

NOTICE OF MEETING

The regular meeting of the Incline Village General Improvement District will be held starting at 6:00 p.m. on **Wednesday, August 14, 2019** in the Chateau, 955 Fairway Boulevard, Incline Village, Nevada.

- A. PLEDGE OF ALLEGIANCE*
- B. ROLL CALL OF THE IVGID BOARD OF TRUSTEES*
- C. PUBLIC COMMENTS* - Conducted in accordance with Nevada Revised Statutes Chapter 241.020 and limited to a maximum of three (3) minutes in duration.

Public Comment Advisory Statement – *A public body has a legitimate interest in conducting orderly meetings. IVGID may adopt and enforce reasonable restrictions on public comment to ensure the orderly conduct of a public meeting and orderly behavior on the part of persons attending the meeting. Public comment, as required by the Nevada Open Meeting Law, is an opportunity for people to publicly speak to the assembled Board of Trustees. Generally, it can be on any topic, whether or not it is included on the meeting agenda. In other cases, it may be limited to the topic at hand before the Board of Trustees. Public comment cannot be limited by point of view. That is, the public has the right to make negative comments as well as positive ones. However, public comment can be limited in duration and place of presentation. While content generally cannot be a limitation, all parties are asked to be polite and respectful in their comments and refrain from personal attacks. Willful disruption of the meeting is not allowed. Equally important is the understanding that this is the time for the public to express their respective views, and is not necessarily a question and answer period. This generally is not a time where the Board of Trustees responds or directs Staff to respond. If the Chair feels there is a question that needs to be responded to, the Chair may direct the General Manager to coordinate any such response at a subsequent time. Finally, please remember that just because something is stated in public comment that does not make the statement accurate, valid, or even appropriate. The law mitigates toward allowing comments, thus even nonsensical and outrageous statements can be made. However, the Chair may cut off public comment deemed in their judgment to be slanderous, offensive, inflammatory and/or willfully disruptive. Counsel has advised the Staff and the Board of Trustees not to respond to even the most ridiculous statements. Their non-response should not be seen as acquiescence or agreement just professional behavior on their part. IVGID appreciates the public taking the time to make public comment and will do its best to keep the lines of communication open.*

- 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. DISTRICT STAFF UPDATE *(for possible action)*
 - 1. Interim District General Manager Indra Winquest – **pages 4 - 13**
- F. REPORTS TO THE BOARD OF TRUSTEES*
 - 1. Presentation by the U.S. Census Bureau regarding Census 2020 by Kimberly M. Burgess, Partnership Specialist, Community Partnership and Engagement Program, U.S. Census Bureau – **pages 14 - 28**

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 August 14, 2019 - Page 2

G. CONSENT CALENDAR (*for possible action*)

Excerpt from Policy 3.1.0, Conduct Meetings of the Board of Trustees

0.15 Consent Calendar. In cooperation with the Chair, the General Manager may schedule matters for consideration on a Consent Calendar. The Consent Calendar may not include changes to user rates or taxes, adoption or amendment of ordinances, or any other action which is subject to a public hearing. Each consent item shall be separately listed on the agenda, under the heading of "Consent Calendar." A memorandum will be included in the packet materials for each Consent Calendar item. The memorandum should include the justification as a consent item in the Background Section. Any member of the Board may request the removal of a particular item from the consent calendar and that the matter shall be removed and addressed in the general business section of the meeting.

1. Review, discuss and possibly approve an amended cost share funding agreement with the State of Nevada – Division of State Lands (NDSL) to provide assistance and funding of up to an additional \$65,000 for the Incline Creek Restoration Project – Upstream of State Route 28 (Requesting Staff Member: Director of Public Works Joe Pomroy) – **pages 29 - 41**
2. Review, Discuss, and Possibly Authorize Multiple Contracts for the Mountain Clubhouse Improvements Project; 2019/2020 Capital Improvement Project: Fund: Community Services; Division: Golf; Project # 3299BD1902; Vendors: Houston Smith Construction Inc. in the amount of \$1,006,000 and Smith Design Group in the amount of \$31,000 (Requesting Staff Member: Director of Public Works Joe Pomroy) – **pages 42 - 47**
3. Review, discuss and possibly approve a Design Services Contract for the Tennis Center Renovation Project – Fund: Community Services; Division: Tennis; Project 4588BD1604; Vendor: BJG Architecture and Engineering, Inc. in the amount of \$123,030 (Requesting Staff Member: Director of Public Works Joe Pomroy) – **pages 48 - 56**

H. GENERAL BUSINESS (*for possible action*)

1. Review, discuss, and possibly authorize a procurement contract for Snowmaking Fan Guns; 2019/2020 Capital Improvement Project: Fund: community Services; Program: Ski; Project # 3464SI1002; Vendor: TechnoAlpin USA Inc. in the amount of \$88,711 (Requesting Staff Member: General Manager Diamond Peak Ski Resort Mike Bandelin) – **pages 57 - 61**
2. Review, discuss, and possibly adopt the 2019 Community Services Master Plan as developed by the Design Workshop to include five top priorities for Fiscal Years 2019/2020 and 2020/2021 (Requesting Staff Member: Interim District General Manager Indra Winquest) – **pages 62 - 240**
3. Review of District General Manager's Job Description (Requesting Trustee: Chairwoman Kendra Wong) – **pages 241 - 246**
4. Review, discuss and possibly revise the role of Board Trustee – Treasurer (Requesting Trustee: Tim Callicrate) – **pages 247 - 248**

NOTICE OF MEETING

Agenda for the Board Meeting of August 14, 2019 - Page 3

- I. APPROVAL OF MINUTES *(for possible action)*
 1. Regular Meeting of July 17, 2019 – **pages 249 - 281**
- II. REPORTS TO THE IVGID BOARD OF TRUSTEES*
 1. District General Counsel: Law Firm of Hutchison & Steffen
- III. BOARD OF TRUSTEES UPDATE **(NO DISCUSSION OR ACTION)** ON ANY MATTER REGARDING THE DISTRICT AND/OR COMMUNITIES OF CRYSTAL BAY AND INCLINE VILLAGE, NEVADA*
- IV. PUBLIC COMMENTS* - Conducted in accordance with Nevada Revised Statutes Chapter 241.020 and limited to a maximum of three (3) minutes in duration; see **Public Comment Advisory Statement** above.
- V. REVIEW WITH BOARD OF TRUSTEES, BY THE DISTRICT GENERAL MANAGER, THE LONG RANGE CALENDAR *(for possible action)* – **page 282**
- VI. ADJOURNMENT *(for possible action)*

CERTIFICATION OF POSTING OF THIS AGENDA

I hereby certify that on or before Friday, August 9, 2019 at 9:00 a.m., a copy of this agenda (IVGID Board of Trustees Session of August 14, 2019) 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 Vorderbruggen Building (Administrative Offices)
2. Incline Village Post Office
3. Crystal Bay Post Office
4. Raley's Shopping Center
5. Incline Village Branch of Washoe County Library
6. IVGID's Recreation Center
7. The Chateau at 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: Kendra Wong, Chairwoman, Tim Callicrate, Peter Morris, Phil Horan, and Matthew Dent.

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.yourtahoepace.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.

MEMORANDUM

TO: Board of Trustees

FROM: Indra Winqest
Interim General Manager

SUBJECT: General Manager's Status Report
Prepared for the meeting of August 14, 2019

DATE: August 5, 2019

Financial Transparency

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

The Fiscal Year (pre-audit) financials are now posted. District-wide operating revenues are \$3.1 million ahead of the original budget and District-wide operating uses are \$674,845 below the original budget. In total, we are \$3.8 million to the good for year to date original budget. The net numbers on the Financial Transparency page are different as they reflect the budget augmentation approved by the Board of Trustees on May 22, 2019. Due to the great season at Diamond Peak, the budget was augmented with \$2.8 million of additional revenue and \$430,000 in additional expenses.

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

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

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

Venue Status Reports

Venue Status reports are available on a monthly basis for key venues and operations. Reports are prepared for Public Works, Parks & Recreation, Finance/Accounting, Risk Management, Human Resources along with Ski and Golf when they are in season.

These reports are used to provide the Board of Trustees and the community with a summary of the activities for each venue, including significant expenditures performed under the General Manager's authority. For example, the Public Works status report for June notes that there were three new Public Works contracts issued in June, all three were for amounts between \$30,000 and \$40,000.

This report also includes monthly updates on Public Works benchmarks. For example, customer service requests in June numbered 144, slightly above the three-year average for June of 145. For the Fiscal Year-to-Date, customer service requests are eight below the three-year average of 1,181.

There were four Trash Complaints (actual call-outs) in June. For the Fiscal Year-to-Date, complaints are 37 versus 341 the previous fiscal year. The previous month's Status Report also includes a six-year summary of fines paid and credits issued.

Wastewater flow was at 29 million in June, which was consistent with the three-year average. For the Fiscal Year-to-Date, total flows are at 350 million, below the three-year average of 364 million.

The Business Office had another busy month with 58 accounts delinquent, 308 owners with potential water leaks, and updated ownership information for 25 properties. Three accounts were shut off for non-pay, with one remaining shut-off.

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

In addition, the June Finance/Accounting and Risk Management Status Report published the Notification to Spend for Fiscal Year 2020. Prior to Fiscal Year 2019, we'd sent this as an email to the Board of Trustees. It is now in the Monthly Status Report so that it is available for public review.

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

The Venue Status reports are typically posted by the middle of each month and can be accessed on the District's "Resources" web page.

Bidding Opportunities

The District's "Resources" web page also includes a Bidding Opportunities link for businesses and the community.

Invitations to Bid, a quarterly update of projects awarded in excess of \$25,000 in value since April 30, 2015 along with a link to pertinent Nevada Revised Statutes (NRS) code sections related to procurement and contracts are included in this section of the web page.

In addition, it includes a link to planetbids.com, which is where interested parties can search for District bid opportunities and review all bid documents. For recent bidding opportunities, it includes a list of prospective bidders and bid results.

Currently there are three invitations to bid are listed on the site: Water Pump Station 2-1 Electrical Upgrades, Diamond Peak Resort Snowmaking Fan Guns, and the Mountain Course Clubhouse Restoration.

Capital Projects Update

Design

WRRF Aeration System Improvements

The aeration process of wastewater treatment supplies oxygen to facilitate the biological activity that converts raw sewage into treated wastewater effluent. The plant has six-200,000-gallon aeration basins with two jet aeration clusters per basin. These clusters utilize pressurized air to mix and recirculate the wastewater and provide the necessary oxygen to the microorganisms. The pressurized air is delivered by multistage centrifugal blowers that are metered by electronically operated valves in order to keep the correct balance of oxygen in the aeration basins at all times. This project funds the design and replacement of the aeration system equipment at the WRRF. The age of the equipment, the number of hours of operation, and condition assessment indicates the existing centrifugal blowers are at the end of their serviceable life. Additionally, the blowers are no longer supported by the manufacturer and replacement parts are difficult to acquire. Jacobs Engineering has completed the design and Staff has completed review of

the plans and specifications and advertisement for bids has been moved to October 2019 and project completion in May 2020.

SPS #1 – (Overflow Parking Lot)

The District owns 18 sewer pumping stations in Incline Village and Crystal Bay. Sewer Pump Station #1 collects and transports 50 percent of the raw sewage and transport to the wastewater treatment plant on Sweetwater Road. Constructed in 1962 this station has provided reliable service. The station contains the mechanical and electrical equipment to pump sewage to the wastewater treatment plant. The equipment in the station to be replaced as a part of this project are the variable frequency drives installed in the 1990s for the three pump sets and the motor control centers. Jacobs Engineering has completed the design and Staff has completed review of the plans and specifications and advertisement for bids has been moved to September 2019 and project completion is May 2020.

WPS 2-1 Incline – (Burnt Cedar Beach)

Water Pump Station 2-1 (WPS 2-1) is located at the Burnt Cedar Water Disinfection Plant (BCWDP) and pumps the disinfected potable water into the water distribution system to serve Incline Village and Crystal Bay. WPS 2-1 was largely constructed in 1972 with minor upgrades in 1995 and 2012. The electric motor control centers (MCCs) and switchgear at WPS 2-1 date to the original 1972 installation. This equipment does not meet modern OSHA requirements for Arc Flash safety and the MCCs and switchgear is at the end of its service life and no longer supported by the respective manufacturers. Jacobs Engineering completed the design. Staff completed review of the plans and specifications and advertisement for bids were issued July 5, 2019 and project completion in April 2020.

Tennis Center Renovation

The Board approved on June 19 for staff to begin the design of the tennis center renovation. The architectural, design and permitting services scope of work will be considered at the August 14 BOT meeting. The project will be brought back to the Board for design review and prioritization in November. The key project objectives are renovation of the pro-shop buildings and surrounding site to renovate aging restrooms, expand the pro-shop by enclosing outdoor kitchenette area, expand and enhance the deck area, improve wayfinding and flow of traffic through the Tennis Center, and install new bocce courts.

Mountain Course Clubhouse Renovation

On August 11, 2018 a fire occurred in the Mountain Course Clubhouse which completely decimated the kitchen area. Smoke damage was incurred throughout

the facility, which in turn affects walls, flooring and mechanical systems. The District's insurance coverage is for replacement. However, the evaluation of what is the best solution long term for the operations indicates a revised allocation of floor space, changes to access and substantial change to customer flow requires a makeover of the floor plan. These changes facilitate other objectives including a long standing issue of ADA accessibility to the lower level for food service. The plans also include construction of a new and expanded deck and the installation of new windows and doors. The Board approved the design on May 22 and authorized advertising for bids which then occurred on June 21. The award of the construction contract will be considered at the August 14 BOT meeting.

Construction

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

This project will replace the railings and southern stairway on the eastside deck at the Recreation Center. The Board awarded the contract to Bruce Purves Construction on April 10, 2019. Project is in construction and stairwell removal has been completed, patching and stucco is complete and the new stairs and railing will be installed in July/Aug.

Water Reservoir Safety and Security Improvements

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

Incline Park Ballfields Renovations

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

- New Baseball-specific Turf Infield, Drainage, and Irrigation
- New outfield specific French Drain
- New Scoreboard with naming rights panel
- New Modular Batting Cages with retaining/seating wall
- New Foul Poles

- Expansion of outfield dimensions, fencing replacement, and renovated outfield warning track
- New Backer Board at Backstop/Includes padding
- New enclosed custom modular Dugouts with equipment storage
- Site Signage Improvements

TRPA pre-grade is July 8, construction will commence immediately and will be substantially completed by October 15, 2019.

Other Projects

The Grant funded Incline Creek Restoration project located on the Hole 14 of the Championship Golf Course was awarded to Aspen Developers with construction slated for post-Labor Day 2019.

IVGID Quarterly

The June quarterly is released. This quarterly includes a number of features on our Public Works department, our summer event calendar and an update on our current construction projects. With Public Works prominently featured in this edition, the front cover is graced with a photo of the Wastewater Treatment Facility.

Tahoe East Shore Trail Debut

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

A formal grand opening ceremony was held on June 28, 2019 at 3:30pm.

GFOA Certificate of Achievement

Attached is a news release from the Government Finance Officers Association (GFOA).

Their Certificate of Achievement for Excellence in Financial Reporting has been awarded to Incline Village General Improvement District by GFOA of the United States and Canada for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

GFOA is a major professional association servicing the needs of over 20,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois with offices in Washington D.C.

Please be sure to congratulate our Finance staff for receiving this prestigious award.

Janitorial Contract

The District has traditionally obtained janitorial services through a contracted service. Currently, the District is under contract, last approved by the Board in November 2016, which is approaching an anniversary and renewal option. The contract contains language to allow notice for service deficiencies and remedies. These are inconsistent or ineffective in ability to address issues that arise over the care and condition of our locations. Staff wants to re-evaluate our agreements before allowing a renewal to occur automatically.

Staff would like to consider the needs of venues, as well as methodologies for addressing these needs, across a spectrum of possibilities. These options exceed simply a renewal of present agreement.

The initial ideas for options include a single vendor, multiple vendors which might allow focused abilities and services unique to some venues, internal Staff performing some ancillary cleaning, dedicated Staff performing cleaning, and combinations of any or all to accomplish our needs. As much as possible, we'd like this to be cost neutral to the present budget and contract. The focus is to get value for our expenditure.

Ordinance 7 Community Workshop

On Wednesday, July 17, we held a successful Ordinance 7 Community Workshop at the Chateau. In attendance, were over 75 members of the community as well as 3 members of the Board of Trustees and several key Staff. The purpose of the workshop was to preview the upcoming process to evaluate and potentially make modifications and updates to the ordinance and/or the supporting policies and procedures. The evening included a presentation by Staff that included the history of the evolution of Ordinance 7. Data was also provided related to beach visits, and a discussion related to the necessary steps to be taken to evaluate the

ordinance including administrative changes, formatting, and possible modifications to recreation privileges including but not limited to beach access and recreation punch cards. Additionally, Staff answered dozens of questions and the evening ended with an opportunity for members of the community to interact with key members of the Staff. Staff is currently working on providing answers to all of the questions relevant to Ordinance 7 which when completed, will be posted on our website for the community to access as a reference. Staff will keep the Board of Trustees and the community posted on the next steps of this process.



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

06/18/2019

For more information contact:

Michele Mark Levine, Director/TSC

Phone: (312) 977-9700

Fax: (312) 977-4806

E-mail: mlevine@gfoa.org

(Chicago, Illinois)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Incline Village General Improvement District** by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s) or department designated by the government as primarily responsible for preparing the award-winning CAFR.

The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

Government Finance Officers Association is a major professional association servicing the needs of over 20,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington, D.C.



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

June 18, 2019

Steve J. Pinkerton
General Manager
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village, NV 89451

Dear Mr. Pinkerton:

We are pleased to notify you that your comprehensive annual financial report (CAFR) for the fiscal year ended 2018 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

Michele Mark Levine
Director, Technical Services Center

The Road to 2020 and a Complete Count

Kim Burgess
Partnership Specialist
U.S. Census Bureau
Los Angeles Regional Census Center

Shape
your future
START HERE >

United States[®]
Census
2020

**Shape
your future
START HERE >**

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**Census
2020**



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your future
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**Census
2020**

2

History of the Census

- **Mandated by Article 1, Section 2 of the U.S. Constitution**

- ❖ The Census has been taken every 10 years since 1790.
- ❖ Count includes the United States and its territories.

- **Confidentiality**

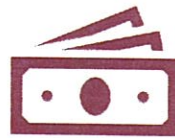
- ❖ Data is protected under Title 13 and Title 26 of the U.S. Code
- ❖ No information is released to any government agency or entity, including: FBI, IRS, ICE, Welfare Agency, etc.

Why Does the 2020 Census Matter?



Power

Political representation
Reapportionment &
redistricting



Money

\$675 Billion in Federal funding



Nevada

Over \$6.2 Billion to the State of
Nevada for FY16

(According to the George Washington
University Counting For Dollars study)

2020CENSUS.GOV

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your future
START HERE >



Counting for Dollars 2020
 The Role of the Decennial Census in the
 Geographic Distribution of Federal Funds

REPORT

COUNTING FOR DOLLARS 2020

NEVADA

Allocation of Funds from 55 Large Federal Spending Programs
 Guided by Data Derived from the 2010 Census (Fiscal Year 2016)

Total Program Obligations: **\$6,219,293,623**

Program	Dept.	Obligations	Program	Dept.	Obligations
Financial Assistance Programs					
\$6,091,124,111					
Medical Assistance Programs (Medicaid)	HR05	\$2,683,391,090	Community Facilities Development Grants	HS05A	\$16,913,546
Federal Direct Student Loans	ED	\$785,217,316	Supporting Education Institutions State Grants	ED	\$11,161,742
Supplemental Education Assistance Programs	OS05A	\$679,519,658	College Student Assistance	ED01	\$19,981,431
Medicaid Support: Medicaid Insurance (Part B)	HR05	\$481,116,277	CFR05: Childless Grants	HR05	\$17,551,066
Highway Planning and Construction	IS01	\$367,426,590	Public Elements Capital Fund	HR01	\$5,815,000
Federal Pell Grant Programs	ED	\$129,000,000	Block Grants for the Prevention and Treatment of Substance Abuse	HR05	\$16,890,043
Section 8 Housing Choice Vouchers	HR01	\$181,249,000	Water and Waste Disposal System for Rural Communities	OS05A	\$20,567,589
Temporary Assistance for Needy Families	HR05	\$17,648,812	Social Services Block Grant	HR05	\$14,028,655
Wage Loss to Minimize Income Disruption Grants	OS05A	\$115,519,894	Rural Broadband Accession Payments	OS05A	\$10,724,263
Tell Grants to HR05	ED	\$120,321,715	Business and Industry Loans	OS05A	\$7,090,000
State Children's Health Insurance Program	HR05	\$63,300,000	Research and Technical Education: Rural Grants for States	ED	\$9,782,368
National School Lunch Program	OS05A	\$388,175,000	Distance Education Grant Program	HR05	\$6,694,569
Special Education Grants	ED	\$75,938,349	WIOA Dislocated Worker Grants	ED01	\$14,512,393
Section 8 Housing Assistance for Program Participants	HR01	\$21,788,548	HR01	HR01	\$1,298,426
Federal Transit Formula Grants	IS01	\$55,521,000	State CDBG	HR01	\$2,424,790
Rural State	HR05	\$25,981,852	WIOA Youth Activities	ED01	\$2,546,177
WIOA	OS05A	\$5,197,000	WIOA Adult Activities	ED01	\$4,284,499
Tell IV-E Foster Care	HR05	\$30,998,794	Employment Service/Wagegap Waiver	ED01	\$6,677,422
Health Care Grants	HR05	\$29,144,281	Community Services Block Grant	HR05	\$1,756,919
National Research Exports	OS05A	\$35,695,000	Special Programs for the Aging: Title II: Part C: Nutrition Services	HR05	\$5,505,841
Rural Electrification Loans and Loan Guarantees	OS05A	\$0	Comprehensive Education Service	OS05A	\$1,858,403
Public and Indian Housing	HR05	\$15,067,000	Nation's Apprenticeship & Training	ED01	\$464,743
Low Income Home Energy Assistance	HR05	\$9,894,393			
Child and Adult Care Care Program	OS05A	\$10,294,000	Federal Tax Expenditures		\$91,328,169
Voluntary Rehabilitation Grants to the States	ED	\$15,434,000	Low Income Housing Tax Credit	Taxes	\$77,500,616
Child Care Monitoring and Monitoring Funds	HR05	\$12,435,999	Low Markets Tax Credit	Taxes	\$13,827,553
Unemployment Insurance Administration	ED01	\$28,898,000			
Federal Transit - Capital Investment Grants	ED01	\$0	Federal Procurement Programs		\$26,041,343
Child Care and Development Block Grant	HR05	\$24,415,000	HR05/OS05 Programs	OS05A	\$16,481,943
Adoption Assistance	HR05	\$11,675,275			

Developed by Andrew Reamer, The George Washington Institute of Public Policy, and George Washington University. Supporting data analysis provided by Brian Minton, Grant Management Program Manager, Department of Government Operations, January 30, 2015.

Note: This allocation of the federal programs is consistent with U.S. rank order by program expenditure. (See U.S. data at source.)

U.S. spending in FY 2016: \$20.9 trillion; total federal spending with states: \$26.5 trillion; total federal spending with states: \$26.5 trillion; total federal spending with states: \$26.5 trillion.

GW Institute of Public Policy
 THE GEORGE WASHINGTON UNIVERSITY

For further information:
 Andrew Reamer, Research Professor
 The George Washington University
 aream@gwu.edu

Census Day April 1, 2020

Self Response Starts March 12, 2020

- Internet
- Phone
- Paper Form

(In-person interview during the NRFU (non-response follow-up operation))

How the 2020 Census will invite everyone to respond





Every household will have the option of responding online, by mail, or by phone.

Nearly every household will receive an invitation to participate in the 2020 Census from either a postal worker or a census worker.

 95% of households will receive their census invitation in the mail.



 **Almost 5%** of households will receive their census invitation when a census taker drops it off. In these areas, the majority of households may not receive mail at their home's physical location (like households that use PO boxes or areas recently affected by natural disasters).

 **Less than 1%** of households will be counted in person by a census taker. Instead of being invited to respond on their own. We do this in very remote areas like parts of northern Maine, remote Alaska, and in select American Indian areas that ask to be counted in person.

Note: We have special procedures to count people who don't live in households, such as students living in university housing or people experiencing homelessness.

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6

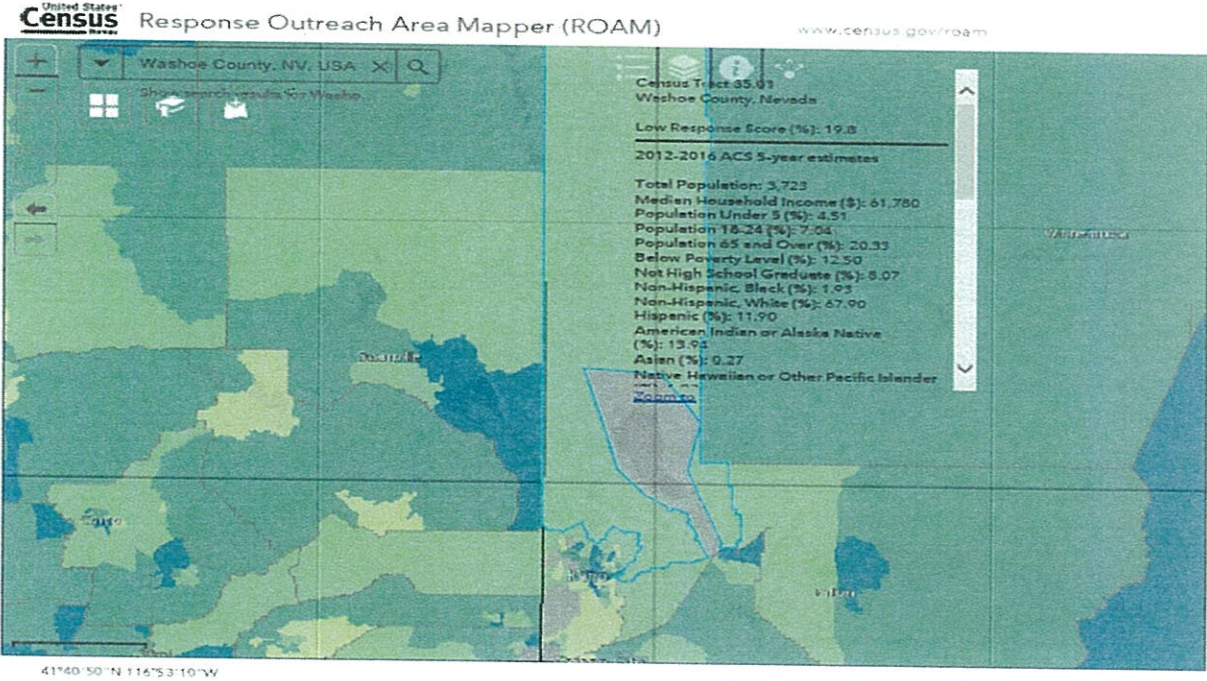
Complete Count Committees

State, local and or tribal governments work together with partners in their communities to form CCCs to promote the 2020 Census to their constituents.

A volunteer committee made up of members from:

Government Education Media
Businesses Service Providers
Community Organizations
Faith-Based Organizations

Low Response Score (LRS)



Key Dates

Date	Operation	Activity
April 1, 2019	State Complete Count Committee formation	Governor Sisolak signed an Executive Order to establish the State Complete Count Committee and appointed Lt. Governor, Kate Marshall to chair the SCCC.
August 2019	Address Canvassing (AdCan)	Update the address frame and identify locations where people live or could live for selected areas.
March 2020	Update Leave (UL)	Update the address along with feature data, and leave a packet to encourage self response and a paper questionnaire.
March 2020	Service Based Enumeration (SBE)	Enumerate individuals receiving assistance at service based locations and people experiencing homelessness, living in transitory locations (such as recreation vehicle parks, campgrounds, marinas, tent cities, carnivals or hotels.)
March 2020	Group Quarters Enumeration (GQE)	Enumerate people living or staying in group quarters, such as correctional facilities, skilled nursing facilities, college residential halls, group homes, worker's dormitories
March 12, 2020	Self-Response Starts	Respondents may begin responding to the Census questionnaire.
April 1, 2020	Census Day	Census Day ("Call to Action")
April 2020	Early Non-Response Follow-up (NRFU)	Conducted in blocks surrounding colleges and universities where are likely to have moved out before regular NRFU begins.
May 2020- July 2020	Non-Response Follow-Up (NRFU)	Reach out to households who did not respond to the 2020 Census questionnaire.
December 31, 2020	Final Count Complete	Final count delivered to the President.

Recruiting information:

1-888-658-5564
(RCC recruiting hotline)

www.2020census.gov/en/jobs

www.usajobs.gov

Supervisory
&
Non-supervisory
positions available in
Washoe County, NV

\$17.00 - \$18.50 per hour

JOIN THE 2020 CENSUS TEAM

APPLY ONLINE!
2020census.gov/jobs

2020 Census jobs provide:

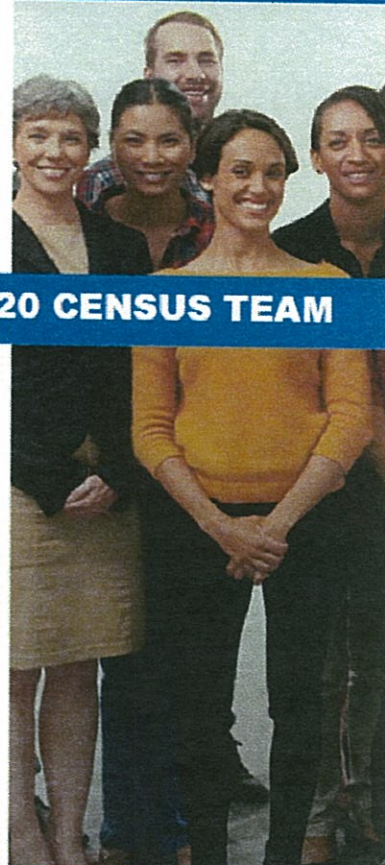
- ✓ Great pay
- ✓ Flexible hours
- ✓ Weekly pay
- ✓ Paid training

For more information or help applying, please call
1-855-JOB-2020 (1-855-562-2020)

Federal Relay Service
1-800-877-8339 TTY/ACCI
www.gsa.gov/fedrelay

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The U.S. Census Bureau is an Equal Opportunity Employer



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Resource Links



- Website
www.2020census.gov
- Partner Resources
<https://2020census.gov/en/partners/promotional-materials.html>
- ROAM
www.census.gov/roam
- Recruiting
www.2020census.gov/jobs
1-855-562-2020

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**Thank
You**

Kim Burgess

Partnership Specialist Nevada

kimberly.m.burgess@2020census.gov

775.901.9563

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Partnerships at a Glance

Join us as a partner and become part of a powerful network of government, nonprofit, corporate, and community organizations. Together, we can develop solutions to effectively reach everyone and encourage them to respond to the 2020 Census.

WHAT IS THE DECENNIAL CENSUS?

Every 10 years, the federal government conducts a population count of everyone in the United States. Data from the census provide the basis for distributing more than \$675 billion in federal funds annually to communities across the country to support vital programs—impacting housing, education, transportation, employment, health care, and public policy. They are also used to redraw the boundaries of congressional and state legislative districts and accurately determine the number of congressional seats each state has in the U.S. House of Representatives.

HOW ARE CENSUS DATA USED?

The 2020 Census is important for you and your community. The results help you understand how demographics—including income and education levels—and population size are changing in your area. Businesses, researchers, and policymakers depend on the high-quality data provided by the U.S. Census Bureau to make important decisions such as:

- Where to build schools, roads, and hospitals.
- Where to open new stores and expand operations.
- What products and services to sell.
- What new policies and public programs will be most helpful in your community.

WHY IS A COMPLETE AND ACCURATE COUNT SO IMPORTANT?

The census is a valuable tool for improving communities across the country. If your community members don't respond, your community may not receive the funding it needs. It is important that everyone understand the importance of the census.

WHY SHOULD I BECOME A 2020 CENSUS PARTNER?

As a trusted voice, you have a critical role to play in reaching the communities you serve. You can support our goal of a complete and accurate count by explaining to your community, customers, members, or stakeholders why participating is important. By partnering with the Census Bureau, you serve as a 2020 Census ambassador. Your efforts in spreading the message and mobilizing your stakeholders to respond to the census will provide accurate data for your community.

Serving as a 2020 Census partner means you can help ensure that the people you care about are accurately counted and represented, which in turn will increase the accuracy of the census data that are used by organizations like yours to make important decisions.

WHAT OUTREACH RESOURCES EXIST FOR 2020 CENSUS PARTNERS?

Outreach is not a one-size-fits-all approach. That is why the Census Bureau provides various types of resources to help partners tailor their outreach to their communities. As a partner, you will have access to:

- A community outreach toolkit (with a Census 101 handout, printable stickers, and outreach tips and tricks).
- Mapping tools to better understand the demographic composition and characteristics of your communities.
- Resources on Census Bureau confidentiality and data security efforts to keep census responses secure.

WHAT CAN I DO AS A 2020 CENSUS PARTNER?

There are many ways to make a difference as a 2020 Census partner, including by:

- Using Census Bureau tools, information, and messaging in creative ways to increase public participation—for example, through newsletters, co-branded products, and social media.
- Providing information to your community, customers, members, or stakeholders about the importance and benefits of participating in the 2020 Census.
- Hosting a workshop to develop possible solutions to 2020 Census challenges in your community and generate commitments to tackle them.
- Forming and getting involved in a Census Complete Count Committee to educate and motivate residents to participate in the 2020 Census. To learn more about the Complete Count Committees or to start one in your community, visit census.gov/2020completecount.
- Inviting Census Bureau officials to present at your next event.

- Signing up and being recognized.
- Encouraging people in your community to work for the Census Bureau, and sharing this link with them: 2020census.gov/jobs.

INTERESTED IN PARTNERING WITH THE CENSUS BUREAU?

National organizations interested in partnering with the Census Bureau can contact the 2020 Census Partnership Program at census.partners@census.gov to share ideas about how we can work together to ensure a complete and accurate count.

State and local organizations can reach out to their regional census center using the contact information below.

Atlanta

Phone: 404-889-6520

E-mail: Atlanta.rcc.partnership@2020census.gov

Chicago

Phone: 312-579-1605

E-mail: Chicago.rcc.partnership@2020census.gov

Dallas

Phone: 972-510-1800

E-mail: Dallas.rcc.partnership@2020census.gov

Los Angeles

Phone: 213-314-6500

E-mail: Los.Angeles.rcc.partnership@2020census.gov

New York

Phone: 212-882-2130

E-mail: New.York.rcc.partnership@2020census.gov

Philadelphia

Phone: 267-780-2530

E-mail: Philadelphia.rcc.partnership@2020census.gov

We look forward to welcoming you as a Census Bureau partner!

WHERE CAN I GO TO LEARN MORE?

To learn more about becoming a 2020 Census partner, visit census.gov/partners.

For the latest updates on the 2020 Census, visit 2020census.gov.

Connect with us
[@uscensusbureau](https://twitter.com/uscensusbureau)

D-FA-PA-EN-012

Frequently Asked Questions

WHAT IS THE DECENNIAL CENSUS?

Every 10 years, the federal government conducts a population count of everyone in the United States. Data from the census provide the basis for distributing more than \$675 billion in federal funds annually to communities across the country to support vital programs—impacting housing, education, transportation, employment, health care, and public policy. They also are used to redraw the boundaries of congressional and state legislative districts and accurately determine the number of congressional seats each state has in the U.S. House of Representatives.

WHY IS IT IMPORTANT TO ME?

Responding to the census is not only your civic duty; it also affects the amount of funding your community receives, how your community plans for the future, and your representation in government. Specifically, data from the 2020 Census are used to:

- Ensure public services and funding for schools, hospitals, and fire departments.
- Plan new homes and businesses and improve neighborhoods.
- Determine how many seats your state is allocated in the House of Representatives.

WHEN WILL I COMPLETE THE CENSUS?

The next census will take place in 2020. Beginning in mid-March, people will receive a notice in the mail to complete the 2020 Census. Once you receive it, you can respond online. In May, the U.S. Census Bureau will begin following up in person with households that haven't responded to the census.

HOW CAN I RESPOND?

In 2020, for the first time ever, the U.S. Census Bureau will accept responses online, but you can still respond by phone or mail if you prefer. Responding should take less time than it takes to finish your morning coffee.

WHAT INFORMATION WILL BE REQUESTED?

The decennial census will collect basic information about the people living in your household. When completing the census, you should count everyone who is living in your household on April 1, 2020.

WHAT INFORMATION WILL NOT BE REQUESTED?

The Census Bureau will **never** ask for:

- Social Security numbers.
- Bank or credit card account numbers.
- Money or donations.
- Anything on behalf of a political party.

WILL MY INFORMATION BE KEPT CONFIDENTIAL?

Strict federal law protects your census responses. It is against the law for any Census Bureau employee to disclose or publish any census information that identifies an individual. Census Bureau employees take a lifelong pledge of confidentiality to handle data responsibly and keep respondents' information private. The penalty for wrongful disclosure is a fine of up to \$250,000 or imprisonment for up to 5 years, or both. No law enforcement agency (not the DHS, ICE, FBI, or CIA) can access or use your personal information at any time. Data collected can only be used for statistical purposes that help inform important decisions, including how much federal funding your community receives.

The Census Bureau has a robust cybersecurity program that incorporates industry best practices and federal security standards for encrypting data.

WHERE CAN I GO TO LEARN MORE?

You can learn more about the 2020 Census by visiting 2020census.gov.

MEMORANDUM

TO: Board of Trustees

THROUGH: Indra Winqest
Interim General Manager

FROM: Joseph J. Pomroy, P.E.
Director of Public Works

SUBJECT: Review, discuss and possibly approve an amended cost share funding agreement with the State of Nevada – Division of State Lands (NDSL) to provide assistance and funding of up to an additional \$65,000 for the Incline Creek Restoration Project – Upstream of State Route 28

STRATEGIC PLAN: Long Range Principle 5 – Assets and Infrastructure

DATE: August 1, 2019

I. RECOMMENDATION

That the Board of Trustees moves to:

1. Authorize an amended cost share funding agreement with the State of Nevada – Division of State Lands (NDSL) to provide assistance and funding of up to an additional \$65,000 for the Incline Creek Restoration Project – Upstream of State Route (SR) 28.
2. Authorize Staff to execute the amendment.

II. DISTRICT STRATEGIC PLAN

Long Range Principle #5 – Assets and Infrastructure – The District will practice perpetual asset renewal, replacement, and improvement to provide safe and superior long term utility services and recreation activities.

- The District will maintain, renew, expand, and enhance District infrastructure to meet the capacity needs and desires of the community for future generations.

- The District will maintain, procure, and construct District assets to ensure safe and accessible operations for the public and the District's workforce.

III. BACKGROUND

The District has a long history of partnering to restore the creeks in Incline Village with the goals of reducing bank erosion, improving lake clarity, creating fish habitat, and improving fish passage. Restoration work on the District owned portions of Third and Incline Creeks has long been identified as an Environmental Improvement Project with the Tahoe Regional Planning Agency (TRPA) again with the goals of restoring the stream environment zone and improving fish passage on both creeks.

During completion of the fifth phase of restoration work on Incline Creek in 2015, Staff from IVGID and Nevada Division of State Lands (NDSL) identified an opportunity to continue the successful work to restore the valuable aquatic habitat in Incline Village and address a piece of failing District infrastructure. Between the fourteenth and fifteenth holes on the Championship Golf Course, the District maintains a crossing to facilitate customers as well as maintenance staff and equipment movement across Incline Creek. This crossing consists of an earthen fill with two corrugated metal pipe culverts to allow creek flow passage. The outfalls of the culverts are perched above flow line of the creek which prevents fish passage and there is substantial bank erosion occurring. The culverts themselves have become undermined and are showing deterioration.

At the May 18, 2016 meeting, the Board of Trustees voted to authorize a cost sharing agreement with to the NDSL to replace the failing culverts, install a new bridge consistent with the others constructed during the multiple phases of restoration projects, restore stream banks and fish habitat in the vicinity of the culvert, and restore fish passage to upstream habitat. This project included preparation of project plans and specifications, completion of the necessary environmental documentation and permitting. The total anticipated cost to complete this project was \$170,000. The District was awarded an \$114,207 grant by the NDSL via the Lake Tahoe License Plant (LTLP) Program.

During the design of the project, District Staff identified and pursued additional grants to ensure adequate funding was secured to address the project goals of restoring the function and processes of Incline Creek, while providing a buffer against the escalating construction costs seen in the current bidding environment. In October 2017 the District was awarded a 319(h) grant through the NDEP in the amount of \$114,000. This grant requires a 50/50 match of funding. The

NDSL/LTLP grant, when coupled with the previously allocated District funds, will provide the necessary 50/50 match requirement.

At the February 21, 2018 Board of Trustees meeting, the Board of Trustees authorized a cost share funding agreement with the State of Nevada – Division of Environmental Protection (NDEP) via the 319(h) Grant Program to provide assistance and funding of \$114,000 for the design and construction of culvert removal, bridge installation, and creek restoration on Incline Creek at the Championship Golf Course, also known as the Incline Creek Restoration Project – Upstream of SR 28. Design was completed and the project was advertised for bids in 2019 and brought back to the Board for approval

The Incline Creek Restoration Project Construction Contract was awarded to Aspen Developers at the May 22, 2019 Board of Trustees meeting. The memo for that agenda item had identified a \$163,000 budget shortfall to complete the construction phase of the project including contingency and construction management services.

The NDEP and NDSL have committed up to an additional \$130,000 of funding for this project to assist in funding the cost escalations. At the May 22, 2019 Board of Trustees meeting, the Board of Trustees also authorized to enter into an amended funding agreement with NDEP for an additional \$65,000. The amendment for the NDSL Funding agreement was not available at that time. The amendment is now complete and Staff is recommending authorization for approval.

The District had added \$163,200 to the 2019-20 CIP to cover any funding shortfall. After approval of the NDEP amendment, the District has a liability of \$97,468 to complete this Project. The additional funding commitment from NDSL will reduce the District's liability to \$33,000 for this Project

The additional cost sharing for the project partners is shown in the following table to meet the needed project shortfall of \$163,000. This preserves the cost sharing percentage for all three project partners. The District is currently contributing approximately 20% of the project costs.

Project Partner	Funding Commitment
NDEP	\$65,000
NDSL	\$65,000
District	\$33,000
Total Funding Commitment	\$163,000

In accordance with Board Policy 3.1.0., 0.15 Consent Calendar, this item is included on the Consent Calendar as it is routine business of the District and within the currently approved District Budget.

IV. FINANCIAL IMPACT AND BUDGET

The District's current funding agreement with NDSL for the Lake Tahoe License Plate Program was approved by the Board of Trustees at the February 21, 2018 meeting in the amount of \$74,817. The amendment being considered at the August 14, 2019 Board Meeting is amending the agreement with an additional \$65,000. The agreement and amendment follow this memorandum.

V. ALTERNATIVES

None proposed.

VI. COMMENTS

None at this time.

VII. BUSINESS IMPACT

This item is not a "rule" within the meaning of Nevada Revised Statutes, Chapter 237, and does not require a Business Impact Statement.

STATE OF NEVADA
LAKE TAHOE LICENSE PLATE PROGRAM
PROJECT FUNDING AGREEMENT

GRANTEE: Incline Village General Improvement District
Project Number: LTLP 18-07
Project Title: Incline Creek Restoration Project
Period Covered
By This Agreement: March 27, 2018 – March 31, 2019
Tax ID Number: 88-0099974

Project Cost:

A. Total Estimated Project Cost	\$ 235,002.98
B. Local Share of Project Cost	\$ 160,184.98
C. State Share of Project Cost	\$ 74,818.00

Project Scope (Brief Description of Project):

The Incline Creek Restoration project will work upstream of previous Incline and Third Creek-Phase 5 project and will extend the new fish habitat upstream from the previous completed project. The Project proposes to implement stream restoration and enhancement measures along with structural civil works to improve water quality, mitigate existing and potential future fine sediment generation, enhance the riparian floristic community and stream environment zone functions, and improve fish passage in Incline Creek.

Anticipated project features include:

- Rock stabilization of the channel upstream from SR28;
- Regrading and rock step pool structures to eliminate the existing drop at the culvert outfall to allow for fish passage;
- Replacement of the existing undersized and severely damaged elliptical CMPs (approximate original size 22" high x 36" wide) culvert path crossing with an open channel bridge;

- Revegetation with willow and alder for eroded cut-banks; and
- Temporary dewatering bypass pipes to convey late summer low-flow stream flows through the construction area.

TERMS AND CONDITIONS

This agreement is made and entered into between the State of Nevada, represented by the Nevada Division of State Lands (DIVISION) and the Incline Village General Improvement District hereinafter referred to as "GRANTEE". This Agreement is effective upon the signature of all parties to the Agreement. This Agreement is entered into pursuant to the authority contained in Chapter 321 Nevada Revised Statutes, Lake Tahoe License Plate Program.

WHEREAS, the DIVISION will fund and administer this grant awarded to the GRANTEE.

Both parties mutually agree to perform this Agreement with the terms, promises, conditions, project proposals and budget referenced hereto and hereby made a part hereof.

In the event the GRANTEE does not make available to the Division all necessary information to fully execute this project agreement within (6) months from receipt of this award notification; the Division reserves the right to withdraw the grant award.

Wherever in this agreement it shall be required or permitted that notice be given by either party to the other, such notice must be in writing and must be given personally, or forwarded by certified mail addressed as follows:

Nevada Division of State Lands
 Attn: Meredith Gosejohan
 Water Quality Coordinator
 901 S Stewart Street, Suite 5003
 Carson City, NV 89701
 (775) 684-2725

Incline Village General Improvement District
 Attn: Charles Miller
 Principal Engineer
 1220 Sweetwater Road
 Incline Village, NV 89451
 (775) 588-3130

NOW, THEREFORE, it is agreed that:

1. The laws of the State of Nevada shall govern this Agreement.
2. This Agreement, including exhibits attached hereto and made a part hereof, shall constitute the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.
3. The GRANTEE will duly and faithfully comply with the terms and conditions of this Agreement, all applicable Federal and state laws, and all directives issued by the DIVISION relating to the performance of this agreement. In addition, the following documents are hereby incorporated into this agreement by reference:
 - Lake Tahoe License Plate Grant Application: "*Incline Creek Restoration Project*" dated January 19, 2016 and revised budget dated March 27, 2018.
 - 2018 Lake Tahoe License Plate Program Grant Procedures & Guidelines.
4. Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing, signed by each party or an authorized representative of each party.
5. The GRANTEE is responsible for obtaining all permits, easements and other private and governmental agency approvals required for the project prior to the commencement of any activity.
6. The DIVISION or its designate, may audit project records. At all times during regular business hours and as often as the DIVISION requires, the GRANTEE will allow authorized representatives of the DIVISION full and free access to the project and to the accounts, records, and books of the GRANTEE relative hereto, including the right to make copies from such accounts, records, and books. Such accounts, records and books must be retained for three (3) years after the completion of the project. The DIVISION reserves the right to require that the records be kept for a longer period of time.
7. To the fullest extent permitted by law, the GRANTEE agrees to indemnify, hold harmless and defend, not excluding the DIVISION'S right to participate, the

DIVISION from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorney's fees and costs, arising out of any alleged negligent or willful acts or omissions of the GRANTEE, its officers, employees and agents.

8. Public Education Materials will include a DIVISION approved Program logo or Program name listed as supporting the project.
9. If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of the Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
10. The failure of either party to enforce any provision of the Agreement shall not be construed as a waiver of limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.
11. The DIVISION may terminate this Agreement for reason of default by the GRANTEE. Any of the following events shall constitute default:
 - a. Termination of the grant by reason or fault of the GRANTEE;
 - b. Failure by the GRANTEE to observe any of the covenants, conditions, or warranties of this Agreement and its incorporated provisions;
 - c. Failure by the GRANTEE to make progress on the project within the Period covered by this agreement;
 - d. Unsatisfactory financial conditions of the GRANTEE which endanger the performance of the grant; and/or
 - e. Delinquency by the GRANTEE in payments to contractors, except for those payments to contractors which are being contested in good faith by the GRANTEE;
 - f. If the Project is not completed.

The DIVISION shall give notice to the GRANTEE if the GRANTEE is in default in the performance of any of the duties of the GRANTEE described in this agreement. The GRANTEE shall have 30 days from receipt of notice to remedy the

default, and if the GRANTEE cannot remedy the default within such period of time, the DIVISION may terminate this agreement. The right of the DIVISION to terminate this agreement shall not impair any other rights or remedies at law or equity the DIVISION may have against the GRANTEE under this agreement or under the law. No waiver of any default by the DIVISION under this funding agreement shall be held to be a waiver of any other subsequent default by the GRANTEE. All remedies afforded under this funding agreement are cumulative; this is in addition to every other remedy provided therein or under the law.

12. Upon default by the GRANTEE and subsequent failure to cure, the DIVISION may withhold further payments and may take the following additional actions as appropriate:
 - a. Terminate all or any part of the balance of the grant.
 - b. Demand immediate repayment of all or part of any payment made to the GRANTEE.
 - c. If the Project is not completed, the GRANTEE is required to reimburse the DIVISION for funds expended for those portions of the Project that will not stand on their own, as determined by the DIVISION.
13. Any recipient of state grant funds shall include the following contract provisions or conditions in all procurement contracts and subcontracts:
 - a. Contracts other than small purchases shall contain provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for the termination of the contract and any other such sanctions and penalties as may be appropriate.
 - b. All negotiated contracts (except small purchases) awarded by GRANTEE utilizing state grant funds shall include a provision to the effect that the DIVISION shall have access to any books, documents, papers, and records of the contractor directly pertinent to that specific contract, for the purpose of examination, audit and duplication. The GRANTEE shall require contractors to maintain all required records for three (3) years after GRANTEE makes final agreement with contractors.

FURTHER, THEREFORE, **disbursement of grant funds** shall be made upon compliance with the terms of the Agreement, including but not limited to:

14. The DIVISION will make grant payments on a reimbursement basis only. Reimbursements may be delayed if the requirements in #15 are not satisfied. To the extent possible, it is requested that individual payment requests total \$1,000 or more to increase processing efficiencies and to decrease administrative costs for both the DIVISION and the GRANTEE.
15. **The GRANTEE will provide the DIVISION with the following:**
 - a. **Quarterly progress reports adhering to the following schedule:**

• 1 st Quarter	January 1 - March 31	Due April 30
• 2 nd Quarter	April 1 - June 30	Due July 30
• 3 rd Quarter	July 1 - September 30	Due October 30
• 4 th Quarter	October 1 - December 31	Due January 30
 - b. **A final report (one (1) hard copy and one (1) electronic) due no later than two (2) weeks prior to the funding agreement termination date. Please note that final reimbursements will not be made until satisfactory completion of the final report.**
 - c. **All pay requests in a format prescribed by the DIVISION.**
 - d. **And any other documentation as required.**
16. All reimbursement requests by the GRANTEE will be submitted on the DIVISION'S outlay report form and must include supporting documentation, including, but not limited to, invoices, receipt details outlining the basis for the expenditures, and the signature of the official responsible for approving the expenditures. The DIVISION reserves the right to request any additional information, related to project expenses that the DIVISION determines is necessary to process a grant payment.
17. The GRANTEE will maintain an accurate record of all expenditures related to the project. Records must be supported by source documentation. All services claimed as non-State share must be documented through time cards or records signed by both the employee and project supervisor.

18. All work performed and expenses occurred, including those prior to the period specified in the "Project Agreement" may be eligible for reimbursement through the License Plate Program if the GRANTEE provides documentation detailing the work performed as follows and submitted on an outlay report form:
 - a. The work is related directly towards project implementation as outlined in this project agreement;
 - b. The work performed is considered eligible for reimbursement per License Plate Regulations and Procedures as determined by the DIVISION;
 - c. The total grant amount specified in the project agreement does not increase.
19. The GRANTEE will notify the DIVISION immediately in writing of problems or changes in scope of work, budget, product, and performance. The DIVISION reserves the right to withhold payment until acceptance of the change. Significant changes may require review by the Technical Advisory Committee. Any changes made to project documents shall be submitted to the DIVISION.
20. GRANTEE requests for funds exceeding this grant amount requires an amendment to this agreement and must be approved by the State Lands Registrar. Requests for funds that exceed twenty-five (25) percent of the original grant amount may also require the review of the Technical Advisory Committee.
21. The making by the DIVISION of any payment shall not constitute nor be construed as a waiver by the DIVISION of any breach of covenant, or impair or prejudice any right or remedy at law or equity available to the DIVISION.
22. Upon receipt of the Final Completion Report, and any other documents related to the project including, but not limited to, data collected, plan sheets and design reports, the DIVISION shall execute a release only of its rights under the funding agreement to seek repayment of the grant based on default. The release shall specifically state that the GRANTEE has performed the required duties under the funding agreement.
23. This project shall not be initiated using Lake Tahoe License Plate funds unless other funds supporting the complete project are secured by the GRANTEE. The DIVISION shall be contacted to discuss project alternatives if complete project funding is not secured.

IN WITNESS, the following parties hereto have executed this Agreement as of the date below, and intend to be legally bound thereby.

Department of Conservation and Natural Resources; Division of State Lands

Charles Donohue
Charles Donohue, Administrator
Nevada Division of State Lands

Date: 5/15/18

GRANTEE

Kendra G
Incline Village General Improvement District

Date: 4/23/18

**NEVADA DIVISION OF STATE LANDS
LAKE TAHOE LICENSE PLATE PROGRAM
AMENDMENT #2 TO THE INCLINE CREEK RESTORATION PROJECT
(LTLP 18-07)**

Therefore, Incline Creek Restoration Project (LTLP 18-07) is hereby amended to increase the Estimated Project Cost to \$398,002.98, Local Share of Project Cost to \$258,184.98, and State Share of Project Cost by \$65,000.00 to \$139,818.00. This page will replace page 1 of the original funding agreement up to the Project Scope.

GRANTEE: Incline Village General Improvement District

Project Number: LTLP 18-07

Project Title: Incline Creek Restoration Project

Period Covered
By This Agreement: March 27, 2018 – December 31, 2019

Tax ID Number: 88-0099974

Project Cost:

A. Total Estimated Project Cost	\$ 398,002.98
B. Local Share of Project Cost	\$ 258,184.98
C. State Share of Project Cost	\$ 139,818.00

Department of Conservation and Natural Resources; Division of State Lands

Charles Donohue

Charles Donohue, Administrator
Nevada Division of State Lands

Date: 7/5/19

GRANTEE

Incline Village General Improvement District

Date: _____

MEMORANDUM

TO: Board of Trustees

THROUGH: Indra Winquest
Interim General Manager

FROM: Joseph J. Pomroy, P.E.
Director of Public Works

SUBJECT: Review, Discuss, and Possibly Authorize Multiple Contracts for the Mountain Clubhouse Improvements Project; 2019/2020 Capital Improvement Project: Fund: Community Services; Division: Golf; Project # 3299BD1902; Vendors: Houston Smith Construction Inc. in the amount of \$1,006,000 and Smith Design Group in the amount of \$31,000

STRATEGIC PLAN: Long Range Principle 5 – Assets and Infrastructure

DATE: August 2, 2019

I. RECOMMENDATION

That the Board of Trustees moves to:

1. Award a construction contract to Houston Smith Construction Inc. in the amount of \$1,006,000 for the Mountain Clubhouse Improvements Project.
2. Authorize Chair and Secretary to execute the contract with Houston Smith Construction Inc. based on a review by General Counsel and Staff.
3. Authorize Staff to approve change orders to the construction contract for additional work not anticipated at this time of up to 10% of the project bid – \$100,000.
4. Authorize Staff to enter into an Additional Services Addendum with Smith Design Group totaling \$31,000 for services during construction of the project.

II. DISTRICT STRATEGIC PLAN

Long Range Principle #5 – Assets and Infrastructure – The District will practice perpetual asset renewal, replacement, and improvement to provide safe and superior long term utility services and recreation activities.

- The District will maintain, renew, expand, and enhance District infrastructure to meet the capacity needs and desires of the community for future generations.
- The District will maintain, procure, and construct District assets to ensure safe and accessible operations for the public and the District's workforce.

III. BACKGROUND

On August 11, 2018, a fire occurred in the Mountain Course Clubhouse which completely decimated the kitchen area. Smoke damage was incurred throughout the facility, which in turn affects walls, flooring and mechanical systems. The District's insurance coverage is for replacement. However, the evaluation of what is the best solution long term for the operations indicates a revised allocation of floor space, changes to access and substantial change to customer flow requires a makeover of the floor plan. These changes facilitate other objectives including a long standing issue of Americans with Disabilities Act (ADA) accessibility to the lower level for food service. The plans also include construction of a new and expanded deck and the installation of new windows and doors.

At the December 12, 2018 Board of Trustees meeting, the District General Manager presented the conceptual design of the Mountain Course Clubhouse Renovation Project. The discussion included the proposed improvements, status of the insurance claim, and a summary of the meetings with the golf clubs. Following this discussion, the Board approved the conceptual design and Staff proceeded with final design.

At the May 22, 2019 Board of Trustees meeting, the Board accepted the Mountain Course Clubhouse Renovation Project final design and authorized Staff to publically advertise for construction bids the Mountain Course Clubhouse Renovation Project.

The Project advertised for public bidding specified the following work: Renovation to the interior spaces of the District's Mountain Golf Course Clubhouse, including

the pro shop, gathering area, kitchen, kitchen furnishings, windows and doors, accessible lift and other improvements. Work also includes the removal and reconstruction of a new deck, grading and access improvements, as well as the installation of new water service lines. The Mountain Golf Course will close for business on September 16, 2019 and the contractor will then have full access to the building and site after that date. Other contractors will be on site, including roofing demolition and replacement.

In accordance with Board Policy 3.1.0., 0.15 Consent Calendar, this item is included on the Consent Calendar as it is routine business of the District and within the currently approved District Budget.

IV. BID RESULTS

The District publicly advertised this project for bidding on June 21, 2019 and plan sets were acquired by interested bidders. Two bids were received and opened on July 25, 2019. The bid results are as follows.

Contractor	Bid Amount
Houston Smith Construction Inc.	1,006,000
Bruce Purves Construction Inc.	1,303,490

The lowest responsive bidder is Houston Smith Construction Inc. Staff checked their reference projects listed in the bid submittal and Houston Smith was rated favorably in the areas of schedule, budget, cooperation, and communication. If awarded, the project is scheduled to be substantially complete by April 1, 2020. The objective is to begin construction on September 16, complete the outdoor grading and excavation prior to the October 15, 2019 Tahoe Regional Planning Agency (TRPA) deadline and then perform interior work over the winter months. Final completion date is April 15, 2020.

V. FINANCIAL IMPACT AND BUDGET

The Mountain Clubhouse Improvements Project as bid is included in the 2019/2020 Capital Improvement Plan under two data sheets. The Mountain Clubhouse Improvements Project has a total budget of \$1,464,000 and the Mountain Course Clubhouse and Maintenance Building Water Service Line Replacement has a budget of \$65,000 for a total budget of \$1,529,000. The total construction phase project budget is estimated at \$1,192,000 and is within the budgeted CIP amount and will be fully funded by the Mountain Clubhouse

Improvements Project CIP. The Mountain Course Clubhouse and Maintenance Building Water Service Line Replacement CIP will not be expended. The waterline portion of the project is included in the bid amount and sufficient funds are available.

Total Construction Phase Project Budget

Construction Phase	Cost
Construction Contract	\$1,006,000
10% Construction Contingency	\$100,000
Design Consultant Services During Construction	\$31,000
District Construction Management and Inspection	\$55,000
Subtotal	\$1,192,000

VI. ALTERNATIVES

None proposed.

VII. BUSINESS IMPACT

This item is not a "rule" within the meaning of Nevada Revised Statutes, Chapter 237, and does not require a Business Impact Statement.



Project Summary

Project Number:	3241GC1802
Title:	Mountain Course Clubhouse and Maintenance Building Water Service Line Replacement
Project Type:	D - Capital Improvement - Existing Facilities
Division:	41 - Mountain Operations
Budget Year:	2020
Finance Option:	
Asset Type:	GC - Golf Course Improvements
Active:	Yes

Project Description				
Replace failing PVC service lines from the utility watermain point of connection to both the Clubhouse and Maintenance Building				
Project Internal Staff				
Engineering will perform Design, Engineering, Bidding, Contract Administration and Inspection tasks. Outside contractor to perform the underground work. IVGID buildings dept. to reconnect plumbing under clubhouse. IVGID Pipeline dept. resources remain available for ongoing maintenance activities and emergency response.				
Project Justification				
In November 2017 the service line serving both buildings experience a catastrophic failure and was temporarily repaired. Investigations revealed substandard glued PVC pipe serving both buildings and proximity beneath cell tower facilities. This pipe is known known to fail without warning and full replacement is recommended. Reconnection is required under the Clubhouse with work to be performed by IVGID Buildings				
Forecast				
Budget Year	Total Expense	Total Revenue	Difference	
2020				
Construction	55,000	0	55,000	
Internal Services	10,000	0	10,000	
Year Total	65,000	0	65,000	
	65,000	0	65,000	
Year Identified	Start Date	Est. Completion Date	Manager	Project Partner
2018			Senior Engineer	



Project Summary

Project Number:	3299BD1902
Title:	Mountain Clubhouse Improvements Project
Project Type:	B - Major Projects - Existing Facilities
Division:	41 - Mountain Operations
Budget Year:	2020
Finance Option:	
Asset Type:	BD - Buildings & Structures
Active:	Yes

Project Description					
Rebuild and rehabilitate the Mountain Golf Course Clubhouse resulting from the August 11, 2018 kitchen fire. The objective is to have a facility that provides good customer experiences for golf check-in, presentation of merchandise, supports a food and beverage service area, and has a social setting in support of both golf and non-golf users. Ancillary to these capacities, the facility also has to accommodate the administration and supervision of the operation for Management and front line staff through good sight lines and accessible storage. This project will also allow the District to address accessibility of the lower level.					
Project Internal Staff					
The Project will be managed by the Engineering staff with substantial cooperation and involvement by the District General Manager, Director of Finance, the Director of Golf, the Mountain Course Head Professional.					
Project Justification					
The August 11, 2018 fire rendered the kitchen area unusable. Smoke damage was incurred throughout the facility, which in turn affects walls, flooring and mechanical systems. The District's insurance coverage is for replacement. However, the evaluation of what is the best solution long term for the operations indicates a revised allocation of floor space, changes to access and ultimate serves food. A combination of insurance proceeds and District resources would be required to accomplish the full scope of the rehabilitation project. A design for the renovation of the mountain golf clubhouse has been completed to meet the objectives of future operation while staying within the existing footprint of the building.					
Forecast					
Budget Year	Total Expense	Total Revenue	Difference		
2020					
Construction Contingency for renovation/remodel @ 15%	178,000	0	178,000		
Construction Cost Estimate per architect	1,186,000	0	1,186,000		
Construction Management and Construction Engineering	100,000	0	100,000		
Year Total	1,464,000	0	1,464,000		
	1,464,000	0	1,464,000		
Year Identified	Start Date	Est. Completion Date	Manager	Project Partner	
2019	Nov 1, 2018	Mar 31, 2020	Engineering Manager		

MEMORANDUM

TO: Board of Trustees

THROUGH: Indra Winquest
Interim General Manager

FROM: Joseph J. Pomroy, P.E.
Director of Public Works

SUBJECT: Review, discuss and possibly approve a Design Services Contract for the Tennis Center Renovation Project – Fund: Community Services; Division: Tennis; Project 4588BD1604; Vendor: BJB Architecture and Engineering, Inc. in the amount of \$123,030

STRATEGIC PLAN: Long Range Principle #5 – Assets and Infrastructure

DATE: August 1, 2019

I. RECOMMENDATION

That the Board of Trustees moves to:

1. Authorize a Design Services Contract for the Tennis Center Renovation Project; Fund: Community Services; Division: Tennis; Project 4588BD1604; Vendor: BJB Architecture and Engineering, Inc. in the amount of \$123,030.
2. Authorize Staff to execute the contract documents.

II. DISTRICT STRATEGIC PLAN

Long Range Principle #5 – Assets and Infrastructure – The District will practice perpetual asset renewal, replacement, and improvement to provide safe and superior long term utility services and recreation activities.

- The District will maintain, renew, expand, and enhance District infrastructure to meet the capacity needs and desires of the community for future generations.

- The District will maintain, procure, and construct District assets to ensure safe and accessible operations for the public and the District's workforce.

III. BACKGROUND

At the June 19, 2019 Board of Trustees meeting, the Board authorized Staff to solicit a proposal for final design services for the Tennis Center Renovation Project. The design services scope of work is to prepare bid level documents based on the completed and accepted pre-design phase of the work. The scope of work follows this memorandum. BJG Architecture and Engineering Inc., completed the predesign work and completed the work to the District's satisfaction. The proposed scope of work also includes cost estimating of the work during the design development phase for Board consideration at a future meeting prior to proceeding with final design for the recommended project. This cost estimating step will provide framework for the "small – medium – large" project options. The scope of work includes the services of a construction cost estimator services company for independent estimating. The projected schedule at this time is to advertise for bids in March 2020 with a construction start in August 2020.

The primary components of the Tennis Center Renovation Project include updated bathrooms to meet current code requirements, as well as aesthetic and functional upgrades, new efficiency kitchen area, new and expanded decking with awning, major circulation improvements throughout the Tennis Center and entrance area including improved Americans with Disabilities Act (ADA) access. The project scope includes two Bocce Ball courts to be placed where the existing hitting wall is located. Bocce Ball has been identified as an activity that is desired by many in the community throughout the community services master planning process. Utilities and site drainage will also be improved in the area around the tennis center.

In accordance with Board Policy 3.1.0., 0.15 Consent Calendar, this item is included on the Consent Calendar as it is routine business of the District and within the currently approved District Budget.

IV. BID RESULTS

This item is not subject to competitive bidding within the meaning of Nevada Revised Statute (NRS) 332.115 as described in subsection (b) Professional Services.

Additionally, per NRS 625.530, selection of a professional engineer or registered architect to perform work on public works projects (where the complete project costs exceed \$35,000) is to be made solely on the basis of the competence and qualifications of the engineer or architect and not on the basis of competitive fees.

V. FINANCIAL IMPACT AND BUDGET

The 2019-2020 CIP budget includes the Tennis Center Renovation Project, data sheet attached. A budget of \$125,000 is allocated for design phase services. The design services scope of work being considered is for \$123,030 with a small variance based on the final selected project scope of work.

VI. ALTERNATIVES

None proposed.

VII. BUSINESS IMPACT

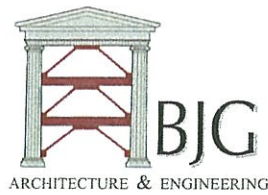
This item is not a "rule" within the meaning of Nevada Revised Statutes, Chapter 237, and does not require a Business Impact Statement.



