

MEMORANDUM

TO: Board of Trustees

THROUGH: Chairman Matthew Dent

FROM: Indra Winquest, District General Manager

SUBJECT: Review and discuss what is needed to create and recruit for a Board-appointed Capital Advisory Committee and provide further direction to Staff as to the initiation of those next steps, if deemed necessary (Requesting Staff Member: District General Manager Indra Winquest)

RELATED STRATEGIC PLAN INITIATIVE(S): **LONG RANGE PRINCIPLE #5 – ASSETS AND INFRASTRUCTURE; Budget Initiative A.** Use findings from Utility Management and Asset Assessment Study and the Moss Adams Reports, and analyze recommendations to bring forward changes that provide benefit to the District.

RELATED DISTRICT POLICIES, PRACTICES, RESOLUTIONS OR ORDINANCES **Board Policy 12.1.0 - Multi-Year Capital Planning**
Board Policy 13.1.0 - Capital Project Budgeting

DATE: March 8, 2023

I. RECOMMENDATION

That the Board of Trustees discuss and provide direction to Staff to take the necessary steps to create a Board-appointed Capital Advisory Committee and to recruit volunteers for such a Board-appointed Capital Advisory Committee

II. BACKGROUND

On November 9, 2022, the Board of Trustees discussed an agenda item regarding capital planning and included in that discussion was a conversation regarding creating a Board-appointed Capital Advisory Committee; see the attached document which is an excerpt from the Moss Adams report. The direction given at that meeting was to seek input from the Board of Trustees on questions and their individual thoughts and then bring that information back before the Board to have a further discussion. Attached to this memorandum are

both the policies related to this subject and then a combination document of input received from the Board of Trustees.

III. BID RESULTS

Not applicable.

IV. FINANCIAL IMPACT AND BUDGET

As this Board-appointed committee will be governed by the Open Meeting Law and to require that all those requirements be followed for each meeting, it is strongly recommended that the board consider the resources necessary to administer these meetings and the potential impact on staffing resources and, as a result, may want to consider a third party to keep and maintain meeting minutes while the District Clerk and staff focus on everything else needed administer these meetings. One factor that contributes to the potential impact would be frequency of meetings and the overall determined scope of the committee.

V. ALTERNATIVES

Not appoint this committee.

Request additional information to bring back at a later date.

VI. COMMENTS

None at this time.

VII. DISTRICT IMPROVEMENT, COST REDUCTION, RETURN ON INVESTMENT OR PRODUCTIVITY ENHANCEMENT

The Board of Trustees has indicated that this will help them approach large capital projects and make critical decisions regarding future projects. The cost impact of administering the committee has not yet been defined and will be primarily based on the overall structure and scope of the committee.

VIII. BUSINESS IMPACT

Recommendations formulated by the advisory committee would likely have an impact on overall projects that are related to the various district venues and services.

IX. ATTACHMENTS

1. H.1.3a. - EXCERPT - Moss Adams Report-Capital Program Advisory Committee
2. 12.1.0 Capital Planning - Multi-Year Capital Planning Policy - Eff 07-01-2016
3. 13.1.0 Capital Planning - Capital Project Budgeting - Eff 07-01-2015
4. Capital Committee Input

X. DECISION POINTS NEEDED FROM THE BOARD OF TRUSTEES

- (1) Do you see value in having a Capital Advisory Committee?
- (2) Do you want it to be a Board-Appointed committee understanding the

committee would be bound to the OML?

(3) Discuss and provide direction to staff directions about the requirements and criteria for recruiting the volunteer members.





Construction Advisory Committee

The District should consider creating a Construction Advisory Committee or Capital Project Advisory Committee to work as a liaison between the Board of Trustees and District management. The establishment of an effective advisory committee would provide a forum for both the Board of Trustees and District management to discuss specific projects and provide input in an efficient and effective manner. As a result, when projects are presented to the Board of Trustees for either approval or status update, the advisory committee can act as a champion, for both the Board of Trustees and management, to present the decisions requiring full Board consideration/input. This approach tends to decrease the number of modifications or removal of projects that have already been executed or planned for.

