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# NOTICE OF MEETING

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The regular meeting of the Incline Village General Improvement District Board of Trustees will be held starting at 6:00 p.m. on June 29, 2022 in the **Boardroom, 893 Southwood Boulevard**, Incline Village, Nevada.

Public comment is allowed and the public is welcome to make their public comment via telephone (the telephone number will be posted to our website on the day of the meeting). The meeting will be available for viewing at <https://livestream.com/accounts/3411104>.

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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. REPORTS TO THE BOARD\* - Reports are intended to inform the Board and/or the public.

1. North Lake Tahoe Fire Protection District Fire Chief Sommers - Verbal Update regarding defensible space and other related topics relevant to the community

2. District General Manager's Report

F. REVIEW OF THE LONG RANGE CALENDAR (*for possible action*)

G. CONSENT CALENDAR (*for possible action*)

1. **SUBJECT:** Approve an agreement for media buying services for Fiscal Year 2022/23; Venues: Diamond Peak, Championship Golf Course, Mountain Golf Course, Facilities; Vendor: EXL Media; Agreement Amount: Up to \$215,250 in paid media spending, \$40,000 in trade media spending, and up to \$53,000 in agency fees – a grand total of up to \$308,250. (Requesting Staff Member: Marketing Manager Paul Raymore)

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## 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

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2. **SUBJECT:** Approve a Change Order to the contract with CORE Construction (Burnt Cedar Swimming Pool and Site Improvements Project) in the amount of \$44,872 and authorize the reallocation of \$44,872 of available funding within the Burnt Cedar Pool and Site Improvements Project (CIP3972BD1301) to the Aquatics Fund 390-39-850-7415 for the purchase of new pool furniture. (Requesting Staff Member: Director of Public Works Brad Underwood)
3. **SUBJECT:** Approve Amendment No. 5 for the Effluent Pond Lining Project in the amount of \$216,000 – 2599SS2010 - Fund: Utilities; Division: Sewer; Vendor: Jacobs Engineering Group Inc. (Jacobs) and authorize Staff to execute the Amendment (Requesting Staff Member: Director of Public Works Brad Underwood)

## H. GENERAL BUSINESS (*for possible action*)

1. **SUBJECT:** Review, discuss, and possibly approve the 30% Schematic Design of the Recreation Center Expansion Project; the award of the H&K contract, the award of the Exline & Co. contract, the award of the CMAR pre-construction contract with CORE West, Inc., and acknowledge the development of and intent to enter into a Progressive Grant Agreement with the Duffield Foundation. (Requesting Staff Member: District General Manager Indra Winquest with support from Director of Public Works Brad Underwood)

*Recommendation for Action:* That the Board of Trustees make a motion to (1) Approve the 30% Schematic Design for the Recreation Center Expansion Project; (2) Approve the contract with H+K Architects for Recreation Center Expansion for 100% Construction Documents through permitting and bidding for \$2,025,000; (3) Approve the contract with H+K Architects for the Recreation Center Tenant Improvements, which are non-reimbursed, for 100% Construction Documents through permitting and bidding, for \$110,000; (4) Approve Exline & Company's contract for entitlement and environmental permitting for an amount not to exceed \$150,000; (5) Approve CORE West, Inc. as the Construction Manager at Risk (CMAR), for a contract including the fixed fee pre-construction services of \$125,000 and (6) Direct staff to proceed with the development of a Progressive Grant Agreement through the design and bid process with the David and Cheryl Duffield Foundation, which will be brought to the July 27 Board of Trustees meeting for approval

2. **SUBJECT:** Reimbursement Agreement for replacement of a section of water main within Ponderosa Ranch Road (Requesting Staff Member: Director of Public Works Brad Underwood)

*Recommendation for Action:* That the Board of Trustees makes a motion to approve a Reimbursement Agreement for replacement of a section of waterline within Ponderosa Ranch Road; Fund: 200 Utility; Vendor: Nevada Pacific Consulting, in the amount of \$47,702.50, plus a \$2,000 contingency; authorize amending the current FY 21-22 CIP budget, establishment of a new project within Fund: 200 Utility in the amount of \$49,702.50; and authorize Staff to execute the Reimbursement Agreement based on a review by General Counsel.

3. **SUBJECT:** Diamond Peak Ski Education Foundation – District Agreement (Requesting Staff Member: General Manager Diamond Peak Ski Resort)

*Recommendation for Action:* That the Board of Trustees makes a motion to approve an agreement between the Incline Village General Improvement District and the Diamond Peak Ski Education Foundation to operate ski education programs at the Districts Diamond Peak Ski Resort for the period beginning July 1, 2022 through June 30, 2027 and authorize Staff to execute all agreement documents based on a review by General Counsel. General Counsel has reviewed the clean agreement.