Project Summary

Project Number:	4588BD1604
Title:	Tennis Center Renovation
Project Type:	D - Capital Improvement - Existing Facilities
Division:	88 - Tennis
Budget Year:	2020
Finance Option:	
Asset Type:	BD - Buildings & Structures
Active:	Yes

Project Description					
<p>A number of the facilities at the Tennis Center Pro-shop/Clubhouse Building are dated, showing wear and tear, and are in need of capital improvement. The condition of the restrooms has been identified by the Tennis DVAT as a high priority for attention by the District. The restrooms are also a source of regular customer complaints. Additionally the deck is approaching end of life and is in need of replacement. The kitchen/sundry area is not well laid out and has been subject to repeated wildlife damage. Finally, the entrance to the pro-shop facility is hidden and difficult to see with customer flow not well laid out. This results in customer confusion as well as frequent intentional and unintentional by-pass of the check-in area/process by customers. This project will design, permit, and complete a strategic remodel of the Tennis Center building to address the above described issues. All finishes will be upgraded with aesthetically pleasing and long wearing materials. Total fixture count of the restrooms is adequate and will be unchanged by the project. Overall footprint of the facility will not be increased in this project.</p>					
Project Internal Staff					
Engineering Division Staff will manage all phases of this project.					
Project Justification					
The Tennis Center building has not seen major capital maintenance in over a decade and is showing signs of wear and tear. It is a source of complaints from guests and was identified as an area requiring enhancement in the 2016 Tennis Center Facility Study. All improvements will be in-line with the recommendations and findings of the finalized Facility Study.					
Forecast					
Budget Year	Total Expense	Total Revenue	Difference		
2020					
Construction Contingency for renovation/remodel at 15%	139,000	0	139,000		
Construction Cost estimate per architect	926,000	0	926,000		
Construction Management and Construction Engineering	95,000	0	95,000		
Design Phase Services	125,000	0	125,000		
Year Total	1,285,000	0	1,285,000		
	1,285,000	0	1,285,000		
Year Identified	Start Date	Est. Completion Date	Manager	Project Partner	
2014	Jul 1, 2019	Jun 30, 2020	Engineering Manager		



CONTRACT FOR DESIGN SERVICES
IVGID TENNIS CLUB HOUSE REMODEL
DD-PERMIT/BID PHASE

Page 1 of 4

July 26, 2019

SECTION 1: PROJECT INFORMATION

1.1 Project:

- 1) IVGID Tennis Center Pro-Shop Remodel Construction Documents Proposal
- 2) Located at: 964 Incline Way, Incline Village, NV 89451
- 3) Proposal covers design team services Design Development through Permit/Bidding.
- 4) The Proposed Team and Responsibilities:
 - a. BJB Architecture & Engineering: Architectural Design
 - b. Lloyd Civil Engineering: Civil Engineering / Landscape Design
 - c. Survey enhancements: TBD
 - d. (Lloyd) Coordination with asbestos survey
 - e. (Lloyd-BJB) TRPA Submission
 - f. (BJB) Structural evaluation and estimating
 - g. MSA Engineering: Mechanical/Plumbing systems design and estimating
 - h. MSA Engineering: Electrical Engineering systems design and estimating
 - i. Precision Budgets Cost Estimating

1.2 Client:

Incline Village General Improvement District
Andrew Haney, Project Manager
1220 Sweetwater Road 89451
Incline, Village, NV
Via email: Andrew_Haney@ivgid.org

SCOPE OF SERVICES & FEES

1.3 SCOPE OF WORK:

Develop current Tennis Center Schematic Design documents and proposed phasing into a permit / bid package.

1. Develop a Design Development set of drawings for accurate bidding and phasing for Board Review.
 - a. Due September 11, 2019 to IVGID
 - b. Include a Cost estimate for 5 Aspects of the work as outlined below and currently included in the Schematic Design presentation.
 - c. Architect to attend (2) Design Options workshop style meetings to discuss details of scope and phasing with the community.
2. Submit TRPA permit documents to TRPA as early as possible.
 - a. Initial meeting
 - b. All required communications for scheduling the reviews/tel calls/ intermediate meetings/ early documents for review, etc.
 - c. Site Plan
 - d. Grading Plan
 - e. Coverage Documentation
 - f. Building Elevations
 - g. Required Findings
 - h. Fees (paid by owner)
3. Construction Documents From the results of the Design Options workshops and Board approval
 - a. Develop construction documents and specifications suitable for permit and bidding.
 - b. Include 'add alternate' options for pricing
 - c. Provide sheet specifications'
 - d. Provide Div 1100 specifications for owner 'front end' bid documents.
 - a. Architect to provide format.

1.5 SERVICES INCLUDED:

1. Design Development drawings as described above
2. Cost Estimating by phases or options
3. Construction Documents
4. Sheet Specifications
5. Energy Calculations
6. Meeting attendance by BJB and LLOYD Engineering

July 26, 2019

- 7. Permit and Bidding response and drawing updates
 - a. Plan Check Corrections
 - b. Bidding Addendum
 - c. RFI Responses

1.6 SERVICES NOT INCLUDED:
We have not included the following:

- 1. Site Survey
- 2. Utilities Survey
- 3. Geotechnical Investigation
- 4. Asbestos & Lead Based Paint Survey
- 5. Construction Administration

1.7 FEE:

Compensation will be on a Time and Materials basis in accordance with the attached Fee Schedule. We do not anticipate these fees to exceed:

Architectural/Structural	80,000	
Landscape/Civil/TRPA	24,030	(-) \$2,500 if ADA is only improvement (+) \$2,500 if Bocce is selected
Mechanical Engineering	4,500	
Electrical Engineering	5,500	
Estimator	9,000	
<hr/>		
Total NTE	\$123,030	

1.8 SCHEDULE:

- 1. Proposed Schedule Design Development to Bidding
 - a. Design Development Sept 25 (Select an Option)
 - b. TRPA Permit Submittal Oct. 15, 2019
 - c. Construction Documents December 15, 2019
 - d. Board Approval January 13-17 (Verify)
 - e. Permit Submittal: January 22, 2020
 - f. Bidding: March 2, 2020
 - g. Construction Start: August 2020- January 2021

ACCEPTED AND AGREED TO:

BY: _____

BY:  _____

James M Wallis, Architect, LEED AP

FOR: _____

FOR: **BJG | ARCHITECTURE + ENGINEERING**

DATE: _____

DATE: July 26, 2019

Attachments:
General Conditions of the Contract
BJG hourly Rates 2019

July 26, 2019

GENERAL CONDITIONS OF THE CONTRACTSECTION 2: RIGHT OF ENTRY

2.1 Client shall provide BJG | ARCHITECTURE + ENGINEERING (BJG) with right of entry to the site at all times during design and construction phases of the work.

SECTION 3: EXISTING CONDITIONS

3.1 Client shall provide soils investigation report, and any other site information available that might affect the structure.

3.2 For remodel or additions, client shall provide plans and calculations for existing construction. BJG may rely on the information furnished in their design. BJG shall not be responsible for defects or omissions in the existing design or construction. If BJG discovers defects, deficiencies or omissions during the performance of his services, he shall promptly report them to the client.

SECTION 4: RELATED SERVICES

4.1 BJG shall only be responsible for work shown on BJG's drawings or work specifically designed by BJG.

4.2 Related work shown on the drawings of other design professionals is the responsibility of those professionals.

SECTION 5: SCHEDULE AND DELAYS

5.1 BJG will diligently pursue his work and will comply with mutually agreed upon schedules.

5.2 BJG's work is dependent upon the work of other professionals and on decisions by the owner. All must work together to efficiently complete the work and meet schedules.

5.3 Fees are based on designing the work one time and on a continuous work basis. Changes in the project or protracted delays may result in added costs. BJG shall notify client if extra work or added costs are anticipated.

5.4 BJG will be excused for any delay in completion of the work caused by acts of God, acts of client or client's agent, labor disputes, acts of public bodies or inspectors or failure of client to make prompt progress payments.

5.5 BJG shall not be liable for damages caused by delay in completion of this project. These damages include but are not limited to lost opportunity costs, lost rent, changes in political policies and project interest expense.

SECTION 6: CONSTRUCTION COSTS

6.1 BJG may issue an opinion of probable construction cost. BJG has no control over the construction marketplace and scope of the project and he cannot guarantee costs. BJG shall not be liable for damages due to project not meeting budget or cost estimates and the resulting cost of revision and delay.

SECTION 7: OWNERSHIP OF DOCUMENTS

7.1 All reports, drawings, specifications, computer files, field data, notes and other documents and instruments prepared by BJG or BJG's consultants are instruments of service and shall remain the property of BJG or BJG's consultants, respectively. BJG or consultant shall retain all common law, statutory, and other reserved rights, including the copyright thereto.

7.2 Client agrees that all plans, specifications, calculations and reports furnished to the client or his agent are for use solely by client only on this specific project. These documents may not be reused on subsequent projects and may not be sold or assigned to others without written permission of BJG.

SECTION 8: DISPUTES

8.1 In the event that a dispute should arise relating to the performance of the services to be provided under this agreement, and should that dispute result in litigation, it is agreed that the prevailing party shall be entitled to recover all reasonable costs incurred in the defense of the claim, including staff time, court costs, attorney's fees, and other claim-related expenses.

SECTION 9: STANDARD OF CARE

9.1 Service performed by BJG under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily expected by members of the profession currently practicing in this community under similar conditions. No other warranty, expressed or implied, is made.

9.2 If, due to BJG's error or omission, any required item is omitted from the Project construction documents, BJG shall only be responsible for extra costs caused by BJG's error or omission, and not for the cost of the item itself.

SECTION 10: LIMITATION OF LIABILITY

10.1 The client agrees to limit BJG's liability to the client and all construction contractors and sub-contractors on the project arising from BJG's professional acts, errors or omissions, such that the total aggregate liability of BJG to all those named shall not exceed the amount of \$10,000. The client further agrees to require of the contractor and his sub-contractors an identical limitation of BJG's liability for damages suffered by the contractor and his sub-contractors arising from BJG's professional acts, errors or omissions. Neither the contractor nor any of his sub-contractors assumes any liability for damages to others which may arise on account of BJG's professional acts, errors or omissions. If the client desires additional insurance, project specific insurance may be available and purchased with Client paying for the additional premium.

July 26, 2019

- 10.2 BJG is not responsible for construction means, methods, techniques, schedules, or safety programs. Client shall require the contractor to provide insurance as desired to protect Client and the public against construction risks.

SECTION 11: INSURANCE

- 11.1 BJG represents and agrees that it and its agents, staff and consultants employed by BJG are protected by worker's compensation insurance and that BJG has coverage under public liability and property damage insurance policies which BJG deems to be adequate to protect BJG from the acts of BJG's employees. Certificates of insurance shall be provided to client upon request in writing. Within the limits and conditions of such insurance, BJG agrees to indemnify and hold client harmless from and against any loss, damage, or liability arising from any negligent acts by BJG, its agents, staff and consultants. BJG will not be responsible for any loss, damage, or liability arising from any acts by Client, its agents, staff and other consultants.

SECTION 12: TERMINATION

- 12.1 This Agreement may be terminated by either party upon seven (7) days' notice in the event of substantial failure by the other party to perform in accordance with the terms hereof. Such termination shall be effective if the substantial failure has not been remedied before expiration of the period specified in the written notice. In the event of termination, BJG will be paid for services performed to the termination notice date plus reasonable termination expenses.
- 12.2 In the event of termination, or suspension for more than three (3) months, prior to completion of all services contemplated by this Agreement, BJG may complete such analyses and records as necessary to complete his files and may also complete a report on the services performed to the date of notice of termination or suspension. The expenses of termination or suspension shall include all direct costs of the above services of BJG.

SECTION 13: ASSIGNS

- 13.1 Neither the client nor BJG may delegate, assign, sublet or transfer his duties or interest to the Agreement without the written consent of the other party.

SECTION 14: PAYMENT

- 14.1 Billings will be made monthly. Terms Net 30 days: A late payment (Finance Charge) will be computed at the periodic rate of 1.0% per month, which is annual percentage of 12%, and will be applied to any unpaid balance commencing thirty (30) days after the date of the original invoice.
- 14.2 Should it become necessary to retain legal counsel to enforce any terms or provisions of this agreement; or to collect any portion of the amount payable under this agreement, then all attorneys' fees, collection expenses, litigation expenses and court costs shall be paid to the Prevailing Party.
- 14.3 Client agrees to pay all charges not in dispute within 30 days of receipt of Consultant's invoice. Client agrees that BJG may suspend or terminate service if undisputed charges are not paid within 45 days of receipt of Consultant's invoice. Client agrees to waive any claim against Consultant, and to indemnify, defend, and hold Consultant harmless from and against any claims arising from Consultant's suspension or termination due to Client's failure to provide timely payment. Any charges held in dispute shall be called to Consultant's attention in writing within ten days of receipt of Consultant's invoice.
- 14.4 Pursuant to statute, client is hereby formally notified that BJG may, at a future date, file a mechanics lien against the Project property and / or take other legal action should contractual payment terms not be fully satisfied.

SECTION 15: LAW

- 15.1 The governing law for this agreement shall be in accordance with the laws of the jurisdiction of the project.

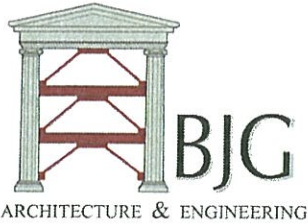
SECTION 16: PROJECT COMPLETION

- 16.1 BJG's services are complete 60 days after filing "Notice of Substantial Completion" for the project.

SECTION 17: ACCEPTANCE

- 17.1 This proposal is valid for 60 days from the date of signature by Blakely Johnson and Ghush, Inc. Please sign and return a copy of this contract to our office to authorize us to begin work.

Attachment: 2019 Hourly Rate Schedule



Fee Schedule
(Effective January 1, 2018)

Principal	\$270.00 per hr
Architect.....	\$195.00 per hr
Structural Engineer	\$165.00 per hr
Civil Engineer	\$125.00 per hr
Design Staff	\$125.00 per hr
Drafting Staff	\$ 80.00 per hr
Clerical.....	\$ 65.00 per hr

Legal Services:

Reports or preparation for testimony	above times 2.0
Expert testimony, depositions, etc. (4-hour min/day).....	above times 3.0

Professional Consultant Fees..... Cost + 15%

Printing and Reproduction Services:

In-house

Blacklines	\$ 0.15 sq. ft.
Photocopies	\$ 0.15
Photocopies (color)	\$ 0.50
CD/Flash Drive	\$10.00

Outside

All Reproduction and Graphic Services..... Cost + 15%

Shipping..... Cost + 15%

Travel Expense

Vehicle mileage, door-to-door	\$ 0.60 per mile
Car rental, airfare, meals & lodging	Cost + 15%

Billing Standards

Minimum billing is \$500.00. Invoices sent monthly based on progress of the work. Invoices are due and payable upon receipt. BJC charges 1% per month on unpaid balances over 30 days from date of invoice.

MEMORANDUM

TO: Board of Trustees

THROUGH: Indra S. Winquest
Interim General Manager

THROUGH: Gerald W. Eick, CPA CGMA
Director of Finance

FROM: Mike Bandelin
Diamond Peak General Manager

SUBJECT: Review, discuss, and possibly authorize a procurement contract for Snowmaking Fan Guns; 2019/2020 Capital Improvement Project: Fund: Community Services; Program: Ski; Project # 3464SI1002; Vendor: TechnoAlpin USA Inc. in the amount of \$88,711

STRATEGIC PLAN: Long Range Principle #4 – Service
Long Range Principle #5 – Assets & Infrastructure

DATE: August 1, 2019

I. RECOMMENDATION

Staff recommends that the Board of Trustees moves to:

1. Award a procurement contract to TechnoAlpin USA totaling \$88,711 for the procurement and delivery of Snowmaking Fan Guns to Diamond Peak Ski Resort.
2. Authorize Staff to execute all purchase documents based on a review by General Counsel and Staff.

II. DISTRIC STRATEGIC PLAN

Long Range Principle #4 – Service – The District will provide superior quality service and value to its customers considering responsible use of District resources and assets.

- The District will utilize best practice standards for delivery of services.

Long Range Principle #5 – Assets and Infrastructure – The District will practice perpetual asset renewal, replacement, and improvement to provide safe and superior long term utility services and recreation activities.

- The District will maintain, procure, expand, and construct District assets to ensure safe and accessible operations for the public and the District's workforce.

III. **BACKGROUND**

The primary goal of the Snowmaking Strategic Plan is to be able to better guarantee opening of the ski area as well as an acceptable quantity of terrain on only machine-made snow for the Christmas holidays each ski season. Snowmaking capacity and efficiency is necessary to keep Diamond Peak competitive with neighboring resorts by providing a variety of terrain, ensuring depth of snow coverage, and supporting the initial opening and duration of season.

The recommended additional capacity, as well as a more efficient and flexible snowmaking system, enhances Diamond Peak's ability to deliver a competitive product in years of light natural snowfall and ensures, given adequate snowmaking temperatures, Diamond Peak's ability to open the mountain with a variety of top-to-bottom skiing for the Christmas holidays.

Expansion of Diamond Peak's fan gun inventory allows Diamond Peak to make more efficient use of electricity and reduces noise levels in the base area of the mountain. The expanded total snowmaking capacity provided by the additional fan guns also allows Diamond Peak to put more snow on the mountain during days with optimal snowmaking conditions. This can reduce the total number of days of snowmaking required and can lead to significant savings in utility costs in a season (upwards of \$30,000 in some seasons).

Diamond Peak currently operates and maintains a fleet of fourteen (14) snowmaking fan guns with seven (7) of the units purchased during the mid-1990's, five (5) units purchased in 2013 and two (2) fan gun units in 2017.

IV. BID RESULTS

The District publicly advertised this project for bidding and specifications were sent out to three potential bidders. Three bids were received and opened on July 16, 2019. The bid results are as follows:

Vendor	Unit Price	Shipping	Total Bid Amount
Snow Machines, Inc.	\$34,500.00	\$2,700	\$106,200
TechnoAlpin USA Inc.	\$26,903.54	\$2,000	\$88,711
Snow Economics (d.b.a. HKD Snowmakers)	\$32,500.00	\$6,500	\$104,000

The low responsive bidder is TechnoAlpin USA Inc. District Staff reviewed the bid documents and checked references for the vendor and has recommended award of this procurement to TechnoAlpin USA Inc.

V. FINANCIAL IMPACT AND BUDGET

A total of \$130,000 is included in the 2019/2020 Capital Budget for the purchase of Snowmaking Fan Guns (see attached data sheet). The purchase price proposed for three snowmaking fan guns' award totals \$88,711 which is \$41,289 under the approved budgeted amount.

VI. ALTERNATIVES

Not authorize the snowmaking fan gun procurement contract with TechnoAlpin USA. Doing so will limit the flexibility and capacity of Diamond Peak's snowmaking system and could impact Diamond Peak's ability to offer a competitive product during years of light natural snowfall.

Authorize the snowmaking fan gun contract with TechnoAlpin USA totaling \$88,711 for the procurement and delivery of three (3) snowmaking fan guns.

Authorize the procurement of one (1) additional snowmaking fan gun to the recommended procurement of three (3) fan guns for a total of four (4) fan gun units for a sum of \$26,903.54. The purchase price proposed for four (4) snowmaking fan guns award totals \$115,615 which is \$14,385 under the approved budget amount.

The procurement of the additional (fourth) snowmaking fan gun would operate within the existing snowmaking fan gun fleet, allowing Diamond Peak to make more efficient use of electricity and reduce noise levels in the base area of the mountain as well as increasing the probability to guarantee opening of the ski area with an acceptable quantity of terrain on only machine made snow for the Christmas/New Year holiday period each ski season. Given adequate snowmaking temperatures, the additional snowmaking fan gun also aids in providing a greater opportunity to open Lakeview Lift and Snowflake Lodge for the Christmas break, doing so increases Diamond Peak's services levels and potential revenue opportunities.

The District's Capital Improvement Plan does not indicate a scheduled snowmaking fan gun purchase for years and this additional purchase would provide a near term capacity at the start of the season including an assurance of keeping a level of service until the next round of replacements.

VII. COMMENTS

During the 2018/2019 ski operating season District Staff had the opportunity to operate and evaluate a demonstration TR8 Snowmaker provided by TechnoAlpin USA. Staff was impressed with the performance of the equipment and snow quality in comparison to the existing fleet of snowmakers including the technical support provided by the manufacturer.

VII. BUSINESS IMPACT

This item is not a "rule" within the meaning of Nevada Revised Statutes, Chapter 237, and does not require a Business Impact Statement.



Project Summary

Project Number:	3464SI1002	
Title:	Fan Guns Purchase and Refurbishment	
Asset Class:	G - Equipment & Software	
Division:	64 - Mountain Operations	
Budget Year:	2020	
Scenario Name:	Main	Active: Yes
Budget Status:	Data Entry	
Locations:		
Project Something:	SI - Slope & Mountain Improvements	

Project Description				
This project maintains and enhances the District's airless snowmaking technology (fan guns, etc.) to reduce the noise factor associated with conventional snowmaking and to maximize our efficient use of water and electricity. For 2018 and 2020, the project will replace two aging and failing fan guns purchased in 1991 and will add two new fans to bring the fleet total to 16-fan guns. 16-fan guns represents full build-out for Diamond Peak.				
Project Internal Staff				
Mountain and Slope Operations staff will select the units for refurbishing based on service analysis.				
Project Justification				
The primary goal of snowmaking is to be able to better guarantee opening an acceptable quantity of terrain on only machine-made snow for the Christmas holidays each ski season. Snowmaking capacity and efficiency is necessary to keep the ski resort competitive by providing a variety of terrain, depth of snow coverage, timing of our initial opening and duration of the season, so that we may effectively compete with neighboring resorts.				
Additional capacity, as well as a more efficient snowmaking system, enhance our ability to deliver a complete and competitive product in years of light natural snowfall and, more importantly, virtually guarantees (temperatures permitting) our ability to open the mountain with a variety of top-to-bottom skiing for the Christmas holidays. Expansion of our airless snowmaking capacity (fan guns) will complement our existing compressed air system by allowing us to make more efficient use of electricity as well as reducing noise levels in the base area and other parts of the mountain.				
Additionally, the fan guns will allow us to maximize water flow each time snow is made, taking advantage of the increase in water capacity created over the past two years. By maximizing our new water capacity (with the new fan guns) we will be able to finish our snowmaking earlier in the season. Utilizing more fan guns will also allow us to avoid mid-peak electricity charges in January. This has the potential of savings \$20-30,000 for the season in electric costs.				
Forecast				
Budget Year	Total Expense	Total Revenue	Difference	
2020				
Purchase 3 Additional Fan Guns	130,000	0	130,000	
Year Total	130,000	0	130,000	
	130,000	0	130,000	
Year Identified	Start Date	Project Partner	Manager	Est. Completion Date
2012			Mountain Operations Manager	

MEMORANDUM

TO: Board of Trustees

FROM: Indra Winqest
Interim General Manager

SUBJECT: Review, discuss, and possibly adopt the 2019 Community Services Master Plan as developed by the Design Workshop to include five top priorities for Fiscal Years 2019/2020 and 2020/2021

STRATEGIC PLAN: Long Range Principal #5 – Assets and Infrastructure

DATE: August 5, 2019

I. RECOMMENDATIONS

That the Board of Trustees makes a motion to:

1. Adopt the proposed 2019 Community Services Master Plan as developed by the Design Workshop to include the following top five priorities for Fiscal Years 2019/2020 and 2020/2021:
 - ✓ Begin the process to apply for a Special Use Permit with the U.S. Forest Service to conduct community recreation, including a Dog Park on the 12-acre parcel across from Incline High School
 - ✓ Secure the services of a licensed architect and work with the Community to finalize the design for the Incline Beach House and associated circulation/access improvements.
 - ✓ Secure the services of a licensed architect and work with the Community to finalize the concept plan for the renovation of the Incline Tennis Center, including the addition of Bocce Courts.
 - ✓ Provide a timeline to the Board of Trustees to ensure the ongoing operation of Burnt Cedar pool while initiating a Community process to review the options for the renovation and/or reconstruction of the Burnt Cedar pools.
 - ✓ Initiate discussions with the Incline Tahoe Foundation and Incline Ice Foundation to determine the feasibility of developing a seasonal Ice Skating Rink by leveraging the current funding held by the Incline Ice Foundation.

Review, discuss, and possibly -2
adopt the 2019 Community Services
Master Plan as developed by the Design
Workshop to include five top priorities for
Fiscal Years 2019/2020 and 2020/2021

August 5, 2019

II. DISTRICT STRATEGIC PLAN

Long Range Principle #5 – Assets and Infrastructure – The District will practice perpetual asset renewal, replacement, and improvement to provide safe and superior long term utility services and recreation activities.

- The District will maintain, renew, expand, and enhance District infrastructure to meet the capacity needs and desires of the community for future generations.
- The District will maintain, procure, and construct District assets to ensure safe and accessible operations for the public and the Districts workforce.
- The District will conduct planning and design, in advance of undertaking projects or procurement to ensure District assets meet operational requirements and enhance the customer service.

III. BACKGROUND

On July 27, 2016, the Board of Trustees authorized a design services contract with Design Workshop totaling \$215,835 for the services and development of a Community Services Master Plan for the District. In September 2016, the Incline Village General Improvement District (IVGID) began the process of master planning for the future of IVGID Community Services. Community Services encompasses the Beaches, Parks, Recreation Programs, the Recreation Center, Golf Courses at Incline Village, and Diamond Peak Ski Resort. The last effort was in 2000 when the Incline Village Recreational Facilities Master Plan was completed. Updating these plans every ten to fifteen years is a best practice as it provides a road map for maintaining and/or revitalizing the existing community amenities and/or expanding the venues to provide new features the community desires. It's important to evaluate existing programs and services, understand trends, and coordinate competing priorities in order to tailor the community facilities, programs, and services for the future.

Included in the overall scope of services was:

- Community Workshops
- Focus Group Interviews
- Statistically Valid Survey of parcel owners, pass holders, and residents
- Evaluation of existing facilities, programs, and services
- Trend Analysis

Review, discuss, and possibly -3
adopt the 2019 Community Services
Master Plan as developed by the Design
Workshop to include five top priorities for
Fiscal Years 2019/2020 and 2020/2021

August 5, 2019

- Conceptual plan preparation as needed
- Master Plan preparation, dissemination, and approval

Over the past two and a half years, the Design Workshop Team has been working with Staff and the community to meet the goals and expectations as approved in the scope of services. Items completed to date include site assessments, focus group meetings, two public workshops, Staff interviews, mapping, statistically valid and open survey, stakeholder interviews, and the draft recommendations and goals. Here are some key dates and events:

1. Five Focus Group Meetings Fall 2016
2. Public Workshop Forum at the Chateau November 30, 2016
3. Public Workshop Forum at the Recreation Center June 24, 2017
4. Statistically Valid Survey April – July 2017
5. Community Services Master Plan update and presentation to the Board of Trustees on the results of the Statistically Valid Survey - October 25, 2017.
6. Community Services Master Plan update to the Board of Trustees including proposal for additional community outreach - June 13, 2018.

On July 24, 2018 the first edition of the Draft Community Services Master Plan was received by the Board of Trustees along with Staff's recommendation to proceed with the second round of community outreach as proposed at the June 13, 2018 Board of Trustees meeting during the Community Services Master Plan update. The community outreach included:

- Community Public Workshops on August 6, 2018 and October 10, 2018
- Outreach at Beaches in August, 2018
- Outreach at Community Services Venues (storyboards)
- Re-engagement of focus group (aquatics, Recreation Center, adult/senior programming, youth & family programming, trails & open space)

During the second round of community outreach, additional feedback was received. This feedback was provided to the Design Workshop team for integration into the development of the final draft Community Services Master Plan.

1. Receive the proposed 95% draft 2019 Community Services Master Plan as developed by the Design Workshop.

2. Authorized the General Manager to move forward with the final stages of the Community Services Master Plan including bringing back for final adoption of the final document on July 17, 2019.

The Community Services Master Plan was also discussed as an agenda item at the Board of Trustee Meetings on May 22, June 19, and July 17. During these discussions, the Board identified several high priority components of the various community services master plans. These priorities are identified in the final proposed community services master plan (Attachment B) on page 138 and include the following:

1. Begin the process of evaluation and possible application for a special use permit with the United States Forest Service at the 12-acre parcel across from Incline High School.
2. Develop and provide a timeline for to ensure for the ongoing operations of the Burnt Cedar Pool. To include a community outreach process to review option for the potential Replacement/Renovation of the Burnt Cedar Pools.
3. Secure the services of a design firm and work with the community to finalize the project plan for the Tennis Center Renovation Project to possibly include the addition of Bocce Ball Courts.
4. Secure the services of a design firm and work with the community to finalize the project plan for the Incline Beach House and associated supporting components.
5. Initiate Discussions with the Incline Tahoe Foundation and the Incline Ice Foundation to determine the feasibility of developing a seasonal ice skating rink leveraging the current potential funding source from the Incline Ice Foundation.

Based on feedback received, Staff requested additional modifications to the Draft Plan which resulted in moving the adoption of the CSMP to the August 14, 2019 Board of Trustees meeting.

IV. COMMENTS

The most significant of the modifications to the plan are represented in chapter 6 The Plan - Prioritization Criteria & Plan Recommendations. This chapter includes the consultant's recommendation for top tier and second tier priorities. Additionally,

the consultant provided information related to the “Aspirational” projects which were mentioned by members of the community through outreach, but were not considered needs or priorities at this time. These projects may be opportunities for public/private partnerships or other alternative funding methods including fundraising and donor opportunities.

Chapter 6 also includes reference to the overall synthesis of the all of the IVGID venue plans including the Beaches Recreational Enhancement Opportunities Plan (2016), Incline Village Golf Courses Assessment and Future Needs Recommendations (2013), Diamond Peak Master Plan (2015), and the Incline Village Tennis & Pickleball Center Facilities Assessment and Master Plan (2016).

V. NEXT STEPS

Once the Community Services Master Plan has been formally adopted, the next critical step will be to begin identifying and prioritizing the aspects and recommendations in the master plan. This process should involve a significant amount of community outreach and feedback as well as much discussion among the Board of Trustees and Staff. The Design Workshop has provided recommendations within the plan as well as criteria to guide the process of prioritization and potential implementation. The criteria are consistent with the District’s Mission and Long Range Principals. Some of the key elements of the guiding criteria include:

- Provides the greatest impact to address community needs and preferences. The project is supported by the community and stakeholders.
- Has an existing funding source or potential identified funding sources.
- Fills a need or gap in the existing system. Provides parks & facilities in areas with community identified needs.
- Has a moderately low impact on resources for operations and maintenance.
- Improves and/or sustains existing facilities in particular those nearing the end of useful life.
- Aligns with District partners and collaborators planning efforts. IVGID will partner with the community to prioritize future projects that overlap and align with future planning efforts.
- Offers a high return on investment and/or maximizes public resources.
- Addresses needs associated with growth and increased demands.

Review, discuss, and possibly -6
adopt the 2019 Community Services
Master Plan as developed by the Design
Workshop to include five top priorities for
Fiscal Years 2019/2020 and 2020/2021

August 5, 2019

- Provides multiple benefits for both parks & recreation as well as other community and environmental needs.

The criteria can simply serve as a foundation of guiding principles to utilize, enhance and build upon as the District continues to ensure it accomplishes the short and long term strategic goals of our community. This process will be crucial in shaping the future of Incline Village and Crystal Bay.

V. FINANCIAL IMPACT AND BUDGET

This project was included and approved in the 2016-17 CIP Budget. The contract for services with Design Workshop, as approved on July 27, 2016, was for \$215,835. Staff is expecting the project to be on budget.

VI. ALTERNATIVES

1. Adopt the 2019 Community Services Master Plan with required revisions.

VII. ATTACHMENTS

- A. Memorandum and supporting material for award of contract to Design Workshop on July 27, 2016.
- B. 2019 Community Services Master Plan as developed and proposed by the Design Workshop

ATTACHMENT

A

Director of Asset Management Johnson gave an overview of the submitted materials including in the Board packet. Chairwoman Wong asked if part of this is offset by a grant; Director of Asset Management Johnson said yes and that it was designed to comply with the grant.

Trustee Callicrate made a motion to award a unit price construction contract to Burdick Excavating Co, Inc. in the amount of \$629,643 for the 2016 Watermain Replacement and Fire Flow Enhancement Project and authorize Chair and Secretary to execute the contract with Burdick Excavating Co, Inc. based on a review by Staff and General Counsel. Trustee Dent seconded the motion. Chairwoman Wong asked for any further comments, receiving none, called the question and the motion was unanimously passed.

Trustee Hammerel made a motion to authorize Staff to issue change orders to the Burdick Excavating Co, Inc. unit price construction contract for additional work not anticipated at this time of up to 10% of the project bid – \$63,000. Trustee Callicrate seconded the motion. Chairwoman Wong asked for any further comments, receiving none, called the question and the motion was unanimously passed.

Trustee Hammerel made a motion to authorize staff to enter into an Additional Services Addendum with Tri Sage Consulting totaling \$47,500 for construction inspection services for the 2016 Watermain Replacement Fire Flow Enhancement Project. Trustee Callicrate seconded the motion. Chairwoman Wong asked for any further comments, receiving none, called the question and the motion was unanimously passed.

At 7:05 p.m., Chairwoman Wong called for a 10-minute break. The Board, at 7:17 p.m., reconvened.

G.6. Review, discussion and award of a Design Services Contract for the Community Services Master Plan – 2016/2017 Capital Improvement Program (CIP): Fund: Community Services;

**Project #4999RS1603; Parks and Recreation Master Plan Update
- Vendor: Design Workshop in the amount of \$215,835
(Requesting Staff Member: Director of Community Services
Sharon Heider)**

Director of Community Services Sharon Heider gave an overview of the submitted materials and the PowerPoint that was included in the Board packet.

Trustee Callicrate thanked Director of Community Services Heider for the overview. We are fortunate to have one of the best consultants, Design Workshop, in the country nearby and thank you to Trustee Dent for doing the interview process; he is ready to support this to move forward.

Chairwoman Wong asked what other communities have Design Workshop worked with; Director of Community Services Heider said that she will send that information to Chairwoman Wong. Trustee Dent said that information is in the packet and that quite a few are in the Basin.

Trustee Horan asked Director of Community Services Heider to apply this to the Diamond Peak Master Plan process. Director of Community Services Heider said that the looks at existing facilities plans have been done in a vacuum without looking at it holistically or talking about all the elements. At the end of this process, we will have a prioritization which will be a tool for you in prioritizing what the community values and then work through competing projects. Trustee Horan asked who is on the committee. Director of Community Services Heider said Staff will come back to the Board such that all of you will weigh in as an interest of the entire Board. The focus groups will come from the users and there will be a number of check-ins with the Board. General Manager Pinkerton said that the committee specific to the beaches includes Trustees Dent and Callicrate. This plan will present an overview of the entire District and include the desires of the community as it will have more upfront public outreach than any other plan. Trustee Horan asked if the focus groups will be by venue. General Manager Pinkerton said yes as they are critical. We will dedicate Staff full time to this activity as doing it internally is cost effective and allows for better coordination.

Trustee Hammerel said he is extremely excited to vote yes and approve this however he is saddened that he will not be on the Board as this will be a great experience for the community and he is excited to see what comes out of it and how we can better our District and residents.

Trustee Hammerel made a motion to:

1. Authorize a design services contract with Design Workshop totaling \$215,835 for Community Services Master Planning services (scope of work attached)
2. Authorize Staff to execute the contract documents based on a review by District Counsel and Staff.

Trustee Horan seconded the motion. Chairwoman Wong asked for any further comments, receiving none, called the question and the motion was unanimously passed.

- G.7. Review, discussion and authorization to negotiate a contract for legal services for the Incline Village General Improvement District with the law firm of RKG Lawyers LLC for a term of three (3) years; negotiated contract will be brought back for the Board's approval at a future Board of Trustees meeting (Requesting Staff Member: District General Manager Steve Pinkerton)**

General Manager Pinkerton gave an overview of the submitted materials included in the Board packet.

Trustee Callicrate said his only concern is that he would like to have a year to year agreement as we are about to have one to three new individuals on the Board so he thinks it would be more prudent to do this as a yearly agreement versus three years. Trustee Horan said there is some validity to Trustee Callicrate's comments regarding the three year term and that building in an annual review would be more appropriate. Trustee Dent asked why three years was recommended versus two or four years. General Manager Pinkerton said we are at nineteen months right now so three years will go by quickly. We build in termination in all agreements and that this amount of time Staff felt was an appropriate amount of time

MEMORANDUM

TO: Board of Trustees

THROUGH: Steven J. Pinkerton
General Manager

FROM: Sharon G. Heider
Director of Community Services

Indra Winquest
Director of Parks & Recreation

SUBJECT: Review, discussion and award of a Design Services Contract for the Community Services Master Plan – 2016/2017 Capital Improvement Program (CIP); Fund: Community Services; Project #4999RS1603; Parks and Recreation Master Plan Update - Vendor: Design Workshop in the amount of \$215,835

STRATEGIC PLAN: Long Range Principle 5–Assets and Infrastructure

DATE: July 27, 2016

I. RECOMMENDATION

That the Board of Trustees makes a motion to:

1. Authorize a design services contract with Design Workshop totaling \$215,835 for Community Services Master Planning services (scope of work attached)
2. Authorize Staff to execute the contract documents based on a review by District Counsel and Staff.

II. DISTRICT STRATEGIC PLAN

Long Range Principle #5 – Assets and Infrastructure – The District will practice perpetual asset renewal, replacement, and improvement to provide safe and superior long term utility services and recreation activities.

- The District will maintain, renew, expand, and enhance District infrastructure to meet the capacity needs and desires of the community for future generations.
- The District will maintain, procure, and construct District assets to ensure safe and accessible operations for the public and the District's workforce.
- The District will conduct planning and design, in advance of undertaking projects or procurement to ensure District assets meet operational requirements and enhance the customer experience.

III. BACKGROUND

The District's current Parks and Recreation Master Plan is over fifteen years old and its intent has been largely completed and is in need of updating. This project will be a more comprehensive Community Services Master Plan which will recognize and coordinate the totality of the District's offerings to the community. The existing studies of facilities at the Beaches, Diamond Peak Ski Resort, The Tennis Center, and The Golf Courses at Incline will be coordinated with new analysis of the remaining recreation and community services offerings. This process will ensure significant outreach to the community to understand the needs and desires for District offerings.

Some of the items already heard from the community is the desire to expand the Recreation Center, enhance/expand the aquatics facilities, tennis, bocce courts, skate park, pump track, trails, and dog park. Prior to undertaking any of these significant investments, the Board has directed we update a Master Plan to ensure full community input and ensure that future investments in infrastructure and programs is done in a comprehensive and well planned manner that best meet the needs of the entire community.

While conducting a Master Plan is a necessary prerequisite to expanding District service offerings, it is not a guarantee that any services, programs or activities will actually be modified. In fact, a Master Plan will evaluate the current level of offerings and determine the need for both expansion and contraction of services and review areas which may need to be significantly modified over time.

The Community Services Master Planning process is anticipated to run over a two-year period to ensure ample opportunities for community input through the seasons. A statistically valid survey will be conducted as well as focus group

interviews, and community workshops. That information will be compiled and presented along with industry trends and emerging recreation practices for the community and Board to consider. This work will then be compiled into the end product will be a Community Services Master Plan tailored to the specific needs of our community. This Master Plan will provide a road map for the next 10 to 15 years for recreation and community services offerings.

IV. BID RESULTS

This item is not subject to competitive bidding within the meaning of Nevada Revised Statute (NRS) 332.115 as described in subsection (b) Professional Services.

Additionally, per NRS 625.530, selection of a professional engineer or registered architect to perform work on public works projects (where the complete project costs exceed \$35,000) is to be made solely on the basis of the competence and qualifications of the engineer or architect and not on the basis of competitive fees.

As part of the design team selection process, Staff publically advertised a request for qualifications for architectural and engineering services in May 2016 for this project and received statements of qualifications from two interested teams. Staff and a member of the Board of Trustees interviewed both respondents for overall experience and review of equivalent projects completed. This competitive evaluation of qualifications culminated in the selection of the Design Workshop. Design Workshop is located in South Lake Tahoe and is a nationally recognized firm that specializes in public recreation master planning and landscape architecture. They have completed previous projects for the District which also allows them to understand the working context more quickly and the specific needs and desires of this community.

V. FINANCIAL IMPACT AND BUDGET

A total of \$250,000 is included in the 2016/2017 CIP budget under the Parks and Recreation Master Plan Update Project (see attached data sheet). This contact for services totals \$215,835, additional expenses will include internal staff charges, and reimbursable expenses to the consultant for presentation items for workshops and preparation of the final reports, and are expected to not exceed the \$250,000 budgeted.

Review, discussion and award of a Design -4-
Services Contract for the Community Services Master
Plan – 2016/2017 Capital Improvement Program (CIP)
: Fund: Community Services; Project #4999RS1603; Parks
and Recreation Master Plan Update - Vendor: Design
Workshop in the amount of \$215,835

July 27, 2016

VI. ALTERNATIVES

Continue the item and request additional information from staff.

Do not award the contract and direct Staff to not move forward with the Parks and Recreation Master Plan Update.

VII. BUSINESS IMPACT

This item is not a "rule" within the meaning of Nevada Revised Statutes, Chapter 237, and does not require a Business Impact Statement.

VIII. COMMENTS

None at this time.

Design Workshop Scope of Work

PROJECT DESCRIPTION

Design Workshop and subconsultants (referred to as "Design Workshop" or "Team") shall provide professional landscape architectural services and planning services, for the purpose of completing a Community Services Master Plan (Master Plan) for the Incline Village General Improvement District (IVGID or "District") that integrates and reflects Incline Village and Crystal Bay resident's values and guiding principles identified through a public outreach effort.

It is recognized that the District has assessed many of the existing recreation facilities and operations and has developed planning documents, by venue, that identify the capital maintenance needs as well as the operational enhancement and future infrastructure investment opportunities. This Master Plan will build from the previous planning efforts while also assessing community priorities for future infrastructure investment in the existing venues, evaluating what services/facilities are desired by the community, assessing available funding options and gauging the community's willingness to pay for future enhancements.

The Master Plan will address the IVGID owned and operated recreation facilities in Incline Village, Nevada. Adjacent properties or other future locations for recreation facilities such as the upper fields at the high school, the USFS property across from the high school, the old elementary school, and partnerships with the Sierra Nevada College will be considered and discussed. This includes the following facilities:

- Championship Golf Course: Assessment of the golf course is understood to not be needed, but evaluation of the community center aspect of the Chateau and driving range will be conducted. Winter uses of the facility will be considered.
- Mountain Golf Course: Assessment of the golf course is understood to not be needed and the Master Plan will review and utilize the design study conducted in 2014 as a baseline for the clubhouse and maintenance building. Winter uses, such as cross country skiing, at the facility will be considered.
- Diamond Peak Ski Area: An extensive master plan update for the ski area was completed in 2015. It's findings and recommendations will be reviewed and incorporated into the Master Plan.
- Recreation Center: An evaluation of the facility and its operations will be completed.
- Aspen Grove: An evaluation of the facility and its operations will be completed.
- Fields & Parks: The District's fields and parks includes six multi-use playing fields, a skateboard park, 18-hole disc golf course and an exercise course. An evaluation of the facilities and operations will be completed. Potential enhancements to be considered include, but are not limited to the following: expanded skateboard park, formal dog park, formal bocce ball facility, field house, formal winter snowplay area, formal cross country facility, and enhanced shared use pathways.
- Tennis: Facility planning is anticipated to be completed in the summer of 2016. This information will be reviewed and incorporated into the Master Plan.
- Beaches: Facility planning was completed in February 2016. This information will be reviewed and incorporated into the Master Plan.
- Open Space: An evaluation of existing open space areas both IVGID owned and surrounding mountain properties will be evaluated for partnership opportunities and for future recreation and trail use.
- Existing school facilities for future recreational opportunities and/or partnerships

SCOPE OF SERVICES

We have outlined the tasks and deliverables of this project in three main phases. While the following scope is organized in a linear manner, many of the tasks may proceed in a parallel or concurrent fashion. The scope of work outlines interim deliverables, roles and responsibilities. The tasks listed below including the citizen input sessions will contribute to both plans, unless noted otherwise.

Proposal for Incline Village General Improvement District (IVGID)
Community Services Master Plan
Incline Village, NV
07/15/2016

Phase I: Discovery and Analysis
Phase II: Community Alignment
Phase III: Idea Generation and Refinement
Phase IV: Plan Production and Adoption

PHASE I: DISCOVERY AND ANALYSIS

Developing a context of understanding requires collection and evaluation of available data, meetings with key stakeholders to launch the project, benchmarking and assessment of facilities, and development of the statistically valid survey.

Task 1.1 Project Startup and Kickoff Meetings

Design Workshop utilizes a Strategic Kickoff (SKO) workshop to effectively launch projects and organize the team of key IVGID staff members. The purpose of the meeting will be to:

- Define roles, responsibilities and communications procedures
- Confirm a detailed project schedule and document review process
- Identify IVGID resources that may be useful to the plan creation process
- Discuss the accomplishments and lessons learned from previous planning efforts
- Pinpoint topics for additional research and evaluation
- Establish project goals and desired outcomes
- Discuss a stakeholder engagement strategy, identifying roles and responsibilities and identification of stakeholders and focus group members
- Discuss the approach for Focus Group meetings
- Discuss the District's mission, strategic priorities vision and values

We anticipate meeting with the IVGID project manager and key staff (facility managers and recreation programmers) to launch the project and discuss project details. We anticipate the District will provide the Design Workshop team with a summary of goals and desired outcomes from other District staff and the Board of Trustees.

Deliverables

- Meeting agenda and meeting notes
- Meeting with District staff
- Detailed project schedule
- Critical success factors, dilemma, thesis and project goals documentation

Task 1.2 Data Gathering, Document Review

Past Plans Peer Review and Summaries:

To gain a thorough understanding of the opportunities and challenges of the District's recreation facilities and offerings the following information needs to be understood and placed in context of the goals and objectives. We anticipate reviewing the relevant reports and plans that have been previously generated and were listed in the Request for Qualifications (RFQ). Design Workshop will develop summaries from the previous evaluations to identify key elements to be validated through the Master Plan process and incorporated into the final Master Plan.

Deliverables

- Previous plans assessment memo

Task 1.3 Facilities and Operations Assessments

Site Reconnaissance and Facility Assessment:

DESIGNWORKSHOP

Proposal for Incline Village General Improvement District (IVGID)
Community Services Master Plan
Incline Village, NV
07/15/2016

Using the existing reports as a base, this task will focus on gaining a thorough understanding of the opportunities and challenges of the District's recreation facilities. The Team will tour key facilities and interview District Staff to identify deficiencies and priority needs. We anticipate a narrowed focus for one day of visiting sites and interviewing staff for efficiency in serving as an extension of the District staff. This assessment will aid in identifying potential locations and a range of probable costs for improvements/new facilities.

Design Workshop will work with the District to obtain background statistics to help quickly build an assessment of the District. Documents we will ask District staff to supply to evaluate acquisition, capital improvement and management/maintenance recommendations may include, but are not limited to the following:

- Existing organizational structure(s)
- Business and marketing plans
- Programming schedules/calendars/lists and any user counts
- List of partnerships and shared-use agreements, inter-governmental or public-private agreements
- Current staffing information including outsourced contracts (operating/staffing costs and revenues)
- Volunteer organizations and hours dedicated to parks, trails, open space and recreation
- User fee rates and historic annual revenues
- Available demographic and market information
 - Permanent population characteristics
 - Seasonal/second homeowners
 - Visitors
 - Other providers

The following facilities are anticipated to be assessed: Recreation Center, Aspen Grove, the Chateau and driving range, and the Fields & Parks as previously described. Adjacent properties and other properties that have potential influence on or opportunity for use as part of the recreation system will be identified and discussed. The team will visually assess the current conditions and identify major repairs, identify physical constraints, deferred maintenance or future capital renewal efforts that should be incorporated into the Master Plan process. Interviews with key engineering and operations staff will be conducted to help establish baseline conditions of the facilities.

Facilities Operations Assessment:

Reports will be reviewed and interviews conducted with District staff to develop an understanding and summary with recommended changes or improvements of the following:

- Determine operational efficiency
 - Business and marketing plans
 - Operating/staffing costs and revenues
 - Ability of services to meet program and service needs
- Integration with other District facilities
- Industry best practices

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Map Creation and Geographic Distribution Assessment:

Design Workshop will become familiar with relevant parks, open space, trails and facility inventory data reports and GIS mapping provided by District staff and available through other sources in the Lake Tahoe region. It is anticipated that some existing GIS information will be available for use. Other information sources to be used include available site plans and floor plans and Google Earth aeriats. Design Workshop will identify information gaps and determine, with District staff, the opportunities to further complete the inventory. Design Workshop will create base maps and conduct inventory assessment based on GIS information and available site and facility plans.

The following maps will be created by Design Workshop utilizing GIS data as available:

- Parks, trails, and open space property inventory base mapping.
- Facility and amenities inventory (based on data availability.)
- Opportunity sites/properties to consider that may benefit the District's recreation system.
- Composite of natural resource amenities including: rivers, streams, flood plains, stream environment zones (SEZ), land capability, stormwater management properties, waterbodies, and significant landforms.
- Composite of constraints and opportunities including: sensitive lands, steep slopes, solar access, views, and neighboring uses.

Deliverables

- One-day assessment and interviews
- Assessment findings summary (with site images and narrative to communicate findings)
- Base maps to be utilized for site analysis and public engagement activities (PDF format for printing)
- Resource and Analysis maps (formatted for Master Plan document and presentations, PDF format)
- Facilities Operations Assessment Memo

Task 1.4 Technical Memo and Trends Report

The existing conditions of the overall District will be gleaned from existing reports. Design Workshop will consolidate and evaluate scheduling, use, and facility demand information provided by the District, including seasonal variation, time of day intensities, and both peak and non-peak use conditions. This evaluation is assumed to include use by IVGID and other stakeholders. We will, with District staff assistance/daily tracking, propose quantitative data gathering of actual facility use for a period of time in an attempt to normalize administrative use records against real use and derive an "actual" use pattern and intensity, as possible.

Design Workshop will use peer community use rates and level of service. Emerging regional, state and national trends will be identified. Implications for future recreation facilities.

Deliverables

- Summary memo (in PDF format for distribution)

Task 1.5 Project Management and Progress Reports

Every phase shall involve project management from Design Workshop's Principal-in-Charge and the Project Manager along with the District's Project Manager. Design Workshop strives to ensure quality through clear communication and dialogue with our clients and amongst our team. We believe progress meetings should be held once every month and more often surrounding project milestones.

Deliverables

- One progress meeting per month in person or via conference call/online Web document viewing

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- Additional progress meetings at major project milestones

PHASE II: CREATING A SHARED VISION

Creating a shared vision requires first ensuring broad community representation in the input collected, assessing community needs and helping the community explore opportunities for their future.

Task 2.1 Focus Groups

Focus group meetings provide the opportunity for in-depth discussion and discovery with a select group of experts on various topics. Design Workshop will facilitate these meetings to gain an understanding of the concerns, opportunities, values and needs. Input will be gained through facilitated discussions and map exercises. We anticipate organizing the focus groups into three topical areas including representation from groups such as:

- A. Parks, Trails and Open Space: including parks, recreation and trails managers from the Cities, Towns and Counties Included/surrounding the District.
- B. Recreation, Programming and Indoor Facilities Focus Group: organized around topics of public-private partnerships, development considerations, recreation trends, maintenance and improvement needs. Participants would include District parks and facilities staff, recreation groups and club representatives, program providers.
- C. Serving a Diverse Community Meeting (Including Youth): will discuss recreation trends, underserved groups and service gaps, safety, perceived barriers to participation, minority group parks needs and outreach opportunities. Would include participants such as local Public Health departments, District volunteer group representatives, local minority group representatives, park/recreation users with disabilities, recreation providers, school representatives, senior programs organizers and more.

One of the Focus Groups or the Steering Committee meetings will include an Indoor Facility Programming focus. The anticipated agenda and discussion topics include the following:

- o Present National slide tour of Community Recreation Centers / Trends
- o Program discussion for existing facilities (May use Card Game tool)
- o Program discussion on Indoor Fieldhouse
- o Preliminary magnitude of cost estimate

Deliverables

- Schedule of meetings and agendas and key questions
- Five meetings facilitated within a one-day period
 - o Anticipated groups include:
 - Senior Recreation Program & Amenities
 - Recreation Program & Amenities
 - Aquatics
 - Golf/Snowplay
 - Outdoor Park Amenities (bocce, dog parks, pump track, trails)
- Summary of meeting findings memorandum

Task 2.2 Statistically Valid Mailed Survey of Residents – 1,800 Residents, with Open Participation Online Survey

The Master Plan will best meet the needs of the community with the use patterns, values and vision of a broad representation of its members understood. Gaining this representational input requires targeting input from citizens that typically do not participate in planning processes or who may not currently be the primary user group of parks and recreation facilities.

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Design Workshop recommends a mailed survey of households as this provides nearly every household in the IVGID a chance to be included. We recognize there may be challenges with getting such a list, but note that this was done for a previous project. There are several sources that could be used for this list. We often conduct surveys of this type by obtaining a list of all the residential addresses in zip codes that serve the District, based on the USPS Delivery Sequence File, the files used by postal carriers for mail delivery. These addresses would be geocoded and only those within the study boundaries would be eligible to receive the survey. However, we note that the 2014 American Community Survey shows the population of Incline Village to be 8,389; the number of housing units to be 7,679 and the number of households (occupied housing units) to be 3,767. This indicates that there are a large proportion of seasonal or second homes. If the desire is to target only full-time residents, other approaches may need to be taken. One possibility is to use an assessor database, and only mail to residential addresses where the mailing address of the owner is the same as the address of the property. Another possibility is to obtain a voter registration list and mail only to those registered to vote in Incline Village.

We understand that for the last survey of this nature, a copy of the survey was mailed to every household (over 7,000). Our usual methodology is to contact a sample of households, but have multiple contacts with each household in order to increase the response rate and hopefully the representativeness of the results. The selected households are contacted three times: first with a prenotification postcard informing them that their household has been selected to receive the survey and to keep an eye out for it; a survey packet mailed about a week later with a cover letter providing information about the survey and project and a postage-paid reply envelope; and finally, another week later a second survey packet in which the cover letter explains that those who have already responded should not do so again. We find we obtain about 30% of our total responses from this reminder packet, helping to boost the overall response rate.

If we selected 1,800 households to receive the survey, we would expect to receive between 180 and 450 completed surveys, a 10% to 25% response rate. The 95% confidence interval ("margin of error") around results would range from $\pm 7.3\%$ to $\pm 4.6\%$, depending on the total number of completed surveys.

The survey will also be hosted online (but with different URLs so we can track the invitation source if we provide the survey recipients with the option of completing the survey online) with an open invitation for anyone to complete it. Inclusion of the online survey website address within IVGID mailings or email messages that have wide resident distribution is an effective low-cost method to reach residents. In addition, we suggest a survey link from the IVGID's website, publicized through a variety of means, including advertisement, editorial or news story in local newspapers, public access radio, and on flyers posted at recreation centers and other key locations as well as signs along parks and along trails. The online survey will also be made available on a computer at IVGID facilities where the computer can be monitored by IVGID staff and the survey can be made available to facility users. This provides the advantage of being inclusive and not receiving the complaint of people being left out from being consulted. We will examine the results from all the sources, and report results for each group, as well as determine whether responses can be combined into a single dataset that is representative of the community using statistical adjustment such as propensity score weighting if appropriate.

Our scope of services assumes that the survey includes about 3 to 3½ pages of questions, with a ½ to 1 page cover letter. It also assumes inclusion of the open participation web version of the survey, with comparisons of results to the scientific survey. It also includes inclusion of paragraph in Spanish directing recipients how to complete the survey in Spanish (with Spanish translation of paragraph and questionnaire).

Deliverables

- Questionnaire development and Sampling/Survey Distribution Plan

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- Data collection oversight, including web survey programming
- Data Analysis and Report Preparation

Note: Survey "hard costs" include mailing list procurement, printing, postage, data entry, etc.

Task 2.3: Community Workshops

We anticipate two (2) community workshops. The first will be conducted to report and gather additional information on the state of the existing facilities and to understand what the community wants the focus of the study to be. The second will be to report on the findings of the surveys and to gather feedback on refined concepts and strategies and draft recommendations.

We will utilize instant feedback keypad polling or questionnaire cards with a followup online survey to quantitatively identify priorities and needs. Small group table discussions over maps of the District will yield input about planning for geographic areas such as trail priorities, park amenities, location for expanded services, and facility improvements. All keypad polling or questionnaire cards used during the community workshops will also be duplicated online to broaden distribution and the opportunity for community input.

Deliverables

- Meeting presentation
- Meeting agenda
- Meeting summary notes
- Keypad polling or questionnaire results report with potential online survey with FlashVote

PHASE III: IDEA GENERATION AND REFINEMENT

Information from Phases I and II will be synthesized and considered in the development of a series of recommendations and identification of facility improvements and prioritization. Ideas will be tested through the community outreach efforts outlined in Phase II

TASK 3.1: Draft Goals and Objectives and Recommendations

Based on the data collected and evaluated in Phases I and II and community engagement in Phase III, our team will begin outlining the plan concepts, goals and objectives. In order to maximize efficiencies and operations, we will identify operational changes that can address clearly identified needs. The recommendations will use the information gleaned from the inventory and assessment of current recreation facilities, programs and services and best practices to determine future facility improvements or expansions needed to meet future programming needs. Recommendations should include how existing facilities may operate slightly differently and not require a large change in order to accommodate needs.

The draft goals and objectives and recommendations will address:

- Indoor facility areas goals: Recreation Center, Chateau, Aspen Grove Diamond Peak Lodge, and a Field House
 - Multi-use opportunities at the tennis facilities
 - Programming and maximizing existing facilities and underutilized facilities
- Potential trail connections and needs
- Programming needs
- Best practices and benchmarks from comparable communities
- Performance measures

Deliverables

- Documentation of key draft goals and objectives

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TASK 3.2: Draft Recreation Facilities Capital Investment Options

Based on the inventory and assessment and community needs analysis, the Team will develop a list of Capital Improvement Options (CIO) that identifies new development and major rehabilitation of recreation facilities in order to guide future resource allocations. If the data justifies any facilities expansion, we will develop a phaseable menu of CIOs to expand the available inventory and other identified programming opportunities. A process for revising the CIO will be developed to allow flexibility for unforeseen opportunities and changes. This information will be utilized as part of the communication tools during the public meeting.

Capital and Expansion Programming: Based on the distilled data from Phases I and II, Design Workshop, with IVGID staff, will develop a program expansion document, with both phasing and scaling, to present a framework for District consideration.

Conceptual layout and building massing for the recommended indoor facilities improvements will be developed. This includes the following facilities: Recreation Center, Chateau, Aspen Grove and a Field House.

Potential operational and fiscal impacts of the proposed facility improvements will be identified. Projected staffing and operational cost increases, projected revenue increases, and possible impacts on other District facilities will be summarized. Potential funding sources will be identified.

Deliverables

- o List and Diagramming of Draft Recreation Facilities Capital Improvement Projects

Task 3.3 Order of Magnitude Cost Range for Prioritized List of Near-Term Capital Investment Options

We will develop a conceptual cost range for up to 15 possible capital improvement projects and/or expansion projects to provide relative context to the options, their programmatic benefits, and overall value to the District and its stakeholders.

- a) Design Workshop will work with District staff to provide an order of magnitude cost range for a prioritized list of up to 15 near-term capital improvement projects. This prioritized list will be developed through the Master Plan process.
- b) Methodology. As the District is aware, cost estimating at the master plan level can be inaccurate due to the limited amount of detail of material quantities and future material costs. We propose the following methodology:
 - i. With District staff, evaluate previous District cost estimates for lessons learned.
 - ii. With District staff, establish a level of program and quality for the prioritized list.
 - iii. With District staff, establish what is included in estimate (i.e., soft costs like design fees included or just material costs). Specific renovation estimates (rather than estimates for new facilities) are dependent upon the nature of the work, and can take a lot more time to provide an estimate.
 - iv. Establish benchmark costs (based on published construction information) and level of quality/finish using benchmark research for the Lake Tahoe region. The deliverable would be a cost per square foot (SF) or cost per acre with character images and general description of these benchmark projects.
 - v. With District staff, identify the measured area of improvement (i.e., 2 acre park, 100,000 SF recreation center, etc.) for the priority list.
 - vi. Apply cost/measurement benchmark (i.e., \$11/sf for low finish/low programmed park)
 - vii. Apply a contingency cost of 15 to 25%

Deferred Maintenance and Capital Renewal: We will identify and place a rough order of magnitude cost for recommended work needed to keep the existing physical assets at the same level of service over the near term. (1 to 5 years)

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PHASE IV: PLAN PRODUCTION AND ADOPTION

Information from Phases I, II and III will be synthesized and result in the creation of plan documents that are graphically engaging and accessible by the community.

Task 4.1 Community Facilities Master Plan Creation

The Master Plan will provide the District with a guiding document to inform future decisions and direction. With this purpose in mind, an engaging document with graphics to communicate ideas to the community and recommendations for implementation will be prepared. District branding will be utilized in the documents. We anticipate the document containing the following:

- a) Executive Summary
 - a. Vision
 - b. Plan Themes and Citizen Input
- b) Introduction & Plan Update Process
- c) Existing Facilities, Context and Trends
- d) Master Plan Recommendations
 - a. Facilities
 - b. Trails
 - c. Programs
 - d. Potential Operational Impacts
- e) Implementation and Operational and Financial Analysis
 - a. Priorities
 - b. Early Wins/Phases
 - c. Partnerships
 - d. Alternative Funding Sources
 - e. Metrics and Performance Measures
- f) Appendix of public input collected

It is anticipated that the District will provide a single set of comments and, with the Consultant's assistance, lead the resolution of conflicting input.

Deliverables

- Draft Master Plan document table of contents for approval
- Writing style guide and sample with document graphic design boards for approval
- Document revision cycle 1: 80 percent complete (formatted graphic document without appendices) Draft Master Plan in PDF format for review and input by the Steering Committee and District Staff

Task 4.2: Draft Document Refinement and Presentation

The project team will address the comments received and revise Master Plan and exhibits. The draft document will be prepared for distribution on the District's website to collection of comments and sent to community partners and those engaged in the previous input steps for review and comment. A presentation will be given to the District Board of Trustees for their consideration. All comments will be collected through a comment log by the client and instruction for edits provided to Design Workshop.

It is anticipated that the District will provide a single set of comments and, with the Consultant's assistance, lead the resolution of conflicting input.

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Deliverables

- Document revision cycle 2: 95 percent complete (formatted graphic document without appendices) Draft Master Plan in PDF format for review and input
- Comment Log tracking the incorporation of requested changes for revision cycle 2.
- One presentation to the District Board of Trustees
- One presentation to District stakeholders

Task 4.3: Final Master Plan and Adoption

District Staff will evaluate the comments received to determine the alterations needed to finalize the plan. The final plan will be produced with comments incorporated.

Deliverables

- Digital PDF copy of the plan documents formatted for printing purposes
- Digital PDF copy of the plan documents for Web viewing
- One adoption meeting presentation

CONDITIONS AND EXCLUSIONS

The District shall provide the following information or services as required for performance of its services. Design Workshop assumes no responsibility for the accuracy of such information or services provided by Client, and shall not be liable for errors or omissions therein. Should Design Workshop be required to provide services in obtaining or coordinating compilation of this information, such services shall be billed as Additional Services.

PROJECT TEAM

Design Workshop typically organizes projects in a team format with key responsibilities divided between the Principal-in-Charge and Project Manager. The key team members for your project are listed below:

Principal-in-Charge – Stephanie Grigsby

Stephanie will serve as Principal-in-Charge of the Master Plan project and will have primary responsibility for the overall content and quality of the services performed by Design Workshop and our consultant team.

Project Manager – Alison Cotey

Alison will serve as the Project Manager for Master Plan project and will also be responsible for leading the planning and design efforts associated with the work. Her responsibilities will include the coordination of Design Workshop's in-house design team as well as regular communication and coordination with all members of the Design Workshop's consultant team.

SCHEDULE

Design Workshop is prepared to begin services immediately upon receipt of a signed copy of this proposal from an authorized owner's representative. At this time, the following generalized schedule is anticipated:

Schedule Overview

Phase I	Discovery and Analysis	Summer 2016
Phase II	Creating a Shared Vision	Summer 2016-Summer 2017
Phase III	Idea Generation and Refinement	Fall/Winter 2016/2017
Phase IIII	Plan Production and Adoption	Spring/Summer 2017

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FEES AND EXPENSES

1. Basic services

Compensation to Design Workshop for the services described herein and in accordance with the conditions of this agreement shall be as follows for a lump sum fee estimated as follows:

Phase I	Discovery and Analysis	\$ 69,375
	Task 1.1: Project Startup & Kickoff Meetings	\$9,115
	Task 1.2: Data Gathering & Doc. Summaries	\$6,690
	Task 1.3: Facilities & Operations Assessments	\$27,140
	Task 1.4: Tech. Memo and Trends Report	\$10,365
	Task 1.5: Project Mngmt & Progress Reports	\$16,065
Phase II	Creating a Shared Vision	\$47,535
	Task 2.1: Focus Group Meetings	\$18,160
	Task 2.2: Stat. Valid Survey & Online Survey	\$19,595
	Task 2.3: Community Workshops	\$9,780
Phase III	Idea Generation and Refinement	\$54,485
	Task 3.1 Draft Goals, Obj. & Recomm.	\$23,680
	Task 3.2: Draft Rec Fac, Cap. Invest. Opt.	\$20,945
	Task 3.3: Cost Range for Priorities	\$9,860
Phase III	Plan Production and Adoption	\$44,440
	Task 4.1: Master Plan Creation	\$19,510
	Task 4.2: Doc. Refinement & Presentations	\$18,355
	Task 4.3: Final Master Plan and Adoption	\$6,575
	Total Professional Fees	\$215,835

This represents the project budget for the tasks identified in the Scope of Work. The project costs for services within these tasks shall not exceed \$255,250 unless additional services are authorized by client in writing.

2. REIMBURSABLE EXPENSES

Reimbursable Expenses are in addition to compensation for Basic Services. Reimbursable expenses incurred by Design Workshop and consultants directly related to the project such as, but not limited to, travel, photography, telephone charges, video conference charges, and printing expenses shall be billed at Design Workshop's cost.

Anticipated hard costs associated with the survey: \$6,480
Anticipated cost of other reimbursable expenses is: \$12,725
Total anticipated reimbursable costs: \$19,205

3. ADDITIONAL SERVICES

Services in addition to those described above are to be compensated on a Time and Materials basis per Design Workshop's current published rate schedule. Additional services will include (but are not limited to) redesign of previously approved work, major revisions to program and/or expansion of scope of services. Whenever practical, changes, additions, or modifications to the scope of services shall be authorized by written change request; however, the absence of such a written change order shall not act as a bar to payment of fees due Design Workshop, provided the change was in fact approved and ordered by the Client.

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PAYMENT TERMS

1. This is a lump sum contract and will be billed monthly as a percentage completed for each phase of the work.
2. Invoices will be mailed from Design Workshop's office by the 10th of each month. Invoices are payable within 30 days of the date of billing. Invoicing shall be specific to each major task and will describe the completed portion of the services.
3. Extensive itemized breakdowns of hourly activities or provision of detailed backup for reimbursed expenses for accounting purposes are not a normal procedure; however, at the Client's request, Design Workshop will provide this service at an hourly rate of \$65 (sixty-five dollars) per hour.

ACCEPTANCE

1. This Agreement is entered into between Design Workshop, Inc. and (Incline Village General Improvement District), owner or reputed owner of the property to be benefited by Design Workshop's services.
2. If this contract meets with your approval, please sign below and return one (1) copy for our file.
3. If this agreement is not accepted within two (2) months from the date of receipt, the offer to perform the described services may be withdrawn and Design Workshop may renegotiate this proposal.
4. The Client agrees that they have read and understood the Contract Provisions attached hereto and incorporated herein by reference.

DESIGN WORKSHOP, INC.