The District should implement an advisory committee for the capital program and/or major capital projects that the District has planned or will plan in the future. The makeup of the advisory committee could consist of members of the Board of Trustees, District management (e.g., General Manager and Public Works staff members), and potentially District citizens for cases where a specific interest or area of expertise is presented; however, citizen involvement will be determined by the Board of Trustees and/or District Management based on Nevada Open Meeting Laws. The advisory committee(s) should meet periodically (e.g., monthly or quarterly) and be responsible for relevant to project planning and design, and for executing the programs and major projects to be submitted to the Board of Trustees for approval. The roles and responsibilities of the advisory committee(s) should be clearly defined in the applicable Board policies and practice documents and the specific situations or decisions that require the full Board of Trustees review and approval.



Capital Planning Multi-Year Capital Planning Policy 12.1.0

POLICY. The District will prepare and adopt comprehensive multi-year capital plans to ensure effective management of capital assets. A prudent multi-year capital plan identifies and prioritizes expected needs based on a community's strategic plan, establishes project scope and cost, details estimated amounts of funding from various sources, and projects future operating and maintenance costs. The capital plan should cover a period of at least five years, preferably ten or more.

- 1.0 Identify needs.** The first step in the District's capital planning is identifying needs. The District has a commitment to the maintenance of its existing infrastructure. The District's Multi-Year Capital Plan will use information including development projections, strategic plans, comprehensive plans, facility master plans, regional plans, and citizen input processes to identify present and future service needs that require capital infrastructure or equipment. In this process, attention will be given to:
 - 1.1 Capital assets that require repair, maintenance, or replacement that, if not addressed, will result in higher costs in future years.
 - 1.2 Infrastructure improvements needed to support new development or redevelopment.
 - 1.3 Projects with revenue-generating potential.
 - 1.4 Improvements that support economic development.
 - 1.5 Changes in policy or community needs.

- 2.0 Determine costs.** The full extent of project costs should be determined when developing the multi-year capital plan. Cost issues to consider include the following:
 - 2.1 The scope and timing of a planned project should be well defined in the early stages of the planning process.
 - 2.2 The District should identify and use the most appropriate approaches, including outside assistance, when estimating project costs and potential revenues.



Capital Planning Multi-Year Capital Planning Policy 12.1.0

- 2.3 For projects programmed beyond the first year of the plan, the District should consider cost projections based on anticipated inflation.
- 2.4 The ongoing operating costs associated with each project should be quantified, and the sources of funding for those costs should be identified.
- 2.5 A clear estimate of all major components required to implement a project should be outlined, including land acquisition needs, pre-design, design, and construction or acquisition, contingency and post-construction costs.
- 2.6 Recognize the non-financial impacts of the project (e.g., environmental) on the community.

3.0 Prioritize capital requests. The District continually faces extensive capital needs and limited financial resources. Therefore, prioritizing capital project requests is a critical step in the capital plan preparation process. When evaluating projects the District will:

3.1 Categorize each submittal under Project Types:

3.1.1 Major Projects

- A non-recurring project with scope and management complexity with a project budget greater than \$1,000,000 and a 25-year minimum asset life.

3.1.1.1 New Initiatives

- A project that creates a new amenity or significantly expands an existing facility with new programming, operations or capacities.

3.1.1.2 Existing Facilities

- A project that maintains, renews, and re-invests in existing facilities without significantly adding new programming, operations or capacities.



Capital Planning Multi-Year Capital Planning Policy 12.1.0

3.1.2 Capital Improvement

- A non-recurring project with some scope and management complexity with a project budget generally less than \$1,000,000.

3.1.2.1 New Initiatives

3.1.2.2 Existing Facilities

3.1.3 Capital Maintenance

- A generally recurring project at an existing facility with limited scope and management complexity and a project budget less than \$1,000,000.

3.1.4 Rolling Stock

- On-going projects for the replacement of vehicles, heavy and light duty wheeled and tracked machinery, tractors, mowers, trailers, etc.

3.1.5 Equipment & Software

- On-going replacement of non-rolling stock and non-building system equipment (kitchen, ski rental, uniforms, furniture, serviceware, etc.), information technology hardware and software.

