 3 Date Received Date of Meeting (Attach copy of written response)	Date of Grievance Response
Step 4 Date Received Date of Meeting (Attach copy of written response)	Date of Grievance Response

GRIEVANCE FORM
To Be Completed by The Grievant (Please Print or Type)

MEMORANDUM OF UNDERSTANDING

BETWEEN AND FOR THE

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

AND THE

OPERATING ENGINEERS LOCAL UNION NO. 3

SUPERVISOR'S BARGAINING UNIT

July 1, 2020 through and including June 30, 2023

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THIS AGREEMENT is by and between INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT, hereinafter called the "Employer," and OPERATING ENGINEERS LOCAL UNION NO. 3 of the International Union of Operating Engineers, AFL-CIO, hereinafter called the "Union."

WITNESSETH

WHEREAS, the Employer desires to enter into an Agreement in order to assist the Employer to obtain competent and efficient Employees to stabilize conditions of employment, and to foster and maintain harmonious relationships between Employer and its Employees.

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements herein contained, the parties hereto hereby agree as follows:

1. RECOGNITION

1.1 Employer recognizes the Union as the sole and exclusive agent of its full-time regular supervisory personnel, which oversee the trades and maintenance employees in the utility pipeline, utility plant, utility equipment, and fleet divisions, and excluding all temporary, part-time, and seasonal personnel. This agreement shall only apply to the supervisory positions listed in Exhibit B.

2. SUBORDINATION

2.1 It is understood that Employer is a quasi-municipal corporation organized under the provisions of NRS Chapter 318. This Agreement is subject to any applicable provisions of Nevada laws that govern general improvement districts. Any provision of this Agreement in conflict with the laws governing general improvement districts shall be considered null and void.

3. NON-DISCRIMINATION

3.1 No Employee shall be discriminated against by the Employer, the Union, or the Employees because of sex, race, color, religion, age, disability, sexual orientation or national origin.

4. SHIFTS, HOURS, OVERTIME, AND WORKING CONDITIONS

4.1 All Employees will be entitled to all applicable contagious disease control shots if so desired, at no cost to the Employee.

5. HOLIDAYS

5.1 The following shall be considered as paid holidays under this Agreement and when no work is performed on these days, an Employee shall be paid for his regular scheduled shift at his regular straight-time rate of pay: New Year's Day, Martin

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Luther King, Jr. Day, Presidents' Day, Memorial Day, Fourth of July, Labor Day, Nevada Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. Should any of these holidays fall on Sunday, the following Monday shall be considered a paid holiday. Should any of these holidays fall on Saturday, the preceding Friday shall be considered a paid holiday.

5.2 In order to be eligible for holiday pay when no work is performed, an Employee must work or be available for work on the last regular work day immediately prior to a holiday and the first regular work day immediately following that holiday unless the Employee shall have been unavailable for work because of: illness or injury sustained by a doctor's certificate showing Employee was unable to work for a period not to exceed thirty (30) days; absence (other than leaves of absence) when authorized by the Employer; and serious illness or death in the Employee's immediate family.

5.3 To be eligible for pay for holidays not worked, an Employee must be in the regular employ of the Employer immediately prior to said holiday. If a holiday for which pay is due falls during an Employee's scheduled vacation, then the Employee shall receive an additional day off with pay.

6. SALARIES

6.1 The salary range listed in Exhibit A is hereby made part of this Agreement, and shall become effective on July 1, 2020. Notwithstanding annual adjustments in accordance with Subsection 6.6, these salary ranges shall be established so that a ten percent (10%) minimum differential is maintained between the Supervisor-level position and the highest-grade position under that Supervisor's direct supervision, as identified in Exhibit B. The differential shall be calculated at the mid-points of the respective ranges.

6.2 Job classifications shall have the salary grades listed in Exhibit B.

6.3 Upon commencement of full-time, permanent work for Employer, a new Employee shall be paid the minimum of the salary grade. At the Employer's discretion, a new Employee with exceptional experience, capabilities or knowledge may be assigned to a rate above the minimum of the salary grade.

6.4 Employees shall hold probationary status for the first twelve months following appointment. Probationary Employees may be terminated without cause. Satisfactory performance during the probationary period, as determined by the Employee's immediate superior through a performance evaluation at the completion of the twelve-month interval, shall remove the Employee from probationary status. Any probationary Employee receiving an unsatisfactory evaluation may be terminated.

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6.5 Upon movement of an Employee from one job classification to another with a higher salary grade, the Employee will move to the greater of (1) the minimum of the new salary grade or to (2) a rate in the new salary grade that provides a salary increase of at least 5% for an upward movement of one grade or 10% for an upward movement of two grades or more. Upon movement of an Employee from one job classification to another with a lower salary grade, the Employee shall receive the commensurate rate in the new salary grade that the Employee had in the former salary grade. No change in anniversary date shall occur.

6.6 Salary increase:

6.6.1. Effective date of Future Salary Increase:

The salary range listed in Exhibit A is hereby made part of this Agreement, and shall become effective on July 1, 2020:

July 1, 2020 COLA increase. Retro to July 1, 2020:

The salary increases will be adjusted upward according to the following annual adjustments: Beginning July 1, 2020. The CPI percentage shall be based upon the actual BLS consumer price indexes Pacific Cities and U.S. City Average in the urban wage earners CPI-W in the chart with March 2020 being the baseline to take effect July 1, 2020, with a floor of 1.0%.

A merit salary increase shall be awarded per the matrix, (Exhibit C) on the employee's annual review date, based on performance.

July 1, 2021 COLA

The salary increases will be adjusted upward according to the following annual adjustments: Beginning July 1, 2021. The CPI percentage shall be based upon the actual BLS consumer price indexes Pacific Cities and U.S. City Average in the urban wage earners CPI-W in the chart with March 2021 being the baseline to take effect July 1, 2021, with a floor of 1.0%.

A merit salary increase shall be awarded per the matrix, (Exhibit C) on the employee's annual review date, based on performance.

July 1, 2022: COLA

The salary increases will be adjusted upward according to the following annual adjustments: Beginning July 1, 2022. The CPI percentage shall be based upon the actual BLS consumer price indexes Pacific Cities and U.S. City Average in the urban wage earners CPI-W in the chart with March 2022 being the baseline to take effect July 1, 2022, with a floor of 1.0%.

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A merit salary increase shall be awarded per the matrix, (Exhibit C) on the employee's annual review date, based on performance.

If July 1st falls within the first seven days of the pay period, pay will be effective the current pay period.

If July 1st falls within the second week of payroll, the pay will be the first of the following pay period.

Example: June 25th through July 1st the increase would take effect the first day of the current pay period.

Once an employee reaches the maximum annual salary based on current position and grade, the performance increases would be awarded as a lump sum check, calculated by multiplying the employee's maximum annual salary based on current position and grade by the percentage earned from their performance per the matrix.

6.7 No Employee shall receive a salary that is higher than the maximum of the appropriate salary grade.

6.8 It is agreed, the Employer and the Union shall establish a mutually acceptable criteria for conducting a salary survey for all bargaining unit positions for use in a subsequent memorandum of understanding.

7. CERTIFICATIONS

7.1 Intentionally left blank.

7.2 Critical Infrastructure of Essential Workers: Operations of essential critical infrastructure requires all employees and support staff involved in operations, maintenance, and compliance to ensure these institutions remain operational and in compliance with Federal, State and local regulatory requirements.

8. LAYOFFS

8.1 If the Employer determines that it will be necessary to lay off Employees within the bargaining unit, then whenever possible, the Employer will inform Employees thirty (30) days prior to layoff. Employees will be laid off in reverse order of seniority by classification within the bargaining unit, except in cases where the Employer can clearly demonstrate that the Employee lacks the skills or ability to perform the duties of his position. Employees who have been laid off will be rehired in the reverse order of layoff (i.e., last laid off, first rehired).

8.2 Employees in higher classifications within the bargaining unit will be given the opportunity to demote to lower classifications within the bargaining unit for which

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they are qualified, recognizing the fact that this could result in the layoff of Employees in lower classes because of less seniority.

8.3 An Employee who has been laid off has the right to re-employment for a period of one hundred and eighty (180) days, provided he has the necessary qualifications for the position to be filled.

8.4 Nationwide State or Local Emergency Leave: Should the Federal, State, or Local government declare an emergency requiring the shutdown of nonessential service or the complete shutdown of government for any declared emergency, Employees sent home without pay and without the ability to work from home shall have credited to their leave banks the total accrual for one year added to sick leave and annual leave. These leave banks shall be used to continue normal pay and benefits until exhausted. Leave banks will begin normal accrual on anniversary of banked leaves.

9. LEAVES

9.1 Vacation leave shall accrue from each Employee's original anniversary date, at the following rates:

9.1.a. For each Employee having less than four full years of continuous service to Employer, the employee will accrue six and two-thirds hours per calendar month of employment. The employee will accrue a maximum of 80 hours annually totaling (2 weeks).

9.1.b. For each Employee having at least four full years, but less than nine full years of continuous service to Employer, the employee will accrue ten hours per calendar month of employment. The employee will accrue a maximum of 120 hours annually totaling (3 weeks).

9.1.c. For each Employee having at least nine full years, but less than fourteen full years of continuous service to Employer, the employee will accrue thirteen and one third hours per calendar month of employment. The employee will accrue a maximum of 160 hours annually totaling (4 weeks). New Employees hired on or after July 1, 2012 will earn up to a maximum of 4 weeks' vacation.

9.1.d. For each Employee having fourteen or more full years of continuous service to Employer, the employee will accrue sixteen and two-thirds hours per calendar month of employment. The employee will accrue a maximum of 200 hours annually totaling (5 weeks).

Effective July 1, 2013 employees may carry up to 240 hours of accrued leave into the next calendar year.

9.2 The Employer will entertain requests by eligible Employees as to the time at which their vacations will be scheduled, but vacation schedules must necessarily conform to and not unduly interfere with, the operation schedules of the Employer.

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Preference will be in order of seniority provided the remaining Employees are qualified to do the work. Granted leave shall only be revoked under extreme circumstance and not within 1 month of its commencement.

9.3 Employees must complete six months of employment to be eligible to take vacation. After six months of service, the Employer will compensate Employees for accrued vacation, which is unused upon termination, at current wage rate.

9.4 Jury Duty:

The District will grant court leave to allow benefited employees to serve as juror or a witness in a court proceeding provided that the employee is not a party to the action. Employees need to provide their supervisors with relevant documents verifying the need for court leave as soon as the need becomes known.

9.4.a. Jury Duty Compensation: Subject to the following conditions, eligible employees will receive their regular base rate of pay for those hours spent in court, traveling to and from court when such time occurs during employee's regular scheduled work days and hours of work.

Court leave will not result in payment of overtime or be considered as hours worked for purposes of determining eligibility for overtime, unless the court leave is related to the employee's job responsibilities.

Upon completion of jury/court/witness service for which the employee received his/her regular pay, the employee will forward any compensation received from the court or other party to the District upon receipt. Employee may keep reimbursements received for out of pocket expenses such as meals, mileage, and lodging.

An employee will not receive pay for the work time missed if he/she is required to miss work because of court appearances in a matter to which the employee is a party or to serve as a witness for a party who has filed an action against the District or the employee is subpoenaed to appear on a matter unrelated to employment. However, the employee may choose to use his/her vacation.

Sick leave will accumulate at the rate of eight (8) hours per month, with unlimited accrual. A doctor's certificate may be required by the Employer. Employees will be paid for time off for illness up to the limits of time accumulated. Abuses of sick leave may be subject to disciplinary action. Each Employee having unused sick leave on December 1 of each year shall have the opportunity to sell back to the District one-half (1/2) of their unused sick leave balance, up to a maximum of forty-eight hours and shall be compensated at Employee's regular hourly rate for such time. That time so paid shall be deducted from Employee's accumulated sick leave time

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available. Unused sick leave compensation shall be limited to that time which has accrued in the preceding twelve (12) months. Elimination of the December annual 48-hour sick leave buy back for employees hired after July 1, 2011.

Employees who elect to retire after 20 years of service with the District may receive up to 20% of their accrued sick leave hours; adding 2% additional each year to 25 years (30% at 25 years) and 4% additional each year thereafter to a maximum sick leave buyout of 50% of up to 960 hours after 30 years of service.

As an alternative, employees retiring after 20 years or more of service may elect to convert their eligible sick leave hours with the same limitations identified above to a non-interest bearing District account for the purpose of paying medical insurance coverage and/or out-of-pocket medical expenses such as deductibles and co-payments at double the rate to a maximum of 100% of up to 960 hours after 30 years of service.

The non-interest bearing District account will be assigned a present value as of the date of retirement equal to the number of hours of sick leave times the employee 's base hourly salary at the time of retirement. The District will debit said account on a dollar-for-dollar basis. This benefit is non-transferable and does not survive the retiree.

Employees participating in this plan will receive a nonemployee IRS Form 1099-MISC annually.

In the event of a death of a member of the Employee's immediate family, the Employee shall be granted a leave of absence, with pay, for a period of up to forty (40) working hours to make final arrangements. For the purposes of this Section, the immediate family shall be defined as within the 3rd degree of consanguinity or affinity. See Exhibit E for consanguinity and affinity chart Evidence of death may be required by the Employer.

Employees shall receive 40 hours of Personal Time off (PTO) per calendar year. Unused PTO may not be carried over and no employee may accrue more than 40 hours of PTO.

10. UNION RIGHTS

10.1 A duly authorized representative of Union may be permitted to talk on the job with Employees subject to this Agreement, for the purpose of ascertaining whether or not this Agreement is being observed by all parties, or in adjusting grievances, and for no other reasons. Union agrees that this privilege shall be so exercised as to not interfere with the work in the departments.

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10.2 The Union shall notify the Employer of the selection of the job steward.

10.3 The job steward shall not stop the Employer's work for any reason, or tell any Employee covered by this Agreement that Employee cannot work on the job.

10.4 It is hereby mutually understood and agreed that no person is authorized to act as or is to be deemed to be an authorized agent of either party to this Agreement unless the party appointing such authorized agent has first notified the other in writing of such appointment and the scope of the authority of such an agent.

10.5 It is hereby agreed and understood that the following persons and no other shall be the authorized agents of the respective parties until further notice as provided in Section 9.4 hereof:

Duly authorized agent of the Union shall be: Business Manager or Business Representative designated by the Business Manager.

Duly authorized agent of the Employer shall be the General Manager, or any other person authorized by Employer to act as his agent whose identity and scope of authority has been made known to the Local Union by written communication from said Employer.

11. DISCIPLINE AND DISCHARGE

11.1 The purpose of this article is to provide for an equitable and expeditious manner for the resolution of disputes arising from the imposition of discipline. The Employer and the Union acknowledge all steps of the progressive disciplinary process. It is further acknowledged that feedback received during an annual performance evaluation may supplement the disciplinary process. All actions beyond Step 1 in the referenced process shall be documented by the Employer and shall become part of the permanent personnel record.

11.2 Any Employee involved in a discussion with Employee's immediate superior or management, who has reason to believe that discipline may result from said discussion, shall have the right to request Employee's Steward or Union Representative be present during the discussion. If the Employee wishes to have Union representation during such discussions, it shall be Employee's responsibility to make such wishes known and the Employer shall make arrangements for the desired representation. The Employer agrees that no Employee will be disciplined or discharged without cause.

11.3 Verbal and written reprimands shall only be subject to review through Step 4 of the Grievance Procedure and shall not be subject to arbitration or litigation. Provided, however, that a written reprimand that is repeated and which is accompanied by a statement that more severe disciplinary action could follow is subject to arbitration. For any action which is not arbitrable, the affected Employee may prepare a written

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statement responding to the reprimand and such statement shall be included in the .Employee's official personnel file(s), if it is submitted within five (5) calendar days of the final disposition by the General Manager of his/her designee. Such written responses shall remain in the official personnel file(s) for as long as the reprimand remains in file.

11.4 Any Employee being suspended, involuntarily demoted or discharged shall not be removed from the payroll or otherwise adversely affected until after the completion of a pre-disciplinary hearing before the department head or acting department head. The purpose of a pre-disciplinary hearing is for the Employee to respond to the specific charges and present evidence on his/her behalf. The Employee must be timely notified in writing of the dismissal, involuntary demotion or suspension and the reasons therefore. The notice must precede the hearing by at least forty-eight (48) hours, and may be delivered personally to the Employee or mailed to Employee at the Employee's last known address, by registered or certified mail, return receipt requested. If the notice is mailed, the effective date of the notice shall be the date of delivery, or if the letter is returned to the sender, three (3) calendar days after mailing. The Employee shall have the right to be represented at this hearing by a Union Representative. After hearing the evidence presented at the hearing, the department head shall render a written decision within five (5) working days.

11.5 If the department head determines that IVGID is in jeopardy if an Employee is not relieved of duties pending a pre-disciplinary hearing under Section 10.4 hereof, the department head may order, as part of the pre-discipline notice, that the Employee shall take an immediate involuntary leave of absence without pay, which leave shall expire on the date of the department head's written decision under Section 10.4 hereof. Such leave shall be without prejudice to the Employee. If the department head determines, based upon the evidence presented at the hearing, that the appropriate disciplinary action involves a demotion or a suspension of a shorter period of time than the leave of absence, then the Employer shall provide back pay to the Employee for the difference at the end of the same pay period. If the department head determines, based upon the evidence presented at the hearing, that the appropriate disciplinary action involves a suspension of a greater period of time than the leave of absence, or a discharge, then no back pay shall be due and, in the event of a suspension, the beginning date of the suspension shall be the same as the beginning date of the leave of absence.

11.6 Upon receiving the department head's written decision, an Employee who has been suspended, involuntarily demoted or discharged, shall have the right to appeal such decision through the Grievance and Arbitration Procedure of this Agreement, beginning at Step 4.

12. GRIEVANCES

12.1 Except where a remedy is otherwise provided for, any Employee shall have the right to present a grievance arising from Employee's employment in accordance with the rules and regulations of this procedure.

12.2 All parties so involved must act in good faith and strive for objectivity, while endeavoring to reach a solution at the earliest possible step of the procedure. The aggrieved Employee shall have the assurance that filing of a grievance will not result in reprisal of any nature. The aggrieved Employee shall have the right to be represented or accompanied by a Representative of the Union at all stages of the grievance procedure.

12.3 Certain time limits in the grievance procedure are designed to quickly settle a grievance. It is realized, however, that on occasion the parties concerned may be unable to comply with the established limitations. In such instances, the limitations may be extended upon the mutual agreement of all parties concerned.

12.4 Failure of the aggrieved Employee to file an appeal within the prescribed time limit for any step of the procedure shall constitute abandonment of the grievance. Employer shall abide by prescribed time limits.

12.5 Any person responsible for conducting any conference, meeting or hearing under the formal grievance procedure shall give due and timely notice to all persons concerned.

12.6 When two or more Employees experience a common grievance, they may initiate a single grievance proceeding. The initial hearing of the grievance shall be by the immediate superior or Department Head who has the prime responsibility for all of the aggrieved Employees.

12.7 The grievance procedure shall be as follows:

Step 1. When an Employee becomes aware that dissatisfaction exists with Employee's work or work situation, Employee should discuss the matter informally with their immediate superior. Initial discussion should be sought by the Employee not later than ten (10) working days after the event giving rise to the grievance occurred, or ten (10) working days after the Employee should have had knowledge of the event, whichever is later. The following provisions relating to formal grievance procedure do not restrict the Employee and immediate superior from seeking advice and counsel from Superiors and Department Heads when:
Mutually consented to by the Employee and Immediate Superior.
It appears that settlement can be reached at this informal level.

Step 2. The Immediate Superior will hear the grievance and provide written decision within five (5) working days of the receipt of the formal grievance papers.

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Step 3. If the written decision of the Immediate Superior is unsatisfactory to the Employee, the Employee may request that the grievance be presented to the Department Head for review. This request must be made in writing within five (5) working days of the receipt of the Immediate Superior's decision. The Department Head will hear the grievance and provide written decision within ten (10) working days of the receipt of the formal grievance papers.

Step 4. If the written decision of the Department Head is unsatisfactory to the Employee, the Employee may request that the grievance be presented to the General Manager for review. This request must be made in writing within five (5) working days of the receipt of the Department Head's decision. The General Manager will hear the grievance and provide written decision within ten (10) working days of the receipt of the formal grievance papers.