By:  Date: July 15, 2016

Title: Principal

APPROVED BY CLIENT:

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

By: _____ Date: _____

Title: _____

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Project Summary

Project Number:	4999RS1603	Active:	Yes
Title:	Parks and Recreation Master Plan Update		
Asset Class:			
Division:	99 - Other Recreation		
Budget Year:	2016		
Scenario Name:	Main		
Budget Status:	Data Entry		
Locations:			
Project Something:	RS - Recreation System		

Project Description			
This project will provide a comprehensive update to the District's Parks and Recreation Master Plan. Doing so provides the District with a multi-year plan for capital projects to replace, enhance, and expand the existing District Recreation Facilities and offerings. The Master Plan Update will address, at a minimum, IVGID Parks (Preston Field, Incline Park, Village Green, etc), Aspen Grove, the Recreation Center, the Chateau, Tennis, and the District's Administrative Offices. It will also incorporate the recent facility analysis and master planning completed at the IVGID Beaches, the Championship Golf Course, the Mountain Course, and Diamond Peak.			
Project Internal Staff			
Engineering Department will manage the project with support from Parks and Recreation Staff.			
Project Justification			
The District's Parks and Recreation Master Plan, issued in 2000, is largely complete and is in need of updating. There is significant discussion occurring in the community as well as with the Board of Trustees about the need for the District to expand the Recreation Center, enhance/expand the aquatics facilities, enhance Tennis, expand the bocce facilities, expand the skate park, construct a bicycle pump track, and create a formal dog park. Prior to undertaking any of these significant investments, the District must update the Parks and Recreation Master Plan to ensure any future investment in infrastructure is done in a comprehensive and well planned manner.			
Forecast			
Budget Year	Total Expense	Total Revenue	Difference
2016			
Internal Services	50,000	0	50,000
Master Plan Update	200,000	0	200,000
Year Total	250,000	0	250,000
	250,000	0	250,000
Year Identified	Start Date	Project Partner	Manager
2015			Engineering Manager
			Est. Completion Date



Award of Contract

Community Services Master Plan

Beaches, Parks, Recreation, Diamond Peak Ski Resort, The Golf Courses at Incline



Sharon Heider
Director of Community Services





RECOMMENDED ACTION:

That the Board of Trustees makes a motion to:

Authorize a design services contract with Design Workshop totaling \$215,835 for Community Services Master Planning services.

Authorize Staff to execute the contract documents based on a review by District Counsel and Staff.



Why do we need a Community Services Master Plan?

A Master Plan is a road map for the next 10 to 15 years

Existing plan is over 15 years old and largely completed

Understand current community desires and tailor the community facilities, programs, and services for the future

Evaluate existing programs

Look at trends

Coordinate and unify varied facility and program needs identified in venue studies

Coordinate competing priorities within the General, Capital Improvement, and Beach funds



Selection Process:

- This item is not subject to competitive bidding within the meaning of Nevada Revised Statute (NRS) 332.115 as described in subsection (b) Professional Services.
- Additionally, per NRS 625.530, selection of a professional engineer or registered architect to perform work on public works projects (where the complete project costs exceed \$35,000) is to be made solely on the basis of the competence and qualifications of the engineer or architect and not on the basis of competitive fees.
- Publically advertised a request for qualifications for architectural and engineering services.
- Staff and Trustee Dent interviewed respondents for overall experience and review of equivalent projects completed.
- Design Workshop is located in South Lake Tahoe and is a nationally recognized firm that specializes in public recreation master planning and landscape architecture and had the best understanding of the specific needs and desires of this community.



Scope of work for an 18 month to two year process:

- Community Workshops
- Focus group interviews
- Statistically valid survey of parcel owners, pass holders, and residents
- Evaluation of existing facilities, programs, and services
- Trend analysis
- Conceptual plan preparation as needed
- Master Plan preparation, dissemination, and approval



RECOMMENDED ACTION:

That the Board of Trustees makes a motion to:

Authorize a design services contract with Design Workshop totaling \$215,835 for Community Services Master Planning services.

Authorize Staff to execute the contract documents based on a review by District Counsel and Staff.

ATTACHMENT B

Community Services Master Plan

August 2019



Letter from Board of Trustees

The Community Services Master Plan is an important road map for maintaining and enhancing existing amenities while also providing new features and opportunities for our residents to enjoy. This is why the community's engagement in the process has been so valuable. With the help of Design Workshop and IVGID staff, the community enthusiastically participated in the several community workshops, user group discussions, and surveys we conducted.

"The Community Services Master Plan is an important road map for maintaining and enhancing existing amenities while also providing new features and opportunities for our residents to enjoy."

The Board of Trustees are incredibly grateful for the tremendous level of engagement and support by everyone who participated. The results from our community outreach was a true testament to the pride of our community. Your Board of Trustees will use this plan as a guide for the future of IVGID community services and we are excited to move forward.

Incline Village Board of Trustees

Kendra Wong, Chairwoman

Philip Horan, Vice Chairman

Peter Morris, Treasurer

Tim Callicrate, Secretary

Matthew Dent, Trustee



Design Workshop | Lloyd Consulting Group |
Barker Rinker Seacat | Ballard King | National Research Consultants

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- Who They Serve
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6 | The Plan **PAGE 129**

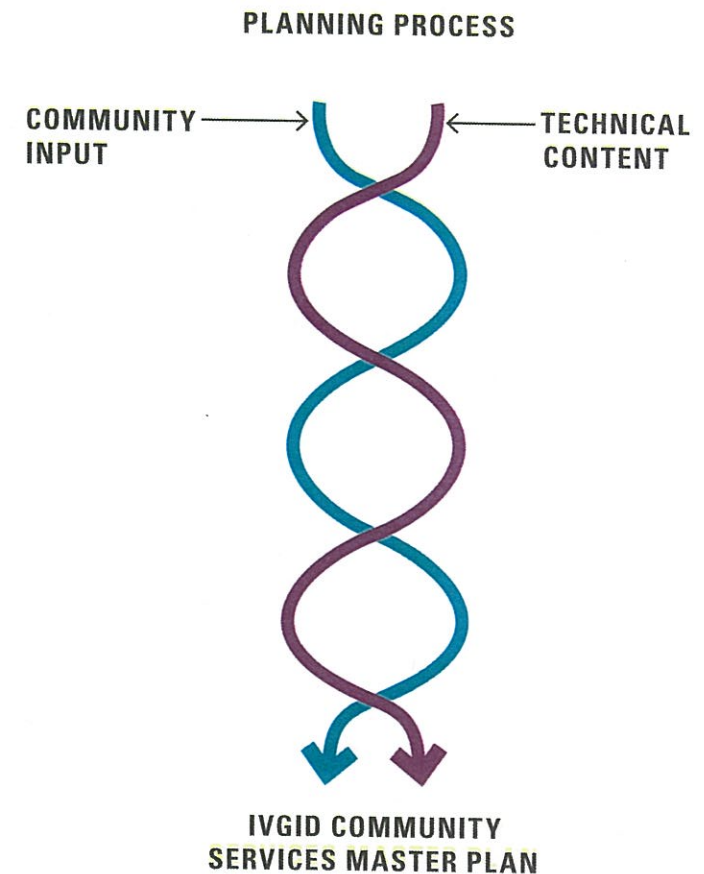
- Prioritization Criteria
- Plan Recommendations
- Implementation

Executive Summary

The Community Services Master Plan (CSMP or Master Plan) provides a comprehensive picture of the beaches, parks, fields, open spaces, recreation programs, and built facilities that serve residents and guests of the Incline Village/Crystal Bay community. These facilities, amenities, and programs are collectively referred to as “community services”. The work completed as part of the Master Plan was evaluated along with recommendations and opportunities presented in other studies, reports, and master plans related to Incline Village General Improvement District’s (IVGID’s or District’s) community service facilities, such as the Tennis & Pickleball Center, the golf courses, beaches, and Diamond Peak Resort.

The document is organized into six chapters and describes the condition of the existing community services, summarizes community input and needs, balances feedback with professional assessments and recreation trends, and evaluates potential opportunities to address needs by describing best practices and conducting site testing. A series of top tier and second tier recommendations are identified to move forward in the final chapter of the Master Plan. Overall, the highest priority is for the District to focus on continuing to provide the high-quality facilities and services it currently offers. As partnerships and funding become available, additional projects that have been identified or listed as aspirational may be considered to move forward.

The Master Plan is a long-range plan. It provides a road map for maintaining and/or revitalizing existing community amenities and/or expanding venues to provide features to meet community needs. It celebrates what the District has achieved and outlines opportunities for enhancing community services to residents and their immediate guests.



A road map to maintain and/or reinvest in community services to meet the needs of the Incline Village/Crystal Bay community

Executive Summary



1 | Introduction

Vision, Goals, & Plan Elements



Vision and Mission

Community services include all of the services and facilities the Incline Village General Improvement District (IVGID or the District) provides to improve the quality of life for Incline Village and Crystal Bay residents. For many, recreation and proximity to the beauty of the Lake Tahoe region are essential elements of their well-being. IVGID's mission to "deliver exemplary recreational experience...while striving for fiscal and environmental sustainability" reflects this importance.

"deliver exemplary recreational experience...while striving for fiscal and environmental sustainability"

Incline Village and Crystal Bay border Lake Tahoe's northeastern shoreline in Nevada. The communities are nestled between public lands and Lake Tahoe. State Route (SR) 28, one of the nation's first National Scenic Byways, links the two communities. U.S. Forest Service lands border the District's northern, western, and eastern boundaries and Lake Tahoe Nevada State Park lies to the southeast. The District's proximity to nature's beauty and recreation opportunities draws young families and retirees who have a deep appreciation for the environment and enjoy the social connections formed by their use of the District's community services.

The Community Services Master Plan (Master Plan) is a long-range plan that provides a road map for maintaining and/or revitalizing existing community amenities and/or expanding venues to provide features to meet community needs. It encompasses recommendations from previous assessments and planning documents for facilities such as the Tennis and Pickleball Center, the beaches, and Diamond Peak. The Master Plan is based upon the best practices and trends for parks and recreation, while prioritizing community needs and the particular characteristics for Incline Village and Crystal Bay residents.

The Master Plan celebrates what the District has achieved and outlines opportunities for enhancing community services to residents and their immediate guests.

IVGID Community Services

- ***Beaches***
- ***Parks, Fields, and Open Spaces***
- ***Recreation Programs***
- ***Recreation Center***
- ***Tennis & Pickleball Center***
- ***Golf Courses***
- ***Diamond Peak Ski Resort***



Goals

The Incline Village Parks and Recreation Department offers community members and visitors, regardless of age, background, or social circumstances, the opportunity to enjoy well-maintained, beautiful parks, athletic fields, and trails. In addition, community members and visitors can experience a wide range of outdoor/indoor activities, classes, events, and programs as well as membership participation in a full-service Recreation Center with a pool and a Tennis and Pickleball Center.

The Master Plan centers on six key project goals that are a combination of community input and the missions of IVGID and the Parks and Recreation Department. The focus of enhanced community services is first for residents and their immediate guests. Where capacity exists (occasions when fields, parks, and other facilities or programs are not being used by residents), the District makes the facilities available to visitors in order to use that revenue to offset costs to residents.

The six key project goals of the Master Plan are as follows:

- 1 Provide opportunities for residents to maintain and improve their health.
- 2 Promote a more beautiful community and greater sense of place.
- 3 Provide recreational, social, and health strengthening opportunities with a focus on older adults, children, and teens.
- 4 Respond to the needs and priorities of residents and their immediate guests.
- 5 Address the best practices and needs of the District and its particular demographic and environmental considerations.
- 6 Strive for fiscal and environmental sustainability.

Survey respondents identified providing opportunities for improved health, promoting community beauty/sense of place, and providing recreational and social opportunities as primary purposes of IVGID Community Services.

Plan Elements & Objectives

Over the next 10 to 20 years, IVGID should focus on improvements in five areas in order to meet community needs: trails; parks, open space, and snow play; fields; built facilities; and programs. Objectives within each of the elements describe concepts that could enhance the system. Analysis and Site Testing (Chapter 4) starts on page 28 and describes key findings which led to the development of the objectives. Chapter 4 also includes a set of conceptual plan scenarios used to evaluate how resources could be used to meet recreation needs.

Chapter 6 (The Plan) summarizes the priority recommendations and refers to other recommendations made through related recreation and facility planning documents.

Trails

Provide opportunities for community interactions and socialization along a connected linear park system that encourages walking and biking and provides places to stop and gather.

Support trail planning of the high country to identify appropriate uses and locations. Determine appropriate access points, while respecting neighborhood needs and addressing parking issues.

Develop a visually attractive wayfinding program for IVGID facilities and trail system.

Parks, Open Space, & Snow Play

Address unmet community needs for park uses.

Reorganize park uses to minimize user conflicts and maximize the use of existing parks.

Enhance the area's sense of place by considering opportunities for parks to be "community hubs" and designing "streets as parks".

Continue to reinvest in existing facilities to address deferred maintenance and provide quality facilities.

Implement recommendations from the *Beaches Recreation Enhancement Opportunities Plan*.

Implement recommendations from assessments of the golf courses.

Consider opportunities for winter recreation (such as an ice rink) and snow play near The Chateau at the Championship Course and other locations.

Continue partnerships for Nordic trail grooming at the Mountain Course when snow cover is adequate.

Evaluate opportunities to provide enhanced access to Nordic trails and snow play areas.

Fields

Increase field inventory to accommodate scheduling for existing and future programs and continually review to identify needs and issues.

Construct dedicated rectangle fields with a range of sizes to serve youth and adult needs.

Consider both short- and long-term costs and benefits prior to the selection and utilization of synthetic turf and lighting.

Built Facilities

Renovate and/or expand the Recreation Center or develop additional recreational buildings on the existing Recreational Center campus in order to address the lack of meeting room space, over use of the gymnasium, inadequate exercise and fitness studios, and conflicting needs of aquatic users.

Reinvest in existing facilities such as The Chateau and Aspen Grove to better support rentals and outdoor uses.

Implement the *Diamond Peak Master Plan*.

Implement recommendations from the *Tennis Center Facilities Assessment and Master Plan*.

Programs

Grow opportunities for children, youth, seniors, and wellness/fitness.

Develop a Recreation Program Plan to identify program priorities and track trends to adjust programming and leverage services offered by other individuals or organizations.

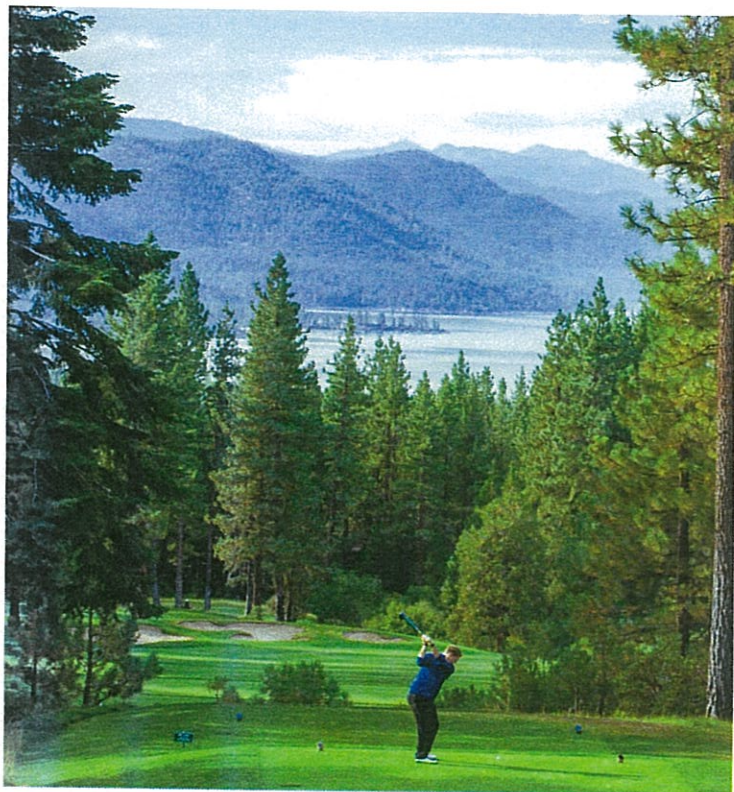
Consolidate indoor programs and services into the Recreation Center, as appropriate.

Increase emphasis on partnerships with other community groups and organizations.

2 | Plan Purpose

**Importance of Community Services
Public Engagement Highlights**

Community Services Planning



The Community Services Master Plan provides a decision-making framework to guide what IVGID Community Services should provide to best serve its residents over the next 10 to 20 years.

Community Services encompass the Beaches, Parks, Recreation Programs, the Recreation Center, the Tennis and Pickleball Center, the Golf Courses at Incline Village, and Diamond Peak Ski Resort.

The last master plan effort was in 2000 when the Incline Village Recreational Facilities Master Plan was completed. Updating these plans every ten to fifteen years is a good practice as it provides a road map for maintaining and/or revitalizing the existing community amenities and/or expanding the venues to provide new features based on community needs.

The goal is to develop a long-range community services master plan to identify and plan for the future of community-driven recreation activities and facilities in Incline Village and Crystal Bay. To date, IVGID has undertaken significant efforts to assess many of the existing recreation facilities and operations and has developed planning documents, by venue, that identify the capital maintenance needs as well as the operational enhancement and future infrastructure investment opportunities. Throughout this project, public meetings and community surveys were conducted to assess expectations, help set priorities, evaluate the opportunities for additional/expanded recreational offerings and facilities, and if identified, assess the community's willingness to fund new or different facilities and programs. Ultimately, this process hopes to identify what IVGID Community Services should be to best serve its residents in the next 10 to 20 years.

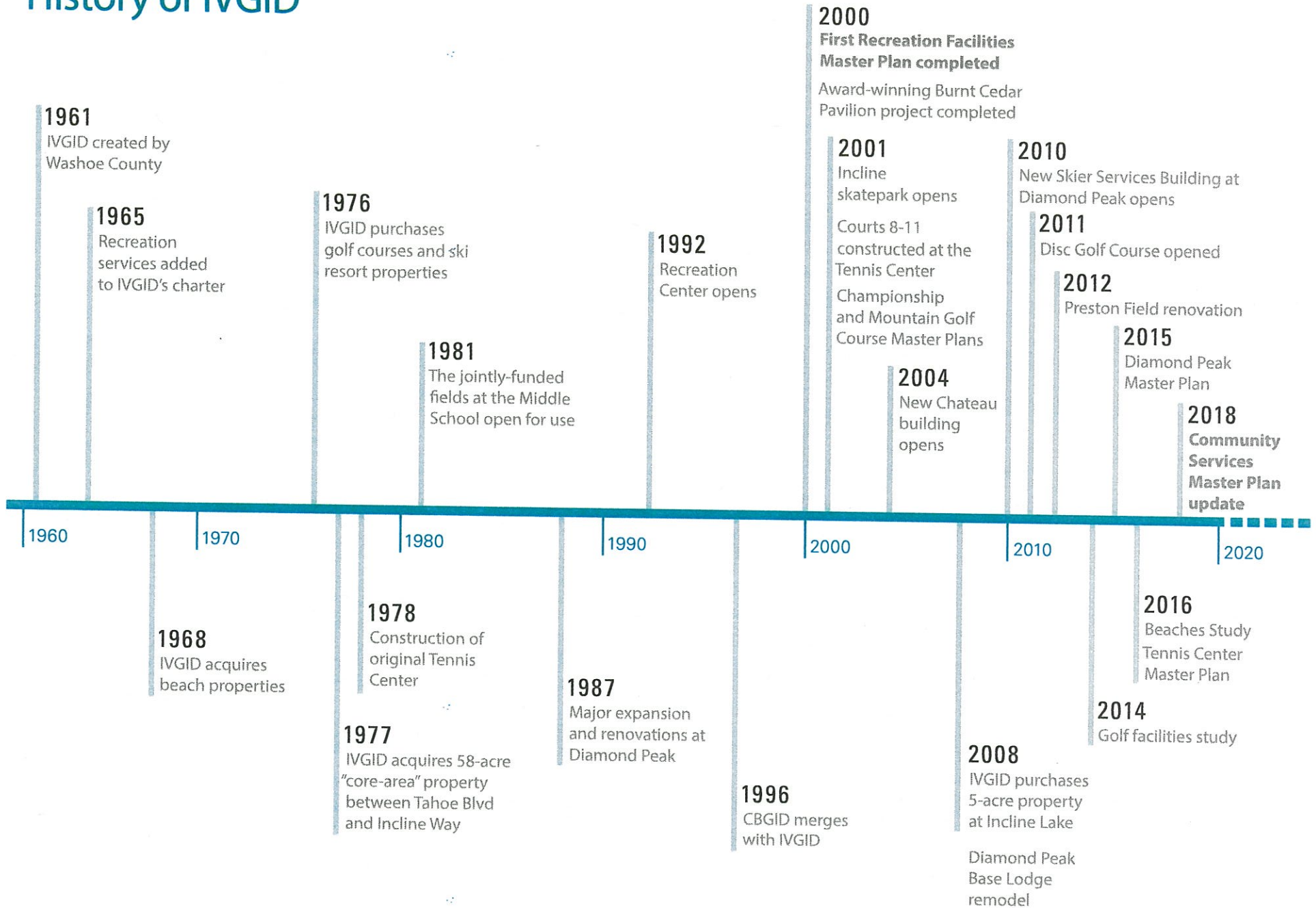
HISTORY OF IVGID

In 1960, the Crystal Bay Development Company acquired 9,000 acres in "Incline Valley" and began developing plans for a "superior residential, cultural, and resort community". The 1961 economic report stated that "careful consideration has been given to planning Incline Village in order to emphasize the advantages of its setting and to provide the most desirable arrangement of its community and resort facilities for the benefit of its residents and guests... The basic concept for Incline Village is that of a new residential and resort community to provide a full spectrum of community facilities and recreational opportunities."

Over the past five decades, many facilities have been constructed for the purpose of providing a wide variety of year-round recreation opportunities for the residents and property owners of Incline Village and Crystal Bay.

The Incline Village General Improvement District (IVGID) was established in May of 1961 as a local government under Nevada State law. Its charter was to provide basic utility services for Incline Village and Crystal Bay. Recreation services were added to the charter in April of 1965. IVGID determines what facilities and services it should offer that will preserve or enhance the general health, safety, and welfare of the community.

History of IVGID



Importance and Benefits of Community Services



Public spaces encourage physical activity, connect people to nature, and provide respite from daily life and stress.

Parks, trails, and open space play an important role in keeping communities thriving and healthy. With growing rates of public health concerns like obesity, heart disease, and mental health, providing access to quality public open space and recreation is a vital component to promoting the well-being and longevity of our communities. These public spaces encourage physical activity, connect people to nature, and provide respite from daily life and stress.

Parks and trails also contribute to placemaking and help to create Incline Village and Crystal Bay's distinct identities. Recreation spaces are often community focal points and sources of great pride that preserve cultural and natural resources. Parks offer enormous social capital by providing spaces to gather, celebrate, and recreate. Their public accessibility plays an important role in advancing social equity.

The environmental benefits of open space are especially relevant in the natural surroundings of the Tahoe Basin. Parks promote biodiversity and provide great ecological value. The increased vegetation and tree canopy improves air and water quality, reducing urban heat-island effect and stormwater runoff. The immense acreage of preserved open space in the Tahoe Basin reduces the amount of buildable land, maintains a lower population density, and helps ensure public lands will remain accessible in spite of nationwide and regional growth trends.

Green space is an important quality of life factor that people are willing to pay for. An ongoing study from the Trust for Public Land finds that approval rates exceed 75% for voter-supported bond measures that provide funding for open space conservation and acquisition (National Recreation and Parks Association). These parks and open spaces, in turn, increase property values and improve the tax base by attracting new residents and businesses to the area who consistently cite quality parks systems as a major reason for relocating.

Public Engagement Highlights

Identifying how community services can meet needs and provide high quality recreation opportunities starts with the residents themselves. A variety of engagement methods were used:

- Focus group meetings with “super users”
- IVGID staff interviews
- Public workshops in both winter and summer seasons
- Statistically-valid mail/email survey
- Open participation on-line survey with hard copies available at the Recreation Center
- Input from IVGID’s Board of Trustees

These engagement methods collected the input of over 1,500 residents. The goal was to gather public opinion through multiple avenues to capture responses ranging from the casual user, to the seasonal homeowner, to the highly involved daily user. Generally, these meetings and surveys found that residents are happy with the services provided by IVGID and rank the quality as excellent or very good.

Survey questions were asked during the two public workshops. A statistically valid survey was mailed and emailed to a random sampling of parcel owners. An on-line version of the survey was available to the broader public. These questionnaires sought more detailed input from the community about how often they use services, what they thought worked well, and where were the potential issues. Responses from these surveys were used to identify the major priorities of concern and opportunity for the recommendations within this Master Plan.



Public Engagement at a Glance - a quick summary of the engagement opportunities that occurred during the process of this Master Plan update.

3 | Our Community

**What We Have
Who We Are
Trends & Needs**

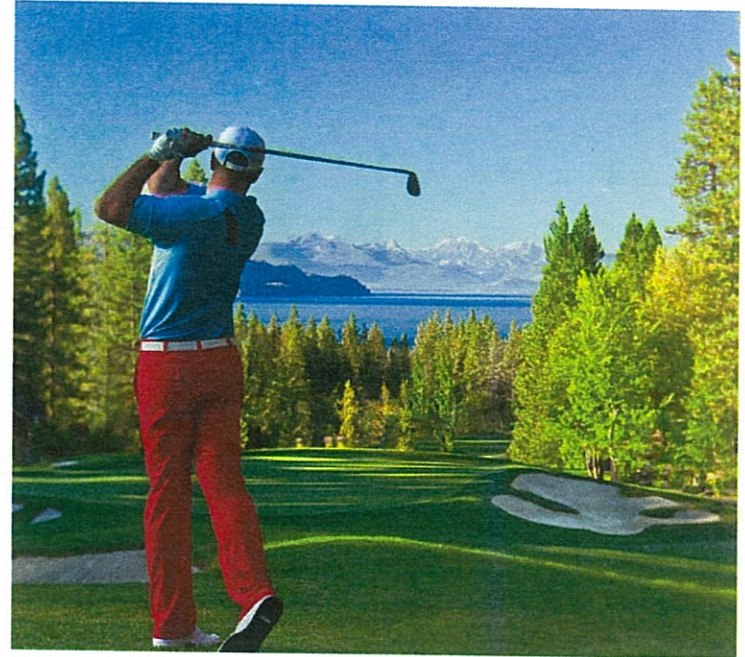
What We Have

The parks and open space system available to residents and visitors in Incline Village and Crystal Bay helps define the community's identity. IVGID owns or manages over 1,500 acres of parks and open space accessible to its users. The system is a vital part of the community fabric that attracts new residents to the area and keeps locals here for a lifetime.

IVGID's park properties provide a wide array of recreation activities for all ages. IVGID's facilities include three restricted-access beaches, two golf courses, a ski resort, four multi-use ball fields, 11 tennis and pickleball courts, a recreation center, a community center and event space, playgrounds, multi-use lawns, bocce courts, a fitness trail, and disc golf. Committed to catering to the specific recreation needs of the community, IVGID also offers over 100 programs, classes, and clinics year-round.

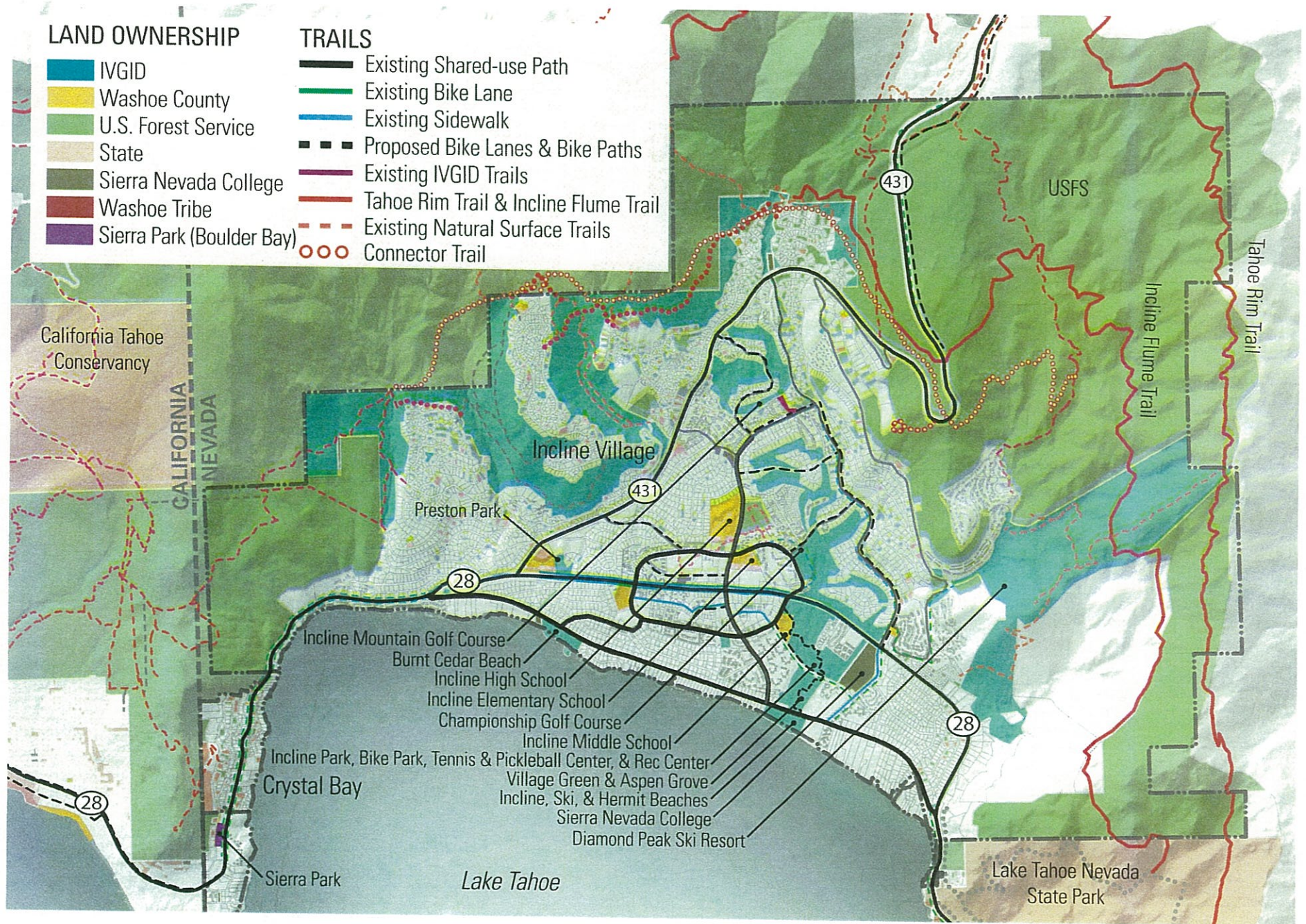
The Incline Park, Incline Bike Park, Village Green, and Recreation Center properties – IVGID's "core area" – also provide a natural surface trail network that laces together the many fields, facilities, and recreation activities found in that area.

Together, each of these elements create a thriving parks and recreation system that provide the residents of Incline Village and Crystal Bay with spaces to exercise, socialize, relax, and connect to the stunning natural surroundings of Lake Tahoe.



IVGID owns or manages over 1,500 acres of parks, beaches, golf courses, ski resort, and open space.

Parks, Trails, and Open Space



Parks & Open Space - Inventory Matrix

PARK	SIZE (acres)	FACILITIES										AMENITIES										FURNISHINGS								
		Concession Building	Restrooms (not sanihuts)	Off-Street Parking	On-Street Parking	Lighting (Field & Court)	Group Picnic Area	Plaza/Hardscape Area	Full-Service Restaurant	Meeting Space Rental	Playgrounds	Skatepark	Bocce Ball Area	Tennis & Pickleball Courts	Basketball/Gymnasium	Volleyball Court	Baseball/Softball	Football	Soccer	Multi-Use Field	Swimming Pool	Exercise Equipment	Trails	Boat Ramp	Benches	Bike Racks	Barbecues	Picnic Tables	Drinking Fountain	Trash Receptacles
PRESTON FIELD	5.49		●	●		●	●			●						●		●	●					●		●	●	●	●	●
VILLAGE GREEN	17.97		●	●	●		●											●	●		●	●		●	●	●	●	●	●	●
ASPEN GROVE	3.39		●	●			●		●									●	●		●	●		●	●	●	●	●	●	●
TENNIS AND PICKLEBALL CENTER	18.37	●	●	●								●												●		●	●	●	●	●
REC. CENTER	16.17	●	●	●					●				●	●	●					●	●			●	●	●	●	●	●	●
INCLINE PARK	20.59		●	●		●	●			●	●		●	●	●			●	●		●	●		●	●	●	●	●	●	●
INCLINE BEACH	5.90	●	●	●	●					●					●			●	●					●	●	●	●	●	●	●
SKI BEACH	7.93		●		●						●				●									●	●	●	●	●	●	●
BURNT CEDAR BEACH	9.04	●	●	●	●					●					●					●	●			●	●	●	●	●	●	●
DIAMOND PEAK	363.4	●	●	●					●															●		●	●	●	●	●
CHAMPIONSHIP GOLF COURSE	134.0	●	●	●				●	●															●			●	●	●	●
MOUNTAIN GOLF COURSE	68.98	●	●	●																				●			●	●	●	●
INCLINE ELEM. SCHOOL	8.69			●					●				●						●					●	●			●	●	●
INCLINE MIDDLE SCHOOL	6.00			●									●											●	●		●	●	●	●
INCLINE HIGH SCHOOL	22.50			●		●							●	●			●							●	●			●	●	●
WEST & EAST PARKS	1.87																							●	●			●	●	●
SIERRA PARK (IN BOULDER BAY)	2.7			●																				●		●		●	●	●

Who We Are

Planning for the future of parks, trails, and open space requires understanding the people who use the system today and anticipation of population changes in the future, including age group compositions, income levels, residency, and the community's racial/ethnic diversity. The significant trends and implications for parks and recreation in the IVGID service area include age, residency, income, tourism, and race.

AGE

Looking at age segments, the IVGID service area has an older population, with a median age of 48.5. For reference, Nevada's median age is 36.9 and the U.S. median age is 37.4. In 2016, 23.1% of the population was 65 or older. In 2021, that percentage will increase to 27.3%. National and statewide trends describe similar situations with an aging population and the tendency for young adults to move to urban areas.

Seventeen percent of Incline Village residents and 7% of Crystal Bay residents are below the age of 18. Washoe County school enrollments in Incline Village/Crystal Bay has declined from 2013/2014 to 2017/2018 school years. This trend mirrors California and Northern Nevada demographic changes. The *2017 Nevada Education Data Book* shows that California projects an enrollment decrease of 1.4% from 2013-2025. Washoe County school enrollment decreased 2% from 2006/2007 to 2015/2016. Carson City and Douglas County saw similar decreases.

From 1998/1999 to 2011/2012 Washoe County's Incline Village school enrollment declined 39%. It stabilized from 2012/2013 to 2013/2014 and then began decreasing again in 2014-2015.

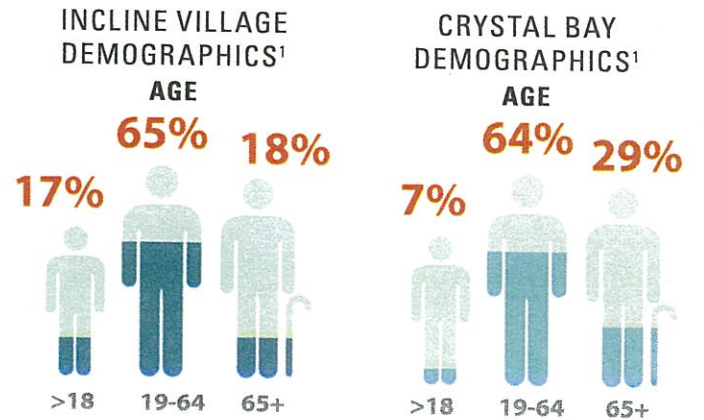
IVGID's community services should continue to evaluate enrollment numbers and adjust programming and facilities accordingly. Seniors appreciate walking loops, outdoor fitness opportunities, and the ability to easily access and appreciate the outdoors. A strong system of recreation offerings can also help attract families and others who appreciate the lifestyle and access to open space that Incline Village and Crystal Bay offer. Children require opportunities to establish life-long connections to nature through both structured and unstructured play and recreation that may include sports and exploratory play. Survey respondents reinforced the need for programming and parks to provide for children, especially since many second homeowners may have their children and grandchildren visit and recreate during the summer.

RESIDENT STATUS

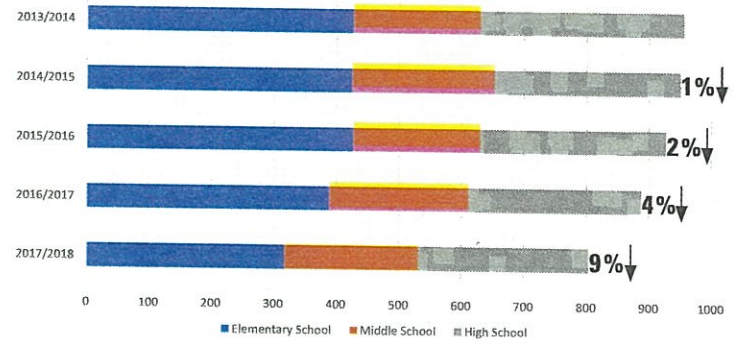
While Incline Village is the second largest community around Lake Tahoe (the population was 8,777 according to the U.S. 2010 Census), there are a large percentage of second home owners in the area. Approximately 3,483 (46.5%) of the 7,486 housing units in Incline Village are used for seasonal, recreational, or occasional use (ACS 2011 5-year, tables: DP04, B25004). However, water and sewer usage patterns suggest this number might actually be closer to 60 percent*. Although second homeowners may visit year-round, most return to the area during the summer months, reflected by an increase of residents during May and June.

* Specific data for use patterns of second homeowners, like days stayed per season, number of guests they host, or preferred leisure activities, were not available for this document.

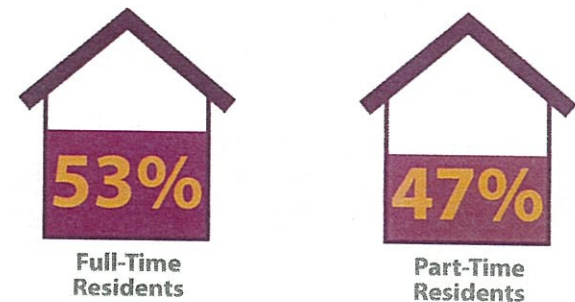
¹ Demographic data provided by the U.S. Census Bureau and the Environmental Systems Research Institute, Inc. (ESRI), acquired in March 2018. The data reflects actual numbers reported in the 2010 Census, and Incline Village and Crystal Bay estimates for 2016 and 2021.



SCHOOL ENROLLMENT



RESIDENT STATUS



Who We Are

The distribution of year-round and seasonal residents has implications for community services. Some typical parks and recreation trends may not be as applicable for seasonal residents. However, IVGID must serve its permanent population, which includes young families who need access to more traditional park and recreation facilities. Therefore, the District should accommodate those uses, but do so based more on actual use and projected demands instead of national standards that may be less relevant.

INCOME

Incline Village and Crystal Bay both have median household incomes that are much higher than the national median household income of \$54,149, with a combined median income of \$69,486 for the two communities. Additionally, the median home value for the area is \$790,120, with 30 percent of homes valued at over \$1 million. Median income levels and home values indicate a wealthier population that may have more leisure time and expect superior levels of recreation facilities and programs. IVGID should continue to have exceptional service levels as part of their District vision and mission.

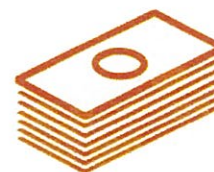
TOURISM

The North Lake Tahoe Visitor's Bureau (NLTVB) reports that summer is the busiest season for tourism, with 48% of annual visitors coming to north Lake Tahoe during these months. Second is winter with 22% of vacationers, followed by fall at 17%, and then spring at 12%. The tourist demographic tends to include more families with children during the summer and older or retired couples during the winter. The majority of the tourists visit from California, staying for longer durations the further they traveled, and visited to sightsee, hike, shop, and dine.

The opportunity for IVGID to offer facilities that are otherwise not being used to their residents' guests and other community visitors allows the District to generate revenue to defray costs that would otherwise be born solely by the community members. The District should continue to balance operations by first meeting resident needs and then identifying excess capacity opportunities for funding sources.

INCLINE VILLAGE DEMOGRAPHICS¹

MEDIAN INCOME



\$70,964

CRYSTAL BAY DEMOGRAPHICS¹

MEDIAN INCOME



\$64,864

TOURISM



Visit in the Spring



Visit in the Summer



Visit in the Fall



Visit in the Winter

Who We Are

RACE

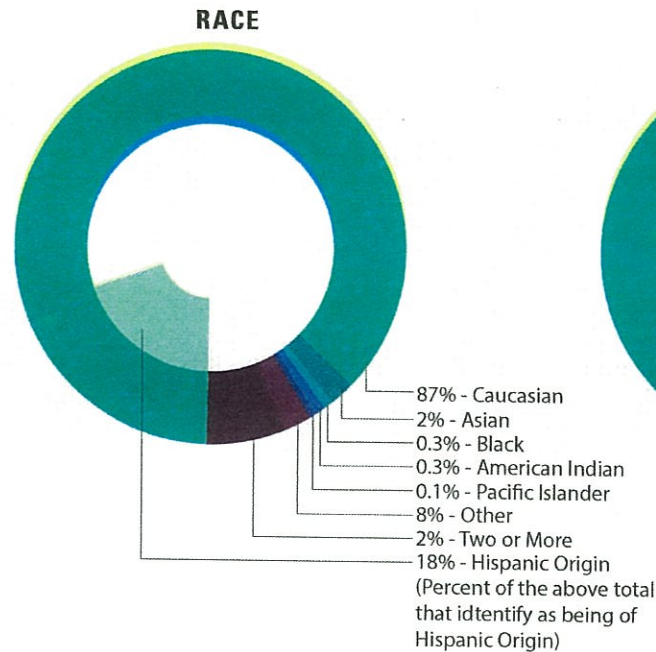
The ACS 2016 population estimate for IVGID service area reveals the area's current population predominantly identifies as White (85.8%) with 18.7% who identify as Hispanic/Latino origin. The projections for 2021 anticipate the racial distribution to remain relatively unchanged, with a slight decrease in the White demographic, coinciding with a slight increase in population for Hispanics (increase to 20.5% of the population in 2021).

This demographic shift is consistent with trends throughout the state and other parts of the country and is an important factor when planning for parks. For example, the 2016-2021 Nevada Statewide Comprehensive Outdoor Recreation Plan (SCORP) reported trends toward diversity, specifically with an increase in Hispanic/Latino populations. The Nevada SCORP noted that Latinos spend more per capita on outdoor gear than any racial group, including Whites, and that they consistently express deep attachment to public lands.

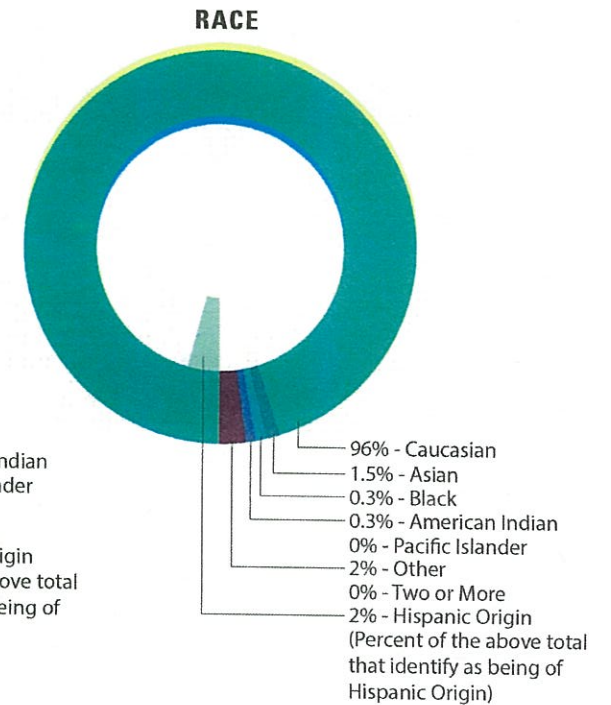
In consideration of neighboring states, the California SCORP describes that park usage amongst the Hispanic population includes day-use visits to outdoor recreation sites close to home in order to spend time with nuclear and extended families. Average group sizes range from eight to fifteen people, and these gatherings can last anywhere from six to ten hours.

The District should recognize the community's increasing diversity which has implications for the types of sports and programming offerings and the need to accommodate larger group gatherings in their parks.

**INCLINE VILLAGE
DEMOGRAPHICS¹**



**CRYSTAL BAY
DEMOGRAPHICS¹**



Trends

TRENDS

Although the Incline Village/Crystal Bay community is distinct from other cities around the country, there are trends IVGID should consider as it plans for community services over the next 10 to 15 years. In addition to the previously discussed regional and national demographic trends, following are trends seen in other resort communities and nationally which may influence the Incline Village/Crystal Bay community:

- Trail systems (both paved and unpaved) to serve a range of uses and experience levels
- High quality playing fields to accommodate more use hours and enhance safety
- Dedicated dog parks
- Bocce
- Lacrosse
- Pickleball
- Adaptive/inclusive playgrounds
- Adventure playgrounds and “exploratory” play
- Splash pads
- Bike parks and pump tracks
- Beach volleyball
- Indoor play fields
- Multi-generational parks and community centers
- Recreational or leisure aquatic centers
- Growth in size of community recreation centers (average size is between 70,000 and 80,000 SF)
- Indoor field houses with artificial turf to support field sports

Additional trends are described in Chapter Three as they relate to key takeaways and recommendations for park and field elements and built facilities.



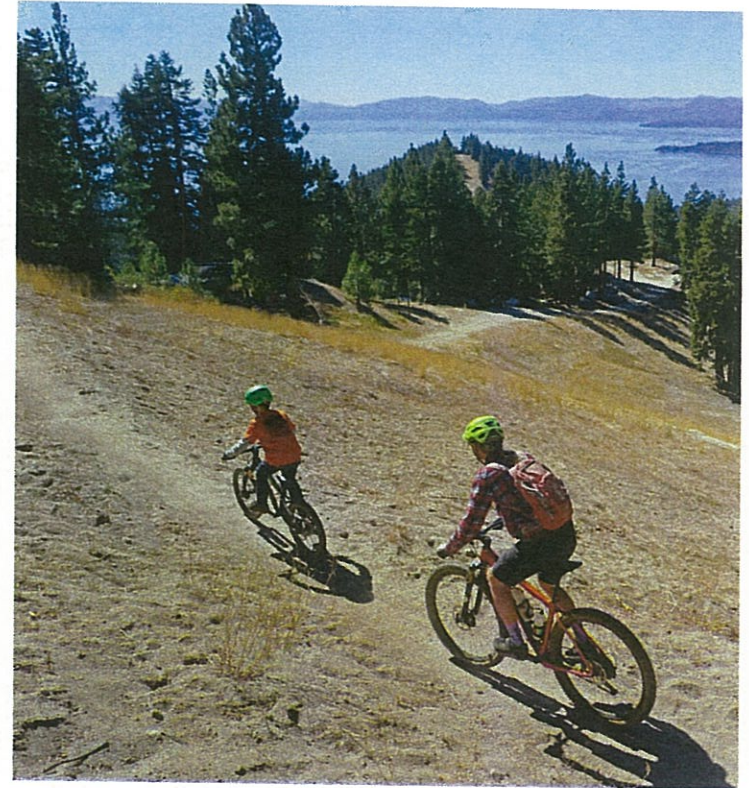
What We Need

INCLINE VILLAGE/CRYSTAL BAY COMMUNITY SERVICES NEEDS

Different communities have specific needs for parks and recreation. A combination of public surveys, meetings, workshops, and other engagement techniques were implemented to evaluate what IVGID residents need most.

Once all of these methods were completed, the results were tallied. The matrix on the following page shows how different program, facility, and operations needs stacked up. Across the top of the table are the parks and recreation needs in the Incline Village/Crystal Bay community and along the side are the six different assessment methods. Every time that a method identified a specific need, it was noted with a dot in this matrix. The method that carries the most weight is the Mail/Telephone Survey and professional best practices. The more a specific need is identified through the different assessment methods, the more confirmation there is that it is a high priority need.

Needs associated with previously completed plans, such as those for the beaches and the Tennis and Pickleball Center, are not included in the table. Their needs are identified and discussed in the previous planning documents.



What We Need

		PARKS, FIELDS & BUILT FACILITIES											PROGRAMS								OPERATIONS											
		DEDICATED DOG PARK	DEDICATED RECTANGLE FIELDS	BASEBALL/SOFTBALL FIELDS	WALKING PATHS/LOOPS	PLAYGROUNDS	COMMUNITY GATHERING SPACE	TRAIL CONNECTIVITY	CROSS-COUNTRY SKI TRAILS	NATURAL SURFACE TRAILS	MEETING AREAS (REC CENTER)	COURT/GYMNASIUM SPACE	FITNESS/EXERCISE FACILITIES (REC CENTER)	WARM WATER POOL	CHILD CARE PROGRAMS	YOUTH FITNESS/WELLNESS	YOUTH ATHLETIC LEAGUES	YOUTH SWIM PROGRAMS	TEEN PROGRAMS	ADULT FITNESS/WELLNESS	ADULT WATER FITNESS	ADULT 55+ PROGRAMS	TENNIS LESSONS/LEAGUES	NATURE PROGRAMS	COMMUNITY SPECIAL EVENTS	IMPROVE/MAINTAIN EXISTING FACILITIES	COORDINATION/PARTNERSHIPS	INTERNAL COORDINATION	STAFF TRAINING	CONSISTENT PROGRAM DELIVERY		
Needs Assessment Techniques	Focus Groups	●	●	●	●		●	●	●	●	●	●	●		●	●	●		●	●	●			●	●	●						
	Public Workshops	●	●		●			●	●	●	●	●	●	●	●	●		●	●	●		●		●	●	●	●					
	Mailed Survey	●	●		●			●	●	●			●	●	●	●	●	●	●	●	●	●			●	●						
	Online Survey	●	●		●			●	●	●			●	●	●	●	●	●	●	●	●	●			●	●	●					
	Recreation Trends	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●				
	Site Assessments & Best Practices	●	●	●	●	●	●		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●

4 | Analysis & Site Testing

- Trails & Connectivity 
- Parks, Open Space & Snow Play 
- Fields 
- Site Testing 
- Built Facilities 

Trails & Connectivity | Key Findings

EXISTING INVENTORY

- Existing separated shared-use paths parallel Mays Boulevard, Lakeshore Boulevard, Southwood Boulevard, and portions of Northwood Boulevard and Village Boulevard.
- A 5' wide, separated asphalt walkway parallels Country Club Drive from Sierra Nevada College to Lakeshore Boulevard.
- The 5' wide, separated asphalt walkway parallels Incline Way from Country Club Drive to the Incline Creek culvert.
- Sidewalks parallel both sides of SR 28 through the commercial zones of both Incline Village and Crystal Bay.
- The U.S. Forest Services owns and manages the forested mountains to the north, east, and west of the District. These lands have a number of existing and planned dirt multi-use trails. Two of the most significant natural surface trails include the Incline Flume Trail and the Tahoe Rim Trail. Both are primarily accessed from Mt. Rose Highway (SR 431). The Incline Flume Trail is popular with trail runners, mountain bikers, walkers, and hikers. The Tahoe Rim Trail allows hikers and equestrians to use the trail every day, while bike use is restricted to even numbered calendar days.

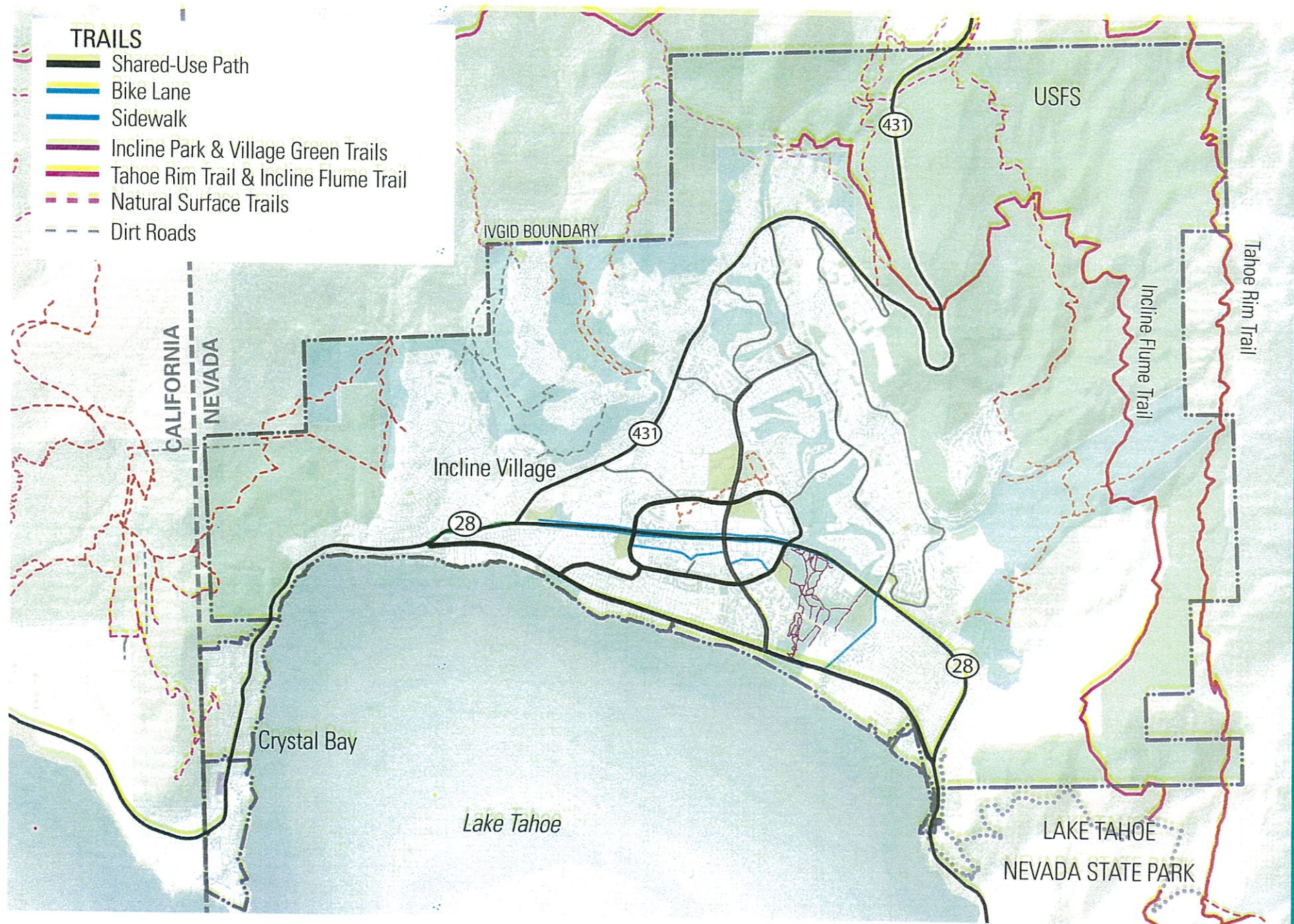
NEAR TERM PROJECTS

- Washoe County is planning to construct a bike path along Incline Way in the near future.
- Washoe County is planning to install a painted crossing with a pedestrian activated flasher, in the near future, that will connect Incline Park and Village Green as part of the Incline Way Bike Path.
- The first northern phase of the Lake Tahoe Bikeway, a paved, separated bikeway that will connect Crystal Bay to Stateline, Nevada, is under construction and will connect from Lakeshore Boulevard to Sand Harbor Lake Tahoe Nevada State Park.
- Future phases of the Lake Tahoe Bikeway could connect the western end of Lakeshore Boulevard to Crystal Bay.



A series of dirt trails are located within Incline Park and Village Green. Wayfinding and connectivity between the parks could be enhanced to link the fields, recreation center, park amenities, and the beaches from north to south.

Existing Trails Inventory Map



Trails & Connectivity | Key Findings

EXISTING CHALLENGES AND OPPORTUNITIES

- IVGID parks and community facilities are not fully linked by a shared-use bike path system. Build out of the proposed shared-use bike path system would improve residents' connectivity to community facilities and provide desired recreation amenities.
- Survey results showed strong community support for additional trails. This mirrors regional and national trends of increased need for walking, biking, and trail running facilities.
- A large number of user created natural surface trails exist on IVGID's high country lands. However, the trails are not built to standards and are not being maintained. These trails could be enhanced and improper trails decommissioned.
- IVGID lands, creek corridors, and other public lands provide an opportunity to connect the park system, beaches, high country, and neighborhoods by a trail system.
- Washoe County is typically the lead agency in Incline Village and Crystal Bay for developing shared use bike path facilities (paved bike/pedestrian paths) near county roadways. IVGID could partner with the County or State agencies to move projects forward and leverage the construction of shared-use bike paths to create a fully connected park system and develop the corridors as a system of interwoven linear parks. TRPA/TMPO's 2016 Active Transportation Plan identifies shared-use bike path facilities as being proposed through Village Green and along the following roads:
 - » SR 28 from Northwood Boulevard west to Crystal Bay
 - » Alder Avenue
 - » Driver Way
 - » Fairway Boulevard
 - » Village Boulevard
 - » Golfers Pass Road
 - » Tanager Street
 - » Incline Way
 - » Northwood Boulevard
 - » McCourry Boulevard
 - » Ski Way
 - » Country Club Drive
 - » Old Mount Rose Highway
- See the Snow Play section on page 44 for challenges and opportunities related to Nordic trails.



A series of dirt trails are located within Incline Park and Village Green. Wayfinding and connectivity between the parks could be enhanced to link the fields, recreation center, park amenities, and the beaches from north to south.

Trails & Connectivity | Key Findings

TRAILS – A COMMUNITY PRIORITY AND GROWING TREND

Significant community support exists for enhancing IVGID's trail system and connectivity. The responsibility for bike and pedestrian facilities within street rights-of-way is Washoe County's. However, IVGID could partner with Washoe County and approach streetscape and trail design as part of a linear park system which could provide the enhanced visual quality and connectivity desired by residents. Focus group conversations and survey results showed a desire for the park system to add to the community's sense of place and attractiveness.

The desire for greater trail connectivity and access to trails can be seen at local, regional, and national levels. More trails received the most support from survey respondents. 81% of survey respondents, strongly supported or somewhat supported more trails in the District, with 35% of the respondents strongly supporting trail development. The second most supported additional facility was cross-country ski facilities. 74% of survey respondents, strongly or somewhat supported a cross-country ski facility.

Support for trails (including paved bikeways and dirt multi-use trails) has been evidenced throughout the region. A 2017 Placer County survey found that 80% and 90% of respondents indicated hiking and walking for recreation in the last 12 months. Trail connectivity and additional multi-use trails were identified as top priorities for respondents.

At a national level, RCLCO, a national real estate advisory firm that publishes their research, documented that trails and corridors for walking, jogging, and biking consistently are one of the top features that set apart the top-selling master-planned communities. Other resort and peer communities, such as Tahoe Donner, Park City, Snowmass, and Mammoth, all have well-developed and highly used trail systems.

When developed, trails should be planned and designed to meet a range of user needs and access should be considered to minimize impacts to neighborhoods. IVGID has partnership opportunities with the U.S. Forest Service to support trail planning in upland areas. The District can also address user created trails in their upland open spaces to make trails more accessible and reduce erosion. Partnerships with Washoe County can be developed to move forward the paved, shared-use path system to link community destinations, parks, beaches, and residential areas.



81% of survey respondents strongly supported or somewhat supported more trails in Incline Village/Crystal Bay



Trails

Provide opportunities for community interactions and socialization along a connected linear park system that encourages walking and biking and provides places to stop and gather.

- Work with the State and County to address intersections and road crossings, including the crossing of Incline Way.
- Improve connectivity and walkability to IVGID facilities.
- Identify opportunities for trail connections within and between IVGID parks and open spaces and other public lands.
- Partner with the County and the State to implement the Active Transportation Plan and create a linear park system that enhances the community's visual appeal, provides pedestrian and bike amenities (benches, trash receptacles, bike parking, lighting, etc.), and encourages walking and biking to park and community facilities.

Support trail planning of the high country to identify appropriate uses and locations. Determine appropriate access points, while respecting neighborhood needs and addressing parking issues.

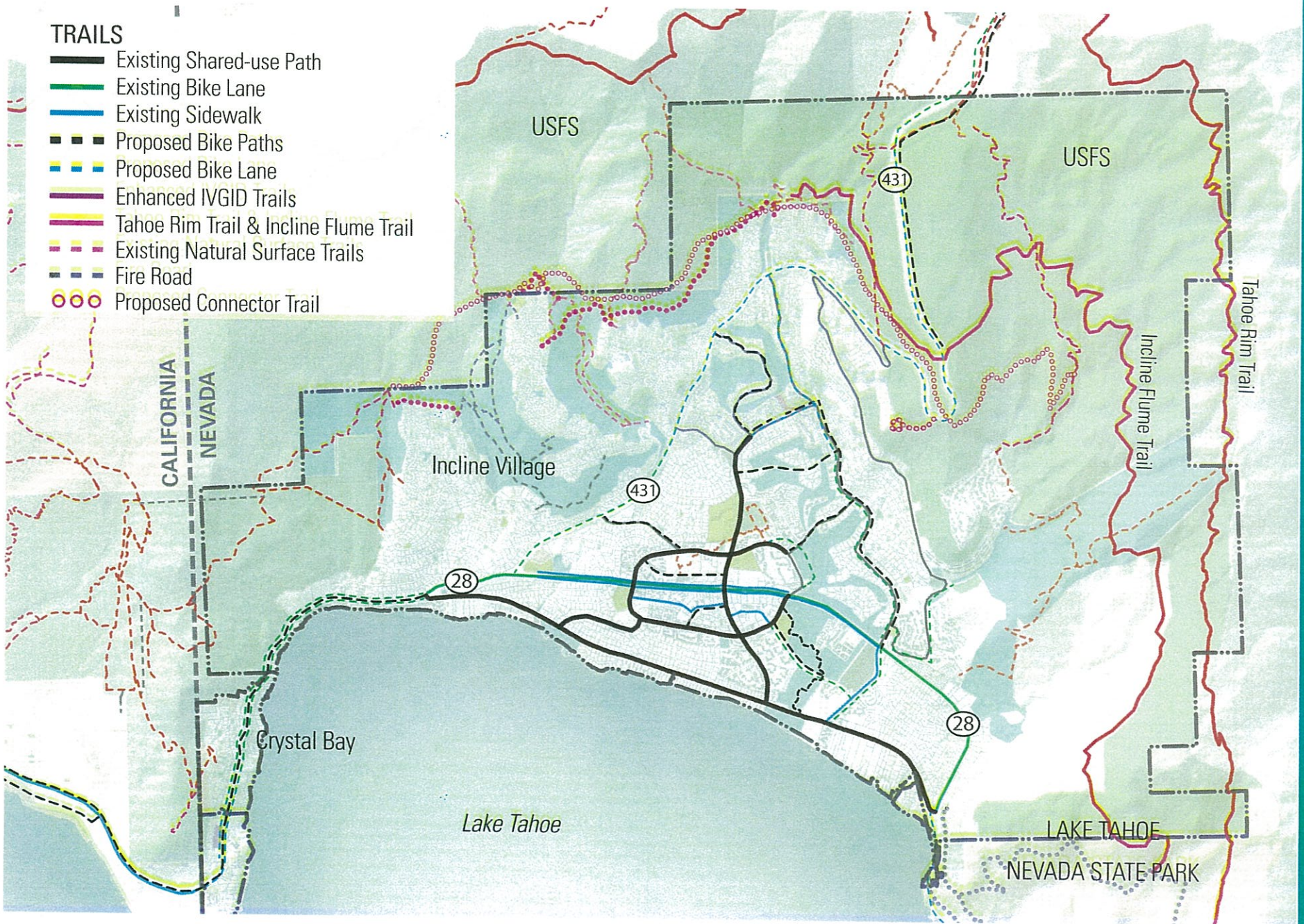
- Evaluate IVGID's trail system in the high country to bring trails up to standards. Organize and map the desired trail system and re-route or decommission trails where appropriate.
- Support proper trail planning on surrounding public lands to bring trails up to standards and re-route or decommission trails where appropriate.

Develop a visually attractive wayfinding program for IVGID facilities and trail system.

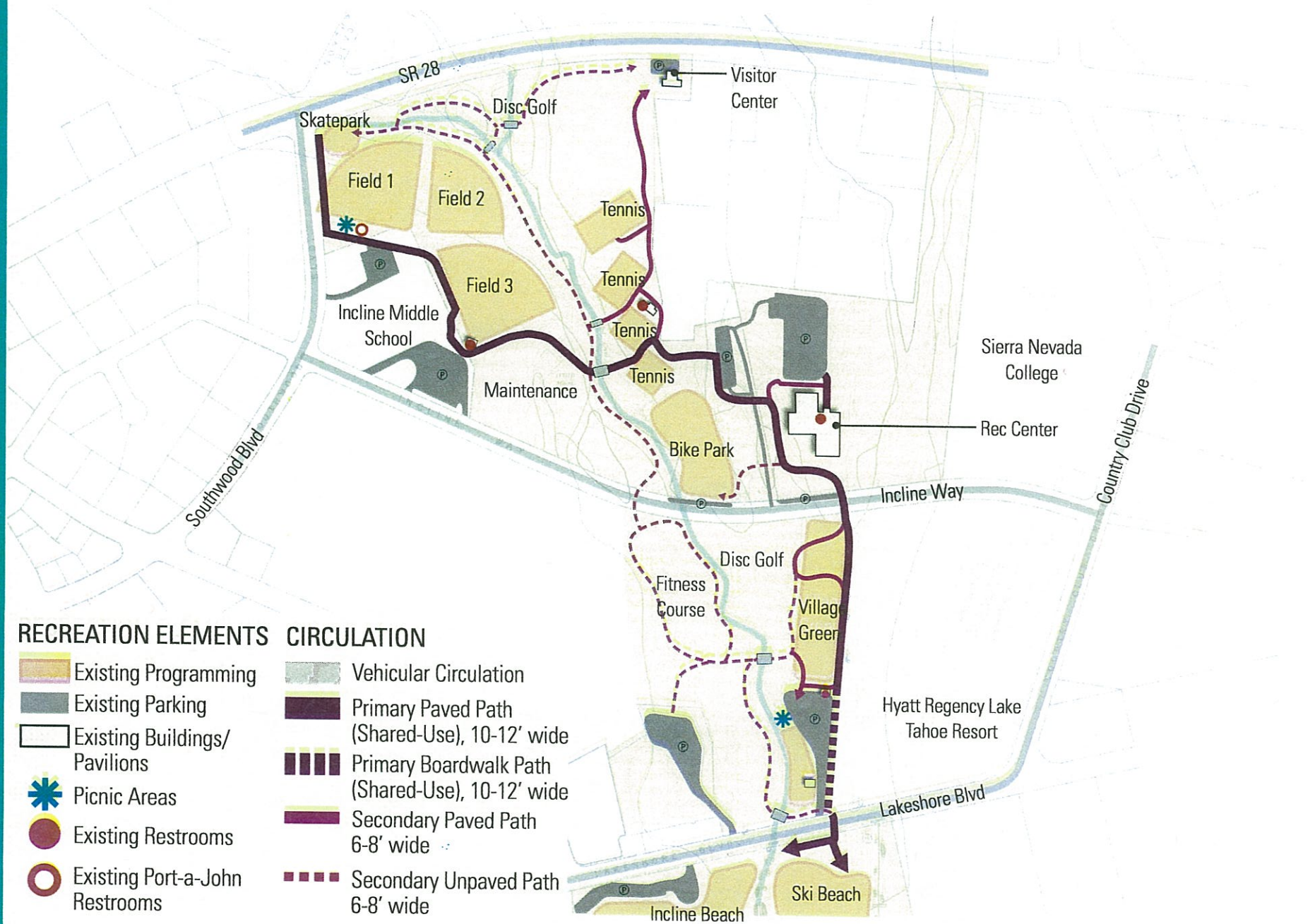
- Utilize consistent signage and materials to improve wayfinding while also elevating IVGID's brand recognition.

See the Snow Play section on page 44 for Nordic Goals and Objectives.