3.2 Prioritize Projects under these criteria:

3.2.1 Priority 1 are projects that address Existing Facilities or replace existing assets via Capital Maintenance, Rolling Stock, or Equipment & Software projects that have reached or are near the end of useful life and are necessary to meet existing programming, operations, or capacities that the community wants, needs and uses.

3.2.2 Priority 2 are New Initiative projects that address existing facilities and assets that have reached or are



Capital Planning
Multi-Year Capital Planning
Policy 12.1.0

near the end of useful life in order to expand existing programming, operations, or capacities to meet the community's wants, needs and uses.

- 3.2.3 Priority 3 are New Initiative projects that create new amenities that are wanted by the community and will be funded by new sources.
- 3.2.4 Priority 4 are New Initiative projects that create new amenities that are wanted by the community and will be funded by existing sources.
- 3.3 Ongoing consideration of Project Types and Prioritization by District Staff will consider:
 - 3.3.1 Reflect the relationship of project submittals to financial and governing policies, plans, and studies.
 - 3.3.2 Allow venues to provide a prioritization recommendation.
 - 3.3.3 Incorporate input and participation from major stakeholders and the general public.
 - 3.3.4 The condition assessment of existing assets as it relates to asset life-cycle, industry best practices, manufacturer's guidelines, safety, and the aesthetic character of the facility.
 - 3.3.5 Adhere to legal and regulatory requirements and/or mandates.
 - 3.3.6 Anticipate the operations and operating budget impacts resulting from capital projects.
 - 3.3.7 Apply analytical techniques, as appropriate, for evaluating potential projects (e.g., return on service,



Capital Planning

Multi-Year Capital Planning

Policy 12.1.0

payback period, cost-benefit analysis, cash flow modeling).

3.3.8 Re-evaluate capital projects approved in previous multi-year capital plans.

3.3.9 The availability of outside funding (e.g. grants, direct community contribution, in-kind contribution, public private partnership) to support completion of a capital project.

4.0 Develop financing strategies. The District recognizes the importance of establishing a viable financing approach for supporting the multi-year capital plan. Financing strategies should align with expected project requirements while sustaining the financial health of the District. The capital financing plan should:

- 4.1 Anticipate expected revenue and expenditure trends, including their relationship to multi-year financial plans.
- 4.2 Prepare a flow of resources projection of the amount and timing of the capital financing and expenditure
- 4.3 Continue compliance with all established financial policies.
- 4.4 Recognize appropriate legal constraints.
- 4.5 Consider and estimate funding amounts from all appropriate funding alternatives.
- 4.6 Ensure reliability and stability of identified funding sources.
- 4.7 Evaluate the affordability of the financing strategy, including the impact on debt ratios, taxpayers, ratepayers, and others.



Capital Planning Capital Project Budgeting Policy 13.1.0

POLICY. The District will prepare and adopt a formal capital budget as part of their annual budget process. The capital budget will be directly linked to, and flow from, the Multi-Year Capital Improvement Plan. It may be necessary to modify projects approved in the capital plan before adopting them in a capital budget. Modifications may be necessary based on changes in project scope, funding requirements, or other issues. If these modifications are material, the District will consider the impacts these may have on its multi-year capital and financial plans. The capital budget should be adopted by formal action of the Board of Trustees, either as a component of the operating budget or as a separate capital budget. It will comply with all state and local legal requirements.

- 1.0 Preparing and Adopting the Capital Budget. The capital budget will include the following information:
 - 1.1 A definition of capital expenditure for the District.
 - 1.2 Summary information of capital projects by fund, function, venue/service or activity.
 - 1.3 A schedule for completion of the project, including specific phases of a project, estimated funding requirements for the upcoming year(s), and planned timing for acquisition, pre-design, design, and construction or acquisition activities and transition to complete operation.
 - 1.4 Descriptions of the general scope of the project, including expected service and financial benefits to the District.
 - 1.5 A description of any impact the project will have on the current or future operating budget.
 - 1.6 Estimated costs of the project, based on recent and accurate sources of information.
 - 1.7 Identified funding sources for all aspects of the project, specifically referencing any financing requirements for the upcoming fiscal year.
 - 1.8 Funding authority based either on total estimated project cost, or estimated project costs for the upcoming fiscal year. Consideration should be given to carry-forward funding for projects previously authorized.