Step 5. If the written decision of the General Manager is unsatisfactory to the Employee, the Union or Employee within ten (10) working days may request the grievance be advanced to arbitration. The arbitrator list will be requested within one-hundred twenty (120) days and the arbitrator from a list of seven (7) names supplied by the Federal Mediation and Conciliatory Service (FMCS), or another arbitration service mutually agreeable to the Employer and Union. The parties shall select the arbitrator by alternately striking names until one name remains. The Union representative shall strike the first name. The decision of the arbitrator shall be final and binding upon both parties.

12.8 The arbitrator shall have no authority to alter, amend, add to or subtract in any way the terms and conditions of this Agreement. The arbitrator shall confine their decision to a determination of the facts and an interpretation and application of this Agreement. The parties agree to each pay one-half the costs of the arbitrator.

13. CESSATION OF WORK

13.1 Under no circumstances shall any dispute or disagreement be permitted to cause a cessation of work. Employer hereby declares opposition to lockouts and Union hereby declares opposition to strikes, sympathetic or otherwise, and to stoppage or slowdown of work.

14. HEALTH AND WELFARE

14.1 Employer will provide and pay 100% of the insurance premium costs of medical, hospital, dental, prescription, and vision coverage, for employees and dependents for employees hired prior to or on June 30, 2012. Employees hired on or after July 1, 2012 will pay twenty-five percent (25%) of the cost of dependent coverage. The Employer will provide and pay 100% of the insurance premium costs for life, accidental death and dismemberment, short term and disability insurances for the employee for the life of the contract.

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14.2 The Employer shall provide a long-term disability plan at no cost to the Employees. The current plan will provide a benefit equal to 66 2/3% of monthly salary (not to exceed $7,500.00 a month) commencing on the ninety-first (91) day of a qualifying disability.

15. PENSION

15.1 Pension benefits, as set forth herein, shall be paid after six (6) months of employment for Employees in the bargaining unit who choose to participate in the Operating Engineers Pension Trust Fund.

15.2 The Employer shall pay into the Operating Engineers Pension Trust Fund an amount equal to thirteen and three tenths (13.3) percent of the Employee's gross W2 earnings. This amount includes the contribution to the Union's Retiree's Health Care Trust.

15.3 All Employees who are enrolled in the union pension system shall continue to be eligible for enrollment in the system, as long as they are full-time Employees of Employer, whether or not they are members of the bargaining unit.

15.4 The Employer shall make the payments provided in Section 15.2 at the times and in the manner provided in the Trust Agreement creating the Pension Trust Fund for Operating Engineers, and is bound by all the terms and conditions thereof and any amendment or amendments thereto. Eligibility of Employees shall be determined by the Trustees of said Trust.

15.5 The Employer shall deduct for union dues and make available an automatic payroll deduction for credit union deposits.

15.6 As an alternative to the Operating Engineers Pension Trust Fund, Employees may elect to enroll in another pension plan available through Employer with a contribution rate of 13.3%.

15.7 The District will "match" 100% of an employee's contribution into a deferred compensation plan up to 5% of the employee's annual wages. Effective plan date October 1, 2015.

Effective July 1, 2021, the contribution rate would increase by 1% totaling 6%.

16. MANAGEMENT RIGHTS

16.1 Incline Village General Improvement District retains the exclusive right, except as expressly stated herein, to operate and direct the affairs of the District in all its various aspects, including but not limited to, the right to direct the work force; to determine the size of the work force and the number of employees, classifications,

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qualifications, fitness and positions; to plan, direct and control all the operations and services of the District; to determine the methods, means, and organization by which such operations and services are to be conducted; to assign and transfer employees within its operations; to combine, divide, or reorganize its operations; to assign and schedule work; to establish and enforce reasonable work rules; to hire, promote, demote, suspend, discipline, as a possible alternative to layoffs the right to discuss furlough of employees, discharge or relieve employee's due to lack of work or other legitimate reasons; and to change or eliminate existing methods, equipment operation or department/ facilities.

16.2 Union agrees that Employer shall have complete freedom in questions involving termination of employment, transfer, advancement, and layoffs due to lack of work, except that no Employee shall be discharged for Union activities. Union recognizes and agrees that reprimands, suspensions and discharges of Employees for inefficiency, carelessness or insubordination are necessary and proper to the successful operation of Employer's business.

16.3 Nothing in this Agreement shall be construed as abrogating any rights that either party hereto has under the statutes of the State of Nevada.

17. TERMS OF AGREEMENT

17.1 This Agreement shall become effective on the 1st day of July 2020, and remain in effect through the 30th day of June 2023. This Agreement shall continue in effect from year to year thereafter, unless either of the parties hereto gives notice to the other in writing, pursuant to NRS Chapter 288, in each year during which this Agreement may be automatically renewed, either of a desire to terminate or to modify this Agreement. In the event of such a notice, the parties hereto agree:

17.1.1. to meet and confer with the other through their authorized agents for the purpose of negotiating a new Agreement or an Agreement containing the proposed modifications;

17.1.2 to notify such State and Federal agencies and boards within the time required by any applicable laws, of the existence of such dispute, provided that no agreement has been reached by that time; and

17.1.3 to continue in full force and effect without resorting to strikes or lockouts, all the terms and conditions of the existing Agreement for a period of sixty (60) days after such notice is given to such State or Federal board or agency or until the expiration of the existing Agreement, whichever occurs later.

17.2 Reopener Language - This agreement shall be automatically reopened for all negotiation items beginning with FY 2023 (July 1, 2020 - June 30, 2023) reported on or about December 1, 2021 in annual audit in the event the revenues to the District's General Fund useable in the year received decline from the total revenues received by the District's General Fund for the previous fiscal year, (audited), by 30% or if the unreserved ending fund balance in the District's General Fund has

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been budgeted for less than 4% of the actual expenditures from the General fund for the previous fiscal year pursuant to NAC 354.650(1), and the District has fully complied with the provisions of NAC 354.650(1). The parties' agreement to the above procedures constitute compliance with NRS 288,150(2)(w).

17.3 Health Care compliance: In an effort to remain compliant with the requirements of the Affordable Care Act (ACA), the parties agree upon written notification from either party, to reopen the agreement based on any of the following:

17.3.1 A change in regulation which in turn causes a reduction to the District's General Fund to fall below 4% pursuant to NAC 354.650(1).

17.3.2. A change in premiums exceeding an increase or decrease greater than 25%.

17.3.3. A change in policy that, upon review of both parties, may cause significant changes to the plan in regards to coverage, deductibles etc.

18. AGREEMENT BINDING UPON PARTIES

This Agreement shall be binding upon the heirs, executors, administrators, successors, and lessees of the parties hereto. In the event of the reorganization, transfer or change in the method of administering the service provided, the District shall provide the Agreement shall continue in full force and effect with the Union recognized as the proper bargaining representative of the Employees at the facility.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals by their respective officers duly authorized to do so this 12th day of May 2021.

EMPLOYER:
INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

11/17/21
Tim Callicrate, Chairman

11-17-21
Sara Schmitz, Secretary

Reviewed and Approved:

Indra Winquest, General Manager

Joshua Nelson, Legal Counsel

UNION:
OPERATOR ENGINEERS UNION LOCAL NO. 3 of the International Union of Operating Engineers, AFL-CIO

Dan Reding, Business Manager

Steve Ingersoll, President

Bruce Noel, Recording-Corresponding Secretary

Tim Neep, Director Public Employees

Ralph Handel, Business Representative

Jeff Bendorf, Chief Steward

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EXHIBIT A
INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
Union Salary Ranges
Effective July 1, 2020
PAY Scale

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
Union Salary Ranges
Effective July 1, 2020

Uncertified Scale

Top of Ranges Increased 1.5% from previous year. Min to Max 40%

	HOURLY			BI-WEEKLY			ANNUAL		
GRADE	Minimum	Mid	Max	Minimum	Mid	Max	Minimum	Mid	Max
G3	$19.91	$23.89	$27.87	$1,593	$1,911	$2,230	$41,410	$49,692	$57,974
G4	$20.92	$25.11	$29.29	$1,674	$2,009	$2,343	$43,521	$52,225	$60,929
G5	$21.97	$26.36	$30.75	$1,757	$2,109	$2,460	$45,692	$54,831	$63,969
G6	$22.72	$27.27	$31.81	$1,818	$2,181	$2,545	$47,261	$56,713	$66,165
G7	$25.22	$30.27	$35.31	$2,018	$2,421	$2,825	$52,463	$62,956	$73,449
G8	$27.64	$33.17	$38.70	$2,212	$2,654	$3,096	$57,500	$69,000	$80,500
G9	$30.16	$36.19	$42.22	$2,413	$2,895	$3,378	$62,733	$75,279	$87,826
G10	$32.62	$39.14	$45.66	$2,609	$3,131	$3,653	$67,845	$81,414	$94,983
G11	$35.08	$42.10	$49.12	$2,807	$3,368	$3,929	$72,972	$87,567	$102,161
G12	$37.57	$45.08	$52.60	$3,006	$3,607	$4,208	$78,145	$93,773	$109,402

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
Standard Salary Ranges
Effective July 1, 2020

Top of Ranges Increased 1.5% from previous year. Min to Max 40%

	HOURLY			BI-WEEKLY			ANNUAL		
GRADE	Minimum	Mid	Max	Minimum	Mid	Max	Minimum	Mid	Max
16	$18.65	$22.39	$26.12	$1,492	$1,791	$2,089	$38,801	$46,561	$54,321
18	$20.57	$24.68	$28.80	$1,645	$1,975	$2,304	$42,782	$51,338	$59,895
20	$22.67	$27.20	$31.74	$1,814	$2,176	$2,539	$47,155	$56,586	$66,017
22	$25.00	$30.00	$35.00	$2,000	$2,400	$2,800	$51,996	$62,395	$72,794
25	$28.93	$34.72	$40.51	$2,315	$2,778	$3,241	$60,184	$72,221	$84,258
26	$30.38	$36.46	$42.54	$2,431	$2,917	$3,403	$63,200	$75,840	$88,480
27	$31.90	$38.28	$44.66	$2,552	$3,062	$3,573	$66,352	$79,622	$92,893
31	$38.78	$46.54	$54.29	$3,102	$3,723	$4,343	$80,663	$96,796	$112,928
32	$40.72	$48.86	$57.00	$3,257	$3,909	$4,560	$84,689	$101,627	$118,565

EXHIBIT B

Exhibit B

Incline Village General Improvement District Effective July 1, 2018 Union Salary Grid and Supervisory Responsibility Supervisory Bargaining Unit				
Supervisor Pay Grade	Job Classification			Highest Position Supervised
32	Fleet Superintendent	Utilities Maintenance Specialist		G-10
31	Chief Chemist			G-9
31	Collection/Distribution Supervisor	Water/Wastewater Supervisor		G-11
30	Compliance Supervisor/ Chief Inspector			G-10
29				
28				
27				
26				
25				

EXHIBIT C
Pay - For - Performance Matrix
Fiscal Year 2020 to 2023

If an employee is on a P I P they will not receive an increase for the year.

COLA floor will be no less than 1% and no cap on the ceiling.

Merit Adjustment	Performance Evaluation Rating On Anniversary Date of hire	Performance Increase	Total Pay for Performance Increase
Merit increase	NEEDS IMPROVEMENT	0 %	= PERFORMANCE REVIEW
Merit increase	MEETS REQUIREMENTS	2%	PERFORMANCE REVIEW
Merit increase	EXCEEDS REQUIREMENTS	4 %	PERFORMANCE REVIEW

Once an employee reaches the maximum annual salary based on current position and grade, the performance increases would be awarded as a lump sum check, calculated by multiplying the employee's maximum annual salary based on current position and grade by the percentage earned from their performance per the matrix.

(Does not include Working Out of Class increases of pay as those are temporary increases for special circumstances. If those Working out of Classes become permanent to the base annual salary they will be paid out)

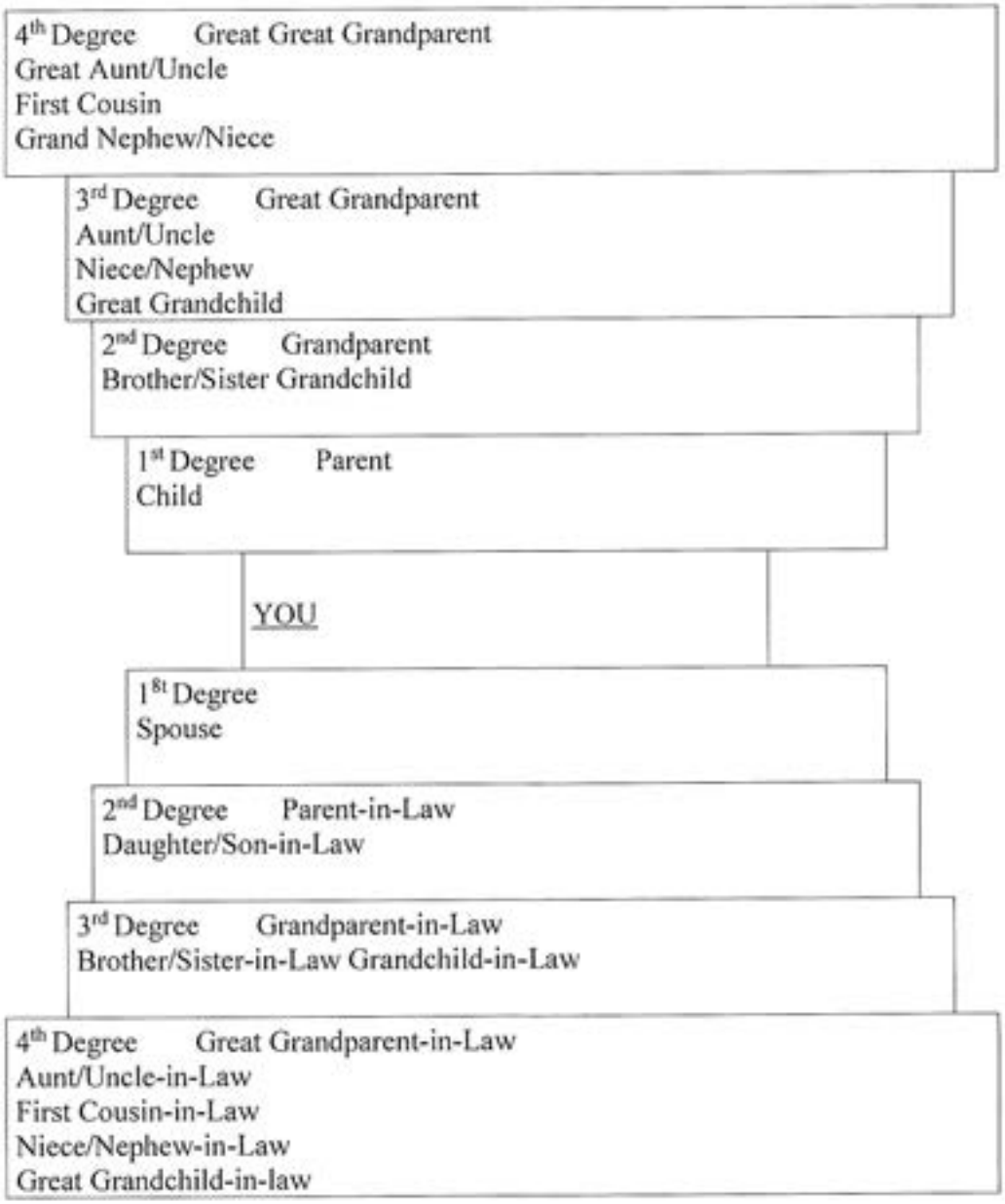
04152023-406

EXHIBIT D
GRIEVANCE FORM

Grievant Name	Date
Department	Work Telephone Number
Classification	Date of Incident Giving Rise
Article(s) & Section(s) of Contract Violated	
Explanation of Grievance (Attach additional sheets if needed)	
Remedy Sought (Attach additional sheets if needed)	
Employee Signature Date	
Steward Signature Date If available	
Business Representative/Designee Signature Date	
TO BE COMPLETED BY THE APPROPRIATE MANAGEMENT REPRESENTATVE Date Received Date of Meeting Date of Grievance Response	
Step 1 Date Received Date of Meeting (Attach copy of written response)	Date of Grievance Response
Step 2 Date Received Date of Meeting (Attach copy of written response)	Date of Grievance Response
Step 3 Date Received Date of Meeting (Attach copy of written response)	Date of Grievance Response
Step 4 Date Received Date of Meeting (Attach copy of written response)	Date of Grievance Response

GRIEVANCE FORM
To Be Completed by The Grievant (Please Print or Type)

EXHIBIT E
CONSANGUINITY/AFFINITY CHART



Note: Step relationships (step-brother, step-father, etc.) are considered to be the same as blood relationships. Domestic Partners are considered the same as spouse.

From: Melissa N. Robertson
Sent: Thursday, March 23, 2023 9:51 AM
To: 's4s@ix.netcom.com' <s4s@ix.netcom.com>
Cc: Matthew Dent <dent_trustee@ivgid.org>; Sara Schmitz <trustee_schmitz@ivgid.org>; Michaela Tonking <tonking_trustee@ivgid.org>; Dave Noble <noble_trustee@ivgid.org>; Ray Tulloch <Tulloch_Trustee@ivgid.org>; Indra Winquest <ISW@ivgid.org>
Subject: RE: RE: Public Records Request - IVGID 0Payments to Kaye Shackford's Negotiating Solutions Seminar

Hi Mr. Katz,

Attached is the Paypal receipt for Mr. Gove and a link to the website where Paypal is offered as the form of payment for Credit Cards. In this case Paypal is a payment processor that the Mattford group uses.

https://www.negotiatingsolutions.com/kayesbook.html#Tuition

I have make an inquiry to Staff about the 1099 document you have requested.

Thank you.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
http://yourtahoeplace.com

From: s4s@ix.netcom.com <s4s@ix.netcom.com>

Sent: Friday, March 17, 2023 9:49 AM
To: Melissa N. Robertson <mnr@ivgid.org>
Cc: Matthew Dent <dent_trustee@ivgid.org>; Sara Schmitz <trustee_schmitz@ivgid.org>; Michaela Tonking <tonking_trustee@ivgid.org>; Dave Noble <noble_trustee@ivgid.org>; Ray Tulloch <tulloch_trustee@ivgid.org>
Subject: Fw: RE: Public Records Request - IVGID 0Payments to Kaye Shackford's Negotiating Solutions Seminar

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Thank you.

What about tuition for Mike Gove? He attended the seminar as well. Did he get a freebie? Or is there another invoice you haven't provided?

And how come we have Susan Herron approving a payoff like this to staff cheerleader Kaye Shackford? Is this one of Ms Herron's duties as Director of Admin Services? A professional engineer doesn't need training on how to get along with people. If she does, then she NEVER SHOULD HAVE BEEN HIRED IN THE FIRST PLACE! And what the hell does Ms Herron have to do with expenditures such as this one? Why didn't Ms Nelson's suppervisor, Brad Underwood, approve or disapprove the expenditure? Why unnecessarily inject Ms Herron into the process? Bueller? Bueller? Indra?

And why would an engineer require nearly $6K of negotiation training? This whole thing smells to the inner bowels of IVGID. And if anyone doubts this, you've been drinking the kool aid for so long you don't even recognize what end is up.

I am forwarding a copy of this e-mail and attachment to the Board. I want members to see what a B.S. expenditure this was. I want them to see how payoffs like this one are hidden from the public because they're buried under services and supplies. I want them to understand why staff REFUSE to share the pparticulars of expenditures like this one assigned to services and supplies. And why their proposed budget should be REJECTED until they come clean. I want them to see how staff could very easily have reduced expenditures by this $6K plus the cost of Ms Nelson's unreimbursed staff time for the week. Yet they refused. Just keep on overspending and overspending. I want them to understand why Ms Helson's unreimbursed staff time is billed out at $125+/hour when our actual cost is under $50/hour (how else can internal services general revenues to pay for B.S. expenses such as this one?). I want them

to see more reasons why Susan Herron has to go as a public employee. I want them to instruct staff that further contracting with Kaye Shackford NEEDS TO END. IMMEDIATELY!

And you wonder why things are so screwed up here in IVGIDville? As if I had to, I've now given more reasons.

Melissa. Where's the Mattford Group invoicing for Mike Gove?

