

# NOTICE OF MEETING

The Audit Committee Meeting of the Incline Village General Improvement District will be held starting at **3:00 p.m.** on **Thursday, November 19, 2020** at the Boardroom, 893 Southwood Boulevard, Incline Village, Nevada.

In compliance with State of Nevada Executive Department, Declaration of Emergency Directives 006, 016, 018, 021, 026, and 029, this meeting is closed to the public and attendance is limited to members of the Board of Trustees and essential staff. Public comment is allowed and the public is welcome to make their public comment either via e-mail (please send your comments to [info@ivgid.org](mailto:info@ivgid.org) by 2:00 p.m. on Thursday, November 19, 2020) or via telephone (the telephone number will be posted to our website on the day of the meeting).

- A. ROLL CALL OF THE AUDIT COMMITTEE MEMBERS\*  
Derrek Aaron (At-Large Member), Matthew Dent (Trustee, Chair), Cliff Dobler (At-Large Member), Sara Schmitz (Trustee), and Raymond Tulloch (At-Large Member)
- B. PUBLIC COMMENTS\* - Conducted in accordance with Nevada Revised Statutes Chapter 241.020 and limited to a maximum of three (3) minutes in duration.
- C. APPROVAL OF AGENDA (*for possible action*)

*The Audit Committee 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 Audit Committee may make a motion to accept and follow the agenda as submitted/posted.*

- D. GENERAL BUSINESS ITEMS (*for possible action*)
  - 1. FY2019/2020 Independent Financial Audit. - Update by the Director of Finance Paul Navazio on the District's 2019/2020 Independent Financial Audit being conducted by Eide Bailly.
    - a. Review and discuss materiality as it relates to the Comprehensive Annual Financial Report (CAFR) (Presentation by Eide Bailey Auditor Tiffany Williamson)
    - b. Review and discuss DRAFT 2019/2020 CAFR audited basic financial statements, notes, and management discussion and analysis (MD&A). (Director of Finance Navazio)
    - c. Update on status of and Moss Adams review of District's financial reporting practices (Audit Committee Chairman Matthew Dent)
    - d. Update on request for thirty 30-day extension to file annual audit report made to the Nevada Department of Taxation (Director of Finance Navazio)
  - 2. Review of and update on Request for Proposal (RFP) for Independent Audit Services

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**Incline Village General Improvement District**

*Incline Village General Improvement District is a fiscally responsible community partner which provides superior utility services and community oriented recreation programs and facilities with passion for the quality of life and our environment while investing in the Tahoe basin.*

893 Southwood Boulevard, Incline Village, Nevada 89451 • (775) 832-1100 • FAX (775) 832-1122

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3. Verbal update to the Audit Committee on District's Internal Controls and Staffing (Requesting Audit Committee Member: Audit Committee Chairman Matthew Dent)
  4. Review and discuss timeline and next steps as it relates to moving the District back to Enterprise Fund Accounting (Requesting Staff Member: Director of Finance Paul Navazio)
  5. Chart of Accounts Review and Update - as it relates to Board of Trustees action taken at their November 9, 2020 Special Board of Trustees meeting. (Requesting Audit Committee Member: Audit Committee Chairman Matthew Dent)
  6. Acknowledge receipt of legal opinion for community correspondence regarding Dillon's Rule (Requesting Staff Member: District General Counsel Joshua Nelson)
  7. Review, discuss and possibly approve a Whistleblower procedure for financial matters (Requesting Staff Members: District General Counsel Joshua Nelson and District General Manager Indra Winquest)
  8. Review, discuss, and possibly take action related to the following communications that have been received and are included: (Requesting Audit Committee Member: Audit Committee Chairman Matthew Dent)
    - a. May 2, 2020 email communication regarding the Engagement Letter, the Audit Committee charter and communications from Mr. Dick Warren (4 pages)
    - b. October 19, 2020 email communication regarding 2018-19 CAFR capitalization, expense notes, and deferred interest received from Audit Committee Member at Large Cliff Dobler
    - c. November 6, 2020 email communication regarding Air Relief Values from Audit Committee Member at Large Cliff Dobler
- E. LONG RANGE CALENDAR (for possible action)
- Review with Audit Committee, long range calendar (Requesting Trustee: Audit Committee Chairman Matthew Dent)
- F. APPROVAL OF MEETING MINUTES (for possible action)
1. Audit Committee Meeting Minutes of October 27, 2020
- G. PUBLIC COMMENTS\* - Conducted in accordance with Nevada Revised Statutes Chapter 241.020 and limited to a maximum of three (3) minutes in duration.
- H. ADJOURNMENT (*for possible action*)



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## CERTIFICATION OF POSTING OF THIS AGENDA

I hereby certify that on or before Monday, November 16, 2020, 2019 at 9:00 a.m., a copy of this agenda (Audit Committee Session of November 19, 2020) 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 six locations within Incline Village/Crystal Bay in accordance with NRS 241.020.

1. IVGID Anne
2. Incline Village Post
3. Crystal Bay Post
4. Raley's Shopping
5. Incline Village
6. IVGID's Recreation

**SUSPENDED – STATE OF NEVADA  
EXECUTIVE DEPARTMENT,  
DECLARATION OF EMERGENCY,  
DIRECTIVE 006 (SECTION 3), 016,  
018, 021, 026 and 029**

Vorderbruggen Building (Administrative Offices)  
Office  
Office  
Center  
Branch of Washoe County Library  
Center

*/s/ Susan A. Herron, CMC*  
Susan A. Herron, CMC

Clerk to the Board of Trustees (e-mail: sah@ivgid.org/phone # 775-832-1207)

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**Audit Committee Members:** Derrek Aaron (At-Large Member), Matthew Dent (Trustee, Chair), Cliff Dabler (At-Large Member), Sara Schmitz (Trustee), and Raymond Tulloch (At-Large Member)

**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.yourtahoeplace.com](http://www.yourtahoeplace.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.**