Capital Planning Capital Project Budgeting Policy 13.1.0

- 1.9 Any analytical information deemed helpful for setting capital priorities.

The District needs a greater level of detail and information for non-routine capital projects than for routine projects. For non-routine projects, the capital budget should thoroughly describe the impact on the operating budget, number of additional positions required, tax or fee implications, and other financial or service impacts.

- 2.0 Reporting on the Capital Budget. The District recognizes the importance of timely and accurate reporting on projects adopted in the capital budget. Management, Trustees, and citizens should all have the ability to review the status and expected completion of approved capital projects. Periodic reports will be issued routinely on all ongoing capital projects. The reports will compare actual expenditures to the original budget, identify level of completion of the project, and enumerate any changes in the scope of the project, and alert management to any concerns with completion of the project on time or on schedule.

From: [Sara Schmitz](#)
To: [Melissa N. Robertson](#)
Subject: Re: Follow Up - Agenda Item H.1.3b - Capital Advisory Committee
Date: Tuesday, November 29, 2022 1:47:48 PM

Melissa,

Sorry for the delayed response.

I suggest there are 3 community members, appointed by the BOT. They should be knowledgeable of the District's capital projects and have relevant experience such as construction management, project management, and/or finance experience. We should have one Trustee, as appointed by the BOT. I would want this committee to oversee all capital, construction type, projects. This would include projects deemed to be maintenance, but would exclude projects such as IT type projects.

I feel they should be appointed early in 2023.

Sara

Sara Schmitz

Incline Village General Improvement District Trustee and Secretary
893 Southwood Blvd.
Incline Village, NV 89451
925-858-4384



From: Melissa N. Robertson
Sent: Monday, November 28, 2022 10:22 AM
To: Melissa N. Robertson
Subject: FW: Follow Up - Agenda Item H.1.3b - Capital Advisory Committee

Hello Trustees,

I wanted to send a friendly reminder out about the below email and attachment. Thank you.

Melissa Robertson

District Clerk
Incline Village General Improvement District
893 Southwood Boulevard
Incline Village Nevada 89451
P: 775-832-1268

mnr@ivgid.org
<http://yourtahoepalace.com>

From: Melissa N. Robertson <mnr@ivgid.org>
Sent: Thursday, November 10, 2022 11:38 AM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: Follow Up - Agenda Item H.1.3b - Capital Advisory Committee

Hello Trustees,

As requested at last night's meeting, please find attached the Word document on the questions regarding the Capital Advisory Committee. Please provide your comments/thoughts and return to me by Monday, November 28 at 12 noon. I will then compile them and provide that document to the Director of Finance.

Thank you so much.

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

From: [Matthew Dent](#)
To: [Melissa N. Robertson](#)
Cc: [Indra Winqest](#)
Subject: Re: Follow Up - Agenda Item H.1.3b - Capital Advisory Committee
Date: Tuesday, November 29, 2022 4:08:42 PM

Here is the rest of my response to the word doc...

1.

Prefer business owner, engineer or construction professional.

2. resume and cover letter explaining why seeking involvement similar to AC applicants
3. 3. Appts appointed by BOT, 3-5 at large members help flush out some of the projects
4. Yes to OML and BOT appt
5. Whatever committee desires within projects once priorities have been set and met
6. Open to 1 or 2; committees select own chair
7. Committee to determine meeting schedule similar to AC to meet goal/direction set forth by the Board

Matthew Dent
775.530.1345

From: dent_trustee@ivgid.org <dent_trustee@ivgid.org>
Sent: Tuesday, November 29, 2022 4:01:27 PM
To: Melissa N. Robertson <mnr@ivgid.org>
Cc: indra_winqest@ivgid.org <indra_winqest@ivgid.org>
Subject: Re: Follow Up - Agenda Item H.1.3b - Capital Advisory Committee

Did you send this to the Trustee elects? Would be great to have Dave and Ray weigh-in on this. Tim and Kendra haven't been offering up much when it comes to future Board direction and have relied on Sara, Michaela and I to give direction. Thought this would be perfect timing to get new Trustees involved.

