

MEMORANDUM

TO: Board of Trustees

FROM: Mike Bandelin
Interim General Manager

Susan Herron
Director of Administrative Services

SUBJECT: Review, discuss and possibly determine the requirements/needs for the Advisory Committees, Golf and Capital/Investment, as presently constituted in accordance with Policy 3.1.0, paragraph 0.9, Advisory Committees

**RELATED STRATEGIC
PLAN BUDGET INITIATIVES:**

LONG RANGE PRINCIPLE #1 - SERVICE

The District will provide superior quality service through responsible stewardship of District resources and assets with an emphasis on the parcel owner and customer experience.

LONG RANGE PRINCIPLE #6 - COMMUNICATION

The District will engage, interact and educate to promote understanding of the venues, facilities, services, and ongoing affairs.

LONG RANGE PRINCIPLE #7 - GOVERNANCE

The District is a local agency that delivers exemplary recreational experiences and provides the highest level of water, sewer, and solid waste services while striving for fiscal and environmental sustainability through collaboration, civic participation, and transparency

**RELATED DISTRICT POLICIES, PRACTICES, RESOLUTIONS OR
ORDINANCES:**

Policy 3.1.0 - Conduct Meetings of the Board of Trustees (Link: https://www.yourtahoeplace.com/uploads/pdf-ivgid/3.1.0_Conduct_Meetings_Board_of_Trustees_Adopted_02222023.pdf)

DATE: August 2, 2023

I. RECOMMENDATION

Review, discuss and possibly determine the requirements/needs for the Golf and Capital/Investment advisory committee(s) as now constituted.

II. BACKGROUND

At the July 12, 2023 Board of Trustees meeting, the Board of Trustees agreed that two advisory committees were needed; Golf and Capital/Investment. As Trustee Tonking was not present, the portion of the agenda item that she was requested was not discussed. Part of that memorandum included the requirements/needs of each advisory committee and this is something that this Board still needs to decide.

To begin, Board Policy 3.1.0, paragraph 0.9 reads as follows:

0.9 Advisory Committees. *The Board of Trustees may from time to time establish citizen committees to advise it on policy matters of the District. All such committees shall serve at the pleasure of the Board, and the Board shall have the authority to remove any member or all members from any and all committees at any time, or to change any of the terms of office thereof. Unless otherwise provided for in the document creating such committee and as permitted by applicable law. Committees shall be advisory in nature only, and shall have no authority to set policy; expend or obligate funds; hire, fire, supervise, or direct staff; or speak on behalf of the District, the Board, or its officers or employees. All committees shall conduct their business according to Roberts Rules of Order and shall conform to all provisions of the Nevada Open Meeting Law. If any Trustee is appointed to serve on a committee, the Trustee shall be the chair of that committee, unless other methods for selecting the chair have been approved by the Board of Trustees. If more than one Trustee is appointed to serve on the committee, then the Board shall determine by motion which Trustee shall serve as chair.*

The General Manager may establish citizen advisory committees or bodies to advise the General Manager on areas of interest. These Citizen Advisory Committees are distinctively different from Board advisory committees as they are created by the General Manager to provide input. As such, they are not subject to the Nevada Open Meeting Law, but a reasonable attempt is to be made to notify members of the public of their meetings. Only 1 Board member may serve on each Advisory Committee established by the General Manager. One Board member shall serve on the General Manager's citizen advisory committee and can serve on multiple Advisory Committees established by the General Manager.

Attached is a decision tree type of document which outlines what will be required with each advisory committee and it is provided to assist the Board of Trustees in making their decision.

III. BID RESULTS

Not applicable to this agenda item.

IV. FINANCIAL IMPACT AND BUDGET

The financial impact cannot be determined at this time because the requirements/needs have not yet been determined.

V. ALTERNATIVES

Not make any decisions at this time and revisit at another time.

VI. COMMENTS

As a reminder, each selected candidate will need to complete the volunteer form as well as attend Open Meeting Law and Ethics training to be provided by District General Counsel prior to each Board appointed Advisory Committee first meeting. Staff is working with District General Counsel to schedule two (2) sessions to accommodate the selected individuals schedules. We will reconcile anyone not being able to attend either of these two (2) sessions on an individual basis.