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4. **SUBJECT:** Consideration of Draft Purchasing Policy (Management Partners) (Requesting Staff Member: Director of Finance Paul Navazio)

*Recommendation for Action:* It is recommended that the Board of Trustees review, discuss and provide feedback on drafts of proposed District Purchasing Policies related to a) goods and services and b) Public Works Contracts, and direct staff to return to the Board with updated policy documents for consideration and approval via Board Resolution at the July 27<sup>th</sup> meeting.

5. **SUBJECT:** Status Report on Implementation of Recommendations from the three Reports issued by Moss Adams, LLC related to a) Construction Advisory Services, b) Evaluation of Certain Accounting and Reporting Matters, and c) Board Policies and Practices. (Requesting Staff Member: Director of Finance Paul Navazio)

*Recommendation for Action:* Staff recommends that the Board of Trustees receive a report on management's implementation of recommendations offered by Moss Adams through the course of various consulting engagements, and review, discuss and provide feedback on a draft update to Board Policy 12.1.0, consolidating existing Board Policies 12.1 and 13.1 and Board Practice 13.2, and incorporating recommendations contained in Moss Adams' most recent report related to review of Board Policies and Practices, as presented to the Board of Trustees at their meeting of January 12, 2022.

6. **SUBJECT:** 5-Year CIP Approval (Requesting Staff Member: Director of Finance Paul Navazio)

*Recommendation for Action:* It is recommended that the Board of Trustees review and provide feedback to the updated Five-Year Capital Improvement Plan developed through the FY2022/23 Budget Process for preparation of Form 4411LGF to be submitted to the Department of Taxation.

7. **SUBJECT:** Review, discuss and potentially provide amendments to Policy 15.1.0 to modify the term of Audit Committee appointments to expire in February and to discuss potential additional amendments for future approval regarding Audit Committee eligibility (Requesting Trustee: Trustee Sara Schmitz with support from District General Counsel Joshua Nelson)

*Recommendation for Action:* It is recommended that the Board of Trustees review, discuss, and potentially approve amendments to Policy 15.1.0 to modify the term of Audit Committee appointments to expire in February instead of June. The Board of Trustees may further wishes to discuss potential additional amendments regarding Audit Committee eligibility for approval at a future meeting.

8. **SUBJECT:** Case No. CV18-01564 Mark E. Smith v. IVGID -Review, discuss and possibly approve a settlement agreement with the plaintiff

*Recommendation for Action:* That the Board of Trustees makes a motion to approve the settlement agreement with the plaintiff in Mark E. Smith v. IVGID, Case No. CV18-01564

9. **SUBJECT:** Review, discuss and potentially provide approve Resolution No. 1896 repealing Resolution No. 1575/Policy and Procedure No. 120 (Requesting Staff Member: District General Manager Indra Winquest)

*Recommendation for Action:* It is recommended that the Board of Trustees review, discuss, and potentially approve Resolution No. 1896 repealing Resolution No. 1575/Policy and Procedure No. 120.

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# NOTICE OF MEETING

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- I. MEETING MINUTES (for possible action)
  - 1. Meeting of May 26, 2022
- J. FINAL PUBLIC COMMENTS\* - Limited to a maximum of three (3) minutes in duration.
- K. ADJOURNMENT (*for possible action*)

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## CERTIFICATION OF POSTING OF THIS AGENDA

I hereby certify that on or before Friday, June 24, 2022 at 9:00 a.m., a copy of this agenda (IVGID Board of Trustees Session of June 29, 2022) was delivered to the post office addressed to the people who have requested to receive copies of IVGID's agendas; copies were e-mailed to those people who have requested; and a copy was posted, physically or electronically, at the following locations in accordance with Assembly Bill 253:

- 1. IVGID Anne Vorderbruggen Building (893 Southwood Boulevard, Incline Village, Nevada; Administrative Offices)
- 2. IVGID's website ([www.yourtahoeplace.com/Board of Trustees/Meetings and Agendas](http://www.yourtahoeplace.com/Board of Trustees/Meetings and Agendas))
- 3. State of Nevada public noticing website (<https://notice.nv.gov/>)

/s/ Susan A. Herron, CMC

Susan A. Herron, CMC

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

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**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. IVGID'S agenda packets are available at IVGID's website, [www.yourtahoeplace.com](http://www.yourtahoeplace.com); go to "Board Meetings and Agendas".*