- 1. Prefer business owner, engineer, construction professional

Thanks, Matthew

Matthew Dent
775.530.1345

From: Melissa N. Robertson <mnr@ivgid.org>
Sent: Monday, November 28, 2022 10:22:11 AM
To: Melissa N. Robertson <mnr@ivgid.org>
Subject: FW: Follow Up - Agenda Item H.1.3b - Capital Advisory Committee

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From: [Dave Noble](#)
To: [Melissa N. Robertson](#)
Cc: [Indra Winqwest](#)
Subject: Re: Capital Advisory Committee - Follow Up
Date: Tuesday, January 31, 2023 9:29:44 AM

Melissa,

At this point, I don't think that IVGID should have a Capital Advisory Committee. I believe that each department knows best what they need to put forward a quality product for this community to use and enjoy. I'm concerned that this will add a level of bureaucracy where various special interests will try to insert their people and biases into the decision-making process. Ultimately, I don't want unelected members of this community hijacking the decision-making process entrusted to the BOT.

If we must have such a committee, here are my recommendations:

- 1--no specific qualifications necessary
- 2--resume and cover letter expressing why that person wants to be on committee and what specific qualifications he/she will bring to the decision-making process
- 3--selections made by GM / 7
- 4--outcome should be annual updates of 5/10-year plans for each venue--anything less gets into micromanagement
- 5--venue specific determination
- 6--board will self-determine its chair
- 7--board will determine its schedule
- 8--I don't know

Planning process: master plans should be updated every 5 years; planning period should be 10 years (with focus on 5 years)

Prioritization of capital projects: priority should be based on the needs/desires of the community

Establishing a capital projects advisory committee: I don't think we should have one, but if we do it should be GM appointed, review and inform updates to multi-year capital budget, not supersede committees on specific projects

Capital project reporting: no opinion at this time--just want to make sure we aren't hindering Staff from doing their jobs with excessive reporting requirements

Capital project delivery: I'm not sure what is being asked here--just want to make sure BOT is not micro-managing and derailing projects once the decision has been made to proceed.

My Thoughts,

Dave

From: Melissa N. Robertson
Sent: Thursday, January 26, 2023 3:20:11 PM
To: Melissa N. Robertson
Subject: Capital Advisory Committee - Follow Up

Hello Trustees via BCC,

Shortly after the November 9th BOT meeting, I sent an email out to the Trustees as it relates to the Capital Advisory Committee. I asked for comments/thoughts on the following questions:

1. What are the qualifications for the members that the Board of Trustees is seeking? i.e. former business owner? Engineering degree? Certain numbers of years lived in the community? Home remodeling experience? Public sector experience? Other?
2. What will be the application process and what information do you desire to be included.
3. Once the applications are submitted, how will be the appointments/selections be made? What is the maximum number of appointments to be made to this committee?
4. How will the committee operate? If it is Board appointed, it will be governed by the Nevada Open Meeting Law. Does it have to be Livestreamed? What will be their charge and/or desired outcome?
5. What projects will be reviewed? Is there a dollar level threshold or it is a venue specific determination? Or other?
6. What 1 or 2 Trustees will be appointed to serve on this committee? Which Trustee will be Chair? Or will the Board allow the Committee to self-determine its Chair i.e. hold an election?
7. What will be the meeting schedule? Or will the Board allow the Committee to determine its own schedule? Other?
8. What materials are to be provided to the Committee members?

Upon sending the original email out, I received responses from 2 Trustees. As such, I am sending this out as a follow up.