Trails & Connectivity Objectives Map



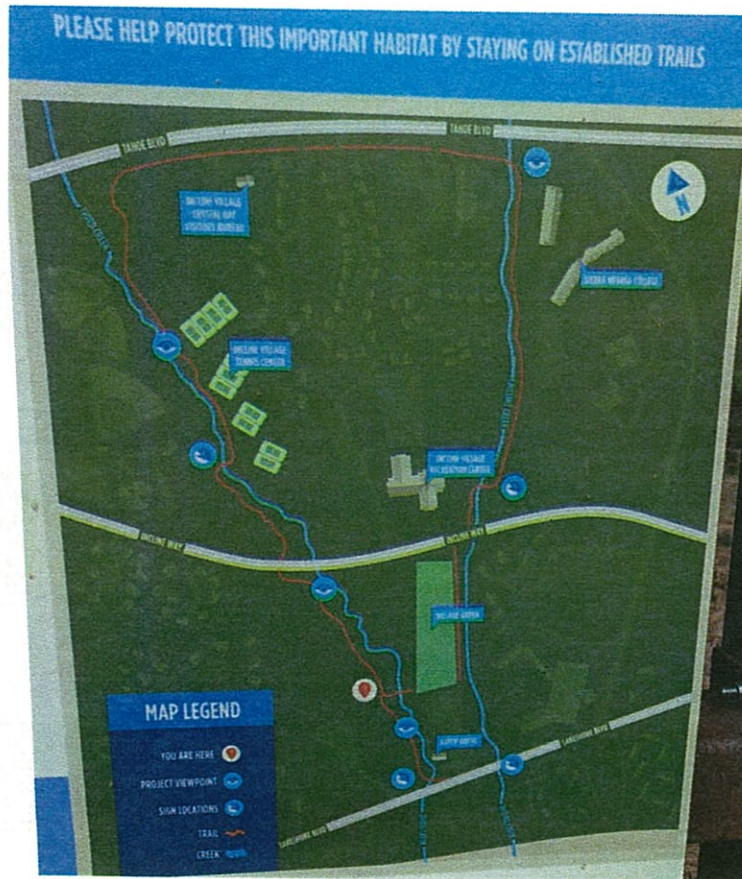
Trails & Connectivity | Park Connectivity Opportunities



Trails & Connectivity | Park Connectivity Opportunities

CONNECT INCLINE PARK TO THE BEACHES

A series of dirt trails work their way through Incline Park and through the forested areas of Village Green. This trail system could be formalized with clear signage. A hierarchy of trails could be developed to connect park elements and create a cohesive recreation campus. The resulting trail system could clearly link uses between the parks and encourage pedestrian access to the beaches.



Parks & Open Space | Key Findings

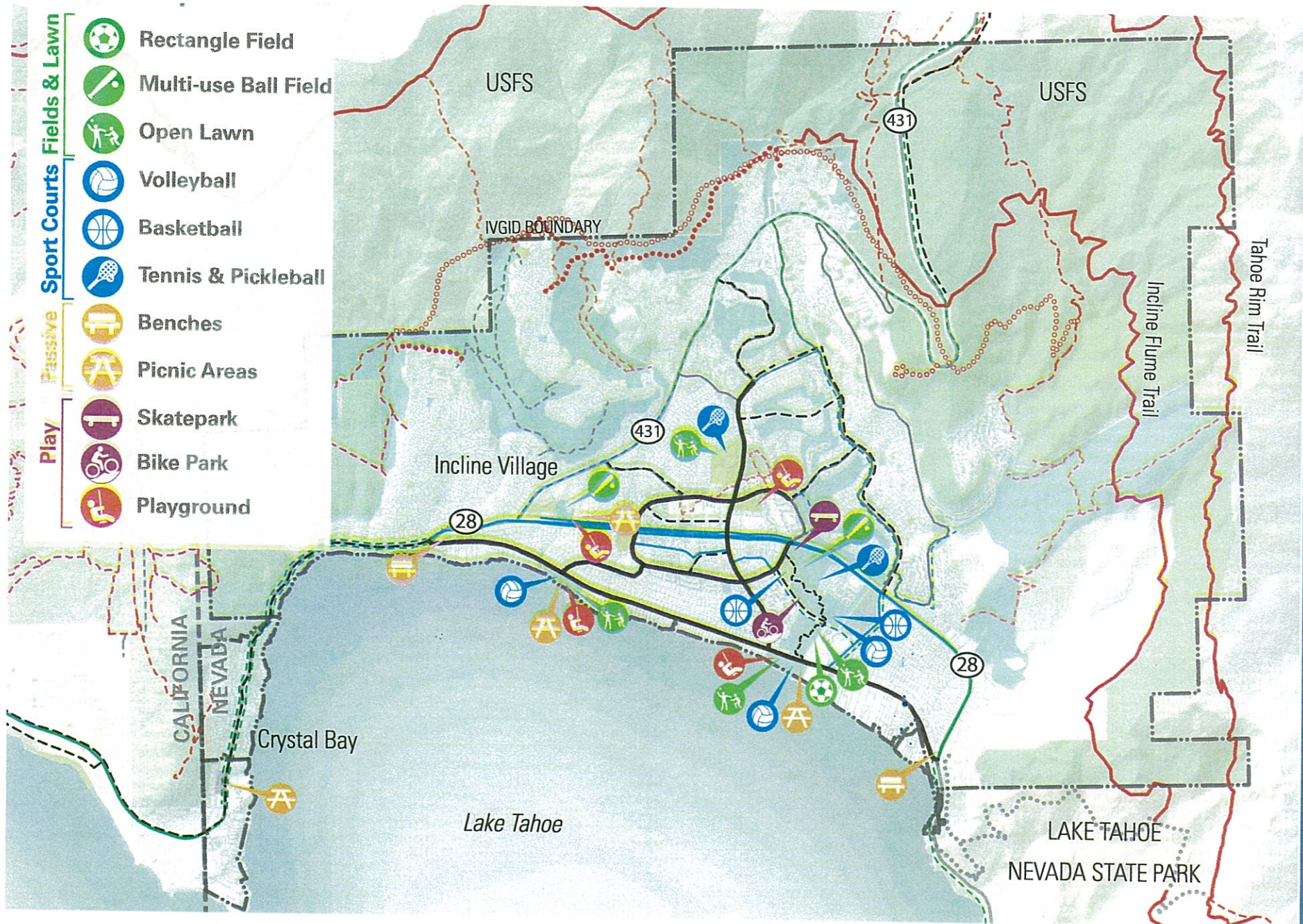
INTRODUCTION

The key findings related to IVGID's parks, open spaces, snow play, and fields are presented in this and the following sections. Each section begins with a summary of the key findings, including both professional best practice assessments of the uses/facilities and the community support for different uses. A set of recommendations are provided which describe how the District should consider addressing each of the opportunities and challenges discussed.

In order to understand how the District could physically accommodate the identified needs, a set of best practices related to the physical design and site requirements of the recommended uses and facilities are provided. Five sites were then site tested based on the site criteria required for each of the use and facility needs. Conceptual plans help to convey how the uses could be organized on the sites and to gain a high-level understanding of capital improvement costs. Because the needed uses could be accommodated at several different sites, five scenarios illustrate the potential arrangements of all of the uses among the five sites. The site testing does not indicate priorities, recommendations or final design. Rather the information is provided to guide community discussions and decision-making as the Plan is implemented. Chapter 6 presents the ideas according to community priorities.



Parks & Open Space | Key Findings



Parks & Open Space | Key Findings



Village Green features a large open lawn area. The park is used for soccer, a temporary dog park, community events, and for community gathering. The different user groups have the potential for conflict. Off-leash dog use is currently limited to certain dates to allow for community events and soccer games. A permanent dog park that allows year-round use by residents would be a beneficial improvement to the District's park system.

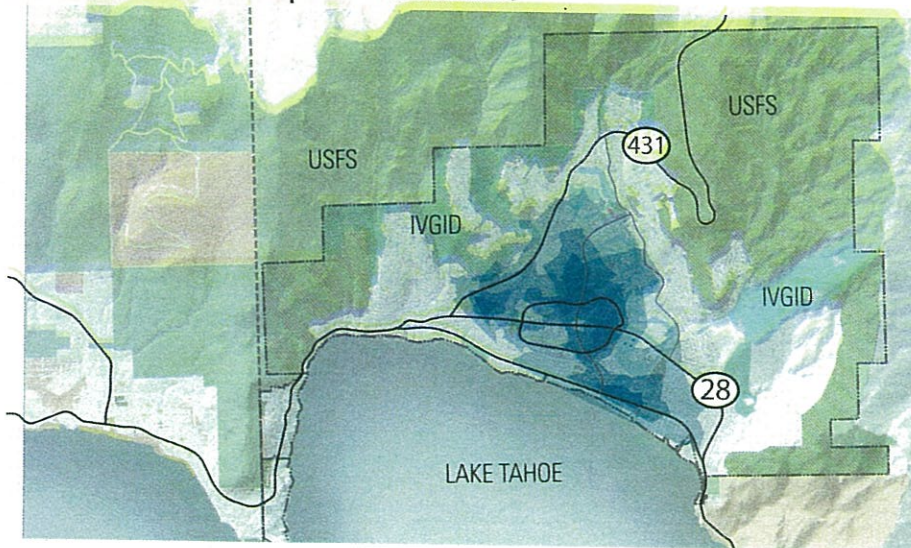
CHALLENGES AND OPPORTUNITIES

- Lack of a dedicated off-leash dog park.
 - » The use of Village Green as a temporary dog park was approved in 2004. Dog owners utilize the area to play with their dogs "off leash" during designated dates and times. The specific days and hours are identified every year and may vary depending on events and field use of the Village Green.
 - » Off-leash dogs in Village Green have the potential for conflict with children using the park for other informal play. Dedicated dog parks are typically fenced for liability considerations.
 - » Off-leash dog use at the Village Green is not the best use of the facility because best practice would require the facility to provide some fencing to separate users. The fencing would reduce the site's flexibility for event use and programming.
 - » Standards and best practices for dedicated dog parks can be found on pages 46-51.
- Lack of central community gathering area.
- Distribution and access to some park uses are limited.
 - » Some amenities, such as volleyball, bocce, and enhanced group barbecue areas are only available at the beaches where not all residents have access. Smaller group picnic areas are available at other parks.
 - » The only playgrounds are at the beaches (where not all residents have access) and Preston Park, which is not in a highly walkable location.
- Playground equipment is adequate, but does not have a lot of variety or respond to current trends in more exploratory or adventure type play.
- Site relationships between the Recreation Center, Incline Park, Village Green, and Incline/Ski Beach provide an opportunity to create a parks and rec "campus" which could also have a beneficial relationship with adjacent neighbors: Sierra Nevada College, the DW Reynolds Building, and the Hyatt.
- Incline Village has an engaged citizenry and opportunities for donations and sponsorships (examples with the disc golf, bike park, and field renovations).
- The skatepark is adequate but is not designed for multiple age groups/ability levels.
 - » The skatepark includes two bowls (one half-pipe and one quarter-pipe), a pyramid, and some street elements such as stairs, a rail, and a ledge. Elements are geared for teens and/or skaters with some experience. Incorporating a variety of elements for both beginners, young skaters and experienced skaters will enhance the facility.
- Boulder Bay, LLC developed Sierra Park in Crystal Bay, but the park has limited facilities and is constrained by topography. County funds totaling \$520,000 remained unused. The funding needs to stay in Crystal Bay and could be used for park improvements.

Parks & Open Space | Key Findings

The spatial distribution of parks and some of the key amenities and facilities within IVGID's parks are depicted in the following diagrams. Overall, most facilities are concentrated in the core area of Incline Village. IVGID's open space areas are distributed throughout the north and western parts of the community and Forest Service lands allow for trail access to upland areas. Walking distances of 1/4 mile, 1/2 mile, and 1 mile are shown as a network analysis based on trail, sidewalk, and low volume road connectivity.

WALKING DISTANCE | PLAYING FIELDS



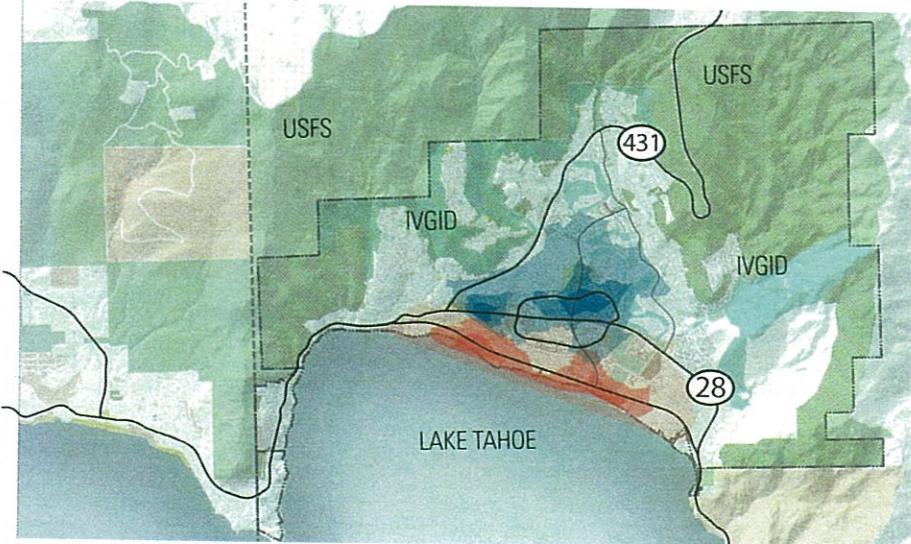
Playing fields for sports use are located at Preston Field, Incline Park, and Village Green. Washoe County schools also have play fields.

Legend

Playing Fields within IVGID Parks and Washoe County (WC) Schools

- 1/4 Mile
- 1/2 Mile
- 1 Mile

WALKING DISTANCE | PLAYGROUNDS



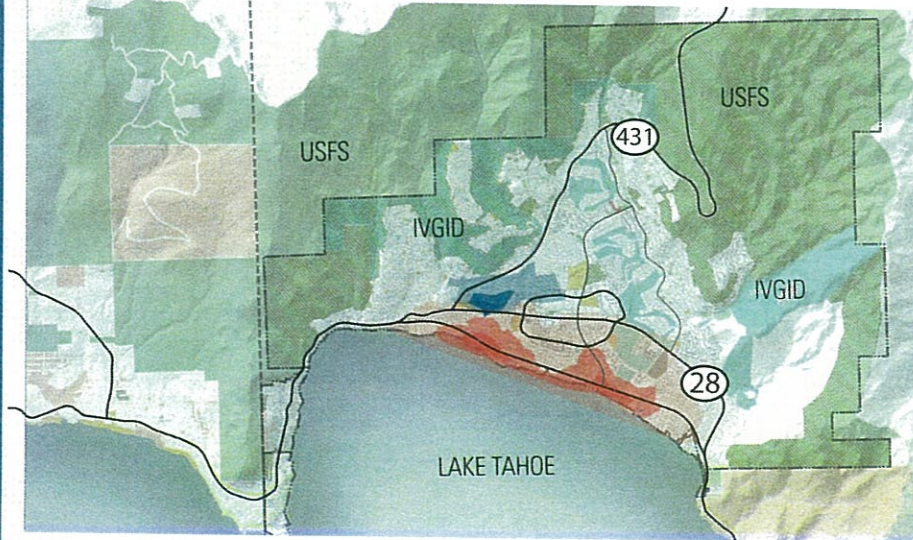
Playgrounds are located in IVGID beaches, at Preston Park, and at Washoe County elementary school. Another centrally-located facility could be provided.

Legend

Playgrounds within IVGID Parks and Washoe County Schools	Playgrounds within IVGID Beaches
1/4 Mile	1/4 Mile
1/2 Mile	1/2 Mile
1 Mile	1 Mile

Parks & Open Space | Key Findings

WALKING DISTANCE | GROUP PAVILIONS



The majority of the District's group pavilions are located within IVGID beaches. These facilities offer a great resource but are not accessible by all residents. The facility at Preston Park is well used, but another centrally-located facility could be provided.

Legend

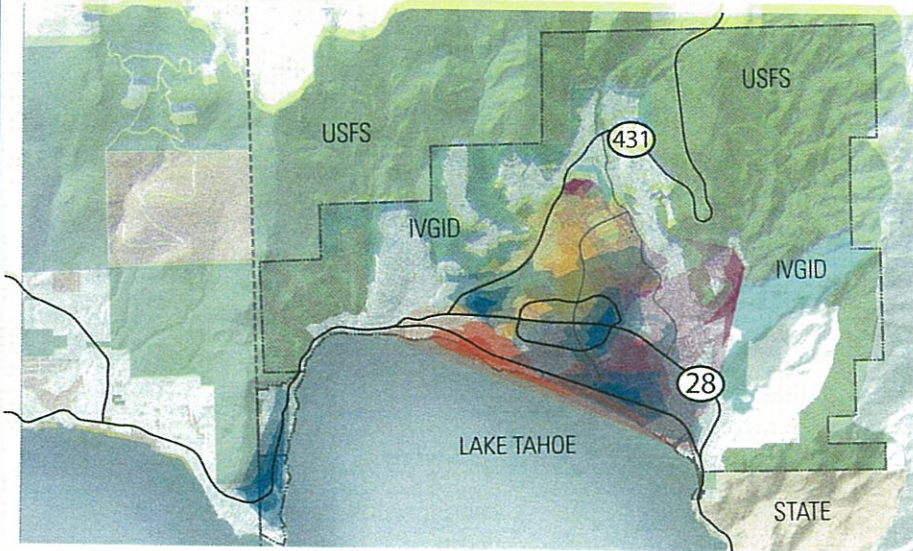
Group Pavilions within IVGID Parks

- 1/4 Mile
- 1/2 Mile
- 1 Mile

Group Pavilions within IVGID Beaches

- 1/4 Mile
- 1/2 Mile
- 1 Mile

WALKING DISTANCE | PARKS, OPEN SPACE, BEACHES & RECREATION FACILITIES



In consideration of the surrounding open space and open space parcels within IVGID neighborhoods, the Incline Village/Crystal Bay community is well served by the full system of parks and open space.

Legend

Parks & Open Space in IVGID

- 1/4 Mile
- 1/2 Mile
- 1 Mile

Public Open Space

Beaches

- 1/4 Mile
- 1/2 Mile
- 1 Mile

WC Schools & Parks

- 1/4 Mile
- 1/2 Mile
- 1 Mile

Recreation Facilities

- 1/4 Mile
- 1/2 Mile
- 1 Mile

Parks & Open Space | Key Findings

TRENDS AND COMMUNITY SUPPORT FOR DOG PARK, BOCCE, AND PICKLEBALL FACILITIES

Three of the nation's top trends for community parks are also highly desired facilities for Incline Village/Crystal Bay residents.

Dog Parks: Nationally, dog parks have increased in number by almost 90% since 2007. Almost 40% of U.S. households own a dog and providing a place to recreate off-leash is becoming more and more important. Nationwide, cities and towns are addressing the need for dog owners to have a place to recreate with their animals while also providing a place for neighbors to socialize while exercising their pet. Communities are accommodating the need by developing dedicated, single-use off-leash dog parks, allowing for some off-leash use in larger regional parks and along some trails where user conflicts are less likely and the dogs meet certain criteria (such as being under voice command), and allowing for on-leash use in other areas. User conflicts between young children and off-leash dogs should be avoided through design and site planning when possible. This trend and need is seen in Incline Village/Crystal Bay with 72% of survey respondents, strongly or somewhat supporting the development of a dedicated dog park.

Bocce: 63% of survey respondents supported developing additional bocce courts in Incline Village/Crystal Bay. Although one competition-sized court is located at Ski Beach, it is not accessible by all IVGID residents. Bocce is a social sport that is growing in the US, especially among active adults. Southern Nevada and other areas in the region have seen demands for multiple courts to be designed to allow for competitions. Courts have been associated with both public and private venues that offer a club-like atmosphere.

Pickleball: As described in the *2016 Tennis Center Facilities Assessment and Master Plan*, the number of pickleball facilities has doubled nationwide since 2010. It was first introduced to IVGID users at the Recreation Center during the winter months. Residents who were typically tennis players during the warmer months began playing pickleball in the gymnasium when it was too cold to be outside and its popularity and potential for growth in Incline Village/Crystal Bay grew from there. With the strong interest shown for the sport during the winter, it was decided to utilize space at the Tennis and Pickleball Center in the summer to give pickleball players year round opportunities. Similar to the support shown during the Tennis and Pickleball Center Facilities Assessment process, 51% of survey respondents for the Community Services Master Plan supported providing pickleball courts. Based on a thorough analysis and community and user outreach, the recommendation from the *Tennis Center Facilities Assessment and Master Plan* was to expand the schedule opportunities for pickleball, after consultation with the well-established user groups, including some morning time slots if desired. The plan also recommends that equitable pickleball fees be established to account for this increased dedicated court allocation and affirmatively acknowledge their full membership in the center.



72% of survey respondents strongly supported or somewhat supported a dedicated dog park



63% of survey respondents strongly supported or somewhat supported bocce ball courts



51% of survey respondents strongly supported or somewhat supported pickleball courts

Parks & Open Space | Key Findings

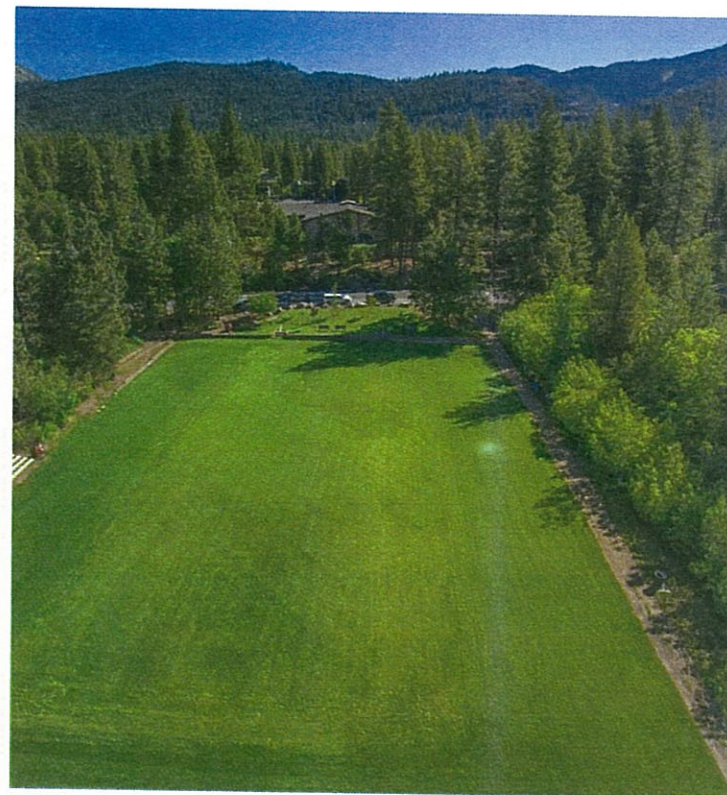
AN OPPORTUNITY FOR VILLAGE GREEN

Village Green is centrally located between the beaches to the south and Incline Park and the Recreation Center to the north. Its open lawns, location, and current use for community events present an opportunity for the park to become a more integral part of the community's park system and social fabric. It can be a place where people come for a variety of activities, such as an evening stroll, a friend's birthday party at an adventure playground, an informal game of soccer or ultimate Frisbee, a kite flying outing, a farmer's market, a community event, and more.

A "Great Park" is a park that provides activities and amenities for a variety of ages and users. It attracts people throughout the day and throughout the seasons and can be programmed to allow for revenue generation opportunities, such as a concessionaire or event rentals. The majority of IVGID's park facilities are designed around fields or other single-use elements. Village Green is the only existing park with an opportunity to satisfy the community needs for a multi-use park that encourages socialization and interaction for all of the Incline Village/Crystal Bay community.

Attracting users throughout the seasons is the sign of a well-designed community park. Activities such as seasonal ice, summer farmers markets, and music and movie in the park events are often used in other communities to invite users of all ages. When such activities are paired with concessions, it increases opportunities for revenue generation and can increase the park's appeal as a community destination.

Page 54 outlines some of the design considerations for a "Great Park".



Village Green is centrally located between the beaches, the Recreation Center, and Incline Park. By providing a dedicated dog park elsewhere in the District, the park could accommodate a wider variety of uses and be a place for regular community events and socialization.

Parks & Open Space | Objectives

Parks & Open Space

Address unmet community needs for park uses.

- Provide a dedicated dog park using best industry practices for site location and design elements.
- Diversify and replace aging play equipment. Consider opportunities for adventure play and more unstructured play opportunities for children. Site additional playgrounds so they don't require beach access.
- Provide additional bocce courts that meet tournament play requirements and don't require beach access.
- Provide additional rentable barbecue/group picnic areas that don't require beach access.
- Support Washoe County's expansion of the minimally improved park in Crystal Bay.
- Expand the skatepark to encourage use by a wider age range and skill level.
- Provide paved and clearly marked walking loop paths with seating and lighting.

Reorganize park uses to minimize user conflicts and maximize the use of existing parks.

- Relocate the dog park from Village Green and provide a dedicated dog park.

Enhance the area's sense of place by considering opportunities for parks to be "community hubs" and designing "streets as parks".

- Design Village Green and the surrounding park and recreation uses to function as a "Great Park" or "Central Park" for Incline Village.
- Utilize public-private partnerships to program the park in order to activate it and provide community gathering opportunities. Considerations might include seasonal ice, farmers market, music and movie in the park, etc.
- Consider incorporating concessionaire facilities for revenue generation and to encourage park use.

Continue to reinvest in existing facilities to address deferred maintenance and provide quality facilities.

- Allow small pockets of open space to remain undeveloped. Small lots should remain as open space and serve nearby homeowners while not requiring extensive maintenance.

Implement recommendations from the *Beaches Recreation Enhancement Opportunities Plan*.

Implement recommendations from assessments of the golf courses.

Snow Play | Key Findings & Objectives

CHALLENGES AND OPPORTUNITIES

- There is a missed opportunity for winter recreation activities at the Championship Golf Course.
 - » There is parking availability and the existing terrain would allow for snow play when snow cover is adequate.
 - » Winter recreation, such as ice skating, would be complementary to the club house and the food and beverage facilities.
 - » Formalizing winter use of the driving range for winter recreation and snow play could present an opportunity to activate The Chateau in the winter months and generate revenue.
- The summit of SR 431 is the highest mountain pass that is open year-round in the Sierra Nevada. Tahoe Meadows is located just outside of the Tahoe Basin on the north side of the summit and has reliable annual snow depths for winter play, including Nordic skiing.
- IVGID owns a high-elevation, five-acre parcel near Incline Lake and Tahoe Meadows. Forest Service lands near Tahoe Meadows are currently used for snow play, including cross-country skiing, but no off-highway parking or support facilities exist to support the use. Users must park on the side of the road. If a Nordic center was to be developed, bringing utilities to the site is a constraint.
- Nevada Nordic, a local nonprofit organization, has partnered with IVGID to groom Nordic trails on the Mountain Course when snow cover is adequate. Nevada Nordic provides information on Nordic trail access and also grooms Nordic trails at Nevada Lake Tahoe State Park's Spooner Lake Cross Country area. During the 2017/2018 winter, a Nevada Nordic groomed cross-country ski trails at the Mountain Golf Course.



74% of survey respondents strongly supported or somewhat supported a cross-country ski facility



Snow Play

Consider opportunities for winter recreation (such as an ice rink) and snow play near The Chateau at the Championship Course and other locations. (Also discussed in Built Facilities section).

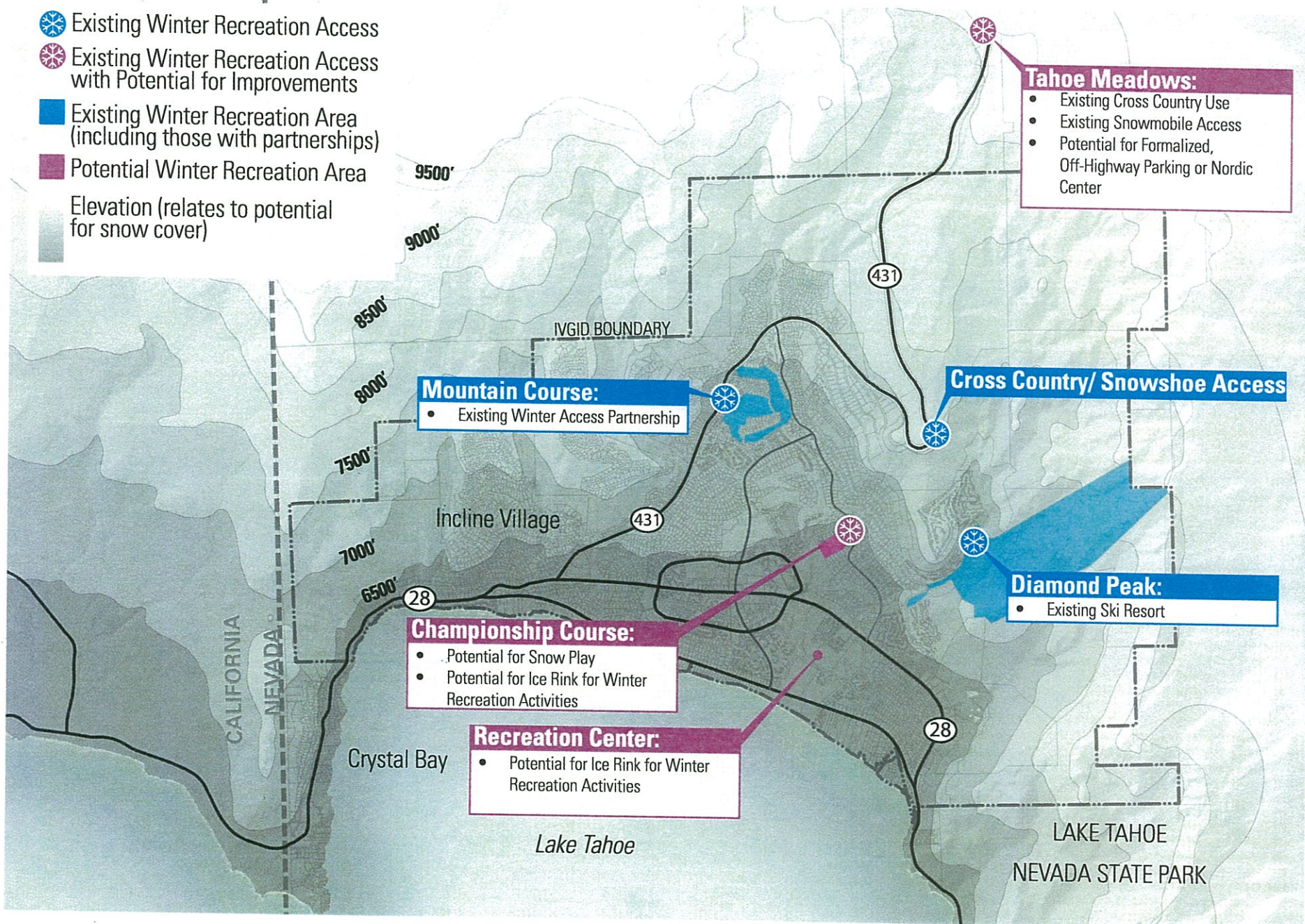
Continue partnerships for Nordic trail grooming at the Mountain Course when snow cover is adequate.

Evaluate opportunities to provide enhanced access to Nordic trails and snow play areas.

- Leverage partnerships to provide Nordic trails at IVGID facilities when snow cover is adequate.
- Evaluate the opportunity to provide off-highway parking near Tahoe Meadows and Incline Lake. Partner with Washoe County, USFS, and NDOT for trail access and maintenance.
- Consider infrastructure needs and long-term operational costs in the evaluation of a potential Nordic center.

Snow Play | Inventory and Opportunities

-  Existing Winter Recreation Access
-  Existing Winter Recreation Access with Potential for Improvements
-  Existing Winter Recreation Area (including those with partnerships)
-  Potential Winter Recreation Area
- Elevation (relates to potential for snow cover)



Dog Park Best Practices

Planning at a Glance:

- **Site Location Considerations**
 - » Compatible adjacent land uses: parks, natural open space, and commercial.
 - » Locating near residential areas requires vegetated/ noise buffer
 - » Should not be co-located in areas of kids play
 - » Buffer fenced area from children's play areas
 - » Access to natural water source is a plus
 - » Should not be located in an area of high valued habitat or where dogs may chase sensitive species
- **Terrain and Site Conditions**
 - » Relatively flat with good drainage
 - » Moderate to light tree coverage to reduce tree removal required for dog runs
- **Spatial Requirements**
 - » 2-10 acres for community dog park: with two to three separate areas to allow for rotation of use and maintenance; each dog area should be a minimum of approximately one acre; within each dog park there should be an area (100'X100' minimum size) for a dog to run and fetch a ball
 - » 10+ acres for a regional type dog park
- **Other Considerations**
 - » Surfacing: A mix of turf, decomposed granite (uncompacted), and native vegetation
 - » Parking for 20-30 cars
 - » Requires access to restroom facilities
 - » Provide a quick coupler box in transition area for cleanup
 - » Site furnishings should include: potable water drinking fountain with dog fountain (if natural source is not available), shade structures, fencing, pet waste stations, benches, bear boxes
 - » Create comfortable spaces for social interaction

IVGID could consider options for two different types of dog parks: a regional dog park and a community dog park. Regional dog parks are intended to be larger than 10 acres and are located in natural, unfenced open areas. They have fewer amenities and are fairly undeveloped, but should include parking, dog waste dispensers, bear boxes, signage, restrooms, and drinking fountains. A regional dog park takes advantage of natural terrain and open space with adequate space to reduce conflicts between users.

Community dog parks range from two to ten acres in size and are typically fenced. They are internally divided by fencing to separate large and small dog activity areas. The separately fenced areas also allow for the rotation or resting of areas for maintenance.

Design considerations for establishing and managing successful community dog parks include the following:

- **Drainage and Grading** - Area should be graded to promote good drainage in order to prevent pooling of water and reduce muddy conditions. Mixed terrain will allow for a varied and interesting experience for both pet and owner. Large, flat areas near park entries provide space for dogs to greet each other and socialize with plenty of visibility for safety, while trails navigating natural terrain will provide a unique experience for exploration.
- **Surfacing** - Surface materials should be durable and enable good drainage. As dog park surfacing requires a fair amount of upkeep, a combination of the following materials is recommended:
 - » Decomposed Granite (DG) or gravel are good choices for entries, paths, or heavily used areas, but best used on a flat surface.
 - » Grass can be used on any terrain but requires regular maintenance to repair damage done by heavy use and dog waste.
 - » Pine duff or natural surfacing can remain in wooded areas of a dog park or surrounding a trail network. The existing natural landscape will create interest for pets and provide a low-maintenance surface for the park's open space areas, however these areas should be regularly maintained for invasive species and fire prevention.
- **Vegetation** - Incorporating landscaped areas will provide aesthetic and recreational interest as well as natural shade which is necessary to keep owners and exercising dogs cool and comfortable during warmer months. Use low maintenance, native plants that are hearty and durable to pet waste and trampling. Plant shade trees to increase tree canopy. Avoid plants that are toxic to dogs. Specific recommended plant palettes will depend on climate and heartiness zone of park location.
- **Fencing** - Fencing is recommended for smaller off-leash areas, especially if adjacent to roadways or residential properties. Chain link, steel rod, or timber slat fencing are all appropriate materials. However, it is important to make sure the fencing does not have openings large enough for dogs to get stuck in. Fencing should be a minimum of 5' high to contain most dogs, and 90-degree angles should be avoided where possible to prevent dogs from getting cornered and feeling threatened.

Dog Park Best Practices

- **Gates** - Including a double-gated entry is highly recommended for security (preventing pets from escaping the park) and reducing or minimizing aggressive behavior by providing a space for dogs to greet each other upon arrival. Gates should be spring-fitted and self-closing to prevent visitors from accidentally leaving gates open. Additionally, providing more than one entry point will reduce crowding and entrances.
- **Amenities** - Simple amenities will make the experience more comfortable for pet owners visiting the park.
 - » Benches and seating should be located near entrances and in higher-trafficked areas of the park, and included along trail networks. Seating should be located under shade where possible, and away from fence lines to prevent dogs from escaping the park. Material should be durable and not allow for a dog's appendage to get stuck in any openings or joints.
 - » Shade structures or shelters should be included in areas where there is no tree coverage. It is important to make sure there is enough shade for the comfort and safety of both pet and owner.
 - » Lighting should be included in parking lots and near park entrances for improved safety. LED or solar-powered trail lights or lighted bollards could provide light within the park to reduce light pollution.
 - » Access to a manmade water source or water element is also desirable.
- **Water** - It is important for dogs using the dog park to have access to drinking water.
- **Parking** - As most users drive to dog parks, it is important to provide adequate parking. Although this number depends on surrounding demand and density, it is recommended to provide roughly 30 parking stalls for a 15 acre dog park.
- **Posted Dog Park Rules** - Both the Humane Society of the United States and the American Kennel Club recommend posting dog park rules on a clearly visible sign at the park's entrance(s). These rules are generally developed by the parks and recreation department or other organization that runs and maintains the park. Rules should include guidelines on items such as park hours, cleaning up dog waste, vaccinations and licenser, and dealing with aggressive behavior. A list of suggested dog park rules and regulations can be found on the American Kennel Club's website.
- **Buffer Zones** - In order to prevent the dog park activities from disturbing neighbors, landscaped buffer zones should be included around park boundaries adjacent to residential properties, schools, and between playground or field uses where dogs may be excited by running or loud children. Sound and visual impact can be reduced through use of shrub or understory vegetation, trees, or landform in a space that maintains a minimum width of at least 20 feet.

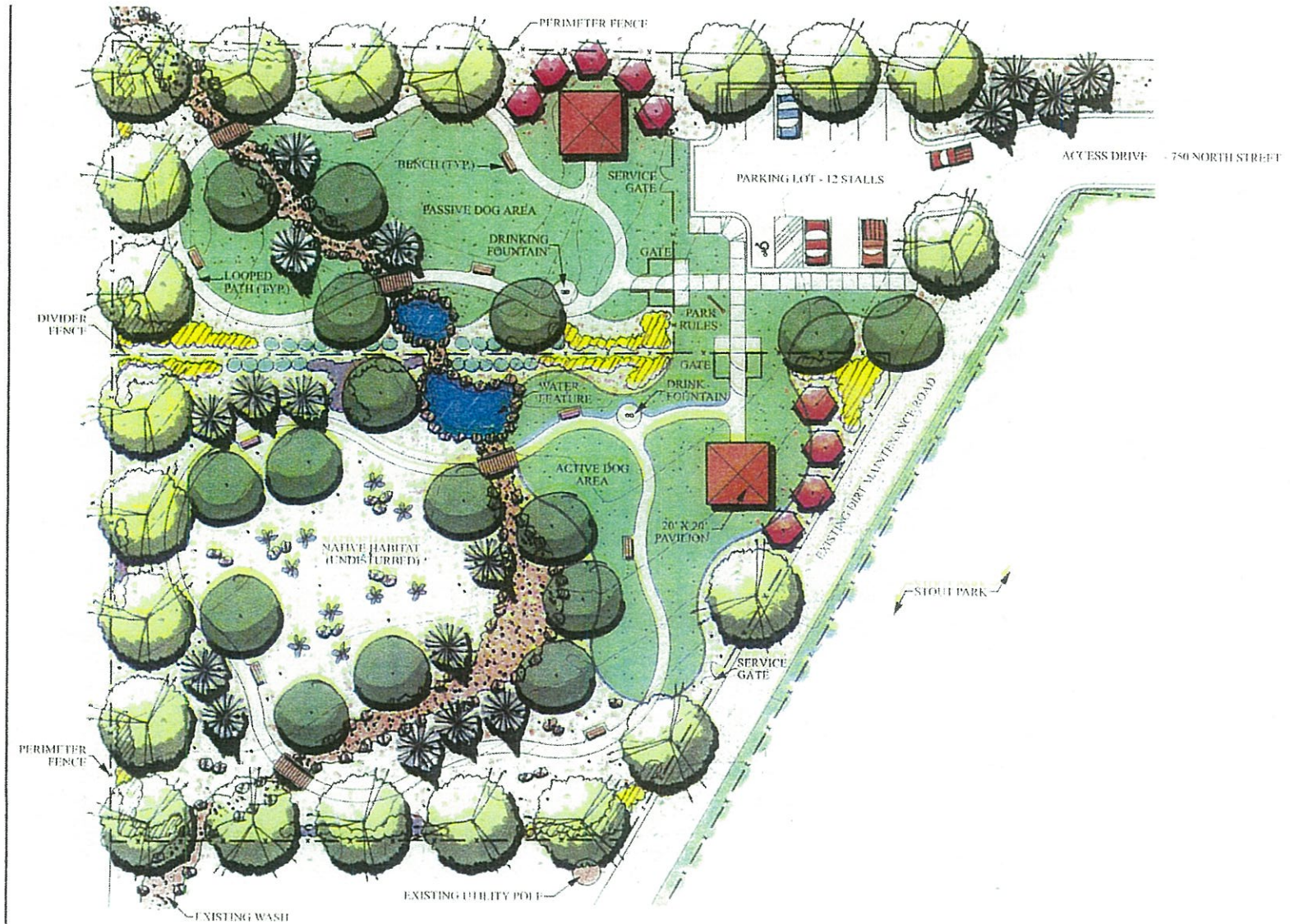


Dog Park Example Site Plans



Separating dog park areas into three zones allows one of the parks to be rotated out on an annual basis for maintenance and turf recovery. Central gathering areas can provide additional opportunities for socialization among dog owners.

Dog Park Example Site Plans



Two larger dog parks may be developed to meet community needs while providing separate locations for larger active dogs and smaller or more passive dogs. Integrating the park into natural areas allows for a variety of activity and dogs can run on both turf or native earth.

Dog Park Example Imagery



Trails and large regional parks can be part of a comprehensive approach to providing for off-leash dogs.



Surface materials include both lawn, native earth, and decomposed granite. Native earth reduces maintenance.



Access to a manmade water source or water element is a desirable feature.



Water play can be natural or integrated as splash play for dogs and their owners.

Dog Park Example Imagery



Dog parks are areas of socialization for owners. Dogs chase balls and run in large open areas. Plant materials should be selected to withstand dog use.



Agility equipment can add interest and provide for owners looking to use the park for training activities.



Shade is important for both dogs and their owners. Where warranted, shade canopies can help provide instant cover while trees mature.



Simple low cost elements can be incorporated for areas where dogs run through objects and rest in shaded, protected areas.

Bocce Court Best Practices

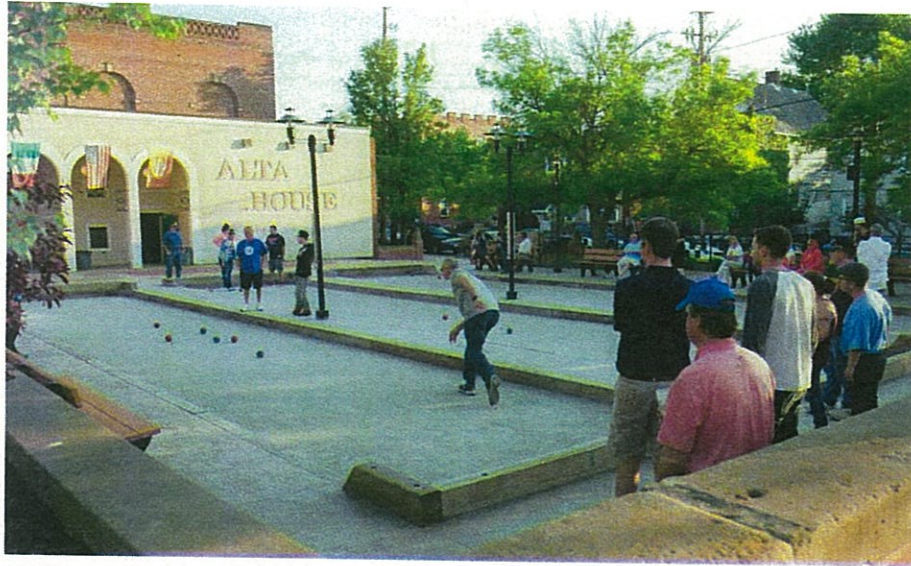
Planning at a Glance:

- **Site Location Considerations**
 - » Adjacent to other amenities for shared use of parking and restroom facilities
 - » Beneficial relationship with a clubhouse, pavilion, or other similar use such as courts
- **Terrain and Site Conditions**
 - » Flat with good drainage
 - » Provide shade, but limit tree litter on courts to reduce maintenance
 - » Spatial Requirements
 - » 13' x 91' for tournament courts
 - » 8-14' x 60-91' for recreational courts
 - » A minimum of two courts, with three to four preferred for tournament play
- **Other Considerations**
 - » Surfacing: crushed oyster shell, specialty bocce mix, DG, or other loose surface material preferred
 - » Regular watering and top-dressing is required

The following are design considerations for establishing and maintaining successful bocce ball courts:

- **Dimensions** - The United States Bocce Federation (USBF) determines the standard dimension for tournament courts as 13' x 91'. Recreational courts may vary between 8' - 14' wide, and 60' - 91' long.
- **Surfacing** - Surface materials can vary between loose or compacted, but all options should reduce bounce. Crushed oyster shell or specialty bocce mix is the preferred surface material by most bocce players, but other loose surface materials could include decomposed granite (DG), or sand. Clay, clipped grass, or artificial turf may also be used but these materials may be more expensive or require more maintenance.
- **Perimeter Curb** - Courts should be surrounded by 6" permanent curb that may be concrete, treated wood, steel edger, or plastic. Hard curb materials, like concrete or metal, should be covered with a bumper board of wood, plastic, or firm rubber, to prevent damage to balls during play. A hinged backboard may also be installed at the ends of the court to prevent rebound.
- **Grading and Drainage** - To prevent water from pooling on the court, curbs should be installed with weep holes to allow for drainage. Holes should be 1" diameter, and placed 1/8-1/4" about the court surface. Drain grates or sub-grade piping should be installed to transport the stormwater away from the court.
- **Irrigation** - Courts should be regularly watered to maintain grass or keep dust down, and may be hand watered or watered with a sprinkler or irrigation system.
- **Maintenance** - Maintenance will vary depending on the court surfacing. Courts surfaces should also be rolled to maintain a firmer and faster field of play. Loose surfaces, such as gravel or shell, should be groomed or brushed to ensure an even playing surface. These courts should also be top dressed annually to replenish any lost material. All courts should be regularly watered, as stated above.
- **Amenities and Landscaping** - It is important to provide amenities, such as seating and shade, in order to create an appealing area for play. Seating and tables along the sidelines will provide a gathering space for players and spectators to congregate during games. Low groundcover and planting along the perimeter of the courts can blend the space into the landscape and provide a sense of enclosure. However, make sure to keep weep holes and drainage free of any vegetation and mulch. Consider adding path lighting or pedestrian-scale lamps for safety.

Bocce Court Best Practices



Bocce courts can be integrated into more urban-type environments and are often associated with a club-like atmosphere.



Riverview Sports Park in Truckee includes three courts and space for socializing, a key element for bocce.



Bocce is a social sport that is gaining in popularity for both active adults and younger generations.



Bocce surfacing is typically a loose surface material such as decomposed granite. Crushed oyster shell or a specialty bocce mix is the preferred surface for many players. Maintenance and removal of leaves and debris should be considered during site design.

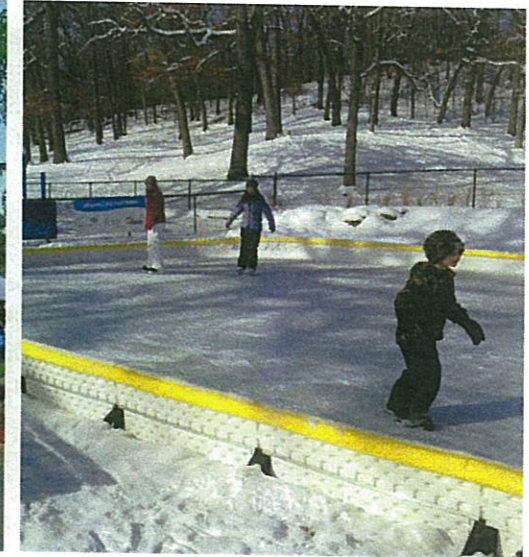
“Great Park” Best Practices

Planning at a Glance:

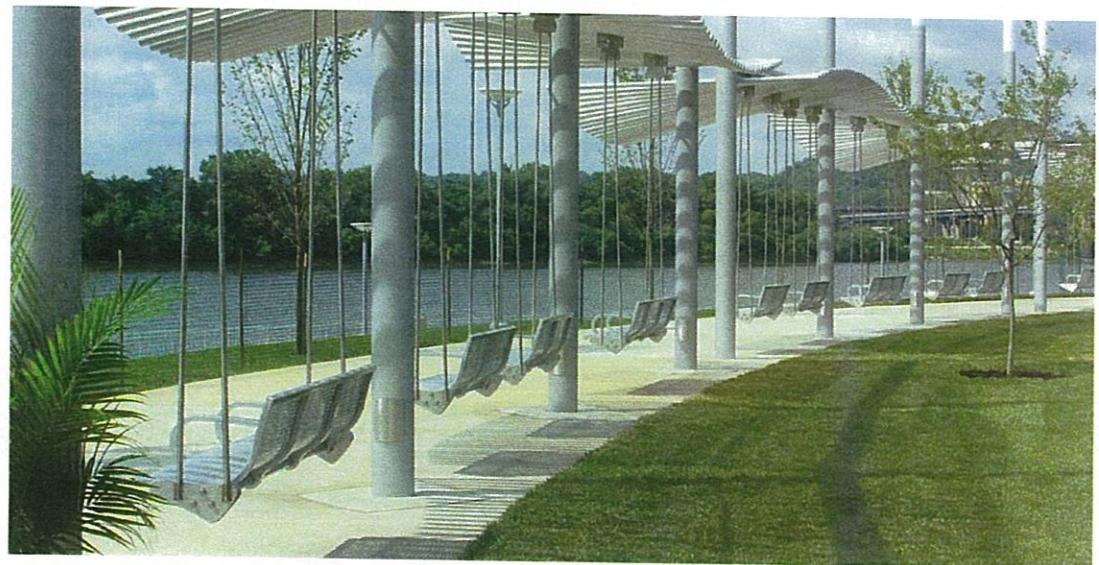
- **Planning Considerations**
 - » Develop strategies to attract people during different seasons
 - » Design the park layout for flexibility
 - » Provide amenities for different groups of people
 - » Create attractions and destinations throughout the park
 - » Create an identity and image
 - » Provide a variety of seating opportunities
 - » Offer areas for socializing
 - » Consider options for food and beverage to encourage and support park use throughout the day



Farmer's markets held in community parks reinforce its place as a community gathering space.



Elements like temporary ice rinks encourage year round park use.

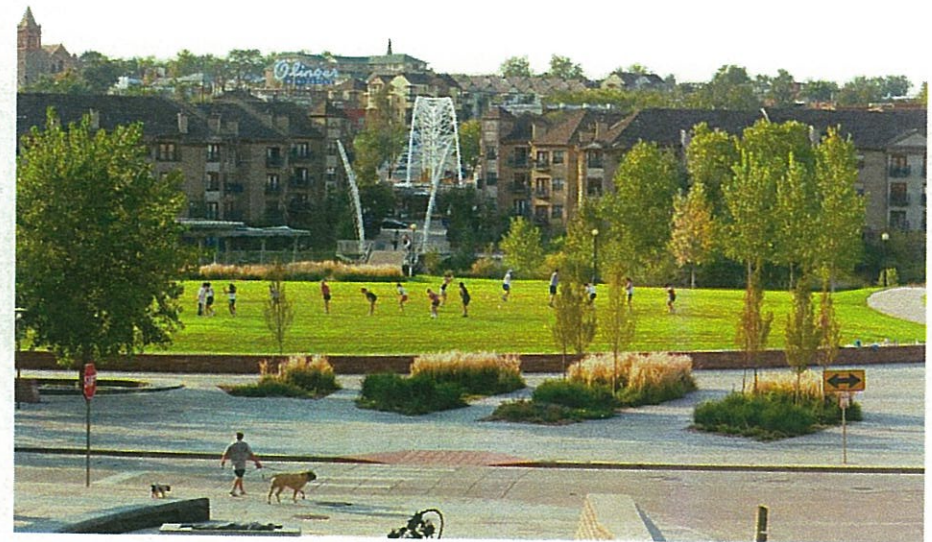


Seating areas can be sited to take advantage of great views, provide places of rest, and encourage socialization. They can be designed for both functionality and visual interest to add to the park's identity and image.

“Great Park” Best Practices



Great Parks should be flexible in design to accommodate a variety of users and be adaptable to host large and small community events.

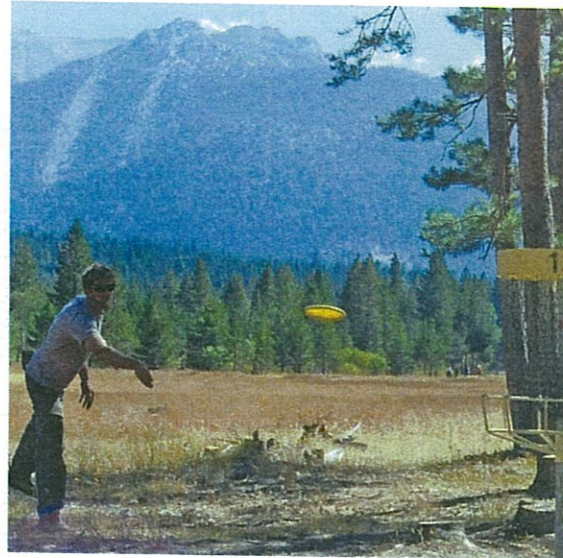


Open lawn areas can be used for both informal and formal play and sports activities and be programmed for fitness classes.

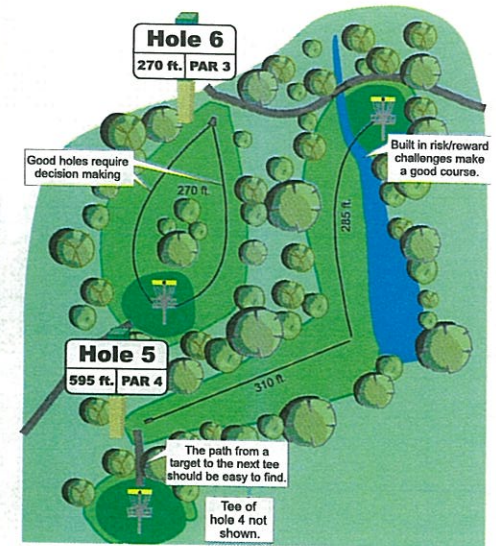
Disc Golf Best Practices

Planning at a Glance:

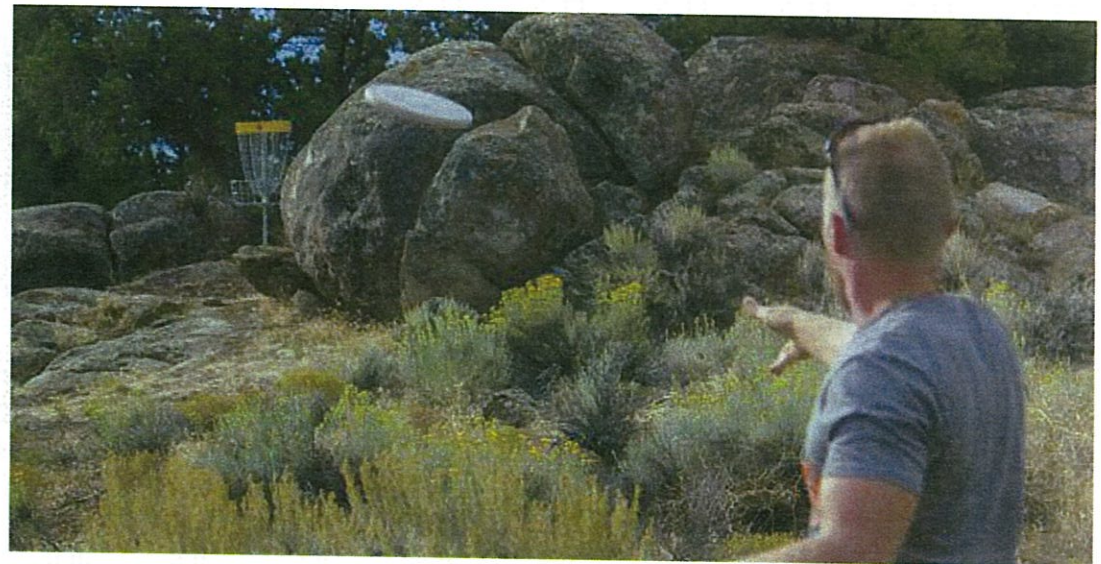
- **Site Location Considerations**
 - » Compatible with most adjacent land uses
 - » Consider locating adjacent to other amenities for shared use of parking and restroom facilities
- **Terrain and Site Conditions**
 - » Flat to moderate terrain
 - » Varied tree coverage for variety of course difficulty
 - » Challenging courses may have more varied terrain and other natural features
 - » Courses can be developed on almost any terrain
 - » Density of tree foliage influences buffer between holes: trees and understory can help contain errant throws
- **Spatial Requirements**
 - » 1 acres per hole minimum; 10-15 acres for 9-hole course; 20-25 acres for 18-hole course
 - » Holes vary from 200'-350' in length
 - » Set tee 20-50' from the last basket
 - » Downhill throws have a wider spray pattern and holes may require more land; uphill throws tend to minimize the spray pattern and can provide "power" holes in less space
- **Other Considerations**
 - » A mix of open areas, tree coverage & terrain for varied levels of difficulty
 - » Playing experience is most important and should include a variety of shot-making options and levels of risk
 - » Natural features such as rock outcrops, mature trees, terrain, creeks, and water bodies can enhance a course
 - » A course should be challenging, fun, safe, and fair



Working a course through a variety of landscape types enhances connection to the landscape.



Course layout should provide variety while being easy to navigate and see the next tee.



Integrating holes around mature trees and natural features such as boulder outcrops makes a course more interesting and fun.

Playground Trends and Opportunities

TRENDS AND OPPORTUNITIES

The Trust for Public Lands, the National Recreation and Parks Association, and the Center for Disease Control all emphasize the importance of parks within a walkable distance of neighborhoods. Walkability is especially important for lower income neighborhoods and for homes with children. In particular, playgrounds can stimulate physical development and provide opportunities for children to strengthen muscles, develop balance and coordination; and to learn social skills.

Two of the three playgrounds in the District are located in the beaches and the third is located in Preston Park. Not all residents have access to the beaches and for the majority of the community Preston Park is accessible only by car. A more centrally-located playground should consider proximity to families and provide a range of equipment to encourage use.

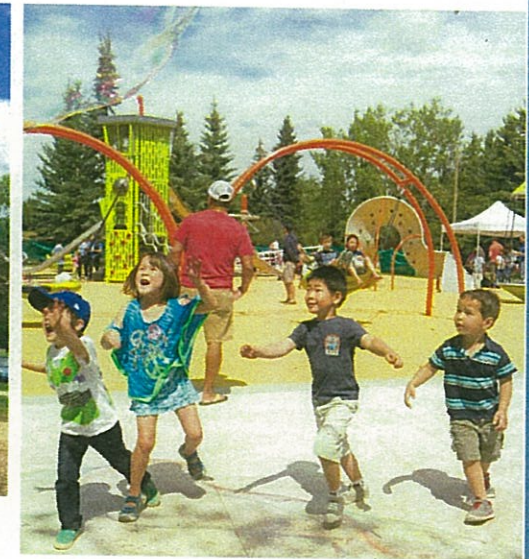
Play equipment and trends in outdoor play have expanded over the last decade. Adventure playgrounds can encourage exploration and greater connectivity with the outdoors. Equipment can be designed to relate to the surrounding environment and can also be considered art in the landscape. Rope play and other innovations in play equipment present the District with a number of opportunities to offer updated play equipment to the Incline Village/Crystal Bay community.



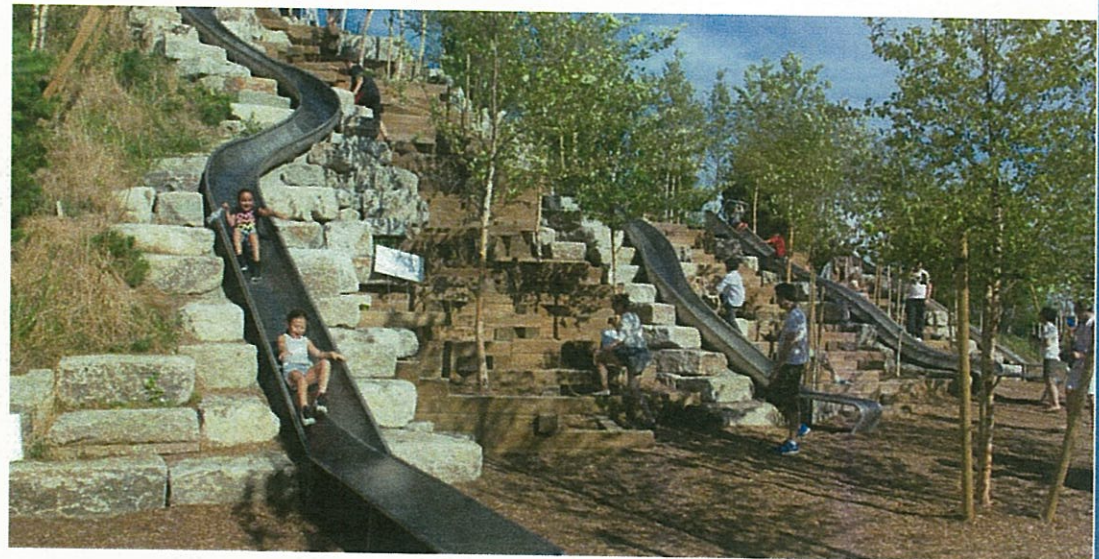
Small areas of splash play can be incorporated into a park to add variety and provide added value to nearby rentable pavilions



Rope play accommodates a variety of ages and abilities on one structure. Younger children tend to stay towards the bottom of the structure while more developed kids play at the top.



New play equipment includes different types of swings, climbers, and more.



Play equipment built into natural or constructed landscape elements are seen in more parks around the nation.

Skatepark Best Practices

Planning at a Glance:

• Site Location Considerations

- » Locate facilities in parks, near schools, or near existing recreation or community centers
- » Provide access to restrooms, bike racks, shade, and a drinking fountain
- » Site the park so it is highly visible and easily accessible for emergency vehicles

• Terrain and Site Conditions

- » Provide perimeter tree canopy and plantings for shade
- » Allow for open views into the skatepark
- » Skate parks can navigate slight grade transitions, flat to moderately sloping terrain is preferred

• Spatial Requirements

- » Size is dependent on the anticipated number of users, a general rule of thumb is 10 skateboarders can share 1,500 SF; quality is prioritized over size
- » 6' maximum ramp height, generally
- » Dividing a space into large areas or "rooms" allows users to skate in separate areas to increase capacity; the rooms should be linked together so skaters can flow from one element to another within one run

• Other Considerations

- » Consider lighting for increased safety
- » Involve user groups in the design and selection of skateboarding structures to make sure they are challenged enough to continue using it
- » Provide elements for skaters of differing abilities from beginner to experienced
- » Structures include half-pipes, bowls, and street skating features
- » Do not mix high speed and low speed features in common areas.

Elements to be considered in regards to the usability of skateparks:

- Flow
- Traffic
- Speed
- Difficulty
- Visibility (within the skating area)
- Stylistic discipline

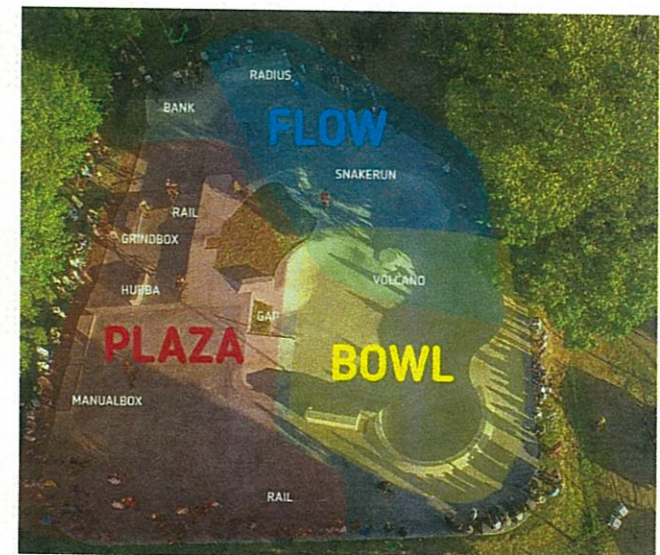
Functional concerns to be considered as part of skatepark design:

- Capacity
- Seating/resting
- Access
- Visibility (into and around the park)
- Safety and drainage
- Aesthetic appeal
- Spatial and budgetary constraints/opportunities
- Security, operations, and maintenance

Better skateparks have several traffic "lanes" with varying degrees of difficulty that are grouped by rooms which is shared by the skaters staged near it.



Provide places for sitting and socializing as well as staging as skaters wait for their turn.



Provide a variety of elements to engage both beginner and experienced skaters.

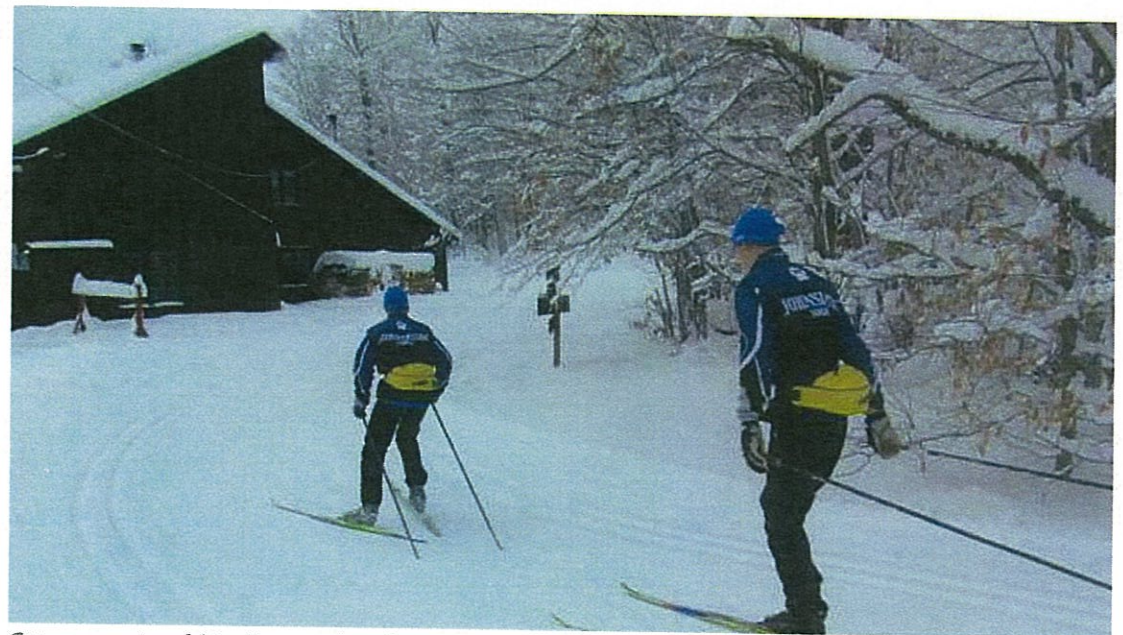
Nordic Ski Center Best Practices

Planning at a Glance:

- **Site Location Considerations**
 - » Orient building South/Southeast for passive solar
 - » Consider locating building on same side of road as trails
- **Terrain and Site Conditions**
 - » Flat with good drainage
 - » Moderate to light tree coverage or shade structures
 - » Higher elevation is preferred for annual snow cover
- **Spatial Requirements**
 - » 3 acre footprint for building, parking, & support structures
 - » 2,000-15,000 sf for building
 - » 1,000-5,000 sf for outdoor gathering space
- **Other Considerations**
 - » Building will need full utility and sewage access
 - » Consider programming opportunities for summer use

A primary consideration for locating a Nordic center is the expectation of good annual snow cover to provide for a robust trail system. At lower elevations, trail grooming can occur at places such as IVGID's Mountain Golf Course. However, snow cover will likely vary from year to year depending on conditions. Local, non-profit Nordic groups have previously groomed Nordic trails at the Mountain Golf Course, and that opportunity should continue. Snow play at the Mountain Golf Course and the Championship Golf Course could include Nordic skiing, snowshoeing, and sledding as snow cover allows.