Respectfully, Aaron Katz

-----Forwarded Message-----
From: Melissa N. Robertson <mnr@ivgid.org>
Sent: Mar 17, 2023 8:42 AM
To: s4s@ix.netcom.com <s4s@ix.netcom.com>
Subject: RE: Public Records Request - Payments to Kaye Shackford's Negotiating Solutions Seminar

Hi Mr. Katz,

Staff has provided the attached record in response to your request. Thank you.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
http://yourtahoeplace.com

From: s4s@ix.netcom.com <s4s@ix.netcom.com>
Sent: Wednesday, March 15, 2023 3:45 PM
To: Melissa N. Robertson <mnr@ivgid.org>
Cc: Info IVGID <info@ivgid.org>
Subject: Public Records Request - Payments to Kaye Shackford's Negotiating Solutions Seminar

CAUTION: This email originated from outside your organization. Exercise caution when

opening attachments or clicking links, especially from unknown senders.

Attached. Thank you, Aaron Katz

Melissa N. Robertson

From: service@paypal.com
Sent: Tuesday, June 7, 2022 3:28 PM
To: Mike Gove
Subject: Your PayPal receipt

Hello, Michael Gove

You paid $3,800.00 USD to The Mattford Group

Create an account with PayPal and activate Return Shipping on Us. Limitations apply.

Activate PayPal Now

Your purchase details

Your Transaction ID:
2LC16317E5778182L

Merchant Transaction ID:
3L899080KD1564613

Purchase Date:
June 7, 2022

Payment to:
The Mattford Group
themattfordgroup@gmail.com

Payment from:
Michael Gove

04152023-413

Shipping Address
Michael Gove
893 Southwood Blvd
Incline Village, NV 89451
United States

Subtotal	$3,800.00 USD
Total	**$3,800.00 USD**

You paid using: Visa x-1781

This credit card transaction will appear on your statement as PAYPAL *MATTFORDGRO.

Activate PayPal Now



Help & Contact | Security | Apps



PayPal is committed to preventing fraudulent emails. Emails from PayPal will always contain your full name. Learn to identify phishing

Please don't reply to this email. To get in touch with us, click Help & Contact.

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PayPal RT000398:en_US(en-US):1.1.0:f64052188dcf3

From: Melissa N. Robertson
Sent: Tuesday, March 21, 2023 3:22 PM
To: 'Judith Miller' <pupfarm1@gmail.com>
Subject: RE: Public records request

Dear Ms. Miller,

Staff has advised that the document you are seeking is posted to our website at this link – starting on **page 8.**

https://www.yourtahoeplace.com/uploads/pdf-ivgid/Log_with_attachments-03082023.pdf

We understand that you want this information in excel and we are sorry we cannot provide it to you at this time. Staff is becoming more and more familiar with the new system and once they have the expertise to complete this request within the new system, we will be happy to follow up with you.

Thank you.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
http://yourtahoeplace.com

From: Judith Miller <pupfarm1@gmail.com>
Sent: Thursday, March 16, 2023 9:12 AM
To: Info IVGID <info@ivgid.org>

Subject: Public records request

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Please find attached my public records request.

Regards,

Judith Miller

From:	Melissa N. Robertson
To:	Susan A. Herron
Subject:	FW: Public Records request - Spill report - Effluent Pipeline
Date:	Thursday, April 6, 2023 1:37:27 PM
Attachments:	02.12.2023 Work Order #21019.pdf 02.23.2022 NDEP Spill Report #22023-03.pdf 02.23.2022 Work Order #19302.pdf 01.17.2023 NDEP Spill Report 230117-01.pdf 01.17.2023 Work Order # 20927.pdf 02.12.2023 NDEP Spill Report 230212-01.pdf

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Additional (new) request from Mr. Dobler on 3/16 and response on 3/22.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
http://yourtahoeplace.com

From: Melissa N. Robertson
Sent: Wednesday, March 22, 2023 3:29 PM
To: 'cfdobler@aol.com' <cfdobler@aol.com>
Subject: Public Records request - Spill report - Effluent Pipeline

Hi Mr. Dobler,

Staff has provided the attached records as per your request below. Staff has noted that there will be additional expenses on the 2023 leaks to have a contractor perform pavement restoration in late spring or early summer. Thank you.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
http://yourtahoeplace.com

From: cfdobler@aol.com <cfdobler@aol.com>
Sent: Thursday, March 16, 2023 4:53 PM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: Re: Public Records request - Spill report - Effluent Pipeline

CAUTION: This email originated from outside your organization. Exercise caution when

opening attachments or clicking links, especially from unknown senders.

Thank you very much.

As an additional public records request, could you please provide any other spill reports and invoices for additional breaks or "holes" in the effluent pipeline which occurred after 2-8-2022 to the present day

Cliff Dobler

-----Original Message-----
From: Melissa N. Robertson <mnr@ivgid.org>
To: cfdobler@aol.com <cfdobler@aol.com>
Cc: Indra Winquest <ISW@ivgid.org>; Brad Underwood <BBU@ivgid.org>; Matthew Dent <dent_trustee@ivgid.org>
Sent: Thu, Mar 16, 2023 11:30 am
Subject: RE: Public Records request - Spill report - Effluent Pipeline

Hi Mr. Dobler,

Please find attached the records you have requested.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
http://yourtahoeplace.com

From: cfdobler@aol.com <cfdobler@aol.com>
Sent: Wednesday, March 15, 2023 2:38 PM
To: Melissa N. Robertson <mnr@ivgid.org>
Cc: Indra Winquest <ISW@ivgid.org>; Brad Underwood <BBU@ivgid.org>; Matthew Dent <dent_trustee@ivgid.org>
Subject: Re: Public Records request - Spill report - Effluent Pipeline

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.
Melissa - Lets hope you will refrain from performing the historic runaround in obtaining public records.

Attached is a memo by Underwood to the Board on March 1, 2022. On page 2, I have highlighted in yellow the date that the "spill" ocurred and, as indicated, the report filed with NDOT and the NDEP.

To state that there was no "break", then are we to use the word "hole" as Underwood indicated.

Do we need to start playing on words?

It may be that Underwood failed to do a report, but lets get back to when the break or hole ocurred.

Please fulfill my request.

IN addition, could you please provide for my examination the work order to repair the "hole' in the pipeline.

Cliff Dobler

-----Original Message-----
From: Melissa N. Robertson <mnr@ivgid.org>
To: cfdobler@aol.com <cfdobler@aol.com>
Sent: Wed, Mar 15, 2023 12:32 pm
Subject: RE: Public Records request - Spill report - Effluent Pipeline

Hi Mr. Dobler,

The Director of Public Works has advised that no record exists as there was not a pipeline break on 2-8-22.

Thank you.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
http://yourtahoeplace.com

From: cfdobler@aol.com <cfdobler@aol.com>
Sent: Sunday, March 12, 2023 9:54 PM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: Public Records request - Spill report - Effluent Pipeline

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.
Please provide for my examination the spill report for the pipeline break which occurred on 2-8-2022. The report is filed with NDEP

thanks

Cliff Dobler

NDEP # 230117-01

Report Date: 1/17/2023 Report Time: 2:52 PM

Incident Date: 1/17/2023 Incident Time: 11:00 AM

Complaint/Spill Report Form
State of Nevada
Telephone: (888) 331-6337
Fax: (775) 687-8335

Do You Want to Remain Anonymous? No

Reporting Person: Jim Youngblood

Reporting Agency: Incline Village GID

Reporter Email: jey@ivgid.org

Address: 1220 Sweetwater Road Phone: (775)832-1203

City: Incline Village State: NV Zip: 89451

Discharger/Owner/Operator of Facility: Incline Village GID

Address: 1220 Sweetwater Road DOT#:

City: Incline Village State: NV Zip: 89451

Contact Person Jim Youngblood Phone: (775)832-1203

APN#: UST Facility ID / BWPC Permit #:

Facility Address if different from discharger: On SR 28, Mile Marker CC 2.00

City: State: NV County: Carson City County

Location of Complaint/Spill: On SR 28, Mile Marker Carson City 2.00

Township: Range: Section: Q,Q2: Mile Marker: CC 2.00

Easting: Northing:

Type of Material Discovered:

Material Description:

Concentration / Analytical Data:

Quantity Found: Approximately 6,000 gallons Container:

Media Affected: Surface Water including Storm Drains; Pavement If UST, Confirmed Visually? No

Cause of Complaint/Spill:

Driver saw the effluent flowing from the export effluent pipeline and notified the operator, who shut down the system, terminating the event.

Remedial Action Taken:

The pump is turned off and the system has been isolated, pending repair.

Oversite/Enforcement:	Email Address:
NDEP Lake Tahoe	kuchnicki@ndep.nv.gov; pcomba@ndep.nv.gov;ndep.bwpc.spillreports@ndep.nv.gov; jrcollins@ndep.nv.gov; ekingsland@ndep.nv.gov
cc: NDEP Administration, Greg Lovato	glovato@ndep.nv.gov; jcarr@ndep.nv.gov; jkinder@ndep.nv.gov
cc: NDEP BCA Chief, Jeff Collins	jrcollins@ndep.nv.gov

04152023-420

cc:	NDEP PIO, Samantha Thompson	sthompson@dcnr.nv.gov
cc:	Nevada State Lands	statelands@lands.nv.gov
cc:	Tahoe Drinking Water Association	reg.reports@ivgid.org; steve_gibbs@ivgid.org; madonna_dunbar@ivgid.org; aseifert@ndep.nv.gov;lkieu@ndep.nv.gov;rjjohnson@ndep.nv.gov;E-Data_BSDW@ndep.nv.gov
cc:	TRPA, Steve Sweet	ssweet@trpa.org
cc:	LEPC Carson City, Sean Slamon	sslamon@carson.org
cc:	NDEP BWPC	ndep.bwpc.spillreports@ndep.nv.gov;ktullar@ndep.nv.gov;mlyle@ndep.nv.gov; mcowles@ndep.nv.gov; rzinkevich@ndep.nv.gov

Comments:

Reference NRC Spill Report #1357930

Report Taken By: Megan Slayden

Work Order

20927

Department	
Division	Pipeline
WO Date	1/19/2023 8:53 AM
Start Date	1/17/2023 8:53 AM
End Date	
Main Task	EXPORT LINE

DETAILS

Type	Corrective
Requested By	SCOTT HUBELE
Supervisor	SCOTT HUBELE
Lead Worker	
Crew	
Cause	
Resolution	
Project	
General Location	
Address	

Shut Down	☐
Lock Out	☐
Interrupt Service	☐
Safety	☐

Medium	Priority
Open	Status
11	Days Active
0%	Complete

Total Cost	$19,474.12
Est. Res. Hours	38.75
Act. Res. Hours	410.75

Description: At a point approximately 4.5mi. south from Sand Harbor entrance on SR-28.

At milepost CC 2.00

Notes:

ASSETS

Asset Number	Name	Class	Location	Complete	Cost
EXPORTFM	EXPORT FORCE MAIN	Equipment/WWTP/PIPE	Effluent Disposal Facilities	☐	

RESOURCES

Employee

Name	Date	Pay Type	Est. Hours	Act. Hours	Hourly Cost	Total Cost
GIBBS, STEVE	1/17/2023	Regular		2	$101.95	$203.90
PANULLO, KIRK	1/17/2023	Regular	0	2	$67.05	$134.10
BLISS, MICHAEL	1/17/2023	Regular	0	5	$62.79	$313.95
YOUNGBLOOD, JIM	1/17/2023	Regular	0	3	$140.11	$420.33
GIBBS, STEVE	1/18/2023	Regular		9	$101.95	$917.55
PANULLO, KIRK	1/18/2023	Regular	0	10	$67.05	$670.50
GUTIERREZ, ALFONSO	1/18/2023	Regular	0	10	$77.16	$771.60
STUMP, CARL	1/18/2023	Regular	0	10	$65.32	$653.20
GLASSBURN, CHRIS	1/18/2023	Regular	0	10	$58.37	$583.70
HUBELE, SCOTT	1/18/2023	Regular	0	10	$102.62	$1,026.20
FREISTROFFER, ERIC	1/18/2023	Regular	0	6	$79.46	$476.76
MALSAM, JESSE	1/18/2023	Regular	0	10	$59.83	$598.30
BLISS, MICHAEL	1/18/2023	Regular	0	10	$62.79	$627.90
BARLOW-A, DAREL-A	1/18/2023	Regular	0	10	$98.12	$981.20
YOUNGBLOOD, JIM	1/18/2023	Regular	0	4	$140.11	$560.44
HUBELE, SCOTT	1/19/2023	Regular	0	2	$102.62	$205.24
ROBBINS, BILL	1/19/2023	Overtime	0.75	0.75	$120.27	$90.20
GIBBS, STEVE	1/19/2023	Regular	15	4	$101.95	$407.80
SANDERS, TROY	1/19/2023	Overtime	13	13	$136.60	$1,775.80

DODGE, JEFFERY	1/19/2023	Regular	9	8	$36.66	$293.28
GUTIERREZ, ALFONSO	1/23/2023	Regular	0	2	$77.16	$154.32
FREISTROFFER, ERIC	1/23/2023	Regular	0	2	$79.46	$158.92
BLISS, MICHAEL	1/23/2023	Regular	0	2	$62.79	$125.58
MALSAM, JESSE	1/23/2023	Regular	0	2	$59.83	$119.66
			37.75	146.75	$2,062.02	$12,270.43

Equipment

Name	Date	Pay Type	Est. Hours	Act. Hours	Hourly Cost	Total Cost
703-SERVICE TRUCK	1/18/2023	Hourly	0	10	$15.00	$150.00
707-SERVICE TRUCK	1/18/2023	Hourly	0	10	$15.00	$150.00
755-2017 CATERPILLAR 420 BACKHOE	1/18/2023	Hourly	0	10	$39.00	$390.00
829-2020 CHEVROLET MED DUTY DUMP TRUCK	1/18/2023	Miles	0	25	$1.85	$46.25
807-12 YARD VAC-CON TRUCK	1/18/2023	Hourly	0	10	$95.00	$950.00
708-SERVICE TRUCK	1/19/2023	Hourly	0	3	$15.00	$45.00
752-2016 THOMPSON 200 HP ELECTRIC PUMP	1/19/2023	Hourly	0	24	$24.00	$576.00
807-12 YARD VAC-CON TRUCK	1/23/2023	Hourly	0	2	$95.00	$190.00
587-2004 KENWORTH PETERBILT TRUCK	1/23/2023	Miles	0	168	$1.85	$310.80
475-2002 4" GODWIN TRAILER MOUNTED TRASH PUMP	1/26/2023	Daily	1	1	$300.00	$300.00
			1.00	263.00	$601.70	$3,108.05

Contractor

Name	Date	Pay Type	Est. Hours	Act. Hours	Hourly Cost	Total Cost
SILVER STATE BARRICADE & SIGN	1/23/2023	Hourly	0	1	$1,420.00	$1,420.00
			0.00	1.00	$1,420.00	$1,420.00

PARTS

Name	Date	Warehouse	Location	UOM	Est. Units	Act. Units	Unit Cost	Total Cost
ROMAC BARREL 16"	1/18/2023	Main Warehouse	Default Location	Each	0	2	$761.18	$1,522.36
RINGS, BLACK 16"	1/18/2023	Main Warehouse	Default Location	Each	0	4	$115.08	$460.32
RUBBERS 16"	1/18/2023	Main Warehouse	Default Location	Each	0	4	$58.74	$234.96
BASE ROCK	1/18/2023	Main Warehouse	Default Location	YD	0	4	$17.00	$68.00
HYDRO PATCH	1/18/2023	Main Warehouse	Default Location	YD	0	2	$110.00	$220.00
					0.00	16.00	$1,062.00	$2,505.64

Misc Cost

Description	Cost Date	Comments	Price	Qty	Total Cost
ROMAC 501 bolt up kit	1/19/2023		$85.00	2	$170.00
			$85.00	2.00	$170.00

NDEP # 230212-01

Report Date: 2/12/2023 Report Time: 11:00 AM

Incident Date: 2/12/2023 Incident Time: 6:00 AM

Complaint/Spill Report Form
State of Nevada
Telephone: (888) 331-6337
Fax: (775) 687-8335

Do You Want to Remain Anonymous? No

Reporting Person: Jim Youngblood

Reporting Agency: Incline Village GID

Reporter Email:

Address: 1220 Sweetwater Road Phone: (775)832-1203

City: Incline Village State: NV Zip: 89451

Discharger/Owner/Operator of Facility: Incline village improvement district

Address: 1220 Sweetwater Road DOT#:

City: Incline Village State: NV Zip: 89451

Contact Person Jim Youngblood Phone: (775)832-1203

APN#: UST Facility ID / BWPC Permit #:

Facility Address if different from discharger: Highway 28, 2 miles north of highway 50 intersection

City: Incline village State: NV County: Washoe County

Location of Complaint/Spill: West shoulder SR 28, south of Skunk Harbor Trailhead, Rural Carson City

Township: Range: Section: Q,Q2: Mile Marker:

Easting: Northing:

Type of Material Discovered: Reclaimed Water/Treated Effluent

Material Description:

Concentration / Analytical Data: Not Determined

Quantity Found: Unknown Container: Pipeline

Media Affected: Soil If UST, Confirmed Visually? No

Cause of Complaint/Spill:

Old pipe or coupler appears to have burst.

Remedial Action Taken:

Pumps have been turned off, in process of mobilizing a crew to undertake repairs and cleanup

Oversite/Enforcement:	Email Address:
NDEP Lake Tahoe	kuchnicki@ndep.nv.gov; pcomba@ndep.nv.gov;ndep.bwpc.spillreports@ndep.nv.gov; jrcollins@ndep.nv.gov; ekingsland@ndep.nv.gov
cc: NDEP Administration, Greg Lovato	glovato@ndep.nv.gov; jcarr@ndep.nv.gov; jkinder@ndep.nv.gov
cc: NDEP BCA Chief, Jeff Collins	jrcollins@ndep.nv.gov

04152023-424

cc:	NDEP PIO, Samantha Thompson	sthompson@dcnr.nv.gov
cc:	Nevada State Lands	statelands@lands.nv.gov
cc:	Tahoe Drinking Water Association	reg.reports@ivgid.org; steve_gibbs@ivgid.org; madonna_dunbar@ivgid.org; aseifert@ndep.nv.gov;lkieu@ndep.nv.gov;E-Data_BSDW@ndep.nv.gov
cc:	TRPA, Steve Sweet	ssweet@trpa.org

Comments:

Report Taken By: Kevin Salls

Work Order

21019

Department	
Division	Pipeline
WO Date	2/13/2023 1:44 PM
Start Date	2/12/2023 1:44 PM
End Date	2/16/2023 4:12 PM
Main Task	EXPORT LINE

DETAILS

Type	Corrective
Requested By	ERIC FREISTROFFER
Supervisor	SCOTT HUBELE
Lead Worker	ERIC FREISTROFFER
Crew	
Cause	
Resolution	
Project	
General Location	Hwy 28 just prior to candy cane valve.
Address	

Shut Down	☐
Lock Out	☐
Interrupt Service	☐
Safety	☐

Medium	Close
Priority	Status
3	0%
Days Active	Complete

Total Cost	$32,105.62
Est. Res. Hours	0
Act. Res. Hours	495.5

Description: Repair export line leak. Repaired with Romac barrels and rings. New pipe section cut at 50". Major hillside erosion below leak site.