Additionally, I am attaching the associated memo to this email for your reference; you will notice that there was a section for Board Discussion and Feedback – read in part below:

Board Discussion and Feedback

To facilitate Board discussion on the updated draft of Policy 12.1.0, staff has identified the

following areas of focus where Board feedback would be helpful in finalizing the new policy document:

Planning Process:

1. *How often should Master Plans be formally updated?*
 1. *Annually*
 2. *3-5 years*
 3. *5-7 years*
 4. *7-10 years*
2. *Projects identified in approved Master Plans should be reflected in the District's Multi-Year Capital Improvement Plan. What planning period should Multi-Year Capital Improvement Plan cover:*
 1. *5-years (current)*
 2. *10-years*
 3. *20-years*

Prioritization of Capital Projects

3. *Priority 1 – Existing facilities to support existing service levels, capital maintenance, replacement of rolling stock, equipment and software*
4. *Priority 2 – Projects that expand service capacity in existing facilities*
5. *Priority 3 – Projects that expand service capacity through construction or acquisition of new facilities with new resources*
6. *Priority 4 - Projects that expand service capacity through construction or acquisition of new facilities with existing funding*

Consideration of Establishing a Capital Projects Advisory Committee:

1. *Appointed by Board (formal) or General Manager (informal)*
2. *Focus of the Capital Projects Advisory Committee*
 1. *Assist in the Development and Update of Master Plans*
 2. *Review and inform updates to Multi-Year Capital Budget*
 3. *Focus and Major Projects and Board Priority Projects*
3. *Would Capital Projects Advisory Committee preclude the need for separate advisory committees on specific projects (ex. Pool, Snowflake Lodge, Beach House, etc.)?*

Capital Project Reporting:

1. *Feedback on Updating (current Quarterly CIP Popular Status Report)*
2. *Focus of Major Projects Status Report*
 1. *Definition of "Major" Projects*
 1. *Over \$1,000,000 and 20 years useful life (current)*
 2. *Over \$5,000,000 and 20+ years useful life (proposed)*
 2. *Board Priority Projects*
3. *Project Close-out Reports*
 1. *Major Capital Projects*
 2. *Board Priority Projects*
 3. *Other*

Capita Project Delivery – Roles and Responsibilities

1. *Board approval of project through budget process*
2. *Board authority for contract award (< \$100,000)*

3. *Board approval of final design and construction specifications prior to bidding*
4. *General Manager's authority to re-allocate resources*
 1. *Between project phases (planning, design, construction)*
 2. *Between capital projects or sub-projects*

Kindy review and respond to the original 8 questions (if you have not done so already) and the "discussion and feedback" portion above. Please respond by 2-1-2023. Let me know if you should have any questions.

Thank you.

Melissa Robertson

District Clerk

Incline Village General Improvement District

893 Southwood Boulevard

Incline Village Nevada 89451

P: 775-832-1268

mnr@ivgid.org

<http://yourtahoeplace.com>

From: [Sara Schmitz](#)
To: [Melissa N. Robertson](#)
Cc: [Indra Winquest](#)
Subject: Re: Capital Advisory Committee - Follow Up
Date: Thursday, February 2, 2023 1:08:54 PM

I will put my thoughts in blue below. Scroll down to your original email. Let me know if I left "gaps".

Sara Schmitz

Incline Village General Improvement District Trustee and Vice Chair
893 Southwood Blvd.
Incline Village, NV 89451
925-858-4384



From: Melissa N. Robertson
Sent: Tuesday, January 31, 2023 8:31 AM
To: Sara Schmitz
Cc: Indra Winquest
Subject: RE: Capital Advisory Committee - Follow Up

Thanks so much. You were one of the two that responded to the first email that had went out in November.

Your response was:

“

I suggest there are 3 community members, appointed by the BOT. They should be knowledgeable of the District's capital projects and have relevant experience such as construction management, project management, and/or finance experience. We should have one Trustee, as appointed by the BOT. I would want this committee to oversee all capital, construction type, projects. This would include projects deemed to be maintenance, but would exclude projects such as IT type projects.

I feel they should be appointed early in 2023.” [This remains my thoughts.](#)

If you could look at the additional information (below) and respond with input, that would be appreciated.

Thank you again.

Melissa Robertson

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

From: Sara Schmitz <trustee_schmitz@ivgid.org>
Sent: Monday, January 30, 2023 8:30 PM
To: Melissa N. Robertson <mnr@ivgid.org>
Cc: Indra Winqest <ISW@ivgid.org>
Subject: Re: Capital Advisory Committee - Follow Up

Melissa,

This requires me to provide thoughtful feedback. I will review and provide my comments on Wednesday.

