

NOTICE OF MEETING

The special meeting of the Incline Village General Improvement District will be held starting at **6:00 p.m.** on Wednesday, January 20, 2021 in the Boardroom at 893 Southwood Boulevard, Incline Village, Nevada.

In compliance with State of Nevada Executive Department, Declaration of Emergency Directives 006, 016, 018, 021, 026, and 029, this meeting is closed to the public and attendance is limited to members of the Board of Trustees and essential staff. Public comment is allowed and the public is welcome to make their public comment either via e-mail (please send your comments to info@ivgid.org by 4:00 p.m. on Wednesday, January 20, 2021) or via telephone (the telephone number will be posted to our website on the day of the meeting).

- A. PLEDGE OF ALLEGIANCE*
- B. ROLL CALL OF TRUSTEES*
- C. INITIAL PUBLIC COMMENTS* - *Unless otherwise determined, the time limit shall be three (3) minutes for each person wishing to make a public comment. Unless otherwise permitted by the Chair, no person shall be allowed to speak more than once on any single agenda item. Not to include comments on General Business items with scheduled public comment. The Board of Trustees may address matters brought up during public comment at the conclusion of the comment period but may not deliberate on any non-agendized item.*
- D. APPROVAL OF AGENDA (*for possible action*)

The Board of Trustees may make a motion for a flexible agenda which is defined as taking items on the agenda out of order; combining agenda items with other agenda items; removing items from the agenda; moving agenda items to an agenda of another meeting, or voting on items in a block.

-OR-

The Board of Trustees may make a motion to accept and follow the agenda as submitted/posted.

- E. GENERAL BUSINESS (*for possible action*)
 - 1. 2021/2022 Budget Workshop (Presented by District General Manager Indra Winquest and Director of Finance Paul Navazio) – **pages 3 - 4**
- F. FINAL PUBLIC COMMENTS* - Limited to a maximum of three (3) minutes in duration.
- G. ADJOURNMENT (*for possible action*)

Incline Village General Improvement District

Incline Village General Improvement District is a fiscally responsible community partner which provides superior utility services and community oriented recreation programs and facilities with passion for the quality of life and our environment while investing in the Tahoe basin.

893 Southwood Boulevard, Incline Village, Nevada 89451 • (775) 832-1100 • FAX (775) 832-1122

www.yourtahoeplace.com



NOTICE OF MEETING

Agenda for the Board Meeting of January 13, 2021 - Page 2

CERTIFICATION OF POSTING OF THIS AGENDA

I hereby certify that on or before Thursday, January 14, 2021 at 9:00 a.m., a copy of this agenda (IVGID Board of Trustees Session of January 20, 2021) was delivered to the post office addressed to the people who have requested to receive copies of IVGID's agendas; copies were either faxed or e-mailed to those people who have requested; and a copy was posted at the following seven locations within Incline Village/Crystal Bay in accordance with NRS 241.020:

1. IVGID Anne
2. Incline Village
3. Crystal Bay Post
4. Raley's Shopping
5. Incline Village
6. IVGID's
7. The Chateau at

**SUSPENDED – STATE OF NEVADA
EXECUTIVE DEPARTMENT,
DECLARATION OF EMERGENCY,
DIRECTIVES 006, 016, 018, 021, 026, AND
029.**

- Vorderbruggen Building (Administrative Offices)
- Post Office
- Office Center
- Branch of Washoe County Library
- Recreation Center
- Incline Village

/s/ Susan A. Herron, CMC
Susan A. Herron, CMC

District Clerk (e-mail: sah@ivgid.org/phone # 775-832-1207)

Board of Trustees: *Tim Callicrate - Chairman, Matthew Dent, Sara Schmitz, Kendra Wong, and Michaela Tonking.*

Notes: *Items on the agenda may be taken out of order; combined with other items; removed from the agenda; moved to the agenda of another meeting; moved to or from the Consent Calendar section; or may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later. Those items followed by an asterisk (*) are items on the agenda upon which the Board of Trustees will take no action. Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to call IVGID at 832-1100 at least 24 hours prior to the meeting. Copies of the packets containing background information on agenda items are available for public inspection at the Incline Village Library.*

IVGID'S agenda packets are now available at IVGID's web site, www.yourtahoeplace.com; go to "Board Meetings and Agendas". A hard copy of the complete agenda packet is also available at IVGID's Administrative Offices located at 893 Southwood Boulevard, Incline Village, Nevada, 89451.

**NRS 241.020(2) and (10): 2. Except in an emergency, written notice of all meetings must be given at least 3 working days before the meeting ...10. As used in this section, "emergency" means an unforeseen circumstance which requires immediate action and includes, but is not limited to: (a) Disasters caused by fire, flood, earthquake or other natural causes; or (b) Any impairment of the health and safety of the public.*

**IVGID Board –
FY2021/22 Budget Development Workshop(s)**

WORKSHOP #1 – January 20, 2021

Introduction

Workshop Goals
Budget Development Calendar

1) Review of Board Policies (Fiscal / Budget)

- a. Financial Standards (Policy 2.1.0)
- b. Budgeting For Results and Outcomes (Policy 5.1.0)
- c. Adoption of Financial Practices (Policy 6.1.0)
 - i. Policy 6.1.2.0 – Revenues
 - ii. Policy 6.1.3.0 - Expenditures
- d. Appropriate Level of Fund Balance (Policy 7.1.0) / (Practice 7.2.0, Practice 19.2.0)
- e. Establishing the Estimated Useful Lives of Capital Assets (Policy 8.1.0)
- f. Establishing Appropriate Capitalization Thresholds of Capital Assets (Policy 9.1.0)
- g. Multi-Year Capital Planning (Policy 12.1.0)
- h. Capital Project Budgeting (Policy 13.1.0) / (Practice 13.2.0)
- i. Central Services Cost Allocation Plan (Practice 18.2.0)

2) Baseline FY2021/22 Operating Budget

- a. Baseline Revenue Assumptions
- b. Baseline Expenditure Assumptions
- c. Preliminary Baseline Budget, by Venue / Fund
- d. Approach to planning for uncertain future

3) Baseline Five-Year Forecast for Each Major Fund Types

- a. General Fund
- b. Utility Fund
- c. Community Services Fund(s)
- d. Beach Funds

RELATED TOPICS:

- Fund Accounting – Enterprise vs Special Revenue
- Fund Structure – Resolution No. 1838
- Parcel Owner Allowances
- Accounting for Punch Cards

WORKSHOP #2 - FEBRUARY

4) Review of Venue / Program Budgets and Expectations

- a. Baseline Revenues / Fee Structure
 - b. Staffing and Service Levels
 - c. Professional Service Contracts
 - d. Net Operating Revenues(Expenses) – “Financial Bottom Line”
- Administration
 - Utilities
 - Water
 - Sewer
 - Solid Waste
 - Community Services
 - Golf
 - Facilities
 - Diamond Peak
 - Recreation Programs
 - Parks
 - Tennis
 - Beaches

**IVGID Board –
FY2021/22 Budget Development Workshop(s)**

WORKSHOP #3 - MARCH

5) CAPITAL IMPROVEMENT PLAN (CIP)

- a. Capital Project Budgeting Policies / Practices – UPDATE
 - i. Project Justification / Scope / Funding Sources
 - ii. Capital vs Operations / Maintenance
- b. Review / Update of Priority Capital Projects and Funding Strategies
- c. Preliminary FY2021/22 Capital Budget
- d. Updated Five-Year Capital Improvement Plan

6) FACILITY FEE – FY2021/22 RECREATION ROLL

- i. Community Services
- ii. Beach