Higher elevation Nordic trail access points in the Incline Village/Crystal Bay area include Old Highway 431 (at the intersection of the Old Highway and Mt. Rose Highway) and Incline Meadows. Some informal roadside parking is located near both access points, but no additional amenities are provided. Incline Meadows presents the greatest opportunity for trail access and IVGID owns a small parcel that could provide parking. However, providing utilities to service a built facility would be a limiting factor. The U.S. Forest Service, Lake Tahoe Basin Management Unit (USFS-LTBMU) has also developed a management plan for the Incline Lake area and trail access would need to be coordinated with the USFS-LTBMU.



Cross-country ski trails associated with a visitor center or Nordic center provide restrooms, trail information, and other services.

Fields | Key Findings

EXISTING INVENTORY

IVGID has the following inventory of play fields:

- Incline Park 1, 2, & 3: baseball/softball/multi-use fields (AYSO soccer)
- Preston Field: baseball/softball/multi-use field
- Village Green: common area/multi-use (lacrosse and AYSO soccer)
- Incline High Stadium: football/soccer/lacrosse
- Incline High Upper: multi-purpose

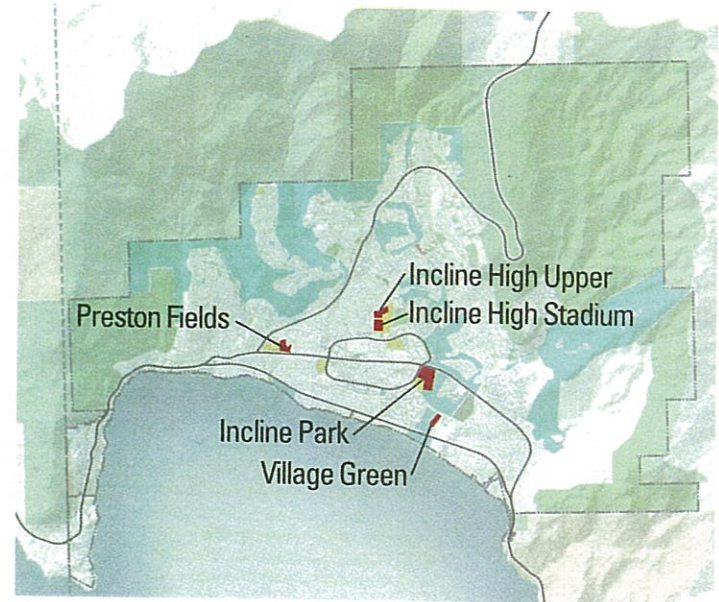
EXISTING USAGE DATA

There are several categories that drive a playing field's service level: physical condition, user expectations, and programming constraints. Cool season grass on native soil is a common surface found for many recreation playing fields and is used at all IVGID fields. This type of surface can generally handle up to 500 hours of use in a seven-month season which equates to about 72 hours per month or 2.4 hours per day. Any use above this threshold generally results in noticeable degradation of the playing surface and an increase in maintenance needs. **IVGID observes a five-month season and thus the threshold would be 350 hours of use, the monthly and daily thresholds remain the same.**

Table 1 summarizes hourly field use data based on the 2016 season. As shown, two fields are currently above the recommended seasonal, monthly, and daily usage hours, while others are approaching the threshold. This data does not capture any potential service gaps in the IVGID scheduling system such as additional practices desired by teams or other desired public events. The usage data also does not capture:

- Open park times where fields are used
- School usage for recess and physical education classes
- Non-scheduled practices

IVGID's primary user group at the playing fields is youth sports. Because of this targeted user group, available hours for field usage are limited to approximately 3-7 PM during the weekdays (after school hours and avoiding late evening usage) with about 12 hours of available use on the weekends. During the focus groups sessions there was a reoccurring theme amongst user groups regarding the availability of fields. Scheduling constraints directly contribute to service level of fields because even if physical field conditions are acceptable, service levels are still low if you cannot meet the needs of your users. Although the amount of use shown in the table may not warrant additional fields, limited time versus space issues based on preferred scheduling windows for youth sports warrants consideration of additional fields (especially rectangular).



Play fields used by IVGID are located in the above park and school sites.

Fields | Key Findings

TABLE 1: IVGID RECREATION 2016 FIELD MONTHLY USAGE (HOURS)

AVERAGE OF FIELD USE PER FIELD PER DAY ¹								
	MON	TUES	WED	THUR	FRI	WEEKENDS	TOTAL	AVG. DAILY
PRESTON FIELD	3.7	3.0	2.6	2.3	2.4	10.9	24.9	3.6
INCLINE PARK 1	4.6	4.5	5.6	4.2	5.4	11.1	35.3	5.0
INCLINE PARK 2	4.4	5.9	4.4	4.0	5.6	10.3	34.5	4.9
INCLINE PARK 3	4.1	4.0	4.8	3.2	2.6	10.9	24.9	3.6
VILLAGE GREEN-U	3.8	4.7	4.6	4.5	3.9	6.9	28.4	4.1
VILLAGE GREEN-L	5.0	5.2	5.8	5.1	5.6	3.9	30.6	4.4

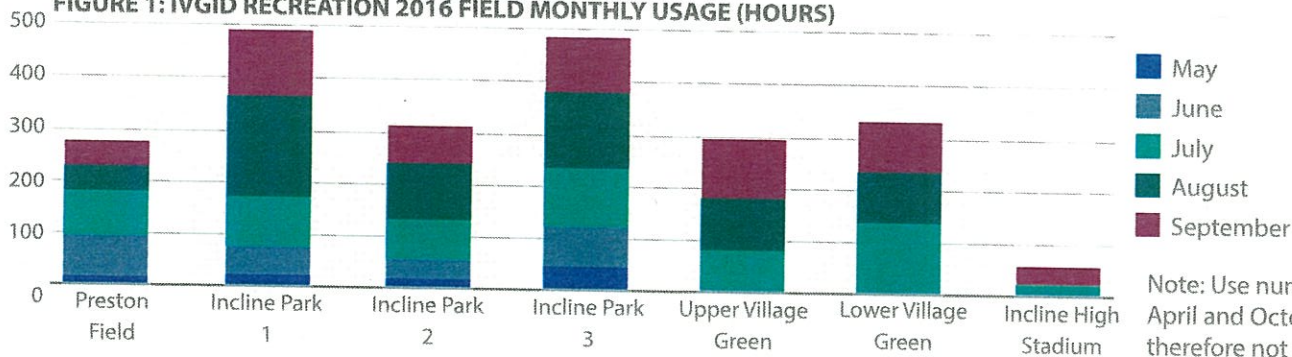
Limited time versus space issues based on preferred scheduling windows for youth sports warrants consideration of additional fields (especially rectangular).

Note 1: Figures do not include Washoe County School use or non-scheduled activities. Resident use includes activities and events mostly attended by IVGID residents. Tournaments are reserved to certain weekends only.

Additional information to be considered when evaluating current field usage versus available field time:

- Although Incline Park Field 2 currently shows availability for additional programming, the field is limited by its size which accommodates a limited amount of sports (e.g. U6 soccer and little league).
- Limited events are scheduled at Village Green until July.
- Usage hours for Village Green do not include the amount of time the fields are used as an open public park and a dog park. This data would likely lower the amount of time available for other programming such as youth sports.
- Washoe Schools control the scheduling at Incline High Stadium; no IVGID programs are currently scheduled.
- No IVGID programs are currently scheduled at Incline High Upper Field. The field is underutilized but has some schedule conflicts with High School programs. There are opportunities for IVGID to utilize this space further, contingent upon the physical condition and site access improvements.

FIGURE 1: IVGID RECREATION 2016 FIELD MONTHLY USAGE (HOURS)



Note: Use numbers were not tracked for April and October during 2016 and are therefore not shown.

Fields | Key Findings

PRIMARY ISSUES

The three main issues with the fields are as follows:

Scheduling: Not enough fields to meet scheduling windows.

- Sports programs are typically held in the afternoon and weekends. These scheduling windows are often not flexible due to school/work schedules.
- » AYSO doesn't start until August. There are eight weekends in July/August where IVGID doesn't receive requests to use the fields. This provides an opportunity for IVGID to rent the fields and recoup costs as a benefit to the community.

Fields: No dedicated rectangle fields (soccer, lacrosse, etc.)

- There are no dedicated rectangle fields. These field types currently utilize existing baseball/softball outfields and common areas, which has resulted in programming constraints and overuse of fields.
- The only true rectangle fields are at Village Green. This area also acts as open space for public park use and as a temporary dog park. There are potential hazards if animal waste is not continually picked up. Animal urination on fields adds to wear and conflicts with the need for children to play on the fields.

Use: Many fields are overused.

- Athletic fields support a finite hours of use before noticeable degradation of the playing surface occurs. This degradation reduces performance and increases maintenance costs. The existing field types generally supports 2.0-2.4 hours per day, which many of the fields meet or exceed. Table 1 provides a summary of the hours of field use per field.



Focus group attendees, public workshop comments, and survey results showed the need and support for dedicated rectangular fields.

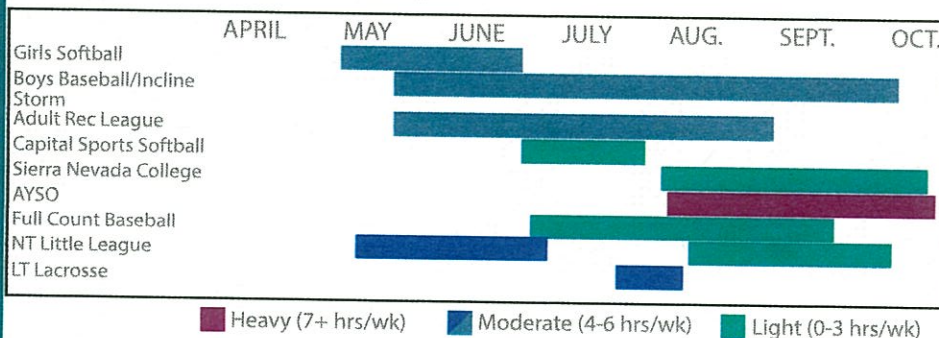


Best practices and stakeholder feedback support the findings that there are scheduling conflicts, not enough field availability, and field size issues given soccer is played on a softball field.

51% of respondents strongly or somewhat support the addition of rectangle fields.

10% of respondents did not know.

FIGURE 2: SPORTS SEASON TIMELINE



USE	DATES	NOTES
Girls Softball	5/1 - 6/10	Daily use through week
Incline Storm/Boys Baseball	5/16 - 10/1	Daily Use
Adult Rec League	5/16 - 8/31	Once per week with annual tournament
Capital Sports Tournaments	6/18 - 7/24	(3) 20-30 hour weekend tournaments (4 fields)
Sierra Nevada College	8/5 - 10/5	Daily Use
AYSO	8/8 - 10/8	Daily Use
Full Count Baseball	6/20 - 9/18	(2) Fall tournaments all fields
NT Little League	5/9 - 9/30	Daily Use
LT Lacrosse	7/15 - 7/31	July tournaments

Fields | Key Findings

TABLE 2: HOURS OF USE BY USER GROUP

HOURS OF FIELD USE BY USER GROUP (MAY - OCTOBER) ¹							
USER GROUP	INCLINE PARK FIELD 1	INCLINE PARK FIELD 2	INCLINE PARK FIELD 3	PRESTON	VILLAGE GREEN - L	VILLAGE GREEN - U	TOTAL
GIRLS SOFTBALL	7.5	10	0	0	0	0	17.5
ADULT SOFTBALL	91	0	118	0	4	4	217
BOYS BASEBALL/ INCLINE STORM	0	0	53.5	0	0	0	53.5
FULL COUNT SPORTS	48	48	87	48	0	0	231
CAPITAL SPORTS	80	80	67	80	0	0	307
AYSO	203	121.25	130.5	3	177.25	161.5	796.5
SIERRA NEVADA COLLEGE	27	0	0	12	0	22.5	61.5
NORTH TAHOE LITTLE LEAGUE	0	25	0	79.5	0	0	104.5
LAKE TAHOE LACROSSE	0	0	0	0	30	30	60
EVENTS	0	0	1.5	9	76.25	22	108.75
TOTAL							1,957.25

Note 1: Figures do not include Washoe County School use or non-scheduled activities. Resident use includes activities and events mostly attended by IVGID residents. Tournaments are reserved to certain weekends only.

Fields | Key Findings

TABLE 3: PERCENTAGE OF USER GROUP USE

PERCENTAGE OF FIELD USE BY USER GROUPS ¹			
USER GROUP	HOURS	PERCENTAGE	NOTES
IVGID & REC LEAGUES	1,249	64%	Girls Softball, Boys Baseball/Incline Storm, Rec League, AYSO, North Tahoe Little League, Lake Tahoe Lacrosse
SIERRA NEVADA COLLEGE	61.5	3%	Sierra Nevada College
TOURNAMENTS	538	27%	Full Count Sports, Capital Sports
EVENTS	108.75	6%	Private Events
TOTAL	1,957.25		

There are 8 weekends in July/August where IVGID doesn't receive requests to use the fields. This provides an opportunity for IVGID to rent the fields and recoup costs as a benefit to the community.

TABLE 4: PERCENTAGE OF RESIDENT USE IN COMPARISON TO NON-RESIDENT USE

COMPARISON OF RESIDENT AND NON-RESIDENT USE ²			
USER GROUP	HOURS	PERCENTAGE	NOTES
RESIDENT	1,419.25	73%	Girls Softball, Rec League, AYSO, North Tahoe Little League, Lake Tahoe Lacrosse, Sierra Nevada College, Events
NON-RESIDENT	538	27%	Tournaments
TOTAL	1,957.25		

Note 1: Figures do not include Washoe County School use or non-scheduled activities.

Note 2: Resident use includes activities and events mostly attended by Incline Village/Crystal Bay residents. Tournaments are reserved to certain weekends only.

Fields | Objectives

GAP IN FIELD INVENTORY

As previously noted, the District's field inventory does not include dedicated rectangular fields which support sports such as soccer and lacrosse. The current softball fields at Incline Park and the Village Green are converted to rectangular fields as schedules permit. Table 5 lists the location of multi-use rectangle fields, the number available, and the relevant age group. The inventory of soccer fields for older youths is limited. Only a few fields within the District can accommodate competition play for those over 10 years old. These fields are primarily located on Village Green and compete with other scheduled programs. Dedicated rectangle fields are needed and should be sized to accommodate a range of age groups from beginner to more advanced, adult play.

TABLE 5: RECTANGLE FIELD INVENTORY

LOCATION	QUANTITY	AGE GROUP
INCLINE PARK FIELD 1 FIELD 2 FIELD 3	1	U12
	2	U5/U6
	2	U8
VILLAGE GREEN UPPER FIELD LOWER FIELD	1	U10
	1	U14/U16

NOTE: None of the field locations shown above are dedicated rectangle fields.

SYNTHETIC TURF | SHORT AND LONG TERM CONSIDERATIONS

There are many synthetic turf products and systems with a range of price points and uses. The most common systems consist of a sand and rubber infilled synthetic turf, often placed over a pad. The pads generally provide a safer playing surface and have drainage capabilities to assist in managing stormwater runoff and snowmelt. Alternative infill products have been developed such as cork, coconut fiber, walnut shell, polymer coated sands. All come at a premium price.

The below factors should be considered when evaluating synthetic turf and natural grass fields. The cost of ownership should be fully evaluated, especially the renewal cost which occurs every 8-10 years.

- **Use & Climate:** Synthetic turf can handle significantly more use than natural grass and can be utilized year-round with snow removal. This is especially important where heavy programming and lack of fields are present.
- **Cost:** The cost of ownership is an important factor to consider as the capital cost for synthetic turf can be three to four times greater than natural grass and synthetic turf should be replaced within 8 to 10 years after installation. The financial value of synthetic turf is realized when fields experience heavy use (more than 1,500 hours per year).
- **Maintenance:** While synthetic turf does require maintenance, it is less than that of natural turf.
- **Playability:** A well-engineered and constructed synthetic turf field will maintain exceptional playability and aesthetic value.

Synthetic turf construction costs range from \$12-\$15 per SF. Renewal costs (after 8-10 years) range from \$5-\$6 per SF. For a 100,000SF field, this equates to a capital construction cost of \$1.2-\$1.5M dollars with a renewal cost of \$500,000 - \$600,000 after 8-10 years.

Fields

Increase field inventory to accommodate scheduling for existing and future programs and continually review to identify needs and issues.

- Renovate Field 3 at Incline Park to a full baseball field.

Construct dedicated rectangle fields with a range of sizes to serve youth and adult needs.

- Utilize the baseball/softball outfields and common areas during overflow situations (i.e. tournaments, heavy practice schedules and other high use times). Likewise, if site constraints allow, the dedicated rectangle fields could have baseball/softball cutouts which would be used during overflow situations.

Consider both short- and long-term costs and benefits prior to the selection and utilization of synthetic turf and lighting.

- Recognize climate conditions and adjacent land uses when evaluating benefits and challenges. Alternate playing surfaces such as synthetic turf significantly can increase allowable use hours and season lengths if the fields have lighting and snow is removed. Proximity to residential areas may limit the opportunity for lighting in some instances. In addition, synthetic fields have substantial capital outlay costs and must be renewed every 8-10 years.

Site Testing Locations

SITE TESTING LOCATIONS

Priority park and field needs for the Incline Village/Crystal Bay community include dedicated rectangle fields, a dedicated dog park, regulation size bocce courts that can accommodate tournament play, and playground areas that provide a new range of play activities and are easy to walk or bike to for all residents. These needs are based on the site assessments, best practices, trends, and community input.

Through the site testing process, the opportunity for other park improvements arose. For example, after locations are found that can provide dedicated facilities for rectangle fields and a dog park, Village Green has an opportunity to be enhanced and become a "Great Park" which serves a variety of users. Adventure play facilities and group pavilions can help keep the park active. Flexible space allows for activities such as running, flying a kite, or hosting an event and listening to music.

Six sites were tested for summer recreation facilities: the Upper Fields at Incline High School, the U.S. Forest Service (Forest Service) Parcel, the Old Elementary School, the Incline Park/Recreation Center Complex, the Village Green, and Sierra Park (in Crystal Bay). Opportunities for accommodating the different uses were explored at each location. In some instances, this required an existing use to be relocated. Site studies were then conducted to evaluate how an existing use could be relocated and enhanced by providing it in a different location. For example, disc golf was evaluated to understand if it could be accommodated in a different location.

Several sites were assessed but did not move forward through site testing. For example, Preston Field was considered as a potential site for a dog park. However, it is physically separated from the majority of the residential areas and the terrain and proximity to adjacent neighbors does not make it an ideal location. Therefore, it was not further evaluated. Potential sites for winter uses, such as ice skating, sledding, and Nordic skiing, are also noted. The lack of utilities at the parcel near Mount Rose constrains the development of a Nordic center, but the concept is supported by community groups.

PARK FACILITIES & FIELDS | BEST PRACTICES EVALUATION MATRIX

The best practices provided in the previous section are summarized on pages 68-69. The matrix identifies particular needs for each of the identified park and field needs. The matrix on pages 70-71 takes into account the design parameters and relates them to the site conditions for each opportunity site in order to identify which site might best accommodate the park and field uses.

SITE TESTING MATRIX

The Site Testing Matrix summarizes the site conditions, infrastructure, and unique elements of each site evaluated. Based on these physical and environmental conditions and adjacent land uses, the matrix identifies the potential park and field uses that could be accommodated at each site.

Following the matrices, a series of conceptual site plans illustrate how sites could be designed to accommodate different uses. High level costs are provided for the different scenarios and summarized at the end of the section. The Incline Village and Crystal Bay community can use the information to inform future priorities and decision making to get the best value out of their existing park system and identify what partnerships and acquisitions might be pursued to meet their needs.

Park and Field Needs:

- *Dedicated Rectangle Fields*
- *Dedicated Dog Park*
- *Bocce*
- *Centralized, Easy to Access Playground*

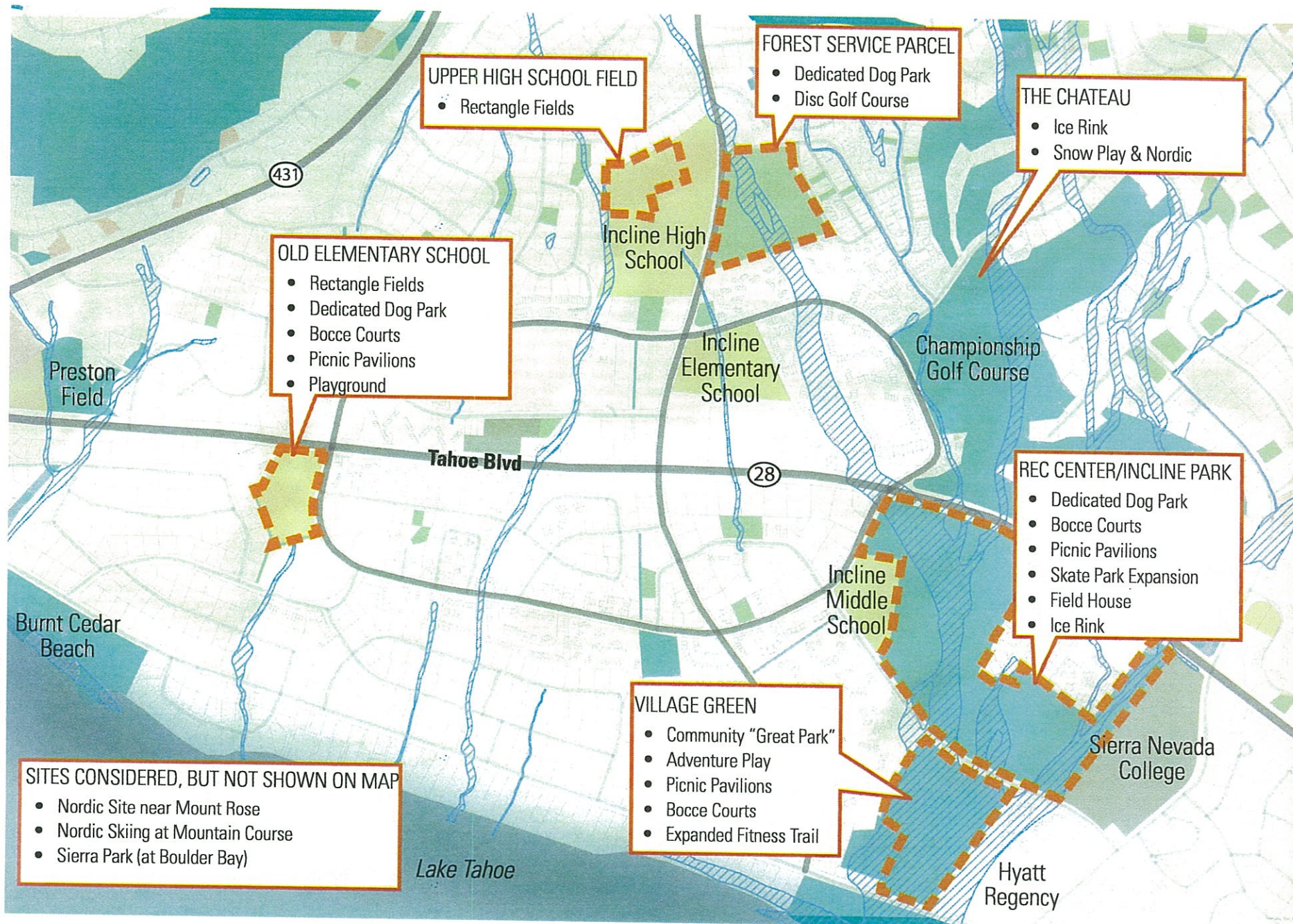
Park Opportunities:

- *Create a "Great Park" at the Village Green*
- *Centralized Group Pavilions*
- *Enhanced Disc Golf*

Winter Recreation Opportunities:

- *Ice Skating*
- *Nordic Skiing*
- *Snow Play*

Sites and Uses to be Site Tested



Park Facilities & Fields | Best Practices Evaluation Matrix

TABLE 6: PARK FACILITIES & FIELD NEEDS BEST PRACTICES EVALUATION MATRIX

		COMMUNITY DOG PARK	REGIONAL DOG PARK	SOCCER FIELD	BOCCE
SITE CONDITIONS	Size	2-10 acres	10+ acres	3 acre footprint for field and support space	0.25-0.5 acres for three courts and support/spectator space
	Terrain	Relatively flat with good drainage	Flat to moderate terrain	Flat with good drainage	Flat with good drainage
	Spatial Requirements	2 to 3 separated areas, 1 acre each Within each park, a minimum clear space of 100'x100' for ball retrieval	Large open space areas of 10 acres or more	110-120 x 70-80 yds regulation, 100 x 65 yds recreation, 80 x 50 yds youth	13' x 91' tournament, 8-14' x 60-91' recreation
	Site Orientation	Not a relevant consideration	Not a relevant consideration	North-South orientation to avoid playing into direct sunlight	North-South orientation or in shaded location
	Tree Canopy & Vegetation	Light to moderate tree coverage for dog run, vegetated buffer for noise reduction	Moderate to full tree coverage, vegetated buffer for noise reduction	No tree coverage on fields, perimeter planting at site entrances and edges	Light to moderate tree coverage around courts w/perimeter planting; limit tree litter onto courts
	Surfacing Material	Large open turf, decomposed granite, or native earth	Native earth or vegetation	Natural or artificial turf	Loose surface like crushed oyster shell or decomposed granite
	Adjacent Uses	Buffer between residential, schools, and children's play areas	Buffer between residential, schools, and children's play areas	Schools, residential areas, or proximity to existing rec. facility/complex	Proximity to existing rec. facility or club house for shared parking and restrooms
	Other Considerations	Separate fenced areas for small dogs and large dogs, double gated entries	Fenced perimeter, paved or soft surface trail network through site	Allow for space to rotate field layout for turf maintenance	Maintenance shed for regular watering and top-dressing
INFRASTRUCTURE	Vehicular Access & Parking	Between 20-30 spaces	Between 20-30 spaces	45 spaces per field minimum	Opportunity for shared parking
	Facilities/Utilities	Access to restroom, pet waste stations, and pet drinking fountain	Access to restroom, pet waste stations, and pet drinking fountain	Access to restrooms, trash receptacles, drinking fountain	Access to seating and shade
ADD'L	Unique Opportunities	Access to natural water source, views of scenery, walkable location	Access to natural water source, views of scenery, walkable location	Opportunity for picnic tables and/or play area for gathering during games	Opportunity for spectators. Trail connections to residential areas

Park Facilities & Fields | Best Practices Evaluation Matrix

		DISC GOLF	ADVENTURE PLAY	SKATEPARK	NORDIC SKI CENTER
SITE CONDITIONS	Size	1 ac per hole minimum; 10-15 ac for 9-hole; 20-25 ac for 18-hole course	0.15-0.3 acres for play area and support space	Generally, up to 10 skaters can share a 1,500 SF space	3 ac footprint for building, parking, & support structures
	Terrain	Flat to moderate terrain Challenging courses may have more varied terrain	Flat with good drainage	Flat to moderate terrain, park can navigate slight grade transitions	Flat with good drainage for building/parking site
	Spatial Requirements	Holes vary from 200' - 350' in length; set tee 20-50' from last basket	Separate play area for 2-5 year old and 6-12 year old children	Quality is prioritized over size; 6' max. ramp height	2,000-15,000 sf building w/ 1,000-5,000 sf outdoor space
	Site Orientation	Not a relevant consideration	Not a relevant consideration	Not a relevant consideration	Orient building south/south-east for passive solar
	Tree Canopy & Vegetation	Light-moderate for beginners; moderate-heavy for advanced play	Perimeter tree canopy & planting, 25% shade recommended	Perimeter tree canopy and planting	Open area near building w/ perimeter trees & planting
	Surfacing Material	Fairways as turf or low native vegetation, paved tee box, trail network	Rubber play surface or loose material like pea gravel, sand, mulch	9000 PSI prefabricated or cast-in-place concrete	Paved outdoor gathering space, plowed access to trails
	Adjacent Uses	Compatible with most uses: schools, residential, or rec facilities	Schools, residential, or proximity to existing rec. facility/complex	Schools, residential, or proximity to existing rec. facility/complex	Open space with trail network
	Other Considerations	A mix of open areas, tree coverage, & terrain for varied levels of difficulty	Buffer needed between potential hazards like roads or water	Consider posted rules and lighting for increased safety	Consider programming and uses during summer season
INFRASTRUCTURE	Vehicular Access & Parking	Between 10-20 spaces, or opportunity for shared parking	Opportunity for shared parking or trail connectivity for walkability	Opportunity for shared parking or trail connectivity for walkability	Between 40-60 spaces
	Facilities/Utilities	Little to no support facilities needed, restrooms or sanihuts preferred	Access to restrooms, drinking fountain, shade, and seating	Access to seating and shade	Electric/water/sewage, concessions, equipment storage
ADD'L	Unique Opportunities	Could locate 9-hole beginners course in town, 18-hole course elsewhere	Provide interest w/natural site features like boulders or stumps	Provide elements for skaters of differing abilities	Seek partnership to site building on same side of road as trails

Site Testing Matrix

TABLE 7: OPPORTUNITY SITE EVALUATION MATRIX

		RECREATION CENTER/ INCLINE PARK	VILLAGE GREEN	UPPER HIGH SCHOOL FIELDS
SITE CONDITIONS	Total Site Size	55.2 acres	17.8 acres	3.5 acres
	Usable Site Size	13 undeveloped acres (depending on verified SEZ)	3.9 acres (depending on verified SEZ)	3.5 acres
	Terrain	Slope varies at usable site locations, approx. 3% north of tennis courts	Flat/Terraced	Flat
	Site Orientation	N/A	North-South	East-West
	Required Tree Removal	Undeveloped, tree removal likely depending on use	Some, depending on expansion	None
	Visibility/Security	Poor - not visible from public roads or existing parking lots	Good - visible from public roads and parking lots	Poor - not visible from public roads or existing parking lots
	Adjacent Uses	Open Space, Residential	Open Space, Resort	Residential, Civic
INFRASTRUCTURE	Vehicular Access & Parking	Existing access at the Visitor Center (North) and the Rec Center (South). Parking at both access points.	40 existing parking spaces in the Aspen Lot that is typically full from beach parking overflow.	Existing vehicular access. No existing parking.
	Existing Facilities/Utilities	Existing infrastructure at Rec Center building and Tennis and Pickleball Center.	Existing restroom w/ drinking fountains, power pedestal in center of fields. No lighting at night.	Access to utilities. No lighting.
	Trail Connectivity	Good - Adjacent to Bike Path and Lanes. Paved & unpaved trail network, connection to Village Green.	Good - Adjacent to Bike Path on Lakeshore Blvd. Unpaved trail network, connection to Rec Center.	Poor - Some user/informal paths to HS and neighborhood. Steep site access, no ADA route.
ADD'L	Unique Opportunities	Potential to share or add parking with Visitor Center access off SR 28.	Link between Rec Center & lake, close to future Rec Center improvements. Adjacent to creek.	Tennis courts are under-utilized and could be repurposed as parking. The site can not be used by the general public during school hours.
CONCLUSIONS	Potential Uses	Adventure Play, Group Pavilions, Bocce Courts, Skatepark Expansion, Field House, Dog Park, Seasonal Ice Rink	Adventure Play, Picnic Pavilion, Bocce Courts, Dog Park, Informal Rectangle Fields	Dedicated Rectangle Fields, Dog Park

Site Testing Matrix

		FOREST SERVICE PROPERTY	OLD ELEMENTARY SCHOOL	INCLINE LAKE PROPERTY	GOLF COURSES (FOR WINTER REC & SNOW PLAY)	SIERRA PARK (IN CRYSTAL BAY)
SITE CONDITIONS	Total Site Size	13 acres	6.5 acres	5 acres		5 acres
	Usable Site Size	10.5 acres	3 acres	5 acres	Varies with snow cover	5 acres
	Terrain	Slope at 7% or greater	Flat/Terraced	Flat to Moderate	Varies	Moderate with adjacent steep slopes
	Site Orientation	N/A	North-South	Northeast-Southwest	Varies	North-South
	Required Tree Removal	Undeveloped, tree removal likely depending on use	Has open area, but may require some tree removal.	Undeveloped, tree removal likely	None	None
	Visibility/ Security	Moderate - trees filter view from roadway	Good - visible from public roads and parking lots	Moderate - some visibility from SR 431	Good	Moderate - some visibility from SR 431
	Adjacent Uses	Residential, Civic	Commercial, Residential	Open Space, Wilderness Land	Residential, Open Space, Civic	New Development
INFRASTRUCTURE	Vehicular Access & Parking	No existing vehicular access. No existing parking.	Approx. 45 existing parking spaces.	No public access. Informal roadside parking pull-out.	At each clubhouse area.	Small parking area.
	Existing Facilities/Utilities	No existing utilities or facilities.	Existing infrastructure. Requires demolition of existing building.	No existing utilities or facilities.	Existing infrastructure.	Picnic, path, and lawn.
	Trail Connectivity	Moderate - Adjacent to Bike Lanes on Village Blvd. Some user trails.	Moderate - Adjacent to existing Bike Path on Southwood Blvd and paved sidewalks on SR 28.	Moderate - Adjacent to existing FS trails. Across SR 431 from XC trail area.	Moderate	Planned connection to Stateline Bikeway.
ADD'L	Unique Opportunities	Proximity to High School and residential areas.	Proximity to residential. Joint use opportunity as transit hub.	Year-round access to trails, open space, and wilderness.	Potential partnerships for snow play and Nordic.	Available funding source.
Conclusions	Potential Uses	Dog Park, Disc Golf Course	Dog Park, Bocce Courts, Adventure Playground, Senior/Community Center, Dog Park, Dedicated Rectangle Fields, Joint Use Opportunity with Other Development	Nordic Ski Center and Back-country Access	Snow Play: Nordic Skiing, Snowshoeing, Sledding Winter Rec: Seasonal Ice Skating	Group picnic, Bocce Courts, Picnic, Viewpoint, Open Lawn.

Site Testing | Upper High School Fields

SUMMARY

- Existing Condition
 - » The upper High School fields currently accommodate informal use. The site previously included a diamond field. Tennis courts are located on the eastern portion of the site.
- Opportunity
 - » The current rectangle field uses can be accommodated within the existing turf area.
 - » Discussions have occurred with Washoe County to allow IVGID to develop dedicated rectangle fields on the current turf area.
 - » The tennis courts could be repurposed to provide parking and vehicular access. A restroom could be developed to serve users.
- Drawbacks
 - » Previous discussions have not included the tennis courts as part of the area for potential reuse.
 - » Without the addition of parking and a restroom, accessible access is challenging. The fields are grade separated from existing parking, which is also limited in number.
 - » Locating the fields at the High School may lead to scheduling conflicts if the school district requires first rights to use.
 - » The fields would not be accessible during school hours to the general public. However, peak field needs for IVGID programs are after school hours.



KEY MAP



Site Testing | Upper High School Fields

UPPER FIELDS – OPTION A



UPPER FIELDS – OPTION A (WITH LACROSSE SHOWN)



UPPER FIELDS – OPTION B



PROGRAM AND COST SUMMARY

OPTION A

- Field improvements and striping
- Access improvements

ESTIMATED COST: \$350,000 (in 2018 dollars)

OPTION B

- Field improvements and striping
- Restroom
- Parking and access road

ESTIMATED COST: \$1,700,000 (in 2018 dollars)

ESTIMATED OPERATING COST FOR PARK FACILITIES: \$2,924 - \$16,010/acre
(per the National Parks and Recreation Agency 2019 Park Metrics)

Site Testing | Forest Service Property

SUMMARY

- Existing Condition
 - » The parcel is 13 acres, located off Village Boulevard. The site is undeveloped and has a creek corridor running through the western area. The terrain is relatively gently sloping along Village Boulevard with varied terrain within the parcel. Residential areas border the site to the north, east, and south. The High School is located to the west.
- Opportunity
 - » The site has been identified previously as a potential land transfer to IVGID from the U.S. Forest Service.
 - » The large acreage provides ample room for a dedicated dog park and can accommodate both more formalized dog run areas as well as a trail system within the natural open space. These zones mirror the types of uses at Village Green (large open lawn areas with access to a creek and trail areas).
 - » In the event the existing disc golf area at Incline Park is used for a different use, Disc Golf could be relocated to this site. The site could be designed for an 18-hole course.
 - » The site's landscape composition is similar to the existing disc golf location with a variety of forested area and stream environment zone. It is anticipated, that similar to the existing location, accommodations will be made to allow for disc golf to be compatible near a stream environment zone.
- Drawbacks
 - » Restrooms and parking would need to be provided for both a dedicated dog park and for disc golf.
 - » The dog park would be located near a residential area, but there is room for a vegetated buffer and the more active park can be located away from most residences.
 - » The 18-hole disc golf configuration may have space restrictions for optimal layout.



KEY MAP



Site Testing | Forest Service Property

FOREST SERVICE PROPERTY – OPTION A: DOG PARK

PROGRAM AND COST SUMMARY

OPTION A: DOG PARK

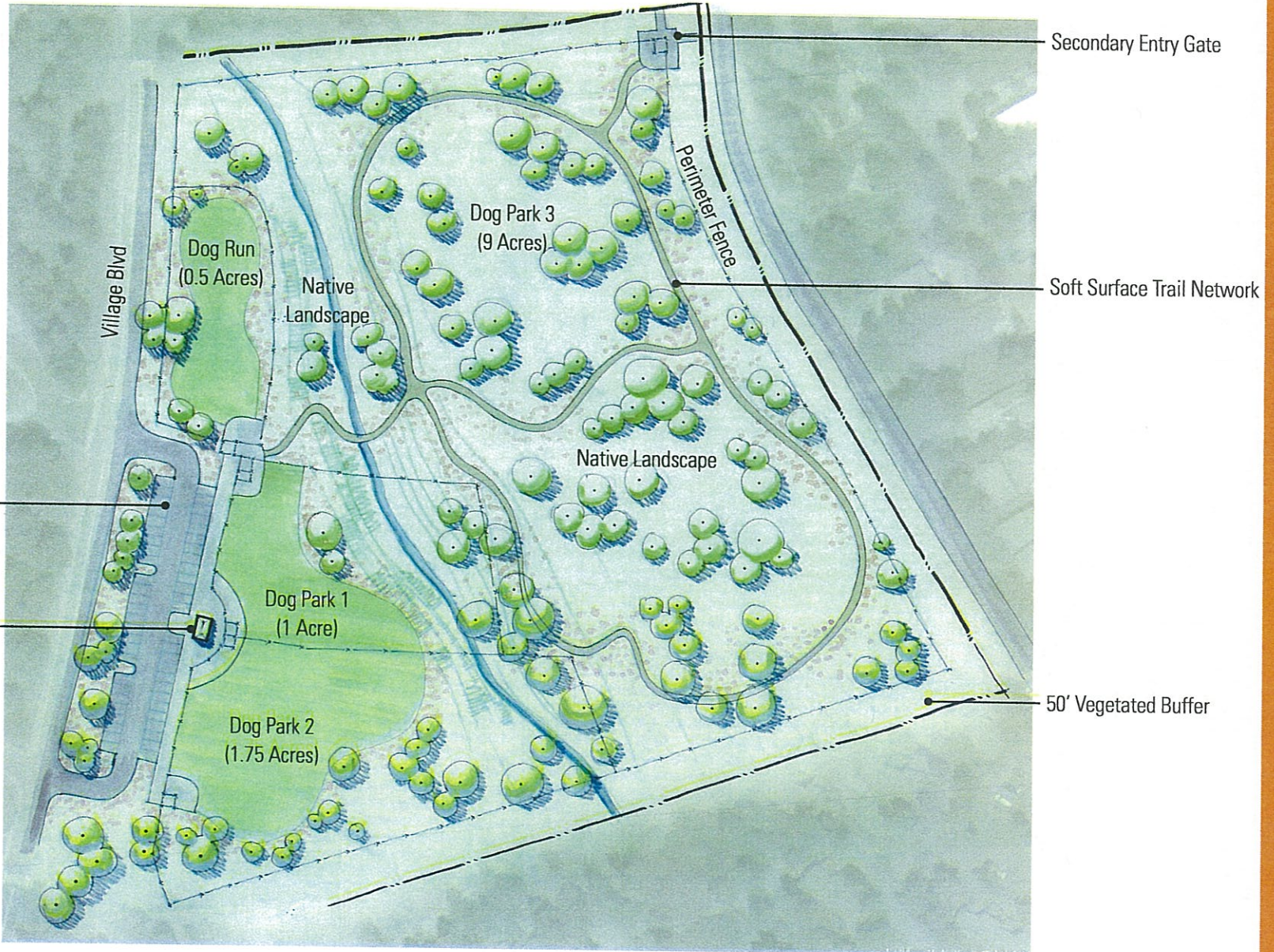
- Formalized dog parks and dog run
- Native landscape dog park with trails
- Parking
- Restroom
- Fencing

ESTIMATED COST: \$3.4M

Parking for 52 Cars

Restroom/ Maintenance

ESTIMATED OPERATING COST FOR PARK FACILITIES: \$2,924 - \$16,010/acre (per the National Parks and Recreation Agency 2019 Park Metrics)



Site Testing | Forest Service Property

FOREST SERVICE PROPERTY – OPTION B1: 18-HOLE DISC GOLF

PROGRAM AND COST SUMMARY

OPTION B1: 18-HOLE DISC GOLF

- Site improvements, baskets and paved tee box areas (outside of SEZ areas)
- Restroom
- Parking and access road

ESTIMATED COST: \$2M
(in 2018 dollars)

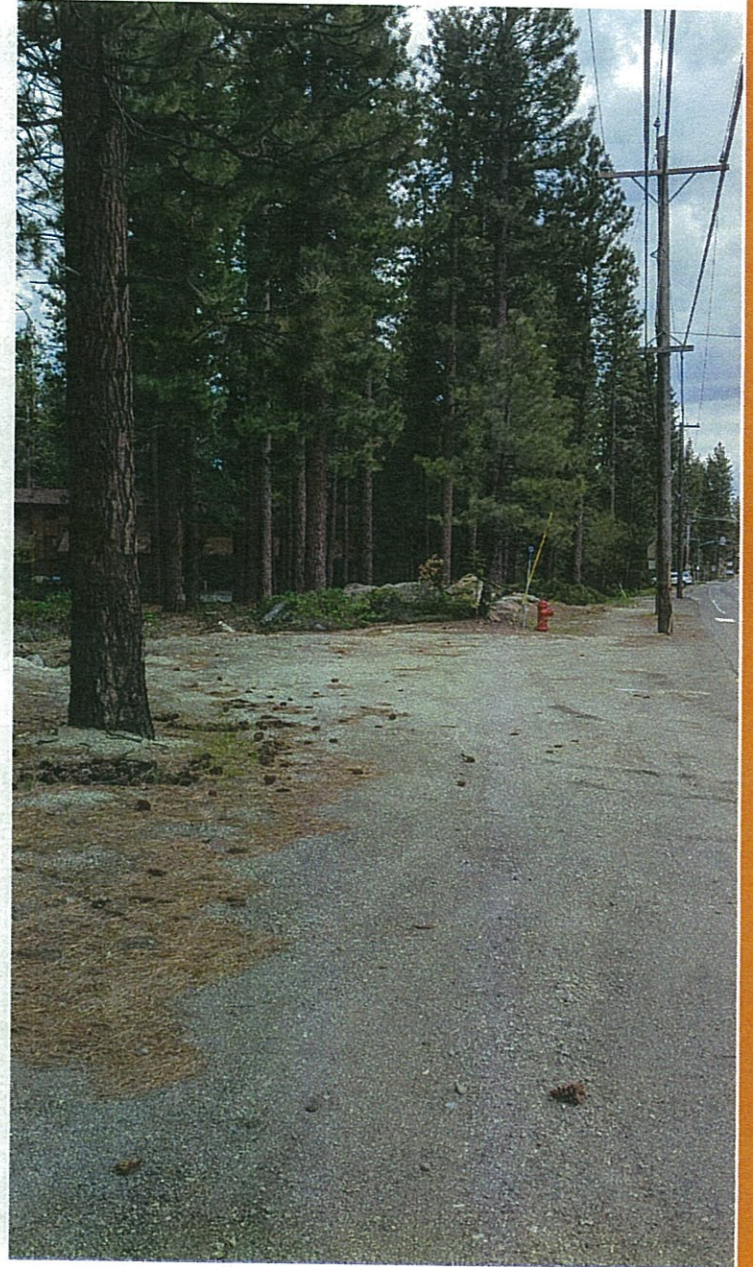
Parking for 52 Cars

Restroom/ Maintenance

ESTIMATED OPERATING COST FOR PARK FACILITIES: \$2,924 - \$16,010/acre (per the National Parks and Recreation Agency 2019 Park Metrics)



Site Testing | Forest Service Property



Site Testing | Incline Park & Recreation Center

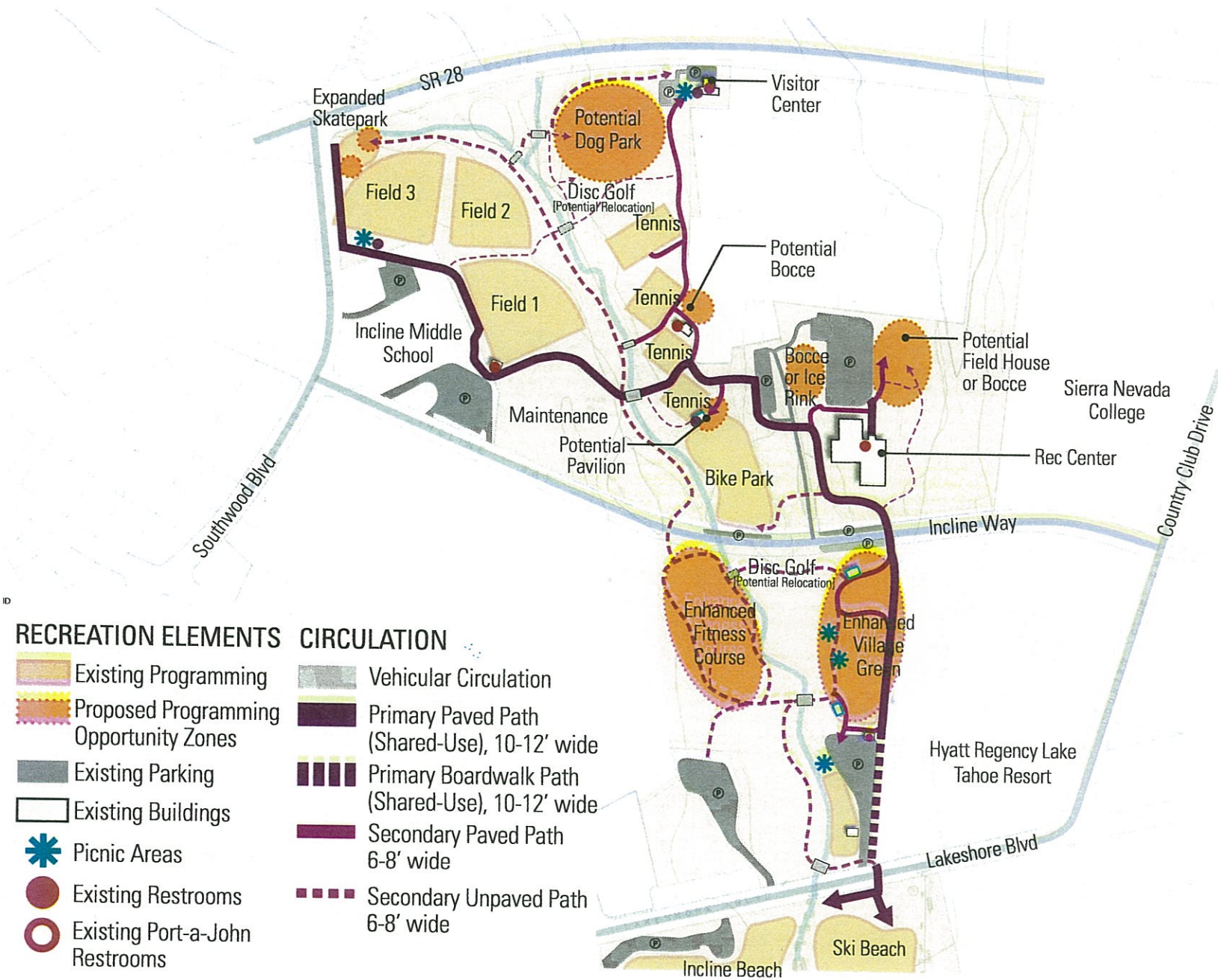
OPPORTUNITIES

- The lands and uses associated with Incline Park, the Tennis and Pickleball Center, Recreation Center, bike park, and the Village Green were evaluated to identify opportunities for uses to be accommodated within existing IVGID properties.
- Eight areas were evaluated. The opportunity to add a playground near the baseball fields was investigated. However, site conditions limit the ability to provide a meaningful playground in the available space.
- Trail connectivity between the sites was organized and simplified.

KEY MAP

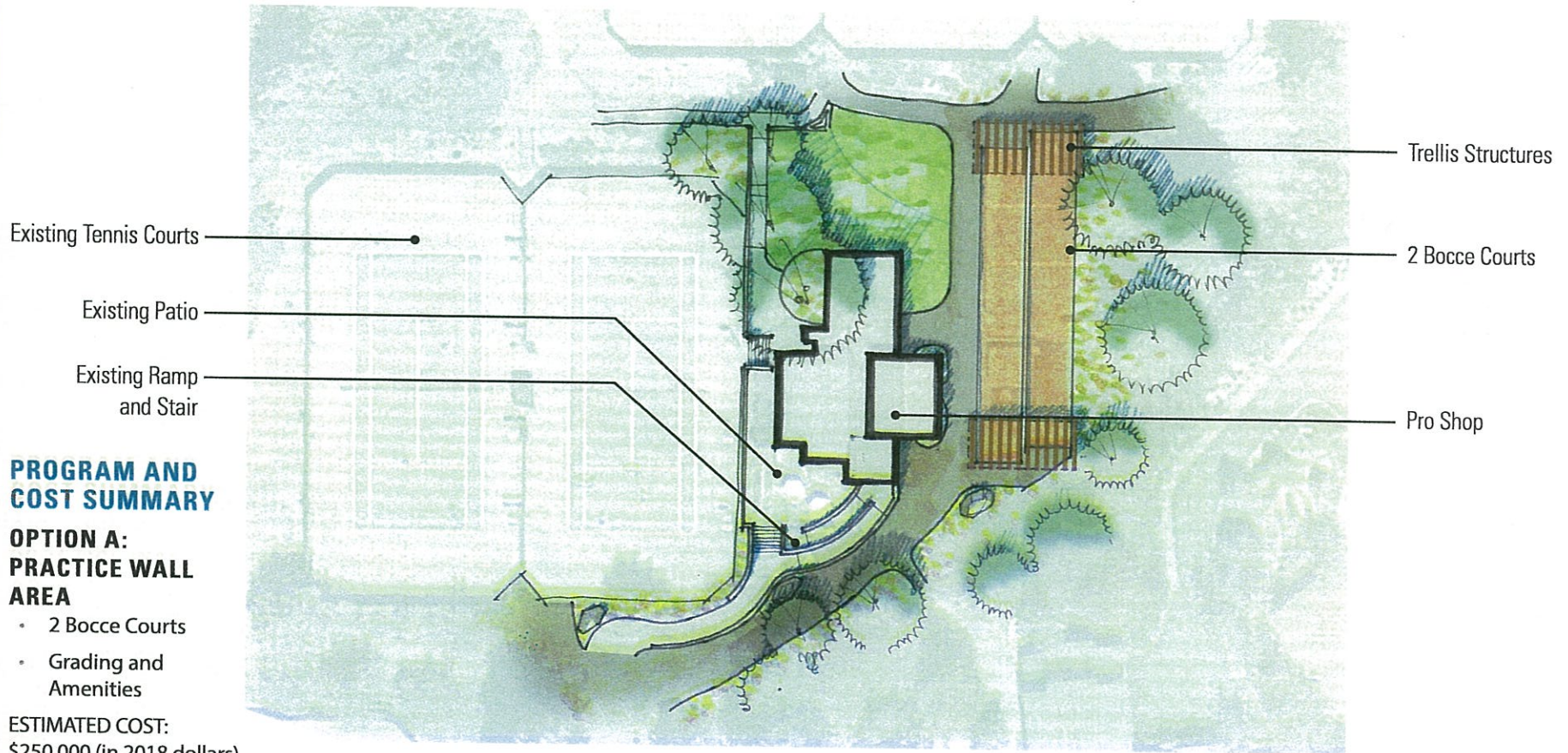


Site Testing | Incline Park, Recreation Center & Village Green



Site Testing | Incline Park & Rec Center – Bocce Alternatives

OPTION A



PROGRAM AND COST SUMMARY

OPTION A: PRACTICE WALL AREA

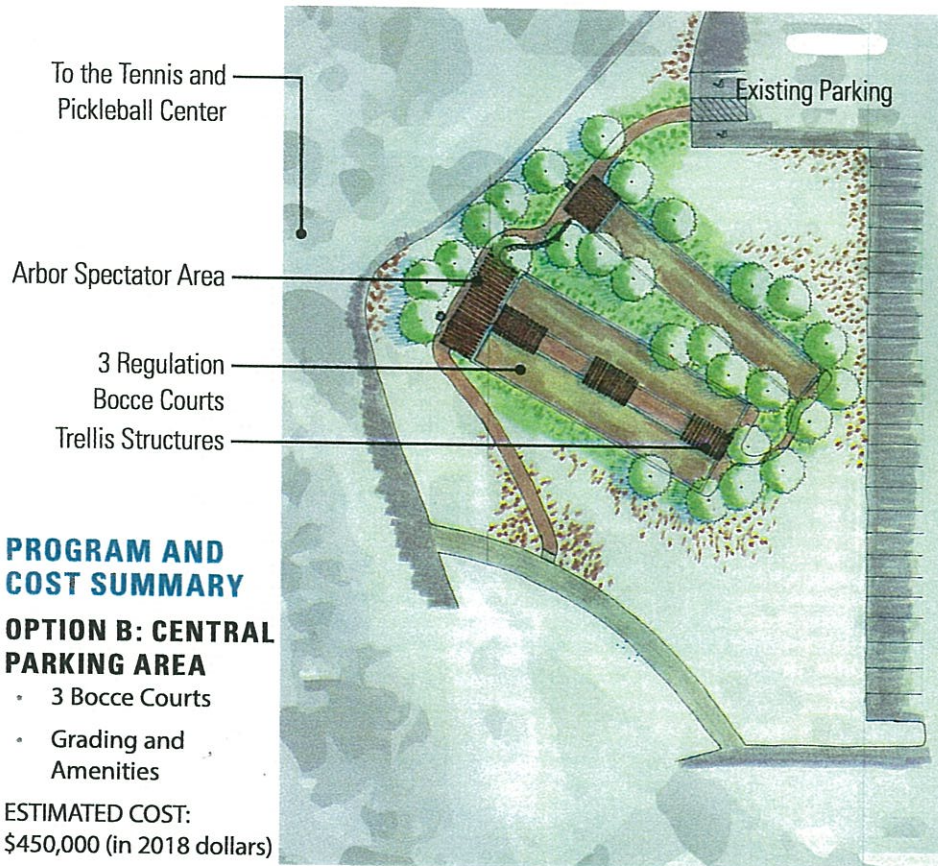
- 2 Bocce Courts
- Grading and Amenities

ESTIMATED COST:
\$250,000 (in 2018 dollars)

ESTIMATED OPERATING COST FOR PARK FACILITIES:
\$2,924 - \$16,010/acre (per the National Parks and
Recreation Agency 2019 Park Metrics)

Site Testing | Incline Park & Rec Center – Bocce Alternatives

OPTION B



OPTION C



SUMMARY

- Three sites were identified within the Incline Park and Recreation Center campus for Bocce courts:
 - » Practice wall behind the Pro Shop
 - » Landscape island in the parking lot
 - » East of the existing parking lot
- Placing the courts in the Tennis and Pickleball Center integrates the courts as part of “club play” which is desirable for bocce.
- The courts would reduce available tennis courts.

- Placement of the courts near the Pro Shop has a beneficial relationship with existing facilities and is compatible with the Tennis and Pickleball Center uses. Per the 2016 Tennis Center Assessment, the practice wall is undersized and does not accurately replicate the size of an actual tennis court. It could be relocated to another site related to a court.
- Placement of the courts in the landscape island uses currently unused space, but construction could be more expensive due to the requirement for grading and tree removal.
- Placement of the courts east of existing parking separates the use from other park users, but it may take space that could be used for overflow uses from the over-programmed Recreation Center.

Site Testing | Incline Park & Rec Center – Bike Park & Skatepark

BIKE PARK: ADDITION OF PICNIC PAVILION AND RESTROOM



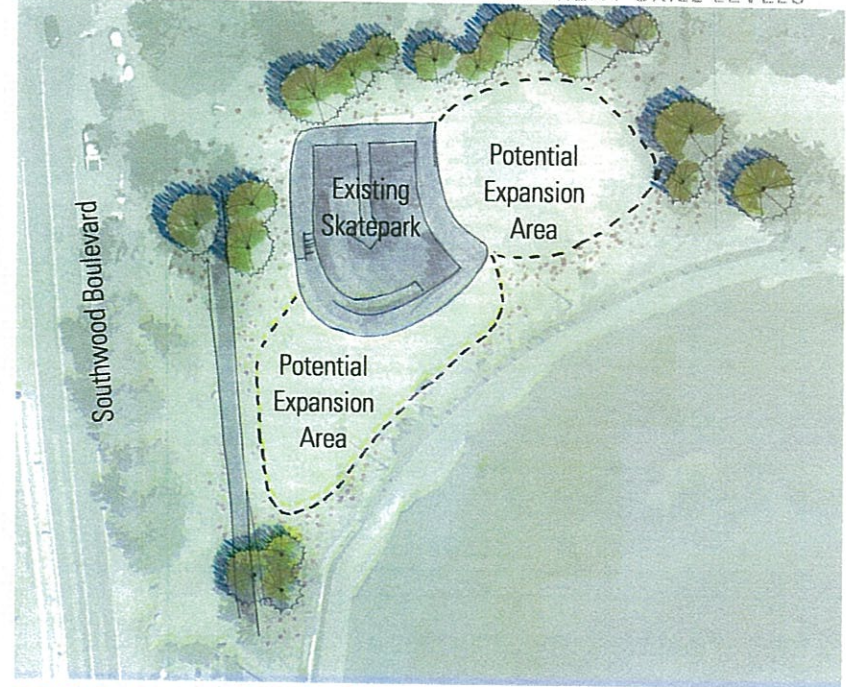
PROGRAM AND COST SUMMARY

BIKE PARK

- Group Pavilion, shade and seating areas
- Potential restroom (\$350,000)

ESTIMATED COST: \$600,000 (in 2018 dollars)

SKATEPARK: VARY EQUIPMENT FOR DIFFERENT SKILL LEVELS



PROGRAM AND COST SUMMARY

SKATEPARK

- Additional skatepark features, amenities, and shade

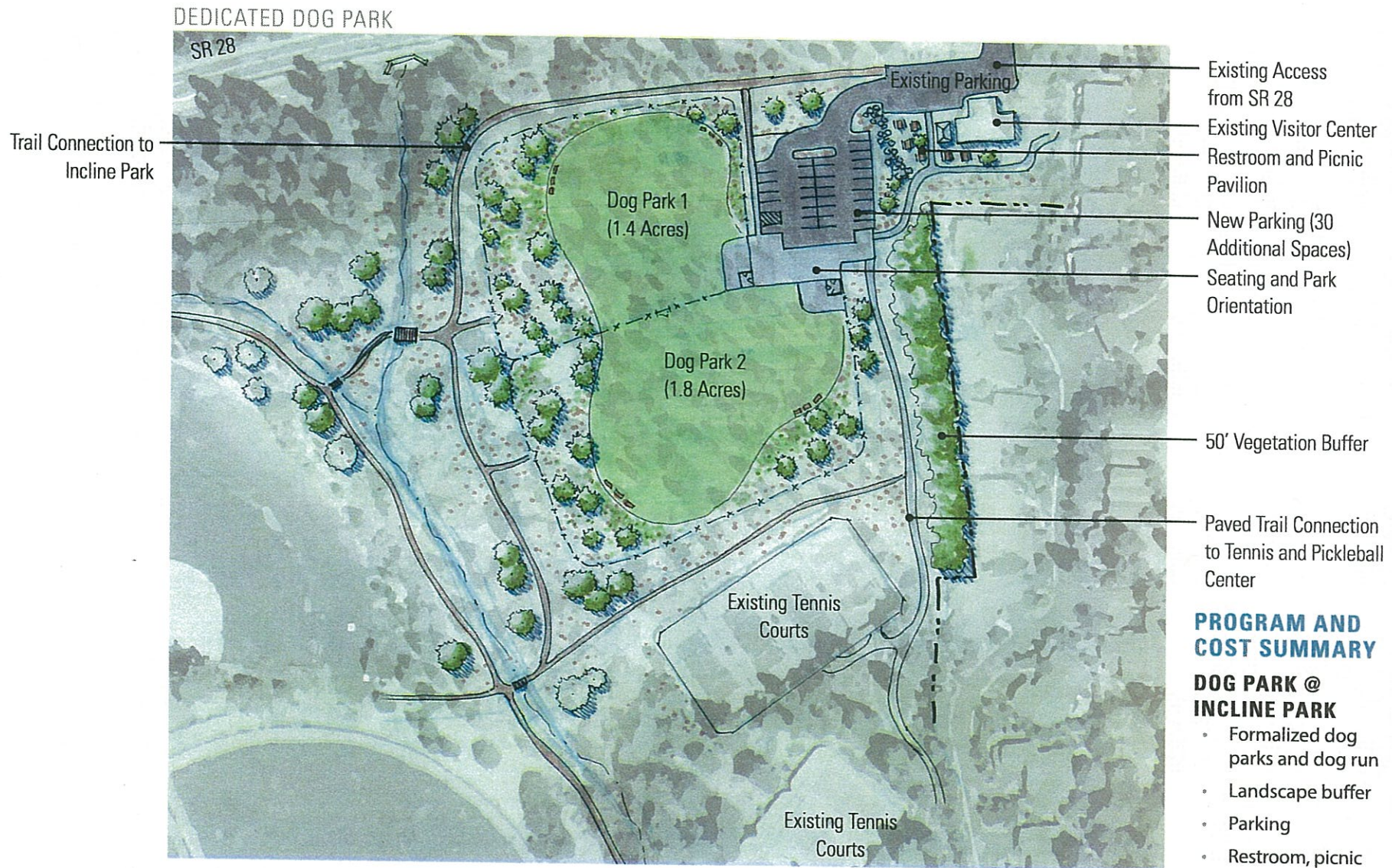
ESTIMATED COST: \$500,000 – \$1,000,000 (in 2018 dollars)

SUMMARY

- The addition of a group pavilion by the bike park provides a place for spectators and supports activities and events associated with the bike park.
- Bike park users could use the Tennis and Pickleball Center restroom or the Recreation Center restroom, but a restroom located closer to the bike park should be considered. The developable area near the site is constrained by SEZ, however.
- The skatepark has the potential to provide a better range of structures to meet both beginner and experienced user needs. The current design is focused more towards experienced users which reduces overall use.

- A dedicated dog park can be accommodated north of the tennis and pickleball courts. Parking access would be through the Visitor Center parking lot. Additional parking could be provided. Restrooms and a picnic pavilion could be located near the Visitor Center to allow for a shared use. Two large dog parks provide expansive areas to accommodate dog users while also allowing interaction with the creek. A vegetated buffer would be provided between the dog park and adjacent residential area.
- Locating the dedicated dog park north of the tennis and pickleball courts requires relocation of the disc golf course.

Site Testing | Incline Park & Rec Center – Dedicated Dog Park



PROGRAM AND COST SUMMARY

DOG PARK @ INCLINE PARK

- Formalized dog parks and dog run
- Landscape buffer
- Parking
- Restroom, picnic pavilion, and amenities
- Fencing

ESTIMATED COST: \$2.7M (in 2018 dollars)

ESTIMATED OPERATING COST FOR PARK FACILITIES: \$2,924 - \$16,010/acre (per the National Parks and Recreation Agency 2019 Park Metrics)

Site Testing | Village Green

VILLAGE GREEN – COMMUNITY “GREAT PARK”



PROGRAM AND COST SUMMARY

VILLAGE GREEN ENHANCEMENTS

- Event Pavilion
- Group Pavilion
- Adventure Play
- Enhanced trails and fitness course
- Boardwalk, seating, picnic areas, amenities
- Bocce courts
- Parking

ESTIMATED COST: \$2.6M (in 2018 dollars)

ESTIMATED OPERATING COST FOR PARK FACILITIES: \$2,924 - \$16,010/acre (per the National Parks and Recreation Agency 2019 Park Metrics)

Site Testing | Village Green

SUMMARY

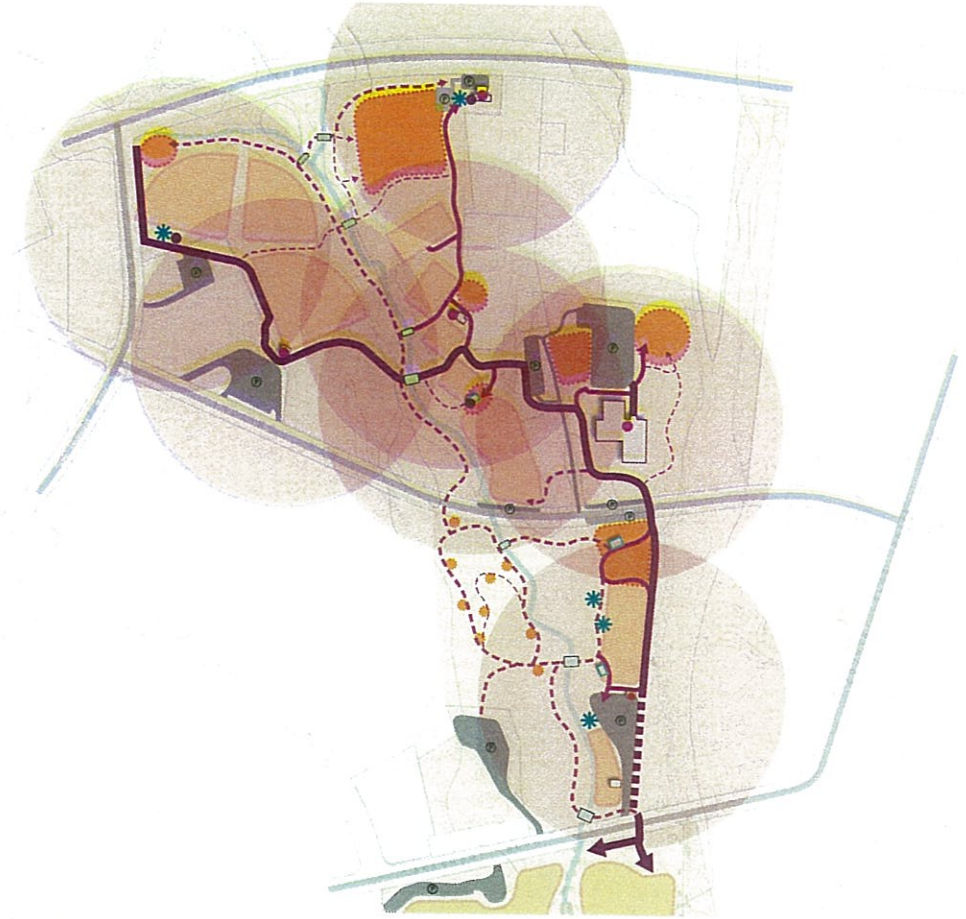
- Providing a dedicated dog park and rectangle fields in other locations allows the Village Green to be utilized for a multitude of community functions and park uses.
- Parking along Incline Way supports more uses of the park, including adventure or rope play, group pavilions, events, open lawn, and an enhanced fitness course and trail loop system.
- Bocce can be provided as part of the community park while still accommodating community events and informal play.
- A formalized trail loop system enhances the location of fitness stations.
- Overlooks and seating can be fun and engaging to encourage socializing.