Notes

ASSETS

Asset Number	Name	Class	Location	Complete	Cost
EXPORTFM	EXPORT FORCE MAIN	Equipment/WWTP/PIPE	Effluent Disposal Facilities	☐	32105.61
					$32,105.61

RESOURCES

Employee

Name	Date	Pay Type	Est. Hours	Act. Hours	Hourly Cost	Total Cost
ROBBINS, BILL	2/11/2023	Overtime	0	1	$120.27	$120.27
MALSAM, JESSE	2/12/2023	Overtime	0	3	$89.74	$269.22
STUMP, CARL	2/12/2023	Overtime	0	17.75	$97.98	$1,739.15
MALSAM, JESSE	2/12/2023	Overtime	0	17.75	$89.74	$1,592.89
ROBBINS, BILL	2/12/2023	Overtime	0	19.5	$120.27	$2,345.27
OLSEN, BOB	2/12/2023	Overtime	0	13	$133.92	$1,740.96
GIBBS, STEVE	2/12/2023	Overtime	0	12.75	$152.92	$1,949.73
KAMBITSCH, BRYAN	2/12/2023	Overtime	0	16.75	$142.12	$2,380.51
PATTERSON, JASON	2/12/2023	Overtime	0	8.5	$87.55	$744.18
SANDERS, TROY	2/12/2023	Regular	0	13.5	$91.07	$1,229.45
GUTIERREZ, ALFONSO	2/12/2023	Overtime	0	14	$115.74	$1,620.36
GLASSBURN, CHRIS	2/12/2023	Overtime	0	14	$87.55	$1,225.70
FREISTROFFER, ERIC	2/12/2023	Overtime	0	14	$119.19	$1,668.66
STEPHENS, ZACHARY	2/12/2023	Overtime	0	14	$87.55	$1,225.70
MALSAM, JESSE	2/13/2023	Overtime	0	2.5	$89.74	$224.35
MALSAM, JESSE	2/13/2023	Regular	0	4	$59.83	$239.32
ROBBINS, BILL	2/13/2023	Regular	0	2	$80.18	$160.36
GIBBS, STEVE	2/13/2023	Regular	0	8	$0.00	$0.00
PANULLO, KIRK	2/13/2023	Regular	0	2	$67.05	$134.10
GUTIERREZ, ALFONSO	2/13/2023	Overtime	0	2	$115.74	$231.48

FREISTROFFER, ERIC	2/13/2023	Overtime	0	2	$119.19	$238.38
GLASSBURN, CHRIS	2/13/2023	Overtime	0	2	$87.55	$175.10
STEPHENS, ZACHARY	2/13/2023	Overtime	0	2	$87.55	$175.10
GUTIERREZ, ALFONSO	2/13/2023	Regular	0	4	$77.16	$308.64
FREISTROFFER, ERIC	2/13/2023	Regular	0	4	$79.46	$317.84
STUMP, CARL	2/13/2023	Regular		3	$65.32	$195.96
MALSAM, JESSE	2/14/2023	Regular	0	4	$59.83	$239.32
FREISTROFFER, ERIC	2/14/2023	Regular	0	1	$79.46	$79.46
GUTIERREZ, ALFONSO	2/16/2023	Regular	0	3	$77.16	$231.48
FREISTROFFER, ERIC	2/16/2023	Regular	0	3	$79.46	$238.38
BLISS, MICHAEL	2/16/2023	Regular	0	3	$62.79	$188.37
STUMP, CARL	2/16/2023	Regular	0	3	$65.32	$195.96
MALSAM, JESSE	2/16/2023	Regular	0	3	$59.83	$179.49
GLASSBURN, CHRIS	2/16/2023	Regular	0	3	$58.37	$175.11
			0.00	240.00	$3,006.60	$23,780.23

Equipment

Name	Date	Pay Type	Est. Hours	Act. Hours	Hourly Cost	Total Cost
678-SERVICE TRUCK	2/12/2023	Hourly	0	3	$20.75	$62.25
668-SERVICE TRUCK	2/12/2023	Hourly	0	20.5	$15.00	$307.50
677-SERVICE TRUCK	2/12/2023	Hourly	0	13	$15.00	$195.00
752-2016 THOMPSON 200 HP ELECTRIC PUMP	2/12/2023	Daily	0	1	$300.00	$300.00
587-2004 KENWORTH PETERBILT TRUCK	2/12/2023	Hourly	0	100	$0.00	$0.00
703-SERVICE TRUCK	2/12/2023	Hourly	0	14	$15.00	$210.00
708-SERVICE TRUCK	2/12/2023	Hourly	0	14	$15.00	$210.00
755-2017 CATERPILLAR 420 BACKHOE	2/12/2023	Hourly	0	14	$39.00	$546.00
807-12 YARD VAC-CON TRUCK	2/12/2023	Hourly	0	14	$95.00	$1,330.00
678-SERVICE TRUCK	2/13/2023	Hourly	0	2	$15.00	$30.00
587-2004 KENWORTH PETERBILT TRUCK	2/13/2023	Miles	0	40	$1.85	$74.00
703-SERVICE TRUCK	2/13/2023	Hourly	0	2	$15.00	$30.00
708-SERVICE TRUCK	2/13/2023	Hourly	0	2	$15.00	$30.00
755-2017 CATERPILLAR 420 BACKHOE	2/13/2023	Hourly	0	2	$39.00	$78.00
807-12 YARD VAC-CON TRUCK	2/13/2023	Hourly	0	2	$95.00	$190.00
807-12 YARD VAC-CON TRUCK	2/13/2023	Hourly	0	3	$95.00	$285.00
703-SERVICE TRUCK	2/16/2023	Hourly	0	3	$15.00	$45.00
708-SERVICE TRUCK	2/16/2023	Hourly	0	3	$15.00	$45.00
829-2020 CHEVROLET MED DUTY DUMP TRUCK	2/16/2023	Hourly	0	3	$0.00	$0.00
			0.00	255.50	$820.60	$3,967.75

PARTS

Name	Date	Warehouse	Location	UOM	Est. Units	Act. Units	Unit Cost	Total Cost
BASE ROCK	2/13/2023	Main Warehouse	Default Location	YD	0	80	$17.00	$1,360.00
BASE ROCK	2/14/2023	Main Warehouse	Default Location	YD	0	20	$17.00	$340.00
RINGS, BLACK 16"	2/14/2023	Main Warehouse	Default Location	Each	0	4	$115.08	$460.32
ROMAC BARREL 16"	2/14/2023	Main Warehouse	Default Location	Each	0	2	$761.18	$1,522.36
RUBBERS 16"	2/14/2023	Main Warehouse	Default Location	Each	0	4	$58.74	$234.96

HYDRO PATCH	2/16/2023	Main Warehouse	Default Location	YD	0	2	$110.00	$220.00
					0.00	112.00	$1,079.00	$4,137.64

Misc Cost

Description	Cost Date	Comments	Price	Qty	Total Cost
Special bolt up kit for 16" Romac barrels and rings	2/14/2023		$11.00	20	$220.00
			$11.00	20.00	$220.00

NDEP # 220223-03

Report Date: 2/23/2022 Report Time: 3:46 PM

Incident Date: 2/23/2022 Incident Time: 9:15 AM

Complaint/Spill Report Form
State of Nevada
Telephone: (888) 331-6337
Fax: (775) 687-8335

Do You Want to Remain Anonymous? No

Reporting Person: Jeff Bendorff

Reporting Agency: Incline Village GID

Reporter Email:

Address: 1220 Sweetwater Road Phone: (775)832-1203

City: Incline Village State: NV Zip: 89451

Discharger/Owner/Operator of Facility: Incline Village GID

Address: 1220 Sweetwater Road DOT#:

City: Incline Village State: NV Zip: 89451

Contact Person Jeff Bendorff Phone: (775)832-1203

APN#: UST Facility ID / BWPC Permit #:

Facility Address if different from discharger: 3.6 Miles NW of Hwy 50 on State Route 28

City: State: NV County: Washoe County

Location of Complaint/Spill: 3.6 Miles NW of Hwy 50 on State Route 28

Township: Range: Section: Q,Q2: Mile Marker:

Type of Material Discovered:

Material Description:

Concentration / Analytical Data:

Quantity Found: between 800-900 gallons Container:

Media Affected: Pavement If UST, Confirmed Visually? No

Cause of Complaint/Spill:

A leak on the export line (transmits from Incline Village to Carson), caused about 800-900 gallons of treated effluent to be released. The effluent ran across the pavement and did not make it to soil or water.

Remedial Action Taken:

Line was shut down. Effluent evaporated and mixed with snow on the road.

Oversite/Enforcement:	Email Address:
NDEP Lake Tahoe	kuchnicki@ndep.nv.gov; pcomba@ndep.nv.gov;ndep.bwpc.spillreports@ndep.nv.gov; jrcollins@ndep.nv.gov; ekingsland@ndep.nv.gov
cc: NDEP Administration, Greg Lovato	glovato@ndep.nv.gov; jcarr@ndep.nv.gov; jkinder@ndep.nv.gov
cc: NDEP BCA Chief, Jeff Collins	jrcollins@ndep.nv.gov; rebecca.bodnar@ndep.nv.gov

04152023-429

cc:	NDEP PIO, Samantha Thompson	sthompson@dcnr.nv.gov
cc:	Nevada State Lands, Lucy Wong	lwong@lands.nv.gov
cc:	Tahoe Drinking Water Association	reg.reports@ivgid.org; steve_gibbs@ivgid.org; madonna_dunbar@ivgid.org; aseifert@ndep.nv.gov;lkieu@ndep.nv.gov;rjjohnson@ndep.nv.gov;E-Data_BSDW@ndep.nv.gov
cc:	TRPA, Steve Sweet	ssweet@trpa.org
cc:	LEPC Washoe County, Darryl Cleveland	dcleveland@tmcc.edu; tmoore@washoeschools.net; emillette@cityofsparks.us; leightons@reno.gov

Comments:

Report Taken By: Megan Slayden

Work Order

19302

Department	
Division	Pipeline
WO Date	2/23/2022 10:00 AM
Start Date	2/23/2022 10:00 AM
End Date	2/23/2022 6:00 PM
Main Task	EXPORT LINE

DETAILS

Type	Corrective
Requested By	JEFF BENDORF
Supervisor	JEFF BENDORF
Lead Worker	SCOTT HUBELE
Crew	
Cause	
Resolution	
Project	
General Location	
Address	

Shut Down	☐
Lock Out	☐
Interrupt Service	☐
Safety	☐

Emergency	Close
Priority	Status
14	0%
Days Active	Complete

Total Cost	$6,354.19
Est. Res. Hours	0
Act. Res. Hours	111

Description: Leak on export line " in the S turns", 3.6 Mi. W of US 50 on SR 28 at site of previous leak. Spill of approx. 600 to 800 gal ran across road and was absorbed by snow. No streams or waterways effected. Replaced rubber gaskets in Romac coupler to repair leak. Reported spill to NDEP report # 220223-03.

Notes

ASSETS

Asset Number	Name	Class	Location	Complete	Cost
EXPORT	EFFLUENT EXPORT LINE	Structure/WRRF FAC/WET	Effluent Disposal Facilities	☐	6354.19
					$6,354.19

RESOURCES

Employee

Name	Date	Pay Type	Est. Hours	Act. Hours	Hourly Cost	Total Cost
BENDORF, JEFF	2/23/2022	Regular	0	8	$92.51	$740.08
HUBELE, SCOTT	2/23/2022	Regular	0	8	$76.04	$608.32
ORTON, CHRISTOPHER	2/23/2022	Regular	0	8	$71.88	$575.04
MORRIS, DREW	2/23/2022	Regular	0	8	$69.92	$559.36
FREISTROFFER, ERIC	2/23/2022	Regular	0	8	$69.84	$558.72
GUTIERREZ, ALFONSO	2/23/2022	Regular	0	8	$67.81	$542.48
BLISS, MICHAEL	2/23/2022	Regular	0	8	$56.28	$450.24
LIGGETT, DAN	2/23/2022	Regular	0	2	$68.99	$137.98
NELSON, KATE	2/28/2022	Regular	0	1	$162.49	$162.49
			0.00	59.00	$735.76	$4,334.71

Equipment

Name	Date	Pay Type	Est. Hours	Act. Hours	Hourly Cost	Total Cost
583-SAFETY TRAILER	2/23/2022	Daily	0	1	$30.00	$30.00
668-SERVICE TRUCK	2/23/2022	Hourly	0	8	$15.00	$120.00
807-12 YARD VAC-CON TRUCK	2/23/2022	Hourly	0	8	$95.00	$760.00
680-SERVICE TRUCK	2/23/2022	Hourly	0	8	$15.00	$120.00
587-2004 KENWORTH PETERBILT TRUCK	2/23/2022	Miles	0	10	$1.85	$18.50

829-2020 CHEVROLET MED DUTY DUMP TRUCK	2/23/2022	Miles	0	10	$1.85	$18.50
679-FLATBED	2/24/2022	Hourly	0	2	$15.00	$30.00
707-SERVICE TRUCK	2/24/2022	Hourly	0	5	$15.00	$75.00
			0.00	52.00	$188.70	$1,172.00

PARTS

Name	Date	Warehouse	Location	UOM	Est. Units	Act. Units	Unit Cost	Total Cost
RUBBERS 16"	2/24/2022	Main Warehouse	Default Location	Each	0	2	$58.74	$117.48
					0.00	2.00	$58.74	$117.48

Misc Cost

Description	Cost Date	Comments	Price	Qty	Total Cost
Light stand rental	3/1/2022		$520.00	1	$520.00
Base Rock	2/24/2022		$7.50	8	$60.00
16 in Romac bolt kit	2/24/2022		$150.00	1	$150.00
			$677.50	10.00	$730.00

From: Melissa N. Robertson
To: Susan A. Herron
Subject: FW: Public Records Request
Date: Thursday, April 6, 2023 1:39:29 PM
Attachments: Travel Authorizations.pdf

Original request from Mr. Katz on 3/19 and response on 3/21.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
http://yourtahoeplace.com

-----Original Message-----
From: Melissa N. Robertson
Sent: Tuesday, March 21, 2023 1:05 PM
To: 's4s@ix.netcom.com' <s4s@ix.netcom.com>
Subject: RE: Public Records Request

Hello,

Please see the attached document.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
http://yourtahoeplace.com

-----Original Message-----
From: s4s@ix.netcom.com <s4s@ix.netcom.com>
Sent: Sunday, March 19, 2023 10:24 PM
To: Info IVGID <info@ivgid.org>; mr@ivgid.org
Subject: Public Records Request

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Attached.

Written requests by Mike Gove and Kate Nelson to their superiors for advance approval to spend specified dollars on lodging/meals/seminar fees for Sep 2022 Network Solutions seminar; approvals; written requests for payments/reimbursements after the fact; approvals.

Thank you, Aaron Katz

INCLINE VILLAGE
GENERAL IMPROVEMENT DISTRICT
ONE DISTRICT – ONE TEAM

TRAVEL AUTHORIZATION

DO NOT USE FOR REIMBURSEMENT SUBMITTAL

To (Supervisor): Brad Underwood Cost Center: 420-52-930-7685

From (Employee): Kate Nelson

TRIP DETAILS

Purpose of Trip: Attend the CWEA Conference in San Diego. I am a part of the selected speakers for Lake Tahoe Utility Approach to Efficiency and Improved Operations: How two utilities optimized plant performance. This is an opportunity to discuss the success of the WRRF Aeration Project and provide the career growth opportunity to speak at a large conference.

Period of Travel: from April 18, 2023 to April 21, 2023

Destination: San Diego

Estimated Trip Expenses:

1. Transportation (air, auto, etc.) $ $950.00 **
2. Lodging 3 days @ $ 189 a day $ $567.00
3. Meals 1ST & LAST DAY 2 @ $ 55.50
   DAYS 1 @ $ 74 Total Trip $ 185
4. Conference Fees, Business Relations $ 675
5. Misc. expenses (i.e. taxi, shuttle, etc.) $ 300
   Car Rental & Parking

**PW has a flight credit on United that will be used to cover cost

TOTAL $ 1,727.00

Employee: Kate N Date: 2/9/2023

Approved by: Brad B. Underwood Digitally signed by Brad B. Underwood Date: 2023.02.09 16:02:13 -08'00'

Supervisor: Date:

Dept Head: Date: 2/14/23

Word - I:\ public\forms\accnting\trvlauth.doc Updated 2018/19

04152023-434

INCLINE VILLAGE
GENERAL IMPROVEMENT DISTRICT
ONE DISTRICT – ONE TEAM

TRAVEL AUTHORIZATION

DO NOT USE FOR REIMBURSEMENT SUBMITTAL

To (Supervisor): Indra Winquest Cost Center: 100-12-130

From (Employee): Mike Gove

TRIP DETAILS

Purpose of Trip: Professional growth - Negotiating Solutions Workshop

Period of Travel: from 9/26/2022 to 9/30/2022

Destination: Granlibakken in Tahoe City, California

Estimated Trip Expenses:

1. Transportation (air, auto, etc.) $ 100.00
2. Lodging _____ days @ $ _____ a day $ 2,000.00 Cost Center Obj - 7685
3. Meals 1ST & LAST DAY 2 @ $ _____
   DAYS _____ @ $ _____ Total Trip $ Included
4. Conference Fees, Business Relations $ 3,800.00 Cost Center Obj - 7680
5. Misc. expenses (i.e. taxi, shuttle, etc.) $ _____

_____

_____

_____

TOTAL $ 5,900.00

Employee: _____ Date: 9/22/22

Approved by:

Supervisor: _____ Date: 9/22/22

Dept Head: _____ Date: _____

NOTE! A copy of this form must accompany each request for payments related to this trip AND upon completion of the trip. (advances or reimbursements)

04152023-435

From:	Melissa N. Robertson
To:	Frank Wright
Subject:	RE: Public records
Date:	Thursday, March 30, 2023 4:46:03 PM
Attachments:	Full Overview.pdf IVGC.pdf IVGCL.pdf Mnt 9ers.pdf Polo Club.pdf Teesters.pdf TIGC.pdf

---

Hi Mr. Wright,

I shared your emails with Staff and they have provided the attached documents in response to your request.

Also, as for the emails from 1/1/23-3/30/23 – Staff will work on compiling these emails and I will provide an update on the status by 4/6.

- all emails between Nick Holigan, the new golf pro and the public, especially the representatives of each golf club
- all emails between Darren Howard and anybody outside of IVGID

Thank you.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
http://yourtahoeplace.com

From: Frank Wright <alpinesportss@gmail.com>
Sent: Thursday, March 30, 2023 10:28 AM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: Re: Public records

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

January 1, 2023 to March 30, 2023, as well as any other golf employee like the new golf pro just hired!
Am I going to get the tee times assigned to the various clubs that was sent to each club for this season? I believe these times were sent out in February of this year! Why is this information being concealed, it's readily available and has been distributed to the various clubs! It's a public record!
Thank you Frank

Sent from my iPhone

On Mar 30, 2023, at 10:16 AM, Melissa N. Robertson <mnr@ivgid.org> wrote:

Hello,

Please provide a date range for the emails between Nick H and the public.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
http://yourtahoeplace.com

From: Frank Wright <alpinesportss@gmail.com>
Sent: Thursday, March 30, 2023 9:31 AM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: Re: Public records

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Melissa.,
Today is the fifth business day for my tee time assignment documentation for the clubs! As an added request I would like all emails between Nick Holigan, the new golf pro and the public, especially the representatives of each golf club!
Thank you Frank

Sent from my iPhone

> On Mar 29, 2023, at 5:49 PM, Frank Wright <alpinesportss@gmail.com> wrote:
>
> Melissa,
> I know you are only the messenger, but you failed to provide the actual tee times for each club as I requested, like I said I have one already with the blocked out times for one of the clubs, I want all the blocked out times for every club! Darren has sent these tee times to each club, he is hiding this information trying to be do an end around the request, this is intentional concealment! I know he has sent this information to each club! So please provide what I requested!
> Thank you
> Frank
> Sent from my iPhone
>
> Begin forwarded message:
>
> > **From:** "Melissa N. Robertson" <mnr@ivgid.org>
> > **Date:** March 29, 2023 at 1:37:42 PM PDT
> > **To:** Frank Wright <alpinesportss@gmail.com>
> > **Subject: RE: Public records**

Hi Mr. Wright,

Staff has provided the attached in response to your request. Thank you.

Melissa Robertson
District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268
mnr@ivgid.org
http://yourtahoeplace.com

-----Original Message-----
From: Frank Wright <alpinesportss@gmail.com>
Sent: Friday, March 24, 2023 3:05 PM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: Re: Public records

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Melissa,
I will make this a clear as possible!
Each golf club was given tee times for the champ course for this summer. Each club got those tee times from the golf staff in February or there about. I have a copy of one of the clubs tee times, I want to see them all! Each clubs assigned tee times! These times have been given out and are not available to the rest of the general public, please don't make this a chore, it's a straight forward request, send me what the golf staff sent to the golf clubs letting each club know assigned tee times!