Sara

Sara Schmitz

Incline Village General Improvement District Trustee and Vice Chair
893 Southwood Blvd.
Incline Village, NV 89451
925-858-4384



From: Melissa N. Robertson
Sent: Thursday, January 26, 2023 3:20 PM
To: Melissa N. Robertson
Subject: Capital Advisory Committee - Follow Up

Hello Trustees via BCC,

Shortly after the November 9th BOT meeting, I sent an email out to the Trustees as it relates to the Capital Advisory Committee. I asked for comments/thoughts on the following questions:

What are the qualifications for the members that the Board of Trustees is seeking? i.e. former business owner? Engineering degree? Certain numbers of years lived in

the community? Home remodeling experience? Public sector experience? Other? I think I answered this.

What will be the application process and what information do you desire to be included. Email to the BOT by a deadline with explanation as to why they are interested and what skills/experience they have to be a contribution to the committee.

Once the applications are submitted, how will be the appointments/selections be made? What is the maximum number of appointments to be made to this committee? 3 plus one Trustee. By the BOT.

How will the committee operate? If it is Board appointed, it will be governed by the Nevada Open Meeting Law. Does it have to be Livestreamed? What will be their charge and/or desired outcome? To assist the District and the BOT in making the best decisions for the rate payers. To make recommendations on prioritization, alternatives, etc.

What projects will be reviewed? Is there a dollar level threshold or it is a venue specific determination? Or other? They should be working from our budget. Projects that are budgeted for the year. We tend not to get things completed as budgeted, so I would like to have them assist in the planning and budgeting process.

What 1 or 2 Trustees will be appointed to serve on this committee? Which Trustee will be Chair? Or will the Board allow the Committee to self-determine its Chair i.e. hold an election? Only 1 Trustee, if feel at this time. I feel the Trustee should be chair so as to guide the efforts for what will help the District and the BOT.

What will be the meeting schedule? Or will the Board allow the Committee to determine its own schedule? Other? They can determine, but I would think once a quarter.

What materials are to be provided to the Committee members? Budget, strategic plan, project data sheets and the project (popular report) report.

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Annually - it should be reviewed prior to budgeting

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7-10 years

2. *Projects identified in approved Master Plans should be reflected in the District's Multi-Year Capital Improvement Plan. What planning period should Multi-Year Capital Improvement Plan cover:*

5-years (current) this is fine for recreation, but a longer time period is needed for Public Works.

10-years

20-years

Prioritization of Capital Projects

3. *Priority 1 – Existing facilities to support existing service levels, capital maintenance, replacement of rolling stock, equipment and software*
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2. *Focus of the Capital Projects Advisory Committee*

Assist in the Development and Update of Master Plans

Review and inform updates to Multi-Year Capital Budget

Focus and Major Projects and Board Priority Projects

3. *Would Capital Projects Advisory Committee preclude the need for separate advisory committees on specific projects (ex. Pool, Snowflake Lodge, Beach House, etc.)? I would think we may have different groups to again assist the committee.*

Capital Project Reporting:

1. *Feedback on Updating (current Quarterly CIP Popular Status Report)*
2. *Focus of Major Projects Status Report*

Definition of "Major" Projects

Over \$1,000,000 and 20 years useful life (current)

Over \$5,000,000 and 20+ years useful life (proposed)

Board Priority Projects

3. *Project Close-out Reports*

Major Capital Projects

Board Priority Projects

Other

Capita Project Delivery – Roles and Responsibilities

Board approval of project through budget process

Board authority for contract award (< \$100,000)

Board approval of final design and construction specifications prior to bidding

General Manager's authority to re-allocate resources

Between project phases (planning, design, construction)

Between capital projects or sub-projects

review and respond to the original 8 questions (if you have not done so already) and the “discussion and feedback” portion above. Please respond by 2-1-2023. Let me know if you should have any questions.

; you.

Melissa Robertson

District Clerk

Incline Village General Improvement District

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