Site Testing | Incline Park, Rec Center & Village Green Synthesis

SUMMARY

- The synergies between Incline Park, the Tennis and Pickleball Center, Recreation Center, and Village Green suggest the area be treated as a recreation campus and not individual parks.
- The addition and reorganization of elements can allow for increased capacity on lands IVGID currently owns.
- Evaluating the proximity of support elements, such as restrooms, the majority of uses are within 600' of a publicly accessible restroom. The addition of a restroom near the bike park would increase restroom service levels.
- Trail connectivity between the sites, and extending to the beaches, enhances mobility and can promote walking or biking to the beaches from the recreation site.



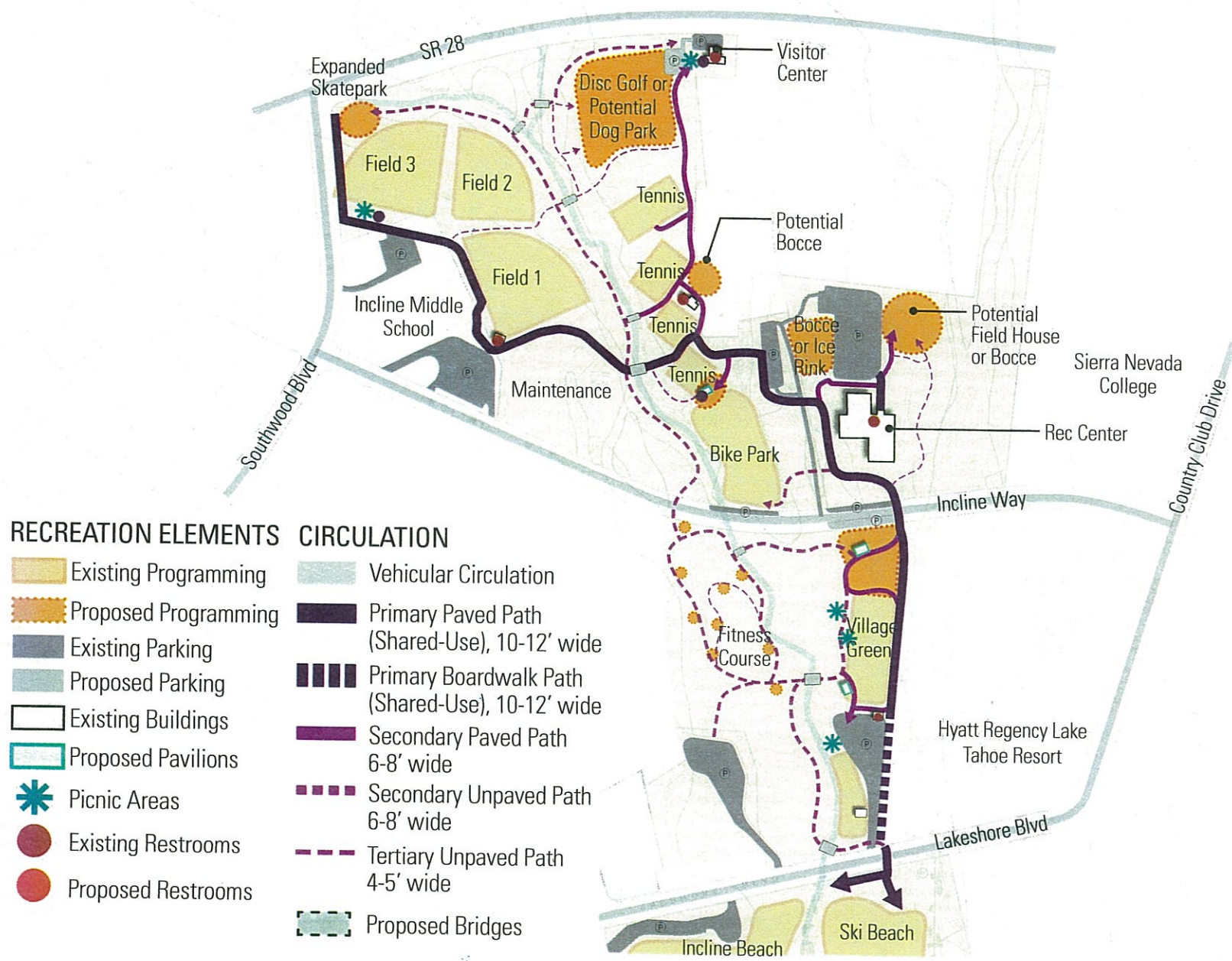
Evaluating the proximity of support elements, such as restrooms, the majority of uses are within 600' of a publicly accessible restroom. The addition of a restroom near the

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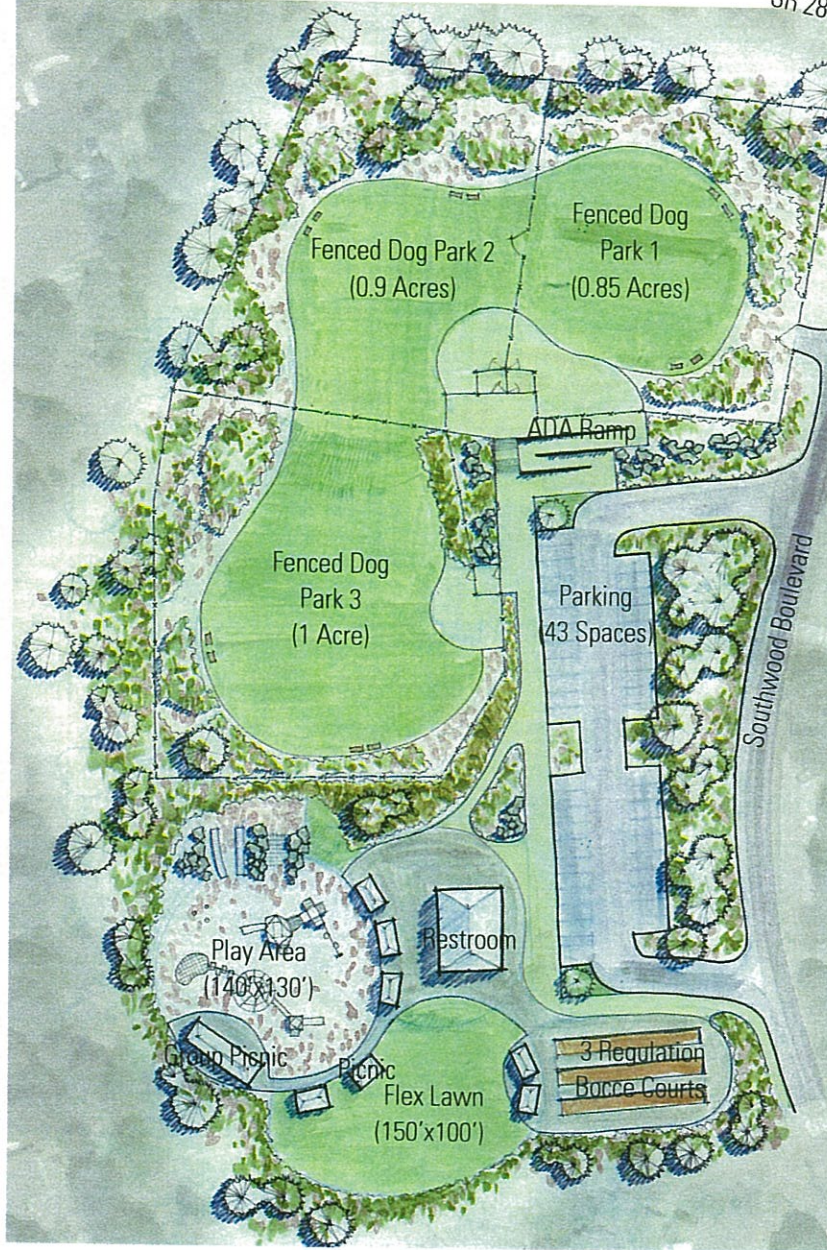
Site Testing | Incline Park, Rec Center & Village Green Synthesis



Site Testing | Old Elementary School

OPTION A: DOG PARK

SR 28



OPTION B: DOG PARK & PLAY FIELD

SR 28



Site Testing | Old Elementary School

OPTION C: PLAY FIELDS



SUMMARY

- Existing Conditions
 - » The Old Elementary School building and parking areas still exist on the parcel. The site slopes from SR 28 to the south. Current grading separates the site into three terraces with a drop-off area off Southwood Boulevard.
- Opportunities
 - » The site is located in the vicinity of low-income families with children who would have walkable access to park facilities.
 - » The site can physically accommodate a range of uses and activities.
 - » Existing disturbance reduces the tree removal required to accommodate large areas of open lawn for play fields or dedicated dog parks.
 - » In the event IVGID does not move forward with developing park facilities at the site, other entities could provide some level of park facilities with any future site uses. Under such an alternative, fewer park elements would be accommodated on the site.
- Drawbacks
 - » The building and parking would need to be removed for any alternatives, with an estimated cost of \$1 million.
 - » Terrain creates challenges for providing accessible access to all areas without the use of ramps, grade breaks and retaining which may increase construction costs.

PROGRAM AND COST SUMMARY (IN 2018 DOLLARS)

OPTION A: DOG PARK

- 3 dog parks
- Play area
- Bocce courts
- Parking
- Property acquisition & demolition

ESTIMATED COST: \$7.6M

KEY MAP



OPTION B: DOG PARK & PLAY FIELD

- 2 dog parks
- Junior soccer field
- Play area
- Bocce courts
- Parking
- Property acquisition & demolition

ESTIMATED COST: \$7.5M

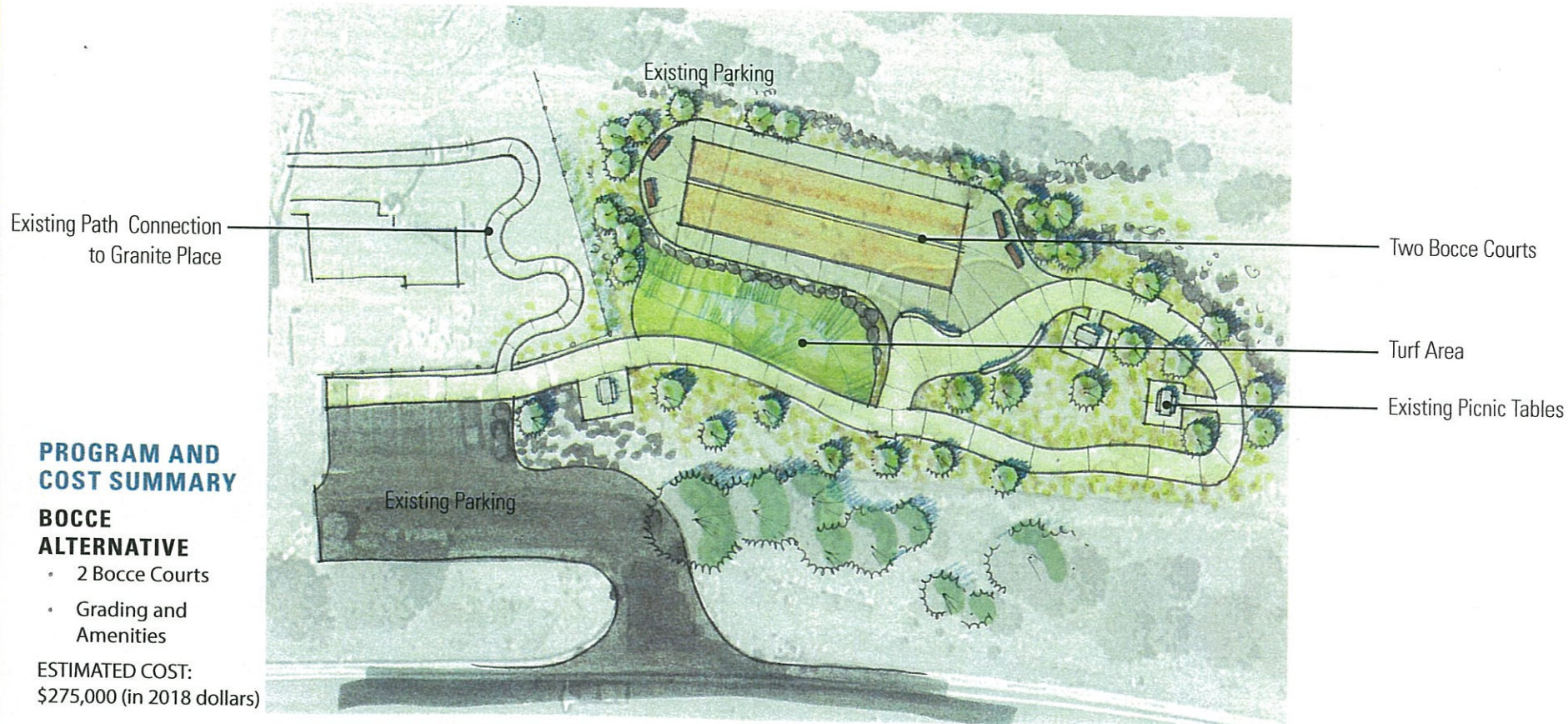
OPTION C: PLAY FIELDS

- Adult soccer field
- Junior soccer field
- Play area
- Bocce courts
- Parking
- Property acquisition & demolition

ESTIMATED COST: \$7.25M

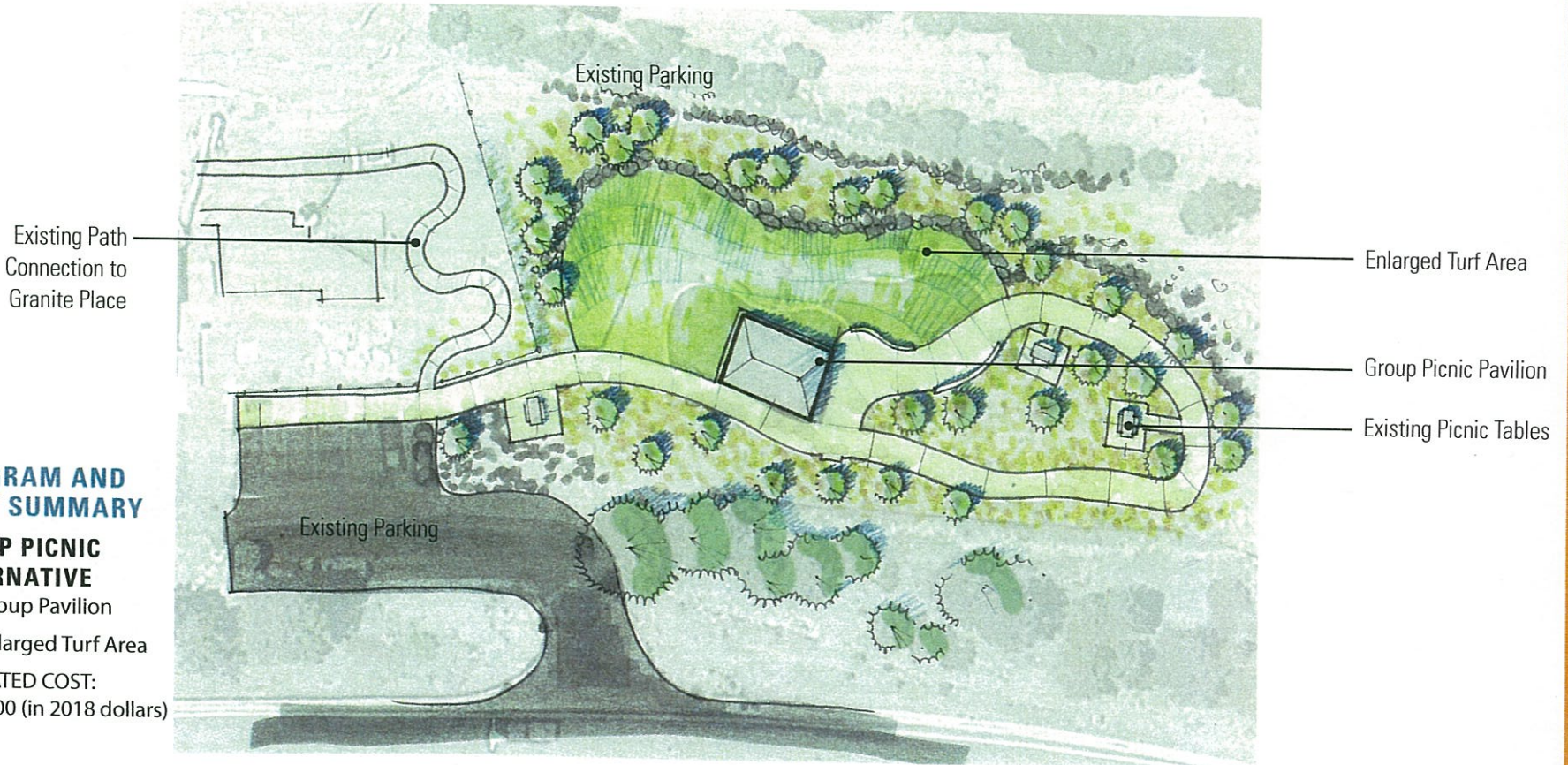
ESTIMATED OPERATING COST FOR PARK FACILITIES:
\$2,924 - \$16,010/acre (per the National Parks and Recreation Agency 2019 Park Metrics)

Site Testing | Sierra Park - Bocce Alternative



ESTIMATED OPERATING COST FOR PARK FACILITIES:
\$2,924 - \$16,010/acre (per the National Parks and Recreation Agency 2019 Park Metrics)

Site Testing | Sierra Park - Group Picnic Alternative



PROGRAM AND COST SUMMARY

GROUP PICNIC ALTERNATIVE

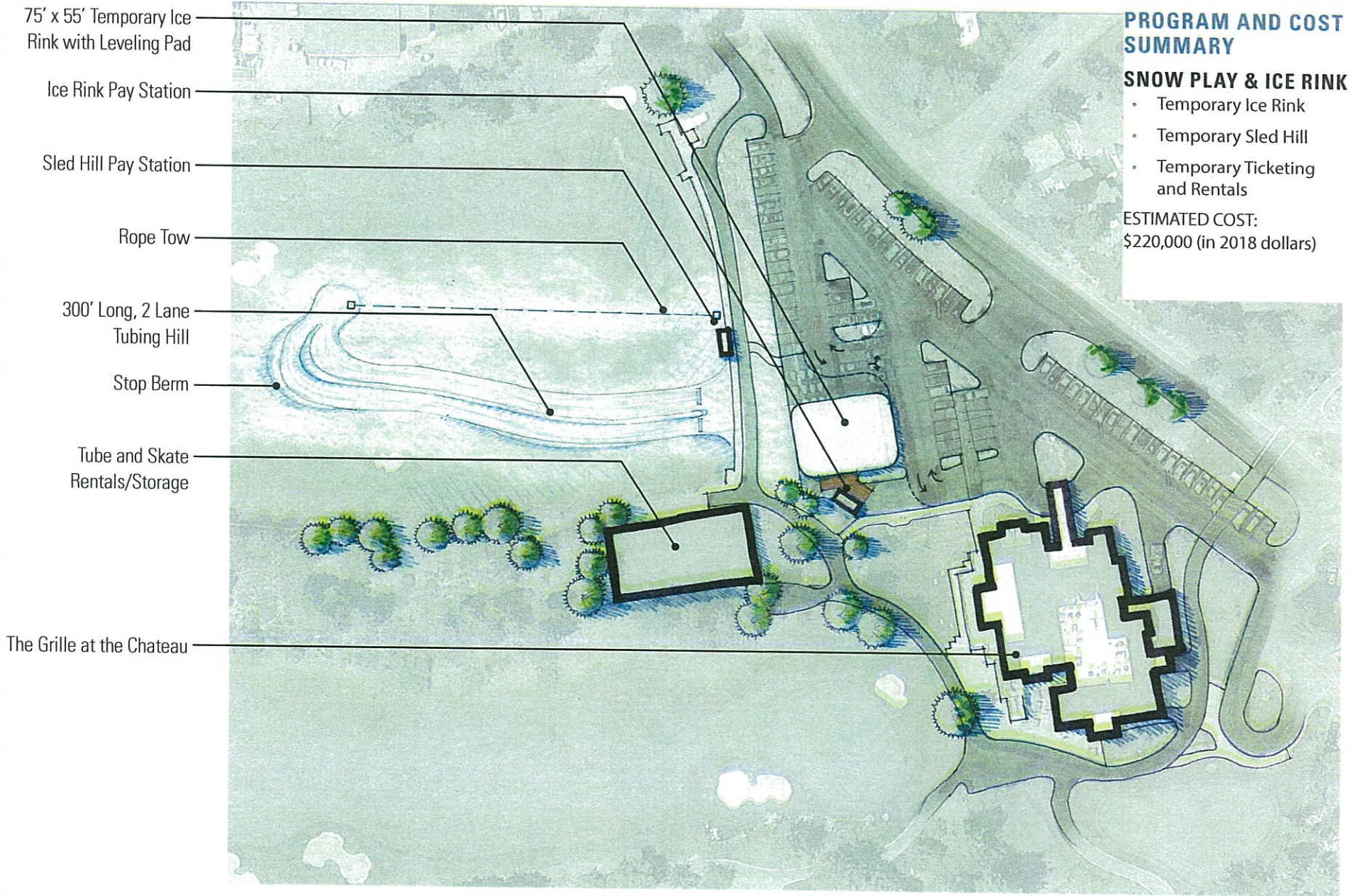
- Group Pavilion
- Enlarged Turf Area

ESTIMATED COST:
\$260,000 (in 2018 dollars)

SUMMARY

- Existing Conditions
 - » Sierra Park in Crystal Bay includes a small grass area and picnic facilities.
- Opportunities
 - » Washoe County has dedicated funding that is earmarked to be used in Crystal Bay. There is an opportunity to provide some level of enhanced park amenities to serve the residents of Crystal Bay.
 - » Bocce, group picnic facilities, or an enlarged turf area could be provided.
- Drawbacks
 - » The site has limited parking.
 - » Steep slopes border the site.

Site Testing | Snow Play & Temporary Ice Rink at The Chateau



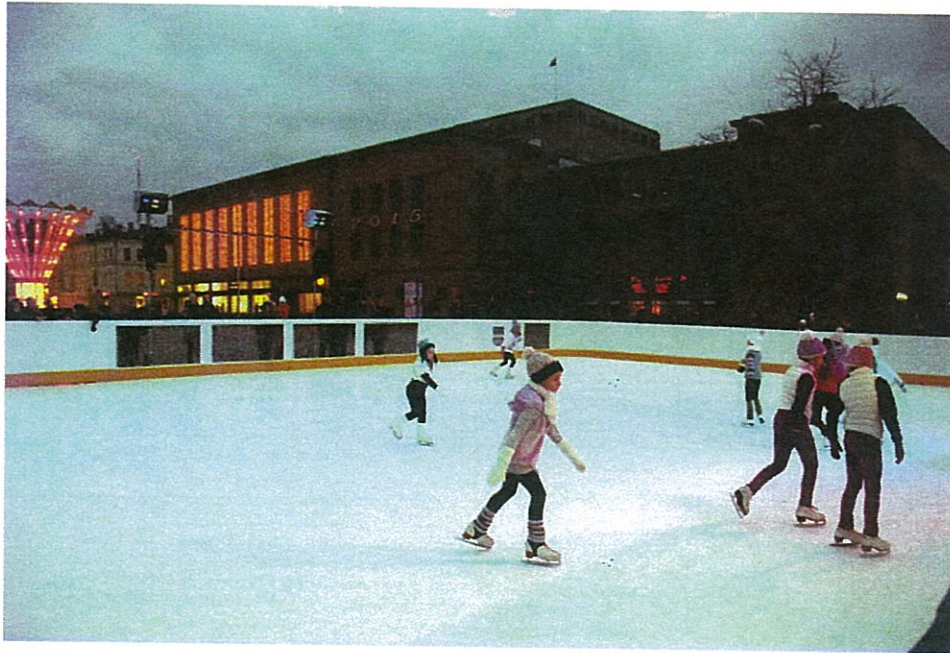
PROGRAM AND COST SUMMARY

SNOW PLAY & ICE RINK

- Temporary Ice Rink
- Temporary Sled Hill
- Temporary Ticketing and Rentals

ESTIMATED COST:
\$220,000 (in 2018 dollars)

Site Testing | Snow Play & Temporary Ice Rink at The Chateau



SUMMARY

- Existing Conditions
 - » Championship Golf Course
 - » Large parking area (sloping)
 - » Sloping driving range
 - » Golf cart storage area
 - » The Grill at the Chateau
- Opportunities
 - » The Chateau and the Championship Golf Course have parking and support facilities that have the capacity to be used for winter snow play and other activities
 - » Volunteer groups currently groom cross country trails at the site when snow cover is adequate
 - » Community groups have expressed support for snow play areas and an ice rink
 - » The Grille would have greater use in the winter with an active snow play and ice rink area in close proximity
- Drawbacks
 - » Sloping parking area
 - » Requires annual set-up and take down
 - » Restroom access needs to be determined to either use facilities at the Chateau (which may not be desired), portable toilets, or the installation of a restroom facility near the golf storage area

Site Testing | Scenarios

SITE TESTING SCENARIOS

IVGID's priority park and field needs can be accommodated in varying ways. Site testing shows how the uses can be designed for different locations. The diagrams on the following pages illustrate five scenarios for arranging the uses among the sites. In each scenario, dedicated rectangle fields and a dedicated dog park are provided which creates an opportunity for Village Green to be enhanced and become a Community "Great Park". Disc golf is only relocated in the scenarios where a dedicated dog park is located at Incline Park. Bocce and a centralized playground are included with improvements to Incline Park and the Village Green or with new park facilities at the Old Elementary School. Improvements to Sierra Park and winter recreation opportunities at The Chateau or other locations can occur in all scenarios.

PARK AND FIELD USES

- Dedicated Rectangle Fields
- Dedicated Dog Park
- Incline Park Enhancements (skatepark expansion, group pavilion, etc.)
- Village Green Enhancements to Community Great Park
- Relocated Disc Golf (if required)

NOTE: Bocce and a central playground can be accommodated in either Incline Park, Village Green, or the Old Elementary School, depending on the scenario.



Scenario 1: Dedicated rectangle fields at the High School's upper fields, dedicated dog park at the Forest Service parcel, additional enhancements to Incline Park and Village Green.

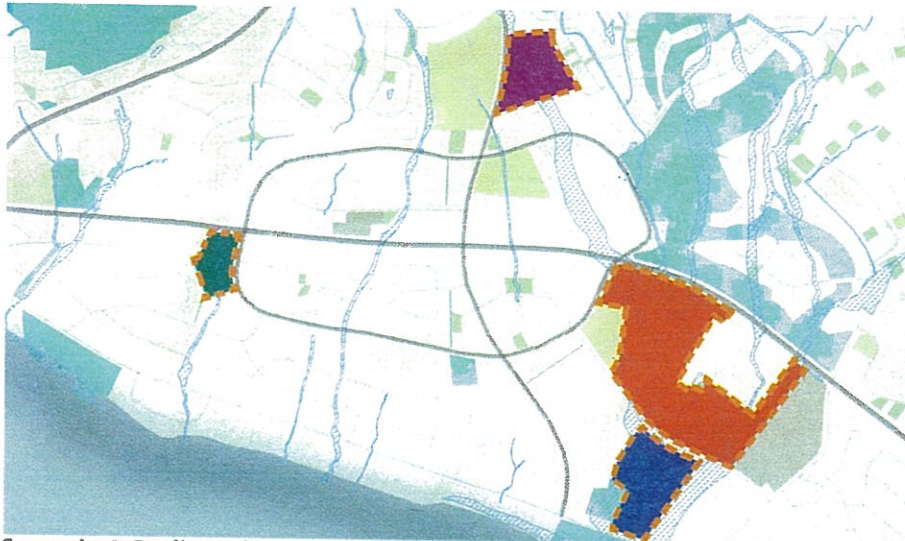


Scenario 2: Dedicated rectangle fields at the High School's upper fields, dedicated dog park at the Incline Park, disc golf relocated to the Forest Service parcel, additional enhancements to Incline Park and Village Green.



Scenario 3: Dedicated rectangle fields at the High School's upper fields, dedicated dog park and bocce at the Old Elementary School, additional enhancements to Incline Park and Village Green.

Site Testing | Scenarios



Scenario 4: Dedicated rectangle fields at the Old Elementary School, dedicated dog park at the Forest Service parcel, additional enhancements to Incline Park and Village Green.



Scenario 5: Dedicated rectangle fields at the Old Elementary School, dedicated dog park at Incline Park, disc golf relocated to the Forest Service parcel, additional enhancements to Incline Park and Village Green.

TABLE 8: SITE TESTING SCENARIOS TO ACCOMMODATE PARK & FIELD NEEDS

PERCENTAGE OF FIELD USE BY USER GROUPS ¹		
USER GROUP	USES	HIGH LEVEL CONCEPTUAL COST ¹
SCENARIO 1	<ul style="list-style-type: none"> Dedicated rectangle fields at the High School Upper Fields Dedicated dog park at the USFS parcel Enhancements to Incline Park & the Village Green 	\$7.7M – \$9.75M
SCENARIO 2	<ul style="list-style-type: none"> Dedicated rectangle fields at the High School Upper Fields Dedicated dog park at Incline Park Relocated disc golf at the USFS parcel Enhancements to Incline Park & the Village Green 	\$9M – \$11.05M
SCENARIO 3	<ul style="list-style-type: none"> Dedicated rectangle fields at the High School Upper Fields Dedicated dog park at the Old Elementary School Enhancements to Incline Park & the Village Green 	\$11.8M – \$13.95M
SCENARIO 4	<ul style="list-style-type: none"> Dedicated rectangle fields at the Old Elementary School Dedicated dog park at the USFS parcel Enhancements to Incline Park & the Village Green 	\$14.6M – \$15.3M
SCENARIO 5	<ul style="list-style-type: none"> Dedicated rectangle fields at the Old Elementary School Dedicated dog park at Incline Park Relocated disc golf at the USFS parcel Enhancements to Incline Park & the Village Green 	\$15.9M – \$16.6M

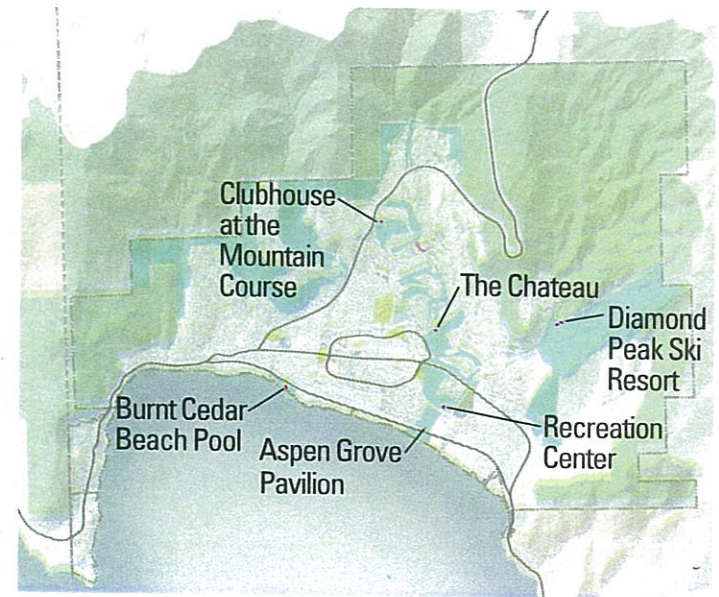
Note 1: All estimated costs are shown in 2018 dollars. Estimated costs are construction costs only and, unless otherwise indicated, do not include site development costs or soft costs such as A/E fees, sewer and tap fees, etc. A 30% contingency is included.

Built Facilities | Key Findings

EXISTING INVENTORY

IVGID has the following inventory of built facilities for recreation, events, and programming:

- Recreation Center
 - » The facility opened in 1992 and has undergone a number of small renovations since. It is 37,000 SF and includes a lobby area, pro-shop/snack bar, group exercise room, gym, weight cardio area, 8-lane by 25-yard lap pool, locker rooms, Kid Zone drop-in child care room and office space. The center is well utilized for many recreation activities.
- The Chateau
 - » The Chateau is a 13,500 SF building that was built in 2004. The structure is on two levels and supports the Championship Golf Course as well as other events and functions. The first level has the golf pro-shop, office space for food and beverage, golf locker rooms, a small snack bar, and storage areas. The upper level features three community rooms that can be opened into one large area, and outside deck space, entry lounge and office area, restrooms, two kitchens, and The Grille operation.
- Aspen Grove
 - » This 920 SF building is a smaller, older facility, that supports both indoor activities as well as the outdoor event space that is located behind the facility. The outdoor space can accommodate approximately 200.
- Diamond Peak Ski Resort (addressed in a separate master plan)
- The Clubhouse at the Mountain Course golf course (addressed in a separate master plan)
- The pool at Burnt Cedar Beach (addressed in a separate master plan)
- The Tennis and Pickleball Center (addressed in a separate master plan)



IVGID's built/recreation facilities are located in the above graphic.

Built Facilities | Key Findings

RECREATION CENTER

USES

- It is the primary location for indoor recreation programming.
- In the past Sierra Nevada College and Lake Tahoe School have used the gym for their athletic programs. The pool is used by Incline Village High School, Incline Aquatics Swim Team, and Northern Nevada Aquatics Swim Team.
- The front desk and concierges desk is the primary public contact point for most District business much of which is not directly related to activities at the Recreation Center.
- The hours of operation of the center are Monday-Friday from 6am-9pm and Saturday-Sunday from 7am until 8pm, which is typical for most public recreation centers across the nation.
- The center tends to serve an older demographic group but should be programmed to be more of a multi-generational facility and one that has a focus on families as well as other age groups.
- The center has a significant pro-shop operation that includes both food items and hard goods.

ISSUES AND NEEDS

The greatest single issue facing the Recreation Center is the fact it is simply not large enough to handle all of the recreational needs and demands of the community. Following is a summary of the issues and needs relating to specific elements of the Recreation Center.

- General upgrades are needed.
 - » The interior is relatively dark and the lighting systems are inadequate in many areas.
 - » The building suffers from a general lack of storage space.
 - » Wi-fi should be available everywhere in the building.
- Inefficient design of the entry/lobby area.
 - » The design of the main entry area with the large concrete columns makes it difficult to effectively utilize the space and impacts basic sight lines.
 - » The lobby should function more as a community gathering area rather than as a space for activities, offices, or other functions. To accomplish this, the front desk should face the front door to greet patrons and all functions should occur at this one desk. The pro-shop should also be modified to provide a dedicated space that is next to the front desk and does not take up lobby space.



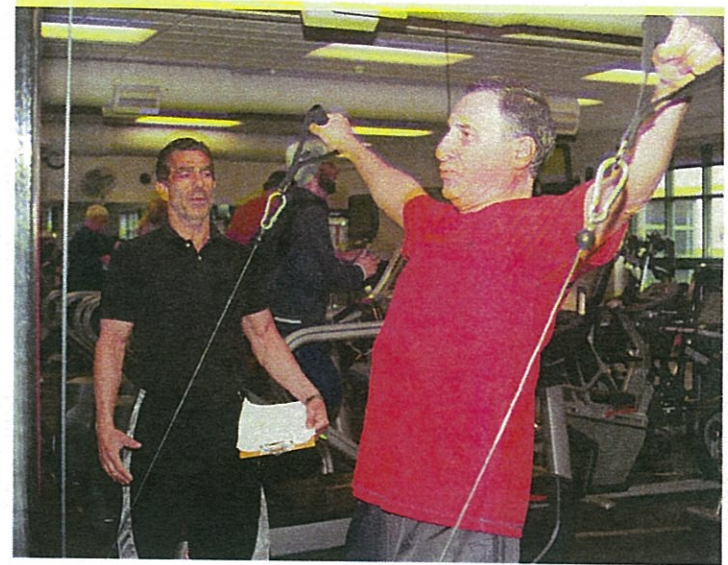
Built Facilities | Key Findings

- Limited space for staff offices.
 - » There is limited space for offices and some storage rooms are used for office space, which leaves inadequate space for storage.
 - » The entire office area needs to have finishes updated, as the carpet and painting is in poor condition.
- Lack of multi-use meeting rooms.
 - » It is highly unusual for a full-service recreation center not to have spaces that can support more general recreation programming.
 - » There are many programming opportunities for youth and seniors that could be provided if space were available. Survey results showed community members desire for the programs but the programs will not be able to be offered due to space limitations.
 - » Lack of meeting rooms creates pressure on the Aspen Grove facility for senior and on-going recreation programming when Aspen Grove could be more utilized for group and wedding parties for revenue generation.
 - » Multi-use space could provide a location for smaller community meetings and rentals that are not appropriate for The Chateau.
- Overuse of the gymnasium.
 - » The gym is used for more traditional activities such as basketball, volleyball, etc.
 - » There is only one group exercise room, so some of those classes take place in the gym.
 - » Fitness and personal training uses also occur in the gym because of limited space in the fitness studio.
 - » There is very little time when the gym is available for drop in use due to these and other programmed uses.



Built Facilities | Key Findings

- Inadequate weights and fitness studio.
 - » The weights and fitness room is too small and is not adequate to meet the current demands. The use has bled into the corridor between the studio and the gym.
 - » There is no space for personal trainers to work from.
 - » The area lacks free weights and functional training space which would greatly expand the market for this amenity.
 - » The room is not compliant with ADA regulations.
 - » Massage works out of a converted laundry room that is inadequate. The use should have a space that is better located and designed for massage use.
- Lack of warm water recreation pool.
 - » A warm water recreation pool would better serve Learn to Swim programs and provide facilities for family recreational swimming. The water temperature of the lap pool is not ideal for these recreational uses for small children and seniors. The current lap pool limits the market for other aquatics programs and recreational swimming.
 - » The upstairs seating area for the aquatic center is used to store spin cycles. The use of this space in the pool environment is less than ideal and requires moving equipment through the lobby for each class.



Built Facilities | Key Findings

RECREATION CENTER TRENDS | GENERAL

- **General**

- » Adopting an open design concept with the use of natural light, sustainable materials, and green building concepts.
- » Creating a strong multi-generational appeal.
- » Partnering with other providers, health care, non-profits, school districts, and the private sector.
- » Promoting multi-use and flexible spaces that can easily be converted for a variety of uses.
- » Greater emphasis on revenue production and operational efficiency.
- » Building a stronger appeal toward active seniors and youth.
- » Integrating indoor spaces with outdoor amenities.
- » Providing more office and administrative space to house staff that is operating the facility. This is one of the most consistently heard complaints regarding existing facilities.
- » Expanding storage space to accommodate a variety of programs, services, and events that occur at a center. This is also one of the more common complaints from other existing facilities.
- » Reducing the size of conventional men's and women's locker rooms while increasing dramatically the number of family changing rooms.
- » Expanding drop-in child care services to support fitness related classes and programs.

Built Facilities | Key Findings

RECREATION CENTER TRENDS | ACTIVE & PASSIVE SPACES

• Active Recreation Space

- » A steady increase in the size and magnitude of weight-cardiovascular equipment areas. This is especially true of cardio equipment areas. This area is consistently undersized in most centers.
- » Development of a second group exercise studio that can support more specialty activities such as yoga, Pilates, and group cycling.
- » Establishment of functional training areas as part of the overall fitness/weight/cardio area.
- » Development of small group/individual fitness rooms where on-demand classes can be offered through video.
- » Larger and more sophisticated leisure pools with a variety of elements including slides, current channels/lazy rivers, interactive play features, zero depth entry, and other specialty features.
- » Inclusion of water playgrounds either indoors or immediately outdoors on the pool deck.
- » Development of dedicated therapy pools to support medically-based therapy programming.
- » Larger and more sophisticated climbing walls including bouldering walls.
- » Longer, elevated, walk/jog tracks that have 10 laps or less to a mile.
- » Development of multipurpose activity courts (MAC) to replace or be built in addition to conventional gyms. These courts have true multi-use flooring as well as walls that allow balls and other game instruments to be played from the surface. This allows for the more non-traditional sports to be played and most of these amenities have a strong youth orientation.
- » Indoor field houses with artificial turf to support field sports such as football, lacrosse, soccer, field hockey, and even softball and baseball.
- » Specialty spaces for personal training, massage therapy, and fitness assessments.
- » Conversion of indoor tennis and racquetball courts to other active spaces that can accommodate a larger number of users and generate a stronger income stream.

• Passive Recreation Space

- » A stronger focus on youth and senior program space.
- » Development of themed indoor playgrounds.
- » Establishment of program space for youth activities, camps and other programs.
- » Development of two or more birthday party rooms usually placed in close proximity to the indoor leisure pool.
- » Development of high end event space for rentals, community events and other activities.

Built Facilities | Key Findings

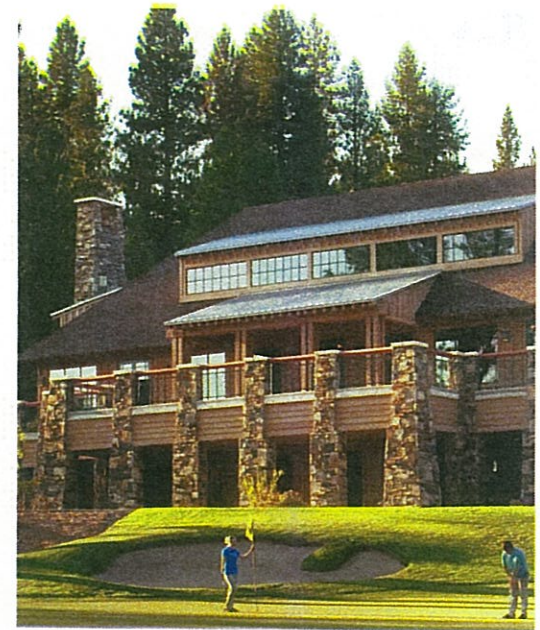
THE CHATEAU

USES

- The primary use of The Chateau (especially the lower level) is to support the golf course.
- The upper level of The Chateau is utilized for meetings, events, and wedding receptions.
- There is limited use of the building for on-going recreation programs. This is appropriate for the types of uses that primarily are the focus of this facility.
- The facility is serving as a community resource and serves visitors and non-residents.
- The building is open year-round and supports a golf simulator, events and activities year round.
- The Grille is open from early May to late October. Finding an appropriate use of this space for the off season needs to be determined.
- The Championship Golf Course sees informal use for sledding and snow play when snow is adequate.

ISSUES AND NEEDS

- Stacked partitions make the banquet room less attractive and less marketable for receptions.
 - » The movable partition system does not have a recessed pocket for storage of the panels. This has been a continuous complaint by users of the facility. The original building showed the panels to be pocketed in a recess next to the corridor. This pocket could be used if a different panel system was employed. Use of a single panel system would allow the track to offset the panels into the existing pocket. The track would need to be lowered to below the elevation of the steel beam seats and new soffits may need to be created for the track assembly.
 - » The technology equipment for the community rooms could be improved.
- Difficult to maintain comfortable temperatures in the banquet hall.
 - » The HVAC system is inconsistent and should be evaluated by a professional mechanical engineer for enhancements.
- Inadequate storage.
 - » The storage area for the banquet room is across the hall and is not adequate for all of the tables and chairs needed for the venue. As a result, additional storage is used on the lower level and must be brought up by the elevator as needed. This process puts a lot of wear and tear on the elevator cab and increases the labor to set up for events. More proximate storage is needed.
 - » The support and storage areas for the kitchen areas is inadequate for the magnitude of the operation.
- Missed opportunity for outdoor space and winter use.
 - » The development of a true, permanent, outdoor wedding venue on the same site would help to increase use of The Chateau for receptions.
 - » Both The Grille operation and the use of the community rooms would benefit from the expansion of the outdoor deck area.
 - » Formalizing winter use of the driving range for snow play could present an opportunity to activate The Chateau in the winter months and generate revenue.



Built Facilities | Key Findings

ASPEN GROVE

USES

- One of the primary functions of the building is to support the outdoor events and weddings that take place on site.
- Community meetings and other small gatherings use the indoor space.
- Limited recreation programs utilize the space. It serves as a location for a weekly senior program.
- It is estimated that the building and grounds are only utilized to about 25% of capacity.

ISSUES AND NEEDS

- Limited space.
 - » The venue is used for a variety of gatherings, but the size of the meeting room restricts its ability to be used for many of the community's programming needs.
 - » There is very limited storage in the building.
- Aging facilities.
 - » The building needs a significant update and renovation. The finishes and furnishings are older and not inviting. The main room can only accommodate 50 people and there is only a small kitchen area attached.
- Lack of parking.
 - » Aspen Grove shares parking with the beaches and park goers. During the summer the parking is typically full and no parking is available to serve Aspen Grove users.

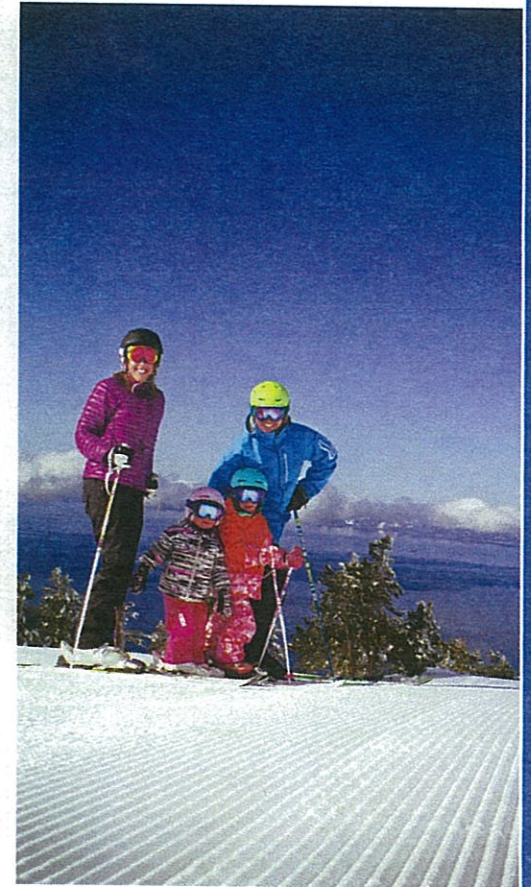


Built Facilities | Key Findings

DIAMOND PEAK SKI RESORT

The District has a special recreation amenity in the ski area. The area has a base lodge as well as a skier services building that have been used on a limited basis for indoor recreation purposes during the off-season. This primarily amounts to youth summer camp programs in the skier services building and fitness related activities in the base lodge. In addition, hiking, endurance runs, and other outdoor activities occur at the ski area.

The ski area master plan calls for adding off-season outdoor activities and activities that have more of an adventure sports orientation. Recreation programming should be complimentary and a secondary priority to these efforts. Programming that is not outdoor-based should ultimately be located at the Recreation Center.



Built Facilities | Key Findings

FUTURE RECREATION-BASED FACILITIES

Based on the analysis of the current indoor recreation facilities, the future direction for delivery of recreation services should take one of the three options noted below (in priority order):

- 1. Renovation and expansion of the Recreation Center as the primary location for most indoor recreation programming.** Attempting to consolidate indoor recreation programming at one facility is the optimum approach. It is the most cost effective approach from both a capital and operational perspective. It would allow for the greatest rate of participation in activities and the best revenue production. This option will require a renovation and expansion of the existing building.
- 2. Develop additional recreation buildings on the existing Recreation Center campus.** This would allow for the use of other buildings that are contiguous to the existing recreation campus or the development of other new facilities on the campus. This approach places all of the primary indoor recreation facilities at one central location but does not have them all in the same building. This option is likely to be more expensive to develop and will be more expensive to operate and maintain. It will also have a small negative impact on overall revenue production, but it is a viable option.
- 3. Distribute indoor recreation facilities throughout the community.** While this option brings indoor recreation amenities to different areas of the community, it is much more expensive to develop and maintain, and it will have a strong negative impact on overall revenue production. This option is not recommended.



Stakeholders, public workshop attendees, and Recreation Center users confirmed that the current space does not meet programming and fitness needs.

Additions to the Recreation Center would support additional programming. Survey responses in support of programming include:

90% strongly or somewhat agree providing activities for children and teens as one of IVGID's primary purposes

68% support or somewhat support the addition of programs for seniors and teens

63% support or somewhat support the addition of programs for special needs and youth sports

Built Facilities

Renovate and/or expand the Recreation Center or develop additional recreational buildings on the existing Recreational Center campus in order to address the lack of meeting room space, over use of the gymnasium, inadequate exercise and fitness studios, and conflicting needs of aquatic users.

- Recreation Center
 - » Renovate the existing reception desk to be more visible, improve customer service, and better utilize space.
 - » Reorganize the retail sales area to be secure and consolidated.
 - » Provide an addition that would include space for expanded staff offices. If closure of the IVGID administration office building takes place, then administration offices may need to be accommodated as part of an addition to the Recreation Center.
 - » Provide additional stationary bike storage adjacent to the group exercise room.
 - » Improve lighting in the child watch room to make it more inviting. Existing lighting is dim.
 - » Construct a multi-use meeting room as an addition to the Recreation Center. Consider an addition of a 2,500-3,000 SF with movable partitions that will allow it to be segregated into three smaller classroom spaces.
 - » Construct a new gymnasium space as an addition to the Recreation Center
 - » Construct additional space for the weights and fitness studio as part of any addition. This expansion should double the studio's current size and include space for additional staff and personal fitness assessment space.
 - » Consider the addition of a recreation pool in order to handle more family recreation and provide learn to swim programs with warmer water temperatures than the existing lap pool can provide.
 - » Consider parking needs as part of any improvements.

Built Facilities | Objectives

Built Facilities

Continued

Reinvest in existing facilities such as The Chateau and Aspen Grove to better support rentals and outdoor uses.

- Chateau
 - » Make small improvements to The Chateau to improve operations.
 - » Add an outdoor wedding venue and develop a winter recreation and snow play area.
 - » Construct a permanent enclosure partition to screen the stacked panels in order to make the space more attractive and marketable for potential guests.
 - » Evaluate and balance the existing HVAC system by a professional mechanical engineer to ensure it is operating as originally intended. This will provide rental users with a more comfortable environment and help market to future users.
 - » Expand the existing chair and table storage spaces adjacent to the upper level meeting rooms. There is space directly adjacent to the existing chair storage room near the service yard that could be utilized for this purpose. The desired outcome will be lower labor costs in setting up the rooms for events. This will also save wear and tear on finishes in the hallways.
 - » Due to limited office space we recommend that the existing office space be expanded to the north and could be combined with the chair and table storage expansion.
- Aspen Grove
 - » Make specific improvements to Aspen Grove to better support rentals and outdoor uses of the facility. Limit the use of the building for on-going recreation programming (by expanding the Recreation Center). This should ultimately increase the use and revenue from rentals and outdoor events.
 - » Parking is and will continue to be, a challenge for this venue. The limited parking that is available is shared by several popular facilities: Village Green park, Aspen Grove meeting room, Beach users, and boat parking. It is particularly challenging in the summer months when the beaches are crowded.
- Implement recommendations for the golf courses and the Championship Course clubhouse.

Implement the Diamond Peak Master Plan.

- The ski area master plan calls for adding off-season outdoor activities and those that have more of an adventure sports orientation. This Master Plan recommends the implementation of the Diamond Peak Master Plan. Recreation programming should be complimentary to these efforts and should be a secondary priority. Programming that is not outdoor-based or associated with the Diamond Peak Master Plan should ultimately be located at the Recreation Center.

Implement recommendations from the *Tennis Center Facilities Assessment and Master Plan*.

Built Facilities | Recreation Center Floorplan Testing

RECREATION CENTER SITE TESTING

As previously stated, Incline Village/Crystal Bay needs for recreation programming and built recreation center space can be met in three ways:

1. Renovating and expanding the Recreation Center
2. Developing additional recreation facilities on the existing Recreation Center campus
3. Distribute indoor recreation facilities throughout the community

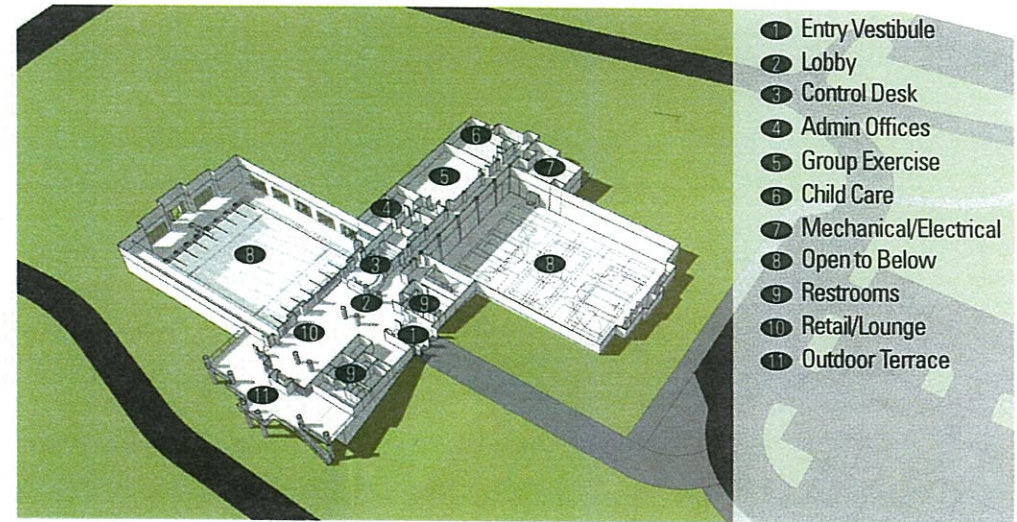
Option 3 is much more expensive to develop and maintain and is not recommended. The following diagrams illustrate how additions to the existing Recreation Center could provide the space needed to accommodate programming and administrative needs.

IVGID's administrative offices have outgrown their space on Southwood Boulevard and they need to be relocated. Incorporating the administrative office program into the Recreation Center renovations creates operational efficiencies. Therefore, in addition to providing space to meet community recreation needs, the following diagrams accommodate administrative office space needs as well. A summary of the spaces provided and a conceptual estimate of construction costs is provided.

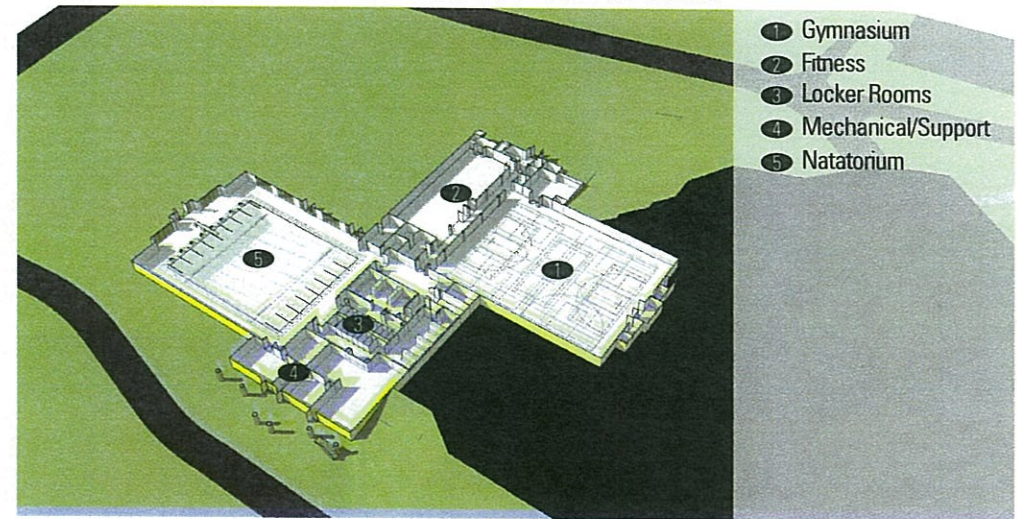
In addition to Recreation Center renovations and/or expansions, the District could develop a recreation facility nearby on the Recreation Center campus. Following the floorplan layout examples of potential Recreation Center expansions, imagery is provided to convey how a donated Sprung structure could be sited to help meet the community's recreation and programming needs and alleviate pressure on the Recreation Center.

Note: All estimated costs on the following pages are shown in 2018 dollars. Estimated costs are building costs only and do not include site development costs or soft costs such as A/E fees, sewer and tap fees, FFE, contingency, testing, etc.

EXISTING RECREATION CENTER LAYOUT: MAIN LEVEL



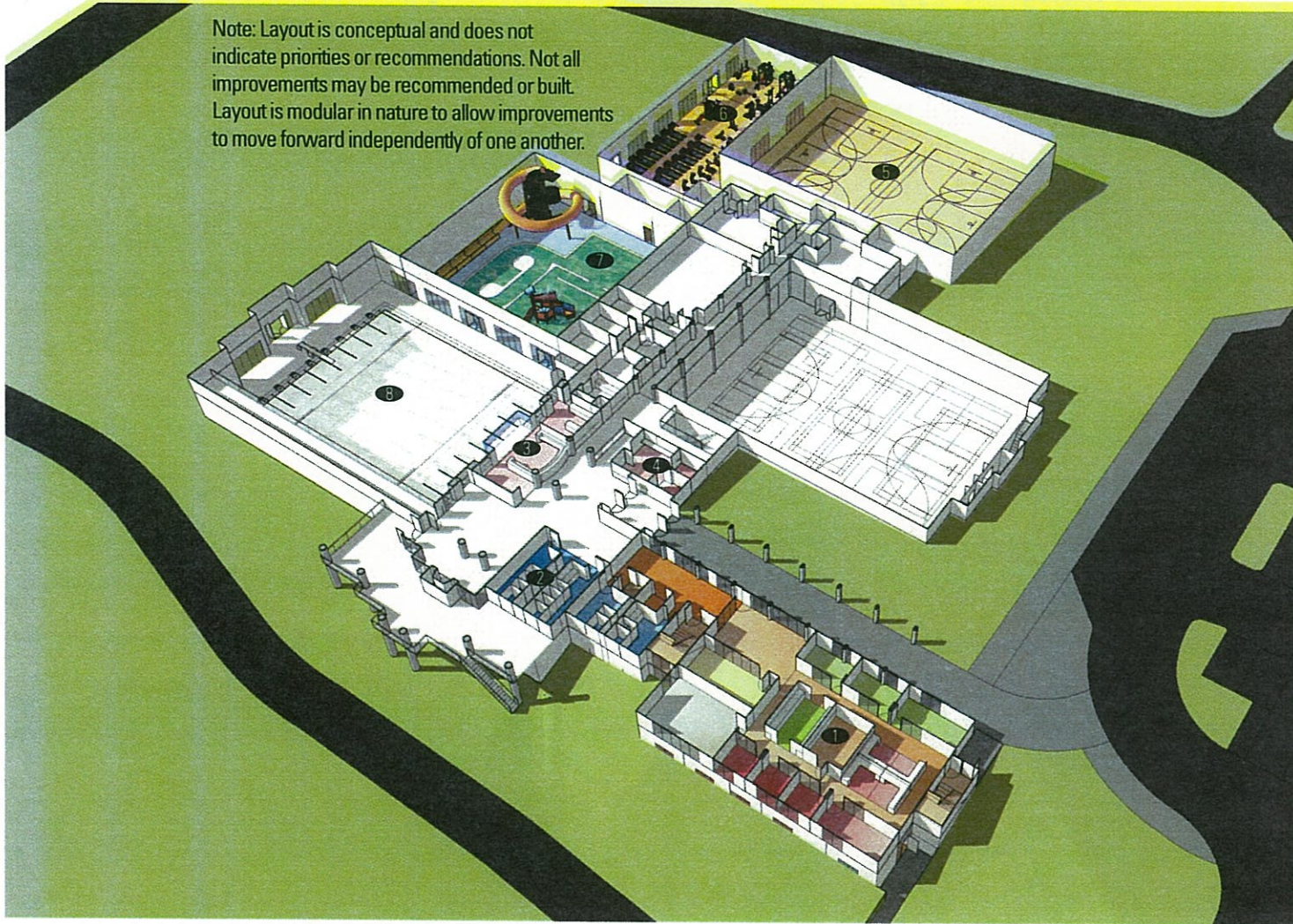
EXISTING RECREATION CENTER LAYOUT: LOWER LEVEL



Built Facilities | Recreation Center Floorplan Testing

RECREATION CENTER WITH ALL POTENTIAL AMENITIES MAIN LEVEL

Note: Layout is conceptual and does not indicate priorities or recommendations. Not all improvements may be recommended or built. Layout is modular in nature to allow improvements to move forward independently of one another.