Thank you
Frank

Sent from my iPhone

> On Mar 24, 2023, at 1:17 PM, Melissa N. Robertson <mnr@ivgid.org> wrote:
>
> Hi Mr. Wright,
>
> Thank you for your email. Staff has asked if you are able to provide any additional detail/clarification on your request in effort to ensure you are provided with what you are looking for. They have asked if you are you looking for the total number of rounds booked/reserved by the Clubs?
>
> Thank you.
>
> Melissa Robertson
> District Clerk
> Incline Village General Improvement District
> 893 Southwood Boulevard
> Incline Village Nevada 89451
> P: 775-832-1268
> mnr@ivgid.org
> https://linkprotect.cudasvc.com/url?a=http%3a%2f%2fyourtahoeplace.com&c=E,1,cbHbVXWI8klgxkn9iI8CvpczkvZOMFjdWlBYH6BOK-uxuoTqoVoi8UOSa3Ag18-jhW9sCnqtFvVn574j2rh75bBD-WxAAqty9fdxZSBaSxb0A7mqFH8,&typo=1
>

> -----Original Message-----
> From: Frank Wright <alpinesportss@gmail.com>
> Sent: Thursday, March 23, 2023 12:20 PM
> To: Melissa N. Robertson <mnr@ivgid.org>
> Subject: Public records
>
> CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.
>
>
>
> Hi Melissa,
> Under the public records that I request copies of the tee-times that were assigned to all the golf clubs in February by each respective golf club these tee-times were sent to the golf clubs by the golf management team, and each golf club assigns those tee-times to the respective clubs. Please provide those tee-times that were sent to each golf club. I have one copy already so I know they exist so please send me all of them.
> Thank you
> Frank Wright

2023 Calendar Overview

		Date	Event	Time	Number	Format		Champ Event	Mountain Event
			5.17.23 Maintenance Day				Majors or bigger event		
1	Thursday	5.18.23	IVGCL	10:30am	8TT	Play Day			
2	Thursday	5.18.23	IVGCL	1:30pm	8TT	Play Day			
3	Thursday	5.18.23	TIGC	11am	12TT	Play Day	IVGCL		
4	Friday	5.19.23	IVGC	9am	16	Play Day			
5	Friday	5.19.23	TIGC	11am	12TT	Play Day	TIGC		
6	Friday	5.19.23	Teesters	11:30am	16	Play Day			
7	Saturday	5.20.23	TIGC	10am	12TT	Play Day	IVGC		
8	Monday	5.22.23	TIGC	10am	12TT	Play Day			
9	Monday	5.22.23	IVGC	9am	16	Play Day	Teesters		
10	Monday	5.22	MTN 9'ers	9am	100	Board Meet no golf			
11	Tuesday	5.23.23.	IVGCL	10am	8TT	Play Day			
12	Tuesday	5.23.23.	TIGC	11am	12TT	Play Day			
13	Wednesday	5.24.23	IVGC	9:30am SG	40	Play Day	Couples		
14	Wednesday	5.24.23	Teesters	9:30amSG	16	Play Day			
15	Thursday	5.25.23	IVGCL	10am	8TT	Play Day	MTN 9ers		
16	Thursday	5.25.23	TIGC	11am	12TT	Play Day			
17	Thursday	5.25.23	IVGCL	1:30pm	4TT	Play Day			
18	Thursday	5.25.23	Brandon Palser	2pm	20TT	Outside Group		1	
19	Friday	5.26.23	IVGC	9am	16TT	Play Day	Outside		
20	Friday	5.26.23	Teesters	10am	12TT	Play Day			
21	Friday	5.26.23	TIGC	11am	12TT	Play Day	Demo		
22	Friday	5.26	Polo Club	12pm	20TT	Play Day			
23	Friday	5.26.23	Friday Golf	2pm	20TT	Skins			
24	Saturday	5.27.23	TIGC	11am	12TT	Play Day			
25	Monday	5.29.23	IVGC	9am	16TT	Play Day	Polo Club		
26	Monday	5.29.23	TIGC	11am	12TT	Play Day			
27	Tuesday	5.30.23	TIGC	8:30am SG	44	Midweek #1			
28	Tuesday	5.30.23	IVGCL	8:30amSG	20	Play Day			
29	Tuesday	5.30.23	MTN 9'ers	4:30pm		Buddy Training!			
30	Wednesday	5.31.23	IVGC	9amSG	40	CHACHA		1	
31	Wednesday	5.31.23	Teesters	9amSG	20	Play Day			
32	Wednesday	5.31.23	Teesters	1:30pm	8TT	Maintanence Play			
33	Wednesday	5.31.23	MTN 9'ers	4:30pm	N/A	Buddy Party Meet/Greet!			
34	Wednesday		**5.31.23 Maintenance Day**						
35	Thursday	6.1	IVGCL	10am	8TT	Play Day			
36	Thursday	6.1	TIGC	10:20am	12TT	Play Day			
37	Thursday	6.1	David Levingston	11am	40TT	Outside Group		1	
38	Thursday	6.1	IVGCL	1:30pm	4TT	Play Day			
39	Friday	6.2	IVGC	9am	16TT	Play Day			
40	Friday	6.2	Teesters	10am	12TT	Play Day			
41	Friday	6.2	TIGC	11am	12TT	Play Day			
42	Friday	6.2	Polo Club	12pm	20TT	Play Day			
43	Friday	6.2.23	Friday Golf	2pm	20TT	Skins			
44	Saturday	6.3	TIGC	11am	12TT	Play Day			
45	Sunday	6.4	IVGC Couples	1:30pm	40SG	Couples Funday!		1	
46	Monday	6.5	IVGC	8:30am	16SG	Play Day			
47	Monday	6.5	Teesters M/C	8:30amSG	20	Play Day			
48	Monday	6.5	TIGC	8:30am	12SG	Play Day			
49	Monday	6.5	Kids & Horses	1:45pm	80-100	Charity Shotgun		1	
50	Monday	6.5	MTN 9'ers	10am	64SG	Sweeps #1			1

04152023-440

51	Tuesday	6.6	IVGCL	8:30am	36SG	Welc.back SG	1	
52	Tuesday	6.6	TIGC	8:30am	44SG	Midweek #2		
53	Tuesday	6.6	MTN 9'ers	5:30pm	N/A	Opening Dinner @ Chateau		
54	Wednesday	6.7	IVGC	8:30am	44SG	Play Day		
55	Wednesday	6.7	Teesters	8:30am	20SG	Play Day		
56	Wednesday	6.7	TIGC	8:30am	12SG	Play Day		
57	Wednesday	6.7	IVGCL	Opening Lunch	60	No Golf		
58	Thursday	6.8	IVGCL	8:30am	20TT	Play Day		
59	Thursday	6.8	TIGC	10am	12TT	Play Day		
60	Thursday	6.8	MTN 9'ers	10am	72SG	Opening Scramble		1
61		6.9	Josh Heart	Cancelled on 2.7.23				
62	Friday	6.9	IVGC	9am	16TT	Play Day		
63	Friday	6.9	TIGC	10am	12TT	Play Day		
64	Friday	6.9	XXIO Fitting Day	10am-2pm		FITTING DAY		
65	Friday	6.9	Teesters	11am	12TT	Play Day		
66	Friday	6.9	Polo Club	12pm	20TT	Play Day		
67	Frdiay	6.9	Friday Golf	2pm	20TT	skins		
68	Saturday	6.10	TIGC	10am	24TT	Play Day		
69	Saturday	6.10	Mizuno Fitting Day	10am-2pm		FITTING DAY		
70	Saturday	6.10	PING fitting day	11am-3pm		FITTING DAY		
71	Sunday	6.11	TIGC	1:30pm	76SG	Opening Scramble		
72	Monday	6.12	Teesters M/C	8:30am	40SG	Member-Member		
73	Monday	6.12	IVGC Couples	9am	110SG	Scotch on the rocks	1	
74	Monday	6.12	MTN 9'ers	10:30am	64	Sweeps #1		
75	Tuesday	6.13	IVGCL	8:30am	36SG	Game Day #2		
76	Tuesday	6.13	TIGC	8:30am	48SG	Midweek #3		
77	Tuesday	6.13	GameOn Golf Tournament	11am	72SG	Outside on Mountain Course		1
78	Tuesday	6.13	MTN 9'ers	11:30am-12:30pm	20	Play Like a Pro		
79	Tuesday	6.13	MTN 9'ers	3pm-4:30pm	36TT	Sweeps #1		
80	Wednesday	6.14	IVGC	8:30am	48SG	Play Day		
81	Wednesday	6.14	Teesters	8:30am	40SG	Member-Member	1	
82	Wednesday	6.14	IVGCL	1:50&2pm	8TT	Play Day		
83	Wednesday	6.14	Teesters	1:30pm	8TT	Maintanence Play		
84	Wednesday	**6.14.23 Maintenance Day**						
85	Thursday	6.15	IVGCL Teesters	8:30am	20TT	Play instead of Mixie		
86	Thursday	6.15		1:30&1:40	8TT			
87	Thursday	6.15	Teesters			Are they wanting to play?		
88	Thursday	6.15	TIGC	8:30am	20SG			
89								
90	Friday	6.16	IVGC	9am	16TT	Play Day		
91	Friday	6.16	TIGC	10am	12TT	Play Day		
92	Friday	6.16	Teesters	11am	12TT	Play Day		
93	Friday	6.16	Polo Club	12pm	20TT	Play Day		
94	Friday	6.16	Friday Golf	2pm	20TT	skins		
95	Saturday	6.17	TIGC	10am	12TT	Play Day		
96	Saturday	6.17	Cobra Demo Day	10am-2pm		DEMO DAY		
97	Sunday	6.18						
98	Monday	6.19	TIGC hosts Tahoe Donner	8:30am	64SG	Match	1	
99	Monday	6.19	IVGCL	8:30am	36SG	Presidents Cup	1	
100	Monday	6.19	Teesters M/C	9am	20	Play Day		
101	Monday	6.19	PTSD Veterans Charity	1:45pm	80	Outside Golf Champ course	1	
102	Monday	6.19	Mountain Niners	9am		Board Meeting - All Invited		
103	Monday	6.19	Mountain Niners	10am	64TT	Sweeps #2		1
104	Monday	6.19	Mountain Niners	4:30-5:30pm	64TT	Play like a Pro - Happy Hour		1
105	Tuesday	6.20	IVGCL	8:30am	36SG	Presidents Cup Day 2	1	

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106	Tuesday	6.20	IVGC	9am		Member-Member Day 1	1	
107	Tuesday	6.20	Teesters M/C	4:30pm	8TT	Play Day		
108	Tuesday	6.20	Mountain Niners	3pm	36TT	Sweeps #2		
109	Wednesday	6.21	IVGC	8:30am		Member-Member Day 2	1	
110	Wednesday	6.21	TIGC	9am		Member-Member Day 1	1	
111	Wednesday	6.21	Teesters	8:30am	20SG	Play Day		
112	Wednesday	6.21	IVGCL	2:30pm	4TT			
113	Thursday	6.22	TIGC	8:30am		Member-Member Day 2	1	
114	Thursday	6.22	IVGCL	8:30am	20			
115	Thursday	6.22	IVGCL	2pm	8TT			
116	Thursday	6.22	Mountain Niners	9am	64TT	Sweeps #2		1
117	Thursday	6.22	Mountain Niners	4:30-6:30pm	64TT	Pot Luck - Happy Hour		
118	Friday	6.23	IVGCL		Golf Staff Appriciation Day			
119	Friday	6.23	IVGC	9am	20TT	Play Day		
120	Friday	6.23	TIGC	10am	12TT	Play Day		
121	Friday	6.23	Teesters	11am	12TT	Play Day		
122	Friday	6.23	Polo Club	11:30am	40TT	Member-Member	1	
123	Friday	6.23	Bryon Kataoka Group	1pm	20TT	Champ course outside group	1	
124	Friday	6.23	Friday Golf	2pm	20TT	skins		
125	Saturday	6.24	Marc Buller Group	8:30am	72 SG	Outside Group Mountain Course		1
126	Saturday	6.24	Taylor Richardson Group	9am	16TT	Champ course outside group	1	
127	Saturday	6.24	TIGC	10am	12TT	Play Day		
128	Saturday	6.24	George Lotti Group	11:30am	24TT	4/5 residents & Guests	1	
129	Sunday	6.25	IVGC Couples	1:30pm	40SG		1	
130	Sunday	6.25	TIGC	1:30pm	48SG	Couples Outing #1	1	
131	Monday	6.26	Teesters	8:30am	20SG	Presidents Cup Day 1	1	
132	Monday	6.26	IVGC	8:30am	24SG	Play Day		
133	Monday	6.26	IVGCL		Cocktail Pairings Party			
134	Monday	6.26	Mountain Niners	10am	48TT	18 Hole Day		
135	Tuesday	6.27	IVGCL	8:30am	36SG	Member-Member	1	
136	Tuesday	6.27	TIGC	8:30am	40SG	MW #4		
137	Tuesday	6.27	Teesters M/C	4:30pm	8TT	Play Day		
138	Tuesday	6.27	Mountain Niners	3pm	32TT	Open Play		
139	Wednesday	6.28	Mountain Niners	9am	72SG	MTN9ers VS Tahoe Donnor		1
140	Wednesday	6.28	IVGC	8:30am	44SG			
141	Wednesday	6.28	Teesters	8:30am	20SG	Presidents Cup Day 2	1	
142	Wednesday	6.28	TIGC	5:30pm	40SG	Horse Race	1	
143	Wednesday	6.28	Teesters	1:30pm	8TT	Maintanence Play		
144		6.28	IVGCL	2pm	8TT			
145	Wednesday		**6.28.23 Maintenance Day**					
146	Thursday	6.29	IVGCL	9am	20TT	Play Day		
147	Thursday	6.29		2pm	8TT			
148	Thursday	6.29	Mountain Niners	9am	52SG	Open Play B9		
149	Friday	6.30	IVGC	9am	24TT	Play Day		
150	Friday	6.30	Teesters	11am	12TT	Play Day		
151	Friday	6.30	TIGC	10am	12TT	Play Day		
152	Friday	6.30	Polo Club	12pm	20TT	Play Day		
153	Friday	6.30	Friday Golf	2pm	20TT	skins		
154	Saturday	7.1						
155	Sunday	7.2						
156	Monday	7.3						
157	Monday	7.3	Mountain Niners	10am	44TT	Open Play		
158	Tuesday	7.4						
159	Tuesday	7.4	Mountain Niners	2pm	24TT	Open Play		
160	Wednesday	7.5						

Open Play!

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161	Thursday	7.6	IVGCL	9am	16TT	Play Day		
162	Thursday	7.6	TIGC	10am	12TT	Play Day		
163	Thursday	7.6	Mountain Niners	9am	44SG	Open Play back nine		
164	Friday	7.7	IVGC	8:30am	20SG	Play Day		
165	Friday	7.7	TIGC	8:30am	40SG	Red/White/Blue Tourney	1	
166	Sunday	7.9	IVGC Couples	1:30pm	40 SG			
167	Sunday	7.9	TIGC Champ Course	4pm	48SG	Couples Outing #2	1	
168	Monday	7.10	IVGCL	8:30am	32SG	Game Day #3		
169	Monday	7.10	IVGC	8:30am	24SG	Play Day		
170	Monday	7.10	Teesters M/C	9am	16SG	Play Day		
171	Monday	7.10	Mountain Niners	9am	100	Board Meeting		
172	Monday	7.10	Mountain Niners	10am	52SG	Mini #1		1
173	Tuesday	7.11	TIGC	8:30am	12TT	Play Day		
174	Tuesday	7.11	Mountain Niners @ Champ	11:30-12:30	20	Play Like a Pro		1
175	Tuesday	7.11	Mountain Niners	3pm	36TT	Mini #1		1
176	Wednesday	7.12	IVGC	8:30am	44SG	Directors Cup	1	
177	Wednesday	7.12	TIGC	8:30am	72	BBQ Aspen Grove		
178	Wednesday	7.12	IVGCL	2:30pm	4TT	Tee time		
179	Wednesday	7.12	Teesters	8:30am	20SG	Play Day		
180	Wednesday	7.12	Teesters	1:30pm times	8TT	Maintenance Day Play		
181	Wednesday	7.12	Mountain Niners	1:30pm	44	At Champ #1	1	
182	Wednesday			**7.12.23 Maintenance Day**				
183	Thursday	7.13	IVGCL	9am	20TT	Tee time		
184	Thursday	7.13	Dan Klien Golf Group	10am	20TT	Outside Group	1	
185	Thursday	7.13	IVGCL	2pm	8TT			
186	Thursday	7.13	Mountain Niners	9am	52SG	Mini #1		1
187	Friday	7.14	IVGC	8am	20TT	Play Day		
188	Friday	7.14	Georgatown Golf Club	8:50am	40TT	Outside Group	1	
189	Friday	7.14	TIGC	10:20am	12TT	Play Day		
190	Friday	7.14	Teesters	11am	12TT	Play Day		
191	Friday	7.14	Polo Club	12pm	20TT	Play Day		
192	Friday	7.14	Friday Golf	2pm	20TT	skins		
193	Saturday	7.15	TIGC	11am	48TT	Championship Qualifying	1	
194	Saturday	7.15	Cobra Demo Day	10am-2pm		DEMO DAY		
195	Monday	7.17	IVGC	8am	20TT	Play Day		
196	Monday	7.17	Teesters M/C	8:30amSG	16	Play Day		
197	Monday	7.17	TIGC	9am	12TT	Play Day		
198	Monday	7.17	TIGC	11am	24TT	Club Champs Rnd 1	1	
199	Monday	7.17	IVGCL	1:30pm	72SG	Member-Guest	1	
200	Monday	7.17	Mountain Niners	10am	48	Open Play		
201	Tuesday	7.18	IVGCL	8:30am	72SG	Member-Guest	1	
202	Tuesday	7.18	TIGC	8:30am	20 SG	Play Day		
203	Tuesday	7.18	Mountain Niners	3pm	32TT	Open Play		
204	Wednesday	7.19	IVGC	8:30am	24SG	Play Day		
205	Wednesday	7.19	Teesters	8:30am	20SG	Play Day		
206	Wednesday	7.19	TIGC	11am	12TT	Club Champs Semi Final	1	
207	Thursday	7.20	IVGCL	9am	20TT	Tee time		
208	Thursday	7.20	IVGCL	2pm	8TT			
209	Thursday	7.20	TIGC	8:30am	12TT	Open Play		
210	Thursday	7.20	TIGC	11am	12TT	Club Champs Final	1	
211	Thursday	7.20	Polo Club	12pm	20TT	Play Day		
212	Thursday	7.20	Mountain Niners	10am	72SG	Founders Tournament		
213	Friday	7.21	IVGC	1:30 & 4pm	96SG	IVGC Invitational	1	
214	Saturday	7.22	IVGC	8:30am & Noon	96SG	IVGC Invitational	1	
215	Saturday	7.22	IVGCL	9am	36SG	MILE Event Mountain Course		1

216	Sunday	7.23	IVGC	8:30am	96SG	IVGC Invitational	1	
217	Sunday	7.23	TIGC M/C	2pm	48SG	Couples outing #3	1	
218	Monday	7.24	IVGC	9am	24TT	Play Day		
219	Monday	7.24	Teesters M/C	8:30am SG	16	Play Day		
220	Monday	7.24	TIGC	9am	12TT	Play Day		
221	Monday	7.24	TIGC		32	at Donner		
222	Monday	7.24	Mountain Niners	10am	48TT	Sweeps #3		1
223	Tuesday	7.25	TIGC	8:30am	44SG	Mid Week #5	1	
224	Tuesday	7.25	IVGCL	1:30pm	32 SG	Game Day #4 xmas in July	1	
225	Tuesday	7.25	Teesters M/C	8:30am	40SG	Member Guest Day 1 at mountain		1
226	Tuesday	7.25	Mountain Niners	3pm	32TT	Sweeps #3		1
227	Wednesday	7.26	IVGC	8:30am	44 SG	Play Day		
228	Wednesday	7.26	IVGCL	1:50&2pm	8TT	Tee time		
229	Wednesday	7.26	Teesters	8:30am	40SG	Member Guest Day 2	1	
230	Wednesday	7.26	Teesters	1:30pm	8TT	Maintanence Play		
231	Wednesday	7.26	TIGC	5:30pm	40SG	Summer Evening Golf	1	
232	Wednesday		**7.26.23 Maintenance Day**					
233	Thursday	7.27	IVGC	Couples no golf	TBD	Mystery Dinner		
234	Thursday	7.27	TIGC	8:30am	12TT	Play Day		
235	Thursday	7.27	IVGCL	9am	24TT	Tee time		
236	Thursday	7.27	Mountain Niners	9am	48TT	Sweeps #3		1
237	Friday	7.28	Polo Club	12pm	20TT	Play Day		
238	Friday	7.28	Friday Golf	2pm	20TT	skins		
239	Friday	7.28	Outside group CHAMP	7:50am	16TT	Connor Hawkinson	1	
240	Friday	7.28	IVGC	8:30am	20TT	Play Day		
241	Friday	7.28	TIGC	10am	12TT	Play Day		
242	Friday	7.28	Teesters	11am	12TT	Play Day		
243	Friday	7.28	Outside group Mountain	1:30pm	16TT	Connor Hawkinson		1
244	Saturday	7.29	Summer Golf Classic	10amTBD	SG 120	Champ Course Buy Out	1	
245	Sunday	7.30	IVGC Couples	2pm	40SG			
246	Monday	7.31	Teesters M/C	8:30am SG	16	Play Day		
247	Monday	7.31	IVGC	9am	24SG	Play Day		
248	Monday	7.31	TIGC	8:30am	60SG	Day 1-Presidents Day Comp	1	
249	Monday	7.31	Mountain Niners	10am	48TT	Sweeps #4		1
250	Tuesday	8.1	TIGC	Noon	60TT	Presidents Day 2	1	
251	Tuesday	8.1	IVGCL	8:30am	32SG	Game Day #5	1	
252	Tuesday	8.1	Mountain Niners	3pm	32TT	Sweeps #4		1
253	Wednesday	8.2	IVGC	8:30am	44SG	Play Day		
254	Wednesday	8.2	Teesters	8:30am	20SG	Play Day		
255	Wednesday	8.2	TIGC	8:30am	12SG	TIGC Play Day		
256	Thursday	8.3	IVGCL	8:30am	20TT	Play Day		
257	Thursday	8.3	IVGCL	2pm	8TT			
258	Thursday	8.3	Mountain Niners	9am	52SG	Sweeps #4 & Beat The Pro		1
259	Friday	8.4	IVGC	8:30am	20TT	Play Day		
260	Friday	8.4	Teesters	9:30am	16TT	Play Day		
261	Friday	8.4	TIGC	10am	12TT	Play Day		
262	Friday	8.4	Polo Club	12pm	20TT	Play Day		
263	Friday	8.4	Friday Golf	2pm	20TT	Skins		
264	Saturday	8.5	TIGC	10am	12TT	Play Day		
265	Sunday	8.6	TIGC Champ Course	1:30pm	48SG	Couples Day		
266	Monday	8.7	IVGC	8am	24TT	Play Day		
267	Monday	8.7	Teesters M/C	8:30am	16TT	Play Day		
268	Monday	8.7	TIGC	9am	12TT	Play Day		
269	Monday	8.7	Mountain Niners	10am	48TT B9	Mini #2 3 blind mice		1
270	Tuesday	8.8	TIGC	8:30am	44SG	Midweek #6	1	