VII. BUSINESS IMPACT/BENEFIT

Not applicable to this agenda item.

VIII. ATTACHMENT

Decision Points Document

IX. DECISION POINTS NEEDED FROM THE BOARD OF TRUSTEES

The Board of Trustees needs to determine the requirements/needs of each Board appointed Advisory Committee so that Staff has a chance to execute successfully.

Decision Points Document
Board Appointed Advisory Committee
Golf

On July 26, 2023, the Board of Trustees appointed Trustee Michaela Tonking to be the Chair of this committee.

The following is directly from the approved advertisement for this Board Appointed Advisory Committee:

Responsibilities/Authority –All committees are advisory to the Board. The committee shall review all relevant information and make recommendations to the Board, in alignment with the District’s Strategic Plan, any applicable District master plans, and Board identified priorities. They are to identify the financial impacts of all of their recommendations, identify how recommendations align with the budget, and if applicable, how they affect the 5-year capital plan. The Board can set timelines and committee goals and expectations. Committee Trustees shall report monthly on the progress of the committee.

Golf Committee – Discuss and review operational service levels, financial sustainability, formulate community-focused recommendations in alignment with board policies and identify necessary capital investments. Identify if any related District policy revisions are needed.

Goal – To formulate recommendations for the Board’s consideration related to optimizing all aspects of the golf operations, including revenue growth opportunities, cost efficiency optimization and expanding passholder participation. Provide input on current and the 5-year plans to improve sustainability in alignment with policies that provide fairness and equity to all recreation passholders and protect the golf course assets for future generations.

Are there any changes to the overview statement and/or goal statement?

Are there any further known timelines?

Are there any further known committee goals?

Are there any further known committee expectations?

Decision Points Document
 Board Appointed Advisory Committee
 Golf

	What Staff members need to be a part of this committee on a permanent basis?		
1.		5.	
2.		6.	
3.		7.	
4.		8.	

	You have selected the following members of the public to be members of this committee:	Completed OML/Ethics Training	Completed IVGID Volunteer Form	Provided all relevant documents outlined in the charter prior to the first Committee meeting
1.				
2.				
3.				
4.				

Does the committee get to decide the day of the week they meet? Yes No
 If no, what day of the week will they meet? _____

Does the committee get to decide the time of day they meet? Yes No
 If no, what time of the day will they meet? _____

The meeting location for this committee will be _____

The meeting will be Livestreamed? Yes No

The meeting will be audio recorded as that is a requirement of the Nevada Open Meeting Law as well as meeting minutes will be done using a Court Reporter.

Is the monthly Committee report, by the Chair Trustee, a verbal report to be provided under Board Updates on the agenda? Yes No

Is the monthly Committee report, by the Chair Trustee, a written report to be included under Board Updates on the agenda? Yes No

Decision Points Document
Board Appointed Advisory Committee
Capital/Investment

On July 26, 2023, the Board of Trustees appointed Trustee Raymond Tulloch to be the Chair of this committee.

The following is directly from the approved advertisement for this Board Appointed Advisory Committee:

Responsibilities/Authority – All committees are advisory to the Board. The committees shall review all relevant information and make recommendations to the Board, in alignment with the District’s Strategic Plan, any applicable District master plans, and Board identified priorities. They are to identify the financial impacts of all of their recommendations, identify how recommendations align with the budget, and if applicable, how they affect the 5-year capital plan. The Board can set timelines and committee goals and expectations. Committee Trustees shall report monthly on the progress of the committee.

Capital/Investment Committee - As projects over \$250K are being contemplated, the committee should review and evaluate proposals, provide constructive input to ensure the Board’s project expectations are being met, ensure the project scope has been properly and completely defined, ensure the benefit to the Community is clear and consistent with District master plans and/or Board priorities. Additionally, to ensure ongoing operating costs are considered and included in materials provided to the Board of Trustees for consideration.

Goal – To move projects forward more effectively with clear and complete financial transparency.

Are there any changes to the overview statement and/or goal statement?

Are there any further known timelines?

Are there any further known committee goals?

Are there any further known committee expectations?

Decision Points Document
 Board Appointed Advisory Committee
 Capital/Investment

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