

MEMORANDUM

TO: Board of Trustees

FROM: Indra Winqest
District General Manager

SUBJECT: Review, discuss and possibly approve a scope of work with Tri-Strategies for Legislative representation services.

DATE: January 4, 2021

I. RECOMMENDATION

That the Board of Trustees makes a motion to approve the attached scope of work for legislative representation services for the 81st Legislative Session of the State of Nevada with Tri-Strategies.

II. BACKGROUND

Policy 3.1.0, paragraph 0.10, Legislative Matters reads as follows:

The General Manager may from time to time propose positions on legislative issues, which positions shall be reviewed and approved by the Board at its regular meeting.

On February 1, 2021, the Nevada Legislature shall convene its 81st session. Representation for the District was contracted for the 80th session (two years ago) and was done so with Tri-Strategies. Their services were deemed excellent and Staff would like to recommend contracting with them again for the 81st session. Presently, the District's budget includes \$25,000 for these services and they are under Professional Services, General Fund (100.11.100.6030).

Scope of Work

Consultant will represent the Incline Village General Improvement District at the 81st Legislative session for the State of Nevada in Carson City, Nevada, scheduled to start on February 1, 2021 and scheduled to end on or about June 30, 2021. Consultant will verbally communicate with the Incline Village General Improvement District’s District General Manager and Board of Trustees Chair the information as it develops during this session and determine the impacts to the Incline Village General Improvement District. Specifically, but not limited to, Consultant will advocate in a position determined by the Incline Village General Improvement District to be advantageous to same and consistent with established policies, procedures and norms and coordinate their work, to the best of their ability, with Washoe County’s Legislative advocate.

Deliverables

- 1. Written **or** verbal communication(s) to the Incline Village General Improvement District’s District General Manager and Board of Trustees Chair at intervals deemed to be mutually agreed to by the Consultant and the District General Manager and Board of Trustees Chair based on the activity at the Legislative session.
- 2. A required one (1) in person verbal report, per month, at a regular or special meeting of the Board of Trustees of the Incline Village General Improvement District on a date that is mutually agreed to by the Consultant, District General Manager, and Board of Trustees Chair. One (1) of these in person reports shall be scheduled after the session ends and to the greatest extent possible, before a special session of the Legislature be called, if applicable.

Fee Schedule

- 1. Representation at the 81st Legislative Session beginning on February\$15,000.
1, 2020 and scheduled to end on or about June 30, 2021. Billing shall occur at the start of each month and shall be divided into five equal payments of \$3,000.00 per month which includes attendance at one (1) meeting of the Incline Village General Improvement District Board of Trustees which includes all expenses for time spent in preparation, mileage, and printed reports.
- 3. If additional meetings are required at the request of either the District..... \$750.00 per meeting
General Manager **or** the Board of Trustees Chair, each of those meetings will be billed at \$750.00 per meeting which includes all expenses for time spent in preparation, mileage, and printed reports.
- 4. Additional services: **If** additional services are required, they shall be negotiated prior to providing such service. Negotiation shall be between the District General Manager and Consultant. **If** the additional service(s) aggregate into more than five thousand dollars (\$5,000.00), then the additional service proposal that exceeds that threshold shall be brought forward to the Board of Trustees prior to beginning the additional service.

Maximum not-to-exceed value of this agreement*\$15,000.

*Assuming that no additional meetings or services are required as outlined in 3. or 4. above.