271	Tuesday	8.8	IVGCL	8:30am	32SG	Game Day #6	1	
272	Tuesday	8.8	Mountain Niners	3pm	32TT B9	Mini #2 3 blind mice		1
273	Wednesday	8.9	IVGC DR vs MM	8:30am	36 SG	IVGS Desert Rates Vs Mountain Men	1	
274	Wednesday	8.9	Teesters	8:30am	20SG	Play Day		
275	Wednesday	8.9	Mountain Niners	1:30pm	44	At Champ #2	1	
276	Thursday	8.9	IVGCL	1:50pm&2pm	8TT	Behind MN game		
277	Wednesday			**8.9.23 Maintenance Day**				
278	Thursday	8.10	IVGCL	9am	20TT			
279	Thursday	8.10	IVGCL	2pm	8TT			
280	Thursday	8.10	Polo Club	12pm	20TT	Play Day		
281	Thursday	8.10	Mountain Niners	9am	48TT B9	Mini #2 3 blind mice		
282	Friday	8.11	IVGC	8am	24TT	Play Day		
283	Friday	8.11	Teesters	9am	16TT	Play Day		
284	Friday	8.11	TIGC Practice	10am	60TT	TIGC M/G Practice Round	1	
285	Friday	8.11	Friday Golf	2pm	20TT	skins		
286	Saturday	8.12	TIGC	8:30amSG	96	Member-Guest	1	
287	Sunday	8.13	TIGC	8:30amSG	96	Member-Guest	1	
288	Monday	8.14	Teesters M/C	8:30am	16TT	Play Day		
289	Monday	8.14	IVGCL	8:30am	28SG	Pine Cone		
290	Monday	8.14	IVGC	8:30am	24SG	Play Day		
291	Monday	8.14	TIGC	8:30am	12SG	Play Day		
292	Monday	8.14	Mountain Niners	9am	100	Board Meeting Chateau		
293	Monday	8.14	Mountain Niners	10am	48TT	Sweeps #5		1
294	Tuesday	8.15	IVGCL	8:30am	28 TT	Pine Cone		
295	Tuesday	8.15	Mountain Niners	3pm	32TT	Sweeps #5		1
296	Wednesday	8.16	IVGC GD	8:30am	40SG			
297	Wednesday	8.16	Teesters	8:30am	20SG	Play Day		
298	Wednesday	8.16	TIGC	1:30pm	40SG	Mid Week #7		
299	Thursday	8.17	IVGCL	9am	16TT			
300	Thursday	8.17	TIGC	10am	12TT	Play Day		
301	Thursday	8.17	IVGCL	2pm	8TT			
302	Thursday	8.17	Polo Club	11:30am	40TT	Member Guest Practice Round	1	
303	Thursday	8.17	Mountain Niners	9am	48TT	Sweeps #5		
304	Friday	8.18	IVGC	9am	24TT	Play Day		
305	Friday	8.18	TIGC	10am	12TT	Play Day		
306	Friday	8.18	Teesters	11am	16TT	Play Day		
307	Friday	8.18	Polo Club	Noon	52TT	Member Guest Round 1	1	
308	Saturday	8.19	Polo Club	Noon	52TT	Member Guest Round 2	1	
309	Saturday	8.19	TIGC	10am	12TT	Play Day		
310	Sunday	8.20	TIGC Couples	1:30pm	40SG	Couples Outing #5	1	
311	Monday	8.21	IVGC	8am	24TT	Play Day		
312	Monday	8.21	TIGC	9:30am	12TT	Play Day		
313	Monday	8.21	Mountain Niners	3:30pm	54SG	Pitch & Putt		1
314	Tuesday	8.22	TIGC Vs IVGC	8:30am	72SG	Pairings night		
315	Tuesday	8.22	IVGCL	8:30am	36	Beat the Pro		
316	Tuesday	8.22	Mountain Niners	3:30pm	54SG	Pitch & Putt		1
317	Wednesday	8.23	TIGC Vs IVGC	8:30am	72SG	Big Match Round 1	1	
318	Wednesday	8.23	IVGCL	1:50pm&2pm	8TT	Play Day		
319	Wednesday	8.23	Teesters	8:30am	20SG	Play Day		
320	Wednesday	8.23	Teesters	1:30pm times	8TT	Maintenance Day Play		
321	Wednesday			**8.23.23 Maintance Day**				
322	Thursday	**8.24**	TIGC Vs IVGC	8:30am	72SG	Big Match Round 2	1	
323	Thursday	8.24	IVGCL	1:30pm	32SG	Play Day		
324	Thursday	8.24	Mountain Niners	9am	48TT	18 Hole Day		
325	Friday	8.25	IVGC	8am	24TT	Play Day		

326	Friday	8.25	Teesters	9:30am	16TT	Play Day		
327	Friday	8.25	TIGC	10:30am	12TT	Play Day		
328	Friday	8.25	Polo Club	12pm	20TT	Play Day		
329	Friday	8.25	Friday Golf	2pm	20TT	skins		
330	Saturday	8.26	TIGC	10am	12TT	Play Day		
331	Sunday	8.27	IVGC Couples Mixie	2pm	48SG	Mixie Tournament	1	
332	Monday	8.28	Teesters M/C	8:30am	24TT	Club Championship	1	
333	Monday	8.28	IVGC	9am	24TT	Play Day		
334	Monday	8.28	TIGC	10:30am	12TT	Play Day		
335	Monday	8.28	Mountain Niners	10am	56TT	Club Champ Front Nine		1
336	Tuesday	8.29	TIGC	9am	44SG	MW #8	1	
337	Tuesday	8.29	IVGCL	9am	32SG	Game Day #7	1	
338	Tuesday	8.29	Mountain Niners	3pm	32TT	Open Play		
339	Wednesday	8.30	IVGC Annual	8:30am	64 SG			
340	Wednesday	8.30	Annual Closing Party	No golf		Party at a house!		
341	Thursday	8.31	IVGCL	8:30am	20TT	Play Day		
342	Thursday	8.31	IVGCL	2pm	8TT	Play Day		
343	Thursday	8.31	TIGC	9:30am	12TT	Play Day		
344	Thursday	8.31	TIGC Closing Dinner					
345	Monday	8.28	Mountain Niners	9am	56SG	Club Champ Back Nine		1
346	Friday	9.1	IVGC	9:30am	24TT	Play Day		
347	Friday	9.1	TIGC	10:30am	12TT	Play Day		
348	Friday	9.1	Teesters	11am	16TT	Play Day		
349	Friday	9.1	Polo Club	12pm	20TT	Play Day		
350	Friday	9.1	Friday Golf	2pm	20TT	skins		
351	Saturday	9.2	TIGC	10am	12TT	Play Day		
352	Sunday	9.3	TIGC	9am	76SG	Closing Scramble	1	
353	Monday	9.4	Teesters M/C	8:30am	16TT	Play Day		
354	Monday	9.4	IVGC	9am	24TT	Play Day		
355	Monday	9.4	TIGC	10am	12TT	Play Day		
356	Monday	9.4	Mountain Niners	9am	36SG	Back Nine Open Play		
357	Tuesday	9.5	TIGC	9am	48SG	MW #9	1	
358	Tuesday	9.5	TIGC Annual Meeting with members post golf that day					
359	Tuesday	9.5	IVGCL	9am	36 SG	LAST Swing	1	
360	Tuesday	9.5	Mountain Niners	3pm	32TT	Open Play		
361	Wednesday	9.6	IVGC Couples	9am	92SG	Fairwell Good Friends	1	
362	Wednesday	9.6	Teesters	9am	20SG	Play Day		
363	Wednesday	9.6	Teesters	2pm	8SG	Play Day		
364	Wednesday	9.6	IVGCL	2:pm	4SG	Play Day		
365	Wednesday	9.6	Mountain Niners	1:30pm	44 SG	At Champ #3	1	
366	Wednesday		**9.6.23 Maintance Day**					
367	Thursday	9.7	IVGCL	9am	20TT	Play Day		
368	Thursday	9.7	TIGC	10am	12TT	Play Day		
369	Thursday	9.7	Mr. Ringot 20231	10:30am	16 players	Outside Group Champ Course	1	
370	Thursday	9.7	IVGCL	1:30pm	4TT	Play Day		
371	Friday	9.8	Teesters	11am	16TT	Play Day		
372	Friday	9.8	IVGC	9:30am	24TT	Play Day		
373	Friday	9.8	TIGC	10:30am	12TT	Play Day		
374	Friday	9.8	Frank Garcia Goats Bridge Classic	11:40am	16TT	Chris Arras Outside group	1	
375	Friday	9.8	Polo Club	12:20pm	20TT	Play Day		
376	Friday	9.8	Friday Golf	2pm	20TT	skins		
377	Saturday	9.9	TIGC	10am	12TT	Play Day		
378	Monday	9.11	Teesters M/C	8:30am	16TT	Play Day		
379	Monday	9.11	IVGC	9am	24TT	Play Day		
380	Monday	9.11	Mountain Niners	9am	100	Board Meeting Chateau		

381	Monday	9.11	Mountain Niners	Noon	72SG	Closing Event / Happy Hour		1
382	Tuesday	9.12	IVGCL	9am	8TT	Play Day		
383	Tuesday	9.12	TIGC	10am	12TT	Play Day		
384	Tuesday	9.12	Mountain Niners	5pm	100	Closing Dinner Chateau		
385	Wednesday	9.13	IVGC	8:30am	24SG	Play Day		
386	Wednesday	9.13	Teesters	8:30am	20SG	Play Day		
387	Wednesday	9.13	Brent Stromgren (TJ affilliate)	8:30am	20SG	Outside play	1	
388	Wednesday	9.13	IVGCL	1:30pm	4TT	9 holes		
389	Thursday	9.14	IVGCL	9am	16TT	Play Day		
390	Thursday	9.14	TIGC	10am	12TT	Play Day		
391	Thursday	9.14	TJ Invitational	9am	100SG	Outside Tournament	1	
392	Thursday	9.14	Mountain Niners			Niners @ Donner AWAY		
393	Friday	9.15	TJ Invitational	9am	100SG	Outside Tournament	1	
394	Friday	9.15	Teesters	9am	16TT	Play Day		
395	Friday	9.15	IVGC	10am	24TT	Play Day		
396	Friday	9.15	TIGC	11am	12TT	Play Day		
397	Friday	9.15	LTI	Time TBD	16	Rich Hawthorne MC or Ch TBD		
398	Saturday	9.16	Santiago Group	9am	28TT	Outside Group	1	
399	Saturday	9.16	TIGC	10am	12TT	Play Day		
400	Saturday	9.16	LTI	9am	100	Mountain Course		1
401	Sunday	9.17	LTI	9am	100	Outside event Champ course TBD	1	
402	Monday	9.18	Teesters M/C	8:30am	16TT	Play Day		
403	Monday	9.18	IVGC	9am	24TT	Play Day		
404	Monday	9.18	TIGC	10am	12TT	Play Day		
405	Monday	9.18	St. Francis of Assisi	1:30pm	72	Charity Event	1	
406	Monday	9.18	SWGL	10:30am	88 SG	Outside Group Mountain Course		1
407	Monday	9.18	Mountain Niners	3pm	32TT	Open Play		
408	Tuesday	9.19	IVGCL	9am	16TT	Play Day		
409	Wednesday	9.20	IVGC	9am	40SG	GD		
410	Wednesday	9.20	Teesters	9am	20SG	Play Day		
411	Wednesday	9.20	Teesters	1:30pm	8TT	Play Day		
412	Wednesday	9.20	IVGCL	1:50pm	4TT	9 holes		
413	Wednesday		**9.20.23 Maintenance Day**					
414	Wednesday	9.20	IVGCL	2:30pm	4TT	Play Day		
415	Thursday	9.21	IVGCL	9am	16TT	Play Day		
416	Thursday	9.21	TIGC	10am	12TT	Play Day		
417	Thursday	9.21	Mountain Niners	10am	28TT	Open Play		
418	Friday	9.22	IVGC	10am	24TT	Play Day		
419	Friday	9.22	TIGC	11am	12TT	Play Day		
420	Friday	9.22	Teesters	11:30am	16TT	Play Day		
421	Friday	9.22	Polo Club	12:10pm	20TT	Play Day		
422	Friday	9.22	Friday Golf	2pm	20TT	skins		
423	Saturday	9.23	Sierra Invitational / Stag	9am	150+	Shotgun both courses	1	1
424	Sunday	9.24	Golf From the Heart	1:45pm	100SG	Charity Champ afternoon	1	
425	Monday	9.25	Teesters M/C	8:30am	16TT	Play Day		
426	Monday	9.25	IVGC	9am	24TT	Play Day		
427	Monday	9.25	Mountain Niners	Noon	28SG	Open Play		
428	Tuesday	9.26	IVGCL	9am	16TT	Play Day		
429	Tuesday	9.26	TIGC	10am	12TT	Play Day		
430	Wednesday	9.27	CATT	10am	144SG	Outside Champ Tournament	1	
431	Thursday	9.28	IVGC	9am	40SG	GD		
432	Thursday	9.28	Teesters	9am	20SG	Play Day	Need to tell	
433	Thursday	9.28	IVGCL	9am	16TT	Play Day		
434	Thursday	9.28	TIGC	10am	12TT	Play Day	Shotgun 9am	
435	Thursday	9.28	Mountain Niners	10am	28TT	Open Play		

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436	Friday	9.29	IVGC	10am	24TT	Play Day			
437	Friday	9.29	TIGC	11am	12TT	Play Day			
438	Friday	9.29	Teesters	11:30am	16TT	Play Day			
439	Friday	9.29	Nevada Golf Events	8:30am	100	Outside Golf Tournament		1	
440	Saturday	9.30							
441	Sunday	**10.1**							
442	Monday	10.2	IVGC	9am	24TT	Play Day			
443	Monday	10.2	TIGC	11am	12TT	Play Day			
444	Monday	10.2	Mountain Niners	9am	100	Board Meeting			
445	Monday	10.2	Mountain Niners	11am	28TT	Open Play			
446	Tuesday	10.3	TIGC	11am	12TT	Play Day			
447	Wednesday	10.4	Teesters	11am	16TT	Play Day			
448	Wednesday	10.4	IVGCL	2:30pm	4TT	Play Day			
449	Thursday	10.5	IVGCL	10am	16TT	Play Day			
450	Thursday	10.5	TIGC	11am	12TT	Play Day			
451	Thursday	10.5	Mountain Niners	10am	20TT	Open Play			
452	Friday	10.6	IVGC	10am	24TT	Play Day			
453	Friday	10.6	Teesters	11am	16TT	Play Day			
454	Friday	10.6	TIGC	11am	12TT	Play Day			
455	Friday	10.6	Polo Club	Noon	20TT	Play Day			
456	Friday	10.6	Friday Golf	2pm	20TT	skins			
457	Saturday	10.7	TIGC	11am	12TT	Play Day			
458	Sunday	10.8							
459	Monday	10.9	IVGC	10am	24TT	Play Day			
460	Monday	10.9	TIGC	11am	12TT	Play Day			
461	Monday	10.9	Mountain Niners	10am	20TT	Open Play			
462	Tuesday	10.10							
463	Wednesday	10.11	Teesters	11am	16TT	Play Day			
464	Thursday	10.12	IVGCL	10am	16TT	Play Day			
465	Thursday	10.12	TIGC	11am	12TT	Play Day			
466	Friday	10.13	IVGC	10am	24TT	Play Day			
467	Friday	10.13	TIGC	11am	12TT	Play Day			
468	Friday	10.13	Teesters	11am	16TT	Play Day			
469	Friday	10.13	Polo Club	Noon	20TT	Play Day			
470	Saturday	10.14	TIGC	11:20am	12TT	Play Day		85	33
	Sunday	10.15							
	Monday	10.16							
	Tuesday	10.17							
	Wednesday	10.18							
	Thursday	10.19							
	Friday	10.2							
	Saturday	10.21							
	Sunday	10.22							

IVGC Calendar 2023

Event	Time	Chariman	Vice-Chair	Date	Type	# players
Desert Classic		Kenny Smith		23rd-25th April	Couples	
Play Day	9am			Friday 19th May	Tee Times	16
Play Day	9am			Monday 22nd May	Tee Times	16
Game Day #1 Format TBD	9:30am			Wednesday May 24th	Shotgun	40
Play Day	9am			Friday May 26th	Tee Times	16
Play Day	9am			Monday May 29th	Tee Times	20
Game Day #2 Format TBD	9am			Wednesday May 31st	Shotgun	40
Play Day	9am			Friday June 2nd	Tee Times	16
IVGC / IVGCL Couples	*1:30pm*		***40***	*Sun, June 4th*	***Shotgun***	40
Play Day	8:30am			Monday June 5th	Shotgun	20
Game Day #3 Format TBD	8:30am			Wednesday June 7th	Shotgun	44
Play Day	9am			Friday June 9th	Tee Times	20
Scotch on the Rocks	9am	Dave Rinehart	Russel Cory	Monday June 12th	Couples	92
Game Day #4 Format TBD	8:30am			Wenesday June 14th	Shotgun	48
Play Day	9am			Friday June 16th	Tee Times	16
Member-Member	8:30am Shotgun both days	Jim Novak	Mark Geweke	20-21 June	Men	64
Play Day	9am			Friday June 23rd	Tee Times	20
IVGC / IVGCL Couples	*1:30pm*		***40***	*Sun, June 25th*	***Shotgun***	40
Play Day	8:30am			Monday June 26th	Shotgun	24
Game Day #5 Format TBD	8:30am			Wednesday June 28th	Shotgun	48
Play Day	9am			Friday June 30th	Tee Times	24
Play Day	8:30am			Friday July 7th	Shotgun	24
IVGC / IVGCL Couples	*1:30pm*		***40***	*Sun, July 9th*	***Shotgun***	40
Play Day	8:30am			Monday July 10th	Shotgun	24
Directors Cup	8:30am	Dick Medland	Multiple	12-Jul	Men shotgun	44
Play Day	8:30am			Friday July 14th	Tee times	24
Play Day	8:30am			Monday July 17th	Shotgun	24
Play Day	8:30am			Wednesday July 19th	Shotgun	24
Invitational		Mike Hurst	Bob Seymour	21st-23rd July	Men	96
IVGC / IVGCL Couples	*1:30pm*		***40***	*Sun, July 23rd*	***Shotgun***	40
Play Day	9am			Monday 24th July	Tee Times	24
Game Day #6 Format TBD	8:30am			Wednesday 26th July	Shotgun	44
Play Day	8:30am			Friday July 28th	Tee times	24
Mystery Dinner		Joyce Bock		July 28th	Couples	
Play Day	8:30am			Monday 31st July	Shotgun	24
Game Day #7 Format TBD	8:30am			Wednesday August 2nd	Shotgun	44
Play Day	8:30am			Friday August 4th	Tee times	24
IVGC / IVGCL Couples	*1:30pm*		***40***	*Sun, August 6th*	***Shotgun***	40
Play Day	8am			Monday August 7th	Tee times	24