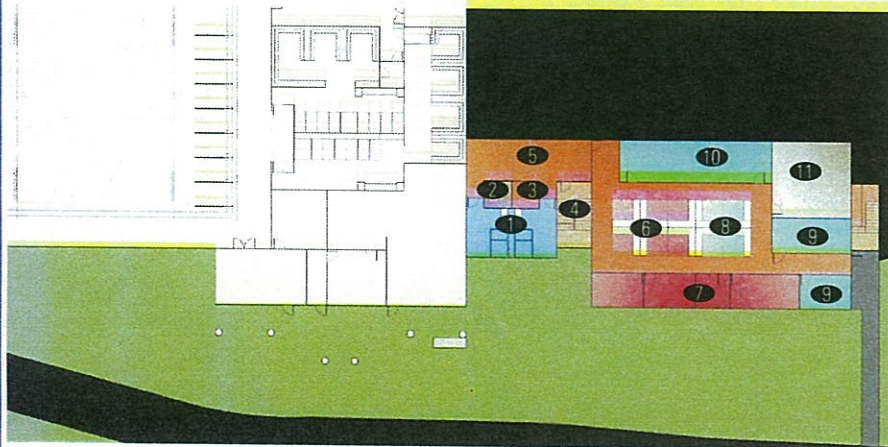
- 1 IVGID Offices
- 2 Restrooms
- 3 Control Desk and Retail
- 4 Staff Office Expansion
- 5 Open to Gym Expansion Below
- 6 Open to Fitness Expansion Below
- 7 Open to Leisure Pool Expansion Below
- 8 Open to Existing Lap Pool Below

SPACE AND COST SUMMARY

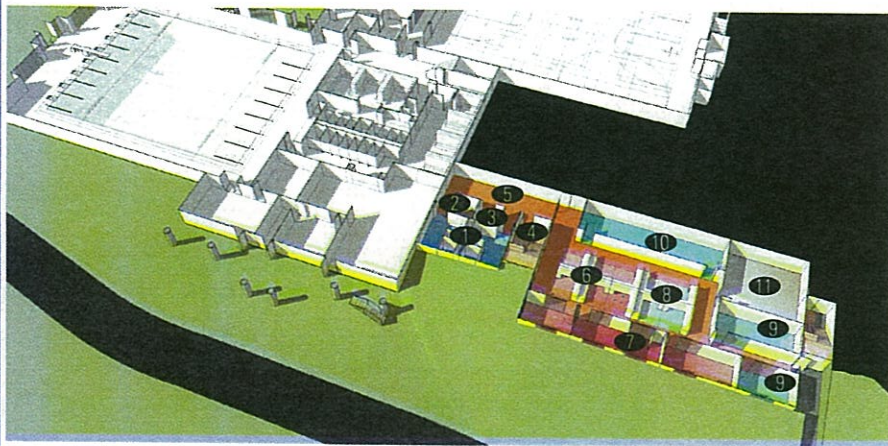
17,186 SF Admin/Multi-use Rooms
 16,692 SF Gym & Fitness
 5,723 SF Aquatics
TOTAL: 39,601 SF
ESTIMATED COST: \$19,625,000
 (in 2018 dollars)
NO POTENTIAL NET REVENUE

Built Facilities | Recreation Center Floorplan Testing

ADMIN OFFICES & MULTI-USE MEETING ROOMS: LOWER LEVEL



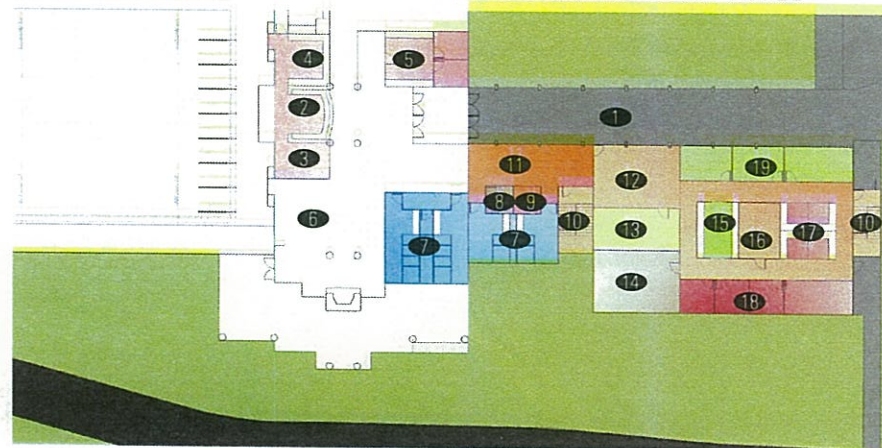
ADMIN OFFICES & MULTI-USE MEETING ROOMS: LOWER LEVEL



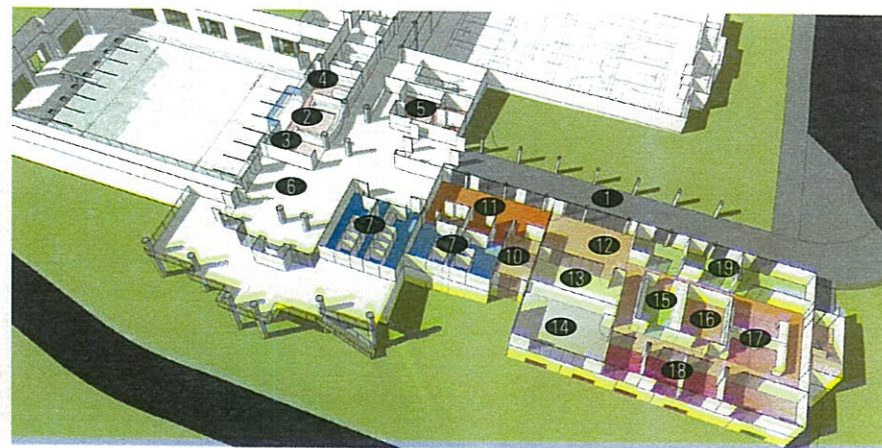
Legend

- | | |
|-------------|-----------------------|
| 1 Restrooms | 8 IT Cube |
| 2 Janitor | 9 IT Director Offices |
| 3 Elevator | 10 IT Server Room |
| 4 Stair | 11 Mechanical |
| 5 Lobby | |
| 6 Acct Tech | |
| 7 Finance | |

ADMIN OFFICES & MULTI-USE MEETING ROOMS: MAIN LEVEL



ADMIN OFFICES & MULTI-USE MEETING ROOMS: MAIN LEVEL

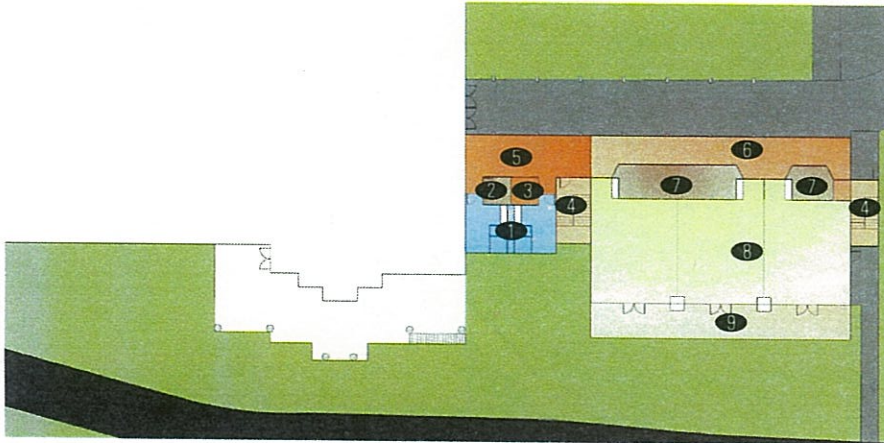


Legend

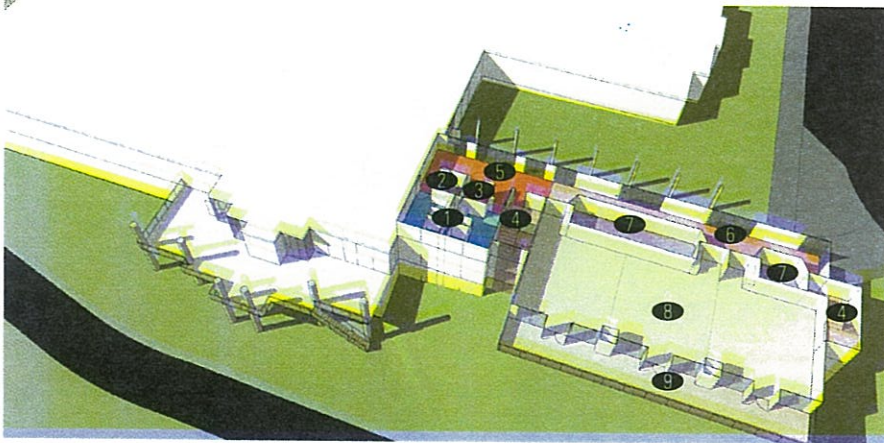
- | | | |
|-------------------|--------------------|------------------------------------|
| 1 Entry Colonnade | 8 Janitor | 14 Kitchen/Breakroom |
| 2 Control Desk | 9 Elevator | 15 Mail/Copy Room |
| 3 Retail Sales | 10 Stair | 16 HR Storage |
| 4 Workroom | 11 Lobby | 17 HR Clerk |
| 5 Admin Expansion | 12 Reception | 18 HR Offices |
| 6 Lounge | 13 Conference Room | 19 Clerk Board, Trustee, GM Office |
| 7 Restrooms | | |

Built Facilities | Recreation Center Floorplan Testing

ADMIN OFFICES & MULTI-USE MEETING ROOMS. UPPER LEVEL



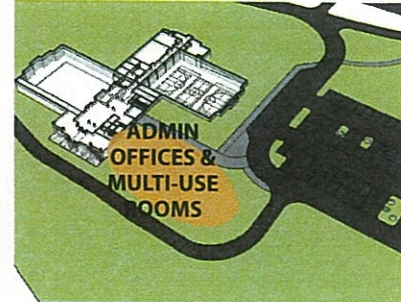
ADMIN OFFICES & MULTI-USE MEETING ROOMS. UPPER LEVEL



Legend

- | | |
|---------------|--|
| 1 Restrooms | 8 Multi-use Meeting Rooms/
Community Events Hall/
Board Room |
| 2 Janitor | 9 Outdoor Terrace |
| 3 Elevator | |
| 4 Stair | |
| 5 Lobby | |
| 6 Prefunction | |
| 7 Storage | |

LOCATION KEY



SPACE AND COST SUMMARY

- 11,235 SF Administrative Offices Space
- 2,711 Lobby and Support Space
- 3,240 Multi-Use Meeting Room Space

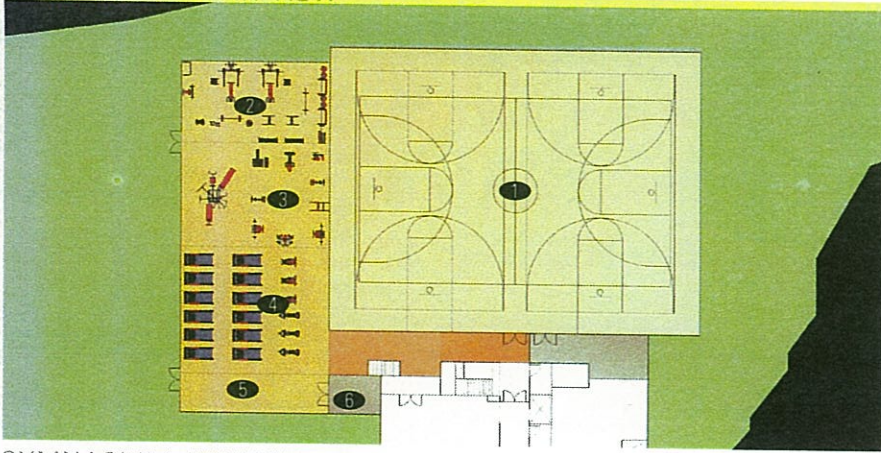
TOTAL: 17,186 SF

ESTIMATED COST: \$7,500,000

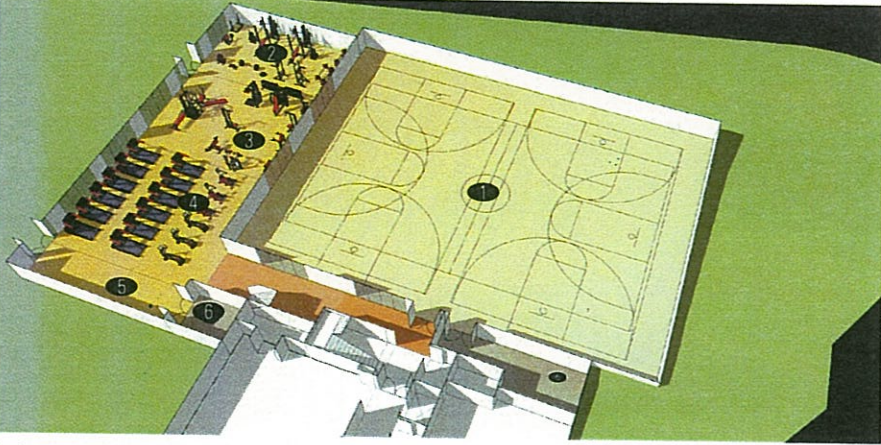
POTENTIAL NET REVENUE:
\$5,000 - \$25,000 net annually

Built Facilities | Recreation Center Floorplan Testing

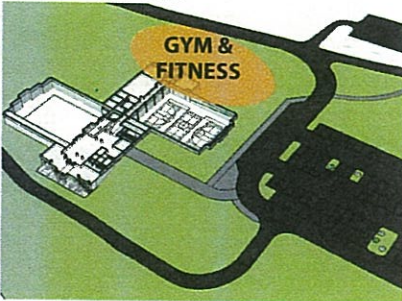
GYMNASIUM: PLAN VIEW



GYMNASIUM: BIRDSEYE VIEW



LOCATION KEY



SPACE AND COST SUMMARY

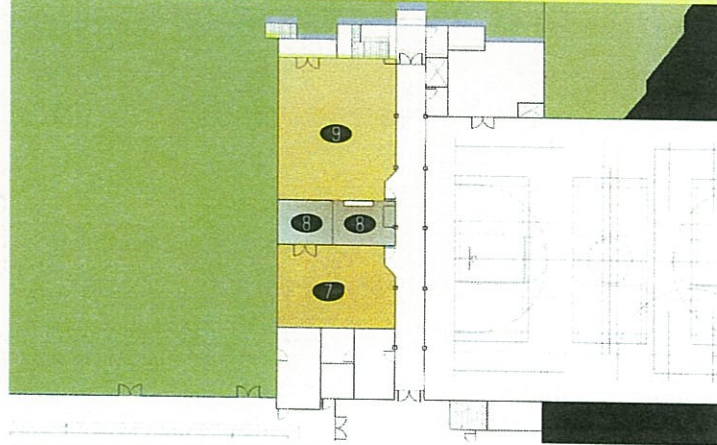
- 9,925 SF Gymnasium
- 690 SF Wellness/Therapy/Fitness Testing Room
- 4,565 SF Fitness & Weights
- 1,512 SF Aerobics/Dance Studio

TOTAL: 16,692 SF

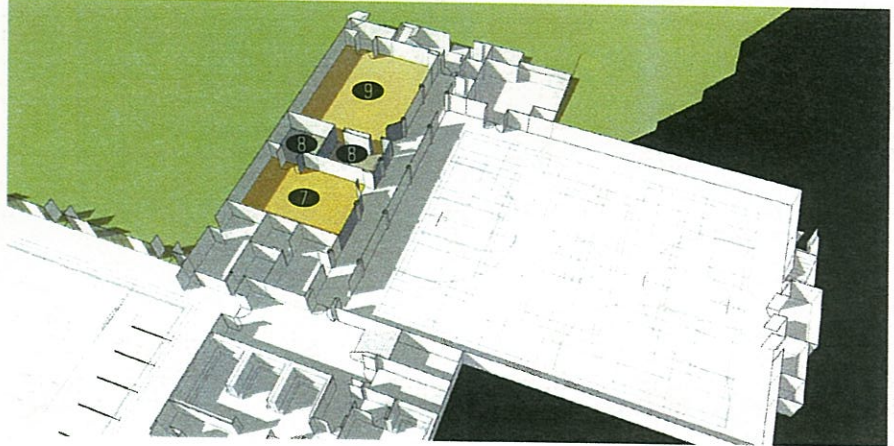
ESTIMATED COST: \$7,725,000

POTENTIAL NET REVENUE:
\$45,000 - \$80,000 annually

FITNESS: PLAN VIEW



FITNESS: BIRDSEYE VIEW

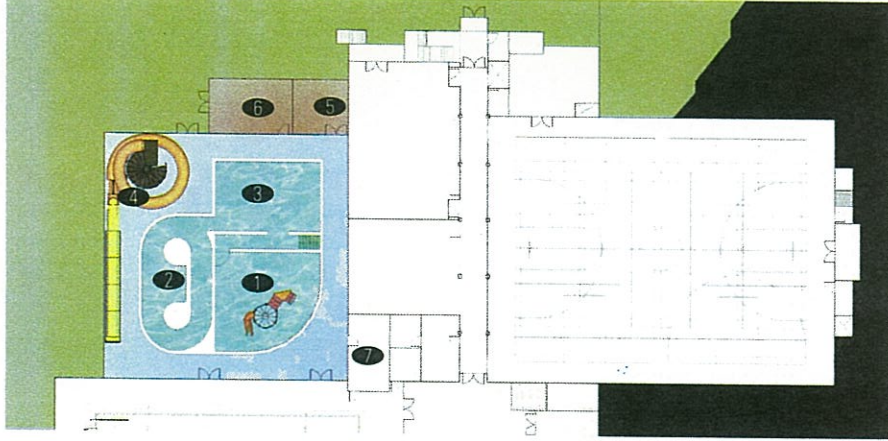


Legend

- | | |
|----------------|---------------------------|
| ① Gymnasium | ⑧ Storage |
| ② Free Weights | ⑨ Aerobics/Group Exercise |
| ③ Circuit | |
| ④ Cardio | |
| ⑤ Stretching | |
| ⑥ Storage | |
| ⑦ Spinning | |

Built Facilities | Recreation Center Floorplan Testing

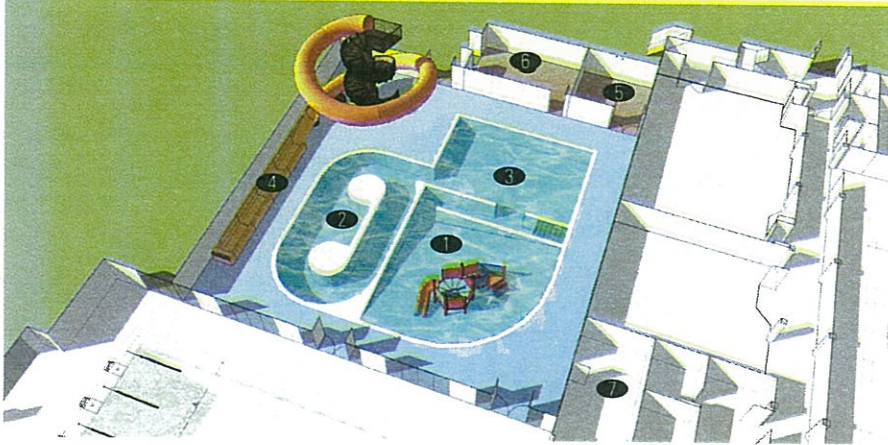
AQUATICS: PLAN VIEW



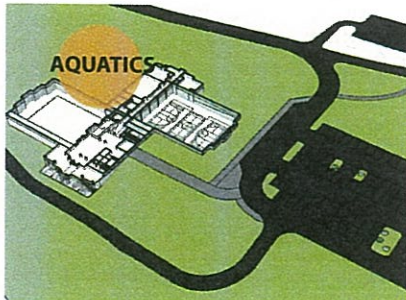
Legend

- ① Zero Depth Entry
- ② Lazy River
- ③ Exercise Pool
- ④ Water Slide
- ⑤ Pool Storage
- ⑥ Pool Mechanical
- ⑦ Existing Pool Office

AQUATICS: BIRDSEYE VIEW



LOCATION KEY



SPACE AND COST SUMMARY

- 4,960 SF Natatorium
- 2,250 SF Rec Activity Pool
- Slides, Spray Features, Whirlpool

TOTAL: 5,723 SF

ESTIMATED COST: \$4,400,000

NO POTENTIAL NET REVENUE

Built Facilities | Sprung Structure/Field House Site Testing

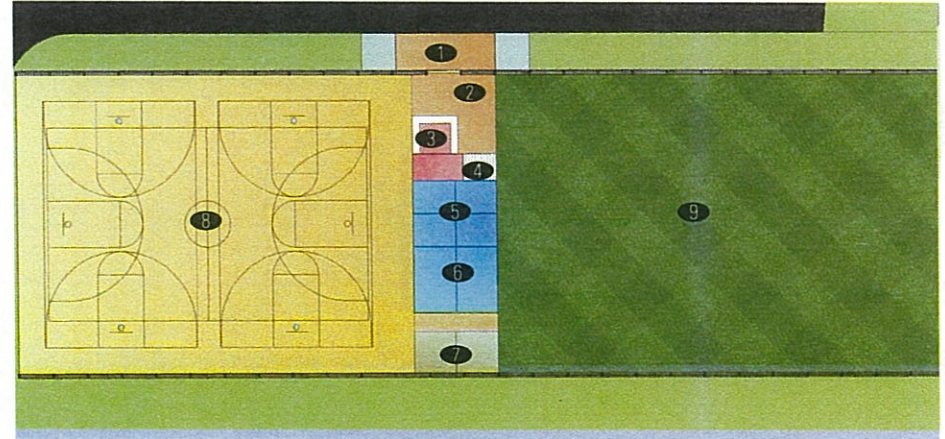
SPRUNG STRUCTURE SITE TESTING

Reuse of a donated Sprung structure presents the Incline Village/Crystal Bay community with an opportunity to help address their need for additional indoor recreation space. The structure can be located in relatively close proximity to the existing Recreation Center, providing efficiencies for staff and operations. Existing parking is available to provide access.

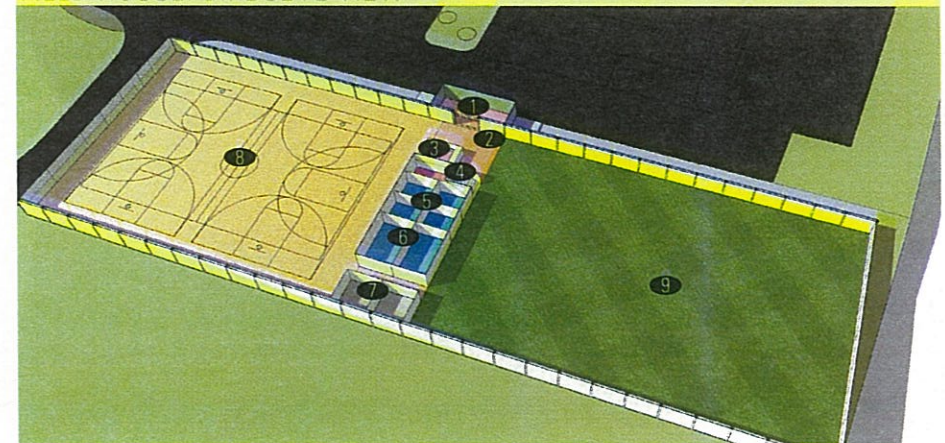
Sprung structures are tensioned fabric structures. The structure could be used for a number of recreation uses. The plan view and birdseye view images on this page illustrate one of the many configurations the District could consider. Alternative recreation uses could include indoor batting cages, indoor pickleball, track and field, fitness, indoor soccer, community pools, ice arenas, and more.

Note: All estimated costs are shown in 2018 dollars. Estimated costs are building costs only and do not include site development costs or soft costs such as A/E fees, sewer and tap fees, FFE, contingency, testing, etc.

FIELD HOUSE: PLAN VIEW



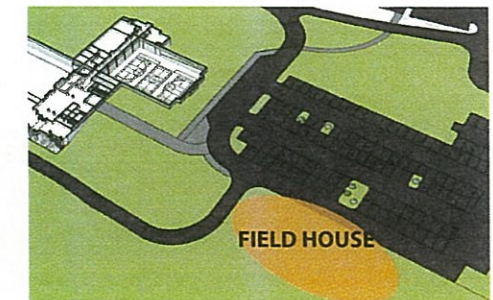
FIELD HOUSE: BIRDSEYE VIEW



Legend

- 1 Entry Vestibule
- 2 Lobby
- 3 Control Desk/Office
- 4 Stair to Seating/Viewing Area
- 5 Team Rooms
- 6 Lockers and Restrooms
- 7 Storage/Mechanical Room
- 8 Basketball Courts
- 9 Fieldhouse

LOCATION KEY



SPACE AND COST SUMMARY

- Reuse of Sprung Structure: 80'x252'
- 1 High School Basketball Court; 2 Youth
- Practice Turf
- Restrooms
- Office, Storage, Changing Room

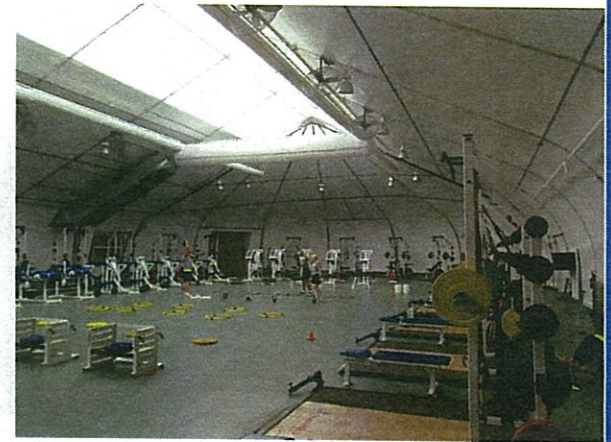
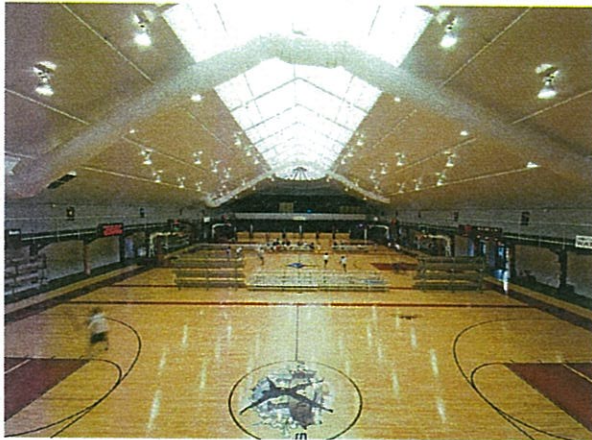
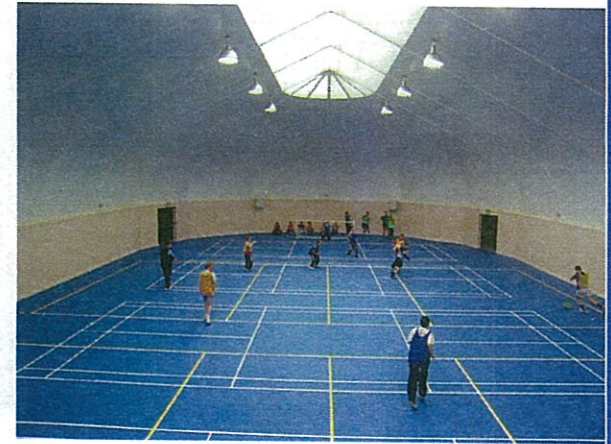
TOTAL: 21,196 SF

ESTIMATED COST: \$2,250,000

POTENTIAL NET REVENUE:
\$5,000 - \$10,000 annually

Built Facilities | Sprung Structure/Field House Site Testing

EXAMPLES OF RECREATION USES ACCOMMODATED IN A SPRUNG STRUCTURE



Built Facilities | Capital Costs and Net Annual Revenue

BUILT FACILITIES | CAPITAL COSTS & REVENUE SUMMARY

The table below summarizes the estimated capital costs and potential net annual revenue for each built facility renovation, expansion, and new facility.

TABLE 9: SUMMARY OF POTENTIAL CAPITAL COSTS AND REVENUE GENERATION

EXPANSION OR NEW FACILITY	Estimated Capital Cost ¹	Estimated Net Annual Revenue
ADMINISTRATION OFFICES & MULTI-USE MEETING ROOMS	\$7,500,000	\$5,000 - \$25,000
GYMNASIUM & FITNESS/ WELLNESS/THERAPY ROOMS	\$7,725,000	\$45,000 - \$80,000
AQUATICS LEISURE & RECREATION POOL	\$4,400,000	PENDING INFO
TOTAL RECREATION CENTER EXPANSION/RENOVATION	\$19,625,000	PENDING REC POOL INFORMATION
SPRUNG STRUCTURE/FIELDHOUSE	\$2,250,000	\$5,000 - \$10,000

Note 1: All estimated costs are shown in 2018 dollars. Estimated costs are building costs only and do not include site development costs or soft costs such as A/E fees, sewer and tap fees, FFE, contingency, testing, etc.

Programming & Operations

Programming & Operations

Programming | Key Findings and Objectives

ASSESSMENT AND KEY FINDINGS

The strengths and weaknesses of IVGID's current recreation programs, based on the number of offerings, include:

- Strengths
 - » Seniors
 - » Youth
 - » Aquatics
 - » Fitness
 - » Sports
- Weaknesses
 - » Cultural Arts
 - » Special Needs
 - » Education
 - » General Interest
 - » Outdoor

Based on information gathered through the public input process, IVGID should grow program opportunities for:

- Children: Enrichment and specialty camps and programs
- Youth: Wellness, sports, enrichment
- Seniors: Wellness, sports, cultural arts, education
- Wellness/Fitness

These program needs should be considered in context with the demographics of the market that shows an older, relatively affluent, white population that is well educated but has fewer households with children. The financial goal of any new programs should be to cover 100% of direct costs.

IVGID's existing programs are sorted by type based on three categories: core, secondary, and support.

PROGRAM	CORE	SECONDARY	SUPPORT
YOUTH SPORTS	●		
ADULT SPORTS	●		
FITNESS/ WELLNESS	●		
CULTURAL ARTS		●	
AQUATICS	●		
YOUTH	●		
GENERAL INTEREST			●
EDUCATION			●
SPECIAL NEEDS			●
SPECIAL EVENTS		●	
OUTDOOR RECREATION		●	
SENIORS	●		
TEENS		●	
SELF-DIRECTED	●		

Programs

Grow opportunities for children, youth, seniors, and wellness/fitness.

Develop a Recreation Program Plan to identify program priorities and track trends to adjust programming and leverage services offered by other individuals or organizations.

Consolidate indoor programs and services into the Recreation Center, as appropriate.

Increase emphasis on partnerships with other community groups and organizations.

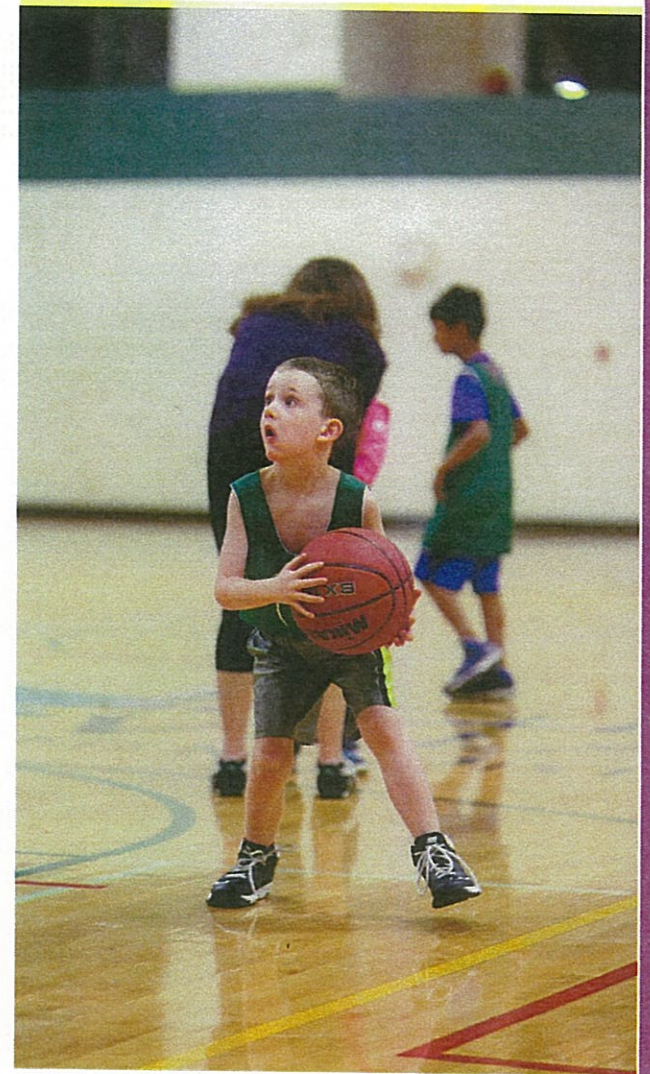
Programming | Objectives

PROGRAMMING OBJECTIVES

RECREATION PROGRAM PLAN

A basic recreation program plan emphasizes areas of program focus for the next five years. The District should formalize a recreation program plan that take into consideration the needs of the community, the role of the District, and the expectations and role of other organizations and recreation providers in the area. There should be clearly identified areas of programmatic responsibility to ensure that there is not overlap in resource allocation or that gaps in services are not present. This should be a relatively simple, straight forward plan that is updated at least every other year. Key elements to include in this recreation program plan:

- Respond to identified community needs and demographic characteristics along with the recognition that the needs of seasonal/second homeowners and visitors also need to be met.
- Include specific program priorities, a time line for development, the responsible staff, and necessary financial resources.
- Track program trends on a regional and national basis to ensure offerings are current and reflect available opportunities.
- Evaluate individual programs and services as well as the overall program plan.
- Develop a well-articulated marketing plan that supports and promotes the goals.
- Require District contract service providers register their participants through the District and pay a minimum of 30% of gross revenues to the District. If this is not possible, develop straight rental agreements based not only on the space being used but also the number of participants and class fee.
- Determine program priorities by sorting programs into the categories of core programs, secondary programs, and support program areas. The placement of programs into these three categories does not indicate the overall importance of these activities in the community but rather the role of the District in providing these programs.
 - » **Core Programs:** Programs that are a primary responsibility of the District to provide as in-house based activities.
 - » **Secondary Programs:** Programs that are a lower priority to be provided directly by the District but may be offered by other organizations through contract with the District.
 - » **Support Programs:** Programs that are not a priority for the District to be providing directly to the community but where the District may provide support through facilities and promotion of activities for other organizations.



Programming | Objectives

LEVERAGE SERVICES BY OTHERS

The District should determine what programs and services will be offered directly by the recreation staff and which will be contracted to other individuals or organizations. Before making these decisions, an assessment of the specific pros and cons of such a move needs to be completed. A major aspect of this analysis should be to determine the financial impacts and quality of the services that will be provided. Key questions to be asked include:

- » Will this be the most cost effective method to obtain the program, service or function?
- » Does the District have the knowledge and equipment to provide the program, service or function?
- » Will the quality of the program, service or function suffer if it is contracted to other organizations?
- » Are there other more qualified organizations that should provide the program, service or function?
- » Is the service, program or function only available from a contract provider?
- » Are the safety and liability risks too high to provide the program or service in-house?

LIFECYCLE ANALYSIS

- The District should complete a lifecycle analysis for all of the programs they offer. Programs should be classified in three categories and the District should strive to have program offerings distributed equally among each category. This results in a healthy program plan.
 - » **New:** Programs in the start-up phase that are just starting to build in popularity.
 - » **Mature:** Programs that have consistent high levels of registrations and are still growing in popularity.
 - » **Old:** Programs that are seeing a decline in popularity.

CONSOLIDATE PROGRAMS

The District can strive to consolidate most all indoor recreation programs and services into the Recreation Center campus. This will take an expansion of the center or development or reuse of other buildings on or near the campus. Consolidation will reduce operating and program costs and should increase overall program participation and revenues through cross-marketing and the reduction of travel time for participants.

Programming | Objectives

PARTNERSHIPS

Due to the ever-increasing recreation program demands there will need to be an increased emphasis on partnerships with other groups and organizations in the community. Match District programming efforts with available staff and financial resources. When there are not sufficient resources to provide additional programming, the role of other providers will need to be more prominent.

Partnerships should involve (at minimum) the following groups:

- **Sierra Nevada College:** The college should continue to partner with the District on special events, life-long learning, and other activities but should also provide possible program instructors, coaches and other staff.
- **Lake Tahoe School:** They are a user of District facilities but could be asked to assist with youth sports programming.
- **Washoe County School District:** Coordination with the school district to provide some youth-based programs and services, education classes for youth (and even adults), as well as youth sports (location for practices and games), should be enhanced.
- **Other Government Organizations:** There needs to continue to be strong efforts to partner with other governmental agencies in the area to develop programs and services. This is most likely to occur with the County and neighboring communities but also includes the library. Program areas that could be enhanced by other organizations through a partnership include senior activities, education, special events, outdoor recreation, special needs activities, and social services.
- **Non-Profit Providers:** Pursue coordinating with a variety of non-profit providers to deliver recreation services.
- **Boys & Girls Club:** Continue coordinating with the organization as they help provide youth-based programs.
- **Youth Sports Organizations:** Should continue to be responsible for providing team sports for youth. However, the District will still need to provide most if not all the facilities for these activities.
- **Community Organizations:** Developing working relationships with community organizations and service clubs could provide much needed support for programs as well as facilities. They could also be sponsors.
- **Private Providers:** Since there are a considerable number of private recreation, sports, and fitness providers located in the area, these entities should be counted on to provide more specialized activities that are not easy for the public sector to conduct.
- **Medical Providers:** If the District is going to continue to focus on fitness and wellness, then establishing formal partnerships with one or more medical providers will be essential.
- **Business and Corporate Community:** It is important to approach the corporate community with a variety of sponsorship opportunities to enhance the revenue prospects of the District's programs and facilities.
- **Faith-Based Organizations:** With a number of churches and other faith-based institutions in the community, these organizations need to continue to be seen as possible providers of some basic community based recreation services and facilities as well.

Operations | Objectives

OPERATIONS OBJECTIVES

DEVELOP GUIDANCE PLANS

- **Operations Plan** for each facility: This should detail out basic operations policies and procedures, staffing roles and expectations, financial management tasks, programming integration, emergency procedures and opening/closing procedures. This document becomes an important tool for all facility staff and provides for consistent and safe management and operation of the District's assets. This is a parks and recreation industry "best practice".
- **Updated Business Plans** for the Recreation Center and The Chateau: A business plan deals with the financial management of the facilities and details specific staffing requirements and the financial implications. The business plan also identifies other operational requirements from a financial perspective as well as identifying revenue sources, participation, and use targets. The business plan serves as the basis for the actual operating budget and ensures that the facilities are being operated in an efficient and cost effective manner. This is a parks and recreation industry "best practice".
- **Overall Emergency Action Plan** for each individual facility as needed: This starts with utilization of the overall policies for the District as a whole, with specific procedures being developed in conjunction with North Lake Tahoe Fire Protection District and Washoe County's and State of Nevada's Office of Emergency Management guidelines and mandates. This is a parks and recreation industry "best practice".
- **Overall Marketing Plan** for the District's facilities and programs as well as a **Specific Marketing Plan** for the Recreation Center (a plan currently exists for the golf course): It must be recognized that an individual's decision to utilize a parks and recreation facility or its services is a discretionary use of their time and financial resources. So, having a concise but focused marketing plan is essential. This plan needs to recognize the need to appeal to full-time residents, seasonal/second homeowners, and visitors; as well as different age and interest groups. The plan should be a simple document that determines marketing priorities, strategies and mechanisms for promotion, time frames, financial requirements, the responsible parties for implementation, and the method for measurement of results. The goal of the marketing plan should be to increase the awareness of the parks and recreation facilities and the corresponding programs and services and ultimately increasing usage and revenues. This is a parks and recreation industry "best practice".
- **Priorities of Use** for each space in The Chateau and the Recreation Center as well as an overall priority of use for Aspen Grove: Establishing priorities of use by time of day, day of the week, seasonally, and annually ensures that there is a clear prioritization for program, drop-in, and rental use of facilities. The goal of this process should be to maximize utilization of facilities during high use times as well as low times of use. This task should be accomplished by the staff that is responsible for managing these facilities.
- **Updated Maintenance Plans** for The Chateau, Recreation Center, and Aspen Grove. These plans should continue to focus on routine maintenance tasks, their frequency and methodology, but also place more emphasis on preventative maintenance requirements and frequency; lifecycle costs for major equipment; and custodial requirements and frequency. The Next Gen software program should continue to be use for tracking work orders and equipment inventory and could be expanded to include in-house custodial tasks. This is a parks and recreation industry "best practice".

Operations | Objectives

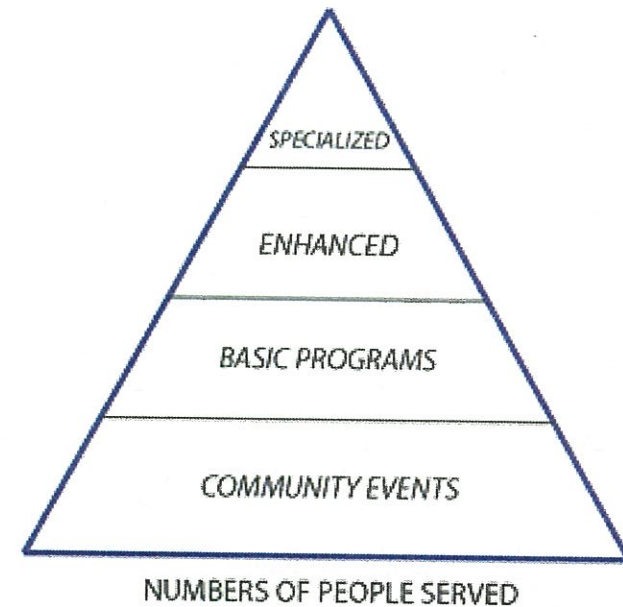
REFINE THE OVERALL FEE POLICY

While the District has a basic approach to setting fees, establishing an overall fee policy to formalize the methodology for determining specific user fees for facilities and programs is advised. The policy should outline the parameters for how fees are determined, establish cost recovery goals, scholarship program guidelines, and determine fee differentials by age group, resident/non-resident, economic status, and other classifications. A fee policy ensures that the revenue goals and expectations of the District are met. This is a parks and recreation industry "best practice".

As part of an overall fee policy, many parks and recreation agencies are now tiering their facilities and programs into different categories with differing levels of cost recovery.

In the example Fee Continuum shown to the right, programs in the community events category would have the lowest cost recovery level (usually 25% or less), while specialized activities would have the highest (often over 100% of direct and indirect costs). The exact percentage of cost recovery is established for each program or facility category noted and then individual programs are slotted in the appropriate category. It is important that there are programs available for most demographic groups (youth and seniors especially) in each of the categories and not just in the basic or community events classifications.

One of the primary concerns with fee setting is the variety of fee options that are available at the Recreation Center. There are simply too many and they are confusing to the general public. There is a conscious decision being made with most public recreation centers to reduce these options to only those that have significant use or sales attached to them.



FEE CONTINUUM

Operations | Objectives

REFINE PERFORMANCE MEASURES

The District should increase the number of performance measures that are tracked on an annual basis to assess facility operations and programs. Metrics should include:

Facilities

- » Admissions by fee categories and revenue by fee category.
- » For annual passes, the annual rate of retention.
- » Capacity analysis by time of day, day of the week, month, and year. This should only be done for facilities where use and admissions are tracked electronically.

Programs

- » Numbers of programs offered by program area categories (aquatics, fitness, youth, etc.) by session/season per year with the percentage of programs that are actually held.
- » Rates of fill (percentage of registrations vs. capacity).
- » Registration numbers by program for each session/season a year.
- » Rate of program cancellations.
- » Financial performance measured by cost per participant, cost recovery by program area as well as individual programs.
- » Scholarship utilization rates. Numbers of scholarships granted and dollar value.
- » Evaluations from participants using numeric scoring for easy tracking and comparisons.

Comparisons for each of these performance measures should be tracked over a 3- to 5-year period. These performance measures will provide staff with critical data to make informed decisions regarding the future delivery of recreation services in the most efficient and cost effective manner. Most of this data should be available from reports run from the Vermont Systems RecTrac recreation management software system that the District is currently utilizing. These are parks and recreation industry "best practices".

Operations | Objectives

EXPAND PARTNERSHIPS

- The District should work to expand and enhance the number of partnerships with other providers for facilities and programs. It is nearly impossible for most parks and recreation agencies to meet all the recreation needs of a community by themselves. As a result, forming key partnerships with other organizations and agencies to expand both facility and program opportunities is now the norm. The District has existing partnerships with the Washoe County School District, Boys & Girls Club, Sierra Nevada College, Washoe County, and other organizations.
- The District should need to take on the role of being a “clearinghouse” for recreation services that are available by other organizations in the community and the surrounding area. The District is the primary public parks and recreation agency in the area, and the largest single provider of recreation services. As a result, the District is best positioned to take on the clearinghouse role. This means tracking and inventorying the various recreation service providers, their programs and services that are offered, and actively promoting these opportunities to the community in an effort to maximize recreation resources in the area.

REVIEW DEMOGRAPHIC CHANGES

- A least every 5 years, review the demographic characteristics of the market that is being served for any changes. This review should examine the characteristics of the permanent population, seasonal/second homeowners as well as visitors to the North Lake Tahoe area.

6 | The Plan

Prioritization Criteria & Plan Recommendations

Prioritization Criteria



A set of prioritization criteria can allow community members and IVGID staff to work with the Board of Trustees to guide the organization and prioritization of potential projects and improvements for funding and implementation. Best practices in recreation and park planning has shown that prioritization criteria should reflect the needs and desires of residents while being forward-thinking to evaluate and consider operational and maintenance costs in addition to capital costs.

Moving forward, as new projects and needs arise, the following criteria can be used to evaluate the prioritization of parks, open space, trails, and recreation projects in Incline Village/Crystal Bay. Projects that meet the criteria may rise in priority, depending on funding and timing. As funding becomes available and partnerships occur, projects may advance in priority. However, those opportunities should still be evaluated to understand long-term costs and to understand community support. Projects with highest levels of community interest and fill a community need should rank higher in priority than those with low community support.

- Has a funding source or a funding source can be identified.
- Fills a gap in the current system. Provides parks or park facilities in an area that is needed.
- Has moderate to low impact on maintenance and operations expenses.
- Improves facilities that have reached end-of-life usability.
- Aligns with District partners' planning efforts. IVGID will work with partners to prioritize future projects that overlap and align with regional planning efforts.
- Offers a high return on investment or maximizes public resources.
- Addresses needs associated with growth and increased demand.
- Provides multiple benefit for both parks and recreation and other community and environmental needs.

Plan Recommendations

A collaborative process was used to integrate the development of technical content with the input of users, stakeholders, community members, and decision-makers. Findings from professional assessments and analyses were site tested and potential opportunities were reviewed. Residents and stakeholders guided the focus of additional research and critical questions for the plan to address. The result is a set of goals, objectives, and prioritized recommendations grounded in best practices and reflective of local perspectives and needs.

Recommendations Based on:

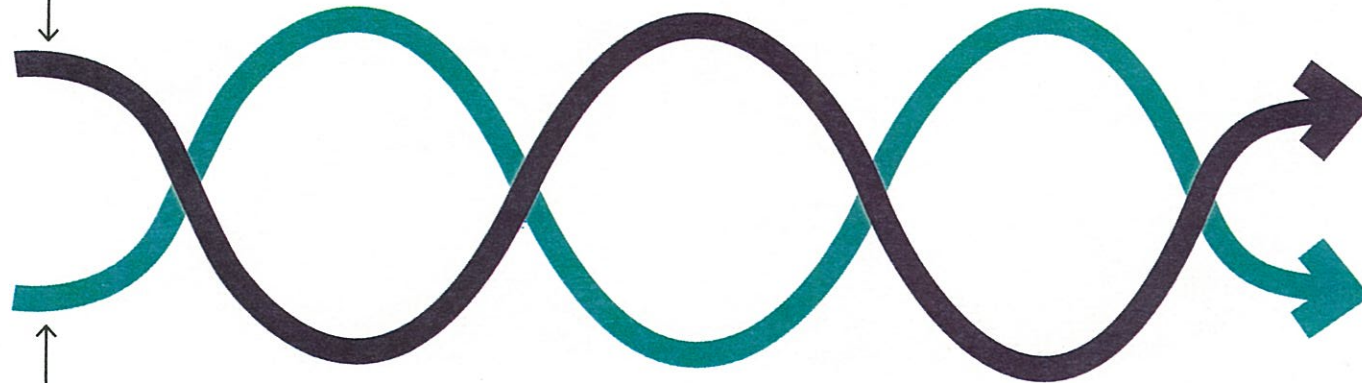
- *Public Input*
- *Trends*
- *Professional Assessments & Needs Assessments*

TECHNICAL CONTENT

- Inventory and site assessments
- Mapping
- Evaluation of plans, reports, and approved projects
- Demographics assessment
- Local, regional, and national trends assessment
- Standards comparison
- Goals development
- Site testing
- Prioritization

COMMUNITY INPUT

- Focus group meetings
- Surveys
- Stakeholder meetings
- Public workshops
- Email comments
- Staff interviews
- Board of Trustees meetings



IVGID COMMUNITY SERVICES MASTER PLAN

Plan Recommendations

The lists below summarize the key takeaways from public input, trends, and professional assessments which were used to develop the Master Plan recommendations.

FEEDBACK FROM PUBLIC INPUT

- **Key Takeaways**
 - » Maintain/Enhance what we currently have
 - » Provide trails and improved connectivity
 - » Provide a dedicated dog park
 - » Address Recreation Center needs: gymnasium, multi-use meeting rooms, and fitness facilities
 - » Provide facilities to meet trending recreation needs: bocce and pickleball
 - » Provide Snow Play
 - » Valued sports and recreation programs

TRENDS

- **Top Trends Influencing Priorities**
 - » Maintain/Enhance existing facilities
 - » Trails
 - » Active sports play and trends for needs for rectangle and diamond fields
 - » Dog parks
 - » Bocce
 - » Pickleball
 - » Bike park
 - » Recreation programming and fitness
 - » Aquatics centers
 - » Year-round recreation/winter play

PROFESSIONAL ASSESSMENTS & NEEDS ASSESSMENTS

- **Key Takeaways**
 - » Maintain/Enhance existing facilities
 - » Address conflicts of use and provide dedicated dog park
 - » Provide dedicated rectangle fields
 - » Address Recreation Center Needs
 - Reorganize and provide enhanced efficiencies in entry, lobby and reception areas
 - Address overuse/limitations of gymnasium
 - Address shortages of storage and office space
 - Improve the weights and fitness studio
 - Provide multi-use meeting rooms to support recreation programming
 - » Create a recreation campus at the Recreation Center, Incline Park, and Village Green
 - » Connect existing facilities and trails to create walking and biking loops
 - » Diversify play equipment
 - » Take advantage of snow play opportunities

Plan Recommendations | Top Tier Recommendations

PLAN RECOMMENDATIONS

Key takeaways informed the evaluation of project site testing and analysis of IVGID's parks, fields, trails, open space, snow play, built facilities, and programs. Plan recommendations are organized according to top tier and second tier recommendations and aspirational projects. The list is not prescriptive or directive. As funding and/or partnership opportunities arise or decrease, projects may advance more quickly or more slowly than initially anticipated. For example, if a community partner came forward with funding and an operational plan to develop a Cross-Country Center, it may be reconsidered and evaluated sooner than anticipated.

TOP TIER RECOMMENDATIONS

ENHANCE AND MAINTAIN IVGID'S CURRENT FACILITIES AND UPGRADE EQUIPMENT ON A REGULAR SCHEDULE.

Overall, the communities of Incline Village and Crystal Bay enjoy access to a good variety of well-maintained parks, trails, open space, and recreation facilities. Maintenance efforts should focus first on deferred maintenance needs and pro-actively establish a schedule for renewal of existing amenities and facilities. As renewal projects are planned and programmed into the budget, efforts can be made to address trends and needs through those revitalization projects.

DEVELOP A DEDICATED DOG PARK.

The need for dedicated dog parks is one of the most pressing need for parks departments across the nation. According to ESRI Market Potential Reports, as of 2019, 41.8 percent of Incline Village and Crystal Bay residents own a dog and the market potential is higher than the national average for a resident to own at least one dog. Dog owners have use of Village Green as a temporary dog park, but potential conflicts exist with the use of the park for other programming. The opportunity to develop a dedicated dog park at the USFS property east of the high school can provide a facility on par with the experience at the Village Green and elevate the opportunity to address the demand for dog park in the Incline Village/Crystal Bay community.



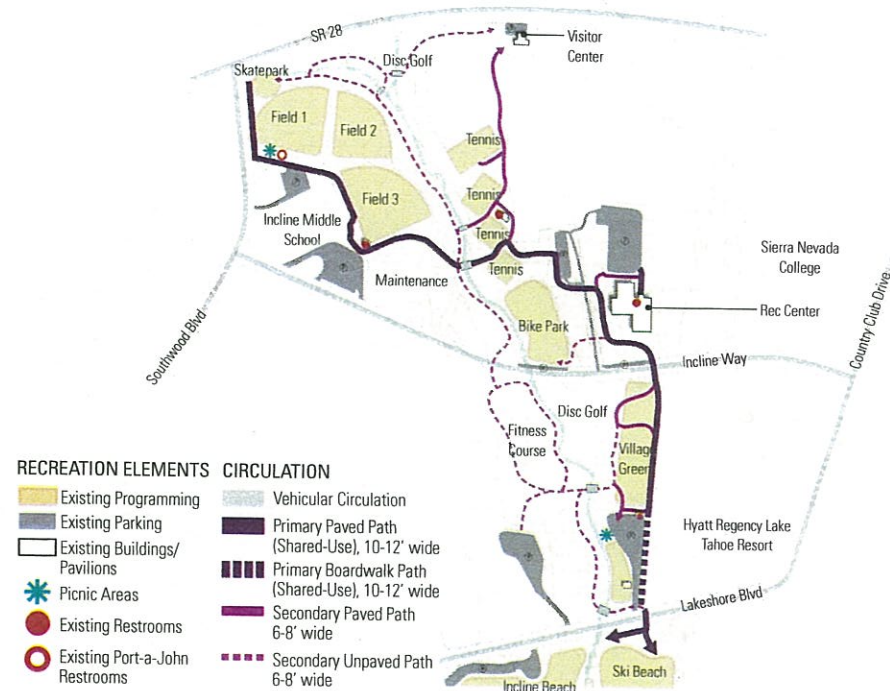
Plan Recommendations | Top Tier Recommendations

CONNECT FACILITIES TO CREATE A CONNECTED TRAIL SYSTEM AND PROVIDE WALKING LOOPS.

Walking for fitness and the desire to walk and bike to destinations are increasingly popular and received strong community support. A number of trail and mobility improvement projects are the responsibility of the USFS and Washoe County. IVGID can show support for implementation of those projects while continuing to improve connectivity on and between their properties.

DEVELOP DEDICATED RECTANGLE FIELDS AT THE HIGH SCHOOL.

IVGID's field inventory does not include dedicated rectangular fields which support sports such as soccer and lacrosse. The current softball fields at Incline Park and the Village Green are converted to rectangular fields as schedules permit. The inventory of soccer fields for older youths is limited. Only a few fields within the District can accommodate competition play for those over 10 years old. These fields are primarily located on Village Green and compete with other scheduled programs. Dedicated rectangle fields are needed and should be sized to accommodate a range of age groups from beginner to more advanced, adult play.



Plan Recommendations | Top Tier Recommendations

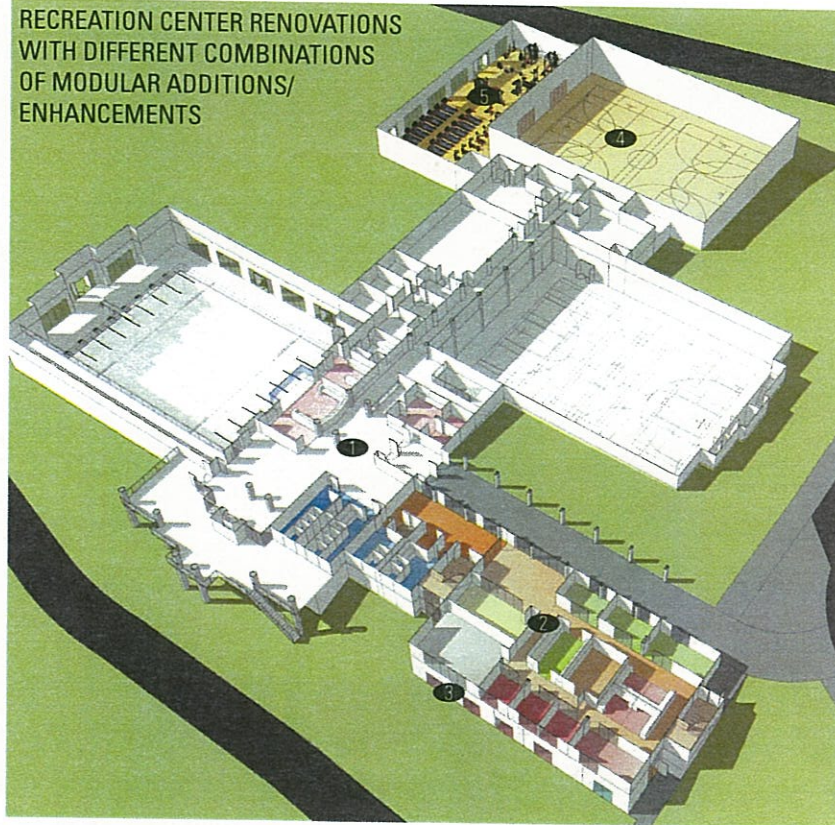
EXPAND THE RECREATION CENTER TO PROVIDE FOR A MORE EFFICIENT LAYOUT FOR THE ENTRY/RECEPTION, EXPAND THE WEIGHTS AND FITNESS STUDIO, PROVIDE ADDITIONAL GYM SPACE, AND PROVIDE ADDITIONAL MULTI-USE MEETING ROOMS, OFFICES, AND STORAGE.

Improvements to the Recreation Center can occur in phases and by modular additions. Not all enhancements have to be completed at the same time. The greatest single issue facing the Recreation Center is the fact it is simply not large enough to handle all of the recreational needs and demands of the community. The entry/lobby area is insufficiently designed and there is a lack of general storage and office space. The District does not have adequate multi-use meeting rooms which allow for programming and revenue generation. Additionally the weights and fitness studio are inadequate and the gym is overused. Modular additions to the Recreation Center can address these constraints and received support from stakeholder groups and residents.

CONTINUE PARTNERSHIPS TO PROVIDE CROSS-COUNTRY SKI TRAILS.

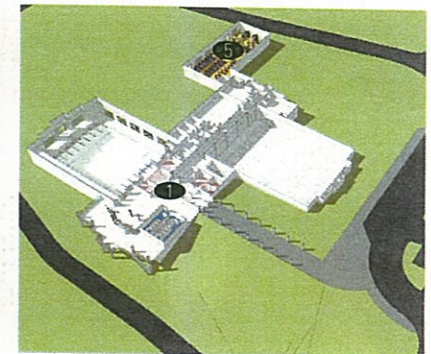
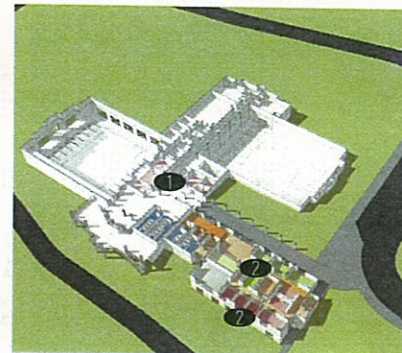
Nevada Nordic, a local nonprofit organization, has partnered with IVGID to groom Nordic trails on the Mountain Course when snow cover is adequate. This partnership has benefited the community and provided needed access to cross-country trails. The District should continue to build upon and support the partnership.

RECREATION CENTER RENOVATIONS WITH DIFFERENT COMBINATIONS OF MODULAR ADDITIONS/ ENHANCEMENTS



Legend

- 1 Entry/Reception Renovation
- 2 Multi-Use Meeting Rooms Addition
- 3 Offices and Storage Addition
- 4 Gymnasium Addition
- 5 Weights and Fitness Studio Addition



Plan Recommendations | Top Tier Recommendations

MOVE FORWARD TOP PRIORITIES FROM THE BEACHES RECREATION ENHANCEMENT OPPORTUNITIES PLAN, THE TENNIS CENTER FACILITIES ASSESSMENT AND MASTER PLAN, AND THE DIAMOND PEAK MASTER PLAN.

By reference, the Community Services Master Plan includes the recommendations and priorities identified in other facility master plans. This Community Services Master Plan therefore also includes the following documents:

- *Incline Village Golf Courses Facilities Assessment and Future Needs Recommendation* (December 2012; Findings presented to the Board of Trustees on March 13, 2013)
- *Diamond Peak Master Plan* (August 2015; approved by the Board of Trustees on October 21, 2015)
- *IVGID Beaches Recreation Enhancement Opportunities Plan* (February 2016; Approved by the Board of Trustees on February 24, 2016)
- *Incline Village Tennis Center Facilities Assessment and Master Plan* (August 2016; Approved by the Board on August 24, 2016)

Recommendations from these studies are also important to meet community needs. For example, the Tennis Center Master Plan recommended formalizing the pickleball program and launching a plan for renovating the Pro-Shop buildings and the surrounding site. The Beaches Plan recommended replacement of the restroom and concession building and noted challenges with the Burnt Cedar pool. These ideas and as well as recommendations from other plans have strong support for moving forward. Therefore, the concepts presented in the other plans should be annually reviewed and considered during planning and budgeting for the 5-year and 1-year capital improvement program.

FIGURE 3: IVGID RECREATION/COMMUNITY SERVICES MASTER PLAN VENUES



Plan Recommendations | Top Tier Recommendations

DEVELOP BOCCE COURTS.

There is strong community support for additional bocce courts to serve Incline Village/Crystal Bay residents. There are multiple opportunities for addressing this need and IVGID should work with residents and consider capital and operational expenses to determine the final location and design.

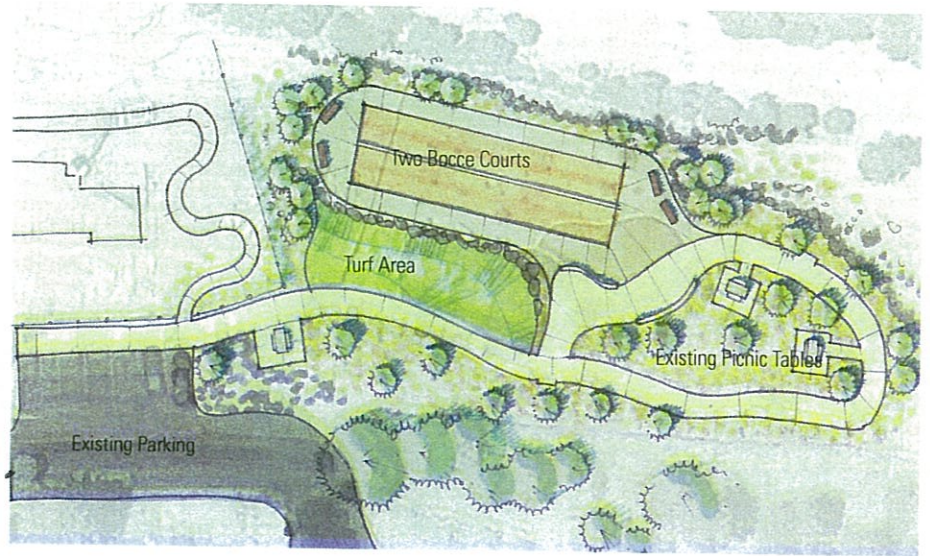


Plan Recommendations | Second Tier Recommendations

SECOND TIER RECOMMENDATIONS

ENHANCE SIERRA PARK AT BOULDER BAY.

Boulder Bay, LLC developed Sierra Park in Crystal Bay, but the park has limited facilities and is constrained by topography. County funds totaling \$520,000 remained unused. The funding needs to stay in Crystal Bay and could be used for park improvements. Because funds are available, IVGID should work with the County to determine the best and highest use of the funds to provide for recreation opportunities that meet the needs of Crystal Bay residents.



Plan Recommendations | Second Tier Recommendations

PROVIDE SEASONAL ICE RINK AND SNOW PLAY AREAS AT THE CHATEAU.

Incline Village's Championship Course presents a distinct opportunity for seasonal snow play. Community support is strong for an ice rink and the parking area at the Championship Course could be converted to a temporary ice rink during the winter season. In addition to ice skating, the terrain of the driving range lends itself for snow play and The Grille at The Chateau would complement the winter activities by offering food and beverage facilities.

ENHANCE THE SKATE PARK.

The skatepark is adequate but is not designed for multiple age groups/ability levels. Incorporating a variety of elements for both beginners, young skaters and experienced skaters will enhance the facility. These enhancements have community support and could greatly increase the use of the community resource.

DEVELOP A GREAT PARK AT THE VILLAGE GREEN.

In future years, as the pressures from other uses are relocated from Village Green to more appropriate locations, Village Green has an opportunity to be enhanced and become a central part of IVGID's parks system. These enhancements are not high priority. Rather, it is an opportunity to be further evaluated as other uses are shifted and consideration is given to developing a multi-use park that encourages socialization and interaction for all of the Incline Village/Crystal Bay community.



Plan Recommendations | Aspirational Projects

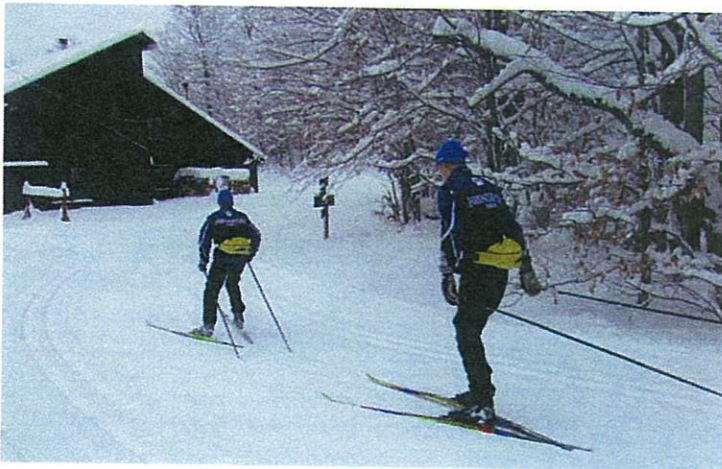
ASPIRATIONAL PROJECTS

DEVELOP A CROSS-COUNTRY CENTER NEAR MOUNT ROSE.

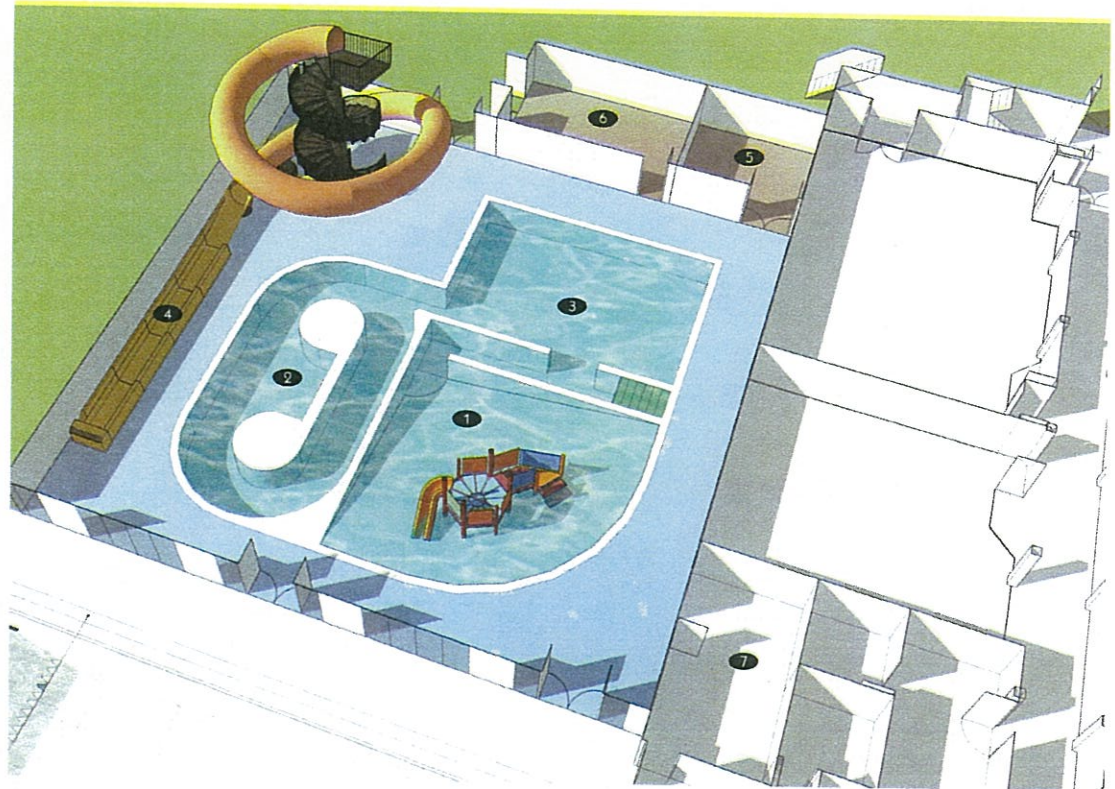
Community support exists for developing a Nordic Center near Mount Rose, but the capital and operating costs make it an aspirational project rather than a top or secondary tier project. IVGID owns a high-elevation, five-acre parcel near Incline Lake and Tahoe Meadows. In the event community partners find funding and operational responsibilities are negotiated so as to not impact other District needs, there is a possibility for the property to be developed into a Nordic Center in the future.

DEVELOP AN AQUATIC CENTER AT THE RECREATION CENTER PROPERTY.

Aquatic centers that include warm water pools and recreational elements is a strong growing trend in the nation and the region. Although some stakeholders and residents were supportive of such an investment, the majority did not express strong support. Additionally, the capital and operational expenses for constructing and managing the facility are high. Therefore, the aquatic center is included as an aspirational project.



Aspirational projects could rise in priority if funding or partnerships become available.



Legend

- 1 Zero Depth Entry
- 2 Lazy River
- 3 Exercise Pool
- 4 Water Slide
- 5 Pool Storage
- 6 Pool Mechanical
- 7 Existing Pool Office

Plan Recommendations | Implementation

2019 PROJECT PRIORITIES

Upon review of the top tier and second tier priority projects and the synthesis of community feedback and professional best practices and recommendations, the Board of Trustees directed staff to move forward with the five strategies listed below. These actions will allow the community to make progress toward implementing the top projects recommended by the Community Services Master Plan and the other facility planning documents.

1. Begin the process to apply for a Special Use Permit with the U.S. Forest Service to conduct community recreation, including a Dog Park on the 12-acre parcel across from Incline High School.
2. Secure the services of a licensed architect and work with the Community to finalize the design for the Incline Beach House and associated circulation/access improvements.
3. Secure the services of a licensed architect and work with the Community to finalize the concept plan for the renovation of the Incline Tennis Center, including the addition of Bocce Courts.
4. Provide a timeline to the Board of Trustees to ensure the ongoing operation of Burnt Cedar pool while initiating a Community process to review the options for the renovation and/or reconstruction of the Burnt Cedar pools.
5. Initiate discussions with the Incline Tahoe Foundation and Incline Ice Foundation to determine the feasibility of developing a seasonal Ice Skating Rink by leveraging the current funding held by the Incline Ice Foundation.



Plan Recommendations | Implementation

IMPLEMENTATION

To implement projects over the next 10-15 years, IVGID staff and the Board of Trustees will continue to work with the Incline Village/Crystal Bay community to make choices on implementing improvements. The list of prioritization criteria previously described and the list of top tier and second tier recommendations can be a guide for those conversations. Additional project concepts, such as the Nordic Center and Aquatic Center are aspirational in nature. Opportunities such as developing a park at the old elementary school and using a Sprung structure as a field house are presented for future consideration and can evolve as new partnerships come forward.

The recommendations and best practices set forth in the Community Services Master Plan should be used as decision-making tools to direct conversations between the community, Board, and IVGID staff. The 5-year and 1-year capital improvement project planning processes should annually consider the top tier and second tier projects and determine how they can be planned and budgeted.

Inclusion of a project as a top tier or second tier recommendation is not a promise of its implementation. The plan and recommendations presented are a guide for decision-makers. Every project moving forward will continue to receive community input and will be evaluated according to the prioritization criteria.

The focus moving forward is on maintaining and enhancing the District's existing infrastructure while meeting key community needs. The Incline Village/Crystal Bay communities highly value the access and quality of their community services. Prioritizing the delivery of an "exemplary recreational experience...while striving for fiscal and environmental sustainability" will allow residents to have renewed facilities and quality parks, trails, and open spaces for years to come.

"deliver exemplary recreational experience...while striving for fiscal and environmental sustainability"



JOB DESCRIPTION DISTRICT GENERAL MANAGER POSITION

Job Title: General Manager
Job Number: 1110A
Salary Grade: Contract
Department: Administration
Reports to: Board of Trustees
FLSA Status: Exempt - Executive
Salary Range: \$100,000 to \$200,000 (which includes measurable incentives)

SUMMARY

Under the general direction of the District's Board of Trustees, assumes full responsibility for the operation and management of the Incline Village General Improvement District (IVGID).

ESSENTIAL DUTIES AND RESPONSIBILITIES

Not necessarily in order of priority, include the following. Other duties may be assigned by the Board of Trustees.

1. Provides excellent customer service to parcel owners, local businesses, government agencies and visitors to Incline Village/Crystal Bay.
2. Oversees the operation and management of the District, including the supervision and control of all of the District's property, activities, personnel, business, and operations. The General Manager is the chief executive officer of IVGID, responsible for all services, programs, budgets, and the overall operational and financial performance of the District.
3. Recommends, supports the development of, and implements policies and directives set by the Board of Trustees.
4. Directs operation and management of the District in compliance with Ordinances, Resolutions, Regulations, Long Range Principles, Policies and Practices.
5. Directs and participates in the development and implementation of long and short range goals, objectives, policies, practices, and procedures for the District.



JOB DESCRIPTION DISTRICT GENERAL MANAGER POSITION

6. Implements all personnel rules and regulations, recommends staffing levels, and maintains authority to hire, discipline, or discharge employees as may be necessary to carry out District business.
7. Leads, manages, mentors, empowers and coaches direct reports such as, but not limited to, the Clerk to the Board of Trustees and Executive Assistant, Director of Finance Accounting and Risk Management (FARM), General Manager of the Diamond Peak Ski Resort, Director of Parks and Recreation, Director of Golf Operations for the Golf Courses at Incline Village, Facilities & Golf Sales Coordinator, Food and Beverage Director, Director of Public Works, Director of Human Resources, and the Director of Information Technology.
8. Negotiates a variety of contracts and agreements on the District's behalf including labor negotiations with various union bargaining units.
9. Prepares and coordinates preparation of and administers the annual operating budget, long range financial planning, and capital improvement programs for approval by the Board of Trustees.
10. Coordinates preparation and presents to the Board of Trustees agenda packages as requested by the Board of Trustees.
11. Controls, monitors, and reports on programs, projects, and activities in collaboration with Department Heads and Directors.
12. Participates in the development of departmental strategic management and business plans.
13. Leads and supports District wide efforts and training to provide excellent customer service with a focus on retention and loyalty building service.
14. As supported and guided by the Board of Trustees, represents IVGID to the community, media, and other entities, organizations, and government agencies at the local, regional, state, and federal levels.
15. Confers with and responds to District stakeholders and their requests for services, suggestions, and complaints.



JOB DESCRIPTION DISTRICT GENERAL MANAGER POSITION

16. Supports District managers in identifying day-to-day and IVGID organization-wide departmental operating issues and problems; analyzes alternatives and initiates solutions through effective leadership, collaboration and communication.
17. Directs staff in the preparation, award, and administration of service, maintenance, construction, concessionaire, material, and other contracts.
18. Assists, advises, and supports the Board of Trustees on special projects, problems, and initiatives.
19. In support of the Board of Trustees, acts as primary interface with the District's General Counsel.
20. Adheres to and enforces stated safety policies and procedures.

LEADERSHIP AND SUPERVISORY RESPONSIBILITIES

1. Leads and manages a staff of Directors and Department Heads who, in turn, lead and supervise a total of approximately 750 employees (including seasonal employees) in the General Manager Department, Administrative, Internal Services, Community Services and Public Works areas.
2. Responsible for the overall leadership, direction, coordination, and evaluation of these units.
3. Carries out leadership responsibilities in accordance with the organization's policies, practices and procedures and applicable laws.
4. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
5. Works closely with the Senior Staff which is defined as Director of Human Resources, Executive Assistant, Director of Finance, Accounting, Risk Management, Ski Resort General Manager, Director of Public Works and Director of Information Technology.
6. Is responsible for fostering a positive and productive organizational culture.



JOB DESCRIPTION DISTRICT GENERAL MANAGER POSITION

QUALIFICATIONS

1. To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily.
2. The requirements listed below are representative of the knowledge, skill, and/or ability required.
3. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

1. A Bachelor's degree in Public Administration, Business, Finance, Accounting, Engineering or other related field from an accredited four year college or university is required.
2. A Master's Degree in Public Administration or Business Administration is strongly preferred.

EXPERIENCE

1. A minimum of ten (10) years of related, increasingly responsible, management experience within a customer-service driven and multi-functional environment is required.
2. Experience must also include successful leadership and management of disparate disciplines, i.e., finance, engineering, operations, administration, recreation, and marketing.
3. Experience within a municipal, governmental, community based organization, or recreational service environment is strongly preferred.
4. Experience reporting to a publically elected Board and experience in providing public services subject to public scrutiny is also strongly preferred.

COMPREHENSION/COMMUNICATIONS SKILLS

1. Ability to read, analyze, and interpret complex documents.
2. Ability to understand, use, and effectively communicate to a diverse audience financial, technical, regulatory, and operational data.
3. Ability to respond effectively to sensitive inquiries or complaints and to establish and maintain effective working relationships with a broad variety of people.
4. Ability to develop presentations and write articles to address a community-wide audience.



JOB DESCRIPTION DISTRICT GENERAL MANAGER POSITION

5. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to employees, management, public groups, and the Board of Trustees.
6. Ability to effectively communicate in a single one on one environment, where emotions may run extremely high.
7. Ability to influence others through persuasion, leading by example and team decision-making skills as opposed to the authority of rank is essential.
8. Overall, must be an extremely effective communicator, orally and in writing, with an open and approachable style.
9. The duties and responsibilities of this position necessitate the use of a cellular phone/mobile communication device for District business reasons.

MATHEMATICAL SKILLS

1. Ability to apply advanced mathematical concepts and mathematical operations to tasks such as development of budgets, review of budgets, operating statements and other financials, and analysis of strategy/policy making decisions and related economic impacts.

COLLABORATION ABILITY

1. Must have validated strong collaborative and consensus building skills to be applied in leadership and problem solving situations.
2. Ability to create a climate in which people want to do their best and encourage participation and open dialogue at all levels.

REASONING ABILITY

1. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
2. Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid and current drivers' license, acceptable to the State of Nevada, with a driving record which ensures insurability is required.
2. Successful completion State of Nevada/Federal background check through fingerprinting because position has unsupervised access to children, the elderly or individuals with disabilities and/or has access to their records. Pursuant to National Child Protection Act (NCPA) of 1993 as amended by the Volunteers for Children Act (VCA).



JOB DESCRIPTION DISTRICT GENERAL MANAGER POSITION

3. Licensure or certification as an engineer, public accountant, or similar pertinent professional field is preferred.

It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor

OTHER SKILLS AND ABILITIES

1. Well developed and proven leadership skills, especially in the use of delegation, collaboration, participation and example; and strong interpersonal and customer 'retention' service skills; excellent organizational, planning, analytical and problem solving skills; ability to set priorities, but also remain flexible.
2. Must be ethical, trustworthy, self-confident, open and approachable, decisive, responsible, dependable, resourceful, enthusiastic, highly motivated, community oriented, and goal and results-oriented.
3. Ability to ski/snowboard and golf is preferred.
4. Experience or ability to turn enterprise(s) from loss to profit/breakeven.

PHYSICAL DEMANDS

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.
2. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of



**JOB DESCRIPTION
DISTRICT GENERAL MANAGER POSITION**

this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

2. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.
3. Requires mental dexterity to handle emergency situations and be on call twenty four hours per day/seven days per week.

TRAVEL REQUIREMENTS

1. Should be able to travel, as required, to further the interests and needs of the District.

RESIDENCY

1. The District General Manager must reside within the Incline Village General Improvement District service area boundaries (Incline Village and Crystal Bay, Nevada) during the term of this employment contract.

I have read and understand this explanation and job description.

Employee Signature: _____ Date : _____

Employee Name: _____

MEMORANDUM

TO: Board of Trustees

THROUGH: Indra Winqest
Acting General Manager

FROM: Tim Callicrate
IVGID Board of Trustees, Secretary

SUBJECT: Review, discuss and possibly revise the role of Board Trustee - Treasurer

STRATEGIC PLAN

REFERENCE(S): Long Range Principle #2 Finance and #6 Communication

DATE: July 25, 2019

I. RECOMMENDATION

Review, discuss and possibly revise the responsibilities and duties of the Treasurer in accordance with Nevada Revised Statutes requirements.

II. BACKGROUND

Nevada Revised Statutes 381.085 states:

“The treasurer shall keep strict and accurate accounts of all money received by and disbursed for and on behalf of the district in permanent records.”

In addition, this Nevada Revised Statute states:

“...the board shall choose one of its members as chair of the board and president of the district, and shall elect a secretary and a treasurer of the board and of the district, **who may or may not be members of the board.**” and “The board may designate the county clerk and county treasurer, respectively, to act ex officio as secretary and treasurer, or it may designate some other person to fill either or both of those offices.”

In review of emails sent to our Board and the lack of response from the Board Chair and Treasurer, it appears there are no records or logs being maintained by the Board Treasurer. Therefore, it is up to this Board to determine changes needed and begin implementation of those changes.

III. BID RESULTS

Bidding is not applicable to this agenda item.

IV. FINANCIAL IMPACT AND BUDGET

Fiduciary oversight is a responsibility of the Board and is to be assured by the role of the Treasurer. Without appropriate oversight and verification of financial activities, the District is at risk.

V. ALTERNATIVES

The Board has the following options:

1. Request the Treasurer begin formulating the log and report to the Board on a monthly basis on District expenditures and revenues compared to budget and District produced financial reports.
2. Assign the duties and responsibilities of the Treasurer to a member of the community willing and capable of fulfilling the role of Treasurer.

VI. COMMENTS

None at this time.

VII. STRATEGIC PLAN REFERENCE(S)

Long Range Principle #2 Finance and #6 Communication

VIII. BUSINESS IMPACT

Fiduciary oversight by the Board ensures integrity of the District and improves community confidence in our District operations.

MINUTES

REGULAR MEETING OF JULY 17, 2019 Incline Village General Improvement District

The regular meeting of the Board of Trustees of the Incline Village General Improvement District was called to order by Chairwoman Kendra Wong on Wednesday, July 17, 2019 at 6:00 p.m. at the Chateau located at 955 Fairway Boulevard, Incline Village, Nevada.

A. PLEDGE OF ALLEGIANCE*

The pledge of allegiance was recited.

B. ROLL CALL OF THE IVGID BOARD OF TRUSTEES*

On roll call, present were Trustees Tim Callicrate, Matthew Dent, Phil Horan, Peter Morris, and Kendra Wong.

Also present were District Staff Members Director of Public Works Joe Pomroy, Assistant General Manager Indra Winquest, Director of Finance Gerry Eick, Director of Golf/Community Services Darren Howard, and Director of Human Resources Dee Carey.

Members of the public present were Steve Dolan, Pete Todoroff, Linda Newman, Margaret Martini, Cliff Dobler, Iljosa Dobler, Sara Schmitz, Barbara Perlman-Whyman, Andy Whyman, Aaron Katz, Judith Miller, and others.

(33 individuals in attendance at the start of the meeting which includes Trustees, Staff, and members of the public.)

C. PUBLIC COMMENTS

Judith Miller said this evening there are a couple of items and one she wants to focus on, she has a background in public service, is finding a replacement for the District General Manager. She remembers the last time, which was very extensive, and one of the things that is unique is that the public needs to be very involved in the selection of the District General Manager. The appointment of the Interim General, who then becomes the District General Manager, deprives the public from looking at all qualified candidates which is nothing personal towards the Staff member identified whom she has always got along with. When looking at the top administrator, it needs to be an extensive process and the public should be

involved. The District General Manager who is leaving, hasn't fulfilled his contract, and yet he is appointing someone; the public needs to be involved.

Aaron Katz said that he has a written statement regarding the approval of the minutes of June 19 and he asks that those minutes not be approved for all the reasons in his written statement. He has another written statement, regarding agenda item H.2, which is a partial and he is submitting a placeholder. There are two things he wants to talk about – the appointment of the Interim General Manager. Does he live here? Does he have a degree from a four year college? We went through this four years ago and if he doesn't satisfy these items then he is not qualified to be District General Manager. When Mr. Horn left the District, he made a point of stating we needed someone from a city or county and that is one of the big reasons that we have the current District General Manager that we do. The identified appointee has no idea what the District is and noted that he is committed to Staff rather than the public. Regarding the agenda item for Ordinance 7, beach access is not a privilege because you can't precondition access. IVGID is not the owner of the beaches as the true owners are the local property owners. Once IVGID no longer fulfills its fiduciary responsibilities, there will be the return of the beaches.

Steve Dolan said that he was glad to see that the Washoe County Sheriff's Deputies aren't here at the meeting. He has three things – he has heard really great comments about trash removal especially on the 4th of July. Individuals on the 5th of July found it in better shape than in the past. There was another group who has been lobbying to get the golf balls off the beach and out of the lake who recently saw the divers come off the beach so Staff has done a great job with those two items. The meeting he went to yesterday, regarding parking, there is a big problem which is only going to get bigger. The State of Nevada is dumping their parking problems on us and what concerned him was the comments made by Washoe County Commissioner Berkbigler who said she can unilaterally create some things. This is a lake community and for those that don't want it have boats and trailers around then move to the desert. Mr. Dolan closed by saying that he hopes that the public is allowed to vote on anything related to boats and boat trailers.

Cliff Dobler read from a prepared statement which is attached hereto.

Linda Newman read from a prepared statement which is attached hereto.

Margaret Martini read from a prepared statement which is attached hereto.

Pete Todoroff said that he got an e-mail today about the Lake Tahoe Summit which is being held on August 20 at Valhalla and that registration is via an RSVP, which he did today and anybody that needs that information can contact him. He knows that Mr. Dolan said it was a great thing to have boat trailers, etc. but that he lives on Country Club and everyday he sees pedestrians walking on the street to dodge boats, trailers, RVs, etc. and he finds that unacceptable. We are not a parking lot of boats, trailers, etc. Washoe County Commissioner Berkbigler danced around it and the easiest way to enforce this is to put up no parking signs. When there was a show of hands on that topic, it was almost unanimous. Mr. Todoroff concluded by asking everyone to contact our Washoe County Commissioner and tell her you support the no parking signs as he finds the current situation unacceptable.

Alec Flores said thank you on the cleanup as it is a great thing. He has two minor comments – had the great privilege to go out with the duckers and as he was dumping the ducks in the river, he had a few inquiries about flies at Village Green. The other item is that he had an interesting experience yesterday at the Visitor's Center and noted that he is speaking on behalf of himself, but they had a guest come in who asked where were the SEZ zones so he told him that it was Village Green and at other areas. Keep up the good work and just sharing his interaction about the SEZ zones.

Peggy Meadows said that she has been hearing about the recommendations about capital improvements for bocce ball and wanting those courts at other places beside the beach. It is better to have them in a place like a park as she doesn't think it fits in at the Tennis Center and she has been a long time tennis player. She would like to see more vehicle charging stations as she wasn't able to plug in today and they are becoming more and more popular so putting in more stations and keeping them free is a good idea. She liked the idea about having the punch cards reimbursed as she used some for tennis. While she would like to see a higher percentage, it is nice that you do it as we do pay in to it and she would like to get a little more back. Keep up the good work and she hopes you keep an open mind and keep it efficient. Oh, one more thing, music would be nice with the fireworks but she doesn't know if that is possible.

Andy Whyman said he would remind his Republican friends that elections do have consequences and that this last election did have consequences. Our District General Manager is going to be moving on to greener pastures thus he would like to thank him for his efforts. We didn't always agree but his decisions were based on his experience and what was the best for this community so he always did the right thing. On Monday, we did have a well attended meeting on parking and two things came out of it that you need to look into carefully – use of the Diamond Peak

parking lot during summer time for the parking of vehicles. It took a special use permit to park in the winter so he doesn't see why we can't get one there for the summer and noted that it is good for the environment as it moves the pollution away from the lake. Second comment is that if a street is wider than 20 feet plus 4 feet of dirt on each side, so 28 feet in total, it is his understanding that if a street is narrower than that, it is against State law to park there and that they should have white lines on them but they don't.

Sara Schmitz said that she does not have prepared remarks so if she misses something please forgive her. Her message is gratitude to IVGID Staff as they have been cooperative to mitigate the amount of trash that ends up in our lake. She walks the lakeside path and she picks up trash every single day. Today, when she was walking, she saw an employee inside Incline Beach with a trash picker upper who was roaming the beach and picking up trash. This effort protects that beautiful body of water. Her point was to give the appreciation to the Staff at the beaches who participate in this and to assist with the process.

Iljosa Dobler read the balance of the submitted statement written by Cliff Dobler. Ms. Dobler concluded with a comment about Chairwoman Wong – she noticed during campaigning, that the Chairwoman would allow them to finish their sentences and now she is very rude by not allowing the speaker to complete their statements.

D. APPROVAL OF AGENDA (for possible action)

Chairwoman Wong asked for changes, receiving none, she approved the agenda as submitted.

E. DISTRICT STAFF UPDATE (for possible action)

E.1. General Manager Steve Pinkerton

District General Manager Steve Pinkerton reminded everyone that the creation of the Assistant General Manager position took place during the budget and that the position of Director of Asset Management was eliminated; he then formerly announced that Director of Parks and Recreation Indra Winqest has accepted the position of Assistant General Manager.

Trustee Dent said two meetings ago the Board requested Staff to provide a report about a particular capital improvement project. District General

Manager Pinkerton said that Public Works is two engineers short and that we can discuss this during the review of the Long Range Calendar and target a date to get this done.

Chairwoman Wong thanked District General Manager Pinkerton

Wong – thank you, at the end, accomplishments for the 2018/2019 and appreciate you doing that. Pinkerton – really about Board and Staff, another very good year for IVGID fiscally and service wise.

F. REPORTS TO THE BOARD OF TRUSTEES*

F.1. Verbal Update on 4th of July 2019 – Assistant General Manager Indra Winquest

Assistant General Manager Indra Winquest gave a verbal update; highlights are as follows:

- ✓ Visits at all beaches were typical of a mid/late week 4th of July;
- ✓ Granting of access is changing/shifting; and
- ✓ Huge thanks to IVGID Staff and the entire community for a fantastic Independence Day celebration.

Trustee Horan said that the Washoe County Sheriff's Department did a fabulous job on the 4th of July so kudos to them as they go all out for us on that weekend.

Trustee Callicrate said it was the first time in thirty four years that he didn't make it down to the beach as he just got back from traveling. People are saying it was great, smooth and calm so it went very well. Thank you to you and all of the team for doing a great job.

Trustee Morris said that this is one of those times when it is good to call out all the assistance that goes in to this and that it does take a village thus absolutely demonstrating that phrase. The volume was higher than last year and probably years before and he went down there and it felt well organized and it was a tremendous week. Thank you very much.

Chairwoman Wong said it is a great example of how our community comes together as she saw lots of people volunteering and noted that it was great especially since we have a smaller beach.

G. CONSENT CALENDAR (for possible action)

- G.1. Review, discuss, and possibly approve a Grant of Easement to NV Energy on District Property APN: 125-010-17 for the Purposes of Constructing, Operating, Adding to, Modifying, Removing, Accessing and Maintaining Above and Below Ground Communication Facilities and Electric Line Systems (Requesting Staff Member: Director of Public Works Joe Pomroy)**
- G.2. Review, discuss, and possibly approve a Grant of Easement to NV Energy District Property APN: 127-280-01 (Incline Beach) for the Purposes of Constructing, Operating, Adding to, Modifying, Removing, Accessing and Maintaining Above and Below Ground Communication Facilities and Electric Line Systems (Requesting Staff Member: Director of Public Works Joe Pomroy)**
- G.3. Review, discuss, and possibly approve the Memorandum of Understanding with North Tahoe Conservation District for Rosewood Creek (Requesting Staff Member: Director of Public Works Joe Pomroy)**

Trustee Morris made a motion to accept the Consent Calendar as presented. Trustee Horan seconded the motion. Chairwoman Wong called the question and the motion was passed unanimously.

H. GENERAL BUSINESS (for possible action)

- H.1. Review, discuss, and possibly authorize Purchase Order to CDW-G to acquire NuTanix Virtual Cluster Server Hardware and Operating System Licenses and 5 years of manufacturer support to replace current end of life systems. – 2019/2020 Capital Improvement Project; Fund: General Division: Administration; Project # 1213CO1505; Vendor: CDW-G in the amount of \$192,836.60 (Requesting Staff Members: Director of Finance Gerry Eick)**

Director of Finance Gerry Eick gave an overview of the submitted memorandum.

Trustee Morris said that he started out his professional career in hardware and that changes happen quickly. Five years was a good life on previous equipment and he thinks that Staff laid it out pretty well. If we bring forward about sixty thousand dollars, we can get all of that equipment and avoid future costs; so this is both capital and operational. Director of Finance Eick said yes, over a three year window we would be spending a lot more and now we are spending a lot less. Staff will find the money as there may be a couple of projects in Information Technology that we may not have to replace which will go a long way to closing the gap.

Chairwoman Wong said that she appreciates what Staff is trying to do but that this project is going to be over by sixty thousand dollars so let's be clear about that and call it what it is because the Board hasn't approved the future budget. We are very clear that we approve one year at a time, in terms of capital expenditures, and this is sixty thousand dollars over budget. Director of Finance Eick said that Staff won't execute the eighteen thousand dollar support agreement which will help.

Trustee Morris made a motion to authorize a Purchase Order to CDW-G in the amount of \$192,836.60 to acquire and install two NuTanix Hyper Converged Virtual Cluster Host and Host Operating System Licenses for the replacement of the current end of life server hardware and Host Operating Systems under Capital Improvement Project # 1213CO1505. Trustee Horan seconded the motion. Chairwoman Wong asked for comments, there were none so she called the question – the motion passed unanimously.

H.2. Review, discuss, and possibly provide input to finalize the July 24, 2019 Community Forum – Topic is Ordinance 7 “An Ordinance Establishing Rates, Rules and Regulations for Recreation Passes and Recreation Punch Cards by the Incline Village General Improvement District” (Requesting Staff Member: Assistant General Manager Indra Winquest)

Assistant General Manager Indra Winquest gave an overview of the submitted memorandum.

Trustee Morris said that he has had quite a number of community members asking him about the meeting and there is misunderstanding. He can't over emphasize enough about getting out information about exactly what the purpose of the meeting is. We need to get more communication out there as

he has been surprised by the number of people who don't know much about the meeting. Assistant General Manager Winquest said that Staff does have a request from Trustee Dent so we will have some data.

Trustee Callicrate said that the community has been patiently waiting for us to start fleshing out some takeaways so he hopes that we have a more aggressive meeting next time as our community is waiting patiently. We need to start to put out some actionable items and he hopes to get when the next meeting is and when is the next one after that. If we are going to be implementing some stuff next year then we really need to get that out there. Assistant General Manager Winquest said that he is eager to get it going as it is the time to do this and do the right thing for the community.

The Board took a break at 7:07 p.m., they reconvened at 7:20 p.m.

H.3. Review, Discuss and Possibly Receive Input from the Board of Trustees on the 2019 Final Draft of the Community Services Master Plan (Requesting Staff Member: Assistant General Manager Indra Winquest)

District General Manager Pinkerton gave an overview of the submitted memorandum. Chairwoman Wong, referencing agenda packet page 81, asked if the Board was okay with the proposed language as follows:

1. Begin the process to apply for a Special Use Permit with the U.S. Forest Service to conduct community recreation, including a Dog Park on the 12-acre parcel across from Incline High School.
Okay with all Board members.
2. Secure the services of a licensed architect and work with the Community to finalize the design for the Incline Beach House and associated circulation/access improvements.
Okay with all Board members.
3. Secure the services of a licensed architect and work with the Community to finalize the concept plan for the renovation of the Incline Tennis Center, including the addition of Bocce Courts.

Assistant General Manager Winquest said that Staff is starting this process by pricing out each component and doing a survey with the Tennis Center users. District General Manager Pinkerton said that we are reinforcing what we are already doing. Trustee Dent asked if the Board will be getting small, medium, and large options. Assistant General Manager Winquest said the

Board will be getting components. Trustee Dent asked about getting a scaled down version, a medium version, and then what we already got. District General Manager Pinkerton said, for example, the ADA can't be taken out.

Chairwoman Wong said so we are getting a list of costs by component as our estimates are a few years old so Staff is updating those costs to be realistic and then we identify the components. District General Manager Pinkerton said that Staff is working to get up to date costs based on the preliminary design. Assistant General Manager Winqest said that as we go into final design, we will get better pricing as Staff wants to do what the Board wants to evaluate the entire project. Chairwoman Wong said when evaluating the feedback, the people who use the Tennis Center may not be rating bocce very high so are we going to go to the bocce group. Assistant General Manager Winqest said yes and that the survey is about how they feel about having bocce at the Tennis Center. We did a Community Services Master Plan survey which is why we got a couple of other design options.

Trustee Morris said that if we decided to put the bocce courts someplace else, he would assume that this would be twice as costly due to having to do mobilization, etc. twice. Those making their input known should also bear that in mind because of the way we budgeted. Assistant General Manager Winqest said that Staff will provide all the costs and provide all the information to make an informed decision.

4. Within ninety days, provide a timeline to the Board of Trustees to ensure the ongoing operation of Burnt Cedar pool while initiating a Community process to review the options for the renovation and/or reconstruction of the Burnt Cedar pools.

Okay with all Board members.

5. Immediately initiate discussions with the Incline Tahoe Foundation and Incline Ice Foundation to determine the feasibility of developing a seasonal Ice Skating Rink by leveraging the current funding held by the Incline Ice Foundation.

Okay with all Board members.

Trustee Callicrate said that he is not seeing the Mountain Golf Course Clubhouse Renovation so where are we on that project. We have been talking about not undertaking that until the fall time period. He has expressed his concerns about renovation versus new construction. It is a high priority on the list so it is something that should take precedent. District General

Manager Pinkerton said on the next agenda there will be a contract award recommendation. Trustee Callicrate said he didn't see that; he appreciates that information.

H.4.A. Approval of the District's Form 4410LGF Indebtedness Report and related Debt Management Policy as of June 30, 2019 for filing with the Nevada Department of Taxation and the Washoe County Debt Commission (Requesting Staff Member: Director of Finance Gerry Eick)

H.4.B. Approval of Form 4411LGF Five Year Capital Improvement Plan, related IVGID prepared Five Year Capital Project Summary, and Carry Over Schedule, for the fiscal years starting 2019-2020, for filing with the Nevada Department of Taxation, the Washoe County Clerk and the State of Nevada Legislative Counsel Bureau (Requesting Staff Member: Director of Finance Gerry Eick)

Director of Finance Eick gave an overview of the submitted memorandum. Chairwoman Wong asked if you or a member of your team be doing a full tie out to agree with the budget. Director of Finance Eick said yes, it has been done already, and will be doing it again.

Trustee Morris made a motion to approve the District Indebtedness Report Form 4410LGF as of June 30, 2019, including our Debt Management Policy and direct staff to file the documents with the State of Nevada Department of Taxation and Washoe County Debt Commission by August 1, 2019. Trustee Horan seconded the motion. Chairwoman Wong asked for comments.

Trustee Dent said, consistent with his voting on the budget, he will be voting against this item.

Hearing no further comments, Chairwoman Wong called the question – Trustees Horan, Morris, and Wong voted in favor of the motion and Trustees Callicrate and Dent voted opposed; the motion passed.

Trustee Morris made a motion to approve Form 4411LGF Five Year Capital Improvement Plan as of July 1, 2019, the related IVGID prepared Five Year Capital Project Summary, and the Carry Over Schedule, for the fiscal years starting 2019-2020 for filing with the

Nevada Department of Taxation, the Washoe County Clerk and the State of Nevada Legislative Counsel Bureau by August 1, 2019. Trustee Horan seconded the motion. Chairwoman Wong asked for comments.

Trustee Dent said, consistent with his voting on the budget, he will be voting against this item.

Hearing no further comments, Chairwoman Wong called the question – Trustees Horan, Morris, and Wong voted in favor of the motion and Trustees Callicrate and Dent voted opposed; the motion passed.

H.5. Information Only - Summary of Recruitment Process for General Manager, 1984 to Present - (Requesting Staff Member: District General Manager Steve Pinkerton)

District General Manager Pinkerton went over submitted materials.

Chairwoman Wong thanked Staff for putting this document together.

H.6. Review, discuss and possibly approve the orderly and timely transition of responsibility from the current District General Manager Steven J. Pinkerton to the Interim General Manager by terminating his active duties as General Manager at 5:00 p.m. on August 2, 2019 and approving the use of accrued vacation leave for the balance of the 90-day notice period and review, discuss and possibly approve an Appointment of Assistant General Manager Indra Winquest to Interim General Manager effective 5:00 p.m. on August 2, 2019 (Requesting Trustee: Chairwoman Kendra Wong)

Chairwoman Wong gave an overview of the submitted memorandum.

Trustee Horan said we need to move forward, recommendation is done in a timely manner, long transitions and turnovers are not very effective, fill the void in the short term and give us time to see what we want to do.

Trustee Morris made a motion to approve the orderly and timely transition of responsibility from the current District General Manager Steven J. Pinkerton to the Interim General Manager by terminating his active duties as General Manager at 5:00 p.m. on August 2, 2019 and

approving the use of accrued vacation leave for the balance of the 90-day notice period. And further appoint Assistant General Manager Indra Winquest to Interim General Manager effective 5 p.m. August 2, 2019. Trustee Horan seconded the motion. Chairwoman Wong asked for comments.

Trustee Horan said that he thinks the turnover time period is very appropriate. Regarding the public comment made earlier about not having a quality person to fill the breach, we do have a good person to continue what we have started.

Trustee Callicrate said he echoes Trustee Horan's comments. He has worked with the Assistant General Manager over several years and he thinks he will do better than fine and that he is looking forward to a smooth transition; he is happy to see this is going to take place.

Hearing no further comments, Chairwoman Wong called the question and the motion was unanimously passed.

Trustee Callicrate said that he wishes District General Manager Pinkerton well in his next endeavor and while they haven't always seen eye to eye, he does wish him well on his next adventure.

Chairwoman Wong said thank you to District General Manager Pinkerton and said to have someone internally is a testament to your succession planning and how you have grown them individually and as a group.

H.7. Review, discuss, and possibly provide direction to Staff regarding a possible recruitment process for General Manager (Requesting Trustee: chairwoman Kendra Wong)

Chairwoman Wong gave an overview of the submitted memorandum.

Trustee Callicrate said he would like to keep this for the next meeting and then discuss it in depth as there is no hyper urgency to do this.

Trustee Horan said he agrees with delaying this decision to a future meeting.

Trustee Morris said that he agrees with that and that one thing to make sure we do is that we continue to use our past experiences to determine the perimeters for the next District General Manager to fit into. Before his time

on this Board, there were issues last time, so let's make sure we have the job specifications right etc.

Chairwoman Wong said that she doesn't want to consciously exclude qualified candidates so let's set a time to decide that is down the road.

Trustee Horan said he would like to come back in ninety days or possibly extend it further.

Trustee Dent said he thinks it is a good idea and that we can pick a date when we review the Long Range Calendar.

Chairwoman Wong suggested October and that the Board will talk about it during the Long Range Calendar item.

H.8. Information about the IVGID General Manager's Authority to Retain an Attorney to Defend IVGID when IVGID or a Trustee, Officer or Employee of IVGID is Sued (Requesting Trustee: Chairwoman Kendra Wong)

Chairwoman Wong gave an overview of the submitted memorandum, stated the rules for the discussion, and said if we want to change policies, she is happy to make it a future agenda item. Chairwoman Wong then turned it over to District General Guinasso who gave a brief overview.

Trustee Callicrate said, referencing agenda packet page 131, that technically after the Board is involved in litigation, the Board takes the action and then the District General Manager and the District General Counsel follow through. We have been told by the Attorney General, that we, as a Board, instigate litigation and defense and then only can we have the District General Manager and District General Counsel follow through. It doesn't say that there rather it gives a somewhat skewed view.

District General Counsel Guinasso said that if Trustee Callicrate and the rest of the Board would like to change the policy, he is happy to draft that language as presently your policy doesn't state that.

Trustee Callicrate said he is going by the law of the State of Nevada and if the policy doesn't say that then let's bring it forth at the next meeting because the Nevada law trumps whatever we have in our policies and resolutions.

District General Counsel asked Trustee Callicrate to please share the specific statute he is referring to.

Chairwoman Wong said it is her understanding of the Nevada Revised Statutes (NRS) that this Board has to initiate a lawsuit to sue someone else but that she didn't get that interpretation in defending a lawsuit rather defense of a lawsuit falls under our policy. Maybe we do want to be more clear which is totally fine. The interpretation of these comes down to whoever happens to be reading it and she disagrees with how Trustee Callicrate is reading it.

Trustee Callicrate said that he is going by the legal statutes and that any public body involved in litigation, it has to be voted by the ruling body and it is a matter of semantics. Nevada law is clear – the Board has to vote on it and do so in a public meeting and then they can delegate it to whomever and that individual will further it. That is what the Nevada law states and what we have been told in two different workshops in this very room and that is why he has been so vehement as this is about abiding by the law whether the policy states it or not. We, as a Board, are responsible for litigious actions.

District General Counsel Guinasso said that he is always available to you or any other Board member and that he will be happy to make time for you to come to a conclusion and that he is happy to help you draft a memorandum for the Board. He doesn't have an opinion rather he just put in to the memorandum what this Board's current policy is and that it is relevant to litigation. He is open to meeting sometime soon.

Trustee Callicrate said that the specific NRS is 318.115 and that the power is with the Board for legal action and that the Board decides that and not anyone else. We have gotten into some issues on two items thus he would like to have all the pertinent NRS references and compare them to our resolution and policy as there is some misunderstanding.

Chairwoman Wong said NRS 318.115 is one sentence which reads "***NRS 318.115: Suits, actions and proceedings. The board shall have the power to sue and be sued, and be a party to suits, actions and proceedings***" and that leaves a lot to interpretation.

District General Counsel Guinasso said it gives the Board the power to sue, the ability to be sued, and allows the Board to initiate to be a part of suits.

Like elsewhere, the powers have been delegated to the District General Manager and some of these have been specifically delegated in policies and practices. If the Board wants to make a change, he can help with drafting it so that the Board retains the power. As your policies currently stand, it has been delegated to the District General Manager and the Board does have the power to do that.

Trustee Morris said, from his perspective, he is very happy to agendize this at some future meeting. Given that this agenda item was to help us understand what they are, this is an exact demonstration of why we have legal counsel because we don't have the expertise to look at the law and look at our policies and resolutions and tell us if we are doing something wrong and to consider x, y, or z. He is pleased to get this information as we have had robust discussions in the past which helped him to understand where we are today and he is open to revisiting that. Furnish the information and meeting the District General Counsel – yes, he is open to that.

District General Counsel Guinasso said that part of the reason we went through the exercise of preparing the IVGID Code is so you have that at your fingertips. Resolution 495 was done in the 1960's and part of what we have been going through is to see what the Board's desire is and to see what you want. We can pull this out and use the tool of the review of the IVGID Code to make the kind of changes for this Board and for Board's to come.

Trustee Dent said that the office of the Attorney General made it very clear, in looking at our policies when we initiated litigation against GSGL, that the only authority delegated to the District General Manager was preliminary settlement and that there was no ability to enter into litigation; the NRS was very clear. We can continue to allow our Staff to waste hundreds of thousands of dollars or we can spend that same money bettering our services.

District General Counsel Guinasso said specifically, the Attorney General's opinion (File No. 13897-257) only deals with the issue of whether IVGID delegated the authority to initiate lawsuits. Nothing in the Attorney General's opinion deals with delegated authority to defend lawsuits as codified in Policy 495 and related Nevada Revised Statutes.

Trustee Dent said that District General Counsel is an adversary of this Board who filed a bogus Ethics Complaint against him and that he has lost all respect for him. If there are a few people on this Board that want to listen to you that is their choice. District General Counsel was wrong on the Parasol

and wrong on GSGL. This Board should get a different attorney to look at this and that it should be someone who is not lining their own pockets and who can give us some real legal advice.

Trustee Horan said that there are differences of opinions and selective utilization of the NRS. He disagrees with the interpretation and noted that all Trustees are entitled to their own opinion and we should all respect that. District General Counsel's offer to sit down with Trustee Callicrate might be a worthwhile thing to do and to try and identify the differences but that is Trustee Callicrate's choice. He doesn't want to rehash this and the difference of opinion that needs to be resolved. Trustee Horan then said to Trustee Callicrate that he resented his opinion on the retaking of a vote as we have had some differences with zero based budgeting, etc. and we have also agreed on some things and the desire to move forward. Lastly, he takes offense that you don't think we take fiduciary responsibility.

Trustee Callicrate said he is lost as he thought we were talking about the District General Manager's authority. There are some drastic, fundamental differences and many times he is in the minority and immediately dispensed with or told we can't talk about that. He was trying to talk from five thousand miles away and was continually being asked to be quiet; it was a spirited discussion that we get through. As to the legal action, it is spelled out, that we as a Board have abrogated a lot of our authority so what do we have to left to do. We were elected by the community to make decisions. The Attorney General was specific that this didn't take place and he isn't rehashing this as he would like us to be more upfront about this matter. To Trustee Dent's point, he finds it startling that our District General Counsel would file an Ethics Complaint which turned out to be a bogus Ethics Complaint. Chairwoman Wong cautioned Trustee Callicrate that he was straying from the agenda item. Trustee Callicrate concluded by stating that just like his colleague, he would like outside legal counsel to look at this. Chairwoman Wong said if it is something that can be changed, write it up by September 1 and we can get it on the September 11 meeting agenda. Trustee Callicrate said he will pursue it.

Trustee Dent asked if any of the Trustees can tell him where they have delegated the authority. Chairwoman Wong said Policy 3.1.0. Trustee Dent said for defending or entering into; it is not in the policy and he is disagreeing because it doesn't say it anywhere in the policy rather it talks about settlement so convince him he is wrong.

District General Counsel Guinasso said two points – Ethics Complaint that was brought up against him and the issue brought up about representation – outside legal counsel has actually been retained and that was done in support of Trustee Dent’s Ethics Complaint and that if it is the Board’s desire, that can be made public.

Trustee Dent asked how much did the District spend; zero dollars so that is a bogus statement made by an adversarial District General Counsel.

Chairwoman Wong asked for any more information; receiving none, she closed this agenda item.

I. APPROVAL OF MINUTES (for possible action)

I.1. Regular Meeting of June 19, 2019

Trustee Callicrate said that it was brought forth by Mr. Katz that there was some thing that were or weren’t put in and did we include some items that were outside and that he doesn’t know what happened that has created such a stir. Do we need to take action to amend the minutes to be consistent; he is asking that question. Chairwoman Wong said that we can ask the District Clerk to append the minutes and attach whatever. Trustee Callicrate said he would like to make that request. Chairwoman Wong asked the District Clerk to do as Trustee Callicrate has requested.

J. REPORTS TO THE IVGID BOARD OF TRUSTEES*

J.1. District General Counsel Jason Guinasso

District General Counsel Guinasso said, regarding the Katz litigation, that the final appeal briefing has been concluded and responded to by our legal counsel and now the clock is ticking with the Nevada Supreme Court.

Regarding the Smith litigation, Mr. Beko participated today in a pre-scheduled settlement telephone conference and conveyed the tentative offer. Mr. Beko further stated that he didn’t intend to review the e-mails for the purposes of waiving the privileges until he knew if the Board was interested in the offer. This is not an agenda item but he would like to get a sense of how the Board feels about settlement.

Trustee Morris said that Smith's lawyer has proposed a settlement that provides some number of e-mails that are labeled attorney/client privileged. District General Counsel Guinasso said yes, that after having reviewed the privilege log, they want to see some items. That issue was proposed as part of a negotiated settlement. Trustee Morris asked if you know how many; District General Counsel Guinasso said he didn't know. Trustee Morris asked what has he identified. District General Counsel Guinasso said he has identified topics and that we didn't want to proceed without the Board's feedback. Trustee Morris said that it was his impression that the other part of the settlement offer was that there are asking for us to settle some unknown about of his legal costs. District General Counsel Guinasso said they have asked for his entire costs and that it is his understanding that we are interested in negotiations for some lower number. Trustee Morris said that there doesn't seem to be anything to consider as we need more precision to look at it. He does remain as concerned as to how that might affect us now and in the future and that right now, it doesn't sound like a good thing to consider. District General Counsel Guinasso said thank you and that it is his ethical obligation to present it.

Trustee Horan asked if there was any idea of where we are and where the Judge is. District General Counsel Guinasso said that there was another motion filed by Mr. Smith's attorney last week regarding the privilege log items. Trustee Horan asked if there was a pattern to it. District General Counsel Guinasso said not that he could tell as they are one word identifiers so he is not sure what their thought process is and that he doesn't have it in front of him but that he can provide that motion to the Board after the meeting.

Trustee Dent asked if the Board can have Mr. Beko up here next Wednesday. Chairwoman Wong said she didn't know. Trustee Dent asked for a litigation non-meeting. Chairwoman Wong asked about posting; Staff responded that this type of meeting doesn't need to be posted. Trustee Morris agreed it would be good to have a legal non-meeting but that he can't make it next Wednesday so can we find another time. Chairwoman Wong said in order to coordinate this with Mr. Beko, let's suggest five or six dates/times.

Trustee Morris said, regarding the Katz lawsuit, all final pleadings have now been made so it is now just up to the Nevada Supreme Court to come to a decision. District General Counsel Guinasso said yes and that the only caveat is that the court may ask for oral arguments but that as of today's

date the court hasn't expressed any interest in oral arguments and thus will likely decide based on the submitted briefs.

K. BOARD OF TRUSTEES UPDATE (NO DISCUSSION OR ACTION) ON ANY MATTER REGARDING THE DISTRICT AND/OR COMMUNITIES OF CRYSTAL BAY AND INCLINE VILLAGE, NEVADA*

Trustee Dent said that the Nevada League of Cities meeting has been postponed for past two months.

L. PUBLIC COMMENTS* - Conducted in accordance with Nevada Revised Statutes Chapter 241.020 and limited to a maximum of three (3) minutes in duration; see Public Comment Advisory Statement above.

Margaret Martini read from a written statement which was submitted and is attached hereto.

Andy Whyman said it is past his bedtime, he is way out of his depth, and that he won't be the first person to sit here and not make any sense. Question about documents that are being asked for in this legal matter – what are the documents that are being asked for. When you make a trope of documents privileged, you need to look carefully to see if you don't need to make that privilege, and that is a question. It is clear to him, and probably everyone in here, that there is no confidence in the District General Counsel so how do you solve that problem. We live in a small state and thus it would seem to him that there is some avenue to ask about this such as three or four of us want to go to the Attorney General's office and get an opinion. We don't have the format in government like California so maybe that is the way to satisfy if District General Counsel made a big mistake or did the gentleman on the left make a mistake. Lastly, you all agreed to put off doing anything about a new District General Manager for ninety days but where are you going to be in ninety days.

Sara Schmitz said it relates to legal fees and we are at about seventy thousand dollars, as an estimate, which equates to five dollars and seventy six cents per page so what it is that we are willing to spend. Provide the documents and let's use the money for something that is providing stuff for the residents. Bocce is a loud sport and something to think about is that it is being played next to a sport [Tennis] that is played quietly. She has been in other communities and bocce is near other amenities. It is sad because we have a beautiful bocce court down near the beach but they haven't been playing because it has been cold. On the job specifications for the District General Manager, this community does need to be

healed as there is distrust, animosity, etc. so take this opportunity to, as a Board, review the specifications and as things have changed. The Board should get a community group engaged and hopefully in ninety days they will make some progress. This is an opportunity for community members to rally together on something.

M. REVIEW WITH BOARD OF TRUSTEES, BY THE DISTRICT GENERAL MANAGER, THE LONG RANGE CALENDAR (for possible action)

Capital Report – August 28 is the target date however Director of Public Works will coordinate with the Trustee Dent to get more specifics and confirm what is to be included.

Litigation non-meeting – Staff will coordinate the Board’s dates with that of counsel.

For the September 11 meeting, Staff was hoping to do only one meeting that month and that date is September 25 and then do one meeting again in October.

Chairwoman Wong asked Trustee Callicrate if he could get something to the District Clerk no later than September 12 which would push that item to September 25. Trustee Callicrate said that was fine.

District General Manager Pinkerton said that Staff will be adding a golf cart items to the meeting of September 25.

Trustee Dent asked that an item be added to the August 28 meeting to review the District General Manager’s job description. District General Counsel Guinasso said that this was codified into the District’s Code so we could bring that information forward as well.

Trustee Callicrate said he will be gone in November but will be available by telephone for that meeting.

N. ADJOURNMENT

The meeting was adjourned at 8:41 p.m.

Respectfully submitted,

Susan A. Herron
District Clerk

Attachments*:

*In accordance with NRS 241.035.1(d), the following attachments are included but have neither been fact checked or verified by the District and are solely the thoughts, opinions, statements, etc. of the author as identified below.

Submitted by Aaron Katz (6 pages): Placeholder - Written statement requested to be included in the written minutes of this July 17, 2019 regular IVGID Board meeting – Agenda Item H(2) – Proposed agenda for July 24, 2019 workshop re: What’s wrong with Ordinance No. 7¹ – The *real* problems with Ordinance 7 which should be agendized for discussion

Submitted by Aaron Katz (3 pages): RE: July 17, 2019 IVGID Board Meeting, Agenda Item I(1), Approval of Minutes of the Board’s June 19, 2019 Meeting, Please DO NOT APPROVE Unless Proffered Minutes Modified

Submitted by Clifford F. Dobler (2 pages): Public Comment by Clifford F. Dobler, Board of Trustee Meeting on July 17, 2019 to be included in next Board of Trustee Meeting packet and Minutes of July 17,

Submitted by Linda Newman (2 pages): July 17, 2019 IVGID Board of Trustees Meeting Public Comment By: Linda Newman – To be included with the Minutes of the Meeting

Submitted by Margaret Martini (2 pages): IVGID July 17, 2019 Board of Trustees Meeting – Public Comment by Margaret Martini – To be included with the minutes of the meeting

Submitted by Margaret Martini (1 page): 7-19-2019 Board of Trustee meeting – Public comment (end of meeting)

WRITTEN STATEMENT REQUESTED TO BE INCLUDED IN THE WRITTEN MINUTES OF THIS JULY 17, 2019 REGULAR IVGID BOARD MEETING – AGENDA ITEM H(2) – PROPOSED AGENDA FOR JULY 24, 2019 WORKSHOP RE: WHAT’S WRONG WITH ORDINANCE NO. 7¹ – THE REAL PROBLEMS WITH ORDINANCE NO. 7 WHICH SHOULD BE AGENDIZED FOR DISCUSSION

Introduction: Here staff seeks the Board’s approval for the agenda it proposes creating for the July 24, 2019 workshop on proposed modifications to Ordinance No. 7 [allegedly created to address beach access and disingenuously described as “an Ordinance Establishing Rates, Rules and Regulations for Recreation (Picture) Passes (“PPHs”) and Recreation Punch Cards”]. As is so often the case, the truth is misrepresented by staff to create a discussion which diverts attention from the genesis of the real problems. The purpose of this written statement is to secure agendization of the *REAL* problems with beach access and Ordinance No. 7.

Beach Access is NOT a “Privilege” as Staff Represent²; it’s Local Parcel Owners’ RIGHT! This is staff’s first misrepresentation of fact which colors *everything* else associated with beach access. Because if you don’t buy into the fact beach access is a “privilege,” you should not buy into anything else staff represent.

Read the Beach Deed³: specifically, page 2, line 24-page 3, line 2 which states:

¹ Go to https://www.yourtahoeplace.com/uploads/pdf-ivgid/rec_ordinance_7_1998.pdf.

² At page 70 of the packet of materials prepared by staff in anticipation of this July 17, 2019 meeting [https://www.yourtahoeplace.com/uploads/pdf-ivgid/BOT_Packet_Regular_7-17-19.pdf (“the 7/17/2019 Board packet”)], staff tells us beach access is a “privilege” [PPHs “and cards issued according to Ordinance 7...provide bearers with (beach) access and other recreation *privileges*”].

Also, take a look at ¶25 of Ordinance No. 7 which describes “recreation access or special rates afforded to pass holders or card holders (as a)...Recreation *Privilege*.”

³ Go to https://www.yourtahoeplace.com/uploads/pdf-ivgid/Beach_Deed.pdf.

“It is hereby covenanted and agreed¹⁰ that the (beaches)...and any and all improvements now or hereafter located thereon, shall be held, maintained and used...*only* for the purposes of recreation *by, and for the benefit of, property owners...their tenants...(and) the guests of such property owners...within the Incline Village General Improvement District as (then¹¹) constituted.”*

IVGID Holds Nothing More Than Bare Legal Title to the Beaches: “Legal title refers to the responsibilities and duties the owner has in maintaining, using, and controlling a property...(It) is the actual ownership of the property. The documented name of the property owner, as visible through the public records...You have legal title if your name appears as the grantee on a deed.”¹² Given IVGID is the grantee under the beach deed¹³, it holds legal title to the beaches.

But We Local Property Owners With Beach Access Hold Equitable Title to the Beaches: “Equitable Title refers to the actual use and enjoyment of a given property without real, absolute ownership.”¹² Given local property owners with beach access, their tenants and guests have the right to actual use and enjoyment of the beaches (for purposes of *their* recreation)¹⁴, *it is we who hold equitable title to the beaches.*

What’s the Distinction Between Legal and Equitable Title to Property? Although IVGID staff “may assume that your ownership of a property is complete with legal title...*this is not the case.* Another party⁵...ha(s) equitable title, (which) restrict(s) some of the ways (IVGID) can use and enjoy the property. (Thus) while...legal title focuses on the duties of the property owner, equitable title refers to (actual)...*enjoyment* of the property.

(Although) equitable ownership is not ‘true ownership’ [in the sense someone with equitable title c(an)not argue that he or she (i)s the legal owner or possessor of the property in a court of law (because) true ownership requires legal title]...(it) does...grant the person more consistent control over the property. That’s right – *equitable title can be more important than legal title.*”¹²

¹⁰ In other words, not only does the beach deed transfer legal title to the beaches, but it represents a *contract* between the grantor⁴ and IVGID whereby we local property owners are third party beneficiaries.

¹¹ June 4, 1968, the date of the beach deed.

¹² See <https://info.courthousedirect.com/blog/bid/336876/What-s-the-Difference-Between-Legal-Title-and-Equitable-Title>.

¹³ See page 1, lines 6-10 of the beach deed.

¹⁴ See pages 1, line 28-page 2, line 4 of the beach deed.

- (a) "Compel(ling) the trustee to perform his or her duties;"
- (b) "Enjoin(ing) the trustee from committing the breach of trust;"
- (c) "Compel(ling) the trustee to redress the breach of trust by payment of money or otherwise;"
- (d) "Appoint(ing) a receiver or temporary trustee to take possession of the trust property and administer the trust;"
- (e) "Remov(ing) the trustee;"
- (f) "Set(ting) aside (the) acts of the trustee;"
- (g) "Reduc(ing) or deny(ing) compensation of the trustee;"
- (h) "Impos(ing) an equitable lien or...constructive trust on trust property;" and,
- (i) "Trac(ing) trust property that has been wrongfully disposed of, and recover(ing) the property or its proceeds; and,
- (j) "The provision of remedies (recited above)... does not preclude resort to any other appropriate remedy provided by statute or common law."

So Do You Now Understand That the Number 1 Thing We Should Do to Address Our Beach Overcrowding Issues is to REMOVE IVGID as Our Beach Steward and TAKE OVER Our Beaches?

IVGID Has NEVER Been Granted the Power of "Recreation:" as staff misrepresent¹⁷. An inspection of County Board Ordinance No. 97 will reveal that the power IVGID was actually granted was "to furnish facilities for *PUBLIC* recreation. Thus if the beaches are private property, IVGID has no power to exercise *ANY* power with respect thereto.

The Beaches Are Private Property: Because of the beach deed's restrictive use covenant, the opinions in three reported cases [*Wright v. IVGID*, 597 F.Supp.2d 1191, 1197 (2009), *Wright v. IVGID*, 665 F.3d 1128, 1137-1138 (9th Cir. 2011) and *Kroll v. IVGID*, 598 F.Supp.2d 1118, 1126-1128 (2009)] have *all* concluded that *the beaches are private property*. Moreover, IVGID *agrees* because for years it displayed signs at the entrances to the beaches which informed the world: "*private beach!*"

So Do You Now Understand That the Number 1 Thing We Should Do to Address Our Beach Overcrowding Issues is to TAKE BACK OUR BEACHES Because IVGID Has No Power to Administer Facilities for PRIVATE Recreation?

The Beach Facility Fee ("BFF") is the Product of IVGID's Fraud: IVGID obtained the power to acquire and improve the beaches based upon Harold Tiller's October 25, 1965 misrepresentation to the Washoe County Board of Commissioners ("the County Board") that: "*public* convenience and necessity" mandated the granting of this power, and if granted, it would be exercised "economically sound(ly) and feasibl(y)" because beach acquisition and operation would be financed with local property owners' current and projected *ad valorem* taxes. But IVGID's *ad valorem* taxes have never been used to pay for the beach's acquisition or operational costs. Those costs have been paid by the

¹⁷ At page 68 of the 7/17/2019 Board packet staff represent that on "November 15, 1965 (the County Board)...amended...the...ordinance creating IVGID (by) adding recreation powers."

RE: July 17, 2019 IVGID Board Meeting, Agenda Item I(1), Approval of Minutes of the Board's June 19, 2019 Meeting, Please DO NOT APPROVE Unless Proffered Minutes Modified

From: "s4s@ix.netcom.com" <s4s@ix.netcom.com>
To: "Wong,Kendra"
Cc: Tim Callicrate <tim_callicrate2@ivgid.org>, Matthew Dent <dent_trustee@ivgid.org>, Peter Morris <Peter_Morris@ivgid.org>, "Horan,Phil" <Horan_Trustee@ivgid.org>, Fagan Susan <susanmfagan@aol.com>
Subject: RE: July 17, 2019 IVGID Board Meeting, Agenda Item I(1), Approval of Minutes of the Board's June 19, 2019 Meeting, Please DO NOT APPROVE Unless Proffered Minutes Modified
Date: Jul 16, 2019 9:05 AM

Dear Chairperson Wong and Other Honorable Members of the IVGID Board -

So this morning Ms. Herron belatedly provides me with the e-mail explanation below.

Notably, Ms. Herron has failed to tell me WHO made the determination recited below because the Board surely didn't. Unless Ms. Herron clarifies differently, I am going to assume that person was SHE; an un-elected staff member in concert with un-elected attorney "fixer" Guinasso.

Once Chairperson Wong opened the door to allowing written statements to be attached to the minutes of Board meetings, notwithstanding they were authored by members of the public not physically present at board meetings, or if present, notwithstanding their authors did not expressly request that their statements be attached to the minutes, she lost the ability to pick and choose whose written statements get attached and whose written statements get rejected. It's really no different than allowing public comment from some members of the public while rejecting comment from other members of the public. Once the door is opened, it's opened to everyone.

Thus I reiterate; please modify the proffered written statement omitted from the minutes or I will file another OML complaint and use this episode as additional evidence of the OML complaint I have already filed on this subject-matter.

Is this an example of your "transparency?"

Since the Board's latest fee agreement with attorney Guinasso is now going to pay him additional sums for having to respond to this and future OML complaints, is this really another example of his conflict of interest which directly results in his extraction of additional public funds for having to unnecessarily respond to an OML complaint he has in essence caused?

And Ms. Herron, please include your most recent e-mail below and my response in the next Board packet so the public can see what I see.

Respectfully, Aaron Katz

-----Original Message-----

From: "Herron, Susan"
Sent: Jul 16, 2019 8:32 AM
To: "s4s@ix.netcom.com" , "Wong, Kendra"
Cc: Tim Callicrate , Matthew Dent , Peter Morris , "Horan, Phil" , "Pinkerton, Steve J." , Jason Guinasso
Subject: RE: July 17, 2019 IVGID Board Meeting, Agenda Item I(1), Approval of Minutes of the Board's June 19, 2019 Meeting, Please DO NOT APPROVE Unless Proffered Minutes Modified

Dear Mr. Katz,

Ms. Miller's written statement, that was submitted by you as Ms. Miller was not present at the meeting, was not included as an attachment to the minutes in accordance with NRS 241.035(1)(d) and Attorney General's OML Complaint Opinion 13897-263 which is available on their website.

Susan A. Herron
Executive Assistant/District Clerk/Public Records Officer
Incline Village General Improvement District
893 Southwood Boulevard

If you as a Trustee think it's all right to censor written statements from some members of the public and yet not others, then you're surely not here to represent all in our community. And I object. And you can waste more of our Rec/Beach Fees censoring the public rather than being "transparent" as staff misrepresent.

Please modify the proffered minutes.

I also ask Ms. Herron attach a copy of this e-mail to the minutes of the next Board packet so the community can understand what I understand.

Thank you for your cooperation and hopeful positive action. Aaron Katz

-----Original Message-----

From: "s4s@ix.netcom.com"

Sent: Jul 12, 2019 1:38 PM

To: "Herron,Susan"

Subject: Re: Your Board Packet is available for pick up - Follow Up - Minutes of the Board's June 19, 2019 Meeting

Hello Ms. Herron -

I've picked up the latest board packet and am reviewing the minutes of the Board's June 19, 2019 meeting and can't seem to find the one page write statement prepared by Judy that I submitted for inclusion in the minutes. And I don't see it mentioned at pages 175-76 of the Board packet.

Has it been included and if so, where?

If not included, why not?

Thank you for your cooperation. Aaron Katz

-----Original Message-----

From: "Herron, Susan"

Sent: Jul 12, 2019 9:00 AM

To: "s4s@ix.netcom.com"

Subject: Your Board Packet is available for pick up

Susan A. Herron

Executive Assistant/District Clerk/Public Records Officer

Incline Village General Improvement District

893 Southwood Boulevard

Incline Village Nevada 89451

P: 775-832-1207

F: 775-832-1122

sah@ivgid.org

<http://yourtahoeplace.com>

Public Comment by Clifford F. Dobler

Board of Trustee Meeting on July 17, 2019

to be included in next Board of Trustee Meeting packet and Minutes of July 17,

Tonight you will vote to approve or disapprove agenda item H4 and in particular Form 4411LGF Five Year Capital Improvement Plan on pages 108 and 109 of the Board Packet.

This report which will be distributed to several State agencies and is considerably incomplete and totally misleading. It would be inappropriate to approve the form as presented.

\$69 million in capital expenditures, \$14 million per year without a clue or where the money will come from. Instead of dollars there are two asterisks for Property Taxes, two upward arrows for Charges for Services, "As needed" for Fund Balances, and "Skiway Only" for Bonds. No one could ascertain the amount of money from each funding source. Are these codes for the new Facebook crypto "LIBRA" currency?

The General Fund lists \$3.3 million in fiscal year 2023-2024, mostly for a new administration building and funded "As Needed" from the Fund Balance. At the end of fiscal 2019-2020, the estimated fund balance is only \$2.3 million so where will the extra million come from?

The Utility Fund expenditures consists of two lines for carryover projects totaling \$12.5 million yet the carryover project report on page 124 lists only \$3.8 million in carryover projects.

Expenditures for the Effluent Pipeline project total \$21 million, yet on February 27, 2019 the Board approved two letters to the Army Corp of Engineers stating the estimated costs would be \$25.3 million for the 5 year period. A difference of over \$4 million.

The Utility Fund Rate Study approved on January 23, 2019 listed \$23.7 million in capital projects expenditures over the next five years, yet this report lists \$33.8 million for the same time period. A difference of over \$10 million.

The Unrestricted Net Position of the Utility Fund ***IS*** the funding source for the \$11 million in carryover project expenditures and will ***NOT*** come from Charges for Services as indicated.

The major funding source for Community Services capital projects is the annual Facility Fee, yet Facility Fees are not listed as a funding source which is indicated separately in the approved Budget on May 22, 2019. **Are we to assume the Facility Fee is now considered part of "Charges for Services" which is inconsistent with the Budget?**

The Beach Fund has \$1.6 million planned for capital expenditures in fiscal year 2020-2021. According to the approved Budget on May 22, 2019, the fund balance at the end of fiscal year 2019-2020 will only be \$1.1 million and after setting aside \$526,000 for required reserves only \$600,000 will be available. Over \$1 million in required funding sources have not been identified. **Will the Beach Fee be raised or will there be more phony punch card transfers from the Community Service Fund?**

The Community Services and the Beach Special Revenue Funds are now accounting and reporting expenditures for capital projects in direct violation of Board Resolution 1838 and GASB Statement #54 wherein capital projects were to be reported in the established Capital Projects Fund.

This is a very, very incomplete and misleading report and should not be approved.

July 17, 2019 IVGID Board of Trustees Meeting Public Comment
By: Linda Newman – To be included with the Minutes of the Meeting

Does the District's General Manager have the authority to retain legal counsel to defend IVGID when IVGID or a Trustee, officer, or employee is sued? According to Counsel Guinasso, the answer is yes. According to Board Resolution 495 and Board Policy 3.1.0, Nevada Statutes, the Office of the Attorney General and the Nevada Supreme Court, the ANSWER is NO.

Here's why: Although Counsel cites Indemnification Resolution 495, it does not implicitly or explicitly give the General Manager the authority to retain legal counsel when IVGID or a Trustee, officer or employee is sued. The retention of legal counsel and the appropriation of public funds for any litigation relating to this indemnification must be approved by the Board in a public meeting. This is clearly evident in NRS 318 defining the powers of the Board and NRS 241 which requires ALL decisions relating to litigation be made by the Board in a public meeting.

Counsel also cites Policy 3.1 (f) and (g). (f) relates to the General Manager's discretionary authority under NRS 332 or 338 to enter into contracts under \$50,000. Independently engaging an attorney to defend IVGID, Chair Wong and Counsel Guinasso in a lawsuit does not meet this under \$50,000 monetary threshold. Unlike purchasing a \$49,999 truck, litigation does not come with a definitive price tag. Because you are dealing with motions and depositions and have no control of the actual legal costs to engage in this litigation, there can be no fixed estimate for this service. Therefore, (f) does not give the GM this authority. As for (g) this relates to the GM and Legal Counsel settling claims. As Counsel is well aware, a Claim is different than a Lawsuit. Claims are nothing more than an open issue between two parties. When a claim is not resolved by the parties, a lawsuit may result. At this point, the lawsuit is considered "litigation" as it now involves the Court System. There is nothing in (g) addressing litigation. Only claims.

The Office of the Attorney General has determined that the General Manager does not have the authority to engage in litigation under this Board Policy. The NV Supreme Court further validates decades of precedent and states that all decisions involving litigation must be made by the public body in a public meeting.

Once again, the legal advice given by Counsel to this Board and our citizens is defective. Mr. Guinasso's long track record of dishonesty and incompetent representation has irreparably damaged our District and harmed this Board and our

citizens. He has also dishonored the legal profession. It is time for this Board to take charge and fire this Attorney.

IVGID July 17, 2019 Board of Trustees Meeting

Public Comment by Margaret Martini – To be included with the minutes of the meeting

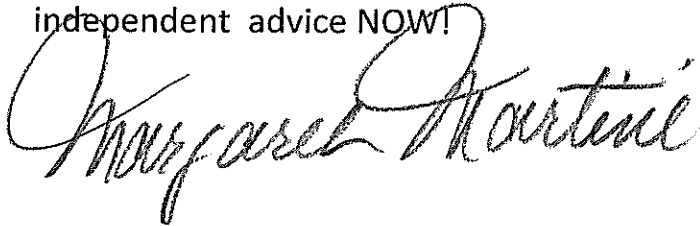
After attending last month's toxic Board meeting, I stand here shocked and appalled at the conduct of three members of this Board, General Counsel and the General Manager. I had a front row view of government at its worst and saw first hand the fraud, waste and abuse destroying our community. In addition to the Chair silencing a Trustee from voicing his opinions, not once, but twice, she also called law enforcement to silence a citizen from voicing his protest. And, she didn't stop there, Chair Wong also failed to recuse herself from voting on a matter on which she had a clear conflict of interest and voted to approve the additional expenditure of public funds to stop a citizen from obtaining public records. These specifics aside, Chair Wong has a long history of violating Open Meeting Laws, refusing Board agenda items from the minority Trustees, allowing the General Manager and Legal Counsel to withhold public records as well as removing correspondence from the Board packets. She has also made numerous unilateral decisions and allowed the expenditure of public funds without Board approval. This is unacceptable and it is the Board's responsibility to nominate a new Chair.

As stewards of our District, you also have a responsibility to ensure that the Treasurer is qualified to serve in this position and on the audit committee. Mr. Morris' personal and business bankruptcies along with the class action lawsuit against him for his failure to pay 45 of his employees their salaries is a strong indicator that he does not have the integrity or qualifications to oversee our District's finances.

It is also time for this Board to understand that they are not agents of the General Manager and Legal Counsel. After running up tens of thousands of dollars in unnecessary legal expenses on FlashVote and now the Smith lawsuit –Mr. Guinasso has also provided this Board with erroneous legal opinions. It is time for you to hire new Counsel. It is also up to you to determine the qualifications for a new General Manager and to take charge of the search. Before his short notice, Mr. Pinkerton without Board discussion created an Assistant Manager position without defining the position and the requirements and installed Mr. Winquist. Now, he is asking the Board to appoint Mr. Winquist as interim manager. Does Mr. Winquist have the experience and knowledge to oversee \$1 billion

infrastructure, utilities and recreation enterprises, and almost 1000 employees? I applaud his efforts as Director of Parks and Recreation. But is that enough?

I recommend this Board hire a professional management consultant to navigate the road ahead. At this point, this Board has not demonstrated the ability to do this on their own and clearly, judging by Mr. Pinkerton's past performance, the absence of a Director of Asset Management and Chief Engineer and Mr. Eick's less than accurate and transparent financial reporting, this Board needs expert, independent advice NOW!

A handwritten signature in cursive script, reading "Margaret Martine". The signature is written in black ink and is positioned below the main body of text.

7-19-2019

Board of Trustee meeting

Please add to the minutes of the meeting

Public comment (end of meeting)

Once again this board has voted to continue to discuss adding more recreation venues when over and over and OVER the community has spoken via many surveys-which incidentally we taxpayers have funded- have stated LOUD AND CLEAR that there is NO interest in adding more venues, but maintaining what we have in place in a first class manner. You all DON'T listen !!!

Mr. Horan you must be a very poor businessman due to your statement that " there is money we should look at" regarding the ice rink...HELLOOOO. It is the ice foundations money and their "I WANT IT" . Let them keep their money and let them build, fund and maintain all expenses.

It is a ridiculous notion that IVGID should even consider taking on an ice rink. This should clearly be private enterprise...Mr. Horan and board members...get OUT of your TAX AND SPEND mentality. It is not wanted (review the surveys again) and certainly not appreciated by those who will have to foot the ongoing expense reality for your folly and poor business practices!!

GET REAL AND GET SOME FISCAL RESPONSIBILITY.

Mr. Horan, maybe you should form a private partnership with the ice rink people and spend your own money if you think it is such a good idea to pursue....right ???? Go for it.

Margaret Martini

Incline Village

DATE	DAY OF THE WEEK	TIME	LOCATION	MEETING	ITEMS SLATED FOR CONSIDERATION
				2019	
08/20	Tuesday	TBD	Valhalla	Lake Tahoe Summit	
08/28	Wednesday	6 p.m.	Chateau	Regular Board Meeting	Attendees: Interim General Manager Winquest, Trustee Horan
09/25	Wednesday	6 p.m.	Chateau	Regular Board Meeting	Construction Contract Award: WPS 2-1 Improvement Project Tennis Center Design Services Contract Award (If needed)
10/30	Wednesday	6 p.m.	Chateau	Regular Board Meeting	Financial Reporting – Board Work Plan – get Staff's idea (September/October) – see minutes from March 28, 2019 Mountain Golf Course Golf Carts Contract Award
11/13	Wednesday	6 p.m.	Chateau	Regular Board Meeting	Interim General Manager Goals and Objectives
12/11	Wednesday	6 p.m.	Chateau	Regular Board Meeting	Construction Contract Award: SPS-1 Improvements Project
					Construction Contract Award: WRRF Aeration Improvements Project
				2020	Adoption of Audit
01/15	Wednesday	6 p.m.	Chateau	Regular Board Meeting	
01/29	Wednesday	6 p.m.	Chateau	Regular Board Meeting	
02/12	Wednesday	6 p.m.	Chateau	Regular Board Meeting	
02/26	Wednesday	6 p.m.	Chateau	Regular Board Meeting	
03/11	Wednesday	6 p.m.	Chateau	Regular Board Meeting	
03/25	Wednesday	6 p.m.	Chateau	Regular Board Meeting	
04/08	Wednesday	6 p.m.	Chateau	Regular Board Meeting	
04/29	Wednesday	6 p.m.	Chateau	Regular Board Meeting	
05/13	Wednesday	6 p.m.	Chateau	Regular Board Meeting	
05/27	Wednesday	6 p.m.	Chateau	Regular Board Meeting	
06/10	Wednesday	6 p.m.	Chateau	Regular Board Meeting	
06/24	Wednesday	6 p.m.	Chateau	Regular Board Meeting	
07/08	Wednesday	6 p.m.	Chateau	Regular Board Meeting	
07/29	Wednesday	6 p.m.	Chateau	Regular Board Meeting	
08/12	Wednesday	6 p.m.	Chateau	Regular Board Meeting	
08/26	Wednesday	6 p.m.	Chateau	Regular Board Meeting	
09/09	Wednesday	6 p.m.	Chateau	Regular Board Meeting	
09/30	Wednesday	6 p.m.	Chateau	Regular Board Meeting	
10/14	Wednesday	6 p.m.	Chateau	Regular Board Meeting	
10/28	Wednesday	6 p.m.	Chateau	Regular Board Meeting	
11/11	Wednesday	6 p.m.	Chateau	Regular Board Meeting	
11/25	Wednesday	6 p.m.	Chateau	Regular Board Meeting	
12/09	Wednesday	6 p.m.	Chateau	Regular Board Meeting	
12/30	Wednesday	6 p.m.	Chateau	Regular Board Meeting	

Items sitting in the parking lot (to be discussed but (a) not yet scheduled for a specific Regular Board Meeting) or (b) a future Board not on this calendar

RFID Picture Passes – Item for next Strategic Plan or three years from now – software not available nor is infrastructure/hardware

TRPA EIS Contract at Diamond Peak

WCSD Joint Agreement