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Desert Rats vs Mountain Men	8:30am	Rob Watson		9-Aug	Men Shotgun	
Play Day	8am			Friday August 11th	Tee times	24
Play Day	8am			Monday August 14th	Tee times	24
Game Day #8 Format TBD	8:30am			Wednesday August 16th	Shotgun	40
Play Day	9am			Friday August 18th	Tee times	24
IVGC / IVGCL Couples	*1:30pm*		***40***	*Sun, August 20th*	***Shotgun***	40
Play Day	8am			Monday August 21st	Tee times	24
IVGC vs TIGC	8:30am both days	Jeff Deal	Mike Muratore	23-24 August	Men	72
Play Day	8am			Friday August 25th	Tee times	24
Mixie		Mick Homan	Tom Rowland, Debbie Weber, Joanne Benjamin	27-Aug	Couples	40
Play Day	9am			Monday August 28th	Tee times	24
Annual	8:30am	Bob Quinn	Steve Ross	30-Aug	Men	64
Play Day	9:30am			Friday September 1st	Tee times	20
Play Day	9am			Monday September 4th	Tee times	20
Farewell Good Friends	9am	Steve Lenihan Co-chair	Kaz Yonehana Co-chair	6-Sep	Couples shotgun	96
Play Day	9:30am			Friday September 8th	Tee times	20
Play Day	9am			Monday September 11th	Tee times	20
Play Day	8:30am			Wednesday September 13th	Shotgun	20
Play Day	9am			Monday September 18th	Tee times	20
Game Day #9 Format TBD	9am			Wednesday September 20th	Shotgun	40
Play Day	10am			Friday 22nd September	Tee times	20
Play Day	9am			Monday September 25th	Tee times	20
Game Day #10 Format TBD	9am			Thursday September 28th	Shotgun	40
Play Day	10am			Monday October 2nd	Tee times	16
Play Day	10am			Friday October 6th	Tee times	16
Play Day	10am			Monday October 9th	Tee times	16
Play Day	10am			Friday October 13th	Tee times	16
Whitehawk		Dan and Patty. Beadle		11-13 September	Couples	

2023 IVGC-LADIES CALENDAR - Play Days and Tournaments

2.1.23

	2023 DATES		2023 # REQUESTED	2022 ACTUAL*	NOTES
DESERT CLASSIC - COUPLES EVENT	*April 23rd-25th*	*AWAY*			
Open Play	*Thurs, May 18th*	*10:30am*	***8***		***Tee times***
Open Play	*Thurs, May 18th*	*1:30pm*	***8***		***Tee Times***
Open Play	*Tue, May 23rd*	*10am*	***8***		***Tee Times***
Open Play	*Thurs, May 25th*	*10am*	***8***		***Tee Times***
Open Play	*Thurs, May 25th*	*1:30pm*	***4***		***Tee Times***
Open Play	*Tues, May 30th*	*8:30am*	***20***		***Shotgun***
Open Play	*Thurs, June 1st*	*10am*	***8***		***Tee Times***
Open Play	*Thurs, June 1st*	*1:30pm*	***4***		***Tee Times***
IVGC / IVGCL Couples	*Sun, June 4th*	*1:30pm*	***40***		***Shotgun***
PLAY DAY #1 - WELCOME BACK	**TUES., JUNE 6**	**8:30 AM**	**36**	**36**	**GOLF & LUNCH**
Opening Lunch	WED., JUNE 7	NO GOLF	60	55	LUNCH ONLY
Open Play	*Thurs, June 8th*	*8:30am*	***20***		***Tee Times***
Open Play	*Thurs, June 15th*	*1:30pm*	***8***		***Tee Times***
SCOTCH ON THE ROCKS - COUPLES EVENT	*MON., JUNE 12*	*IVGC*	110		
PLAY DAY #2	**TUES., JUNE 13**	**8:30 AM**	**32**	**32**	**GOLF & LUNCH**
Open Play	*Wed, June 14th*	*1:50&2pm*	***8***		***Tee Times***
Open Play	*Thurs, June 15th*	*8:30am*	***20***		***Shotgun***
Open Play	*Thurs, June 15th*	*1:30pm*	***8***		***Tee Times***
President's Cup - Day 1	MON., JUNE 19	8:30 AM	36	32	NO LUNCH
President's Cup - Day 2`	TUES., JUNE 20	8:30 AM	36	32	GOLF & LUNCH
Open Play	*Wed, June 21st*	*2:30pm*	***4***		***Tee Time***
Open Play	*Thurs, June 22nd*	*8:30am*	***20***		***Shotgun***
Open Play	*Thurs, June 22nd*	*1:30pm*	***8***		***Tee times***
Golf Staff Appreciation	FRI., JUNE 23	NO GOLF			
IVGC / IVGCL Couples	*Sun, June 25th*	*1:30pm*	***40***		***Shotgun***
Ladies Member-Member Cocktail Pairings	MON, JUNE 26	NO GOLF			PRIVATE HOME
Ladies Member-Member	TUES., JUNE 27	8:30 AM	36	30	GOLF & LUNCH
Open Play	*Wednesday, June 28th*	*1:50pm & 2pm*	***8***		***9 holes***
Open Play	*Thurs, June 29th*	*9am*	***20***		***Tee Times***
Open Play	*Thurs, June 29th*	*1:30pm*	***8***		***Tee Times***
No Event - July 4th Holiday	TUES., JULY 4	NO GOLF			
Open Play	*Thurs, July 6th*	*9am*	***16***		***Tee Time***

IVGC / IVGCL Couples	*Sun, July 9th*	*1:30pm*	***40***		***Shotgun***
PLAY DAY #3	**MON., JULY 10**	**8:30 AM**	**32**	**25**	**GOLF & LUNCH**
MEN'S DIRECTORS CUP W/COUPLES DINNER	*WED., JULY 12*	*IVGC*			
Open Play	*Thurs, July 13th*	*9am*	***20***		***Tee Times***
Open Play	*Thurs, July 13th*	*1:30pm*	***8***		***Tee Times***
Day 1 of Invitational	MON., JULY 17	1:30pm	80		GOLF & LUNCH
Day 2 of Invitational	TUES., JULY 18	8:30 AM	80	68	LUNCH AWAY
Open Play	*Thurs, July 20th*	*9am*	***20***		***Tee Time***
Open Play	*Thurs, July 20th*	*1:30pm*	***8***		***Tee Times***
MEN'S INVITATIONAL	*FRI.-SUN., JULY 21-23*	*IVGC*			
M.I.L.E. AT THE MOUNTAIN COURSE	SAT., JULY 22	9:00 AM	36	32	GOLF & BOX LUNCHES
PLAY DAY #4 - XMAS in JULY	**TUES., JULY 25**	**1:30 PM**	**32**	**25**	**GOLF, WINE & APPS**
Open Play	*Wednesday, July 26th*	*1:50pm & 2pm*	***8***		***9 holes***
Open Play	*Thurs, July 27th*	*9am*	***24***		***Tee Time***
Open Play	*Thurs, July 27th*	*1:30pm*	***8***		***Tee Times***
MYSTERY DINNER	*FRI., JULY 28*	*IVGC*			PRIVATE HOME
IVGC / IVGCL Couples	*Sun, July 30th*	*1:30pm*	***40***		***Shotgun***
PLAY DAY # 5	**TUES., AUG 1**	**8:30 AM**	**32**	**26**	**GOLF & LUNCH**
Open Play	*Thurs, August 3rd*	*8:30am*	***20***		***Tee Time***
Open Play	*Thurs, August 3rd*	*1:30pm*	***8***		***Tee Times***
IVGC / IVGCL Couples	*Sun, August 6th*	*1:30pm*	***40***		***Shotgun***
PLAY DAY # 6	**TUES., AUG 8**	**8:30 AM**	**32**	**25**	**GOLF & LUNCH**
Open Play	*Wednesday, August 9th*	*1:50pm & 2pm*	***8***		***9 holes***
Open Play	*Thurs, August 10th*	*9am*	***20***		***Tee Time***
Open Play	*Thurs, August 10th*	*1:30pm*	***8***		***Tee Times***
Pine Cone - Day 1	MON., AUG 14	8:30 AM	28	21	NO LUNCH
Pine Cone - Day 2	TUES., AUG 15	8:30am TEE TIMES	28	21	LUNCH W/EXTRA #
Open Play	*Thurs, August 17th*	*9am*	***16***		***Tee Time***
Open Play	*Thurs, August 17th*	*2pm*	***8***		***Tee Times***
IVGC / IVGCL Couples	*Sun, August 20th*	*1:30pm*	***40***		***Shotgun***
BEAT THE PRO	TUES., AUG 22	8:30 AM	36	31	GOLF & LUNCH
Open Play	*Wednesday, August 23rd*	*1:50pm & 2pm*	***8***		***9 holes***
Open Play	*Thursday, August 24th*	*1:30pm*	***32***		***18 hole shotgun***
COUPLES MIXIE	*SUN., AUG 27*	*IVGC*			
PLAY DAY #7	**TUES., AUG 29**	**9:00 AM**	**32**	**30**	**GOLF & LUNCH**
Annual/Closing Party (same day as men)	WED., AUG 30	NO GOLF			PRIVATE HOME
Open Play	*Thurs, August 31st*	*8:30am*	***20***		***Tee Time***

Open Play	*Thurs, August 31st*	*1:30pm*	***8***		***Tee Times***
Golfer's last Swing	TUES., SEPT 5	9:00 AM	36	36	LUNCH AWAY
FAREWELL GOOD FRIENDS - COUPLES EVENT	*WED., SEPT 6*	*IVGC*			
Open Play	*Thurs, Sept. 7th*	*9am*	***20***		***Tee Time***
WHITEHAWK	*MON.-TUES., SEPT 11-12*	*AWAY*			
Open Play	*Tues, Sept 12th*	*9am*	***8***		***Tee Time***
Open Play	*Wednesday, September 13th*	*1:30pm*	***4***		***9 holes***
Open Play	*Thurs, Sept. 14th*	*9am*	***16***		***Tee Time***
Open Play	*Tues, Sept 19th*	*9am*	***16***		***Tee Time***
Open Play	*Wednesday, September 20th*	*1:50pm*	***4***		***9 holes***
Open Play	*Thurs, Sept. 21st*	*9am*	***16***		***Tee Time***
Open Play	*Tues, Sept 26th*	*9am*	***16***		***Tee Time***
Open Play	*Thurs, Sept. 28th*	*9am*	***16***		***Shotgun***
Open Play	*Tuesday, October 3rd*	*10am*	***16***		***Tee Times***
Open Play	*Wed, Oct. 4th*	*2:30pm*	***4***		***Tee Times***
Open Play	*Thurs, Oct. 5th*	*10am*	***16***		***Tee Times***
Open Play	*Tuesday, October 10th*	*10am*	***16***		***Tee Times***
Open Play	*Thurs, Oct. 12th*	*10am*	***16***		***Tee Times***
*** 2022 ACTUAL NUMBERS FROM KATHERINE HOLLAND**					
IVGC COUPLES EVENTS in Italic					
PLAY DAYS are in Bold					

DAY	DATE	EVENT NAME	FORMAT	# OF PLAYERS	START TIME	
Mon	22-May	**Board Meeting**	Chateau	All Invited	9:00 AM	
Tues	30-May	Buddy Training Party (By Invitation)	Buddies	30	4:30 PM	
Wed	31-May	Buddy Party / Meet 'N Greet (By Invitation)	New Mbrs/Buddies	60	4:30 PM	
Thurs	1-Jun	Open Play / New Mbr. & Buddy Play	**Tee Times**	64	10:00 AM	
Mon	5-Jun	Open Play/New Mbr & Buddy Play/Back 9	**Tee Times**	64	9:00 AM B9	
Tues	6-Jun	Swing Clinic		20	10:30 AM	
Tues	6-Jun	Opening Dinner @ The Chateau	**Fun!**	All invited	5:00 - 7:30 PM	
Thurs	8-Jun	Opening Scramble	**Shotgun**	72	**10:00 AM**	
Fri	9-Jun	Swing Clinic - REPEAT OF 6/6		20	8am	
Mon	12-Jun	Sweeps (#1)	Tee Times	64	10:30am	Changed from 10am
Tues	13-Jun	Swing Clinic	Champ Course	20	10:30 AM	
Tues	13-Jun	Play Like A Pro	Champ Course	All Invited	11:30 - 12:30 PM	
Tues	13-Jun	Sweeps (#1)	Tee Times	36	3:00-4:30 PM	
Thurs	15-Jun	Sweeps (#1)	Tee Times	64	9:00 AM	
Fri	16-Jun	Swing Clinic - REPEAT OF 6/13		20	8am	
Mon	19-Jun	Board Meeting	Chateau	All invited	9:00 AM	
Mon	19-Jun	Sweeps (#2)	Tee Times	64	10:00 AM	
Mon	19-Jun	Play Like A Pro - HAPPY HOUR	Mtn. Course	All invited	4:30 - 5:30 PM	
Tues	20-Jun	Swing Clinic		20	10:30 AM	
Tues	20-Jun	Sweeps (#2)	Tee Times	36	3:00 PM	
Thurs	22-Jun	Sweeps (#2)	Tee Times	64	9:00 AM	
Thurs	22-Jun	Potluck	**Happy Hour!**	All invited	4:30-6:30 PM	
Fri	23-Jun	Swing Clinic - REPEAT OF 6/20		20	8am	
Mon	26-Jun	18 Hole Day	Tee Times	48	10:00 AM	
Tues	27-Jun	Swing Clinic		20	10:30 AM	
Tues	27-Jun	Open Play	Tee Times	32	3:00 PM	
Wed	28-Jun	Tahoe Donner @ Niners/Luncheon	**Shotgun**	36 Full course	**10:00 AM**	
Thurs	29-Jun	Open Play - Back 9	Shotgun	52	9:00 AM B9	
Fri	30-Jun	Swing Clinic - REPEAT OF 6/27		20	8am	
Mon	3-Jul	Open Play	Tee Times	44	10:00 AM	
Tues	4-Jul	Open Play	Tee Times	24	2:00 PM	
Thurs	6-Jul	Open Play - Back 9	Shotgun	44	9:00 AM B9	
Mon	10-Jul	Board Meeting	Chateau	All invited	9:00 AM	
Mon	10-Jul	Mini #1 - Most 3's, 4's, 5's, 6's	Tee Times	52	10:00 AM	
Tues	11-Jul	Swing Clinic	Champ Course	20	10:30 AM	
Tues	11-Jul	Play Like A Pro	Champ Course	All Invited	11:30 - 12:30 PM	
Tues	11-Jul	Mini #1 - Most 3's, 4's, 5's, 6's	Tee Times	36	3:00 PM	
Wed	12-Jul	Niners @ Champ #1	**Shotgun**	**44**	**1:30 PM**	
Thurs	13-Jul	Mini #1 - Most 3's, 4's, 5's, 6's	Shotgun	52	9:00 AM	
Fri	14-Jul	Swing Clinic - REPEAT OF 7/11		20	8am	
Mon	17-Jul	Open Play	Tee Times	48	10:00 AM	
Tues	18-Jul	Swing Clinic		20	10:30 AM	
Tues	18-Jul	Open Play	Tee Times	32	3:00 PM	
Thurs	20-Jul	Founders Tournament / Luncheon	**Shotgun**	72	**10:00 AM**	
Fri	21-Jul	Swing Clinic - REPEAT OF 7/18		20	8am	
Mon	24-Jul	Sweeps (#3)	Tee Times	48	10:00 AM	
Tues	25-Jul	Swing Clinic		20	10:30 AM	
Tues	25-Jul	Sweeps (#3)	Tee Times	32	3:00 PM	
Thurs	27-Jul	Sweeps (#3)	Tee Times	48	9:00 AM	
Fri	28-Jul	Swing Clinic - REPEAT OF 7/25		20	8am	
Mon	31-Jul	Sweeps (#4)	Tee Times	48	10:00 AM	
Tues	1-Aug	Swing Clinic		20	10:30 AM	
Tues	1-Aug	Sweeps (#4)	Tee Times	32	3:00 PM	
Thurs	3-Aug	Sweeps (#4) / Beat The Pro	Shotgun	52	9:00am	
Fri	4-Aug	Swing Clinic - REPEAT OF 8/1		20	8am	
Mon	7-Aug	Mini #2 - 3 Blind Mice/B9	Tee Times	48	10:00 AM B9	
Tues	8-Aug	Swing Clinic		20	10:30 AM	
Tues	8-Aug	Mini #2 - 3 Blind Mice/B9	Tee Times	32	3:00 PM B9	
Wed	9-Aug	Niners @ Champ #2	**Shotgun**	**44**	**1:30 PM**	
Thurs	10-Aug	Mini #2 - 3 Blind Mice/B9	Tee Times	48	9:00 AM B9	

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Fri	11-Aug	Swing Clinic - REPEAT OF 8/8		20	8am
Mon	14-Aug	Board Meeting	Chateau	All invited	9:00 AM
Mon	14-Aug	Sweeps (#5)	Tee Times	48	10:00 AM
Tues	15-Aug	Swing Clinic		20	10:30 AM
Tues	15-Aug	Sweeps (#5)	Tee Times	32	3:00 PM
Thurs	17-Aug	Sweeps (#5)	Tee Times	48	9:00 AM
Fri	18-Aug	Swing Clinic - REPEAT OF 8/15		20	8am
Mon	21-Aug	Pitch & Putt	Shotgun **???**	**54 ??**	3:30 PM
Tues	22-Aug	Swing Clinic		20	10:30 AM
Tues	22-Aug	Pitch & Putt	Shotgun **???**	**54 ??**	3:30 PM
Thurs	24-Aug	18 Hole Day	Tee Times	48	9:00 AM
Fri	25-Aug	Swing Clinic - REPEAT OF 8/22		20	8am
Mon	28-Aug	Club Championship - Front 9	Tee Times	56	10:00 AM
Tues	29-Aug	Swing Clinic		20	10:30 AM
Tues	29-Aug	Open Play	Tee Times	32	3:00 PM
Thurs	31-Aug	Club Championship - Back 9	Shotgun	56	9:00 AM B9
Fri	1-Sep	Swing Clinic - REPEAT OF 8/29		20	8am
Mon	4-Sep	Open Play - Back 9	Shotgun	36	9:00 AM B9
Tues	5-Sep	Swing Clinic		20	10:30 AM
Tues	5-Sep	Open Play	Tee Times	32	3:00 PM
Wed	6-Sep	Niners @ Champ #3	**Shotgun**	**44**	**1:30 PM**
Fri	8-Sep	Swing Clinic - REPEAT OF 9/5		20	4:30 PM
Mon	11-Sep	Board Meeting	Chateau	All invited	9:00 AM
Mon	11-Sep	Closing Golf Event / Happy Hour	**Shotgun**	72	**12:00 PM**
Tues	12-Sep	Closing Dinner @ Chateau	**Let's Party!**	All invited	5:00 PM
Thurs	14-Sep	Niners @ Tahoe Donner	Shotgun	**AWAY**	**AWAY**
Mon	18-Sep	Open Play	Shotgun	28	3:00 PM
Thurs	21-Sep	Open Play	Tee Times	28	10:00am
Mon	25-Sep	Open Play	Shotgun	28	Noon
Thurs	28-Sep	Open Play	Tee Times	28	10:00am
Mon	2-Oct	Board Meeting	Chateau	All invited	9:00 AM
Mon	2-Oct	Open Play	Tee Times	28	11am
Thurs	5-Oct	Open Play	Tee times	20	10am
Mon	9-Oct	Open Play	Tee times	20	10am

2023 POLO Club Schedule

FRIDAY May 26th: 12:00pm – 12:40 (20pl)
FRIDAY June 2nd: 12:00pm – 12:40 (20pl)
FRIDAY June 9th: 12:00pm – 12:40 (20pl)
FRIDAY June 16th: 12:00pm – 12:40 (20pl)
FRIDAY June 23rd: 12:00pm – 12:40 (20pl)
FRIDAY June 30th: 12:00pm – 12:40 (20pl)
FRIDAY July 7th: 2:00pm – 2:40pm (20pl)
FRIDAY July 14th: 12:00pm – 12:40pm (20pl)
THURSDAY July 20th: 12:00pm – 12:40pm (20pl)
FRIDAY July 28th: 12:00pm – 12:40pm (20pl)
FRIDAY August 4th: 12:00pm – 12:40 (20pl)
THURSDAY August 10th: 12:00pm – 12:40pm
THURSDAY August 17th – Member Guest Practice Round 11:30am – 1:00pm (40pl)
FRIDAY & SATURDAY August 18th & 19th – Member Guest – Tee Times start at 12:00pm (52pl)
FRIDAY August 25th: 12:00pm – 12:40 (20pl) -
FRIDAY September 1st: 12:00pm – 12:40 (20pl)
FRIDAY September 8th: 12:20pm – 1:00pm (20pl)
FRIDAY September 22nd: 12:10pm – 12:50pm (20pl)
FRIDAY October 6th: 12:00pm – 12:40pm (20pl)
FRIDAY October 13th: 12:00pm – 12:40pm (20pl)

Close Thursday before
Open tee times 30 days before

Teesters 2023 Schedule

1	Friday	5.19	Teesters	11:30am	12TT	Play Day
2	Wednesday	5.24	Teesters	9:30amSG	20	Play Day
3	Friday	5.26	Teesters	10amTT	12	Play Day
4	Wednesday	5.31	Teesters	9amSG	20	Play Day
5	Wednesday	5.31	Teesters	1:30pm times	8TT	Maintenance Day Play 9 holes
6	Friday	6.2	Teesters	10am	12TT	Play Day
7	Monday	6.5	Teesters M/C	8:30amSG	16SG	Play Day #1
8	Wednesday	6.7	Teesters	8:30am	20SG	Play Day
9	Friday	6.9	Teesters	11am	12TT	Play Day
10	Monday	6.12	Teesters M/C	8:30am	40SG	Member-Member
11	Wednesday	6.14	Teesters	8:30am	40SG	Member-Member
12	Wednesday	6.14	Teesters	1:30pm times	8TT	Maintenance Day Play
13	Friday	6.16	Teesters	11am	12TT	Play Day
14	Monday	6.19	Teesters M/C	8:30amSG	16	Play Day
15	Tuesday	6.20	Teesters M/C	4:30pm	8TT	Play Day #2
16	Wednesday	6.22	Teesters	8:30am	20SG	Play Day
17	Friday	6.23	Teesters	11am	12TT	Play Day
18	Monday	6.26	Teesters	8:30am	20SG	Presidents Cup Day 1
19	Tuesday	6.27	Teesters M/C	4:30pm	8TT	Play Day #3
20	Wednesday	6.28	Teesters	8:30am	20SG	Presidents Cup Day 2
21	Wednesday	6.28	Teesters	1:30pm times	8TT	Maintenance Day Play
22	Friday	6.30	Teesters	**10:30am**	12TT	Play Day
23	Monday	7.10	Teesters M/C	8:30amSG	16SG	Play Day
24	Tuesday	7.11	Teesters M/C	4:30pm	8TT	Play Day #4
25	Wednesday	7.12	Teesters	8:30am	20SG	Play Day
26	Wednesday	7.12	Teesters	1:30pm	8SG	Maintenance Day Play
27	Friday	7.14	Teesters	11am	12TT	Play Day
28	Monday	7.17	Teesters M/C	8:30am SG	16	Play Day
29	Wednesday	7.19	Teesters	8:30am	20SG	Play Day
30	Monday	7.24	Teesters M/C	8:30am SG	16	Play Day
31	Tuesday	7.25	Teesters M/C	4:30pm	8TT	Play Day #5
32	Tuesday	7.25	Teesters M/G	8:30am	40SG	Member Guest Day 1 at mountain
33	Wednesday	7.26	Teesters M/G	8:30am	40SG	Member Guest Day 2
34	Wednesday	7.26	Teesters	1:30pm times	8TT	Maintenance Day Play
35	Friday	7.28	Teesters	11am	12TT	Play Day
36	Monday	7.31	Teesters M/C	8:30amSG	16	Play Day

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37	Tuesday	8.1	Teesters M/C	4:30pm	8TT	Play Day #6	
38	Wednesday	8.2	Teesters	8:30am	20SG	Play Day	
39	Friday	8.4	Teesters	11am	12TT	Play Day	
40	Monday	8.7	Teesters M/C	8:30am	16TT 10th tee	Play Day	
41	Tuesday	8.8	Teesters M/C	4:30pm	8TT	Play Day #7	
42	Wednesday	8.9	Teesters	8:30am	20SG	Play Day	
43	Wednesday	8.9	Teesters	1:30pm times	8TT	Maintenance Day Play	
44	Friday	8.11	Teesters	**9:20am**	12TT	Play Day	
45	Monday	8.14	Teesters M/C	8:30am	16TT	Play Day	
46	Tuesday	8.15	Teesters M/C	4:30pm	8TT	Play Day #8	
47	Wednesday	8.16	Teesters	8:30am	20SG	Play Day	
48	Friday	8.18	Teesters	11am	12TT	Play Day	
49	Wednesday	8.23	Teesters	8:30am	20SG	Play Day	
50	Wednesday	8.23	Teesters	1:30pm times	8TT	Maintenance Day Play	
51	Friday	8.25	Teesters	11am	12TT	Play Day	
52	Monday	8.28	Teesters M/C	8:30am	24TT	Club Championship	
53	Wednesday	8.30	Teesters	8:30am SG	24TT	Club Championship	
54	Friday	9.1	Teesters	11am	12TT	Play Day	
55	Monday	9.4	Teesters M/C	9:30am	16TT	Play Day	
56	Wednesday	9.6	Teesters	2pm	20SG	Play Day	
57	Friday	9.8	Teesters	11am	12TT	Play Day	
58	Monday	9.11	Teesters M/C	8:30am	16SG	Play Day	
59	Wednesday	9.13	Teesters	8:30am	20SG	Play Day	
60	Tuesday	9.19	Teesters M/C	9am	16SG	Play Day	Originally on Monday 18th, but have an outside event on
61	Wednesday	9.20	Teesters	9am	20SG	Play Day	
62	Wednesday	9.20	Teesters	1:30pm times	8TT	Maintenance Day Play	
63	Friday	9.22	Teesters	11am	12TT	Play Day	
64	Monday	9.25	Teesters M/C	9am	16TT	Play Day	
65	Wednesday	9.27	Teesters		20SG	Play Day	Outside 100+ person events both days
66	Friday	9.29	Teesters		12TT	Play Day	
67	Wednesday	10.4	Teesters	11am	12TT	Play Day	
68	Friday	10.6	Teesters	11am	12TT	Play Day	
69	Wednesday	10.11	Teesters	11am	12TT	Play Day	
70	Friday	10.13	Teesters	11am	12TT	Play Day	

Tournament Tuesday Mountain Course
M/C = Mountain Course
TT = Tee times

SG = Shotgun start
SG = Shotgun start

TIGC EVENT CALENDAR 2023

#	DATE	Day	EVENT	FORMAT	Sign Up Format	Eligible Members	FOOD	Chairman	Assistants	Slots	Tee Times (SG)
1	5/30	Tue	Midweek # 1	2 Man Shamble	IND	All Members	CA Club Sandwich	Kyle Brown		44	9:30 AM
2	6/6	Tue	Midweek # 2	2 Man Best Ball	IND	All Members	Menu TBD	Bob Riccitelli		44	8:30 AM
3	6/8	Thu	Opening Dinner	The Chateau	M+G	All Members	Salmon/Beef Buffet	Craig Maples-Bob Riccitelli		150	5:30 PM
4	6/11	Sun	Opening Scramble	4 Man Scramble	IND	All Members	Jiffy's Pizza	Wayne Huff		76	1:30 PM
5	6/13	Tue	Midweek # 3	Individual Stableford	IND	All Members	No Lunch	Bob Riccitelli		48	8:30 AM
6	6/19	Mon	TIGC Hosts Tahoe Donner	Match Play	IND	Limited Select Field	Taco bar	William Hale - Michael Briggs		32 (16 TIGC)	8:30 AM
7	6/21	Wed	Member/ Member Day 1	Scramble/Shamble	M+M	All Members	No Lunch	Bruce Apkarian-Wayne Huff		52	8:30 AM
8	6/21	Wed	Member/ Member Day 1	Putting Contest	M+M	All Members	Pulled Pork Sandwiches	Bruce Apkarian-Wayne Huff		52	~1:30 PM
9	6/22	Thu	Member / Member Day 2	2 Man BB/Double Tr.	M+M	All Members	Fried chicken	Bruce Apkarian-Wayne Huff		52	8:30 AM
10	6/25	Sun	Mixed Teams Outing # 1	18-hole Scramble	(M+G)+(M+G)	You Pick	Menu TBD	Wayne Huff-Bruce Apkarian		48	1:30 PM
11	6/27	Tue	Midweek # 4	666 Round Robin	IND	All Members	Lasagna	Scott Lamson		40	8:30 AM
12	6/28	Wed	Summer Evening Golf	7 Hole Modified Horserace	M+M	All Members	BBQ Burgers/Bar cart	Phil Klein - Craig Maples		40	5:30 PM
13	7/7	Fri	Red, White & Blue Patriots Tourney	6 holes each from R, W, B tees	IND	All Members	Burnt Cedar Beach	Bruce Apkarian		40	8:30 AM
14	7/9	Sun	Mixed Teams Outing # 2	9-hole Scramble	(M+G)+(M+G)	You Pick	Menu TBD	Wayne Huff-Bruce Apkarian		48	4:00 PM
15	7/10	Mon	TIGC at Tahoe Donner	Match Play	IND	Limited Select Field	Lunch at Tahoe Donner	William Hale	Michael Briggs	16 (TIGC)	8:30 AM
16	7/12	Wed	BBQ Outing	4 Man 2 Best Balls	IND	All Members	No Lunch	Kyle Brown		72	8:30 AM
17	7/12	Wed	Summer BBQ	Aspen Grove	M+G	All Members	BBQ chicken & ribs buffet	Craig Maples-Bob Riccitelli		166	5:30 PM
18	7/15	Sat	Club Championship - Qualifying	BW (gross) W&G (net)	IND	All Members	No Lunch	Keith McKinnon - Michael Briggs		48	11:00 AM*
19	7/17	Mon	Club Championship - Rnd 1	Match Play (8 per flight)	IND	All Members	No Lunch	McKinnon	Briggs	24	8:30 AM
20	7/19	Wed	Club Championship - Semis	Match Play (4 per flight)	IND	All Members	No Lunch	McKinnon	Briggs	12	11:00 AM*
21	7/20	Thu	Club Championship - Finals	Match Play (4 per flight)	IND	All Members	No Lunch	McKinnon	Briggs	12	11:00 AM*
22	7/23	Sun	Mixed Teams Outing # 3 (Mtn Course)	18-hole Scramble	(M+G)+(M+G)	You Pick	Burnt Cedar Beach	Wayne Huff-Bruce Apkarian		48	2:00 PM
23	7/25	Tue	Midweek # 5	2 Man Combo	M+M	All Members	Burger buffet	Bob Riccitelli		44	8:30 AM
24	7/26	Wed	Summer Evening Golf	7 Hole Modified Horserace	M+M	All Members	BBQ Burgers/Bar cart	Phil Klein - Craig Maples		40	5:30 PM
25	7/31	Mon	President's Cup Day 1 Matches	Match Play	IND - DRAFT	All Members	No Lunch	Michael Briggs - William Hale		60	8:30 AM
26	8/1	Tue	President's Cup Day 2 Matches	Match Play	IND - DRAFT	All Members	BBQ Burgers/Bar on lawn	Michael Briggs - William Hale		60	12:00 PM*
27	8/6	Sun	Mixed Teams Outing # 4	18-hole Scramble	(M+G)+(M+G)	You Pick	Menu TBD	Wayne Huff-Bruce Apkarian		48	1:30 PM
28	8/8	Tue	Midweek # 6	2 man BB - Double Trouble	M+M	All Members	No Lunch	Scott Lamson		44	8:30 AM
29	8/11	Fri	MG Practice Round	Available Tee Times	M+G	All Members	No Lunch	Gordon Morse		60	10:00 AM
30	8/11	Fri	MG Draw Party - Burnt Cedar Beach	Pre event outing w spouses	(M+G)+(G+G)	Committee Pick of Flights	Catered Dinner	Gordon Morse - Bernie Trujillo		160	5:00 PM
31	8/12	Sat	Member/Guest Day 1	Two 9-hole matches - Putting	M+G	All Members	See Putting Contest	ael Briggs, Gordon Morse, Volun		100	8:30 AM
32	8/12	Sat	Member/ Guest Day 1	M+G Spouses Event	S+S	All Spouses	Tahoe Gal Brunch Cruise	Briggs, Morse, Volunteers		40	11:00 AM
33	8/12	Sat	Member/Guest Day 1	Putting Contest	M+G	All Members	Pulled Pork Sandwiches	Briggs, Morse, Volunteers		100	~2:00 PM
34	8/13	Sun	Member/Guest Day 2	Two 9-hole matches	M+G	All Members	See Below	Briggs, Morse, Volunteers		100	8:30 AM
35	8/13	Sun	Member / Guest Day 2	Horserace/Awards Lunch	M+G	All Members	Taco bar (w/ Spouses)	Briggs, Morse, Volunteers		140	1:00 PM
36	8/16	Wed	Midweek # 7	4 Man 2-3-1	M+M+M+M	All Members	Jiffy's Pizza	Bob Riccitelli		40	1:30 PM
37	8/20	Sun	Mixed Teams Outing # 5	18-hole Scramble	(M+G)+(M+G)	You Pick	See Below	Wayne Huff-Bruce Apkarian		40	1:30 PM
38	8/20	Sun	Mixed Teams Closing Awards Dinner	The Chateau	M+G	Golfers who played in 2023	Menu TBD	Wayne Huff-Bruce Apkarian		60	6:30 PM
39	8/22	Tue	TIGC/IVGC Pairings Night	Social	IND	Limited Sel. Field/HCP match	Cocktails reception	Michael Briggs-Kyle Brown		36	5:00 PM
40	8/23	Wed	TIGC /IVGC Round 1	Ryder Cup - two man match	IND	Limited Sel. Field/HCP match	No Lunch	Michael Briggs-Kyle Brown		36	8:30 AM
41	8/24	Thu	TIGC/IVGC Round 2	Ryder Cup - ind matches	IND	Limited Sel. Field/HCP match	Menu TBD	Michael Briggs-Kyle Brown		36	8:30 AM
42	8/29	Tue	Midweek # 8	Individual Stableford	IND	All Members	Menu TBD	Scott Lamson		44	9:00 AM
43	8/31	Thu	Closing Dinner	The Chateau	M+G	All Members	Salmon/Beef Buffet	Craig Maples-Bob Riccitelli		150	5:30 PM
44	9/3	Sun	Closing Scramble	4 Man Scramble	IND	All Members	Menu TBD	Wayne Huff		76	9:00 AM
45	9/5	Tue	Midweek # 9	2 Man Shamble	M+M	All Members - Indexes total >25	See Below	Kyle Brown		48	9:00 AM
46	9/5	Tue	Annual Meeting with Members	After Golf & Lunch	N/A	All members	Menu TBD	Michael Briggs		48	after golf
47	9/11	Mon	Board Mtg.and Retreat	TBD	N/A	Board of Directors + New/Curnt.	TBD	Michael Briggs-Kyle Brown		12	9:30 AM

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* These are sequential Tee Times - **NOT A SHOTGUN START TOURNAMENT**

TIGC Open Play Date Calendar 2023 (Rev 1)

#	DATE	Day	EVENT	Slots	Tee Times
1	5/18	Thursday	Open Play	12	11:00 AM
2	5/19	Friday	Open Play	12	11:00 AM
3	5/20	Saturday	Open Play	12	11:00 AM
4	5/22	Monday	Open Play	12	11:00 AM
5	5/23	Tuesday	Open Play	12	11:00 AM
6	5/25	Thursday	Open Play	12	11:00 AM
7	5/26	Friday	Open Play	12	11:00 AM
8	5/27	Saturday	Open Play	12	11:00 AM
9	5/29	Monday	Open Play	12	10:20 AM
10	6/1	Thursday	Open Play	12	10:20 AM
11	6/2	Friday	Open Play	12	10:40 AM
12	6/3	Saturday	Open Play	12	10:20 AM
13	6/5	Monday	Open Play	12	8:30 AM (SG)
14	7-Jun	Wednesday	Open Play	12	8:30 AM (SG)
15	6/8	Thursday	Open Play	12	10:20 AM
16	6/9	Friday	New Member Open Play	12	10:20 AM
17	6/10	Saturday	Open Play	24	10:00 AM
18	6/15	Thursday	Open Play	12	8:30 AM (SG)
19	6/16	Friday	Open Play	12	8:10 AM
20	6/17	Saturday	Open Play	12	10:20 AM
21	6/23	Friday	Open Play	12	8:10 AM
22	6/24	Saturday	Open Play	12	10:20 AM
23	6/26	Monday	Open Play	12	8:30 AM (SG)
24	7/6	Thursday	Open Play	12	8:10 AM
25	7/8	Saturday	Open Play	12	8:10 AM
26	7/10	Monday	Open Play	12	8:30 AM (SG)
27	7/11	Tuesday	Open Play	12	8:10 AM
28	7/14	Friday	Open Play	12	10:20 AM
29	7/17	Monday	Open Play	12	8:30 AM (SG)
30	7/18	Tuesday	Open Play	12	8:30 AM (SG)
31	7/20	Thursday	Open Play	12	10:20 AM
32	7/24	Monday	Open Play	12	10:20 AM
33	7/27	Thursday	Open Play	12	10:20 AM
34	7/28	Friday	Open Play	12	9:20 AM
35	8/2	Wednesday	Open Play	12	8:30 AM (SG)
36	8/3	Thursday	Open Play	12	10:20 AM
37	8/4	Friday	Open Play	12	10:20 AM
	8/4	Friday	Open Play	12	10:20 AM

[redacted]

#	DATE	Day	EVENT	Slots	Tee Times
37	8/5	Saturday	Open Play	12	10:20 AM
38	8/7	Monday	Open Play	12	10:20 AM
39	8/14	Monday	Open Play	12	:30 AM (SG)
40	8/17	Thursday	Open Play	12	10:20 AM
41	8/18	Friday	Open Play	12	10:20 AM
42	8/19	Saturday	Open Play	12	10:20 AM
43	8/21	Monday	Open Play	12	10:20 AM
44	8/25	Friday	Open Play	12	10:20 AM
45	8/26	Saturday	Open Play	12	10:20 AM
46	8/28	Monday	Open Play	12	10:20 AM
47	8/31	Thursday	Open Play	12	10:20 AM
48	9/1	Friday	Open Play	12	10:30 AM
49	9/2	Saturday	Open Play	12	10:20 AM
50	9/4	Monday	Open Play	12	10:20 AM
51	9/7	Thursday	Open Play	12	10:20 AM
52	9/8	Friday	Open Play	12	10:20 AM
53	9/9	Saturday	Open Play	12	10:20 AM
54	9/12	Tuesday	Open Play	12	10:20 AM
55	9/14	Thursday	Open Play	12	10:20 AM
56	9/16	Saturday	Open Play	24	10:00 AM
57	9/18	Monday	Open Play	12	10:00 AM
58	9/21	Thursday	Open Play	12	10:20 AM
59	9/22	Friday	Open Play	12	11:00 AM
60	9/26	Tuesday	Open Play	12	10:20 AM
61	9/28	Thursday	Open Play	12	:00 AM (SG)
62	9/30	Saturday	Open Play	24	10:00 AM
63	10/2	Monday	Open Play	12	11:20 AM
64	10/3	Tuesday	Open Play	12	11:20 AM
65	10/5	Thursday	Open Play	12	11:20 AM
66	10/6	Friday	Open Play	12	11:40 AM
67	10/7	Saturday	Open Play	12	11:20 AM
68	10/9	Monday	Open Play	12	11:20 AM
69	10/12	Thursday	Open Play	12	11:20 AM
70	10/13	Friday	Open Play	12	11:00 AM
71	10/14	Saturday	Open Play	12	11:20 AM
74	10/14	Saturday	Open Play	12	11:20 AM

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